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**VILLAGE OF WEBSTER**

# REGULAR MEETING

## BOARD MINUTES

Wednesday, April 10, 2013

Village Office

7505 Main Street West, Webster, WI

- I. CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:00 p.m.
- II. ROLL CALL** – Village President, Jeff Roberts; Trustees. Paul Berg; Kelly Gunderson; Kelsey Gustafson; Greg Widiker; Tim Maloney and Charlie Weis. Others present: Dave Rasmussen, MSA; Jeff Row, MSA; Norman Bickford; Jeanne Bickford; Officer, Bridget Getts; Steve Getts; Mason Getts; Oliver Getts; Mark Krause, Wagner Surveying; Todd Beckman, Burnett County Sentinel; Sherrill Summer, Inter County Leader; Public Works Director, Jay Heyer; Police Chief, Michael Spafford and Clerk-Treasurer, Patrice Bjorklund. Absent: None.
- III. VISITOR RECOGNITION** – Village President, Jeff Roberts recognized all visitors present.
- IV. PUBLIC PROPERTY – Chairman, Tim Maloney:** Village President, Roberts introduced Mason Getts to discuss fundraising for the Gandy Dancer Playground he is spearheading. Mason began by saying he has raised a few hundred dollars in donations towards this project. He has raised those funds from White-Tail Wilderness from PICTO proceeds. He explained PICTO is bingo, with pictures instead of numbers. Every Friday evening, they will be holding PICTO at their establishment from 6:00 – 8:00 p.m. and donate the proceeds from that game to the playground he noted. He also mentioned that the funds derived from donations will be given to Clerk-Treasurer, Bjorklund at the Village of Webster to deposit into the Parks and Playground Fund for use of purchasing the equipment. The board asked what the costs would be for this and he stated it would be \$78,000 which would include delivery and consultants to help explain how to set the playground equipment up. He showed a large print detailing what the park would look like. The park would be roughly 100' square Steve Getts explained and the ground area would be engineered wood fiber. The project will be built with help from the community. It should take less than (1) day to erect stated Steve Getts. Mason will leave a framed picture at the village office for interested individuals to look over. Trustee, Maloney mentioned he should place one at the library as well. The board asked about grant funding. Officer, Bridget Getts stated that they are investigating grant funding for this project. Steve Getts said that the United Way and NFL Packers have made contributions towards projects like this. Village President, Roberts told them they should investigate the Twins Community Fund as well.
- V. APPROVAL OF MINUTES: March 13, 2013 (Becky Rutledge – Public Hearing).** Motion made by Trustee, Berg; seconded by Trustee, Weis. **Motion carried 7-0. March 13, 2013 (Regular Meeting).** Motion made by Trustee, Widiker; seconded by Trustee, Gunderson. **Motion carried 7-0. March 28, 2013 (Bid Award Meeting).** Motion made by Trustee, Berg; seconded by Trustee, Gustafson. **Motion carried 7-0. April 3, 2013 (Utility Meeting).** Motion made by Trustee, Gunderson; seconded by Trustee, Maloney. **Motion carried 7-0.**
- VI. APPROVAL OF VOUCHERS & RECEIPTS: March 13, 2013 – April 8, 2013** vouchers in the amount of **\$66,150.51** as follows:
- a. General Fund - \$49,672.28
  - b. Water Fund - \$4,801.26
  - c. Sewer Fund - \$4,927.36
  - d. Library Fund - \$6,749.61
- And approval of receipts for: **March 13, 2013 – April 8, 2013** in the amount of **\$30,004.33**. Motion by Trustee, Gustafson; seconded by Trustee, Widiker to approve Vouchers in the amount of **\$66,150.51** and Receipts in the amount of **\$30,004.33**. **Motion carried 7-0.**
- VII. COMMITTEE REPORTS:**
- VIII. PERSONNEL – Chairman, Kelly Gunderson:** Trustee, Gunderson discussed Medica Insurance approval for contract term 6/1/13 – 5/30/14. The current coverage is MIC PP WI 750-45 at a yearly cost of \$41,337.43 to the Employer to cover 4 employees. The proposed coverage for contract term 6/1/13 – 5/30/14 for MIC PP

WI 750-45 would be for Employer cost of \$42,481.04 to cover 4 employees. Clerk-Treasurer, Bjorklund did rate comparisons for the board to review which estimated costs at 1% increase per employee for this contract term.

Trustee, Gunderson made the motion to go with the MIC PP WI 750-45 plan at a yearly cost of approximately \$42,481.04 for 4 employees for 6/1/13 – 5/30/14; seconded by Trustee, Widiker. **Motion carried 7-0.**

Village President, Roberts discussed Committee Appointments. He would like to do this before next month's Regular Monthly Meeting. He conveyed that he would like to keep all Committee Chairman in place, however; if members would like to be on another board than the one they currently serve on, they are encouraged to contact Village President, Roberts and state their desire to do so.

- IX. UTILITIES – Chairman, Paul Berg:** Trustee, Berg introduced Dave Rasmussen, MSA. Mr. Rasmussen stated that Water Main Bid was awarded to Desantis Excavating from Cumberland, WI. Their bid came in at \$599,308.00 with Bid Alternate #1 for watermain installation on Juniper, Kola and Locust Easements in the amount of \$28,840.00. Mr. Rasmussen stated that the total cost for well upgrade, and water looping came in at \$876,195.00. Part of the costs for that project weren't eligible in the amount of \$44,102.00. In regard to the SDWLP request, that amount is \$832,093.00. Principle Forgiveness is eligible up to \$499,256.00 and the low interest loan amount would be \$332,837.00 which would be paid back in 20 years. The well rehabilitation costs weren't eligible for this project. CDBG will pay 30% of the total project costs. As part of this project, SCADA will be covered 100%. If the village decides to bid themselves; Davis-Bacon bid requirements are part of the process. Basically this act of 1931 is a United States federal law that establishes the requirement for paying the local prevailing wages on public works projects. It applies to "contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000.00 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works." Mr. Rasmussen also stated that Wagner Surveying will be offered the opportunity to do the survey work for the water main project. Representative, Mark Krause could be offered the work through the village and they could have a contract with him, or MSA would subcontract the work to him Mr. Rasmussen noted. The consensus of the board was to have MSA subcontract the survey work to Mr. Krause of Wagner Surveying for the water main project. Discussion was made to approve the adjusted MSA engineering costs that were drafted before the SCADA, Meter Replacement and Well Rehab were included in the project. The costs would be \$15,000.00 more than the original contract stated. An amendment was presented to the board and needed to be signed once approval was made for this change. Motion was made by Trustee, Maloney to approve the amended \$15,000.00 cost increase to the original costs for the water project; seconded by Trustee, Berg. **Motion carried 7-0.**

Discussion took place regarding a prior approval to release the SCADA project out for bids. Motion was made by Trustee, Berg to rescind that prior motion to re-bid the SCADA project at the March 28, 2013 Utility Meeting and have the village bid the project themselves; seconded by Trustee, Gustafson.

**Motion carried 7-0.** Motion was made by Trustee, Berg to deny the SCADA system bid from NEI Electric in the amount of \$155,247.00; seconded by Trustee, Maloney. **Motion carried 7-0.** Village President, Roberts asked if the village rebids the project will they get the funding. Jeff Row stated that they would need to clear this with the DNR, however; if we bid the projects with the specs included, we will get the funding through the CDBG. The board realizes that to create the specs, they would need MSA's help to do so Trustee, Maloney noted. The costs would be more to create the specs for the board Mr. Rasmussen stated. The board agreed. He stated that there is time to work on this process as the contract with the CDBG runs through next year, so there is time to work on the SCADA System project through the CDBG.

Meter replacement discussion took place. Motion was made by Trustee, Gunderson to put meter replacements out for bid; seconded by Trustee, Gustafson. **Motion carried 7-0.**

Family Dollar water main replacement discussion took place. Jeff Row stated that he has been in contact with the contractor for the Family Dollar Store project. Jeff thought that it would be best to do directional drilling as this will not impact the parking lot for the water main work. He will report more on this discussion at a later meeting.

Desantis Excavating would like to file the motion to proceed on the project on May 8, 2013. They will then start after that date is filed.

Mark Krause of Wagner Surveying discussed notifying property owners of intent to go forward with the water project. He will make sure all necessary easements are looked into and property owners will need to be notified in writing that the work will take place within the village. Trustee, Weis was concerned that property owners to the

North are notified in a timely fashion as they may be surprised to see that their property may be disturbed with digging for this project. Mark mentioned that the village will receive a bill from Benson Law Office, LLC for their attorney opinion on the project and Burnett Abstract for work on easements on this project.

- X. FINANCE - Chairman, Greg Widiker:** Trustee, Widiker discussed the League of Wisconsin Municipalities Mutual Insurance dividend check that was received by Clerk-Treasurer, Bjorklund in the amount of \$2,506.00. This discussion was correspondence only and no decision was made as to where the funds will be allocated.

**PUBLIC PROPERTY – Chairman, Tim Maloney:** Ball Field discussion took place. Trustee, Maloney mentioned Village President; Roberts looked into costs of bleachers that will be placed behind home plate at the ball field located by the fairgrounds. The bleachers are 4 bench bleachers that are 21' long and seat 56 people. Two sets will need to be ordered with a cost of \$3,500.00 including shipping costs. He mentioned that the Webster School District will share costs of this purchase with the village. Shed discussion took place for storage of ball field supplies. Jerry Olson along with the help of his shop class will construct an 8' x 12' shed that will be built on school shop premises. The shed will have a roll-up garage door which is more expensive than a standard door, however; it is safer from vandalism Village President, Roberts noted. The scoreboard will need to be relocated and Bob Lindberg of The Lindberg Company will disconnect and reconnect the power for the move. All costs to build and situate the shed as well as move the scoreboard and purchase the bleachers comes in at approximately \$5,500.00 of which the school will share in the costs. Motion was made by Trustee, Weis to accept all of the projects for the ball field at the prices quoted; seconded by Trustee, Widiker. **Motion carried 7-0.**

Fairgrounds Bathroom repair was discussed. A proposal to remodel both men's and women's restrooms at the fairgrounds was submitted by A to Z Contracting in the amount of \$15,147.00. The project will consist of removing existing wood walls in both sides, remove one block wall in each side, and add onto two block walls to make handicap stalls, saw cut concrete floor and pour new concrete for floor drain by the other one in each side. Cover gable ends with steel siding in and outside, cover ceiling with white liner steel panel, and cover center wall above concrete block. They will also sand blast interior of the building for paint. They will not be doing the painting. Replace 2 exterior entry doors with commercial steel doors with keyed lock and door closure. They will also install 2 privacy fences by entry doors to block viewing inside. They will form and pour new concrete sidewalk 4' wide by 50' with a curb cut for handicap approach. They will also do all clean-up of materials and haul away. Motion was made by Trustee, Widiker to go with this proposal to do the bathrooms at the fairgrounds; seconded by Trustee, Maloney. **Motion carried 7-0.** Trustee, Maloney would like to have the bathrooms cleaned on a regular basis. He questioned if the part-time maintenance worker could do this. Trustee, Berg asked why the organizations who use the bathrooms couldn't take charge of making sure the facility is cleaned. Village President, Roberts will check with the ball teams to see if they can help clean. They could then work out a schedule to possibly do so he noted. He also thought that the cleaning supplies could be kept in the concession stand where heads of those organizations could see that there is access to those. Trustee, Maloney would like to have the bathrooms close as soon as ball season is done. He also mentioned that the bathrooms are not open during the Central Burnett County Fair.

Discussion took place regarding the plumbing and electrical for the bathrooms. The Lindberg Company submitted electrical work remodel for the men's and women's bathrooms. This would include ceiling lights, hand dryer power, GFI receptacles and exhaust fans for both fans in the amount of \$1,855.42. Bob Lindberg of The Lindberg Company also submitted plumbing work for the men's and women's bathrooms which included urinal flush valves, toilets, sinks with faucets, floor drains, partition doors and grab bars in the amount of \$6,984.23. Total for both bids was \$8,839.65. Motion was made by Trustee, Weis to accept The Lindberg Company's bids for plumbing and electrical in the amount of \$8,839.65; seconded by Trustee, Berg. **Motion carried 7-0.**

- XI. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson had nothing new to report.

- XII. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis presented the floor to Norm Bickford who serves as a Vice-Chairman on the Natural Resources Committee with Burnett County. He wanted to inform the board that tomorrow there will be Natural Resources Committee Meeting to discuss opening up the Gandy Dancer for ATV traffic year-round. There has been a push by the Village and Town of Siren to do this he stated. In the past, the Village of Webster has not been in favor of opening up the trail to ATV traffic. The Village of Webster Board was aware that Mr. Bickford was going to come to this meeting. Village President, Roberts had submitted a letter that the board had looked over opposing opening the trail to ATV traffic. Mr. Bickford stated that at the very least we could ask that they only keep the trail open for ATV traffic on a frozen, snow-covered trail. The board agreed. They see no economic reason to open the trail for ATV traffic. Mr. Bickford will present the letter to the Natural

Resources committee from the Village of Webster stating their disapproval to the request. Jean Bickford also spoke and stated that the extra traffic is not desirable and the ATV traffic would tear up the trail for bike riders who enjoy the use of the trail. She felt in her opinion that it would disrupt the peaceful nature of the trail for walkers and bikers who use the trail.

Trustee, Weis presented (2) Operator's Licenses for Stop-A-Sec and Budda's Black & Orange Bar.

A Land Use Permit was presented by Jason Hansen of Zia Louisa, LLC. He is requesting an outside patio to be used for a bar area. The sidewalk for this area will be detached outside of the patio area. The patio will be north of the restaurant on adjoining lot(s). It will extend 40' from north to south and will be 60' east to west. The slab will have a roof which will consist of 6" x 6" posts. It will have a steel roof and steel fascia. Trustee, Weis and the other board members looked over plans that were submitted by Mr. Hansen and drawn by Cashco Lumber. Trustee, Weis stated that the plan and land use permit application should be rejected on the following criteria: The land use permit dimensions were different from the plan. The permit described 60' east to west; while the actual drawing stated it will be 68' east to west. Also, there is a bathroom on the plan that was not detailed in the application. The application asked for a permit for a deck which is \$25.00, when the actual request is for a structure which is commercial in nature and it is a new building which is \$125.00. In order for Mr. Hansen to proceed, Public Works Director Heyer stated; he will have to submit a certified architect or engineering firm drawing (which Cashco is neither.) to the state for approval. The drawing then has to receive state approval once applied for. It clearly states on the Land Use Permit Application that commercial buildings require state approval. On the basis of all that was presented, Mr. Hansen's request was denied at this time.

Chief, Michael Spafford presented his Police Report for March 13, 2013 – present. The Village of Webster Police Department, along with the Village of Siren Police Department and the Village of Grantsburg Police Department has jointly applied for seat belt enforcement funding. The State of Wisconsin is offering this grant. Chief, Spafford was not sure of the exact amount of funding; however he should find out shortly. The enforcement would be from Memorial Day to Labor Day 2013. Full-Time Officers need to be available at all three locations to enforce these violations. He will put part-time officers in the full-time officer's slots while they are performing the enforcements during the dates specified. The 3 municipalities will share the fines and they stay within the municipalities, not the county.

Cigarette & Tobacco License was presented for the Family Dollar Store. Motion was made by Trustee, Gustafson to approve their license; seconded by Trustee, Berg. **Motion carried 7-0.**

**XIII. DEVELOPMENT AND ANNEXATION COMMITTEE:** Village President, Roberts had nothing new to report.

**A. WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney had nothing new to report.

**1) FUTURE MEETINGS:**

- a) Regular Monthly Meeting: May 8, 2013 @ 6:00 p.m. in the Village Office.**
- b) Open Book: May 15, 2013 @ 2:00 p.m. in the Village Office.**
- c) Board of Review: May 15, 2013 @ 4:00 p.m. in the Village Office.**

**XIV. ADJOURNMENT.** Motion by Trustee, Widiker; seconded by Trustee, Weis, to adjourn at 7:30 p.m. **Motion carried 7-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer

April 11, 2013

\*\*\*These minutes are subject to approval at next month's Regular Meeting.