



VILLAGE OF WEBSTER

# REGULAR MEETING

## BOARD MINUTES

Wednesday, December 11, 2013

6:00 p.m. @ Village Office

7505 Main Street West, Webster, WI

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- 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; Kelsey Gustafson; Tim Maloney; Charlie Weis and Greg Widiker. Others present: Jeff Row, MSA; Dave Rasmussen, MSA; Sherill 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. **APPROVAL OF MINUTES: November 13, 2013 \*CDBG Public Hearing Minutes:** Motion made by Village President, Roberts to approve the minutes; seconded by Trustee, Maloney. **Motion carried 6-0. November 13, 2013 \*Andrew Mihaly Public Hearing Minutes:** Motion was made by Trustee, Maloney to approve the minutes; seconded by Trustee, Widiker. **Motion carried 6-0. \*November 13, 2013 Budget Meeting Minutes:** Motion made by Trustee, Maloney to approve the minutes; seconded by Trustee, Weis. **Motion carried 6-0. November 13, 2013 \*Regular Meeting Minutes:** Motion made by Trustee, Weis to approve the minutes; seconded by Trustee, Berg. **Motion carried 6-0. December 9, 2013 \*Personnel Committee Meeting Minutes:** Motion made by Trustee, Maloney to approve the minutes; seconded by Trustee, Widiker. **Motion carried 6-0.**
- V. **APPROVAL OF VOUCHERS & RECEIPTS: November 12, 2013 – December 9, 2013** vouchers in the amount of; **\$60,680.55** as follows:
- a. General Fund - \$26,194.32
  - b. Water Fund - \$15,544.61
  - c. Sewer Fund - \$10,811.85
  - d. Library Fund - \$8,129.77
- And approval of receipts for: **November 12, 2013 – December 9, 2013** in the amount of **\$440,583.49**. Motion was made by Trustee, Weis; seconded by Trustee, Berg to approve Vouchers in the amount of **\$60,680.55** and Receipts in the amount of **\$440,583.49**. **Motion carried 6-0.**
- VI. **COMMUNICATIONS:** No communications were presented at this time.
- VII. **COMMITTEE REPORTS:**
- VIII. **PERSONNEL – Chairman “VACANT”:** Village President, Roberts chaired this portion of the meeting since there is a vacancy by an outgoing trustee and Personnel Chairman recently. Approval of the following election workers was discussed: Vida Sears – Chief Inspector; George Sears – Election Worker; Norm Bickford – Deputy Election Clerk; Jeanne Bickford – Election Worker; Carol Macaulay – Election Worker; Doris Janssen – Election Worker. Motion was made by Trustee, Berg to approve those positions for 2014 and 2015; seconded by Trustee, Maloney. **Motion carried 6-0.**

Clerk-Treasurer and Police Chief Wages for 2014 were discussed. Clerk-Treasurer, Bjorklund’s salary was suggested to be raised from \$15.50 per hour to \$16.00 per hour and Police Chief, Spafford’s salary was suggested to be raised ½% from \$20.87 per hour to \$20.98 per hour. The village will still pay 90% of both employees’ dental and health insurance and 10% will be paid by the employees for 2014.

The board discussed replacement of the vacant trustee position. The board feels that they will appoint a new trustee rather than put a space on the ballot for that position.

Part-time Officer, Donnie Holmes submitted a resignation letter effective on December 16, 2013. Trustee, Maloney made the motion to accept Officer, Holmes resignation with the understanding that his vacancy will not be filled until after union negotiations. Motion was seconded by Trustee, Gustafson. **Motion carried 6-0.**

Employee Handbook and Trustee Handbook approval with correction to the Trustee Handbook was made by Trustee, Maloney; seconded by Trustee, Berg. **Motion carried 6-0.**

- IX. UTILITIES – Chairman, Paul Berg:** Trustee, Berg opened his portion of the meeting with discussion of water meter changes in the village. All meters were installed with the exception of 24 meters Public Works Director Heyer stated.

Contractor's Application for Payment number 1 for Water Meters and Equipment to Dakota Supply Group was discussed. Original contract price was \$113,918.56 with net change by change orders of \$7,243.72 for a contract price of \$121,162.28. Payment request for \$97,951.92 to Dakota Supply Group was discussed. Motion was made to accept the pay request in the amount of \$97,951.92 by Trustee, Weis; seconded by Trustee, Widiker. **Motion carried 6-0.**

The next order of business was to discuss approval of Change Order number 1 from the original contract price of \$628,148.00 to an increase of \$114,952.02 resulting in a total for the Webster Water System Upgrades to \$743,100.02. Motion to approve the change order request for DeSantis Excavating in the amount of \$114,952.02 was made by Trustee, Maloney; seconded by Trustee, Berg. **Motion carried 6-0.** Motion to approve the pay order request in the amount of \$114,952.02 to DeSantis Excavating was made by Trustee, Weis; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Trustee, Berg stated that the deadline for the water system upgrade project with DeSantis Excavating is June 15, 2014. After that date the village will proceed with penalties for delay of the project.

Dave Rasmussen discussed the funding breakdown without the SCADA project. The water main project came to a total of \$1,012,104.02. Of those dollars, SDWL loan paid \$244,494.62. SDWL Principal Forgiveness paid \$497,628.00. CDBG paid \$251,481.40 and the village paid \$18,500.00. For the water meter project the total was \$114,909.68. CDBG paid \$102,534.68 and the village paid \$12375.00. For the SCADA System, the village paid \$55,400.00. Total Safe Drinking Water Loan was \$742,122.62. Total Principal Forgiveness and Grant was \$851,644.08; and village loan and cash was \$330,769.62. This figure was figured at 28% cost to the village. The original Funding Sources was SDWL Loan amount of \$331,752.00, Safe drinking Loan Principal Forgiveness amount of \$497,628.00 and CDBG-PF amount of \$416,000.00 with a total project cost of \$1,245,380. Estimated Project costs are \$1,182,413.70 with an under run of \$62,966.30.

Discussion regarding approval of the MSA Contract Amendment was posed. Motion was made by Trustee, Maloney to approve that amendment from the original agreement amount of \$156,700.00 with prior amendment of \$15,000.00 including the current amendment amount of \$35,000.00 for a total of \$206,700.00; seconded by Trustee, Berg. **Motion carried 6-0.** Jeff Row stated that the GIS Maps will be provided to the village.

- X. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker opened this portion of the meeting discussing employee Christmas Bonuses. Discussion was to give full-time employees \$100 and part-time employees \$50 with a combined total of \$900. Motion was made by Trustee, Weis to give the bonuses to employees and seconded by Trustee, Berg. **Motion carried 6-0.**

The Levy Limit Worksheet discussion took place. Because of the error in completing the statement of taxes in the TIF portion by Clerk-Treasurer, Bjorklund last year, the actual levy was less than the approved amount. Auditor, Steve Tracey adjusted for that by taking the adjustment in Line A to use prior year unused levy. Clerk-Treasurer, Bjorklund is asking the board to formally vote on and approve the adjustment for the previously unused levy in the amount of \$3,360. This does not change the approved levy of \$381,747; it simply adjusts the levy limit to equal the approved levy. Motion was made by Trustee, Berg to approve the Levy Limit Worksheet with that change; seconded by Trustee, Gustafson. **Motion carried 6-0.**

- XI. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney had nothing new to report. Discussion regarding Invoice #54 from DeSantis Excavating in the amount of \$7,990.00 had been discussed in the utility portion of this meeting. That amount was part of Change Order #1 in the Webster Water System Upgrades.
- XII. STREETS – Chairman, Kelsey Gustafson:** Chairman, Kelsey Gustafson opened discussion regarding snow removal. There was a single sealed bid from Bruce’s Auto & Towing for snow removal for 2013-2014. His bid was \$75.00 per hour with a 3 yard bucket on a 95 Horsepower Kubota Tractor. This will be for Main Street snow removal. Motion was made to approve the snow removal bid from Bruce’s Auto & Towing by Trustee, Weis; seconded by Trustee, Berg. **Motion carried 6-0.**
- XIII. JUDICIAL – Chairman, Charlie Weis:** Chairman, Weis opened discussion regarding approval of the village’s legal newspaper. Motion was made by Trustee, Gustafson to have both the Inter-County Leader and the Burnett County Sentinel as the village’s legal newspapers; seconded by Trustee, Weis. **Motion carried 5-1.**
- Police Report was read by Chief, Michael Spafford.
- XIV. DEVELOPMENT AND ANNEXATION COMMITTEE:** Village President, Roberts had reported this in an earlier portion of the meeting.
- A. **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney said the next Rural Fire Meeting will be the 3<sup>rd</sup> Thursday in January.
- 1) **FUTURE MEETINGS:**
- a) **Caucus Meeting (Wednesday, January 8, 2014 @ 5:45 p.m.) Regular Monthly Board Meeting (Wednesday, January 8, 2014 @ 6:00 p.m.)**
- XV. ADJOURNMENT.** Motion by Trustee, Gunderson; seconded by Trustee, Widiker to adjourn at 7:12 p.m. **Motion carried 6-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer, December 12, 2013

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