



VILLAGE OF WEBSTER

REGULAR MEETING

BOARD MINUTES

Wednesday, July 10, 2013

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 5:50 p.m.
 - II. **ROLL CALL** – Village President, Jeff Roberts; Trustees. Paul Berg; Kelly Gunderson; Kelsey Gustafson; Tim Maloney; and Greg Widiker. Others present: Rhonda Reynolds, Burnett County Emergency Management Director; Mason Getts; Officer, Bridget Getts; Steve Getts; Oliver Getts; Adam Derosier; Jeff Row, MSA; Sherill Summer, Inter-County Leader; Public Works Director, Jay Heyer; Police Chief, Michael Spafford and Clerk-Treasurer, Patrice Bjorklund. Absent: Trustee, Charlie Weis.
 - III. **VISITOR RECOGNITION** – Village President, Jeff Roberts recognized all visitors present.
 - IV. **JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis was absent, so Village President; Jeff Roberts gave the floor to guest, Rhonda Reynolds. Ms. Reynolds was invited by the board to discuss emergency management strategies in the event the Village of Webster suffers a disaster. Clerk-Treasurer, Bjorklund had put together a preliminary Emergency Preparedness Plan and a copy was included in all members' packets. Ms. Reynolds stated that there are also additional pieces of information that can be included to this plan that she will provide. The plan is a work in progress and the board will look at finalizing this plan at a future meeting with Ms. Reynolds. She also discussed Incident Command System (ICS) and she can help the board put one in place. She presented a Power Point demonstration detailing the steps the village needs to take in the event of an emergency. The board appreciated her taking the time to present this information and invited her back in the near future to finalize the Emergency Preparedness Plan as well as setting other systems in place for future disaster preparedness. The board will set a meeting in the near future for this.
 - V. **PUBLIC PROPERTY – Chairman, Tim Maloney:** Village President, Jeff Roberts gave the floor to Mason Getts. He stated that in 5 weeks he has raised \$970.00 toward the new playground equipment. Jim Springett who is a local artist donated an 11 x 14 framed painting that he painted. It is a Sandhill Crane piece and it is framed in barnwood. The artwork is currently displayed at Café Moonglow in the Village of Webster. So far, \$150.00 has been raised with the sale of those tickets. Tickets are on sale at Café Moonglow and Mason will be selling tickets as well. He wasn't sure of the price of those tickets, but stated that any interested individuals can inquire at Café Moonglow. A Raffle Drawing for the painting will take place on Saturday, August 10, 2013 @ 3:30 p.m. during Gandy Dancer Days. Whitetail Wilderness is still doing PICTO every Friday evening at 6:00 p.m. Proceeds will continue to be donated to the Mason Getts Playground Fund until the goal is obtained. There is a website set up as well for donations. Interested individuals can go to www.GoFundMe.com/masonsdreamplayground to donate. Mason will continue to give the board updates regarding fundraising progress.
 - VI. **UTILITIES – Chairman, Paul Berg:** Trustee, Berg gave the floor to Jeff Row of MSA. He stated that the Well #3 Rehabilitation is complete. It took 1-1/2 weeks to complete. The well was televised and needed to be cleaned, flushed and re-televised. He stated that the pump didn't have to go in as deep as the original which saved costs on the project. The original contract price for the well rehabilitation was \$28,990.00. There was a change order in the amount of \$8,714.00 for this work. This was for Rehabilitation of Well #3 and Transducer and Display. The pump setting from 210 feet to 100 feet column Pipe and Shaft did change the increase in cost from original cost \$11,245.00 to \$8,714.00. Jeff was requesting approval for this change order request for \$8,714.00. Motion was made to approve this request by Trustee, Berg; seconded by Trustee, Gunderson. **Motion carried 6-0.**

The water project is approximately ½ completed. MinnComm has completed their work yesterday Jeff stated. All blacktopping should be completed by the middle to end of August. A pay request approval needs to be approved in the amount of \$274,569.00 to DeSantis Construction Jeff stated. Motion was made to approve this request by Trustee, Berg; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Jeff stated that the process to bid for water meters is quickly approaching. The meter replacement bid will be advertised in July, bid in August and awarded at the August Meeting.

VII. APPROVAL OF MINUTES: Motion was made to approve the **(June 12, 2013 Charles Brenner Public Hearing Minutes)** by Trustee; Gunderson, seconded by Trustee; Maloney. **Motion carried 6-0.** Motion was made to approve the **(June 12, 2013 Dennis Boyd Public Hearing Minutes)** by Trustee; Maloney, seconded by Trustee; Gustafson. **Motion carried 6-0.** Motion was made to approve the **(June 12, 2013 Regular Meeting Minutes)** by Trustee; Gunderson, seconded by Trustee; Widiker. **Motion carried 6-0.** Motion was made to approve the **(June 13, 2013 Preconstruction Meeting Minutes)** by Village President; Roberts, seconded by Trustee; Berg. **Motion carried 6-0.** Motion was made to approve the **(Special Meeting Minutes)** by Trustee; Maloney, seconded by Village President; Roberts. **Motion carried 6-0.**

VIII. APPROVAL OF VOUCHERS & RECEIPTS: **June 11, 2013 – July 8, 2013** vouchers in the amount of **\$117,342.39** as follows:

- a. General Fund - \$73,017.55
- b. Water Fund - \$29,895.01
- c. Sewer Fund - \$6,962.40
- d. Library Fund - \$7,467.43

And approval of receipts for: **June 11, 2013 – July 8, 2013** in the amount of **\$141,517.41.** Motion was made by Trustee; Maloney, seconded by Trustee; Widiker to approve Vouchers in the amount of **\$117,342.39** and Receipts in the amount of **\$141,517.41.** **Motion carried 6-0.**

IX. COMMUNICATIONS – A copy of a letter was included in all members' packets that was drafted from Jim Taylor to Clerk-Treasurer, Patrice Bjorklund, dated June 18, 2013. He wanted to convey to the board that the board should grant the Brenner variance and that he and the Olsen's are both embarrassed and sorry they confused the issue instead of helping to resolve it. He had no idea that the Olsen's had signed away their easement and had entered into an agreement which covered all the points requested by the board to be resolved. The agreement was reached in July of 2012, before the Olsen's actually purchased the property. The Olsen's completely forgot that an agreement had been reached. At the hearing for a variance Mr. Brenner did indicate there was such an agreement. At that meeting, he stated he had forgotten to bring the agreement. Mr. Taylor stated by copy of his letter to the board, he is apologizing for the false and misleading statement he made to the board at that meeting that the Olsen's had an easement.

X. COMMITTEE REPORTS:

XI. PERSONNEL – Chairman, Kelly Gunderson: Trustee, Gunderson wanted to set a Closed Session Personnel Meeting to discuss upcoming Union Contracts. The board set the date for this meeting for Wednesday, July 24, 2013 @ 6:00 p.m.

XII. UTILITY – Chairman, Paul Berg: Starwire Technologies representatives Joe and Sara Cremin were not in attendance to discuss an internet agreement. Clerk-Treasurer, Bjorklund stated that she had been in contact with the Village of Webster Attorney, Adam Benson today regarding this issue. Attorney Benson is in the process of drawing up an agreement between the Village of Webster and Starwire Technologies to allow them to place underwire internet cable near the utility easement on the right-of-way throughout the village. Clerk-Treasurer, Bjorklund asked that the costs be divided for his attorney's fees between Starwire Technologies and the Village of Webster. Starwire Technologies will be present at next month's Regular Meeting to go over the agreement and possibly approve at that meeting.

XIII. FINANCE – Chairman, Greg Widiker: Trustee, Widiker opened his portion of the meeting with discussion of refinancing the library loan with the Board of Commissioners of Public Lands. The current loan for Conversion/remodel for the Larsen Family Public Library was taken out on February 9, 2011 in the amount of \$215,000.00. The library board approved the board refinancing the current loan with Bremer Bank. They would like to refinance with the Board of Commissioners of Public Lands. The current rate of interest for borrowing is 4.25% through them. Trustee, Maloney wanted to do the refinance as soon as possible to keep the interest rate at 4.25% with Public Lands. Motion was made to refinance the outstanding amount of \$191, 122.15 which is the amount due after the \$3,680.75 principal and interest loan payment is made on August 10, 2013. Trustee, Maloney made the motion at the library board's request to refinance the library loan from Bremer Bank for the

outstanding balance for the remaining loan time period with the Board of Commissioners of Public Lands; seconded by Trustee, Gunderson. **Motion carried 6-0.**

- XIV. PUBLIC PROPERTY – Chairman, Tim Maloney:** Discussion took place regarding keeping the fairgrounds bathroom open during the fair that takes place August 1, 2, and 3rd. A fair representative was supposed to be present at tonight's meeting and the board wanted to convey their thoughts on this issue. Trustee, Maloney stated that the fair board needed to commit to cleaning the facility each day during the fair and if they do not clean the facility, the village will lock the building. He also discussed hours of operation. Village President, Roberts thought 7:00 a.m. – 7:00 p.m. seemed like the most appropriate times to keep it open. The board agreed with the hours of operation as well as cleaning the facility. Trustee, Maloney will let Fair Board President, Charlie Scott know of the boards wishes regarding this issue.

Discussion took place regarding the announcer's stand. Trustee, Maloney stated that the announcer's stand sustained more vandalism. It appears that all the copper wiring was stolen there in June. There was a police report included in his packet he stated. His thought was to have the village board put no more money into the stand in the future. The board agreed.

Dog Park discussion took place. A copy of an e-mail from Joe Wacek of DSI was included in all members' packets. The board will have the ultimate say in what goes into the park Trustee, Maloney stated. It will be done in planning stages he said. A meeting to discuss this further will be done in the future he stated.

- XV. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson is planning on placing a bid ad requesting paving bids for Balsam Street on the NW end in next week's paper. Bid opening for this project will take place at next month's meeting.

Trustee, Gustafson stated that the Snow Removal Budget has been depleted because of the high amount of snow removal that has been done so far this year. He wanted to move \$10,000 from Street Construction and move that amount to Snow Removal. He would like to discuss doing the Budget Amendment at next month's meeting. Clerk-Treasurer, Bjorklund stated that this could be done within the fund right now without a motion since it is within the same category within the budget. The board agreed. The Snow Removal Budget will not be under-budget because of this decision he stated.

Trustee, Widiker wanted to know if mowing along the drainage ditch could be done by his house. He stated that it used to be done in years past, however; it hasn't been done this year or last year he stated. Public Works Director, Heyer said he would ask Yellow River Construction to do that mowing. Trustee, Maloney asked about having mowing done in the drainage ditch near his house as well and Public Works Director, Heyer stated this can't be done because of the terrain there. Village President, Roberts wanted to know if the village is paying Yellow River Construction for more than one mowing at the dog park and Public Works Director, Heyer stated no we are not. Trustee, Berg wanted to know why the sewer ponds are not included in the basic bid and Public Works Director; Heyer stated work there varies, so an hourly rate has to be paid for that work.

- XVI. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis was absent, therefore; Village President, Roberts took over this portion of the meeting. Kevin Flodin had asked Police Chief, Spafford if The Tap, Inc. could hold burn-outs with motorcycles in the back of their bar on Main Street at various times. The Chief stated that he thought if it happened one-time he didn't have a problem with it. Since he had requested to do more than one time, he should be placed on the agenda to have the board discuss. Since he was not at tonight's meeting to discuss this, the board stated they were against the burn-outs at that location. Trustee, Weis had stated to Clerk-Treasurer, Bjorklund that he was adamantly against this taking place there. He wanted the board to know this.

Village President, Roberts presented a Post Issuance Compliance Policy that Clerk-Treasurer, Bjorklund had drafted. He wanted Clerk-Treasurer, Bjorklund to explain what the purpose of this policy was. Clerk-Treasurer, Bjorklund stated in a questionnaire that was part of the \$331,752.00 Water System Revenue Bond process for the water project, it was stated that the Village had not adopted an overall post-issuance tax compliance policy. While the No Arbitrage Certificate and Post-Issuance Compliance Checklist that Quarles & Brady, LLP provided as Bond Counsel for this process spell out compliance requirements for that issue, the IRS strongly encourages issuers to adopt general policies for tax compliance on an overall basis. The IRS has gone so far as to suggest that, in the event of an audit, an issuer will receive more favorable treatment if it has a policy in place. Quarles & Brady, LLP encouraged Clerk-Treasurer, Bjorklund to adopt a policy following their template. Clerk-Treasurer, Bjorklund is requesting the

board's approval for this policy. Motion was made by Trustee, Berg to approve the policy; seconded by Trustee, Widiker. **Motion carried 6-0.**

Picnic License and Operator's Licenses for Central Burnett County Fair for the period of August 1, 2013 – August 3, 2013 were presented. Motion was made to approve those licenses by Trustee, Gunderson; seconded by Trustee, Maloney. Clerk-Treasurer, Bjorklund stated that not all Operators Licenses had been submitted and the Fair Board requested that another meeting take place in the future to approve those licenses. Clerk-Treasurer, Bjorklund will keep the board apprised of that date and time.

Sid Sherstad, Siren Telephone requested a Land Use Permit for a small building for storage on his property located at 26868 Trout Avenue North. The size of the building is 24' x 32'. He stated on his permit that it is a modern space for future office and retail space. For the time being, the building will be used for storage.

Police Chief, Spafford read his Police Report. There has been an issue with people leaving their homes and letting them go back to the bank and Sheriff's sales. Chantel Nelson-Reynolds whose property located at 7308 Fir Street East had left a large amount of garbage at her residence. Police Chief, Spafford had a jail inmate from Restorative Justice clean that garbage and put into a dumpster from North Country Dumpsters. It was a 10 yard dumpster at a cost of \$425.00. Unfortunately, until a bank gives notice that they own the property the costs for this are not paid. Clerk-Treasurer, Bjorklund will place this amount on the 2013 Tax Roll. Village President, Roberts asked her to see what bank owns the property. She will look into this.

Bike Rodeo discussion took place. Police Chief, Spafford is hoping to garner between \$3,000.00 and \$4,000.00 in donations. He stated that the Lion's Club is handling the food and he is hoping to donate between 30 and 40 bicycles. There will also be a BMX Nitro Circus show that will take place on Saturday, August 10, 2013 after the Bike Rodeo. Police Chief, Spafford stated that the cost for this show is \$1,500.00 and 2 individuals have already donated toward this. The BMX Nitro Circus is tied in with the Department of Transportation, so bicycle safety will be part of the program. Bleachers will need to be obtained for seating. Trustee, Berg stated he will look into this with the St. Croix Tribe and see if they have some the village could use during this event. Police Chief, Spafford will contact Central United Methodist Church to see if they can use their lot for this show.

Trustee, Maloney stated that there have been several inquiries to him why the squad car runs idle at all times without ever being turned off while on duty. Police Chief, Spafford stated he is looking into this with Motorola. The issue is if the car shuts down, the camera dies and it is hard to reboot. He will try to come to a resolution with this problem.

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

A. WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney: Trustee, Maloney stated that the Webster Rural Fire Association Meeting will take place on Thursday, July 18, 2013 @ 7:00 p.m. at the Fire Hall.

1) FUTURE MEETINGS:

- a) Webster Rural Fire Association Meeting (Thursday, July 18, 2013 @ 7:00 p.m. – Fire Hall)**
- b) Personnel Meeting *Closed Session (Wednesday, July 24, 2013 @ 6:00 p.m.)**
- c) Regular Monthly Board Meeting (Wednesday, August 14, 2013 @ 6:00 p.m.)**

XVIII. ADJOURNMENT. Motion by Trustee; Gunderson, seconded by Trustee; Widiker, to adjourn at 7:15 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer

July 11, 2013

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