



www.shutterstock.com #83736148

VILLAGE OF WEBSTER

# REGULAR MEETING

## BOARD MINUTES

Wednesday, March 13, 2013

Village Office

7505 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:02 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; Clerk-Treasurer, Patrice Bjorklund; Jay Heyer, Public Works Director and Police Chief, Michael Spafford. Absent: None.
- III. **VISITOR RECOGNITION** – Village President, Jeff Roberts recognized all visitors present.
- IV. **APPROVAL OF MINUTES: February 13, 2013 (Regular Meeting).** Motion by Trustee, Weis; seconded by Trustee, Maloney to approve the minutes. **Motion carried 7-0. February 27, 2013 (Bid Process Meeting).** Motion by Trustee, Berg; seconded by Trustee, Widiker to approve the minutes. **March 6, 2013 (Public Property Meeting).** Motion by Trustee, Maloney (with correction made to batting cage portion of minutes from monies to fill); seconded by Trustee, Gunderson to approve the minutes. **Motion carried 7-0. March 11, 2013 (Judicial Meeting).** Motion by Trustee, Gunderson; seconded by Trustee, Berg. **Motion carried 7-0.**
- V. **APPROVAL OF VOUCHERS & RECEIPTS: February 12, 2013 – March 12, 2013** vouchers in the amount of **\$161,223.44** as follows:
  - a. General Fund - \$141,051.32
  - b. Water Fund - \$5,661.60
  - c. Sewer Fund - \$4,887.41
  - d. Library Fund - \$9,598.11
  - e. Cemetery Fund - \$25.00
 And approval of receipts for: **February 12, 2013 – March 12, 2013** in the amount of **\$17,744.58**. Motion by Trustee, Widiker; seconded by Trustee, Weis to approve Vouchers in the amount of **\$161,223.44** and Receipts in the amount of **\$17,744.58**. **Motion carried 7-0.**
- VI. **COMMITTEE REPORTS:**
- VII. **PERSONNEL – Chairman, Kelly Gunderson:** Chairman, Gunderson discussed the request to increase Public Works Employee Ray Hammerschmidt’s pay from \$10.50 to \$11.00. The discussion was brought to the board’s attention since the Cemetery Board Committee had given Mr. Hammerschmidt an increase through their board and wanted to keep his pay in line with that board’s. Motion was made by Trustee, Berg to increase Mr. Hammerschmidt’s pay from \$10.50 to \$11.00; seconded by Trustee, Gunderson. **Motion carried 7-0.**

Securian Dental Plans had submitted a letter stating that Group Contract #: 001302 will renew with new Contract Term of: June 1, 2013 – May 31, 2014. Current rates and Renewal Rates were included in the letter as follows:

	<u>Current Rates</u>	<u>Renewal Rates</u>
Employee:	\$43.40	\$45.60
Employee + SP:	\$0.00	\$0.00
Employee + Ch(n):	\$0.00	\$0.00
Family:	\$112.60	\$118.25

Trustee, Maloney asked Clerk-Treasurer what portion the village pays? She stated that the village pays 90% and the employee pays 10% currently. He also asked if this falls within the budgeted amount. She stated that the budgeted amount for insurance for all covered employees was 6% and this increase fell under those criteria. Motion was made by Trustee, Weis to approve the renewal rate for Securian Dental Plan; seconded by Trustee, Gustafson. **Motion carried 7-0.**

**VIII. UTILITIES – Chairman, Paul Berg:** Trustee, Berg introduced Dave Rasmussen, MSA. Mr. Rasmussen stated that CDBG/PF portion of the meeting has been discussed at previous meetings and is complete at this time. The SDWLP advertisement for bids has been placed in both newspapers he stated. He also noted that the SCADA contractors would like to look at plans for that portion of the bid process. They are available at the village office for contractors to review. Bid opening has been set for March 26, 2013 @ 11:00 a.m. and Bid award has been set for March 27, 2013 @ 6:00 p.m. Both meetings will take place at the Village Office. Mr. Rasmussen noted that there will be 3 separate bid processes and they will be as follows: Water Looping, Water Line Improvements; Well Rehab/SCADA and finally Water Meters. The board asked the definition of SCADA and Clerk-Treasurer, Bjorklund stated it stood for Supervisory Control and Data Acquisition.

Trustee, Berg would like to set up a meeting the week of April 1<sup>st</sup>, 2013 to discuss meter purchase for the bid process. Trustee, Berg along with the Utility Committee decided that the meeting will take place on April 3, 2013 @ 6:00 p.m.

Kathy Bartelson of The Wisconsin DNR met with Public Works Director, Heyer and Operator, Phernetton today regarding the discharge permit for the Village of Webster Municipal Utility. The permit won't have to be reviewed for another 5 years Trustee, Berg noted. Trustee, Berg stated in the future the board will need to look into a more permanent solution regarding power for the lagoons in the standalone building that is nearby. Trustee, Maloney stated that this is something that could be discussed at future budget meetings. Public Works Director, Heyer stated that currently a deep cell battery is used for power there.

Trustee, Berg also mentioned that sludge removal will need to take place around the inlet pipe in approximately a year or so. He asked Clerk-Treasurer, Bjorklund to place this on the April 2013 Utility Agenda.

**IX. FINANCE - Chairman, Greg Widiker:** Trustee, Widiker discussed Ambulance costs. There were two proposals presented at the February 28, 2013 Ambulance meeting that took place at the Burnett County Government Center at 7:00 p.m. All towns and villages were asked to attend. Included in all members' packets was a copy of the Proposed Ambulance Cost Distribution for 2014 and Beyond that President, Roberts provided. Of the 21 municipalities that were present; 15 Chairman and Village Presidents were represented at that meeting. The consensus of the Village of Webster board was to go with a population model which would be broken down per year as follows: 2014 (80% population/20% municipality); 2015 (70% population/30% municipality); 2016 (60% population/40% municipality) and 2017 (50% population/50% municipality). According to Trustee, Weis (who had been in attendance at some of the meetings'), stated that this (in his opinion) was the most fair and equitable solution. The board agreed. Also noted by President, Roberts was the fact that North Ambulance doesn't care how the 2014 amount of \$679,950 is distributed throughout the municipalities who will be using North Ambulance Service. On April 25, 2013 there will be a follow-up meeting to discuss this at the Burnett County Government Center @ 7:00 p.m. to discuss the contract and method President, Roberts mentioned. Motion was made by Trustee, Weis to go with the hybrid 50% Population & 50% parcels with structures Ambulance Model 2014 – 2017; seconded by Trustee, Maloney. **Motion carried 7-0.** Motion was also made by Trustee, Maloney to approve the 2014 – 2017 Ambulance Contract with the consumer price increase every other year; seconded by Trustee, Weis. **Motion carried 7-0.** President, Roberts will vote per the board's intent at the upcoming Ambulance Contract Approval Meeting at the Burnett County Government Center.

**PUBLIC PROPERTY – Chairman, Tim Maloney:** Community Center Rental Agreement discussion took place. Currently, there is no detail for hourly rental of the facility Trustee, Maloney noted. There has been interest to rent the facility on an hourly basis. Public Property had discussed this at their March 6, 2013 meeting. The committee would like to charge \$25.00 per hour on Sunday's through Thursday's he stated. This price would include \$150.00 damage deposit. Motion was made by Trustee, Gunderson to approve a Sunday through Thursday hourly listing @ \$25.00 per hour and make note that Friday and Saturday daily rental is \$400.00 per day with \$200.00 charged for additional day's rental on the Community Center Rental Agreement with all prices including a damage deposit of \$150.00; seconded by Trustee, Weis. **Motion carried 7-0.**

Trustee, Maloney discussed storage of ball field supplies to include a separate room in one of the existing buildings is not doable. There would be issues of key holders and costs involved he stated. This issue had been reviewed at the Public Property Committee Meeting.

At the Public Property Committee Meeting, new bleachers behind home plate were discussed as well as a storage shed for ball field supplies and a batting cage with netted fence. The scoreboard would need to be moved from right field to center field he noted. Bob Lindberg will give pricing for electric on the scoreboard. Bathrooms on

the fairgrounds were discussed at that meeting. The old building is in major disrepair he noted. Bob Lindberg had quoted an estimate of \$52,000.00 to replace all fixtures with stainless steel. Stainless steel fixtures were too cost prohibitive Trustee, Maloney mentioned. The facilities would need to be handicapped accessible. Zmuda Construction will submit a proposal for sidewalks and handicap accessibility entrances for the bathrooms. Lion's Club will help with the costs associated with getting this project completed. All ball leagues use the field; Trustee, Maloney noted. It would be nice to get overhead shade over the bleachers as well. Trustee, Maloney is getting pricing from Webster School Groundskeeper; Brian Sears. The current overhang proposal is cloth and PVC; Trustee, Widiker mentioned. He felt that this was not as good in regards to maintenance. Is there a more permanent solution that the board could look into he questioned? Trustee, Maloney will research this. Also discussed at the Public Property Meeting was fill in for some RV camping spots on the fairground property. There is \$6,000 in the Fairgrounds Maintenance account he stated. In regards to bathroom discussion; Trustee, Maloney will let Clerk-Treasurer, Bjorklund know the date of the next Public Property Meeting to discuss bathroom improvements.

**X. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson noted that there is an issue with Ingalls Clinic – St. Croix Regional Medical Center's handicapped accessible area located on the east side of their facility by the street. Survey shots would probably need to be taken at that location he stated. There is a problem in the spring when the snow melts and freezes; ice accumulates and water pools in that area making the area quite slippery. The clinic wants to put a drain in that area. Public Works Director, Heyer will meet with the Property Manager of the clinic in the spring to discuss ways to alleviate the problem. Trustee, Gustafson stated that the simplest solution would be to keep the area well shoveled so the snow doesn't melt and freeze over the handicapped accessible area. Trustee, Gustafson and Public Works Director, Heyer looked at the two Main Street sidewalk trouble spots which are located by the Webster Antique Store and the old Library. The areas heave in the winter months. More discussion will take place in the future to alleviate those issues he noted.

**XI. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis presented (3) Operator's Licenses for Wayne's Foods Plus.

Chief, Spafford presented his Police Report for February 2013 – present.

Security Camera Discussion took place. A proposal for 9 security cameras for Main Street and the Gandy Dancer Park was presented at the March 11, 2013 Judicial Committee Meeting. The cost would be \$13,400 for 9 cameras. Trustee, Weis noted that 11 cameras would probably be needed as the Fairgrounds would need to be monitored. Chief, Spafford stated that wireless cameras may be an issue at the fairgrounds. They probably won't work as well. Trustee, Maloney asked why the cameras are needed. Chief, Spafford stated that they would help with patrol after the officer's are off-duty in the village. Trustee, Weis asked to research Burnett County Highway Department's offer to place 2 cameras on State Road 35 at no cost to the village. More discussion will take place on this issue for Budget 2014 purposes.

**XII. 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) **Water Project Bid Opening Meeting: March 26, 2013 @ 11:00 a.m. in the Village Office.**
- b) **Water Project Bid Award Meeting: March 27, 2013 @ 6:00 p.m. in the Village Office.**
- c) **Utility Meeting: April 3, 2013 @ 6:00 p.m. in the Village Office**
- d) **Regular Monthly Meeting: April 10, 2013 @ 6:00 p.m. in the Village Office.**

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

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer

March 14, 2013

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