



VILLAGE OF WEBSTER

REGULAR MEETING BOARD MINUTES

Wednesday, November 13, 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; Sherill Summer, Inter-County Leader; Terry Erickson; 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:**
October 9, 2013 *Regular Meeting Minutes: Motion made by Trustee, Weis to approve the minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.** **October 16, 2013 *Finance Committee Meeting Minutes:** Motion made by Trustee, Maloney to approve the minutes; seconded by Trustee, Widiker. **Motion carried 6-0.** **October 16, 2013 *Personnel Committee Meeting Minutes:** Motion made by Trustee, Weis to approve the minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.** **October 23, 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: October 8, 2013 – November 11, 2013** vouchers in the amount of; **\$310,172.29** as follows:
a. General Fund - \$56,135.12
b. Water Fund - \$235,927.37
c. Sewer Fund - \$8,744.63
d. Library Fund - \$9,365.17
And approval of receipts for: **October 8, 2013 – November 11, 2013** in the amount of **\$88,148.63**. Motion was made by Trustee, Berg; seconded by Trustee, Gustafson to approve Vouchers in the amount of **\$310,172.39** and Receipts in the amount of **\$88,148.63**. **Motion carried 6-0.**
- VI. **COMMUNICATIONS:** Village President, Roberts presented Pre-Construction Conference Water Meter Replacement Project Meeting Minutes from October 24, 2013 @ 11:00 a.m. in the Village of Webster Office. Present were: Dan McGrane from DSG; Robin Boros from Midwest Testing; Dave McCann from Midwest Testing; Jay Heyer, Public Works Director; Dean Phernetton, Operator; Paul Berg, Utility Chairman; and Jeff Row, MSA. Expectations for completion, scope of job and requirements for the project were discussed.
- VII. **COMMITTEE REPORTS:**
- VIII. **DEVELOPMENT & ANNEXATION:** Village President, Roberts gave the floor to Terry Erickson. Mr. Erickson was present to request either purchasing or have the village donate land east of his property located at: 26356 Lakeland Avenue South in the village. Currently, that property is being leased for 5 years from Indianhead Community Action Agency. The business does do food donations and this will pose a problem with traffic Chief, Spafford noted. Mr. Erickson was hopeful that if he obtains the property to the east of his business from the village that he could potentially put additional parking in that area. The property is zoned W1 Conservancy Clerk, Bjorklund noted. There was a question to the amount of property that was there, and the Clerk or Mr. Erickson was unsure. Village President, Roberts stated that it would be nice to get the property into a taxpayer's name so that it can get on the tax roll. The board agreed. Mr. Erickson asked the board if they were willing to donate or sell the property. Public Works Director, Heyer would like to see conditions to his obtaining the property. He noted that there is water and sewer services that are buried there that service the neighboring Holiday Station Store and Mr. Erickson's building. The services are in an easement that the village owns and they are buried approximately 4-5 feet deep. Mr. Heyer's concern was that if the lot is plowed for parking, the frost would impede the existing lines because of

exposure. He would like Mr. Erickson to dig the lines up and insulate them so that they do not freeze. Mr. Erickson said he would do that and make sure it was done to the specifications of the Public Works Director. Mr. Erickson also told the board that he would eventually like to connect to Apple Street with his property by way of a road someday. Trustee, Widiker asked if a parking lot if put in on that property was drainage a consideration. Mr. Erickson stated that he would have the drainage go to the east. Mr. Erickson also stated that he will not do any work until he gets DNR approval. Motion was made by Trustee, Maloney to sell the parcel to Mr. Erickson by the village for \$500.00 with the stipulation that insulating the water and sewer in the easement is taken care of before work commences and if he does extend a road to Apple Street that he does it according to specifications set forth by the Public Works Department. Motion was seconded by Trustee, Weis. **Motion carried 6-0.**

IX. 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. There were three (3) copies of union contracts for International Union of Operating Engineers Local 139 for 2014 that needed to be approved by the full board. The contracts were approved at the October 16, 2013 Personnel Committee Meeting for Public Works Director, Jay Heyer and Operator, Dean Phernetton. Motion was made to approve the contracts for 2014 by Trustee, Weis, seconded by Trustee, Gustafson. **Motion carried 6-0.** Employee Handbooks as well as Trustee Handbooks were distributed in all board members packets. The consensus of the board was to look over the handbooks before next month’s meeting and possibly approve the handbooks at that time. Trustee, Maloney made the motion to table until next month’s meeting, seconded by Trustee, Weis. **Motion carried 6-0.**

X. UTILITIES – Chairman, Paul Berg: Trustee, Berg opened his portion of the meeting with discussion of water meter changes in the village. Originally, he stated the board had decided to go with Plastic meters, however; when the costs came in to do those changes there was an added expense of \$10,500 for grounding straps. He was disappointed with this, as there was no mention during the decision stage of purchasing meters through Dakota Supply Group. There was a Utility Meeting held on August 28, 2013, and at that time it was decided to go with the Badger Brass Meters. Jeff Row informed the board that water meter installation have started on Monday, November 11, 2013 and should be done before Thanksgiving.

The SCADA System should be installed next week, Public Works Director, Heyer stated.

The Water Project needs to be closed out Trustee, Berg stated. There was discussion with DNR Regional Engineer, Judy Hayducsko to complete the final inspection. A simple Safe Drinking Water Loan Audit will need to be completed. There was confusion that if the project stayed open and wasn’t closed out until 2014 that two (2) separate audits would need to be performed. Jeff Row stated that that is not the case. Dave Rasmussen informed him that only one single audit needs to be performed. He stated if this is the reason that they want to close out the project, they can avoid two (2) audits. Jeff would like to see a Utility Meeting held in the next few weeks to see if the board would like to close out the project this year or wait until next year. The Punch List is not complete he stated. There are several issues that are not complete, Public Works Director, noted. Curb Stops, Restoration, Forty (40) Water Valves need to be repaired, old transite pipe needs to be removed from the ground and disposed of properly, a broken storm sewer grate needs to be replaced and parts, and tools need to be replaced that DeSantis used he stated. Trustee, Berg will set up a Utility Meeting in the near future once the time is coordinated with Jeff Row and Public Works Director, Heyer.

XI. FINANCE – Chairman, Greg Widiker: Trustee, Widiker opened this portion of the meeting discussing health insurance and dental insurance. On October 31, 2013 Village President, Roberts submitted a letter to Committee Chairman, Donald Taylor to request the Village of Webster to participate in their Wisconsin Counties Association/Group Health Trust insurance. It was a cooperative effort with the Village of Grantsburg. On, November 12, 2013 their committee met to decide if the two (2) villages could participate and the committee denied the request. The reasoning as described by Village of Grantsburg, Clerk Zeiler was conveyed by Village Clerk-Treasurer, Bjorklund that they didn’t want to deal with the risk of outside municipalities joining county insurance. The consensus of the village board was to have Clerk-Treasurer, Bjorklund draft a letter to the committee to see what their reasoning was for denial of the Village of Webster’s participation in the county insurance. She agreed to do so and will report her findings to the board.

Each year, the board has donated funds to support the Santa Day Sleigh rides in the Village of Webster. Motion was made by Trustee, Maloney to continue this tradition this year to support that venture. Motion seconded by Trustee, Weis. **Motion carried 6-0.**

XII. PUBLIC PROPERTY – Chairman, Tim Maloney: Trustee, Maloney discussed a bid that was presented by A to Z Contracting for removal of a section of wall on the east side of the village office for a teller window in the entrance. The sheetrock will be finished around the window and painted. A shelf will be built for the window if needed. An electronic lock for the existing door will be installed and included new lockset and all electrical work. The cleanup will be done and hauled away. Cost to do the labor and materials will be \$2,465.00. This does not include the cost of the teller window that will be installed and an electric strike plate. Those costs will be \$987.68 and the Village of Webster will pay for those costs through Arrow Building Center. Motion was made by Trustee, Weis and seconded by Trustee, Widiker to approve the above-mentioned work for the teller window in the village office. Public Works Director, Heyer stated the work should be completed in the next few weeks. He will notify Mr. Zmuda to commence with that work.

Dog Park discussion took place. Trustee, Maloney stated that there will probably be an issue with snowmobiles from the Gandy Dancer Trail onto the dog park property. He asked the board's suggestion as to eliminating that from happening. Village President, Roberts thought that a solution for this winter would be to put metal posts in the width of the entrance to avoid that. The board agreed. Public Works Director, Heyer will see that posts are buried. Also, Village President, Roberts asked the board what they would like to see done with the park being left open for the winter months. Trustee, Maloney thought that we should see how it goes, and if trouble arises then the gate can be locked up at night and reopened during the daytime hours. The board agreed. Trustee, Maloney also noted that a plan and application to cross State-Owned Lands was submitted to the DNR by Clerk-Treasurer, Bjorklund and Joe Wacek of DSI to link our walking trail to the Gandy Dancer Trail. Clerk-Treasurer, Bjorklund is waiting for a reply on approval. She will report her findings to the board.

XIII. STREETS – Chairman, Kelsey Gustafson: Chairman, Kelsey Gustafson opened discussion regarding snow removal. In the past few years, Bruce's Auto and Towing has done the snow removal of Main Street as well as Muskey and Sturgeon located in the village. Hopkins Sand & Gravel does help in the event there is a significant snow event (8" or more) in the village, Public Works Director, Heyer stated. Trustee, Paul Berg would like us to put this out for bids and see if someone other than Bruce's Auto and Towing bids on the snow removal. Motion was made by Trustee, Weis and seconded by Trustee, Berg to put snow removal of these areas for the 2013-2014 season in the November 20th and November 27th issues of the local papers. The bid opening will take place at next Month's Regular board meeting. **Motion carried 6-0.**

Village President, Roberts posed the question if the village could get reimbursed for repair of storm sewers on Highway 35 in the village from the State of Wisconsin. Trustee, Gustafson stated that this has been looked at previously and some years ago, the village had entered into an agreement with the State of Wisconsin to have the village maintain upkeep of storm sewers. The village will not pursue financial assistance for this Village President, Roberts stated.

XIV. JUDICIAL – Chairman, Charlie Weis: Chairman, Weis opened discussion regarding approval of the following Ordinances: **1-2013 *Pertaining to Brush, Grass & Weeds.** Motion was made by Trustee, Maloney; seconded by Trustee, Gustafson to approve. **Motion carried 6-0.** **2-2013 *Pertaining to Intoxicating Liquor & Fermented Malt Beverages.** Motion was made by Trustee, Weis; seconded by Trustee, Berg to approve. **Motion carried 6-0.** **3-2013 *Pertaining to Noise.** Motion was made by Trustee, Maloney; seconded by Trustee, Widiker to approve. **Motion carried 6-0.** **4-2013 *Pertaining to Cross Connection Control.** Motion was made by Trustee, Widiker; seconded by Trustee, Gustafson. **Motion carried 6-0.** **5-2013 *Pertaining to Well Abandonment and Operation.** Motion was made by Trustee, Berg; seconded by Trustee, Weis. **Motion carried 6-0.**

Discussion took place regarding approval of the following Resolution: **2013-7 *Financing SCADA System.** Village President, Roberts presented and read the resolution for the board to approve. Trustee, Gustafson moved adoption of the foregoing resolution. A roll call vote was taken by ayes which resulted as follows:

Trustee, Gustafson – AYE

Trustee, Widiker – AYE

Trustee, Maloney – AYE

Trustee, Weis – AYE

Trustee, Berg – AYE

Village President, Roberts – AYE

A majority of the members of the village board of the Village of Webster, in the County of Burnett, State of Wisconsin, voted in favor of the resolution and therefore **Motion carried 6-0** and was adopted on November 13, 2013.

Discussion took place regarding approval of the following Resolution: **2013-8 *County Library Levy Exemption.** Motion was made by Trustee, Maloney; seconded by Trustee, Weis to approve. **Motion carried 6-0.**

Discussion took place regarding approval of the following Resolution: **2013-9 *Allowing the Village of Webster to Donate Land to Habitat for Humanity.** Motion was made by Trustee, Weis; seconded by Trustee, Berg to approve. **Motion carried 6-0.**

Two Operator's Licenses were read for Tap Bar & Grill, Inc. They have met all background checks and passed.

Land Use Permits were read. One for Habitat for Humanity for a new home on Lot #5 on White Pine Avenue and Andrew Mihaly for a garage that didn't meet setback requirements and was approved at the November 13, 2013 Public Hearing held at 5:45 p.m. just before this meeting.

UDC – Building Inspector Agreement was read for North Lakes Mechanical, Dennis Quinn. Motion was made to approve this agreement for the period of: January 1, 2014 – December 31, 2014 by Trustee, Maloney; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Memo of Understanding for the period of November 13, 2013 – December 31, 2015 was presented between Burnett County Clerk and the Village of Webster. This was for Election Statewide Voting Registration Services performed by the County for the Village of Webster. Motion was made to approve this agreement at a cost of \$425.00 per year.

Special Event License discussion took place for Zia Louisa. He owed \$100.00 for 10 special event licenses for events that took place from August to October 2013. Mr. Hansen was not present to discuss this issue. His reasoning for only paying the \$60.00 instead of the \$100.00 owed was because he felt it was unfair that the fair got a 3 day license. Clerk-Treasurer, Bjorklund had tried to explain to him that the difference between him and the fair was that the fair obtained a picnic license and they could hold their event for 3 days. Mr. Hansen had requested individual special event licenses because he owned a bar and could not obtain a picnic license. That was the difference. He wanted to be put on the agenda to dispute those charges. He only paid \$60.00 of the \$100.00 owed. The board directed Clerk-Treasurer, Bjorklund to place the \$40.00 owed on the tax roll. They also stated that when he inquires about special event licenses next year, he will have to pay for the licenses ahead of time and obtain approval from the board.

Police Report was read by Chief, Michael Spafford.

XV. 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 had nothing new to report.

1) **FUTURE MEETINGS:**

a) **Regular Monthly Board Meeting (Wednesday, December 11, 2013 @ 6:00 p.m.)**

XVI. ADJOURNMENT. Motion by Trustee, Gunderson; seconded by Trustee, Widiker to adjourn at 7:30 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer, November 14, 2013

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