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VILLAGE OF WEBSTER

REGULAR MEETING BOARD MINUTES

Wednesday, October 9, 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; Kelly Gunderson; Kelsey Gustafson; Tim Maloney; Charlie Weis and Greg Widiker. Others present: Eric Kube, Wild Rivers Habitat for Humanity; Joe Wacek, DSI; Jeff Row, MSA; Dave Rasmussen, MSA; Todd Beckman, Burnett County Sentinel; Sherill Summer, Inter-County Leader; and Clerk-Treasurer, Patrice Bjorklund. Absent: None.
- III. **VISITOR RECOGNITION** – Village President, Jeff Roberts recognized all visitors present.
- IV. **DEVELOPMENT AND ANNEXATION: Village President, Jeff Roberts:** Village President, Roberts gave the floor to Mr. Kube. He wanted to give an update on the newest Habitat House in Smith Pine Estates. He was asking again for the board to donate another lot to a single mother with 2 middle-school aged children. The board didn't have a problem donating a lot to the organization. Trustee, Maloney stated as long as the covenants were followed, there should be no problem. Motion was made by Trustee, Weis to donate Lot #6 to have completion done after date of signing within 24 months. Motion seconded by Trustee, Gunderson. **Motion carried 6-0.**
- V. **PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney gave the floor to Joe Wacek of DSI. He gave a dog park update. He stated that the north side of the walking trail will not be paved. The accessible parking area was also scaled back from the original plan. He has been looking at a company named Creative Landscapes for playground equipment that is very well designed for children with Autism and Attention-Deficit Disorder. They are all handicap accessible pieces of equipment. The equipment will be placed in the Multi-Ability Park. Is there a time frame for completion of this playground area Trustee, Weis questioned? Mr. Wacek stated that we are still working on Phase 1 of the project and this would be Phase 2. Phase 1 costs are \$60,000. Phase 2 costs are open-ended. There are no exact costs for equipment and the north trail as of yet. Hopefully if more donations come in, throughout this winter the park could be a reality next spring he stated. Interfaith Caregivers had 23 people remove trees and brush on the first work day at the park. Hopkins placed a bid that included removal of trees and brush as well. Mr. Wacek will meet with Rick Hopkins in the near future to discuss the project. The Rotary donated \$2,000 toward the project. Mr. Wacek will get a size of the general parking area to the board in the near future. Trustee, Maloney stated that the trail needs to be ADA compliant. Mr. Wacek stated that he has been discussing with Wagner Surveying the need to do the survey to make sure it falls in line with ADA compliance. Trustee, Berg wanted to make sure that the cap wasn't disturbed in the area. Mr. Wacek stated that it would not. Trustee, Maloney asked if all the trails will be 8 feet. They will Mr. Wacek stated and the unpaved areas will be limestone. Trustee, Berg stated that the Gandy Dancer Trail should be gated by the park. The board agreed. This will be addressed in the future as to avoid snowmobile traffic there. Trustee, Gunderson asked the costs of the project. Mr. Wacek stated that \$55,000 will go to infrastructure which will consist of parking lots and trail. Mr. Wacek was asking for the board's approval to have Hopkins Sand & Gravel proceed with the parking lots and trail as soon as Friday, October 11, 2013. Motion was made by Trustee, Widiker to approve Hopkins Sand and Gravel to proceed with trail and parking lot work on Friday, October 11, 2013. Motion seconded by Trustee, Maloney. **Motion carried 7-0.**
- VI. **UTILITIES – Chairman, Paul Berg:** Chairman, Berg gave the floor to Jeff Row of MSA. Jeff stated that the SCADA Plan approval permits are done and have been forwarded to Total Control. The Contracts for meters will start early November. The Cross Connections came in cheaper than anticipated. That will be a deduct change order to the meter project. The water project is nearing completion. There are a few paving projects left such as driveways and patches. Trustee, Gustafson stated State Highway 35 near the library still needs to be repaired. Trustee, Maloney also stated that mulch for seed needs to be put in place. He also stated that the curbs look nice. Jeff stated that alley restoration still needs to be completed. The Preliminary Punch List is complete. Until the Punch List is complete and paving is done the project will be considered substantially complete he stated. Discussion for pay request in the

amount of \$156,635.70 to DeSantis Excavating c/o Northern Escrow took place. Trustee, Berg was adamantly opposed to allowing this pay request to take place due to the fact that there were items that went over budget on the project. He didn't feel comfortable making that payment until the reason why those overages occurred were explained fully to the board. It was the consensus of the board to hold an October 16, 2013 Finance/Utility Meeting at 5:00 to discuss these issues and potentially approve the request at that meeting. Clerk-Treasurer, Bjorklund will put together an agenda and post before that date.

VII. APPROVAL OF MINUTES: September 11, 2013 *Regular Meeting Minutes: Motion made by Trustee, Weis to approve the minutes; seconded by Trustee, Widiker. **Motion carried 7-0. September 23, 2013 *Personnel Meeting Minutes:** Motion made by Trustee, Weis to approve the minutes; seconded by Trustee, Gunderson. **Motion carried 7-0. October 2, 2013 *Finance Meeting Minutes:** Motion made by Trustee, Maloney to approve the minutes; seconded by Trustee, Weis. **Motion carried 7-0.**

VIII. APPROVAL OF VOUCHERS & RECEIPTS: September 10, 2013 – October 7, 2013 vouchers in the amount of; **\$214,010.26** as follows:

- a. General Fund - \$40,126.89
- b. Water Fund - \$158,589.74
- c. Sewer Fund - \$7,713.69
- d. Library Fund - \$7,579.94

And approval of receipts for: **September 10, 2013 – October 7, 2013** in the amount of **\$41,389.58**. Motion was made by Trustee, Weis; seconded by Trustee, Gustafson to approve Vouchers in the amount of **\$214,010.26** and Receipts in the amount of **\$41,389.58. Motion carried 7-0.**

IX. COMMUNICATIONS: There will be a Town's Association Meeting on Thursday, October 24, 2013 @ 7:00 p.m. at the Burnett County Government Center. Trustee, Kelly Gunderson will officially be done with his term on Wednesday, October 30, 2013. The board wishes him well and has appreciated his dedicated service with the Village of Webster in his capacity of Trustee and Committee Chairman's for the past 10 years.

IX. COMMITTEE REPORTS:

X. PERSONNEL – Chairman, Kelly Gunderson: Trustee, Gunderson wanted to set a Personnel Meeting to discuss upcoming Union Contracts. This meeting will take place on Wednesday, October 16, 2013 @ 6:00 p.m.

XI. UTILITY – Chairman, Paul Berg: Trustee, Berg reiterated that discussion took place in an earlier portion of this meeting.

XII. FINANCE – Chairman, Greg Widiker: Trustee, Widiker would like to discuss budget issues at the Wednesday, October 16, 2013 Finance/Utility Meeting at 5:00 p.m. He noted that SCADA System borrowing is in place through the State of Wisconsin Board of Commissioners of Public Lands in the amount of \$40,000.

Meeting pay discussion was discussed. Currently, meeting pay is distributed at \$50 per meeting for Regular Meetings. Meeting pay for Committee Meetings is paid out at \$25 per meeting. The board would like to see those costs increased. Motion was made by Trustee, Maloney to increase Regular Meeting pay to \$100 and Committee Meeting pay to \$50. Also, any trustee who attends a committee meeting that they are not a member of will receive \$25. The pay increase will become go into effect on May 1, 2013. Motion was seconded by Trustee, Berg. **Motion carried 7-0.**

XIII. PUBLIC PROPERTY – Chairman, Tim Maloney: Trustee, Maloney covered this in an earlier portion of the meeting.

XIV. STREETS – Chairman, Kelsey Gustafson: Trustee, Gustafson had nothing new to report.

XV. JUDICIAL – Chairman, Charlie Weis: Chairman, Weis opened discussion with Police Report being read. Chief, Spafford was absent. Holiday Station Store had 2 Operator's Licenses that were presented. Three Land Use Permits were approved for Brenda Bentley for a Pole Shed; Keith Tourville for a small shed and Jesse Tober for a sign for his business.

XVI. DEVELOPMENT AND ANNEXATION COMMITTEE: Village President, Roberts report occurred in an earlier portion of the meeting.

A. **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney gave an update on the 2% Dues from State. Calls for FEMA discussion took place. There is an \$1200 increase to the budget for 2014. Village share of Fire Levy is 8% and the levy will be \$10,071.52. There are requirements in place through NFIRS Reporting. The State says we have 2 years to get in compliance. Police and Fire Departments will need computers for reporting.

1) FUTURE MEETINGS:

a) **Utility Meeting (Wednesday, October 16 2013 @ 5:00 p.m.)**

b) **Personnel Meeting (Wednesday, October 16, 2013 @ 6:00 p.m.)**

c) **Regular Monthly Board Meeting (Wednesday, November 13, 2013 @ 6:00 p.m.)**

XVII. ADJOURNMENT. Motion by Trustee, Gunderson; seconded by Trustee, Widiker to adjourn at 7:25 p.m.
Motion carried 7-0.

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer

October 10, 2013

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