



VILLAGE OF WEBSTER

REGULAR MEETING BOARD MINUTES

Wednesday, September 10, 2014 @ 6:05 p.m.
7505 Main Street West, Webster, WI

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- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:05 p.m.
 - II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Paul Berg; Kelsey Gustafson; Tim Maloney; and Greg Widiker. Others present: Police Chief, Michael Spafford; Public Works Director, Jay Heyer; Sherrill Summer, Inter County Leader and Clerk-Treasurer, Patrice Bjorklund. Absent: Darrell Sears and Charlie Weis.
 - III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS** – There were no changes made at this time.
 - IV. **VISITOR RECOGNITION** – Village President, Roberts recognized all visitors present.
 - V. **APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the **August 13, 2014 Regular Meeting Minutes**; seconded by Trustee, Berg. **Motion carried 5-0.** Motion was made by Trustee, Maloney to approve the **August 25, 2014 Combined Finance, Street and Judicial Meeting Minutes**; seconded by Trustee, Gustafson. **Motion carried 5-0.**
 - VI. **APPROVAL OF VOUCHERS & RECEIPTS: August 12, 2014 – September 8, 2014** vouchers in the amount of; **\$52,148.34** as follows:
 - a. General Fund - \$31,543.97
 - b. Water Fund - \$8,626.94
 - c. Sewer Fund - \$4,781.38
 - d. Library Fund - \$7,196.05And approval of receipts for: **August 12, 2014 – September 8, 2014** receipts in the amount of **\$169,324.03**. Motion was made by Trustee, Widiker; seconded by Trustee, Berg to approve Vouchers in the amount of **\$52,148.34** and Receipts in the amount of **\$169,324.03**. **Motion carried 5-0.**
 - VII. **COMMUNICATIONS:** Clerk-Treasurer, Bjorklund had given all board members a copy of a letter drafted by Adam Benson, Attorney for the village. The letter was sent to the cell tower company who has a Cell Phone Tower Lease that expired in November of 2013. The lease was never renewed. Section 19 of the Lease indicates that if the lease is not renewed, the holding over requirement goes into effect and they shall pay rent at a rate of 125% of the monthly rent. The rent under the original lease was \$500.00 per month. Because the lease was not renewed and we are in the hold-over period, rent should be \$625.00 per month. The cell phone tower company which is now Verizon owes the village an additional \$1,125.00 and they need to make payments at the rate of 125% of the original rent. He is asking the company to contact him if they would like to renew the Lease in whole under its terms concerning escalation in Section 5 of that lease. Clerk-Treasurer, Bjorklund will keep the board apprised of any developments in this matter.

VIII. **PERSONNEL – Village President, Jeff Roberts:** Village President, Roberts had nothing new to report.

IX. **UTILITIES – Chairman, Paul Berg:** Trustee, Berg noted that there will be a Wednesday, September 17, 2014 Utility Meeting held at the village office at 6:15 p.m. to discuss the sewer project under the CDBG. Dave Rasmussen of MSA will be present to help earmark projects slated to begin in the spring of 2015 under the grant funding.

X. **FINANCE – Chairman, Greg Widiker:** Trustee, Widiker began his portion of the meeting by discussion financing for the new dump truck for the village. The final cost for the 2015 Freightliner Dump Truck with trade in value for the 1992 Ford Dump Truck will be \$73,081.00. The final cost for equipment for the dump truck from Monroe Equipment will be \$49,652.00. Combined cost for the fully equipped dump truck will be \$122,733.00. The fully equipped truck will be ready for delivery late January or February of 2015. There was a previous meeting held on Monday, August 25, 2014 to discuss financing of the truck with equipment. At that meeting, the full board decided to fund the truck with \$50,000.00 from the Capital Replacement Fund where monies were funded for that purchase. The remainder would be borrowed from the Board of Commissioners of Public Lands State Trust Fund Loan. Clerk-Treasurer, Bjorklund notified the board that the first payment for the loan will take place in March 2016 after the Board of Commissioners approves the loan request. She will do the necessary paperwork to get the loan proceeding. She will request funds to arrive by late January 2015. After discussion by the board, motion was made by Trustee, Maloney to borrow \$72,733.00 for this purchase from the Board of Commissioners of Public Lands. The loan will be for a term of 3 – 5 years at 3% interest rate. Motion was seconded by Trustee, Berg. **Motion carried 5-0.**

Trustee, Widiker discussed the need to have a Budget Workshop in the near future. Village President, Roberts stated that Auditor, Steve Tracey had spoken with Clerk-Treasurer, Bjorklund and stated that Thursday, October 16, 2014 at 6:00 p.m. will be a good date for him to attend. This will be a meeting to finalize the budget with all board members. Village President, Roberts told Public Works Director, Heyer and Police Chief, Spafford to get their budget requests in by that date. The board agreed to this date and time to meet.

XI. **PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney mentioned a request by Dewey Cable, Lion's Club Treasurer to replace the locks and keys at the Webster Community Center. Dewey had obtained an estimate from Jeff Kline of Grantsburg/Siren Lock & Key to do the work. His estimate was \$385.00 for 2 Schlage Everest cores that are keyed and 20 keys. The price includes labor. Trustee, Weis who was not present told Clerk-Treasurer, Bjorklund to notify the board that the Lion's Club will contribute \$200.00 towards this venture. Public Works Director, Heyer wants a new door handle put on the west side of the building. The board told Heyer to go ahead and put the new handle in place. Motion was made by Trustee, Maloney to go ahead with the lock changes and accept the Lion's Club contribution of \$200.00 towards the work done. He would like a list of key holders before any keys are given to anyone by Clerk-Treasurer, Bjorklund. She will see to it that a list is made for all keys given out. Motion was seconded by Trustee, Widiker. **Motion carried 5-0.**

Trustee, Maloney gave the Webster Dog Park Update. He said no striping has been done yet. He had sent an e-mail to Joe Wacek of DSI to give him an update on the work needing to be done. He has not heard from him yet.

Forestry Building removal and replacement of steel panel's discussion took place. On August 8, 2014; Moritz Construction submitted a proposal to remove and replace steel panels on the North, East and South side of the Forestry Building. His cost to do this would be \$5,073.00. He mentioned to Trustee, Maloney that he would like to do the work over deer season this year. Burnett County Forestry Department Administrator, Jake Nichols had offered to pay \$2,000.00 for this work to be done on that building. Trustee, Maloney will see if they can contribute more for the costs. Motion was made by Village President, Jeff Roberts to hire Moritz Construction to do the work contingent on Burnett County Forestry paying at least \$2,000.00 towards the costs. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

XII. STREETS – Chairman, Kelsey Gustafson: Trustee, Gustafson would like to have drainage issues solved on Trout Avenue in the Industrial Park. After the work is done, he would like to see it paved in 2015. He stated that Mark Krause has been doing surveying of this area to identify drainage issues. He stated that Mr. Krause has also been in contact with Burnett Dairy to see if they could contribute to the costs of having the graveling and culverts installed in that area. The Johnson's will also be asked to help with their share of contributing to the problem. Trustee, Gustafson stated that the costs would fall under approximately \$10,000.00 to do the dirt, graveling and culvert work.

The Webster Frontage Road also needs some attention Trustee, Gustafson stated. The total estimate from Monarch Paving to do the milling work was \$18,691.00 he stated. He said they are in the area and they would like to do the work soon. There are culverts that need to be replaced on each driveway entrance as well. He also noted that he is in talks with the state to see if the driveways could be widened during this process. He stated that the cost of culvert replacement would be approximately \$1,000 for each culvert. He is waiting to hear. Village President, Roberts would like to see the work done and see if the village could give that road to Webster Holiday Station. Trustee, Berg agreed. The board would like this discussion tabled until the October meeting to see if more estimates are forthcoming for this work. Clerk-Treasurer, Bjorklund will put this topic on next month's agenda.

A resident wanted a light pole put up at the intersection of Balsam and Bluegill. She said there isn't good enough lighting for safety in that area. Public Works Director, Heyer had obtained an estimate for that work from Northwestern WI Electric. The cost to install a street light pole and wiring of that pole is \$835.81. Motion was made by Village President, Roberts to hire Northwestern WI Electric to do the work, seconded by Trustee, Berg. **Motion carried 5-0.**

XIII. JUDICIAL – Chairman, Charlie Weis: Trustee, Weis was absent and Village President, Roberts chaired this portion of the meeting. Dennis Quinn, Building Inspector from North Lakes Mechanical Consulting Services, Inc. inspected a home located at 26440 Trout Avenue South today. The improvements on the property are assessed for 2014 at \$22,000.00. He was there with Chief, Spafford. He said he inspected the outside of the home. He stated that the roofs are in poor condition and fascia's rotted by water damage. Parts of walls are rotted and there are openings in foundation walls. Part of the basement wall is collapsed. The electrical service wires from pole to house have been removed and electrical service would require replacement before wiring could be reconnected. The costs to repair this home to a livable condition would easily exceed 50% of the value of the property and does meet the state criteria to be condemned. Chief, Spafford had spoken to Henry Meuwissen of St. Paul, MN. Mr. Meuwissen had expressed interest in purchasing this property by way of bringing past taxes and past due utility billings to date. Chief, Spafford told him that the home had been

condemned and the village will discuss that process at the Regular September 10, 2014 Meeting. Mr. Meuwissen will not pursue purchasing the property due to the condemnation of that property Chief, Spafford stated. Village President, Roberts also noted that the owner of this property had until September 11, 2014 to comply with the repairs to the building. Motion was made by Trustee, Maloney to send the owner of this property, a letter stating that they have 30 days to comply with having the building removed. If they do not do so, the village will proceed with condemnation proceedings. Motion seconded by Trustee, Berg. **Motion carried 5-0.**

Dennis Quinn had also looked at a home located at 7447 Birch Street West after looking at the above-named property. He said the improvements on the property are assessed for \$32,800.00. The roof on the south addition is heavily damaged by water and should be replaced along with some broken windows, doors, etc. There was a cat inside the home. The garage roof has fallen in at the northwest corner. The basement floor was wet. The costs to repair this home to a livable condition should not exceed 50% of the value of the property and does not meet the state criteria to be condemned. He said if the property remains in disrepair for an extended period of time, then this could change. The board asked Clerk-Treasurer, Bjorklund to contact Attorney, Adam Benson – attorney for the Village of Webster regarding this property. Clerk-Treasurer, Bjorklund stated that the property is still listed in the deceased owner's name. The question is what steps can be taken to have the property taken care of. Has it gone through probate and was there a will? She will contact the village's attorney and report her findings back to the board so that they can rectify the situation if possible.

Part-Time Officer for the Police Department hiring was discussed. Chief, Spafford would like to add Officer, Cliff Cassidy to the part-time officer roster. He stated he was laid off from the St. Croix Tribal Police Department. He would like him added for special events. Trustee, Maloney would like to have him come to a Judicial Meeting so that the members can be formally introduced to him. Village President, Roberts asked Clerk-Treasurer, Bjorklund to ask Judicial Chairman, Weis to hold a Judicial Meeting in late September or early October. She will do this and let the Judicial Committee know what date and time for that meeting. Mr. Cassidy will be part of that meeting.

Land Use Permits were presented. Diana Sherry is requesting building of a 26' X 26' garage with a Loft. Zmuda Construction is building this garage. Keith Tourville is requesting a privacy fence to enclose his old cars and car parts out of sight to the public. Tim Maloney is requesting building a 24' X 32' Post Frame Building on his lot adjoining his house. Howe Construction is building this garage.

Operator's License was presented for Jennique M. Robb at The Tap Bar & Grill.

Ordinance 3-2014 Amending Chapter 98 pertaining to animals was presented. The consensus of the board was to table possible approval of this ordinance until next Month. Trustee, Berg had a few questions and he wanted to talk about those next month before the Ordinance is possibly approved.

Chief, Spafford read the monthly police report. There were 62 complaints and of those 6 were citations.

Chief, Spafford stated that computers are now on board in both squad cars. He said he is waiting for grant reimbursement in the amount of \$13,326.00 for installing those computers. He also said there are more requirements by the state to upgrade office computer, router and install specific software to be compatible with the squad computers. He stated this is a state requirement. He has spoken to Travis

Cormell of Business TechSolutions to possibly do the IT work for this requirement. Trustee, Maloney asked how much all of this is going to cost? Chief, Spafford is not sure. He would like to have this done by year-end. He also mentioned that the police department is also required to have a secure e-mail site. BadgerNet is who the provider would be for the police department computer. Chief, Spafford will report costs at next month's Regular Board Meeting.

XIV. DEVELOPMENT AND ANNEXATION COMMITTEE: Trustee, Sears was not present, therefore; there was nothing to report.

1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney stated that the Webster Rural Fire Department meeting will take place on October 2, 2014 to discuss Fire Levy.

2) **FUTURE MEETINGS:**

a) **Utility Committee Meeting (Wednesday, September 17, 2014 @ 6:15 p.m.)**

b) **Regular Board Meeting (Wednesday, October 8, 2014 @ 6:00 p.m.)**

c) **Budget Workshop (Thursday, October 16, 2014 @ 6:00 p.m.)**

XV. ADJOURNMENT. Motion was made by Trustee, Maloney; seconded by Trustee, Gustafson to adjourn at 7:20 p.m. **Motion carried 5-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – September 11, 2014

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

Village President, Jeff Roberts

Trustee, Paul Berg

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Darrell Sears

Trustee, Charlie Weis

Trustee, Greg Widiker

Attest: _____
Clerk-Treasurer, Patrice Bjorklund