



VILLAGE OF WEBSTER

REGULAR MEETING

BOARD MINUTES

Wednesday – April 8, 2015 @ 5:50 PM

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: Kelsey Gustafson; Charlie Weis; Tim Maloney; Darrell Sears and Greg Widiker. Others present: Mike Hagness, MSA; Police Chief, Michael Spafford; Todd Beckman, Burnett County Sentinel; Sherrill Summer, Inter County Leader; and Clerk-Treasurer, Patrice Bjorklund. Absent: None.
- 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. UTILITIES – Chairman, Darrell Sears:** Village President, Roberts gave the floor to Mike Hagness of MSA. He gave an update to the sewer projects that will be starting soon. He said next Wednesday and Thursday, a crew from MSA will be inspecting manhole covers. Those covers will most likely be scrapped he stated. Sewer rehab plans will be ready for the June 2015 Regular Board Meeting he stated; and the bidding process will most likely occur in late June.
- VI. APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the March 11, 2015 Regular Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Widiker to approve the March 24, 2015 Personnel Committee Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the March 25, 2015 Public Property Committee Meeting Minutes; seconded by Trustee, Widiker. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the March 31, 2015 Quarterly Judicial Committee Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.**
- VII. APPROVAL OF VOUCHERS & RECEIPTS: March 10, 2015 – April 6, 2015** vouchers in the amount of; **\$76,712.29** as follows:
- a. General Fund - \$36,213.14
 - b. Water Fund - \$22,415.69
 - c. Sewer Fund - \$10,946.21
 - d. Library Fund - \$7,137.25
- and approval of receipts for: **March 10, 2015 – April 6, 2015** receipts in the amount of **\$45,830.08**. Motion was made by Trustee, Maloney; seconded by Trustee, Gustafson to approve vouchers in the amount of **\$76,712.29** and receipts in the amount of **\$45,830.08**. **Motion carried 6-0.**
- VIII. COMMUNICATIONS:** Village President, Roberts asked Clerk-Treasurer, Bjorklund to give an update from the April 1, 2015 BCDA Meeting. A detailed account of the meeting was included in all Member's packets as well. Library financials were provided to the board at the request of Steve Tracey, Auditor

for CliftonLarsonAllen. These were informational only. Personal Property Budget Update from Wisconsin League of Municipalities was also included.

- IX. **PERSONNEL – Village President, Jeff Roberts:** Village President, Roberts stated that Wisconsin Professional Police Union employee still has not settled their contract. The employee is still running under the 2014 contract. Trustee, Maloney noted that that employee has until June 1, 2015 to settle or not. At which time, further arbitration will take place. Village President, Roberts stated that he has tried on a few occasions to reach out to Union Representative, Michael Getts but he has not responded.
- X. **UTILITIES – Chairman, Darrell Sears:** Chairman, Sears’s update to sewer projects discussion took place in an earlier portion of the meeting.

CDBG Program Agreement PF 14-34 was included in the board member’s packets to reference in the future with questions they have regarding the sewer upgrades.

Trustee, Sears gave the floor to Trustee, Weis who had concerns over flushable wipes interfering with the sewer pumps and clogging them. He included the article he was referencing from a recent Minneapolis Star and Tribune newspaper in all member’s packets. He would like to see this information included in all utility customer’s next quarterly billing. He wanted to raise awareness to all customers that this is a costly practice to the Village of Webster. Clerk-Treasurer, Bjorklund will see to it that there is information provided to raise awareness in the next utility billing.

- XI. **FINANCE – Chairman, Greg Widiker:** Trustee, Widiker had nothing new to report.
- XII. **PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney discussed the new office space for the Clerk/Treasurer; Police Department and Village Board. He had spoken with a drafter regarding the project and they suggested an architect was the best option to do the plans. This would make the drawing and specifications easier for individuals bidding on the project. All eligible bidders would be bidding on the same thing he stated. There will be a Public Property Meeting to discuss the new space in the near future.

Trustee, Maloney discussed resurfacing and striping of the tennis court. Monies were put aside from last year toward this in the Replacement Fund he stated. There was a request from Jim Cook who is the pickle ball coordinator for CUE (Community United for Education.) He is asking if we would be willing to paint striping for pickle ball on the tennis courts when lines are done there. The board was agreeable to this and Trustee, Maloney will contact Mr. Cook to discuss. Mr. Cook will meet with Public Works Director, Heyer to detail the striping, Trustee, Maloney stated.

On Thursday, April 2, 2015; Trustee, Maloney along with Village President, Roberts met Dave Rasmussen and Brian Hegge of MSA at the old Webster High School. The building was looked over for abatement issues as a preliminary start to the Environmental Study. Brian Hegge had also scanned all paperwork provided by the Webster School District and Mr. Wayne King pertinent to the abatement removal of that building. The next step is to have Mr. Hegge come back to the building in a few weeks to check the lead content in the paint. If there is lead paint, the paint can be encapsulated with special paint to contain it and then remove those areas. He will also have the area inspected and present costs to demolish the

building. Mr. Hegge was fairly certain that with the information provided, a Phase I Environmental Study will not be needed.

Newly purchased playground equipment that was purchased in an online auction was recently delivered by Chell Trucking from Blair, WI. Trustee, Maloney asked the board there will need to be discussion at the next Public Property Meeting as to where the equipment needs to be placed. The board would like to invite Mason Getts to attend that meeting and discuss what his plans are with monies he has already raised toward the playground equipment he envisions near the Gandy Dancer Trail. Public Works Director, Heyer and Operator, Phernetton traveled to Blair last week to look over the layout of the equipment and are removing the posts for the equipment in Blair, WI today, Village President, Roberts stated.

XIII. STREETS – Chairman, Kelsey Gustafson: Trustee, Gustafson discussed mowing bids with the board. He asked the board if they wanted to include as part of the bill flat rate versus hourly rate. The consensus of the board was to go with a flat yearly rate for a 2-year period as opposed as an hourly rate. The only time an hourly rate would apply would be if there are areas that need to be done additionally above and beyond what is bid. The invitation to bid notice will be put in the Indianhead Advertiser on April 18, 2015 and April 25, 2015. Sealed bids need to be received in the village office on May 8, 2015 by 4:00 PM. The sealed bids will be opened at the May 2015 Regular Board Meeting.

Replacing retiring maintenance worker Ray Hammerschmidt was discussed. Clerk-Treasurer, Bjorklund has placed an ad for season maintenance worker in the Indianhead Advertiser on April 4, 2015 and April 11, 2015. The ads are due on April 17, 2015. The position will be mostly mowing and weed trimming for the village and the Oak Grove Cemetery as well as the Webster Dog Park. Other responsibilities will be help as needed for the Public Works Department and Oak Grove Cemetery maintenance and Webster Dog Park maintenance. Work will be 24 – 32 hours weekly and spring through fall. The board will discuss hiring at the May 13, 2015 Regular Board Meeting. Public Works Director, Heyer will weigh in on the decision to hire.

Trout Avenue(s) discussion took place. Kelsey said he is proceeding with the plan to do the paving of Trout Avenue north of town. This will go out for bids he stated. He was asking if the ditches need to be paved; and if so, does the village pay for those or do the adjoining landowners? It was the consensus of the board to have Public Works Director, Heyer contact Mark Krause who is the village's surveyor to see where the property lines are along that ditch. If some of the areas are privately owned, then the village will request those landowners pay their share of the costs to pave those areas. Trout Avenue south of town which is a frontage road in front of Holiday Station Store was discussed. This will most likely not go out for bids as the total was under \$19,000.00 to pave and replace culverts in that area. There are limits to size of the entrance he stated as a result of a meeting with the WI D.O.T. last fall. He will keep the board apprised as the progress of the paving proceeds in those areas.

Repair of curb and sidewalks in front of some of the Main Street businesses was discussed. It is estimated that there are 20 squares or 100' that need to be replaced or repaired on the sidewalk as well as some curb Village President, Roberts noted. The board would like Public Works Director, Heyer to talk to a local cement contractor to get an estimate for costs to repair or replace those areas. Once the board hears what those costs could be and the best course of action by the cement contractor, the project will go out for

bids. If this is done, the businesses will pay the special assessments to have the work completed in front of their property. This discussion will most likely take place at next month's Regular Board Meeting.

- XIV. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis presented Resolution 2015-1 for approval. This resolution is for no change to the current Personal Property tax assessment system. The State of Wisconsin wants this change as part of their budget. Motion was made by Trustee, Maloney to approve Resolution 2015-1 for approval; motion was seconded by Trustee, Widiker. **Motion carried 6-0.**

Chief, Spafford read the monthly police report. Copies of Chief, Spafford's daily logs for 3 days were included in all board member's packets. Trustee, Weis wanted to remind Chief, Spafford to include the odometer readings on his daily logs. Also, all fuel slips for all purchases of squads need to be turned in to Clerk-Treasurer, Bjorklund. Chief, Spafford stated that he had to replace the cluster in his squad car. That is why the odometer readings were not listed on his logs. He has since had the cluster problem repaired by Shawn's Service he stated. The odometer reading on the new cluster was set at 99,999 miles. Clean up of properties has been addressed for most properties Chief, Spafford stated. The board noted that there are a few properties that need to be addressed and Chief, Spafford will look into them. Chief, Spafford stated non-conforming dog owners who do not have their dogs licensed or vaccinated will be cited. Letters were sent out to dog owners recently by Clerk-Treasurer, Bjorklund to remind them to have both issues taken care of. Land Use Permits for the following owners were looked at. They had been granted permission and issued the permits. They were as follows: Russ Burford – Enclosed Deck; Vernon and Connie Bushey – New Home; Richard and Barbara Sweet – Addition to their home. Intergovernmental Agreement to Provide Law Enforcement Services to the Webster Dog Park in Oakland Township was presented for approval. Motion was made by Trustee, Widiker; seconded by Trustee, Weis. **Motion carried 6-0.**

- XV. DEVELOPMENT AND ANNEXATION COMMITTEE:** Village President, Roberts had nothing new to discuss.

- 1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney stated that the next Rural Fire Meeting will be April 9, 2015.
- 2) **FUTURE MEETINGS:**
 - a) ***Public Property Meeting (To Be Announced)**
 - b) ***Kevin O'Gara Public Hearing – Wednesday, May 13, 2015 @ 5:45 p.m.**
 - c) ***Virginia Harstad Public Hearing – Wednesday, May 13, 2015 "after K. O'Gara Hearing"**
 - d) ***Regular Meeting – Wednesday, May 13, 2015 "after Public Hearings"**
 - e) ***Board of Review – Wednesday, May 27, 2015**

- XVI. ADJOURNMENT.** Motion was made by Trustee, Widiker; seconded by Trustee, Sears to adjourn at 7:40 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – April 9, 2015

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

Village President, Jeff Roberts

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Darrell Sears

Trustee, Charlie Weis

Trustee, Greg Widiker

Attest: _____
Clerk-Treasurer; Patrice Bjorklund – WCMC/CMC/CMTW