



VILLAGE OF WEBSTER

PUBLIC PROPERTY MINUTES
Tuesday – July 7, 2015
Village of Webster Office – 5:00 p.m.
7505 Main Street West, Webster, WI

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- I. CALL TO ORDER** – Chairman, Tim Maloney; called the meeting to order at 5:00 p.m.
- II. PRESENT** – Village President, Jeff Roberts; Chairman, Tim Maloney; Member, Kelsey Gustafson; Trustee, Sarah Casady; Trustee, Darrell Sears and Trustee, Charlie Weis. Also Present: Architect, Craig Selander; Kim Corbain; Officer, Cliff Casady and Clerk-Treasurer, Patrice Bjorklund. Absent: Greg Widiker.
- III. PROJECT REQUIREMENTS/BUILDING PROGRAM** – Craig Selander gave the following overviews of the new building for Village administrative offices, police offices, and board room:
- Primary Goals
 - Site
 - General Requirements
 - Public Spaces
 - Village Office Spaces
 - Police Office Spaces
 - Mechanical/Electrical
 - Contacts
 - Schedule
 - Budget

Craig noted that the building will be where the current recycling dumpster site is along Main Street on the south side across from Bruce’s Auto. The consensus of the board was to have the front entrance of the building face Main Street. There are some parts of the project which are the owner’s responsibility Craig stated, such as security system, IT and phone systems. He will also coordinate a survey and send out a RFP (Request for proposal) to Wagner Surveying. He will do a contract between the village and Wagner Surveying. He will also ask that a boundary survey be done as well. Craig will coordinate a future meeting after he submits an updated Project Requirements/Building Plan in the next few weeks.

- IV. MOTION TO ADJOURN** – Motion to adjourn the Public Property Meeting at 7:40 p.m. was made by Village President, Roberts; seconded by Chairman, Maloney. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Clerk-Treasurer

July 7, 2015

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