



**VILLAGE OF WEBSTER**

# REGULAR MEETING

## BOARD MINUTES

Wednesday – July 8, 2015 @ 6:00 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 6:03 p.m.
  - II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Sarah Casady; Kelsey Gustafson; Tim Maloney; Darrell Sears; Charlie Weis and Greg Widiker. Others present: Mark Krause, Wagner Surveying; Mike Hagness, MSA; Gary Strand, Cooper Engineering; Public Works Director, Jay Heyer; Police Chief, Michael Spafford; 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** – Village President, Roberts gave the floor to Gary Strand from Cooper Engineering. He discussed the sludge removal process for the sewer ponds. He stated the ponds are 25 years old and the sludge has never been removed. A good practice would be to collect samples every 5 years to measure the metals in the sludge. Also analyze the land space requirements for disposal of the sludge he stated. The sludge has to be beneficial to the land you are disposing it to. The land also must not contain food source crops. Transportation of the removed sludge should be 3 miles maximum. He said costs would be very cost prohibitive otherwise. Three miles and under would entail running hose through culverts to the site. Over 3 miles would require transportation of trucks and that would mean more cost for the truck and driver for each trip. Gary recommend the board speak with the auditing firm to set up a reasonable budget plan for sludge removal costs. Estimated costs are anywhere from \$100,000 + to do so. The sludge should be removed within the next 10 years he stated. Trustee, Widiker asked how much land would be needed for the disposal of sludge from 1 pond. Gary stated approximately 40 acres total would accommodate that.

Village President, Roberts gave the floor to Mike Hagness from MSA Engineering. He stated that there were 2 items that needed to be addressed at the meeting tonight. The first is approval of the DNR Submittal of the Lift Station Plan and approval of the bidding of the lift station projects. Trustee, Maloney asked for a ballpark cost for the entire lift station and sewer upgrades project. Mike stated that the estimated cost of the entire project for lift stations and sewer upgrades would be approximately \$500,000. Trustee, Weis asked if additional costs would be added to that estimate. Mike said no. Trustee, Maloney asked for an estimated timeline for completion of the lift stations and Mike stated it would most likely be next spring. Bidding for the lift station project will take place by the end of July Mike stated. Motion to approve bidding for the lift station project which will occur late July was made by Trustee, Widiker; Seconded by Trustee, Gustafson. **Motion carried 7-0.**

Motion to approve submitting all paperwork approval to the DNR for the Lift Station and Sewer Upgrades was made by Trustee, Sears; Seconded by Trustee, Widiker. **Motion carried 6-1.**

- VI. APPROVAL OF MINUTES:** Motion was made by Trustee, Weis to approve the June 10, 2015 Regular Meeting Minutes; seconded by Trustee, Casady. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the June 16, 2015 Public Property Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 7-0.** Motion was made by Trustee, Maloney to approve the June 25, 2015 Planning Commission Minutes; seconded by Trustee, Sears. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the July 7, 2015 Public Property Meeting Minutes; seconded by Trustee, Casady. **Motion carried 7-0.**
- VII. APPROVAL OF VOUCHERS & RECEIPTS: June 6, 2015 – July 2, 2015** vouchers in the amount of; **\$121,552.95** as follows:
- a. General Fund - \$80,844.69
  - b. Water Fund - \$7,637.24
  - c. Sewer Fund - \$23,939.49
  - d. TIF #2 Fund - \$600.00
  - e. Library Fund - \$8,531.53
- And approval of receipts for: **June 6, 2015 – July 2, 2015** receipts in the amount of **\$13,939.81.** Motion was made by Trustee, Weis; seconded by Trustee, Widiker to approve vouchers in the amount of **\$121,552.95** and receipts in the amount of **\$13,939.81.** **Motion carried 7-0.**
- VIII. COMMUNICATIONS:** All Board Members were given a copy of the June 2015 Burnett County Newsletter; the Capitol Buzz Newsletter regarding Model Resolution for Transportation Aids and June BCDA Meeting Update from Clerk-Treasurer, Bjorklund.
- IX. PERSONNEL – Chairman, Sarah Casady:** Chairman, Casady conveyed to the board that she has just started her duties as chairman for the Personnel Committee. She understands that a contract needs to be made with Union Representative, Michael Getts regarding the 2015 Police Union Contract settlement. To date there has been no communication from Mr. Getts to Village President, Roberts. She will attempt to make contact with him in the next few days and set a Personnel Meeting after that to discuss the Police Union Contract.
- X. UTILITIES – Chairman, Darrell Sears:** Chairman, Sears had nothing more to report as his discussion occurred in an earlier part of the meeting.
- XI. FINANCE – Chairman, Greg Widiker:** Chairman, Widiker asked Chief, Spafford what amount he is looking for from the village for a donation to the Webster Bike Rodeo taking place in August. Clerk-Treasurer, Bjorklund stated that \$100 was budgeted for this for 2015. Motion was made to approve the \$100 donation to the Webster Bike Rodeo by Trustee, Maloney; Seconded by Trustee, Weis. **Motion carried 7-0.**

Playground installation costs were discussed. Public Works Director, Heyer stated that Operator, Dean Phernetton had ordered additional needed parts for installation of the used playground equipment from the company it was purchased from for roughly \$500. Trustee, Widiker stated that he had spoken to the Webster High School Football Coach and he stated the football team would be willing to assemble the equipment as a fundraiser. Public Works Director, Heyer stated that their help is very generous,

however; the ideal situation would be to have 2-3 adult handymen do the work. After much discussion, the board decided to have Public Works Director, Heyer contact the playground equipment company to see if they would install the used equipment and what their costs and availability are. This will then be presented at the Public Property Meeting along with the Development and Annexation Meeting that will occur in the next few weeks.

**XII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney stated that the Public Property Committee held a meeting on Tuesday, July 7, 2015 @ 5:00 p.m. Discussion centered around the project requirements and building program for the new building for Village administrative offices, police offices, and board room. There will be a meeting to discuss project requirements/building plan in the next few weeks. There are parts of the project that the village is responsible for as owner of the facility. The landscaping, security system, IT and phone systems are a few of those items Trustee, Maloney stated. He also noted that there was discussion as to what the building would be used for. There will be space for the Municipal Court Clerk to have space to do her business for the court in the main Village Clerk-Treasurer’s Office. Also the board room will be adequate to house space for municipal court and elections. For now, he stated those are the use requirements for the new building.

**XIII. DEVELOPMENT AND ANNEXATION COMMITTEE:** Village President, Roberts noted that in the next few weeks there will most likely be a Development and Annexation Meeting to discuss demolition of the old high school building. There was a previous meeting with VEIT Construction and Brian Hegge of MSA to look over the abatement of contaminated portions of the building as well as demolition of the property itself. Village President, Roberts is waiting on estimated costs for demolition of the building from VEIT Construction. The Environmental Study is near completion and he is waiting on those results from Brian Hegge of MSA. After those results are presented, a meeting will take place he stated.

- 1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney stated that the next Webster Rural Fire Association Meeting will take place on July 16, 2015.
- 2) **FUTURE MEETINGS:**
  - a) **\*Development & Annexation Meeting – TO BE DETERMINED**
  - b) **\*Webster Rural Fire Association Meeting – July 16, 2015 @ 7:00 p.m.**
  - c) **\*Burnett County Towns Association Meeting – July 23, 2015 @ 7:00 p.m.**
  - d) **\*August 12, 2015 \*Regular Board Meeting @ 6:00 p.m.**

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

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer – July 8, 2015

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

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Village President, Jeff Roberts

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Trustee, Sarah Casady

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Trustee, Kelsey Gustafson

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Trustee, Tim Maloney

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Trustee, Darrell Sears

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Trustee, Charlie Weis

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Trustee, Greg Widiker

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