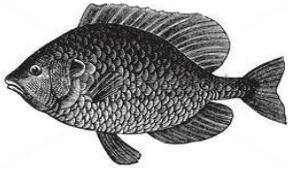


PUBLIC PROPERTY MINUTES

Tuesday – June 16, 2015

4:30 p.m. @Village Office and Village of Siren, Grantsburg Offices Afterwards
7505 Main Street West, Webster, WI



www.shutterstock.com - 83736145

VILLAGE OF WEBSTER

- I. **CALL TO ORDER** – Chairman, Tim Maloney; called the meeting to order at 4:30 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 and Clerk-Treasurer, Patrice Bjorklund. Absent: Greg Widiker.
- III. **VILLAGE OF SIREN TOUR** – The committee and board members as well as the Clerk-Treasurer arrived at the Village of Siren Office and Siren Police Department at 4:45 p.m. after leaving the Village of Webster Office at 4:30 p.m. They met Craig Selander as well as Chief, Chris Sybers. Mr. Selander handed out a floor plan for the facility that his office designed. Chief, Sybers gave everyone a tour of the facility. The tour started with views of the Police Department offices with office space for Police Chief; Officers and Police Secretary. The area also included evidence and interview areas. The board room was reviewed and concluded with Clerk-Treasurer space with adjoining mailroom, office supply space shared between the Police Department and Clerk-Treasurer. There was a large counter area with a closing metal door to seal off the office when it was closed. A separate area was also included for file storage and former Administrator office area. Outside the Clerk-Treasurer's Office and board room in the main entrance, were handicapped accessible bathrooms that were available to everyone. The building had a covered entrance. The committee and board members thanked Chief, Sybers for the tour and left the facility at 5:15 p.m.
- IV. **VILLAGE OF GRANTSBURG TOUR** – The committee and board members as well as the Clerk-Treasurer arrived at the Village of Grantsburg Office and Police Department at 5:30 p.m. Craig Selander gave the tour of the Clerk, Treasurer, Village President offices as well as board room areas. The Grantsburg Police Department area was locked, but a floor plan of the entire facility was handed out to all individuals by Mr. Selander that his office designed. The village office and board room was across the hall from the Police Department. Mr. Selander did not know if the mailroom/copier area was a shared area between the village office and the Police Department. The board room had 3 separate exits with one of those exits going directly outside the building. There was also a common area going into the board room for coat rack. Included in the board room was a space with small sink, cabinetry and coffee machine. The Clerk and Treasurer Positions were done by 2 different individuals and they had office space in the open area for them. The Village President's office was separate. There was a staff bathroom within the village office area. There was also a staff break room with sink, cabinetry, microwave and refrigerator. In the hallway between the PD and the Village Office were additional bathrooms for the public which were handicapped accessible. There were cameras in view of the Clerk and Treasurer by way of monitors to see who was outside the office in the hall and outside the building. The building had a covered entrance. After the tour the committee and board members as well as the Clerk-Treasurer discussed the needs they had for the future Village of Webster office space with Mr. Selander. Mr. Selander noted that there will be processes to seeing the project through fruition. He wanted to see a future program meeting to discuss planning and storage needs for the facility. Everyone present thought

that a good time to meet would be the week of July 6th. Mr. Selander will contact Clerk-Treasurer, Bjorklund to let her know a date that works for him that week. The Regular Board Meeting will take place July 8th and it would be good to meet any other day that week Clerk-Treasurer, Bjorklund noted. Clerk-Treasurer, Bjorklund will contact all board members when she hears from Mr. Selander. The meeting with Mr. Selander concluded at 6:30 p.m. and the committee members, board members and Clerk-Treasurer, Bjorklund left the facility to go back to the Village of Webster Office.

- V. **MOTION TO ADJOURN** – Motion to adjourn the Public Property Meeting at 7:05 p.m. after arriving at the Village of Webster Office was made by Village President, Roberts; seconded by Trustee, Sears. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Clerk-Treasurer

June 16, 2015

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