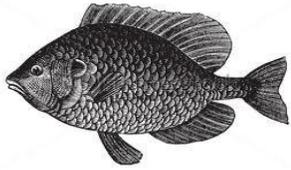


REGULAR MEETING BOARD MINUTES

Wednesday – May 13, 2015 *Following Public Hearings
7505 Main Street West, Webster, WI



www.shutterstock.com - 83736145

VILLAGE OF WEBSTER

- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:23 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; Dave Rasmussen, MSA; Police Chief, Michael Spafford; Sherrill Summer, Inter County Leader; Ray Buggert 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 Dave Rasmussen of MSA. He gave the financial update for the upcoming sewer project. Dave stated that the village did not qualify for Principal Forgiveness with the Cleanwater Fund. The total projected cost for the project is slated to be \$820,000. CDBG will be paying an estimated amount of \$410,000 of those costs. Dave gave examples of funding sources that are available for the project. Such as: CFWP³ with a projected Principal of \$410,000. Loan Expenses and Fees are \$30,000. The loan amount would be \$440,000. Interest Rate at 2.250% for 20 years and 2 payments per year. There would be a total of 40 payments. The payments would be \$13,720.74 2X yearly. The final cost of the loan would be \$548,829.41. Also, Small Loan discussion took place. The principal would be \$410,000 with loan expenses and fees in the amount of \$3500. The loan amount would be \$413,500. The interest rate would be 3.0% for 20 years and there would be 2 payments per year. The total number of payments would be 40. Payments per year would be \$13,822.11 2X yearly. The cost of the loan would be \$552,884.26. State Trust Fund Loan was also looked at. The principal would be \$410,000 with loan expenses in the amount of \$1,000. The loan amount would be \$411,000. The interest rate would be 3.75% for 20 years with 1 payment per year. There would be a total of 20 payments. Payment would be \$29,576.42 1X yearly. Cost of the loan would be \$591,528.44. And finally, bank loans were discussed. The projected principal would be \$410,000. The interest rate would be 3.50%. The life of the loan would be 20 years (if the bank would loan for this period.) The number of payments would be 1 per year. The payment amount would be \$28,848.04. The total cost of the loan would be \$576,960.83. Dave wanted to note that there would be additional fees including application cost, loan closing, legal fees, etc. The CFWP³ loan requires American Iron and Steel and Fiscal Sustainability Plan. Rates and terms assumed for comparison. These rates may require closing fees, balloon payment with refinance or other terms which are not included. The board decided to hold a future Utility/Finance Meeting to discuss options for payment of the project. Discussion at a later time might involve raising sewer rates.

Mike Hagness gave his update on progression of the project. He stated that at next month's Regular Board Meeting, Lift Station plans will be available. Dave wanted to let the board know that Davis Bacon

Rates will apply regardless what is done on the project. Mike also wanted the board to know that in the time they were here since last month's meeting they popped 140 manholes at a weight of approximately 140# each. Some of the lines were flat and showed problems. Infiltration was an issue in various areas. He will give the board an update and discuss the bidding process at next month's meeting.

VI. APPROVAL OF MINUTES: Motion was made by Trustee, Widiker to approve the April 8, 2015 Regular Meeting Minutes after a change to paragraph 3 to WI D.O.T. instead of DNR was made under Streets portion of the minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the April 21, 2015 Personnel Committee Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Gustafson to approve the April 28, 2015 Public Property Committee Meeting Minutes after a change to Mason Getts will continue to raise money to add on to existing playground equipment was changed in the scope of the minutes; seconded by Trustee, Weis. **Motion carried 6-0.**

VII. APPROVAL OF VOUCHERS & RECEIPTS: **April 7, 2015 – May 7, 2015** vouchers in the amount of; **\$110,752.54** as follows:

- a. General Fund - \$50,387.69
- b. Water Fund - \$21,246.36
- c. Sewer Fund - \$29,592.50
- d. Library Fund - \$9,525.99

and approval of receipts for: **April 7, 2015 – May 7, 2015** receipts in the amount of **\$57,926.68.** Motion was made by Trustee, Weis; seconded by Trustee, Sears to approve vouchers in the amount of **\$110,752.54** and receipts in the amount of **\$57,926.68.** **Motion carried 6-0.**

VIII. COMMUNICATIONS: Village President, Roberts asked the board to look over communications when they get the opportunity as there are no actions needed. The following items were included in packets to review: The BCDA Update from Clerk-Treasurer, Bjorklund; Burnett County Newsletter; Update on LWMMI (League of WI Municipalities Property Insurance); Update from the Burnett County Towns Association Meeting from Trustee, Tim Maloney; League of WI Municipalities Update; State of Wisconsin – Office of the Commissioner of Insurance LGPIF Letter.

IX. PERSONNEL – Village President, Jeff Roberts: Village President, Roberts wanted the board's approval for appointment of Sarah Casady as Village Trustee. Motion was made by Trustee, Weis to appoint Sarah Casady; seconded by Trustee, Widiker. **Motion carried 6-0.**

Village President, Roberts under the request of Patti Meyer, Library Director would like the board's appointment of Tim Maloney as Village Board Representative for the Larsen Family Public Library Board. Motion was made by Trustee, Gustafson to appoint him to that position; seconded by Trustee, Sears. **Motion carried 6-0.**

Village President, Roberts under the request of Patti Meyer, Library Director would like the board's appointment of Sherrill Summer as community representative for the Larsen Family Public Library Board. Motion was made by Trustee, Weis to appoint her to that position; seconded by Trustee, Widiker. **Motion carried 6-0.**

Part-time Maintenance Worker hire discussion took place. Village President, Roberts stated that Dan Thill who is a resident of the village was hired to that position. He will be responsible for maintenance of the grounds in the Village of Webster, Central Burnett County Fairgrounds, Webster Dog Park and Oak Grove Cemetery. He was hired at a rate of \$11.00 per hour.

Police Union Contract discussion took place. Village President, Roberts stated that he has been in e-mail contact with the police union representative Michael Getts. He has not heard from him. He will send him another e-mail to discuss the progress on the union contract for 2015.

- X. **UTILITIES – Chairman, Darrell Sears:** Chairman, Sears discussion took place in the earlier part of the meeting regarding sewer updates. Trustee, Sears had given the floor to Village President, Roberts. He wanted the board to know that the SCADA System computer had been compromised by someone setting up a PayPal Account trying to extort money for erroneous purposes. In essence, the computer had been hacked. Total Control would work on making the system more secure if that was decided. Motion was made by Trustee, Maloney to secure the computer system from Total Control; seconded by Trustee, Sears. **Motion carried 6-0.**

Village President, Roberts stated that when the water project took place last year, Tony Eastman who lives on Hickory Street had damage done to his underground dog fence. Dave DeSantis who did the work at that time had tried to splice the wire to repair damage done. Tony Eastman has not been happy with the work done to repair his fence since then. Discussion took place regarding repair to his fence. Motion was made by Trustee, Weis to have Public Works Director, Heyer and Operator, Dean Phernetton dig a trench for burying wire for the fence. Also, have Maurer Power who did the original installation of the fence reinstall the wiring for the fence there. Once all work is done, a bill will be sent to DeSantis Excavating for charges incurred for this repair. Motion was seconded by Trustee, Sears. **Motion carried 5-1.**

- XI. **FINANCE – Chairman, Greg Widiker:** Trustee, Widiker discussed Gary Kretschmer of River States Truck & Trailer's request to pay for \$1,000 worth of costs he claims were incurred to repair of the truck that was obtained by them due to trade of the new plow/sand truck. Trustee, Kelsey Gustafson does not want the board to pay for those costs. He stated that they got the plow/sander as part of that trade and the trade was just over \$7,000 for the truck, plow and sander. He thought they were given a fair trade and the cost for repair was not the village's responsibility. Motion was made by Trustee, Gustafson to not give them the \$1,000 repair cost; seconded by Trustee, Weis. **Motion carried 6-0.**

Clerk-Treasurer, Bjorklund would like to see the board purchase a fireproof, locked 2-drawer file cabinet for the village office. She stated that the sewer project will consume at least a full drawer of important material that needs to be maintained and kept safe. She stated she just does not have the room to store those documents currently. The board asked if this will fit in with the design of the new office building. She stated that she would keep the new file cabinet along with the other 2 fireproof, locked 2-drawer cabinets in her office. All other larger file cabinets would be placed in a separate area. It was the consensus of the board to allow purchase of this fireproof file cabinet from Tri-State Business Systems in the amount of \$628 for dock to dock delivery. Motion was made by Trustee, Gustafson to purchase the cabinet; seconded by Trustee, Widiker. **Motion carried 6-0.**

XII. PUBLIC PROPERTY – Chairman, Tim Maloney: Trustee, Maloney discussed the new office space for the Clerk-Treasurer; Police Department and Village Board. Craig Selander of Selander Architect had submitted a Proposal & Agreement for Design Services dated May 12, 2015. The project is to develop a Preliminary Design for a new Village Office. The building will include Village offices, Police Department Offices, a Village Board Room and accessory spaces as required. The anticipated building size would be approximately 1,200 to 1,500 square feet, although exact building size will be determined as work to define space requirements is done. As part of the agreement, initial payment is not required. Invoices will be sent out at the end of each month for work completed during the month. Payment is due 30 days after receipt of invoice. Design Services outlined above will be invoiced on an hourly basis not to exceed \$6,850 plus reimbursables. Reimbursable expenses, such as mileage, reproductions, postage, etc. are not part of Design Services. They are to be billed as incurred according to the Fee Schedule. An estimated cost for reimbursables in this Phase is \$250. Motion to accept his proposal for design, etc. was made by Trustee, Weis; seconded by Trustee, Widiker. **Motion carried 6-0.**

Old School Use discussion took place. There is nothing new to report Trustee, Maloney stated. Village President, Roberts will e-mail Brian Hegge to see what progress is being done on the Environmental Study. He will report at a future meeting.

Playground equipment discussion took place. Mason Getts is still fundraising and he will add playground equipment he purchases from those funds to the south of where the existing playground equipment is placed. The consensus of the board was to remove the volleyball court for placement of the new playground equipment. Trustee, Weis and Trustee, Maloney will look at soliciting organizations for erecting the newly purchased playground equipment. This discussion will be placed on the June 2015 Regular Board Meeting Agenda.

Dog Park signage, informational sign and striping for parking was discussed. There is a 4 X 8 sign that the Tech. Ed department made at Webster Schools is being constructed. This sign will be placed on the north side of the entrance into the Webster Dog Park. Public Works Director, Heyer and Operator, Phernetton will erect the sign. Trustee, Maloney also discussed striping for parking in the handicap area as well as signage. He also mentioned that there will be a sign detailing hours of operation, rules and direction of parking. In the future, a memorial sign with a roof will also be installed.

A Pickle ball lockbox was requested by the CUE (Communities United Education) for locking their nets. This box would be placed on the outside, not the inside of the tennis courts as requested by them.

XIII. STREETS – Chairman, Kelsey Gustafson: Trustee, Gustafson discussed opening mowing bids with the board. A mowing bid was presented by Keith Martini of Yellow River Construction for mowing in the village. This is a 2-year contract at \$5,350 per year and \$78 per hour for additional mowing not specified in the bid. Motion was made by Trustee, Weis to accept his bid; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Curb, Gutter, Sidewalks Repair sealed bids were ready to be opened. The first bid was from A to Z Contracting for Main Street Sidewalk & Curb and Gutter Repairs. The specifications and estimate for saw cut all concrete as marked and remove as per specs repour with new concrete and seal with concrete sealer. Remove and replace about 80' of concrete curb and gutter on Sturgeon Avenue for the sum of

\$23,043. Also, to replace all of the sidewalk by Ace hardware and Yellow River Pharmacy as marked will be an extra charge in the amount of \$4,438. All clean up and haul away are included.

The second bid was from Dan's Masonry for approximately (50) 1' curb cuts remove and repour; approximately (3) 3' curb cuts; approximately (7) 4' curb cuts; approximately (3) 8' curb cuts. All above will be replaced and removed. Saw cut 700' of sidewalk joints; approximately 80' of curb. All will be replaced and removed. Total includes labor and material in the amount of \$13,546. Also, remove 13' x 70' sidewalk at pharmacy and 13' x 36' approximately by hardware store in the amount of \$4,210. Cost includes removal and replacement. Motion was made by Trustee, Gustafson to accept Dan's Masonry bid in the total amount of \$17,756 with sealing concrete included and references provided; seconded by Trustee, Widiker. **Motion carried 6-0.**

Trout Frontage Road and Trout Road Discussion took place. At this time; Trustee, Gustafson had nothing new to report. The work is still progressing.

Line Painting Discussion took place. Trustee, Gustafson noted that crack sealing will need to take place on Main Street before the line painting takes place. Village President, Roberts asked Clerk-Treasurer, Bjorklund to ask Public Works Director, Heyer to make sure that when the line painting takes place that parking lines be placed for the Harstad's on Sturgeon from Cedar Street to the Alley behind Main Street. Also, could the no parking yellow line on the curb by Pagenkopf's be removed in front of their house to the corner of the street by their residence? This question was posed at a Public Hearing that took place before this meeting earlier in the evening. At one time, their residence was a church and it is possible that is why the no parking was painted on the curb.

XIV. JUDICIAL – Chairman, Charlie Weis: Trustee, Weis opened his portion of the meeting to discuss Burnett County's Siren Policy. There are currently 3 municipal tornado sirens in Burnett County: Siren, Webster and Grantsburg. The sirens were purchased by the County through Federal grants many years ago. Burnett County would like the responsibility of maintenance to each village. The recommendation of the county would be to develop a maintenance plan and repair budget for each siren. This should include annual inspection of the siren and test the back-up batteries (if applicable). Clerk-Treasurer, Bjorklund stated that she added the siren to the village's insurance policy. Trustee, Weis would like to have Public Works Director, Heyer report the cost of replacing the batteries for the tornado siren. Clerk-Treasurer, Bjorklund did not know the cost of the 4 batteries in the siren.

Mutual Aid Agreement for all emergency services in Burnett County as well as neighboring municipalities in other counties was reviewed. Trustee, Weis asked why we are crossing counties to help. Chief, Spafford stated that this would only happen if we need them in case of a major situation. This is a very rare occurrence he stated. Motion to approve the agreement was made by Trustee, Widiker; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Police report was read by Chief, Spafford. The calls issued were from April 9, 2015 – May 7, 2015. There were 67 events handled with 67 case numbers issued. Trustee, Weis wanted Chief, Spafford to note that he wants Officer, Getts to work shifts that are not consistent to the scheduled shifts she has worked. He wants to see her work varying hours.

Chief, Spafford is looking into a grant for body cameras. He stated that they are a good tool for the department.

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 July 16, 2015. Flodin Construction will fix moisture damage behind siding by the alley. Painting by entrance inside the building will be done as well. Compressed air lines for trucks in fire hall will be added. Ed Peterson is the President; Chris Sybers is the Vice-President and Norm Bickford is Clerk-Treasurer for the Webster Fire Association after a recent election.

2) FUTURE MEETINGS:

- a) ***Judicial Meeting – Monday, June 1, 2015 @ 6:00 p.m.**
- b) ***Utility/Finance Meeting – Tuesday, June 2, 2015 @ 6:30 p.m.**
- c) ***Board of Review – Wednesday, May 27, 2015 @ 2:00 p.m.**
- d) ***Regular Board Meeting – Wednesday, June 10, 2015 @ 6:00 p.m.**
- e) ***Reorganizational Meeting – Wednesday, June 10, 2015 (After Regular Meeting)**

XVI. ADJOURNMENT. Motion was made by Village President, Roberts; seconded by Trustee, Maloney to adjourn at 8:30 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – May 14, 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