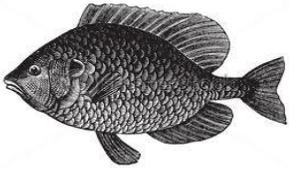


REGULAR MEETING BOARD MINUTES

Wednesday – November 11, 2015 @ 6:00 PM
7505 Main Street West, Webster, WI



VILLAGE OF WEBSTER

- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:02 p.m.
- II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Tim Maloney; Darrell Sears; Greg Widiker; Kelsey Gustafson; Sarah Casady and Charlie Weis. Others present: Todd Beckman, Burnett County Sentinel; Mike Hagness, MSA; Public Works Director, Jay Heyer; Chief, Michael Spafford 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. **STREETS – Chairman, Kelsey Gustafson:** Tom and Becky O'Brien, owners of Northwood's Lumber were present. They wanted to discuss Juniper Street West which is located south of their business. They asked the board what improvements were slated to be made on that street. Their issue is that the west end is in poor condition. Trustee, Gustafson stated the heavy truck traffic is wearing it out as well as prior drainage issues that occurred there. The drainage has been fixed and that is not an issue Trustee, Gustafson noted. Tom and Becky also assured the board that they are careful with their forklift for unloading purposes. They realize that this could cause damage to the street if they are not careful. They are making an effort to make sure that doesn't happen. They thanked Public Works Director, Heyer for spreading gravel in the rough area of the street recently. That has helped. Trustee, Gustafson will look at scarifying the blacktop in the damaged area of the street which is located on the west end of Juniper or possibly grinding the street and graveling it. The project to do this is not slated in his 5-year plan for street improvements, however; he will consider having that work done in 2016. More discussion will take place on what will take place for street improvement there in the future.
- VI. **UTILITIES – Chairman, Darrell Sears:** Village President, Roberts gave the floor to Mike Hagness, Engineer for MSA. He stated the Lift Station projects are still progressing. The shop drawings are getting completed. There will be a Pre-Construction Meeting in the early spring. There is no definitive date yet. After the Pre-Construction Meeting with the contractor, the job has to be completed within 180 days after that meeting. He will be at the December 2015 Regular Board Meeting to give further updates on the sewer improvement projects.
- VII. **APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the October 14, 2015 Regular Board Meeting Minutes; seconded by Trustee, Casady. **Motion carried 7-0.** Motion was made by Trustee, Casady to approve the October 15, 2015 Personnel Committee Meeting Minutes; seconded by Trustee, Sears. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the October 22, 2015 Personnel Committee Meeting Minutes; seconded by Trustee, Casady. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the November 9, 2015 Public Property Committee Meeting

Minutes. Motion was seconded by Trustee, Widiker. **Motion carried 7-0.** Motion was made by Trustee Maloney to approve the November 9, 2015 Personnel Committee Meeting Minutes. Motion was seconded by Trustee, Sears. **Motion carried 7-0.**

VIII. APPROVAL OF VOUCHERS & RECEIPTS: October 9, 2015 – November 9, 2015 vouchers in the amount of; **\$76,828.01** as follows:

- a. General Fund - \$50,594.14
- b. Water Fund - \$6,322.99
- c. Sewer Fund - \$10,943.34
- d. Library Fund - \$8,967.54

and approval of receipts for: **October 9, 2015 – November 9, 2015** receipts in the amount of **\$58,309.62.** Motion was made by Trustee, Widiker; seconded by Trustee, Sears to approve vouchers in the amount of **\$76,828.01** and receipts in the amount of **\$58,309.62.** **Motion carried 7-0.**

IX. COMMUNICATIONS: Clerk-Treasurer, Bjorklund included the October 2015 Burnett County Newsletter, the October 20, 2015 meeting update with St. Croix Regional Medical Center CEO and CFO; The November 9, 2015 Legislative Bulletin Newsletter from the League of WI Municipalities as well as Clerk-Treasurer, Bjorklund's November 4, 2015 BCDA Meeting update in all board members' packets.

X. PERSONNEL – Chairman, Sarah Casady: Trustee, Casady gave an update on the International Operating Engineers Local 139 Union Contract. The approval of this contract needs to be tabled until the December 2015 Regular Board Meeting she stated. There is a possibility that other employees may be added to the Appendix of the 2016 contract as non-bargaining unit members for Operating Engineer's Health Fund Insurance. More discussion will come before that meeting regarding insurance and wages for 3 employees who do not belong to that union.

Trustee, Casady noted that she had been in discussions with the Wisconsin Professional Police Association Union representative through e-mails and phone calls to settle the contract with the village employees who are part of that union. She stated that the Union Representative will not do a face-to-face meeting with the Personnel Committee due to the fact that they have a policy that doesn't allow them to do so. There has to be a population of 2,500 or more in the community that they are being represented she stated. If the census is under that amount, they will e-mail, discuss issues on the phone or skype. There will be more discussion regarding the settlement of the 2015 police contract at a future meeting.

XI. FINANCE – Chairman, Greg Widiker: Trustee, Widiker brought up the issue of Steve Zmuda who is a resident of the village's water consumption. He had approached Clerk-Treasurer, Bjorklund and asked to be placed on the agenda for this meeting. He was not present. Village President, Roberts asked Clerk-Treasurer, Bjorklund to give a narrative of what was discussed and why he wanted to be on the agenda. She stated that he would like a credit on his sewer consumption. He has an outside lawn sprinkler and outside spigots that are using a lot of water during the summer months. Clerk-Treasurer, Bjorklund noted to him at the time that there are outside watering meters that he can use with a \$25 deposit. This will give him a reduction on the cost of his water that he uses to water his lawn, etc. This will be a credit on his sewer use she stated. At this time, that is how an individual can have a reduction in there bill. The Public Service Commission requires that water usage is metered, and this helps with that she noted. Public Works, Heyer also noted that there are ways he can combine all his outside spigot use and lawn

sprinkler use by doing plumbing in his basement to combine a connection for the outside watering meter for combined monitoring of his consumption. Since Mr. Zmuda was not present, the issue was dropped until such time he attends a future meeting.

- XII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney noted that there was a meeting held on Monday, November 9, 2015 with his committee. Discussion took place regarding remediation of the county-owned lot adjacent to the village-owned lots where the village offices currently are located. Ralph Smith of the DNR had called Clerk-Treasurer, Bjorklund today and stated that the test wells located on the village-owned property were put there by the DNR. He will be in contact with her at a future date and let her know if and when those test wells could potentially be pulled. The DNR is responsible for that cost she stated. Mr. Smith also noted that he had met with Nate Ehalt, Burnett County Administrator on Tuesday, November 10, 2015 at Burnett County Government Center. During that meeting, he conveyed the committee’s interest in obtaining the county-owned lot for a possible building site. The clean-up of that property would need to be done by Burnett County. Mr. Ehalt will contact Clerk-Treasurer, Bjorklund after he has a meeting with the County Board Directors at Large on November 19, 2015. Discussion will take place at that time regarding the county-owned lot and their help with demolition costs of the Old Webster High School. Clerk-Treasurer, Bjorklund will keep the board apprised of any information she receives from the DNR or the County Administrator.

Webster Police Department relocation into the Webster Community Center Incubator Space was discussed. Police Chief, Spafford wants to relocate due to the fact that they are running out of room in the village offices. There are security issues as well that will need to be addressed in the future. The cost to move the internet into the community center will be \$99.00. The current monthly cost will remain the same. CenturyLink charges will be \$50.00 per month for an additional phone/fax line for the department. The Webster Police Department will then have their own phone number. Chief, Spafford researched costs for a printer/copier/fax machine from Office Max and that will run approximately \$300 he stated. Trustee, Maloney had concerns about handicap accessibility to the Webster Police Department office space. Chief, Spafford stated that he will make accommodations for handicapped individuals to meet with them upstairs at the community center or at the village office. He would like to move within the next month he stated. He also noted that when the new municipal office building is complete for the village, they will move into that facility. Motion was made by Trustee, Weis to allow the Webster Police Department into the Webster Community Center Incubator space on a temporary basis. The department will move into the new office space when that is complete. If there is a handicapped individual that needs to see an officer, they will meet upstairs of the Webster Community Center, at the village office or the Webster Fire Hall. Motion seconded by Trustee, Widiker. **Motion carried 7-0.** Clerk-Treasurer, Bjorklund will notify all residents in her December newsletter that comes out in the next quarterly water bill for that month that the Webster Police Department has moved and what their new office phone number is. Chief, Spafford will also do a news release in the Burnett County Sentinel and reach out to the Inter-County Leader as well.

- XIII. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson discussed the Snow Removal Quote that was submitted by Bruce’s Auto & Towing. The quote is for January 1, 2016 – December 31, 2016. The cost he is asking for per hour is \$85 to plow Main Street in the village with his 95 Horsepower Kubota tractor. It has a 9’ bucket that holds 3 yards of snow. That was the only quote that was submitted. The price quoted was the same as the 2015 quote from Bruce’s Auto & Towing. Motion was made to have

Bruce's Auto & Towing do the snow removal for January 1, 2016 – December 31, 2016 by Trustee, Gustafson. Motion was seconded by Trustee, Widiker. **Motion carried 7-0.**

- XIV. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis discussed the Wood Burner Ordinance Samples from Village of Luck and Village of Siren that were presented by Clerk-Treasurer, Bjorklund. She wanted the board to look them over to see if the Village of Webster could possibly create a Wood Burner Ordinance. The board will table this discussion until the December 2015 Regular Board Meeting.

The November 2015 Webster Police Department was distributed in all board members packets.

Chief, Spafford read the police report was distributed to all members for October 14, 2015 – November 11, 2015. There were 21 events handled with 21 case numbers issued.

Body camera discussion took place for the Webster Police officers. Chief, Spafford purchased 2 body cameras for his department at an approximate cost of \$600. He has a standard operating policy in place for the cameras. The cameras are not allowed to be turned on while in court or the village office. There is a 4-hour battery life and it has infrared capabilities as well. He will be meeting with Judicial Chairman, Weis to go over the policy on Friday, November 13, 2015. Trustee, Weis would like to see training documented for the use of the body cameras with all officers. Chief, Spafford had already gone over the use with Officer Getts, however; Trustee, Weis wanted the training done again and documented. He stated that any and all trainings with the officers need to be documented.

Wood Burner Discussion took place. Clerk-Treasurer, Bjorklund had spoken with Clerk-Treasurer, Peterson of the Village of Siren. She stated that they were reviewing their ordinances for outdoor wood burners in the village. Clerk-Treasurer, Bjorklund wanted to start the conversation to see if the Village of Webster ordinances for this issue are sufficient. She will speak with Peterson and see if they came to any decisions regarding their ordinances and what decisions were made for their municipality. She will report the findings at next month's Regular Meeting.

Trustee, Weis read the following land use permit: TA Operating, LLC d/b/a Minit Mart. The permit was for signage at the gas station in 3 locations. The signage will be in the same locations as the former Stop-A-Sec dba Holiday Station Store areas. Cost of the signage is \$4,700.

There were no Operator's License applications at this time.

- XV. DEVELOPMENT & ANNEXATION: Village President, Jeff Roberts** – Village President, Roberts stated that there will be a Development and Annexation meeting that will take place on Thursday, November 12, 2015 @ 7:00 p.m. with local business owners from the village. Discussion will be brainstorming ideas for the demolition of the Old Webster High School. There will be a letter of support that the board will ask business owners to sign to submit with any grant paperwork for the project. That letter will show that the business owners are in favor of the old high school being demolished to make way for a possible new St. Croix Regional Medical Center clinic on that site. The cost of demolition is estimated to be over \$800,000. The board is hopeful that business owners who attend can give those ideas on how to raise the money for the demolition.

XVI. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney: Trustee, Maloney stated that the next Webster Rural Fire Association Meeting will take place in January.

XVII. FUTURE MEETINGS:

- **Development and Annexation – Thursday, November 12, 2015 @ 7:00 p.m. (Com. Ctr.)**
- **Regular Meeting – Wednesday, December 9, 2015 @ 6:00 p.m.**
- **Judicial Meeting – Monday, December 21, 2015 @ 6:00 p.m.**

XVIII. ADJOURNMENT. Motion was made by Trustee, Gustafson; seconded by Trustee, Casady to adjourn at 7:17 p.m. **Motion carried 7-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – November 11, 2015

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

Village President, Jeff Roberts

Trustee, Sarah Casady

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Darrell Sears

Trustee, Charlie Weis

Trustee, Greg Widiker

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