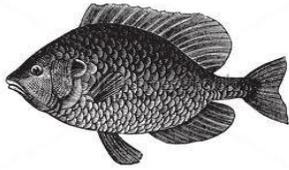


REGULAR MEETING

BOARD MINUTES

Wednesday – September 9, 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 6:00 p.m.
- II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Tim Maloney; Darrell Sears; Greg Widiker; Kelsey Gustafson and Charlie Weis. Others present: Theresa Anderson, MSA; Traci Hopkins; Police Chief, Michael Spafford; Public Works Director, Jay Heyer and Clerk-Treasurer, Patrice Bjorklund. Absent: Trustee, Casady.
- 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. **JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis gave the floor to Traci Hopkins, President of the Central Burnett County Fair Association. She requested use of the fairgrounds for an upcoming demolition derby that will be held on September 26, 2015. She assured the board that all rules relating to the sale of alcoholic beverages will be followed. She noted that there will be a dance after the event and no sales of alcoholic beverages will occur after 11:00 p.m. The sale of alcoholic beverages will take place at the grandstand area during the derby and will move to the beer gardens afterwards. The board also reviewed her request for a picnic license for the sale of alcohol. Motion was made to approve the demo derby and sale of alcohol at that event by way of temporary picnic license by Trustee, Weis; seconded by Trustee, Sears. **Motion carried 6-0.**
- VI. **APPROVAL OF MINUTES:** Motion was made by Trustee, Gustafson to approve the August 12, 2015 Regular Board Meeting Minutes after a change was made under the street portion of those minutes relating to Trout Avenue North; seconded by Trustee, Widiker. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the September 8, 2015 Personnel Committee Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Widiker to approve the September 8, 2015 combined “Full Board” Utility/Finance/Public Property Committee Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.**
- VII. **APPROVAL OF VOUCHERS & RECEIPTS:** **August 11, 2015 – September 7, 2015** vouchers in the amount of; **\$51,555.61** as follows:
 - a. General Fund - \$24,339.89
 - b. Water Fund - \$3,663.20
 - c. Sewer Fund - \$17,014.71
 - d. Library Fund - \$6,537.81and approval of receipts for: **August 11, 2015 – September 7, 2015** receipts in the amount of **\$147,796.25**. Motion was made by Trustee, Maloney; seconded by Trustee, Weis to approve vouchers in the amount of **\$51,555.61** and receipts in the amount of **\$147,796.25**. **Motion carried 6-0.**

VIII. COMMUNICATIONS: Village President, Roberts noted that there was a September 2, 2015 Meeting Update from Clerk-Treasurer, Bjorklund that everyone could review. Also, he stated that there is a need to establish a Centennial Committee to coordinate the 100th Anniversary for the Village of Webster in 2016. Clerk-Treasurer, Bjorklund would like an ad placed in the Indianhead Advertiser for a period of 2 weeks. Village President, Roberts stated he would help with the coordination of the event. He stated that it would be nice to hold the celebration during Gandy Dancer Days in 2016. Clerk-Treasurer, Bjorklund will check with the Webster Chamber of Commerce to see if that is acceptable with them. The board agreed that an ad is necessary, and Clerk-Treasurer, Bjorklund will place the ad as well as confirm the date for the celebration.

IX. PERSONNEL – Chairman, Sarah Casady: Trustee, Casady was absent and Village President, Roberts chaired this portion of the meeting. He stated that at the September 8, 2015 Personnel Meeting a proposed figure was discussed for wages and benefits for the full-time police officer. The proposal will be forwarded to the Wisconsin Professional Police Union Representative as well as any response from them to all board members.

Discussion regarding an increase to the part-time (non-union) police officer took place. At the September 8, 2015 Personnel Meeting a figure of \$15.00 was discussed. This figure would become effective January 1, 2016. Motion was made by Trustee, Widiker to approve the amount of \$15.00 effective 1/1/16 for the part-time (non-union) police officer. Motion seconded by Trustee, Sears. **Motion carried 6-0.**

X. UTILITIES – Chairman, Darrell Sears: Trustee, Sears's gave the floor to Teresa Anderson of MSA. She discussed bid award for the Lift Station portion of the sewer rehabilitations. It was her recommendation to accept A-1 Excavating's bid of \$576,750. Public Works Director, Heyer noted that most of the work will be done by subcontractors. Motion was made to accept A-1 Excavating's bid in the amount of \$576,750; seconded by Trustee Sears. **Motion carried 6-0.**

XI. FINANCE – Chairman, Greg Widiker: Trustee, Widiker gave the floor to Teresa Anderson of MSA. She presented costs for the Lift Station Upgrades Project. She presented to costs scenarios which includes only construction of the lift station upgrades that have already been let, and does not include construction of any measures to reduce infiltration and inflow in the system in the amount of \$436,970. She also presented the second scenario which includes construction of the lift station upgrades that have already been let, and additional funds for construction infiltration and inflow reduction measures. Because CDBG has funds remaining this year, they may be willing to add to the grant, and the Village's portion of infiltration and inflow costs would be 50% of the actual cost in the amount of \$507,770. The board is going to do the Board of Commissioners of Public Lands General Obligation Loan. After previous discussion at the Utility Committee Meeting and discussion amongst the board, it was decided to borrow \$436,970 for a period of 20 years. The interest rate would be reduced by the DNR Grant to reduce the interest rate from 3.75% to 3.00%. Motion was made to borrow \$436,970 from the Board of Commissioners of Public Lands for a period of 20 years. The loan would be for Lift Station Upgrades at an interest rate of 3.75% which would be reduced to 3.00% by the DNR Grant by Trustee, Sears. Motion seconded by Trustee, Maloney. **Motion carried 6-0.**

Teresa discussed the Amendment to the MSA Contract for engineering of the lift stations in the village. Cost of that amendment to the contract was an additional \$11,400. The details of the amendment

included plan sheets being changed, specifications were changed and additional hours by the architect and engineering of the project. Trustee, Widiker asked what the estimated costs would be for the pre-cast lift station buildings. Teresa stated \$10,000 each and \$10,000 for the engineering. Motion was made by Trustee, Weis to approve the amendment to the original MSA Contract in the amount of \$11,400; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Trustee, Widiker presented the Local Government Property Insurance Fund Annual Premium in the amount of \$10,333. Also presented was the Municipal Property Insurance Company Premium in the amount of \$7,525. Trustee, Maloney noted that the 2 policies did not have the same coverages. Clerk-Treasurer, Bjorklund will check with Agent, Larry Passint regarding coverages. Motion was made by Trustee, Weis to switch to Municipal Property Insurance Company (MPIC) for an annual premium effective September 30, 2015 in the amount of \$7,525 and withdraw from Local Government Property Insurance Fund effective September 30, 2015. Motion seconded by Trustee, Maloney.

Motion carried 6-0.

Advertising space was discussed at a half-page ad at a cost of \$425 with a discount given of \$20 off if paid by Friday, September 25, 2015 in the tourist guide for 2016 put out by Yellow River Advertising and Design. Clerk-Treasurer, Bjorklund stated that The Webster Area Chamber of Commerce is willing to pay ½ the cost of the ad. Village President, Roberts would like to see note of the Village of Webster's Centennial in the ad included. Motion was made to approve the ½ page ad in the 2016 Burnett County Visitors Guide and Map with The Webster Area Chamber of Commerce reimbursing the Village of Webster for ½ the cost of the ad by Trustee, Maloney. Motion was seconded by Trustee, Weis. **Motion carried 6-0.**

- XII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Discussion took place regarding sidewalk repair that took place in June of 2015. The cost of the repair was \$450.00 at the entrance of the library by Dan's Masonry. This cost was paid by the library and the library board is disputing that cost. They felt it should be paid much like the other sidewalks on Main Street repairs were made by the village. The costs for the repairs were not assessed to the business owners and discussion took place if those costs should be. The consensus of the board was to not special assess the business owners for the repair to the sidewalks as there was contingency money set aside for construction and street repairs, etc. in the Replacement Fund. Motion was made by Trustee, Gustafson to not charge a special assessment to business owners on Main Street for sidewalk repair and forgive the library the cost of \$450 for their repair and pay out of the Replacement Fund. Motion was seconded by Trustee, Widiker. **Motion carried 6-0.**

New Municipal Office Building discussion took place. The Project Program that Craig Selander, Architect has been drafting will need to get finalized at a future meeting. Trustee, Maloney set this meeting for Tuesday, September 29, 2015 @ 6:00 p.m. He is hopeful that all board members attend this meeting. He directed Clerk-Treasurer, Bjorklund not to invite Mr. Selander at this time. Discussion regarding easement through the county-owned lot should be discussed and closure of test wells as well as the updated survey for this project. The option of possible quit claim for the property that the county owns will also be reviewed.

The used playground equipment that was purchased at an auction is in pieces and ready to be put in place. Minnesota-Wisconsin Playground Company will help with the re-install of the existing

equipment with additional help from Public Works Director, Heyer; Public Works Crew, Phernetton and Thill as well as Police Chief, Spafford. The erection is slated to be done October 8th and October 9th. Motion was made by Trustee, Weis to accept the cost from Minnesota-Wisconsin Playground Company with additional help in the amount of \$2,696. This cost does not include concrete and village employee's time involved. Motion was seconded by Trustee, Gustafson. **Motion carried 6-0.**

- XIII. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson gave the floor to Public Works Director, Heyer to discuss Trout Avenue South, Apple Street and Trout Avenue North. He stated that there is an application filed to fill an area for the driveway at Wayne's Foods Plus for a future access driveway there. The delineation was done by Martin Shutt and the filling would need to be done by October 15, 2015 if the filing is approved through the Department of Transportation. Trustee, Gustafson stated that Burnett County would do the fill work there.

The Apple Street issue is unresolved Public Works Director, Heyer stated. There will need to be a possible easement placed through the Erickson property so Pardun can access his property which adjoins. A future Street Committee Meeting will need to be set to discuss this issue with the property owners. He will inform the committee when a meeting has been set. He is hopeful to have one in the next few weeks.

Trout Avenue North paving was discussed. Public Works Director, Heyer received two estimates from Taylor Paving and Monarch Paving. The estimate for Taylor Paving came in at \$17,295 and the estimate for Monarch Paving came in at \$23,089.59. Motion was made by Trustee, Gustafson to accept Taylor Paving's bid to do the paving on Trout Avenue North. Motion was seconded by Trustee, Maloney. **Motion carried 6-0.**

- XIV. JUDICIAL – Chairman, Charlie Weis:** A letter was drafted by Clerk-Treasurer, Bjorklund to disallow a claim submitted to the Village of Webster for damage done to Cindy Mikelson's car while traveling south past the DNR Building into Wayne's Foods Plus by way of Muskey Avenue South. There is a dip at that entrance for drainage purposes. She claims she scraped paint off of the bottom of her bumper and the costs exceeded \$500. Statewide Insurance is the underwriter for all liability claims the village receives and they recommended the village disallow the claim. The letter would be sent certified mail to her notifying her of the disallowance of the claim. Motion was made by Trustee, Weis to disallow the claim made by Cindy Mikelson; seconded by Trustee, Sears. **Motion carried 6-0.**

Chief, Spafford read the police report for August 12, 2015 – September 9, 2015. There were 49 events handled with 49 case numbers issued.

Chief, Spafford went to a recent training held in Wisconsin Dells put on by the Wisconsin Department of Transportation. At that training, the Webster Police Department won a Toughbook Computer. He stated that he will give one of the used Toughbook's that the PD owns and give to Court-Clerk, Tessa Anderson to use for the Webster Municipal Court. He will also encourage her to get an air card to use for internet service on that computer through Verizon.

Trustee, Maloney stated that there are a few lawns that need to be mowed in the village. Chief, Spafford stated he was aware of those lawns and a few have been mowed. The others will have letters sent to them if they have not been mowed.

Trustee, Widiker asked when the radar speed board will be moved. Chief, Spafford stated that he will be moving the radar board on Alder Street next week to monitor speed by the 5-12 School.

Trustee, Weis read the following Operator Licenses: Curt Rand, Sr.; Heidi Rand; Brad Huser, II; Casandra Abrego; Diane Baker and James Bergeron and Hattie Mickey. Motion was made by Village President, Roberts to approve those licenses; seconded by Trustee, Widiker. **Motion carried 6-0.**

Trustee, Weis read the following Land Use Permits: Dan Thill – Deck Addition; Jerry Paulus – Addition to his home and Kevin Janssen – Storage Building Addition.

XV. DEVELOPMENT & ANNEXATION: Village President, Jeff Roberts – Village President, Roberts stated at this time there are no developments regarding demolition of the old Webster High School Building. He asked Clerk-Treasurer, Bjorklund to check into an Otto Bremer Grant to help with funding for this.

A letter was drafted to Siren Telephone Company from the Village of Webster in support of them obtaining a grant for installation of broadband in the Village of Webster. Motion was made in support of this letter to Siren Telephone Company from the Village of Webster by Trustee, Weis; seconded by Trustee, Sears. **Motion carried 6-0.**

XVI. FUTURE MEETINGS:

- **Judicial – September 28, 2015 @ 6:00 p.m. (Raze Houses Discussion to be added.)**
- **Public Property – September 28, 2015 @ 6:00 p.m.**
- **Webster Fire Association – October 1, 2015 @ 7:00 p.m.**
- **Budget Workshop – October 12, 2015 @ 6:00 p.m.**
- **Regular Meeting – October 14, 2015 @ 6:00 p.m.**

XVII. ADJOURNMENT. Motion was made by Trustee, Sears; seconded by Trustee, Widiker to adjourn at 7:35 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – September 10, 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