



**VILLAGE OF WEBSTER**

# DEVELOPMENT & ANNEXATION MEETING MINUTES

Wednesday – August 31, 2016 @ 6:00 p.m.

Village Office

7505 Main Street West, Webster, WI

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- I. CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:00 p.m.
- II. PRESENT** – Village President, Jeff Roberts; Trustees, Sarah Casady; Darrell Sears; Tim Maloney; Kelsey Gustafson and Charlie Weis (who arrived at 6:15 p.m.) Others: Brian Hegge and Dave Rasmussen of MSA and Clerk-Treasurer, Patrice Bjorklund. Absent: Trustee, Greg Widiker.
- III. CDBG-PF GRANT FUNDING FOR DEMOLITION OF OLD HIGH SCHOOL DISCUSSION** – Village President, Roberts asked both Brian and Dave how we should proceed with the project now that the village obtained grant funding. Village President, Roberts noted that the village cannot take ownership of the old high school from Wayne and Christa King until the building has been appraised by Solum & Associates. This will most likely occur before the middle of October 2016. In the meantime, he also noted that there will be an auction of all of the contents in the building. Gary and Rhonda Erickson of Erickson Auctioneering will take care of this. It will occur on Sunday, October 11, 2016. The contents such as doors, fixtures, countertops, sinks, cabinets, gym floor and bleachers will be some of the items for auction. There will nothing disturbed such as piping, etc. Brian was happy to hear this as it would not disturb possible contaminated areas that contained asbestos and lead paint. Village President, Roberts also asked when the village could definitively take ownership of the building from Wayne King per CDBG requirements. He noted that Mr. King is donating the building and the contents that are being auctioned to the village. Mr. King will also have all renters out of the building by October 1<sup>st</sup>. Dave will be in contact with the relocation representative with the Department of Administration this week. The village will proceed with acquisition after hearing the correct procedure to do so and timeline according to grant specifications Village President, Roberts noted.

Dave also wanted the board to be aware that Clerk-Treasurer, Bjorklund will need to attend The Department of Administration – Division of Energy, Housing and Community Resources CDBG Implementation Training which is required for the grant. The training will take place on October 4<sup>th</sup> and October 5<sup>th</sup> in Rothschild, WI. Registration is \$50 for the 2-day training. Dave will also be attending as the CDBG Grant Administrator for the project.

Dave will draft a grant agreement with MSA and the Village of Webster for demolition of the old Webster High School. He will have the contract ready to approve at the Wednesday, September 14, 2016 Regular Board Meeting. After that, Brian will be doing an Environmental Assessment Review after the village obtains ownership of the old high school. This is a more involved process than what was initially done for the village prior to getting an estimate for costs of demolition from Veit & Company Construction. The process usually takes up to 45 days he noted. Once this is done, plans and specifications will be done. There will most likely be a walk-through of the building by potential bidders. This would be done late January or early February 2017. After that, bidding will take place and bids will be awarded for demolition. Brian was hopeful that demolition could possibly start in early March.

Village President, Roberts asked if crushing could be done on site. Hopkins Sand & Gravel had asked if that was possible. Brian stated that the extent of remediation needs to be determined as to how crushing of material is handled. This will be determined after that and once the bid specifications are put together. The village could allow that if they chose that route he stated. Brian also wanted to make the village board aware that if there are contaminants left that are not remediated in the soil under the proposed building site, it will St. Croix Regional Medical Center's responsibility for seeing that the site integrity is maintained. He noted that it would be worth the effort for the village to have all potential contaminated soil removed beforehand to make the transition a clean one for both parties.

Dave Rasmussen noted to Clerk-Treasurer, Bjorklund that a timeline needs to be established and presented to the DOA before the project starts. Both will work on this in the near future.

Trustee, Maloney wanted to make sure that when all dollars are determined that the village will obtain for the project, that the village is not burdened with costs for the demolition. Village President, Roberts noted that St. Croix Regional Medical Center is willing to make PILOT (Payment in Lieu of Taxes) payments to the village. This is something the board can discuss with them at a future meeting. Dave Rasmussen noted that the village would be responsible for 10% of the dollars needed or \$88,000 for project costs. Again, Village President, Roberts reiterated the fact that the village will be in discussions with St. Croix Regional Medical Center regarding their financial responsibility for having the medical center placed on that property.

Scoring of the 2016 Community Development Block Grant for Public Facilities (CDBG-PF) was discussed. The board wanted to know why the village was denied the grant in the original scoring of the grant funding. Dave noted that when Clerk-Treasurer, Bjorklund had received the scoring worksheet on August 23, 2016 she noted that the village had scored a 0 under the Financial Need – General Obligation Debt portion of the worksheet. She felt at that time after review that there was an error. She discussed this with Dave Rasmussen and he agreed. Dave spoke with Dave Pawlisch who is the Bureau Director of the Bureau of Community Development and Department of Administration – Division of Energy, Housing and Community Resources about the score. Dave Rasmussen has worked on these applications in the past and according to his scoring knowledge, he felt that they had not taken into account the General Obligation Capacity which is \$1,565,280 and the General Obligation Capacity Used which is \$285,842 and lastly the Proposed General Obligation Capacity with the Proposed Project \$525,342 plus \$240,500 put the village in favored scoring to obtain grant dollars. Mr. Pawlisch agreed and suggested the village appeal the decision. Village President, Roberts submitted a letter dated August 24, 2016 stating that based on the dollars and information presented, the application should score at least 10 points under "Financial Need" under General Obligation Debt rather than the 0 given to the village. This would give them a score of 152 which would put the village in scoring range to obtain the grant when a score of 146 was needed. On Monday, August 29, 2016 Dave Pawlisch called Clerk-Treasurer, Bjorklund and stated that they had received the grant after review of the appeal. Angela Davis also sent an e-mail confirming this and stated that the village had scored 30 points rather than the 0 given under "Financial Need" and General Obligation Debt due to an error by the Wisconsin Department of Administration. Therefore, on behalf of Governor Scott Walker and Secretary Scott Neitzel, they were pleased to inform the village that they will award up to \$440,500 to the Village of Webster in grant dollars.

**IV. WISCONSIN ECONOMIC DEVELOPMENT CORPORATION GRANT DISCUSSION** – There was discussion at the August 18<sup>th</sup> Development & Annexation Meeting held at 7:00 p.m. regarding possible

acceptance of the grant Marie Steenlage of the Wisconsin Economic Development Corporation had presented at previous meeting held between Village President, Roberts, Clerk-Treasurer, Bjorklund and Dave Rasmussen of MSA. The program has \$3,000,000 funding available. The grants will be limited to 25% of eligible project costs up to \$250,000. At least 50% of the funds will be awarded to cities/villages/towns under 50,000 in population per U.S. Census data. The goal of the Community Development Investment (CDI) Grant Program is to incent downtown community development in the state of Wisconsin. This is for downtown development. The old high school would be considered as expansion of that area. The board voted to pursue the WEDC grant for \$250,000 for demolition of the old Webster High School for expansion of the new St. Croix Regional Medical Center Clinic at the August 18<sup>th</sup> Meeting. Dave asked the board if they were still interested in pursuing the WEDC grant. He noted that they have 30 days to do so. It was the consensus of the board to pursue the grant. Dave will begin drafting a contract with MSA for grant writing of this grant. Costs would be approximately \$2,000 to do so. He will have the agreement for the grant writing contract available for the board to review at the Wednesday, September 14, 2016 Regular Board Meeting.

V. **ADJOURNMENT.** Motion was made by Trustee, Weis to adjourn the Development and Annexation Meeting at 7:00 p.m., seconded by Trustee, Maloney. **Motion carried 6-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer  
August 31, 2016

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