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VILLAGE OF WEBSTER

REGULAR MEETING

BOARD MINUTES

Wednesday – July 13, 2016 @ 6:00 p.m.

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. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Tim Maloney; Kelsey Gustafson; Greg Widiker; Charlie Weis; and Sarah Casady. Others present: Harriet Rice; Bob Robinson; Doug Fontaine; District Attorney, Bill Norine; Sergeant, Cliff Casady; Officer, Bridget Getts; Kathy Gram – Bremer Bank; Tammy Twedt-Close – Bremer Bank; Judy Biedinger – Siren Assembly of God Church; Doug Plath; Wayne Fish; Clerk-Treasurer, Patrice Bjorklund; Public Works Director – Jay Heyer and Chief, Michael Spafford. Absent: Trustee, Darrell Sears.
 - 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. **FINANCE – Chairman, Greg Widiker:** Village President, Roberts gave the floor to Tammy Twedt-Close and Kathy Gram of Bremer Bank. Kathy Gram had stated that in the past month, she had visited Clerk-Treasurer, Bjorklund. During that visit there was discussion regarding solutions for FDIC Insurance Coverage. Clerk-Treasurer, Bjorklund had expressed interest in Certificate of Deposit Account Registry Service (CDARS) with Bremer Bank. She asked Kathy and Tammy to attend the next month's board meeting to give the board an overview of this service. There are 6-month; 1 year and 2-year term deposits with various rates. The reason to distribute money into these accounts would be for FDIC protection. The board would like the two ladies to attend the Budget Workshop which will take place in late September or early October. They agreed to attend and discuss this option during that meeting.
 - VI. **VISITOR RECOGNITION:** Village President, Roberts gave the floor to Harriet Rice, Member of the Village of Webster Centennial Committee. Ms. Rice wanted to present the 6 sunfish displays to the village. She stated that stands are being made to display the fish and should be ready by the end of July. She would like to use the fish as a backdrop during Senator, Sheila Harsdorf's reading of the Village of Webster Proclamation on Saturday, August 13, 2016 in front of Larsen Family Public Library. She will meet Public Works Director, Jay Heyer at 9:00 a.m. on Friday, July 15th to move the fish into the Webster Community Center for storage until the stands are done to display the artwork. Village President, Roberts stated that the schools would like a fish to display and he thought Larsen Family Public Library would take some as well. She noted that there are pins available to purchase at Rustic Hearts Gift Shop. She would also like to sell various items that have the Centennial Fish Logo that she has created during the August 12th and August 13th Craft Fair during Gandy Dancer Days. She also noted that she had printed postcards for individuals who would like to use them for the Centennial Postmark at the Webster Post Office. They will be available to customers to receive the postmark on August 15, 2016. And lastly, she is unable to attend the July 28th County Board of Supervisors Meeting to discuss the Village of

Webster Centennial Celebration. She was hoping that someone would be able to go to present the celebration to the County Board. Village President, Roberts stated he could probably attend that meeting.

- VII. JUDICIAL – Chairman, Charlie Weis:** Sergeant, Cliff Casady and Judy Biedinger – Event Organizer were present to discuss the September 24, 2016 Jase Robertson Event by Siren Assembly of God Church – Siren, WI. The event will take place at the Webster High School from 5:00 p.m. – 8:00 p.m. Sergeant, Casady gave the board the security detail for the event. He will have himself, representing the St. Croix Tribal PD; Officer, Bridget Getts – Webster PD; Sergeant, Aaron Bentley – Siren PD; Sergeant, Steph Wedin – Burnett County Sheriff’s Department; and Officer, Derek Petersen – Webster PD will be security detail for the event. There will be parking available at the High School and the High School Football Field; The Elementary School; Wayne’s Foods Plus; the Old High School on the north side; US Bank parking lot; First Baptist Church and St. John’s the Baptist Catholic Church. There was a request by the church to have parking at the Central Burnett County Fairgrounds, but it was noted that the Central Burnett County Fair Board will be holding a Demolition Derby on that day. The derby will run from 4:00 p.m. to 8:00 p.m. Chief, Spafford noted. Sergeant, Casady had thought that parking was available at the Fairgrounds, but it was not available specifically for the event as the demo was being held. After much discussion, it was decided by the board to help alleviate the parking problem by having a future meeting to discuss the parking issues. Sergeant, Casady thanked the board for helping with parking for the event. *(It was noted during a later time during the Judicial portion of the meeting that a future meeting will be held on: Monday, August 8, 2016 at 6:00 p.m. to discuss parking and possible street closures.)*

Doug Fontaine who lives at: 7538 Hickory Street West in the village was present to discuss a neighbor who is causing issues with him. He stated that the neighbor’s dog is bothering him and his dog. He feels threatened by the dog. Officer, Getts stated that there have been 4 calls to Mr. Fontaine’s neighbor’s residence. Most recently a ticket was issued to him for a dog running at large issued by the Webster PD. She stated since then she has not received any further complaints. Bob Robinson who is also a neighbor had stated he has had issues with the neighbor as well. Trustee, Widiker asked what the ordinance is for a vicious dog. Officer, Getts stated that the dog does not meet the criteria for a vicious dog under the Village of Webster Ordinance addressing that. Chief, Spafford said from now on if the Webster PD is called to the neighbor’s residence, he will be cited. He has had enough warnings up to this point. Village President, Roberts stated the sentiment of the whole board that if Mr. Fontaine has issues in the future, he needs to call the Police Department and report the problem. Mr. Fontaine thanked the board for their time.

- VIII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Village President, Roberts gave the floor to Doug Plath of the Webster Lion’s Club. He was not on the agenda, but he wanted to have the board consider helping with the cost of repairing the skateboard park located along Pike Avenue South and the Gandy Dancer Trail. He had gotten a quote for supplies in the amount of \$2,536.69 from Northwoods Lumber in the village. He stated that the Lion’s Club would do all the work to repair. The board will consider his request and put this on the August 10, 2016 Regular Board Meeting Agenda for discussion.

- IX. UTILITIES – Chairman, Darrell Sears:** Village President, Roberts gave the floor to Sid Sherstad of Siren Telephone Company. Sid gave an update on the broadband in the village. He stated the work was almost done. Tjader & Highstrom who is doing the directional boring for the broadband still needs to do dig repair in yards. Public Works Director, Heyer stated that when directional boring was done on Hickory Street, a water/sewer service main was hit. They dug 5’ deep when it should have been 3’ he

stated. Sid stated that the project covers incidences like this. They will be responsible for any damages. He also stated that the work will be complete by them in the next few weeks. The soil is just too soaked due to the overabundance of rain on the July 11th storm. Trustee, Weis asked when is the use date for the service. Sid said all customers who requested broadband in the village will be up and running by the end of August 2016. Any customers who sign up after that will have service next spring. Public Works Director, Heyer asked what the cost to hook up will be. There have been several inquiries. Sid stated that the cost will be \$99. If they have questions they should call the SirenTel office.

Dave Rasmussen gave an update on the CDBG-PF Project Budget. The total of all monies applied for will be \$820,000 for the Lift Station Upgrades. The village share is \$410,000 and CDBG Match is \$410,000. The total expended will be \$358,598. There is a variance of \$51,402 that has not been expended. At the beginning of the project, he stated that the project would consist of Lift Station Upgrades and Manhole Rehabilitation. The manhole rehabilitation was removed from the project. Dave thought now would be a good time to discuss if the remaining monies will be spent for manhole rehabilitation or other issues. The project was to be completed by the end of October 2016 and grant closure December 2016. If rehabilitation would be done, the Department of Administration would consider extending the project for more funding. The consensus of the board was to discuss this at a meeting held tomorrow night at 6:00 p.m. at the Street and Utility Committee Meeting. Dave will come and discuss this with the committee.

Mike Hagness gave an update on the lift station projects. He stated Lift Station #1 is done. Lift Station #2 has pump issues and should be done by next Friday. He will be present at next month's Regular Board Meeting for further updates.

- X. **FINANCE – Chairman, Greg Widiker:** Village President, Roberts gave the floor to Wayne Fish who lives at: 7350 Fir Street East in the village. On his July 1, 2016 Water/Sewer Billing there was a charge of \$870.31 for water and sewer usage. This is considerably higher than his normal quarterly billing. Motion was made by Trustee, Weis to forgive the excessive charges and bill him according to his usual monthly bill. He would like to see Clerk-Treasurer, Bjorklund adjust his bill and reissue him a new bill to reflect the change. Motion was seconded by Trustee, Casady. **Motion carried 6-0.**

- XI. **APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the June 8, 2016 Regular Board Meeting Minutes; seconded by Trustee, Casady. **Motion carried 6-0.** Motion was made by Trustee, Casady to approve the June 22, 2016 Personnel Meeting Minutes; seconded by Trustee, Weis. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the July 6, 2016 Development & Annexation Meeting Minutes (*with a change to Trustee, Maloney from Village President, Roberts under the Nate Ehalt section of the discussion*); seconded by Trustee, Gustafson with those changes. **Motion carried 6-0.**

- XII. **APPROVAL OF VOUCHERS & RECEIPTS: June 7, 2016 – July 11, 2016** vouchers in the amount of: **\$95,452.06** as follows:
 - a. General Fund - \$61,230.15
 - b. Water Fund - \$8,215.78
 - c. Sewer Fund - \$19,759.66
 - d. Library Fund - \$6,246.47

and approval of receipts for: **June 7, 2016 – July 11, 2016** in the amount of **\$29,177.58**. Motion was made by Trustee, Maloney; seconded by Trustee, Casady to approve vouchers in the amount of **\$95,452.06** and receipts in the amount of **\$29,177.58**. **Motion carried 6-0.**

XIII. COMMUNICATIONS: There were no communications at this time.

XIV. PERSONNEL – Chairman, Sarah Casady: Trustee, Casady had wanted approval of job descriptions that were presented to board members.

Job descriptions for the following positions were presented for approval:

- **Clerk-Treasurer**
- **Police Chief**
- **Police Officer**
- **Public Works Director**
- **Public Works Employee**
- **Public Works Seasonal Employee**

Trustee, Maloney thought it would be a good idea to have the employees look over the job descriptions before approval takes place. Trustee, Weis would also like the revisions dated and done in the employee handbook as well. Trustee, Casady will place this discussion on the August 10, 2016 Agenda for possible approval of job descriptions and employee acknowledgement once employees have had a chance to look over the job descriptions.

XV. FINANCE – Chairman, Greg Widiker: Pay Request #3 was submitted from A-1 Excavating for Lift Station 1,2 & 3 Rehabilitation in the amount of \$326,002.11. Motion was made by Trustee, Gustafson to approve the pay request. Motion was seconded by Trustee, Widiker. **Motion was carried 6-0.**

XVI. STREETS – Chairman, Kelsey Gustafson: Trustee, Gustafson gave the floor to Public Works Director, Jay Heyer. He detailed work that needs to be done in the near future. He had been in contact with John Taylor of Taylor Paving and Mark Krause of Wagner Surveying. He stated that there is road work that needs to be done on Trout Avenue North by the big propane tank. He also stated that the Department of Transportation is giving the go ahead on placement of culverts by Apple Street. The work on Wayne's Foods Plus' driveway will be done probably after Labor Day. He will give updates at next month's meeting on any work done.

XVII. JUDICIAL – Chairman, Charlie Weis: Trustee, Weis mentioned upcoming AR-15 Training through Mission Critical Concepts that will take place in early August in Grantsburg. He wanted to remind Chief, Spafford that he and his officers need to go for this training. It is free to all law enforcement officers. Chief, Spafford stated that all officers are either working or on vacation that day. He stated he has been in contact with Jason McDonald who does AR-15 Training and he is available to do the training next week. Trustee, Weis as well as the board members want to have future training done by Mission Critical Concepts for future training. Their email address is: Trainer716@comcast.net.

TAC (Time Agency Coordinator) Log Discussion took place. Chief, Spafford had created a form that both Officer, Getts and Court Clerk, Tessa Anderson need to fill out monthly. Trustee, Weis would like

to see this form filled out so that time can be tracked on how much is spent doing TAC. Trustee, Weis wanted it noted that there is absolutely no overtime done for TAC duties. Chief, Spafford agreed. He also asked Clerk-Treasurer, Bjorklund when the stipend pay is done for both individuals. She stated that in June and December \$600 is paid to each for a total of \$1200 per coordinator.

Ordinance 2-2016 regarding Law Enforcement Disciplinary Committee was presented by Trustee, Weis. He said the LEDC would consist of 3 individuals who are residents of the Village of Webster. The Village Board will appoint the members and they will meet quarterly with the Judicial Committee. The LEDC shall serve as a committee to review matters that may result in the suspension, reduction, suspension and reduction, or removal of the police chief or other law enforcement officer that is not probationary and for whom there is no valid and enforceable contract of employment or collective bargaining agreement which provides for a fair review prior to that suspension, reduction, suspension and reduction or removal. Trustee, Maloney noted various sections in the ordinance used the term Village Administrator. Those changes were made to Village Clerk in the ordinance. Motion was made by Trustee, Casady to approve the ordinance and seconded by Trustee, Widiker after the changes were made and noted by Trustee, Maloney. **Motion carried 6-0.**

Trustee, Weis discussed the Robert Marsh garage that was approved for raze at a previous meeting. He wanted the garage demolished as soon as possible. Motion was made to have Hopkins Sand and Gravel demolish the garage as soon as possible located at: 7447 Birch Street West razed by Trustee, Widiker; motion was seconded by Trustee, Weis. **Motion carried 6-0.**

Trustee, Weis would like to start condemnation proceedings on a house located at: 7580 Hickory Street West (Tax ID: 31552) owned by Gregory D. & Rocky A. Clark. Motion was made by Trustee, Widiker to have Clerk-Treasurer, Bjorklund contact Adam Benson, Village Attorney to start the proceedings as soon as possible. Motion was seconded by Trustee, Weis. **Motion carried 6-0.**

The Webster Police Department Schedule for July 2016 and Call for Service Summary for June 8, 2016 – July 13, 2016 were reviewed. Trustee, Weis noted that the overnight scheduling by the part-time officer is greatly appreciated. Trustee, Casady would like to see schedule of C and B shifts not run consecutively for Officer, Getts. She stated C shift which runs from 5:00 p.m. – 1:00 a.m. does not allow for proper sleep when followed by a B shift which runs from 10:00 a.m. – 6:00 p.m. Chief, Spafford stated that Officer, Getts does not mind that schedule and he is leaving it that way.

The following Operator's Licenses were read for the Central Burnett County Fair which will take place July 22, 2016 – July 24, 2016.

- **Cathy Brown**
- **Carrie Abrahamson**
- **Steve Peterson**
- **Curt Rand, Jr.**
- **Curt Rand, Sr.**
- **Heidi Rand**
- **Jerome Blatt**

Motion was made by Trustee, Gustafson to approve the Operator's Licenses as read. Motion was seconded by Trustee, Widiker. **Motion carried 6-0.**

(Trustee, Widiker left the meeting at 7:40 p.m.)

A Land Use Permit was read for Joe Collins located at 26615 Sturgeon Avenue North for a deck.

- XVIII. DEVELOPMENT & ANNEXATION: Village President, Jeff Roberts** – Village President, Roberts stated that he spoke with Rick Estridge who is the contact for the Old Webster High School. He stated that Wayne King will no longer rent space for 2017 to accommodate the possible demolition of that building. The conversation will continue when we get closer to possible grant award he stated.
- XIX. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Trustee, Maloney stated that the next Rural Fire Association Meeting will be on Thursday, July 21, 2016.
- XX. FUTURE MEETINGS:**
- **July 14, 2016 *Street & Utility Meeting @ 6:00 p.m.**
 - **August 8, 2016 *Judicial Meeting @ 6:00 p.m.**
 - **August 3, 2016 *BCDA Meeting @ 11:00 a.m.**
 - **August 10, 2016 *Regular Meeting @ 6:00 p.m.**
- XXI. ADJOURNMENT.** Motion was made by Trustee, Casady; seconded by Trustee, Weis to adjourn at 7:55 p.m. **Motion carried 5-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – July 13, 2016

***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