



**VILLAGE OF WEBSTER**

# REGULAR MEETING BOARD MINUTES

Wednesday – June 8, 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; Darrell Sears; Kelsey Gustafson; and Greg Widiker. Others present: Mike Hagness - MSA; Bill Summer, Webster Chamber President; Terry Erickson – Erickson Family Investments; Steve Nordquist – Nordquist Appraisals; Clerk-Treasurer, Patrice Bjorklund; and Chief, Michael Spafford. Absent: Trustee, Charlie Weis and Trustee, Sarah 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. **UTILITIES – Chairman, Darrell Sears:** Village President, Roberts gave the floor to Mike Hagness of MSA. He gave an update on the (3) Lift Stations that are being refurbished. The concrete houses for the stations have been set as well as the generator for lift station #1. Everything is progressing nicely he stated. All the lift stations should be done by the end of June.
- VI. **FINANCE – Chairman, Greg Widiker:** Village President, Roberts gave the floor to Steve Nordquist of Nordquist Appraisals. He presented a Revaluation Contract for the board to approve. The contract would be for the assessment year 2017. The assessors with Nordquist Appraisals will perform a complete revaluation. As part of the project, the assessors will relist all taxable real estate, documenting the condition, approximate age, size, and overall quality of construction of all buildings. The assessors will create a sketch, take a photograph of each main building of the property. Interior inspections of buildings will be performed when necessary and when permitted by property owners. The assessors will send a letter to each improved property owner prior to doing the work. A sales analysis will be performed using sales from within the village from the previous two to three years in order to determine current market values. Personal property will be valued using statements completed by business owners or their agent. The assessors will also hold separate open book and board of review sessions to provide property owners with ample opportunity to speak with the assessors regarding their property and the revaluation. Notices of change of assessment will be mailed at least 30 days prior to the first session of board of review. Assessors will follow state statutes related to the assessment process. At the completion of the revaluation, the Village of Webster will be in compliance with the Wisconsin Department of Revenue mandate that the total assessed value of each major class of property be within 10% of equalized value. The payment schedule is as follows:
- **\$2,000 due on or before December 31, 2016**
  - **\$10,800 due at adjournment of 2017 Board of Review**
  - **\$7,000 due on or before January 31, 2018**

Trustee, Widiker asked when the last revaluation was done. Steve noted it was done before they started doing assessment services for the village. It was either 2005 or 2006. After much discussion, motion was made by Trustee, Widiker to approve the 2017 contract. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

**VII. APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the May 11, 2016 Regular Board Meeting Minutes; seconded by Trustee, Widiker. **Motion carried 5-0.** Motion was made by Trustee, Maloney to approve the May 16, 2016 Personnel Meeting Minutes; seconded by Trustee, Sears. **Motion carried 5-0.** Motion was made by Village President, Roberts to approve the May 23, 2016 Personnel Meeting Minutes; seconded by Trustee, Maloney. **Motion carried 5-0.** Motion was made by Trustee, Gustafson to approve the May 24, 2016 Board of Review Meeting Minutes; seconded by Trustee, Sears. **Motion carried 5-0.** Motion was made by Village President, Roberts to approve the May 25, 2016 Street Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 5-0.**

**VIII. APPROVAL OF VOUCHERS & RECEIPTS: May 11, 2016 – June 6, 2016** vouchers in the amount of: **\$115,137.63** as follows:

- a. General Fund - \$59,981.26
- b. Water Fund - \$35,224.67
- c. Sewer Fund - \$10,317.03
- d. Library Fund - \$9,614.67

and approval of receipts for: **May 11, 2016 – June 6, 2016** in the amount of **\$13,125.77**. Motion was made by Trustee, Gustafson; seconded by Trustee, Sears to approve vouchers in the amount of **\$115,137.63** and receipts in the amount of **\$13,125.77**. **Motion carried 5-0.**

**IX. COMMUNICATIONS:** Clerk-Treasurer, Bjorklund included in member's packets the 100<sup>th</sup> Anniversary Celebration notes for the May 18, 2016 meeting; the North Ambulance Power Point Presentation; the Centennial Brochure and the Pictorial Cancellation Announcement with the US Post Office for the Centennial.

**X. PERSONNEL – Chairman, Sarah Casady:** Trustee, Casady was absent, Village President, Roberts chaired this portion of the meeting. The 2015 and 2016 Wisconsin Professional Police Union Contract was presented for possible approval. After review by all members, motion was made by Trustee, Maloney to approve the 2015 and 2016 contract. Motion was seconded by Trustee, Widiker. **Motion carried 5-0.**

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**

The consensus of the board was to wait until next month to review the descriptions when the full board was present. Motion was made by Trustee, Maloney to table the discussion until the July 13, 2016 Regular Board Meeting. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

Job Descriptions Acknowledgement Form was presented for approval. The consensus of the board was to wait until next month to review the form when the full board was present. Motion was made by Trustee, Maloney to table the discussion until the July 13, 2016 Regular Board Meeting. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

- XI. UTILITIES – Chairman, Darrell Sears:** The Compliance Maintenance Annual Report (CMAR) was included in all board members’ packets. Clerk-Treasurer, Bjorklund stated that all grades were good with the exception of the Financial Section. This was a grade C. She stated that if sewer rates were increased, the grade would be better. The board isn’t ready to raise rates at this time, but will in the future.
- XII. FINANCE – Chairman, Greg Widiker:** Trustee, Greg Widiker and the board reviewed the Replacement Fund for 2016. The costs for the new squad car are included.

Clerk-Treasurer, Bjorklund presented information of Certificate of Deposit Account Registry Service (CDARS) with Bremer Bank. This would be used for money that the board would like to be federally secured through the Federal Deposit Insurance Corporation (FDIC). Clerk-Treasurer, Bjorklund will contact a representative from Bremer to come and present options for moving money into another account so all funds are protected. She will have someone come to present at the July 13, 2016 Regular Board Meeting.

Clerk-Treasurer, Bjorklund presented a request to attend the September 22 – 23, 2016 Municipal Treasurer’s Association of Wisconsin Fall Conference. The conference will take place at the Chula Vista Resort in Wisconsin Dells. The room rates are \$82 and the conference cost is \$110. Federal mileage rate is .55 per mile. Motion was made by Village President, Roberts to approve the conference; seconded by Trustee, Maloney. **Motion carried 5-0.**

- XIII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney discussed the meeting that was held on May 31, 2016 between Nate Ehalt, Burnett County Administrator; Ralph Smith – Remediation and Redevelopment, DNR; John Robinson – Remediation and Redevelopment, DNR; Trustee, Maloney and Clerk-Treasurer, Bjorklund. Discussion took place regarding Petroleum Environmental Cleanup Fund Award (PECFA) through the Wisconsin Department of Natural Resources. Burnett County had applied for the funding. The funding will cease to exist in 2020. This is 90% paid for by PECFA and 10% paid for by the applicant. All parties in attendance discussed moving forward with having the county-owned Hoffman site cleaned up and possibly have ownership granted to the Village of Webster. The village has interest in the site for a new Village of Webster Municipal Office Building. REI Engineering is helping Burnett County complete the Risk Assessment and Risk Management phase of the project to obtain funding for clean-up. The village is also providing a site building plan to Nate Ehalt who will forward to REI Engineering. Nate Ehalt stated in an e-mail to Clerk-Treasurer, Bjorklund; that REI representative, Dave Larson has everything he needs from the County to start proceeding forward. Nate asked Dave to prioritize the Webster site to keep this moving for the Village

of Webster. Dave will be working directly with the DNR and Nate will be kept in the loop on the scope of the work. He will keep the village posted.

**XIV. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson discussed seal coating in the village. They are as follows:

- East Main Street from Perch Avenue to the end.
- West Cedar Street from Highway 35 to Musky Avenue.
- East Cedar Street from Trout Avenue to Perch Avenue.
- East Birch Street from Trout Avenue to Perch Avenue.

The cost from Burnett County Highway Department to do the work is \$10,761. Trustee, Gustafson stated that there are contingencies in the event the village wants to drop part of the project. Village President, Roberts stated that the money has been budgeted, so we should proceed with the entire seal coating. The work will most likely start late July 2016 or early August 2016 Trustee, Gustafson stated. Motion was made by Trustee, Widiker to approve the \$10,761 amount quoted by Burnett County Highway Department to do the above-named streets for seal coating. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

**XV. JUDICIAL – Chairman, Charlie Weis:** Village President, Roberts chaired this portion of the meeting, as Trustee, Weis was absent.

Resolution 2016-3 regarding the CMAR (Compliance Maintenance Annual Report) was read. Motion made to approve the resolution was made by Trustee, Sears; seconded by Trustee, Gustafson. **Motion carried 5-0.**

Chief Spafford presented in all member's packets the June 2016 Webster Police Department Schedule as well as the May 11, 2016 – June 6, 2016 Calls for Service Summary. There were 31 Events handled and 31 Case Numbers issued.

Special Event Application for the Central Burnett County Fair to open the Beer Garden during the July 2, 2016 Fireworks from 7:00 p.m. – midnight was presented. Motion to approve the application was made by Trustee, Maloney; seconded by Trustee, Gustafson. **Motion carried 5-0.**

The following licenses were read as follows:

- **Class "A" Fermented Malt Beverage License**  
*Joseph W. Connor, dba Connor's Service Station*
- **Class "A" Fermented Malt Beverage License**  
*Jeremy Wolkovitz, dba TA Operating, LLC dba Minit Mart*
- **Class "A" Fermented Malt Beverage License & "Class A" Liquor License**  
*Michael W. & Julie M. Remund, dba Wild Bill's Sporting Goods and Spirits, Inc.*  
*Wayne M. King dba Wayne's Star of the North Market Inc. dba Wayne's Foods Plus*
- **Class "B" Fermented Malt Beverage License**  
*Merle & Marilyn Meyer, dba Emily's Luncheon*
- **Class "B" Fermented Malt Beverage & "Class B" Liquor License**

*Kimberly S. Flodin, dba The Tap Bar & Grill, Inc.*  
*Tim Vasatka, dba Tim's Black & Orange*

- **Reserve Class "B" Fermented Malt Beverage License & "Class B" Liquor License**  
*Jason Hansen, dba Zia Louisa, LLC*
- **Class "B" Fermented Malt Beverage License & "Class C" Wine License**  
*Laurie C. Ament, dba Café Moonglow*
- **Temporary Class "B" Picnic License**  
*Webster Rural Fire Association*
- **Special Event License**  
*Central Burnett County Fair*

Motion was made by Trustee, Widiker to approve the above-named beer/wine/liquor licenses. Motion was seconded by Trustee, Maloney with an amendment to the motion to include the fact that Jason Hansen must pay all back real estate taxes that are due by June 30, 2016 before issuance of the July 1, 2016 – June 30, 2016 Reserve Class "B" Fermented Malt Beverage License & "Class B" Liquor License. **Motion carried 5-0.**

The following licenses were read as follows:

- **Non-Intoxicating Beverage (Soda) License**  
Joseph W. Connor, dba Connor's Service Station  
Michael W. Remund and Julie M. Remund, dba Wild Bill's Sporting Goods and Spirits, Inc.  
Merle Meyer & Marilyn Meyer, dba Emily's Luncheon  
Blake Seas, dba Nexen Group, Inc.  
Jim Erickson, dba Webster 5-12 School  
Jim Erickson, dba Webster Elementary School  
Dan Miklya, dba Northview Drive Inn, Inc.  
Stefan Benson, dba Webster Ace Hardware  
Kimberly S. Flodin, dba The Tap Bar & Grill, Inc.  
Wayne King, dba Wayne's Foods Plus  
Jeremy Wolkovitz, dba TA Operating, LLC dba Minit Mart  
Tim Vasatka, dba Tim's Black & Orange  
Jason Hansen, dba Zia Louisa, LLC  
Laurie Ament, dba Café Moonglow  
Alan Schillerberg dba The Granary  
Zachary & Lisa Benson dba Fresh Start Coffee Roasters  
Kelly Russel dba Family Dollar Stores of WI #10057

Motion was made by Trustee, Sears to approve the above-named Non-Intoxicating Beverage (Soda) Licenses. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

The following licenses were read as follows:

- **Tobacco License**

Joseph W. Connor, dba Connor's Service Station  
Michael W. Remund & Julie M. Remund, dba Wild Bill's Sporting Goods and Spirits, Inc.  
Kimberly S. Flodin, dba The Tap Bar & Grill, Inc.  
Wayne M. King dba Wayne's Star of the North Market Inc. dba Wayne's Foods Plus  
Jeremy Wolkovitz, dba TA Operating, LLC dba Minit Mart  
Kelly Russell dba Family Dollar Stores of WI #10057

Motion was made by Trustee, Maloney to approve the above-named Tobacco Licenses. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

The following licenses were read as follows:

- **Pool Table License**

Kimberly S. Flodin, dba The Tap Bar & Grill, Inc.  
Tim Vasatka, dba Tim's Black & Orange

Motion was made by Trustee, Gustafson to approve the above-named Pool Table Licenses. Motion was seconded by Trustee, Sears. **Motion carried 5-0.**

The following license was read as follows:

- **Mobile Home Park License**

Ron Machel dba Webster Mobile Home Park

Motion was made by Trustee, Widiker to approve the above-named Mobile Home Park License. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

The following licenses were read as follows:

- **Connor's Service Station**

*Sandra L. Ramstrom*  
*Susan A. Dollery*  
*Vicki L. Burton*

- **Emily's Luncheon**

*Marilyn K. Meyer*  
*Mary E. Preston*

- **The Tap Bar & Grill, Inc.**

*James R.E. Ubl*  
*Carrie M. Abrahamson*  
*Jennique M. Robb*  
*Kira O. Schwendeman*

- **Wayne's Foods Plus**

*Mary V. Sears*

Donna L. Johnson  
Christy A. Wilkins  
Kalley R. Elm  
Brenda L. Karrow  
Constance P. Wharton  
Beatrice B. Reese  
Sheila A. Anderson  
Linda L. Sandeen  
Brenda S. Bentley  
Desiree L. Steinberg  
Dianne E. Okes  
Barbara J. Koshenina  
Kimberly S. Flodin  
Alyxandria L. Hatfield  
Anna-Christine E. Huebner  
Jenna L. Wikstrom

- **Tim's Black & Orange**

Brandon J. Smith  
Elizabeth M. Trott  
Janielle L. Kirkman  
Steven A. Peterson

- **Café Moonglow**

Paul L. Cymys  
Robert L. Zappa  
Valerie M. Buskirk

- **TA Operating, LLC dba Minit Mart**

Nathan B. Burton  
Stephen J. Krear  
Elizabeth J. Berres  
Matthew A. Olson  
Amanda K. Bruss  
Diane L. Baker  
Jenna M. Henry  
Hattie M. Mickey

- **Webster Rural Fire Department**

Allen J. Steiner  
Kevin C. Weis  
Jerome J. Blatt

- **Wild Bill's Sporting Goods & Spirits**

Jessica M. Burdick  
Laurie R. Sondrall  
Kimberly M. Burdick  
Sarah A. Shaffer  
Ashley M. Lafollette

- **Zia Louisa, LLC**

Michelle A. Lysdahl

*Jill M. Buskirk*  
*Tracey L. Hansen*  
*Lisa M. McElderry*  
*Dawn M. Sargent*

- **Central Burnett County Fair**

*Curt M. Rand*  
*Heidi L. Rand*  
*Traci L. Hopkins*

Motion was made by Trustee, Widiker to approve the above named Operator's Licenses. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**

The following Land Use Permits were read:

- **Anne Lunsman – 7364 Willow Street East \*Shed**
- **Daniel & Sharesse Lane – 7422 Elm Street West \*Fence**

**XVI. 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.

**XVII. 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.

**XVIII. FUTURE MEETINGS:**

- **June 16, 2016 \*Cemetery Meeting @ 6:00 p.m.**
- **June 22, 2016 \*Judicial Meeting @ 6:00 p.m.**
- **July 6, 2016 \*BCDA Meeting @ 11:00 a.m.**

**XIX. ADJOURNMENT.** Motion was made by Trustee, Widiker; seconded by Trustee, Gustafson to adjourn at 7:35 p.m. **Motion carried 5-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer – June 8, 2016

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

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Village President, Jeff Roberts

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Trustee, Sarah Casady

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Trustee, Kelsey Gustafson

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Trustee, Tim Maloney

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Trustee, Darrell Sears

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Trustee, Charlie Weis

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Trustee, Greg Widiker

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