



**VILLAGE OF WEBSTER**

# DEVELOPMENT & ANNEXATION MEETING MINUTES

Tuesday – October 25, 2016 @ 3:30 p.m.

Village Office

7505 Main Street West, Webster, WI

- 
- I. CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 3:30 p.m.
- II. PRESENT** – Village President, Jeff Roberts; Trustees, Charlie Weis (arrived at 3:50 p.m.); Sarah Casady; Darrell Sears; and Greg Widiker. Others: Brian Hegge, Senior Project Manager – MSA; Clerk-Treasurer, Patrice Bjorklund. Absent: Trustees, Tim Maloney and Kelsey Gustafson.
- III. ACQUIRE OLD HIGH SCHOOL DISCUSSION** – Village President, Roberts gave the floor to Brian Hegge. He noted that there are various steps that need to be followed in the scope of the demolition of the old high school. He presented the anticipated schedule for the demolition of the old high school. He is hopeful that the aggressive schedule meets the village’s desired timeline to have the building demolished to make way for the new St. Croix Regional Medical Center. The following schedule was presented:
- October 25-27<sup>th</sup> – Asbestos, Lead-Based Paint, Haz Material, Phase II ESA Field Activities.
  - November 30<sup>th</sup> – Asbestos, Lead-Based Paint, Haz Materials, Phase II ESA Reports Due.
  - November 30<sup>th</sup> – Environmental Review completed for the CDBG. CDBG agreement signed between Village and State.
  - December 5<sup>th</sup> – Final Bid Specifications Finished. Rather than have the Village review a draft of the specifications, MSA will provide sections of the bid specifications to the Village (and others as appropriate or as defined during the bid preparation) during their drafting for comment. This will result in moving up the final bid specifications by a couple of weeks. MSA will send notifications to contractors of the upcoming bid and pre-bid date to inform them of the project.
  - December 7<sup>th</sup> – First required publication in the local newspaper.
  - December 14<sup>th</sup> – Second required publication in the local newspaper.
  - December 15<sup>th</sup> – Pre-Bid Meeting on the Project Site. It will not be mandatory.
  - December 22<sup>nd</sup> – Bid opening. MSA will review bids and bidder qualifications and prepare summary for presentation to the Village.
  - December 28<sup>th</sup> – Special Village meeting to award bid.
  - December 30<sup>th</sup> – Notification of Award to bidder issued.
  - January 1 – 30<sup>th</sup> – Contractor to provide insurance and other required bid documentation.
  - January 30<sup>th</sup> (or sooner) – Notice to Proceed issued to contractor.
  - February 1<sup>st</sup> – Site activities commence.
  - June 1<sup>st</sup> – Site activities substantially completed. MSA recommends allowing time in the spring to allow for adequate compaction of the filled areas of the site.

Brian will meet with Public Works Director, Heyer soon to locate all utilities. He asked the board if the sidewalk which runs between the old high school and Lakeland Avenue will stay. There is also a Rotary Bench that is situated on the east side of the building along the sidewalk there. Brian asked the board

what they wanted to do with the bench. Village President, Roberts interjected that the Public Works Department will store the bench for future use somewhere in the village, possibly near the new clinic.

Mike B. of MSA will send specifications shortly. He will keep sending emails to make sure the specifications are kept current. There will be a slowdown during the holiday season. Brian stated that MSA will work as quickly as they can and will try to adhere to the schedule. He noted that it would be wise to go with bigger contractors if possible. They are better equipped for a project like this. He also noted that he would like the power on in the building until the demolition. Village President, Roberts stated that the village will make sure the power is on until such time MSA states it isn't needed. He also wanted the board to know that the asbestos reports are all coming back good. He also noted that it would be wise not to have the area compacted in the spring after the basement is filled. There will also need to be a temporary fence placed around the area to protect it from unauthorized individuals from entering. This will need to be included in the specifications. He also noted that there is a limestone header with Webster High School engraving. He asked the board if this is something they would like to save. The consensus of the board was to have this written into the bid specifications and see what the cost would be and make the decision at that time. He would also like the front doors not to be removed until demolition. This could be put into the bid specifications as well. The removal of all auctioned items will need to be halted by Thanksgiving he noted. No more removal after that date. Test borings will be done on Wednesday, October 26<sup>th</sup>. He also asked the board if the old tennis court site would be an area for crushing of material. The board agreed. Brian will keep the board apprised of all activities by email, mail or phone as they happen.

**IV. ADJOURNMENT.** Motion was made by Village President, Roberts to adjourn the Development and Annexation Meeting at 4:05 p.m., seconded by Trustee, Widiker. **Motion carried 5-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer

October 25, 2016

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