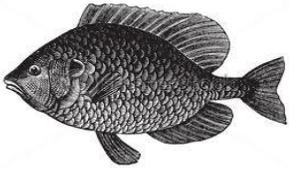


REGULAR MEETING BOARD MINUTES

Wednesday – September 14, 2016 @ 6:00 p.m.
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: Kelsey Gustafson; Greg Widiker; Charlie Weis; Darrell Sears and Tim Maloney. Others present: Mike Hagness – MSA; Joe Cremin – Starwire Technologies; Sara McLain – Starwire Technologies; Becky Strabel – Inter County Leader Newspaper; Clerk-Treasurer, Patrice Bjorklund; Jay Heyer, Public Works Director; and Chief, Michael Spafford. Absent: 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. **JUDICIAL – Chairman, Charlie Weis:** Village President, Roberts gave the floor to Joe Cremin and Sara McLain of Starwire Technologies. Joe conveyed to the board that Starwire Technologies currently has an antenna for their service to customers situated on the old Webster High School. Wayne King had granted him permission to place the antenna on the chimney of the roof there. The height from the ground of that antenna was 75'. With the impending demolition of the old high school, Joe and Sara were concerned with relocating the antenna. Trustee, Weis suggested placement on the Webster Community Center would be an option if the other board members did not have a problem with that. Trustee, Maloney suggested placing it by the fairgrounds in the village. He asked Joe and Sara if it could be placed on a pole. They said that would work. If they were to pursue options for placement above a height restriction imposed by the current ordinance, Trustee, Weis noted that a variance hearing would need to be scheduled. They also were offered the use of the land by south of Wayne's Foods to place their antenna. There is an issue with wetlands in that area that would need to be researched Joe stated. Joe also asked about placement on the water tower. Public Works Director, Heyer discouraged this due to the fact that it is not engineered for drilling or welding. Trustee, Maloney agreed. Joe noted that there are options to magnetically mount the antenna. Other municipalities with water towers have allowed the magnetic mounted antenna. Public Works Director, Heyer also noted that the work done may be an insurance issue. Sara noted that Starwire carries insurance coverage to work on the antenna, so that shouldn't be an issue. Trustee, Weis also questioned Joe and Sara how they would address removing the antenna if the water tower needs to be painted. They stated they would work closely with the company that does that and see that there are no issues. Joe would like to see the standard right of way agreement the village has. The suggestion of the board was to work closely with Public Works Director, Heyer to find a suitable location for the antenna and report back to the board. Joe and Sara will pursue avenues for placement of their antenna which is approximately 200 pounds, and more discussion will take place at a future meeting.

- VI. UTILITIES – Chairman, Darrell Sears:** Village President, Roberts gave the floor to Mike Hagness of MSA. Mike stated that all lift stations are complete. The only outstanding issue is that the switch for the generator is not functional. He is waiting on a switch to be installed so the generator can be used. Trustee, Maloney asked when substantial completion of the project is expected. Mike noted that it is drawing near. He stated that he will not submit a pay request to the board for final payment until the switch is up and running for the generator. He will work closely with A-1 Construction to see that the work gets done soon. He will give an update at next month’s meeting on the progress of the generator.
- VII. APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the August 10, 2016 Regular Board Meeting Minutes; seconded by Trustee, Weis. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the August 18, 2016 Personnel Meeting Minutes; seconded by Village President, Roberts. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the August 18, 2016 Development & Annexation Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Widiker to approve the August 31, 2016 Development & Annexation Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the September 13, 2016 Judicial Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.**
- VIII. APPROVAL OF VOUCHERS & RECEIPTS: August 9, 2016 – September 12, 2016** vouchers in the amount of: **\$254,260.03** as follows:
- a. General Fund - \$52,011.06
 - b. Water Fund - \$7,122.08
 - c. Sewer Fund - \$186,889.58
 - d. Library Fund - \$8,237.31
- Approval of receipts were also presented for: **August 9, 2016 – September 12, 2016** in the amount of **\$398,149.16**. Motion was made by Trustee, Weis; seconded by Trustee, Gustafson to approve vouchers in the amount of **\$254,260.03** and receipts in the amount of **\$398,149.16**. **Motion carried 6-0.**
- IX. COMMUNICATIONS:** Clerk-Treasurer, Bjorklund included in all board member’s packets the August 2016 County Newsletter and the most recent Centennial Donations and Expenditures worksheet.
- X. PERSONNEL – Chairman, Sarah Casady:** Trustee, Casady was not present, so Village President, Roberts chaired her portion of the meeting. He asked all board members present if they were all in agreement with Trustee, Casady’s version of the Village of Webster Annual Employee Evaluation Guidelines. There was a note to the change in the first bullet point that evaluations will be completed no later than 10/15 of each calendar year. Motion was made by Trustee, Weis to approve the Village of Webster Annual Employee Evaluation Guidelines with the change to the completion being done by 10/15 of each year. Motion was seconded by Trustee, Sears. **Motion carried 6-0.**
- The Village of Webster Performance Evaluations form that was done by Trustee, Casady was also reviewed. Motion was made by Trustee, Maloney to approve that form; seconded by Trustee, Weis. **Motion carried 6-0.**
- XI. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker presented the MSA Professional Services Agreement for the CDBG Administration of the \$440,500 grant for the demolition of the old Webster

High School. The approximate start date would be September 14, 2016 and completion would be December 31, 2017. MSA would be responsible for the following under the agreement:

- **Contracting with the Department of Administration for work required.**
- **Environmental Review of the project.**
- **Recordkeeping of the CDBG Program and project files.**
- **Financial Management**
- **Satisfy Equal Opportunity Requirements**
- **Satisfy Federal Labor Standards Requirements**
- **Reporting and Monitoring of the project.**
- **Citizen Participation Compliance**
- **Closure of the CDBG Program**
- **CDBG Miscellaneous Items**

Trustee, Widiker asked the board if the agreement looked acceptable to them. Trustee, Widiker asked if the cost was as expected. The consensus of the board was the cost of \$30,000 seemed high, but agreed with the necessity of administration to move forward with the project. Motion was made by Trustee, Maloney to approve the MSA CDBG Administration Agreement; seconded by Trustee, Sears. **Motion carried 6-0.**

Trustee, Widiker presented the MSA Professional Services Agreement for the Administration of the grant for Community Development Investment Grant Application (CDIG) to the Wisconsin Economic Development Corporation (WEDC). The approximate start date would be September 14, 2016 and approximate completion would be March 31, 2017. The scope of the work would be to prepare and submit a Community Development Investment Grant Application to the Wisconsin Economic Development Corporation in accordance with current WEDC requirements. The cost of the administration would be \$2,500. Motion was made by Trustee, Weis to approve the MSA WEDC CDIG Application Administration Agreement; seconded by Trustee, Widiker. **Motion carried 6-0.**

Trustee, Widiker discussed the Municipal Property Insurance Company (MPIC) quote for September 30, 2016 – September 30, 2017. Cost of the policy is \$7,983. The coverage is as follows:

- Buildings, Personal Property & Property in the Open - \$6,884
- Contractors Equipment (Replacement Cost) - \$950
- Monies and Securities - \$9
- Equipment Breakdown without Sewer, Water or other utility - \$140

Motion was made by Trustee, Maloney to approve renewal of the MPIC policy for 2016-2017 in the amount of \$7,983. Motion seconded by Trustee, Weis. **Motion carried 6-0.**

Sale of the 2006 Crown Victoria squad car was discussed. The car has some issues Chief, Spafford stated. A local individual wants to buy the car for \$1150. Motion was made by Trustee, Weis to sell the car to said individual for \$1150. Motion seconded by Trustee, Sears. **Motion carried 6-0.**

Sale of the Village of Webster Centennial Flags was discussed. The flags were purchased early summer 2016 for a cost of \$84 each. There are 36 flags. Trustee, Weis would like the village to retain 3 flags. One for the Community Center and the other two for the village. The board agreed. Trustee, Weis would like to sell the remaining flags for \$25 each pending condition of the flags. There were some that survived

the summer storm. Motion was seconded by Trustee, Gustafson. **Motion carried 6-0.** The board also instructed Clerk-Treasurer, Bjorklund to place an ad in the Indianhead Advertiser and the Burnett County Sentinel for sale of those flags. The flags will be available for sale when Christmas decorations are put up this winter.

- XII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney offered opening discussion with Village President, Roberts who had reports on the dog park. Village President, Roberts invited the board to attend the Dog Park Grand Opening for the Accessible Playground. The event will take place on Saturday, September 24, 2016 at 10:00 a.m.

Village President, Roberts also noted that half of the walking trail has not been paved at the dog park. Currently, the trail is paved with limestone like the Gandy Dancer Trail and ready for tar he noted. The current paving starts at the parking lot to the Gandy Dancer Trail. It needs to be paved from the Gandy Dancer Trail back to the parking lot on the other ½. The parking lot is not paved. The paving allows easier access for wheelchairs on the trail. Recently, Joe Wacek of DSI applied for a \$25,000 grant for additional paving at the dog park. Trustee, Weis would like to discuss this at the October 19, 2016 Budget Workshop. Trustee, Widiker would like to see the results of the grant application by Joe. More discussion will follow at a future meeting.

Security fence was discussed for the old Webster High School area. Trustee, Maloney stated that the demolition contractor should be responsible. Village President, Roberts stated that the building does have an alarm system. No further action needed at this time.

- XIII. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson discussed projects that will take place. He stated that Taylor Paving will be working on paving and drainage on Trout Avenue North by the large propane tank. The plans are still in effect to do the Minit Mart work. Trustee, Gustafson stated that more discussion will take place in the future for drainage issues at Wayne’s Foods Plus on Musky Avenue South. Public Works Director, Heyer will discuss with Mark Krause as well.

Public Works Director, Heyer presented DOT Utility Pole maps for the north end of highway 35 in the village. The Department of Transportation will have a representative come to next month’s meeting to discuss. The maps were for the board’s information.

- XIV. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis discussed closing Pike Avenue South from Main Street to Alder Street West. This would be for the Jase Robertson event that is happening at Webster High School on June 24, 2016. Sargent, Cliff Casady of the St. Croix Tribal Police Department has traffic control determined for that area. This will help with making sure that people are parking and leaving appropriately in that area. Public Works Director, Heyer stated that if everyone parks at an angle, this should accommodate approximately 200 cars. Village President, Roberts stated that this would help alleviate the use of shuttles for attendees to the event. Motion to approve closure of Pike Avenue South from Main Street to Alder Street West was made by Trustee, Gustafson. Motion was seconded by Trustee, Maloney. **Motion carried 6-0.**

Trustee, Weis discussed approval of The Law Enforcement Disciplinary Committee Handbook. Trustee, Maloney had a few issues with the document. On page 3 under Section (C) LEDC Review Procedures item number 3 Hearing; it states that the Village Administrator shall schedule the hearing. He noted that

the Village of Webster does not have an administrator. He thinks that it should be listed as The Village Clerk shall schedule the hearing. Also, on page 4 under item number 4 Disciplinary Action Following Hearing number 5, it states the LEDC shall prepare within three (3) days of the conclusion of the hearing and file the same with the Secretary of the Committee. He wanted it known that nowhere in the document does it talk about the procedure of Election and Duties of the Secretary. He felt that should be detailed. Trustee, Weis thought a good place for that would be on page 1 under item 3 (a) Election and Duties of Chairperson. This should include Election and duties of Secretary as well. This would then make a distinction for the two duties of the committee. The board agreed. Motion was made by Trustee, Maloney for the changes to be made and submitted for approval at the October 12, 2016 Regular Board Meeting. Motion was seconded by Trustee, Weis. **Motion carried 6-0.**

Trustee, Weis noted that since the handbook needs to be revised, he will table appointments discussion for LEDC Committee Members until after those possible members have received their handbook and understand the duties of the committee. Appointments will take place at the November 9, 2016 Regular Board Meeting.

Condemnation Proceedings Clark Property Discussion took place. Clerk-Treasurer, Bjorklund stated that she sent a letter to Mr. Gregory and Mr. Rocky Clark for their property located at: 7580 Hickory Street West on August 1, 2016 to notify them that condemnation proceedings have started. They had 30 days to have the structure removed, or the village will have the property removed and costs placed on their tax roll. The deadline has passed for that condemnation. Trustee, Weis would like to see that take place in the Spring of 2017. The board can budget for this amount during the October 19, 2016 Budget Workshop. Trustee, Weis also stated that the trees were cleaned up on that property as well by John Mortensen.

The September 2016 Webster Police Department Schedule was included in all board member's packets.

The August 11, 2016 – September 14, 2016 Calls for Service Summary was presented in all board member's packets. There were 38 events handled, with 38 case numbers issued.

Chief, Spafford stated that he and his department had a successful Bike Rodeo and BMX Thrill Show on Saturday, August 13, 2016 during the Webster Centennial/Gandy Dancer Days Celebration.

The Webster Police Department had to purchase a new computer from Crex Techs in Grantsburg due to a possible lightning strike. Chief, Spafford also noted that they will install computers in the squad cars and will do Information Technology (IT) training with Chief, Spafford. Trustee, Maloney asked what the current deductible was for replacement of the old computer that was approximately 3 years old. Clerk-Treasurer, Bjorklund stated it was \$500.

A land use permit was submitted for Webster School 5-12 for a manufactured and sold 1-story house that Tiger Construction will build at the school. The house will be sold in 2 years. It was the consensus of the board to allow the land use permit to be good for the 2 years it takes to build the house.

XV. DEVELOPMENT AND ANNEXATION COMMITTEE – Village President, Jeff Roberts: Village President, Roberts stated that the September 11, 2016 Auction by Gary & Rhonda Erickson Auctioneers garnered just over \$5300 for items that were in the building such as flooring, doors, countertops,

cabinets, furnaces, etc... All parties who purchased items for the day have 20 days to have those items that were purchased removed. All doors and windows that are on the outside of the building will be removed just prior to demolition of the school. There were 120 people at the auction and 78 numbers were handed out. There was an individual who is very interested in buying the gym ceiling. He repurposes the material. Before that is done, Village President, Roberts will discuss with Brian Hegge of MSA to see if that is all right to allow him to do that. As of October 1, 2016, the utilities for the building will be in the Village of Webster's name.

- XVI. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Trustee, Maloney did not have an update since he had not attended a meeting yet.
- XVII. BURNETT COUNTY DEVELOPMENT ASSOCIATION (BCDA) – Clerk-Treasurer, Patrice Bjorklund:** The September 7, 2016 Meeting was cancelled. There was nothing to report.
- XVIII. FUTURE MEETINGS:**
- **September 20, 2016 *Development & Annexation Meeting @ 4:30 p.m.**
 - **September 27, 2016 *Personnel Meeting @ 6:00 p.m.**
 - **October 12, 2016 *Regular Meeting @ 6:00 p.m.**
 - **October 19, 2016 *Budget Workshop @ 6:00 p.m.**
- XIX. ADJOURNMENT.** Motion was made by Trustee, Widiker; seconded by Trustee, Gustafson to adjourn the meeting at 7:00 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – August 10, 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