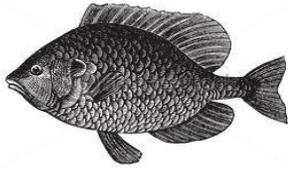


SPECIAL MEETING BOARD MINUTES

Monday, December 1, 2014 @ 5:50 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 5:50 p.m.
- II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Kelsey Gustafson; Tim Maloney; Darrell Sears; Greg Widiker and Kelsey Gustafson. Others present: David Rasmussen, MSA; Doug Willert, Noah Insurance Group; and Clerk-Treasurer, Patrice Bjorklund. Absent: Trustee, Charlie Weis.
- 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:** Dave Rasmussen was present to discuss the MSA Contract for Professional Engineering Services for Sanitary Sewer and Lift Station Upgrades.

Cost for Lump Sum for above services per the contract for Study, Design and Bidding Phases per the contract will be \$70,400.

The contract will also cover engineering services for the Construction Phase at an hourly estimated fee of: \$84,100. MSA will provide part time construction observation limited to 320 hours over 60 separate days. It was noted that the project is anticipated to be funded in part by a Community Development Block Grant that has been awarded and which will be administered by MSA under a previously approved contract. Additional funding for the project may come through the Clean Water Fund Small Loan Program. Services under the Engineering Contract shall be provided in such a way as to keep the project eligible for the program. Assistance with any other funding programs is not included in the project, and addition of other funding sources to the project may require additional services for coordination, administration, applications, and/or additional project requirements for funding eligibility.

Dave wanted the board to know that if the village qualifies for the Small Loan Program through the Clean Water Fund, they will need to do Principal Forgiveness. He noted that this is more labor intensive and there would be additional fees to do all of the applications involved. He said the Intent to Apply will be done by the end of December 2014. By March, the village will know if they qualify for monies from the DNR that are applied for. He noted that the sewer projects slated to be done in 2015 tend to rank low in priority for those monies.

Motion to approve the MSA Professional Services Contract for Sanitary Sewer and Lift Station Upgrades was made by Village President, Roberts; seconded by Trustee, Widiker. **Motion carried 6-0.**

VI. FINANCE – Chairman, Greg Widiker: Interim Financing Discussion for Sanitary System took place. Clerk-Treasurer, Bjorklund presented proposals from local banks for financing for the Sanitary Sewer and Lift Station Upgrades. Dave Rasmussen told the board that they will probably only need to borrow \$200,000.00 for that financing. He wanted to let the board know that Engineering costs are not eligible through the CDBG. Motion to approve Interim Financing in the amount of \$200,000.00 from US Bank was made by Trustee, Maloney; seconded by Trustee, Sears. **Motion carried 5-0.**

Doug Willert of Noah Insurance Group was present. He discussed health insurance for all Full-Time Employees for the village. Currently, the village provides 90% of the costs for all coverage. He discussed HSA (Health Service Account) plans. The HSA plan he suggested for the board to consider was the \$1750-25% HSA Silver Plan. He also suggested dropping dental insurance coverage for the employees. All monies that the village puts into the HSA are tax deferred. Current costs for the village with the current plan are \$750/2250 \$25/25% at a cost of \$8138.62. The proposed plan is \$1750-25% HSA at \$6,873.74. This would be a savings of \$1,264.88 for the first 5 months of 2015. Mr. Willert wanted the board to know that all the groups that he is looking at are coming in at 15% or more increase to the plans under the “zombie” plans they are part of. Assuming a 15% increase would be \$9,359.41 after 5 months. If the village did not go with the current plan and the 15% increase, they would see a \$23,719.00 savings for 7 months. The board thanked Mr. Willert for attending the meeting, and they will discuss the options at a later time. They will make their decision then.

Budget Amendments were discussed. Village President, Roberts wanted the board to know that since there was a large amount of monies left in Street Construction line item budget for 2014, he made the suggestion (along with Clerk-Treasurer, Bjorklund) to move \$7,892.00 out of that account into the Events Account. The reasoning would be to pay for 16 X-mas Pole Decorations on Main Street. This would leave a budget of \$36,903.73 in Street Construction. Motion was made by Trustee, Gustafson to approve the amendment in the amount of \$7,892.00 to Events; seconded by Trustee, Widiker. **Motion carried 5-0.**

Budget Amendment for purchase of a utility truck was discussed. A 2015 Chevrolet CK15903 – 1500 Silverado LWB, 4-Wheel Drive in Victory Red with trade of the 10 year old Chevy pickup currently owned by the village is \$17,800.00 through Larsen Auto Center, Inc. The figures were sent to the village prior to the Budget Workshops that were held in October and November. At that time, the board had decided to wait and see if funding came through for purchase of the truck through the CDBG-PF funding. To date, there has been no response from MSA for that request. Village President, Roberts (along with Clerk-Treasurer, Bjorklund) made the suggestion to make this purchase with 1/3 from General, Water and Sewer Funds. After much discussion, motion was made by Trustee, Gustafson to move \$5,933.00 from General Street Construction Budget towards purchase of the Utility Truck in Replacement Utility Truck Fund for purchase in 2014. This is with the understanding that Water and Sewer Funds will also pay 1/3 toward the purchase. Motion was seconded by Trustee, Sears. **Motion carried 5-0.**

****At 7:10 p.m. Clerk-Treasurer, Bjorklund left the meeting.*

VII. PERSONNEL – Village President, Jeff Roberts: Village President, Roberts posed the question of changing insurance brokers from Jensen Sundquist Representative, Carol Alderman to Doug Willert, Noah Insurance Group. The Insurance Carrier will remain Medica Insurance. The plan will take effect

on January 1, 2015. The plan will be the \$1750-25% HAS Silver Plan. The village will contribute 90% of the insurance costs with the employee paying 10% of the costs monthly. The village proposes contributing \$2,500.00 into the HSA if the employees choose to eliminate dental insurance. If the employees choose to retain the dental insurance, the village will contribute \$1,750.00 into the HSA. Motion was made by Trustee, Widiker to approve the insurance as described. Motion seconded by Trustee, Sears. **Motion carried 5-0.**

Village President, Roberts opened discussion regarding individual full-time and part-time wages with the Village of Webster. The wage discussions were as follows:

Chief, Spafford \$.21 increase to \$21.19 per hour.
Officer, Getts \$.28 increase to \$18.95 per hour.
Public Works Director, Heyer \$.33 increase to \$22.44 per hour.
Operator, Phernetton \$.29 increase to \$19.31 per hour.
Clerk-Treasurer, Bjorklund \$1.00 increase to \$17.00 per hour.
Part-time Police Officers – No Increase

VIII. ADJOURNMENT. Motion was made by Trustee, Maloney; seconded by Trustee, Gustafson to adjourn at 8:22 p.m. **Motion carried 5-0.**

Respectfully submitted,

Patrice Bjorklund/Jeff Roberts

Patrice Bjorklund, Clerk-Treasurer

Jeff Roberts, Village President

December 1, 2014

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

Village President, Jeff Roberts

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Darrell Sears

Trustee, Charlie Weis

Trustee, Greg Widiker

Attest: _____
Clerk-Treasurer, Patrice Bjorklund