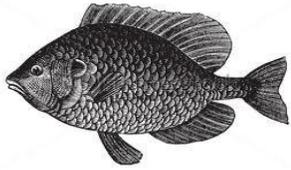


REGULAR MEETING BOARD MINUTES

Wednesday – October 12, 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; Darrell Sears Sarah Casady and Tim Maloney. Others present: Mike Hagness – MSA; Ryan Streff - Mobilitie; Traci Hopkins, President – Central Burnett County Fair; Wayne Fish; Becky Strabel – Inter County Leader Newspaper; Clerk-Treasurer, Patrice Bjorklund; and Jay Heyer, Public Works Director. Absent: Trustee, Charlie Weis and Chief, Michael Spafford.
- 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 Wayne Fish a resident of the Village of Webster. He had a higher than normal water/sewer bill due to water running through the meter from a leak the quarter before. He was out of town from July 1st – July 7th. When he came home he noticed his bill was higher than normal again for the September 28, 2016 billing. What happened was the fact that a reading was not done after the leak was discovered, therefore giving Mr. Fish a higher than normal reading again. Motion was made by Trustee, Maloney to have Clerk-Treasurer, Bjorklund adjust Mr. Fish’s billing to an average quarterly amount. Motion was seconded by Trustee, Casady. **Motion carried 6-0.**
- VI. **STREETS – Chairman, Kelsey Gustafson:** Village President, Roberts gave the floor to Ryan Streff of Mobilitie Company. He was present to inform the village board that Wisconsin Technology Networking (WITN) will be placing a tower after full Department of Transportation approval on the north end of highway 35 going through the village. The DOT has jurisdiction of the roadway, however; as a courtesy to the village, Ryan was asking if the location of the 120’ tall tower would be approved by the village. He estimated the placement of the tower would be 20’ from the edge of the highway and would be situated near the Industrial Park. Trustee, Widiker asked if there were potential hazards if the tower was struck by a vehicle. Ryan stated that the tower could be shielded by barricades. Trustee, Widiker also asked how fragile the tower was. Ryan noted that it is rated to sustain wind, ice and other burdens placed on it. The tower weighs approximately 17,000 pounds. He also noted that 20 feet in the ground, concrete will be placed in an area around the pole to secure it. The tower will be placed to provide better internet, cell and communication services to people in this area. Construction is slated to take place in the spring or summer of 2017. He said it will not interfere with other services and it is low frequency. Public Works Director, Heyer had concerns of placement near the sewer main in the proposed area. He would like placement to be approximately 12’ to 15’ from the sewer main there. After much discussion, Motion was made by Trustee, Widiker to allow the placement of the communications tower along the roadway. This would be done only after Public Works Director Heyer looks over and agrees with the

placement near the sewer main in the proposed area. Motion was seconded by Trustee, Sears. **Motion carried 6-0.**

VII. JUDICIAL – Chairman, Charlie Weis: Trustee, Weis was absent, so Village President chaired his portion of the meeting. Traci Hopkins, President of the Central Burnett County Fair asked permission to hold a Trunk & Treat Event on October 31, 2016 (Halloween) behind the fair buildings on Apple Street West. She was asking the board’s permission to first hold the event and second close the road for that event. There will also be a Haunted House and games in the fair building and beer garden. All activities will take place from 5:00 – 10:00 p.m. on that evening. Motion was made to close Apple Street West to the south of the fair buildings on October 31, 2016 from 5:00 – 10:00 p.m. by Trustee, Widiker. Motion was seconded by Trustee, Casady. **Motion carried 6-0.**

Ms. Hopkins also asked permission to obtain a Special Event License for a Haunted House and games in the fair building and beer garden on the following dates and times: October 21, 22, 28, 29th, 2016 (6:00 – 10:00 p.m.) Motion was made to approve the Special Event License by Trustee, Maloney; seconded by Trustee, Gustafson. **Motion carried 6-0.**

VIII. UTILITIES – Chairman, Darrell Sears: Village President, Roberts gave the floor to Mike Hagness of MSA. He stated that Substantial Completion has taken place for Lift Stations 1, 2 & 3 Rehabilitation. All substantial work has been completed on October 5, 2016 for work done under the contract.

IX. FINANCE – Chairman, Greg Widiker: Village President, Roberts again gave the floor to Mike Hagness of MSA. He presented Change Order #2 for Lift Stations 1, 2 & 3 elimination of painting on the buildings. The painting was not done. This decreased the cost of the original contract price by \$3,650. There was painting done to the doors of the Lift Stations in the amount of \$413.

Mr. Hagness also presented Pay Request #5 from A-1 Excavating in the amount of \$21,570.36. He stated that he is holding 1% of the total project costs for completion. He stated that there is approximately \$8,100 left for payment of electrical work at the lift stations that will possibly be approved at next month’s meeting. Motion was made by Trustee, Widiker to approve \$21,570.36 for payment of Pay Request #5 from A-1 Excavating. Motion was seconded by Trustee, Sears. **Motion carried 6-0.**

X. APPROVAL OF MINUTES: Motion was made by Trustee, Maloney to approve the September 14, 2016 Regular Board Meeting Minutes; seconded by Trustee, Casady. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the September 20, 2016 Development & Annexation Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Casady to approve the September 27, 2016 Personnel Meeting Minutes; seconded by Trustee, Village President, Roberts. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the October 5, 2016 Development & Annexation Meeting Minutes after a correction was made to include free hot spot or \$50 monthly fee in the agreement between Starwire Technologies and the Village of Webster; seconded by Trustee, Sears with those corrections. **Motion carried 6-0.**

XI. APPROVAL OF VOUCHERS & RECEIPTS: September 13, 2016 – October 10, 2016 vouchers in the amount of: **\$89,579.08** as follows:

- a. General Fund - \$68,318.27
- b. Water Fund - \$7,185.28

- c. Sewer Fund - \$6,417.66
- d. Library Fund - \$7,657.87

Approval of receipts were also presented for: **September 13, 2016 – October 10, 2016** in the amount of **\$33,307.07**. Motion was made by Trustee, Weis; seconded by Trustee, Gustafson to approve vouchers in the amount of **\$89,579.08** and receipts in the amount of **\$33,307.07**. **Motion carried 6-0.**

XII. COMMUNICATIONS: Clerk-Treasurer, Bjorklund included in all board member's packets the September 2016 Burnett County Newsletter.

XIII. PERSONNEL – Chairman, Sarah Casady: Trustee, Casady discussed Department Head Evaluations. She will be doing an evaluation of Chief, Spafford on Monday, October 17, 2016 @ 5:30 p.m. She also noted that all employee's wages will be negotiated with the most recent Consumer Price Index (CPI) figures. She has reached out to the Wisconsin Professional Police Association Union to discuss having a contract negotiations meeting and has not received a response. She asked Clerk-Treasurer, Bjorklund if she had heard back from Casey Aronson, Union Representative of the International Union of Operating Engineers Local 139 as to a good date for contract negotiations. She has not heard from him yet. Public Works Director, Heyer will reach out to him again and see if he is available in the near future for a Personnel Meeting to negotiate those contracts.

Village President, Roberts would like to approve appointment of Pam Petersen as a School Board Representative to the Larsen Family Public Library Board. Motion was made by Trustee, Gustafson to approve her appointment for a 2-year term. Motion was seconded by Trustee, Widiker. **Motion carried 6-0.** Village President, Roberts asked all board members to ask around to see if anyone would be interested in filling the vacancy for a Village of Webster Resident appointment to the Larsen Family Public Library Board. Trustee, Casady asked what the term is for the board. Village President, Roberts stated the term is 2 years and the terms are staggered depending on when a member was appointed. All positions are volunteer he noted.

XIV. PUBLIC PROPERTY – Chairman, Tim Maloney: Trustee, Maloney had nothing new to report.

XV. STREETS – Chairman, Kelsey Gustafson: Trustee, Gustafson noted that he has received two estimates for paving on Trout Avenue South which is the frontage road by Minit Mart. The first estimate was \$18,300 from Monarch Paving, and the second estimate was just over \$20,000 from Taylor Paving. Both contractors will try to complete the work in 2016. Weather will play a factor Trustee, Gustafson noted. He also stated that a culvert needs to be replaced on the south end of Minit Mart in the driveway entrance there. There also needs to be a culvert placed in Apple Street East.

There are drainage issues behind Wayne's Foods Plus, Public Works Director, Heyer noted. He stated that Mark Krause of Wagner Surveying and Jim Daniels of Hopkins Sand & Gravel were there looking at the issues. He also stated that if work is done there, the water main by the fire hydrant will need to be insulated. The work would be on Musky Avenue South to the north and west of Wayne's Foods Plus. He also noted that the Webster Senior Center has drainage issues as well. He stated the parking lot there will need to be built up. He noted that when work is done at Wayne's Foods Plus, the Webster Senior Center issue could be incorporated. More discussion will take place regarding the drainage there at a future meeting.

Trustee, Gustafson also noted that the DNR Wetland area and relocation and expansion of Wayne's Foods Plus parking lot will take place next spring.

- XVI. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis was absent, so Village President, Roberts chaired his portion of the meeting. An Operator's License was presented for Jasmine Gibson of Minit Mart. Motion was made by Trustee, Sears to approve that license; seconded by Trustee, Casady. **Motion carried 6-0.**

Land Use Permits were presented for a new sign at Wayne's Foods Plus and CopyCat Hearth and Home. The signs will be electronic.

Police Call Summary for 9/15/16 – 10/10/16 was included in members' packets showing 51 events handled and 51 case numbers issued. The October 2016 Police Schedule was also included.

Village President, Roberts noted that the transportable Speed Board was hit by a truck. It needs new legs. The Metal Arts Department at the Webster High School will weld the new legs on the board. Village President, Roberts mentioned that the speed board should be moved to residential areas for future traffic control.

The Law Enforcement Disciplinary Committee Handbook was presented for approval. After changes were made by Clerk-Treasurer, Bjorklund motion was made by Trustee, Maloney to approve the handbook. Motion was seconded by Trustee, Casady. **Motion carried 6-0.**

The Fair and Open Housing Proclamation was read. The proclamation is needed for implementation of the CDBG Grant for demolition of the old Webster High School. Motion was made by Trustee, Widiker to approve the proclamation. Motion was seconded by Trustee, Sears. **Motion carried 6-0.**

Ordinance #3-2016 regarding Zoning, Satellite Earth Stations, Antenna Towers was read. Motion was made by Trustee, Casady to approve the ordinance. Motion was seconded by Trustee, Sears. **Motion carried 6-0.**

- XVII. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts:** Village President, Roberts gave an update for the old Webster High School. The village is waiting on Wayne King to turn over possession of the old Webster High School to the Village of Webster. This will be done once an appraisal is complete by Solum and Associates. Village President, Roberts asked Clerk-Treasurer, Bjorklund to give Dave Rasmussen of MSA a call to find out the final procedures for obtaining the building per CDBG requirements. He also discussed that items are being removed by individuals who purchased them from the old high school after the auction that took place on September 11th. There are other items that were not sold. Trustee, Maloney noted that those parties should contact the demolition contractor, or have it written into the contract that they want to purchase the items. The board agreed. More discussion will take place at a future meeting regarding this.

- XVIII. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Trustee, Maloney noted that the Webster Rural Fire Association Levy went up. This was to allow them to purchase more fire fighter equipment.

XIX. BURNETT COUNTY DEVELOPMENT ASSOCIATION (BCDA) – Clerk-Treasurer, Patrice Bjorklund: There was nothing to report.

XX. FUTURE MEETINGS:

- **October 17, 2016 *Judicial Meeting @ 6:00 p.m.**
- **October 19, 2016 *Budget Workshop @ 6:00 p.m.**
- **November 9, 2016 *Budget Hearing @ 5:45 p.m.**
- **November 9, 2016 *Regular Board Meeting (Immediately after Budget Hearing)**

XXI. ADJOURNMENT. Motion was made by Trustee, Widiker; seconded by Trustee, Gustafson to adjourn the meeting at 7:40 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – October 12, 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