



REGULAR MEETING
BOARD MINUTES
Wednesday, April 9, 2014
6:00 p.m. @ Village Office
7505 Main Street West, Webster, WI

- 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: Paul Berg; Kelsey Gustafson; Tim Maloney; Charlie Weis; Darrell Sears and Greg Widiker. Others present: David Rasmussen – MSA; Theresa Anderson – MSA; Sherill Summer, Inter-County Leader; Theresa Brenner – Rustic Hearts Gift Shop; Public Works Director, Jay Heyer; Police Chief, Michael Spafford; Clerk-Treasurer, Patrice Bjorklund; Absent: None.
- III. VISITOR RECOGNITION** – Village President, Jeff Roberts recognized all visitors present.
- IV. JUDICIAL** – Theresa Brenner, owner of Rustic Hearts Gift Shop located on Main Street wanted to ask the board’s permission to allow her business to have two signs on her property. The zoning ordinance 298-54(N) states *“No more than one business or industrial sign shall be permitted on the front facade of any business or industrial building, including any advertisement permanently fastened to show windows or display cases. Only one business or industrial sign shall be permitted on each side or rear wall of a business or industrial building.”* Ms. Brenner stated that the sign on the front of her building over the window would be 82” x 26” and would say Rustic Hearts Gift Shop. The second sign would be on a mounting plate extending over the front door and would be 35” x 15” and would say Gift Shop. Trustee, Weis made the motion to allow Ms. Brenner to put the signs on her building with the understanding she needs to fill out a variance form and the extending sign does not interfere with sidewalk snow removal. Motion was seconded by Trustee, Berg. **Motion carried 7-0.**
- V. UTILITIES – Chairman, Paul Berg:** Trustee, Berg gave the floor to Dave Rasmussen of MSA. He and Theresa Anderson of MSA were present to talk about an upcoming opportunity for funding in the village. There is a (CDBG) Community Development Block Grant available from the Department of Administration Dave stated. The process for applying is an annual competition. The deadline to apply is June 2, 2014 and there is \$16 million available. The grant is a 50% match up to \$500,000 issuance available. He thought this was an opportune time for the village to apply as the notification was just proposed 2 weeks ago. He didn’t think there would be many communities applying because of time constraints. The department will fund up to 40 projects. The application fee is \$6000 Trustee, Berg stated. He also mentioned that the likelihood that the village will score high is great. The projects would be specifically geared towards sewer projects Trustee, Berg stated. There are needs there he noted, such as repairs to the lift stations, a sewer jetter, electricity to the ponds, etc. Funding will be granted the middle of August 2014 Dave stated. He wanted to remind the board that time is of the essence. There will need to be a Public Hearing which has to be noticed for 2 weeks. Trustee, Maloney didn’t feel comfortable moving forward with the grant process until there was more discussion. The board collectively decided that they would meet next Monday, April 14, 2014 @ 6:00 p.m. to discuss possibly applying for the grant. In the meantime, Theresa will meet with Public Works Director, Heyer to discuss specific projects before that meeting.

- VI. **APPROVAL OF MINUTES – March 12, 2014 *Regular Meeting** – Motion was made to approve the Regular Meeting Minutes by Trustee, Widiker; seconded by Trustee, Berg. **Motion carried 7-0. March 27, 2014 *Personnel Meeting** – Motion was made to approve the Personnel Meeting Minutes by Trustee, Weis (with a correction to Darrell Sears name from Darrel to Darrell); seconded by Trustee, Maloney. **Motion carried 7-0.**
- VII. **COMMUNICATIONS** – The BCDA (Burnett County Development Association) Meeting that was held at the Pour House on April 2, 2014 in Siren, WI @ 11:00 a.m. was discussed. Clerk-Treasurer, Bjorklund participated at that meeting. Trustee, Weis would like to see her to attend all future meetings. He felt she was more able to represent the village as the board members all worked at other jobs. Part of her participation would allow the board a vote at those meetings. Motion was made by Trustee, Maloney to have Clerk-Treasurer, Bjorklund attend all future BCDA meetings; seconded by Trustee, Gustafson. **Motion carried 7-0.**
- VIII. **APPROVAL OF VOUCHERS & RECEIPTS : March 11, 2014 – April 7, 2014** vouchers in the amount of; **\$76,955.66** as follows:
- a. General Fund - \$38861.58
 - b. Water Fund - \$24,038.06
 - c. Sewer Fund - \$6,016.37
 - d. Library Fund - \$8,039.65
- And approval of receipts for: **March 11, 2014 – April 7, 2014** receipts in the amount of **\$9,613.89**. Motion was made by Trustee, Gustafson; seconded by Trustee, Maloney to approve Vouchers in the amount of **\$76,955.66** and Receipts in the amount of **\$9,613.89**. **Motion carried 7-0.**
- IX. **COMMITTEE REPORTS:**
- X. **PERSONNEL – Village President, Jeff Roberts:** Clerk-Treasurer, Bjorklund swore in the following trustees: Kelsey Gustafson, Greg Widiker and Paul Berg. They will serve from April 9, 2014 until March 2016.

Direct Deposit for payroll was discussed. Clerk-Treasurer, Bjorklund stated that transactions would only be .10 each as there is an existing ACH agreement in place for water/sewer bills with Bremer Bank. Existing employees of the village do not have to participate, but if anyone does they will need to fill out an application and submit to Clerk-Treasurer, Bjorklund. The board wanted to make sure that future employees are not exempt from participating. They would need to do direct deposit. Motion was made by Trustee, Berg to offer direct deposit to anyone who is employed by the village and future employees have to participate. Motion was seconded by Trustee, Widiker. **Motion carried 7-0.**

Health and Dental Insurance discussion took place. The existing Medica insurance renewal was presented to the board as well as the Accountable Care Act (ACA). The Centers for Medicare and Medicaid Services (CMS) is now allowing states to choose a transitional policy for coverage in the small group market. Medica and the state of Wisconsin will allow small group employers with plans renewing January 1, 2014 – October 1, 2014 to retain their existing plan and not be out of compliance under the provisions of the ACA. Securian Dental which is the existing dental for the village employees was also discussed. The majority of the board felt that the costs were too high and they

wanted to see if there were cheaper alternatives to look at in that regard. Clerk-Treasurer, Bjorklund has spoken with Insurance Agent, Carol Alderman of Jensen-Sundquist Agency regarding other options for health and dental insurance. Carol will be attending, and will have figures ready to present at the May 14, 2014 Regular Board Meeting. At that time, the board will decide which insurance they will participate with for the 4 employees who have that benefit. The board also wanted Clerk-Treasurer, Bjorklund contact the Insurance Representative for Burnett County to see if the village can participate in a plan like they have. Grantsburg Village also wanted to participate in that plan as well. She will get in contact with Sheila Meyer, Treasurer for the Village of Grantsburg to see if the two villages could share insurance much like what the county has. She will report her findings to the board.

Police Union Contract discussion took place. There was discussion at a previous Personnel Meeting to change Article 24 – Sick Leave as follows: *“Sick leave is earned at the rate of one day for each month of employment up to a maximum of ~~one hundred (100) days~~ to 75 days”*. The board decided to keep the 2014 contract the same and when next year’s contract is discussed sick leave will be defined as 75 days. Motion was made to approve the Wisconsin Professional Police Association Contract for 2014 by Trustee, Maloney; seconded by Trustee, Sears. **Motion carried 7-0.**

- XI. PUBLIC UTILITIES – Chairman, Paul Berg:** Trustee, Berg reiterated an earlier discussion about needs for the CDBG Block Grant in regards to sewer upgrades. Discussion took place regarding a quote from Total Control Systems, Inc. for Well 3 and 4 flow and drawdown upgrades in the amount of \$3,253. Trustee, Berg questioned why these charges came up after the bidding process was done for these items. These charges should have been detailed per the engineering fees he stated. He also wanted to know if MSA ever forgave the village for the engineering of this project, as the village did all the legwork to get the SCADA system in place along with Well 3 and 4 upgrades in that regard. He felt this bill should be paid by MSA. Clerk-Treasurer, Bjorklund will e-mail the quote to Dave Rasmussen and ask for an explanation for these charges. This item will be put on the April 14, 2014 Utility Agenda for discussion. The work will not be done until such time as Mr. Rasmussen has been contacted and the board discusses at that meeting.
- XII. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker posed a request by Trustee, Maloney from the library board. The library would like the village to forgive the cost of their water/sewer billings in the future. They felt that this money could be used for books or other needs that the library had. Clerk-Treasurer, Bjorklund stated that their bills run on average \$95 per quarter. Trustee, Maloney stated that they are in the process to raise money through their capital fundraising campaign to pay off the library building bank loan. So far, they have garnered around \$6,500 in donations. Trustee, Berg felt that this would set a bad precedent to the taxpayers of the village. Trustee, Widiker agreed. They felt that they understood their need for funding, but this was not the way to obtain it. Trustee, Berg said the village could donate the community center use for a day for fundraising ventures. Motion was made by Trustee, Berg to not forgive water/sewer billings to the library. Motion was seconded by Trustee, Weis. **Motion carried 5-2.**
- XIII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney had nothing new to report.
- XIV. STREET COMMITTEE – Chairman, Kelsey Gustafson:** Village President, Roberts wanted the board to consider purchase of a new dump truck for the village. The old dump truck was purchased in 1991

and is steadily deteriorating. He stated that there is only 1 payment left on the existing loan to the Board of Commissioners of Public Lands in the amount of \$65,973.56. The original loan was taken out on September 7, 2005 in the amount of \$500,000 at 4% interest to install infrastructure in the village. The last loan payment will be made on March 15, 2015. Village President, Roberts stated that now is the time for the village to look at possibly taking out another loan through the Board of Commissioners of Public Lands for that purchase. Interest rates are as follows: 1-2 years 2.50%; 3-5 years 3.00%; 6-10 years 3.50% and 11-20 years 4.25%. Kelsey Gustafson stated that the figures that they were looking at from Monroe Equipment were for the dump box, plow and sander. Figures from 2 truck dealers had not come in yet. The board will decide in May or June what avenue they will take for purchase of a new dump truck.

- XV. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis gave the floor to Chief, Michael Spafford to read the current Police Report and there were 22 instances. He stated that there were 23 dogs in the village that remain unlicensed. There are 2 garages and 1 shed that need to be removed. He will help Clerk-Treasurer, Bjorklund draft a letter to the owners of those structures.

Town of Meenon culvert replacement on Bass Lake Road discussion took place. The cost to do so was \$7,105.42. Motion was made by Trustee, Widiker to pay ½ the cost of that replacement to the Town of Meenon in the amount of \$3,552.71; seconded by Trustee, Maloney. **Motion carried 7-0.** Clerk-Treasurer, Bjorklund stated Attorney, Adam Benson is working on a quit claim deed for the village's portion of Bass Lake Road to the Town of Meenon. He will be in discussion for the need of a survey to complete the transaction. More details to follow.

Mackenzie Nordstrom applied for an Operator's License for The Tap Bar & Grill.

- XVI. DEVELOPMENT AND ANNEXATION COMMITTEE:** Village President, Roberts gave the floor to Clerk-Treasurer, Bjorklund to discuss the Gandy Dancer Trail Connections Project. Chris Straight, Senior Planner of the West Central Wisconsin Regional Planning Commission is spearheading this project. They are applying for a U.S. Department of Transportation TIGER planning grant. The funds are discretionary and competitive. Due to the grant category, the project needs to maintain a core transportation focus (in this case walking and biking), must not be solely focused on recreational trail use, and can only encompass planning and design activities. There is no resolution required and a letter of support is recommended to participate. Deadline for that letter is April 23, 2014. The grant application will propose to conduct placemaking activities in eight communities (St. Croix Falls, Centuria, Milltown, Luck, Frederic, Siren, Webster, and Town of Swiss/Danbury), unless a community tells them they don't want to participate. There will be no cost to the village to participate. Placemaking for the Gandy Dancer will promote the Village of Webster to people using the Gandy Dancer Trail. The village could get awarded up to \$5000 for related expenses of this project. The focus would be on streetscape/downtown design for the village. Motion was made by Trustee, Weis to approve the grant submittal for this project; seconded by Trustee, Widiker. **Motion carried 7-0.**

Village President, Roberts would like permission to proceed with a quit claim for a small lot in the Village of Webster's name to Rick Estridge, owner of Copycat Hearth & Home. The property is located to the north of his property. The lot is approximately 30' x 80'. Motion was made by Trustee, Maloney to have Public Works Director, Heyer and Mark Krause, Wagner Surveying look at the property to make sure there are no underlying issues there before giving over possession of the property. Also,

Rick Estridge will be responsible for all costs related to the quit claim of that property as part of the transaction. Motion was seconded by Trustee, Berg. **Motion carried 7-0.**

- 1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney had nothing new to report. He stated that the next meeting will take place on April 17, 2014.
- 2) **FUTURE MEETINGS:**
 - a) **Utility Meeting (Monday, April 14, 2014 @ 6:00 p.m.)**
 - b) **Personnel Meeting (Wednesday, March 23, 2014 @ 6:00 p.m.)**
 - c) **Regular Board Meeting (Wednesday, May 14, 2014 @ 6:00 p.m.)**
 - d) **Open Book (Wednesday, May 21, 2014 @ 2:00 p.m. – 4:00 p.m.)**
 - e) **Board of Review (Wednesday, May 21, 2014 @ 4:00 p.m. – 6:00 p.m.)**

XVII. ADJOURNMENT. Motion by Trustee, Maloney; seconded by Trustee, Sears to adjourn at 7:20 p.m.
Motion carried 7-0.

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer, March 13, 2014

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

Village President, Jeff Roberts

Trustee, Paul Berg

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Darrell Sears

Trustee, Charlie Weis

Trustee, Greg Widiker

Attest: _____
Clerk-Treasurer, Patrice Bjorklund