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VILLAGE OF WEBSTER

REGULAR MEETING BOARD MINUTES

Wednesday, August 13, 2014

6:00 p.m.

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: Charlie Weis; Paul Berg; Kelsey Gustafson; Tim Maloney; Darrell Sears and Greg Widiker. Others present: Dave Rasmussen – MSA; Traci Hopkins – Central Burnett County Fair President; Lonnie Mackyol; Police Chief, Michael Spafford; Public Works Director, Jay Heyer; Sherrill Summer, Inter County Leader and Clerk-Treasurer, Patrice Bjorklund. Absent: None.
- 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. He then gave the floor Traci Hopkins, Fair Board President. *“This portion of the discussion is part of the Judicial Committee Section of the meeting.”* She asked the board’s permission to allow the fair to hold a Demo Derby on Saturday, October 4, 2014 in the grandstand area with a DJ performance afterwards in the beer garden area. She asked the board if the fair could use the village’s generator for that evening’s DJ performance. All Special Event Licensing will apply for the evening’s festivities including Operator’s Licenses. She stated that proper fencing will be put in place. The fair will also obtain liability insurance for the event. Chief, Spafford stated that he will have an officer on duty to patrol the event. The board did not have a problem with the fair holding this event on that date.

“This portion of the discussion is part of the Judicial Committee Section of the meeting.” Jason Hansen, owner of Zia Louisa was present to ask the board’s permission to hold a Wounded Warrior’s Fundraiser Bike Run with band performance. The event will take place on August 22, 2014 and August 23, 2014. He asked if he could extend the band performance from 8:00 p.m. to 1:00 a.m. on August 23rd. He asked for the 1 hour extension because there will be a drawing for a Harley Motorcycle that evening and this would extend the time taken for the event. He also asked the board’s permission to use the village’s generator for the two-day band performance. He will pay for diesel and oil for the unit. He also wanted to let the board know that he will fence in the area and make patrons wear wrist bands that are of drinking age. He will also offer safe ride to patrons who wish to use this service. Porta Potties will be on premise as well. He asked Chief, Spafford if he could do extra traffic patrol on that area for pedestrians. He stated that he will move pedestrian signs in that area and provide lighted cones as well. Trustee, Weis asked if anybody will be camping on the site. Mr. Hansen stated that no one has asked to do so, but if anyone does he will offer them to stay so that they do not leave the premise intoxicated. The board did not have a problem with Mr. Hansen’s requests, as long as the noise is in accordance with the village ordinance. Motion to approve Mr. Hansen’s request was made by Trustee, Weis with the understanding that the noise ordinance is followed; seconded by Trustee, Berg. **Motion carried 7-0.**

"This portion of the discussion is from the Utility Committee Section of the meeting." Dave Rasmussen, MSA stated that the Community Development Block Grant Public Facilities project proposal to upgrade the sanitary sewer and wastewater treatment facility was granted in the amount of \$460,000. Part of the approval of the grant is to have Village President, Roberts and Treasurer, Bjorklund sign the Acceptance of Award within 30 days for approval of this grant. There is a 30 day timeline to have this done. After that time, the Division of Housing (DOH) will contact grant contact, Dave Rasmussen who is the agent for this project. He will be given the terms and conditions of the CDBG Public Facilities award. Mr. Rasmussen also stated that there is a match of \$460,000 that needs to be obtained for the project. There are possibilities for Safe Drinking Water Loan Fund monies as well as low cost loans through the loan program at 2.625%. He stated that final documentation is due by December 31st to move along with the process. He wanted the board to know that they are not locked in to certain projects. The scope of the work could be work done to 3 lift stations, sewer lining, manhole rehab and electric into the sewer ponds. The construction will begin the spring of 2015. Motion to approve the grant funding in the amount of \$460,000 with matching funds obtained for \$460,000 either by low cost loans or additional grants was made by Trustee, Maloney; seconded by Trustee, Berg. **Motion carried 7-0.**

Dave Rasmussen wanted the board to know that Clerk-Treasurer, Bjorklund is required to take CDBG Implementation training on September 24, 2014 and 25th in Madison, WI or October 1st and 2nd in Wausau, WI. He stated that this is required training to obtain the grant funding; even though she took this training in January. He tried to avoid her from attending, because she just took the training in January of this year. Clerk-Treasurer, Bjorklund will be attending the October 2014 training, since she will be at Treasurer's training during the September 24th and September 25th training in Madison.

- V. **COMMUNICATIONS:** Henry Meuwissen of St. Paul, MN had approached Chief, Spafford by letter stating that he is interested in buying a house that is in the process of being condemned. He is willing to pay the back taxes and the delinquent utilities if the village allows him to buy the property and renovate it. He would do the work in a good timeframe so that he could rent out the home. The home was set to have condemnation proceedings done after September 11, 2014. Trustee, Berg would like to see the house inspected before it is purchased. The board would agree that this should be done before anything is done either by condemnation or allowing the individual to purchase the house. Chief, Spafford will let the board know the status of this issue by next month's meeting.

A patron of the Webster Dog Park had sent a nice e-mail to the village complimenting the dog park. He stated that he and his wife are not residents of the area, but they enjoy the comfort and friendliness of our village and how nice the dog park is.

Tessa Anderson, Court Clerk for the Webster Municipal Court provided Clerk-Treasurer, Bjorklund with the latest court statistics. In July, the court had taken in \$4,322.62 of which the court retained \$2,717.27. The court had also spent \$615.36 in July. There is a balance of fines owed and warrants of \$39,826.29.

Clerk-Treasurer, Bjorklund is in the process of looking for alternatives to the current health insurance that the village pays its employees. She handed out Section 105 Medical Reimbursement Account information for the board to look over. She also has been in contact with the WI Counties Association and WREA. She is just waiting to hear from them as they have not returned her phone calls as of yet.

- VI. APPROVAL OF MINUTES:** Motion was made by Trustee, Widiker to approve the **July 9, 2014 Regular Meeting Minutes**; seconded by Trustee, Sears. **Motion carried 7-0.** Motion was made by Trustee, Berg to approve the **July 30, 2014 Judicial Meeting Minutes**; seconded by Trustee, Widiker. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the **July 30, 2014 Personnel Meeting Minutes**; seconded by Trustee, Maloney. **Motion carried 7-0.**
- VII. APPROVAL OF VOUCHERS & RECEIPTS:** **July 9, 2014 – August 11, 2014** vouchers in the amount of; **\$99,518.87** as follows:
- a. General Fund - \$79,397.58
 - b. Water Fund - \$5,106.31
 - c. Sewer Fund - \$6,855.31
 - d. Library Fund - \$8,159.67
- And approval of receipts for: **July 9, 2014 – August 11, 2014** receipts in the amount of **\$99,324.26.** Motion was made by Trustee, Maloney; seconded by Trustee, Gustafson to approve Vouchers in the amount of **\$99,518.87** and Receipts in the amount of **\$99,324.26.** **Motion carried 7-0.**
- VIII. PERSONNEL – Village President, Jeff Roberts:** Village President, Roberts reiterated an earlier discussion in this meeting regarding health insurance benefits. He also stated that there was a Personnel Meeting held in July and discussion focused on Employee Benefits and ways the village could reduce those costs.
- IX. UTILITIES – Chairman, Paul Berg:** Trustee, Berg stated that Dave Rasmussen had discussed the agendaized discussion earlier in the meeting under Visitor Recognition.
- X. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker presented a request from Clerk-Treasurer, Bjorklund to possibly purchase tablets for the board. She had researched tablets through the village's cell phone provider, Verizon Wireless and TechSolutions owner, Travis Cornell whose business is located in Siren, WI. Village President, Roberts had looked at the quotes previous to the meeting and felt that the Verizon quote did not suite the board's needs. The cost of the monthly plan is unnecessary. The board would only use the tablets for communications of board items (e.g. packet information and e-mails.) Village President, Roberts stated that the amount of paper that Clerk-Treasurer, Bjorklund has to manage during the year is insurmountable. He felt that just eliminating the amount of paper handling and copies saved would be a huge savings to the costs per copy and time. Trustee, Maloney stated that the Library Board had also noticed the costs of copies for them are substantial and he noted that the village has the same type of leased copy machine through Tri-State Business Systems. Clerk-Treasurer, Bjorklund stated that part of the lease agreement is toner replacement and repairs to the machine. The costs for each copy are separate and toner and repairs are part of those costs. The board agreed that the amount of paper saved would be substantial as well as the time for the Clerk-Treasurer, Bjorklund putting together information via paper for the meetings. The consensus of the board was to eliminate the Verizon quotes. Costs were looked at for 3 separate tablets presented by Mr. Cornell. They were as follows: The Lenovo A10-70 MTK Tablet with bundled Lenova Keyboard, Magnetic Protective Cover as well as Case Logic Attache' Protective Carrying Case, Screen Protector and Stylus for a total of \$2,116.22 for 7 tablets. The Refurbished iPad Air 16 GB Silver with iPad Air Smart Cover and Apple Wireless Keyboard for a total of \$3,689.00 for 7 tablets. The "New" iPad Air 16 GB Silver with iPad Air Smart Cover and Apple Wireless Keyboard for a total of \$4,249.00 for 7 tablets. Motion

was made by Trustee, Weis to approve purchase of the Lenova Bundled Package for 7 tablets for \$2,116.22 with training by Travis under \$100. The costs will be shared 1/3 by the General Fund, Water Fund and Sewer Fund. Motion seconded by Trustee, Sears. **Motion carried 7-0.** The board will be trained by Travis prior to the September Board Meeting at such time the tablets are presented.

- XI. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney mentioned a request by Dewey Cable, Lion’s Club Treasurer to replace the locks and keys at the Webster Community Center. Trustee, Weis will discuss this with Mr. Cable and would like this tabled until next month’s meeting.

Trustee, Maloney gave the Webster Dog Park Update. He stated that the blacktop and shouldering are done on the walking trail. The access off of the Gandy Dancer Trail has fence posts and rocks in place, so there can be no motorized traffic on the trail. One piece of playground equipment has been purchased so far. The striping for the trail has not been done yet. The WI DNR has not sent back the finalized Gandy Dancer Trail Easement approval for a connector trail between the Gandy Dancer and the Webster Dog Park. The approval has been done, but the finalized document has not yet been received. Clerk-Treasurer, Bjorklund stated that any work that needs to be done can be completed, even though the document is not in hand.

Trustee, Maloney stated that Court Surfaces & Repair, Inc. had presented a proposal to repair and surface 800 square yards of the tennis courts. Total cost to complete repairs and surfacing is \$4,000. Trustee, Berg asked if lines could be done for pickle ball and tennis courts after the work is done. Public Works Director, Heyer said that could be done. Motion was made by Trustee, Widiker to have the work done by Court Surfaces & Repair, Inc. in the amount of \$4,000 as soon as early September. If the work cannot be done at that time, then \$4,000 needs to be placed from the General Fund into the Replacement Fund for the work to be done in the Spring of 2015. Motion seconded by Trustee, Berg. **Motion carried 7-0.**

Trustee, Maloney stated that the Forestry Building needs to have siding put on the north, east and south side of that building. During the July 2011 storm, the building was damaged. At that time, one side was replaced with monies that were available. Since then, the existing siding has rusted and has holes due to the oxidation from the arsenic-treated purlins. There was a proposal submitted for that repair by Moritz Construction. The cost is \$5,073 for labor and material to remove and replace steel panels. Disposal of materials would be the responsibility of the village. Trustee, Maloney stated that Mr. Moritz would prefer to do the work after deer season this year. He also stated that Jake Nichols of the Forestry Department is willing to contribute \$2,000 towards the work and materials for this project. Trustee, Maloney would like to spend that money on materials and store in the Forestry Building until the work can be completed. He is also going to get a few more estimates and present at next month’s meeting. He asked to table this discussion until next month’s meeting.

- XII. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson wanted to let the board know that he has received 5 bids for a new dump truck chassis as well as dump box, plow and sander. They were as follows:

- a. River States Truck & Trailer (Freightliner Chassis) - \$81,463
- b. V & H (Western Star Chassis) - \$91,345
- c. Manney International (International Chassis) - \$85,480

- d. Universal Truck Equipment (Box, Plow, Sander, etc.) - \$48,201
- e. Monroe Truck Equipment (Box, Plow, Sander, etc.) - \$51,671

Village President, Roberts asked the board and Street Committee Trustee, Gustafson to move the bid discussion to Monday, August 25, 2014 @ 6:15 p.m. with the Street and Financial Committee. Trustee, Sears was asked to attend as well. Clerk-Treasurer, Bjorklund stated that there is \$74,287 in the Replacement Fund.

XIII. JUDICIAL – Chairman, Charlie Weis: Trustee, Weis read Operator’s Licenses for 4 individuals at the Holiday Station. They all passed their background checks.

Village Dog Discussion took place. Chief, Spafford stated that a dog that bites in the village more than once will be put down. Those dogs are considered a vicious dog. Ordinance 3-2014 was written for the board to review for this purpose. Trustee, Weis stated that he would like to table this Ordinance so the trustees have time to look over the draft for possible approval at next month’s Regular Board Meeting.

Fence discussion took place for Jesse’s Body Shop and Keith Tourville. Chief, Spafford stated that both businesses are waiting on the supplies to complete the fence.

Bob Marsh garage razing discussion took place. The deadline for Bob’s brother to comply with repairing the garage passed on July 10, 2014. There was no response to the certified letter request to complete the repairs, so a motion was made by Trustee, Weis to start condemnation proceedings for that garage. Motion was seconded by Trustee, Widiker. **Motion was carried 7-0.**

Chief, Spafford read the monthly police report.

Chief, Spafford stated the Bike Rodeo was well received. There were 57 children from Webster and 42 children who were from out of the area. He stated that there was \$6,175.98 available to spend on the rodeo from donations and of that amount; \$6,051.31 was spent on the bike rodeo.

Trustee, Berg wanted to know what the status was with the Family Dollar Store. It has been closed for quite a while. Chief, Spafford stated that there was a mold issue and they are waiting to have a contractor repair the walls and ceiling from water damage due to weather. The store has been sold to Dollar Tree, but the name will still be Family Dollar. Clerk-Treasurer, Bjorklund will call her contact for Family Dollar and ask what is being done. She will report her findings to the board at next month’s meeting.

XIV. DEVELOPMENT AND ANNEXATION COMMITTEE: Trustee, Sears had nothing new to report.

- 1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney had nothing new to report.
- 2) **FUTURE MEETINGS:**
 - a) **Street/Finance Meeting (Monday, August 25, 2014 @ 6:15 p.m.)**
 - b) **Public Hearing (Wednesday, September 10, 2014 @ 5:45 p.m.)**
 - c) **Regular Board Meeting (Wednesday, September 10, 2014 @ 6:00 p.m.)**

XV. ADJOURNMENT. Motion was made by Trustee, Widiker; seconded by Trustee, Gustafson to adjourn at 7:50 p.m. **Motion carried 7-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – August 14, 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