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VILLAGE OF WEBSTER

REGULAR MEETING BOARD MINUTES

Wednesday, June 11, 2014

6:00 p.m.

7505 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Trustee, Charlie Weis called the meeting to order at 6:00 p.m.
- II. **ROLL CALL** – Trustees: Charlie Weis; Paul Berg; Kelsey Gustafson; Tim Maloney; Darrell Sears and Greg Widiker. Others present: Tim Quinn, First Baptist Church; John Larson, Otis Taylor Post 96; Shara’lane Marie; Police Chief, Michael Spafford; Public Works Director, Jay Heyer; Sherrill Summer, Inter County Leader and Clerk-Treasurer, Patrice Bjorklund; Absent: Village President, Jeff Roberts.
- III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS** – Clerk-Treasurer, Bjorklund noted there was an error on the agenda with Pastor, Tim Quinn. She stated his church as Grace Baptist Church. It should have been First Baptist Church. She will make the correction as a matter of record.
- IV. **VISITOR RECOGNITION** – Trustee, Charlie Weis recognized all visitors present. He then gave the floor to Pastor, Tim Quinn of First Baptist Church of Webster. Pastor, Quinn then asked the board is there anything that First Baptist can do for the community of the Village of Webster? The list of possible projects that they as a church community could do would be to create a community garden, a mentor program helping individuals with reading, homework, etc.; free babysitting for Mom’s on a Friday night (perhaps once a month); a top the tank program going to gas stations randomly helping people with their gas bill (local village residents – possibly \$5 - \$10 gas cards); Support groups for people struggling with addictive behaviors or free concerts. He told the board that the church wants to be a source of help to the community and they are willing to help. The board appreciated the generosity from the First Baptist Church community and will work to come up with ideas as well to make this a reality. This will be discussion for another meeting at a later date. The board thanked Pastor, Quinn.

John Larson of the Otis Taylor Post 96 American Legion of Webster was present. He wanted to present a framed Resolution thanking the village board. The resolution highlighted the fact that the board was very helpful in welcoming District 12’s 2014 Spring Conference by allowing them to use the Village of Webster’s Community Center and making it a very welcoming venue for that meeting. The district is represented by 12 counties in the upper northern region of Wisconsin. The board thanked the American Legion for the honor.

- V. **APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the **May 14, 2014 *CDBG-PF Public Hearing Minutes**; seconded by Trustee, Berg. **Motion carried 6-0.** Motion was made by Trustee, Berg to approve the **May 14, 2014 *Regular Meeting Minutes**; seconded by Trustee, Widiker. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the **May 19, 2014 *Special Meeting Minutes**; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Berg to approve the **May 21, 2014 *Board of Review Minutes (with correction to motion of Chair of the Board of Review section in those minutes)**; seconded by Trustee, Widiker. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the **June 3, 2014 *Personnel Meeting**

Minutes; seconded by Trustee, Berg. **Motion carried 6-0.** Motion was made by Trustee, Sears to approve the **June 10, 2014 *Judicial Meeting Minutes**; seconded by Trustee, Weis. **Motion carried 6-0.**

- VI. APPROVAL OF VOUCHERS & RECEIPTS: May 13, 2014 – June 9, 2014** vouchers in the amount of; **\$91,896.22** as follows:
- a. General Fund - \$53,529.88
 - b. Water Fund - \$22,694.11
 - c. Sewer Fund - \$7,693.66
 - d. Library Fund - \$7,978.57

And approval of receipts for: **May 13, 2014 – June 9, 2014** receipts in the amount of **\$27,797.81**. Motion was made by Trustee, Gustafson; seconded by Trustee, Berg to approve Vouchers in the amount of **\$91,896.22** and Receipts in the amount of **\$27,797.81**. **Motion carried 6-0.**

- VII. COMMUNICATIONS:** Trustee, Weis stated that all trustee's should have received a BCDA update from Clerk-Treasurer, Bjorklund in their e-mails from the meeting she attended on June 10, 2014.

- VIII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Shara'lanee Marie was present and showed the board a picture of the not yet complete temporary dog sign that she will be finishing soon for the Webster Dog Park. The sign is 4' x 8' and is made out of wood. It needs to be lacquered and at that time will be ready to mount at the dog park. The board thanked her for her generous donation of the sign.

Trustee, Maloney also gave a dog park update. He stated he has been in talks with Joe Wacek of DSI to find out the progress of the dog park renovations. The parking lots, trail, signage and people park are still a work in progress. He will be coming to the full board in the near future with a progress report. Also, Susie Ingalls of the Forestry & Parks Department of Burnett County stated it shouldn't be long before we hear about the granted easement from the state. The easement is from the Gandy Dancer Trail to the Webster Dog Park.

- IX. PERSONNEL – Village President, Jeff Roberts:** Trustee, Weis stated President, Roberts was absent, and there was nothing new to report.

- X. UTILITY – Chairman, Paul Berg:** Trustee, Berg gave the floor to Clerk-Treasurer, Bjorklund to give the status of what is happening from Dave Rasmussen, MSA who was not present. She stated that the CDBG-PF application was submitted to the Department of Administration on Monday, June 2nd. According to the DOA (Department of Administration), they received 38 applications. The applications will be scored and ranked. The DOA will announce grant awards on or before August 8th.

- XI. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker presented a request from Clerk-Treasurer, Bjorklund to attend the September 25, 2014 – September 26, 2014 Municipal Treasurer's Association Wisconsin Conference in Green Lake, WI. She stated she attends this conference in the fall each year. There are 2 conferences in the spring and the fall. The conference and other meetings such as this one, helps with her training and education as well as keeps her certifications present she noted. The board agreed. Motion was made by Trustee, Berg to allow her attendance to this conference. Motion was seconded by, Trustee, Gustafson. **Motion carried 6-0.** Trustee, Weis also wanted the board to know that Clerk-Treasurer, Bjorklund is the Co-Director of District 1 & 2 MTAW. Her duties are to help

coordinate the twice-yearly District 1 & 2 meetings that occur in the Northwest Region of the State of WI. By doing the planning for those meetings and participating as Co-Director, she will get one of her Annual Meetings paid for and possibly some of the mileage for that meeting.

- XII. STREET COMMITTEE – Chairman, Kelsey Gustafson:** Trustee, Gustafson stated that preliminary bids for the chassis dump truck and dump box and sander have been received. There were 2 bids for the chassis and one for the dump box and sander. He and Public Works Director, Heyer will look over the bids and refine them to meet the village’s needs. Once that is done, a formal bid request will be made. Bid opening will take place at next month’s regular board meeting.

Chief, Spafford had been in talks with the Webster School District, Administrator; Jim Erickson regarding lighting on Alder Street to the Webster 5-12 school. He stated it is a safety hazard. Mr. Erickson will present the request for (3) poles, (3) lights and wiring to the school board in the amount of \$4,583.25 from Northwestern WI Electric Co. He suggested that the village would be responsible for the electric billing and they could pay for the poles, lights and wiring. The Chief will update the board when he hears their decision.

Chief, Spafford requested purchase of (2) metal signs to be placed on the west end of the Fairgrounds on Alder Street. The signs would state: “NO TRUCK PARKING.” The board allowed this request. Public Works Director, Heyer will order the 2 metal signs.

- XIII. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis presented (3) Land Use Permits. The permits were as follows: A car port for Gerald Hayes; A privacy fence for Jesse Tober of Jesse’s Service; an attached deck for Linda McGarry and a detached garage for Linda McGarry. Public Works Director, Heyer stated all of the requests meet the current setback requirements as well as any other requirements.

Resolution 2014-4 for approval of the 2013 CMAR (Compliance Maintenance Annual Report) was read. Trustee, Berg stated that the report scored very well with the exception of the Financial Management portion of the report, which scored a “C.” He stated that this falls within the recommendation range of response required. Clerk-Treasurer, Bjorklund noted that this scoring is in direct relation to the fact that the sewer rates had not been raised since 2009. The board has applied for the CDBG-PF grant which is directly related to sewer upgrades. If approval for the grant occurs, Trustee, Berg noted our rates will be raised at that time; therefore meeting the financial requirement for this report. The grade would then be improved next year.

Discussion took place regarding Special Event Application Amendment. Trustee, Berg wanted the board to consider changing its policy for application of special event permits. The current cost for a Special Event Permit is \$10 per event. The application process would be to request the event 15 days prior to the event. The application would have to be approved before the event took place. The special events are for business owners only who serve on-site alcohol. The applications would not apply to organizations applying for a temporary Picnic License. Trustee, Berg would like to see a \$100 annual permit application imposed. The board discussed the change and thought a \$50 annual permit fee would be more reasonable. The businesses could apply annually for unlimited events. The business would need to specify date(s) for those events and notify the board at least 15 days prior to the event at

the monthly board meeting. Clerk-Treasurer, Bjorklund will create a new Special Event Application with those requirements and present at next month's Regular Board Meeting.

Clerk-Treasurer, Bjorklund asked the board if Zia Louisa could have tents on the property during a bike run that will take place on August 22nd and August 23rd. The board would like to request Jason Hansen, owner of Zia Louisa to come and give the board details of this event at next month's meeting. She will contact him and ask if he will come to the August 2014 Regular Board Meeting.

Trustee, Weis also noted that Kevin Gibbs has a sign on his commercial property for an RV Park. He asked if he can do this. Clerk-Treasurer, Bjorklund and Public Works Director, Heyer will investigate this. If he can't, a letter will be drafted for Trustee, Weis to approve and send to him.

Bradley Reinhardt filed a claim against the Webster Dog Park for damage sustained to his vehicle on May 18, 2014. He was driving in the dog park after cresting a hill and his car fell into a sinkhole. The damage to his car was on the front end driver's side bumper cover, and the estimate for that repair from Diamond Collision was \$1,413.44. Statewide Services received the claim and recommended the village board disallow the claim. The board looked at the recommendation to disallow Claim No. WM000071910008 from Statewide Services, Inc. who administers the claims for the League of WI Municipalities Municipal Insurance, which provides insurance coverage for the Village of Webster. They did perform an investigation and determined that there was no negligence on the part of the Village of Webster. Their investigation revealed that the Village did not have prior actual or constructive notice of the sinkhole which was allegedly caused by this incident. The municipality has no liability unless it knew, or should have known, of the existence of the condition and had a reasonable amount of time to repair the condition. Therefore, Statewide Services, Inc. is advising the Village to disallow the claim. The incident with Mr. Reinhart did occur after 2 days of heavy rains in the Village, Clerk-Treasurer, Bjorklund noted. There were no signs to drive on the walking trail (as the dog park is still under construction in that area.) Clerk-Treasurer, Bjorklund was making a request to disallow the claim under the advisement of Statewide Services, Inc. Motion was made by Trustee, Widiker to disallow the claim; seconded by Trustee Gustafson. More discussion took place and Trustee; Berg asked why the Village had to disallow the claim? Clerk-Treasurer, Bjorklund stated that statutorily the Village was obligated to do so. He didn't agree the Village should be involved. He felt this was between the Village' insurance company and Mr. Reinhart's insurance company. The motion was still on the table and there was no carrying of the original motion. Therefore, the original motion died on the table. Trustee, Weis asked for a roll call vote on the disallowance and it was as follows: Trustee, Gustafson; Trustee, Maloney; Trustee, Sears; Trustee, Berg and Trustee, Widiker voted Nay and did not want to disallow the claim and wanted the insurance companies to deal with this process. Trustee, Weis voted Yay to have the village disallow the claim and have both insurance companies proceed with the claim. Clerk-Treasurer, Bjorklund will call Darrell Zaleski, Agent for League of WI Municipalities Insurance for the Village of Webster and notify him of the results of this issue that occurred at this meeting.

Police Report was read by Chief, Spafford. There were 78 events handled from May 14, 2014 to June 11, 2014. He also stated the yellow tape keeping vendors from unloading crafts on State Highway 35 going through the Village was removed and ignored. He spoke with a few supervisors of the fair and stated that this cannot happen again. The tape is put there for the public's safety. He will meet with the Craft Fair Committee in the next month to see if they would be receptive to moving the Craft Fair to the

Fairgrounds next year. He will report his findings to the board at next month's Regular Meeting. Daily log sheets are also filled out by all officers of the Webster Police Department. Trustee, Weis stated that the sheets will be reviewed at the very least by the Judicial Committee on a quarterly basis. Lawn mowing was presented. There are lawns that need to be mowed and mowing notices have been sent out to those residents. If they are not mowed in the 5 day period after receiving the notice; the Village will mow the lawns at the landowner's expense. If they are not paid in 30 days, the bill will be placed as a special assessment on the property. No future notices will be sent to repeat offenders. The charge will be placed automatically on the property as a special assessment.

License approval for July 1, 2014 – June 30, 2015 took place. Liquor, Beer, Wine, Non-Intoxicating, Operator's, Cigarette, Pool Table and Mobile Home Licenses were read by Trustee, Weis. Motion to approve all licenses presented was made by Trustee, Widiker; seconded by Trustee, Berg. **Motion carried 6-0.**

XIV. DEVELOPMENT AND ANNEXATION COMMITTEE: Village President, Roberts was not present. There was nothing to report.

- 1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney had nothing new to report.
- 2) **FUTURE MEETINGS:**
 - a) **Regular Board Meeting (Wednesday, August 13, 2014 @ 6:00 p.m.)**
 - b) **Judicial Meeting (Monday, September 8, 2014 @ 5:00 p.m.)**

XV. ADJOURNMENT. Motion by Trustee, Berg; seconded by Trustee, Maloney to adjourn at 7:15 p.m. **Motion carried 6-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer, June 16, 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