



**VILLAGE OF WEBSTER**

# REGULAR MEETING BOARD MINUTES

Wednesday, May 14, 2014

6:13 p.m. @ Village Office (following Public Hearing)

7505 Main Street West, Webster, WI

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- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:13 p.m.
- II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Paul Berg; Kelsey Gustafson; Tim Maloney; Darrell Sears and Greg Widiker. Others present: David Rasmussen – MSA; Mark Krause, Wagner Surveying; Mark Foote; Carol Alderman, Jensen-Sundquist Insurance Agency; Police Chief, Michael Spafford; Public Works Director, Jay Heyer; Todd Beckman, Burnett County Sentinel and Clerk-Treasurer, Patrice Bjorklund; Absent: Charlie Weis.
- III. **VISITOR RECOGNITION** – Village President, Jeff Roberts recognized all visitors present.
- IV. **JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis was not present. Village President, Roberts gave the floor to Mark Foote, owner of a house located at: 7455 Fir Street West in the village. He has a drainage issue that he wants to discuss. He stated that water from Consolidated Lumber Company was going onto his property and this was causing problems. He said at one time, they had filled their property and this was causing substantial run-off onto his. The lot is low and flat Mark Krause stated. In 1991 or 1992 according to topographical photos of the lumberyard property it is visible that there was fill added during that time. He said that fact as well as the old Soo Line Railroad being filled in has caused the drainage issues of his property. Mark's suggestion was to clean the railroad ditch to allow flow of the water from his property. He also suggested that Consolidated Lumber put rain gutters on their building to alleviate the runoff onto his property as well as remove fill that was placed there. Consolidated Lumber, CEO had met with Public Works Director, Heyer last week. He is willing to remedy the situation for Mr. Foote. He just wanted to know where the property lines were so he could proceed. Mr. Krause asked Clerk-Treasurer, Bjorklund if there were any provisions attached to the sale of the previous village-owned property to Consolidated Lumber (previously known as Arrow Building Center.) She stated that she will look into that. Mr. Foote also stated that he in no way should be responsible for any costs involved with getting drainage on his property remedied. The village ordinance Chapter 28 Zoning §298.11 Site Restrictions details that they were wrong in filling their property he stated. The question posed by the board if this ordinance was in affect at that time. The consensus of the board was to have Public Works Director, Heyer work with Consolidated Lumber and Mr. Foote on this problem and will report the progress to the board. The village will do what they can to clean the ditch and swales.

Quit Claim discussion of village-owned property to CopyCat Hearth and Home took place. A letter report was drafted by Lee Rivard, Abstractor/Title Examiner for Burnett County Abstract Company, Inc. In that letter report, it was noted that Virginia Larrabee owned the parcel in May of 1996. She quit claimed that property to the village at that time. This is the parcel that the village wants to quit claim to Rick and Terri Estridge, owners of CopyCat Hearth and Home. It was noted by Lee Rivard in his letter report that the Quit Claim Deed dated May 9, 1996 and recorded May 17, 1996 at 12:10 P.M., in Volume 555 of Records, at Page 123, as Document #300479, Burnett County, Wisconsin Records, has the

legal description noted: *"The South 30 feet of the West 150 feet of the NW ¼ SW ¼, Section 9, Township 39 North, Range 16 West, Burnett County, Wisconsin."* Virginia Larrabee did not own the subject legal description. The Quit Claim Deed #300479 probably should have covered the South 30 feet of the West 150 feet of parcels 07-191-2-39-16-09-3 02-000-049000 (Legacy Pin: 191-3300-48 700) & 07-191-2-39-16-09-3 02-000-047000 (Legacy Pin #: 191-33-48 800.) These properties are currently owned by Troy Raymond Larrabee. The village does have sewer located under the quit claim property from Ms. Larrabee. Mark Krause suggested that the village get Mr. Larrabee to sign off on his portion of property that should have been described in the deed. Motion was made by Trustee, Maloney to quit claim the village-owned property that was deeded to them by Virginia Larrabee. They will quit claim the property to Rick & Terri Estridge, with the understanding that a written easement needs to be put into place before the property is quit claimed to them. The easement runs east to west. The Estridge's will be responsible for costs associated to the Quit Claim process except for the Letter Report in the amount of \$150 which the village paid for. Motion was seconded by Trustee, Sears with the understanding that all changes in regard to paperwork and easement are put into place before the transaction takes place. **Motion carried 6-0.**

- V. **UTILITIES – Chairman, Paul Berg:** Trustee, Berg gave the floor to Dave Rasmussen of MSA. He presented Resolution 2014-1 "Adopting the Village of Webster Citizen Participation Plan." Motion was made by Trustee, Maloney to approve that resolution; seconded by Trustee, Berg. **Motion carried 6-0.**

Adoption of the Relocation Plan/Anti-Displacement Policy was presented. Motion was made by Trustee, Berg to approve that policy; seconded by Trustee, Widiker. **Motion carried 6-0.**

Presentation of Resolution 2014-2 "Authorizing the Submission of the CDBG-PF Application" took place. Motion was made by Trustee, Sears to approve that resolution; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Presentation of Resolution 2014-3 "Committing Local Match to the CDBG-PF Project" took place. Motion was made by Trustee, Berg; seconded by Trustee, Sears to approve that resolution. **Motion carried 6-0.**

- VI. **PERSONNEL – Village President, Jeff Roberts:** Village President, Roberts gave the floor to Carol Alderman of Jensen-Sundquist Insurance Agency. She is the agent for the village in regards to 4 employee's health and dental insurance. She gave the board proposals for them to look at for renewal of those employee's policies June 1, 2014. The deadline to renew is May 21<sup>st</sup>. President, Roberts asked the board if they could meet to discuss this on: Monday, May 19, 2014 @ 5:00 p.m. That is a date and time that Carol could meet with the board to discuss. This will be a Special Full Board Meeting.
- VII. **APPROVAL OF MINUTES:** Motion was made by Trustee, Gustafson to approve the **March 27, 2014 \*Personnel Meeting Minutes**; seconded by Trustee, Widiker. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the **April 14, 2014 \*Utility Meeting Minutes**; seconded by Trustee, Berg. **Motion carried 6-0.** Motion was made by Trustee, Widiker to approve the **April 9, 2014 \*Regular Meeting Minutes**; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the **April 23, 2014 \*Personnel Meeting Minutes**; seconded by Trustee, Widiker. **Motion carried 6-0.**

**VIII. APPROVAL OF VOUCHERS & RECEIPTS: April 8, 2014 – May 12, 2014** vouchers in the amount of; **\$87,466.39** as follows:

- a. General Fund - \$51,541.67
- b. Water Fund - \$13,751.76
- c. Sewer Fund - \$11,123.81
- d. Library Fund - \$11,032.82
- e. Library Building Fund - \$16.33

And approval of receipts for: **April 8, 2014 – May 12, 2014** receipts in the amount of **\$95,104.60**. Motion was made by Trustee, Maloney; seconded by Trustee, Sears to approve Vouchers in the amount of **\$87,466.39** and Receipts in the amount of **\$95,104.60**. **Motion carried 6-0.**

**IX. COMMUNICATIONS:** Village President, Roberts read all communications to the board. Burnett County Newsletter was presented in the member's packets as well as a request for donation to Restorative Justice and an update from Clerk-Treasurer, Bjorklund about attendance of the May 14, 2014 BCDA meeting in Siren. A dividend check was dropped off at the village office on May 14, 2014 by Larry Passint, Agent for League of WI Municipalities Insurance. The checks are distributed to all policy holders if claims experience is better than expected. The village portion of good claim experience was \$2,748. Motion was made by Trustee, Maloney to put this amount into the Replacement Fund for 2014. The monies have not yet been identified within the fund, so they will go as unallocated for the time being. Motion was seconded by Trustee, Berg to put into Unallocated Replacement Fund. **Motion carried 6-0.**

**X. UTILITIES – Chairman, Paul Berg:** Trustee, Berg discussed the February 4, 2014 Total Control Systems, Inc. Well 3 and 4 Upgrades Proposal. Price for the Well 3 and 4 upgrades is \$3,253.00. Public Works Director, Heyer noted that this was work not associated with the previous work done for the SCADA upgrade. This is additional work that needs to be done to the system. He wanted the board to know that this is legitimate work that needs to be done and they are a very honest company. Motion was made by Trustee, Berg to commence with the work and pay for it; seconded by Trustee, Widiker. **Motion carried 6-0.**

**XI. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker presented a request from Auditor, Steve Tracey of CliftonLarsonAllen via e-mail to Clerk-Treasurer, Bjorklund. His request was to amend the 2014 village budget. In order for the village to qualify for the additional shared taxes in 2015 under the Expenditure Restraint Program, the board will need to amend the 2014 budget. For the village to qualify, the increase needs to be less than 1.6%. To qualify, the Board needs to reduce its total budgeted 2014 general fund expenditures by approximately \$1,100. The changes do not affect the levy and leaves the budget in balance. The new calculation results in percentage change of 1.53% and will assure the village's qualification for the additional payment in 2015. Village Drainage Expenditures need to be changed from \$5,000 to \$4,200. Brush Dump Expenditures need to be changed from \$800 to \$500. Municipal Court Revenues need to be changed from \$10,000 to \$9,100. Other Revenues need to be changed from \$200 to \$0. Motion was made by Trustee, Sears to approve the 2014 Budget changes; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Clerk-Treasurer, Bjorklund provided the board with 2013 and 2014 snow removal figures to date. In 2013 the board budgeted \$25,000 for snow removal and spent \$28,953.69. The line item was over budget by \$3,953.69 at 115.81% of the budget. In 2014 the board budgeted \$25,000 for snow removal

and to date has spent \$21,336.93. The amount left in the budget is \$3,663.07. Approximately 85% of the budget has been spent for snow removal to date. The board will look at doing a budget amendment for this line item in the fall.

- XII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Village President, Roberts discussed Dog Park Agility Equipment with the board. For 2014 to date for the dog park there is approximately \$6,800 in the dog park line item of the budget. Village President, Roberts would like the board’s permission to shop for Agility Playground Equipment for the people portion of the park. He would spend approximately \$6,000 of the budget for that purchase. He noted that there needs to be monies left in the budget for the one-time mowing of the dog park that the village is required to do. He stated that there are no other expenses anticipated for the dog park in 2014. Motion was made by Trustee, Berg to allow Village President, Roberts to shop for agility equipment for no more than \$6,000; motion seconded by Trustee, Gustafson. **Motion carried 6-0.**

Shara’laneé’ Marie has offered to create a temporary sign for the entrance of the dog park. The board approved her request to do so. Clerk-Treasurer, Bjorklund will notify her via e-mail to approve her request.

- XIII. STREET COMMITTEE – Chairman, Kelsey Gustafson:** Trustee, Gustafson wanted to request the board’s permission to seek bids for the purchase of a new dump truck for snow removal and sanding. Trustee, Widiker noted that there is \$74,287 in the replacement fund to help with the purchase of that truck. Public Works Director, Heyer also mentioned that USDA does offer grants for this purpose. Trustee, Maloney thought that Trustee, Gustafson and Public Works Director, Heyer should check with State Fleet as well for pricing. Trustee, Gustafson estimates that costs will be over \$110,000 for purchase of a truck with sander and plow. He wasn’t sure what the village could get for a trade-in on the ’91 dump truck that the village currently owns. Motion was made by Trustee, Gustafson to start to solicit for bids of a dump truck with sander and plow; seconded by Trustee, Sears. **Motion carried 6-0.**

Trustee, Gustafson also discussed the following solicitations for bids: Street Construction, Crack Filling and Sidewalk and Curb Repairs on Main Street. Public Works Director, Heyer noted that there are spots that have deteriorated on main street curbs. The work needs to be done to repair the curbs he stated as well as spots of sidewalk. Motion was made by Trustee, Maloney to have Trustee, Gustafson get specifications for bids to the Street Committee and then to the full board before solicitation of those bids takes place. Motion was seconded by Trustee, Berg. **Motion carried 6-0.**

Trustee, Gustafson wanted the board to know that he will be pursuing traffic marking and curb painting prices for the village. He will notify the board when he gets those figures for work this summer.

- XIV. JUDICIAL – Chairman, Charlie Weis:** Village President, Roberts chaired this portion of the meeting. He would like to table the Meenon Quit Claim Discussion until the Monday, May 19, 2014 meeting at 5:00 p.m.

Police Report was read. Chief, Spafford stated there were 82 instances. He noted that there were only a few individuals left that needed to comply for dog licensing. One individual did not and was cited. There were also letters sent out to 3 individuals in the village that need to repair or raze their garages.

They have 90 days to comply. If they do not comply, then the village will raze the buildings and place that amount on the tax roll as a special charge to those owners. There was also a house that is in the process of being sold that should be repaired or razed. The owner of the house has 120 days to comply. If the house is not repaired or razed, the costs to raze will be placed on the tax roll as a special charge to that owner.

Trustee, Berg wanted to know why Donnie Holmes was listed on the Webster Police Department schedule for May 2014. Trustee, Maloney wanted to know as well. He stated that he resigned with the Webster Police Department in December of 2013 and at that time, the board accepted his resignation. Chief, Spafford said he was short-staffed and with all the cases he and Officer, Getts had been working with the department they may need his help. Village President, Roberts agreed with Trustee, Maloney and Trustee, Berg. He stated that this should have been presented to the board for approval as an agenda item for tonight's meeting. This is a board decision for rehire of an officer. He is not employed with the village. Village President, Roberts asked Clerk-Treasurer, Bjorklund to put this discussion on the May 19, 2014 Special Board Meeting Agenda with the Full Board at 5:00 pm. The board will decide what avenue to take at that time.

Gerald Vogel of the American Legion; Sabrina Hiller of Holiday Station Stores and Kira Schwendeman of Tim's Black and Orange applied for Operator's Licenses through June 30, 2014. They all passed background checks according to Clerk-Treasurer, Bjorklund. Motion to approve the Operator's Licenses as well as a picnic license to the American Legion for their District Meeting on May 31, 2014 at the Community Center was made by Trustee, Berg; seconded by Trustee, Maloney.

**Motion carried 6-0.**

A Land Use Permit for an addition to Mikel and Lori Trott's residence was presented. Public Works Director, Heyer said everything is in order with their request and he gave them approval after discussing with Trustee, Weis and Village President, Roberts.

**XV. DEVELOPMENT AND ANNEXATION COMMITTEE:** Village President, Roberts wanted Clerk-Treasurer, Bjorklund to note that Trustee, Sears is the Chairman for the Development and Annexation Committee. She will make the necessary changes to future agendas and minutes as well as the 2014-2015 Committee Appointment Roster.

- 1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney had nothing new to report.
- 2) **FUTURE MEETINGS:**
  - a) **Special Full Board Meeting (Monday, May 19, 2014 @ 5:00 p.m.)**
  - b) **Open Book (Wednesday, May 21, 2014 @ 2:00 p.m. – 4:00 p.m.)**
  - c) **Board of Review (Wednesday, May 21, 2014 @ 4:00 p.m. – 6:00 p.m.)**
  - d) **Regular Board Meeting (Wednesday, June 11, 2014 @ 6:00 p.m.)**

**XVI. ADJOURNMENT.** Motion by Trustee, Widiker; seconded by Trustee, Sears to adjourn at 8:00 p.m.  
**Motion carried 6-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer, May 15, 2014

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

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Village President, Jeff Roberts

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Trustee, Paul Berg

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Trustee, Kelsey Gustafson

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Trustee, Tim Maloney

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Trustee, Darrell Sears

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Trustee, Charlie Weis

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Trustee, Greg Widiker

Attest: \_\_\_\_\_  
Clerk-Treasurer, Patrice Bjorklund