



**VILLAGE OF WEBSTER**

# REGULAR MEETING BOARD MINUTES

Wednesday, November 12, 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: Kelsey Gustafson; Tim Maloney; and Darrell Sears. Others present: Theresa Anderson and David Rasmussen, MSA; Police Chief, Michael Spafford; Public Works Director, Jay Heyer; Sherrill Summer, Inter County Leader; and Clerk-Treasurer, Patrice Bjorklund. Absent: Trustees, Charlie Weis and Greg Widiker.
- 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. **“UTILITIES”** – (Village President, Roberts moved this discussion to allow MSA Representatives, Anderson and Rasmussen to leave earlier.)

The Village of Webster Procurement Policy for CDBG-PF Sanitary System and Lift Station Improvements was discussed. The policy had not been in place prior to grant funding of this project Dave stated. The policy reads as follows: *“The purpose of the policy allows all public improvements constructed with municipal funds are carried out through contract awarded to the lowest responsible bid according to the requirements of WI Statutes. Major equipment purchases are made from the lowest responsible bidder following public advertisement and distribution of specifications. Common material and supplied are purchased from the most price-advantageous source following bids or price quotations usually secured through unpublicized solicitation of more than two sources.”* Motion was made by Trustee, Maloney to approve this policy per grant funding requirements through the WI Department of Administration. Motion was seconded by Trustee, Gustafson. **Motion carried 4-0.**

Intent to apply for State of WI Department of Natural Resources Environmental Improvement Fund (EIF) Intent to Apply discussion took place as well as Priority Evaluation and Ranking Form (PERF) Clean Water Fund Program (CWFP.) The deadline for the Intent to Apply is December 31<sup>st</sup>. Dave wanted the board to know that they most likely will not qualify for Principal Forgiveness through the Clean Water Fund Loan Program, however; there are other options the board can investigate to obtain those monies. Dave wanted the board to know that once scoring of the projects took place; he will let them know if they are eligible for Principal Forgiveness or not sometime in March of 2015. Motion was made by Village President, Roberts to go ahead with the Intent to Apply for DNR Clean Water Fund Loan Program Monies through the State of WI DNR. Motion was seconded by Trustee, Maloney. **Motion carried 4-0.**

Theresa Anderson discussed the Engineering Contract for the Sanitary Sewer and Lift Station Upgrades. The contract would be through MSA Professional Services for Engineering Services which would include the following:

- a. Study and Report Phase which would include preparing an Engineering Design Report for lift station modifications as required by WI DNR. The report would also function as the Facilities Plan that is required for Clean Water Fund Small Loan Program funding. Review data to determine sewer lining locations. This will not include the complete Infiltration and Inflow Study.
- b. Design Phase (Preliminary and Final.)
- c. Bidding Phase

Cost for Lump Sum for above services per the contract for Study, Design and Bidding Phases per the contract will be \$70,400.

The contract will also cover engineering services for the Construction Phase at an hourly estimated fee of: \$84,100. MSA will provide part time construction observation limited to 320 hours over 60 separate days. The Engineer will be at the site for up to 4 hours over a maximum of 4 separate visits. They will also provide Construction Administration to include presiding at the Pre-Construction Meeting, review shop drawings, review pay requests, and review of change orders and administration of project closeout.

It was noted that the project is anticipated to be funded in part by a Community Development Block Grant that has been awarded and which will be administered by MSA under a previously approved contract. Additional funding for the project may come through the Clean Water Fund Small Loan Program. Services under the Engineering Contract shall be provided in such a way as to keep the project eligible for the program. Assistance with any other funding programs is not included in the project, and addition of other funding sources to the project may require additional services for coordination, administration, applications, and/or additional project requirements for funding eligibility.

After much discussion, it was the consensus of the board to table this discussion for possible approval of the MSA Engineering Contract. The contract will be discussed at the December 1, 2014 Special Board Meeting which will be held after the 2015 Budget Hearing that will take place at 5:45 p.m.

**VI. "FINANCE"** – (Village President, Roberts moved this discussion to allow MSA Representatives, Anderson and Rasmussen to leave earlier.)

Interim Financing Discussion for Sanitary System took place. The board will need to have Clerk-Treasurer, Bjorklund contact the 3 local banks to see if they would provide her with interest rates to borrow monies short-term for a period of approximately 6 months until next summer when the project starts. She will need to do this shortly and get those interest figures to Dave Rasmussen once she determines which bank they will choose for borrowing purposes. Motion to pursue interim financing rates from the 3 local banks was made by Trustee, Maloney and seconded by Trustee, Sears. **Motion carried 4-0.**

VII. **APPROVAL OF MINUTES:** Motion was made by Trustee, Gustafson to approve the **October 8, 2014 Regular Meeting Minutes**; seconded by Village President, Roberts. **Motion carried 4-0.** Motion was made by Trustee, Maloney to approve the **October 22, 2014 Special Utility Meeting Minutes**; seconded by Trustee, Sears. **Motion carried 4-0.** Motion was made by Trustee, Maloney to approve the **October 22, 2014 Development & Annexation Meeting Minutes**; seconded by Trustee, Gustafson. **Motion carried 4-0.** Motion was made by Village President, Roberts to approve the **October 30, 2014 Budget Meeting Minutes**; seconded by Trustee, Sears. **Motion carried 4-0.** Motion was made by Trustee, Maloney to approve the **November 5, 2014 Budget Meeting Minutes**; seconded by Village President, Roberts. **Motion carried 4-0.**

VIII. **APPROVAL OF VOUCHERS & RECEIPTS:** **October 7, 2014 – November 10, 2014** vouchers in the amount of; **\$122,125.10** as follows:

- a. General Fund - \$74,001.34
- b. Water Fund - \$28,170.58
- c. Sewer Fund - \$8,962.17
- d. Library Fund - \$10,991.01

And approval of receipts for: **October 7, 2014 – November 10, 2014** receipts in the amount of **\$59,974.66.** Motion was made by Trustee, Maloney; seconded by Trustee, Gustafson to approve Vouchers in the amount of **\$122,125.10** and Receipts in the amount of **\$59,974.66.** **Motion carried 4-0.**

IX. **COMMUNICATIONS:** Village President, Roberts had noted than an opportunity had arrived for the village and the Webster Dog Park to possibly bid on playground equipment that was valued over \$30,000.00 from a school in Eau Claire, WI. Dan Conroy had done the bidding during a 10-day bidding period through Hansen & Young Auctioneering Service. Dan had won the bid for several pieces of playground equipment which included a playground set and a swing set in the amount of \$4,653.00. The Shop Department will disassemble the pieces of equipment for the village. The village will just need to find a way to have the pieces shipped. There was discussion to possibly submit a reasonable bid on the pieces and see if the village wins the bid. The village did. Once the pieces are shipped to the village, they will be stored in a building at the fairgrounds until such time they can be relocated. Possible sites are the dog park for the handicapped accessible pieces, the fairgrounds and near the tennis courts.

X. **PERSONNEL – Village President, Jeff Roberts:** Village President, Roberts wanted the board to approve appointment of Darrell Sears as the Replacement Utility Chairman for deceased board member, Paul Berg who died suddenly last month. Motion was made to approve Darrell Sears as the new Utility Chairman for the Utility Committee by Trustee, Maloney; seconded by Trustee, Gustafson. **Motion carried 4-0.**

Village President, Roberts also mentioned to the board that Doug Willert of Noah Insurance Group stopped by the village office to discuss various health insurance options such as group plans and HSA accounts for the village. He will do some research and get those figures back to Clerk-Treasurer, Bjorklund to possibly be discussed at the December 1, 2014 Special Board Meeting.

XI. **UTILITIES – Chairman, Darrell Sears:** Chairman, Sears gave the floor to Public Works Director, Heyer to discuss a long range meter plan for the village. He stated that the DNR wants the village to have a long range plan in regards to cross connection control programs. Heyer noted that the

reasoning to replace the meters within 20 years will be to abide with a schedule to make all meters current and coincide with the cross connection control inspection timeframe for replacement of those meters. He wanted the board to know that a plan would be a wise idea, since there is no assurance that there will be grant monies available for replacement of the current new meters that were installed a year ago. The life expectancy of the current Orion meters is 17 – 20 years. He said the replacement would begin at 17 years and continue to 20 years.

He wanted the board to know that chlorinating is still continuing and will continue until next week. He stated that there have been 7 tests so far and 3 more will be done next Monday. If the tests come back clean, then flushing out the hydrants will take place after that.

- XII. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker was absent. Discussion took place during an earlier part of the meeting.
- XIII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney discussed the Forestry Building siding repair. Moritz Construction had done the siding on the remaining 3 sides. The cost of the work was \$5,073.00. He also wanted the board to know that Burnett County Forestry had offered to pay part of the costs. Clerk-Treasurer, Bjorklund noted that on November 3, 2014 Burnett County Forestry had paid ½ of the cost in the amount of \$2,536.50. He said the work done was very nice.
- XIV. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson discussed main street snow removal. The only bid from Bruce’s Auto Repair & Towing came in sealed. The bid was for \$85 per hour for 2015. The snow removal will be for Main Street in the village. Motion was made by Trustee, Gustafson to accept that bid. Motion was seconded by Trustee, Sears. **Motion carried 4-0.**
- XV. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis was absent from tonight’s meeting. Village President, Roberts chaired this portion of the meeting.

Dennis Quinn of North Lakes Mechanical presented a contract to be the Building Inspection Agency for the Village of Webster, providing Construction, Erosion Control, Plumbing, HVAC and Electrical Inspections for one and two family dwellings for 2015. Motion to accept the contract was made by Trustee, Maloney and seconded by Trustee, Gustafson. **Motion carried 4-0.**

Resolution 2014-6 was read for County Library Exemption. Motion to approve the Resolution was made by Trustee, Maloney and seconded by Trustee, Gustafson. **Motion carried 4-0.**

Connor’s Service Station had applied for a land use permit for the purpose of replacing an outdated sign for their business with a new electronic sign.

Chief, Spafford read the monthly police report. There were 56 cases read. He wanted the board to know that there a few instances that dealt with mentally challenged individuals. He is going to set up a meeting with CRISIS and the other departments on how to handle placement of these individuals in mental health facilities. He will keep the board apprised at next month’s Regular Board Meeting.

- XVI. DEVELOPMENT AND ANNEXATION COMMITTEE:** Village President, Roberts had nothing new to discuss.

- 1) **WEBSTER RURAL FIRE DEPARTMENT – Trustee, Maloney:** Trustee, Maloney stated he had not been to a meeting yet. He will report at next month's meeting.
- 2) **FUTURE MEETINGS:**
  - a) **\*Budget Hearing – December 1, 2014 at 5:45 p.m.**
  - b) **\*Special Utility, Finance and Personnel – December 1, 2014 after Budget Hearing.**
  - c) **\*Regular Meeting – December 10, 2014 at 6:00 p.m.**

**XVII. ADJOURNMENT.** Motion was made by Trustee, Sears; seconded by Trustee, Gustafson to adjourn at 7:25 p.m. **Motion carried 4-0.**

Respectfully submitted,

*Patrice Bjorklund*

Patrice Bjorklund, Clerk-Treasurer – November 12, 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, 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