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**VILLAGE OF WEBSTER**

# UTILITY/FINANCE/PUBLIC PROPERTY MINUTES

Tuesday – September 8, 2015  
7:00 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. **PRESENT** – Village President, Jeff Roberts; Chairman, Darrell Sears; Chairman, Greg Widiker; Chairman, Tim Maloney; and Members, Kelsey Gustafson and Sarah Casady. Also Present: Teresa Anderson, MSA and Craig Selander, Architect. Absent: Member, Charlie Weis.
- III. **BID OPENING DISCUSSION** – Teresa Anderson of MSA detailed the bid tabulation for Lift Stations 1, 2 & 3 Rehabilitation for the August 20, 2015 Bid Opening. The bids were as follows:
  - 1. **A-1 Excavating – Bloomer, WI (\$576,750)**
  - 2. **Pember Companies – Menomonie, WI (\$643,200)**
  - 3. **Staab Construction – Marshfield, WI (\$686,300)**
  - 4. **MZ Construction – Linden, WI (\$911,000)**

All bids being presented, motion was made by Member, Gustafson to recommend to the full board to accept A-1 Excavating Bid of \$576,750 to rehabilitate Lift Stations 1, 2 and 3. Motion was seconded by Chairman, Sears. **Motion carried 6-0.**

- IV. **FUNDING FOR UPCOMING SEWER REHABILITATION PROJECTS** – Teresa Anderson detailed the various sewer collection improvements on the Lift Station Upgrades Project. They were detailed as follows:

**\*OPTION #1**

- 1. **Engineering by MSA - \$165,900**
  - 2. **CDBG Grant Administration by MSA - \$24,600**
  - 3. **Small Loan Assistance by MSA - \$5,000**
  - 4. **Lift Station Construction by A-1 Excavating - \$576,750**
  - 5. **Lift Station Contingency (10%) - \$57,675**
- Total Project Cost - \$829,925**  
**CDBG Grant - \$392,955**  
**State Trust Fund/Small Loan Amount to Borrow: \$436,970**

**\*OPTION #2**

- 1. **Engineering by MSA - \$165,900**
  - 2. **CDBG Grant Administration by MSA - \$24,600**
  - 3. **Small Loan Assistance by MSA - \$5,000**
  - 4. **Lift Station Construction by A-1 Excavating - \$576,750**
  - 5. **Lift Station Contingency (10%) - \$57,675**
- Collection System Upgrades - \$177,000**  
**Total Project Cost - \$1,006,925**  
**Amended CBGB Grant - \$499,155**  
**State Trust Fund/Small Loan Amount to Borrow: \$507,770**

After discussion, motion was made by Chairman, Widiker to recommend to the full board to approve loan funding through State Trust Fund/Small Loan for Lift Station Upgrades Option #1 in the amount of \$436,970. Motion was seconded by Trustee, Casady. **Motion carried 6-0.**

I. **AMENDMENT TO OWNER-ENGINEER AGREEMENT DISCUSSION** – Teresa Anderson discussed the Amendment to Owner-Engineer Agreement with MSA Professional Services for Sanitary Sewer and Lift Station Upgrades. The Effective Date of the Owner-Engineer Agreement with MSA is effective: November 12, 2015. The Scope of the Project is modified to include the following:

1. **Pre-fabricated pre-cast concrete buildings will be installed at Lift Stations 1, 2, and 3. Lift station controls will be installed within the respective building.**

The Original Engineering Agreement amount was:

- **\$154,500**  
**Amended Amount - \$11,400**  
**Adjusted Agreement Amount - \$165,900**

Motion was made by Chairman, Widiker to recommend to the full board to approve the amendment amount of \$165,900 from the original amount of \$154,500 for changes to Lift Station Upgrades Engineering Costs. Motion was seconded by Trustee, Casady. **Motion carried 6-0.**

II. **MUNICIPAL OFFICE BUILDING DISCUSSION** – Craig Selander, Architect was present to discuss updates on the new Municipal Office Building. The following points were discussed:

1. **Purpose of the meeting**
2. **Approximate Building Size & Ballpark Cost**
3. **Programming**
4. **Survey**
5. **Possible Site Development**
6. **Zoning Requirements**
7. **Zoning District**
8. **Accessory Buildings**
9. **Driveways Chapter 132**
10. **Building Code**
11. **Next Steps**

Mr. Selander detailed the next steps to the process.

1. **The Architect will finalize the Project Requirements/Building Program**
2. **The design is on hold until the final survey is received from Wagner Surveying**
3. **The question of site contamination needs to be discussed regarding the test wells. Have they been closed out? If not, does this impact the design or construction? These questions will be answered before the next meeting.**
4. **Schedule next meeting to review the process will take place upon receipt of the survey from Wagner Surveying.**

III. **MOTION TO ADJOURN** – Motion to adjourn the Utility/Finance/Public Property Meeting at 8:07 p.m. was made by Chairman, Widiker; seconded by Member, Gustafson. **Motion carried 6-0.**

Respectfully submitted,

*Jeff Roberts*

Village President

September 8, 2015\*\*\*These minutes are subject to approval at next month's Regular Meeting.