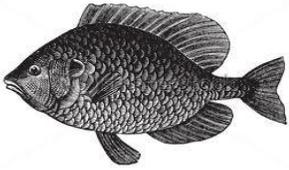


REGULAR MEETING

BOARD MINUTES

Wednesday – March 9, 2016

7505 Main Street West, Webster, WI



www.shutterstock.com - 83736145

VILLAGE OF WEBSTER

- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 5:50 p.m.
- II. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Tim Maloney; Darrell Sears; Kelsey Gustafson; and Sarah Casady. Others present: Todd Beckman, Burnett County Sentinel; Ed Emerson, Inter-County Leader; Dave Rasmussen - MSA; Jim Olsen; Kathy Swingle, Artist; Ken Erickson; Public Works Director, Jay Heyer; Chief, Michael Spafford and Clerk-Treasurer, Patrice Bjorklund. Absent: Trustee, Charlie Weis and Trustee, 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. Village President, Roberts gave the floor to Jim Olsen who is part of the Village of Webster's Centennial Planning Committee. He gave an overview of the planning that has gone into preparing for the celebration which will take place during Gandy Dancer Days on August 12, 2016 and August 13, 2016. He or Clerk-Treasurer, Bjorklund who is also part of the committee will keep the board apprised in the future of developments taking place.

Village President, Roberts next gave the floor to Kathy Swingle who presented the board with a framed picture of the logo she drew for the Village of Webster's 100th Anniversary Celebration. It was noted that she was also the artist that created the sunfish logo for the Village of Webster's water tower as well as the cover for the Pioneer Tales of Burnett County softcover book compiled by the Burnett County Homemakers Club for the Bicentennial. In appreciation for her artwork and design of the Village of Webster's Centennial logo, Village President, Roberts presented her with a proclamation.

- V. **FINANCE – Chairman, Greg Widiker:** Dave Rasmussen of MSA was present to give an overview of the grant application process for demolition of the old Webster High School. The board had asked Dave to attend tonight's meeting to discuss the possibility of applying for a CDBG-PF Grant for demolition of the old Webster High School. Dave stated that he had gone to a meeting recently to see what funding is available through the Department of Administration this year. He stated there was \$4.9 to \$9.0 million available, but it could be up to \$14.0 million. He noted that the amount available is the same as last year. The focus of the application will be geared toward the LMI (Low to Moderate Income) benefit as the top priority with Blight Removal as the second focus for applying. The application would need to be filed by May 27, 2016 and award of the funding would be the first week of August, 2016. Dave brought a Professional Services Agreement from his company to implement the CDBG-PF Grant Application. The start date of the grant writing and implementation services would commence on March 9, 2016 and be completed on September 30, 2016. Motion was made by Trustee, Casady to move forward with the application for the CDBG-PF and the contract to implement the grant

with MSA for the dates specified in the amount of \$8,500. Motion was seconded by Trustee, Sears.
Motion carried 6-0.

- VI. APPROVAL OF MINUTES:** Motion was made by Trustee, Sears to approve the February 10, 2016 Regular Meeting Minutes; seconded by Trustee, Maloney. **Motion carried 5-0.** Motion was made by Trustee, Maloney to approve the February 25, 2016 Personnel Meeting Minutes; seconded by Trustee, Casady. **Motion carried 5-0.** Motion was made by Trustee, Gustafson to approve the February 25, 2016 Utility Meeting Minutes; seconded by Trustee, Sears. **Motion carried 5-0.**
- VII. APPROVAL OF VOUCHERS & RECEIPTS: February 9, 2016 – March 7, 2016** vouchers in the amount of; **\$241,412.58** as follows:
- a. General Fund - \$197,409.07
 - b. Water Fund - \$11,505.22
 - c. Sewer Fund - \$7,554.22
 - d. Library Fund - \$24,944.07
- and approval of receipts for: **February 9, 2016 – March 7, 2016** in the amount of **\$24,718.83**. Motion was made by Trustee, Casady; seconded by Trustee, Sears to approve vouchers in the amount of **\$241,412.58** and receipts in the amount of **\$24,718.83**. **Motion carried 5-0.**
- VIII. COMMUNICATIONS:** Clerk-Treasurer, Bjorklund included in member's packets the February 11, 2016 Centennial Celebration Planning Notes, the February 2016 Burnett County Newsletter; the February 9, 2016 follow-up letter from Michael Hoefs, Burnett County Highway Commissioner pertaining to the January 28, 2016 Town's Association Meeting Presentation, the February 28, 2016 Board of Commissioners of Public Lands Interest Rate update, the February 23, 2016 Hazard Mitigation Meeting notes and the March 2, 2016 BCDA Meeting notes.
- IX. PERSONNEL – Chairman, Sarah Casady:** Trustee, Casady gave an update on the Wisconsin Professional Police Association Union. She stated that she had sent an email to Union Representative Michael Getts on February 29, 2016. She got an out of office response at that time. She will try to reach out to him again in the near future. If she does not hear from him, she will contact his superior with her request for changes to the contract. Trustee, Casady will keep the board informed with the status of the contract at next month's Regular Board Meeting.
- X. UTILITIES – Chairman, Darrell Sears:** Trustee, Sears noted that there will be a Pre-Construction Meeting at the Webster Community Center at 1:00 p.m. to discuss the upcoming Sewer Lift Station project.

Trustee, Sears also discussed the possibility of going from quarterly to monthly billing for water/sewer. Clerk-Treasurer, Bjorklund gave the board comparisons for the cost in implementing the change. She also noted that leak detection would be easier managed if readings were done monthly. The discussion would be reviewed after the board has time to review the options of going from quarterly to monthly. If the board does decide to switch from quarterly to monthly, Clerk-Treasurer, Bjorklund would like to see a Simplified Rate Increase done through the Public Service Commission. She would like the two tied in at the same time. She felt the most likely time to do the increase and the billing frequency done at the start of 2017. The board will discuss this and make their decision before the July 2016 Regular Board Meeting. At that time, the water/sewer utility customers will be made aware of the proposed changes.

- XI. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney discussed Incubator Space Rental as proposed by Clerk-Treasurer, Bjorklund. The current rent is \$125 for an occupant of the space. The board is not interested in raising the cost of rent at this time. The Webster Police Department is currently using office space there as well. After much discussion, a motion was made by Trustee, Maloney to charge the Webster Police Department \$75 per month for use of the space. Motion was seconded by Trustee, Gustafson. **Motion carried 5-0.**
- XII. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson discussed LRIP (Local Road Improvements Program) handouts that were included in their packets. This was an informational handout provided by Clerk-Treasurer, Bjorklund. Trustee, Gustafson stated he had applied for MSIP (Municipal State Improvement Program) dollars for road improvements last fall. LRIP funds are for towns and MSIP funds are for cities and villages. He hopes to hear if we are awarded those funds before the end of the month. The reimbursement will take place once the project is complete.
- XIII. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis was not present so Village President, Roberts chaired his portion of the meeting.

Razed houses discussion took place. A house was demolished recently that had gone through the condemnation proceedings and there is another house slated to be demolished. The board had much discussion as to where to move forward with that demolition. There is a garage on the property that is ready to collapse Village President, Roberts stated. Village President, Roberts would like to see the garage razed as soon as possible. He felt it was a safety hazard. Village President, Roberts would also like Clerk-Treasurer, Bjorklund to give village attorney, Adam Benson a call and get a formal opinion on how to proceed with the demolition of the house. The owner of the house had died and the property is still in his name. The consensus of all board members was that all issues regarding demolition of this property should be resolved before the work is done on the house. Village President, Roberts also made note that a lock needs to be put on the house for the safety of the public. Motion was made by Village President, Jeff Roberts to complete the above-named tasks for the house located at 7447 Birch Street West and the garage before condemnation of the house commences. Clerk-Treasurer, Bjorklund will let Village President, Roberts know what she hears from Attorney, Benson. He will then notify the board at next month's meeting how to proceed. Motion was seconded by Trustee, Casady. **Motion carried 5-0.**

Trustee, Maloney would like to know if Chief, Spafford is doing due diligence to see that junk cars are being addressed. Chief, Spafford stated that he is aware of the number of junk cars and will have them removed.

Chief, Spafford stated that he and the following Webster PD officers (Bridget Getts, Derek Petersen, Chris Olsen and Donnie Holmes) have gone through EVOC (Emergency Vehicle Operator Course) training. He stated that a majority of the training is done in a classroom setting. The officers are now qualified for 2 years. He also stated that the officers did handgun training and they are now qualified for 4 years. On March 15, 2016, the officers will participate in Taser Training at the Webster Community Center. That is a 4 year certification. In the near future he noted that long range rifle training will be performed for his officers which is 2-year certification.

Chief, Spafford noted that he had received a phone call from Fair Board President, Traci Hopkins. She inquired if the fair could hold their street dance on Friday, July 22nd and Saturday, July 23rd until midnight by the fairgrounds. The ordinance states that the dances have to end by 11:00 p.m. He stated he had no problem with the extra hour for the street dance. Trustee, Maloney noted that before any Special Event takes place a permit application needs to be filled out and submitted prior to the event during a Regular Board Meeting for approval. Chief, Spafford will notify Ms. Hopkins of the Special Event Application requirement before the street dances take place.

The Webster Police Report was included in all member's packets. There were 43 Events handled with 43 case numbers issued for 1/13/16 – 2/10/16.

The Webster Police Schedule was included in all member's packets for March 2016.

An Operator's License was applied for by Brenda Spears for a Humane Society Fundraiser dinner held on April 30, 2016 at the Webster Community Center.

A Temporary Picnic License was applied for by the Humane Society for their fundraiser held on April 30, 2016 at the Webster Community Center. Motion was made to approve the license by Trustee, Maloney; seconded by Trustee, Sears. **Motion carried 5-0.**

- XIV. DEVELOPMENT & ANNEXATION: Village President, Jeff Roberts** – Village President, Roberts had nothing new to report. Trustee, Maloney would like Clerk-Treasurer, Bjorklund to contact Ralph Smith who is a Hydrogeologist for the State of Wisconsin Department of Resources. He works in the Bureau of Remediation and Redevelopment. He currently is doing research work as to when test wells can be pulled on the village-owned property. He is also working with Burnett County to have clean-up and remediation work done on their property that is adjacent to the village-owned property. To date, Clerk-Treasurer, Bjorklund has not heard anything since last month's conversation with him. She will contact him in the next few weeks and get an update on the clean-up of the properties.
- XV. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Trustee, Maloney stated that the next Fire Association Meeting will take place on April 21, 2016 @ 7:00 p.m.
- XVI. FUTURE MEETINGS:**
- **March 21, 2016 *Judicial Meeting @ 6:00 p.m.**
 - **April 5, 2016 *Spring Primary & Presidential Preference Election @ 7:00 a.m. – 8:00 p.m.**
 - **April 28, 2016 *Town's Association Meeting @ 7:00 p.m.**
- XVII. ADJOURNMENT.** Motion was made by Trustee, Sears; seconded by Trustee, Gustafson to adjourn at 7:10 p.m. **Motion carried 5-0.**

Respectfully submitted,

Patrice Bjorklund

Patrice Bjorklund, Clerk-Treasurer – March 9, 2016

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

Village President, Jeff Roberts

Trustee, Sarah Casady

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Darrell Sears

Trustee, Charlie Weis

Trustee, Greg Widiker

Attest: _____
Clerk-Treasurer; Patrice Bjorklund – WCMC/CMC/CMTW