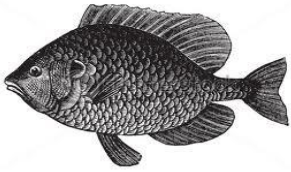


# REGULAR MEETING BOARD MINUTES

Wednesday – January 11, 2017 @ 6:00 p.m.  
7505 Main Street West, Webster, WI



**VILLAGE OF WEBSTER**

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- 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: Kelsey Gustafson; Greg Widiker; Darrell Sears; Charlie Weis; Sarah Casady and Tim Maloney. Others present: Melissia(Mel) Mogen, Candidate for Burnett County Judge; Joe Cremin, Star Wire Technology, Public Works Director, Jay Heyer; Chief, Michael Spafford; Clerk/Treasurer, Debra Doriott-Reineccius and Becky Strabel – Inter County Leader Newspaper. Absent: None.
- 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 Melissia (Mel) Mogen who is running for Burnett County Judge. She was at the meeting to introduce herself and give an opportunity for all to get to know her. She gave her background and her goals and vision as Burnett County Judge. She handed out a postcard/ brochure, to each board member and visitor, with her information on it.
- V. **APPROVAL OF MINUTES:** Motion was made by Trustee, Casady to approve the December 14, 2016 Regular Meeting Minutes, seconded by Trustee, Sears. **Motion carried 7-0.** Motion was made by Trustee, Maloney to approve the December 15, 2016 Personnel Meeting Minutes, seconded by Trustee, Weis. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the December 19, 2016 Judicial Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 7-0.** Motion was made by Trustee, Maloney to approve the December 28, 2016 Development & Annexation Meeting Minutes; seconded by Trustee, Sears. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the January 5, 2017 Judicial Meeting Minutes; seconded by Trustee, Casady. **Motion carried 7-0.**
- VI. **APPROVAL OF VOUCHERS & RECEIPTS:** December 13, 2016 – January 9, 2017 vouchers in the amount of: **\$109,728.60** as follows:
  - a. General Fund - \$97,968.35
  - b. Water Fund - \$3,287.48
  - c. Sewer Fund - \$2,699.83
  - d. Library Fund - \$5,772.94Approval of receipts were also presented for: **December 13, 2016 – January 9, 2017** in the amount of **\$203,872.74**. Motion was made by Trustee, Maloney; seconded by Trustee, Weis to approve vouchers in the amount of **\$109,728.60** and receipts in the amount of **\$203,872.74**. **Motion carried 7-0.**
- VII. **COMMUNICATIONS** – Clerk/Treasurer, Reineccius included in all board member’s packets Burnett County Newsletter.

**VIII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Village President, Roberts asked Joe Cremin, from Star Wire Technology to come up. Trustee, Tim Maloney reminded the board of Star Wire Technology’s request to mount a cell tower on top of the Community Center. Trustee, Maloney stated that he and Public Works Director, Jay Heyer previously met with Joe to go over the drawing Joe proposed and his plans to install. At that meeting, Trustee, Maloney told Joe that he needed the Site Lease Agreement, that Joe brought earlier. Also, Joe needed to provide Liability Insurance. The Lease Agreement is in the amount of \$50.00 a month. Both documents were provided to board and Village President, Roberts signed. Trustee, Maloney explained that Joe was also asking to provide internet service to the Community Center but the Village is under contract with Siren Telephone Company. Trustee, Maloney said Joe was here to answer any questions. The board reviewed the drawing. Trustee, Maloney motioned to accept the Site Lease Agreement between Star Wire Technology and The Village of Webster. Motion seconded by Trustee, Weis. **Motion carried 7-0.**

**IX. PERSONNEL – Chairman, Sarah Casady:** Trustee, Casady opened her portion of the meeting by stating that there is still no Union Contract with Wisconsin Professional Police Association but do have an agreement. This will be a two-year contract for Officer Getts, a two percent increase in wages each year and the retirement will stay at fifteen percent. Everything else will stay the same as current contract. The contract should be available to the board at February’s Board Meeting.

Trustee, Casady opened the discussion on possible wage increases for Property Maintenance worker, Dan Thill and Clerk of Court, Tessa Anderson. Trustee, Casady stated that Dan’s current wage is \$11.00 an hour and Tessa’s is \$15.00 an hour. Trustee, Maloney asked where request came from and explained that the Board sets wages for both. Trustee, Maloney stated that this request should have come up during the budget meetings in October. Trustee, Casady agreed. The board isn’t saying that they aren’t deserving but if not budgeted, then request will not be granted. Thill and Anderson’s wage increase will be tabled until 2018 budget discussions.

Trustee, Casady asked Chief Spafford to discuss Part-time Liaison Officer for Webster 5-12 School. Trustee, Weis gave the background of Webster Superintendent, Jim Erickson wants an officer in the school two half days a week. Officer Getts will be assigned. Mike explained that this program will be a proactive approach and helping the students. There will, also, be a police officer presence at home basketball games. The Part-Time Liaison Officer at the school is a pilot and will be revisited in March. The measure of success will be less calls, less police referrals, and less disciplinary issues. Discussion was made on who funds the Liaison Officer. The village is allotting 8 hours from the Village budget. She is still employed by the village and is an officer for village. This is a prevention measure. Trustee, Weis brought up that Getts will have a gun at school but Superintendent Erickson is on board. Trustee, Widiker brought up that having Officer Getts at the schools will also convey a positive message and perception for police officers; especially after recent national events with police officers. Trustee, Maloney asked how Officer Getts’ time will be split. Chief Spafford stated she will rotate her two half days between the grade school and middle school; two hours each two half days. Motion was made to approve eight hours a week Liaison Officer until the end of March and to be reassessed at the April Judicial Meeting by Trustee, Widiker and seconded by Trustee, Sears. **Motion carried 7-0.**

Trustee, Maloney who is representing the Larsen Family Public Library Board, stated that they do not have a Library Board Representative appointed yet. Trustee, Maloney informed Board that the next Library Board meeting will be held Monday, January 16, 2017. Chief, Spafford talked about a woman

falling outside the Library over the holidays. He said that during the time frame of the fall, the screens on the security camera were grey. He informed Librarian, Meyer and they both reviewed screens and could not figure out how or why the screens were be grey. Village President, Roberts said he will start looking for someone to fill vacancy for Library Board.

Trustee, Casady reported that the Law Enforcement Disciplinary Committee (LEDC) met on January 5, 2017 and made the following appointments that need to be approved.

- Dawn Doffing - 1 year term member
- Brenda Bentley - 2 year term member
- Kyle Hulleman - 3 year term member
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In addition, Kyle Hulleman will be the Chairperson and Brenda Bentley will be secretary. Motion was made by Trustee, Weis to approve the appointments. Motion was seconded by Trustee, Gustafson. **Motion carried 7-0.**

**X. PUBLIC UTILITY COMMITTEE – Chairman, Darrell Sears:** Trustee, Sears had nothing new to report.

**XI. FINANCE – Chairman, Greg Widiker:** Trustee, Widiker started his portion of the meeting with asking Chief, Spafford to tell the board about the Officer Vests that he is looking to purchase. Chief, Spafford said there is no funding (grants) for it right now and vests are good for 3 to 7 years. There is still another year left if want to stretch it out to 7 years on life expectancy. Trustee, Weis asked if there is a point where they say they are no longer safe to use and this should be our drop-dead timeframe and no stretching beyond this. Chief, Spafford said they he tested vests, by firing at it, and still good. But Trustee, Weis brought up that we would not have manufacturers backing if beyond their recommended timeframe. Trustee, Maloney asked if 3-5 years and if certification. Trustee, Casady stated that it depends on the manufacturer and type of vests for the duration of warranty. Trustee, Maloney asked if the longevity of warranty means it is more expensive. Chief Spafford further explained the life expectancy on different types and levels of vests and they currently use level 2 vests; costs \$1200-\$1500 each. Trustee, Maloney asked if we are on a rotating basis for our vest purchases. Chief, Spafford said yes, every 3-5 years. Trustee, Widiker asked what the county wears. Chief, Spafford said he did not know. Trustee, Widiker asked if Chief Spafford is comfortable with the level that they currently use. Trustee, Casady stated that her husband just got a new vest that is lighter weight yet very good- the highest level of protection and cost about \$1500. Trustee, Maloney asked again if we have rotating schedule for purchasing vests and how many we have in total. Chief Spafford said we have two; one that he wears and one that Officer Getts wears. The part time officers are currently wearing old vests. Chief Spafford reiterated that these old vests were tested, by firing at them, and they are still protective. Trustee, Casady said all police officers should have their own vests as they should be fitted individually and properly. Trustee, Widiker asked if the vests that we currently have were all purchased at the same time. Chief Spafford said yes on the ones that he and Bridget wear. Trustee, Weis said we need to get these purchases on a rotating schedule. Chief Spafford explained that we received a grant, the last time he purchased new vests, and these are the vests that need replacing due to end of their life expectancy. Chief Spafford said the vests were budgeted for in 2016. President, Roberts stated that we were waiting to see if we would get a grant. Trustee, Maloney asked if this budgeted item was carried over to 2017 and President, Roberts said yes. Chief Spafford said \$2500 was budgeted for the new vests. Trustee, Casady said we want our officers to be safe and well protected and if that means we have to spend a little bit more money, then we need to do so. Trustee, Maloney agreed and said to purchase vests on a staggered basis. President, Roberts stated

we could buy 2 for the full time officers this year and 1 for part time officers next year. Trustee, Weis asked Chief Spafford on the vests we have right now, if the manufacturer say they have a 3 year drop-dead or 5-year drop-dead safety warranty. Chief Spafford said 3 to 5 years. Trustee, Weis asked if 3 years or if 5 years. Trustee, Casady clarified the question and Chief Spafford said 3 to 5 years. Trustee, Weis confirmed that the manufacturer has a 2-year window. Trustee, Widiker asked Chief Spafford is he feels safe in what he is wearing. Chief Spafford said yes but vests are getting old. Trustee, Widiker said let's get 2 purchased. Trustee, Casady asked if looking at the same vests have now or looking at the new technology that's out there. Chief Spafford explained a few different models that he is considering. Trustee, Casady said she would like to see a couple model samples that he is looking at purchasing. Chief Spafford said he was planning on spending some time reviewing the vests that the Tribal Officers have recently purchased. Motion was made by Trustee, Weis to purchase 2 vests this year and budget one additional vest in 2018. Seconded by Trustee, Casady. President, Roberts asked to see a sample vest before purchased. Trustee, Weis told Mike to ensure the vests are scheduled to be in budget each year and drop dead date on warranty coverage. Trustee, Maloney asked for current vests' warranty date. Chief Spafford said he would call on this. **Motion carried 7-0.**

**XII. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson had nothing new to report.

**XIII. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis opened his portion of the meeting with discussion of the appointment of Moria Ludvigson of Osceola, WI. to the position of Municipal Court Attorney. Motion was made by Trustee, Casady to approve Moria Ludvigson as the Municipal Court Attorney. Motion was seconded by Trustee, Weis. Trustee, Maloney asked if any negotiation or recruitment had been done prior. Trustee, Weis said Ms. Ludvigson approached us. Trustee, Maloney asked how they are compensated and how we came up with her. President, Roberts explained that Chief Spafford had talked to Mr. Grindell, an attorney from Grantsburg, but they were unavailable. President, Roberts said that the Municipal Court Attorney bills us for their time. **Motion carried 7-0.** Trustee, Weis asked Mike to contact Moria Ludvigson and ask her to attend the next regular board meeting. Mike said he would and that she has represented our village at court in the past. Mike also stated that Ms. Ludvigson also works for Grantsburg as Municipal Court Attorney.

Trustee, Weis asked Chief Spafford for update on Police Chief Administration Training. Chief, Spafford said he has 1 training, in Superior, WI on January 17, 18 and 19, 2017. He said he would also like to find a time management training to attend. Trustee, Weis said he would forward Chief, Spafford some training brochures he has.

Trustee, Weis stated that Officer Getts needs to take her T.A.C. training in January or February. Chief Spafford said no, she already attended one this past summer and another in September. Chief Spafford said he thinks the next one is this summer.

Trustee, Weis asked Chief Spafford if he has started having communication meetings with his officers. Chief Spafford said there is one scheduled in January. Trustee, Weis said not just one and Spafford replied, will have a meeting once a month. Trustee, Weis asked Mike to provide him an agenda via email. Chief Spafford said he would.

Trustee, Casady asked if TRACS is fully up and running. Chief Spafford said the computers are in and working with the exception of the accident section. Spafford said not going to train everyone until close

to a month before using it so the officers will retain the training. Trustee, Casady asked when the go live date is. Chief Spafford said January 1<sup>st</sup> and Burnett County Technician, Stacy, needs to install the new software for the accident section/crash reports. The computers are up, running and talking to each other. Trustee, Weis asked if a trial run was done. Chief Spafford said no but been using it anyhow. Officer Holmes has been using it and wrote tickets. Tribal has been up and using it for a few years now. Trustee, Casady asked if he is fully trained in Mach. Chief Spafford said yes he is trained in Mach. He also said everyone else is familiar with TRACS and he doesn't foresee any issues. Just waiting on Stacy, from Burnett County Sheriff's department, to enter changes in the software for TRAC.

Trustee, Weis stated that Rhonda is no longer with the Emergency Government and asked Chief Spafford if he has made contact with the new coordinator. Chief Spafford said he was not aware of that. Trustee Weis clarified that Rhonda's replacement was to go before the County Board for approval. Trustee, Weis asked Chief Spafford to reach out the Rhonda's replacement. His name is Jim. Trustee, Weis said he read that Jim was appointed but not approved yet.

The January 2016 Police Schedule was included in members' packets. Trustee, Weis stated that Chief Spafford has split shifts, on the schedule, and confirmed that this is so Chief Spafford can attend the basketball games for police presence. Chief Spafford said yes.

Police Call Summary for 12/14/16 – 1/11/17 was included in members' packets showing 14 events handled and 14 case numbers issued. Chief Spafford explained the 2016 information on the bottom of the page. The 847 consists of calls answered or contacts. Criminal citations do not include 10 felonies that went at the county level. The county keeps the money and we don't get it. The ordinance citations include checks, library, thefts, dog running at large, etc. Chief Spafford informed board that the county runs into the same problem (challenge) we do when it comes to collecting the money for citations. Chief Spafford estimates total amount of money sent to the county is \$35,000 to \$40, 000. However, the Ordinance citations stays in the village.

Trustee, Weis concluded his portion by discussing Land Use Permits. Minit-Mart is adding Pizza Hut and wants to add an illuminated Pizza Hut sign to their existing Minit-Mart sign. Estimate cost is \$4,000. There was a sidebar conversation on how bright the LED sign is CopyCat Hearth & Home and Whitetail. President, Roberts said that Wayne's is also installing a LED sign.

**XIV. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts:** Village President, Roberts stated there was a demolition meeting today, January 11, 2017 that he and Public Works Director, Jay Heyer attended. They met the owner of Haas and the person in charge of the demolition. They are waiting on the environmental certificate, which they are anticipating to be ready next week. They are ready to get going. They need a week or two for the removal of the asbestos and then start taking it down. Demolition is on schedule and estimating start of removal the last week of January. Public Works Director, Heyer said that Haas is not sure, at this point, if they will do on site crushing or take it away from the site to crush. Haas did talk to Hopkins to do the crushing but it sounds like Hopkins wants too much money. Chief Spafford shared his concern about if this will raise havoc to the road condition of Musky Av. Heyer explained that they will only be using the North entrance. Heyer also stated that Haas may need water from the fire hydrant. To avoid running the water from fire hydrant (issue because it is winter), we may

provide water in 50 gallon drums. Trustee, Maloney asked about water service on site and Heyer explained that there is no longer water at the old school; it was disconnected years ago. Heyer said the water will come from our garage. Trustee, Maloney asked if we need to account for that usage. Heyer explained that it will go through our water meter and if they go through a lot of it, we could discuss charging Haas for it. Trustee, Maloney asked if it is in the contract to charge them for water. Heyer said he did not know and would have to talk to MSA about that. But, he did state that the site was to be metered if they had to use the hydrate. So perhaps it can be metered if they will be using a lot of it. Trustee, Maloney asked how they will control the dust. Heyer explained that they do not need to use water if less than 32°. President, Roberts reiterated that they are on track.

**XV. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Trustee, Maloney provided the board with a summary by incident type for 2016. The fire department received 2 SCBA units from a County Hazmat Grant. They also have a washer for turn out gear that is up and running. The preheat furnace in the garage will be getting repaired shortly. The switch on their auto generator is not working. Trustee, Weis said that it has not been working for a long time. The Chief is donating old equipment to Mexico. Four new people were promoted to Leadership positions. Chief Steiner, applied for grant for the rest of the SCBAs and we won't hear results until August, 2017. The new gutters are on the building. Trustee, Maloney asked Clerk/Treasurer, Reineccius about the invoice for our portion due to the Rural Fire Association. Reineccius said she did remember seeing this invoice and if not paid, will pay in the next day or two.

**XVI. FUTURE MEETINGS:**

1. February 8, 2017 \*Regular Meeting @ 6:00 p.m.

**XVII. ADJOURNMENT.** Motion was made by Trustee, Widiker; seconded by Trustee, Sears to adjourn the meeting at 7:15 p.m. **Motion carried 7-0.**

Respectfully submitted,

*Debra Doriott-Reineccius*

Debra Doriott-Reineccius, Clerk-Treasurer – January 11, 2017

\*\*\*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, Sarah Casady

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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