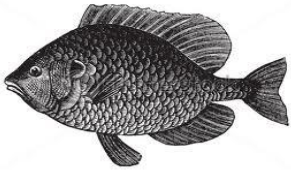


REGULAR MEETING BOARD MINUTES

Wednesday – November 8, 2017 @ 6:00 p.m.
7505 Main Street West, Webster, WI



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VILLAGE OF WEBSTER

- 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; Darrell Sears; Charlie Weis; and Tim Maloney. Others present: Ryan Streff - Mobilitie, Dave Rasmussen - MSA, Public Works Director, Jay Heyer; Police Chief, Michael Spafford; Clerk/Treasurer, Debra Doriott-Reineccius, Jonathan Richie - Burnett County Sentinel, and Becky Strabel – Inter County Leader Newspaper. Absent: Trustees, Greg Widiker and Sarah Casady.
- 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. **PUBLIC UTILITIES** -Chairman, Darrell Sears: Village President, Roberts gave the floor to Ryan Streff from Mobilitie. Clerk/Treasurer, Doriott-Reineccius had provided an updated agreement to the board. Ryan stated that there were some changes from the original agreement; specifically added language per Public Works Director, Jay Heyer. Ryan reiterated that this is the site agreement for Mobilitie/Wisconsin Technology Networking installing a pole in the Industrial Park Development. Village Attorney, Adam Benson, has reviewed the agreement. The agreement includes the term of five years and each renewal period is for five years, rent of \$500.00 a year, improvements and insurance they are required to hold. Ryan pointed out the language that Public Works Director, Heyer asked to be included; number 18 and 19: Maintenance and Duty of Care When Removing or Relocating Facilities. Trustee, Gustafson confirmed that they only need 25 square feet. Trustee, Maloney asked if Village has \$1 Million liability insurance. Clerk/Treasurer stated the Village has \$2 Million. Trustee, Maloney asked the board if they are ok with the automatic five-year renewal. No other board member expressed concern. Trustee, Weis stated he would like more time to review the agreement and he asked if Mobilitie is looking to install yet this year. Ryan said they are looking to make sure they have all the documents in place and there are other items that need to be resolved. President, Roberts reminded the board that Attorney Adam Benson reviewed and felt if anything needed to be addressed, he would have reached out. President, Roberts did speak to Adam a few weeks ago and he didn't express any concerns. Trustee, Weis asked for clarification on number 9: if interference with other providers. Ryan stated that there should not be any inference but if there were, Mobilitie would work with the other providers. Ryan wanted to point out that the agreement does not state but they will be paying for attorney fees. Motion was made to approve the agreement with the stipulation that Mobilitie will pay for attorney fees by Trustee, Sears; seconded by Trustee, Weis. **Motion carried 5-0.**
- VI. **DEVELOPMENT & ANNEXATION** - Village President, Roberts gave the floor to Dave Rasmussen of MSA. Dave said that since grant money received for demolition of the old high school, the board is required to review and approve a Fair Housing Proclamation. He also said that MSA is finishing up the

demolition project and the board is leaving approximately \$130,000 of grant funds on the table. He talked to the State and the funds would need to be used for the project. Yet, Dave thought of curbs, gutters or sidewalk on the location. The Village has until end of 2018 to spend it or he can close it out now. President, Roberts suggested waiting to make decision until December, or later, so the board can discuss further. Dave reminded the board that for every dollar of CDBG, the Village must match. Motion was made by Trustee, Weis to pass the Proclamation Endorsing the Principles of Fair and Open Housing to All Persons; seconded by Trustee, Maloney. **Motion carried 5-0.**

VII. APPROVAL OF MINUTES: Motion was made by Trustee, Maloney to approve the October 9, 2017 Public Property Meeting Minutes, seconded by Trustee, Gustafson. **Motion carried 5-0.** Motion was made by Trustee, Weis to approve the October 11, 2017 Board Meeting Minutes; seconded by Trustee, Maloney. **Motion carried 5-0.** Motion was made by Trustee, Maloney to approve the October 17, 2017 Development & Annexation Meeting Minutes; seconded by Trustee, Weis. **Motion carried 5-0.** Motion was made by Trustee, Gustafson to approve the October 18, 2017 Budget Workshop Meeting Minutes; seconded by Trustee, Sears. **Motion carried 5-0.** Motion made by Trustee, Weis to approve the October 24, 2017 Judicial Meeting Minutes; seconded by Trustee, Maloney. **Motion carried 5-0.**

VIII. APPROVAL OF VOUCHERS & RECEIPTS: October 10, 2017 – November 6, 2017 vouchers in the amount of: **\$93,785.24** as follows:

- a. General Fund - \$67,925.90
- b. Water Fund - \$8,915.84
- c. Sewer Fund - \$9,184.48
- d. Library Fund - \$7,759.02

Trustee, Weis asked Public Works Director, Heyer the progress made on the garage door replacement as there is a voucher for the 1st payment. Heyer reported that Garage Door Bob has installed one and the other should be installed in the next couple days. Trustee, Gustafson asked Public Works Director, Heyer about the voucher for Fahrners in the amount of \$5,700. Heyer replied that this is for painting done in the summer. Approval of receipts were also presented for: **October 10, 2017 – November 6, 2017** in the amount of **\$148,110.70**. Motion was made by Trustee, Maloney; seconded by Trustee, Gustafson to approve vouchers in the amount of **\$93,785.24** and receipts in the amount of **\$148,110.70**. **Motion carried 5-0.**

IX. COMMUNICATIONS: Clerk/Treasurer, Reineccius included in all board member's packets Burnett County Newsletter and thank you notes from Webster Education Foundation, Larsen Family Public Library and Northwest Passage/In A New Light for the brick sale donations.

X. PERSONNEL – Chairman, Sarah Casady: Nothing new to report.

XI. PUBLIC UTILITY – Chairman, Darrel Sears: Water and Sewer Charges on Condemned Property. President, Roberts said the discussion is on when condemned properties get purchased, who should pay for the delinquent water and sewer charges. Or, should the Village just write-off the amount. Trustee, Weis questioned why this wouldn't be picked up during title search. Trustee, Maloney said this was not the case when he purchased a piece of tax delinquent property. In June of this year, he went to the Burnett County Treasurer and asked what was due against the property. She gave him an amount and he paid what he was told was the total arrears. Yet, last month he received a delinquent utility bill from the Village of Webster. The County did not include this in the amount when he asked. Clerk/Treasurer,

Reineccius explained that the county would not have this amount as the delinquent utilities are for the current year. The county is only informed of delinquent utilities once a year, in the month of November, when the Village Clerk/Treasurer submits for the tax roll. Trustee, Maloney stated that there is a disconnect in the process with the County. He also questions how the Village can continue to charge a property for utilities when it has been deemed uninhabitable. President, Roberts answered because it has a hook-up. Public Works Director, Heyer doesn't think it was formally condemned by the Village Building Inspector. Trustee, Maloney stated that the previous owner was served papers. President, Roberts said he wants to fix this so it doesn't happen again. Trustee, Maloney stated that his issue is if the Village condemns a piece of property, telling the resident they can't live there anymore; how can the Village continue to charge for sewer and water that the Village isn't even going to provide anymore. The water was shut off at this piece of property years ago. Trustee, Weis made a point on the amount of time it takes from when the owner moves out and the property is officially condemned. Yet until it is condemned, the property owner is still responsible. Trustee, Weis said if the County did a title search, this should have shown up. Maloney said the County did do the search but the delinquent utilities didn't come up. Chief, Spafford said it wouldn't until November (when the village sends the special assessments/tax roll to the County.) President, Roberts stated the village send bills out but the disconnect is with the County not the property. Trustee, Weis said this is something that has to be fixed going forward. Trustee, Maloney said he unofficially notified the Village that he owned the property as of July of this year and there would be no more sewer and water but still getting billed. Public Works Director, Heyer confirmed that the bill for water and sewer is for stand-by. Heyer said there is a minimum amount for water and sewer, stand-by charges, if there is a house on the property. Maloney said he doesn't have any problem with fire protection; he should pay this. Trustee, Weis said he feels this requires more research. Motion was made by Trustee, Sears to waive the water and sewer fees for the one quarter Maloney owned the property and waive the previous resident's balance, Maloney will pay the entire year's fire protection; seconded by Trustee, Weis. Trustee, Maloney sustained. **Motion carried 4-0.** President, Roberts stated that the Village will write an ordinance when dealing with condemned property's utility charges. Trustee, Weis said we also need to close the loop with the County.

- XII. FINANCE – Chairman, Greg Widiker:** In Chairman Widiker's absence, Village President, Roberts covered Finance. He asked Chief, Spafford for an update on purchasing a computer and filing cabinet for the Municipal Court Clerk. Chief, Spafford said the filing cabinet was delivered today. President, Roberts said the computer will be purchased when the Municipal Court Clerk moves into the Village Office.

President, Roberts then provided information on purchasing an UTV. He stated that the Village will need one to water the hanging flowers on Main Street, the Webster Police Department could use during special events and the Public Works Department could use for inspecting ditches. He said it wouldn't be approved until January or February Board Meeting but wanted to open it up for any further discussion. Trustee, Gustafson asked if Austin Lake Greenhouse was able to order the flowers; President, Roberts said they were ordered. Public Works Director, Heyer does have a price quote from Webster Ace. The money would be taken out of squad car and bobcat Capital Replacement Fund at which time the UTV is purchased.

- XIII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney had nothing new to report.

XIV. STREETS – Chairman, Kelsey Gustafson: Trustee, Gustafson stated that since last month’s meeting, the Village has received two quotes for Main Street snow removal. Bruce’s Auto Repair and Towing is asking \$90.00 an hour and Hopkins is asking for \$145.00 an hour; with a larger plow than Bruce’s. Trustee, Weis asked Public Works Director, Heyer for his opinion. Heyer stated that Bruce is right here in town and doesn’t charge us for travel time. Trustee, Gustafson interjected that Hopkins would charge us from the time they left their shop until the time they returned to their shop. President, Roberts stated that Bruce has done the snow removal for years. Motion was made by Trustee, Maloney to approve Bruce’s Auto Repair and Towing, for \$90.00 an hour for 2017-2018; seconded by Trustee, Weis. **Motion carried 5-0.**

Trustee, Gustafson asked if the sidewalk on Alder Street is finished. President, Roberts stated that it is and they did a really nice job; leveled it, seeded it and looks great. Chief, Spafford said that the school kids have been doing a good job using it. Trustee, Gustafson asked about the crosswalk. Public Works Director, Heyer said they will it when the temperature is above freezing; hoping for next week. Chief, Spafford asked the board if he should order two pedestrian signs for that area. Trustee, Weis said yes.

XV. JUDICIAL – Chairman, Charlie Weis: The Police Call Summary and Police Department schedule were included in members’ packets. Trustee, Weis asked Chief, Spafford if the five NSF checks were from one person or influx of people. Chief, Spafford stated they were influx of people. Trustee, Weis then asked about the runaway. Chief, Spafford explained the situation. Trustee, Weis asked Chief, Spafford about the part time police officer’s scheduled hours. Chief, Spafford stated that part timer’s covering for five days in November plus during deer season. He said that he will have more around Christmas and New Year’s. He also said that Sundays are busy now, too.

President, Roberts explained Resolution 2017-3 - Donating Old High School Land to SCRMC. Motion made by Trustee, Weis to approve Resolution 2017-3 – Donating Old High School Land to SCRMC; seconded by Trustee, Sears. **Motion carried 5-0.**

Trustee, Weis then provided an update, from the last Judicial Committee Meeting, on revising the Ordinance for Length of Lawn and Grasses. The committee determined that it is not the length of the grass that is the issue, it is the timeframe of notifying the land owner. Instead of mailing the notification, the Webster Police Department will hand deliver the notification. This revised ordinance will need to be published for two weeks before the board can approve. Same timeframe for the revised ordinances for curfew, no-smoking (Federal Housing Authority), and ATV signage.

Trustee, Weis also provided an update on revising the curfew ordinance. The written warnings will now be hand delivered to the parents instead of sending through the mail. Reporting curfew problems will change from The Chief of Police to any Webster Police Officer.

Chief, Spafford provided a couple updates. He reported that Trunk & Treat was great. He estimates that it kept 80% of the kids off the streets. He also reported that communication has been great between Officer, Getts and the school principals. Chief, Spafford will meet monthly with the School Superintendent. Chief, Spafford said he and Officer, Getts attended two days of crime reporting training and they learned a lot. He informed the board that The League of Municipalities will provide legal counsel if the police department shall ever need it.

- XVI. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts:** Village President, Roberts read an email he received from Chuck Vogland on purchasing the two lots in Smith Pines. President, Roberts informed the board that Attorney Adam Benson is drafting the settlement offer and deed.
- XVII. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Nothing new to report.
- XVIII. BURNETT COUNTY DEVELOPMENT ASSOCIATION (BCDA) – No appointment at this time.** This committee may be dissolved and replaced with something else.
- XIX. FUTURE MEETINGS:**
- **December 13, 2017 *Regular Meeting @ 6:00 p.m.**
- XX. ADJOURNMENT.** Motion was made by Trustee, Maloney; seconded by Trustee, Sears to adjourn the meeting at 7:09 p.m. **Motion carried 5-0.**

Respectfully submitted,

Debra Doriott-Reineccius

Debra Doriott-Reineccius, Clerk-Treasurer – November 8, 2017

***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