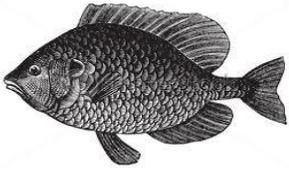


REGULAR MEETING BOARD MINUTES

Wednesday – February 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; Greg Widiker; Darrell Sears; Charlie Weis; and Tim Maloney. Others present: David Grindell, Candidate for Burnett County Judge; Mike Hagness, MSA; Allen Steiner, Webster Fire Chief; Public Works Director, Jay Heyer; Police Chief, Michael Spafford; Clerk/Treasurer, Debra Doriott-Reineccius; Becky Strabel – Inter County Leader Newspaper; and Todd Beckmann, Burnett County Sentinel Newspaper. Absent: 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. Village President, Roberts gave the floor to David Grindell who is running for Burnett County Judge. Mr. Grindell was at meeting to introduce himself and give the opportunity for all to get to know his background, credentials, and his goals/vision as Burnett County Judge. He handed out a brochure, to each board member and visitors, with his information on it.

Village President, Roberts then gave the floor to Mike Hagness from MSA. Mike stated he has been working with Public Works Director, Jay Heyer on the manhole rehab project. He is at the point, now, where he is seeking the Board's permission to put the project out for bids. Goal is to have bids back for the next board meeting in March so the bids can be reviewed and approved. Trustee, Weis asked if this is seasonal job or can it be done this time of the year. Mike answered that he seeking bids now (early) as there is going to be a lot of manhole covers and they can either be readily available or long lead times. Trustee, Weis asked how many- Mike stated approximately 60. Mike clarified that the rest of the project will need to be completed during warmer weather and he just wants to make sure that he has allowed enough time for the castings. Mike stated that Neenah Company will be making the manhole covers. Trustee, Gustafson asked if we are just seeking bids for the casting. Mike stated castings, internal chimney seals, and replacing rings for ones in the streets and putting external seals on ones off the streets. Trustee, Weis asked if taking bids for all items at once, from same supplier. Mike answered, yes. Mike said internal seals will be one of the later things completed as needs to be done during warmer weather. He also stated that there is a deadline, to be fully completed, by the end of July because of the block grant. Trustee, Widiker asked how much money is left of grant. Mike stated \$200, 000; which includes the amount that was left over and Dave applied and got some more money with the extension. The 60 man covers are not the total numbers of man covers in the village; that number is approximately 100. Mike explained that he will be telling the contractor that we will take what we do get for bids; to get to the dollar amount we want; we can add, subject, etc. Mike stated that this is a real tough one to estimate costs. Bids will be for up to 60. Motion was made by Trustee, Maloney to go to bid; seconded by Trustee, Sears. **Motioned carried 6-0.** Items clarified: Timing to get bids back is for next board meeting on March 8th. Also,

President, Roberts said it was OK for electronic bidding. Mike will ask if we get a quantity discount if order more than 60-man cover.

Allen Steiner gave background that as Fire Chief, he is to be an official officer of every township that the Webster Rural Fire Association serves. The swearing in ceremony makes Allen an officer and provides liability protection for both The Village and himself. Steiner was then officially sworn in as the Webster Rural Fire Association Fire Chief. Fire Chief term is for 2 years.

I. APPROVAL OF MINUTES: Motion was made by Trustee, Weis to approve the January 11, 2017 Regular Meeting Minutes, seconded by Trustee, Widiker. **Motion carried 6-0.**

V. APPROVAL OF VOUCHERS & RECEIPTS: **January 10, 2017 – February 7, 2017** vouchers in the amount of: **\$109,777.96** as follows:

- a. General Fund - \$89,865.12
- b. Water Fund - \$5,290.34
- c. Sewer Fund - \$7,583.50
- d. Library Fund - \$7,039.00

Approval of receipts were also presented for: **January 10, 2017 – February 7, 2017** in the amount of **\$299,049.04**. Motion was made by Trustee, Maloney; seconded by Trustee, Weis to approve vouchers in the amount of **\$109,777.96** and receipts in the amount of **\$299,049.04**. **Motion carried 6-0.**

VI. COMMUNICATIONS – Thank you card from Restorative Justice was reviewed.

VII. PERSONNEL – Chairman, Sarah Casady: In the absence of Trustee, Casady, President, Roberts opened the personnel portion of the meeting by stating that the Village has a Union contract agreement with the Wisconsin Professional Police Association that needs approval. President, Roberts told the board that Chairman/Trustee, Casady has reviewed the contact and agrees; as does he. This is a 2-year contract. Motioned made by Trustee, Weis to approve the Police Union contract; seconded by Trustee, Sears. **Motion carried 6-0.**

President, Roberts asked board approval for Debra Doriott-Reineccius as Village Clerk/Treasurer. Motioned was made by Trustee, Weis; seconded by Trustee, Widiker to approve Debra as Village Clerk/Treasurer. **Motion carried 6-0.**

President, Roberts asked board approval for Clerk/Treasurer Doriott-Reineccius to attend the Municipal Treasurer's Association of Wisconsin spring conference. Motioned was made by Trustee, Weis to approve attendance by Doriott-Reineccius. Seconded by Trustee, Gustafson. **Motion carried 6-0.**

President, Roberts informed the board that Patty Blatt has agreed to serve on the Library board, as the Village Representative. Motioned by Trustee, Maloney to approve the appointment of Patty Blatt. Seconded by Trustee, Sears. **Motion carried 6-0.**

VIII. PUBLIC UTILITY COMMITTEE – Chairman, Darrell Sears: Nothing new to report.

IX. FINANCE – Chairman, Greg Widiker: Nothing new to report.

- II. PUBLIC PROPERTY – Chairman, Tim Maloney:** President, Roberts stated he was approached by Harriet Rice about the possibility of selling bricks from the old high school as a fund raiser. Roberts said he contacted Darrel, from Haas Construction, and there were no problems with this idea. President, Roberts said waiting on details as how the village will get the bricks and where we will store them. The idea is to sell 500 bricks at \$10.00 each for total amount raised of \$5,000. Ms. Rice would like money raised to go to Burnett County Tourism and In A New Light. President, Roberts stated that he would like the Library to be a recipient of \$3,000 and \$1,000 each, going to the other 2 organizations. This will be promoted as memorabilia; and not for contractors to purchase. The purchase amount will be limited to 10 bricks. Trustee, Sears asked if the High School sign would be saved and President, Roberts said that this was included in the bid; that it will be taken out and salvaged. The board gave their OK for President Roberts to continue working on this idea.

MSA Invoice #: 2 Final Project #: R00063020.0 for Old High School Demolition Plans and Spec was presented in the amount of \$8,550.32. Motion was made by Trustee, Maloney to approve the invoice for payment; seconded by Trustee, Widiker. MSA Invoice #: 1 Project #. R00063021.0 for Manhole Rehab was presented in the amount of \$185.00. Motion was made by Trustee, Widiker to approve the invoice for payment; seconded by Trustee, Sears. **Motion carried 6-0.**

- X. STREETS – Chairman, Kelsey Gustafson:** Trustee, Gustafson stated that Public Works Director, Jay Heyer did research on paving Bass Avenue; which was the project that Trustee, Gustafson filled out the grant application for. This work will be done this year and only covers the asphalt at the cost \$46, 000. Director, Heyer also got a quote, in the amount of \$24,000, for finish paving Willow Street. Trustee, Gustafson stated that Bass Avenue also needs pulverizing but intends to piggy-back with the county's pulverizing. He also stated that a couple culverts need replacing. Trustee, Gustafson informed the board that he foresees the above items depleting the 2017 street portion budget. Trustee, Gustafson asked Director, Heyer if everything going well and Heyer reported that all well.

- XI. JUDICIAL – Chairman, Charlie Weis:** Trustee, Weis opened his portion of the meeting by stating that the Police Department Schedule is set and was included in members' packets. Officer Holmes will not be working this month and Officer Derek Peterson is only working 1 time. Officer Getts and Chief Spafford will cover. Chief Spafford informed the board that this Friday is Snowball Dance at the High School and he will be working there. Police Call Summary for 1/11/17 – 2/8/17 was included in members' packets showing 42 events handled and 42 case numbers issued. It was clarified that the 17 truancies, on the report, are representing truancies from October 2016 to February 8, 2017.

Trustee, Weis asked Chief, Spafford for an update on the Part-time Police Officer School Liaison. Chief, Spafford said Officer Getts continues to work with the needy kids and it has been quiet; other than 1 incident. Officer Getts has been teaching some classes pertaining to Meth. The police department has books they are giving out on bicycle safety. Trustee Maloney confirmed that Officer Getts is at the schools for 8 hours a week. Discussion took place on where Officer Getts is located while at the schools. Trustee, Weis asked if any Tribal back-up yet and Chief, Spafford stated not yet but he is still working on it. He also stated that he has been taking any problems out to the Tribal police. Chief, Spafford informed the board the Tribal attorney told him that the kids in special education cannot be removed. Trustee, Weis said he did some research and spoke to the Unity School about their Police Officer School Liaison and they have had outstanding results. This is a full time position at the Unity school and funded by a grant.

Trustee, Weis was told, by Unity school, that the police liaison's #1 role and benefit is Public Relations: hangs out with the kids during lunch time, attends sporting events, in the hall ways, etc. Trustee, Weis asked Chief, Spafford for Officer Getts to address the board at next month's meeting to provide an update report. Chief, Spafford said that the police department and Officer Getts is doing the best she can; if want to do it right, the school police liaison should be a full-time job.

Trustee, Weis confirmed with Chief, Spafford that the new vests were ordered. Chief, Spafford stated that 3 vest were ordered for \$2500. The vests are for himself, Officer Getts and Officer Peterson. Trustee, Weis asked the life expectancy on these vests and Chief, Spafford stated 5-7 years. Trustee, Weis instructed Chief Spafford to remember, in 3 years, to start putting money aside and look at conditions of the vests. Chief Spafford informed the board that he just finished the police department inventory and will give Clerk/Treasurer, Reineccius a copy. Trustee, Weis suggested Chief Spafford put expiration/expectancy date on inside of the vest. Chief Spafford also informed the board that he may be able to get half the money back from a grant. He will try and let the board know results.

Chief, Spafford reported that the Library will require photo I.D. when checking material out. The judge asked for tickets to be signed by the offender. Trustee, Weis asked if police department can send citations out certified. Clerk/Treasurer, Reineccius asked if sending in envelope with Village of Webster on. She suggested using PO BOX or street address only.

Trustee, Weis asked Chief, Spafford for notes from police department monthly meetings and to continue with monthly meetings. Chief, Spafford acknowledged this request.

Chief, Spafford stated that Trustee, Maloney had a good idea on moving the Arts & Crafts Show from the highway to the fairgrounds. It was clarified to the board that the Chamber of Commerce does not run this: it is ran by the Education Foundation. Trustee, Maloney said he spoke to the Education Foundation and they are receptive to the idea but not this year. They are on board to move it next year. Trustee, Maloney suggested that a board member attend one of the Education Foundation meetings to discuss in greater detail; President, Roberts said he could go and Trustee, Maloney said he could with, too. Trustee, Maloney reiterated that the Education Foundation in on board; largely due to safety concerns having it on the highway. There was additional conversation on the benefits of shelter of the buildings if raining at the fairgrounds vs. on the highway.

Chief, Spafford said he signed the police officers up for a profiling and investigating training course in New Richmond. This course will assist in the required 24-hour ongoing training hours. Trustee, Weis asked about Chief, Spafford in which Spafford stated he has over 32 hours and is done with his training hours.

Trustee, Weis asked Clerk/Treasurer, Reineccius about Operator's Licenses that need approval. Reineccius explained that there are a couple of issues with the 10 Operator's License Applications for employees at Minit-Mart. #1 – Clerk, Reineccius had not received her Notary stamp nor certification back from the State. #2- All the Operator's License Applications had already been signed so Notary at US Bank was not able to notarize. (To be legally notarized, the applicant MUST sign in front of the Notary.) Trustee, Maloney asked, by what date do the licenses need approval. Clerk, Reineccius stated that the manager from Minit-Mart told her February 23rd. Trustee, Weis asked if the application can be double stamped. President, Roberts clarified that they were not notarized as they were already signed. Clerk,

Reineccius read off the state requirements for notarized signatures. President, Roberts and Clerk, Reineccius stated that all 10 applicants must sign, again, in the presence of Notary Public. Reineccius clarified that they can sign above or below their original signature so they do not need to fill out a completely new form. Motion was made by Trustee, Weis, to approve the 10 operator's licenses; pending successful background checks and legal notarization; seconded by Trustee, Gustafson. President, Roberts told Clerk, Reineccius to let the Minit-Mart manager know that she can either conform to the above criteria or will need to pay \$700 for special board meeting.

XII. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts: Village President, Roberts stated Public Works Director, Heyer provided demolition information and an updated schedule. Director, Heyer confirmed that they are done with Asbestos Removal and J&J Contractor are in the old school removing the florescent lighting. President, Roberts said that Laurie and Twin Ports Testing were in the school and looked over the electoral components and confirmed that it did not include any asbestos. Director, Heyer informed the board that more asbestos removal was required than originally thought but hopefully the contingency will take care of it. Trustee, Maloney and President, Roberts said they want to see the change order and documentation on that before approving the contingency. President, Roberts said the plan is for them to begin work on the inside demolition next week. Trustee, Maloney asked Director, Heyer how Laurie has been. Heyer reported that she has been good. She has been on site every week for a day or two. Trustee, Maloney stated that we are paying her for two days a week. President, Roberts stated she is paid straight time and materials not hours. She drives from Rice Lake and billed from there to here. Everything on schedule. Gone Green has picked up their stuff they bought. West side fence is going up.

XIII. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney: Trustee, Maloney informed board that the next Fire Association meeting will be held April 27th. No other items.

XIV. TOWNS ASSOCIATION MEETING UPDATE – President, Jeff Roberts: President, Roberts stated that he and Trustee, Gustafson attended that last Towns Association Meeting and big discussion is the Ambulance contract. A request was made for proposals. North made 3 proposals and all were increases. One only increased by \$5,000. President, Roberts said they last \$350,000 this past year. Trustee, Gustafson stated their proposals are dramatic and closes Danbury. President, Roberts said that was to solve the A&H problem but he doesn't think they will find anyone to work A&H. The proposal was to move it east but they would still have to build a new garage. A major of attendees, at the Towns Association meeting, didn't think anyone else would put in a proposal. Trustee, Gustafson said there will be monthly meetings. President, Roberts said next meeting in February 23rd and the Ambulance proposals and contract need to be done by June 30th. Monthly meetings will be the 4th Thursday of each month at 6:00 P.M. Chief Sybers chairs the committee.

XV. FUTURE MEETINGS:

- **March 8, 2017 *Regular Meeting @ 6:00 p.m.**

XVI. ADJOURNMENT. Motion was made by Trustee, Sears; seconded by Trustee, Gustafson to adjourn the meeting at 7:00 p.m. **Motion carried 6-0.**

Respectfully submitted,

Debra Doriott-Reineccius

Debra Doriott-Reineccius, Clerk-Treasurer – February 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