



www.MullerTech.com • 027.30258

VILLAGE OF WEBSTER

REGULAR MEETING BOARD MINUTES

Wednesday – March 8, 2017 @ 6:00 p.m.
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. **ROLL CALL** – Village President, Jeff Roberts; Trustees: Sarah Casady; Kelsey Gustafson; Greg Widiker; Darrell Sears; Charlie Weis; and Tim Maloney. Others present: Josie Penberthy and Sandy Clark, Connections; Mike Hagness and Dave Rasmussen, MSA; Joe Pavlicek, JKP, Inc.; Ryan Streff, Mobilitie; Public Works Director, Jay Heyer; Clerk/Treasurer, Debra Doriott-Reineccius; Becky Strabel – Inter County Leader Newspaper; and Steve Briggs, Burnett County Sentinel Newspaper.
- 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 Josie Penberthy from Connections. Josie has requested use of the Community Center on June 3rd, 2017 for a Fashion Show charity fund raiser. The funds raised will be used for services provided at Connections. All items in the fashion show are donated and entrance is free will donations. She is asking the board to waive the rental fee. Motion was made by Trustee, Widiker to waive the rental fee; seconded by Casady. **Motioned carried 6-0.**

Village President, Roberts then gave the floor to Ryan Streff from Mobilitie/Wisconsin Technology Networking. He is asking the board's approval for a data transport wireless pole on the north end of Highway 35. Data is transported through devices to poles and there is a lack in connectivity and this pole will add to the system. They are looking to move forward with the location-within the right-of-way; using their PSC status within the State of Wisconsin. He and Public Works Director, Heyer found some alternative sites, since the site that he presented to the board last fall did not have the right set back feet from storm sewer mains and power line poles. Ryan handed out maps of initial proposed site and two alternative proposed transport pole sites. One of the alternative sites is along Industrial Ave and the other is along Oak St. Ryan is asking to proceed with the two alternative locations. He would go back to his team and ask their engineers if the sites would work and proceed with the application process with the administrative and public works staff at Village. And then proceed with Geo-tech with survey of land to ensure if right-of-way and not someone's property. If these sites don't work out; will come back and work with Jay to find another site. Trustee, Gustafson asked if their plan is right-of-way. Ryan said yes right-of-way but there is another spot a little further to the north in easement area for the ditch for alternate two. He said he looks at if there is any way to put it back further and not affect anybody and the placement still good; as long as the Village is willing to accept the spot, it would be good to move forward. Trustee, Gustafson raised concerns about Industrial Av proposed site and the size of the tower since this site is off the state road. Trustee, Gustafson said he would prefer it off the drainage ditch; the second alternative. Trustee, Widiker said he owes that and something is weird (parcel mapping) east of the drainage ditch. Trustee, Gustafson said it would have to be verified that the village owns. Trustee, Widiker said he would be interested in seeing how the survey comes out and if a possibility of any future

road off coming off corner of Industrial that would be impeded by a tower. Discussion took place on Nexen and The Village owned land in and around the proposed site. Trustee, Maloney stated that the board needs more information. President, Roberts said that is what Ryan is asking for; to proceed to get survey done and gather more information. Ryan stated that with their status with the State, same thing as electric/power company or cable company that would run these same types of utilities; whether above or below ground to proceed to be treated in the same way. They are not putting pole here in hopes they have service but building it as there is a need for the service- to provide services to the community/residents and visitors of the area. Trustee, Maloney said that if he is asking for more than the other utilities have access to, then there needs to be more discussion. Ryan asked for clarification if asking if in right-of-way just as the other utilities would be. Trustee, Gustafson said he would not like to see a pole built in a street right-of-way. Conversation took place on the number of feet other utilities and this pole would be from curb. Ryan said their plan is to put it as far back as they can in right-of-way. Trustee, Widiker asked if they looked at available space in the Industrial Park- just west of alternative #1. Ryan answered that it was brought up but they are using their status with the State of Wisconsin to locate their facility within the right-of-way and trying to find places that will work and bring the connectivity here and at times; it's difficult to find the right place. Trustee, Widiker asked if there is a right-of-way in a specific area on Industrial Av. Ryan said it was discussed and would be beneficial to all to find location with no underground utilities and clarified the reason for the suggested site on the map he provided. Trustee, Gustafson asked Ryan to describe the tower. It is 120-foot pole, base is 3 and half feet, the foundation is typically buried 20-30 feet in the ground and backfilled with cement and the structure starts after foundation piece and settles and usually 8-18 inches where main pole starts to bolted to the foundation and go up from there. The technology on there is for data transport- that would be talking with other providers, other users that might be on with other poles throughout the county adjacent to jurisdictions. Also, the voice cellular part will provide additional services to this area, so it's both components. They have 2 different designs of these pole where there have internal cabinets (inside the pole and then, of course, the pole gets bigger) and they typically like the slender pole and the box is mounted to the outside. There are no guide wires or cabling. The electrical components are mounted, at different heights, outside of the pole itself. Trustee, Gustafson asked if any fences. Ryan said no fences and no overhead wires. Ryan also said that at some point to connect to the internet, there will have to be a buried fiber line but these are designed for wireless back so they can connect to one another. President, Roberts clarified with Ryan that he seeking permission to further explore the two sites. Ryan expounded that the approval is not approving to go ahead with building but approving them to do more background, surveying, etc. on the two sites. Trustee, Weis asked if Mobilite looked at putting it on the other side of the cemetery, on the recreation trail. Ryan said that they did look at that location but other sites looked better. President, Roberts asked for motion to proceed looking at the two sites. No motion was made. Trustee, Gustafson asked how different of a public utility company is Mobilite compared to Siren Telephone. Ryan explained that there are different statuses- as a public utility they(Mobilite)are a little different than the electric overhead line. They are very similar to Siren Telephone; yet they are providing a service to the community that Siren Telephone is not...that everybody can use. He believes that their status with the PSC is similar to what Mobilite has. He said, "I don't want to say that we are a direct public utility but we are a utility in the eyes of the state --to locate within the right-of-way. We do have some rights there and that is why we are bringing it forward to the board. If we can't find a site, it will go away and you guys won't get the service from this particular client/user. We are trying to keep communities up with speed of technologies and this is one way to do that. Not just for our current user, which is Sprint, but other providers." Trustee, Maloney pointed out that this is first we heard user/client is Sprint. Ryan said he wasn't trying to hide this but no one asked. He went on to state that can co-locate

other type of users on there. Trustee, Maloney said there is currently a tower next to Village water tower that could co-locate. Ryan said can reserve spot on the tower for local municipality use; such as data, traffic cameras, WIIFI, etc. free of charge. Trustee, Maloney asked for different users other than Sprint. Ryan explained that if other users are allowed to use the right-of-way, to install their equipment, because it's a utility within the right-of-way, they have to offer them access to this pole. Typically, the technology they are using and its data related; is our cellular or data provider, such as Sprint, T-Mobile, could be others. Trustee, Maloney pointed out that we have 2 wireless WIIFI contractors within the village. Ryan did not know their status with the State in regards to right-of-way. Trustee, Maloney stated they are a utility, like Ryan is saying- wouldn't they have access to the same right-of-way? Ryan said if that were the case they would have to allow access to their pole but they allow the other section free for the community. Trustee, Maloney said he would like to see all that information available to the board before making a decision. Ryan wasn't sure how they could get they could list off all that could use it for or not. Trustee Maloney, restated his question by asking so... that anything data transfer, that is in the right-of-way; other utilities and the municipality have a right to that pole. Ryan explained that they allow the community to use it free, a section reserved, (such as WE energies) they have a spot that they have to allow access to the pole. But if they (AT&T, Sprint, Verizon,etc) are locating on anybody's property (this pole) they pay a fee back through Mobilite. When he was saying free, he was referring to the community. Trustee, Maloney asked if he could post what Mobilite's charges to have access to their pole. Maloney, again, pointed out that this is the information the board needs to make a decision. Ryan said he understands but doesn't know the rental rates but can ask. Maloney continued by acknowledging that Mobilite is looking to locate in right-of-way to avoid any rental charge from the village or any other property owner. Ryan said he isn't saying that they wouldn't have a discussion on what they might pay the community some kind of right-of-way rent. Trustee, Gustafson pointed out that the board should have asked that, too. Trustee, Maloney emphasized that there is a lot more to consider and this current discussion is just scratching the surface. Trustee, Gustafson stated that is why he asked about Siren Telephone, because when they wanted to do something here, they purchased a piece of land and put up their own tower. And the other company, that put up their own tower, rents a piece of land. And, it sounds like Mobilite wants to use a piece of land. Trustee, Maloney added that because it is right-of-way and it's accessible because of its status as right-of-way. President, Roberts clarified that they are not asking to put the tower up; they are just asking to explore those two sites. Trustee, Maloney suggested going to a utility committee meeting and talk about all the stuff. Roberts, agreed and reiterated that right now, just looking for permission to look into these two sites. President, Roberts brought up if Nexen owns it, that could change things. Trustee, Maloney brought up Gustafson's point of right-of-way and the property we own. President, Roberts asked again if the board wants to give permission to explore the two sites. Trustee, Maloney asked what exploring means/what Mobilite would be looking for. Sizes? Dimensions? Footprint of available space? Ryan explained that his team will go back to their engineers and ask if the sites will provide the coverage that they want by moving it. Making sure that everything they are trying to connect works. Then, they will put together a site plan, get some drawings of what the structure will look like, get the drawings over to Jay, then proceed with survey documents to look at, then go through their GEO tech, their land surveying , and then will present the board with the final package of what they found- what works and or does not work. President, Roberts stated that is when we should have utility committee meeting. Trustee, Maloney states that he didn't see any problem with letting Mobilite look at where they may put a tower, as it is all preliminary right now. Ryan said that after they gather all the information, they know they have to come in for review before the utility commission and still need the land use approval and sign off, and then need the documents but can't get those until they have an official site. President, Roberts asked for motion to allow Mobilite to proceed

with exploration of the two preliminary sites with the approval with Public Works Director Heyer and Public Utilities Committee before proceeding with any building. Motion was made by Trustee, Gustafson and seconded by Trustee, Casady. **Motion carried 6-0.**

President, Roberts then gave the floor to Dave Rasmussen from MSA. Dave said there is a couple items in regards to CDBG project. He started by stating the Lift Station project, based on what we decide with the manhole project; it looks like there is enough money to do everything that is planned with that. There is a pay request for school demo project of \$292,368.54 and he made request to Department of Administration for \$179,000 of that. That request (funds) should be received in 3-4 weeks. Trustee, Maloney asked if board needs to talk about gap financing; President, Roberts said probably. Dave continued by saying that the D.O.A. is coming on June 7th to do monitoring visit on school demo. Every time you have a CDBG, the D.O.A. needs to do an on-site monitoring. The project will probably be done. He informed the board that they will withhold \$25,000 of the grant until after the close out is submitted; which is after the monitoring visit. President, Roberts stated that they will need to have a finance committee meeting to talk about gap financing. Trustee, Maloney said we could use Board Commissioners. President, Roberts said there are a couple of options. President, Roberts said they would approve those items later in the meeting.

I. **APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the February 8, 2017 Regular Meeting Minutes, seconded by Trustee, Weis. **Motion carried 6-0.** Motion was made by Trustee, Charlie to approve the January 11, 2017 Caucus Meeting Minutes, seconded by Trustee, Maloney. **Motion carried 6-0.**

V. **APPROVAL OF VOUCHERS & RECEIPTS: February 8, 2017 – March 6, 2017** vouchers in the amount of: **\$238,087.85** as follows:

- a. General Fund - \$205,433.80
- b. Water Fund - \$5,899.29
- c. Sewer Fund - \$6,531.39
- d. Library Fund - \$19,223.37

Trustee, Maloney asked if we are purchasing salt/sand from both Hopkins and The County. Public Works Director, Heyer said that yes, occasionally we do get from both. It is cheaper from The County but quicker and a lot closer from Hopkins. Trustee, Widiker asked, under receipts, why the Library wrote us out a check for \$57,000. Trustee, Maloney said it was the amount that the County contributes to the operating budget for the library. President, Roberts explained that listed as receipts because it's an accounting transfer of funds. Trustee, Maloney questioned Bruce's Auto voucher being exactly \$1,000.00. (**Clerk/Treasure confirmed, after the meeting, that the amount owed to Bruce's was indeed \$1,000.00 even.)

Approval of receipts were also presented for: **February 8, 2017 – March 6, 2017** in the amount of **\$91,549.32**. Motion was made by Trustee, Casady; seconded by Trustee, Gustafson to approve vouchers in the amount of **\$238,087.85** and receipts in the amount of **\$91,549.32**. **Motion carried 6-0.**

VI. **COMMUNICATIONS** – Burnett County Newsletter was distributed in board member packets and all reviewed.

Website redesign. The link was sent to President, Roberts and Trustee, Casady and they told the board that they like the look. President, Roberts asked Clerk/Treasurer, Reineccius to forward the link to the

entire board. Reineccius informed the board that she and Bill Summer had talked and agreed to add his phone number for contact number for the Chamber. Also, the business directory is temporarily down but will be put back up on the website shortly.

The new Catholic Church sign was reviewed.

VII. PERSONNEL – Chairman, Sarah Casady: Trustee, Casady asked the board's approval for 3 training requests for Clerk/Treasurer Reineccius. She stated that she reviewed the requests and all look relevant. The week-long training, in July, is one that Patty attended annually. One is May 19th in Eau Claire, another one in June and then the week-long. Motion by Trustee, Maloney to approve the training requests and seconded by Trustee, Weis. **Motion carried 6-0.**

VIII. PUBLIC UTILITY COMMITTEE – Chairman, Darrell Sears: President, Roberts gave floor to Mike Hagness, MSA. Mike explained the change order for the Lift Station Project is basically a bookkeeping item. We had an allotment in there for the power company to switch the powers over at all three stations. It came in \$8,000.00 less than we figured. So to get to the final A-1 Excavating pay request, the change order takes the amount down. President, Roberts asked for a motion to approve the change order for A-1 for the Lift Stations. Motion made by Trustee, Sears and seconded by Trustee, Widiker. **Motion carried 6-0.**

President, Roberts asked for a motion to approve the pay request for final payment for A-1 Excavating in the amount of \$5,653.71. Motion made by Trustee, Maloney and seconded by Trustee, Sears. **Motion carried 6-0.**

President, Roberts stated we have a pay request from Haas Sons, Inc. in the amount of \$292,368.54 for the 1st part of the school demo. President, Roberts made motion to approve the pay request to Haas Sons, Inc. and seconded by Trustee, Weis. **Motion carried 6-0.**

President, Roberts then went to discussion and possible award of Manhole Rehab - Contract A. Mike Hagness, from MSA, explained that this covers the internal lining. Contract A is with Michels Corporation. Mike stated that their references were checked. Trustee, Maloney confirmed that it covers 70 manholes. Trustee, Weis asked Mike about the additional chimney seal. Mike explained that this is additional footage due to different footages on different manholes. President, Roberts asked for motion to approve awarding contract A of the Manhole Project to Michels. Motion was made by Trustee, Sears and seconded by Trustee, Widiker. Trustee, Weis asked if this was for Michels to do all the work. Mike said this was just for contract A. Roberts clarified that the project was divided into 2 parts. Mike further explained that contract A is very specialized work and it was separated out so if another contractor coming in to bid for other phase would generally add 10%. We are saving that. **Motion carried 6-0.**

President, Roberts asked Mike Hagness to discuss part B of manhole project. Mike stated that the current low bidder is JKP, Inc. and he just got their references tonight. He will be reviewing those and would like the board's approval to authorize Jeff, once we get through reviewing all, to sign the award documents vs. calling a special meeting. Roberts stated that JKP is a local company and Joe Pavlicek is at meeting tonight; representing the company. The only thing waiting for and why not on agenda to approve is waiting on reference. The idea would be to award to the low bidder after Mike reviews references and give him the authority to sign and then can we can proceed. Mike explained that contract B is changing out the castings, rebuilding a lot of manhole rings out of the streets and put in external

chimney seals so they will be tight from cone to casting. Motion was made by Trustee, Widiker to approve the bid from JKP, Inc. based on references and giving President, Roberts the authority to sign the award. Seconded by Trustee, Casady. **Motion carried 6-0.**

II. FINANCE – Chairman, Greg Widiker: Trustee, Widiker asked Clerk/Treasurer, Reineccius to explain the settlement payment of taxes. Reineccius stated that the board needs to approve the settlement payment of taxes levied in 2016 which was collected in 2017. Out of the Village taxes collected, these are the amounts that are distributed to the county, the school and WITC. Reineccius already made the payment by the due date, of February 21, 2017; yet board still needs to approve. According to the statute, if payment is due before the date of the board meeting, the village treasurer can make payment without the board's approval, but the board still needs to approve. Trustee, Widiker asked if it's a monthly payment and Reineccius clarified that the payment is once a year. President, Roberts further explained that this is one reason why the vouchers were so high. President, Roberts asked for a motion to approve the settlement payments for 2016. Motion was made by Trustee, Gustafson and seconded by Trustee, Widiker. **Motion carried 6-0.**

I. PUBLIC PROPERTY – Chairman, Tim Maloney: Sherill Somers has agreed to serve an additional 3 years on the Library board. Kari Roppe, who is the reading specialist at the elementary school, is also now on the Library board. Pam Peterson, being the middle school principle, doesn't have the time to be on the library board so Mr. Erickson has appointed Kari to replace Pam. Mike stated that the village board needs to approve these 2 appointments. Motion made by Trustee, Maloney to approve the appointments of Sherill and Kari to the Library board, seconded by Trustee, Sears. **Motion carried 6-0.**

IX. STREETS – Chairman, Kelsey Gustafson: Nothing new to report.

X. JUDICIAL – Chairman, Charlie Weis: Trustee, Weis started his portion of the meeting with an update on the part time school liaison. He stated that he talked to Pam Peterson and there are some things that need to be worked out with this program. Chief Spafford was to give an update tonight but not at meeting. President, Roberts informed the board that Chief Spafford told him that he would not be at meeting as there has been 3 domestics and he and Officer Getts would be transferring 2 people to the county jail and one to hospital. Trustee, Weis informed the board that Pam has only seen Officer Getts, as the school liaison, at the middle school 3 times. Weis stated that there are more issues at the grade school but he is working on that. Weis continued by stating that he is trying to get more structure to the school liaison role. For example, Pam suggested having police, in the lobby, while the kids are unloading from the buses, in the morning. Then come back at lunch. Weis is thinking Chief Spafford can share the time and be there in the morning. Trustee, Weis said he is thinking ahead and if the part time school liaison is working well, what are we going to do next year. He is suggesting Chief Spafford go to the school board meeting in June or July to get their opinions on what to do next year. Trustee, Maloney brought up that the part time school liaison was only approved for 3 months and is up end of March. President, Roberts stated that will be reviewed at the quarterly Judicial meeting in April. Trustee, Weis will be looking for a progress report from Chief Spafford before that meeting. Trustee, Maloney stated that he is eager to see the progress report so the board can decide if they want to continue with the school liaison. Weis asked Clerk/Treasurer Reineccius to schedule Judicial Meeting for April 3rd and include update on school liaison to that agenda. Trustee, Maloney stated he would like to hear more out the school, themselves, on the progress, benefits, etc of the liaison and where is the Tribe at on this as well.

The police department schedule was included in the packets. Trustee, Weis pointed out that on the 22nd the entire police department will be attending training on Prevention and Response on Bombing Incidents at WITC in Baron, WI.

There were 13 incidents for the month of February. Trustee, Weis questioned the difference between juvenile and juvenile out of control on the police incident report. Roberts explained juvenile could be a complaint but not out of control.

Trustee, Maloney went back to school liaison portion and asked Trustee, Weis if Officer Getts signs a log when she goes in and out of the schools. Trustee, Weis said no but that was something else that Pam Peterson wishes she would do. Trustee, Maloney asked Weis if he was going to ask Chief Spafford to have Officer Getts do so and Weis said he would. Trustee, Maloney stated he was surprised that the schools do not have guests sign a log; whether a police officer or not. President, Roberts said he would follow up with the school on having guests sign in. If officers are called out on a call and they are at the school, we would have record of them being called out. Conversation took place on the school currently being wired to be buzzed for access to the school; as well as camera being installed for security.

President, Roberts asked for a motion to approve the police officer training on March 22nd. Motion was made by Trustee, Sears and seconded by Trustee, Weis. **Motion carried 6-0.**

Becky Strabel asked if there is still one open position on the Library board. Trustee, Maloney answered that yes, there is still one open position.

- II. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts:** President, Roberts stated that we are getting bricks from the old high school for a community fundraiser and a keepsake for alumni and/or community residents. Roberts met with Harriet Rice and Chanda Elliott and they are going to take over the Marketing portion of the brick sale. We will be getting about 1000 bricks, charging \$10.00 a brick and promoted as a fundraiser. There will be a limit of 5 bricks. If we sell 1000 bricks at \$10.00 a piece that will equal \$10,000; Harriet, Chanda and Jeff would like the proceeds to go as follows: \$7,000 to the Library, \$1,000 to In A New Light, \$1,000 to Education different numbers to split the funds. Chanda Elliott will be posting the brick sales on the Facebook page; “You know you’re from Webster when.....” President, Roberts asked for a motion to approve those 4 organizations for the donations. Motion by Trustee, Maloney to approve the 4 organizations and seconded by Trustee, Gustafson. **Motion carried 6-0.**

Old High School Demolition update: MSA and Haas are expected to be completed with the removal of the above ground structure this week. They will have to haul the insulated bricks, from the 1970’s area of the school, to Saron. Because of the insulation, it is not clean so they are not able to crush it on site; resulting in the need to be hauled away and this increased the cost by \$29,000 which will come out of \$50,00 contingencies. Their plan is to start next week with removal of the foundation. Trustee, Maloney asked Public Works Director, Heyer about dust control. Heyer said he had talked to Lori, from MSA, and she was checking on the specs. President, Roberts and Public Works Director, Heyer praised Haas and stated they have been unbelievable good to work with. They even hauled the bricks over for us.

- XI. **WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE** – **Trustee, Tim Maloney:** Trustee, had nothing new to report.
- XII. **TOWN'S ASSOCIATION MEETING UPDATE** – **President, Jeff Roberts.** President, Roberts shared the request for proposal for Ambulance Service; that was put out 2 weeks ago. He stated there is a brief Town's meeting tomorrow, March 9th for bidders. The timeline is April 18th, at 4:30 p.m. for proposals. On April 20th, the bidders will make presentations to the committee at 6:00 p.m. at the Government Center. After the presentations, the committee will make their decision who they will choose. The 5 groups are: North Memorial, Lakes Regional, St Croix Regional Medical, Gold Cross, Alina, and Northland.
- XIII. **FUTURE MEETINGS:**
- **March 15, 2017 *Finance Meeting @ 6:00 p.m.**
 - **April 3, 2017 *Judicial Meeting @ 6:00 p.m.**
 - **April 12, 2017 *Regular Meeting @ 6:00 p.m.**
- XIV. **ADJOURNMENT.** Motion was made by Trustee, Maloney; seconded by Trustee, Weiw to adjourn the meeting at 7:26 p.m. **Motion carried 6-0.**

Respectfully submitted,

Debra Doriott-Reineccius

Debra Doriott-Reineccius, Clerk-Treasurer – March 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