



**VILLAGE OF WEBSTER**

# REGULAR MEETING BOARD MINUTES

Wednesday – May 10, 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; Darrell Sears; Charlie Weis; and Tim Maloney. Others present: Mike Hagness, MSA; Jim Tolbert, Burnett County Emergency Management; Connie Bushey; Chief Michael Spafford; Public Works Director, Jay Heyer; Clerk/Treasurer, Debra Doriott-Reineccius; and Becky Strabel – Inter County Leader Newspaper. Absent: 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 Mike Hagness from MSA. Mike provided an update on the Manhole Rehab Project. Michaels is done with their portion of the project and all went well. The other contractor, JKP, has not been back for a couple weeks. JKP has a pay request for stored material. Completion timeframe is mid-July. Trustee, Weis asked if we could hold paying them until work completed. President, Roberts explained that the pay request is for material not for their work. Motion was made by Trustee, Maloney to approve the pay request for JKP, seconded by Trustee, Sears. Public Works Director, Heyer asked if we pay JKP for what we owe for material and they do not come back to finish the project, would we get stuck paying more to another company to finish the project. Mike answered no, as this is covered in the performance bonds.  
**Motion carried 6-0.**

President, Roberts then gave the floor to Jim Tolbert, Burnett County Emergency Management Director. Jim stated that we had a successful mass casualty tabletop exercise so now need to schedule a full scale exercise. Jim looked into insurance, through Wisconsin Emergency Management, and they need 60- day notice. Jim said the exercise will take approximately an hour and a half and then will hold a debriefing. Location will be the corner of Main Street and Sturgeon. Jim will speak to the Webster High School Media Department to get the kids involved. His idea is for them to film the exercise and some play the role of victims. He would also like the press to be there. Trustee, Maloney confirmed that there will be another meeting before the actual exercise. Jim stated that he will be writing up goals and objections for the exercise. He invited the board to attend a class he is doing on August 3<sup>rd</sup>. The decision was made to conduct the mass casualty exercise on Tuesday, August 15<sup>th</sup> at 6:00 PM.

President, Roberts than gave the floor to village resident, Connie Bushey. Connie stated she has a problem with her neighbor having piled up brush along her property line and she believes this is outside of the Village's ordinance. Connie provided the board with an aerial map and land survey. Chief Spafford said that complaints and or questions on property lines would be a civil issue not a law enforcement issue. President, Roberts said that the brush pile would be law enforcement issue. Chief Spafford agreed. President, Roberts asked Chief Spafford if we could ask the neighbor to remove the brush. Spafford said

yes. Chief Spafford said residents can have brush within 2 feet of property line. Connie insists that it's not the case with her neighbor. Trustee, Maloney asked if the ordinance allows us to tell her to remove the brush pile. Chief, Spafford said yes. Trustee, Weis said the neighbor should remove the brush pile. President, Roberts agreed and told Chief, Spafford to tell the neighbor to remove the brush pile or the village will remove it and bill her for it.

I. **APPROVAL OF MINUTES:** Motion was made by Trustee, Casady to approve the April 12, 2017 Regular Meeting Minutes, seconded by Trustee, Maloney. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the April 13, 2017 Personnel Committee Meeting Minutes, seconded by Trustee, Weis. **Motion carried 6-0.** Motion was made by Trustee, Casady to approve the April 19, 2017 Development and Annexation Committee Meeting Minutes, seconded by Trustee, Sears. Trustee, Maloney asked Public Works Director, Heyer if anyone has been back to do research for the Cell Tower. Heyer reported that he has not been back. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the April 25, 2017 Personnel Committee Meeting minutes, seconded by Trustee, Gustafson. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the April 26, 2017 Special Board Meeting (Mass Casualty Tabletop Exercise) minutes, seconded by Trustee, Sears. **Motion carried 6-0.**

V. **APPROVAL OF VOUCHERS & RECEIPTS: April 11, 2017 – May 8, 2017** vouchers in the amount of: **\$106,517.01** as follows:

- a. General Fund - \$58,535.92
- b. Water Fund - \$19,761.42
- c. Sewer Fund - \$19,089.01
- d. Library Fund - \$9,130.66

Trustee, Maloney asked Clerk/Treasurer, Reineccius about the \$1300.00 voucher for Burnett County Medical. Reineccius explained it was for needed medical care for a person in custody of the Webster Police. Chief, Spafford said we should not have paid the entire bill just the blood draw. Chief, Spafford will call BCMC to ask for refund. Trustee, Maloney also asked Clerk/Treasurer, Reineccius about Wisconsin Environmental Improvement Fund voucher, in the amount of \$12,994. Reineccius said it was something we pay annually – Long Term Note – Water Project. Approval of receipts were also presented for: **April 11, 2017 – May 8, 2017** in the amount of **\$461,643.80.** Motion was made by Trustee, Casady; seconded by Trustee, Gustafson to approve vouchers in the amount of **\$106,517.01** and receipts in the amount of **\$461,643.80.** **Motion carried 6-0**

VI. **COMMUNICATIONS – Nothing New to Report**

VII. **PERSONNEL – Chairman, Sarah Casady:** Trustee, Casady had nothing new to report

I. **PUBLIC UTILITY COMMITTEE – Chairman, Darrell Sears:** MSA update was done earlier in the meeting. Trustee, Sears provided an updated on the water tower painting and maintenance. He stated Public Works Director, Heyer provided a report, from the inspection, that stated that the water tower was tested and it can be painted over. The cost would be approximately \$80,000. The grant funding requires a minimum of \$300,000. Heyer answered that it has been 20 years since the last painting. President, Roberts asked Heyer to budget for it in the next year or two.

- I. **FINANCE – Chairman, Greg Widiker:** In the absence of Widiker, President, Roberts covered Finance. President, Roberts asked if new date for Board of Review. Clerk/Treasurer said the new date is May 31<sup>st</sup> at 4:30pm and this is the meeting to adjourn to set date for Board of Review and Open Book. The following board members will attend the meeting: President, Roberts, Trustees Casady, Maloney and Widiker. The tentative date for Board of Review is September 20, 2017.

President, Roberts confirmed that all board members knew that Recycling Control Commission is taking away the recycling containers. He informed the board that Clerk/Treasurer, Reineccius called Republic Services and it would cost the Village \$694.62 a month to retain the recycling service. The decision was made to not pay for the recycling.

President, Roberts stated that we currently have several Village credit cards (Bremer Bank, Minit-Mart, Cenex, etc.) and he suggests getting rid of all but one. The one credit card, for example Bremer Bank, would have PIN numbers assigned to the individual employee that uses that card. The following employees would have a card and PIN assigned to them: Chief Spafford, Bridgett/Squad Car, Jay, Dean, Dan and Deb. Trustee, Maloney suggested looking into a card that gives rewards points. Clerk/Treasurer will check with Bremer and Discover.

- I. **PUBLIC PROPERTY – Chairman, Tim Maloney:** Trustee, Maloney informed the board that we won't hear anything about the Fairgrounds property until after the County Board Meeting; which is in the next week.

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

- IX. **JUDICIAL – Chairman, Charlie Weis:** The police department schedule was included in the packets. Trustee, Weis confirmed with Chief, Spafford, the officers working the Arts & Craft Fair. President, Roberts asked what was going to be done with the sidewalk (crosswalk) that is a hazard. Chief, Spafford said that he and Public Works Director, Heyer will put carpet down like they have in the past. Heyer will also talk to Brian Sears about replacing that section in the future.

Chief, Spafford asked if there were any questions on the Police Call Summary. There were no questions. Chief, Spafford then spoke on the active shooter incident yesterday. He explained that the subject was apprehended in about 2 ½ hours and the school was on lock down with Officer, Getts at the school. Trustee, Maloney said he heard positive comments. Chief, Spafford debriefed with the school today and asked if anything to change. The school said no and the Webster Police Department did a good job communicating with the school throughout the entire ordeal. Chief, Spafford said he received a lot of positive feedback. Chief, Spafford said that parents were upset that they were not notified. Trustee, Maloney asked if any of the part-time officers were available and Chief, Spafford said no. Trustee, Maloney asked if there is a plan, for this type of situation, at the school and Chief, Spafford said yes, and they all have trained on it and that the police department did exercise with the school last year. Trustee, Weis asked Chief, Spafford if he also debriefed with The County. Spafford said no as The County was busy with another incident. President, Roberts clarified that the school was on lock out not lock down; this is where no one could come in or out of the school.

Public Works Director, Heyer talked about the increased use of storage containers, being used as a shed, in the village. He stated that there isn't anything in the code book about the storage containers. He informed the board that there is talk of someone planning on selling these containers. He is concerned that

after years; these will probably begin to rust and look bad. Trustee, Weis asked Clerk/Treasurer to check with other municipalities on if they have code on needing foundations for shed. Discussion ensued about selling items in the village and who in the village is already using these containers as sheds.

Trustee, Weis asked for update on Variance Permit for Pizza Hut sign at Minit-Mart. Heyer said he has tried to talk to them and has not received a response. He will continue to attempt to get this settled.

**II. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts:** President, Roberts said he doesn't have any new information on the old school. SCRMC is still working on the site design. Trustee, Gustafson confirmed that Haas will fix the damaged curb and gutter.

Public Works Director, Heyer asked if the Village is financially responsible for the lighting on the flag pole at the cemetery. He informed board that price for getting the power over the power pole of \$500. President, Roberts said he thought the cemetery was paying. Heyer said that Mark Foote informed him that there is a donor that will be paying for most of this. Heyer said that there will be a substantially higher bill for the underground digging that is required. Clerk/Treasurer told the board that the \$500 was taken out of the cemetery account; which is listed in the vouchers. President, Roberts told Heyer to get the work done and the Cemetery board will discuss further. Trustee, Maloney pointed out that the Village will get billed for the electricity each month.

**X. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Trustee, Maloney had nothing new to report.

**XI. TOWN'S ASSOCIATION MEETING UPDATE – President, Jeff Roberts.** Nothing new to report.

**XII. FUTURE MEETINGS:**

- June 14, 2017 \*Regular Board Meeting 6:00 p.m.

**II.** Trustee, Sears said he has been approached by several residents asking about in town bow hunting. President, Roberts said the board has discussed this in the past. The board agreed that they would not consider bow hunting in the village.

Becky Stabel asked if any update on Mobilite Cell Tower. There is no update.

**XIII. ADJOURNMENT.** Motion was made by Trustee, Maloney; seconded by Trustee, Weis to adjourn the meeting at 7:21 p.m. **Motion carried 6-0.**

Respectfully submitted,

*Debra Doriott-Reineccius*

Debra Doriott-Reineccius, Clerk-Treasurer – May 10, 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