



**VILLAGE OF WEBSTER**

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**PUBLIC PROPERTY MINUTES**  
Wednesday, July 7, 2021 6:00 p.m.  
7461 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Chairman, Tim Maloney; called the meeting to order at 6:00 p.m.
- II. **PRESENT** – Village President, Jeff Roberts and Chairman, Tim Maloney. Also Present: Chief of Police, Stephenie Wedin; Clerk/Treasurer, Debra Doriott-Kuhnly and Derrick Capra. Absent: Member, Kelsey Gustafson and Member, Greg Widiker.
- III. **DISCUSS REMODEL PROJECT WITH ARCHITECT**– Derrick Capra, Project Manager with Legend Architecture, was in attendance. Derrick provided an updated plan without the garage. He said he spoke to consultants about heating, plumbing and electrical. Not putting the garage on alleviates a lot of the previously required relocation but still something that should be considered down the road. He said there is an option of 1 car garage. The consultants are thinking with all the duct work being in the attic, question on insulation, not knowing if everything is up to code and if all the wiring is running above the ceiling, the Village should consider gutting the building and starting over. This will cost more but he isn't sure how much more. The building must be up to date with the current building codes. He also suggested getting rid of the front bathroom to free up the space. There could be two bathrooms in the back, both handicapped accessible. The mechanical room would need to increase in size to also hold a required service sink. A new furnace is also needed. Chief Wedin expressed concerns about a public bathroom being by the police department due to confidential information. If the front bathroom were gone, Derrick suggested moving the meeting room to the front of the building and the police department would be on one side of the hall: in the back. There would be a locked door in the hallway separating the police department area from the village office and the board room. Technically, the hallway should be wider so two wheelchairs could pass each other. Or there must be an area for one of wheelchairs to wait. Discussion took place on if village wants to salvage doors, etc. or keep. The light fixtures need to go anyway because they are not up to date. Decision will be made later. Chief Wedin stated she definitely needs an evidence room and three more rooms/offices. Kuhnly said the board room, as shown on the draft, will not be that large. Derrick asked about the sizes of the rooms needed for the police department. This will be determined later. The mechanical room location needs to remain where it currently is; just increase in size. Due to the small amount of people that will be in the building; there only needs to be one bathroom and that can be placed in an area outside of the police area. Chief Wedin said the police department doesn't need a shower. The committee agrees to gut the building, go down to one bathroom, determine the specific dimensions needed for the clerk/treasurer and police department (starting with a 'clean slate' of gutted building) and the remaining will be the board room. Large meetings can still take place at the Community Center. Derrick suggested making the front area the board room and the clerk/treasurer's counter would be behind this area. This way the area would be the entrance, board room, lobby, waiting area etc. and be wide open. This would also provide security for the clerk/treasurer and allow for flexibility for clerk/treasurer and police department offices and storage. And the hallway would not need to be wider for wheelchairs (all business would take place in the front of the building or folks would be escorted to police department area.) Gutting the building gives many different options. The remodeling project will be done in two phases. Derrick will get estimates on gutting the building.

The current furnace and duct work would stay for temporary heat. The new back door will swing out and may be relocated. Once the building is gutted, then Wedin and Kuhnly will determine specific dimensions for the areas they need. (will use masking tape to create floor plan) Kuhnly asked about funding this project; a loan will probably be needed from Board of Commissioners of Public Lands Trust. The building interior is approximately 1500 square feet and can estimate about \$100/square feet.

- IV. MOTION TO ADJOURN** – Motion to adjourn the Public Property Meeting at 7:05 p.m. was made by President, Roberts; seconded by Chairman, Maloney. **Motion carried 2-0.**

Respectfully submitted,

*Debra Doriott-Kuhnly*

Clerk/Treasurer

July 7, 2021

\*\*\*These minutes are subject to approval at next month's Regular Meeting.