

REGULAR MEETING BOARD MINUTES

Wednesday – December 8, 2021 @ 6:00 pm
7421 Main Street West, Webster, WI



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; Tim Maloney; Aaron Sears; Greg Widiker and Charlie Weis. Others present: Webster Police Chief, Stephenie Wedin; Public Works Director, Jay Heyer; Clerk/Treasurer, Debra Doriott-Kuhnly; Greg Marsten–Burnett County Sentinel; Cindy Mickelson–Inter-County Leader; Dean Hamaker; and Teresa Anderson-MSA. Absent: Bill Summer
- III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS/APPROVAL** –Motion made by Trustee, Maloney to approve the agenda as presented; seconded by Trustee, Sears. **Motion carried 6-0.**
- IV. **VISITOR RECOGNITION** –President Roberts thanked Teresa Anderson for the meat and cheese tray. Teresa wished everyone a Merry Christmas from MSA.
- V. **APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the November 10, 2021 Regular Board Meeting Minutes; seconded by Trustee, Weis. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the November 15, 2021 Public Property Committee Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the November 16, 2021 Judicial Committee Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the November 18, 2021 2022 Budget Public Hearing Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the November 29, 2021 Joint Judicial/Personnel Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the November 30, 2021 Joint Judicial/Personnel Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.**
- VI. **APPROVAL OF VOUCHERS & RECEIPTS:** **November 9, 2021 – December 6, 2021** vouchers in the amount of: **\$101,775.45** as follows:
 - a. General Fund - \$51,647.06
 - b. Water Fund - \$5,499.64
 - c. Sewer Fund - \$4,793.55
 - d. Capital Replacement Fund - \$755.02
 - e. Street Fund - \$31,819.33
 - f. TIF #2 – 60.00
 - g. Library Fund - \$7,180.85Approval of receipts were also presented for: **November 9, 2021 – December 6, 2021** in the amount of **\$156,214.61.** Motion was made by Trustee, Weis; seconded by Trustee, Gustafson to approve vouchers in the amount of: **\$101,775.45** and receipts in the amount of **\$156,214.61.** **Motion carried 6-0.**
- VII. **COMMUNICATIONS:** Burnett County Newsletter was included in member’s packets.

VIII. PERSONNEL – Chairman, Bill Summer: In Chairman, Summer’s absence, President Roberts covered Personnel. Motion made by Trustee, Maloney to approve the 2022 International Union of Operating Engineers Contract; seconded by Trustee, Gustafson. Trustee, Weis confirmed that Juneteenth was added as a paid Holiday. **Motion carried 6-0.**

Motion made by Trustee, Weis to add the revised Sick Time/PTO Payout Upon Termination to the Employee Handbook; seconded by Trustee, Widiker. Trustee, Gustafson confirmed that this is covering all employee. Roberts said all but the library staff as they are under the Library Board jurisdiction. **Motion carried 6-0.**

Motion made by Trustee, Sears to approve a 2.3% wage increase for the current full-time police department employees; seconded by Trustee, Widiker. **Motion carried 6-0.**

Roberts recommended tabling the discussion on starting wage and incentives for the incoming police officer until the pending candidate accepts the offer and negotiations can begin. Motion made by Trustee, Maloney to table this item and send it back to the Personnel Committee; seconded by Trustee, Sears. **Motion carried 6-0.**

The following Election Inspectors were presented for 2022-2023 Appointment: Christy Wilkins, Norm Bickford, Janice Heier, Sherill Summer, Mary Thompson, Sue Weis, Sarah Casady, and Barry Thompson. Motion made by Trustee, Gustafson to appoint the above listed Election Inspectors; seconded by Trustee, Maloney. **Motion carried 6-0.**

Kuhnly stated that Trustee, Gustafson; Trustee, Summer and Trustee, Widiker’s terms end in the Spring of 2022. She asked them to see her after the meeting for the required Candidacy or Non- Candidacy forms.

IX. PUBLIC UTILITY – Chairman, Aaron Sears: Nothing new to report.

X. FINANCE – Chairman, Greg Widiker: Chairman, Widiker reminded the board of last year’s Employee Christmas Bonuses. Motion made by Trustee, Weis to approve a Christmas Bonus of \$150 for Full-Time Employees and \$50 for Part-Time Employees; with a qualifier of a minimum of 40 hours worked; seconded by Trustee, Widiker. **Motion carried 6-0.**

XI. PUBLIC PROPERTY – Chairman, Tim Maloney: A copy of the updated floor plan for the new office building was handed out. Chairman, Maloney said the architect is waiting for board approval so he can spec it out and let out for bids no later than early March. He went over the changes that were requested by the Clerk/Treasurer. Trustee, Widiker said the bathroom looks smaller – Maloney doesn’t think it is. Trustee, Weis asked Chief Wedin if an interior wall will be needed for the evidence room. Wedin said don’t need to. Trustee, Gustafson asked why the size of the mechanical room was increased. Maloney said due to HVAC. Motion made by Trustee, Widiker to approve the floor plan; seconded by Trustee, Gustafson. **Motion carried 6-0.**

Next, Maloney stated that it has been a long time since the rental fees have been increased for use of the Community Center. A sheet showing the current and proposed rental fee increase was provided. Although this increase won't have a very big impact, the Community Center operates on a \$10,000 - \$12,000 loss every year. However, it does provide a service to the Community. Motion made by Trustee, Weis and seconded by Trustee, Widiker to approve the following Community Center Rental Fees effective January 1, 2022:

<i>(Regular – Friday & Saturday *Wedding, etc.)</i>	\$ 500.00
<i>(Non-Profit)</i>	\$ 100.00
<i>(Benefits)</i>	\$ 100.00
<i>(Funeral)</i>	\$ 100.00
<i>(Baby Shower)</i>	\$ 100.00
<i>(Hourly – Sunday through Thursday)</i>	\$ 35.00 per Hour
<i>Half Day - Friday & Saturday</i>	\$ 350.00
<i>Additional day for set-up/clean-up</i>	\$ 250.00

All charges for cleaning after an event (if not cleaned by renter) will double in cost.

*Effective April 1, 2022, office space rental will increase to \$150.00. **Motion carried 6-0.***

Lastly, Maloney reviewed the situation with the Webster Senior Center increasing the rent for ADRC and ADRC looking for a new location. He also reminded the board that there had been a discussion on possibly supplementing the Senior Center so ADRC could stay at the Webster Senior Center. Maloney said he has reached out to the Auditor about using ARPA funds. The Senior Center is a 501 C 3 and have lost revenue due to COVID. The President of the Senior Center is looking at \$100 for the next 6 months and then reevaluate. Some of the Senior Members are donating their own money to help. This topic will be tabled until Maloney receives an update from the Senior Center and or ADRC.

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

XIII. JUDICIAL – Chairman, Charlie Weis: The Police Department schedule was handed out at last month's meeting. Chief, Wedin read the monthly calls for service – total of 37.

Chairman, Weis informed the board of the 4th quarter Land Use Permits. He asked Kuhnly about the voided permit. She said she filled it out in error- the village does not require permits for driveways.

Motion made by Trustee, Widiker to approve the Inter-County Leader as the official newspaper for the Village; seconded by Trustee, Sears. **Motion carried 6-0.**

Weis then read Resolution 2021-06: County Library Exemption. Motion made by Trustee, Maloney; seconded by Trustee, Weis to approve Resolution 2021-06. **Motion carried 6-0.**

To conclude, Weis said that during the committee meetings on November 29th and 30th there were discussions on the need for putting more speed signs around the Village. Weis is asking to table this item as he just received the bids tonight and would like time to review them. Motion made by Trustee, Sears to table the discussion of purchasing speed signs until the January meeting; seconded by Trustee, Widker. **Motion carried 6-0.**

XIV. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts: Nothing new to report.

XV. CHAMBER OF COMMERCE - Nothing new to report

XVI. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney: Nothing new to report. The next meeting will be January 27,2022 at 7:00 p.m.

XVII. ANNOUNCEMENTS & FUTURE MEETINGS:

- January 12, 2022 * Caucus @ 5:45 p.m.
- January 12, 2022 *Regular Board Meeting immediately following Caucus

Roberts informed the board that Friday, December 10th will be Public Works Director, Heyer 39th anniversary working for the Village. He congratulated Heyer and thanked him for all his hard work over the years.

XVIII. ADJOURNMENT. Motion was made by Trustee, Weis; seconded by Trustee, Gustafson to adjourn the meeting at 6:40 p.m. **Motion carried 6-0.**

Respectfully submitted,

Debra Doriott-Kuhnly

Debra Doriott-Kuhnly, Clerk-Treasurer

December 8, 2021

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

Village President, Jeff Roberts

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Aaron Sears

Trustee, Bill Summer

Trustee, Charlie Weis

Trustee, Greg Widiker

Attest: _____
Clerk-Treasurer