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VILLAGE OF WEBSTER

**REGULAR MEETING
BOARD MINUTES**

Wednesday – March 9, 2022 @ 6:00 P.M.
7421 Main Street West, Webster, WI

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- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:10 p.m. (Immediately after Public Hearing)
 - II. **ROLL CALL** – Village President, Jeff Roberts; and Trustees, Kelsey Gustafson; Tim Maloney; Aaron Sears; Bill Summer; Greg Widiker and Charlie Weis. Others: Clerk/Treasurer, Deb Doriott-Kuhnly; Public Works Director, Jay Heyer; Chief of Police, Stephenie Wedin; Cindy Mickelson -Inter County Leader Newspaper, Greg Marsten – Burnett County Sentinel. Nick Nelson – MSA. Traci Hopkins – Central Burnett County Fair Board. Village Residents, Ed Dedman and Russ Burford. Absent: None.
 - III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS/APPROVAL** –Motion made by Trustee, Weis to approve the agenda as presented; seconded by Trustee, Sears. **Motion carried 7-0.**
 - IV. **VISITOR RECOGNITION** –President Roberts gave the floor to Traci Hopkins. Traci handed out the 2021 year-end financial report for the Central Burnett County Fair Association. They are maintaining a decent balance and doing ok. The dates for this year’s fair will be September 23 – September 25.
 - V. **APPROVAL OF MINUTES:** Motion was made by Trustee, Sears to approve the February 9, 2022 Regular Meeting Minutes; seconded by Trustee, Maloney. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the February 11, 2022 Development & Annexation Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 7-0.**
 - VI. **APPROVAL OF VOUCHERS & RECEIPTS: February 8, 2022 – March 7, 2022** vouchers in the amount of: **\$366,205.31** as follows:
 - a. General Fund - \$306,591.07
 - b. Water Fund - \$23,238.85
 - c. Sewer Fund - \$5,822.57
 - d. Capital Replacement Fund - \$10,415.32
 - e. TIF #2 - \$675.00
 - f. Library Fund - \$19,462.50Approval of receipts were also presented for: **February 8, 2022 – March 7, 2022** in the amount of **\$6,943.74**. Discussions were held about vouchers for North Memorial, Board of Commissioners of Public Lands and tax settlement payments. Motion was made by President, Roberts; seconded by Trustee, Summer to approve vouchers in the amount of: **\$366,205.31** and receipts in the amount of **\$6,943.74**. **Motion carried 7-0.**
 - VII. **COMMUNICATIONS:** Burnett County Newsletter was included in member’s packets.
 - VIII. **PERSONNEL – Chairman, Bill Summer:** Nothing new to report.

- IX. PUBLIC UTILITY – Chairman, Aaron Sears:** Nothing new to report.
- X. FINANCE – Chairman, Greg Widiker:** Nothing new to report.
- XI. PUBLIC PROPERTY – Chairman, Tim Maloney:** Chairman, Maloney reported there was pre-bid meeting today for the new office/police department building. One bidder showed up and asked to move the bid opening date closer to the bid approval date. This would allow the bidder an additional 3 weeks to get the most accurate pricing for materials. Motion made by Trustee, Widiker to move the bid opening date to April 11th at 11:00 a.m. and the bid approval on the Regular Board Meeting on April 13th; seconded by Trustee, Sears. **Motion carried 7-0.** Maloney stated the architect wanted the pre-bid meeting to be mandatory, but the village can waive this to accommodate the builders who could not make the meeting due to schedule conflicts. Motion made by Trustee, Gustafson to waive the mandatory pre-bid meeting requirement; seconded by Trustee, Weis. **Motion carried 7-0.** An addendum to the project document will be made by the architect.
- XII. STREETS – Chairman, Kelsey Gustafson:** Chairman, Gustafson said the WI DOT is requesting information regarding the Highway 35/Lakeland Av project. Gustafson indicated part of their plan is resurfacing the driving lanes. If the village allows parking on the highway, the village will need to pay for the sides to the curb and if the village does not then the State will pay. Heyer reported that there is some no parking on the highway. Trustee, Weis confirmed that if the village has no parking along the highway within the village limit to village limit, the state will pay (to the curbs). Gustafson said that is his interpretation. The board agreed that they don't see parking along the highway, unless there is a large service at the funeral home. Gustafson said it sounds like the DOT would also put up the no parking signs. Gustafson informed the board that the DOT would like to get rid of the crosswalk at Fir Street because there is no sidewalk on the east side of the highway, by Connor's. Discussion ensued about sidewalk. Motion made by Trustee, Weis to adopt an ordinance of no parking along Highway 35 from Alder Street to Hickory Street upon confirmation from the State that they would cover the cost to resurfacing the whole width of highway 35.; seconded by Trustee, Gustafson. **Motion carried 7-0.** (*Update since the meeting: There is already an ordinance that states no parking on the highway: Ordinance 284.7(10).*)
- XIII. JUDICIAL – Chairman, Charlie Weis:** The Police Department schedule for March was handed out last month. Chief, Wedin read the monthly calls for service – total of 46.

Chairman, Weis read the license applications and types from Chuckwagon Diner and Edwards Oil dba Lucky Seven General Store. (*The owners of Chuckwagon Diner bought Café Moonglow and Edwards Oil is buying the Minit Mart*) Motion made by Trustee, Weis; seconded by Trustee, Widiker to approve the Alcohol Beverage Retail Licenses, Tobacco and Cigarette Licenses and Operator Licenses for Chuckwagon Diner and Edwards Oil dba as Lucky Seven General Store. **Motion carried 7-0.**

DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts: Information on the Cellular Modems for Solar System was included in the board member packets. Trustee, Summer explained the usefulness and benefits of the modems. President, Roberts stated the cost. Discussion ensued on current solar system and possible future expansion. Trustee, Widiker suggests looking into fencing around the solar panels to avoid snowmobile traffic and any potential issues. President, Roberts reminded the board that the project came in under budget so there is still money from the loan. Kuhnly said that whatever money is not spent on solar expenses, from the loan, needs to be paid back. Kuhnly reported that she

recently changed the cell phone plans for Public Works Employees and will save over \$150 each month. Motion made by Trustee, Gustafson to approve the purchase of 2 cellular modems for the Solar System; seconded by Trustee, Summer. **Motion carried 7-0.**

Nick Nelson, from MSA, provided a summary, updates and maps on the transite water mains and CDBG. Discussed the locations of main replacement, community-wide benefit requirement and maximize available funding. Motion made by Trustee, Widiker to approve the Professional Service Agreement, with MSA, to apply for the CDBG PF funding to replace transite water mains; seconded by Trustee, Summer. **Motion carried 7-0.**

Trustee, Weis explained that USDA Rural Development has a grant program designed to help smaller communities with projects to increase industry opportunities in rural areas. The RISE grants are awarded between a half to two million dollars. Dick Hartmann brought this program up and met with Weis and Trustee, Summer. Dick thought of the village's desire for a spec building in the Industrial Park. Weis said the 1st step is to complete a concept paper. He is hoping MSA can help with that. The grant is a 20% match. Trustee, Summer said ARPA money can be used towards the 20%. Weis said that looking at an incubator structure for the spec building. The village could get a 24,000 square foot building for half a million dollars. Weis wants to get going on the concept paper. Summer reported that Dick Hartmann is willing to provide a lot of help. Dick mentioned over a year ago that Washburn, Polk and Burnett counties are drastically short on small light industrial buildings and there is a need. Weis said the board should be looking long term on ways to build up the Industrial Park if investing in a spec building(s). Discussion ensued on incubator, village being landlords, possible tenants, possible lease to own and expansion of Industrial Park.

XIV. CHAMBER OF COMMERCE - Chamber President, Bill Summer informed the board of the Chamber free luncheon at 1130am on March 30th at The Gallery. 11 invites were returned.

XV. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney: Next meeting is April 27th at 7:00 p.m.

XVI. ANNOUNCEMENTS & FUTURE MEETINGS:

- **March 16, 2022 *Judicial Committee Meeting @ 6:00 p.m.**
- **April 13, 2022 *Regular Board Meeting @ 6:00 p.m.**
- **April 25, 2022 *Open Book 1:00 p.m. to 3:00 p.m.**
- **May 2, 2022 *Board of Review 4:00 p.m. to 6:00 p.m.**
- **TBD- Finance Committee Meeting**

XVII. ADJOURNMENT. Motion was made by Trustee, Weis; seconded by Trustee, Maloney to adjourn the meeting at 7:16 p.m. **Motion carried 7-0.**

Respectfully submitted,
Debra Doriott-Kuhnly

Clerk-Treasurer and Village President

March 9, 2022

***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