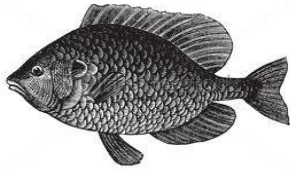


# REGULAR MEETING BOARD MINUTES

Wednesday – April 13, 2022 @ Immediately following Public  
Hearing.

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**VILLAGE OF WEBSTER**

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- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 6:10 p.m. (Immediately following the 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. Village Surveyor, Mark Krause. Nick Nelson and Dave Rasmussen– MSA. Village Residents, Ed Dedman; Jim Beam and Russ Burford. Village business owner, Bruce Gibbs. Mobile Home Court owner, Ron Machel. Chamber of Commerce, Harriet Rice. Absent: None.
  
  - III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS/APPROVAL** –Motion made by Trustee, Sears to approve the agenda as presented; seconded by Trustee, Gustafson. **Motion carried 7-0.**
  
  - IV. **VISITOR RECOGNITION** –President Roberts gave the floor to Ron Machel, owner of the Webster Mobile Home Court. Ron told the board that he has a person interested in placing a 45’ camper trailer in the mobile home court. He said the wheels will be taken off and skirting would be placed around the trailer. Photos were provided. Trustee, Weis stated this is not a mobile home; Ron agreed it is a camper. Trustee, Maloney asked the year – it is a 2000. Maloney said it would not qualify under our ordinance; it is greater than ten years old. Weis said campers are not allowed. Motion made by Trustee, Weis to disapprove Ron’s request; seconded by Trustee, Sears. **Motion carried 7-0.**

The floor was then given to Village Surveyor, Mark Krause regarding Jim Beam’s request to split his duplex on Hickory Street West. Mark provided an updated layout/CSM and said Jim still needs to complete the legal agreement on shared walls, etc. Trustee, Weis asked about lot 2 not having access to the road. Mark explained that there would be an easement; both would have right to use it. Maloney confirmed that 1 driveway, from Hickory, would service both properties and then an easement to get to each side/each property. A lot line dividing where the parking spots would be. Weis asked the opinion of the party on the other side. Mark reported they have had no comment on it, but the 20-foot easement is on the lot to the north building (the other property). Mark said an option is to have an easement along the powerline on the Gandy Dancer side. Weis then asked by splitting 2 duplexes wouldn’t it technically be considered a townhouse. Mark said yes or condominium; there would be a zero-lot line. The Village does not have a townhouse or condominium ordinance. But Mark pointed out that the village already has this type of property on Main St E. Trustee, Summer asked what happens when the roof needs to be replaced. Mark said this needs to part of the building (legal) agreement. Summer confirmed that Jim is going to live in one and sell the other. Jim explained that both sides have their own roof; there is just a small part in the middle that would be shared. Motion made by Trustee, Maloney to table until legal agreements are in place; seconded by Trustee, Summer. **Motion carried 7-0.**

Burnett County Highway Commission, Mike Hoefs was not able to attend. In his absence, President Roberts informed the board that the county was awarded around \$3 million to redo County Road X from Highway 35 to Gaslyn Road. The county will be working with the Federal Government timeline and Mike thinks the planning will start this spring with the actual work being done in 2025. Weis asked if this would coincide with the highway project. Trustee, Gustafson said it probably won't; that project won't start until 2027 or 2028. Mark Krause suggests pushing for a wider lane or turn lane at the intersection of the highway and County Road X (Alder St) to accommodate the school traffic. Weis asked about \$3 million in today's money and getting the equivalent in 2025. Roberts thinks it will be engineered and bid with today's \$3 million.

Roberts explained that there was supposed to be a 5:45 pm Public Hearing tonight but there was a mistake in the ad. There were also requests for extra time to review the resolutions. The Public Hearing for CDBG is moved until April 27<sup>th</sup>. He then gave the floor to Dave Rasmussen. Dave said it has been a few years since the village received a CDBG grant and somethings have changed regarding what is required to apply. The last Citizen Participation Plan was approved in 2014 so it needs to be updated. Dave explained each resolution and policy, that will be on the April 27<sup>th</sup> agenda, and why they are needed for the CDBG application. Dave clarified that the village has a Fair Housing Ordinance, but this amendment would be adopting the State Statutes. This amendment will reduce the length of the village's current one and ensure it is consistent with state law. There will be no displacement or relocation with the project. Regarding the budget, looking at a budget of \$1,876,000 and the village match amount would be \$876,000 and applying for \$1 million CDBG grant. Dave will send a letter to Clerk, Kuhnly, to pass onto to Bremer Bank, for interim financing for the matching funds. This letter is to maximize the scoring points criteria on the CDBG application. Dave said the CDBG is a very competitive program this year.

Lastly, Roberts gave the floor to Harriet Rice with the Webster Chamber of Commerce. Harriet told the board that the 24<sup>th</sup> Annual Gandy Dancer Days will be held August 12<sup>th</sup> – August 14<sup>th</sup>. They recently had their 1<sup>st</sup> planning meeting, and she is excited that there will be new events. Events will be scheduled for the whole 3 days. Some of new events include happy hour, from 4-6pm, at the beer garden on Friday, River City Cloggers will perform, a 3-day pickleball tournament, frying pan toss, a car race and kids bingo. In other Chamber news, 90 invitations were sent to area businesses and 10 people showed up to the March 30<sup>th</sup> meeting. Those 10 people were very interested in serving and supporting the Chamber and the community. The website redesign has begun. The Chamber recently started a Welcome Wagon. The Chamber will present a new business with a basket, take a photo and publish in the local newspapers and on the Village/Chamber website. Kuhnly informed Harriet that the Minit-Mart was recently bought by Edwards Oil dba Lucky Seven General Store.

**V. APPROVAL OF MINUTES:** Motion was made by Trustee, Widiker to approve the March 9, 2022 Public Hearing Meeting Minutes; seconded by Trustee, Maloney. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the March 9, 2022 Regular Board Meeting Minutes; seconded by Trustee, Gustafson. **Motion carried 7-0.** Motion was made by Trustee, Sears to approve the March 16, 2022 Judicial Committee Meeting Minutes; seconded by Trustee, Summer. **Motion carried 7-0.**

**VI. APPROVAL OF VOUCHERS & RECEIPTS: March 8, 2022 – April 10, 2022** vouchers in the amount of: **\$184,108.25** as follows:

- a. General Fund - \$73,549.37
- b. Water Fund - \$27,247.10

- c. Sewer Fund - \$6,426.66
- d. Capital Replacement Fund - \$1,293.82
- e. Library Fund - \$75,591.30

Approval of receipts were also presented for: **March 8, 2022 – April 10, 2022** in the amount of **\$131,870.58**. Motion was made by Trustee, Maloney; seconded by Trustee, Sears to approve vouchers in the amount of: **\$184,108.25** and receipts in the amount of **\$131,870.58**. **Motion carried 7-0.**

**VII. COMMUNICATIONS:** Burnett County Newsletter and Thank you card from Restorative Justice was included in member's packets.

**VIII. PERSONNEL – Chairman, Bill Sumner:** Clerk, Kuhnly swore in the following elected Village Trustees for their 2-year terms: Ed Dedman, Kelsey Gustafson and Bill Sumner.

**X. PUBLIC UTILITY – Chairman, Aaron Sears:** Chairman, Sears reported that Public Works Director, Heyer received quotes from 3 companies for the well #4 rehab. The best estimate is from CTW, this is the company the village rented the water tank when painting the water tower. The cost for base work is \$10,810. Aaron read off the specific items that the base work includes. There are optional items of televising the well casing in the amount of \$1800, VFD for \$4656 and wiring, control panel and programming \$1800. The total to do everything is about \$20,000. Sears said the other estimates received are much higher. Motion made by Trustee, Widiker to approve CTW to do base work and camera/televising; seconded by Trustee, Sumner. The rest will be looked at in the future. **Motion carried 7-0.**

Next, Sears discussed the need for repairs to the Muffin Monster (sewer sludge grinder) and has received 2 estimates. The lowest estimate came in at \$12,384. Heyer said this was rebuilt about 10 years ago. Trustee, Widiker asked how one could tell when it is getting worn out and needs repair or replacement. Heyer explained. Motion made by Trustee, Maloney to approve the estimate in the amount of \$12,384; seconded by Trustee, Gustafson. Heyer reported that he is waiting to hear back from the auditor on available Sewer Funds. **Motion carried 7-0.**

**XI. FINANCE – Chairman, Greg Widiker:** Nothing new to report. President, Roberts thanked Greg for his 11 years on the Board and Planning Commission. (Greg did not seek reelection.)

**XII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Chairman, Maloney provided a summary of what has happened up to now on the new office building. The remodel of the interior went out to bid. The only bidder was Cecil Builders from Birchwood. The architect has had experience with this company and has been pleased with the quality of their work. Several other construction companies were contacted, by the architect, and they did not have time for the project. The architect was surprised how low the bid came in at. A copy of the bid tabulation was provided to the board, showing the bid amount of \$208,506.15. The end date is somewhat fluid due to current supply chain issues, which is built into the contract. Trailers and supplies will be in the alley – nothing on Main Street. Maloney reported that he was at the prebid meeting and all the subcontractors were there with Dave Cecil, owner of Cecil Builders. Maloney and Roberts were also at the bid opening on Monday. Sumner asked, for his own cost analysis, what is the total cost square feet. Maloney answered. Roberts reported total cost of \$339,000 for everything (cost of the building, demo, remodel) and the architect thought if were to build from scratch, the cost would be at least ½ million dollars. Trustee, Widiker asked the timeframe. Maloney said would start in June

and done by August or September (depending on supply chain). Motion made by Trustee, Summer to accept the bid for the new office remodel to Dave Cecil Builders, out of Birchwood; seconded by Trustee, Weis. **Motion carried 7-0.** Kuhnly asked if the award letter comes from the village or the architect. Maloney said he will talk to him, but he thinks it all comes from architect.

**XIII. STREETS – Chairman, Kelsey Gustafson:** Chairman, Gustafson reported the Maintenance Agreement from the DOT was not received so that item is on hold.

Motion made by Trustee, Widiker to approve Steven Meister dba Sleepy Hollow Mowing for village roadside mowing in the amount of \$6605; seconded by Trustee, Weis. **Motion carried 7-0.**

**XIV. JUDICIAL – Chairman, Charlie Weis:** The Police Department schedule will be sent out. Chief, Wedin read the monthly calls for service – total of 50.

The 4<sup>th</sup> of July Fireworks Display will be held on Saturday, July 2<sup>nd</sup>.

The rest of the items were all covered earlier in the meeting by Dave Rasmussen. Roberts reiterated that the resolutions and policies will be discussed and acted upon on April 27<sup>th</sup>.

**XV. DEVELOPMENT & ANNEXATION – Village President, Jeff Roberts:** Nothing New to Report.

**XVI. CHAMBER OF COMMERCE -** Harriet Rice discussed earlier in the meeting.

**XVII. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Next meeting is April 27<sup>th</sup> at 7:00 p.m.

**XVIII. ANNOUNCEMENTS & FUTURE MEETINGS:**

- April 25, 2022 \*Open Book 1:00 p.m. to 3:00 p.m.
- April 27, 2022 \*Public Hearing: CDBG @ 6:00 p.m.
- May 2, 2022 \*Board of Review 4:00 p.m. to 6:00 p.m.
- May 11, 2022 \*Public Hearing: Zoning Variance Woller Garage @ 5:45 p.m.
- May 11, 2022 \*Reorganization Meeting @Immediately Following the Public Hearing
- May 11, 2022 \*Regular Board Meeting @ Immediately Following Reorganization Meeting
- TBD- Finance Committee Meeting: ARPA Funds
- TBD- Street Committee Meeting: Discuss Walley Street

**XIX. ADJOURNMENT.** Motion was made by Trustee, Weis; seconded by Trustee, Sears to adjourn the meeting at 7:25 p.m. **Motion carried 7-0.**

Respectfully submitted,

*Debra Doriott-Kuhnly*

Clerk-Treasurer and Village President

April 13, 2022

\*\*\*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, Ed Dedman

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Trustee, Kelsey Gustafson

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Trustee, Tim Maloney

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Trustee, Aaron Sears

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Trustee, Bill Summer

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Trustee, Charlie Weis

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Attest: \_\_\_\_\_  
Clerk-Treasurer