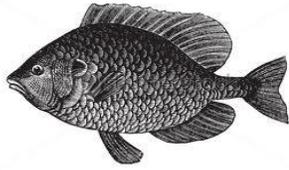


REGULAR MEETING BOARD MINUTES



VILLAGE OF WEBSTER

Wednesday – May 11, 2022 @ Immediately following Public
Hearing.
7421 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 5:50 p.m. (Immediately following the Public Hearing.)
- II. **ROLL CALL** – Village President, Jeff Roberts; and Trustees, Ed Dedman; Kelsey Gustafson; Aaron Sears; Bill Summer 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. Visitors: Jason Nutter and Roger Wood arrived 5:56 p.m. Absent: Trustee, Tim Maloney.
- III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS/APPROVAL** –Motion made by Trustee, Summer to approve the agenda as presented, with the visitors speaking when they arrive, seconded by Trustee, Sears. **Motion carried 6-0.**
- IV. **APPROVAL OF MINUTES:** Motion was made by Trustee, Weis to approve the April 7, 2022 Personnel Committee Meeting Minutes; seconded by Trustee, Sears. **Motion carried 5-0.** *Trustee, Dedman abstained.* Motion was made by Trustee, Gustafson to approve the April 13, 2022 Zoning Variance Public Hearing Minutes; seconded by Trustee, Summer. **Motion carried 5-0.** *Trustee, Dedman abstained.* Motion was made by Trustee, Summer to approve the April 13, 2022 Regular Board Meeting Minutes; seconded by Trustee, Sears. **Motion carried 5-0.** *Trustee, Dedman abstained.* Motion was made by Trustee, Weis to approve the April 27, 2022 Special Board and Citizen Participation Public Hearing Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the May 2, 2022 Board of Review Meeting Minutes; seconded by Trustee, Dedman. **Motion carried 6-0.** Motion was made by Trustee, Gustafson to approve the May 4, 2022 Finance Committee Meeting Minutes; seconded by Trustee, Dedman. **Motion carried 6-0.**
- V. **VISITOR RECOGNITION** –President Roberts gave the floor to Jason Nutter. Jason said he bought a lot on Trout Av S and is thinking of options: maybe a stick built, move a house onto the lot or a module home. Weis asked if Jason would live there, Jason said it would be a rental. Summer asked if it would have a basement, Jason said he wasn't sure. Weis explained that it would come down to how big the house would be and the required setbacks. If it would infringe on neighbors, then he (Jason) would need to come to the board and ask permission. Jason talked about pitch, overhangs, etc. for module homes. Heyer said that is something Building Inspector, Dennis Quinn, would get involved with. Ed said there are two different sets of regulations with modules homes and needs to be built to the WI regulations. Summer said if moving a house in, the board would like to see pictures before making any decisions. The lot is ¼ acre: 75 X 100 feet. The limited size of the house, setbacks, and required building permit was discussed. Roberts and Weis said to go through Heyer for the quickest response. Heyer reiterated the need to get Dennis Quinn involved for foundation, basement, and other codes.

Roberts gave the floor to Roger Wood. Roger owns 10 acres off Crappie Av S, the road to get to the Village's wastewater treatment ponds. It is hard to get to his land, due to the gate for the ponds. He would like the gate moved for easier access to his property. Roger provided a sketch showing the location of the current gate, proposed new location of gate with moving it 275 yards and new driveway to his land – all on Crappie Av S. Roger said he would pay for the movement of the gate and have Hopkins put in a culvert. Gustafson asked Heyer if he had any issues moving the gate. Heyer said Crappie Av S would then need to be plowed more consistently. Roger said he would have it in writing that whoever bought his land would be responsible for plowing. Dedman asked how it is zoned – it is residential. Heyer would like to touch base with Mark Krause, Village Surveyor, on easements and then can act on this at the June Board Meeting.

VI. APPROVAL OF VOUCHERS & RECEIPTS: April 11, 2022 – May 9, 2022 vouchers in the amount of: **\$62,969.98** as follows:

- a. General Fund - \$45,001.79
- b. Water Fund - \$7,612.66
- c. Sewer Fund - \$4,392.84
- d. Capital Replacement Fund - \$870.07
- e. Library Fund - \$5,292.62

Approval of receipts were also presented for: **April 11, 2022 – May 9, 2022** in the amount of **\$63,738.25**. Motion was made by Trustee, Sears; seconded by Trustee, Dedman to approve vouchers in the amount of: **\$62,969.98** and receipts in the amount of **\$63,738.25**. **Motion carried 6-0.**

VII. COMMUNICATIONS: Burnett County Newsletter was included in member's packets.

VIII. PERSONNEL – Chairman, Bill Summer: Chairman, Summer shared the recommendations from the Personnel Committee meeting on April 7th. Motion made by Trustee, Summer to strike 'health insurance stipend \$500' from employee handbook under benefits; seconded by Trustee, Weis. **Motion carried 6-0.**

Next, Summer spoke of adopting new police officer starting wage and his methodology for the wage. The reason for the increase, in starting wage, is to be more competitive with surrounding villages and the county. Recent negotiations with the school, increases the wage for the school resource officer, from \$22/hour to \$27/hour. This allows an increase in starting wage for new police officer. Inexperienced officer would start at \$19.86 if participating in health insurance and \$20.86 if not participating. Experienced officer would start at \$22.31 with insurance and \$24.21 without. Sears asked if a pay increase, after probationary period, would be performance based. Motion made by Trustee, Weis; seconded by Trustee, Gustafson to table until next month's meeting. **Motion carried 6-0.**

Summer explained recent requirement changes to obtain a Class B CDL and potentially offering CDL payment plan with an employment contract. Discussion ensued but no action taken.

X. PUBLIC UTILITY – Chairman, Aaron Sears: Nothing New to Report.

XI. FINANCE – TBD: President, Roberts stated the Finance Committee met on May 4th to discuss uses of the ARPA Local Fiscal Recovery Funds. The recommendations were noted in the Finance Committee Meeting Minutes, that was included in the meeting packet. The total amount the village will receive is \$64,789.84 and already received half. Weis asked if some of the money should be directed to the new

office. That is not an eligible expense. Dedman said the committee had some other ideas that also did not fit in the guidelines. The village has until 2024 to spend the ARPA funds. Weis brought up increasing employee salaries. Discussion was held on the benefit of premium pay (bonus) vs salary increase. In the future where would the funding come to sustain the increase? Weis said what if spread out the pay to employees over next 2-3 years. Weis said he would still like to take \$10,000 - \$15,000 to give to employees and then rest go to CDBG Matching Fund or Solar Project. Roberts read recommendations from Finance Committee. He then said could take some money from the CDBG Matching Grant for employee premium pay (bonus) in 2023. Motion made by Trustee, Dedman to approve the spending of ARPA Local Fiscal Recovery Funds as listed below; seconded by Trustee, Gustafson. **Motion carried 6-0.**

1st Tranche

1. Well #4 Rehab - \$14,000 (Improving Access to Infrastructure)
 2. Repairs to Muffin Monster - \$13,000 (Improving Access to Infrastructure)
 3. Premium Pay \$750 for each 4 Full-Time Employees and \$250 for 1 Part-Time Employee - \$3,250 (Responding to the Public Health Emergency) **Salary Employee are not eligible
 4. Webster Senior Center - \$2,000 (Addressing Negative Economic Impacts)
-  Total of 1st Tranche Expenses: \$32,250

2nd Tranche

1. Webster Senior Center - \$1,000 (Addressing Negative Economic Impacts)
 2. Larsen Family Public Library - \$10,000 (Addressing Negative Economic Impacts)
 3. Wild Rivers Habitat for Humanity - \$2,000 (Serving the Hardest Hit)
 4. Tablets for Board Members - \$1,000 (Responding to the Public Health Emergency)
 5. Cybersecurity - \$1,000*estimate (Improving Access to Infrastructure)
 5. Premium Pay \$1000 for each 4 Full-Time Employees and \$250 for 1 Part-Time Employee - \$4,250 (Responding to the Public Health Emergency) **Salary Employee are not eligible
 6. CDBG Matching Grant - \$13,289 (Improving Access to Infrastructure)
-  Total of 2nd Tranche Expenses: \$32,539

Motion made by Trustee, Weis to finance the new office building through Board of Commissioners of Public Land Trust; seconded by Trustee, Sears. **Motion carried 6-0.**

XII. PUBLIC PROPERTY – Chairman, Tim Maloney: Chair, Maloney absent. Roberts stated Nothing New to Report. Kuhnly and Heyer reported work has began on the interior of the new office building.

XIII. STREETS – Chairman, Kelsey Gustafson: Chairman, Gustafson reported the Maintenance Agreement from the DOT was received and was included in the meeting packet. He summarized the agreement. Motion made by Trustee, Summer to approve the Wisconsin DOT and Municipal Maintenance Agreement; seconded by Trustee, Dedman. **Motion carried 6-0.**

Gustafson informed the board that maintenance of Apple Street (the road through the fairgrounds) will be happening in the next couple of weeks. This project and budget were approved last year; this is just informational. Gustafson asked about painting the lines. Heyer said that he and Phernetton will do that themselves. They will borrow painter equipment from Village of Siren.

XIV. JUDICIAL – Chairman, Charlie Weis: The Police Department schedule will be sent out. Chief, Wedin read the monthly calls for service – total of 31.

Chair, Weis is waiting for additional information from the County regarding their request to remove Purple Loosestrife on Highway 35 in the Village. There will be no cost to the village. Dedman asked about timing. No action taken at this time.

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

XVI. CHAMBER OF COMMERCE - On behalf of the Chamber, Bill Summer is asking the village for an additional \$395 a year for maintenance on the Village/Chamber website. Harriet Rice is applying for a \$1100 Polk-Burnett Operation Round-Up Grant. For the rest of 2022, the estimated maintenance cost is \$1495. Kuhnly stated how much she appreciates Nancy Herman’s work on the website and praised her for the redesign and upgrade. Nancy has almost completed the redesign. Website Analytics shows an increase in every category and session duration. The request for \$395 will be on next month’s meeting.

XVII. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney: Nothing New to Report.

XVIII. ANNOUNCEMENTS & FUTURE MEETINGS:

- **TBD- Street Committee Meeting: Discuss Walley Street**
- **June 8, 2022 *Regular Board Meeting @ 6:00 p.m.**
- **June 21, 2022 *Judicial Committee Meeting @ 6:00 p.m.**

XIX. ADJOURNMENT. Motion was made by Trustee, Weis; seconded by Trustee, Summer to adjourn the meeting at 7:00 p.m. **Motion carried 6-0.**

Respectfully submitted,
Debra Doriott-Kuhnly

Clerk-Treasurer and Village President

May 11, 2022

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

Village President, Jeff Roberts

Trustee, Ed Dedman

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Aaron Sears

Trustee, Bill Summer

Trustee, Charlie Weis

Attest: _____

Clerk-Treasurer