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VILLAGE OF WEBSTER

REGULAR MEETING

BOARD MINUTES

Wednesday – January 11, 2023

@ Immediately Following 5:45 p.m. Caucus.

7421 Main Street West, Webster, WI

- I. **CALL TO ORDER** – Village President, Jeff Roberts called the meeting to order at 5:52p.m.
- II. **ROLL CALL** – Village President, Jeff Roberts; and Trustees, Ed Dedman; Kelsey Gustafson; Tim Maloney; Aaron Sears; Bill Summer and Charlie Weis. Others: Public Works Director, Jay Heyer; Clerk/Treasurer, Deb Doriott-Kuhnly; Greg Marsten – Burnett County Sentinel. Traci Hopkins arrived at 5:55 p.m. Absent: Chief of Police, Stephenie Wedin.
- III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS/APPROVAL** – Motion made by Trustee, Dedman to approve the agenda as presented; seconded by Trustee, Sears. **Motion carried 7-0.**
- IV. **VISITOR RECOGNITION** –President Roberts said the meeting will proceed and Traci Hopkins can speak when she arrives. Traci arrived at 5:55 p.m. and spoke after the Finance Committee report. Traci presented a handout of the year-end financial report for the Central Burnett County Fair Association. The beginning balance for 2022 was \$15,020.97 and the ending balance 2022 is \$7,462.73. She reported the grandstand events were down due to weather. Yet, they have received praise for the grandstand improvements. They are considering moving some of the grandstand events around to different days in 2023 so it is more convenient for the participants. The dates of the 2023 Fair will be September 22nd through September 24th. She has also received feedback that folks like having the Fair in September. Next, discussion took place on Octoberfest. This will be held on August 19 and Nancy Meindel will oversee this. Nancy will need to present the plans to the Village Board soon. The Webster Chamber and Lions Club are unable to commit to this event. Nancy has reached out to Traci about use of a fair building. Weis said the Fire Department’s fundraiser is scheduled for this same date. Discussion took place on liability insurance policies held by separate associations & events (i.e. Fair Association) using the fairgrounds and the Village insurance. Agreed that events in grandstand need separate policy. Kuhnly said she was told by the Village insurance agent that they need their own insurance policy. Public Property Chair, Maloney informed Traci that the Central Burnett County Fair Association lease will now be a one-year term. Gustafson asked Traci if the Fair Association sees any income from the Midway – Traci said they get anything over their 10% of their \$20,000 revenue. They received \$1000 last year.
- V. **APPROVAL OF MINUTES:** Motion was made by Trustee, Maloney to approve the December 14, 2022 Personnel Committee Meeting Minutes; seconded by Trustee, Dedman. **Motion carried 7-0.** Motion was made by Trustee, Weis to approve the December 14, 2022 Public Hearing Zoning Variance Meeting Minutes; seconded by Trustee, Sears. **Motion carried 7-0.** Motion was made by Trustee, Dedman to approve the December 14, 2022 Regular Board Meeting Minutes; seconded by Trustee, Weis **Motion carried 7-0.**

- VI. **APPROVAL OF VOUCHERS & RECEIPTS: December 13, 2022 – January 8, 2023** vouchers in the amount of: **\$132,887.02** as follows:
 - a. General Fund - \$118,904.40
 - b. Water Fund - \$4,766.24
 - c. Sewer Fund - \$3,690.23
 - d. Capital Fund - \$515.00
 - e. Library Fund - \$5,011.15

Approval of receipts were also presented for: **December 13, 2022 – January 8, 2023** in the amount of **\$299,534.19**. Motion was made by Trustee, Maloney; seconded by Trustee, Dedman to approve vouchers in the amount of: **\$132,887.02** and receipts in the amount of **\$299,534.19**. **Motion carried 7-0.**

VII. **COMMUNICATIONS:** The Burnett County Newsletter was included in the meeting packet.

VIII. **PERSONNEL – Chairman, Ed Dedman:** Nothing New to Report.

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

IX. **FINANCE – Chairman, Bill Summer:** Chairman Summer provided an update on the solar array. He passed around the one-year metered and billed usage history. It is doing well! There are credits, with Northwestern Wisconsin Electric, on both accounts. Summer explained that 1/3 of the array is metered at the lift station (credit of \$284.19) and 2/3s of array are metered at Well #3 (credit of \$289.37). Summer reported that he checked with NOAA, and the Upper Midwest had 22% more sunlight in 2022 against the average.

XI. **PUBLIC PROPERTY – Chairman, Tim Maloney:** Chairman, Maloney stated the only change to the Fairgrounds Lease is the term is now year to year. Motion made by Trustee, Sears to approve the 2023 Central Burnett County Fair Association Lease; seconded by Trustee, Summer. **Motion carried 7-0.**

Maloney said any renter or user of village property (i.e. Community Center, Fairgrounds, etc.) will be asked to sign an indemnity agreement. Motion made by Trustee, Weis to approve the Waiver of Liability and Hold Harmless Agreement; seconded by Trustee, Dedman. Trustee, Gustafson asked if this includes groups like the Lions Club. Maloney said yes anybody that uses village property, whether they pay the village or not, will be asked to sign the waiver. **Motion carried 7-0.**

Revised Webster Community Center Rental and Fairgrounds Rental Agreements were included in the meeting packet. The rate increases are necessary because these properties have been \$12,000 over budget due to operating costs, for these properties. Maloney opened the floor for discussion. Dedman questioned the rental fee for ½ day at each property. Maloney explained why Community Center is more. Damage deposit increased to \$500 for both properties. The new rental rates go into effect March 1st, 2023. All organizations will be given these rates. They can come to a board meeting and ask for a reduction or waiver. Discussion was held on different rental fees for different venues at the fairgrounds.

Webster Fairgrounds Rental Fees will be as follows:

Half Day Event	\$ 125.00
One Day Event	\$ 250.00
Two Day Event	\$ 400.00
Grandstands	\$ 300.00 (Daily Rate)

Horse Stables	\$ 25.00 (Per Hour)
Campers with Power and Water	\$ 75.00 (Daily Rate)

Motion made by Trustee, Summer to approve the revised Webster Fairgrounds Rental and Reservation Agreement Rates, with effective date of March 1, 2023; seconded by Trustee, Dedman. Weis asked that this be approved tonight but re-read at the February Board Meeting. **Motion carried 7-0.**

Webster Community Center Rental Fees will be as follows:

(Regular All Day – Friday & Saturday – 8 am – Midnight)	\$ 600.00
(Regular All Day – Sunday thru Thursday)	\$ 350.00
(Half Day - Friday & Saturday)	\$ 350.00
(Hourly – Sunday through Thursday)	\$ 45.00 per Hour

Motion made by Trustee, Dedman to approve the revised Webster Community Center Rental and Reservation Agreement Rates, with effective date of March 1, 2023; seconded by Trustee, Summer. Approval tonight but re-read at the February Board Meeting. **Motion carried 7-0.**

Informational- Maloney reported that an initial end of the architect’s checklist, for the new office building, was done on Friday and the occupancy date has been pushed back. The building also needs to be wired for communication and furniture purchased. A Public Property Committee meeting will be scheduled soon.

- XII. **STREETS – Chairman, Kelsey Gustafson:** Nothing New to Report. Informational – Burnett County has hired a new Highway Commissioner and his start date was Monday.
- XIII. **JUDICIAL – Chairman, Jeff Roberts:** In Chief, Wedin’s absence, Roberts covered Judiciary. Police Department schedule was provided in the meeting packet. The total monthly calls for service was 26.
- XIV. **DEVELOPMENT & ANNEXATION – Chairman, Charlie Weis:** Nothing New to Report.
- XV. **CHAMBER OF COMMERCE –** Nothing New to Report. Informational- Chamber is working on Gandy Dancer Days.
- XVI. **WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Nothing New to Report. Next meeting will be January 25, 2023 at 7 p.m.
- XVII. **ANNOUNCEMENTS & FUTURE MEETINGS:**
 - **January 23, 2023 *Public Property Committee Meeting**
 - **February 8, 2023 *Regular Board Meeting**
- XVIII. **ADJOURNMENT.** Motion was made by Trustee, Sears; seconded by Trustee, Summer to adjourn the meeting at 6:48 p.m. **Motion carried 7-0.**

The Village Board honored Public Works Director, Jay Heyer on his 40-year work anniversary. Jeff Roberts presented Jay with a plaque and expressed appreciation for Jay’s dedication, years of service and hard work.

Respectfully submitted,

Debra Doriott-Kuhnly
Clerk-Treasurer

January 11, 2023

***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