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**VILLAGE OF WEBSTER**

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# REGULAR MEETING BOARD MINUTES

Wednesday – November 8, 2023

@ 6:00 P.M.

7421 Main Street West, Webster, WI

- I. **CALL TO ORDER** –Village President, Bill Summer called the meeting to order at 6:00 p.m.
- II. **ROLL CALL** –Village President, Bill Summer; Trustees, Ed Dedman; Kelsey Gustafson; Aaron Sears; Matt Stuart (arrived at 6:08 p.m.); Tim Maloney and Charlie Weis. Others: Director of Public Works, Jay Heyer; Public Works Operator, Dean Phernetton; Clerk/Treasurer, Deb Doriott-Kuhnly; Police Chief, Stephenie Wedin; Burnett County Sentinel Editor, Greg Marsten; Russ Burford and Tom Arnold.  
Absent: None.
- III. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS/APPROVAL** – Motion made by Trustee, Sears to approve the agenda as presented; seconded by Trustee, Dedman. **Motion carried 6-0. (Stuart arrived at 6:08 p.m.)**
- IV. **VISITOR RECOGNITION** – President, Summer recognized visitor Tom Armstrong and stated he has been asked to be a member of the Zoning Board of Appeals. Russ Burford was also recognized as being in attendance.
- V. **APPROVAL OF MINUTES:** Motion was made by Trustee, Dedman to approve the October 11, 2023 Regular Board Meeting Minutes; seconded by Trustee, Sears. **Motion carried 6-0.** Motion was made by Trustee, Weis to approve the October 23, 2023 Finance Committee Meeting Minutes; seconded by Trustee, Dedman. **Motion carried 6-0.** Motion was made by Trustee, Maloney to approve the October 26, 2023 Special Board Meeting Minutes; seconded by Trustee, Weis. **Motion carried 6-0.** Motion was made by Trustee, Dedman to approve the October 30, 2023 Personnel Committee Meeting Minutes; seconded by Trustee, Weis. **Motion carried 6-0.** Motion was made by Trustee, Dedman to approve the November 2, 2023 Budget Workshop Meeting Minutes; seconded by Trustee, Weis. Weis reminded the board of the conversation with Jonathan if debt ratio was too low for CDBG funding, and Jonathan said should be able to use matching funds to go towards a CDBG project. Dave Rasmussen said that cannot be done. The debt load must be an existing debt at the time of application. Weis also explained that a lot of changes have been made to CDBG financing that it will be more expensive and time-consuming. **Motion carried 6-0.**
- VI. **APPROVAL OF VOUCHERS & RECEIPTS:** October 10, 2023 – November 6, 2023 vouchers in the amount of \$89,907.10 and receipts in the amount of \$49,915.35 were presented for approval. Motion was made by Trustee, Maloney; seconded by Trustee, Dedman to approve vouchers and receipts. **Motion carried 7-0.**
- VII. **COMMUNICATIONS:** None.

**VIII. JUDICIAL – Chairman, Bill Summer:** Police Department schedules for November and December were provided at last month’s meeting. Chief Wedin read the total monthly calls for service – total of calls was 25.

On April 12, 2023, the Village acted beyond its authority by granting a Zoning Variance and Land Use Permit to Ken Erickson/Mary Lou Howard to erect an 8’X32’ “V” shaped sign at 26769 Lakeland Av N. These requests should have gone before the Zoning Board Appeals; not the Village Board. In addition, the zoning variance was granted for the size of the sign and did not include variances regarding Village Ordinances 298-54 (L) and 298-54 (T). Motion made by Trustee, Weis; seconded by Trustee, Dedman to revoke the Zoning Variance and Land Use Permit 2023-02 for reasons noted above. **Motion carried 7-0.**

Motion made by Trustee, Gustafson to table the appointments to the Zoning Board of Appeals (ZBA) until the December Board Meeting; seconded by Trustee, Sears. Discussion took place on the number needed; Summer stated concerns of perception of spouses (of village board members) serving as ZBA members and he would like them to be alternates. Tom Armstrong agreed that he will be a regular member on the ZBA vs alternate. Kuhnly will check if they need to take an oath. **Motion carried 7-0.**

The village received a proposed contract from Joe Atwood for the role of Village Zoning Administrator. Discussion ensued on the need for zoning administrator, ordinance review/amendments, cost, the amount of work and hours needed, language in contract, and references for Joe Atwood. Kuhnly had previously shared she has spoken to the Village of Birchwood and they have much praise for Joe’s work. Motion made by Trustee, Stuart to table appointment of Joe Atwood as Zoning Administrator until he can attend a meeting; seconded by Trustee, Weis. **Motion carried 7-0.**

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

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

**XI. FINANCE – Chairman, Matt Stuart:** Nothing New to Report.

**XII. PUBLIC PROPERTY – Chairman, Tim Maloney:** Nothing New to Report.

**XIII. STREETS – Chairman, Kelsey Gustafson:** Motion made by Trustee, Gustafson; seconded by Trustee, Maloney to accept the bid from Bruce’s Auto Repair and Towing for Main Street Snow Removal for the 2023-2024 and 2024-2025 seasons. **Motion carried 7-0.**

**XIV. DEVELOPMENT & ANNEXATION – Chairman, Charlie Weis:** Weis reported MSA has provided him with the final layout for Smith Pines. The revised pricing is down to \$1.5 million for the water and sewer – connecting Main St W to the existing system in Smith Pines. Currently, he is unable to find funding available.

Weis stated he has been in contact with Annette Weber who is the person interested in buying the Mobile Home Park. He sent her the ordinances that the village wants addressed first and foremost. She asked him for a timeline for corrections and Weis asked for her 2, 3, 5-year plan to get things done. Annette and her husband have done this in other towns. Weis has asked her for information and pictures of those other towns’ mobile home parks, and he hasn’t heard back yet.

- XV. CHAMBER OF COMMERCE** – Dedman reported there are a couple of events coming up. There will be a Holiday Social Event, open for local businesses and held at Fusion, and Santa Day at the Library.
- XVI. WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE** – **Trustee, Tim Maloney:** Maloney reported the next meeting is scheduled for January 31, 2024 at 7 p.m.
- XVII. BURNETT COUNTY TOURISM COALITION** - **Trustee, Dedman:** Dedman provided an update on the short-term rental room tax. Five municipalities, including the village, have passed a resolution to join the commission and one more is intending to tomorrow night. Next step is starting the commission, determining the officers for the commission, and setting a percentage for tax rate. Then each municipality can enact an ordinance to create the room tax. Planning has started for next May's Governor Fishing Opener in Burnett County.
- XVIII. ANNOUNCEMENTS & FUTURE MEETINGS:**
- **November 16, 2023 \*Personnel Committee Meeting**
  - **November 27, 2023 \*Budget Public Hearing**
  - **November 27, 2023 \*Full Board Judicial Meeting Immediately following Public Hearing**
  - **December 13, 2023\* Regular Board Meeting**
- XIX. ADJOURNMENT.** Motion was made by Trustee, Weis; seconded by Trustee, Sears to adjourn the meeting at 6:45 p.m. **Motion carried 7-0.**

Respectfully submitted,  
*Debra Doriott-Kuhnly*

Clerk-Treasurer

November 8, 2023

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

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Village President, Bill Summer

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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, Matt Stuart

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Trustee, Charlie Weis

Attest: \_\_\_\_\_

Clerk-Treasurer