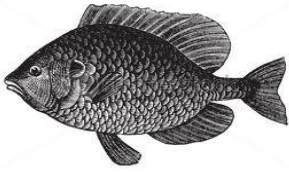


REGULAR MEETING BOARD MINUTES

Wednesday – February 12, 2025 @ 6:00 P.M.
Webster Community Center
7421 Main Street West, Webster, WI



VILLAGE OF WEBSTER

- I. **CALL TO ORDER** – Village President, Ed Dedman called the meeting to order at 6:00 p.m.
- II. **PLEDGE OF ALLEGIENCE**
- III. **ROLL CALL** – President, Ed Dedman; Trustees, Kelsey Gustafson; Tim Maloney; Jeff Roberts; Aaron Sears; Matt Stuart; and Charlie Weis. Others present: Public Works Director, Dylan Lippert; Clerk-Treasurer, Debra Doriott-Kuhnly; Police Chief, Stephenie Wedin; Teresa Anderson- MSA; Greg Marsten – Burnett County Sentinel; Russ Burford, Lonnie Mackyol and Traci Hopkins-Central Burnett County Fair Association; Daniel Kegley, Dawn Kegley and Nicky Weiss-REMI.
- IV. **PUBLIC NOTICE OF AGENDA, DELETIONS/CORRECTIONS/APPROVAL** –Motion made by Trustee, Stuart to approve the agenda as presented; seconded by Trustee, Weis. **Motion carried 7-0.**
- V. **VISITOR RECOGNITION** –President, Dedman gave the floor to Traci Hopkins. Traci shared the Central Burnett County Fair Association’s financial update and provided a handout showing the income and expenses for 2023 and 2024. The Fair Association had a good year. They could use more volunteers. The dates for the fair this year will be September 12, 13 and 14 – Traci said the decision was made to hold the fair on the 2nd weekend after Labor Day from now on.

Next Daniel and Dawn Kegley, with REMI Inspecting, provided a permit issued report and spoke of the those issued in 2024. There is one open permit from 2023 for Wild River Habitat for Humanity for a new dwelling. Dan also spoke of the recently passed changes to codes, but some are not adopted yet. He stated there will be (more) upcoming changes to State Codes. He and Dawn continue to take classes on changes to state codes.

Russ Burford and Teresa Anderson were in attendance. Dedman confirmed neither wanted to speak during the Public Input section of the meeting.
- VI. **APPROVAL OF MINUTES:** Motion made by Trustee, Sears seconded by Trustee, Stuart to approve the following minutes: January 8, 2025, Caucus Meeting Minutes; January 8, 2025, Regular Board Meeting and February 10, 2025, Finance Committee Meeting Minutes. **Motion carried 7-0.**
- VII. **APPROVAL OF VOUCHERS & RECEIPTS:** January 7, 2025– February 6, 2025 vouchers and receipts were presented. Motion was made by Trustee, Weis; seconded by Trustee, Stuart to approve vouchers in the amount of \$204,322.73 and receipts in the amount of \$437,358.43. **Motion carried 7-0.**
- VIII. **COMMUNICATIONS:** Thank you card from Gandy Dancer Pickleball Association for the Village contributing to their fundraising for a grant match.
- IX. **JUDICIAL – Chairman, Ed Dedman:** The Police Department schedules were previously presented. Chief Wedin reported 36 incidents for the month.
- X. **PERSONNEL – Chairman, Jeff Roberts:** Motion made by Trustee, Roberts to approve the revisions to the Employee Handbook; seconded by Trustee, Maloney. Gustafson said he would have liked to see what

changed. Dedman said it was a lot of cleaning up verbiage and added clothing allowance that was missing. No major changes. **Motion carried 7-0.**

- X. **PUBLIC UTILITY – Chairman, Aaron Sears:** Sears explained that the MSA Professional Service Agreement (PSA) is for assisting the Public Works Department at the Sewer Ponds testing and DNR reporting. Some of the assistance includes Phosphorus OER, Sludge Sampling, PFOS/PFOA, BODs and metals. Lippert further explained that study will be done on the drainage ditch and testing the sludge depth. He stated that if approved tonight, MSA can come next week to help with sludge sampling. MSA will also help with getting phosphorus to 1 part per million. Dedman stated the estimated fee is \$6,000. Lippert said mileage is from Rhinelander. Teresa said next week's rep will be from Rhinelander due to scheduling but won't necessarily be from there each time. Maloney asked about the billing process, timing of received proposal and commented that there were no other estimates from other companies. Lippert said it is easier to do the testing when ice is on the ponds. Motion made by Trustee, Sears; seconded by Trustee, Stuart to approve the funding of \$5000; not more than \$6000 for the help from MSA. Maloney questioned the wording of the motion as this is not what is reflected in the contract. Motion made by Trustee, Sears to amend his motion to approve the MSA PSA contract as written; seconded by Trustee, Stuart. **Motion carried 7-0.**

Next, Lippert explained during the recent annual audit, he was asked about the Water Meter Testing schedule that is included in the annual Public Service Commission (PSC) report. In previous years, the Village selected the option of replacing the meters every twenty years vs testing them every ten years. The current meters were put in in 2011 and will need to replace the heads in about seven years. The heads alone are \$270 and \$72 for the base. He asked if the plan is to just replace the heads in seven years or replace the whole meter. If just replacing the heads, Public Works would need to continue to test them. If replacing the entire meters, head and the base, then the testing does not need to be done. The warranty for the meters is for 750,000 gallons or twenty years. The auditor needs to know if he needs to change the PSC report language/option. Sears confirmed that once the radio read heads are replaced, it will be read off cellular. Lippert said yes and they will no longer need to drive around the entire town to get the reads for billing; the reads will go to the Cloud and pulled from it for billing. Roberts asked about the possibility of doing a staggered replacement schedule so not replacing all at once every twenty years. Weis asked if this would require a different billing system. Lippert clarified what Public Works tests for. Discussion took place staggering and challenges if just replacing heads. Motion made by Trustee, Roberts; seconded by Trustee, Stuart to replace the entire meters. Teresa Anderson will explore the possibility of grant money. **Motion carried 7-0.**

Chairman Sears spoke of the public fire protection fee for non-general service customers and the language options for charges on the PSC Tariff schedule F.1 sheet. He read the two options provided by the PSC. Option 1 has the most increase for our customers as each parcel would be billed at the full 5/8 inch meter rate for public fire protection (PFP); where option 2 would bill only one parcel when the customer owns 2 or more adjacent parcels. Roberts asked if the village has to change from our current way of billing (full rate for parcels with structures and 1/2 rate for no structure on a parcel) Kuhnly said it can be left, but the PSC said the village is one of the only a few municipalities with that language. She further explained this is the final step of the water rate increase through the Conventional Rate Case. The rate increase is tentatively set for high 30%. Roberts asked if could leave the PFP as is and increase the water rates and then at a later time increase PFP. Teresa said it would require another full-conventional rate case. Kuhnly shared that the draft financial statements show the water utility fund at about a \$50,000 loss and the sewer fund shows an operating loss of \$103,000. Teresa further explained that the PSC will say the water utility needs a certain amount of revenue and will get it from the village's customers one way or another. By choosing one of the options, it will put more of the burden potentially on those with vacant lots vs on

customers using water. Motion made by Trustee, Stuart; seconded by Trustee, Gustafson to change to option 2: Standard Non-General Service Language with adjacent lot sentence. **Motion carried 7-0.**

- XI. **FINANCE – Chairman, Matt Stuart:** Loan for Capital Items through Board of Commissioners of Public Land Trust was tabled until the Finance Committee gets more information.
- XII. **PUBLIC PROPERTY – Chairman, Tim Maloney:** Motion made by Trustee, Roberts; seconded by Trustee, Weis to waive the rental fee for the American Legion Polka Party use of the Community Center on March 9th. **Motion carried 7-0.**
- XIII. **STREETS – Chairman, Kelsey Gustafson:** Nothing New to Report
- XIV. **DEVELOPMENT & ANNEXATION – Chairman, Charlie Weis:** Informational- Weis reported the most recent Highway 35 project timeline. From the traffic lights in Siren to the Round-About is slated for 2027 and the Round-About through the Village of Webster is 2031. Weis talked to the County about the need for a traffic light at Old 35 & County Rd D during the project. Weis want the Board to talk to the businesses that will be impacted. Gustafson said it will be under flag control. Highway 35 in Siren will be shut down.

Weis also reported that the new ADRC building is beautiful, the Webster Mobile Home Park paid their yearly fee and now has their operator license, and the Village should soon receive an updated preliminary drawing from WSB on expanding Smith Pines and Main Street West. WSB will be conducting a Public Information meeting at 5 p.m. before the regular board meeting on March 12th.

- XV. **CHAMBER OF COMMERCE – Trustee, Dedman:** Dedman reported that registration is open for the Arts & Craft Fair, work is moving forward on the Sturgeon Park project and he should know the status of the grant in the next couple of weeks. With the financial commitments to date, there is enough funding for the new signage and a significant portion of the park aspect. The Chamber is meeting next week with a custom apparel provider to offer Webster branded clothing/merchandise via a website.
- XVI. **WEBSTER RURAL FIRE ASSOCIATION MEETING UPDATE – Trustee, Tim Maloney:** Maloney shared the next meeting is April 23rd at 7 pm. Fire inspections have been done; 78 in the Village. This will be done twice a year and there is a 2-year contract with the outsourced company.

XVII. ANNOUNCEMENTS & FUTURE MEETINGS:

- **March 12, 2025 *Regular Board Meeting (tentatively Public Information Meeting before)**
- **TBD- Plan Commission Meeting**
- **March 6, 2025- Zoning Board of Appeals Meeting**
- **February 26, 2025- Cemetery Board Meeting**

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

Respectfully submitted,
Debra Doriott-Kuhnly
Clerk-Treasurer
February 12, 2025

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

Village President, Ed Dedman

Trustee, Kelsey Gustafson

Trustee, Tim Maloney

Trustee, Jeff Roberts

Trustee, Aaron Sears

Trustee, Matt Stuart

Trustee, Charlie Weis

Attest: _____
Clerk-Treasurer