



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE FINANCE COMMITTEE

The Regular meeting of the Village of Weston Finance Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Wednesday, January 27, 2016, at 6:00 p.m.** to consider the following matters:

- A. Opening of Session.
 - 1. Meeting called to order by Trustee Berger at 6:00 p.m.
 - 2. Clerk will take attendance and roll call
 - 3. Request for silencing of cellphones and other electronic devices.
 - 4. Acknowledgment of visitors if any.
- B. Comments from the public on matters pertaining to committee business and oversight.
- C. Presentations.
- D. Consent Items for Discussion/Action.
 - 5. [Approval of previous meeting minutes from November 16, 2015.](#)
- E. Business Items for consideration, discussion, and action.
 - 6. [2014 Comprehensive Annual Financial Report Award from GFOA.](#)
 - 7. [Approve recommendation from Finance Director for 2016 Weights & Measures Fees Schedule.](#)
 - 8. [Consideration of 2015-2019 Financial Auditing Services Request for Proposals document for the Village of Weston.](#)
 - 9. [Consideration of 2016 Weston Centennial Homecoming Organization Scholarship at DC Everest Senior High School.](#)
- F. Reports.
 - 10. Deputy Finance Director / Treasurer
 - 11. [Finance Director / Treasurer](#)
 - 12. Administrator
 - a) Acknowledge Hiring of Donna Stroik as Deputy Finance Director, with appointments as a Deputy Treasurer and Deputy Clerk of the Village of Weston.\
 - b) Acknowledge Hiring of Jenna Trittin as Administrative Specialist – Finance Department.
 - c) Update on searches and recruitments.
- G. Remarks from Committee; discuss items to be included for the next Finance Committee agenda.
- H. Set next meeting date for **Wednesday, February 24th, 2016.**
- I. Announcements.
 - Save the date: 20th Anniversary Celebration – Friday, March 11th, 2016 @ Dale’s Weston Lanes.
- J. Adjourn.

WITNESS: My signature this 25th day of January, 2016.

John Jacobs
Weston Finance Director/Treasurer

This notice was posted at the Municipal Center, and on the Village’s website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 1/25/2016 @ 7:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

January 27, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.5.



Village of Weston, Wisconsin
JOINT MEETING MINUTES OF THE BOARD OF TRUSTEES,
FINANCE COMMITTEE, AND PERSONNEL COMMITTEE
Monday, November 16, 2015

A. Opening of Session.

1. Meeting called to order by President Ermeling at 6:00 p.m.
2. Finance Committee meeting called to order by Chairperson Berger.
3. Personnel Commission meeting called to order by Chairperson Ziegler.
4. Pledge of Allegiance to the Flag.
5. Clerk will take attendance and roll call.

Roll call indicated 6 Board of Trustees' members present.

<u>Trustee</u>	<u>Present</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Vacant	NO

Roll call indicated 4 Finance Committee members present.

<u>Member</u>	<u>Present</u>
Berger, Scott	YES
Ermeling, Barb	YES
Bender, Bob	YES
Yaeger, Dick	YES
Sukup, Carrie	NO

Roll call indicated 5 Personnel Committee members present.

<u>Member</u>	<u>Present</u>
Ziegler, John	YES
Berger, Scott	YES
Hegg, Robin	YES
Pagel, Deb	YES (left the meeting at 6:20)
Penza, Don	YES

Village Staff in attendance: Guild, Jacobs, Higgins, Weinkauf, Hodell, Wodalski, Osterbrink, Wehner, and Parker. Everest Metro Chief Sparks and SAFER Deputy Chief Finke were also in attendance.

6. Request for silencing of cellphones and other electronic devices.
7. Acknowledgment of visitors if any.
8. Recess Finance Committee until Agenda Items #F.
Berger recessed the Finance Committee until Agenda Item F.
9. Recess Personnel Committee until Agenda Items #E.
Ziegler recessed the Personnel Committee until Agenda Item E.

B. Correspondence and comments from the public.

10. Comments from the public on issues, which the Finance and, Personnel Committees has oversight over or on business items that might be recommended to the Board of Trustees, or matters which the Board of Trustees has oversight over.

Ermeling asked if there were any comments. There were no comments.

C. Special Legislative Action by Board of Trustees.

11. Acknowledge Clerk's certification of resignation of Trustee Sharon Jaeger.

Motion by White, second by Ziegler to acknowledge the Clerk's certification of Trustee Sharon Jaeger resignation.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Vacant	-

12. Nomination of Karen Schmutzler to complete remaining vacant Trustee term.

Motion by Ermeling, second by White to nominate and approve Karen Schmutzler complete the remaining vacant Trustee term. Weinkauff swore in Schmutzler and an Oath of Office was signed by Schmutzler and notarized by Weinkauff.

Yes Vote: 6 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Vacant	-

D. Presentations.

13. Draft FY2016 Budget and Draft Financial Plan.

Guild gave a presentation on the proposed 2016 budget

a) **Clerks.**

Weinkauff reviewed her significant changes to the proposed budget.

b) **Parks.**

Osterbrink reviewed his significant changes to the proposed budget.

c) **Planning/Development.**

Higgins reviewed her significant changes to the proposed budget.

d) **Public Works.**

Donner and Wodalski reviewed their significant changes to the proposed budget.

e) **Taxpayers.**

Hodell reviewed her significant changes to the proposed budget.

f) **Technology.**

Crowe reviewed his significant changes to the proposed budget.

Guild continued his budget presentation. There was a lengthy discussion on borrowing as it relates to streets and building projects. He distributed a copy of a proposed resolution endorsing changes to the term limits of the WI Board Commissioners of public lands state trust fund loan program and a resolution endorsing a premier resort area tax in the Village. He also distributed information regarding a vehicle registration fee or wheel tax. He also reported the public budget hearing is scheduled for November 30th at 6:00 p.m.

E. **Consent Business Items – Personnel Committee Recommendations.**

Ziegler indicated the Personnel committee members were back from recess

14. Recommend adjustments to Village Organization chart.

15. Recommend adjusting all values on pay matrix by 0.73%, which is CPI for 2015.

16. Recommend the following actions related to the Weston Aquatic Center:

- a) **RFC for Employee Incentives.**
- b) **RFC for Seasonal Park Maintainer Wage Rate Increase.**
- c) **RFC for WAC Wage Scale.**

Penza has concerns with giving incentives and bonuses. Osterbrink explained staff's proposed plan. Osterbrink said the parameters can be changed. This is just a proposal. Hegg asked about performance expectations. Guild suggested this item be deferred to the next Personnel Committee meeting.

Motion by Berger, second by Ziegler to defer this item to the next Personnel Committee meeting.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Ziegler, John	YES
Berger, Scott	YES
Hegg, Robin	YES
Pagel, Deb	-
Penza, Don	YES

17. Complying with Section 5.07 of the Personnel Policy Procedure Handbook:

- a) **Recommend adjusting the Director of Planning and Development position from Grade N to Grade O.**
- b) **Recommend adjusting the Deputy Finance Director position from Grade K to Grade L.**
- c) **Recommend adjusting the Municipal Maintenance Worker and Utility Maintenance Operators positions from Grade G to Grade H.**
- d) **Recommend adjusting the Utility Clerk position from Grade F to Grade G.**

18. Complying with Section 5.10 of the Personnel Policy Procedure Handbook:

- a) **Recommend new position Utility Maintenance Senior Operator; place on Grade I.**
- b) **Recommend new position Works Maintenance Senior Operator; place on Grade I.**
- c) **Recommend new position Assistant Building Inspector/Code Enforcement Officer; place on Grade H.**
- d) **Recommend new position Works Maintenance Operator; place on Grade H.**
- e) **Recommend new position Utility Maintenance Worker; place on Grade G.**
- f) **Recommend new position Office Assistant; place on Grade E.**
- g) **Recommend new position Refuse/Recycling Intern; place on Grade D.**
- h) **Recommend new position Seasonal Public Works Maintainer; place on Grade C.**
- i) **Recommend new position Seasonal Parks Maintainer; place on Grade B.**

19. Recommend new positions AC Head Lifeguard, AC Lifeguard, AC SlideTop/Cashier, and Ice Rink Attendant; place on Grade A.
20. Recommend final adjustments to Section 5.10 class/comp pay matrix as presented.
21. Recommend amending PP&P Handbook 10.03(6)(a)(ii) to include Assistant Building Inspector and Assistant Planner.
22. Recommend hiring an Assistant Building Inspector/Code Enforcement Officer.
23. Recommend hiring a Park Maintainer.
24. Recommend fy16 contract for services with Carlson Dettman.
25. Recommend fy16 contract for services with Lumin.

Motion by Penza, second by Berger to approve Consent Items E.14 to E.15 and E.17 to E.25.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Ziegler, John	YES
Berger, Scott	YES
Hegg, Robin	YES
Pagel, Deb	-
Penza, Don	YES

26. Recommend PW Director Proposal for Stand-by pay adjustments.

Donner explained the proposal for stand-by and call time pay. He recommends the stand-by pay for the street division first responder be \$90 and the utility first responder be \$180. He also recommends the issue be further researched in 2016. White asked if these were rotated assignments. Donner said yes. There was a short discussion on response time and employee expectations while on call. Penza said he is concerned with doubling the fee from \$90 to \$180. Donner said he was using other comparisons. There was a short discussion regarding the budget impact. *Motion by Berger, second by Ziegler to approve the proposed stand-by pay adjustments, per the recommendation of Donner.*

Yes Vote: 3 No Votes: 1 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Ziegler, John	YES
Berger, Scott	YES
Hegg, Robin	YES
Pagel, Deb	-
Penza, Don	NO

27. Personnel Committee Recommendations Removed from Consent (if any).

Item numbers 16 and 26 were removed from consent. See specific item for discussion and action.

28. Recess Personnel Committee until Agenda Items.

Ziegler adjourned the Personnel Committee at 8:28 p.m.

F. Consent Business Items – Finance Committee Recommendations.

29. Recommend Personnel Committee Agenda Items #14 - #26.
30. Recommend tax rate increase of 3.44%.
31. Recommend Refuse/Recycling rate of \$155/year.
32. Recommend raising Room Tax Rate to 8%
33. Recommend transferring current balance of Room Tax Fund into CIP fund.

Motion by Bender, second by Yaeger to approve Consent items F.29 to F.33.

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Berger, Scott	YES
Ermeling, Barb	YES
Bender, Bob	YES
Yaeger, Dick	YES
Sukup, Carrie	-

34. Recommend contract with Ehlers to perform water/sewer utility rate case analysis.

Yaeger asked if this was an application for their services. Guild said this is to do the study. He said staff does not have time to do this. Donner said this is only the water rate analysis and not sewer. ***Motion by Yaeger, second by Bender to approve a contract with Ehlers to perform a water/sewer utility rate case analysis.***

Yes Vote: 4 No Votes: 0 Abstain: 0 Not Voting: 1 Result: PASS

<u>Member</u>	<u>Voting</u>
Berger, Scott	YES
Ermeling, Barb	YES
Bender, Bob	YES
Yaeger, Dick	YES
Sukup, Carrie	-

35. Finance Committee Recommendations Removed from Consent (if any).

Item number 34 was pulled from consent. Please see the specific item for discussion and action.

36. Recess Finance Committee.

G. Consent Business Items – Board of Trustees.

37. Approve Personnel Committee Recommendations #14 - #26.

It was indicated not to take any action on Item #16. The item was deferred. White asked how long the Village would have contracted services with Carlson Dettman and Lumin Advantage Consulting (E.24 and E.25). Guild said this is the last year with Carlson Dettman for contracted services, but noted anytime the Village requests a position to be re-rated the Village will get charged \$250. Guild said the contact with Lumin Advantage Consulting should cover the majority of employee training programs that the Village is looking to accomplish. He does not anticipate this contract to be as big as the current contract in future years.

Motion by White, second by Ziegler to approve the Personnel Committee recommendations #14 and #15 and #17 to #26.

Yes Vote: 7 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Schmutzler	YES

38. Approve Finance Committee Recommendations #30 - #34.

39. Approve Ordinance No 15-027 Amending Certain Chapters of the Municipal Code.

40. Approve Ordinance No. 15-028 regarding Weights and Measures.

White asked for a subsection reference to be fixed under (c)(2). He also asked about fees. Jacobs said the Finance Committee asked staff to find out what other communities are charging. Staff will continue to work on that. White asked if this would be included in the schedule of fees. Guild said yes. White said this ordinance should be included in Chapter 91.

Motion by White, second by Schuster to approve Ordinance No. 15-028 regarding Weights and Measures, contingent on making the necessary corrections mentioned above.

Yes Vote: 7 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Schmutzler	YES

41. Approve Jeremy Wheeler, new agent for Pick N Save, 2806 Schofield Avenue.

42. Approve Operator Licenses.

43. Deny Operator License for Preston Zyduck.

Motion by White, second by Schuster to deny the Operator License for Preston Zyduck, per the recommendation of Chief Sparks.

Yes Vote: 7 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Schmutzler	YES

44. Resolution 2015-026 – Adjustments to Class/Comp Pay Matrix.

45. Resolution 2015-035 – Hiring an Assistant Building Inspector.

46. Resolution 2015-036 – Hiring a Refuse and Recycling Summer Intern.

47. Resolution 2015-037 – Moving Weston Elementary School polling place to Professional Development Center.

48. Resolution 2015-038 – Hiring a Parks Maintainer/Municipal Maintenance Worker.

49. Approve Board of Trustee Minutes from November 2 and November 9, 2015

White said the November 9th minutes indicated he opened the meeting and did not close. He asked for the minutes to show that he did close the hearing. Staff will correct the minutes.

50. Board of Trustee Business Items Removed from Consent (if any).

Items #37, #40, #43 and #49 were removed from consent. Discussion and action taken under specific item number.

Motion by Schuster, second by Schmutzler to approve Consent Items #38 - #39 and #41 - #42 and #44 to #48 and #50. Q/Jacobs pointed out that under #30 the Board is not approving the tax rate, but making the recommendation to approve at the public hearing.

Yes Vote: 7 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Schmutzler	YES

H. Reports from Committees, including draft meeting minutes.

51. Community Life, and Public Safety (per Schuster/Hodell).

52. Community Development Authority (per Berger/Guild).

53. Finance (Per Berger/Jacobs).

54. Parks and Recreation (per Ostrowski/Osterbrink).

55. Personnel (Per Ziegler/Weinkauf).

56. Plan Commission (Per White/Higgins).

57. Property & Infrastructure.

58. Zoning Board of Appeals.

There were no draft minutes attached to the agenda packet, and this item was referred to the next meeting.

I. Reports from Departments

59. Clerk.

Weinkauf asked if there were any questions. There were none.

60. Fire & EMS.

Finke gave an update on a recent EMS call that involved a choking patient. He also reported the Department recently assisted with a couple of fires in Mosinee.

61. Finance.

Jacobs reported the Assessor is currently working on sending out personal property assessment forms. He also reported the proposed total combined tax rate increase will be 40 cents.

62. Parks & Recreation.

Osterbrink asked for questions. There were none.

63. Planning & Development.

Higgins said staff completed the America Recycles Day event this past week.

64. Police.

Sparks reported on the illegal gambling machines at the Shell gas station on Schofield Avenue. He also reported the ad for the new clerical position has been posted. The Department is also working on the recruitment of a police officer.

65. Public Works & Utilities.

Donner reported the leaf pick up is now winding down.

66. Taxpayer Relations.

Hodell asked if there were any questions. There were none.

67. Technology Services.

Crowe asked if there were any questions. There were none.

J. Regular New Business

68. Nominations and selection of Village Vice-President.

Guild said staff is working on a draft ordinance that relates to this item. This will come before the Board of Trustees on November 30th. Ermeling said she feels it is important to have another person take care of the President's duties in his or her absence.

69. Recommendation from Finance Department to create a policy which requires all 2016 wage adjustments, and future adjustments, for the EMPD, SAFER, and Village, be changed on a date at the beginning of a payroll period and not on a specific calendar date.

Guild explained the past issues with payroll. He would like to see all departments practice the policy of assigning pay increases or adjustments on the beginning of a payroll period instead of a specific calendar date. White asked about honoring a union contract that currently exists. Guild said if the contract is a specific calendar date then we would have to honor that.

Motion by Schuster, second by Ziegler to approve creating a policy which requires all 2016 wage adjustments, and future adjustments, for the EMPD, SAFER, and Village, be changed on a date at the beginning of a payroll period and not on a specific calendar date.

Yes Vote: 7 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Schmutzler	YES

K. Report from the Administrator.

Guild reported his cell phone is not working and is in the process of getting it fixed. The budget documentation was emailed to the Board. Staff can provide a paper copy if requested.

L. Remarks from Trustees (No actions will be taken as a result of this agenda item).

No comments.

M. Remarks from the President (No actions will be taken as a result of this agenda item).

Ermeling thanked everyone for their well wishes.

N. Discuss items to be included for next Board agenda (No actions will be taken as a result of this agenda item).

O. Set next meeting date for Mon, November 30, 2015.

P. Adjourn.

Motion by Ziegler, second by Berger to adjourn the meeting at 9:00 p.m.

Yes Vote: 7 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Trustee</u>	<u>Voting</u>
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Schmutzler	YES

Sherry Weinkauff, Village Clerk

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

January 27, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.6.





Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Village of Weston
Wisconsin**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

December 31, 2014

Executive Director/CEO



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

January 5, 2016

Barbara Ermeling
Village President
Village of Weston
5500 Schofield Avenue
Weston WI 54476

Dear Ms. Ermeling:

We are pleased to notify you that your comprehensive annual financial report for the fiscal year ended **December 31, 2014** qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An award for the Certificate of Achievement has been mailed to:

John Jacobs
Finance Director/Treasurer

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,
Government Finance Officers Association

Stephen J. Gauthier, Director

Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

January 5, 2016

John Jacobs
Finance Director/Treasurer
Village of Weston
5500 Schofield Avenue
Weston WI 54476

Dear Mr. Jacobs:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2014, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. As a designated individual we have enclosed your AFRA. Since you are only one of the designees, also enclosed are AFRA's for:

Jessica Trautman, Deputy Finance Director/Treasurer

Continuing participants will find a certificate and brass medallion enclosed with these results. First-time recipients will find a certificate enclosed with these results followed by a plaque in about 10 weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, www.gfoa.org.

A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by June 30, 2016.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith (dsmith@gfoa.org or (312) 578-5454).

Sincerely,
Government Finance Officers Association

A handwritten signature in cursive script that reads "Stephen J. Gauthier".

Stephen J. Gauthier, Director
Technical Services Center

SJG/ds



Government Finance Officers Association
203 N. LaSalle Street - Suite 2700
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

01/05/2016

NEWS RELEASE

For Information contact:
Stephen Gauthier (312) 977-9700

(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Village of Weston** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

John Jacobs, Finance Director/Treasurer

Jessica Trautman, Deputy Finance Director/Treasurer

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.

Government Finance Officers Association

**CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL
REPORTING PROGRAM**

PROGRAM POLICIES AND PROCEDURES

**HOW TO SUBMIT A REPORT TO THE CERTIFICATE OF ACHIEVEMENT FOR
EXCELLENCE IN FINANCIAL REPORTING PROGRAM**

To participate in the Certificate of Achievement for Excellence in Financial Reporting (certificate program), a unit of government must submit three copies of their comprehensive annual financial report (CAFR) with a completed application form and cover letter formally requesting that the review be performed. In addition, the entry must be accompanied by the appropriate fee which is based on total revenues of all funds and component units. Finally, written responses to all comments and suggestions for improvement must be submitted if the government participated in the program the previous year unless there was only an internal review performed in the previous year.

All the aforementioned items must be postmarked to the Government Finance Officers Association (GFOA) no later than six months after the government's fiscal year end. However, the certificate program does occasionally grant extensions for a period of one month. To request an extension, the government must submit a letter explaining their need for an extension. The program staff objectively evaluates the need for the extension on an individual basis. Program policy prohibits granting an extension in two consecutive years for the same reason. Generally, the program discourages extensions because timeliness is believed to be imperative to effective financial reporting.

ELIGIBILITY REQUIREMENTS

1. **Type of Report.** The report submitted to the program must be the published comprehensive annual financial report (CAFR) of a state or local governmental entity, including special-purpose entities such as public employee retirement systems, public colleges and universities, government investment pools and stand-alone enterprise funds. Component units and departments are eligible to submit their CAFR, provided that they meet certain requirements outlined below.
2. **Scope.** To qualify as “comprehensive,” the CAFR must include all funds, account groups and component units of the entity, in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board (GASB).

A component unit that publishes a CAFR is eligible to submit its report to the program for review, provided that it includes all of the component unit’s funds, account groups and (sub)component units. Furthermore, with the exception of the component unit’s general fund (which properly is reclassified as a special revenue fund in the primary government’s report), the fund types used in the component unit’s report must be the same as those used to account for its activities in the primary government’s report (e.g., a component unit may not use proprietary fund accounting in its separate report if its activities are reported in governmental funds in the primary government’s report).

A department of a government that publishes a CAFR is eligible to submit its report to the program for review, provided that the department is composed of one or more separate funds. Thus, a department reported as a separate special revenue fund is eligible to participate, whereas a department that is included as part of the general fund is not. Once again, the fund type(s) used in the department’s report must be consistent with the fund type(s) used in the government’s report.

3. **Audit requirements.** The financial section of the CAFR must include the report of an independent auditor on the fair presentation of the financial statements.

The auditor must have performed the audit in accordance with either generally accepted auditing standards (GAAS) or generally accepted government auditing standards (GAGAS) as set forth in the General Accounting Office’s *Government Auditing Standards*.

The scope of the auditor’s opinion must encompass, at a minimum, the fair presentation of the general purpose financial statements (GPFS). In addition, the auditor’s report must provide at least “in relation” audit coverage for other contents of the financial section of the CAFR.

A qualified opinion or a disclaimer of opinion based upon the inadequacy or unavailability of the government’s accounting records will render a report ineligible, as will the omission of a fund type, individual fund, account group or component unit from the scope of the auditor’s opinion.

4. The CAFR of a PERS must include the most recent actuarial certificate opinion and/or a letter from the system's independent actuary.
5. The application must be postmarked no later than six months after the end of the government's fiscal year. An extension of 30 days is available when justified by extenuating circumstances (e.g., personnel changes, illness, systems conversions). A government is not eligible to receive an extension in two consecutive years for the same reason.
6. If the government participated in the program in the preceding year, its submission package must include written responses to all of the prior year's comments and suggestions for improvement.
7. If the CAFR references a separately issued budgetary report to demonstrate budgetary compliance at the legal level of control, it must submit one copy of that report as part of its submission package.

If a CAFR that has been submitted to the program is determined to be ineligible, the submitting government will be immediately so informed by GFOA staff.

Occasionally, submitters of CAFRs that are determined to be ineligible desire to have an "in-house review" performed on their report by GFOA staff. The cost of such a review is the same as that applicable to regular program submissions. The results of a staff in-house review are strictly confidential. If a government that requests an in-house review decides to submit its CAFR for a regular review in the subsequent year, that CAFR will be treated as a "new submission" (e.g., there is no requirement to formally respond to comments and suggestions arising from the in-house review).

REPORTING SEPARATE BUDGETARY REQUIREMENTS

The separately issued publicly available budgetary reports submitted to the program:

1. shall be bound;
2. shall present all individual governmental funds for which an annual appropriated budget is adopted;
3. shall present separate columns: 1) for budget and 2) for actual expenditures on a budgetary basis at the legal level of control;
4. shall present information at the legal level of control within the individual fund; and,
5. shall identify names of all individual funds and accounts included on the report (may also present fund/account numbers, however, fund and account numbers alone are not acceptable).

JUDGING THE CAFR

Upon successful completion of the eligibility process, each CAFR is assigned and mailed to two Special Review Committee (SRC) members for review. The reviewers selected may not be from the same firm as that which audited the unit of government nor may they be from the same state as the government. Simultaneously, an acknowledgement letter is forwarded to the submitting government indicating its assigned six-digit computer code. This code enables program staff to easily access necessary data pertinent to future inquiries. In addition, the letter serves as the government's opportunity to verify information that the program has compiled from records received.

To qualify for a certificate, a report must receive the unanimous approval of both reviewers. The decision to award or not is the result of a thorough examination of the CAFR by the reviewers. The appropriate reviewer's checklist is used as a guide with particular attention placed on questions therein which have asterisks. These questions represent items which are considered to be of potentially disqualifying significance. Another significant factor is the government's responses to prior year comments and suggestions for improvement. The reviewer must assess whether or not reasonable attempts were made by the government to correct or justify previously noted problems. Upon the completion of their reviews, the SRC members return the completed grading summaries to the GFOA where the program staff conducts an in-house review to verify comments and suggestions for improvement and thereby assure consistency within the program.

This consistency measure often results in the need for the program staff to contact the SRC member to discuss various issues related to the report. Occasionally, a gray area exists in deciding whether or not to award a government with a Certificate. Under certain situations, the certificate program adheres to a policy which permits the awarding of a "qualified" certificate. The qualification is designed to alert the government that serious reporting deficiencies exist which must be corrected or the presence of such deficiencies will almost certainly preclude the awarding of a future certificate.

RESULTS OF THE REVIEW PROCESS

If a CAFR is judged to have conformed substantially with program standards, a Certificate of Achievement for Excellence in Financial Reporting is awarded to the government. When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also awarded to the individual(s) designated by the government as primarily responsible for the government's having earned the certificate.

To further communicate the results of the review process, additional items are forwarded to the appropriate individual. The official who requested the review receives a letter advising him/her of the outcome of the review (i.e., award, qualified award, denial) and comments and suggestions for improvement for implementation in future CAFRs, accompanied by a Summary of Grading Results that defines which areas were acceptable or unacceptable in accordance with established program guidelines. Finally, the program staff prepare a preprinted form that contains information for certain application questions for the government, based on data compiled from the current year's records. The intent behind this is to alleviate some of the necessary paper work done by the government for the following year. In addition, the government may use this preprinted form to alert the program to updates as they occur throughout the year.

When the official's government earns the Certificate of Achievement, a photostatic copy (i.e., camera-ready copy) of the award is also enclosed with the review results. This copy may be reproduced in the government's CAFR for the subsequent year. In this case, the official also receives the AFRA, a press release, and the name of their state representative who may be called upon to arrange a formal presentation of the Certificate. If the Certificate of Achievement is awarded for the first time, the GFOA will notify the State Representative to arrange for a formal presentation.

Also, when a government receives an award, a letter that communicates the review results is simultaneously sent to the party designated to receive a formal acknowledgement of the award. Finally, the names of successful participants are communicated to GFOA members by means of the annual RESULTS brochure.

Program participants can expect to receive the results of the review within six months from the date the program receives all pertinent submission components. Submissions are processed on a first-in, first-out basis. For this reason, the program encourages early submission by governments.

APPEAL PROCESS

The decision of the review is considered final unless appealed by the government. To appeal, the government must submit a formal request for reconsideration within 30 days of the receipt of the initial results notification letter. The formal request should include responses to the comments and suggestions for improvement concentrating on those grading categories that were noted as unacceptable. The request will be forwarded to the original reviewers for further consideration. Decisions resulting from the appeal process are final.

Certificate of Achievement For Excellence in Financial Reporting

Summary of Grading

Name of Unit: Village of Weston
Fiscal Year of Report FY2014

Report # 4,222.00

The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your comprehensive annual financial report (CAFR). Listed below are the grading categories used and a summary of the SRC's evaluation of your CAFR. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category which received a grade of "Needs Significant Improvement" indicates an area of particular concern to the SRC and the related comments and suggestions for improvement in this category should be given special attention. An indication is provided on the list by the specific comments(s) or category(ies) that were the cause of receiving this grade. For each item, the notation also states whether it is 1) the basis or part of the basis for the CAFR not receiving the Certificate of Achievement, 2) a serious deficiency which will almost certainly preclude the awarding of the Certificate of Achievement if it is not corrected in your next CAFR, or 3) a deficiency, that if not corrected in future CAFRs, could result in the Certificate of Achievement not being awarded.

Grading Category

Grade

Cover, table of contents, and formatting	Proficient
Introductory section	Proficient
Report of the independent auditor	Proficient
Management's discussion and analysis (MD&A)	Proficient
Basic financial statements (preliminary considerations)	Proficient
Government-wide financial statements	Proficient
Fund financial statements (general considerations)	Proficient
Governmental fund financial statements	Proficient
Proprietary fund financial statements	Proficient
Fiduciary fund financial statements	Not Applicable
Summary of significant accounting policies (SSAP)	Proficient
Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
Pension-related note disclosures	Proficient
Required supplementary information (RSI)	Proficient
Combining and individual fund information and other supplementary information	Proficient
Statistical section	Proficient
Other considerations	Proficient

**CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING
COMMENTS AND SUGGESTIONS FOR IMPROVEMENTS**

The detailed comments and suggestions for improvements are comprised of: 1) an indication above the comment that provides either the specific certificate program checklist question to which the item directly relates or the notation "Additional Comment" to indicate the comment does not directly relate to a specific checklist question and 2) text that generally identifies the location of the item in your CAFR, the reason for the comment, and the particular item you should address. Following is the legend for the references to specific authoritative literature that are provided for the majority of comments.

SLG	-	<i>Audits of State and Local Governments</i> , American Institute of Certified Public Accountants, March 1, 2013
GAAFR	-	<i>Governmental Accounting, Auditing, and Financial Reporting</i> , GFOA 2012
GASB - I	-	GASB Interpretation
GASB - S	-	GASB Statement
GASB - TB	-	GASB Technical Bulletin
Q&A	-	2012-2013 <i>Comprehensive Implementation Guide</i> , GASB
NCGA - I	-	National Council on Governmental Accounting Interpretation
NCGA - S	-	National Council on Governmental Accounting Statement

All references listed above, except those for "GAAFR," "Q&A," and *Audits of State and Local Governments*, are followed by the number of the pronouncement, if applicable, and the specific paragraph(s), footnote(s), or appendix (appendices) within the publication that is being referenced. The references to "GAAFR" are to pages in that publication. For "Q&A," the references are to the applicable chapters and questions in that publication. For *Audits of State and Local Governments*, the references are to the chapter and specific paragraph.

Certificate of Achievement For Excellence in Financial Reporting

Detailed Listing of Comments and Suggestions for Improvement

Name of Unit: Village of Weston

Fiscal Year of Report FY2014

Report # 4,222.00

111 - Summary of significant accounting policies (SSAP)

Checklist Question: 11.3c

Page 15.

Delete the reference to "oversight responsibility" as one of the criteria used to identify component units.

111 - Summary of significant accounting policies (SSAP)

Checklist Question: 11.3d

Page 15 - The "CDA." Refer to pages 4, 6, 17, 67, 69, and the description of the CDA on the divider page of nonmajor governmental funds. It is unclear why the notes disclose that the CDA's responsibility extends only to capital borrowing for redevelopment projects, since the financial statements show that the majority of revenues of the CDA funds appears from "charges for services." Please explain.

The notes should specifically explain why a component unit is blended rather than discretely presented. While the use of the following specific wording is not necessary, the disclosure should state which of the following circumstances is the basis for blending the component unit: (1) the component unit's governing body is substantively the same as the governing body of the primary government and there is either a financial benefit or burden relationship between the primary government and the component unit OR management of the primary government has operational responsibility for the component unit; (2) the component unit provides services entirely, or almost entirely, to the primary government or otherwise exclusively, or almost exclusively, benefits the primary government even though it does not provide services directly to it; or (3) the component unit's total debt outstanding, including leases, is expected to be repaid entirely or almost entirely with the resources of the primary government. [GASB-S61: 8a-c and 11a; Q&A 4.28.1; GAAFR, pages 80-81 and 324-325]

111 - Summary of significant accounting policies (SSAP)

Checklist Question: 11.16b

Page 17 - Clarify for the CDA - TIF District #1 Special Revenue Fund. Refer to a related comment in this section.

The notes should disclose the revenue sources and other resources reported in each major special revenue fund. [GASB-S54: 32; GAAFR, page 328]

118 - Statistical section

Checklist Question: 18.1L

Page 100 - Refer to page 43. Include capital leases.

The total direct debt should include all long-term debt instruments of the governmental activities, including bonds, notes, certificates of participation, loans, and capital leases. [GASB-S44: 45]

119 - Other considerations

Additional Comment:

The GASB has identified timeliness as one of the basic characteristics necessary for accounting data to be effective. [GASB Concepts Statement No. 1, "Objectives of Financial Reporting," paragraph 62] In other words, "if financial reports are to be useful, they must be issued soon enough after the reported events to affect decisions." [paragraph 66] Consequently, it is Certificate Program policy not to grant an extension two years in a row for the same reason. That is, your next CAFR will be eligible for an extension only if the circumstances delaying its timely submission are substantially different from those that required an extension this past year.

The GASB has issued the following Statements since the governments previous submission:

1. Statement No. 67, "Financial Reporting for Pension Plans; an amendment of GASB Statement No. 25," which replaces the requirements of Statements No. 25 and No. 50 related to pension plans that are administered through trusts or equivalent arrangements. The requirements of Statements No. 25 and No. 50 remain applicable to pension plans that are not administered through trust or equivalent arrangements. The requirements of this Statement are effective for financial statements for fiscal years beginning after June 15, 2013.
2. Statement No. 68, "Accounting and Financial Reporting for Pensions; an amendment of GASB Statement No. 27." This Statement replaces the requirements of Statements No. 27 and No. 50 related to pension plans that are administered through trusts and equivalent arrangements. The requirements of Statements No. 27 and No. 50 remain applicable for pensions that are not administered as trusts or equivalent arrangements. The requirements of this Statement are effective for financial statements for fiscal years beginning after June 15, 2014.
3. Statement No. 69, "Government Combinations and Disposals of Government Operations" The requirements of this Statement should be applied prospectively and are effective for government combinations and disposals of government operations occurring in financial reporting periods beginning after December 15, 2013. Earlier application of the Statement is encouraged.
4. Statement No. 70, "Accounting and Financial Reporting for Nonexchange Financial Guarantees" The requirements of this Statement are effective for financial statements for fiscal years beginning after June 15, 2013.
5. Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date; an amendment of GASB Statement No. 68." The provisions of this Statement are required to be applied simultaneously with the provisions of Statement No. 68. The requirements of this Statement are effective for financial statements for fiscal years beginning after June 15, 2014.

For the original pronouncements, please visit the GASB's website www.gasb.org.

***** END OF COMMENTS FOR REPORT # 4,222.00 / FY2014 *****

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

January 27, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.7.



**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: CREATION OF WEIGHTS & MEASURES FEES SCHEDULE FOR 2016.

FOR CONSIDERATION AT: FINANCE COMMITTEE MEETING, WEDNESDAY, JANUARY 27, 2016

LEGISLATION TYPE: ACKNOWLEDGE | **MOTION** | ORDINANCE | POLICY | RESOLUTION

RECOMMENDATION TO: RECOMMEND TO THE BOARD OF TRUSTEES THE 2016 WEIGHTS & MEASURES FEES SCHEDULE.

REPORT PREPARED BY: JOHN JACOBS; FINANCE DIRECTOR

BACKGROUND: State statutes require the Village to contract with the state to have all measuring devices used in sales of goods or services to be inspected by state sealers and inspectors. Currently the Village provides a subsidy that covers the cost for the business that are forced to comply with this statute, roughly \$3,200/year. The State statutes allowed the Village to create an ordinance that requires all entities that follow Wis. Stat. Ch. 98 to be required to obtain a license in order for the Village to recoup the costs of enforcing such regulations.

FISCAL IMPACTS:

Budget Line Item:

Budget Line Item:

Budgeted Expenditure:

Budgeted Revenue:

10-00-46291-000-000 weights and measures fees

We would be collecting an equal amount to the amount we pay out each year. (\$3,200)

STATUTORY REFERENCES:

Wisconsin Statue:

Administrative Code:

Municipal Code:

Judicial Ruling:

Wis. Stat. Ch. 98

Wis. Admin. Code Chapters ATCP 90,91,92

FURTHER REVIEW: REVIEW BY VILLAGE BOARD ON 2/1/16.

VILLAGE OF WESTON
Proposed Schedule of Fees for Weights and Measures Permit
For License Period of 7/01/2014 - 6/30/2015 (for example)

DEVICE TYPE & FEE PER DEVICE									
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm	Penalty Non-Registered Devices	
\$ 5	\$ 10	\$ 15	\$ 0.25	\$ 10	\$ -	\$ 15	\$ 15	\$ 2	\$Fee x

TOTAL FEES BREAKDOWN BY TYPE									GRAND TOTAL FEES
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm		

Ace Hardware Center-Weston
2606 Schofield Ave

3 1 50

\$ 15 \$ 10 \$ - \$ 13 \$ - \$ - \$ - \$ - \$ 38

Advanced Disposal
5509 Fuller St

1

\$ - \$ - \$ 15 \$ - \$ - \$ - \$ - \$ - \$ 15

Callon Quik Mart
7605 Schofield Ave

24 1 2 2

\$ - \$ - \$ - \$ - \$ 240 \$ - \$ 30 \$ 30 \$ 300

Commerce Crossing Shell
10002 Adventure Way

26 2 2

\$ - \$ - \$ - \$ - \$ 260 \$ - \$ 30 \$ 30 \$ 320

Country Fresh Meats
9902 Weston Ave

12

\$ 60 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 60

Cousineau Auto Inc
6702 Ryan St

1 2

\$ 5 \$ - \$ 30 \$ - \$ - \$ - \$ - \$ - \$ 35

Dollar Tree #3772
2709 Schofield Ave

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

VILLAGE OF WESTON
Proposed Schedule of Fees for Weights and Measures Permit
For License Period of 7/01/2014 - 6/30/2015 (for example)

DEVICE TYPE & FEE PER DEVICE									
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm	Penalty Non-Registered Devices	
\$ 5	\$ 10	\$ 15	\$ 0.25	\$ 10	\$ -	\$ 15	\$ 15	\$ 2	\$Fee x

TOTAL FEES BREAKDOWN BY TYPE									GRAND TOTAL FEES
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm		

Quality Foods/Trigs 6205 Business 51 South	11		50							\$ 55	\$ -	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ 68
Red Clover Market 5009 Schofield Ave	1									\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
Schofield Avenue Shell 3001 Schofield Ave				24		4				\$ -	\$ -	\$ -	\$ -	\$ 240	\$ -	\$ 60	\$ -	\$ 300
Store #59, The 6606 County Road J		(estimated)		24	1					\$ -	\$ -	\$ -	\$ -	\$ 240	\$ -	\$ -	\$ -	\$ 240
Store #60, The 4005 Westview Blvd				30	2	2	3			\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	\$ 30	\$ 45	\$ 375
Target Stores #364 2707 Schofield Ave	1		50							\$ 5	\$ -	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ 18
Total Rental Center LLC 5009 Schofield Ave	1									\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5
Walgreens Drug Stroe #9609 5305 Business Highway 51 South	1		50							\$ 5	\$ -	\$ -	\$ 13	\$ -	\$ -	\$ -	\$ -	\$ 18

VILLAGE OF WESTON
Proposed Schedule of Fees for Weights and Measures Permit
For License Period of 7/01/2014 - 6/30/2015 (for example)

DEVICE TYPE & FEE PER DEVICE									
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm	Penalty Non-Registered Devices	
\$ 5	\$ 10	\$ 15	\$ 0.25	\$ 10	\$ -	\$ 15	\$ 15	\$ 2	\$Fee x

TOTAL FEES BREAKDOWN BY TYPE									
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm	GRAND TOTAL FEES	

Weston Liquor LLC
 3409 Schofield Ave, Suite A

0
 (does NOT exist any longer)

\$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ -

Yaeger Auto Salvage Inc
 8205 Camp Phillips Rd

5 1 1

\$ 25 \$ 10 \$ 15 \$ - \$ - \$ - \$ - \$ - \$ 50

Bert's Veggies
 Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Chojnacki, Bob
 Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Her, Joua
 Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Vue, Ka
 Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Lee, Kongmeng
 Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Xiong, Mai
 Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

VILLAGE OF WESTON
Proposed Schedule of Fees for Weights and Measures Permit
For License Period of 7/01/2014 - 6/30/2015 (for example)

DEVICE TYPE & FEE PER DEVICE									
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm	Penalty Non-Registered Devices	\$Fee x
\$ 5	\$ 10	\$ 15	\$ 0.25	\$ 10	\$ -	\$ 15	\$ 15	2	

TOTAL FEES BREAKDOWN BY TYPE									
Scale	Medium Capacity Scale	Heavy Capacity Scale	Scanner	Liquid Measuring Device	Pump Business	High Speed Diesel >=20gpm	High Speed Diesel >=30gpm	GRAND TOTAL FEES	

Yanglor, Mai
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

McGlen, Mary
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Thao, Nong
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Thao, Pang
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Yang, Pang
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Her, Ye
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Moua, Yia
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

Lee, Kong Meng
Weston Farmers Market

1

\$ 5 \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ 5

VILLAGE OF WESTON
Proposed Schedule of Fees for Weights and Measures Permit
For License Period of 7/01/2014 - 6/30/2015 (for example)

DEVICE TYPE & FEE PER DEVICE	
Scale	\$ 5
Medium Capacity Scale	\$ 10
Heavy Capacity Scale	\$ 15
Scanner	\$ 0.25
Liquid Measuring Device	\$ 10
Pump Business	\$ -
High Speed Diesel >=20gpm	\$ 15
High Speed Diesel >=30gpm	\$ 15
Penalty Non-Registered Devices	\$Fee x 2
TOTALS	

TOTAL FEES BREAKDOWN BY TYPE	
Scale	\$ 450
Medium Capacity Scale	\$ 20
Heavy Capacity Scale	\$ 90
Scanner	\$ 67
Liquid Measuring Device	\$ 2,600
Pump Business	\$ -
High Speed Diesel >=20gpm	\$ 150
High Speed Diesel >=30gpm	\$ 105
GRAND TOTAL FEES	\$ 3,482

NOTE: Village of Weston payment made to the State of Wisconsin is estimated to be **\$3,200** (for \$400/day x 8 days during next fiscal year) for these state mandated contracted inspector services.

Sec. _____ - Weights and measures permit.

- (a) Purpose. This section adopts the State of Wisconsin Weights and Measures Regulations and establishes a Weights and Measures Program wherein any person or entity subject to said regulations must obtain a license in order for the Village to comply with and recoup the costs of enforcing said regulations. This section is adopted pursuant to the provisions of Wis. Stat. Ch. 98.
- (b) Application of State Codes. Except as otherwise specifically provided in this section, the provisions of Wis. Stat. Ch. 98, Weights and Measures, and Wis. Admin. Code Chapters ATCP 90, 91 and 92 are hereby adopted and made a part of this section as though fully set forth herein. Any act required to be performed or prohibited by any statute or code incorporated herein by reference is required or prohibited by this section. Any future amendments, revisions or modifications of the statutes and codes incorporated herein are intended to be made a part of this section.
- (c) State Contract; Appointment of Inspectors; Compliance Required.
 - (1) State Contract. In order to assure compliance with the requirements of the State of Wisconsin related to the inspection and certification of weights and measures, the Village shall contract with the State of Wisconsin Department of Agriculture, Trade and Consumer Protection, pursuant to Wis. Stat. § 98.04(2), in lieu of the establishment of a department of weights and measures.
 - (2) Appointment of Inspectors. The provisions of the contract set forth in subsection (c)(1) shall provide for the enforcement of the statutes and regulations set forth herein, and the Village hereby grants the authority and duties of sealers and inspectors required by this section to the State of Wisconsin Department of Agriculture, Trade and Consumer Protection.
 - (3) Compliance Required. All persons and entities required to be licensed hereunder shall comply with the enforcement of the statutes and regulations set forth herein, shall comply with the orders and inspections of the inspectors appointed herein, and shall comply with the licensing requirements set forth herein.
- (d) Definitions. As used in this section, the following terms shall have the meanings indicated:

Weights and Measures. Weights and measures of every kind, instruments and devices for weighing and measuring, and any appliances and accessories used with any or all such instruments and devices, except meters for the measurement of electric, gas (natural and manufactured) or water when the same are operated in a public utility system. Weights and measures shall include devices used or employed in establishing the size, quantity, extent, area or measurement of quantities, things, produce or articles for sale, hire or award, or in computing any basic charge or payment for services rendered on the basis of weight or measure and shall include, but not be limited to, commodities, liquid measuring devices, scales, weighing, measuring and price verification systems, timing devices and linear measuring devices.

Weights and Measures Program. The program that includes administration and enforcement of this section, Wis. Stats. Ch. 98, applicable Wisconsin Administrative Code provisions, and any related actions.

- (e) Weights and Measures License Required.
 - (1) License Requirements. Except as provided in subsection (e)(2), no person or entity shall use, operate or maintain any commercial weights and measures as defined in this section unless the person or entity is licensed by a weights and measures license issued pursuant to the provisions of this section.
 - (2) Exemptions. Sales by a person registered as a direct seller or by a holder of a farmer's market, vendor vehicle or special event permit are exempt from licensing under this section, but if any person exempted herein is required by the state to hold a state certificate of examination by the sealer of weights and measures, a copy of said certificate shall be provided to the Village with his or her application for direct seller registration or a farmer's market, vendor vehicle or special events permit.

- (f) Application for License. An application for a weights and measures license shall be made in writing on a form provided by the Village Clerk and shall be signed by the owner of the commercial business or by its authorized agent. Such application shall state the type of the business, the type and number of weighing, measuring and scanning devices used by the business, the location of the devices, the number of check-out lanes present on the premises, the applicant's full name, post office address and telephone, and whether such applicant is an individual, partnership, limited liability company, corporation or other entity. If the applicant is a partnership, the application shall state the names and addresses of each partner. If the applicant is a corporation or limited liability company, the application shall state the names and addresses of all members, officers and agents of the applicant, including the registered agent thereof.
- (g) Issuance of Licenses and Fees. Upon compliance with this section, the Village Clerk shall issue a license to the applicant upon payment of the annual license fee set by the Village Board. Each store or other business shall require a separate license.
- (h) License Term. A license issued under this section shall expire on June 30 of each year.
- (i) Enforcement for Nonrenewal. It shall be the duty of the Village Clerk to notify appropriate village officials and to order the immediate enforcement of the provisions of this section in cases involving a failure to renew a weights and measures license. A licensee shall be prohibited from engaging in any business involved in weights and measures until such time as a valid license has been obtained under the provisions of this section.
- (j) Fees Assessment.
 - (1) Annual Assessment. The Village Board shall annually assess fees to each licensee based on the number and type of weights and measures devices it operates as of the date of licensure or the date of renewal. The total of the fees assessed and collected under this subsection shall not exceed the actual costs of the weights and measures contract between the Village and the State.
 - (2) Clerk to Prepare Assessment Schedule. The Village Clerk shall at least annually prepare a proposed schedule of assessments which shall be based upon the state contract charges and the number of weights and measures devices being operated, which schedule shall be submitted to the Village Board. A copy of the proposed schedule, together with notice of the date and time at which the Village Board will consider the assessments, shall be mailed to each licensee.
 - (3) Village Board to Determine Assessment. Not less than ten days after the mailing set forth in subsection (j)(2), the Village Board shall consider the Clerk's proposed schedule of assessments and determine the schedule of assessments on a reasonable basis. The Village Clerk shall mail to each licensee an invoice for the amount of the fee assessment to the licensee as determined by the Village Board, and each licensee shall pay the fee assessed within 30 days after the date the notice is mailed.
 - (4) Failure to Pay Assessment. If the assessed fee is not paid within 30 days of the date of the mailing of the invoice, an additional administrative collection charge of ten percent of the total assessment shall be added to the amount due, plus interest shall accrue on the assessment at the rate of 1.5 percent per month or fraction thereof until paid. To the extent permitted by law, if the licensee is the owner of the real estate where the licensed business is located, any delinquent assessment shall be extended upon the current or the next tax bill as a special charge against the real estate premises for current services. No license shall be issued or renewed under this section if the licensee is delinquent in the payment of a fee assessed under this section.
 - (5) Mailing of Notices. Schedules, notices and invoices shall be considered mailed to a licensee when mailed by first class mail, postage prepaid, to the licensee at the licensee's address as shown on the application form.

- (6) Change of Ownership. If the ownership of a commercial business licensed under this section is transferred during a license year, the owner of the business as of July 1 of the license year shall be liable and responsible for the payment of the fees assessed under this section.
- (k) Violations. In addition to any other remedy, any person who fails to comply with the provisions of this section shall, upon conviction thereof, be subject to the penalties as set forth in section 1.111 of this Code. Each day a violation exists or continues shall constitute a separate offense.

STATE OF WISCONSIN
 DEPARTMENT OF AGRICULTURE,
 TRADE AND CONSUMER PROTECTION
 2811 AGRICULTURE DRIVE, PO BOX 8911
 MADISON, WI 53708-8911

INVOICE

JOHN JACOBS FINANCE DIR/TRES
 VILLAGE OF WESTON
 5500 SCHOFIELD AVE
 PO BOX 438
 WESTON WI 54476-0438

CODE:	DIVISION:	DATE:
1428 P1 1 34 R 8221	Trade & Consumer Protection Bureau of Weights & Measures	4/20/15

Payment Due: 30 Days

AMOUNT ENCLOSED \$

DATE	QUANTITY	ITEM AND/OR DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
4/20/15		Weights and Measures inspection service as per contract for the period of July 1, 2014 through June 30, 2015.		\$3,200.00
		<p>Your account cannot be properly credited unless you return a copy of the invoice. Please return invoice and payment in the enclosed envelope to:</p> <p>WI Dept. of Agriculture, Trade & Consumer Protection Box 93178 Milwaukee, WI 53293-0178</p>		
			PREVIOUS BALANCE DUE	
			TOTAL DUE	\$3,200.00



CITY OF LA CROSSE
ENGINEERING DEPARTMENT
400 LA CROSSE ST
LA CROSSE, WI 54601-3396
PHONE: 608-789-7505
FAX: 608-789-8184

Weight and Measures Licensing Factsheet

- Who is required to have a Weights and Measure license from the City of La Crosse?
 - Any business that sells by weights, volume, time, or by use of automated scanners is required to have an annual Weights and Measures license issued by the City of La Crosse.

- Is a Weights and Measure certification sticker the same as a license?
 - No. A Certification sticker is issued by a State of Wisconsin Weights and Measures employee after they have tested and verified that a measuring device is working properly. It is a visual assurance to the consumer that the weights and measures device being used in a sale has been tested and found to be true and accurate.
 - A Weights and Measures License is issued by the City of La Crosse under Municipal Code 2.12 to any business that wishes to use a weights and measures device for commerce (including scanners) within the City Limits.
 - A requirement of the City licensing is that the devices in use are certified by the State. The State Inspector and City work closely together to insure this occurs, but are separate entities with separate duties.

- Why are we paying the City a license fee if the State is performing the certification testing? Doesn't my State tax pay for that?
 - State law puts the burden of weights and measures certification testing on the local municipality. The City actually pays the State for the services of the State Inspector via an annual contract between the State of Wisconsin and the City of La Crosse. The licensing fees collected by the City are used to pay the State for the service provided by the State Weights and Measures Inspector.

- So who do we call if we have questions or have a complaint?
 - Call the City of La Crosse Engineering Department at 789-7505 if you:
 - Want to obtain a new City Weights and Measure License

- Change the number or type of devices your are licensing
- Have any questions or concerns with your weights and measures licensing fee billing.
- Call The State of Wisconsin at 608.224.4940 if you:
 - Need a certification sticker for a new device
 - Need to renew an expired certification on an existing device
 - Want to file a complaint or concern about the accuracy of a device that measures weight, volume, time, or an automated scanners used in commerce.

• License process

- Weights and Measures license renew billings are sent out at the beginning of every calendar year to all existing licensees
- New business is required to contact the City of La Crosse Engineering Department for licensing prior to partaking in Commerce by use of a weights or measuring device within the City of La Crosse.
- An application form is attached

• License fees

Device Type	Fee
Petroleum pump/grade	\$16.00
Scale (small)	\$21.00
Scale Vehicle	\$55.00
Timing Device	\$8.00
Scanner (flat fee up to 3)	\$35.00
Scanner (each for over 3)	\$14.00
Vehicle Tank Meter	\$45.00
Taxi Cab Meter	\$25.00



Weight and Measures Permit

Engineering Dept. • Phone: (608) 789-7505 • Fax: (608) 789-8184
400 La Crosse St. La Crosse, WI 54601
http://www.cityoflacrosse.org engineering@cityoflacrosse.org

Date:
MUNIS #:

Status:	Permit Type: Weights and Measures Application
---------	---

LICENSEE	Name:			
	Address:			
	City:		State:	
	Phone:		Zip Code:	
	Cell:	Fax:	Email:	

BUSINESS	Name:			Supervisor:
	Address (If different than above):			
	City:		State:	
	Phone:		Zip Code:	
	Cell:	Fax:	Email:	

Device Type	Fee
Petroleum Pump / Grade	<input type="checkbox"/> \$16.00
Scale - Small	<input type="checkbox"/> \$21.00
Scale - Vehicle	<input type="checkbox"/> \$55.00
Timing Device	<input type="checkbox"/> \$8.00
Scanner (flat fee up to 3)	<input type="checkbox"/> \$35.00
Scanner (each, for over 3)	<input type="checkbox"/> \$14.00
Vehicle Tank Meter	<input type="checkbox"/> \$45.00
Taxi Cab Meter	<input type="checkbox"/> \$25.00
Total	

For Office Use Only	Issued By:	Invoice #:
	Fees:	
	Comments:	

Reminder: Application shall be applied for **BEFORE** commerce begins. The applicant understands and agrees that all weights and measures devices used shall comply with all State and local laws, provisions, conditions, and certifications.

The undersigned hereby applies for a Weights & Measures Permit according to the following statement and in accordance with the requirements of Chapter 2.12 of the Municipal code of the City of La Crosse, Wisconsin.

(SIGN) AGENT/CONTRACTOR NAME DATE (PRINT) AGENT/CONTRACTOR NAME DATE

(PRINT) OWNER NAME DATE (SIGN) OWNER NAME DATE



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

September 4, 2015

JOHN JACOBS FINANCE DIR/TRES
VILLAGE OF WESTON
5500 SCHOFIELD AVE
PO BOX 438
WESTON WI 54476-0438

Dear Mr. Jacobs:

Enclosed is your Weights and Measures Contract Work Report (and a Result Key) for fiscal year July 1, 2014 through June 30, 2015. The report details inspection activity performed by state weights and measures officials.

Additionally, please review the enclosed census for your municipality. Contact us if there are revisions that should be made to the census.

If you have any questions or comments, please contact Holly Wing at 608-224-4952.

Sincerely,

Rachelle J. Miller
Chief, Field Operations
Bureau of Weights and Measures
Phone: 608-224-5156
Fax: 608-327-0228
rachelle.miller@wi.gov



Enclosures

RJM:hw

Agriculture generates \$88 billion for Wisconsin

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • Wisconsin.gov

An equal opportunity employer



Wisconsin Department of Agriculture,
Trade and Consumer Protection

Weights and Measures Contract Work Report

Weston Contract

From:	To:	Inspection Date	Lot Size	Inspection Type	Sample Size
7/1/2014	6/30/2015				
14363	ACE HARDWARE CENTER - WESTON 2606 SCHOFIELD AVE SCHOFIELD, WI 54476	2/9/2015 2/9/2015 2/9/2015		Scanner Test Medium Capacity Scale Scale	50 1 3
5885141	BERT'S VEGGIES WESTON FARM MARKET WAUSAU, WI 54403	8/5/2014		Scale	1
105626	CALLON QUIK MART 7605 SCHOFIELD AVE WESTON, WI 54476	5/20/2015		Hi Speed Diesel >30gpm	1
5885142	CHOJNACKI, BOB WESTON FARM MARKET STEVENS POINT, WI 54482	8/5/2014		Scale	1
12371	COUNTRY FRESH MEATS 9902 WESTON AVE WESTON, WI 54476	6/16/2015 6/16/2015		Scale Scale	2 8
582515	DOLLAR GENERAL #10595 830 GRAND AVE SCHOFIELD, WI 54476	2/5/2015		Scanner Test	25
385143	HER, JOUA WESTON FARM MARKET WAUSAU, WI 54403	8/5/2014		Scale	1
1764	IMR BP 4101 SCHOFIELD AVE SCHOFIELD, WI 54476	9/2/2014		Liquid Measuring Device	24
5885148	KA VUE WESTON FARM MARKET WAUSAU, WI 54401	8/5/2014		Scale	1
1777	KWIK TRIP #356 INC 5603 BUSINESS HIGHWAY 51 SCHOFIELD, WI 54476	8/4/2014 8/4/2014		Liquid Measuring Device Liquid Measuring Device	6 34
1780	KWIK TRIP #787 INC 3207 SCHOFIELD AVE SCHOFIELD, WI 54476	5/21/2015 5/21/2015 5/21/2015		Hi Speed Diesel >=20gpm Liquid Measuring Device Liquid Measuring Device	4 66 2
5885144	LEE, KONGMENG WESTON FARM MARKET WESTON, WI 54476	8/5/2014		Scale	1
58851410	MAI XIONG WESTON FARM MARKET STEVENS POINT, WI 54481	8/5/2014		Scale	1
58851411	MAI YANGLOR WESTON FARM MARKET SCHOFIELD, WI 54476	8/5/2014		Scale	1

SCHOFIELD



Wisconsin Department of Agriculture,
Trade and Consumer Protection

Weights and Measures Contract Work Report

Weston Contract

From:	To:	Inspection Date	Lot Size	Inspection Type	Sample Size
7/1/2014	6/30/2015				
5885147	MCGLLEN, MARY WESTON FARM MARKET STEVENS POINT, WI 54481	8/5/2014		Scale	1
5885146	NONG THAO WESTON FARM MARKET WAUSAU, WI 54403	8/5/2014		Scale	1
58851412	PANG THAO WESTON FARM MARKET WAUSAU, WI 54401	8/5/2014		Scale	1
19616	PICK N SAVE 2806 SCHOFIELD AVE SCHOFIELD, WI 54476	10/23/2014		Scanner Test	50
		10/23/2014		Scale	31
		2/23/2015		Scanner Test	10



Wisconsin Department of Agriculture,
Trade and Consumer Protection

Weights and Measures Contract Work Report

Weston Contract

From:	To:	Inspection Date	Lot Size	Inspection Type	Sample Size
12377	QUALITY FOODS 6205 BUSINESS 51 S SCHOFIELD, WI 54476	12/1/2014		Scanner Test	50
		12/1/2014	20		20
		12/1/2014	9	Bread	9
		12/1/2014	15	Bread	15
		12/1/2014	17	Bread	17
		12/1/2014	19	Cheese	19
		12/1/2014	11	Cheese	11
		12/1/2014	16	Cheese	16
		12/1/2014	18	Cheese	18
		12/1/2014	15	Coffee / Tea	15
		12/1/2014	13	Coffee / Tea	13
		12/1/2014	15	Coffee / Tea	15
		12/1/2014	15	Coffee / Tea	15
		12/1/2014	21	Fish / Seafood	21
		12/1/2014	9	Food Preparations	9
		12/1/2014	25	Food Preparations	25
		12/1/2014	9	Food Preparations	9
		12/1/2014	33	Food Preparations	33
		12/1/2014	15	Food Preparations	15
		12/1/2014	48	Food Preparations	48
		12/1/2014	12	Food Preparations	12
		12/1/2014	17	Fresh Poultry	17
		12/1/2014	9	Smoked Meat	9
		12/1/2014	12	Smoked Meat	12
		12/1/2014	16	Smoked Meat	16
		12/1/2014	21	Smoked Meat	21
		12/1/2014	9	Smoked Meat	9
		12/1/2014	15	Smoked Meat	15
		12/1/2014	6	Smoked Meat	6
		12/1/2014	10	Smoked Meat	10
		12/1/2014	12	Smoked Meat	12
		12/1/2014		Scale	11
18045	TARGET STORES #364 2707 SCHOFIELD AVE WESTON, WI 54476	2/9/2015		Scanner Test	50
105660	WALGREENS DRUG STORE #9609 5305 BUSINESS HIGHWAY 51S WESTON, WI 54476	2/5/2015		Scanner Test	50
5885145	YANG, PANG WESTON FARM MARKET KRONENWETTER, WI 54455	8/5/2014		Scale	1



Wisconsin Department of Agriculture,
Trade and Consumer Protection

Weights and Measures Contract Work Report

Weston Contract

From: 7/1/2014 To: 6/30/2015		Inspection Date	Lot Size	Inspection Type	Sample Size
58851413	YE HER WESTON FARM MARKET WAUSAU, WI 54403	8/5/2014		Scale	1
5885149	YIA MOUA WESTON FARM MARKET MOSINEE, WI 54455	8/5/2014		Scale	1

Weights and Measures Contract Work Report RESULT KEY

DEVICE INSPECTION: Devices include scales, medium capacity scales, heavy capacity scales, liquid measuring devices, high speed diesel >30 gpm, vehicle tank meters, LPG meters, timing devices, etc. **Pump Business**, when listed, is a calculation for the average error (maintenance) of all liquid measuring devices at a gas station.

Correct: Device meets all specifications and applicable tolerances.

Rejected 1 day: Device is incorrect exceeding tolerance (error in owner's favor). Owner of device has 1 day to correct device before rejection.

Rejected 7 days: Device is incorrect exceeding tolerance (error in owner's favor). Owner of device has 7 days to correct device before rejection.

Rejected 30 days: Device is incorrect due to a specification error. Owner of device has 30 days to correct device before rejection.

Red Tagged: Device is incorrect and exceeds tolerances by more than twice the allowable tolerance. The device is immediately rejected and removed from service.

Action Pending: Device is incorrect but errors are in favor of the customer, or device has a minor specification violation.

Not Tested: Device is out of service upon arrival and cannot be tested, or device cannot be tested due to equipment or other constraints.

COMMODITY INSPECTION: Package inspections of store packed and prepackaged products for accurate quantity and correct package labeling.

Audit: Non-enforcement screening sample taken. Product passes. Lot size equals sample size.

Pass: Enforcement sample taken. Lot passes NIST Handbook 133 requirements. Sample is statistically representative of the lot.

Fail: Enforcement sample taken. Lot's net quantity fails NIST Handbook 133 requirements. Sample is statistically representative of the lot. Product is removed from sale.

Label Fail: Product label does not meet Wis. Adm. Code ATCP 90 fair packaging and labeling requirements.

SCANNER TEST: Test of a store's pricing accuracy. Initial sample size for testing equal to 25 or 50 items (depending on size of retail store). Overcharges and undercharges are counted as errors.

Pass: Error rate for sample is 2% or less.

Fail: Error rate for sample is greater than 2%.

Weights and Measures Census Report

8/26/2015

Marathon County

KRONENWETTER

5885145 YANG, PANG Weston Contract
 WESTON FARM MARKET
 2215 WOOD RD
 KRONENWETTER WI 54455

Device Type	Device Count
Scale	1

MOSINEE

5885149 YIA MOUA Weston Contract
 WESTON FARM MARKET
 2163 PIER DR
 MOSINEE WI 54455

Device Type	Device Count
Scale	1

SCHOFIELD

14363 ACE HARDWARE CENTER - WESTON Weston Contract
 2606 SCHOFIELD AVE
 SCHOFIELD WI 54476

Device Type	Device Count
Medium Capacity Scale	1
Scale	3

10521 COMMERCE CROSSING SHELL Weston Contract
 10002 ADVENTURE WAY
 SCHOFIELD WI 54476

Device Type	Device Count
Hi Speed Diesel >30gpm	2
Liquid Measuring Device	26
Hi Speed Diesel >=20gpm	2

16422 COUSINEAU AUTO INC Weston Contract
 6702 RYAN ST
 SCHOFIELD WI 54476

Device Type	Device Count
Scale	1
Heavy Capacity Scale	2

582515 DOLLAR GENERAL #10595 Weston Contract
 830 GRAND AVE
 SCHOFIELD WI 54476

Device Type	Device Count
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Weights and Measures Census Report

8/26/2015

1764	IMR BP 4101 SCHOFIELD AVE SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Liquid Measuring Device		24	
	Pump Business		1	
1777	KWIK TRIP #356 INC 5603 BUSINESS HIGHWAY 51 SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Liquid Measuring Device		40	
1780	KWIK TRIP #787 INC 3207 SCHOFIELD AVE SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Hi Speed Diesel >=20gpm		4	
	Liquid Measuring Device		68	
13641	LARSEN COOPERATIVE CO 5010 JANICE AVE SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Scale		6	
	Heavy Capacity Scale		2	
58851411	MAI YANGLOR WESTON FARM MARKET 3311 CARTER AVE SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Scale		1	
14399	MIDWEST RV 9405 SCHOFIELD AVE SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Scale		1	
10567	MINISTRY HEALTH CARE-SAINT CLAIRE'S H 3400 MINISTRY PKWY SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Scale		2	

Weights and Measures Census Report

8/26/2015

11428	ONYX WASTE SVCS MIDWEST INC 5509 FULLER ST SCHOFIELD WI 54476	Weston Contract	
	Device Type		Device Count
	Heavy Capacity Scale		1
19616	PICK N SAVE 2806 SCHOFIELD AVE SCHOFIELD WI 54476	Weston Contract	
	Device Type		Device Count
	Scale		31
12377	QUALITY FOODS 6205 BUSINESS 51 S SCHOFIELD WI 54476	Weston Contract	
	Device Type		Device Count
	Scale		11
105323	RED CLOVER MARKET 5009 SCHOFIELD AVE SCHOFIELD WI 54476	Weston Contract	
	Device Type		Device Count
	Scale		1
13327	SCHOFIELD AVENUE SHELL 3001 SCHOFIELD AVE SCHOFIELD WI 54476	Weston Contract	
	Device Type		Device Count
	Liquid Measuring Device		24
	Hi Speed Diesel >=20gpm		4
17515	STORE #60, THE 4005 WESTVIEW BLVD SCHOFIELD WI 54476	Weston Contract	
	Device Type		Device Count
	Liquid Measuring Device		30
	Hi Speed Diesel >30gpm		3
	Pump Business		2
	Hi Speed Diesel >=20gpm		2
10533	TOTAL RENTAL CENTER LLC 5009 SCHOFIELD AVE SCHOFIELD WI 54476	Weston Contract	
	Device Type		Device Count
	Scale		1

Weights and Measures Census Report

8/26/2015

180661	VEOLIA ES SOLID WASTE MIDWEST 5509 FULLER ST SCHOFIELD WI 54476	Weston Contract		
	Device Type		Device Count	
	Heavy Capacity Scale		1	
<hr/>				
WAUSAU				
5885141	BERT'S VEGGIES WESTON FARM MARKET 6107 GRANITE RD WAUSAU WI 54403	Weston Contract		
	Device Type		Device Count	
	Scale		1	
<hr/>				
5885143	HER, JOUA WESTON FARM MARKET 1237 KICKBUSCH ST WAUSAU WI 54403	Weston Contract		
	Device Type		Device Count	
	Scale		1	
<hr/>				
5885148	KA VUE WESTON FARM MARKET 1009 S 9TH AVE WAUSAU WI 54401	Weston Contract		
	Device Type		Device Count	
<hr/>				
5885146	NONG THAO WESTON FARM MARKET 612 PARCER ST WAUSAU WI 54403	Weston Contract		
	Device Type		Device Count	
	Scale		1	
<hr/>				
58851412	PANG THAO WESTON FARM MARKET 2204 EMERY DR WAUSAU WI 54401	Weston Contract		
	Device Type		Device Count	
	Scale		1	
<hr/>				

Weights and Measures Census Report

8/26/2015

58851413	YE HER WESTON FARM MARKET 1221 KICKBUSCH ST WAUSAU WI 54403	Weston Contract	
	Device Type Scale		Device Count 1
WESTON			
105626	CALLON QUIK MART 7605 SCHOFIELD AVE WESTON WI 54476	Weston Contract	
	Device Type Pump Business Hi Speed Diesel >=20gpm Liquid Measuring Device Hi Speed Diesel >30gpm		Device Count 1 2 24 2
12371	COUNTRY FRESH MEATS 9902 WESTON AVE WESTON WI 54476	Weston Contract	
	Device Type Scale		Device Count 12
02331215	DOLLAR TREE #3772 2709 SCHOFIELD AVE WESTON WI 54476	Weston Contract	
	Device Type		Device Count
21891512	HALLOWEEN EXPRESS 1700 N BUSINESS HIGHWAY 51 4204 SCHOFIELD AVE WESTON WI 54474	Weston Contract	
	Device Type		Device Count
5885144	LEE, KONGMENG WESTON FARM MARKET WESTON WI 54476	Weston Contract	
	Device Type Scale		Device Count 1

Weights and Measures Census Report

8/26/2015

18045	TARGET STORES #364 2707 SCHOFIELD AVE WESTON WI 54476	Weston Contract	
	Device Type		Device Count
	Scale		1
105660	WALGREENS DRUG STORE #9609 WALGREEN CO. 5305 BUSINESS HIGHWAY 51S WESTON WI 54476	Weston Contract	
	Device Type		Device Count
02331218	WESTON LIQUOR LLC 3409 SCHOFIELD AVE STE A WESTON WI 54476	Weston Contract	
	Device Type		Device Count
6590	YAEGER AUTO SALVAGE INC 8205 CAMP PHILLIPS RD WESTON WI 54476	Weston Contract	
	Device Type		Device Count
	Heavy Capacity Scale		1
	Scale		5
	Medium Capacity Scale		1

Portage County

STEVENS POINT

5885142	CHOJNACKI, BOB WESTON FARM MARKET 6245 OLD HIGHWAY 18 STEVENS POINT WI 54482	Weston Contract	
	Device Type		Device Count
	Scale		1
58851410	MAI XIONG WESTON FARM MARKET 300 CLEVELAND AVE STEVENS POINT WI 54481	Weston Contract	
	Device Type		Device Count
	Scale		1

Weights and Measures Census Report

8/26/2015

5885147	MCGLLEN, MARY WESTON FARM MARKET 149 S MAPLE RD STEVENS POINT WI 54481	Weston Contract
	Device Type Scale	Device Count 1

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

January 27, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.8.



VILLAGE OF WESTON



REQUEST FOR PROPOSALS 2015-2019 AUDITING SERVICES

January 25, 2016

John Jacobs, CGFO, CPFO
Finance Director/Treasurer

Proposals Due: 5:00 PM, Wednesday, February 17, 2016

SECTION I - GENERAL INFORMATION

The Village of Weston, Wisconsin, is requesting proposals for the services of a Certified Public Accounting Firm to conduct the annual audit of the Village of Weston's operations for the fiscal year ending December 31st, 2015 with the option of auditing its financial statements for each of the four subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits contained in *Government Auditing Standards*, issued by the U.S. Comptroller General, the provisions described in the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement, Audits of States, Local Governments and Non-Profit Organizations*, and the compliance requirements described in the *State Single Audit Guidelines*, issued by the Wisconsin Department of Administration, statutory requirements, as well as Village of Weston policy.

1. INFORMATION ON THE VILLAGE AND ITS RECORDS

The Village of Weston is a municipal entity with a (1) Village President/(6) Village Trustees form of government. By Village Ordinance, the financial and accounting functions are under the direction of the Village Finance Director/Treasurer.

The Village's operations have been audited by Clifton Larson Allen LLP Certified Public Accountants since 1998. The Village received unqualified opinions for each year during the last contract period of 12/31/2004 to 12/31/2014. The Village records have required 0-3 adjustments annually by the auditors in past years. A copy of the 2014 audited financial statements and related reports can be found on the Village of Weston website at <http://www.westonwi.gov/DocumentCenter/Home/View/2587>.

The audit will include all funds of the Village of Weston. The accounting records are centralized for all funds. The total Village budget is \$33.7 million dollars, including Water, Sewer, Stormwater Utility activities.

The Village of Weston has two joint ventures, which are not included in this RFP document. The Everest Metro Public Safety (EMPS) entity, including the Everest Metro Police Department (EMPD) and the Everest Metro Municipal Court (EMMC), has its own accounting records which are kept at the Village of Weston and are audited separately, but should not be reflected within this RFP. In addition, the South Area Fire & Emergency Response (SAFER) District has its own accounting records which are kept at the Village of Weston and are audited separately as well, but also should not be reflected within this RFP. The Village's portion of these two joint ventures is recorded within the General Fund.

The Village has received the Certificate of Achievement for Excellence in Financial Reporting for the years ending December 31, 2003 to 2014. It is the Village's intention to continue to participate in this program. The Village prepares, in final typed form, its own financial statements, notes, transmittal letter, management's discussion and analysis, supplemental information, and statistical section. The auditors, upon completion of the EMPS and SAFER District audits, are responsible for providing the financial information for inclusion in the annual financial report. The Village also provides the copying and collating of the annual financial report.

Since 2008, the Village has utilized Caselle Classic/Clarity (Civic Systems) for its accounting software. The Village utilizes the General Ledger, Accounts Payable, Accounts Receivable, Utility Billing, Special Assessments/Improvement Districts Billing, Budgeting, and Cash

Receipting modules. Land Records System, written by the City County Information Technology personnel of Marathon County/City of Wausau, is used to process real estate and personal property taxes. The Village has outsourced the payroll function to ADP, which Village staff utilizes on a regular basis.

The Village maintains the following funds:

General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Proprietary Funds
10 General Fund	18 Refuse/Recycling	30 Debt Service Fund (Existing Issuances)	40 TIF District # 1 46 TIF District #2 42 Capital Improvements Fund <ul style="list-style-type: none"> • Capital Equipment • Infrastructure • Facilities • Public Safety Building 	60 Water Utility (Enterprise)
	21 TIF District # 1	31 Debt Service Fund (New Issuances – Debt Service Issuance Costs)		61 Sewer Utility (Enterprise)
	22 Weston Aquatic Center			63 Stormwater Utility (Enterprise)
	26 TIF District # 2			70 Insurance Fund (Internal Service)
	27 CDA – TIF District #1			
	28 CDA – TIF District # 2			
	29 Room Taxes			
	81 Civic and Social			
	82 Park and Recreation			

The Village has a total payroll of \$2,100,000 covering 31 full-time employees, 2 part-time employees, and various temporary/seasonal employees. The payroll is processed bi-weekly.

The Village has two tax incremental financing (TIF) districts. Any and all compliance testing or procedures necessary to fulfill statutory compliance audits required for the Tax Incremental Districts are to be performed in conjunction with the annual audit and should be included within this RFP. The Village does not expect a separate audit report or additional billing.

The Finance Department provides the centralized cash collection function for the Village. In addition, the Village utilizes the services of various financial institutions within the community for tax collection during the year. These institutions collect the taxes and deposit funds directly into the Village’s account. Village staff enters the corresponding activity within the accounts receivable systems. The Village utilizes Official Payments Corporation for credit card payments of property taxes and utilities. The Village offers ACH payment of utility bills. The Village also plans to utilize the State of Wisconsin TRIP system for delinquent accounts beginning in 2016.

Village staff will prepare, in advance, or during fieldwork, work papers requested by the audit firm. Staff will be available for questions and other assistance during fieldwork.

The Village also prepares a schedule of federal and state assistance for the auditors, the Wisconsin Department of Revenue Annual Financial Report, and the annual PSC Report for the Water Utility.

The approximate number of annual transactions processed are:

- Journal Entries 500
- Receipts 9,000
- Accounts Payable Checks 4,000
- Payroll Checks 100
- Payroll Direct Deposit Transactions 3,500
- Invoices 4,000
- Purchase Orders 250

2.

SCOPE OF SERVICES

The firm shall provide an annual financial and compliance audit of all funds of the Village of Weston. The opinion should cover the governmental activities, the business type activities, any discretely presented component units (if applicable), each major fund, and the aggregate remaining fund information.

The auditor shall also be responsible for compliance with all applicable audit standards prescribed by the United States or State of Wisconsin grantors. It is the auditor's responsibility to issue all required compliance reports prescribed by the United States or State of Wisconsin Grantors.

The auditor will provide advice and counsel throughout the year concerning any changes that would affect the annual report.

Work papers will remain the property of the auditor, but will be made available to any United States or State agencies requesting information, the Village of Weston, and any predecessor audit firms.

The Village issues debt on a periodic basis. We have included our financial statements along with the audit opinion within our official statement and expect to continue this practice in the future.

If any circumstances are encountered that require additional procedures, outside the normal scope of the project, the firm must advise the Village, and provide a written cost proposal prior to beginning the procedures.

The firm shall submit one client representation letter, which shall be signed by the Village Administrator, the Finance Director/Treasurer, and the Deputy Finance Director/Treasurer and will cover all activity surrounding the Village of Weston.

Fieldwork and Audit Completion shall be scheduled as follows:

Work Product	Completion Date
Preliminary Fieldwork	February/March (or December, upon audit firm's availability)
Year-end Fieldwork	One Week in April (negotiable)
Final Review of CAFR	End of May
Issue Compliance Reports, SAS 61, Management Letter, Tax Rule 16, and Opinion of CAFR.	3 rd Monday of June (to be presented at Village Board meeting).

SECTION II - INSTRUCTIONS AND CONDITIONS FOR PROPOSAL SUBMISSION

1. RFP ADMINISTRATOR

The individual responsible for administering this RFP, to whom all inquiries and correspondence should be addressed, is:

John Jacobs, CGFO, CPFO
Finance Director/Treasurer
Village of Weston
5500 Schofield Avenue
Weston, WI 54476
(715) 241-2605

2. RFP MODIFICATIONS

The Village of Weston reserves the right to amend, alter, or revoke this RFP in any manner at any time. Any modifications, clarifications, or additions to the RFP will be distributed as written addenda to all vendors.

3. PROPOSED PREPARATION COSTS

All costs incurred in the preparation and presentation of this proposal shall be wholly absorbed by the vendor.

INSTRUCTIONS ON SUBMITTING PROPOSALS

Proposal Due Date: February 17, 2016 5:00 PM
Place: Finance Department
Village of Weston
5500 Schofield Avenue
Weston, WI 54476

Accepted Forms: One hard copy -OR-
 One copy by fax (715) 359-6117 -OR-
 One copy by e-mail to: jjacobs@westonwi.gov

PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION. WE APPRECIATE PROPOSALS THAT ARE CONCISE AND DO NOT REPEAT INFORMATION.

Name and address of the Certified Public Accounting Firm.

Provide a concise summary of the work to be completed and your work plan or audit approach.

Provide resumes of the audit team. Indicate name, title, number of years of governmental experience. Include resumes of all partners within the office performing the audit engagement.

Indicate whether the audit team will be staffed from one or several office locations.

Provide information regarding the firms experience and commitment to providing services to the governmental sector.

Provide references for not less than three government clients, preferably cities and villages, for whom services have been provided within the last year. Include a contact name and telephone number.

Provide a listing of other services provided by your firm to governmental clients.

Give specific experience the firm has auditing municipalities governed by single audits, and knowledge and experience with the Certificate of Achievement in Excellence in Financial Reporting awarded by the GFOA.

Provide detailed information about the size of your firm. Provide detailed information about the government section.

Describe any situations where you have failed to complete work awarded to you or defaulted on a contract. Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the last three years with federal or state regulatory bodies or professional organizations.

Provide your understanding of the fieldwork schedule, list of reports to be completed and final submission dates.

Provide the name, title, address and telephone number of the individual to whom all inquiries about the proposal should be addressed.

Indicate the total cost of the audit engagement. The fee quoted should be the ANNUAL total all-inclusive maximum price, including out-of-pocket expenses, for each year 2015-2019 to provide the services requested in the RFP. Affirmation that the fees will include necessary TID District compliance procedures as dictated by Wisconsin Statutes.

The Finance Director and Village Administrator will review the proposals, contact references and consider the necessity of interviews. It is expected that a recommendation would be presented to the Finance Committee on February 24th and to the Village Board on March 7th.

5. REPORT SUBMISSIONS

All reports issued shall be addressed to the Village Board or to the Village Finance Committee, where appropriate.

The completion dates for the various reports is the 3rd Monday of June for the Village financial statements. The Village intends on submitting the CAFR onto the GFOA's Certificate of Achievement in Excellence in Financial Reporting Program by June 30th.

6. THE VILLAGE'S OPTION

The Village of Weston reserves the right to reject any or all proposals, to waive any informality in the proposals received, and to accept the proposal deemed in the best interest of the Village.

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

January 27, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.9.



**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: WESTON CENTENNIAL HOMECOMING SCHOLARSHIP FUND AWARD TO A D.C. EVEREST SCHOOL DISTRICT STUDENT FOR THE 2015-2016 SCHOOL YEAR.

FOR CONSIDERATION AT: FINANCE COMMITTEE; WEDNESDAY, JANUARY 27, 2016

LEGISLATION TYPE: **ACKNOWLEDGE** | MOTION | ORDINANCE | POLICY | RESOLUTION

RECOMMENDATION TO: Recommend to the Finance Committee for the Village of Weston to **not** provide for a college scholarship award from the Weston Centennial Homecoming Scholarship Fund in the 2015-2016 school year, due to the lack of interest income earned on the certificate of deposit during the past 12 months. The Village awarded a \$250 scholarship during the 2014-2015 school year (last year). As per the attachment of the Village's 2016 budget document, no 2016 award was planned for in 2016. It may take another 4-5 years before the certificate of deposit earns another \$250 of interest. Therefore, no scholarship award is recommended in 2016.

REPORT PREPARED BY: JOHN JACOBS; FINANCE DIRECTOR/TREASURER

BACKGROUND: The last times that the Village of Weston had offered a scholarship from the Weston Centennial Homecoming Scholarship Fund was in 2011 in the amount of \$250 and then in 2015 for \$250. Prior to 2011, the Village had been offering a scholarship award from this fund about every two years, when the interest rates were still favorable and in the 4%-5% range for any type of investment vehicle.

However, since interest rates on certificate of deposits (CD's) and money market accounts have dipped below 1% since 2011, it is taking the Village now four or five years to generate interest income of at least \$250, in order to offer the college scholarship once again.

The Finance Committee has also made a policy in the past to maintain the \$5,000 CD balance in the scholarship fund as a principal balance that shall always be retained into perpetuity. Therefore, only interest earnings generated above the \$5,000 principal balance shall be available for any scholarship award.

FISCAL IMPACTS:

Budget Line Item: 81-05-55610-734-000
Budget Line Item:
Budgeted Expenditure: \$0.00 (No award for 2016.)
Budgeted Revenue: Weston Centennial Homecoming Scholarship Fund

FURTHER REVIEW: BOARD OF TRUSTEES – PROBABLY NOT NECESSARY, IF THERE IS NO ACTION TO EXPEND 2016 BUDGETARY FUNDS AT ALL.



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Thomas W. Johansen, Principal
Todd J. Bohm, Assistant Principal
Gina Lehman, Assistant Principal

January 4, 2016

Village of Weston
Mr. John Jacobs
5500 Schofield Avenue
Weston, WI 54476

RE: **Weston Centennial Homecoming Organization Scholarship**

D.C. Everest Senior High invites you to participate in our 2016 Scholarship Program. The Awards Night will be held on Wednesday, May 4, 2016 at 7:00 p.m. in the D.C. Everest Senior High School Auditorium.

Our timeline is as follows:

- February 15, 2016 – Donor Scholarship Commitments Due Back to DCE
- March 18, 2016 – DCE Students Deadline for Local Scholarship Application
- March 31, 2016 – Award Recipients Due to DCE
- April 15, 2016 – DCE sends out Award Confirmation Letters to Donors

Please let us know whether you plan to participate by providing us with the following information or contact us to decline:

Scholarship Application

- We will use the D.C. Everest Local Scholarship Application
- We have our own application (*please provide a copy*)
- We have already determined our recipient(s): _____

Name of Recipient(s)

Method of Selection:

- Donor selects scholarship recipient(s)
- D.C. Everest Committee selects scholarship recipient(s)
- D.C. Everest Staff selects scholarship recipient(s): _____

Name of Staff Person

Method of Payment:

- Donor brings scholarship payment to the ceremony
- Recipient contacts the donor for scholarship payment information
- D.C. Everest distributes money. **Due to a new school policy, any money distributed by DCE must be deposited by April 15, 2016.**

Contact Information:

Phone: (715)241-2605
Email: jjacobs@westonwi.gov

Total number of scholarships: _____

Dollar amount of each scholarship: _____, _____, _____

Please sign and return this agreement in the enclosed self-addressed stamped envelope OR email the signed document to scholarships@dce.k12.wi.us by February 15, 2016.

If you have any questions, please contact:

Marcia Tokarz
(715)359-6561 x 4241

OR

Jamie Petterson
(715)359-6561 x 4351

Donor Signature

VILLAGE OF WESTON
2016 OPERATING BUDGET REQUEST
AND 2017 FINANCIAL PLAN
PROGRAM COMMENTS

Department/Office: Finance	Budget: Civic and Social Funds
Program: Special Revenue Funds	Submitted by: John Jacobs

WESTON CENTENNIAL HOMECOMING ("Scholarships") FUND
2016 Operating Budget – 2017 Financial Plan

The Weston Centennial Homecoming Fund was formed after the 1976 National Bi-Centennial celebration. The funds left over from the 1976 celebration were placed into a certificate of deposit to earn interest on the balance and to have a fund established in which to place all future contributions. The special revenue fund is used to award scholarships to graduating Weston high school students that will be entering college. The scholarships are paid directly to D.C. Everest Senior High School. The school will forward the scholarship to the Weston resident student from the school's scholarship fund. The goal is to award a biennial scholarship amount in an amount that is not exceeding the interest income earned on the certificate of deposit, while maintaining a \$5,000 minimum balance in this fund. This special revenue fund is not financed from the Village tax levy or the general fund-operating budget. Instead, the Village encourages private contributions from local residents and businesses, to be added to the principal of the certificate of deposit.

	2014 Actual	2015 Budget	2015 Estimate	2016 Proposed Budget	2017 Financial Plan
Fund Balance, January 1	\$ 5,228	\$ 5,264	\$ 5,264	\$ 5,064	\$ 5,114
REVENUES					
Interest Income	\$ 36	\$ 60	\$ 50	\$ 50	\$ 50
Total Revenues	\$ 36	\$ 60	\$ 50	\$ 50	\$ 50
EXPENDITURES					
Scholarship Awards	\$ -	\$ 250	\$ 250	\$ -	\$ -
Total Expenditures	\$ -	\$ 250	\$ 250	\$ -	\$ -
Excess Revenues Over (Under) Expenditures	\$ 36	\$ (190)	\$ (200)	\$ 50	\$ 50
Fund Balance, December 31	\$ 5,264	\$ 5,074	\$ 5,064	\$ 5,114	\$ 5,164

EVEREST MEN RESPECT FUND
2016 Operating Budget – 2017 Financial Plan

The Everest Men Respect Fund was formed in 2010 to account for money that was donated for the education and intervention of domestic abuse. The Everest Men Respect campaign is a partnership between the Everest Metro Police Department, the Village of Weston, the Women's Community, the D.C. Everest School District, the Marathon County District Attorney Office, and the Hmong 18-clan council to raise awareness regarding domestic abuse.

	2014 Actual	2015 Budget	2015 Estimate	2016 Proposed Budget	2017 Financial Plan
Fund Balance, January 1	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510
REVENUES					
Contributions - Everest Men Respect	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES					
Everest Men Respect Program	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Revenues Over (Under) Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -
Fund Balance, December 31	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510

Village of Weston, Wisconsin
REGULAR MEETING OF THE FINANCE COMMITTEE

January 27, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.11.



VILLAGE OF WESTON - Finance Committee Meeting Schedule for 2016 (Dates are highlighted in **YELLOW**.)

2016

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar. 11 – Weston 20th Birthday Bash

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 21 – 2017 Budget Hearing

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January
18: M L King Day
February
14: Valentine's Day
15: Presidents' Day
March
25: Good Friday
27: Easter Sunday
April
May
08: Mother's Day
30: Memorial Day
June
19: Father's Day
July
04: Independence Day
August
September
05: Labor Day
October
10: Columbus Day
31: Halloween
November
11: Veterans Day
24: Thanksgiving Day
December
25: Christmas Day