



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

This regular meeting of the Village of Weston Board of Trustees, composed of seven (7) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Monday, February 15, 2016, at 6:00 p.m.**, to consider the following matters:

- A. Opening of Session.**
1. Meeting called to order by President Ermeling at 6:00 p.m.
 2. Pledge of Allegiance to the Flag.
 3. Clerk will take attendance and roll call.
 4. Request for silencing of cellphones and other electronic devices.
 5. Acknowledgement of Visitors
- B. Public Hearing on Village of Weston Official Map.**
- C. Correspondence and comments from the public.**
- D. Consent Business Items**
6. Approve Board of Trustee Minutes from Monday, February 1, 2016.
 7. Approve Operator Licenses.
 8. Deny the Operator License for Darrin Beau per the recommendation of Chief Sparks.
 9. Approve a Temporary Class B Wine License for Woodson YMCA for their Corkscrews and Snowshoes event.
 10. Approve a Class B Beer and Class B Liquor License for Wasabi Grill & Sushi Bar, 3703 Schofield Avenue.
 11. Approve the appointment of Lyle Garton as the new alcohol licensing agent for Kwik Trip #787, 3207 Schofield Avenue.
 12. Approve Vouchers from 1/28/2016 – 2/10/2016
 13. Approve lease agreement with Steven and Janessa Cronin for the Weston Aquatic Center Concession Stand.
 14. Approve modifications to the frozen lateral response procedures of Weston Municipal Utilities.
 15. Approve the Department of Public Works & Utilities Strategic Planning Memorandum.
 16. Approve Ordinance No. 16-002 adopting the Village of Weston Official Map.
 17. Items Removed from Consent (if any).
- E. Reports from Committees, including draft meeting minutes (if any).**
18. Community Life, and Public Safety (per Schuster/Hodell).
 19. Community Development Authority (per Berger/Guild).
 20. Finance (Per Berger/Jacobs).
 21. Parks and Recreation (per Ostrowski/Osterbrink).
 22. Personnel (Per Ziegler/Weinkauf).
 23. Plan Commission (Per White/Higgins).
 24. Property & Infrastructure (Per Ziegler/Donner).
 25. Zoning Board of Appeals (Per Higgins).
- F. Reports from Departments**
26. Clerk.
 27. Fire & EMS.
 28. Finance.

29. Parks & Recreation.
30. [Planning & Development.](#)
31. [Police.](#)
32. Public Works & Utilities.
33. Technology Services.
34. Village Relations.
35. Department Directors may be dismissed following reports.

G. Regular New Business

36. [Installations of advertising on banners through CGI communications.](#)
37. [Approve Purchase of commercial rotary mower for Parks, Recreation & Forestry](#)
38. Convene into closed session under Wisconsin State Statutes 19.85 (1) (e) to conduct other specified public business, whenever competitive or bargaining reasons require a closed session, regarding:
 - a) Purchasing of properties for the Village of Weston in Business Park South.
39. Reconvene into Open Session.

H. Report from the Administrator.

I. Remarks from Trustees (No Board action will be taken for this agenda item).

J. Remarks from the President (No Board actions will be taken for this agenda item).

K. Discuss items to be included for next agenda (No Board actions will be taken for this agenda item).

L. Set next regular meeting date for Mon, March 7, 2016.

- 20th Anniversary Celebration @ Dales Weston Lanes on Friday, March 11th, 2016.
- SE Quadrant Open House on Monday, March 14th, 2016.

M. Adjourn.

WITNESS: My signature this 12th day of February, 2016.

Sherry Weinkauff
Weston Village Clerk

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 02/12/2016 @ 4:30 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, Personnel Committee, and Finance Committee. Should a quorum of 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 BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – B.



NOTICE
Village of Weston
Public Hearing on Official Map

Pursuant to Section 62.23(6)(c) of the Wisconsin Statutes, notice is hereby given that the Board of Trustees of the Village of Weston will hold a public hearing on February 15, 2016, at 6:00 p.m., or as soon thereafter as possible, in the Board Room of the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI, for all persons wishing to be heard on the proposed creation of the Official Map of the Village of Weston.

The public hearing will be held to gather public input on the proposed Official Map for the Village of Weston. The purpose of the Official Map is to show, to the extent possible, future highways and bypasses, other future arterial and collector streets, and suggested wider rights-of-way for some existing major streets. The Official Map also shows other future public facilities where their location is known or critical, such as major components of the planned regional stormwater management system. No permit may be issued to construct or enlarge any building within the limits of any street, highway, waterway, railroad right-of-way, public transit facility or parkway, shown or laid out on the Map except as provided in Section 62.23(6) of the Wisconsin Statutes.

The proposed Official Map is available online at <http://www.westonwi.gov/officialmap> or by contacting Jennifer Higgins, Director of Planning & Development, at 715-359-6114 or jhiggins@westonwi.gov. Written comments should be submitted to Ms. Higgins by noon on day of said hearing, who will forward them to the Board for their consideration. All interested persons will be given an opportunity to be heard. Any person planning to attend needing special accommodations in order to participate should call the Village at (715) 359-6114.

Dated this 28th day of January, 2016

Sherry Weinkauff, Village Clerk



5500 Schofield Avenue
Weston, WI 54476

715-359-6114
www.westonwi.gov

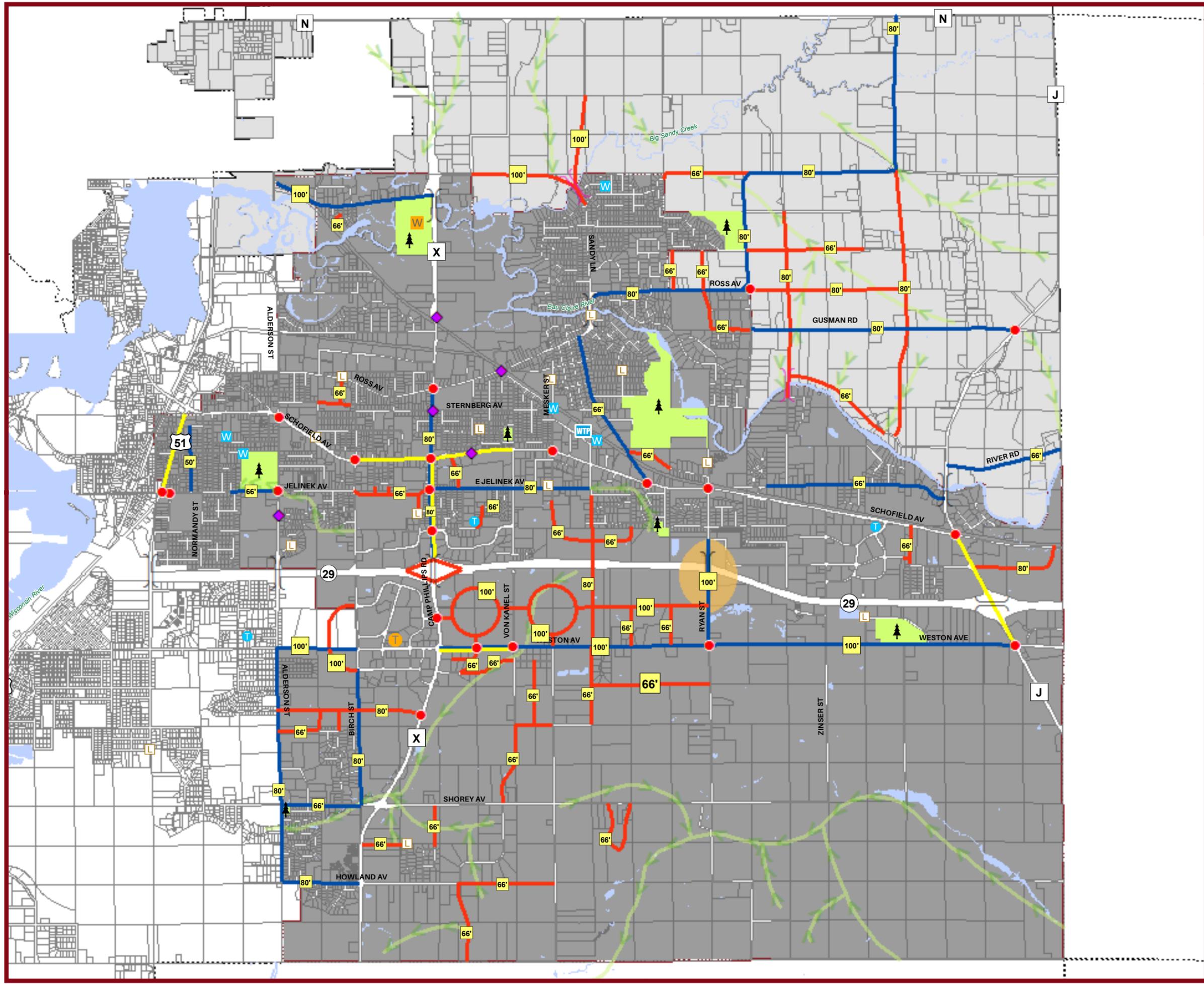
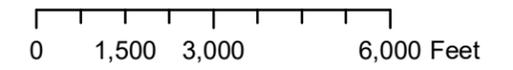
Published as a legal ad in the Wausau Daily Herald on Monday,
February 1 and February 8, 2016.

Village of Weston Comprehensive Plan 11-1

Future Transportation (Official) Map - DRAFT



Date: February 11, 2016
Created by the Village of Weston
Tech. Services Department



Legend

- Park
- Water Tower
- Wellhouse
- Treatment Plant
- Lift Stations
- Future Water Tower Site
- Future Wellhouse Site
- Future Overpass
- Existing Overpass
- Future Intersection Improvement
- Future Pedestrian Crossing Enhancement
- Future Major Road (with right-of-way width)
- Planned Road Construction (with right-of-way width)
- Planned Streetscaping
- Drainage Corridor
- Existing Roads (No construction recommendation)
- Future Interchange Study Area
- Parkland
- Surface Water
- Village of Weston
- Town of Weston

Village of Weston, Wisconsin
AGENDA ITEM LEGISLATIVE ANALYSIS
Supplemental Briefer for Agenda Items under Consideration

From: Keith Donner, Director of Public Works & Jennifer Higgins, Planning and Development Director
Date/Mtg: Monday, February 15, 2016/Village Board Meeting
Re: Official Map of the Village of Weston

1. Policy Question:

Should the Board of Trustees approve an ordinance to adopt an Official Map for the Village of Weston?

2. Purpose:

The purpose of asking this question is to receive guidance and feedback from the public and Trustees on whether the Village Board should adopt an Official Map.

3. Background:

Per Section 62.23(6)(b) of Wisconsin Statutes, the Village may by ordinance establish an official map of the village or any part thereof showing the streets, highways, historic districts, parkways, parks and playgrounds laid out, adopted and established by law. The village may also include the location of railroad rights-of-way, waterways and public transit facilities on its map. A city may include a waterway on its map only if the waterway is included in a comprehensive surface water drainage plan. The map is conclusive with respect to the location and width of streets, highways, waterways and parkways, and the location and extent of railroad rights-of-way, public transit facilities, parks and playgrounds shown on the map. The official map is declared to be established to conserve and promote the public health, safety, convenience or general welfare. The ordinance shall require the village clerk at once to record with the register of deeds of the county in which the village is situated a certificate showing that the village has established an official map.

No permit may be issued to construct or enlarge any building within the limits of any street, highway, waterway, railroad right-of-way, public transit facility or parkway, shown or laid out on the map except as provided in Sec. 62.23(6). The street, highway, waterway, railroad right-of-way, public transit facility or parkway system shown on the official map may be shown on the official map as extending beyond the boundaries of a city or village a distance equal to that within which the approval of land subdivision plats by the village board is required as provided by s. [236.10 \(1\) \(b\) 2](#). Any person desiring to construct or enlarge a building within the limits of a street, highway, railroad right-of-way, public transit facility or parkway so shown as extended may apply to the authorized official of the village for a building permit. Any person desiring to construct or enlarge a building within the limits of a street, highway, waterway, railroad right-of-way, public transit facility or parkway shown on the official map within the incorporated limits of the municipality shall apply to the authorized official of the village for a building permit. Unless an application is made, and the building permit granted or not denied within 30 days, the person is not entitled to compensation for damage to the building in the course of construction of the street, highway, railroad right-of-way, public transit facility or parkway shown on the official map. Unless an application is made, and the building permit granted or not denied within 30 days, the person is not entitled to compensation for damage to the building in the course of construction or alteration of the waterway shown on the official map within the incorporated limits of the municipality. If the land within the mapped street, highway, waterway, railroad right-of-way, public transit facility or parkway is not yielding a fair return, the board of appeals in any municipality which has established such a board having power to make variances or exceptions in zoning regulations may, by the vote of a majority of its members, grant a permit for a building or addition in the path of the street, highway, waterway, railroad right-of-way, public transit facility or parkway, which will as little as practicable increase the cost of opening the street, highway, waterway, railroad right-of-way, public transit facility or parkway or tend to cause a change of the official map. The

board may impose reasonable requirements as a condition of granting the permit to promote the health, convenience, safety or general welfare of the community. The board shall refuse a permit where the applicant will not be substantially affected by not constructing the addition or by placing the building outside the mapped street, highway, waterway, railroad right-of-way, public transit facility or parkway.

4. Issue Analysis:

As part of the Comprehensive Plan Update the Village has created a Future Transportation Map which would also serve as the Official Map for the Village. The Official Map was originally recommended in the 2006 Comprehensive Plan but until now, it had not been worked on. It was decided to have the Comp Plan Future Transportation Map also serve as the Official Map for the Village but due to the adoption of this Comp Plan document still being a few months out from adoption, we are moving forward with adopting the Map as the Official Map for the Village. We are doing this to ensure that the appropriate road widths be reserved prior to any economic development projects we are working on be approved or constructed.

5. Fiscal Impact:

No real fiscal impacts at this time. In the future, there could be costs to acquire some of the road right of way.

6. Statutory References:

Per Sec. 62.23(6) of Wisconsin Statutes, the Village is authorized to adopt an Official Map

7. Prior Review:

This item has been reviewed by the PIC, PC and Village Service Division staff as part of the Transportation Chapter of the Comprehensive Plan Update. The PIC reviewed the Official Map at their February 1, 2016 meeting and recommended it to the Village Board for approval. The PC also reviewed the Official Map at their February 8th meeting and also recommended the Board adopt the official map at the public hearing on 2/15.

8. Policy Choices:

1. Approve the Official Map as presented.
2. Approve the Official Map with changes specified by the Village Board.
3. Deny the ordinance and not adopt an official map.

9. Recommendation:

Village Service Division Staff, the PIC and PC recommend approval of the Official Map to the Village Board as presented.

10. Legislative Action:

I move to approve the Official Map for the Village of Weston by adopting Ordinance No. 16-002.

11. Attachments:

Draft Ordinance No. 16-002 Official Map
Public Hearing Notice for 2/15/16 Village Board Meeting
Map 11-1: Future Transportation (Official) Map - Draft

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.6.



**Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES**

Monday, February 1, 2016, at 6:00 p.m.,

A. Opening of Session.

1. Meeting called to order by President Ermeling at 6:00 p.m.
2. Pledge of Allegiance to the Flag.
3. Clerk will take attendance and roll call.

Roll call indicated 6 Board of Trustees' members present.

Trustee	Present
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	NO

Village Staff in attendance: Guild, Jacobs, Higgins, Weinkauff, Hodell, Wodalski, Osterbrink and Crowe. Everest Metro Captain Hull and SAFER Fire Chief Savage were also in attendance. There were five audience members present.

4. **Request for silencing of cellphones and other electronic devices.**
Ermeling requested the silencing of cellphones.

5. Acknowledgement of Visitors

- a) **Jenna Trittin, Finance Support Specialist (new hire)**
- b) **Roman Maguire, Property Inspector (new hire)**
- c) **Trevor Skerven, Utility Maintenance Worker (new hire)**
Guild introduced each new employee to the Board of Trustees.

B. Correspondence and comments from the public.

No comments.

C. Consent Business Items

6. **Approve Board of Trustee Minutes from Monday, January 18, 2016.**
7. **Approve Operator Licenses.**
8. **Approve the renewal of the mobile home license for the remainder of the 2015/2016 term for Alpine Mobile Home Park.**
Action taken separately below.
9. **Acknowledge the Park Department's Strategic Planning Memorandum.**
10. **Weights and Measures Fee Schedule.**
11. **Centennial Homecoming Scholarship Award.**
12. **Approve Vouchers from 11/19/2015 – 1/27-2016**
13. **Approve recommendation for no changes to fees for the 2016 Weston Aquatic Center season.**
14. **Approve recommendation to continue the joint season pool pass with the Rothschild/Schofield Aquatic Center for the 2016 season.**
15. **Approve recommendation to create policy entitled "Weston Aquatic Center employee incentives".**
16. **Approve recommendation denying partnering with the Marathon County Library to allow individuals into the aquatic center using their library card on August 9th, per the previous Board policy of July 2012, which restricts providing free gifts.**
17. **Approve recommendation to investigate cost sharing on a piece of playground equipment with the Town of Weston for use at Machmueller Park.**

- 18. Acknowledge hiring appointment of Roman Maguire as Property Inspector.
- 19. Acknowledge hiring appointment of Trevor Skerven as Utility Maintenance Worker.
- 20. Acknowledge hiring appointment of Jenna Trittin as Finance Support Specialist.

Motion by White, second by Ziegler to approve Consent Items C6, C7 and C9 to C20.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	-

21. Items Removed from Consent (if any).

White asked for item C8 to be removed from Consent.

ITEM C8 from above. - *Motion by White, second by Schuster to approve the renewal of the mobile home license for the remainder of the 2015/2016 term (expiration of July 1, 2016), with the stipulation that the park meets a 90% compliance upon the next inspection, which will occur on May 16, 2016.*

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	-

D. Reports from Committees, including draft meeting minutes (if any).

- 22. Community Life, and Public Safety (per Schuster/Hodell).
- 23. Community Development Authority (per Berger/Guild).
- 24. Finance (Per Berger/Jacobs).
- 25. Parks and Recreation (per Ostrowski/Osterbrink).
- 26. Personnel (Per Ziegler/Weinkauf).
- 27. Plan Commission (Per White/Higgins).
- 28. Property & Infrastructure (Per Ziegler/Donner).
- 29. Zoning Board of Appeals (Per Higgins).

Motion by White, second by Ziegler to approve Items D25 and D26.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES

White, Loren YES
Karen Schmutzler -

E. Reports from Departments

30. Clerk.

Weinkauf reported the employee W2's were processed and sent out.

31. Fire & EMS.

Savage reported the department is working on the finalization of a charter. He attended an EMS conference last week. The specs are being worked on for Rescue 21. He also said Tanker 22 has been taken offline. The Department was called for two small fires over the weekend. The ski hill is keeping the department very busy.

32. Finance.

Jacobs reported the local banks have now completed their role in tax collection for the season. Village staff will continue to collect taxes through 4:30 p.m. on February 5th. He is also working on several year-end responsibilities.

33. Parks & Recreation.

Osterbrink reported staff is working on the needs of the aquatic center right now. He is also working on trying to find a new ATM supplier.

34. Planning & Development.

Higgins said there will be a public hearing for the Official map of the Village of Weston at the next meeting.

35. Police.

Hull reported the Department had a new clerical employee and a new police officer start today.

36. Public Works & Utilities.

Donner said the Public Works and Infrastructure Committee acknowledged the strategic plan for the Public Works department. He reported he has been having discussions with Schofield regarding sewer ordinance development. Staff continues to work on the water rate case study. He is also working on revisions of the water main extension policy. He has been focusing a lot of his time on recruitment.

37. Technology Services.

Crowe reported that staff will attend training on agenda preparation next week.

38. Village Relations.

Hodell said she continues to send sidewalk maintenance letters to residents. She also reported Petdata sent out new licensing renewals because the first one sent out had incorrect information.

39. Department Directors may be dismissed following reports.

F. Regular New Business

40. Discuss 2016 Meeting Calendar.

Guild presented a 2016 meeting calendar to the Board of Trustees. He said to let him know if there are any issues.

Motion by Schuster, second by Berger to approve the 2016 Meeting Calendar.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES

Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	-

41. Convene into closed session under Wisconsin State Statutes 19.85 (1) (e) to conduct other specified public business, whenever competitive or bargaining reasons require a closed session, and also, under Wisconsin State Statutes 19.85 (1) (g) to receive an update from legal counsel regarding:

- a) **From the Forest Redevelopment Proposal**
- b) **Cross Pointe, LLC dispute over Developer's Agreement.**

Motion by Schuster, second by Ziegler to convene to closed session at 6:38 p.m. Recorder was turned off.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	-

42. Reconvene into Open Session.

Motion by Ziegler, second by Schuster to reconvene from closed session. Motion carried. No action taken in closed session.

G. Report from the Administrator.

Guild gave a brief report.

H. Remarks from Trustees (No Board action will be taken for this agenda item).

No comments.

I. Remarks from the President (No Board actions will be taken for this agenda item).

No comments.

J. Discuss items to be included for next agenda (No Board actions will be taken for this agenda item).

No items brought forward for the next meeting agenda.

K. Set next regular meeting date for Mon, January 4, 2016.

- 20th Anniversary Celebration @ Dales Weston Lanes on Friday, March 11th, 2016.
- SE Quadrant Open House on Monday, March 14th, 2016.

L. Adjourn.

Meeting adjourned at 7:34 p.m.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.7.



**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: OPERATOR LICENSES.

FOR CONSIDERATION AT: BOARD OF TRUSTEES; MONDAY, FEB 15, 2016

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

RECOMMENDATION TO: Approve operator licenses for Hui Law, Kyle LaCrosse, Kelly Rutkowski, Mary Reynolds

REPORT PREPARED BY: SHERRY WEINKAUF; CLERK

BACKGROUND: Operator license applications for Hui Law, Kyle LaCrosse, Kelly Rutkowski, Mary Reynolds were received by the Village and submitted to the Everest Metro Police Chief for a background check. Mr. Law was issued a provisional operator license on 1/21/2016, Mr. LaCrosse was issued a provisional operator license on 2/5/2016, Ms. Rutkowski was issued a provisional operator license on 1/20/2016, and Ms. Reynolds was issued a provisional operator license on 1/19/2016. Chief Sparks completed all background checks and recommended approval of the regular operator licenses for Mr. Law, Mr. LaCrosse, Ms. Rutkowski, and Ms Reynolds. All applicants meet the qualifications to hold an operator license in the Village of Weston.

FISCAL IMPACTS:

Budget Line Item: Licenses and Permits

Budget Line Item:

Budgeted Expenditure:

Budgeted Revenue: \$47.00/New License

STATUTORY REFERENCES:

Wisconsin Statue: 125.17(1)

Administrative Code:

Municipal Code: Section 6.104

Judicial Ruling:

FURTHER REVIEW: No further review required at this time.



OPERATOR LICENSE APPLICATION

gave provisional 1/26/2016 SRF

LICENSE TYPE: Operator License

Please review the information below and correct any errors shown:

NAME: Kelli Ruthkowski

BUSINESS NAME: VINO LATTE-WESTON

ADDRESS:

NEW ADDRESS:

BIRTH DATE:

DRIVERS LICENSE #:

TELEPHONE NUMBER:

APPLICANT NOTICE:

- 1. The VILLAGE performs background checks on all applicants. The VILLAGE OF WESTON may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
- 2. The VILLAGE OF WESTON does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
- 3. Even if your license has been granted by the Village Board, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.
- 4. Because application fees offset the cost to process your application, the fees are non-refundable regardless of whether you obtain a license or not.

Have you been arrested, or have charges pending or been convicted of any offenses, or violations or any federal, state, or municipal laws or ordinances here or any other municipality? NO YES (Complete arrest or conviction information below)

NAME _____ STATUTE #/ LOCAL ORDINANCE _____

CHARGE _____ WHERE CONVICTED _____

DATE _____ PENALTY _____ MISDEMEANOR _____ FELONY _____

List additional information regarding arrest / conviction information on the back of this application.

I hereby testify the above information is true and correct. I agree, in consideration of the granting of this license to comply with the laws of the State of Wisconsin, the VILLAGE OF WESTON Municipal Code and the rules and regulations of the various regulatory agencies and commissions of the VILLAGE OF WESTON pertaining to the supervision of activities permitted under the license for which this application is made. I understand this license may be revoked by the VILLAGE OF WESTON according to the law.

Note: If you renew by mail and have not received your license by the end of June, please call the VILLAGE OF WESTON CLERK

[Signature]
(APPLICANT SIGNATURE)

1/20/16
(DATE)

Remit completed application with payment to:

VILLAGE OF WESTON
VILLAGE CLERK
5500 SCHOFIELD AVE, WESTON, WI 54476

APPROVED
Date 2-10-16
By [Signature]



VILLAGE OF WESTON OPERATOR LICENSE APPLICATION

PROV ISSUED 1-19-16

LICENSE TYPE: Operator License

Please review the information below and correct any errors shown:

NAME: Mary Reynolds BUSINESS NAME: Trailside Bar & Grill

ADDRESS:

NEW ADDRESS: BIRTH DATE:

DRIVERS LICENSE #: TELEPHONE NUMBER:

APPLICANT NOTICE:

- 1. The VILLAGE performs background checks on all applicants. The VILLAGE OF WESTON may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
2. The VILLAGE OF WESTON does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
3. Even if your license has been granted by the Village Board, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.
4. Because application fees offset the cost to process your application, the fees are non-refundable regardless of whether you obtain a license or not.

Have you been arrested, or have charges pending or been convicted of any offenses, or violations or any federal, state, or municipal laws or ordinances here or any other municipality? [X] NO [] YES (Complete arrest or conviction information below)

NAME STATUTE #/ LOCAL ORDINANCE
CHARGE WHERE CONVICTED
DATE PENALTY MISDEMEANOR FELONY

List additional information regarding arrest / conviction information on the back of this application.

I hereby testify the above information is true and correct. I agree, in consideration of the granting of this license to comply with the laws of the State of Wisconsin, the VILLAGE OF WESTON Municipal Code and the rules and regulations of the various regulatory agencies and commissions of the VILLAGE OF WESTON pertaining to the supervision of activities permitted under the license for which this application is made. I understand this license may be revoked by the VILLAGE OF WESTON according to the law.

Note: If you renew by mail and have not received your license by the end of June, please call the VILLAGE OF WESTON CLERK

Mary Reynolds (APPLICANT SIGNATURE)

01-19-16 (DATE)

Remit completed application with payment to:

VILLAGE OF WESTON VILLAGE CLERK 5500 SCHOFIELD AVE, WESTON, WI 54476

APPROVED Date 3-2-10-16 By [Signature]



OPERATOR LICENSE APPLICATION

LICENSE TYPE: Operator License

Please review the information below and correct any errors shown:

NAME: HUI K. LAW

BUSINESS NAME: WASABI LLC

ADDRESS:

NEW ADDRESS:

BIRTH DATE:

DRIVERS LICENSE #:

TELEPHONE NUMBER:

APPLICANT NOTICE:

1. The VILLAGE performs background checks on all applicants. The VILLAGE OF WESTON may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
2. The VILLAGE OF WESTON does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
3. Even if your license has been granted by the Village Board, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.
4. Because application fees offset the cost to process your application, the fees are non-refundable regardless of whether you obtain a license or not.

Have you been arrested, or have charges pending or been convicted of any offenses, or violations of any federal, state, or municipal laws or ordinances here or any other municipality? NO YES (Complete arrest or conviction information below)

NAME _____ STATUTE #/ LOCAL ORDINANCE _____
 CHARGE _____ WHERE CONVICTED _____
 DATE _____ PENALTY _____ MISDEMEANOR _____ FELONY _____

List additional information regarding arrest / conviction information on the back of this application.

I hereby testify the above information is true and correct. I agree, in consideration of the granting of this license to comply with the laws of the State of Wisconsin, the VILLAGE OF WESTON Municipal Code and the rules and regulations of the various regulatory agencies and commissions of the VILLAGE OF WESTON pertaining to the supervision of activities permitted under the license for which this application is made. I understand this license may be revoked by the VILLAGE OF WESTON according to the law.

Note: If you renew by mail and have not received your license by the end of June, please call the VILLAGE OF WESTON CLERK

(APPLICANT SIGNATURE)

Jan 21 2016

(DATE)

Remit completed application with payment to:

VILLAGE OF WESTON
VILLAGE CLERK
5500 SCHOFIELD AVE, WESTON, WI 54476

APPROVED

Date 2-10-16

By



OPERATOR LICENSE APPLICATION

PROV ISSUED
2-5-16

LICENSE TYPE: Operator License

Please review the information below and correct any errors shown:

NAME: *Kyle LaCrosse*

BUSINESS NAME: *Kwik Trip 356*

ADDRESS:

NEW ADDRESS: _____

BIRTH DATE: _____

DRIVERS LICENSE #

TELEPHONE NUMBER: (____) _____

APPLICANT NOTICE:

1. The VILLAGE performs background checks on all applicants. The VILLAGE OF WESTON may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
2. The VILLAGE OF WESTON does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
3. Even if your license has been granted by the Village Board, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.
4. Because application fees offset the cost to process your application, the fees are non-refundable regardless of whether you obtain a license or not.

Have you been arrested, or have charges pending or been convicted of any offenses, or violations or any federal, state, or municipal laws or ordinances here or any other municipality? NO YES (Complete arrest or conviction information below)

NAME _____ STATUTE #/ LOCAL ORDINANCE _____

CHARGE _____ WHERE CONVICTED _____

DATE _____ PENALTY _____ MISDEMEANOR _____ FELONY _____

List additional information regarding arrest / conviction information on the back of this application.

I hereby testify the above information is true and correct. I agree, in consideration of the granting of this license to comply with the laws of the State of Wisconsin, the VILLAGE OF WESTON Municipal Code and the rules and regulations of the various regulatory agencies and commissions of the VILLAGE OF WESTON pertaining to the supervision of activities permitted under the license for which this application is made. I understand this license may be revoked by the VILLAGE OF WESTON according to the law.

Note: If you renew by mail and have not received your license by the end of June, please call the VILLAGE OF WESTON CLERK

[Signature]

(APPLICANT SIGNATURE)

Feb 5, 2016

(DATE)

Remit completed application with payment to:

VILLAGE OF WESTON
VILLAGE CLERK
5500 SCHOFIELD AVE, WESTON, WI 54476

APPROVED
Date *2-11-16*
By *[Signature]*

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.8.



**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: RECOMMENDATION FROM CLERK WEINKAUF TO DENY OPERATOR
LICENSE

FOR CONSIDERATION AT: BOARD OF TRUSTEE MEETING; MONDAY, FEBRUARY 15, 2016

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

RECOMMENDATION TO: Recommend the Board of Trustees deny the Operator Licenses for Darrin
Beau.

REPORT PREPARED BY: SHERRY WEINKAUF; CLERK

BACKGROUND: The Police Department completed a background check for Darrin Beau. After reviewing this information Chief Sparks recommends denial of his license due to the fact that he has multiple felony convictions on his record. Based on this information, I recommend the Board of Trustees deny the Operator Licenses for Darrin Beau.

FISCAL IMPACTS:

Budget Line Item: _____
Budget Line Item: _____
Budgeted Expenditure: _____
Budgeted Revenue: _____

STATUTORY REFERENCES:

Wisconsin Statue: _____
Administrative Code: _____
Municipal Code: Section 6.104
Judicial Ruling: _____

FURTHER REVIEW: No further review.

Original Copy

provisional issued
12/10/15



OPERATOR LICENSE APPLICATION

LICENSE TYPE: Operator License

COPY

Please review the information below and correct any errors shown:

NAME: Beau Dornin

BUSINESS NAME: Pizza Hut

ADDRESS: _____

NEW ADDRESS: _____

BIRTH DATE: _____

DRIVERS LICENSE #: _____

TELEPHONE NUMBER: _____

APPLICANT NOTICE:

1. The VILLAGE performs background checks on all applicants. The VILLAGE OF WESTON may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
2. The VILLAGE OF WESTON does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
3. Even if your license has been granted by the Village Board, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.
4. Because application fees offset the cost to process your application, the fees are non-refundable regardless of whether you obtain a license or not.

Have you been arrested, or have charges pending or been convicted of any offenses, or violations or any federal, state, or municipal laws or ordinances here or any other municipality? NO YES (Complete arrest or conviction information below)

NAME Beau Dornin STATUTE #/ LOCAL ORDINANCE _____

CHARGE Possess w/ intent to deliver WHERE CONVICTED Wausau County
designer drugs

DATE 7-6-05 PENALTY 4 year prison 4 years supervision MISDEMEANOR _____ FELONY X

List additional information regarding arrest / conviction information on the back of this application.

I hereby testify the above information is true and correct. I agree, in consideration of the granting of this license to comply with the laws of the State of Wisconsin, the VILLAGE OF WESTON Municipal Code and the rules and regulations of the various regulatory agencies and commissions of the VILLAGE OF WESTON pertaining to the supervision of activities permitted under the license for which this application is made. I understand this license may be revoked by the VILLAGE OF WESTON according to the law.

Note: If you renew by mail and have not received your license by the end of June, please call the VILLAGE OF WESTON CLERK

[Signature]
(APPLICANT SIGNATURE)

12-10-2015
(DATE)

Remit completed application with payment to:

VILLAGE OF WESTON
VILLAGE CLERK
5500 SCHOFIELD AVE, WESTON, WI 54476

DENIED -
MULTIPLE FELONY
CONVICTIONS

~~APPROVED~~
Date 12-30-15
By [Signature]

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.9.



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **SHERRY WEINKAUF; VILLAGE CLERK**

ITEM DESCRIPTION: **TEMPORARY CLASS B WINE LICENSE FOR WOODSON YMCA'S CORKSCREWS AND SNOWSHOES EVENT TO BE HELD AT CAMP STURTEVANT, 2701 NORTHWESTERN AVENUE, WESTON.**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, FEBRUARY 15, 2016**

POLICY QUESTION: Should the Board of Trustees approve issuing a temporary Class B Wine license for Woodson YMCA's Corkscrews and Snowshoes event to be held at Camp Sturtevant, 2701 Northwestern Avenue?

RECOMMENDATION TO: Staff recommendation is to approve issuing a temporary Class B Wine license for Woodson YMCA's Corkscrews and Snowshoes event to be held at Camp Sturtevant, 2701 Northwestern Avenue, on March 5th 2016.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: N/A
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: Chapter 6 – Alcohol Beverages
- Municipal Rules: _____
-
-

PRIOR REVIEW: N/A

BACKGROUND:

Woodson YMCA (Aspirus Branch) has applied for a temporary class be wine license for their annual Corkscrews and Snowshoes event to be held on March 5th. They will have one licensed operator at the event serving the wine. This operator is Sarah Brock and she currently holds a license at the Vino Latte. They will serve the wine on the 1st floor of the Sturtevant Family Lodge. The Board of Trustees approved the same kind of license for them last year. I have no concerns with issuing this license. I recommend the Board of Trustees approve the license for Woodson YMCA.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: 1-20-16

Town Village City of Weston County of Marathon

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning March 5 7 am and ending March 5 9 pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name Woodson YMCA

(b) Address 707 Third Street, Wausau, WI 54403
(Street) Town Village City

(c) Date organized 1891

(d) If corporation, give date of incorporation 1891

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Bryan Bailey, CEO Business address above

Vice President Brian Krueger, COO "

Secretary _____

Treasurer Barb Behm, CFO "

(g) Name and address of manager or person in charge of affair: Christy Parks, *
Woodson YMCA - Aspirus Branch, 3402 Howland Ave, Weston WI
54476

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number Camp Sturtevant, 2701 Northwestern Ave

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Sturtevant Family Lodge

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: main floor, Sturtevant Family Lodge

3. NAME OF EVENT

(a) List name of the event Corkscrews & Snowshoes

(b) Dates of event March 5, 2016

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature] 1-22-16
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Granted by Council _____

Woodson YMCA
(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board _____

License No. _____

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.10.



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **SHERRY WEINKAUF; VILLAGE CLERK**

ITEM DESCRIPTION: **CLASS B BEER AND CLASS B LIQUOR LICENSE FOR WASABI GRILL & SUSHI BAR, 3703 SCHOFIELD AVENUE, WESTON**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, FEBRUARY 15, 2016**

POLICY QUESTION: Should the Board of Trustees approve issuing a Class B Beer and Class B liquor license to Wasabi Grill & Sushi Bar at 3703 Schofield Avenue?

RECOMMENDATION TO: Staff recommendation is to approve issuing a Class B Beer and Class B liquor license to Wasabi Grill & Sushi Bar at 3703 Schofield Avenue, with Chih Wei Tsai as agent, contingent on all members of the LLC passing a background check, and providing proof of a Wisconsin seller's permit.

LEGISLATIVE ACTION:

- | | | |
|--|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: N/A
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: Chapter 6 – Alcohol Beverages
- Municipal Rules: _____
-
-

PRIOR REVIEW: N/A

BACKGROUND:

Hui Law, with WASABI, LLC, contacted the Village requesting a class B Beer and liquor license at 3703 Schofield Avenue. The application went before the Community Life and Public Safety Committee for consideration. The committee made a recommendation to approve the license contingent on publication of the license application, all members passing a background check and providing proof of a Wisconsin seller's permit. Since that meeting the publication requirement has been met. I did request the background check, but as of writing this memo have not received that information from the police department. I recommend the Board of Trustees approve the license, with two contingencies, to include all members passing a background check and providing proof of a seller's permit. Staff will not issue the license until these contingencies have been met.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Feb 15 20 16 ;
 ending June 30 20 16

TO THE GOVERNING BODY of the: Town of }
 Village of } WESTON
 City of }

County of MARATHON Aldermanic Dist. No. _____ (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): WASABI LLC

Applicant's WI Seller's Permit No.:		FEIN Number: <u>47 5483818</u>	
LICENSE REQUESTED ▶			
TYPE		FEE	
<input type="checkbox"/>	Class A beer	\$	
<input checked="" type="checkbox"/>	Class B beer	\$	
<input type="checkbox"/>	Class C wine	\$	
<input type="checkbox"/>	Class A liquor	\$	
<input type="checkbox"/>	Class A liquor (cider only)	\$	N/A
<input checked="" type="checkbox"/>	Class B liquor	\$	
<input type="checkbox"/>	Reserve Class B liquor	\$	
<input type="checkbox"/>	Class B (wine only) winery	\$	
Publication fee		\$	
TOTAL FEE		\$	

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member <u>MEMBER</u>	<u>CHIA WEI TSAI</u>	<u>3703 SCHOFIELD AVE</u>	<u>WESTON 54476</u>
Vice President/Member <u>MEMBER</u>	<u>HUI K. LAW</u>		
Secretary/Member			
Treasurer/Member			
Agent ▶	<u>CHIA WEI TSAI</u>		
Directors/Managers			

3. Trade Name ▶ WASABI GRILL & SUSHI BAR Business Phone Number 715 305 9933
 4. Address of Premises ▶ 3703 SCHOFIELD AVE. Post Office & Zip Code ▶ WESTON 54476

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Alcohol stored in coolers and storage/kitchen, sold in bar and dining areas of restaurant

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? Demal Alimi
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 18th day of January, 20 16

Sheng Wenbin
 (Clerk/Notary Public)

My commission expires 1-7-19

Chia Weitsai
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

Hui K. Law
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

Town

To the governing body of: Village of WESTON County of MARATHON

City

The undersigned duly authorized officer(s)/members/managers of WASABI LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as WASABI GRILL & SUSHI BAR
(trade name)

located at 3703 SCHOFIELD AVE. WESTON WI 54476

appoints CHIH WEI TSAI
(name of appointed agent)

1000 ... WI
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 15 years

Place of residence last year WI

For: WASABI LLC
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, CHIH WEI TSAI, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 1/18/16 Agent's age
(signature of agent) (date)

 WI Date of birth
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on by Title
(date) (signature of proper local official) (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>TSAI</u>		(first name) <u>CHIH WEI</u>		(middle name)	
Home Address (street/route) <u>112 E VETERANS PARKWAY MARSHFIELD</u>		Post Office	City	State <u>WI</u>	Zip Code
Home Phone Number		Age	Date of Birth	Place of Birth	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- MEMBER of WASABI LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 15 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. ROYAL TOKYO LLC ; MARSHFIELD ; CLASS B-BEER & LIQUOR
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

Employer's Name <u>ROYAL TOKYO LLC</u>	Employer's Address <u>112 E VETERANS PARKWAY MARSHFIELD 54449</u>	Employed From <u>MAY 2001</u>	To <u>Present</u>
Employer's Name	Employer's Address	Employed From	To

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 18th day of January, 2016
Sherry A. Lembo
(Clerk/Notary Public)
 My commission expires 1-7-19

[Signature]
(Signature of Named Individual)



Printed on
Recycled Paper

Wisconsin Department of Revenue

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>LAW</u>		(first name) <u>HUI</u>		(middle name) <u>K.</u>	
Home Address (street/route)		Post Office	City	State <u>WI</u>	Zip Code
Home Phone Number			Age	Date of Birth <u>11/6</u>	Place of Birth <u>AN</u>

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- member of WASABI LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 25 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. ROYAL TOKYO LLC, MARSHFIELD, CLASS B-BEER & LIQUOR
(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>ROYAL TOKYO LLC</u>	Employer's Address <u>112 E. Veterans Parkway Marshfield 54449</u>	Employed From <u>May 2001</u>	To <u>Present.</u>
Employer's Name <u>CAFE CHINA</u>	Employer's Address <u>2001 S. Reddis Ave. Marshfield 54449</u>	Employed From <u>1997</u>	To <u>2001</u>

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 18th day of January, 2016
Sheryl A. Weisberg
(Clerk/Notary Public)
 My commission expires 1-7-19

[Signature]
(Signature of Named Individual)



Printed on Recycled Paper

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.11.



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **SHERRY WEINKAUF; VILLAGE CLERK**

ITEM DESCRIPTION: **APPOINTMENT OF LYLE GARTON AS NEW AGENT FOR KWIK TRIP #787, 3207 SCHOFIELD AVE., WESTON**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, FEBRUARY 15, 2016**

POLICY QUESTION: Should the Board of Trustees approve the appointment of Lyle Garton as the new alcohol licensing agent for Kwik Trip #787, 3207 Schofield Avenue?

RECOMMENDATION TO: Staff recommendation is to approve the appointment of Lyle Garton as the new alcohol licensing agent for Kwik Trip #787, 3207 Schofield Avenue.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: N/A
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: Chapter 6 – Alcohol Beverages
- Municipal Rules: _____
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PRIOR REVIEW: N/A

BACKGROUND:

Kwik Trip #787 is appointing a new alcohol licensing agent. Lyle Garton is accepting this appointment. This application was sent to the police department for a background check. Chief Sparks did approve the background check, as stated on the Schedule for Appointment Agent form. Mr. Garton has met all the other qualifications to hold a license. I recommend the Board of Trustees approve the appointment of Lyle Garton as the new agent for Kwik Trip #787.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments
-
-

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village of Weston County of Marathon
 Village of _____
 City _____

The undersigned duly authorized officer(s)/members/managers of Kwik Trip, Inc.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Kwik Trip 787
(trade name)

located at 3207 Schofield Ave., Weston, WI 54476

appoints Lyle W. Garton
(name of appointed agent)

N4360 Hilltop Rd., Eland, WI 54427
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? Yes No All my life
 How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin?

Place of residence last year _____

For: Kwik Trip, Inc.
(name of corporation/organization/limited liability company)

By: [Signature]
(signature of Officer/Member/Manager)

And: [Signature]
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Lyle W. Garton, hereby accept this appointment as agent for the
(print/type agent's name)
 corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Lyle W. Garton 1/16/16 Agent's age 57
(signature of agent) (date)
N4360 Hilltop Rd., Eland, WI 54427 Date of birth 3/12/58
(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 2-11-16 by [Signature] Title POLICE CHIEF
(date) (signature of proper local official) (town chair, village president, police chief)

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.12.



**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: VOUCHERS – PAYMENT OF VILLAGE EXPENDITURES.

FOR CONSIDERATION AT: BOARD OF TRUSTEES; MONDAY, FEBRUARY 15, 2016

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

RECOMMENDATION TO: Approve payment of Village expenditures (vouchers) for the period of 01/28/2016-02/10/2016 in the grand total amount of \$210,928.22. Check numbers were #42828-42923.

REPORT PREPARED BY: JOHN JACOBS; FINANCE DIRECTOR/TREASURER

BACKGROUND: Vouchers were received by the Finance Department from various departments during the period of 01/28/2016-02/10/2016 for payment. All invoices were reviewed for proper authorized approval by a department manager or supervisor, prior to processing for payment. Finance Director Jacobs reviewed the voucher register report, prior to the accounts payable checks being printed and mailed.

FISCAL IMPACTS:

Budget Line Item: Various – across all departments and funds

Budget Line Item: _____

Budgeted Expenditure: Various – across all departments and funds

Budgeted Revenue: _____

STATUTORY REFERENCES:

Wisconsin Statute: 66.0607(4)

Administrative Code: _____

Municipal Code: _____

Judicial Ruling: _____

FURTHER REVIEW: No further review required at this time.

Report Criteria:
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
42828									
01/16	01/29/2016	42828	20360	BAYER, SCOTT	RESTIT PYMT 12/3	RESTITUTION 32309240	1	10-00-45111-00	281.80
Total 42828:									281.80
42829									
01/16	01/29/2016	42829	1580	BEHNKE, DOUG	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00
Total 42829:									20.00
42830									
01/16	01/29/2016	42830	1750	BLAREK, FORREST	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00
Total 42830:									20.00
42831									
01/16	01/29/2016	42831	1900	BORTH, JOHN	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	60-03-53780-22	20.00
Total 42831:									20.00
42832									
01/16	01/29/2016	42832	2200	BRUCE MUNICIPAL EQUIPMENT INC	5160300	SIDE BROOM	1	10-03-53318-35	195.00
01/16	01/29/2016	42832	2200	BRUCE MUNICIPAL EQUIPMENT INC	5160301	IMPELLAR, LINER KIT, CLUTCH	1	18-03-53635-35	4,576.58
Total 42832:									4,771.58
42833									
01/16	01/29/2016	42833	20741	CHARTER COMMUNICATIONS	0195689 DEC15	CBN FIBER BROADBAND - PHASE 2	1	40-07-57332-83	67,300.00
Total 42833:									67,300.00
42834									
01/16	01/29/2016	42834	17540	CITY OF WAUSAU	1248874	CONT BLDG INSPECT - CTY WAUSAU 12/3/15-1/12/16	1	10-02-52400-29	3,690.00
Total 42834:									3,690.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
42835									
01/16	01/29/2016	42835	3370	CROWE, NATHAN	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53160-22	50.00
Total 42835:									50.00
42836									
01/16	01/29/2016	42836	7180	DEX MEDIA LLC	390020877166	ADVERTISING CONTRACT: JAN 2016	1	10-01-51450-32	36.75
Total 42836:									36.75
42837									
01/16	01/29/2016	42837	3920	DIETSCHE, CHAD	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	60-03-53780-22	20.00
Total 42837:									20.00
42838									
01/16	01/29/2016	42838	3940	DIGGERS HOTLINE INC	160146301 PP1	1ST INSTALLMENT 2016	1	60-03-53780-29	745.55
01/16	01/29/2016	42838	3940	DIGGERS HOTLINE INC	160146301 PP1	1ST INSTALLMENT 2016	2	61-03-53613-29	745.55
Total 42838:									1,491.10
42839									
01/16	01/29/2016	42839	4100	DONNER, KEITH	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53100-22	50.00
Total 42839:									50.00
42840									
01/16	01/29/2016	42840	4860	FALKOWSKI, JESSICA	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-05-55200-22	20.00
Total 42840:									20.00
42841									
01/16	01/29/2016	42841	4910	FASTENAL COMPANY	WISCH260058	T HANDLE RATCHET	1	10-03-53310-36	21.98
Total 42841:									21.98
42842									
01/16	01/29/2016	42842	5370	FRANCE PROPANE SERVICE INC	214244	PROPANE FOR SURFACE MAINT	1	10-03-53310-35	42.89

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42842:									42.89
42843									
01/16	01/29/2016	42843	20024	FRONTIER	241-9268 JAN16	HERITAGE HILLS L/S: 1/22-2/21/16	1	61-03-53610-22	44.43
01/16	01/29/2016	42843	20024	FRONTIER	355-4506 JAN16	COLLEEN L/S: 1/16-2/15/16	1	61-03-53610-22	53.10
01/16	01/29/2016	42843	20024	FRONTIER	355-4719 JAN16	TANYA ST L/S: 1/22-2/21/16	1	61-03-53610-22	55.58
01/16	01/29/2016	42843	20024	FRONTIER	355-4720 JAN16	ROSS AVE L/S: 1/22-2/21/16	1	61-03-53610-22	53.12
01/16	01/29/2016	42843	20024	FRONTIER	355-5218 JAN16	KATHLEEN L/S: 1/22-2/21/16	1	61-03-53610-22	53.12
01/16	01/29/2016	42843	20024	FRONTIER	355-5287 JAN16	HARLYN L/S: 1/10-2/9/16	1	61-03-53610-22	53.12
Total 42843:									312.47
42844									
01/16	01/29/2016	42844	5720	G & K SERVICES	1051092 DEC15	CLEAN RUGS/MATS	1	10-01-51600-29	208.52
01/16	01/29/2016	42844	5720	G & K SERVICES	1051092 DEC15	PAPER PRODUCTS & AIR FRESHENER	2	10-01-51600-34	296.04
01/16	01/29/2016	42844	5720	G & K SERVICES	1051092 DEC15	HAND SOAP/SHOP RAGS/TOWELS, ETC	3	10-03-53310-34	493.68
01/16	01/29/2016	42844	5720	G & K SERVICES	1051092 DEC15	UNIFORM MAINT STREETS	4	10-03-53310-34	182.52
01/16	01/29/2016	42844	5720	G & K SERVICES	1051092 DEC15	UNIFORM MAINT WATER: NOV15	5	60-03-53780-34	50.88
Total 42844:									1,231.64
42845									
01/16	01/29/2016	42845	20417	GUILD, DANIEL	JAN16 REIMB	VARIOUS SUPPLIES BOUGHT THRU AMAZON - JAN 2016	1	10-01-51410-31	157.44
Total 42845:									157.44
42846									
01/16	01/29/2016	42846	6730	HIGGINS, JENNIFER	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-06-56900-22	50.00
Total 42846:									50.00
42847									
01/16	01/29/2016	42847	6780	HODELL, RENEE	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-06-56905-22	50.00
Total 42847:									50.00
42848									
01/16	01/29/2016	42848	21212	IPMA-HR	INV-12984-R6Y9X5	3/1/16-2/28/17 INTL PUB MGT HR DUES	1	10-01-51410-32	149.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42848:									149.00
42849									
01/16	01/29/2016	42849	20526	JERRY'S CLEANING	JAN 2016	CLEANING SERVICES: JAN 2016	1	10-01-51600-21	600.00
Total 42849:									600.00
42850									
01/16	01/29/2016	42850	20521	K & S ALIGNMENT SERVICES INC	3243	FRONT END ALIGNMENT	1	10-03-53312-35	89.00
Total 42850:									89.00
42851									
01/16	01/29/2016	42851	8450	K & S FUEL INJECTION INC	S20890	#4: DIESEL FUEL-ADDITIVE	1	61-03-53606-35	31.80
Total 42851:									31.80
42852									
01/16	01/29/2016	42852	8320	KRAUSE, DAVE	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	60-03-53780-22	20.00
Total 42852:									20.00
42853									
01/16	01/29/2016	42853	9250	L & S ELECTRIC INC	502736	MESKER/JELINEK L/S REPAIR	1	61-03-53601-24	2,265.00
Total 42853:									2,265.00
42854									
01/16	01/29/2016	42854	20947	LAKE, STEVEN G	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00
Total 42854:									20.00
42855									
01/16	01/29/2016	42855	8910	LENHARD, JASON	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00
Total 42855:									20.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
42856									
01/16	01/29/2016	42856	9480	MALBRIT MECHANICAL INC	174787	KENNEDY WARMING HOUSE FURNACE REPAIR	1	10-05-55340-39	127.32
Total 42856:									127.32
42857									
01/16	01/29/2016	42857	9910	MARATHON COUNTY TREASURER	DEC 2015	JAIL SURCHARGES: DEC 2015	1	10-00-45111-00	720.00
01/16	01/29/2016	42857	9910	MARATHON COUNTY TREASURER	DEC 2015	DRIVER IMPROVEMENT SURCHARGES: DEC 2015	2	10-00-45111-00	293.80
01/16	01/29/2016	42857	9910	MARATHON COUNTY TREASURER	DEC 2015	IGNITION INTERLOCK SURCHARGE: DEC 2015	3	10-00-45111-00	74.00
Total 42857:									1,087.80
42858									
01/16	01/29/2016	42858	9900	MARATHON CTY REGISTER OF DEED	2016-103	MCROD RECORDING FEES CU-12-15-1560 STATEWIDE DEV	1	10-06-56910-21	30.00
Total 42858:									30.00
42859									
01/16	01/29/2016	42859	9540	MARATHON TECHNICAL SERVICES	2029	2015 ILLICIT STORMWATER TESTING	1	63-03-53655-37	75.00
Total 42859:									75.00
42860									
01/16	01/29/2016	42860	10900	MROCZENSKI, BRAD	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-05-55200-22	20.00
Total 42860:									20.00
42861									
01/16	01/29/2016	42861	21211	NPELRA	GUILD35565	2016 WIS PUBLIC EMPL LABOR ASC DUES	1	10-01-51410-32	195.00
Total 42861:									195.00
42862									
01/16	01/29/2016	42862	12060	OSTERBRINK, SHAWN	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-05-55200-22	50.00
Total 42862:									50.00
42863									
01/16	01/29/2016	42863	21214	PAMELA J BELOTT	1/20 REFUND	01/20 TAX REFUND #192-2808-101-0021	1	10-00-21901-00	30.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42863:									30.00
42864									
01/16	01/29/2016	42864	21177	PICK N SAVE	RESTIT PYMT 12/3	CIT #BR80CR2KRF	1	10-00-45111-00	25.00
Total 42864:									25.00
42865									
01/16	01/29/2016	42865	12580	PLATTA, JAMES	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00
Total 42865:									20.00
42866									
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: STREET DEPT DEC 2015	1	10-03-53310-35	4,339.23
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: SEWER DEC 2015	2	61-03-53610-35	294.90
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: WATER DEPT DEC 2015	3	60-03-53780-35	541.15
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: PARK DEPT DEC 2015	4	10-05-55210-35	156.92
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: AMUBLANCE DEC 2015	5	10-02-52300-35	360.70
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: FIRE DEC 2015	6	10-02-52200-35	191.22
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: METRO DEC 2015	7	10-00-14510-00	2,874.73
01/16	01/29/2016	42866	13580	RIISER ENERGY	9900 DEC15	FUEL: HOLDING ACCOUNT DEC 2015	8	10-00-21001-00	1,905.66
Total 42866:									6,853.19
42867									
01/16	01/29/2016	42867	21213	ROGER R HANCOCK	1/27 REFUND	01/27 TAX REFUND #192-2808-191-0087	1	10-00-21901-00	87.09
Total 42867:									87.09
42868									
01/16	01/29/2016	42868	14430	SCHOFIELD, CITY OF	DEC 2015	ALLOCATED TOTALS TO MUNICIPALITY: DEC 2015	1	10-00-24425-00	2,797.90
Total 42868:									2,797.90
42869									
01/16	01/29/2016	42869	14610	SCOTT'S ENTERPRISES RINGLE LLC	14231	LAWN MOWING: 4803 MESKER ST 11/17/15	1	10-00-13611-00	93.75
01/16	01/29/2016	42869	14610	SCOTT'S ENTERPRISES RINGLE LLC	14232	LAWN MOWING: 8707 SCENIC DR 11/17/15	1	10-00-13611-00	112.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42869:									206.25
42870									
01/16	01/29/2016	42870	14860	SHOPKO STORES OPERATING CO LL	ROTHSCHILD-8 JA	HARDEE'S GAUGING STATION 1ST INSTALLMENT TAXES	1	61-03-53610-53	1,184.70
Total 42870:									1,184.70
42871									
01/16	01/29/2016	42871	15020	SKRZYPCHAK, ANTHONY	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00
Total 42871:									20.00
42872									
01/16	01/29/2016	42872	15220	SOUTHSIDE TIRE CO INC	270296	VAN # 1	1	60-03-53766-35	24.20
01/16	01/29/2016	42872	15220	SOUTHSIDE TIRE CO INC	364764	VAN # 1	1	60-03-53766-24	696.56
01/16	01/29/2016	42872	15220	SOUTHSIDE TIRE CO INC	364999	VAN # 5	1	60-03-53766-24	776.52
Total 42872:									1,497.28
42873									
01/16	01/29/2016	42873	18220	STATE OF WI - COURT FINES	DEC 2015	ALLOCATE TOTALS TO COURT: DEC 2015	1	10-00-45111-00	2,672.50
Total 42873:									2,672.50
42874									
01/16	01/29/2016	42874	15970	TATRO, SHAUN	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-02-52400-22	50.00
Total 42874:									50.00
42875									
01/16	01/29/2016	42875	20240	TRUCK EQUIPMENT INC	670485-00	COUPLES MADE UP FOR BRINE SYSTEM	1	10-03-53312-35	75.97
Total 42875:									75.97
42876									
01/16	01/29/2016	42876	17180	VLIETSTRA, RANDY	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42876:									20.00
42877									
01/16	01/29/2016	42877	20711	WEHNER, JARED	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-06-56900-22	50.00
Total 42877:									50.00
42878									
01/16	01/29/2016	42878	18100	WESTON UTILITIES	2626-00 DEC15	ROGAN: 9/16-12/15/15	1	10-05-55210-22	222.29
01/16	01/29/2016	42878	18100	WESTON UTILITIES	269-00 DEC15	STERNBERG WELL: 9/18-12/18/15	1	60-03-53720-22	75.75
01/16	01/29/2016	42878	18100	WESTON UTILITIES	269-00 DEC15	WATER TRMT PLANT: 9/18-12/18/15	2	60-03-53730-22	75.74
01/16	01/29/2016	42878	18100	WESTON UTILITIES	273-00 DEC15	5500 SCHOFIELD AVE: 9/14-12/11/15	1	10-01-51600-22	844.69
01/16	01/29/2016	42878	18100	WESTON UTILITIES	2851-00 DEC15	TEAGAN: 9/10-12/8/15	1	10-05-55210-22	107.69
01/16	01/29/2016	42878	18100	WESTON UTILITIES	5249-00 DEC15	JELINEK/MESKER L/S: 9/18-12/18/15	1	61-03-53610-22	41.49
01/16	01/29/2016	42878	18100	WESTON UTILITIES	5467-00 DEC15	QUENTIN: 9/15-12/9/15	1	10-05-55210-22	551.69
01/16	01/29/2016	42878	18100	WESTON UTILITIES	5478-00 DEC15	4100 BARBICAN AVE: 9/8-12/9/15	1	10-03-53317-22	398.00
01/16	01/29/2016	42878	18100	WESTON UTILITIES	5644-00 DEC15	4704 BARBICAN AVE: 9/8-12/8/15	1	10-03-53317-22	386.00
01/16	01/29/2016	42878	18100	WESTON UTILITIES	5777-00 DEC15	RIPPLING CREEK WELL: 9/16-12/9/15	1	60-03-53720-22	395.50
Total 42878:									3,098.84
42879									
01/16	01/29/2016	42879	18090	WESTON, TOWN OF	DEC 2015	ALLOCATED TOTALS TO MUNICIPALITY: DEC 2015	1	10-00-24425-00	405.20
Total 42879:									405.20
42880									
01/16	01/29/2016	42880	20771	WILDE, ROBIN	1/25/16 REFUND	1/25 TAX REFUND #192-2808-183-0086	1	10-00-21901-00	41.44
01/16	01/29/2016	42880	20771	WILDE, ROBIN	1/25/16 REFUND	1/25 TAX REFUND #192-2808-183-0084	2	10-00-21901-00	54.09
Total 42880:									95.53
42881									
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	0293-00001 DEC15	FOREMOST WELL: 11/25-12/29/15	1	60-03-53720-22	2,364.05
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	0293-00002 DEC15	MESKER WELL: 11/25-12/29/15	1	60-03-53720-22	960.04
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	0293-00002 DEC15	MESKER WELL: 11/24-12/28/15	2	60-03-53720-22	123.29
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	0293-00004 DEC15	WTP/STERNBERG: 11/25-12/29/15	1	60-03-53720-22	867.49
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	0293-00004 DEC15	WTP/STERNBERG: 11/25-12/29/15	2	60-03-53730-22	1,734.98

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01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	0293-00004 DEC15	WTP/STERNBERG: 11/24-12/28/15	3	60-03-53720-22	101.83
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	0293-00004 DEC15	WTP/STERNBERG: 11/24-12/28/15	4	60-03-53730-22	203.66
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00001 DEC15	HARLYN L/S: 11/25-12/29/15	1	61-03-53610-22	269.41
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00002 DEC15	FOX ST L/S: 11/25-12/29/15	1	61-03-53610-22	553.80
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00002 DEC15	FOX ST L/S: 11/24-12/28/15	2	61-03-53610-22	22.57
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00004 DEC15	JELINEK/MESKER L/S: 11/25-12/29/15	1	61-03-53610-22	1,355.68
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00004 DEC15	JELINEK/MESKER L/S: 11/24-12/28/15	2	61-03-53610-22	25.71
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00005 DEC15	KATHLEEN L/S: 11/25-12/29/15	1	61-03-53610-22	37.40
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00006 DEC15	ROSS AVE L/S: 11/25-12/29/15	1	61-03-53610-22	159.23
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00007 DEC15	COLLEEN AVE L/S: 11/25-12/29/15	1	61-03-53610-22	278.47
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00008 DEC15	E.C. RIVER L/S: 11/25-12/29/15	1	61-03-53610-22	347.88
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00008 DEC15	E.C. RIVER L/S: 11/24-12/28/15	2	61-03-53610-22	22.13
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00009 DEC15	TANYA L/S: 11/25-12/29/15	1	61-03-53610-22	151.12
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2457-00014 DEC15	BUS PK SOUTH: 11/25-12/29/15	1	61-03-53610-22	61.85
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00003 DEC20	COMM CTR IRRIG: 11/25-12/29/15	1	10-03-53317-22	57.56
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00005 DEC20	BARBICAN AVE IRRIG: 12/11-1/13/16	1	10-03-53317-22	29.10
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00007 DEC20	ENT WAY TRAF LIGHTS: 12/1-12/31/15	1	10-03-53311-22	156.25
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00008 DEC20	COMM CTR S/L: 11/25-12/29/15	1	10-03-53420-22	234.85
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00010 DEC20	BARBICAN AVE S/L: 12/11-1/13/16	1	10-03-53420-22	451.27
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00012 DEC20	ENT WAY FNTN S/L: 12/1-12/31/15	1	10-03-53420-22	25.40
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00017 DEC15	EVEREST: 11/25-12/29/15	1	60-03-53740-22	159.30
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00020 DEC15	ALTA VERDE: 11/25-12/29/15	1	60-03-53720-22	1,112.51
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00020 DEC15	ALTA VERDE: 11/24-12/28/15	2	60-03-53720-22	112.54
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00025 DEC15	QUENTIN ST: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00026 DEC15	ROGAN ST: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00029 DEC20	LANDFILL: 11/30-12/30/15	1	18-03-53631-22	99.32
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00032 DEC15	KENNEDY: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00034 DEC20	VALDRES/BARBICAN IRRIG: 12/11-1/13/16	1	10-03-53317-22	29.10
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00035 DEC15	NORTHWESTERN: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00037 DEC20	SCHOF/CHERRY IRRIG: 11/25-12/29/15	1	10-03-53317-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00039 DEC15	PARKWAY: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00041 DEC15	EVERGREEN POINTE L/S: 11/25-12/29/15	1	61-03-53610-22	55.30
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00043 DEC15	NORTHWESTERN: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00044 DEC15	PARK TERRACE L/S: 11/25-12/29/15	1	61-03-53610-22	42.04
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00045 DEC20	MINISTRY S/L: 11/24-12/28/15	1	10-03-53420-22	542.39
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00048 DEC20	EVEREST/CAMP PHILLIPS TRAFF LIGHTS: 12/10-1/12/16	1	10-03-53311-22	169.00
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00050 DEC15	ROBINWOOD: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00051 DEC20	ST CLARE'S PUMP IRRIG: 11/24-12/28/15	1	10-03-53317-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00054 DEC15	BUS PARK: 11/25-12/29/15	1	60-03-53740-22	88.13

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01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00056 JAN16	ALTA VERDE POOL: 12/15/15-1/14/16	1	22-05-55420-22	326.62
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00057 DEC20	MINISTRY IRRIG: 11/23-12/23/15	1	10-03-53317-22	25.40
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00060 DEC20	EVEREST WARN SIR: 12/10-1/12/16	1	10-02-52910-22	31.60
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00065 JAN16	BLOEDEL: 12/17/15-1/19/16	1	60-03-53720-22	1,218.49
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00065 JAN16	BLOEDEL: 12/16/15-1/18/16	2	60-03-53720-22	87.40
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00066 DEC20	BIRCH/WESTON S/L: 12/10-1/12/16	1	10-03-53420-22	250.13
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00070 DEC20	BIRCH/SCHOFIELD S/L: 11/25-12/29/15	1	10-03-53420-22	400.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00074 DEC15	RYAN ST L/S: 11/25-12/29/15	1	61-03-53610-22	249.40
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00075 DEC20	WESTON/CTY X TRAF LIGHTS: 11/24-12/28/15	1	10-03-53311-22	303.16
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00076 DEC20	ZINSER TRAF LIGHTS: 12/1-12/31/15	1	10-03-53311-22	107.41
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00077 DEC20	ALDERSON/SCHOFIELD S/L: 11/25-12/29/15	1	10-03-53420-22	410.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00081 DEC15	ALTA VERDE: 11/24-12/28/15	1	10-05-55210-22	74.42
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00081 DEC15	ALTA VERDE: 11/23-12/27/15	2	10-05-55210-22	54.33
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00091 DEC20	FLASH SIGN: 11/25-12/29/15	1	10-03-53311-22	28.99
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00094 DEC20	BIRCH/WESTON S/L: 12/10-1/12/16	1	10-03-53311-22	66.91
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00098 DEC20	CROSS POINTE S/L: 11/24-12/28/15	1	10-03-53420-22	390.50
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00107 DEC15	HERITAGE HILLS L/S: 11/25-12/29/15	1	61-03-53610-22	67.47
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00120 DEC20	SHOREY S/L: 11/24-12/28/15	1	10-03-53420-22	54.19
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00122 DEC15	SUMMIT: 11/25-12/29/15	1	60-03-53740-22	36.84
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00136 JAN16	RIPPLING CREEK: 12/15/15-1/15/16	1	60-03-53720-22	1,193.42
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00136 JAN16	RIPPLING CREEK: 12/14/15-1/14/16	2	60-03-53720-22	68.59
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00143 DEC20	BUS PK S/L: 31 DAYS	1	10-03-53420-22	493.00
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00156 DEC20	CTY RD J SIGN S/L: 12/1-12/31/15	1	10-03-53420-22	32.36
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00157 DEC20	ALDERSON/SCHOFIELD TRAFF LIGHTS: 11/23-12/23/15	1	10-03-53311-22	54.91
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00158 DEC20	BIRCH/SCHOFIELD TRAFF LIGHTS: 12/10-1/12/16	1	10-03-53311-22	69.06
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00159 DEC20	CAMP PHILL/SCHOFIELD TRAF LIGHTS: 12/10-1/12/16	1	10-03-53311-22	73.83
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00160 DEC20	SCHOFIELD TRAF LIGHTS: 11/23-12/23/15	1	10-03-53311-22	53.03
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00167 DEC20	ZINSER WFS: 11/23-12/23/15	1	10-03-53420-22	51.71
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00168 DEC20	RICKYVAL WFS: 11/23-1/5/16	1	10-03-53420-22	4.41
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00169 DEC20	RYAN WFS: 11/23-12/23/15	1	10-03-53420-22	25.40
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00170 DEC20	WESTON/PROG WFS: 11/23-12/23/15	1	10-03-53420-22	46.17
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00181 DEC20	MUSKIE WARN SIR: 11/23-12/23/15	1	10-02-52910-22	27.06
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00183 DEC20	SPEED SIGN TRAF LIGHTS: 11/25-12/29/15	1	10-03-53311-22	30.88
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00187 DEC20	WINDSOR DR AERATOR: 11/23-12/23/15	1	63-03-53655-22	25.40
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00188 DEC15	WIFI @ KEN PK: 11/24-12/28/15	1	10-05-55210-22	28.78
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00190 DEC20	BIRCH PED BRIDGE LIGHTING: 11/25-12/29/15	1	10-03-53420-22	70.11
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00194 DEC20	MUN CTR: 11/25-12/29/15	1	10-01-51600-22	1,367.08
01/16	01/29/2016	42881	18990	WISCONSIN PUBLIC SERVICE	2484-00194 DEC20	MUN CTR: 11/24-12/28/15	2	10-01-51600-22	833.04

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Total 42881:									21,996.73
42882									
01/16	01/29/2016	42882	20522	WODALSKI, MICHAEL J	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53170-22	50.00
Total 42882:									50.00
42883									
01/16	01/29/2016	42883	19190	YONKER, JOHN	C/P REIMB JAN16	C/P REIMB: JAN 2016	1	10-03-53310-22	20.00
Total 42883:									20.00
42884									
02/16	02/03/2016	42884	18090	WESTON, TOWN OF	TOWN TAX PMT 20	02/03 TOWN TAX PMT #082-2808-132-0988	1	10-00-21902-00	2,324.81
Total 42884:									2,324.81
42885									
02/16	02/05/2016	42885	250	ACE HARDWARE CENTER	138764	OIL	1	60-03-53766-35	41.94
02/16	02/05/2016	42885	250	ACE HARDWARE CENTER	138764	SUPPLIES	2	60-03-53740-34	53.43
02/16	02/05/2016	42885	250	ACE HARDWARE CENTER	139542	SUPPLIES	1	60-03-53740-34	39.46
02/16	02/05/2016	42885	250	ACE HARDWARE CENTER	139542	SMALL TOOLS	2	60-03-53740-31	17.48
Total 42885:									152.31
42886									
02/16	02/05/2016	42886	370	AIRGAS USA LLC	9047339609	ELECTRODES TO WELD STAINLESS STEEL	1	10-03-53310-35	23.33
Total 42886:									23.33
42887									
02/16	02/05/2016	42887	21135	AMERICAN MESSAGING	U1350110QA	PAGER SERVICE: 1/1-1/31/16	1	60-03-53780-29	92.98
02/16	02/05/2016	42887	21135	AMERICAN MESSAGING	U1350110QA	PAGER SERVICE: 1/1-1/31/16	2	61-03-53613-29	92.97
02/16	02/05/2016	42887	21135	AMERICAN MESSAGING	U1350110QB	PAGER SERVICE: 2/1-2/29/16	1	61-03-53613-29	29.37
02/16	02/05/2016	42887	21135	AMERICAN MESSAGING	U1350110QB	PAGER SERVICE: 2/1-2/29/16	2	60-03-53780-29	29.37
Total 42887:									244.69

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
42888									
02/16	02/05/2016	42888	21219	APEX SOFTWARE	291521	APEX SKETCH PRO ASSESSOR SOFTWARE LIC	1	10-01-51530-28	595.00
Total 42888:									595.00
42889									
02/16	02/05/2016	42889	21215	B&B POWERSPORTS	1/12/16 PART PUR	#123 FOUR WHEELER: SENSOR THERMAL PART	1	10-05-55210-24	89.99
Total 42889:									89.99
42890									
02/16	02/05/2016	42890	20672	CARLSON DETTMANN CONSULTING	1387	9/18/15 PERF MGMT EXPS-CHARLIE	1	10-01-51410-29	388.93
Total 42890:									388.93
42891									
02/16	02/05/2016	42891	2510	CARRON NET COMPANY INC	328972	HOCKET GOAL NETS	1	10-05-55340-39	122.87
Total 42891:									122.87
42892									
02/16	02/05/2016	42892	19882	CELLCOM WAUSAU MSA	436498	WATER (HOT SPOT): 1/21-2/20/16	1	60-03-53740-22	21.96
02/16	02/05/2016	42892	19882	CELLCOM WAUSAU MSA	436498	WATER: 1/21-2/20/16	2	10-06-56905-22	1.96
02/16	02/05/2016	42892	19882	CELLCOM WAUSAU MSA	436498	WATER: 1/21-2/20/16	3	60-03-53740-22	21.96
02/16	02/05/2016	42892	19882	CELLCOM WAUSAU MSA	436498	SEWER: 1/21-2/20/16	4	61-03-53610-22	21.96
02/16	02/05/2016	42892	19882	CELLCOM WAUSAU MSA	436498	ADMINISTRATOR: 1/21-2/20/16	5	10-01-51410-22	80.82
Total 42892:									148.66
42893									
02/16	02/05/2016	42893	20050	COMPLETE OFFICE OF WISCONSIN	490836	LAMINATING MENU CARRIER PACK	1	10-06-56900-31	11.61
02/16	02/05/2016	42893	20050	COMPLETE OFFICE OF WISCONSIN	495928	PENS, LTR POUCHES, RUBBERBANDS	1	10-01-51450-31	68.14
02/16	02/05/2016	42893	20050	COMPLETE OFFICE OF WISCONSIN	495928	LEGAL FIRE STORAGE BOXES-BLDG PERMITS	2	10-02-52400-31	193.78
02/16	02/05/2016	42893	20050	COMPLETE OFFICE OF WISCONSIN	498185	FOLDERS, CALC RIBBONS, RUBBERBANDS	1	10-01-51450-31	28.06
Total 42893:									301.59
42894									
02/16	02/05/2016	42894	3220	CONTROL CONCEPTS TECH	436811-001	AIR ACTUATOR FOR #17 UNDER HOOD AIR	1	10-03-53312-35	25.64

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Total 42894:									25.64
42895									
02/16	02/05/2016	42895	4020	D&L SIGNS LLC	SIGN PERMIT REF	REFUND - SIGN PERMIT PAYMENT *4TH SIGN NOT PERMITTED	1	10-00-44180-00	75.00
Total 42895:									75.00
42896									
02/16	02/05/2016	42896	3570	DALE'S WESTON LANES	2/3/16 TAX REF	02/03 TAX REFUND #192-2808-153-0942	1	10-00-21901-00	1,001.00
Total 42896:									1,001.00
42897									
02/16	02/05/2016	42897	20932	DENYON HOMES	RBLD-5-15-5940	OCC SUR REFUND: 6307 TOWER RIDGE PL	1	10-00-44327-00	1,000.00
02/16	02/05/2016	42897	20932	DENYON HOMES	RBLD-8-15-6214	OCC SUR REFUND: 7005 EXECUTIVE CT	1	10-00-44327-00	1,000.00
Total 42897:									2,000.00
42898									
02/16	02/05/2016	42898	20831	DEPT OF NATURAL RESOURCES	2016 ATV REG	FOUR WHEELER REGISTRATION - 2016	1	10-05-55210-24	5.00
Total 42898:									5.00
42899									
02/16	02/05/2016	42899	21216	ECONOMY PACKING COMPANY	1/22/16 DUP PMT R	01/22 DUPL TAX PMT #192-2808-183-1010	1	10-00-21901-00	24,649.89
Total 42899:									24,649.89
42900									
02/16	02/05/2016	42900	4560	ENERGENECS INC	0031447-IN	TANYA/TRICIA AVE LIFT STATION REPAIRS	1	61-03-53601-24	355.06
02/16	02/05/2016	42900	4560	ENERGENECS INC	0031463-IN	TANYA/TRICIA AVE LIFT STATION REPAIRS	1	61-03-53601-24	920.00
Total 42900:									1,275.06
42901									
02/16	02/05/2016	42901	4910	FASTENAL COMPANY	WISCH260209	GRINDING WHEELS, RUBBER GLOVES, POP RIVETS	1	10-03-53310-35	149.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42901:									149.60
42902									
02/16	02/05/2016	42902	5370	FRANCE PROPANE SERVICE INC	121432	FUEL FOR ZAMBONI (33#)	1	10-05-55340-39	27.25
Total 42902:									27.25
42903									
02/16	02/05/2016	42903	20024	FRONTIER	241-8810 JAN16	EAU CLAIRE RIVER L/S: 12/28-1/27/16	1	61-03-53610-22	53.98
02/16	02/05/2016	42903	20024	FRONTIER	355-0746 JAN16	PARK TERRACE L/S: 12/28-1/27/16	1	61-03-53610-22	50.26
02/16	02/05/2016	42903	20024	FRONTIER	359-6114 JAN16	MUNICIPAL CTR: 1/22-2/21/16	1	10-01-51450-22	549.34
02/16	02/05/2016	42903	20024	FRONTIER	359-6114 JAN16	MUNICIPAL CTR: 1/22-2/21/16	2	10-00-14510-00	255.11
02/16	02/05/2016	42903	20024	FRONTIER	359-6114 JAN16	MUNICIPAL CTR: 1/22-2/21/16	3	10-00-14520-00	44.55
02/16	02/05/2016	42903	20024	FRONTIER	359-6114 JAN16	MUNICIPAL CTR: 1/22-2/21/16	4	10-00-14410-00	19.56
02/16	02/05/2016	42903	20024	FRONTIER	359-6114 JAN16	MUNICIPAL CTR: 1/22-2/21/16	5	10-00-14530-00	19.56
02/16	02/05/2016	42903	20024	FRONTIER	359-6114 JAN16	MUNICIPAL CTR: 1/22-2/21/16	6	60-03-53780-22	32.05
02/16	02/05/2016	42903	20024	FRONTIER	359-6114 JAN16	MUNICIPAL CTR: 1/22-2/21/16	7	61-03-53613-22	32.05
02/16	02/05/2016	42903	20024	FRONTIER	359-9922 JAN16	LANDFILL: 1/22-2/21/16	1	18-03-53631-22	53.12
Total 42903:									1,109.58
42904									
02/16	02/05/2016	42904	5720	G & K SERVICES	1051092 JAN16	CLEAN RUGS/MATS	1	10-01-51600-29	208.52
02/16	02/05/2016	42904	5720	G & K SERVICES	1051092 JAN16	PAPER PRODUCTS & AIR FRESHENER	2	10-01-51600-34	123.90
02/16	02/05/2016	42904	5720	G & K SERVICES	1051092 JAN16	HAND SOAP/SHOP RAGS/TOWELS, ETC	3	10-03-53310-34	493.68
02/16	02/05/2016	42904	5720	G & K SERVICES	1051092 JAN16	UNIFORM MAINT STREETS	4	10-03-53310-34	182.52
02/16	02/05/2016	42904	5720	G & K SERVICES	1051092 JAN16	UNIFORM MAINT WATER	5	60-03-53780-34	50.40
Total 42904:									1,059.02
42905									
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0008823328	0000310643: ORD CONDITIONS & ISSUES COMP PLAN	1	10-06-56930-32	63.79
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0008823328	0000332934: PUB HEARING NOTICE ZONING CODE PROJECT	2	10-06-56910-32	103.76
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0009349797	5001948887: AD IN WEH/WDH FOR AMERICA RECYCLES DAY E	1	18-03-53638-32	198.90
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0009501701	0000871164: HEARING NOTICE PC REZN-11-15-1554 HABLE/ES	1	10-06-56910-32	72.37
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0009501701	0000913303: ORD 15-029 CHAP 82 WINTER PARKING	2	10-01-51420-32	25.72
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0009501701	0000913362: VB ORD CHAP 2	3	10-01-51420-32	20.14
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0009501701	0000943238: ORD NO 15-031 REZN-11-15-1554 HABLE/ESKER	4	10-06-56910-32	14.56

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
02/16	02/05/2016	42905	5490	GANNETT WISCONSIN MEDIA	0009501701	0000943248: ORD NO 15-032 CHAP54+58 PARK HRS	5	10-01-51420-32	12.96
Total 42905:									512.20
42906									
02/16	02/05/2016	42906	7430	JACOBS, JOHN	GFOA CONF REIM	REIMB: ANNUAL GFOA CONF DUES 5/22-5/25/16	1	10-01-51520-32	380.00
Total 42906:									380.00
42907									
02/16	02/05/2016	42907	21218	JBC CUSTOM HOMEBUILDERS INC	TRBLD-8-15-6206	OCC SUR REFUND: 10044 CLEARVIEW DR	1	10-00-44327-00	1,000.00
Total 42907:									1,000.00
42908									
02/16	02/05/2016	42908	21217	KASZUBSKI, ROBERT	01/28/16 TAX REFU	01/28 TAX REFUND #192-2808-183-0105	1	10-00-21901-00	20.68
Total 42908:									20.68
42909									
02/16	02/05/2016	42909	20580	KIMBALL MIDWEST	4485367	SHOP CREDIT FROM INV#4458804	1	10-03-53310-35	73.34
02/16	02/05/2016	42909	20580	KIMBALL MIDWEST	4590889	ELECTRICAL CONNECTORS	1	10-03-53310-35	481.32
Total 42909:									407.98
42910									
02/16	02/05/2016	42910	20623	MDROFFERS CONSULTING LLC	201512033	MDROFFERS WO#10 - MC CORP INPUT	1	10-06-56930-21	35.00
02/16	02/05/2016	42910	20623	MDROFFERS CONSULTING LLC	201512034	MDROFFERS WO#5 - 2015 COMP PLAN PROJECTS	1	10-06-56930-21	941.25
02/16	02/05/2016	42910	20623	MDROFFERS CONSULTING LLC	201512035	TID#1 PROJECT/REDEV PLAN WO#7	1	40-06-56740-29	117.50
02/16	02/05/2016	42910	20623	MDROFFERS CONSULTING LLC	201512036	MDROFFERS WO#8 - 2016 COMP PLAN PROJECTS	1	10-06-56930-21	142.50
02/16	02/05/2016	42910	20623	MDROFFERS CONSULTING LLC	201512037	MDROFFERS WO# 9 - SUBDIVISION ORDINANCE	1	10-06-56930-21	2,335.00
Total 42910:									3,571.25
42911									
02/16	02/05/2016	42911	10950	MTAW	DUES 2016	MTAW DUES 5/1/16-4/30/17: JACOBS	1	10-01-51520-32	55.00
02/16	02/05/2016	42911	10950	MTAW	DUES 2016	MTAW DUES 5/1/16-4/30/17: TRITTIN	2	10-01-51520-32	30.00
02/16	02/05/2016	42911	10950	MTAW	DUES 2016	MTAW DUES 5/1/16-4/30/17: STROIK	3	10-01-51520-32	30.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42911:									115.00
42912									
02/16	02/05/2016	42912	20769	NC WI STORMWATER COALITION	2016-10	WPDES PERMIT CONTRIBUTION: 2016	1	63-03-53652-32	1,500.00
Total 42912:									1,500.00
42913									
02/16	02/05/2016	42913	21058	NEOFUNDS BY NEOPOST	6006 JAN16	POSTAGE: JAN 2016	1	10-01-51450-31	3,000.00
Total 42913:									3,000.00
42914									
02/16	02/05/2016	42914	15220	SOUTHSIDE TIRE CO INC	365200	TIRE/RIM REPAIR	1	10-03-53312-35	239.95
Total 42914:									239.95
42915									
02/16	02/05/2016	42915	15780	SUN PRINTING	78369	(500) EVEREST METRO A/P CHECKS	1	10-00-14510-00	129.00
02/16	02/05/2016	42915	15780	SUN PRINTING	78475	(2000) VILLAGE A/P CHECKS	1	10-01-51520-31	250.00
Total 42915:									379.00
42916									
02/16	02/05/2016	42916	20439	UW-GREEN BAY OUTREACH	2016 DUES STROI	2016 WGFOA DUES - STROIK	1	10-01-51520-32	25.00
02/16	02/05/2016	42916	20439	UW-GREEN BAY OUTREACH	JACOBS DUES 201	2016 WGFOA DUES - JACOBS	1	10-01-51520-32	25.00
Total 42916:									50.00
42917									
02/16	02/05/2016	42917	16890	VAN ERT ELECTRIC COMPANY INC	000127646	TRICIA LIFT STATION REPAIRS	1	61-03-53601-24	381.00
02/16	02/05/2016	42917	16890	VAN ERT ELECTRIC COMPANY INC	000127673	RPR TRAF LIGHT KNOCKDOWN - TARGET STORE	1	10-03-53311-29	1,844.78
Total 42917:									2,225.78
42918									
02/16	02/05/2016	42918	17650	WAUSAU REGION CHAMBER COMME	112251	CHAMBER MEMBERSHIP DUES - 2016	1	29-06-56729-32	595.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 42918:									595.00
42919									
02/16	02/05/2016	42919	17540	WAUSAU, CITY OF	1248816	1414 JELINEK - ELEC INSP	1	10-02-52400-29	64.56
Total 42919:									64.56
42920									
02/16	02/05/2016	42920	20322	WCMA	GUILD:WCMACON	3/2-3/4/16 WCMA WINTER CONF - GUILD	1	10-01-51410-32	225.00
Total 42920:									225.00
42921									
02/16	02/05/2016	42921	18620	WI RURAL WATER ASSOC	W1191	VAN SWOL MEMBERSHIP DUES: 2016	1	60-03-53780-32	40.00
Total 42921:									40.00
42922									
02/16	02/05/2016	42922	20614	WISCONSIN LIFTING SPECIALISTS	15-F1531	#23 LIFTING HOOKS FOR NEW BACKHOE	1	10-03-53310-35	302.64
02/16	02/05/2016	42922	20614	WISCONSIN LIFTING SPECIALISTS	16-F2035	TO CONNECT HOOK TO CLEVIS #23	1	10-03-53310-35	20.27
02/16	02/05/2016	42922	20614	WISCONSIN LIFTING SPECIALISTS	16-F2084	MESKER/JELINEK LIFT STATION PARTS	1	61-03-53601-24	3.23
Total 42922:									326.14
42923									
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00003 JAN16	COMM CTR IRRIG: 12/29-1/27/16	1	10-03-53317-22	52.04
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00008 JAN16	COMM CTR S/L: 12/29-1/27/16	1	10-03-53420-22	185.47
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00023 DEC15	VILLAGE STREET LIGHTING: DEC 2015	1	10-03-53420-22	14,436.32
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00023 JAN16	VILLAGE S/L: 31 DAYS - JAN 2016	1	10-03-53420-22	13,893.71
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00027 DEC15	ROSS TRAF LIGHTS: 11/24-12/28/15	1	10-03-53311-22	144.05
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00027 JAN16	ROSS TRAF LIGHTS: 12/28-1/26/16	1	10-03-53311-22	116.55
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00029 JAN16	LANDFILL: 12/30-1/29/16	1	18-03-53631-22	111.65
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00037 JAN16	SCHOF/CHERRY IRRIG: 12/29-1/27/16	1	10-03-53317-22	26.02
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00045 JAN16	MINISTRY S/L: 12/28-1/26/16	1	10-03-53420-22	433.41
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00047 DEC15	SHOREY WARNING SIREN: 11/24-12/28/15	1	10-02-52910-22	36.84
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00047 JAN16	SHOREY WARNING SIREN: 12/28-1/26/16	1	10-02-52910-22	32.55
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00051 JAN16	ST CLARE'S PUMP IRRIG: 12/28-1/26/16	1	10-03-53317-22	25.94
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00057 JAN16	MINISTRY IRRIG: 12/23-1/25/16	1	10-03-53317-22	29.23

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00070 JAN16	BIRCH/SCHOFIELD S/L: 12/29-1/27/16	1	10-03-53420-22	313.53
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00075 JAN16	WESTON/CTY X TRAF LIGHTS: 12/28-1/26/16	1	10-03-53311-22	233.19
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00077 JAN16	ALDERSON/SCHOFIELD: 12/29-1/27/16	1	10-03-53420-22	299.23
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00082 JAN16	NORMANDY/SCHOFIELD S/L: 12/21-1/21/16	1	10-03-53420-22	231.65
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00091 JAN16	FLASH SIGN: 12/29-1/27/16	1	10-03-53311-22	26.22
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00098 JAN16	CROSS POINTE S/L: 12/28-1/26/16	1	10-03-53420-22	322.40
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00108 JAN16	STONE RIDGE IRRIG: 12/21-1/21/16	1	10-03-53317-22	28.12
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00119 JAN16	HOWLAND AVE S/L: 12/17-1/19/16	1	10-03-53420-22	84.54
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00120 JAN16	SHOREY S/L: 12/28-1/26/16	1	10-03-53420-22	52.91
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00143 JAN16	BUS PARK S/L: 31 DAYS - JAN 2016	1	10-03-53420-22	474.40
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00155 JAN16	MEURET LN S/L: 12/18-1/20/16	1	10-03-53420-22	37.08
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00157 JAN16	ALDERSON/SCHOFIELD TRAF LIGHTS: 12/23-1/25/16	1	10-03-53311-22	62.70
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00160 JAN16	SCHOFIELD TRAF LIGHTS: 12/23-1/25/16	1	10-03-53311-22	58.35
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00167 JAN16	ZINSER WFS: 12/23-1/25/16	1	10-03-53420-22	54.86
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00168 JAN16	RICKYVAL WFS: 1/5-1/25/16	1	10-03-53420-22	28.84
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00169 JAN16	RYAN WFS: 12/23-1/25/16	1	10-03-53420-22	29.23
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00170 JAN16	WESTON/PROG WFS: 12/23-1/25/16	1	10-03-53420-22	49.99
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00181 JAN16	MUSKIE WARNING SIREN: 12/23-1/25/16	1	10-02-52910-22	31.14
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00183 JAN16	SPEED SIGN: 12/29-1/27/16	1	10-03-53311-22	27.59
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00187 JAN16	WINDSOR DR AERATOR: 12/23-1/25/16	1	63-03-53655-22	29.23
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00190 JAN16	BIRCH PED BRIDGE LIGHTING: 12/29-1/27/16	1	10-03-53420-22	58.49
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00194 JAN16	MUN CTR: 12/29-1/27/16	1	10-01-51600-22	1,445.05
02/16	02/05/2016	42923	18990	WISCONSIN PUBLIC SERVICE	2484-00194 JAN16	MUN CTR: 12/28-1/26/16	2	10-01-51600-22	1,330.19
Total 42923:									34,832.71
Grand Totals:									210,928.22

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-13611-000-000	206.25	.00	206.25
10-00-14410-000-000	19.56	.00	19.56
10-00-14510-000-000	3,258.84	.00	3,258.84
10-00-14520-000-000	44.55	.00	44.55
10-00-14530-000-000	19.56	.00	19.56

GL Account	Debit	Credit	Proof
10-00-21001-000-000	.00	1,905.66-	1,905.66-
10-00-21111-000-000	1,979.00	113,068.21-	111,089.21-
10-00-21901-000-000	25,884.19	.00	25,884.19
10-00-21902-000-000	2,324.81	.00	2,324.81
10-00-24425-000-000	3,203.10	.00	3,203.10
10-00-44180-000-000	75.00	.00	75.00
10-00-44327-000-000	3,000.00	.00	3,000.00
10-00-45111-000-000	4,067.10	.00	4,067.10
10-01-51410-225-000	80.82	.00	80.82
10-01-51410-290-000	388.93	.00	388.93
10-01-51410-310-000	157.44	.00	157.44
10-01-51410-324-000	344.00	.00	344.00
10-01-51410-325-000	225.00	.00	225.00
10-01-51420-321-000	58.82	.00	58.82
10-01-51450-225-000	549.34	.00	549.34
10-01-51450-310-000	96.20	.00	96.20
10-01-51450-311-000	3,000.00	.00	3,000.00
10-01-51450-326-000	36.75	.00	36.75
10-01-51520-312-000	250.00	.00	250.00
10-01-51520-324-000	165.00	.00	165.00
10-01-51520-325-000	380.00	.00	380.00
10-01-51530-286-000	595.00	.00	595.00
10-01-51600-216-000	600.00	.00	600.00
10-01-51600-221-000	844.69	.00	844.69
10-01-51600-222-000	2,812.13	.00	2,812.13
10-01-51600-224-000	2,163.23	.00	2,163.23
10-01-51600-290-000	417.04	.00	417.04
10-01-51600-344-000	419.94	.00	419.94
10-02-52200-351-000	191.22	.00	191.22
10-02-52300-351-000	360.70	.00	360.70
10-02-52400-225-000	50.00	.00	50.00
10-02-52400-290-000	3,754.56	.00	3,754.56
10-02-52400-310-000	193.78	.00	193.78
10-02-52910-222-000	159.19	.00	159.19
10-03-53100-225-000	50.00	.00	50.00
10-03-53160-225-000	50.00	.00	50.00
10-03-53170-225-000	50.00	.00	50.00
10-03-53310-225-000	160.00	.00	160.00
10-03-53310-344-000	987.36	.00	987.36
10-03-53310-346-000	365.04	.00	365.04

GL Account	Debit	Credit	Proof
10-03-53310-351-000	4,382.12	.00	4,382.12
10-03-53310-353-000	977.16	73.34-	903.82
10-03-53310-363-000	21.98	.00	21.98
10-03-53311-222-000	1,782.08	.00	1,782.08
10-03-53311-290-000	1,844.78	.00	1,844.78
10-03-53312-353-000	430.56	.00	430.56
10-03-53317-221-000	784.00	.00	784.00
10-03-53317-222-000	360.07	.00	360.07
10-03-53318-353-000	195.00	.00	195.00
10-03-53420-222-000	34,469.51	.00	34,469.51
10-05-55200-225-000	90.00	.00	90.00
10-05-55210-221-000	881.67	.00	881.67
10-05-55210-222-000	304.66	.00	304.66
10-05-55210-224-000	54.33	.00	54.33
10-05-55210-242-000	94.99	.00	94.99
10-05-55210-351-000	156.92	.00	156.92
10-05-55340-390-000	277.44	.00	277.44
10-06-56900-225-000	100.00	.00	100.00
10-06-56900-310-000	11.61	.00	11.61
10-06-56905-225-000	51.96	.00	51.96
10-06-56910-219-000	30.00	.00	30.00
10-06-56910-321-000	190.69	.00	190.69
10-06-56930-219-000	3,453.75	.00	3,453.75
10-06-56930-321-000	63.79	.00	63.79
18-00-21111-000-000	.00	5,039.57-	5,039.57-
18-03-53631-222-000	210.97	.00	210.97
18-03-53631-225-000	53.12	.00	53.12
18-03-53635-353-000	4,576.58	.00	4,576.58
18-03-53638-321-000	198.90	.00	198.90
22-00-21111-000-000	.00	326.62-	326.62-
22-05-55420-222-000	326.62	.00	326.62
29-00-21111-000-000	.00	595.00-	595.00-
29-06-56729-324-000	595.00	.00	595.00
40-00-21111-000-000	.00	67,417.50-	67,417.50-
40-06-56740-290-000	117.50	.00	117.50
40-07-57332-835-000	67,300.00	.00	67,300.00
60-00-21111-000-000	.00	14,315.44-	14,315.44-
60-03-53720-221-000	471.25	.00	471.25
60-03-53720-222-000	7,716.00	.00	7,716.00
60-03-53720-224-000	493.65	.00	493.65

GL Account	Debit	Credit	Proof
60-03-53730-221-000	75.74	.00	75.74
60-03-53730-222-000	1,734.98	.00	1,734.98
60-03-53730-224-000	203.66	.00	203.66
60-03-53740-222-000	284.27	.00	284.27
60-03-53740-225-000	43.92	.00	43.92
60-03-53740-314-662	17.48	.00	17.48
60-03-53740-349-000	92.89	.00	92.89
60-03-53766-241-000	1,473.08	.00	1,473.08
60-03-53766-351-000	41.94	.00	41.94
60-03-53766-352-000	24.20	.00	24.20
60-03-53780-225-000	92.05	.00	92.05
60-03-53780-290-000	867.90	.00	867.90
60-03-53780-324-000	40.00	.00	40.00
60-03-53780-346-000	101.28	.00	101.28
60-03-53780-351-000	541.15	.00	541.15
61-00-21111-000-000	.00	10,515.25-	10,515.25-
61-03-53601-242-000	3,924.29	.00	3,924.29
61-03-53606-351-000	31.80	.00	31.80
61-03-53610-221-000	41.49	.00	41.49
61-03-53610-222-000	3,629.05	.00	3,629.05
61-03-53610-224-000	70.41	.00	70.41
61-03-53610-225-000	438.67	.00	438.67
61-03-53610-351-000	294.90	.00	294.90
61-03-53610-531-000	1,184.70	.00	1,184.70
61-03-53613-225-000	32.05	.00	32.05
61-03-53613-290-000	867.89	.00	867.89
63-00-21111-000-000	.00	1,629.63-	1,629.63-
63-03-53652-327-000	1,500.00	.00	1,500.00
63-03-53655-222-000	54.63	.00	54.63
63-03-53655-371-000	75.00	.00	75.00
Grand Totals:	<u>214,886.22</u>	<u>214,886.22-</u>	<u>.00</u>

Dated _____

Finance Committee Chairperson _____

GL Account

Debit

Credit

Proof

Report Criteria:

Report type: GL detail

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.13.



**Village of Weston, Wisconsin
AGENDA ITEM
Requested for Official Consideration and Review**

REQUEST FROM: **SHAWN OSTERBRINK, DIRECTOR OF PARKS, RECREATION & FORESTRY**

ITEM DESCRIPTION: **WESTON AQUATIC CENTER CONCESSION STAND OPERATOR AGREEMENT**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, FEBRUARY 15, 2016**

POLICY QUESTION: **Should the Board of Trustees approve the Weston Aquatic Center Concession Stand Lease Agreement with Steven and Janessa Cronin?**

RECOMMENDATION TO: **I make a motion to recommend approval of the lease agreement for the Weston Aquatic Center Concession Stand with Steven and Janessa Cronin.**

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: **Lease agreement was reviewed by the Park and Recreation Committee at their January 25th, 2016 meeting.**

BACKGROUND:

Due to the previous operator of the concession stand giving up their lease following the 2015 season the village assembled the necessary documents to request proposals from people interested in taking over the operation. We had two proposals submitted. Staff reviewed the proposals and interviewed both candidates. Staff recommended awarding the contract/lease to Steven and Janessa Cronin and the Board of Trustees approved at the January 18, 2016 meeting. Now that an operator has been chosen a lease must be drafted and agreed upon with the new operators. I have reviewed the previous lease that was drafted in the spring of 2015 by Attorney Yde and used with the former operators. I have made minor changes to the document and forwarded to our Attorney for the modifications. The only significant change in the document is the maintenance portion of the agreement. Since the village now owns all of the equipment some changes needed to be made

to this portion of the agreement. The lease is for the next three seasons and has been recommended for approval by the Parks and Recreation Committee.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

- Proposed lease agreement as drafted by Attorney Yde.

**WESTON AQUATIC CENTER
CONCESSION STAND OPERATION**

LEASE

THIS LEASE, made this _____ day of _____, 2016 by and between the Village of Weston, a Wisconsin municipal corporation hereinafter referred to as "Weston," and Steven and Janessa Cronin, of Weston, Wisconsin, hereinafter referred to collectively as "Cronin."

WITNESSETH:

That Cronin desires to lease from Weston the premises hereinafter described for the period, at the rental, and upon the terms and conditions hereinafter specifically set forth.

Article 1. DEMISED PREMISES

Weston leases to Cronin the Operator's Equipment listed in Exhibit 1 and the concession stand located at the Weston Aquatic Center, Kennedy Park, Village of Weston, Marathon County, Wisconsin (hereinafter referred to as the "Demised Premises"), including a non-exclusive easement to use the driveways, sidewalks, and parking areas and common areas within the building and pool area to access the concession stand.

Article 2. TERM OF LEASE

The term of this Lease shall commence on _____, 2016 and terminate at midnight on September 30, 2018.

Article 3. RENT

Cronin agrees to pay Weston 10% of the total gross revenues (excluding sales taxes) from the sale of any and all items sold from the concession operation as rent for the use and occupancy of the Demised Premises. On or before September 30, of each year, Cronin shall submit to Weston a detailed financial statement of all sales along with payment of rent in full. Weston may request, and Cronin shall permit, a review of Cronin's financial records to verify the financial statement. Should Cronin collect any additional revenue from the concession operation after September 30, Cronin will pay the difference not later than 30 days following termination of the Lease.

Article 4. SERVICES

Cronin shall pay for all telephone use. Weston shall not be liable for any losses, injuries or damages incurred by Cronin due to an interruption in the supply of any utility service occasioned by the necessity to repair the utility service or any malfunction of the service. Cronin agrees to pay \$1,500.00 for utilities associated with the concession operations and half of the annual garbage service for the Weston Aquatic Center. All payments are due on or before

November 30, of each year.

Article 5. MAINTENANCE AND REPAIR

Cronin shall maintain the Demised Premises in good order and repair and in as good order and repair as it was at the commencement of this Lease, reasonable wear and tear excepted, and shall not cause or permit any waste, damage or injury to the Demised Premises or any other part of the Weston Aquatic Center. Any damage to the Demised Premises beyond normal wear and tear shall be repaired or replaced by Cronin at their expense. Weston must approve, in writing, all remodeling projects prior to commencement of said improvements. Cronin shall pay the cost of remodeling or redecorating the Demised Premises for the purpose of making it suitable for their intended use. Weston shall deliver the Demised Premises in a “ready for operation” condition.

Article 6. LIABILITY FOR DAMAGE TO LESSEE’S PROPERTY

Weston shall not be liable to Cronin for any damage from plumbing, gas, water, steam or other pipes or sewage, or the bursting, leaking or running of any cistern, tank wash stand, water closet or waste pipe in, upon or about the Weston Aquatic Center or the Demised Premises. Weston shall not be liable for any damage arising from the negligence of Cronin or any of their agents or employees.

Article 7. PURPOSE

The Demised Premises is to be used by Cronin for the purpose of conducting retail sales of refreshments during all regularly scheduled hours of operation of the pool. Weston agrees not to allow other food and drink vendors into the swimming pool area without permission from Cronin. Cronin shall have right of first refusal for catering any private parties. Catering revenues shall be included in the total gross revenue per Article 3. Drinks shall be dispensed only in cups of paper or plastic composition or in aluminum cans. No drinks shall be dispensed to patrons in glass containers.

It is understood and agreed Cronin shall have complete control of the operation of the concessions so long as the menu and pricing of the products are in accordance with market conditions. Weston shall provide and make available tables and chairs in the concessions area of the pool. Cronin agrees to clean the tables, chairs, and deck area surrounding the concession stand on a regular and daily basis.

Cronin agrees to hire and supervise all concession stand employees and insure reasonable standards of service and conduct.

Article 8. ORDINANCE, RULES & REGULATIONS

It is understood and agreed that Cronin shall, at its sole cost and expense, comply with all

of the requirements of the State of Wisconsin Board of Health and municipal, state and federal authorities in force at and during the term of the Lease pertaining to said concession operation, and shall faithfully observe in the use of the Demised Premises all municipal ordinances, zoning ordinances, and state and federal statutes in force at and during the term of this Lease. Cronin agrees to act in conformance with the requirements of its public liability insurance.

Article 9. HOURS OF OPERATION

It is understood and agreed by and between the parties hereto that the demised premises shall be operated from Memorial Day until the closing of the pool, around Labor Day. This shall not prohibit Cronin to be open earlier, or stay open later than the aforementioned dates. Cronin further agrees to open not later than 11:00 a.m. and will close not earlier than 8:00 p.m. during the swim season, except in circumstances when the entire pool has been closed due to weather.

Article 10. RIGHT OF ACCESS

Cronin shall permit Weston and its designated agents to enter into the Demised Premises or any part thereof, anytime, for the purpose of examining or inspecting same; or making such repairs or alternations as may be necessary for the safety or preservation thereof or for the purpose of showing the Demised Premises to prospective tenants or purchasers.

Article 11. SALE BY LESSOR

If Weston transfers or sells the Demised Premises, such sale or transfer shall be subject to this Lease. All of Weston's covenants and obligations contained herein shall run with the land and shall be binding upon the subsequent owner or owners thereof and such transferees from Weston shall assume the obligation of Weston hereunder.

Article 12. ASSIGNMENT OF LEASE

Cronin agrees not to assign or sublet this Lease of the Demised Premises without Weston's prior written consent. The waiver of any covenant of this Lease by either party thereto shall be limited to the particular instance and shall be not deemed to waive any other provision of this Lease; the acceptance by Weston of rent from an assignee shall not constitute a waiver of the provision of the Lease requiring the consent of Weston to an assignment or subletting by Weston, nor shall such acceptance of rent from an assignee relieve in any manner (except to the extent of such payment of rent) Cronin from any of the obligations or covenants to be performed by Cronin under the terms of this Lease.

Article 13. SAVE HARMLESS - PUBLIC LIABILITY INSURANCE

A. Cronin shall insure and keep insured the Demised Premises with a public liability policy of not less than Five Hundred Thousand Dollars (\$500,000) per person and One Million Dollars (\$1,000,000) per accident. The policy shall name Weston as an additional insured. The purpose of the policy is to protect Weston and Cronin from any damage by virtue of ownership or operation of the Demised Premises. Such insurance shall provide ten (10) days written notice

to be given to Weston before any cancellation thereof. Cronin shall deposit with Weston a copy of such insurance executed by Cronin's insurance carrier naming Weston as an additional insured.

B. Cronin shall insure and keep insured its personal property.

C. Cronin agrees to indemnify and hold harmless Weston from and against any and all claims, suits, actions, damages and/or causes of action arising out of Cronin's use of the Demised Premises.

D. Weston agrees to indemnify and hold harmless Cronin from and against all claims, suits, actions, damages and/or causes of action arising from operation of the swimming pool, playgrounds, bathhouse, parking lot and all areas not connected with the concessions operation.

Article 14. FIXTURE: ALTERATIONS

Cronin may install removal partitions, counters, racks, shelving and equipment and fixtures incidental to their use of the Demised Premises, all of which may be removed by Cronin upon expiration of this Lease or any renewal thereof, provided that Cronin shall leave said premises in good condition and substantially as it was before said removal, normal wear and tear excepted. All fixtures erected in or attached to the Demised Premises by Cronin may be removed by Cronin anytime, provided, (a) Cronin shall not then be in default in the performance of any of its agreements herein; (b) that such removal shall not permanently injure the building and that the Demised Premises is restored in as good condition as it is now, normal wear and tear excepted; and (c) that the removal shall be made before the expiration of this Lease or any extension thereof. However, Cronin shall not make any major repairs, alterations, additions or improvements to the Demised Premises without Weston's prior consent.

Article 15. DEFAULT

Nonpayment of rent or any monies due as provided in this Lease or failure to abide by any of the terms and conditions of this Lease shall constitute a default and Cronin shall immediately vacate the Leased premises. If Cronin fails to remove any trade fixtures or other property within thirty (30) days following such default, expiration of Lease or voluntary removal, then and in that event, the said fixtures and property shall be deemed abandoned by Cronin and shall become the property of Weston.

Article 16. SURRENDER OF DEMISED PREMISES

Cronin shall, at the termination of this Lease, by lapse of time or otherwise, surrender up said Demised Premises in good order and condition, ordinary wear and tear excepted.

Article 17. VILLAGE AUTHORITY

It is hereby agreed between the parties that except the time herein specified, Weston shall have complete control of the Demised Premises and Cronin shall only be allowed the use of the Demised Premises for the above-specified events. It is further agreed, that Weston shall have complete authority to prescribe rules and regulations for the use and operation of the Demised Premises. Cronin agrees to abide by the policies of Weston presently in effect or hereafter adopted in connection with the use of the Demised Premises as long as notice of such policies have been provided to Cronin. If in Weston's opinion, the food quality is not suitable, Weston shall notify Cronin in writing of the problem and Cronin shall immediately correct the problem. If the food quality continues to be unsuitable, Weston shall have the right to cancel the contract, not earlier than ten (10) days prior to the initial notification. Failure of Cronin to comply with the requirements of this paragraph shall constitute an immediate default requiring the surrender of the premises forthwith.

Article 18. NOTICES

Any notice from one party to the other hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed, enclosed in a registered or certified postage paid envelope, addressed to the respective addresses hereinafter stated:

To Weston at: Village of Weston
 5500 Schofield Avenue
 Weston, WI 54476

To Cronin at: Steven and Janessa Cronin
 5402 Hewitt Avenue
 Weston, WI. 54476

Either Weston or Cronin may at any time change such addresses by delivering or mailing, as aforesaid, notice of at least ten (10) days prior to the effective date of such change to the other party.

Article 20. COVENANTS BINDING

All the covenants, agreements, conditions, and undertakings herein contained shall extend to and be binding on the successors and assigns of the respective parties hereof as if they were in all cases named.

Article 21. MISCELLANEOUS

(a) If any term or provision of this Lease shall to any extent be held invalid or unenforceable, the remaining terms and provision of this Lease shall not be affected thereby, but each term and provision of this Lease shall be valid and be enforced to the fullest extent permitted by law.

(b) The headings of the respective paragraphs of this Lease are for convenience only and are not intended to nor shall they limit the provisions contained in said paragraphs.

(c) This Lease shall be governed and construed according to the laws of the State of Wisconsin.

(d) This Lease consisting of 21 Articles and five (5) pages contains the entire agreement between the parties and cannot be changed or supplemented orally.

IN WITNESS WHEREOF, the said parties have hereunto, interchangeable, set their hands and seals the day and year first above written.

LESSOR:

Village of Weston, a Municipal Corporation

Barbara Ermeling, Village President

Daniel Guild, Village Administrator

Sherry Weinkauff, Village Clerk

Shawn Osterbrink, Director of Parks, Recreation & Forestry

LESSEE:

Steven Cronin
5402 Hewitt Avenue
Weston, WI 54476

Janessa Cronin
5402 Hewitt Avenue
Weston, WI 54476

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.14.



Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS AND UTILITIES**

ITEM DESCRIPTION: **MODIFY POLICY FOR FROZEN WATER LATERAL RESPONSE**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, FEBRUARY 1, 2016**
BOARD OF TRUSTEES, FEBRUARY 15, 2016

POLICY QUESTION: Should the Board of Trustees approve modifications to the frozen water lateral response procedures of Weston Municipal Utilities as recommended by the Director of Public Works & Utilities?

RECOMMENDATION TO: I make a motion that the Board of Trustees adopt modifications to the frozen water lateral response procedures of Weston Municipal Utilities as recommended by the Director of Public Works & Utilities?

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: October 6, 2014 discussion at meeting of the Property & Infrastructure Committee February 1, 2016 by Property and Infrastructure Committee
Village legal counsel, Matt Yde, summarized on February 11, 2016

BACKGROUND: Following the harsh winter of 2013-2014 frozen lateral response procedures for utilities throughout the state of Wisconsin came under the microscope. Among the reactions to events occurring in other communities the Public Service Commission of Wisconsin determined that utilities should remain responsible for thawing frozen laterals even after advising customers to run water, or other measures, to prevent re-freezing when the freezing takes place on the utility's portion of the lateral (Mazomanie). A circuit court decision regarding this case ruled against PSC's position saying it was in essence beyond PSC's authority. Weston Municipal Utilities had modified its policy on frozen lateral response in early 2015 on the basis of the PSC's initial decision. A revision of the policy is recommended at this time to again place responsibility on the customer to heed the direction of the utility regarding frozen laterals. A related matter is the preference to have customer's sign a Waiver and Indemnification form in which the customer acknowledges there are potential risks associated with lateral thawing. The existing form was developed for a situation

where the utility was not required to thaw the lateral in accordance with PSC 185.88 and it was therefore the customer's responsibility. Following circuit court rulings on 2 cases which occurred during the winter of 2013-2014, Village legal counsel, Matt Yde, has recommended the Village allow discretion in the methods and procedure used to thaw service laterals. Attorney Yde further advises the waiver and indemnification form is only necessary if the Village is performing a thaw at the customer's expense. Otherwise the Village is simply providing advice as to possible risks when thawing a lateral is the Utility's responsibility.

If the Village does not choose to discontinue thawing service laterals at the customer's expense, modifications to the form have been recommended. If the Village discontinues thawing service laterals when the customer is responsible for the thaw, the form will be modified as simply a handout advising customers of some of the risks

The current policy and "WAIVER AND INDEMNIFICATION" form are attached along with marked up versions and recommended final versions. Other attachments are noted. With a revision of PSC 185 currently underway, a comprehensive review of the policy will be necessary, probably before the winter of 2016-2017. Additional changes and a more comprehensive report on this topic should be presented following adoption of the revised PSC 185 by the Wisconsin Legislature.

Supplemental Briefer for Agenda Items under Consideration

Attachments

Current Village policy on frozen laterals less attachments

Current "WAIVER AND INDEMNIFICATION" form.

Recommended policy and "CUSTOMER ADVISORY FORM."

Copy of article from League of Wisconsin Municipalities magazine regarding the Mazomanie case.

Copy of current language in PSC 185.88

Copy of proposed language from the draft revision of PSC 185 related to frozen water laterals.

POLICY MEMO

VILLAGE OF WESTON
DEPARTMENT OF PUBLIC WORKS & UTILITIES

TOPIC:	Response to Frozen Service Laterals
FROM:	Keith Donner, Director of Public Works & Utilities
PREPARED FOR:	All Departmental Employees
DATE:	Monday, March 2, 2015

In the aftermath of the severe winter of 2013-2014 there was much discussion about water utility obligations/responsibilities in responding to water service lateral freeze-ups throughout the state. Weston Municipal Utilities continues to follow the policy according to the guidelines of PSC 185.88 (copy attached).

Despite speculation that there would be modification to the language in PSC 185.88, there has been none. That said, there was a test case for a situation in Mazomanie in which the PSC interpretation places responsibility for maintaining service on the utility when a service lateral is known to freeze on the utility portion of the lateral, even if the customer has been notified to take steps to prevent re-freezing.

The policy of Weston Municipal Utilities in responding to frozen service lateral calls is as follows:

1. The utility follows the requirements of PSC 185.88. Since the copy of PSC 185.88 is attached it is unnecessary to re-state. In summary though:
 - a. If a customer reports a frozen lateral the utility will provide the 1st thaw at the utility's expense if:
 - i. It is unknown whether the freeze-up condition is on the customer's or Utility's portion of the lateral, and
 - ii. The customer's service is electrically conductive.
 - b. Customers who are known to have a recurring problem due to a deficiency on their portion of the lateral are annually mailed a letter to remind them of their obligation to take measures to prevent freezing.
 - i. If customers who have been so notified experience a frozen lateral they are to be advised to contact a contractor of their choice to thaw their lateral.
 - ii. Weston Municipal Utilities may, at its discretion, provide this service but thawing laterals at customer's expense will be the Utility's lowest priority relative to other cold weather or emergency response obligations. Customers must sign duplicate copies of a Waiver of Liability before the Utility will proceed in thawing a frozen customer

lateral. Thawing will be charged at the Utility's current rates and stated on the waiver form.

- c. If the Utility determines a service lateral freezes on the Utility portion of the lateral and advises the customer to run water as freeze prevention and the lateral re-freezes, the Utility will either take additional steps to thaw the lateral again or arrange for temporary water service. The Utility is obligated for any expenses associated with efforts to maintain service to the customer regardless of whether the customer heeds any advice given to the customer by the Utility, such as running water at the Utility's expense. However, dependent on other resource needs the Utility may not be able to respond to recurring instances of freezing when the customer does not heed the Utility's advice.
2. If a customer or the customer's contractor attempts to thaw a customer's lateral (the likely scenario for a known non-metallic service) and the Utility is subsequently notified that the contractor determines the service to be frozen on the Utility's portion of the lateral, the Utility, at its option, may request the customer or customer's contractor to continue efforts to complete the thaw of the Utility's portion of the frozen lateral at the Utility's expense. In these instances it is likely the Utility will have to render assistance to the customer or customer's contractor.
3. The Utility's preferred method of thawing a metallic service lateral will be with a portable welder. The Utility's procedure for using the welder includes removal of the water meter from the premises where the freeze-up has occurred and the next closest service making the shortest path for the current to flow between the two premises. If the water meter cannot be removed from this neighboring premises, the portable welder is not to be used for thawing.
4. The Utility does not begin efforts to thaw service laterals during hours of darkness as a matter of safety for its employees and the public. However, if thawing efforts begin during daylight hours and must be continued after sundown, the effort will be continued until complete.

Administrative/clerical staff answering telephone calls should become familiar with this policy. If anyone is unsure of how to advise customers, or if customers have additional questions they are to be referred to other personnel in the following order of priority:

1. Utility Clerk, Donna Van Swol
2. Director of Public Works and Utilities, Keith Donner
3. Deputy Director of Public Works, Michael Wodalski
4. Utility Foreman, John Borth
5. Other Utility Operations staff - Craig Groshek, Chad Dietsche, or Dave Krause.

The following customer lists and information are attached and will be updated annually.

- A. Customers whose water service laterals are known to freeze on the customer's portion of the lateral and properties with saddle taps, (customers whose lateral is known to freeze on the Utility's portion of the lateral),
- B. Sample letter to customers with known problems
- C. Non-metallic service laterals on the customer portion of the lateral,
- D. Hourly rate for thawing customer laterals by Weston Municipal Utilities personnel.
- E. Sample "Waiver of Liability" form

WAIVER AND INDEMNIFICATION

I am the owner of property in the Village of Weston located at _____,
_____, Wisconsin. The water that serves my property is supplied by the Village of
Weston. Water flow to my property is currently blocked due to a frozen water lateral or laterals.
I understand that the frozen lateral(s) are on my property and I have the right to hire a plumber,
at my own expense, to locate the blockage and solve this problem. Alternatively I have requested
that the Village of Weston provide lateral thawing services at my expense. The Village will
charge me for its costs on a time and material basis at a rate of \$175.00 per hour and I agree to
accept those services based on the terms and conditions contained in this document.

I understand that the services to be performed to restore water flow to my property may
include: Removing my water meter, operating valves on my interior plumbing system,
connecting welder cables to my interior and exterior plumbing system, and disconnecting
electrical grounding cables

_____.

I understand that even if the Village of Weston performs thawing procedures using
standard accepted practices in a workmanlike manner, water and debris from inside the lateral
may flow into my premises causing damage to property, including, but not limited to, electrical
appliances and devices, drywall, floor coverings, electrical fixtures, plumbing fixtures, and
personal property. I also understand that the Village of Weston must access the frozen lateral(s)
from inside my building, and I give the Village of Weston authorization to remove anything that
obstructs the thawing equipment's access to the frozen lateral (s).

I hereby authorize the Village of Weston to provide any of the services described above

to restore water to my premises. I hereby waive on behalf of myself, my family, heirs and personal representative, all claims or potential claims against the Village of Weston, its trustees, employees and agents, which may arise from the Village of Weston's performance of thawing services as described above.

I further agree to indemnify and hold harmless the Village of Weston, its trustees, employees and agents, as to any claims made by any other person arising out of the Village of Weston's thawing services as described above, said indemnification including, but not limited to, payment of the Village of Weston's damages, reasonable attorneys fees and costs. This indemnification and hold harmless provision is intended to apply to any claims by me or my tenants for property damage, claims for subrogation by any insurance company, and claims by any owner of damaged property arising out of the thawing services described above.

No promise, inducement or agreement not expressed in this document has been made. I am relying on my own judgment, belief and knowledge. This document contains the entire agreement. The terms of this document are intended to form a binding contract.

I HAVE READ THIS WAIVER AND INDEMNIFICATION AND FULLY UNDERSTAND IT.

Signed: _____

Date: _____

Witness: _____

Date: _____

POLICY MEMO

VILLAGE OF WESTON
DEPARTMENT OF PUBLIC WORKS & UTILITIES

TOPIC:	Response to Frozen Service Laterals
FROM:	Keith Donner, Director of Public Works & Utilities
PREPARED FOR:	All Departmental Employees
DATE:	Friday, February 12, 2016

In the aftermath of the severe winter of 2013-2014 there was much discussion about water utility obligations/responsibilities in responding to water service lateral freeze-ups throughout the state. Weston Municipal Utilities continues to follow the policy according to the guidelines of PSC 185.88 (copy attached).

A draft revision of PSC 185 is currently being reviewed for comment. It includes significant language changes related to frozen laterals. Until revisions are adopted, the current language remains in effect. and I have not yet digested them, but have included a copy of the frozen lateral provisions for information.

The policy of Weston Municipal Utilities in responding to frozen service lateral calls is as follows:

1. The utility follows the requirements of PSC 185.88. Since the copy of PSC 185.88 is attached it is unnecessary to re-state. In summary though:
 - a. If a customer reports a frozen lateral the utility will provide the 1st thaw at the utility's expense if:
 - i. It is unknown whether the freeze-up condition is on the customer's or Utility's portion of the lateral, and
 - ii. The customer's service is electrically conductive.
 - b. Customers who are known to have a recurring problem due to a deficiency on their portion of the lateral are annually mailed a letter to remind them of their responsibility to take measures to prevent freezing.
 - i. If customers who have been so notified experience a frozen lateral they are to be advised to contact a contractor of their choice to thaw their lateral.
 - c. If the Utility thaws a service lateral and determines it had frozen on the Utility portion of the lateral, then advises the customer to run water as freeze prevention and the lateral re-freezes, the customer will be responsible for the costs of thawing.
2. The Utility will no longer thaw service laterals when it is the customer's responsibility to thaw.

3. If a customer or the customer's contractor attempts to thaw a customer's lateral (the likely scenario for a known non-metallic service) and the Utility is subsequently notified that the contractor determines the service to be frozen on the Utility's portion of the lateral, the Utility, at its option, may request the customer or customer's contractor to continue efforts to complete the thaw of the Utility's portion of the frozen lateral at the Utility's expense. In this case it is likely the Utility will have to render assistance to the customer or customer's contractor.
4. The Utility will determine the preferred method of thawing a service lateral based on the circumstances and advise the customer of some of the risks involved in thawing their service lateral.
5. The Utility does not begin efforts to thaw service laterals during hours of darkness as a matter of safety for its employees and the public. However, if thawing efforts begin during daylight hours and must be continued after sundown, the effort will be continued until complete.

Administrative/clerical staff answering telephone calls should become familiar with this policy. If anyone is unsure of how to advise customers, or if customers have additional questions they are to be referred to other personnel in the following order of priority:

1. Utility Clerk
2. Director of Public Works and Utilities
3. Deputy Director of Public Works
4. Utility Foreman
5. Other Utility Operations

The following customer lists and information are attached and will be updated annually.

- A. Customers whose water service laterals are known to freeze on the customer's portion of the lateral and properties with saddle taps, (customers whose lateral is known to freeze on the Utility's portion of the lateral),
- B. Sample letter to customers with known problems
- C. Non-metallic service laterals on the customer portion of the lateral,
- D. Sample "Risk Advisory Handout"

CUSTOMER ADVISORY INFORMATION

The water that serves your property is supplied by the Village of Weston Municipal Utilities (the Utility). Water flow to your property is currently blocked due to a frozen water lateral or laterals. In accordance with PSC 185.88 (Wis. Admin. Code) it is the Utility's responsibility to thaw the lateral at the Utility's sole expense to ascertain where the freeze-up has occurred.

The services to be performed to restore water flow to your property require utility personnel to enter your premises and may include: Removing your water meter, operating valves on your interior plumbing system, connecting welder cables to your interior and exterior plumbing system, disconnecting electrical grounding cables, filling the tank of a hot water thawing device, pumping hot water into your lateral for thawing, spillage of water onto your floors during and following the thawing procedure.

Please be advised that even if the Utility performs thawing procedures using standard accepted practices in a workmanlike manner, water and debris from inside the lateral may flow into your premises causing damage to property, including, but not limited to, electrical appliances and devices, drywall, floor coverings, electrical fixtures, plumbing fixtures, and personal property. Please also understand that the Utility must access the frozen lateral(s) from inside your building, and you must give the Utility authorization to remove anything that obstructs the thawing equipment's access to the frozen lateral (s).

PROVIDED TO THE CUSTOMER AT _____
(ADDRESS)

Signed: _____
(Utility Representative)

Date: _____

Witness: _____

Date: _____

DRAFT

THE MUNICIPALITY

November 2015, Vol. 110, No. 11

Your Voice. Your Wisconsin.

The Nuts and Bolts of Municipal Operations



*****CAR-RT LOT**R007

P3 P-3 P162

DAVE KRAUSE

VILLAGE UTILITY OPERATOR

VILLAGE OF WESTON

5500 SCHOFIELD AVE.

WESTON WI 54476-4395

IN THIS ISSUE:

- Wisconsin's Hidden Infrastructure*
- Capital Planning and Budgeting*
- Frozen Water Laterals: PSC Overruled*

Frozen Water Laterals: PSC Overruled!

By Attorney Timothy D. Fenner, Axley Brynelson, LLP



The winter of 2013-14 was severely cold; and there were numerous instances of frozen water laterals. Many municipalities issued notices to water users to run a pencil-sized stream of water to prevent freezing of the pipes.

However, some customers neglected to follow this advice; and as a result, their water laterals froze. This is what happened in the Village of Mazomanie, located in Dane County, Wisconsin.

A Mazomanie home owner with a frozen lateral retained the services of a plumber to “thaw” the lateral. The plumber indicated that the freeze occurred in the utility portion of the water lateral, *i.e.*, the lateral located between the curb box and the water main. The customer then presented the plumbing bill to the Village for payment, and the Village refused to pay. The reason for such refusal was simple: The customer had neglected to follow the directive to run water thereby causing the freezing.

The customer then complained to the Wisconsin Public Service Commission (PSC). Following an investigation, the PSC concluded that the Village had an obligation to reimburse the customer for the cost of thawing the lateral, and ordered the Village to reimburse the customer. The PSC’s reasoning was that the freeze was allegedly within the

Timothy D. Fenner is a senior partner in the law firm of Axley Brynelson LLP, and chairs the firm’s municipal law team. A significant portion of his practice is focused on representation of municipalities located throughout the state of Wisconsin, with special emphasis on public utility issues. He also specializes in matters associated with financially distressed tax incremental financing districts, economic development incentives, land-use and financing matters involving local governmental entities. Mr. Fenner can be reached at: tfenner@axley.com or (608) 257-5661.

“utility owned” portion of the lateral. The PSC refused to give any consideration to the fact that the customer caused the freezing by neglecting to follow the directive to run water. The Village determined to challenge the decision of the PSC and sought judicial review. The League of Wisconsin Municipalities Insurance Trust reimbursed the village’s legal fees for seeking review of the PSC’s decision.

Upon review, the circuit court concluded:

- (1) The relevant statutes and administrative regulations do not give the PSC any authority, express or implied, to order a municipality to reimburse a customer for expenses related to thawing a frozen lateral under these circumstances. As the court noted, “... such a broad grant of authority would allow the PSC to become involved in all third party actions involving utility companies.”
- (2) The decision of the PSC was contrary to an existing administrative rule dealing with the thawing of frozen laterals. The PSC applied the rule as if it focused on only the “customer owned portion” of the lateral. However, the court noted that the rule applied to both the customer owned and the utility owned portions; and to apply it in the manner proposed by the PSC would reward a customer for failing to follow the directives on how to prevent freezing. The court concluded that “in this case, it is clear that lateral thawing shall be at the customer’s expense if the utility advises the customer of corrective measures to be taken and the customer does not follow the utility advice.”

*PSC Overruled
Continued on page 382*

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FEATURE ARTICLE

PSC Overruled
From page 381

The circuit court ruling has significance for all municipalities in the following respects:

- (1) At least one circuit court has concluded that the PSC does not have the authority to order a water utility to pay a customer's claim for reimbursement. Indeed, such authority would put the PSC in a position of deciding all types of claims that could arise between a customer and a utility. It would be the prosecutor, judge and jury. The legislature did not grant this type of authority to the PSC. Claims of this sort are best resolved through the normal process, *i.e.*, litigation in the court system.
- (2) The thawing of a frozen water lateral is a time-consuming, expensive and dangerous process. It may involve electric current, excavations, and safety concerns. The better way of addressing freezing of laterals is to be proactive — *i.e.*, direct customers to run a pencil-sized stream to prevent freezing. Water utilities who issue these directives will not be responsible for thawing frozen laterals if the customer neglects to follow this directive. In such event, the customer bears the consequences of such neglect, rather than the general fund of the utility.
- (3) Bear in mind that this decision does not remove water utilities from the obligation of paying for the thawing of frozen pipes in all instances. Situations remain in which the water utility is responsible for the cost of thawing frozen water pipes. These would include frozen water mains or utility-owned portions of water lines that do not comply with the five to seven feet below ground surface design standards (or other good engineering practices).

Public Utilities 353

(4) WATER LOSS CONTROL. (a) Each public utility shall calculate its annual percentage of non-revenue water and its percentage of water loss, based on the volume of water entering its distribution system.

(b) A public utility shall submit to the commission a water loss control plan if a water audit shows the public utility has any of the following:

1. A percentage of non-revenue water that exceeds 30 percent.

2. A percentage of water loss that exceeds 15 percent for a Class AB or Class C utility or 25 percent for a Class D utility.

(c) A water loss control plan under par. (b) shall include all of the following:

1. The reasons for the excessive non-revenue water or water loss.

2. A description of the measures that the utility plans to undertake to reduce water loss to acceptable levels within a reasonable time period.

3. An analysis of the costs of implementing a water loss control program, including a comparison of lost sales revenue and the costs that would be avoided by reducing leaks and losses.

4. Any additional information required by the commission.

(d) The commission may require a public utility to conduct a leak detection survey of its distribution system if for three consecutive years the public utility's percentage of water loss exceeds 15 percent for a Class AB or Class C utility or 25 percent for a Class D utility.

History: CR 11-039: r. and recr. Register July 2012 No. 679, eff. 8-1-12.

PSC 185.86 Flushing mains. (1) Dead-end mains, or other low flow portions of distribution systems, shall be flushed as needed to eliminate or minimize complaints from consumers arising from an objectionable condition of water due to lack of circulation. Hydrants or other flushing devices shall be placed to allow for flushing of the entire system.

(2) When practical, public notice of proposed flushing shall be given by radio, newspaper announcement, or other appropriate means.

(3) A record shall be kept of all flushing of mains, showing date, place, and estimated volume of water used. This record shall be used to determine the necessary frequency of flushing and to estimate unmetered use.

History: Cr. Register, January, 1997, No. 493, eff. 2-1-97.

PSC 185.88 Frozen laterals. (1) Thawing of a customer's lateral shall be at the utility's expense if:

(a) The freeze-up is a direct result of a utility disconnect and the disconnection occurs during a time when conditions are such that freeze-up could reasonably be expected to occur or;

(b) The customer's portion of lateral is electrically conductive and:

1. It is the first thaw for the customer at the location and;

2. The utility has not provided the customer with seasonal notice of the corrective actions to be taken for a known condition.

(2) Lateral thawing shall be at the customer's expense if:

(a) The customer's lateral is not electrically conductive and the freeze-up is not a direct result of a utility disconnect as set forth in sub. (1) (a) or;

(b) The customer neglected to provide or maintain proper insulation or protection for the lateral according to standard accepted practice, or specific utility instructions on, for example, the required depth of burial needed to prevent freezing, or;

(c) The utility advises the customer of the corrective measures to be taken and the customer does not follow the utility's advice. (See s. PSC 185.35 (7) for bill adjustment where a utility requests a customer to let water flow to prevent freezing), or;

(d) If the utility disconnects for a dangerous condition.

History: Cr. Register, January, 1997, No. 493, eff. 2-1-97; CR 01-033: renun. from PSC 185.89 Register October 2001 No. 550, eff. 11-1-01; republished to reinstate inadvertently deleted (2) (c) Register March 2014 No. 699.

PSC 185.89 Adequacy of Water Supply, Emergency Operations and Interruptions of Service.

(1) **ADEQUACY OF WATER SUPPLY.** A public utility shall exercise reasonable diligence to furnish a continuous and adequate supply of water to its customers.

(2) **EMERGENCY OPERATION.** (a) A public utility shall make reasonable provisions to meet an emergency resulting from the failure of power supply or from fire, storm, or similar events. A public utility shall inform its employees of procedures to be followed in an emergency to prevent or mitigate the interruption or impairment of water service.

(3) **INTERRUPTIONS OF SERVICE.** (a) A public utility shall make all reasonable efforts to prevent interruptions of service. If an interruption occurs, the public utility shall make reasonable efforts to re-establish service with the shortest possible delay, consistent with safety to its employees, customers, and the general public.

(b) If an emergency interruption significantly affects fire-protection service, a public utility shall immediately notify the fire chief or other responsible local official.

(c) A public utility shall make reasonable efforts to schedule planned interruptions at times that minimize customer inconvenience. A public utility shall make reasonable efforts to notify customers of the time and anticipated duration of a planned interruption.

(d) A public utility shall notify the Commission of a service interruption under s. PSC 185.44 (1).

History: CR 11-039: cr. Register July 2012 No. 679, eff. 8-1-12.

PSC 185.90 Water Supply Shortage. (1) **DECLARATION.** A public utility may declare a water supply shortage if the public utility cannot adequately meet customer demand due to drought, insufficient source capacity, or excessive demand.

(2) **PLAN.** A public utility may adopt a water supply shortage curtailment plan and file the plan with the commission under s. PSC 185.21.

(3) **APPLICABILITY.** Unless a public utility has adopted a water supply shortage curtailment plan under sub. (2), the provisions of this section apply.

(4) **TEMPORARY CURTAILMENT.** Except as provided in sub. (6), a public utility may temporarily curtail water service to some or all of its customers during a water supply shortage, if the curtailment is necessary to protect public utility facilities, to prevent a dangerous condition, or to alleviate a condition that presents an imminent threat to public health, welfare, or safety.

(5) **UTILITY RESPONSIBILITIES.** If a public utility determines that it is necessary to curtail service under this section, the public utility shall do all of the following:

(a) Make reasonable efforts to notify customers affected by the water supply shortage.

(b) Request all customers to enact voluntary water conservation measures to reduce water consumption, including limiting irrigation and other non-essential uses.

(c) Implement any curtailment in an equitable manner that allows the public utility to maintain reasonably adequate service to the greatest number of customers, consistent with public health, welfare or safety.

(d) Promptly restore service.

(6) **APPROVAL TO CURTAIL ESSENTIAL USE CUSTOMERS.** A public utility may not curtail service to a customer under this section without the commission's prior approval if the customer provides essential public health, welfare, or safety functions that require consistent water service or if any of the conditions described in s. PSC 185.37 (8) (h), (8m), (9), or (10) apply.

4. Billing system business process evaluation.

Comment [I581]: What is this for?

5. Resource allocation, including planned preventative maintenance.

(e) The commission may require a utility to take corrective action if, for 3 consecutive years, a utility does not show demonstrable progress in reducing its non-revenue water. A utility may show demonstrable progress through one or more of the following measures:

Comment [I582]: Standard of "reducing non-revenue water" is an ever decreasing standard.

1. Improvement in the infrastructure leakage index and data validity score in the water audit.

2. Improvement in the operational real losses as shown in the water audit.

3. Improvement in the operational apparent losses as shown in the water audit.

4. Evidence that an economic level of leakage has been achieved.

(f) The commission may consider a utility's progress in addressing water loss during rate-making and construction authorization cases.

Comment [I583]: PROBLEM. PSC should only be considering this to the extent it affects the statutory standards.

PSC 185.67 Flushing mains.

Comment [I584]: Adapted from existing PSC 185.86

(1) A utility shall flush dead-end mains, or other low flow portions of distribution systems as needed to minimize objectionable water conditions due to lack of circulation. A utility shall place hydrants or other flushing devices to allow for flushing of the entire system.

Comment [I585]: Adapted from PSC 185.86(1)

(2) When practical, a utility shall give public notice of proposed flushing by using television, radio, newspaper announcement, or other appropriate means.

Comment [I586]: Adapted from PSC 185.86(2)

(3) A utility shall keep a record of all main flushing, showing the date, place, and estimated volume of water used. A utility shall use this record to determine the necessary frequency of flushing and to estimate unmetered use.

Comment [I587]: Adapted from PSC 185.86(3)

185.68 Cold weather conditions and freezing. (1) Responsibility for water supply system. For purposes of this section:

Comment [I588]: Adapted from existing PSC 185.88

(a) "Portion of a water supply system for which the utility is responsible" means all of the following:

Comment [I589]: CONCERN WITH THIS SECTION OVERALL – BUT LIKELY WRWA WILL FOCUS ON THIS

1. The main and all facilities preceding the main.

Comment [I590]: MAZOMANIE CASE – IS PSC GOING TOO FAR?

2. The facilities between the main and the curb stop.

Comment [I591]: Eliminated existing language about a customer's portion of the lateral being electrically conductive. So – utility would have to thaw even if the lateral isn't electrically conductive.

3. The curb stop box and valve, including the connection to that portion of the water supply system for which the property owner or customer is responsible.

Comment [I592]: Is this consistent with how utility views its ownership?

(b) "Portion of a water supply system for which the property owner or customer is responsible" means that portion that is between the customer's side of the connection to the curb stop box and the point of use.

(2) Thawing frozen portions of a water supply system. (a) General rule. 1. A utility shall be responsible for the cost of thawing that portion of a water supply system for which it is responsible.

Comment [I593]: Nothing says how soon the utility must thaw the line

2. Except as provided in par. (b), a property owner or customer shall be responsible for the cost of thawing that portion of a water supply system for which it is responsible.

(b) Exceptions. 1. A utility shall thaw that portion of a water supply system for which the property owner or customer is responsible, at no cost to the property owner or customer, if the property owner, customer, and occupant have not each received the notice under sub. (5) (b) or (6).

Comment [I594]: Requires notice to property owner, customer and occupant.

Why isn't this providing a private benefit to a property owner (like the lead lateral situation)?

2. The utility shall thaw that portion of a water supply system for which the property owner or customer is responsible, at no cost to the property owner or customer, if the freezing is a direct result of the utility disconnecting the customer for a reason other than a dangerous condition and the disconnection occurs during a time when conditions are such that freezing could reasonably be expected to occur.

Comment [I595]: Adapted from PSC 185.88((1)(a))

(c) Alternative method of providing water. If a utility is unable to thaw a frozen portion of a water supply system for which it is responsible to thaw, then it shall supply the occupant with water using an alternative method such as connecting the occupant with another customer's service.

Comment [I596]: Good. What does it mean that "a utility is unable to thaw a frozen portion of a water supply system?"

(3) The source of the freezing. (a) A utility shall employ reasonable methods for determining in which of the following portions of a water supply system freezing began:

Comment [I597]: Makes utility responsible for determining source of freezing. How practical is this?

1. The portion for which the utility is responsible.
2. The portion for which the property owner or customer is responsible.

(b) A utility shall treat freezing as having begun in the portion of the water supply system for which the utility is responsible if all of the following are true:

1. The source of freezing in a water supply system cannot be determined.
2. The portion of the water supply system for which the property owner or customer is responsible is frozen and there is no record of that portion of the water supply system freezing in the past.

(c) A utility shall document its findings about where freezing began.

(4) Utility's future responsibility. (a) The utility is responsible for preventing future freezes if it determines under sub. (3) that freezing began in a portion of a water supply system for which the utility is responsible.

(b) If the utility is responsible for preventing future freezes, it shall do all of the following:

Comment [I598]: Requirements on preventing freezing. How realistic is this?

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1. Initiate an immediate temporary corrective action that will prevent that portion of a water supply system from freezing again, such as giving the occupant a notice under sub. (6), which requests that the occupant run water.

Comment [I599]: What is immediate temporary corrective action?

2. Within a reasonable time frame, provide a lasting solution which may include adding ground cover or insulation to protect that portion of a water supply system from freezing under normal winter conditions.

Comment [I600]: What is a "lasting solution"? At least there is a reference to freezing under normal winter conditions.

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Note: See s. 185.34 (6) which is the requirement to adjust a customer's bill for water that is run at the utility's request to prevent freezing.

Note: See the s. 185.61 (2) (e) requirement to protect utility-owned portions of the laterals from freezing.

(5) Property owner or customer's future responsibility. (a) The property owner or customer is responsible for preventing future freezes if the utility determines under sub. (3) that freezing began in a portion of a water supply system for which the property owner or customer is responsible.

(b) If the property owner or customer is responsible for preventing future freezes, the utility shall inform the property owner, customer and occupant, in writing, of all of the following:

1. That freezing began in a portion of the water supply system for which the property owner or customer is responsible and that the property owner or customer is responsible for preventing future freezes.
2. That the occupant may initiate some immediate temporary corrective action to prevent that portion of a water supply system from freezing again, such as running the water at the customer's expense.
3. That if no lasting solution is provided to prevent future freezing, such as adding ground cover or insulation, then the property owner or customer will be responsible for thawing its portion of the water supply system in the future.
4. A statement that the customer may contact the commission staff in the event that the customer disputes this finding and has pursued available remedies with the utility.
5. The commission's address, telephone number and web site.

Comment [1601]: What does this mean? What type of "lasting solution" can the customer perform in order to avoid responsibility.

(c) A utility shall provide the notice under sub. (b) at the following times:

1. At the time the utility determines that freezing began in the portion of a water supply system for which the property owner or customer is responsible.
2. Between October 1 and October 15 of each succeeding year.
3. When a new customer applies for water service at that location between the time the notice was given under subd.1. or 2. and April 1 of the following year.

Comment [1602]: Need to provide notice every year. If notice is not provide during this and there is a freeze – is a subsequent freeze at the propertyowner's expense?

Comment [1603]: applicant

(6) Run water notice - individual.

(a) A utility shall include all of the following in a notice under this subsection:

1. An explanation of why water should be run.
2. The date on which the occupant should begin running water.
3. The volume of water to be run, such as at the rate of 1 gallon per X minutes or Y fluid ounces per X minutes.
4. An explanation of how the volume in subd. 3. can be easily determined.
5. An explanation of how the occupant will know that the occupant can stop running water.
6. A statement that unless it has been told otherwise by the utility, the customer will receive a credit for the water that it runs at the utility's request and a description of the method that will be used to calculate the credit for the customer.
7. A statement that if the occupant does not run water after receiving the notice, the customer may, under certain circumstances, be responsible for the cost of thawing the customer's frozen portion of a water supply system.

Comment [1604]: Is this a run water notice for the utility's benefit – or the run water notice where an individual household has a problem? The credit would be different under each.

Comment [1605]: When is a credit available.

(b) Although it may use additional methods, a utility shall deliver a notice under this subsection in at least 1 of the following ways:

1. First-class mail to the mailing address and the service address, if different.

Comment [1606]: Only responsible for thawing the customer's frozen portion of the lateral? If they don't run water they won't be responsible for thawing utility portion of lateral – but is it the case that service might be provided by different means?

Comment [1607]: How does this fit with emergency notice below to a larger group of customers.

2. Hand delivery to an adult member of the household at the service address.

3. Unless the premises is likely to be empty because the customer is seasonal, leaving a notice at the service address.

(c) A utility shall keep, for the time period specified in s. PSC 185.104 a record of its method of delivery for each notice issued under this subsection.

(d) A utility that issues a notice under this subsection shall notify the commission within 7 days of issuing it if a notice is sent to the lesser of the following:

1. 500 of the utility's customers.

2. 20% of the utility's customers if that number is greater than 50.

(7) Run water notice – emergency notice.

(a) When weather conditions result in a risk of freezing in the water supply systems of multiple customers, the utility may issue an emergency notice to customers informing them that they should run water to prevent freezing. The utility shall issue the notice in a manner most likely to reach its customers, including television, radio, and its web site.

(b) A utility shall include all of the following in the notice under par. (a):

1. An explanation of why water should be run.

2. The volume of water to be run, such as at the rate of 1 gallon per X minutes or Y fluid ounces per X minutes.

3. An explanation of how the volume in subd. 2. can be easily determined.

4. A statement that unless the customer has been told something different by the utility, the customer will receive a credit for the water that it runs.

(c) A utility shall issue an individual printed notice under sub. (6) to each affected customer as soon as practicable after issuing an emergency notice under this subsection.

(d) A utility that issues a notice under this subsection shall notify the commission within 7 days of issuing the notice.

Note: Issuing an emergency notice cannot take the place of issuing an individual notice under sub. (5) when an individual notice is required.

PSC 185.69 Water supply shortage.

(1) DECLARATION. A utility may declare a water supply shortage if it cannot adequately meet customer demand due to drought, insufficient source capacity, or excessive demand.

(2) PLAN. A utility may adopt a water supply shortage curtailment plan and file the plan with the commission under s. PSC 185.23.

(3) APPLICABILITY. Unless a utility has adopted a water supply shortage curtailment plan under sub. (2), the provisions of this section apply.

Comment [1608]: Is this the individual notice? How does this fit with emergency notice below?

Comment [1609]: Requires an additional mailing

Comment [1610]: Adapted from existing PSC 185.90

Comment [1611]: PSC 185.90(1)

Comment [1612]: PSC 185.90(2)

Comment [1613]: PSC 185.90(3)

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.15.



Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS & UTILITIES**

ITEM DESCRIPTION: **ADOPTION OF DEPARTMENT OF PUBLIC WORKS AND UTILITIES' STRATEGIC PLANNING MEMORANDUM**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, FEB. 1, 2016**

POLICY QUESTION: Should the Board of Trustees approve the Department of Public Works & Utilities' Strategic Planning Memorandum, revised on August 20, 2015 as recommended by the Property and Infrastructure Committee on 2/01/16?

RECOMMENDATION TO: I make a motion that the Board of Trustees approve the Department of Public Works & Utilities' Strategic Planning Memorandum, revised on August 20, 2015, as recommended by the Property and Infrastructure Committee on 02/01/16.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: This item was presented to the Property & Infrastructure Committee at their regular meeting on November 2, 2015. Property & Infrastructure approved on 2/01/16.

BACKGROUND: In April of 2015 Village staff updated the strategic plans for their departments. The plan for the Department of Public Works was revised in August 2015. Administrator Guild requested that the village committees review the strategic plan for the department(s) for which they provide oversight. The Property & Infrastructure Committee approved the plan for the Department of Public Works on 02/01/16. The strategic plan and the business plan are attached for your review.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments:
- Strategic plan
 - Strategy Map
-
-



**DEPARTMENT OF PUBLIC WORKS & UTILITIES
STRATEGIC PLAN April 21, 2015
Revised, August 20, 2015**

Mission and Vision

The Department of Public Works and Utilities recognizes that Strategic Planning must be consistent with the Village of Weston's mission and vision for the future. Strategic Planning should then serve to identify the priorities of the Village organization as a whole and for the various departments for a specific planning period. The Strategic Plan itself should be a road map relative to which activities receive resources; primarily staff time and financial support. Strategic Planning should be an ongoing, continuous, effort. It is then an essential foundation for establishing a culture of continuous improvement – to foster a climate of introspectively questioning, analyzing, and reporting on current processes and procedures – to best utilize the available resources and carry out the Village's mission to accomplish its future vision.

The Department of Public Works provides or maintains certain essential services for Village residents. Those essential services fall under the broad categories of:

- Water Resource Management
 - Potable Water Supply and Distribution
 - Wastewater Collection
 - Surface Water (Storm Water) Drainage
- Right-of Way Management
 - Street Maintenance
 - Snow and Ice Control
 - Utility Coordination
- Solid Waste Recycling and Reuse

There are a number of other related, support functions that are vital to delivery of these essential services – some directly under the Department's responsibilities and some delegated to other departments.

Support Functions Directly Under Departmental Control:

- Engineering and Project Management
- Facilities Management
- Equipment and Fleet Management
- Traffic Control
- Safety Training and Risk Management



Support Functions provided through or coordinated with other Departments:

Human Resource Management
Communications
Financial Management

Activities conducted under these broad functional categories more fully describe and define the services provided by the Village. Many functions are inter-related and activities conducted to provide services under a broad functional category cannot usually be conducted completely independently of, or without influencing, others. For example, a street reconstruction project impacts water resource infrastructure as well.

The Department and the Village continue to make progress in coordination and sharing of resources across functional and departmental lines to effectively deliver the range of services. There is a need to continually evaluate what are or should be considered the essential services provided, as well as the level of services to be provided.

Historically there undoubtedly is, or has been, a subjective, “gut-level,” understanding of just what constitutes the essential services furnished by/through the Department of Public Works along with an expected level of service. However, the subjective expectations of Village staff, Village elected officials, and Village residents may not match up. Dysfunction results when a set of expectations has not been communicated to residents leaving staff and elected officials to independently or unilaterally determine what level of service is reasonable in each new situation – trying to hit the proverbial moving target.

Strategic Planning provides the opportunity to more formally articulate the mission of the Public Works Department.

The Department of Public Works has the following overarching goals within the strategic planning process.

1. Organizational Capacity Development and Maintenance – Develop and maintain the physical, financial, and human resources required to deliver the desired services at the level defined by the citizens and elected officials.
2. Organizational Resiliency - Develop and implement systems and processes that position the organization to continue service delivery over time and through times of significant change or crisis.
3. Promote a Culture of Continuous Improvement – Resources for even the most essential services are dwindling – at least from traditional sources. Municipal



government is being subjected to a heightened level of scrutiny as stewards of the public's resources. It is not reasonable to expect elected officials and taxpayers to simply accept that staff "knows best" with no questions asked or that business can continue as usual. All necessary services, processes, and procedures must be examined and re-examined to incrementally improve service delivery or reduce costs, or both. This should be done by promoting a culture of continuous improvement that includes accountability (performance measurement) for demonstrating that resources are being used wisely. This culture of continuous improvement will be dependent on the staff being receptive to change, so change must not be perceived as a threat.

The department will be challenged to fulfill these goals as turnover in the organization occurs with staff within the next 5 years. Similarly, though the makeup of the Board of Trustees has been very stable for the past 15 years, this situation could change unpredictably. A critical need in the Department of Public Works is re-setting or establishing policies and procedures that provide the framework for maintaining a consistent level of service as change occurs.

In preparing the strategic planning goals for the Department of Public Works and Utilities, the over-arching goals previously outlined – Organizational Capacity, Organizational Resilience, and Continuous Process Improvement – should be implicit, if not explicit, as the primary factors for inclusion, i.e. specific goals are aimed at preserving our capacity to provide a service, or improving our resiliency to a major change event.



I. Goal #1 – Improve the financial position of the Village, while delivering ROI to our taxpayers.

1. Project: Develop Regional Capacity/Partnerships between the Village and Neighboring Communities and/or Other Partners, various milestone dates.

The Village has limited in-house capacity and limited resources to furnish services. By partnering with neighboring communities, other public sector agencies, and/or private sector companies, capacity and resources could be shared to better serve all communities in the Wausau urbanized area. Additionally, agreements should be developed to clearly define the roles and responsibilities of the communities that have infrastructure interdependencies to assure that resources are equitably allocated to each community. Intergovernmental agreements may address single issues or multiple issues and the contents of agreement(s) will likely be influenced by the priorities of each community at a particular time. Ideally agreements will be as comprehensive as possible.

a. By December 31, 2016, Complete Intergovernmental Agreement(s) with Schofield for infrastructure operation and maintenance interdependencies and capital replacement responsibilities

Goal Identification:	Improve the financial position of the Village while delivering ROI to our taxpayers
Strategy Identification:	Investigate opportunities for increased collaboration with other institutions and agencies. AND Implement new strategies to achieve a balanced budget.
Project: Status:	<ul style="list-style-type: none"> i. Ross Avenue Sanitary Sewer: In progress ii. Water Interconnections: In place from 1970's for Ross and Volkman; need to add newest ii. Replacement and Maintenance of Utilities & Streets in Border Areas - Alderson Street Model Agreement in 2012 for reconstruction; Schofield Avenue clarified in 2015
Completion date:	December 31, 2016
Lead:	Donner
Primary support:	Wodalski, Guild
Secondary support:	Legal Counsel
Public Oversight:	PIC, FIN



b. Intergovernmental agreement(s) with Rothschild for Interdependent Infrastructure Issues, no completion dates specified

Goal Identification:	Improve the financial position of the Village while delivering ROI to our taxpayers
Strategy Identification:	Investigate opportunities for increased collaboration with other institutions and agencies. AND Implement new strategies to achieve a balanced budget.
Project: Status:	<ul style="list-style-type: none"> i. Existing Foremost water supply interconnection; Discussions initiated in 2014, neither party able to locate 1971 agreement. ii. Other water supply interconnections; Discussions initiated in 2014 iii. Utility service issues in the “Annexed Area”;- Discussions initiated in 2014; Some aspects addressed in existing agreements iv. Replacement and Maintenance of Utilities & Streets in Border Areas - Collaborated on Alderson Street reconstruction in 2012, Future needs on Weston Ave., Birch Street.
Completion date:	Not Determined
Lead:	Donner
Primary support:	Wodalski, Guild
Secondary support:	PSC Wisconsin, Legal Counsel
Public Oversight:	PIC, BOT

c. By December 31, 2016, Complete Intergovernmental Agreement(s) with the Village of Kronenwetter for infrastructure operation and maintenance interdependencies and capital replacement responsibilities

Goal Identification:	Improve the financial position of the Village while delivering ROI to our taxpayers
Strategy Identification:	Investigate opportunities for increased collaboration with other institutions and agencies. AND Implement new strategies to achieve a balanced budget.
Project: Status:	<ul style="list-style-type: none"> i. East Nick Avenue: Discussions started in 2014, prior experience with cost share for 2011 reconstruction. ii. Nick Avenue: Discussions started,
Completion date:	December 31, 2016
Lead:	Donner
Primary support:	Wodalski, Guild
Secondary support:	Legal Counsel
Public Oversight:	PIC, FIN



d. By December 31, 2015 Have Intergovernmental agreements in place with neighboring communities for shared equipment and labor

Goal Identification:	Improve the financial position of the Village while delivering ROI to our taxpayers
Strategy Identification:	Investigate opportunities for increased collaboration with other institutions and agencies.
Project: Status:	<ul style="list-style-type: none"> i. Rib Mountain Sanitary District: Completed June 2015 ii. City of Schofield: In process iii. Village of Rothschild: In process iv. Village of Kronenwetter: Completed 2014 v. Town of Weston: Completed 2013 vi. Town of Ringle: Not started vii. Village of Hatley: In Process
Completion date:	December 31, 2015
Lead:	Donner
Primary support:	Wodalski, Guild
Secondary support:	Legal Counsel
Public Oversight:	PIC, BOT

e. By March 31, 2016, Identify other partnership opportunities with neighboring communities and/or agencies and develop strategy for projects/initiatives

Goal Identification:	Improve the financial position of the Village while delivering ROI to our taxpayers
Strategy Identification:	Investigate opportunities for increased collaboration with other institutions and agencies. AND Implement new strategies to achieve a balanced budget.
Project: Status:	<ul style="list-style-type: none"> i. Joint purchasing/procurement for construction projects, water utility chemical purchases, automated meter reading, et al. ii. Cooperative agreements to provide services such as pavement striping, seal coating, crack sealing iii. Cooperative agreements to partner on facilities such as a public works garage to consolidate operations..
Completion date:	Open
Lead:	Donner
Primary support:	Wodalski, Guild
Secondary support:	Legal Counsel
Public Oversight:	PIC, FIN

There are many possible initiatives for partnering with other municipalities for public works project delivery, purchasing, or facility consolidation.



2. Project: Develop a Strategy (or Strategies) to Reduce Energy Consumption and/or Reduce Waste, by December 31, 2015. Implementation has various milestone dates.

Goal Identification:	Improve the financial position of the Village while delivering ROI to our taxpayers
Strategy Identification:	Implement new strategies to retain a balanced budget.

With ever increasing energy costs the department will continue to explore avenues to reduce the unnecessary use of energy and resources in order to maintain more financial stability. The other targeted outcome is increased productivity through the reduction or elimination of non-value adding activities. Similar to Technology Integration this area overlaps with the strategic plan of the Technology Service Department. There is collaboration between Technology Services on many of the initiatives. Likewise, these strategies are not exclusive from the Capital Equipment Plan and Capital Improvement Plan.

a. Install Variable Frequency Drives at well houses.

Project Status:	In process, started in 2015
Completion date:	December 31, 2016
Lead:	Donner
Primary support:	Tatro, Borth
Secondary support:	Van Ert Electric
Public Oversight:	PIC, FIN

Eliminates wasted water by eliminating high maintenance control valves prone to leakage and reduces energy consumption of pumping operations.

b. LED Light Fixtures

Project Status:	Discussion started and initial proposals obtained
Completion date:	To be phased in on Village owned lighting circuits as a CIP item. First phase completed by December 31, 2016
Lead:	Donner
Primary support:	Wodalski, Tatro
Secondary support:	Porlier
Public Oversight:	PIC, FIN

Use of LED luminaires on street lights is known to be a long term energy saving measure.

c. Alternative Fuels/Energy

Project Status:	In progress; All initiatives not identified yet.
Completion date:	Completed installation of biodiesel processor in 2014.
Lead:	Donner
Primary support:	Wodalski, Behnke
Secondary support:	Consultants, Vendors
Public Oversight:	PIC, FIN

Biodiesel, liquid propane, methane, solar, etc; all may have some possible applications. Solar photovoltaic technology is projected to drop 25% in material cost by 2017 and could have applicability to facilities such as the Aquatic Center, water utility facilities, and new public works/municipal center.



d. Mobile GIS/Mapping Access

Project Status:	In process
Completion date:	December 31, 2017
Lead:	Crowe
Primary support:	Wodalski
Secondary support:	Donner, Utility Staff, Vendors – (“Beehive”)
Public Oversight:	PIC, FIN

This has been the long term goal for the GIS system since its inception. The capability has been implemented as of 2015 in all utility vehicles with the goal of minimizing vehicle trips to gather information for utility locating. The capability should be expanded to other village vehicles used by Street Operations Foremen to more effectively accomplish work.

e. Mobile/Remote SCADA Access

Project Status:	In process
Completion date:	December 31, 2016
Lead:	Donner
Primary support:	Crowe
Secondary support:	Wodalski, Utility Staff, Vendors – Van Ert Electric, Intellisys
Public Oversight:	PIC, FIN

As long as security issues are eliminated, mobile access to the SCADA system is of benefit to the operators by enabling some alarm events to be evaluated remotely and reduce overall trips to facilities.

f. Implementation of Maintenance Management Software “Beehive” to Improve Planning and Work Scheduling and Optimize Labor and Equipment Use

Project Status:	In process
Completion date:	December 31, 2016
Lead:	Crowe
Primary support:	Wodalski, Van Swol
Secondary support:	Donner, Software Vendor
Public Oversight:	PIC, FIN

A maintenance management system to track history and document events has been a long term goal of the Department. The other benefit of a maintenance management system is to optimize scheduling to reduce waste in vehicle trips and reduce time waste in coordinating/planning work.



3. Project: **File a Water Rate Case including an update of the Water Utility Tariffs by June 30, 2016.**

Goal Identification:	Improve the financial position of the Village while delivering ROI to our taxpayers
Strategy Identification:	Implement new strategies to retain a balanced budget
Project Status:	Not started
Completion date:	June 30, 2016
Lead:	Donner
Primary support:	Jacobs, Van Swol
Secondary support:	Financial Consultant
Public Oversight:	PIC, FIN

To ensure the financial stability of the water utility (and all utilities for that matter) rates need to be updated to ensure that the utility has adequate funds to provide the necessary services to its customers, maintain capital assets at the proper level, and keep rules of service current which define/limit utility obligations to customers. This is done by:

- a. Setting proper rates
- b. Updating the water utility tariff to be consistent with the water utility ordinance. (Tariff would not be updated without filing of a rate case)



II. Goal #2 – Improve the Village government’s organization capacity, resilience, and public services

- 1. Project Description: By October 1, 2015, complete a first draft of a workload and labor needs analysis for meeting current levels of service. By June 30, 2016 complete an update including future needs.**

Goal Identification:	Improve the Village government’s organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	In progress
Completion date:	Draft of current needs 2015; Future needs June 30, 2016
Lead:	Donner
Primary support:	Wodalski, Osterbrink
Secondary support:	Skrzypchak, Behnke, Borth, Van Swol
Public Oversight:	PIC, Citizen Engagement?

The department originally listed this as the task of Identifying Essential Services and Levels of Service or “Right Sizing” of the Organization for Providing Essential Services (more simply, determining what is good enough?)

The Department needs to adequately meet the needs of the public through its service delivery and communicate the limits of Village service delivery. Staff needs to identify the Financial Resources and Human Resources available to deliver these essential services for the Services Division. The overall goal is not simply a single item, but a combination of the entire package of services the Village is expected to deliver. A workload analysis begins to answer questions about the necessary resources to provide services from a combination of many policies, not any single policy. The Director’s current understanding of essential services are broadly categorized as:

- a. Potable Water and Supply and Distribution
- b. Wastewater Collection and Transmission
- c. Snow and Ice Control
- d. Street Surface Maintenance
- e. Right-of-Way Maintenance
- f. Stormwater Collection, Treatment and Transmission
- g. Parks & Recreation
- h. Material Handling and Recycling

Among questions/issues to be addressed will be:

- i. Assessment of current personnel levels
- ii. Assessment of future personnel levels
- iii. Ideas/recommendations for changes to service delivery



2. Project: Infrastructure Master Plans.

The Department of Public Works & Utilities exists to assure that essential services provided through the Village's infrastructure can be sustained. This is achieved through proper operation & maintenance and replacement of the physical infrastructure. The master plans for components of the infrastructure are envisioned as a combination of an operation & maintenance plan plus capital projects for replacement and improvement.

The master plans should address the "who, what, when, why, and how" of maintaining the Village's infrastructure. Condition assessments will be incorporated as a significant component of the O&M plans. The concept of a Capacity, Management, Operation, and Maintenance plan is being required for the wastewater collection system by the Wisconsin DNR, beginning in 2016, with a completion date of August 1. This same concept should be applied to other components of the infrastructure and is used for this strategic plan. Since all components of Village's infrastructure are inherently linked, major maintenance and capital replacement/improvement plans need to be coordinated between all components of the infrastructure. (i.e; a sewer, water, or storm sewer main cannot be replaced without impacting a street). Criteria for prioritizing capital projects will need to be developed.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Perform program evaluations and develop outcome based performance measurement systems.
Lead:	Donner
Primary support:	Wodalski
Secondary support:	Osterbrink, Tatro, Foremen, Van Swol, Consultants, Vendors
Public Oversight:	PIC, FIN

a. Wastewater Collection and Treatment

Project Status:	<ul style="list-style-type: none"> i. Draft O&M Plan and Capital Improvement Plan, In Process ii. Develop detailed O&M Plan (Capacity, Management, Operation, and Maintenance (CMOM)) plan; Not started iii. Complete Capital Improvement Plan, In Process
Completion date:	<ul style="list-style-type: none"> i. October 1, 2015 ii. August 1, 2016 iii. March 31, 2016

Critical Issues: Clear Water Infiltration, Schofield Sewerage System Interdependency, Impending Phosphorous Regulations (Wisconsin River TMDL) and impact on rates, Rib Mountain Metropolitan Sewerage District facility upgrade, Rothschild service area



b. Water Supply and Distribution

Project Status:	<ul style="list-style-type: none"> i. Draft O&M Plan and CIP Plan, In Process ii. Develop detailed O&M Plan (Capacity, Management, Operation, and Maintenance (CMOM)) plan; Not started iii. Complete Capital Improvement Plan, In Process
Completion date:	<ul style="list-style-type: none"> i. October 1, 2015 ii. December 31, 2016 iii. March 31, 2016

Critical Issues – Water Quality, Future Supply, Long Term Strategy for Foremost Farms, Impending Phosphorous Regulations (Wisconsin River TMDL) and the impact on phosphate compound addition for corrosion control, Rothschild service area.

c. Storm Water Management

Project Status:	<ul style="list-style-type: none"> i. Draft O&M Plan and CIP Plan, In Process ii. Develop detailed O&M Plan (Capacity, Management, Operation, and Maintenance (CMOM)) plan; Not started iii. Complete Capital Improvement Plan, previous engineering studies of Village system and numerous development plans; Not started
Completion date:	<ul style="list-style-type: none"> i. October 1, 2015 ii. December 31, 2016 iii. March 31, 2016

Critical Issues: Funding, Impending Phosphorous Regulations (Wisconsin River TMDL); Annual maintenance requirements, WPDES permit compliance, Schofield interdependencies on Ross Avenue, Rothschild interdependencies beyond Business 51.

d. Street Network

Project Status:	<ul style="list-style-type: none"> i. Complete PASER Ratings, In Process ii. Draft O&M Plan and CIP Plan, In Process iii. Develop detailed O&M Plan (Capacity, Management, Operation, and Maintenance (CMOM)) plan; Not started. iv. Complete Capital Improvement Plan, Previous TIA's; Official Map and Comprehensive Plan; In Process
Completion date:	<ul style="list-style-type: none"> i. October 1, 2015 ii. October 1, 2015 iii. December 31, 2016 iv. March 31, 2016

Critical Issues: Sustainable Funding, Deteriorating Infrastructure; Set goals for PASER ratings on total street mileage, Consistency in condition assessment (PASER ratings), Right-of-Way Management, Traffic Calming, Street Connectivity, Non-motorized travel accommodations, Consistency with maintenance solutions, Improving network for new development

e. Buildings, Facilities, and Grounds

Project Status:	<ul style="list-style-type: none"> i. Complete a needs assessment for new Public Works, Parks, and Municipal Center facility/facilities, RFP in process ii. Complete a planning study for future facility needs, Not Started.
Completion date:	<ul style="list-style-type: none"> i. March 31, 2016 ii. June 30, 2017

Critical Issues: Sustainable Funding; Deteriorated, Outdated, and Inadequate Public Works, Parks, and Municipal Center Facility/Facilities



3. Project: Infrastructure Capital Improvements and Financing Plan, Complete first draft by March 31, 2016.

Although separate Capital Improvement Plans are noted to be part of the infrastructure component master plans, a combined Capital Improvement Plan document for the Village is needed to aid in financial planning and financing. All components of Village's infrastructure are inherently linked. Projects will need to be evaluated on not just one component, but all components of the infrastructure, (i.e. a sewer, water, or storm sewer main cannot be replaced without impacting a street). Criteria for prioritizing projects will need to be developed.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	i. Draft CIP , In progress ii. Comprehensive CIP Document , Not started
Completion date:	i. October 1, 2015 ii. March 31, 2016, Update annually
Lead:	Donner
Primary support:	Wodalski, Crowe
Secondary support:	Osterbrink, Tatro, Foremen, Van Swol, Jacobs
Public Oversight:	PIC, FIN

4. Project: Vehicle and Equipment Fleet Replacement Plan, Update Annually by September 30.

The Village's vehicle and equipment fleet, particularly for street and park operations, has been recognized to be nearing obsolescence. Additionally, some vehicles and equipment improvements were recently identified as being recommended to reduce employee injury exposures. The vehicle and equipment fleet replacement plan should be updated at least annually. The goal is to adhere to the plan to ensure that staff has the proper tools and equipment to effectively and safely perform their work.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	Original Completed December 2014, Updated July 2015. In process.
Completion date:	Ongoing with annual update by September 30.
Lead:	Wodalski
Primary support:	Behnke, Skrzypchak
Secondary support:	Donner, Utility and Street staff
Public Oversight:	PIC, FIN

Plan currently needs to incorporate equipment and tools consistent with Ergonomic Evaluation completed in 2015.



5. Project(s): Key policy and Ordinance Development/Updates

a. Update Policy for Frozen Water Lateral Response, by September 30, 2015.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	In progress
Completion date:	September 30, 2015; Update annually
Lead:	Donner
Primary support:	Van Swol, Borth, Wodalski
Secondary support:	Legal Counsel
Public Oversight:	PIC

Frozen water lateral response was tested in the winter of 2013-2014. Legal and liability issues are recognized related to gaining access to properties to thaw services in different situations whether the Village is responsible for thawing or the customer is responsible. There are additional questions about the hazards encountered using different thawing methods (welder, hot water, steam).

b. By September 30, 2015 Update the Snow and Ice Control Policy

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	Original Completion February 2014,
Completion date:	Update Annually by Sept. 30
Lead:	Donner
Primary support:	Wodalski
Secondary support:	Skrzypchak, Behnke
Public Oversight:	PIC

The department will continue to modify the Snow and Ice Control Policy and Procedures to best meet the public's expectations.

- a. Annual updates will reflect changes in equipment (Loader with wing) or enhanced capabilities (brine application)
- b. Continuously review route configuration, number of routes, necessary equipment, and staffing levels needed to provide the proper level of service to our citizens.



c. Project: By June 30, 2016 Complete Revisions/updates to Water Utility and Sewer Utility Ordinances

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	Not started
Completion date:	June 30, 2016
Lead:	Donner
Primary support:	Wodalski, Van Swol
Secondary support:	Consultant?, Legal Counsel
Public Oversight:	PIC, FIN

Ordinances either establish or provide the framework for the Village's policies. Many of the specific ordinances related to the Public Works and Utilities Department have not been updated for many years. These updates are essential for clarifying the responsibilities of the Village and citizens and filling in gaps on issues which are not presently addressed. Once updated there should be less ambiguity and reduced time spent trying to interpret the intent of the ordinances.

d. Right-of-way Maintenance Policy, First Version December 31, 2015 with annual updates.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	In progress
Completion date:	December 31, 2015; Update annually
Lead:	Donner
Primary support:	Wodalski
Secondary support:	Legal Counsel
Public Oversight:	PIC

Right-of-way maintenance issues are a regular source of irritation with property owners and impose significant time demands on staff. A policy is needed to reduce uncertainty and more consistently address issues which are created due to right-of-way maintenance activities including, brush & leaf pick-up, winter maintenance, and mowing.



e. Wage and Compensation Plan Advancement Guidelines, by October 31, 2015.

In the wake of Act 10 and expiration of collective bargaining, the Village's compensation plan has been changed. This has been a topic of much discussion and research for the past 12 months. This can be a morale issue as much as it is anything else. The discussion and revision will likely be a recurring, if not continuous process. The desire is to keep the Village in a position of being competitive in the market in order to retain and recruit the talent necessary to deliver the expected menu of services at their expected quality. The Director and Deputy Director have been tasked with presenting evidence for justifying the appropriate pay for specific positions in the wage and compensation matrix. Related to the pay grade is/are criteria for advancement in the matrix by step and grade.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Perform program evaluations and develop outcome based performance measurement systems.
Project Status:	In progress
Completion date:	October 31, 2015; Update annually
Lead:	Donner
Primary support:	Wodalski
Secondary support:	Guild
Public Oversight:	PERS



6. Project: Clarify Departmental Personnel Policies where discretion is given to the Department Director, various progress milestones.

The department has operated historically with informal policies. It is the departments desire to create clear policies so staff can better understand what the expectations of the department are. The intention is to reduce uncertainty and to have staff gain confidence in their roles and responsibilities. These issues also affect morale if left to be too flexible.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.

a. Paid-Time-Off Policy to Address Minimum Staffing Requirement, by December 31, 2015

Project Status:	Not started
Completion date:	October 31, 2015
Lead:	Donner
Primary support:	Wodalski, Behnke, Skrzypchak, Borth
Secondary support:	Guild
Public Oversight:	PIC, PERS

b. By March 31, 2016 Present a Draft Policy to Personnel to Address On-call and Stand-by Duty Pay and Expectations

Project Status:	Research begun
Completion date:	Initial draft December 31, 2015; Annual updates.
Lead:	Donner
Primary support:	Wodalski
Secondary support:	Guild, Legal Counsel
Public Oversight:	PERS, PIC, FIN

In the wake of Act 10 and expiration of collective bargaining, the Village's compensation plan has changed. The Director has researched on-call responsibility policies of other agencies as well as Federal Employment Policies. Some updates to Village policies/practices may be in order. This issue has been a topic of some discussion for the past 12 months or more. The discussion and subsequent revisions are expected to be a continuous process.



7. Project: Update an Emergency Response Plan for Public Works & Utilities by March 31, 2016

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
Project Status:	Old, outdated, components of emergency response plans exist and need to be reviewed and revised. Not started
Completion date:	Draft - March 31, 2016; Complete - December 31, 2017
Lead:	Donner
Primary support:	Wodalski, Behnke, Skrzypchak, Borth
Secondary support:	Marathon County Emergency Management, EMPD, SAFER, Other municipalities
Public Oversight:	PIC, CLPS,

Emergency response planning will involve review of existing plans and procedures as well as training personnel. Emergencies cannot be predicted, but being well prepared can substantially reduce the negative impact of such events.

8. Project: Technology Integration, Various projects and milestone dates

This area overlaps with the strategic plan of the Technology Service Department. There is collaboration between Technology Services on many of the initiatives. Technology integration involves 2 strategies which are not mutually exclusive, as indicated. Additionally, the Capital Equipment plan includes the Department's Technology Integration items. In an effort to better capture data to aid in analysis of the department's effectiveness, the role of technology is expected to increase.

a. Street Operations and Fleet Management

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness AND Perform program evaluations and develop outcome based performance measurement systems.
Project: Status:	<ul style="list-style-type: none"> i. GPS for vehicle tracking to optimize snow response effort and other operational areas. ii. Salt brine applicators to optimize salt use and reduce costs (currently two of 6 trucks are equipped) ii. Computer controlled salt spreaders to reduce salt waste
Completion date:	<ul style="list-style-type: none"> i. October 31, 2017 ii. Added as snow plow trucks are replaced iii. Added as snow plow trucks are replaced
Lead:	Wodalski
Primary support:	Donner, Behnke
Secondary support:	Equipment Suppliers
Public Oversight:	PIC, FIN

In 2015 the Village began the integration process by providing mobile tablets to the utility staff. In 2016 tablets are expected to be available to the street foremen.



b. Utility Operations

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness AND Perform program evaluations and develop outcome based performance measurement systems.
Project: Status:	<ul style="list-style-type: none"> i. Automated meter reading to facilitate monthly billing, improved customer service, and reduce risk (of injury during meter reading task). (Approx. 1,000 of 5,500 meters currently have radio read capability with Sensus equipment), Need to formalize equipment selection and project completion date ii. Mobile GIS application for improved efficiency in locating utility facilities within right of ways eliminating multiple trips to the office. Extend to be used for communicating work orders throughout the Services Division. (Should be completed as part of the Beehive implementation), Implemented in utility operation in 2015 iii. Mobile SCADA system access for improved response to operational system alarm events. In process. iv. Update well control circuitry and optimize SCADA system operation, Started one site in 2015 v. Integrate wastewater pump stations into SCADA system, Not started
Completion date:	<ul style="list-style-type: none"> i. December 31, 2017 ii. December 31, 2017 iii. December 31, 2016 iv. Phased in by December 31, 2017 v. Phased in by December 31, 2017
Lead:	Donner, Crowe
Primary support:	Wodalski, Van Swol
Secondary support:	Consultants and Suppliers (Van Ert Electric, Intellisys, Sensus,)
Public Oversight:	PIC, FIN

Mobile GIS and SCADA access have been long term goals. These issues are also listed under Goal #1 related to Finance.

c. Services Division

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Implement systems of continuous improvement to gain efficiencies and improve effectiveness AND Perform program evaluations and develop outcome based performance measurement systems.
Project: Status:	i. Facility Maintenance Management Software ("Beehive") for improved facilities management (work order generation) and accountability throughout the operation. In progress
Completion date:	December 31, 2017
Lead:	Crowe
Primary support:	Wodalski, Van Swol
Secondary support:	Donner, Foremen, Software Provider
Public Oversight:	PIC, FIN



9. Project Description: Develop Standard Operating Procedures such that by December 31, 2018, the Department can complete a Self-Assessment of the Department of Public Works & Utilities for Accreditation by the American Public Works Association.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Perform program evaluations and develop outcome based performance measurement systems.
Project Status:	i. Standard Operating Procedure development ; In progress ii. Filing System following APWA Accreditation template , In progress
Completion date:	i. December 31, 2018 ii. January 31, 2016
Lead:	Donner
Primary support:	Wodalski, Van Swol
Secondary support:	Skrzypchak, Behnke, Borth, all other staff
Public Oversight:	PIC, PERS

Accreditation is a formalized process developed through the American Public Works Association that can provide the framework for the Department of Public Works to follow.

APWA accreditation is based upon an agency's conformance with best management practices as described in the most current version of the "Public Works Management Practices Manual." The manual, not coincidentally, devotes its first chapter to strategic planning as a best practice. Other chapters are devoted to the functional activity categories listed in the preamble for this plan. The process of accreditation involves a series of steps to document that an agency has policies and procedures in place within each functional category. The steps include a self-assessment and peer review. However, the process is something that it is likely to take several years to complete plus a commitment of staff resources and some financial resources for outside review as well.

The benefits of accreditation, and subsequent re-accreditation, are many. The process will reduce subjectivity in operations by promoting the establishment of processes and procedures aimed at improving the effectiveness and consistency of service delivery. For example; for pothole patching, to meet the accreditation requirement we would need to identify the equipment, number of people, materials, the expected outcome (no repeat work), safety concerns, etc. that go into filling a pothole. Performance measures will be put in place to document operational effectiveness and process improvements. Recognition through a peer reviewed process from a nationally recognized professional organization would objectively demonstrate the department's competence to taxpayers, elected officials, and staff. A culture of continuous improvement would be fostered to achieve and maintain accreditation. Teamwork and staff development should naturally improve through the process. A baseline of knowledge will also be established to address retaining organizational capacity and resilience as staff turnover occurs.



10. Project Description: Employee Training/Education - Complete a training/professional development plan for each employee and annual progress report on individual and departmental training by December 31 of each year.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Expand investments in employee development and engagement within the organization.
Project Status:	In progress, Recurring
Completion date:	Professional Development Plans, December 31, 2015; Annual report by December 31 each year.
Lead:	Donner
Primary support:	Wodalski, Osterbrink
Secondary support:	Guild, Skrzypchak, Behnke, Borth
Public Oversight:	PERS

Training is an ongoing annual need. As performance expectations are more explicitly defined and as employees are engaged more regularly regarding performance, meeting training goals is a critical component. Employees and supervisors need to be accountable for meeting training expectations. Training is needed for two main reasons:

- a. Developing new skills and/or knowledge
- b. Retaining a level of skill or knowledge

Individual training goals and objectives, while giving individuals professional growth opportunities, should also mesh with departmental/organizational goals and objectives of capacity and resilience. A broad initiative is cross training of personnel to perform tasks of all kinds in any functional area of the Village's service division. Succession planning for key positions, such as Utility Clerk and Foreman, is another area requiring attention.

11. Project Description: Safety Manual Update and Training. Safety Training is also an ongoing annual need. By December 31, 2016, complete the update of the safety manual to meet current Department of Safety and Professional Services requirements

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Expand investments in employee development and engagement within the organization.
Project Status:	5 chapters of the updated manual were completed in 2015 – Bloodborne Pathogens, Confined Space Entry, Respiratory Protection, Hearing Conservation, and Personal Protective Equipment. Next 4 Chapters are in progress for completion in 2015 – Control of Hazardous Energy (Lock-out/Tag-out), Excavation Safety (Competent Person Training), Hazard Communication, Powered Industrial Vehicles (Forklifts) and Fall Protection. The remaining 3 or 4 chapters will be updated in calendar year 2016.
Completion date:	Safety Manual Update, Dec. 31, 2016, Recurring annual training.
Lead:	Donner
Primary support:	Wodalski, Osterbrink, Fehr Graham
Secondary support:	MMG Employer Services, United Heartland
Public Oversight:	PIC, PERS

A safe work environment is a mutual expectation of management and employees. There must be mutual understanding of how a safe work environment is achieved and maintained.



12. Project Description: By March 31, 2016, Complete Policies for Safe Work Procedures Consistent with Ergonomic Analysis and Tools/Equipment Available for Staff.

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Expand investments in employee development and engagement within the organization.
Project Status:	Ergonomic analysis for 10 job functions was completed in 2015. Some tools and equipment to reduce injury exposure are readily available and obtainable within budget constraints. Others will need to be phased in over a longer term.
Completion date:	Policies for current equipment and tools available, March 31, 2016; Updates no less than annually as new equipment and/or tools are acquired.
Lead:	Donner
Primary support:	Wodalski, Foremen
Secondary support:	MMG Employer Services, United Heartland
Public Oversight:	PIC, PERS

A safe work environment is a mutual expectation of management and employees. There must be mutual understanding of how a safe work environment is achieved and maintained.

13. Project Description: By January 1, 2016, Implement a Communication Strategy with Services Division Employees

Goal Identification:	Improve the Village government's organizational capacity, resilience, and public services.
Strategy Identification:	Expand investments in employee development and engagement within the organization.
Project Status:	Efforts within the department currently focus on regular communication with department foremen and occasional, non-scheduled, meetings with other staff. A more concerted effort needs to be made to assure information is received by all staff. In progress
Completion date:	January 1, 2016
Lead:	Donner
Primary support:	Wodalski, Osterbrink, Behnke, Skrzypchak, Borth
Secondary support:	Guild, Weinkauf
Public Oversight:	PIC, PERS

Communication is a critical need of all employees. Communication should correlate to employee engagement, a recent focus for the agency. Communication means and methods between administrative/management staff and hourly staff have changed along with changes in the Administrator position. The current communication strategy of monthly all-employee meetings (a welcome strategy) needs to be supplemented with departmental/team communications. Additional meetings are time consuming and may not be the most effective means of reaching all individuals. A balance of written and face-to-face communication should be implemented. The most effective means of communication will evolve with time, but, there must be a more conscious effort to engage all employees in focusing on, and adapting to, changes in service priorities of community due to resource availability.



III. Goal 3: Contribute to the sustainable long-term economic, social, and environmental health of the community.)

1. Project(s): Key policy development/updates;

a. Water and Sewer Main Extension Policy including Policy on Service to Currently Developed Areas on Private Water and Wastewater Systems by June 30, 2016.

Goal Identification:	Contribute to the Sustainable, Long-Term Economic, Social, and Environmental Health of the community.
Strategy Identification:	Implement initiatives that contribute to the environmental health of the Village and its residents.
Project Status:	In progress, various policy memos presented in previous years
Completion date:	June 30, 2016
Lead:	Donner
Primary support:	Wodalski, Van Swol
Secondary support:	Legal Counsel, PSC Wisconsin, Consultant?
Public Oversight:	PIC, FIN, PLAN

Various scenarios for main extensions will occur – in-fill development, development beyond current service boundaries, extensions for individuals, extensions for large developments and extensions to developed areas on private systems. Providing clear and concise policies reduces uncertainty to allow staff to more effectively and efficiently deliver a consistent message to residents and developers. The policy needs to reflect the goals and philosophy the Village wishes to achieve.

b. Reinforce RCA/REU Special Assessment and Hook-up Fee Ordinance, by March 31, 2016

Goal Identification:	Contribute to the Sustainable, Long-Term Economic, Social, and Environmental Health of the community.
Strategy Identification:	Implement initiatives that contribute to the economic health of the Village and its residents.
Project Status:	In progress, various parts of policies have been reviewed within the past 18 months
Completion date:	March 31, 2016
Lead:	Donner
Primary support:	Legal Counsel, Wodalski
Secondary support:	Crowe, Van Swol, Jacobs
Public Oversight:	PIC, FIN

The Reserve Capacity Assessment per Residential Equivalent Unit Special Assessment (RCA/REU) was instituted circa 1999. Property owners need to be reminded of the existence of the RCA/REU. The Hook-up Fee is a similar, but ordinance enacted, cost. Clarification of the 2 items is advisable for reasons cited above in a, above.



c. Urban Sewer Service Boundary Plan Update and Compatibility with Zoning Code and Main Extension Policy, by December 31, 2016.

Goal Identification:	Contribute to the Sustainable, Long-Term Economic, Social, and Environmental Health of the community.
Strategy Identification:	Implement initiatives that contribute to the environmental health of the Village and its residents.
Project Status:	The urban sewer service boundary will be updated in 2016 through the Marathon County Planning Organization.
Completion date:	December 31, 2016
Lead:	Donner
Primary support:	North Central Wisconsin Regional Planning Commission
Secondary support:	Higgins, Wodalski, Crowe
Public Oversight:	PIC, PLAN

The questions of whether to mandate municipal sewer service or prohibit private systems of any, or specific, types are related. The boundary update also takes a look at areas outside the Village's corporate boundaries. The sewer service boundary, zoning code and main extension policies need to be compatible. This item also could lead to discussion of intergovernmental cooperation with respect to consistency among municipalities in dealing with these issues and potential annexations.



IV. Goal 4: Enhance communications with citizens, employees, and other stakeholders.

1. Project: Implement/Improve Outreach/Public Education, various progress milestones.

This is a continuous need. Past methods of communication solely through printed newsletters are no longer sufficient to reach stakeholders. The department needs to continue to develop new channels to tell its story – explaining the, who’s, what’s, why’s, and how’s of the public works operation and communicating the value it provides.

Goal Identification:	Enhance communication with citizens, employees and other stakeholders.
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a. Update the Department of Public Works & Utilities webpage by December 31, 2016

Strategy Identification:	Implement a comprehensive communication plan.
Project Status:	In progress
Completion date:	June 30, 2016
Lead:	Donner
Primary support:	Wodalski, Van Swol
Secondary support:	Taxpayer Relations
Public Oversight:	PIC

b. Create “V-Chat” Videos for the Village’s You-Tube page

Strategy Identification:	Implement new tools to communicate with community stakeholders.
Project Status:	In progress
Completion date:	Storm water “V-chat” complete by March 30, 2016; Develop a prioritized list of topics and schedule for future “V-chats” by December 31, 2015.
Lead:	Donner
Primary support:	Wodalski, Taxpayer Relations
Secondary support:	Guild, Consultant(s)
Public Oversight:	PIC

c. Write timely and informative articles for the Village’s Newsletter, “This Week...” and Social Media Communications

Strategy Identification:	Implement a comprehensive communication plan.
Project Status:	In progress
Completion date:	In conformance with Newsletters and “This Week...” schedules
Lead:	Donner
Primary support:	Wodalski, Van Swol
Secondary support:	Taxpayer Relations
Public Oversight:	PIC

VILLAGE OF WESTON VISION AND MISSION STATEMENTS

A Vision Statement indicates how an organization views its ideal, or ultimate, goal. The Board of Trustees has established the following vision statement:

Village of Weston strives to be the location of choice for living, working, and recreation.

A Mission statement assists an organization in easily communicating to a variety of constituencies what it does, who it serves, and why it does so. The Board of Trustees has established the following mission statement:

Village of Weston is committed to excellence and the delivery of cost-effective public services.

Objectives focus the direction of an organization's work, under the guidance from the vision and mission statement. Objectives are relatively static in nature and will not often change. The four goals of the Board of Trustees are:

To maintain and improve the financial position of the Village.

To continually improve the Village's organization and services.

To contribute to the sustainable long-term economic, social, and environmental health of the Village.

To maintain and enhance communication with citizens, employees and other stakeholders.

VILLAGE OF WESTON

STRATEGY MAP PART 1: SWOT ANALYSIS

An examination of the strengths, weaknesses, opportunities, and threats affecting the Village as a whole. The items in each category are not ranked by importance, nor is this list. In addition, the items identified provide a view of potential intended to be an allinclusive issues that may impact the environment in which the Village provides services in the near or long-term future.

		Helpful to achieving the objective	Harmful to achieving the objective		
Internal Origin	STRENGTHS	<p>Experienced elected officials. New leadership in Administrator position. Tenured and experienced staff. Willingness to try new things. Work Ethic; Spirit of Public Service.</p>	<p>Aging Equipment and Facilities. Aging Workforce; Loss of tenure. Front-line customer service responses. Lack in Cross-Training. Lack of comfort with changing Technology. Morale issues post Act 10. Old technology and processes. Understaffing in some departments.</p>	WEAKNESSES	
External Origin	OPPORTUNITIES	<p>Tiered Service Delivery Model. Legislative Advocacy. Develop shared services. Embrace & manage constant change. Integrate technology into service delivery. Disciplined gov't; focused on core services. Non-governmental Solutions. Authentically engage citizen-customers. Demonstrate value.</p>	<p>An out-of-whack property tax system. Mandates without money. Static structures. Accelerating technology. Escalting demands and mission creep. Inability to cross boundaries. Citizen mistrust. Citizen knowledge and understanding.</p>	THREATS	

VILLAGE OF WESTON

STRATEGY MAP PART 2: PROBLEM IDENTIFICATION

	PROBLEM	KEY QUOTES AND EXPLANATION RE: PROBLEMS
Finances	An out-of-whack property tax system.	"The tax system funding local governments is often based on the old industrial economy whereas, our economy is now service and knowledge-based. The tax system needs to be better aligned with the new economy if local governments are to perform their historic role."
	Mandates without additional monies.	"Local agencies have increasingly been mandated by state and federal governments to provide new services or enforce new regulations without sufficient funding, thus siphoning money from other more basic services."
Employees	Static Organizational Structures.	"Our current organizational structures, systems, processes and rules of local government are oriented toward the previous static world, not the dynamic one we live in today."
	Accelerating and changing technology capability and use.	"Technology is changing all service delivery."
Process	Escalating Demands and Mission Creep.	"Citizens have increased their demands on local government to respond to a whole variety of issues. Consequently, local governments have become full-service organizations that attempt to be all things to all people."
	Inability to Cross Boundaries.	"Big challenges cross boundaries. No one institution—government, business, faith-based groups, non-profits, educational agencies—can solve any one problem."
Customers	Citizen Mistrust.	"Local government is just another institution, just another service provider. The public shows its declining confidence in all levels of government."
	Citizen Uninformed.	"Citizens do not understand how services are funded."

VILLAGE OF WESTON STRATEGY MAP PART 3: SOLUTIONS

	PROBLEM.	SOLUTION.	KEY QUOTES AND EXPLANATION RE: SOLUTIONS
Finances	An out-of-whack property tax system.	Tiered Service Delivery; Legislative Advocacy	"Even when laws have been written down, they ought not always remain unaltered" - Aristotle's <i>Politics</i>
	Mandates without Money.	Shared Services.	"Given the cost structure of local government, shared services (collaborative service delivery) will become a more prevalent approach for providing services to the public."
Employees	Static Organizational Structures.	Constantly morphing systems require ever-learning employees.	"Constantly morphing organizational practices will require flexible, learning employees who will take on new challenges, which they know little about, do research, respond, make mistakes, and fix up their responses as they go."
	Accelerating and changing technology.	Integration of technology into all service delivery.	"In the near future, technology will become an integral part of all service delivery."
Process	Escalating Demands and Mission Creep.	More disciplined government, focused on its "core" services.	"Most organizations are struggling to define "core" business practices and services."
	Inability to Cross Boundaries.	Nongovernmental Solutions.	"Given the continuing limitations of public agencies, local government must put the issue (e.g., economic vitality, affordable housing, crime) in the center and become just one partner among many."
Customers	Citizen Mistrust.	Demonstrating Value.	"As just another service provider, local government agencies will be required to deliver and demonstrate value. Local agencies operate in a competitive marketplace."
	Citizens Uninformed.	Authentic Citizen Engagement.	"Committing to authentic engagement requires a "barn-raising" model. In addressing complex adaptive challenges, local government needs to put out a call for different kinds of contributors and engage them."

VILLAGE OF WESTON STRATEGY MAP PART 4: GOALS

	PROBLEM.	SOLUTION.	GOALS
Finances	An out-of-whack property tax system.	Tiered Service Delivery; Legislative Advocacy	Improve the financial position of the Village, while delivering ROI to our taxpayers.
	Mandates without Money.	Shared Services.	
Employees	Static Organizational Structures.	Constantly morphing systems require ever-learning employees.	Improve the Village government's organizational capacity, resilience, and public services.
	Accelerating and changing technology.	Integration of technology into all service delivery.	
Process	Escalating Demands and Mission Creep.	More disciplined government, focused on its "core" services.	Implement programs and policies which contribute to the sustainable long-term economic, social, and environmental health of the community.
	Inability to Cross Boundaries.	Nongovernmental Solutions.	
Customers	Citizen Mistrust.	Demonstrating Value.	Foster resident attachment and community engagement though enhance communication with citizens, businesses, employees, and other stakeholders.
	Citizens Uninformed.	Authentic Citizen Engagement.	

VILLAGE OF WESTON

STRATEGY MAP PART 5: GOAL STRATEGY

	GOALS	#	GOAL STRATEGIES
Finances	Improve the financial position of the Village, while delivering ROI to our taxpayers.	1-1.	Improve the financial position of the Village through legislative advocacy.
		1-2.	Investigate opportunities for increased collaboration with other institutions and agencies.
		1-3.	Implement new strategies to retain a balanced budget.
Employees	Improve the Village government's organizational capacity, resilience, and public services.	2-1.	Implement systems of continuous improvement to gain efficiencies and improve effectiveness.
		2-2.	Perform program evaluations and develop outcome based performance measurement systems.
		2-3.	Expand investments in employee development and engagement within the organization.
Process	Contribute to the sustainable long-term economic, social, and environmental health of the community.	3-1.	Implement initiatives that contribute to the economic health of the Village and its' residents.
		3-2.	Implement initiatives that contribute to the social health of the Village and its' residents.
		3-3.	Implement initiatives that contribute to the environmental health of the Village and its' residents.
Customers	Enhance communication with citizens, employees and other stakeholders.	4-1.	Implement new tools to maximize communication with citizens.
		4-2.	Implement new tools to communication with community stakeholders.
		4-3.	Implement a comprehensive communication plan.

Strategy 1-3: Implement new strategies to retain a balanced budget.							
Computer/Technology Fleet Replacement Plan. Update Assessment Services Contract. Investigate opportunities for outsourcing grass mowing and lawn maintenance. Update Paid-Time Off Policies and Procedures. Update Financial Auditing Services Contract and Policies. Update Fund Balance Policies and Procedures. Update Purchase Order Policy and Procedures. TIF District Debt Refinance Plan Develop Strategy/Strategies to Reduce Energy Consumption and Waste <ul style="list-style-type: none"> a. Install Variable Frequency Drives at Well Houses b. Install LED Luminaires on Village owned street lights c. Seek alternative fuels/energy d. Implement mobile GIS/Mapping access e. Implement mobile SCADA access f. Implement Maintenance Management Software for Services Audit of Local Hotel Tax Collections Capital Infrastructure Improvement and Maintenance Plan for Parks Create a strategic plan for the GIS program File Water Utility Rate Case and Update Tariffs	Complete	2018	Crowe				FIN
		2014	Jacobs				FIN
		2014	Osterbrink				PARKS
			Guild				PRSNL
			Jacobs				FIN
			Jacobs				FIN
			Jacobs				FIN
			Jacobs				CDA
		2016	Donner	Tatro, Borth	Van Ert Ele		PIC, FIN
		2016	Donner	Wodalski, T	Porlier		PIC, FIN
		not determined	Donner	Wodalski, H	Consultants		PIC, FIN
		2017	Crowe	Wodalski	Staff, Vendo		PIC, FIN
		2016	Donner	Crowe	Staff, Vendo		PIC, FIN
2016	Crowe	Wodalski, V	Donner Ver		PIC FIN		
In progress			Jacobs			FIN	
	2017	Osterbrink				PARKS	
	2016	Crowe				FIN	
2016	Jacobs	Donner	Van Swol		FIN		

**Village of Weston Strategic Plan 2020
PROJECTS AND BUSINESS PLANS 2013 - 2020**

Project Code	Project Description	Project Status	Project Completed	Project Leadperson	Primary Support	Secondary Support	Oversight Committee	
GOAL 2: Improve the Village government's organizational capacity, resilience, and public services.								
Strategy 2-1: Implement systems of continuous improvement to gain efficiencies and improve effectiveness.								
	Upgrades to the wireless internet service.	In Progress	2015	Crowe	Tatro		FIN	
	Update Policies for Frozen Water Lateral Response.		2015	Donner	Van Swol	Borth	PIC	
	Update Policies for Snow and Ice Control.		Update 2016	2014	Donner	Wodalski		PIC
	Update Policies regarding Records Management, Document Scanning.		Not started		Weinkauf			PRSNL
	Master Plan for Wastewater Collection and Treatment							
	Draft O&M Plan and CIP Plan		2015	Donner	Wodalski		PIC, FIN	
	Capacity, Management, Operation, and Maintenance Plan		2016	Donner	Wodalski		PIC, FIN	
	Detailed Capital Improvement Plan		2016	Donner	Wodalski		PIC, FIN	
Master Plan for Water Supply and Distribution								

Draft O&M Plan and CIP Plan		2015	Donner	Wodalski		PIC, FIN
Capacity, Management, Operation, and Maintenance Plan		2016	Donner	Wodalski		PIC, FIN
Detailed Capital Improvement Plan		2016	Donner	Wodalski		PIC, FIN
Master Plan for Storm Water Management						
Draft O&M Plan and CIP Plan		2015	Wodalski	Donner		PIC, FIN
Capacity, Management, Operation, and Maintenance Plan		2016	Wodalski	Donner		PIC, FIN
Detailed Capital Improvement Plan		2016	Wodalski	Donner		PIC, FIN
Master Plan for Street Network Maintenance and Replacement						
Complete PASER Ratings		2015	Wodalski	Skrzypchak	Donner	PIC, FIN
Draft O&M Plan and CIP Plan		2016	Wodalski	Donner	Foremen	PIC, FIN
Capacity, Management, Operation, and Maintenance Plan		2016	Wodalski	Donner	Foremen	PIC, FIN
Detailed Capital Improvement Plan		2017	Wodalski	Donner	Foremen	PIC, FIN
Master Plan for Buildings, Facilities, & Grounds.						
Needs Assessment for new Facilities		2016	Donner	Wodalski	Tatro, Oster	PIC, FIN, PA
Planning Study for new facilities		2017	Donner	Wodalski	Tatro, Oster	PIC, FIN, PA
Update Meeting Agenda Management and Policies.	In Progress		Weinkauf	Crowe	Budnick	BOT
Update Personnel and Policy Procedure Handbook.			Guild		Weinkauf	PRSNL
Upgrade Software for Accounting System, Civic to Clarity System.	In Progress	2015	Jacobs	Crowe		FIN
Upgrade Software for Electronic Records Management.	Not Started		Crowe	Weinkauf		FIN
Upgrade Software for Payroll Processing System w ADP.	Completed	2015	Weinkauf	Weinkauf/Jacobs		FIN
Implement Onboarding Software	Completed	2015	Weinkauf	Weinkauf		BOT
Upgrade Software for PW Infrastrucutre Asset Management	In Progress	2015	Crowe	Wodalski		PIC
Upgrade Software away from Energov Systems.	In Progress	2015	Crowe	Wehner	Higgins	FIN
Upgrade Licensing Software	Not Started	2016	Weinkauf	Crowe	Budnick	FIN
Update Municipal Code of Ordinances.	In Progress	2015	Weinkauf		Higgins/Br	BOT
Upgrade Beehive software to address other Village issues		2017	Crowe	Wehner	Higgins	FIN
Create a technology security policy		2018	Crowe			FIN
Upgrade the technology equipment at the Aquatic Center and update the POS system.		2016	Mroczenski			PARKS
Develop policies and procedures to move to a cloud based environment		2018	Crowe			FIN
Transition the SAFER district from Village provided technology support to an outside consultant.		2015	Crowe			FIN
Transition the Everest Court from Village provided technology support to an outside consultant.		2016	Crowe			FIN
Explore the possibilities on placing GPS receivers in Village vehicles.		2017				
Implement Permitting, Planning, Code Enforcment and Addressing Module in Beeh	In Progress	2016	Higgins	Crowe, We	Tatro, Parker, Hodell, We	
Workload and labor needs analysis for current level of services	In Progress	2015	Donner	Wodalski	Osterbrink,	PIC, FIN
Workload and labor needs analysis for future level of services	Not Started	2016	Donner	Wodalski	Osterbrink,	PIC, FIN
Capital Infrastructure Improvement Projects and Financing Plan.						
a. Draft CIP	In progress	2015	Donner	Crowe, Wo	Jacobs, et. a	PIC FIN

	b. Comprehensive CIP Document	Not started	2016	Donner	Crowe, Wo	Jacobs, et. a	PIC FIN
	Vehicle Fleet and Equipment Replacement Fleet Plan.	Updated 7/15	2015	Wodalski	Behnke, et.	Donner	PIC, FIN
	Revise/Update Water Utility Ordinance	Not Started	2016	Donner	Wodalski, V	Legal Coun	PIC
	Revise/Update Sewer Utility Ordinance and Billing Structure	Not Started	2016	Donner	Wodalski, V	Legal Coun	PIC, FIN
	Right-of-way Maintenance Policy (sidewalks, mowing)		2015	Donner	Wodalski	Foremen, L	PIC
	Develop/Clarify Department of Public Works & Utilities Personnel Policies	as needed					
	a. PTO Policy for DPW Addressing Minimum Staffing	In Progress	2015	Donner	Wodalski	Guild	PRSNL
	b. On-call and Stand-by Duty Pay and Expectations	In Progress	2016	Donner	Wodalski	Guild	PRSNL
	Update Emergency Response Plan						
	a. Draft	Not Started	2016	Donner	Wodalski, Foremen		PIC, CLPS
	b. Complete	Not Started	2017	Donner	Wodalski, F	County EM	PIC, CLPS
	Technology Integration						
	Implement GPS in snow response effort	Not Started	2017	Wodalski	Behnke	Donner	PIC
	Implement GPS in other Services Operations	Not Started	2017	Wodalski	Behnke	Donner	
	Implement salt brine application on all fleet trucks	In Progress	2018	Wodalski	Behnke	Donner	PIC
	Computer controlled salt spreaders	In Progress	2018	Wodalski	Behnke	Donner	PIC
	Implement Automated Water Meter Reading	In Progress	2017	Donner	Van Swol		PIC
	Implement Mobile GIS for Utility Operation	In Progress	2015	Crowe	Donner	Wodalski	PIC
	Implement Mobile GIS for Other Services Operations	Not Started	2017				
	Implement Mobile SCADA Access for Utility Operation	In Progress	2016	Crowe	Donner	Wodalski	PIC
	Modernize Well Control Circuitry	In Progress	2017				
	Optimize SCADA System	Not Started	2017				
	Implement SCADA for Wastewater Pumping	Not Started	2017				
	Implement "Beehive" in Services Division	In Progress	2017				
	Develop Standard Operating Procedures in Dept. of Public Works & Utilities	In Progress	2017	Donner	Wodalski	All Staff	PIC
	Set up Filing System Following APWA Accreditation Template	In Progress	2016	Donner	Wodalski	Clerical	PIC

Strategy 2-2: Perform program evaluations and develop outcome based performance measurement systems.

	Create and Implement Internal Control Policy for Municipal Court.	Completed	2015	Jacobs			EMMC
	Create Development Review Process Team and Procedures.			Higgins			PLAN
	Investigate and Evaluate Accreditation Designation with the AEDO.			Guild			CDA
	Investigate and Evaluate Accreditation Designation with the APWA (Self Assessment)	In Progress	2018	Donner	Wodalski	All Staff	PIC
	Investigate and Evaluate Accreditation Designation with the CAPRA.			Osterbrink			PARKS
	Wage & Compensation Advancement Criteria (Public Works & Utilities)	In Progress	2015	Donner	Wodalski	Guild	PRSNL

Strategy 2-3: Expand investments in employee development and engagement within the organization.

	Create, Recruit, and Hire Taxpayer Relations Specialist Position.			Guild			PRSNL
	Assess Employee Opportunities for Training and Cross-Training.			Guild			PRSNL

Create, Recruit, and Hire Planning Technician Position.	In Progress	2016	Higgins	Weinkauf/C	Jacobs	PRSNL
Create, Recruit, and Hire Code Enforcement/Property Inspector Position.	Not started	2017	Higgins	Weinkauf/C	Jacobs	PRSNL
Hire Permanent part time Scanning/Data Entry position.	Not started	2016	Weinkauf	Weinkauf		PRSNL
Explore GIS Certification for Assistant Planner	Not started	2015	Higgins	Wehner		PRSNL
Advance Employee Training and Skills with Technology.	In Progress	2015	Crowe			PRSNL
Continue Employee Training and Skills Development within Planning/Zoning/Build	Ongoing	Ongoing	Higgins			PRSNL
Phase II of Safety Manual Update and Initial Training	In Progress	2016	Donner	Wodalski, H	Staff	PIC, PRSNL
Phase III of Safety Manual Update and Initial Training	Not started	2017	Donner	Wodalski, H	Staff	PIC, PRSNL
Conduct Annual Safety Training	In Progress	Ongoing	Donner	Wodalski, H	Staff	PIC, PRSNL
Create and Implement an Employee Wellness Program.	In Progress	2015	Weinkauf	Committee	Committee	PRSNL
Advance Tech Support/Help Desk Management Practices.			Crowe			PRSNL
Accounting Training for Administrative Specialists.			Jacobs			PRSNL
Get professional training on the MITEL phone system for the Technology Services Director and Build		2016	Crowe	Tatro		FIN
Create and implement additional planning job descriptions on Class Compensation M	Not started	2017	Higgins	Weinkauf/Guild		PRSNL
Maintain membership in APA and WAPA	Ongoing	2016	Higgins	Wehner		BOT
Explore Mentoring Program with Marathon County Solid Waste Director	Not started	2016	Higgins	Parker	MCSW	BOT
Complete AICP Certification for Director and Assistant Planner	Not started	2018	Higgins	Wehner		PRSNL
Create an employee intranet resource webpage		2017	Crowe			PRSNL
Employee Training and Education	Ongoing		Donner	Wodalski	Foremen, W	PRSNL
Individual Training/Professional Development Plans	In Progress	2015	Donner	Wodalski	Foremen, W	PRSNL
Annual Progress Report for Individuals	Not started	Dec. 31	Donner	Wodalski	Foremen, W	PRSNL
Maintain memberships in Professional Organizations	Ongoing		Donner	Wodalski		PRSNL
Update Worker's Compensation/Workplace Safety Policies.	In Progress		Donner	Wodalski	All Staff	PIC/PRSNL
Implement a Communication Strategy in Services Division		Jan. 2016	Donner	Wodalski, C	Guild, Weir	PIC/PRSNL
Wisconsin Municipal Clerk Insitute and Certification	In Progress	2018	Weinkauf	Weinkauf	Budnick/Ch	PRSNL
Identify strategies to deal with the shortage of staffing and resources.	In Progress	2016	Osterbrink	Donner	Wodalski	PRSNL
Utilization of Staff Arborist.	Not started	2017	Osterbrink	Donner	Wodalski	PRSNL
Staff Training	In Progress	Ongoing	Osterbrink	Donner	Wodalski	PRSNL
Cordless handset purchase for Front Office Staff	In Progress	2016	Weinkauf	Crowe	Front Office	PRSNL

**Village of Weston Strategic Plan 2020
PROJECTS AND BUSINESS PLANS 2013 - 2020**

Project Code	Project Description	Project Status	Project Completed	Project Leadperson	Primary Support	Secondary Support	Oversight Committee
GOAL 3:	Contribute to the Sustainable, Long-Term Economic, Social, and Environmental Health of the Village, and its' residents.						
Strategy 3-1:	Implement initiatives that contribute to the economic health of the Village and its' residents.						
	Update and Replace Zoning Ordinance.	Complete	2015	Higgins	MDRoffers	Wehner	PLAN
	Complete Master Plan for Camp Phillips Corridor	In progress	2016	Higgins	MDRoffers	Wehner	CDA
	Complete Retail Recruitment and Attraction Plan with Retail Coach.			Guild			CDA
	Update and Amend Mobile Home Parks Ordinance (Chapter 46)	Not Started	2016	Higgins	Yde	Hodell/Tatr	CDA

Update and Replace Development Review Processes.	Complete	2015	Higgins			PLAN
Update and Replace Subdivision Ordinance.	Not Started	2016	Higgins	MDRoffers	Donner	PLAN
Create and Maintain a Business Licensing Program.	Not Started	2017	Higgins	Weinkauf	Crowe, Hoc	CDA
Create and Maintain a Vacant Property Registry.	Not Started	2017	Higgins	Outside sof	Hodell	BOT
Refine Bylaws, Policies, and Procedure for Planning Commission	In progress	2015	Higgins			PLAN
Revised and Resubmit TIF 1 and TIF 2 Project Plans			Jacobs			CDA
Update Building Inspection Permit Application Process and Fees.	Complete	2015	Higgins	Wehner	Tatro	CLPS
Update the Village's Comprehensive Plan.	In progress	2016	Higgins	MDRoffers	Wehner, Dc	PLAN
Create and Maintain a registry of land for sale throughout the Village.	In progress	2017	Higgins	Wehner	Crowe	CDA
Update and Amend Development Incentives Policy Practice.			Jacobs			CDA
Explore Commercial Building Certification	Not Started	2016	Higgins	Tatro		CLPS
Reinforce RCA/REU Special Assessment and Hook-up Fee Ordinance	In progress	2016	Donner	Wodalski, I	Crowe, Var	PIC, FIN
Purchase ticket dispensers to be used at the polling locations	In progress	2016	Weinkauf			BOT

Strategy 3-2: Implement initiatives that contribute to the social health of the Village and its' residents.

Update Policies and Procedures for Code Enforcement.	Not Started	2017	Higgins	Hodell		CLPS
Update Policies and Procedures for Nuisance/Property Maintenance.	In progress	2015	Higgins	Hodell	Tatro	CLPS
Complete Master Plan for Pedestrian and Bicycle Accomodations.	Not Started	2018	Higgins	Outside con	Donner	PLAN
Complete Master Plan for Streetscaping and Right-of-Way Aesthetics.	Not Started	2018	Higgins	Outside con	Donner	PIC
Complete Master Plan for Parks and Recreation Space and Facilities.			Osterbrink			PARKS
Complete Community Needs Assessment for Park Programming.			Osterbrink			PARKS

Strategy 3-3: Implement initiatives that contribute to the environmental health of the Village and its' residents.

Renew Service Agreement for Refuse and Recycling.	Not started	2018	Higgins	Parker		CLPS
Conduct Full Refuse and Recycling Audit of all Commercial/Multi-family properties	In progress	2018	Higgins	Parker	MC Solid W	CLPS/PLAN
Investigate new refuse and recycling related services (ie food waste disposal)	Not started	2018	Higgins	Parker	MC Solid W	CLPS
Water & Sewer Main Extension Policy	In progress	2016	Donner	Wodalski, V	Legal Coun	PIC, FIN, PL
Sewer Service Boundary Update	Not started	2016	Donner	NCWRPC	Crowe, Wo	PIC, PLAN

**Village of Weston Strategic Plan 2020
PROJECTS AND BUSINESS PLANS 2013 - 2020**

Project Code	Project Description	Project Status	Project Completed	Project Leadperson	Primary Support	Secondary Support	Oversight Committee
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GOAL 4: Enhance Communication with Citizens, Employees, & Stakeholders.

Strategy 4-1: Implement new tools to maximize communication with citizens.

Improve the content on the Village website	Ongoing	2018	Hodell	Crowe	Meliska	FIN
Improve the licensing content on the Village website	In progress	2016	Weinkauf	Crowe	Brown	
Create a transparent and easy to navigate data portal on the website.	Ongoing	2017	Crowe	Hodell		FIN
Develop a more user friendly mobile website.	Ongoing	2016	Crowe	Hodell		FIN

	Redesign the Village website.		2018	Crowe	Hodell		FIN
	Design and Publish Bi-Monthly "Weston Wire" Newsletter.	Ongoing	2018	Hodell	Meliska	Staff	CLPS
	Search and select Online Service Provider for website billpay.			Jacobs			FIN
	Upgrade Election Booths.	Completed	2015	Weinkauf			FIN
	Design and publish "Weston Way" magazine annually.	Not Started	2018	Hodell	Meliska	Outside sou	BOT
	Improve New Resident Welcome Publications and Services.	In progress	2016	Hodell	Meliska		CLPS
	Launch Nextdoor Social Media Platform throughout Neighborhoods.	Completed	2015	Hodell	Meliska		BOT
	Explore the needs and possibilities for delivering video content on the web		2016	Crowe			FIN
	Improve Communication to residents through the Lamar Billboard	Ongoing	2016	Hodell	Meliska		
Strategy 4-2: Implement new tools to communication with community stakeholders.							
	Improve communication tools with local, young professional groups.	Ongoing	2015	Hodell	Meliska		MRK
	Create a Submittal Policy for Plan Commission Applications.	Completed	2015	Higgins	Wehner		PLAN
	Design and Build a conference and event booth for marketing events.	Completed	2015	Hodell	Becker	Meliska	MRK
	Design and Publish New Business Pamphlet.	Not Started	2016	Hodell	Flapjack	Meliska	CDA
	Design and Publish PAFR report.			Jacobs			FIN
	Update and Improve Park Reservation Process and Procedures.		2017	Osterbrink			PARKS
	Design and publish property owner information videos with Becker.	On going	2016	Hodell	Becker	Various Sta	BOT
	Improve communication tools with DC Everest Alumni Association.			Hodell			MRK
	Develop an assessment records data portal for area realtors.		2016	Crowe			FIN
	V-Chat Videos for Public Works Topics	On going		Donner	Wodalski, F	Guild, Cons	PIC
Strategy 4-3: Implement a comprehensive communication plan.							
	Design and Publish a Brand Guidelines Management Report.	Completed	2015	Hodell	Flapjack	Meliska	MRK
	Create, Recruit, and Staff a volunteer Technology Oversight Task Force.			Crowe			BOT
	Update and Improve information about Village's finances on our Website.			Jacobs			FIN
	Identify and implement public outreach and education for DPW&U.			Hodell			MRK
	Design and Publish annual Soul of the Community report by February 28th.			Guild			BOT
	Design and Publish annual performance report by May 30th.			Guild			BOT
	Design and Publish annual long range planning report by Aug 30th.			Guild			BOT
	Design and Publish annual budget message report by Nov 30th.			Guild			FIN
	Recruit, and Hire a Social Media Marketing Intern in partnership with NTC.	Not started	2017	Hodell	Weinkauf	Meliska	MRK
	Update/Improve Department of Public Works & Utilities webpage	Ongoing	Jun-16	Donner	Wodalski, V	Relations	PIC
	Timely Communications for Newsletters, "This Week..." and Social Media	Ongoing		Donner	Wodalski, V	Relations	PIC

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.16.



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **KEITH DONNER, DIRECTOR OF PUBLIC WORKS
JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT**

ITEM DESCRIPTION: **ORDINANCE NO. 16-002 AN ORDINANCE ADOPTING THE VILLAGE OF WESTON OFFICIAL MAP.**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, FEBRUARY 15, 2016**

POLICY QUESTION: Should the Board of Trustees adopt Ordinance No 16-002 adopting the Village of Weston Official Map?

RECOMMENDATION TO: I make a motion to endorse approval of Ordinance No 16-002 adopting the Village of Weston Official Map.

LEGISLATIVE ACTION:

<input checked="" type="checkbox"/> Acknowledge/Approve	<input checked="" type="checkbox"/> Ordinance	<input type="checkbox"/> Proclamation
<input type="checkbox"/> Administrative Order	<input type="checkbox"/> Policy	<input type="checkbox"/> Reports
<input type="checkbox"/> Expenditure	<input type="checkbox"/> Procedure	<input type="checkbox"/> Resolution

FISCAL IMPACT ANALYSIS:

Budget Line Item: _____

Budget Line Item: _____

Budgeted Expenditure: _____

Budgeted Revenue: _____

STATUTORY / RULEMAKING / POLICY REFERENCES:

WI Statute: 62.23 (6)

WI Administrative Code: _____

Case Law / Legal: _____

Municipal Code: _____

Municipal Rules: _____

PRIOR REVIEW: PIC on Monday, February 1, 2016
Plan Commission on Monday, February 8, 2016

BACKGROUND:

As part of the Comprehensive Plan Update the Village has created a Future Transportation Map which would also serve as the Official Map for the Village, recommended in the original 2006 Comprehensive Plan. It has been decided to approve this Future Transportation Map, in advance of the adoption of the new Transportation Chapter of the Comprehensive Plan as we want to ensure that the appropriate right of way widths are being reserved for areas where we are working on plans for economic development projects. The PIC and Plan Commission have reviewed and recommended the Official Map for adoption at their meetings earlier this month. A public hearing before the Village Board is required prior to adoption of the map by ordinance. The Draft Ordinance No 16-002 is included in your packet.

Supplemental Briefer for Agenda Items under Consideration?

Attachments?

Village of Weston, Wisconsin
AGENDA ITEM LEGISLATIVE ANALYSIS
Supplemental Briefer for Agenda Items under Consideration

From: Keith Donner, Director of Public Works & Jennifer Higgins, Planning and Development Director
Date/Mtg: Monday, February 15, 2016/Village Board Meeting
Re: Official Map of the Village of Weston

1. Policy Question:

Should the Board of Trustees approve an ordinance to adopt an Official Map for the Village of Weston?

2. Purpose:

The purpose of asking this question is to receive guidance and feedback from the public and Trustees on whether the Village Board should adopt an Official Map.

3. Background:

Per Section 62.23(6)(b) of Wisconsin Statutes, the Village may by ordinance establish an official map of the village or any part thereof showing the streets, highways, historic districts, parkways, parks and playgrounds laid out, adopted and established by law. The village may also include the location of railroad rights-of-way, waterways and public transit facilities on its map. A city may include a waterway on its map only if the waterway is included in a comprehensive surface water drainage plan. The map is conclusive with respect to the location and width of streets, highways, waterways and parkways, and the location and extent of railroad rights-of-way, public transit facilities, parks and playgrounds shown on the map. The official map is declared to be established to conserve and promote the public health, safety, convenience or general welfare. The ordinance shall require the village clerk at once to record with the register of deeds of the county in which the village is situated a certificate showing that the village has established an official map.

No permit may be issued to construct or enlarge any building within the limits of any street, highway, waterway, railroad right-of-way, public transit facility or parkway, shown or laid out on the map except as provided in Sec. 62.23(6). The street, highway, waterway, railroad right-of-way, public transit facility or parkway system shown on the official map may be shown on the official map as extending beyond the boundaries of a city or village a distance equal to that within which the approval of land subdivision plats by the village board is required as provided by s. [236.10 \(1\) \(b\) 2](#). Any person desiring to construct or enlarge a building within the limits of a street, highway, railroad right-of-way, public transit facility or parkway so shown as extended may apply to the authorized official of the village for a building permit. Any person desiring to construct or enlarge a building within the limits of a street, highway, waterway, railroad right-of-way, public transit facility or parkway shown on the official map within the incorporated limits of the municipality shall apply to the authorized official of the village for a building permit. Unless an application is made, and the building permit granted or not denied within 30 days, the person is not entitled to compensation for damage to the building in the course of construction of the street, highway, railroad right-of-way, public transit facility or parkway shown on the official map. Unless an application is made, and the building permit granted or not denied within 30 days, the person is not entitled to compensation for damage to the building in the course of construction or alteration of the waterway shown on the official map within the incorporated limits of the municipality. If the land within the mapped street, highway, waterway, railroad right-of-way, public transit facility or parkway is not yielding a fair return, the board of appeals in any municipality which has established such a board having power to make variances or exceptions in zoning regulations may, by the vote of a majority of its members, grant a permit for a building or addition in the path of the street, highway, waterway, railroad right-of-way, public transit facility or parkway, which will as little as practicable increase the cost of opening the street, highway, waterway, railroad right-of-way, public transit facility or parkway or tend to cause a change of the official map. The

board may impose reasonable requirements as a condition of granting the permit to promote the health, convenience, safety or general welfare of the community. The board shall refuse a permit where the applicant will not be substantially affected by not constructing the addition or by placing the building outside the mapped street, highway, waterway, railroad right-of-way, public transit facility or parkway.

4. Issue Analysis:

As part of the Comprehensive Plan Update the Village has created a Future Transportation Map which would also serve as the Official Map for the Village. The Official Map was originally recommended in the 2006 Comprehensive Plan but until now, it had not been worked on. It was decided to have the Comp Plan Future Transportation Map also serve as the Official Map for the Village but due to the adoption of this Comp Plan document still being a few months out from adoption, we are moving forward with adopting the Map as the Official Map for the Village. We are doing this to ensure that the appropriate road widths be reserved prior to any economic development projects we are working on be approved or constructed.

5. Fiscal Impact:

No real fiscal impacts at this time. In the future, there could be costs to acquire some of the road right of way.

6. Statutory References:

Per Sec. 62.23(6) of Wisconsin Statutes, the Village is authorized to adopt an Official Map

7. Prior Review:

This item has been reviewed by the PIC, PC and Village Service Division staff as part of the Transportation Chapter of the Comprehensive Plan Update. The PIC reviewed the Official Map at their February 1, 2016 meeting and recommended it to the Village Board for approval. The PC also reviewed the Official Map at their February 8th meeting and also recommended the Board adopt the official map at the public hearing on 2/15.

8. Policy Choices:

1. Approve the Official Map as presented.
2. Approve the Official Map with changes specified by the Village Board.
3. Deny the ordinance and not adopt an official map.

9. Recommendation:

Village Service Division Staff, the PIC and PC recommend approval of the Official Map to the Village Board as presented.

10. Legislative Action:

I move to approve the Official Map for the Village of Weston by adopting Ordinance No. 16-002.

11. Attachments:

Draft Ordinance No. 16-002 Official Map
Public Hearing Notice for 2/15/16 Village Board Meeting
Map 11-1: Future Transportation (Official) Map - Draft



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

ORDINANCE NO. 16-002

AN ORDINANCE ADOPTING THE VILLAGE OF WESTON OFFICIAL MAP

WHEREAS, §62.23(6), Wis. Stats. authorizes each local government to adopt an official map to conserve and promote the public health, safety, convenience or general welfare by designating land for expanded and future highways, parkways, waterways, and other public facilities; and

WHEREAS, the Weston Comprehensive Plan has, since 2006, advised that the village adopt an official map to identify and preserve right-of-way and provide for efficient movement of the traffic throughout the village; and

WHEREAS, through the Comprehensive Plan update project, the village has worked together to establish the Future Transportation (Official) Map (“Official Map”); and,

WHEREAS, on February 8, 2016, the Village Plan Commission recommended adoption of the Official Map, substantially in the form attached hereto as Exhibit A; and,

WHEREAS, the Village Board accepts the recommendation of the Plan Commission and has conducted a public hearing preceded by a Class 2 notice, and following such hearing determined that establishment of the Official Map will promote the public health, safety, convenience, general welfare, and orderly development of the Village of Weston.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village Board of Weston, Wisconsin, does ordain as follows:

1. The map attached hereto as Exhibit A is established as the Official Map of the Village of Weston, pursuant to §62.23(6), Wis. Stats.
2. No permit may be issued to construct or enlarge any building within the limits of any street, highway, waterway, railroad right-of-way, public transit facility or parkway, shown or laid out on the Official Map except as provided in Section 62.23(6) of the Wisconsin Statutes.
3. The Village Clerk is directed to record with the Marathon County Register of Deeds a certificate showing that the Village has established an official map, along with the adopted Official Map.

Adopted this 15th day of February, 2016.

VILLAGE BOARD OF WESTON

By: _____
Barbara Ermeling, President

Attest: _____
Sherry Weinkauff, Village Clerk

EXHIBIT A: WESTON OFFICIAL MAP

APPROVED: _____

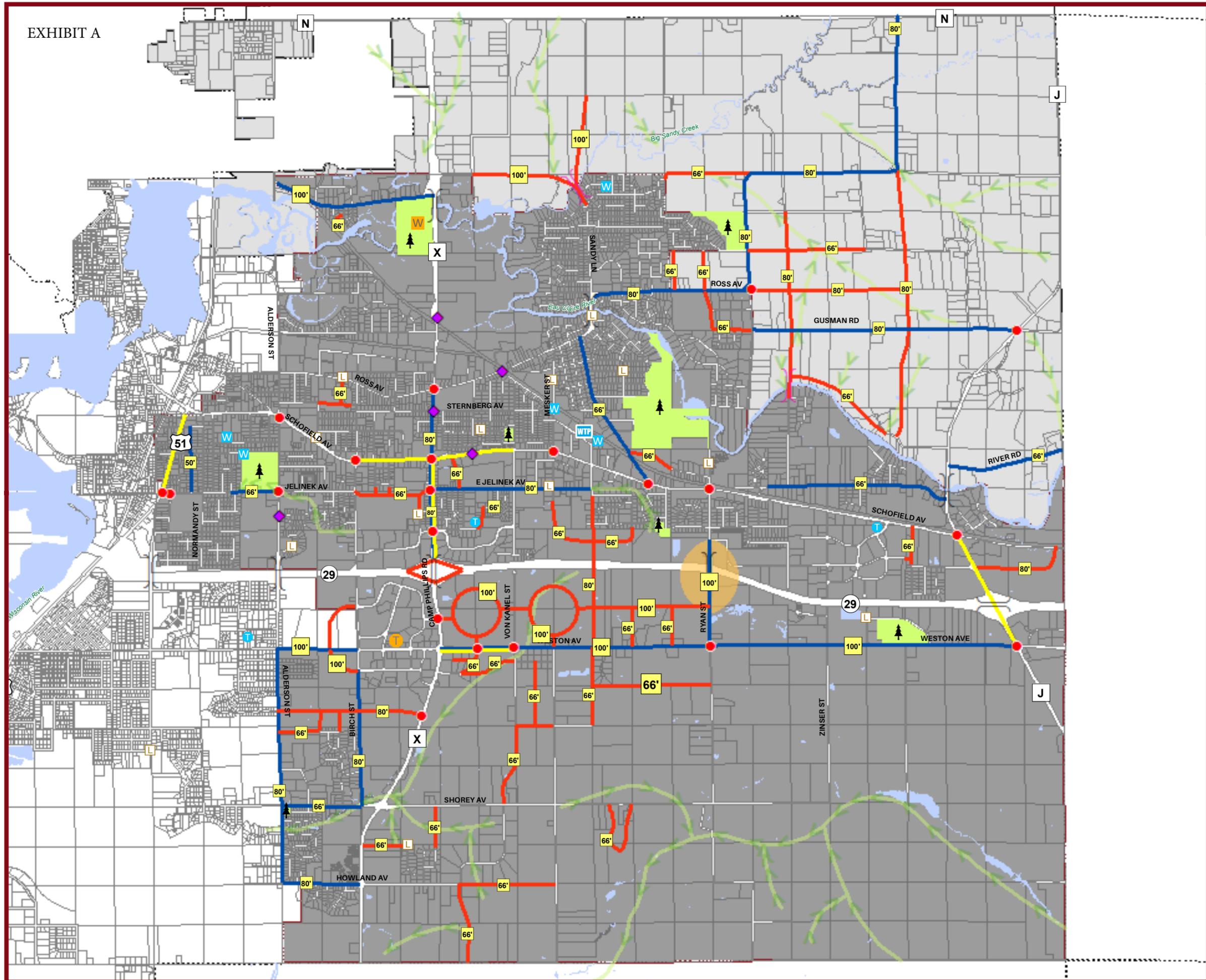
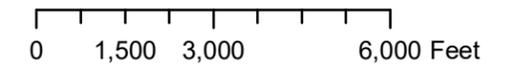
PUBLISHED: _____

DRAFT

Future Transportation (Official) Map - DRAFT



Date: February 11, 2016
Created by the Village of Weston
Tech. Services Department



Legend

- Park
- Water Tower
- Wellhouse
- Treatment Plant
- Lift Stations
- Future Water Tower Site
- Future Wellhouse Site
- Future Overpass
- Existing Overpass
- Future Intersection Improvement
- Future Pedestrian Crossing Enhancement
- Future Major Road (with right-of-way width)
- Planned Road Construction (with right-of-way width)
- Planned Streetscaping
- Drainage Corridor
- Existing Roads (No construction recommendation)
- Future Interchange Study Area
- Parkland
- Surface Water
- Village of Weston
- Town of Weston

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.20.



Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE FINANCE COMMITTEE
held on Wednesday, January 27, 2016 at 6:00 pm in the Board Room at the Municipal Center
Chairman Berger presiding.

A. Opening of Session at 6 P.M.

1. Finance Committee meeting called to order by FC Chairman Berger.
2. Clerk (or recording secretary/deputy clerk) will take attendance and/or roll call.
Roll call indicated 5 members present.

<u>Member</u>	<u>Present</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

Village Staff in attendance: Guild, Jacobs, and Trittin. Trustee White was also in the audience.

3. Requests for silencing of cellphones and other electronic devices.
4. Acknowledgement of visitors, if any.

B. General Comments from the public.

C. Presentations.

D. Consent Agenda Items for Consideration.

5. Approval of Previous Minutes from November 16, 2015.
Motion by Ermeling, second by Bender to approve previous minutes.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

E. Business Items for consideration, discussion, and action.

6. 2014 Comprehensive Annual Financial Report Award (CAFR) from GFOA.

Information on how the CAFR review and the award process works can be found in the meeting packet. This is the 12th year the Village has received the Certificate of Achievement for Excellence in Financial Reporting Award from GFOA. The Village received a proficient grade in all categories, except the Fiduciary Fund Financial Statements category, because it was not applicable. Yaeger asked Jacobs about the 2014 audit extension. Jacobs said that several events caused the delay of the completion of the 2014 financial statements audit, but that the Village should not have to file for an extension this year, as there is a firm deadline on the audit RFP. Bender congratulated Jacobs and his staff on the award.

Motion to acknowledge award by Ermeling, second by Yaeger.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES

Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

7. Approve recommendation from Finance Director for 2016 Weights & Measures Fees Schedule.

Village Board approved the creation of the new Weights & Measures Ordinance at the second Board Meeting in November 2015, with the stipulation that the schedule of fees would then be presented back to Finance Committee, and a recommendation given to the Village Board. Page 37 of the meeting agenda packet has the invoice from the State for the 2014-2015 period of time. Jacobs said we should receive a similar invoice for the period of June 1, 2015-June 30, 2016 in early spring. The permit licensing period will begin July 1, 2016 and go through June 30, 2017. Permits would be sent out in spring and be for the next 12 months going forward; however, the Village will not actually get the bill from the State until almost the full year has been completed. This item is being presented as a proposal of how to distribute and allocate the state inspection costs between the different monitored devices at each business location. The goal is to not overbill businesses which have these devices. Page 42 of the agenda packet has the listing of the devices that the state monitored for the 12-month period of time that ended June 30, 2015. Jacobs stated that the listing of businesses with equipment that the State monitors will change every year. Jacobs asked for comments and/or suggestions. Yaeger asked Jacobs what the billing date would be. Jacobs stated that everything would need to go to the Village Board by the first or second meeting in June, so all paperwork would need to be into the Clerk's Office by the relevant date to have the permits issued. Bender said that fees seem adequate and that fees should be paid prior to the period that they are for. Ermeling asked how the Village would keep up with the coming and going of businesses. Jacobs said that he would need to work with the State to get a system figured out.

Motion by Bender to present fee schedule to the Board of Trustees, second by Sukup.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

8. Consideration of 2015-2019 Financial Auditing Services Request for Proposals document for the Village of Weston.

Jacobs stated that we have received an audit engagement letter for both the SAFER and EMPD 2015 financial audits. Jacobs stated that he thought this was a good time for an RFP for the Village's audit. Jacobs suggested a 5-year contract. Bender stated that he would be fine with it. Jacobs stated that he has requested that proposals be returned to the Village by Wednesday, February 17, 2016, in order to give time for Jacobs, Guild, and the Finance Department staff a chance to look at them. Jacobs stated that the Village has had the same accounting firm for almost 20 years and openly indicated this in the RFP. The RFP also states that the contract does not include the SAFER or EMPD audits. Additionally, the RFP indicates that the contract is for a full CAFR document, as the Village would like to submit their CAFR for the Comprehensive Annual Financial Report Award from GFOA. Jacobs continued to walk through some details of the RFP document. Some Village statistics in the packet still need to be updated, and will be updated prior to the RFP being sent out. Yaeger indicated that Village may want to request a copy of the audit firm's most recent peer review, which occurs every three years. Yaeger also said Village may want to see the firm's proof of malpractice insurance. Jacobs mentioned that a few years ago, the Village had the top 3 firms come in and do a presentation. The requirement of a presentation was not included in this RFP, but Jacobs inquired on whether the committee wanted to include that stipulation. Sukup said she would like to wait and see what prices come in at before deciding whether a formal presentation and interview process was deemed necessary.

Motion by Sukup to send out RFP with changes suggested by Yaeger, second by Bender.

Changes: Firm must submit most recent peer review and firm must provide proof of malpractice insurance.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES

Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

9. Consideration of 2016 Weston Centennial Homecoming Organization Scholarship at DC Everest Senior High School.

Jacobs stated that there is not enough money to present a scholarship at this time as interest rates have not climbed quickly enough to accumulate enough funds, since the Spring 2015 scholarship award.

Motion by Bender to not present a scholarship for the 2016 graduation year, second by Yaeger.

Yes Votes: 5 No Votes: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Berger, Scott	YES
Ermeling, Barbara	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

F. Reports.

10. Deputy Finance Director / Treasurer

Deputy Finance Director has not started yet, so there is no report at this time.

11. Finance Director / Treasurer

Jacobs reported that Guild has required that department heads give a monthly report to each committee and to Village Board members. The first monthly Finance Department report will go out in February 2016. The Finance Committee will get a report next month. Tax season will be done February 5, 2016, as the state requires a 5-day grace period for tax payments (after the January 31st payment deadline). The Village is working on restructuring roughly \$22 million dollars in Community Development Authority (CDA) debt in 2016. The Finance Committee will hear more about this in the second and third quarters. The Finance Department is also working with the Department of Public Works on a water rate study. Ehlers has been hired to help the Village with the analysis and submission for the PSC request for increasing the Village’s rates for the water utility. Jacobs also reviewed the 2016 Finance Committee meeting date calendar, which had been distributed.

12. Administrator

- a) Guild acknowledged the hiring of Donna Stroik as Deputy Finance Director, with appointments as a Deputy Treasurer and Deputy Clerk of the Village of Weston. Guild said that Stroik would be joining the Village on February 10, 2016.
- b) Guild acknowledged the hiring of Jenna Trittin as Administrative Specialist – Finance Department. Guild told the committee that Sara Budnick left Village employment. After discussion with Department Directors, the monies for the vacant Budnick position have been fully allocated to the Finance Department.
- c) No other recruitment updates were given.

G. Remarks from Committee; discuss items to be included for next Finance Committee Agenda.

H. Set next meeting date for Wednesday, February 24, 2016.

I. Announcements.

- Guild announced the Village’s 20th Anniversary Celebration, which will be held on Friday, March 11th, 2016 at Dale’s Weston Lanes. Guild invited all committee members to attend and informed them that they also could bring a guest to the event.
 - Announcement is highlighted in blue on the calendar included in the agenda packet.

J. Adjourn.

Berger adjourned the Finance Committee meeting at 6:58 P.M.

Scott Berger, Chairman
 John Jacobs, Finance Director/Treasurer
 Jenna Trittin, Recording Secretary

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.23.



Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE PLAN COMMISSION
held on Monday, February 8, 2016 at 6:00 p.m., in the Board Room, at the Municipal Center
Chairman White Presiding.

A. OPENING OF SESSION AT 6:00 P.M.

1. Plan Commission meeting called to order PC Chairman White.

2. Clerk will take attendance and roll call.

Roll call indicated 7 Plan Commission members present.

<u>Member</u>	<u>Present</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

Village Staff in attendance: Higgins, Donner, Tatro, Wehner, Christiansen, and Parker.

3. Requests for Silencing of cellphones and other electronic devices.

B. NEW BUSINESS

4. Discussion and Action by Plan Commission on Director's recommendation to approve the adoption of Official Map for the Village of Weston, per the specifications, conditions, and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration.

Higgins stated this map is also within the (Chapter 11) Transportation Plan. The intention was to have this official map adopted now, as we will not be acting on entire Comprehensive Plan until later this year. We are moving forward on this official map so that it can be adopted and in place before the construction season. The public hearing is scheduled for this next Monday's Village Board meeting. PIC has already approved this official map. Now PC needs to make its recommendation to the Board. She mentioned there was a question on Fuller Street, which already has 66 feet right-of-way. This is highlighted on the map because there is a future project to rebuild the street with curb, gutter, & sidewalk.

Zeyghami questioned why the right-of-way widths are shown. Higgins stated the widths shown, is the right-of-way width desired. She said by showing the right-of-way width, this prompts staff, when reviewing CSM's, to acquire the correct right-of-way during the CSM approval process. She commented this map also assists staff in cases where areas are planned to be improved, which will prompt staff to not allow improvements within an area that a future planned roadway will go through. It was pointed out this is a future transportation map, not what is occurring now.

There was discussion on the future interchange study area (Ryan Street, over STH-29), along with the future Eau Claire River crossings, meant to connect the Sandy Meadow areas out to the east. Higgins explained the Town has already adopted their official map, and how they are planning a future bike lane/path from Weston's Ross Avenue path out to Townline Road (Cty. Rd. N). Higgins stated she will be talking to Milt Olson, when he returns this spring about any needed additions to their Official Map.

Motion by Schuster, second by Diesen, to approve the adoption of Official Map for the Village of Weston, per the specifications, conditions, and limitations of the submitted staff report, and forward to the Board of Trustees for their consideration.

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

<u>Member</u>	<u>Voting</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

C. PUBLIC COMMENT

5. Comments from the public on issues, which the Plan Commission has oversight or on business items that might be recommended to the Board of Trustees.

There were no comments from the public.

D. CONSENT ITEMS – PLAN COMMISSION

6. Approve previous meeting(s) minutes from the Plan Commission January 11, 2016, regular meeting.

Motion by Diesen, second by Stenstrom, to approve the Plan Commission January 11, 2016 regular meeting minutes.

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

<u>Member</u>	<u>Voting</u>
Diesen, Dave	YES
Johnson, Marty	YES
Kollmansberger, Tina	YES
Schuster, Fred	YES
Stenstrom, Mike	YES
White, Loren	YES
Zeyghami, Hooshang	YES

E. DISCUSSION AND REVIEW OF COMPREHENSIVE PLAN DRAFT CHAPTERS

Higgins explained how the volumes and chapters are being broken out and reviewed, and then later the entire Comprehensive Plan will be re-adopted at one time. She explained how this will be done in three volumes, so some of the chapters you have seen, or are seeing, will be renumbered. She explained what the volumes will consist of.

7. Chapter 6 Housing and Neighborhoods

Higgins pointed out this is draft 2 of this Chapter. All Commissioner and Staff comments received previously have been integrated in the updated drafts.

Stenstrom made some suggestions:

Page 6-1, second outlined heading, where it reads “Weston has been a desirable...”. He feels it should state “Weston is a desirable...”, or “Weston remains a desirable...”.

Page 6-2, under **6.1. Paragraph**, where it reads “There has been little housing development in Weston since the late 2000s crash.” He feels that sentence should be stricken, as it does not pertain anymore, and does not serve a useful purpose anymore.

Page 6-4, under **6.5.2 Achieve a Desirable Mix of New Housing**, within the second paragraph, where it reads “Specifically, the Village intends to require that single-family units comprise a minimum of 65% of all new housing units within each “Planned

Neighborhood” area shown...”. Though he understands the purpose behind this, he feels this is unachievable. He feels this will cause a race for whoever wants to develop non-single-family houses to get there first, and take up the 35% before others can. Higgins clarified this is the desire within the mixed use neighborhoods (planned neighborhoods). There would have to be a master plan, and a rezoning to that zoning designation.

Page 6-4, under **6.5.2 Achieve a Desirable Mix of New Housing**, within the third paragraph, “As the Baby Boom generation ages...”. He feels this is something the Finance Committee should weigh in on. Higgins stated this is something that will go before Finance. White commented also on looking at impact fees for our SAFER. Johnson questioned what will happen with these senior housing, what will happen with all the beds, once the Boomers generation have passed. Higgins stated this was one of the reasons, besides the impact to SAFER, the Board had requested we limit further construction of assisted living and senior housing.

Page 6-7, the first paragraph, “Seeking partnerships wherever possible, ...”. He feels we should not identify a particular program, as we do not know who will be there in the next year, that we should strike the text following the second comma.

Page 6-7, under 6.5.5, the second bulleted point, “At least 60% of building exterior materials must be some combination of brick, ...”. He gets the impression that this is how we want single-family houses to look. He feels it seems we are trying to put the same kind of brick requirements from commercial developments onto single-family housing. Wehner clarified this pertains to mobile homes (or manufactured homes), multiple family, and rental housing developments – not single-family homes.

Wehner pointed out to Higgins that the term “Mobile Home” needs to be changed to “Manufactured Home”, which then led to questions and discussion from Stenstrom on the difference between a manufactured home (mobile home) and his own single-family home, which is considered a manufactured home. Wehner clarified where it states manufactured homes, we are meaning manufactured home communities (mobile home parks), and a home such as Stenstrom’s, is classified as a single-family home in our zoning code.

8. Chapter 7 Natural, Agricultural and Cultural Resources

Stenstrom made some suggestions:

On the cover page, second outlined heading, where it reads “In the 21st Century, Weston still understands...”. He feels we should strike the word “still”. Within the next sentence, where it reads “Weston will continue to be a steward of its land and...”, he feels we should strike “to be a steward of its”, and have that sentence read “Weston will continue its stewardship of its land and water...”.

On page 7-2, under **7.4 Policies**, #7. Stenstrom is concerned if we are planning to have commercial development along the north side of Weston Avenue, there will be conflicts with allowing farming across the road. Higgins and Wehner explained to Stenstrom this is not talking about the land directly along the south side of Weston Avenue, that this talks in general about undevelopable land in the south east area of the Village.

On page 7-5, where it talks about signage welcoming in people, if it would be an option to have signs at the borders, thanking people for traveling through/visiting Weston.

Johnson pointed out on page 7-11, the sidebar that belongs here is up on the previous page.

Wehner pointed out on page 7-11, under the second paragraph where it refers to “green”, and how the preferred term is “sustainable”.

Stenstrom commented on the first paragraph on page 7-11, where the indication of a recycling “contest” is made. He feels that since the households referred to, did not volunteer to participate, that it was not a contest, rather it was an inspection. He stated he takes great umbrage at our calling this a contest, when they were not asked first. He said that though he does not have a problem with what we are doing here, but he feels we should not call it a contest. White suggested it is a random sampling.

Stenstrom pointed out on page 7-10, the comments on the Water Star Commission. The last half of the paragraph under 7.5.5, “At time of writing the Water Star Community Program had been suspended indefinitely while the UW-Extension Natural Resources Education program evaluates its program priorities following recent cuts to the University of Wisconsin System.” He feels if this program no longer exists, it should be removed from this document. Wehner stated including this in this document shows that we have put the time and energy into becoming a Water Star Community. He said it also shows that we are a transparent community trying to better itself. Higgins stated this was one of the ways that we became a Green Tier Community also. Kollmansberger suggested we just remove the sentence talking about it being suspended. The others agreed to this suggestion.

9. Chapter 11 Transportation

Stenstrom questioned what the Village's definition of a wheel tax (as used under the Funding section of the cover page). White thought this was something the County is considering implementing, which is based on the vehicle's size, and in some cases weight. White stated an additional \$10.00 goes back to the County, and some funds go to the municipality, as your share. Stenstrom is concerned that if a taxpayer (or potential taxpayer) would be upset if they read this in this document. Stenstrom feels the County should be the one to announce this, not the Village. Donner thought the County has its own wheel tax program being proposed, and that Weston was then considering its own wheel tax to be added on to the County wheel tax, which the County collects, but then passes on to the Village. Stenstrom feels people will go outside our community to register their vehicles.

Strenstrom then questioned the resort tax. It was explained to Stenstrom this is something the entire metro area has been talking about and working on together. It was explained to Stenstrom the tax is on certain goods and services. This would not apply to places such as WI Baseball Academy. Stenstrom again feels something like this should not be mentioned here, as it will keep businesses from coming in. Higgins stated these are "possible funding" ideas. Kollmansberger stated she would rather we be forthright and state it, versus hiding it. It was explained the wheel tax is based on roadways, which is where the funds would get applied to.

Higgins stated we are trying to get all our potential options out on the table now, so that we can plan and budget. Higgins stated we are going to have to have a real conversation, as in the near future, we will have a lot of roads coming due for maintenance all at one time, and we need to have the funds for this.

Schuster commented on how we have to create these fees (or taxes) to cover the costs of certain services, as the State will not allow us to raise taxes for the services, yet the State keeps reducing the amount of aid it provides us.

Stenstrom suggested within section 11.1, on page 11-2, if we could add some language about how we do not control some of the corridors (such as Camp Phillips Road being under County jurisdiction). Wehner stated this is mentioned within the documents.

F. REPORTS FROM STAFF

10. Report from Planning and Development Director.

Higgins stated she is now required to give her monthly Board report to the PC & CDA monthly. She pointed out the department's strategic plan and where we are at in our plan. She also mentioned a new Services Division has been created, which consists of the Planning & Development Department, Operations Department, and Parks Department. She stated they will be seeing a more collaborative, combined strategic plan in the near future.

Higgins stated we filled the Assistant Building Inspector position, which is now being titled Property Inspector. The new employee's name is Roman Maguire, and he will be starting in early April.

Higgins stated we are gearing up for the 2016 construction season. She and Donner will be meeting with Ministry Health Care regarding an addition they are planning to their building. She stated she has also been contacted for site plan information related to a potential building addition at Tender Reflections, on Community Center Drive. Schuster stated he heard the Stoney River Memory Care is closing, and asked Higgins to follow-up on that. Higgins stated she would check with the owner, Terry Howard. Higgins stated staff recently held a meeting with representatives of Briq's Soft Serve, who are planning to purchase the lot they are currently located on, and planning to expand the building to the east, across the neighboring property they do own. Stenstrom questioned the access to vacant lot. Higgins stated the vacant lot access will be closed and the current Briq's access will be used and may be expanded some to the west. Diesen questioned the existing pole building, and feels it should be removed.

11. Staff Report on staff-approved CSM's, Site Plans, Sign Permits, Commercial Zoning Permits, and Certificate of Occupancies issued

Higgins stated because of the dual meetings, these did not get added to the last several meeting packets, so we added them this time, but via a OneDrive link.

G. REMARKS FROM OFFICIALS.

12. Remarks from the Plan Commission to set the next meeting date, as well as discuss items for next committee agenda – March 14, 2016, at 6:00 p.m.

White commented there is a training session, Feb. 16th. Higgins stated White, Kollmansberger, Zeyghami, and Wehner are attending this. She stated that CLUES is holding this workshop in Stevens Point. [Clerk's note: The date of the training session has been moved to March 15th due to Feb. 16th being an election day.]

Johnson stated he will not be at the March meeting, and Diesen will not be in attendance at the May meeting.

H. Discuss items to be included for next agenda (No motions will be made, and no action will be taken related to policy affecting the Village of Weston as a result of this agenda item).

I. Set next regular meeting date for Monday, March 14, 2016, at 6:00 P.M.

* **20th Anniversary Celebration @ Dales Weston Lanes, on Friday, March 11, 2016.**

Higgins stated an invite will be sent out to everyone, but wanted to make an announcement about this today so the members could put it on their calendars.

* **SE Quadrant Open House on Monday, March 14, 2016.**

* **Formal Presentation by JSD to CDA & PC from 4:30 – 5:00 p.m.**

* **Public Engagement Session and Open House from 5:00 p.m. – 6:00 p.m.**

Higgins stated JSD will do a formal presentation from 4:30-5:00pm, with the open house to follow, from 5:00-6:00pm. The regular PC meeting will then follow at 6:00pm.

J. ADJOURN.

13. Adjourn Plan Commission,

Diesen motioned, Johnson seconded to adjourn the Plan Commission meeting at 7:00 p.m.

Loren White, Chairman

Jennifer Higgins, Director of Planning & Development

Valerie Parker, Recording Secretary

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.26.



Village of Weston, Wisconsin
Report for the month of January 2016
MONTHLY DEPARTMENT REPORT FROM CLERK

Monthly Department Briefer #2016-01
Sherry Weinkauf, Clerk
Monday, February 15st, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- **Voting – Tuesday, February 16, 2016. On the ballot: Justice of the Supreme Court. If you get out to the polling place on Election Day, you will notice that I have a couple more election inspectors working at the polls that day. After talking with Daniel, and knowing I have some newer people working from the submitted Republican Party list that have never worked the elections before, we thought it would be best to use this election as a chance to train the newer election workers. This will be a big help leading in to the Presidential election. The more these inspectors know the better. Also, beginning next Tuesday Inspectors are also going to need to carry out the duties of the new Photo ID law, as well as get used to a new voting machine.**
- **Mark your calendar for the Spring Election to be held on April 5, 2016.**

2. STRATEGIC PLAN PROJECT STATUS.

- Continue to work with Trustee White on the ordinance amendments. Hope to have something for the Board to consider in March.
- Continue to work with the Technology Directors on the licensing conversion. No progress to date.
- Elections – Implement a better voter numbering system to be used at the polling place. No progress to date. Hope to have this complete before the August election.
- Website Update – No progress to date on getting the licensing forms online (except for pet licensing).

3. BUDGET AND FINANCIAL PLAN STATUS.

- ACA Compliance – Waiting to hear back from the Village Attorney on compliance. I have been given some different advice on compliance and waiting to hear back on the final opinion.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Continue to work and train the Front Office staff on Election Administration to include voter registration, absentee voting, polling place setup, voting machine processes, nursing home voting Wisvote management (online voter registration software) and post-election activities.
- An employee kickoff meeting for the biometric screenings was held on February 1st. The screenings and coaching appointments will be held on February 16th and February 23rd.
- Trained several staff members how to process accounts payable checks.
- Completed some onboarding with two of the new employees from Everest Metro and two of the new employees from Weston.

- Continue to work with the Public Works and Planning and Development Director on the recruitment of new employees.
- The Wellness Committee appointed Brad Mroczenski to be our representative on the EAP Committee. This is a joint committee with Marathon County and the City of Wausau.

5. PERFORMANCE AND METRICS.

- Nothing at this time.

6. COMMUNITY FEEDBACK

- Nothing at this time.

7. IDENTIFIED NEEDS.

- Computer – Nate is working on a new computer for me.

8. NEW IDEAS & OPPORTUNITIES.

- International Public Management Association for Human Resources (IPMA-HR) Certificate Program– Will be registering both Daniel and myself for this program. This program is public sector focused and competency based. I'm very much looking forward to this program.

9. MISCELLANEOUS COMMENTS / ISSUES.

- W2's were sent out on January 31st. Wisconsin Retirement reconciliations were also completed.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.30.



Village of Weston, Wisconsin
Report for the month of January 2016
MONTHLY DEPARTMENT REPORT FROM PLANNING AND DEVELOPMENT DIRECTOR

Monthly Department Briefer #2016-01

Jennifer Higgins, Planning and Development Director/Zoning Administrator

Tuesday, February 2, 2016, 4:17 PM

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Public Hearing on Official Map – A public hearing has been scheduled for the Monday, February 15th Board Meeting to take public testimony on and consider adopting an Official Map for the Village of Weston.
- Ordinance No. 16-002 Adoption of the Official Map for the Village of Weston – I anticipate this being on the 2/15/16 meeting as it was approved by the PIC on 2/1/16 and will be reviewed by the PC at their 2/8/16 meeting. It has been seen by both committees/commissions previously as the map has been a part of the Transportation Chapter of the Comp Plan for some time.
- On Monday, February 29, 2016, the Village will be hosting the quarterly Green Tier Steering Committee Meeting here at the Weston Municipal Center from 10am to 3:30pm. Valerie and Michael are working on the agenda for the meeting with Green Tier Staff. Trustees and Committee/Commission members are welcome to attend. If you are interested in attending for part or all of the meeting, please contact Valerie so that she can plan lunch and seating accordingly.

2. STRATEGIC PLAN PROJECT STATUS.

Department Development

- **Project 1 - Comprehensive Plan Update – In progress.**
 - **Volume 1 – Conditions and Issues** (adopted 3/4/15) – Amend in 2016 to correct any incorrect information from 2015 adopted version. Also consider relocating “Broadband Technology” background information to Volume 3.
 - **Volume 2 – Visions and Directions** (Statutory Plan Elements) – Scheduled for adoption Spring 2016
 - **Chapter 1 – introduction** – draft to be prepared by MDROffers by March 2016
 - **Chapter 2 – Community Vision** – draft forwarded to the Board for comments in Fall 2015; amend by March 2016
 - **Chapter 3 – Land Use** (adopted 4/8/15) plan to be amended as necessary as part of complete volume
 - **Chapter 4 – Economic Development** – to be amended in March 2016, once progress on certain initiatives is clearer
 - **Chapter 5 – Housing and Neighborhoods** – (revised draft delivered by MDROffers on 1/28/16)- Provided to PC and Board in 2/8/16 PC Packet.
 - **Chapter 6 – Natural, Agricultural, and Cultural Resources** - (revised draft delivered by MDROffers on 1/28/16) -Provided to PC and Board in 2/8/16 PC Packet.

- **Chapter 7 – Parks and Recreation** - (adopted 1/10/15 as CORP for Village) plan to be amended as necessary as part of complete volume
 - **Chapter 8 – Transportation (Official Map)** (revised draft delivered by MDROffers on 1/28/16) - Provided to PC and Board in 2/8/16 PC Packet. Official map is working its way through PIC and PC in February and a Public Hearing on the map is scheduled to be held at the 2/15/16 Board meeting.
 - **Chapter 9 –Community Facilities and Utilities** (waiting on mapping decision from staff which was resolved via changes made by DPW on Official Map; expected to receive revised draft 2/16)
 - **Chapter 10 – Intergovernmental Cooperation** – (Mark is waiting on comments from staff; expects to have revised draft complete 2/16) – Staff comments were sent on 2/2/16
 - **Chapter 11 – Implementation** – draft to be prepared by March 2016
- **Volume 3 – Vision and Directions** (Supplemental Plan Elements)
 - **Chapter 1 – Introduction** (to be prepared in 2016 when Camp Phillips Corridor Plan adopted)
 - **Chapter 2 – Bike and Pedestrian System Plan** (future, post 2016)
 - **Chapter 3 – Broadband Technology Plan** (adopted 3/4/15, considering bringing in background info from Vol. 1)
 - **Chapter 4 – Camp Phillips Corridor Plan** (schedule for adoption in 2016, shortly after Vol. 2 adoption)
 - **Chapter 5 – Park and Public Facilities Master Plans** (include recent plans when Camp Phillips Plan adopted)
 - **Chapter 6 – Retail Recruitment Strategy** (include when Camp Phillips Plan Adopted)
 - **Chapter 7 – Schofield Avenue Corridor Plan** (future, post 2016)
 - **Chapter 8 – TID 1 Amended Project and Redevelopment Plans** (scheduled adoption in summer 2016)
 - **Chapter 9 – TID 2 Amended Project Plan** (future, post 2016)
 - **Chapter 10 – Tourism Plan** (scheduled for adoption by early fall 2016)
- **Project 2 – Chapter 50 Nuisance Ordinance Update** – No progress has been made since last month. Scott and I have made updates to this ordinance in regards to zoning code consistency, statute reference updates and to include standards from the International Code Compliance especially for rental property. Hodell is currently reviewing the ordinance to make sure it adequately addresses the nuisance issues she deals with. I feel this would be a good project for the new Assistant Building Inspector/Code Enforcement Officer to work on.
 - **Project 5 - Beehive Software System implementation** – In progress. Jared and Nate continue to work on this project. The software program went live on 12/1/15. Public Works has had better success with this software than Planning and Development has. As of the writing of this memo Planning & Development Staff are still unable to use the software. Unfortunately, Beehive has not been as successful for planning, permitting, code enforcement, and licensing. Beehive provides similar functionality to our prior solution, Energov. However, during the implementation process, we have noticed many shortfalls with the software. We are in need of a solution that is more process oriented and assists with project management. Beehive documents events that occur, which is useful for us, however, we are looking for a solution that is more involved with the building process from beginning to end. As Nate reported a few weeks ago, we have long looked for a solution that would include

multiple departments and the hope was that Beehive would do this for us. We are aware that the software we utilize needs to make us better and more efficient. If Beehive is not going to achieve this goal for us, then we need to find a solution that does. The Department is reviewing other software options at this time and will work with Nate to ensure the software solution fits within the capabilities of the Village technology architecture and works with our budget.

- **Project 6 - Update Subdivision Ordinance** – In progress. I received the draft document from MDRoffers on 1/28/16. I am in the process of reviewing this document and will be forwarding it on to staff for comments before we bring before the Plan Commission for public hearing.
- **Project 8 – Audit of Multi-family and commercial properties for Refuse and Recycling Compliance** – Ongoing. Audit was completed for multi-family properties in the summer of 2014 by our Refuse and Recycling Intern. Parker continues to work with these multi-family properties when time allows. We have not started on the commercial audit yet to date. Staff continues to address this at change of use, new construction, or change of owner for both multi-family and commercial at time of approvals and/or permitting. Staff is in the process of hiring the summer intern to help with this project. The intern was approved for 12 weeks this coming summer in the 2016 budget. Valerie and I also met with Meleesa Johnson from MC Solid Waste in January 2016 to discuss how to address the results of the America Recycles Day Event held in November 2015. We have decided to do an entire audit of the Village in the spring to see how we are doing and then begin an educational campaign.

Staff Development

- **Project 1 – American Planning Association (APA) membership** – This item is complete and will be removed during the next update to the Strategic Plan. Jared and I are both members of APA and WAPA.
- **Project 2 – Planning Technician Position** – This item is complete and will be removed during the next update to the Strategic Plan.
- **Project 4 – Assistant Building Inspector Position (Code Enforcement/Property Inspector)** – Recruitment process was completed and the position was offered to applicant, Roman Maguire, in late January 2016. Roman was approved to be hired by the Village Board at your 2/1/16 meeting. He will start employment with the Village on 4/4/16. This item is complete and will be removed during the next update to the Strategic Plan.
- **Project 5 – Plan Commission bylaws, policies and procedures** – Ongoing. Plan Commission Code of Conduct and Rules of Procedures were adopted by the Plan Commission in June. All commissioners have signed the Code of Conduct. We continue to work on policies for the Commission. I am offering Commissioners the ability to attend the 2/16/16 Plan Commissioners workshop offered at the Portage County Annex building in Stevens Point. So far Commissioners White, Zeyghami and Kollmansberger have agreed to attend.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Unknown at this time. Waiting for Budget Status Reports from Finance following the Deputy Finance Director starting on 2/10/16.
- Also still waiting for access to the Clarity software so that I can see the Budget reports in real time.
- Also in need of a 2016 Budget Book.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- In January, significant time was spent on the hiring of the Property Inspector position. We had a total of 10 applicants. Tatro, Parker and myself interviewed 4 candidates. The job was offered and accepted by Roman Maguire. Roman was approved by the Board on 2/1/16. His first day is 4/4/16. I have begun working on an onboarding plan for him for his first month.
- Higgins attended the 1/20/16 Women's Leadership Conference sponsored by the Chamber.
- Higgins attended the 1/20/16 Training Session with other Directors and Jenna Bidwell from Carlson Dettman regarding Employee Reviews.
- Higgins attendance at Weekly C Team Meetings.
- Higgins attendance at Weekly ED Team Meetings
- Higgins and Parker attend monthly Wellness Committee Meetings.
- Parker and Wehner attend monthly Staff Social Committee Meetings.
- Parker is currently working with UWSP Solid Waste professors to find our summer refuse and recycling intern.

5. PERFORMANCE AND METRICS.

- I participated in the 1/20/16 Training Session with Carlson Dettman regarding Employee Reviews.

6. COMMUNITY FEEDBACK

- Received a voicemail from resident, John Lorge thanking staff for our work on cleaning up the King property.

7. IDENTIFIED NEEDS.

- Project Management software. It has recently come to our attention that the Beehive software will not be able to meet the Department's needs without some major time and effort. For more details, please look at the write up above under the Beehive Strategic Planning Goal.

8. NEW IDEAS & OPPORTUNITIES.

-

9. MISCELLANEOUS COMMENTS / ISSUES.

- On 2/16/16, the Center for Land Use Education (CLUE) is offering a Plan Commissioners Workshop at the Portage County Annex in Stevens Point. The workshop is from 6:30 to 8:30pm. I have offered to send any of my PC members who wish to attend. So far Loren, Hooshang and Tina plan to attend.
- The Refuse and Recycling newsletter was sent out to residents on January 21st. Parker coordinated Christmas Tree pickup with Advanced during the month of January. Advanced notified her with addresses

where the trees were incorrectly placed and she sent follow-up letters explaining why the tree was not picked up.

- The Town of Weston’s new zoning ordinance was approved by the Town on 12/1/15. It was approved by the County Board on 1/19/16. The ordinance was published on 1/23/16.
- 2016 Animal Fancier License Renewal for JCDREAMDACHS has been issued.
- Tatro, Hodell and Trustee White toured Alpine Mobile Home Park on 1/21/16 in advance of the 1/25/16 CLPS meeting. Jared updated the original Alpine Report for the re-licensing meeting. The report was on the agenda for the 1/25/16 CLPS and 2/1/16 VB meetings with a recommendation to re-issue the license for the remainder of the license period. Staff has scheduled re-inspection of all the parks for the week of May 16th.
- Economic Development/Plan Commission Update
 - Zoning Permits have been issued for the following new businesses:
 - Wasabi Tepanyakki and Sushi Bar – going into the old Pine Ridge Restaurant (Alimi) building on Schofield Avenue
 - Shamrock Lawn Care, LLC., 5807 Prairie Street, #A (ZONE-12-15-6480)
 - Staff completed the following site plan reviews in January:
 - Completed Site plan architectural review and issued building permit for overhead door addition at 5207 Westfair Ave (CSIT-11-15-1556 and CBLD-12-15-6482)
 - Parking lot addition at Family Foot and Ankle
 - Staff is working on the following site plan reviews:
 - New Kwik Trip, 7605 Schofield Avenue (old Callon Quik Mart)- adding additional diesel storage tank
 - New garage at Samoset Council
 - Site Plan Review for parking lot addition at Mount Olive. Initial site plan was denied. Wehner and Wodalski met with Mount Olive’s team and they are now in the process of revising the plans.

2016 Building Permits Issued to Date

Date:	Single Family	Duplex	Multi-Family				Commercial	Total All Permits Issued
			4	6	8	12		
January	1	-	-	-	-	-	23	29
Total	1	-	-	-	-	-	23	29
Totals from January of each year								
2015	-	-	-	-	-	-	17	24
2014	-	-	-	-	-	-	16	24
2013	1	-	-	-	-	-	18	33
2012	1	-	-	-	-	-	25	28
2011	-	-	-	-	-	-	6	13
2010	2	-	-	-	-	-	-	20
2009	-	1	-	-	-	-	1	9
2008	-	-	-	-	-	-	7	14

Permits Issued (By Work Class)

Permits Issued From Friday, January 1, 2016 through Sunday, January 31, 2016

Permit	Location Address	Issued	Valuation	Square Feet
Commercial Building Local Business, Institutional & Office				
CBLD-1-16-6507	5600 STERNBERG AVE	01/26/2016	41,500.00	0
CBLD-1-16-6508	5302 SCHOFIELD Avenue	01/27/2016	3,000.00	220
CBLD-2-16-6522	3301 CRANBERRY BLVD	01/19/2016	30,000.00	380
Totals For Commercial Building Local Business, Institutional & Office			74,500.00	600
Electrical Commercial				
ELEC-1-16-6500	7605 Schofield Avenue	01/25/2016	0.00	5,265
Totals For Electrical Commercial : 1 Permit(s)			0.00	5,265
Electrical Local Business, Institutional & Office				
ELEC-1-16-6504	3703 SCHOFIELD AVE	01/26/2016	6,590.00	1,200
Totals For Electrical Local Business, Institutional & Office			6,590.00	1,200
Electrical Manufacturing and Industrial				
ELEC-1-16-6505	9902 WESTON Avenue	01/26/2016	0.00	22,270
Totals For Electrical Manufacturing and Industrial : 3 Perm			0.00	22,270
Electrical Residential				
ELEC-1-16-6513	4707 KELLYLAND ST	01/28/2016	900.00	0
Totals For Electrical Residential : 4 Permit(s)			900.00	0
Fence Residential				
FENC-1-16-6496	5609 PINE PARK ST	01/04/2016	2,000.00	0
FENC-12-15-6485	5406 JACOB ST	01/04/2016	2,891.00	0
Totals For Fence Residential : 2 Permit(s)			4,891.00	0
HVAC HVAC Commercial Remodel				
HVAC-1-16-6506	7605 SCHOFIELD AVE	01/26/2016	85,949.00	5,034
HVAC-1-16-6509	5304 SCHOFIELD AVE	01/27/2016	2,000.00	0
Totals For HVAC HVAC Commercial Remodel : 2 Permit(s)			87,949.00	5,034
Plumbing Commercial				
PLUM-1-16-6499	7605 Schofield Avenue	01/22/2016	0.00	0
PLUM-1-16-6503	7203 RICKYVAL Street	01/25/2016	0.00	0
Totals For Plumbing Commercial : 2 Permit(s)			0.00	0
Plumbing Multi Family (3+Units)				
PLUM-2-16-6520	6903 RIVER TRAIL DR	01/19/2016	30,000.00	0
Totals For Plumbing Multi Family (3+Units) : 3 Permit(s)			30,000.00	0
Residential Building Exterior Remodel				
RBLD-1-16-6501	5307 SCOTT Street	01/25/2016	10,000.00	0
Totals For Residential Building Exterior Remodel : 1 Perm			10,000.00	0
Residential Building Interior Remodel				
RBLD-1-16-6502	3209 Ross Avenue	01/25/2016	1,500.00	676

Permit	Location Address	Issued	Valuation	Square Feet
RBLD-1-16-6515	6111 ALTA VERDE Street	01/29/2016	5,000.00	44
Totals For Residential Building Interior Remodel : 3 Permi			6,500.00	720
Residential Building New Single Family				
RBLD-1-16-6516	7407 Compass Circle	01/29/2016	250,000.00	2,897
Totals For Residential Building New Single Family : 4 Perm			250,000.00	2,897
Sign Face Replacement New Business				
SIGN-1-16-6497	3703 SCHOFIELD AVE	01/20/2016	1,645.80	160
Totals For Sign Face Replacement New Business : 1 Perm			1,645.80	160
Sign New				
SIGN-1-16-6510	5512 BUSINESS HIGHWAY 51	01/27/2016	400.00	13
SIGN-1-16-6511	5512 BUSINESS HIGHWAY 51	01/27/2016	400.00	13
SIGN-1-16-6512	5512 BUSINESS HIGHWAY 51	01/27/2016	1,000.00	35
Totals For Sign New : 4 Permit(s)			1,800.00	60
Sign Special Event				
SIGN-1-16-6494	8101 SCHOFIELD AVE	01/15/2016	0.00	24
SIGN-1-16-6495	3704 WESTON AVE	01/06/2016	0.00	24
SIGN-1-16-6498	5902 SCHOFIELD AVE	01/20/2016	0.00	48
SIGN-1-16-6514	6001 ALDERSON ST	01/28/2016	0.00	31
Totals For Sign Special Event : 8 Permit(s)			0.00	127
Zoning Commercial				
ZONE-12-15-6480	5807 Prairie Street	01/14/2016	0.00	2,000
ZONE-12-15-6481	2106 Schofield Avenue	01/07/2016	0.00	1,300
ZONE-12-15-6482	7605 Schofield Avenue	01/25/2016	0.00	19,613
Totals For Zoning Commercial : 3 Permit(s)			0.00	22,913

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.31.



EVEREST METRO POLICE DEPARTMENT

VILLAGE OF WESTON – BOARD MEETING FEBRUARY 15, 2016

JANUARY 2016 STATS – Village of Weston

Accidents:	62
Property Damage only	47
Injury Accidents	7
Hit & Run Accidents	8
Total Calls for Service:	973

Stillwater Landing Trailer Park

Jan 2016 calls for service – 18* Jan 2015 – 37 calls

(*See attached Type of Incident Summary Report for detailed call types)

Bank Robbers Sentenced

Andrew Gibney, the driver involved in the US Bank Robbery was sentenced in January to 10 years prison and five years of extended supervision for his role in the robbery. His accomplice, Kevin Calhoun had been sentenced to 15 years prison, followed by 10 years on extended supervision. Marathon County District Attorney praised the efforts of EMPD officers and detectives on this case in an email which stated *“I want to let you know what an outstanding job your officers did on this case. With some nice teamwork with other agencies, this case turned out to be about as “airtight” as they get. That doesn’t just happen; it takes a lot of police work. You know the case is good when you have a serious charge like bank robbery yet the defendants waive their preliminary hearings & don’t file a single suppression motion. Nice job! I know we always move on to the next case, but this one deserved an extra moment for congratulations! Please let them know I appreciate their work.”*

ICAC Investigation

Everest Metro PD officers and detectives participated in an undercover Joint Internet Crimes Against Children (ICAC) operation conducted on Jan 14th and 15th. This investigation resulted in the arrest of seven individuals for varying charges including: Child Enticement, Use of a Computer to Facilitate a Child Sex Crime and Possession of Drug Paraphernalia. One individual was arrested at a location in the Village of Weston and another was a resident of Schofield.

The ICAC program and its operations were developed in response to the increasing number of children and teenagers using the internet, the proliferation of child pornography, and heightened online activity by predators seeking unsupervised contact with potential underage victims. This operation was a proactive online investigation relating to the exploitation of children through the use of online personal advertisements, specifically targeting online predators who solicit children for the purpose of engaging in sexually explicit conduct.

Senate Hearing – Homeland Security and Governmental Affairs Committee

Chief Sparks traveled to Washington D.C. and testified at a hearing on Feb 2nd titled “Frontline Response to Terrorism in America”. After attending a listening session from Senator Ron Johnson, Chief Sparks received a follow-up call from Senator Johnson’s Office with some

additional questions and was then invited to testify at this hearing. The other panelists called to testify included Police Commissioner William Bratton from New York City Police Department; Edward Davis, Former Police Commissioner of the Boston Police Department; Mark Ghilarducci, Director, California of Emergency Services and the Governor's Homeland Security Advisor; and Rhoda Mae Kerr, President and Chair of the Board of the International Association of Fire Chiefs. The focus of the testimony related to how local law enforcement is preparing to respond to such an attack in a small community, how local law enforcement is preparing and working together and what are the successes, challenges, and areas that need improvement. We were also asked to address how federal and state agencies are training, communicating and coordinating with local first responders and what more can be done to assist in today's threat environment.

It was an honor to have Everest Metro PD selected to represent smaller law enforcement agencies and smaller local communities and the hearing went very well with significant feedback provided to this committee.

TLR #	DATE OF INCIDENT	TYPE OF INCIDENT	EVENT #
No #	01/05/16	Possible Domestic - Unable to Locate	160001870
No #	01/06/16	Prisoner Transport	160002052
No #	01/06/16	Misc Information	160002221
No #	01/19/16	Traffic Stop - Citation for OAR	160007543
No #	01/23/16	Traffic Stop - Citation for No Insurance	160009355
No #	01/23/16	Traffic Stop - Warning for No Front Plate	160009378
No #	01/23/16	Kids playing on ice on pond - Unable to Locate	160009465
1			
2			
3	01/18/16	Service Misc	160007253
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42	01/09/16	Civil Disagreement regarding property	160003568
42	01/13/16	Warrant Arrest	160005199
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68	01/17/16	Possible Restraining Order Violation	160006977
68	01/22/16	Welfare Check	160009136
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77	01/13/16	Welfare Check	160005298
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99	01/15/16	Suspicious Activity	160006307
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122	01/03/16	Verbal Domestic Dispute	160000990
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127	01/18/16	Medical Emergency (3 calls)	160007290 160007291 160007292
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143	01/03/16	Civil Stand By	160001050
143	01/04/16	Dog Complaint	160001268
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151			

Everest Metro Police Department stats From 1/1/2016 to 1/31/2016

Case Number Stats

	City	Other	Town	Village	Total
AAGGR ODW	1	0	0	0	1
Accident Hit and Run	1	0	0	8	9
Accident Iniurv	3	0	0	7	10
Accident Property Damaae	7	0	1	47	55
Aaencv Assist	0	1	0	5	6
Animals	0	0	0	1	1
BACKGROUND	0	0	0	1	1
Bail Jumpina	0	1	0	2	3
BATTERY	1	0	0	1	2
Buralarv	0	0	0	1	1
CITES MUN	0	0	0	5	5
CITES PRKG	9	0	0	4	13
CITES UTC	18	1	2	84	105
Criminal Damaae	2	0	0	2	4
DC	0	0	0	3	3
Death Investiaation	0	0	0	1	1
Domestic	1	0	0	11	12
Druas	1	0	0	4	5
Fire Investiaation	0	0	0	1	1
Lost and Found	1	0	0	3	4
MENTAL COM	1	0	0	4	5
Misc Investiaation	0	0	0	4	4
OWI	1	0	0	2	3
PHY ABU	1	0	0	1	2
Prob/Parole Viol	3	0	0	1	4
RESISTING	1	0	0	0	1
Restrain Ord Viol	0	0	0	1	1
Runawav	1	0	0	3	4
Sex Crime	0	0	0	7	7
Theft	3	0	0	12	15
TRAF WARN	25	0	2	87	114
TRESPASS	1	0	0	0	1
TRUANCY	0	0	0	1	1

Noteworthy Cases:

Domestic CDTP E2
 Battery Referral E2
 Residential Robbery E2
 Runaway Sexual Assaults E2

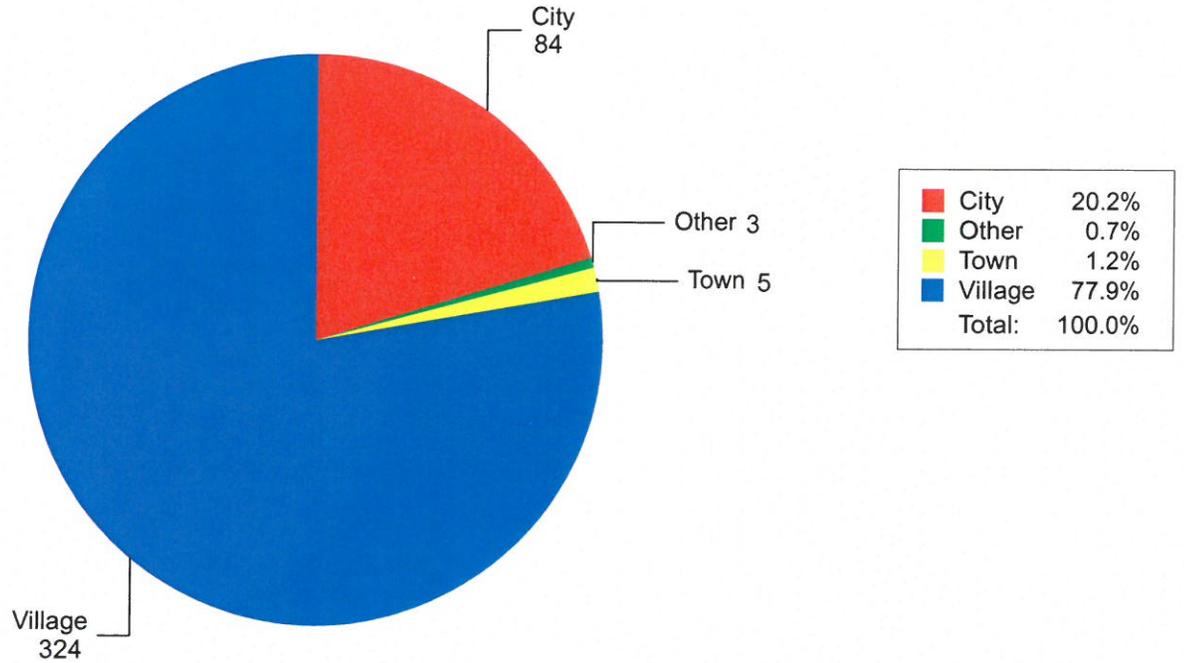
	Total
	4
City	300
Other	46
Town	29
Village	973
Total	1,352

Everest Metro Police Department stats From 1/1/2016 to 1/31/2016

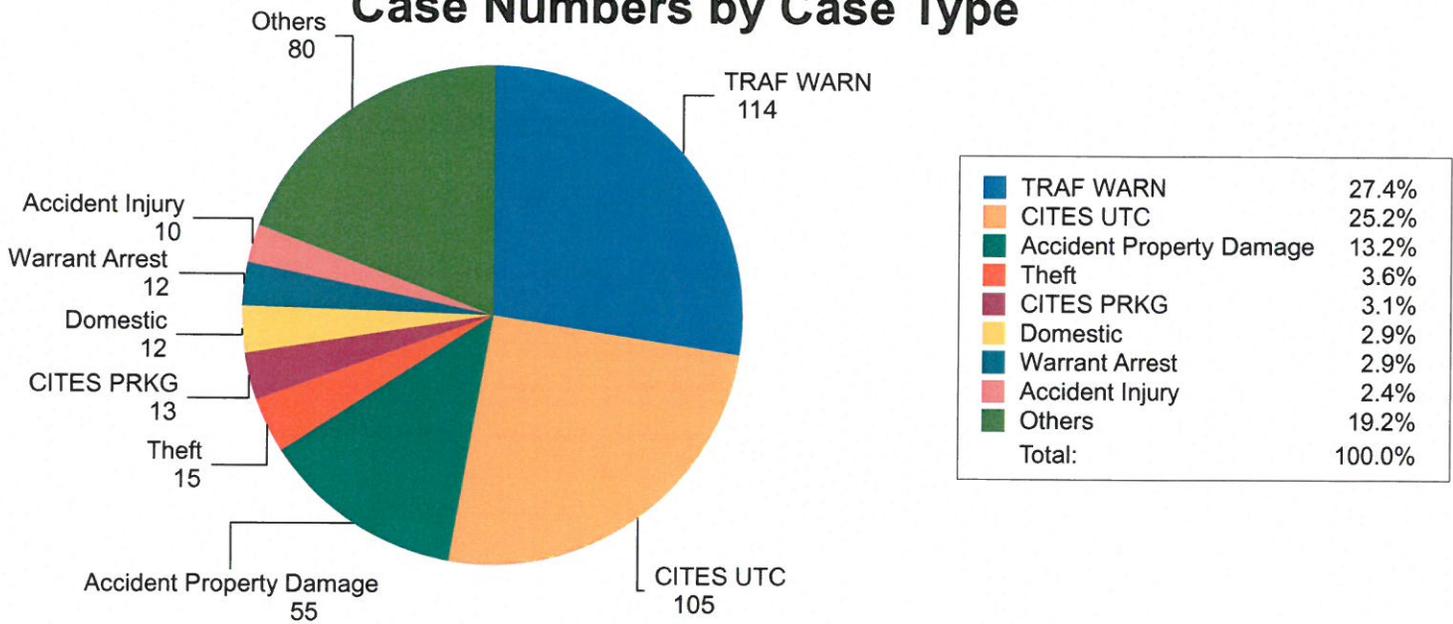
	City	Other	Town	Village	Total
Warrant Arrest	2	0	0	10	12
Total	84	3	5	324	416

Everest Metro Police Department stats From 1/1/2016 to 1/31/2016

Case Numbers by Area



Case Numbers by Case Type



Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – G.36.



Village of Weston, Wisconsin
AGENDA ITEM
Requested for Official Consideration and Review

REQUEST FROM: **SHAWN OSTERBRINK, DIRECTOR OF PARKS, RECREATION & FORESTRY**
RENEE HODELL, TAXPAYER RELATIONS COORDINATOR

ITEM DESCRIPTION: **INSTALLATION OF ADVERTISING ON BANNERS THROUGH CGI COMMUNICATIONS**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, FEBRUARY 15, 2016**

POLICY QUESTION: Should the Board of Trustees approve working with CGI Communications to sell advertising on banners and installing on our banner poles?

RECOMMENDATION TO: I make a motion to recommend approval of moving forward with discussions with CGI to provide banner advertising.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____

PRIOR REVIEW: No prior review.

BACKGROUND:

The Village has been approached by CGI Communications. The company that developed our video last year to offer advertising on banners that can be placed on our banner poles. They would use our current banner design but the bottom 30% of the banner would be sold to businesses for advertising. The cost to these businesses would be \$695.00 per year. This would be a three-year deal with CGI. CGI would be responsible for the maintenance, installation and any costs involved with the banners, brackets, etc. CGI would be responsible for producing the banners and would use the same fabric and size that we currently utilize. We are proposing that the village would retain editorial approval on the banners that they are proposing to install. They are requesting the use of 30 poles to start with. The village is proposing to offer them 30 of the 44 poles on Schofield Avenue to start. We would specify which poles we would offer depending on which businesses decide to advertise. If a business on Schofield Avenue would decide to advertise we would try to offer them a

pole near their location. Staff feels that we would not offer the poles in the Hospital area or East Everest location at this time.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

- Banner Examples

B
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Add COLOR To Your Community



BENEFITS

- Increase Civic Pride
- Beautify Downtown Area
- Enhance Community Spirit
- Identify Business Districts
- Promote Community Identity

*Ideal
For Town
Celebrations &
Anniversaries*

CHAMBER OF
COMMERCE

Village of Alsip

Hilton
HOTELS & RESORTS
www.villageofalsip.org

Village of Alsip

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Village of Alsip

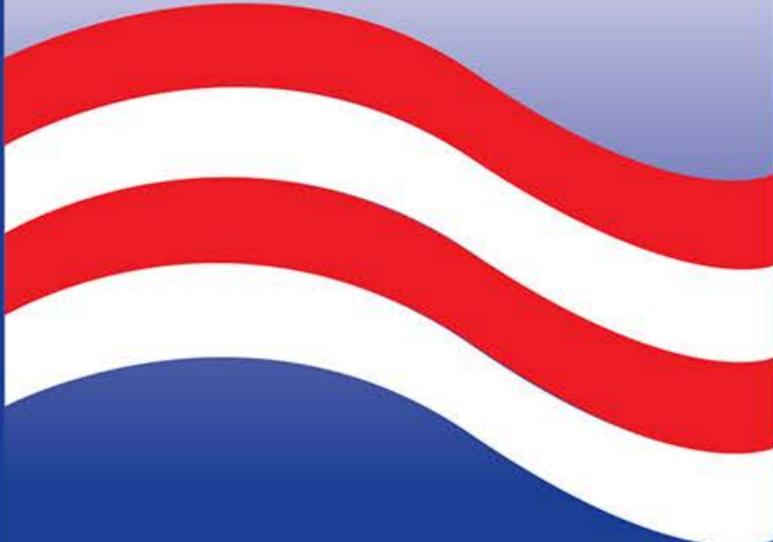
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5 feet


Village Of Alsip


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SPONSOR LOGO HERE

2.5 feet

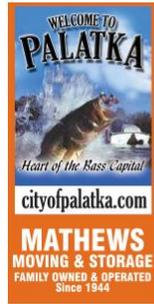
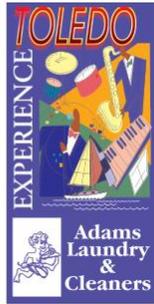
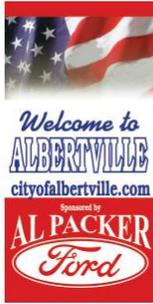
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Village Of Alsip
A Great Place to Live

www.villageofalsip.org
SPONSOR LOGO HERE

2.5 feet

BANNER EXAMPLES

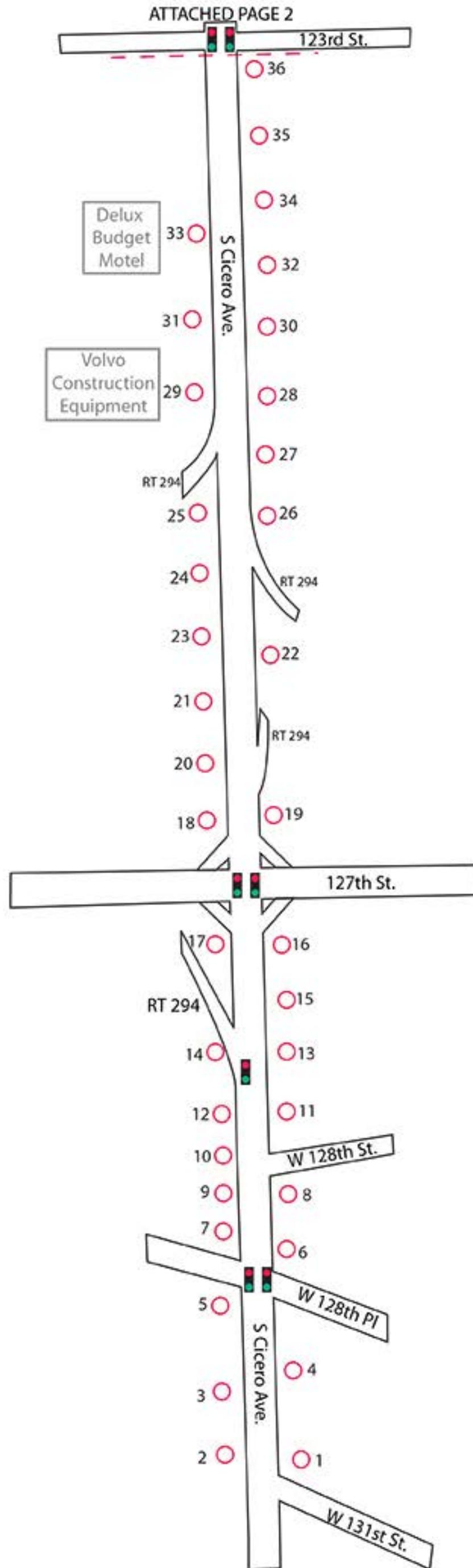


Alsip, IL Plot Map

page 1 of 3
11/4/2015



KEY	
●	Single Banner- Metal Pole
●	Double Banner- Metal Pole
●	Gateway +2 Banners- Metal Pole
■	Single Banner- Wooden Pole
■	Double Banner- Wooden Pole
■	Gateway +2 Banner- Wooden Pole
▲	Single Banner- Small Decorative Pole
▲	Double Banner- Small Decorative Pole
▲	Gateway +2 Banner- Small Decorative Pole
●	Single Banner- Tall Decorative Pole
●	Double Banner- Tall Decorative Pole
●	Gateway +2 Banner- Tall Decorative Pole
○ □ △ ○	Open Poles
⊗ ⊗ ⊗ ⊗	Unusable Poles
🚦	Traffic Light



Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
February 15th, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – G.37.



Supplemental Briefer for Agenda Items under Consideration?

Attachments

- Quotes and information regarding each mower from Reinders Distributing (Toro) and Horst Distributing (Jacobson).

**Village of Weston:
Quote request for Commercial Hydraulic Rotary Mower 1-18-2016**

**Shawn Osterbrink (Director of Parks) sosterbrink@westonwi.gov
5500 Schofield Avenue
Weston, WI 54476
Phone 715-359-9988**

To comply with advertisement for quotes, the following general specifications are to be adhered to: The equipment must be NEW (Demonstrator equipment may be considered) and, the latest type and model manufactured, and must equal or exceed the following:

❖ **TYPE – 2016 Model Year Mower**

- 4 Wheel Drive Hydraulic Rotary Mower

❖ **Engine**

- Liquid cooled diesel engine, 50 HP minimum

❖ **Transmission**

- Hydrostatic, 4 Wheel Drive, with travel speeds of 0 – 15 m.p.h.

❖ **Steering**

- Power steering

❖ **Brakes**

- Foot pedal operated

❖ **Fuel Capacity**

- 19 – gallon minimum

❖ **Tires**

- Turf tires front and rear

❖ **Pto Drive**

- Hydraulic

❖ **Speed Control**

- Hand and foot

❖ **Tie downs**

- Tie downs on front and rear of machine for securing while trailering

❖ **Mower**

- 11 foot cut minimum
- Out front or three off-set rear discharge decks

❖ **Warranty**

- Two year limited

❖ **Standard Equipment**

- All usual standard equipment to be included

❖ **Service Manual & Parts Books**

- Operator, parts and service including schematics for: Engine, drive train, chassis, all mounted equipment and electrical

❖ **In Stock**

- Mowers coming close to specs may be considered

List and describe any variations from the specifications listed above:

JACOBSEN R311T QUOTED IS "ALL HYDRAULIC" DECK OPERATION, NO BELTS AND PULLEYS.

SHOULD YOU DECIDE TO KEEP YOUR TRADE IN, NUMEROUS PARTS LIKE CASTERS, TIRES, BLADES ETC.

ARE INTERCHANGEABLE WITH YOUR OLD UNIT AND NEW R311 UNIT.

DEALER'S QUOTE

FOR: 2016 Hydraulic Rotary Mower

TIME FOR RECEIVING QUOTES: 9:00 am., Friday, February 5, 2016

DELIVERY: Equipment must be available and delivered by May 1, 2016.

TO: Department of Parks, Recreation and Forestry
Village of Weston
5500 Schofield Ave
Weston, WI 54476

PRICE QUOTE

Price Quote for One:

A. 2016 Hydraulic Rotary Mower

Overall Cost: \$ 52,985.00

Price Quote for One:

\$50,985.00 like new demo unit with
full 2 year warranty (If available at time of order)

A. 2016 Hydraulic Rotary Mower with trade of 2005 Jacobsen HR-5111

Overall Cost: \$ 39,889.00

\$ 37,889.00 like new demo (If available at time of order)

2005 Jacobsen can be viewed by contacting Shawn Osterbrink, Director of Parks, Recreation and Forestry at 715-359-9988.

The Village of Weston reserves the right to reject any and all quotes; to waive any informalities, or accept the quote deemed most advantageous to said Village.

The undersigned understands and agrees to the conditions and specifications of this contract.

Dealer Name:

HORST DISTRIBUTING, INC.

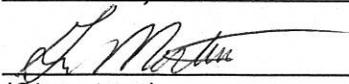
Address:

PO BOX 110

Phone: 800-279-2341

CHILTON, WI 53014

By: GRANT MORTIMER


(Signature)

JACOBSEN

R311T™

Large Area Rotary Mower



The R311T™ rotary mower has the powerful cutting performance, simplified maintenance and operator comfort you need to get the job done. Ideal for golf roughs, sports fields, parks and roadside areas.

- **Proven and powerful** 59 hp (44 kW) or 65.2 hp (48.6 kW) turbocharged Kubota® diesel delivers exceptional mowing power to effortlessly slice through the tallest, thickest grass.
- **Independent deck control** allows mowing with 1, 2 or all 3 decks to trim around obstacles, varying terrain and wide spans of turf.
- **Individual hydraulic deck motors** with self-lubricating integral bearings deliver reliable cutting power to each blade and require no tensioning or greasing maintenance of belts and pulleys.
- **Maintenance free, wet parking brakes** deliver safe braking on even the steepest of slopes and reduce total cost of ownership with no linkages or pads to service or adjust.
- **Air-ride suspension seat, ergonomic cockpit** cruise control and an optional climate controlled cab provide a comfortable, productive ride for long hours of operation.

QUICK SPECS

Engine: Kubota® turbocharged diesel

Cutting Deck:

Front Deck: 64 in. (1.62 m), full-floating

Wing Decks: 42 in. (1.07 m), full-floating

Height-of-Cut: 1 - 5.5 in. (2.54 - 14 cm) in 0.5 in. (1.27 cm) increments

Width-of-Cut: 134 in. (3.4 m)

Dimensions:

Weight: 4080 lbs. (1851 kg); 4150 lbs. (1882 kg)

Length: 144 in. (3.66 m)

Height:

ROPS Up: 84 in. (2.13 m)

ROPS Down: 63.5 in. (1.61 m)

Width:

Mow: 139 in. (3.53 m)

Transport: 93.5 in. (2.38 m)



Horst Distributing Inc
444 North Madison St.
Chilton, WI 53014
Phone 800-279-2341
Fax 920-849-9576

www.jacobsen.com

R311T™

SPECIFICATIONS

Large Area Rotary Mower

Engine	069177	069178
Type	Kubota® V2403-M-T 4-cyl, turbocharged, liquid-cooled diesel	Kubota® V2403-CR-TE4B 4-cyl, turbocharged, liquid-cooled diesel
Rated Horsepower*	59.0 hp (44.0 kW)	65.2 hp (48.6 kW)
Emission Level	EPA Tier 4 Interim (EU Stage IIIA)	EPA Tier 4 Final (EU Stage IIIB); Ultra low sulfur diesel fuel required
Peak Torque	120.7 lbs.-ft (163.6 NM) @ 1800 rpm	146.4 lbs.-ft (198.5 NM) @ 1600 rpm
Displacement	148 cu in. (2.434 L)	
Air Cleaner	Dry type Cyclopac air cleaner with service indicator light	
Cooling System	Side-by-side radiator/hydraulic oil cooler; pressurized; 8 qt. (7.6 L) capacity	
Lubrication	Fully pressurized with remote engine oil cooler	
Fuel Capacity	20 gal. (75.7 L)	
Oil Filter Type	Full flow, replaceable spin-on remote type	
Electrical System	12V battery with 750 cold cranking amps; 45-amp alternator. Overload protection with circuit breakers and fuses.	12V AGM battery with 560 cold cranking amps; 45-amp alternator. Overload protection with circuit breakers and fuses.

Speed (Maximum)	
Mowing	7.7 mph (12.4 km/h)
Transport	2WD: 14.9 mph (24 km/h) 4WD: 7.8 mph (12.6 km/h)
Reverse	2WD: 6 mph (9.6 km/h) 4WD: locked out

Traction and Drive	
Traction System	Hydrostatic, closed loop parallel system; (servo-controlled*) variable displacement piston pump; high-torque fixed displacement piston wheel motors; automatic flow divider for anti-stall and limited slip; motors on rear wheels electro-hydraulically engage/disengage for selectable 2WD or 4WD in transport; full-time 4WD in mow.
Deck Drive	3-section pump and direct-cooled deck motors
Hydraulic System	17 gal. (64.3 L) or 16 gal (60.6 L)* reservoir capacity; o-ring face seal fittings; charge and return filters; suction screen at tank; oil cooler; diagnostic test ports

Tires, Brakes and Steering	
Front Tires	Two, 26 x 12-12 tubeless, 6-ply rated
Rear Tires	Two, 23 x 10.5-12 tubeless, 4-ply rated
Brakes	Dynamic braking through traction system
Parking Brake	Wet parking brakes integrated in front wheel motors; engage switch on control console
Steering	Rear wheel, hydrostatic power steering with tilt adjustable steering wheel

Decks and Cutting Units	
Number and Size	One, 64 in. (1.62 m) full-floating front deck; Two, 42 in. (1.07 m) full-floating wing decks
Deck Construction	10-gauge heavy-duty steel with reinforcing plates, ribs, bumpers
Caster Wheels	Eight, 4 x 11 in. (10.16 x 27.94 cm) smooth, pneumatic tires with greaseable ball bearings
Deck Lift/Lower	Hand operated, individual lever controlled hydraulic lift system
Weight Transfer	Adjustable at operator controls, hydraulic weight transfer
Blades	Seven, 23 in. (58 cm) low noise, low lift
Motor/Spindle	Seven individual hydraulic motors with integral bearings; self lubricating
Height-of-Cut	1 - 5.5 in. (2.54 - 14 cm) in 0.5 in. (1.27 cm) increments
Overall Cutting Width	134 in. (3.4 m)
Cutting Capacity	Up to 10.3 acres/hour at 7.7 mph (4.20 ha/hr at 12.4 km/h) (no overlaps or stops)
Fuel Economy and Runtime (dependent on operator and turf conditions)	1.47 gal/hr fuel (5.56 L/hr) consumption at 40% load; Up to 13.6 hours on single tank of fuel

Weight and Dimensions	
Weight (full fluids, less operator)	4080 lbs. (1851 kg); Cab Installed: 4606 lbs. (2089 kg)
Length	144 in. (3.66 m)
Height	ROPS Up: 84 in. (2.13 m); ROPS Down: 63.5 in. (1.61 m); Cab Installed: 102 in. (2.59 m)
Wheelbase	67.8 in. (1.72 m)
Width	Mow: 139 in. (3.53 m); Transport: 93.5 in. (2.38 m)

PRODUCT CONFIGURATION

EQUIPPED STANDARD

- ✓ 4WD
- ✓ Foldable ROPS with seat belt
- ✓ Air-ride suspension seat with armrests
- ✓ Cruise control

ACCESSORIES

- Mulching kit
- Road light kit
- Work light kit
- Carefree caster wheel kit
- Canopy/sunshade
- Climate controlled cab – ROPS glass cab, A/C & heater, fan, mirrors, front & rear wipers, front washer, work lights, 4-way flashers/signals
- Cab Accessories – Radio/CD, speaker & antenna system; Roof mounted rotating amber beacon

GENUINE SERVICE PARTS

- Standard blade, LH: counterclockwise rotation; RH: clockwise rotation
- 10W-30 hydraulic fluid (standard)
- GreensCare 68 and GreensCare Plus 68 biodegradable fluid (optional)

THIRD-PARTY ACCESSORIES

- Snow Blower
- Brush/Sweeper
- Front Blade

*Engine horsepower is provided by engine manufacturer. Actual operating power output may vary due to conditions of specific use.

Due to emission regulations and fuel compatibility, model availability may vary by country. Please contact your nearest distributor for full details.

NOTE: Specifications, while correct at time of printing, may change without notice.

*Specifications for model 069178, Tier 4 Final



1.888.922.TURF | www.jacobsen.com

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1023B/Rev3/P3M/May 2014

DEALER'S QUOTE

FOR: 2016 Hydraulic Rotary Mower

TIME FOR RECEIVING QUOTES: 9:00 am., Friday, February 5, 2016

DELIVERY: Equipment must be available and delivered by May 1, 2016.

TO: Department of Parks, Recreation and Forestry
Village of Weston
5500 Schofield Ave
Weston, WI 54476

PRICE QUOTE

Price Quote for One:

A. 2016 Hydraulic Rotary Mower

Overall Cost: \$ 56,160.00 *Inc. one additional year of Toro Drivetrain Only Protection. Takes affect after the standard 2 year /1500 hour warranty expires. This will be included regardless if you purchase with or without the trade factored in.

Price Quote for One:

A. 2016 Hydraulic Rotary Mower with trade of 2005 Jacobsen HR-5111

Overall Cost: \$ 42,160.00

2005 Jacobsen can be viewed by contacting Shawn Osterbrink, Director of Parks, Recreation and Forestry at 715-359-9988.

The Village of Weston reserves the right to reject any and all quotes; to waive any informalities, or accept the quote deemed most advantageous to said Village.

The undersigned understands and agrees to the conditions and specifications of this contract.

Dealer Name:

Reinders, Inc _____

Phone: 920-660-4227

By: Bob Giesler

Address:

W227 N6225 Sussex Road **

Sussex, WI 53089

Bob Giesler
(Signature)

**Please note that Reinders has a service facility in Appleton, WI as well as Sussex, WI
***This product is manufactured in Tomah, WI





Groundsmaster® 4000-D & 4010-D

The most powerful rotary mower in its class, this 11' performer delivers unsurpassed productivity and quality of cut.



Groundsmaster® 4000-D
Model 30609



Groundsmaster® 4010-D
Models 30636





Groundsmaster® 4000-D/4010-D Specifications*



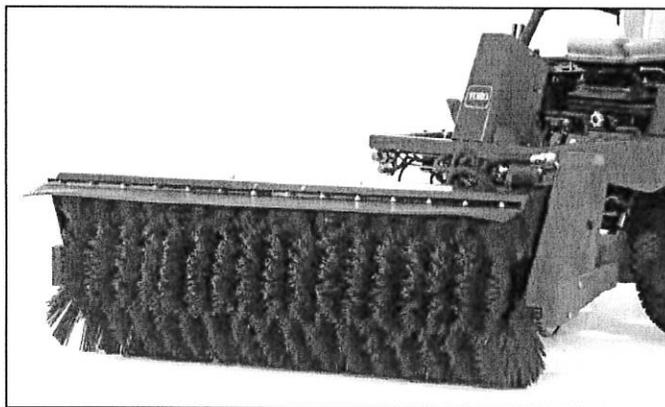
GROUNDMASTER 4000-D, TIER 4 DIESEL, MODEL 30609 GROUNDMASTER 4010-D, TIER 4 DIESEL MODEL 30636, Model 30607																
ENGINE	Yanmar® 4-cylinder, liquid-cooled, turbo-charged diesel. 127 cu. in. (2.1 liter) displacement. Engine rated at 55 hp (41 kW) net and 125 ft.-lbs. (169 Nm) torque at 2,000 rpm. 8 quart (7.6 liter) oil capacity. EPA Tier IV Final Compliant															
AIR CLEANER	Dry, replaceable primary and safety elements.															
RADIATOR	Rear-mount, cross-flow, 7-row, 6.3 fins per inch, 9 quart (8.5 liter) capacity.															
FUEL CAPACITY	21 gallons (79.5 liters) diesel fuel. Biodiesel-Ready for use up to B-20(20% biodiesel and 80% petroleum blend)															
TRACTION DRIVE	Parallel hydrostatic, closed loop system with full-time 4WD. Forward/reverse in low (mow) and high (transport) range with full-time, automatic traction assist (forward only) standard on Groundsmaster 4000-D models. Variable displacement piston pump with electronic servo control powers dual speed displacement piston motor drive into double reduction planetary in front, and mechanical axle in rear. SmartPower™ feature controls traction speed to maintain optimal cutting blade speed.															
HYDRAULICS/COOLING	8.75 gallon (33.1 liter) capacity with 10 micron remote spin-on filter. 9 row, single pass cooler, 6.3 fins per inch, that tilts out for cleaning. Variable speed radiator cooling fan with automatic (based on coolant and oil temps) and manual reversing capabilities.															
DIAGNOSTICS	Diagnostic pressure test ports: forward and reverse traction, left, center and right decks, reverse 4WD, lift, steering, charge and deck counterbalance circuits.															
GROUND SPEED	Transport: 0-16.2 mph (0-26.1 km/h) forward, 0-8.1 mph (0-13 km/h) reverse. Mow: 0-8.3 mph (0-13.4 km/h) forward, 0-4 mph (0-6.4 km/h) reverse.															
TIRES	Front: 26 x 12-12, 6-ply tubeless Multi-Trac. Rear: 20 x 10-10, 6-ply tubeless Multi-Trac.															
MAIN FRAME	All welded formed-steel frame with integral tie-down anchors.															
BRAKES	Mechanically actuated, internal wet disc brakes on input to each planetary drive. Individual foot-operated steering brake control of left and right wheel. Lock pedals together and latch to engage parking brake.															
SEAT	4-way adjustable, right armrest travels with seat and suspension.															
STEERING	Power steering with dedicated power source. Steering wheel tilts to desired operator position. Uncut circle: 0" diameter.															
INSTRUMENTATION	InfoCenter™: Onboard LCD display shows gauges, alerts/faults, service reminders, electrical system diagnostics. Indicates fuel level, coolant temp, intake temperature, low oil pressure, alternator, engine hours, engine rpm, hydraulic oil temperature, voltage															
CONTROLS	Tilt steering, ignition switch, throttle switch, foot-operated traction pedal, lockable individual brake pedals, parking brake lock, mow/transport speed selector switch, 3-two position switches for individual deck lift/lower, counterbalance adjustment, tow valves, cup holder, toolbox, radio holder, fan switch and 12-volt power outlet.															
ELECTRICAL	12-volt, 690 cold cranking amps battery, 80 amp alternator (4010-D). Overload protection with automotive type fuses.															
INTERLOCKS	Prevents engine from starting unless traction pedal is in neutral and deck is disengaged. If operator leaves seat while moving or deck is engaged, traction and / or deck stops, info center alarms and gives message. Mowing only permitted in low range. Traction not allowed if parking brake engaged and pedal moved out of neutral, info center alarms and gives message. Deck transport latches.															
GROUND CLEARANCE	6.5" (16.5 cm)															
OVERALL DIMENSIONS	<table border="1"> <thead> <tr> <th>Height</th> <th>Length</th> <th>Width</th> <th>Transport Width</th> <th>Wheelbase</th> </tr> </thead> <tbody> <tr> <td>85" (216 cm) w/ROPS up</td> <td>135" (343 cm)</td> <td>136" (346 cm)</td> <td>71" (180 cm)</td> <td>55.5" (140 cm)</td> </tr> <tr> <td>93.9" (237 cm) w/ cab</td> <td>w/decks down</td> <td>w/decks down</td> <td>@ 2" (5 cm) HDC</td> <td></td> </tr> </tbody> </table>	Height	Length	Width	Transport Width	Wheelbase	85" (216 cm) w/ROPS up	135" (343 cm)	136" (346 cm)	71" (180 cm)	55.5" (140 cm)	93.9" (237 cm) w/ cab	w/decks down	w/decks down	@ 2" (5 cm) HDC	
Height	Length	Width	Transport Width	Wheelbase												
85" (216 cm) w/ROPS up	135" (343 cm)	136" (346 cm)	71" (180 cm)	55.5" (140 cm)												
93.9" (237 cm) w/ cab	w/decks down	w/decks down	@ 2" (5 cm) HDC													
WEIGHT	4205 lbs. (1907 kg) w/ full fluids (GM4000). 4759 lbs. (2159 kg) w/ full fluids (GM4010).															
SAFETY CAB (4010)	<p>MODEL 30636: ROPS certified cab with heat, AC and the following standard features: climate system pressurized cab, heavy-duty pantograph front windshield wiper and washer, front windshield has 38" of visibility, interior mirror, fold away exterior side mirrors, molded front fenders, right and left doors and rear window have tinted (50%) glass, front and rear windows open, quick release window latches act as emergency exit, rubber sound isolator cab mounts and upholstered interior panels and headliner, textured neoprene floor mat, interior dome light.</p> <p>MODEL 30607: Factory installed, ROPS certified, climate controls (AC & heating), opening rear window, front wiper/washer, interior mirror, exterior side mirrors.</p>															
SAFETY	Complies with American National Standards Institute (ANSI B71.4-2012) and applicable ISO EN 5395 (CE) (machine directive 89/392, 91/368, 93/44, 84/538, 89/336) requirements; Optional lights. Meets ANSI/ASAE 5279.12 (Lighting and Marking of Agricultural Equipment on Highways). Foldable ROPS, ISO 21299 certified.															
WARRANTY	Two-year limited warranty. Refer to operator's manual for further details.															
ACCESSORIES	Work light, Road lights consisting of dual taillights, dual headlights, slow moving vehicle sign, turn signal, flasher and lights; Sunshade Beacon															
CUTTING DECKS																
WIDTH OF CUT	Overall: 132" (335 cm), Front: 62" (157.5 cm), Wings: 42" (106.7 cm), Overlap: 7" (12.8 cm).															
MOWING RATE	Mows up to 11.0 acres/h (4.5 hectares/h) at 8.5 mph (13.4 km/h) (assumes no overlap or stops).															
CONSTRUCTION	Welded .100" (25 mm) steel with 7 and 10-gauge steel channel and plate reinforcements, bulbnose bumpers.															
DECK DRIVE	Direct mounted hydraulic motor into spindle. Remaining spindle(s) driven by individual B section kevlar belt. Quick release belt covers.															
HEIGHT-OF-CUT	1"-5" (25-127 mm) in .5" (13 mm) increments.															
SPINDLES	1.25" (3.17 cm) diameter spindle shafts, 9" (22.9 cm) diameter conical ductile iron housing, and 2 greaseable tapered roller bearings.															
BLADES	21.75" (55.2 cm) long, 2.5" (6.4 cm) wide, .25" (.64 cm) thick.															
CASTER WHEELS	8 x 3.50-4, 4-ply, smooth, pneumatic, sealed precision ball bearings.															
GROUND FOLLOWING	6" anti-scalp cups on each blade, adjustable skids on each deck, 4 anti-scalp rollers on front deck and 1 on each wing.															
WING PROTECTION	Bi-directional, impact absorption device on each wing deck.															
RECYCLER® KIT	Model 30420 will convert decks into Guardian® Recycler® decks.															
MULCHING KIT	Model 30422.															
SKIDS	Reversible polymeric.															

*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only. Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.





Groundsmaster® 4000-D Attachment Specifications*



ROTARY BROOM, MB MODEL HCT**	
TYPE	Windrow type, front mounted hydraulic broom with dual motors. Electric/hydraulic angling, 30° left and right.
BROOM SIZE	32" (81 cm) diameter x 60" (153 cm) wide.
BRUSH	Sectional brush with combination polypropylene/wire radial segments.
WEIGHT	460 lbs. (209 kg)
OPTIONS	Dirt Deflector, Storage Stands.



SUNSHADE	
UNIVERSAL MOUNT SUNSHADE	White, Model 30349
UNIVERSAL MOUNT SUNSHADE	Red, Model 30552



SNOWTHROWER ERSKINE MODEL 2000***	
STAGE	2
WIDTH OF CUT	61" (155 cm)
CUTTING HEIGHT	29" (74 cm)
CUTTING EDGE	3/8" x 3" (9.5 mm x 7.6 cm) bolt-on
SKID SHOES	Adjustable
AUGER DIAMETER	16" (41 cm) open flight
FAN DIAMETER	20" (51 cm) 4-blade
CHUTE ROTATION	Hydraulic 270°
SHEAR PROTECTION	Pressure relief
CASTING DISTANCE	Up to 30' (9.14 m)
APPROXIMATE SHIPPING WEIGHT	850 lbs. (386 kg)
HOSES	Included

*Specifications and design subject to change without notice.

** Manufactured by M-B Companies Inc.

*** Manufactured by Erskine Attachments.

Note: The Toro Company does not manufacture or sell the snowthrower or rotary broom, nor does Toro guarantee these accessories in any manner whatsoever.



DEALER'S QUOTE

FOR: 2016 Hydraulic Rotary Mower

TIME FOR RECEIVING QUOTES: 9:00 am., Friday, February 5, 2016

DELIVERY: Equipment must be available and delivered by May 1, 2016.

TO: Department of Parks, Recreation and Forestry
Village of Weston
5500 Schofield Ave
Weston, WI 54476

PRICE QUOTE

Price Quote for One:

A. 2016 Hydraulic Rotary Mower

Overall Cost: \$ 61,805.00 *Groundmaster 4110-D, Cab unit with heater and A/C. All outfront deck unit. (30447 model)

Price Quote for One:

A. 2016 Hydraulic Rotary Mower with trade of 2005 Jacobsen HR-5111

Overall Cost: \$ 47,805.00

2005 Jacobsen can be viewed by contacting Shawn Osterbrink, Director of Parks, Recreation and Forestry at 715-359-9988.

The Village of Weston reserves the right to reject any and all quotes; to waive any informalities, or accept the quote deemed most advantageous to said Village.

The undersigned understands and agrees to the conditions and specifications of this contract.

Dealer Name:

Reinders, Inc

Phone: 920-660-4227

By: Bob Giesler

Address:

W227 N6225 Sussex Road **

Sussex, WI 53089


(Signature)

TORO

Groundsmaster® 4100-D & 4110-D

A powerful 10.5 foot rotary mower that delivers 58 hp of muscle and productivity in an agile machine.



Groundsmaster® 4100-D
Model 30449N



Groundsmaster® 4110-D
Model 30447N



Groundsmaster® 4100-D & 4110-D Specifications*

GROUNDMASTER 4100-D, MODEL 30449(N) / GROUNDMASTER 4110-D, MODEL 30447(N)											
ENGINE	Kubota® 2403-M-T, 4-cylinder, liquid-cooled, turbo-charged diesel, 148.5 cu. in. (2.0 liter) displacement. Engine rated at 60 hp (44.8 kW) gross, 58 hp (43.3 kW) net and 125 ft.-lbs. torque at 2,000 rpm. 10 quart (9.5 liter) oil capacity. EPA Tier: IV Interim Compliant.										
AIR CLEANER	Dry, replaceable primary and safety elements.										
RADIATOR	Rear-mount, 2 pass cross-flow, 7-row, 5 fins per inch, 13 quart (12.3 liter) capacity.										
FUEL CAPACITY	19 gallons (72 liters) diesel fuel. Biodiesel-Ready for use up to B-20 (20% biodiesel and 80% petroleum blend).										
TRACTION DRIVE	Full-time, bi-directional, hydrostatic, closed-loop, 4WD transmission. Variable displacement piston pump with servo control powers fixed displacement piston motors which drive single reduction planetary gear assemblies at each front wheel. Parallel hydraulic flow powers fixed displacement piston motor which drives mechanical axle in rear. 2WD in forward (transport) range.										
HYDRAULICS/COOLING	8 gallon (30.3 liter) capacity with 2 micron remote spin-on filter. 19 row, single pass cooler that tilts out for cleaning. Variable speed radiator cooling fan with automatic (based on coolant and oil temps) and manual reversing capabilities.										
DIAGNOSTICS	Diagnostic pressure test ports: forward and reverse traction, left, center and right decks, reverse 4WD, lift, steering, charge and deck counterbalance circuits.										
GROUND SPEED	Transport: 0-15 mph (0-24.2 km/h) forward, 0-8 mph (0-12.9 km/h) reverse. Mow: 0-8.8 mph (0-14.2 km/h) forward, 0-4.8 mph (0-7.7 km/h) reverse.										
TIRES	Front: 26 x 12-12, 6-ply tubeless Multi-Trac. Rear: 20 x 10-10, 6-ply tubeless Multi-Trac.										
MAIN FRAME	All welded formed-steel frame with integral tie-down anchors.										
BRAKES	Mechanically actuated, internal wet disc brakes on input to each planetary drive. Individual foot-operated steering brake control of left and right wheel. Lock pedals together and latch to engage parking brake.										
SEAT	4-way adjustable, right armrest travels with seat and suspension.										
STEERING	Power steering with dedicated power source. Steering wheel tilts to desired operator position.										
GAUGES	Hour meter, fuel gauge, engine temperature gauge. Indicator lights for high temperature, oil pressure, alternator and glow plugs. Audible alarm for low oil pressure and high coolant temperature.										
CONTROLS	Tilt steering, ignition switch, throttle, foot-operated traction pedal, lockable individual brake pedals, parking brake lock, mow/transport speed selector switch, 3-to-two position switches for individual deck lift/lower, counterbalance adjustment, tow valve, cup holder, toolbox, radio holder, fan switch and 12-volt power outlet.										
ELECTRICAL	12-volt, 690 cold cranking amps battery, 40 amp alternator. Overload protection with automotive type fuses.										
INTERLOCKS	Prevents engine from starting unless traction pedal is in neutral and deck is disengaged. If operator leaves seat with deck engaged, engine stops. Mowing only permitted in low range. Engine stops if parking brake engaged and traction pedal not in neutral. Deck transport latches.										
GROUND CLEARANCE	6" (15.2 cm).										
OVERALL DIMENSIONS	<table border="1"> <thead> <tr> <th>Height</th> <th>Length</th> <th>Width</th> <th>Transport Width</th> <th>Wheelbase</th> </tr> </thead> <tbody> <tr> <td>81" (206 cm) w/ROPS</td> <td>144" (366 cm) w/decks down</td> <td>127" (323 cm) w/decks down</td> <td>71" (180 cm) @ 2" (5 cm) HOC</td> <td>55.5" (140 cm)</td> </tr> </tbody> </table>	Height	Length	Width	Transport Width	Wheelbase	81" (206 cm) w/ROPS	144" (366 cm) w/decks down	127" (323 cm) w/decks down	71" (180 cm) @ 2" (5 cm) HOC	55.5" (140 cm)
Height	Length	Width	Transport Width	Wheelbase							
81" (206 cm) w/ROPS	144" (366 cm) w/decks down	127" (323 cm) w/decks down	71" (180 cm) @ 2" (5 cm) HOC	55.5" (140 cm)							
WEIGHT	4,211 lbs. (1910 kg) w/ full fluids (GM4100). 4,715 lbs. (2143 kg) w/ full fluids (GM4110).										
FUEL ECONOMY (4100)**	Acres per Gallon - 4.7 (5 Hectares/Gal) Mowing Range - 12.1 hours Fuel Consumption - 1.57 Gal/Hr (5.95 L/Hr)										
SAFETY CAB (4110)	Factory installed, ROPS certified, climate controls (AC & heating), opening rear window, front wiper/washer, interior mirror, exterior side mirrors, 4-way flashers and turn signals. meets ANSI/ASAE 3279.12 (Lighting and Marking of Agricultural Equipment on Highways).										
SAFETY	Complies with American National Standards Institute (ANSI B71.4-1999) and applicable CE (machine directive 89/392, 91/368, 93/44, 84/538, 89/336) requirements; meets ANSI/ASAE 5279.12 (Lighting and Marking of Agricultural Equipment on Highways).										
WARRANTY	Two-year limited warranty. Refer to Operator's Manual for further details.										
ACCESSORIES	Work light Kit, model 30442 (Consists of dual taillights, dual headlights, slow moving vehicle sign, turn signal, flasher and lights). 4WD Flow Divider Kit, model 30445. Rotary Broom, model 30426. Cruise Control Kit, model 30421. Mulching Kit, model 30419. Sunshade, model 30349.										
CUTTING DECK											
TYPE	All outfront rear discharge rotary cutting deck.										
WIDTH OF CUT	Overall: 124" (315 cm), Center deck section: 54" (137.1 cm), Two 37" (93 cm) width of cut wings. 89" (226 cm) width of cut with one wing up.										
MOWING RATE	Mows up to 9.9 acres/hr (4.0 hectares/hr) at 8 mph (12.4 km/hr). Assumes no overlap or stops.										
CONSTRUCTION	Welded .100" (25 mm) high-strength steel with steel 7 and 10-gauge channel and plate reinforcements.										
DECK DRIVE	Direct mounted hydraulic motor into spindle. Remaining spindle(s) driven by individual B section kevlar belt. Quick-release belt covers.										
HEIGHT-OF-CUT	1"-5" (25-127 mm) in .5" (13 mm) increments.										
SPINDLES	1.25" (3.17 cm) diameter spindle shafts, 9" (22.9 cm) diameter conical ductile iron housing, and 2 greaseable tapered roller bearings.										
BLADES	19" (48.3 cm) long, 2.5" (6.4 cm) wide, .25" (.64 cm) thick.										
CASTER WHEELS	8 x 3.50-4, 4-ply, smooth, pneumatic, sealed precision ball bearings.										
GROUND FOLLOWING	6" anti-scalp cups on each blade, adjustable skids, 3 anti-scalp rollers on front deck and 1 on each wing.										
PROTECTION	Impact absorption device on each wing deck.										
LEAF MULCHING KIT	Model 30419										

*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only. Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.

**Dependent on operator and turf conditions.

The Groundsmaster 4100-D & 4110-D are manufactured in Tomah, WI ISO 9002 Certified Plant.

