



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

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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, May 2, 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. Correspondence and comments from the public.**
- C. Presentations**
- D. Consent Business Items**
6. Award the 2016 Chip Sealing Project to Scott Construction, Inc.
  7. Award the 2016 Crack Sealing Project to Fahrner Asphalt Sealers, LLC.
  8. Award the 2016 Asphalt Overlay Project to American Asphalt.
  9. Award the Ross Avenue Deck Repair Project to Norcon Corporation.
  10. Approve the Aquatic Center Emergency Action Plan.
  11. Approve Resolution No. 2016-007 to establish the Committee and Commission appointments and terms.
  12. Approve the appointment of Randy Balk as the new alcohol licensing agent for Crane Meadows Golf Course.
  13. Approve Operator Licenses.
  14. Approve payment of expenditures – Voucher #43300 – 43374.
  15. Approve Board of Trustee Minutes from April 18, 2016.
  16. Items Removed from Consent (if any).
- E. Reports from Committees, including draft meeting minutes (if any).**
17. Community Life, and Public Safety (per Schuster/Hodell).
  18. Community Development Authority (per Berger/Guild).
  19. Finance (Per Berger/Jacobs).
  20. Parks and Recreation (per Ostrowski/Osterbrink).
  21. Personnel (Per Ziegler/Weinkauf).
  22. Plan Commission (Per White/Higgins).
  23. Property & Infrastructure (Per Ziegler/Donner).
  24. Zoning Board of Appeals (Per Higgins).
  25. SAFER Board of Directors.
- 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. Approve the purchase and installation of a variable frequency drive on the main circulation pump at the Aquatic Center.
37. Discussion on Lumin Training for the Board of Trustees.

**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, May 16, 2016.**

- SE Quadrant Open House on Monday, May 9<sup>th</sup>, 2016.

**M. Adjourn.**

WITNESS: My signature this 29th day of April 2016.

Sherry Weinkauff  
Village Clerk

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**This notice was posted at the Municipal Center, and on the Village's website at [www.westonwi.gov](http://www.westonwi.gov), and was emailed to local media outlets (Print, TV, and Radio) on 04/29/2016 @ 4:00 p.m.** A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees, Personnel Committee, and Finance Committee. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.6.**



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

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REQUEST FROM: **MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**

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ITEM DESCRIPTION: **RECOMMEND AWARD OF 2016 CHIP SEALING PROJECT**

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DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016**  
**VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**

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POLICY QUESTION: Should the Property and Infrastructure Committee/Village Board recommend/award the 2016 Chip Sealing Project to Scott Construction, Inc. for a total bid price of \$63,711.72?

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RECOMMENDATION TO: I make a motion to recommend/award the 2016 Chip Sealing Project to Scott Construction, Inc. for a total bid price of \$63,711.72.

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**LEGISLATIVE ACTION:**

- |   |                                       |                                     |
|---|---------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance    | <input type="checkbox"/> Reports    |
| <input type="checkbox"/> Administrative Order           | <input type="checkbox"/> Policy       | <input type="checkbox"/> Resolution |
| <input checked="" type="checkbox"/> <b>Expenditure</b>  | <input type="checkbox"/> Procedure    |                                     |
|   | <input type="checkbox"/> Proclamation |                                     |
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**FISCAL IMPACT ANALYSIS:**

- Budget Line Item: Street Operations Surface Maintenance (10-03-53310-236-000)
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \$450,000 entire fund (\$74,723.00 was originally budgeted for Chip Sealing)
- Budgeted Revenue: \_\_\_\_\_
- 
- 

**STATUTORY / RULEMAKING / POLICY REFERENCES:**

- WI Statute: 61.54: Public Works Bidding
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: \_\_\_\_\_
- Municipal Rules: \_\_\_\_\_
- 
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**PRIOR REVIEW:**

Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

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**BACKGROUND:**

Chip Sealing is a common practice for the Village's street maintenance efforts. Bids were received and opened on Wednesday April 27<sup>th</sup>, and the low bidder was Scott Construction, Inc. The bid amount of \$63,711.72 came in under the allocated budget amount of \$74,723.00.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

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**BID TAB 2015 CHIP SEALING PAVEMENT MAINTENANCE PROJECT**  
**BID OPENING: APRIL 29, 1:00PM**  
**VILLAGE OF WESTON**

Base Bid - Chipseal				Fahrner Asphalt Sealers, LLC		Scott Construction, Inc.	
Item No	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Base Bid 3/8" Aggregate	SY	114,506	\$ 1.415	\$ 162,025.99	\$ 1.3877	\$ 158,899.97
2	Base Bid 1/4" (FA-2) Aggregate	SY	-	\$ -	\$ -	\$ -	\$ -
<u>Total Base Bid</u>					\$ 162,025.99		\$ 158,899.97
Supplemental Bid - Chipseal							
Item No	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Alternate Bid 3/8" Aggregate with Polymer Emulsion	SY	114,506	\$ 1.580	\$ 180,919.48	\$ 1.4877	\$ 170,350.57
<u>Total Supplemental Bid</u>					\$ 180,919.48		\$ 170,350.57

Maintenance Treatment	Paver Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results	Comments
<b>Chipseal (\$1.60/SY w/Polymers)</b>							
Robitwood	7-8	0.72	12,740.00	\$20,384.00		\$16,843.47	Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	\$17,099.20		\$14,129.21	Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	\$12,570.67		\$10,379.38	Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	\$11,618.67		\$10,530.86	
McIntyre		0.09	2,287.78	\$3,660.44		\$3,317.73	
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	\$9,390.22		\$8,511.06	
Progress-Way/Service Ln/Zinser-St.		4.09	-20,876.66		\$33,400.89		
<b>Double Chipseal</b>							
<b>Subtotal</b>		<b>3.58</b>	<b>45,147.78</b>	<b>\$74,723.20</b>	\$128,353.78	<b>\$63,711.72</b>	Under Budget by \$11,011.48
<b>Reclamite/GSB-88 (Rejuvenators)</b>							
Mount View West Area					Need to get a rough cost, not sure what it would be		Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert							
Alderson St.							
<b>Subtotal</b>		<b>0.00</b>	<b>-</b>	<b>\$0.00</b>	\$5,000.00	<b>\$0.00</b>	
<b>Micro-Surfacing (\$2.70/SY)</b>							
River Park		0.60	-40,566.67		\$28,530.00		DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)
Volkman St		0.35	8,375.00	\$ 11,306.25		\$ 11,306.25	Cost Split with Rothschild (\$22,612.50 is total cost)
<b>Crosse Pointe</b>							<b>Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe</b>
<b>Subtotal</b>		<b>0.95</b>		<b>\$ 11,306.25</b>		<b>\$ 11,306.25</b>	
<b>Overlays (\$60/ton &amp; \$0.40/SY Pulp.) Thin Overlay (\$3.15/SY)</b>							
River Pines		0.68	11,984.00	\$59,920.00		\$41,625.73	Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	\$22,000.00		\$31,728.33	
Heerten St				\$7,500.00		\$7,500.00	Value added warranty work from Shorey to Weston Ave
Sandy Ln (Hewitt to Alex)					\$59,682.00		This road has broken up over the last two springs/winters. ~1000 tons of asphalt
Sandy Ln (Hewitt to Alan)						\$30,072.00	
Sandy Ln (Hewitt to Alan)						\$13,680.00	
Ultra Thin (Sandy Ln - Alan to Alex)							
Ultra Thin (Sandy Ln - Hewitt to Alex)				\$33,300.00		\$24,184.53	It would be an either or situation
Barbican							
Community Center Dr.							
<b>Subtotal</b>		<b>1.51</b>		<b>\$122,720.00</b>		<b>\$105,038.59</b>	
<b>Rebuilds (\$60/ton - Use force account labor)</b>							
Jones St.		0.32					Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
<b>Subtotal</b>		<b>0.00</b>		<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	
<b>Cracksealing</b>							
Major Streets				\$65,000.00	\$35,000.00	\$60,345.00	All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
<b>Subtotal</b>		<b>0.00</b>		<b>\$65,000.00</b>	<b>\$35,000.00</b>	<b>\$60,345.00</b>	
<b>Patching</b>							
Propane				\$750.00		\$750.00	Cold patch material
Chipseal Prep & Pothole Patching				\$3,000.00		\$3,000.00	Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Surface patching				\$35,000.00		\$35,000.00	
<b>Subtotal</b>				<b>\$38,750.00</b>		<b>\$38,750.00</b>	
<b>Concrete Repair</b>							
Ross Ave Bridge@ EC River				\$35,000.00		\$55,765.00	Epoxy Deck and Fix Spalls
Full and Partial Depth				\$80,000.00		\$80,000.00	Schofield Ave, Westfield Blvd, Birch St
Sidewalk				\$5,000.00		\$5,000.00	
Curb Repair				\$5,000.00		\$5,000.00	
<b>Subtotal</b>				<b>\$125,000.00</b>		<b>\$145,765.00</b>	
<b>Brush Chipping</b>				\$0.00		\$0.00	Moved to Recycling Fund
Material Processing (\$3.00/ton)				\$0.00		\$0.00	Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) (\$3.75/Ton)				\$0.00		\$0.00	Shouldering Fund (53310-237) in 2016
<b>Miscellaneous</b>							
Seeding/restoration				\$0.00		\$0.00	Costs should come out of respective funds: Landscaping (365), Operations
Tools/Parts				\$0.00		\$0.00	Supplies (390), Equipment Rental (299)
Equipment Rental				\$0.00		\$0.00	
Yard Waste Site Maintenance				\$0.00		\$0.00	
<b>Subtotal</b>				<b>\$0.00</b>		<b>\$0.00</b>	
<b>TOTAL</b>				<b>\$437,499.45</b>	\$168,353.78	<b>\$424,916.56</b>	
<b>Plus</b>							
LRIP Funds				\$27,915.79		\$27,915.79	
<b>NET TOTAL</b>				<b>\$409,583.66</b>	\$168,353.78	<b>\$397,000.77</b>	
<b>Contingency</b>				<b>\$40,416.34</b>	-\$18,353.78	<b>\$52,999.23</b>	

**VILLAGE OF WESTON  
2016 OPERATING BUDGET  
(and 2017 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 Y-T-D (at 10/31/15)	2015 ESTIMATE	2015 BUDGET	2016 DEPT. REQUEST	2016 PROPOSED BUDGET	2016 BUDGET CHANGE	2017 FINANCIAL PLAN
<b>STREET OPERATIONS (53310)</b>									
120	Hourly Wages	239,397	166,710	258,511	246,914	253,486	253,486		251,883
121	Call Time Pay	233	478	500	300	300	300		300
122	Overtime Wages	308	4,617	5,000	100	500	500		500
125	Temporary Wages	405	21	0	0	0	0		0
131	Sick Leave Payout	0	0	0	0	0	0		0
132	Vacation Payout	0	0	0	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
137	Out-of-Classification Pay	768	0	0	0	0	0		0
138	Standby Duty Pay	0	0	0	0	3,840	3,840		3,840
139	Bonus/Incentive Pay	9,000	0	0	0	0	0		0
151	Social Security	18,360	12,627	20,197	18,919	19,747	19,747		19,624
152	Wisconsin Retirement	17,408	11,675	17,953	16,817	17,036	17,036		16,931
154	Health/Dental Insurance	48,531	25,837	38,432	34,596	38,872	38,872		42,518
155	Life Insurance	958	441	720	1,029	738	738		681
156	Worker's Comp. Ins.	15,766	2,886	16,052	15,037	14,403	14,403		14,314
157	Education/Training	1,588	4,018	5,000	10,000	7,000	7,000		7,000
158	Unemployment Comp	0	0	0	0	0	0		0
160	Retirement Payout/Vac./Sick Time	0	0	0	0	0	0		0
161	Safety Glasses/Tests	352	213	350	350	350	350		350
162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	<b>Personal Services</b>	<b>354,410</b>	<b>230,351</b>	<b>364,215</b>	<b>346,562</b>	<b>360,185</b>	<b>360,185</b>	<b>13,623</b>	<b>362,144</b>
208	Regulatory Commission Fees	125	125	125	125	125	125		125
215	Architect/Engineering Services	0	18,420	18,420	0	10,000	10,000		10,000
225	Telephone	564	1,680	1,800	500	2,500	2,500		2,500
230	Centerline Painting	40,975	27,000	25,000	25,000	30,000	30,000		30,000
233	Dust Control	0	0	0	0	500	500		500
236	Surface Maintenance	361,806	340,801	357,900	375,000	600,000	450,000		450,000
237	Shoulder Maintenance	0	0	0	0	5,000	5,000		5,000
240	Diggers Locates-Signals/Lighting	0	0	0	0	0	0		0
241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
280	Copier Lease/Maint.	86	0	0	0	0	0		0
290	Purchased Services	485	6,099	6,100	2,500	500	500		500
296	Accident repairs/services	6,723	0	0	0	0	0		0
297	Refuse Collection Services	40	0	0	300	0	0		0
299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	<b>Contractual Services</b>	<b>422,092</b>	<b>407,001</b>	<b>422,430</b>	<b>407,925</b>	<b>661,625</b>	<b>511,625</b>	<b>103,700</b>	<b>511,625</b>
310	Office Supplies	78	484	500	1,000	4,000	4,000		500
311	Postage & Box Rental	39	126	150	50	150	150		150
312	Outside Printing	122	0	0	100	100	100		100
314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
335	Meeting Expenses	169	0	0	0	0	0		0
336	Lodging	0	570	570	0	500	500		500
344	Oper. Supplies-Janitorial	5,959	4,714	6,000	6,400	6,000	6,000		6,000
346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	<b>Supplies &amp; Materials</b>	<b>184,402</b>	<b>125,935</b>	<b>147,520</b>	<b>166,850</b>	<b>172,850</b>	<b>172,850</b>	<b>6,000</b>	<b>176,100</b>
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other (New Box for tri-axle dump truck)	1,330	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>2,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>STREET OPERATIONS</b>	<b>963,379</b>	<b>763,287</b>	<b>934,165</b>	<b>921,337</b>	<b>1,194,660</b>	<b>1,044,660</b>	<b>123,323</b>	<b>1,049,869</b>

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.7.**



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

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REQUEST FROM: **MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**

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ITEM DESCRIPTION: **RECOMMEND AWARD OF 2016 CRACK SEALING PROJECT**

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DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016  
VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**

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POLICY QUESTION: Should the Property and Infrastructure Committee/Village Board recommend/award the 2016 Crack Sealing Project to Fahrner Asphalt Sealers, LLC for a total bid price of \$60,345.00?

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RECOMMENDATION TO: I make a motion to recommend/award the 2016 Chip Sealing Project to Fahrner Asphalt Sealers, LLC for a total bid price of \$60,345.

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LEGISLATIVE ACTION:

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

- Budget Line Item: Street Operations Surface Maintenance (10-03-53310-236-000)
- Budget Line Item: \_\_\_\_\_
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STATUTORY / RULEMAKING / POLICY REFERENCES:

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- 
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PRIOR REVIEW:

Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

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BACKGROUND:

Crack Sealing is a common practice for the Village's street maintenance efforts. Bids were received and opened on Wednesday April 27<sup>th</sup>, and the low bidder was Fahrner Asphalt Sealers, LLC. The bid amount of \$60,345.00 came in under the allocated budget amount of \$65,000.00.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

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**BID TAB 2015 CRACK SEALING PAVEMENT MAINTENANCE PROJECT**  
**BID OPENING: APRIL 27, 1:00 PM**  
**VILLAGE OF WESTON**

Base Bid - Chipseal				Fahrner Asphalt Sealers, LLC		American Pavement Solutions	
Item No	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Route and Seal Priority 1	LB	32,500	\$ 1.490	\$ 48,425.00	NA	---
2	Route and Seal Priority 2	LB	8,000	\$ 1.490	\$ 11,920.00	NA	---
				<u>Total Base Bid</u>	\$ 60,345.00		---

Maintenance Treatment	Paver Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results	Comments
<b>Chipseal (\$1.60/SY w/Polymers)</b>							
Robitwood	7-8	0.72	12,740.00	\$20,384.00		\$16,843.47	Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	\$17,099.20		\$14,129.21	Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	\$12,570.67		\$10,379.38	Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	\$11,618.67		\$10,530.86	
McIntyre		0.09	2,287.78	\$3,660.44		\$3,317.73	
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	\$9,390.22		\$8,511.06	
Progress-Way/Service Ln/Zinser-St.		4.09	-20,876.66		\$33,400.89		
<b>Double Chipseal</b>							
<b>Subtotal</b>		<b>3.58</b>	<b>45,147.78</b>	<b>\$74,723.20</b>	\$128,353.78	<b>\$63,711.72</b>	Under Budget by \$11,011.48
<b>Reclamite/GSB-88 (Rejuvenators)</b>							
Mount View West Area					Need to get a rough cost, not sure what it would be		Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert							
Alderson St.							
<b>Subtotal</b>		<b>0.00</b>	<b>-</b>	<b>\$0.00</b>	\$5,000.00	<b>\$0.00</b>	
<b>Micro-Surfacing (\$2.70/SY)</b>							
River Park		0.60	-40,566.67		\$28,530.00		DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)
Volkman St		0.35	8,375.00	\$ 11,306.25		\$ 11,306.25	Cost Split with Rothschild (\$22,612.50 is total cost)
<b>Crosse Pointe</b>							<b>Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe</b>
<b>Subtotal</b>		<b>0.95</b>		<b>\$ 11,306.25</b>		<b>\$ 11,306.25</b>	
<b>Overlays (\$60/ton &amp; \$0.40/SY Pulp.) Thin Overlay (\$3.15/SY)</b>							
River Pines		0.68	11,984.00	\$59,920.00		\$41,625.73	Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	\$22,000.00		\$31,728.33	
Heerten St				\$7,500.00		\$7,500.00	Value added warranty work from Shorey to Weston Ave
Sandy Ln (Hewitt to Alex)					\$59,682.00		This road has broken up over the last two springs/winters. ~1000 tons of asphalt
Sandy Ln (Hewitt to Alan)					\$30,972.00		
Ultra Thin (Sandy Ln - Alan to Alex)					\$13,680.00		
Ultra Thin (Sandy Ln - Hewitt to Alex)				\$33,300.00		\$24,184.53	It would be an either or situation
Barbican							
Community Center Dr.							
<b>Subtotal</b>		<b>1.51</b>		<b>\$122,720.00</b>		<b>\$105,038.59</b>	
<b>Rebuilds (\$60/ton - Use force account labor)</b>							
Jones St.		0.32					Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
<b>Subtotal</b>		<b>0.00</b>		<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	
<b>Cracksealing</b>							
Major Streets				\$65,000.00	\$35,000.00	\$60,345.00	All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
<b>Subtotal</b>		<b>0.00</b>		<b>\$65,000.00</b>	<b>\$35,000.00</b>	<b>\$60,345.00</b>	
<b>Patching</b>							
Propane				\$750.00		\$750.00	Cold patch material
Chipseal Prep & Pothole Patching				\$3,000.00		\$3,000.00	Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Surface patching				\$35,000.00		\$35,000.00	
<b>Subtotal</b>				<b>\$38,750.00</b>		<b>\$38,750.00</b>	
<b>Concrete Repair</b>							
Ross Ave Bridge@ EC River				\$35,000.00		\$55,765.00	Epoxy Deck and Fix Spalls
Full and Partial Depth				\$80,000.00		\$80,000.00	Schofield Ave, Westfield Blvd, Birch St
Sidewalk				\$5,000.00		\$5,000.00	
Curb Repair				\$5,000.00		\$5,000.00	
<b>Subtotal</b>				<b>\$125,000.00</b>		<b>\$145,765.00</b>	
<b>Brush Chipping</b>				\$0.00		\$0.00	Moved to Recycling Fund
Material Processing (\$3.00/ton)				\$0.00		\$0.00	Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) (\$3.75/Ton)				\$0.00		\$0.00	Shouldering Fund (53310-237) in 2016
<b>Miscellaneous</b>							
Seeding/restoration				\$0.00		\$0.00	Costs should come out of respective funds: Landscaping (365), Operations
Tools/Parts				\$0.00		\$0.00	Supplies (390), Equipment Rental (299)
Equipment Rental				\$0.00		\$0.00	
Yard Waste Site Maintenance				\$0.00		\$0.00	
<b>Subtotal</b>				<b>\$0.00</b>		<b>\$0.00</b>	
<b>TOTAL</b>				<b>\$437,499.45</b>	\$168,353.78	<b>\$424,916.56</b>	
<b>Plus</b>							
LRIP Funds				\$27,915.79		\$27,915.79	
<b>NET TOTAL</b>				<b>\$409,583.66</b>	\$168,353.78	<b>\$397,000.77</b>	
<b>Contingency</b>				<b>\$40,416.34</b>	-\$18,353.78	<b>\$52,999.23</b>	

**VILLAGE OF WESTON  
2016 OPERATING BUDGET  
(and 2017 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 Y-T-D (at 10/31/15)	2015 ESTIMATE	2015 BUDGET	2016 DEPT. REQUEST	2016 PROPOSED BUDGET	2016 BUDGET CHANGE	2017 FINANCIAL PLAN
<b>STREET OPERATIONS (53310)</b>									
120	Hourly Wages	239,397	166,710	258,511	246,914	253,486	253,486		251,883
121	Call Time Pay	233	478	500	300	300	300		300
122	Overtime Wages	308	4,617	5,000	100	500	500		500
125	Temporary Wages	405	21	0	0	0	0		0
131	Sick Leave Payout	0	0	0	0	0	0		0
132	Vacation Payout	0	0	0	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
137	Out-of-Classification Pay	768	0	0	0	0	0		0
138	Standby Duty Pay	0	0	0	0	3,840	3,840		3,840
139	Bonus/Incentive Pay	9,000	0	0	0	0	0		0
151	Social Security	18,360	12,627	20,197	18,919	19,747	19,747		19,624
152	Wisconsin Retirement	17,408	11,675	17,953	16,817	17,036	17,036		16,931
154	Health/Dental Insurance	48,531	25,837	38,432	34,596	38,872	38,872		42,518
155	Life Insurance	958	441	720	1,029	738	738		681
156	Worker's Comp. Ins.	15,766	2,886	16,052	15,037	14,403	14,403		14,314
157	Education/Training	1,588	4,018	5,000	10,000	7,000	7,000		7,000
158	Unemployment Comp	0	0	0	0	0	0		0
160	Retirement Payout/Vac./Sick Time	0	0	0	0	0	0		0
161	Safety Glasses/Tests	352	213	350	350	350	350		350
162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	<b>Personal Services</b>	<b>354,410</b>	<b>230,351</b>	<b>364,215</b>	<b>346,562</b>	<b>360,185</b>	<b>360,185</b>	<b>13,623</b>	<b>362,144</b>
208	Regulatory Commission Fees	125	125	125	125	125	125		125
215	Architect/Engineering Services	0	18,420	18,420	0	10,000	10,000		10,000
225	Telephone	564	1,680	1,800	500	2,500	2,500		2,500
230	Centerline Painting	40,975	27,000	25,000	25,000	30,000	30,000		30,000
233	Dust Control	0	0	0	0	500	500		500
236	Surface Maintenance	361,806	340,801	357,900	375,000	600,000	450,000		450,000
237	Shoulder Maintenance	0	0	0	0	5,000	5,000		5,000
240	Diggers Locates-Signals/Lighting	0	0	0	0	0	0		0
241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
280	Copier Lease/Maint.	86	0	0	0	0	0		0
290	Purchased Services	485	6,099	6,100	2,500	500	500		500
296	Accident repairs/services	6,723	0	0	0	0	0		0
297	Refuse Collection Services	40	0	0	300	0	0		0
299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	<b>Contractual Services</b>	<b>422,092</b>	<b>407,001</b>	<b>422,430</b>	<b>407,925</b>	<b>661,625</b>	<b>511,625</b>	<b>103,700</b>	<b>511,625</b>
310	Office Supplies	78	484	500	1,000	4,000	4,000		500
311	Postage & Box Rental	39	126	150	50	150	150		150
312	Outside Printing	122	0	0	100	100	100		100
314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
335	Meeting Expenses	169	0	0	0	0	0		0
336	Lodging	0	570	570	0	500	500		500
344	Oper. Supplies-Janitorial	5,959	4,714	6,000	6,400	6,000	6,000		6,000
346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	<b>Supplies &amp; Materials</b>	<b>184,402</b>	<b>125,935</b>	<b>147,520</b>	<b>166,850</b>	<b>172,850</b>	<b>172,850</b>	<b>6,000</b>	<b>176,100</b>
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other (New Box for tri-axle dump truck)	1,330	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>2,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>STREET OPERATIONS</b>	<b>963,379</b>	<b>763,287</b>	<b>934,165</b>	<b>921,337</b>	<b>1,194,660</b>	<b>1,044,660</b>	<b>123,323</b>	<b>1,049,869</b>

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.8.**



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

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REQUEST FROM: **MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**

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ITEM DESCRIPTION: **RECOMMEND AWARD OF 2016 ASPHALT OVERLAY PROJECT**

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DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016**  
**VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**

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POLICY QUESTION: Should the Property and Infrastructure Committee/Village Board recommend/award the 2016 Asphalt Overlay Project to American Asphalt for a total bid price of \$92,538.60?

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RECOMMENDATION TO: I make a motion to recommend/award the 2016 Asphalt Overlay Project to American Asphalt for a total bid price of \$92,538.60.

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**LEGISLATIVE ACTION:**

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

**FISCAL IMPACT ANALYSIS:**

- Budget Line Item: Street Operations Surface Maintenance (10-03-53310-236-000)
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \$450,000 entire fund (\$115,220 was originally budgeted for Asphalt Overlays)
- Budgeted Revenue: \_\_\_\_\_
- 
- 

**STATUTORY / RULEMAKING / POLICY REFERENCES:**

- WI Statute: 61.54: Public Works Bidding
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: \_\_\_\_\_
- Municipal Rules: \_\_\_\_\_
- 
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**PRIOR REVIEW:**

Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

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**BACKGROUND:**

Asphalt Overlays are a common practice for the Village's street maintenance efforts. Bids were received and opened on Wednesday April 27<sup>th</sup>, and the low bidder was American Asphalt. The bid amount of \$92,538.60 came in under the allocated budget amount of \$115,220.00.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

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**BID TAB 2016 ASPHALT OVERLAY PROJECT**  
**BID OPENING: APRIL 27, 1:30PM**  
**VILLAGE OF WESTON**

<b>2016 ASPHALT OVERLAY PROJECT - FIBER REINFORCED</b>				<b>American Asphalt</b>		<b>RC Pavers, LLC</b>	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	Traffic Control - Fiber Reinforced Projects	L.S.	1	\$ 1,400.00	\$ 1,400.00	NA	---
2	Weston Ave (Alderson to Birch): Pave Ultra-Thin <b>Fiber-Reinforced</b> HMA overlay to an average thickness 3/4 Inch	Sq. Yd.	7,625	\$ 3.96	\$ 30,195.00	NA	---
3	Sandy Ln (Hewitt to Alex): Pave Ultra-Thin <b>Fiber-Reinforced</b> HMA overlay to an average thickness 3/4 Inch	Sq. Yd.	5,720	\$ 3.96	\$ 22,651.20	NA	---
Total					\$ 54,246.20		\$

<b>2016 ASPHALT OVERLAY PROJECT - NON FIBER REINFORCED</b>				<b>American Asphalt</b>		<b>RC Pavers, LLC</b>	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
4	Traffic Control - River Pines	L.S.	1	\$ 1,100.00	\$ 1,100.00	NA	---
5	Pave Ultra-Thin HMA overlay to an average thickness 3/4 Inch (River Pines Neighborhood)	Sq. Yd.	10,670	\$ 3.72	\$ 39,692.40	NA	---
Total					\$ 40,792.40		\$

<b>2016 ASPHALT OVERLAY PROJECT - DEDUCT FOR AWARD OF BOTH CONTRACTS</b>				<b>American Asphalt</b>		<b>RC Pavers, LLC</b>	
Item No.	Item Description	Units	Estimated Quantity	Unit Price	Estimated Cost	Unit Price	Estimated Cost
6	Deduct for award of both Fiber-Reinforced and Non Reinforced projects.	L.S.	1	\$ (2,500.00)	\$ (2,500.00)	NA	---
Total					\$ (2,500.00)		\$

Total Project (Items 1-6)					\$ 92,538.60		\$
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Maintenance Treatment	Paver Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results	Comments
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Mount View West Area					Need to get a rough cost, not sure what it would be		Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
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Alderson St.							
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<b>Subtotal</b>		<b>0.95</b>		<b>\$ 11,306.25</b>		<b>\$ 11,306.25</b>	
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Community Center Dr.							
<b>Subtotal</b>		<b>1.51</b>		<b>\$122,720.00</b>		<b>\$105,038.59</b>	
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<b>Subtotal</b>		<b>0.00</b>		<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	
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Major Streets				\$65,000.00	\$35,000.00	\$60,345.00	All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
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<b>Concrete Repair</b>							
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Full and Partial Depth				\$80,000.00		\$80,000.00	Schofield Ave, Westfield Blvd, Birch St
Sidewalk				\$5,000.00		\$5,000.00	
Curb Repair				\$5,000.00		\$5,000.00	
<b>Subtotal</b>				<b>\$125,000.00</b>		<b>\$145,765.00</b>	
<b>Brush Chipping</b>				\$0.00		\$0.00	Moved to Recycling Fund
Material Processing (\$3.00/ton)				\$0.00		\$0.00	Hard Materials Handling Fund (53316) in 2016
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Equipment Rental				\$0.00		\$0.00	
Yard Waste Site Maintenance				\$0.00		\$0.00	
<b>Subtotal</b>				<b>\$0.00</b>		<b>\$0.00</b>	
<b>TOTAL</b>				<b>\$437,499.45</b>	\$168,353.78	<b>\$424,916.56</b>	
<b>Plus</b>							
LRIP Funds				\$27,915.79		\$27,915.79	
<b>NET TOTAL</b>				<b>\$409,583.66</b>	\$168,353.78	<b>\$397,000.77</b>	
<b>Contingency</b>				<b>\$40,416.34</b>	-\$18,353.78	<b>\$52,999.23</b>	

**VILLAGE OF WESTON  
2016 OPERATING BUDGET  
(and 2017 FINANCIAL PLAN)**

ACCOUNT #	ACCOUNT DESCRIPTION	2014 ACTUAL	2015 Y-T-D (at 10/31/15)	2015 ESTIMATE	2015 BUDGET	2016 DEPT. REQUEST	2016 PROPOSED BUDGET	2016 BUDGET CHANGE	2017 FINANCIAL PLAN
<b>STREET OPERATIONS (53310)</b>									
120	Hourly Wages	239,397	166,710	258,511	246,914	253,486	253,486		251,883
121	Call Time Pay	233	478	500	300	300	300		300
122	Overtime Wages	308	4,617	5,000	100	500	500		500
125	Temporary Wages	405	21	0	0	0	0		0
131	Sick Leave Payout	0	0	0	0	0	0		0
132	Vacation Payout	0	0	0	0	0	0		0
133	Longevity Pay	0	0	0	0	0	0		0
137	Out-of-Classification Pay	768	0	0	0	0	0		0
138	Standby Duty Pay	0	0	0	0	3,840	3,840		3,840
139	Bonus/Incentive Pay	9,000	0	0	0	0	0		0
151	Social Security	18,360	12,627	20,197	18,919	19,747	19,747		19,624
152	Wisconsin Retirement	17,408	11,675	17,953	16,817	17,036	17,036		16,931
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155	Life Insurance	958	441	720	1,029	738	738		681
156	Worker's Comp. Ins.	15,766	2,886	16,052	15,037	14,403	14,403		14,314
157	Education/Training	1,588	4,018	5,000	10,000	7,000	7,000		7,000
158	Unemployment Comp	0	0	0	0	0	0		0
160	Retirement Payout/Vac./Sick Time	0	0	0	0	0	0		0
161	Safety Glasses/Tests	352	213	350	350	350	350		350
162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	<b>Personal Services</b>	<b>354,410</b>	<b>230,351</b>	<b>364,215</b>	<b>346,562</b>	<b>360,185</b>	<b>360,185</b>	<b>13,623</b>	<b>362,144</b>
208	Regulatory Commission Fees	125	125	125	125	125	125		125
215	Architect/Engineering Services	0	18,420	18,420	0	10,000	10,000		10,000
225	Telephone	564	1,680	1,800	500	2,500	2,500		2,500
230	Centerline Painting	40,975	27,000	25,000	25,000	30,000	30,000		30,000
233	Dust Control	0	0	0	0	500	500		500
236	Surface Maintenance	361,806	340,801	357,900	375,000	600,000	450,000		450,000
237	Shoulder Maintenance	0	0	0	0	5,000	5,000		5,000
240	Diggers Locates-Signals/Lighting	0	0	0	0	0	0		0
241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
280	Copier Lease/Maint.	86	0	0	0	0	0		0
290	Purchased Services	485	6,099	6,100	2,500	500	500		500
296	Accident repairs/services	6,723	0	0	0	0	0		0
297	Refuse Collection Services	40	0	0	300	0	0		0
299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	<b>Contractual Services</b>	<b>422,092</b>	<b>407,001</b>	<b>422,430</b>	<b>407,925</b>	<b>661,625</b>	<b>511,625</b>	<b>103,700</b>	<b>511,625</b>
310	Office Supplies	78	484	500	1,000	4,000	4,000		500
311	Postage & Box Rental	39	126	150	50	150	150		150
312	Outside Printing	122	0	0	100	100	100		100
314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
335	Meeting Expenses	169	0	0	0	0	0		0
336	Lodging	0	570	570	0	500	500		500
344	Oper. Supplies-Janitorial	5,959	4,714	6,000	6,400	6,000	6,000		6,000
346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	<b>Supplies &amp; Materials</b>	<b>184,402</b>	<b>125,935</b>	<b>147,520</b>	<b>166,850</b>	<b>172,850</b>	<b>172,850</b>	<b>6,000</b>	<b>176,100</b>
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other (New Box for tri-axle dump truck)	1,330	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>2,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>STREET OPERATIONS</b>	<b>963,379</b>	<b>763,287</b>	<b>934,165</b>	<b>921,337</b>	<b>1,194,660</b>	<b>1,044,660</b>	<b>123,323</b>	<b>1,049,869</b>

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.9.**



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

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REQUEST FROM: **MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS**

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ITEM DESCRIPTION: **RECOMMEND AWARD OF ROSS AVE BRIDGE DECK REPAIR PROJECT**

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DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, MAY 2, 2016  
VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, MAY 2, 2016**

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POLICY QUESTION: Should the Property and Infrastructure Committee/Village Board recommend/award the Ross Avenue Bridge Deck Repair Project to Norcon Corporation for a total bid price of \$55,765.00?

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RECOMMENDATION TO: I make a motion to recommend/award the Ross Avenue Bridge Deck Repair Project to Norcon Corporation for a total bid price of \$55,765.00.

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LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Street Operations Surface Maintenance (10-03-53310-236-000)
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \$450,000 entire fund (\$35,000 was originally budgeted for Asphalt Overlays)
- Budgeted Revenue: \_\_\_\_\_
- 
- 

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: 61.54: Public Works Bidding
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: \_\_\_\_\_
- Municipal Rules: \_\_\_\_\_
- 
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PRIOR REVIEW:

Street Maintenance Plan for 2016 was included in the budget and reviewed at PIC on 4/4/2016.

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BACKGROUND:

The necessity for repair of the bridge deck was noted in the Village's bridge inspection reports done every other year. Bids were received and opened on Wednesday April 27<sup>th</sup>, and the low bidder was Norcon Corporation. The bid amount of \$55,765.00 came in over the allocated budget amount of \$35,000.00, however overall the street maintenance bids came in under budget when all four projects are considered together.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Bid Tab; 2016 Street Maintenance Plan; Page from Budget Book

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**BID TAB - ROSS AVENUE CONCRETE BRIDGE DECK REPAIR PROJECT**

**BID OPENING: APRIL 27, 1:45PM**

**VILLAGE OF WESTON**

ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	Norcon Corporation		Zenith Tech	
				UNIT PRICE	ESTIMATED COST	UNIT PRICE	ESTIMATED COST
1	Concrete Pavement Partial Depth Repair	SF	75	\$ 175.00	\$ 13,125.00	NA	---
2	Concrete Pavement Full Depth Repair	SF	10	\$ 200.00	\$ 2,000.00	NA	---
3	Concrete Abutment Repair	SF	4	\$ 250.00	\$ 1,000.00	NA	---
4	Polymer Overlay	SF	6190	\$ 6.00	\$ 37,140.00	NA	---
5	Traffic Control	LS	1	\$ 2,500.00	\$ 2,500.00	NA	---

TOTAL BASE BID =

\$ 55,765.00

ALTERNATE BID				Norcon Corporation		Zenith Tech	
ITEM	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST	UNIT PRICE	ESTIMATED COST
5a	Traffic Control Deduct for All Deck Repairs Done with Entire Bridge Closed to Traffic	LS	1	\$ -	\$ -	NA	---
5b	Traffic Control Deduct for Polymer Overlay Done with Entire Bridge Closed to Traffic	LS	1	\$ -	\$ -	NA	---

TOTAL ALTERNATE DEDUCTS =

\$ -

Maintenance Treatment	Paver Rating	Length (miles)	Area (SY)	Estimated Cost	Contingency Projects	Bid Results	Comments
<b>Chipseal (\$1.60/SY w/Polymers)</b>							
Robitwood	7-8	0.72	12,740.00	\$20,384.00		\$16,843.47	Feith, Shawna, Danielle, Lora Lee
Rock Rapids	7-8	0.61	10,687.00	\$17,099.20		\$14,129.21	Hewitt, Wenonah, Rock Rapids
Zirbel/Louart	7-8	0.45	7,856.67	\$12,570.67		\$10,379.38	Roxann, Jacob, Cathy
Machmueller (Heuss to Jelinek)		0.36	7,261.67	\$11,618.67		\$10,530.86	
McIntyre		0.09	2,287.78	\$3,660.44		\$3,317.73	
Jelinek (BUS 51 to Normandy)		0.26	5,868.89	\$9,390.22		\$8,511.06	
Progress-Way/Service Ln/Zinser-St.		4.09	-20,876.66		\$33,400.89		
<b>Double Chipseal</b>							
<b>Subtotal</b>		<b>3.58</b>	<b>45,147.78</b>	<b>\$74,723.20</b>	\$128,353.78	<b>\$63,711.72</b>	Under Budget by \$11,011.48
<b>Reclamite/GSB-88 (Rejuvenators)</b>							
Mount View West Area					Need to get a rough cost, not sure what it would be		Should start exploring the use of rejuvenators as a way to keep our good roads good. Rejuvenators restore the asphaltic content into pavements to keep them flexible and thus reduces cracking and aging.
Neupert							
Alderson St.							
<b>Subtotal</b>		<b>0.00</b>	<b>-</b>	<b>\$0.00</b>	\$5,000.00	<b>\$0.00</b>	
<b>Micro-Surfacing (\$2.70/SY)</b>							
River Park		0.60	-40,566.67		\$28,530.00		DJ Ln, Kellyland, JM Place, LeDuc (may need to be an overlay)
Volkman St		0.35	8,375.00	\$ 11,306.25		\$ 11,306.25	Cost Split with Rothschild (\$22,612.50 is total cost)
<b>Crosse Pointe</b>							<b>Birch, Franciscan, Meadow Rock, Stone Ridge, Crosse Pointe</b>
<b>Subtotal</b>		<b>0.95</b>		<b>\$ 11,306.25</b>		<b>\$ 11,306.25</b>	
<b>Overlays (\$60/ton &amp; \$0.40/SY Pulp.) Thin Overlay (\$3.15/SY)</b>							
River Pines		0.68	11,984.00	\$59,920.00		\$41,625.73	Ultra Thin with some Curb Repairs: Pine Ter, River Pines Ct, Oak Ter
Weston Ave (Alderson to Birch)		0.50	7,040.00	\$22,000.00		\$31,728.33	
Heerten St				\$7,500.00		\$7,500.00	Value added warranty work from Shorey to Weston Ave
Sandy Ln (Hewitt to Alex)					\$59,682.00		This road has broken up over the last two springs/winters. ~1000 tons of asphalt
Sandy Ln (Hewitt to Alan)					\$30,972.00		
Ultra Thin (Sandy Ln - Alan to Alex)					\$13,680.00		
Ultra Thin (Sandy Ln - Hewitt to Alex)				\$33,300.00		\$24,184.53	It would be an either or situation
Barbican							
Community Center Dr.							
<b>Subtotal</b>		<b>1.51</b>		<b>\$122,720.00</b>		<b>\$105,038.59</b>	
<b>Rebuilds (\$60/ton - Use force account labor)</b>							
Jones St.		0.32					Gravel Rd - Significant frost heave in spring 2016 caused impassable conditions, need to remove clay material and place sand and new base. Possibly Breaker Run in worst spots. Material is already on hand at Ryan St. and is funded through the Ryan St. Budget
<b>Subtotal</b>		<b>0.00</b>		<b>\$0.00</b>	\$0.00	<b>\$0.00</b>	
<b>Cracksealing</b>							
Major Streets				\$65,000.00	\$35,000.00	\$60,345.00	All streets to be chipsealed, micro surfaced and overlaid, check streets that have not yet received a treatment
<b>Subtotal</b>		<b>0.00</b>		<b>\$65,000.00</b>	<b>\$35,000.00</b>	<b>\$60,345.00</b>	
<b>Patching</b>							
Propane				\$750.00		\$750.00	Cold patch material
Chipseal Prep & Pothole Patching				\$3,000.00		\$3,000.00	Overlays and some full section repairs (Weston Ave, Callon Ave, Everest Ave, etc.)
Surface patching				\$35,000.00		\$35,000.00	
<b>Subtotal</b>				<b>\$38,750.00</b>		<b>\$38,750.00</b>	
<b>Concrete Repair</b>							
Ross Ave Bridge@ EC River				\$35,000.00		\$55,765.00	Epoxy Deck and Fix Spalls
Full and Partial Depth				\$80,000.00		\$80,000.00	Schofield Ave, Westfield Blvd, Birch St
Sidewalk				\$5,000.00		\$5,000.00	
Curb Repair				\$5,000.00		\$5,000.00	
<b>Subtotal</b>				<b>\$125,000.00</b>		<b>\$145,765.00</b>	
<b>Brush Chipping</b>				\$0.00		\$0.00	Moved to Recycling Fund
Material Processing (\$3.00/ton)				\$0.00		\$0.00	Hard Materials Handling Fund (53316) in 2016
Granite (For Shouldering) (\$3.75/Ton)				\$0.00		\$0.00	Shouldering Fund (53310-237) in 2016
<b>Miscellaneous</b>							
Seeding/restoration				\$0.00		\$0.00	Costs should come out of respective funds: Landscaping (365), Operations
Tools/Parts				\$0.00		\$0.00	Supplies (390), Equipment Rental (299)
Equipment Rental				\$0.00		\$0.00	
Yard Waste Site Maintenance				\$0.00		\$0.00	
<b>Subtotal</b>				<b>\$0.00</b>		<b>\$0.00</b>	
<b>TOTAL</b>				<b>\$437,499.45</b>	\$168,353.78	<b>\$424,916.56</b>	
<b>Plus</b>							
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162	Coveralls/Uniforms	1,450	309	1,500	2,000	2,000	2,000		2,000
164	Employee Health Tests	1,833	519	2,000	2,500	2,500	2,500		2,500
165	Personnel Testing	0	0	0	0	0	0		500
167	Post Employ. Health/Disability	0	0	0	0	1,613	1,613		1,603
199	Less: Recycling wages	(1,947)	0	(2,000)	(2,000)	(2,200)	(2,200)		(2,400)
	<b>Personal Services</b>	<b>354,410</b>	<b>230,351</b>	<b>364,215</b>	<b>346,562</b>	<b>360,185</b>	<b>360,185</b>	<b>13,623</b>	<b>362,144</b>
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241	Repairs/Maint.-Motor Vehicles	0	0	0	0	0	0		0
242	Repairs/Maint.-Other Machinery	0	4,954	5,000	0	5,000	5,000		5,000
247	Repairs/Maint.-Buildings	9,148	4,837	5,000	2,500	5,000	5,000		5,000
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299	Equipment Rental	2,140	3,085	3,085	2,000	3,000	3,000		3,000
	<b>Contractual Services</b>	<b>422,092</b>	<b>407,001</b>	<b>422,430</b>	<b>407,925</b>	<b>661,625</b>	<b>511,625</b>	<b>103,700</b>	<b>511,625</b>
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314	Small Equipment	0	87	100	2,500	8,000	8,000		9,000
321	Publication Notices	702	588	600	1,000	800	800		800
334	Commercial Travel Expenses	0	231	250	0	200	200		200
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346	Oper. Supplies-Clothing/Uniforms	2,531	1,960	1,800	2,100	2,100	2,100		2,100
349	Oper. Supplies-All Other	1,472	60	500	2,500	2,500	2,500		2,500
351	Maint. Supplies-Gas & Oil	87,787	46,130	60,000	85,000	85,000	85,000		85,000
352	Maint. Supplies-Motor Vehicles	704	92	100	0	250	250		250
353	Maint. Supplies-Parts	75,352	60,465	61,000	55,000	55,000	55,000		55,000
354	Maint. Supplies-Painting	0	0	1,000	1,000	1,500	1,500		1,500
355	Maint. Supplies-Electric/Plumbing	229	443	450	450	500	500		500
363	Other Supplies-Signage	8,421	1,248	5,500	7,000	1,250	1,250		7,000
365	Other Supplies-Landscaping/Trees	0	0	0	2,000	4,000	4,000		4,000
390	Other Supplies-All Other	837	8,737	9,000	750	1,000	1,000		1,000
	<b>Supplies &amp; Materials</b>	<b>184,402</b>	<b>125,935</b>	<b>147,520</b>	<b>166,850</b>	<b>172,850</b>	<b>172,850</b>	<b>6,000</b>	<b>176,100</b>
808	Capital Equip-Computer Software	1,145	0	0	0	0	0		0
819	Capital Equip-All Other (New Box for tri-axle dump truck)	1,330	0	0	0	0	0		0
	<b>Capital Outlay</b>	<b>2,475</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>STREET OPERATIONS</b>	<b>963,379</b>	<b>763,287</b>	<b>934,165</b>	<b>921,337</b>	<b>1,194,660</b>	<b>1,044,660</b>	<b>123,323</b>	<b>1,049,869</b>

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.10.**



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

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**REQUEST FROM: BRADLEY MROCZENSKI, AQUATIC CENTER MANAGER**

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**ITEM DESCRIPTION: AQUATIC CENTER EMERGENCY ACTION PLAN**

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**DATE/MTG: BOARD OF TRUSTEES; MONDAY, MAY 2, 2016**

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**POLICY QUESTION: Should the Board of Trustees approve the Aquatic Center Emergency Action Plan?**

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**RECOMMENDATION TO: I recommend the approval of the Aquatic Center Emergency Action Plan**

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**LEGISLATIVE ACTION:**

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> <b>Acknowledge/Approve</b> | <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: \_\_\_\_\_
- 

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**STATUTORY / RULEMAKING / POLICY REFERENCES:**

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

---

**PRIOR REVIEW: The Aquatic Center Emergency Action Plan has been reviewed by Parks, Recreation and Forestry Director Osterbrink and Administrator Guild.**

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**BACKGROUND:**

Until now, the Weston Aquatic Center has used a plan that was originally provided by the Wausau/Marathon County Parks, Recreation and Forestry Department, when the aquatic center was built. The plan was a very broad plan that didn't pertain to our facility all that well and didn't address how to handle specific emergencies. I developed the Emergency Action Plan to provide specific protocol in responding to specific emergencies and provide all emergency information and phone numbers that would be needed. This plan was put together with the help of Marty Christiansen from S.A.F.E.R. in regards to Fire and Chemical Spill emergency protocol and also Detective Goff from Everest Metro in regards to Missing Person and Major Criminal emergency protocol. All other emergency protocol was developed from the training I've received as a lifeguard and lifeguard instructor through the American Red Cross.

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

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

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From: Bradley Mroczenski, Aquatic Center Manager  
Date/Mtg: Monday, May 2, 2016  
Re: Aquatic Center Emergency Action Plan

1. Policy Question:

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Should the Board of Trustees approve of the Aquatic Center Emergency Action Plan?

2. Purpose:

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The purpose of the Aquatic Center Emergency Action Plan is to provide staff with specific protocol in various emergency situations, which will allow us to act in a more professional and efficient manner should an emergency occur.

3. Background:

---

Until now, the Weston Aquatic Center has used a plan that was originally provided by the Wausau/Marathon County Parks, Recreation and Forestry Department, when the aquatic center was built. The plan was a very broad plan that didn't pertain to our facility all that well and didn't address how to handle specific emergencies. I developed the Emergency Action Plan to provide specific protocol in responding to specific emergencies and provide all emergency information and phone numbers that would be needed. This plan was put together with the help of Marty Christiansen from S.A.F.E.R. in regards to Fire and Chemical Spill emergency protocol and also Detective Goff from Everest Metro in regards to Missing Person and Major Criminal emergency protocol. All other emergency protocol was developed from the training I've received as a lifeguard and lifeguard instructor through the American Red Cross.

4. Issue Analysis:

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The Emergency Action Plan addresses our most common emergencies such as a distressed swimmer, thunder and lightning, high winds and missing persons. The plan also covers less common but extremely possible emergencies such as drowning and spinal emergencies, various facility emergencies, several medical emergencies and major criminal emergencies. This plan will take a specific emergency and provide protocol in the visual manner of a flow chart. The flow chart is designed to take each staff member step by step through their role in the emergency. Also provided is a more detailed explanation of the steps in the flow chart.

In developing the Emergency Action Plan, I received help from Marty Christiansen from S.A.F.E.R. in regards to the Fire and Chemical Spill emergencies. I also received help from Detective Goff from Everest Metro in regards to the Missing Person and Major Criminal Emergencies. I wanted to include individuals that had more knowledge and experience in these emergencies to be sure that we have the proper protocol in place when responding to the emergencies. The rest of the emergency protocols in the plan were developed by myself through the lifeguard and lifeguard instructor training I have received through the American Red Cross.

I've also included in the Emergency Action Plan, an example of a 911 call that includes all the information that needs to be relayed to dispatch. In an emergency, most people have a high stress level and by providing what needs to be relayed, it can help with the efficiency of the call as well as reduce the stress on the individual that calls.

5. Fiscal Impact:

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6. Statutory References:

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7. Prior Review:

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Upon completing the Emergency Action Plan, I submitted it to Director Osterbrink and Administrator Guild for their thoughts and input on the plan.

8. Policy Choices:

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Approve Aquatic Center Emergency Action Plan  
Approve Aquatic Center Emergency Action Plan with modifications  
Not Approve Aquatic Center Emergency Action Plan

9. Recommendation:

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I recommend the Aquatic Center Emergency Action Plan be approved.

10. Legislative Action:

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11. Attachments:

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# ***Weston Aquatic Center***

## ***Emergency Action Plan***

# **Emergency Action Plan For**

## **Village of Weston Weston Aquatic Center**

5815 Alta Verde Street  
Weston, WI 54476  
715-241-7946 (SWIM)

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## Emergency Personnel Names and Contact Numbers

### Designated Responsible Officials

Bradley Mroczenski, Aquatic Center Manager	Home: 715-849-5216 Cell: 715-581-2516
Shawn Osterbrink, Parks, Recreation and Forestry Director	Cell: 715-846-3920
Daniel Guild, Village Administrator	Cell: 715-571-9693
Scott Tatro, Village Building Inspector/Electrician	Cell: 715-370-1930

### Emergency Coordinator:

Bradley Mroczenski, Aquatic Center Manager	Home: 715-849-5216 Cell: 715-581-2516
--	--

## Emergency Contact Numbers

- Fire/EMS:
  - Emergency: 911
  - Non-Emergency: 715-359-5411
- Everest Metro Police Department:
  - Emergency: 911
  - Non-Emergency: 715-359-4202
- Saint Clare's Hospital: 715-393-3000
- Aspirus Wausau Hospital: 715-847-2121
- Poison Control Hotline: 800-222-1222
- Marathon County Health Care Center: 715-848-4600

## Utility Company Emergency Contact Numbers

- Wisconsin Public Service: 800-450-7260
- Frontier: 715-359-2888

## Evacuation Routes

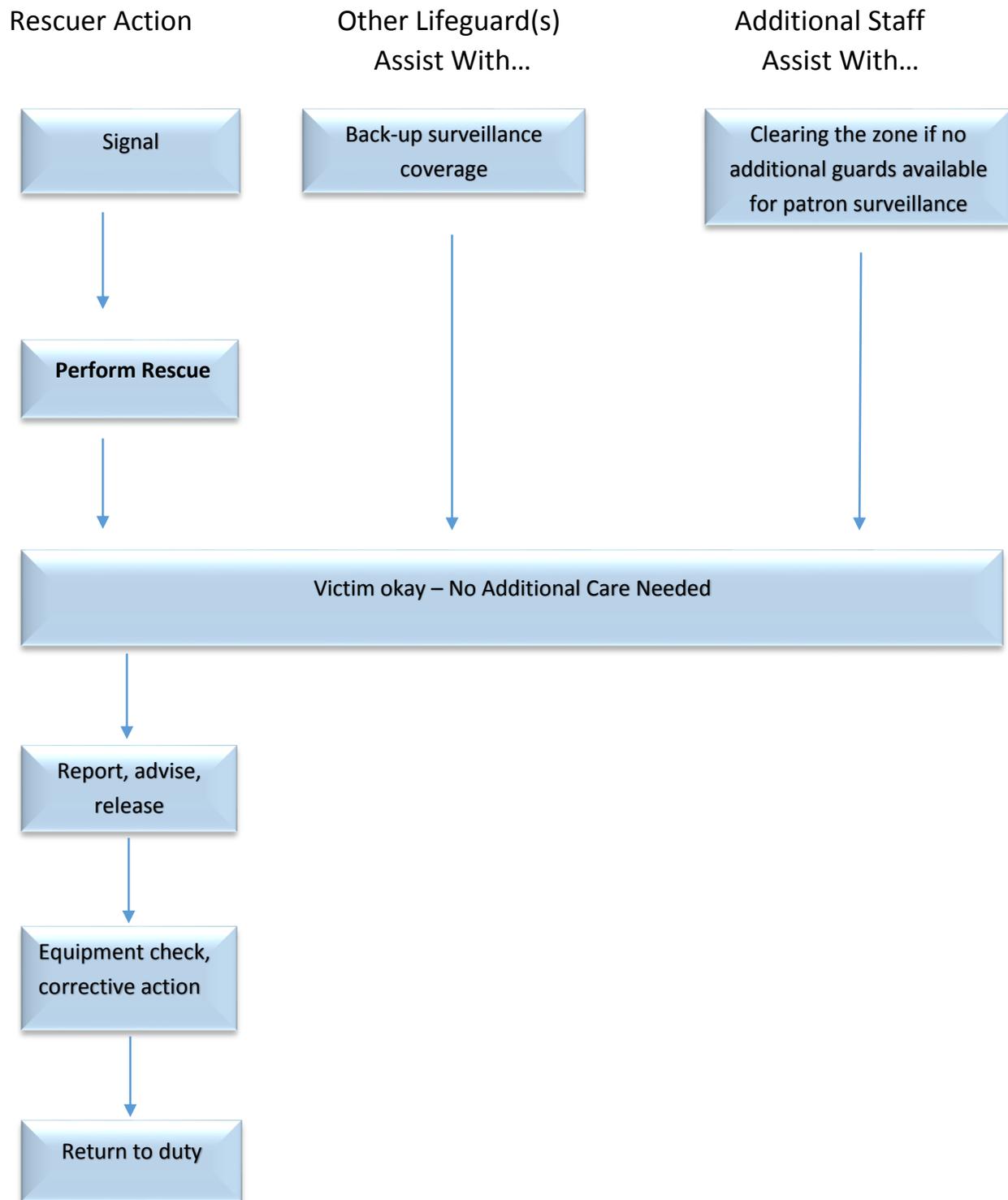
- Evacuation route maps have been posted in each work area. The following information is marked on the evacuation maps:
  1. Emergency Exits
  2. Primary and Secondary Evacuation Routes
  3. Locations of Fire Extinguishers
  4. Assembly Points
  
- Aquatic Center Staff should know all evacuation routes

# Emergency Reporting and Evacuation Procedures

Types of Emergencies to be reported by Weston Aquatic Center Staff are:

- Aquatic Emergency
  - Distressed Swimmer
  - Drowning Victim
  - Head, Neck or Spine Injury in water
- Facility Emergency
  - Power Outage
  - Fire
  - Chemical Spill
- Weather Emergency
  - Thunder/Lightening
  - Tornado
  - Violent Wind
- Medical Emergency
  - Stroke
  - Heart Attack
  - Severe Bleeding
- Missing Child Emergency
- Major Criminal Emergencies
  - Gun on premises
  - Violence
  - Active Shooter

## Aquatic Emergencies - Distressed Swimmer



# Aquatic Emergencies - Distressed Swimmer

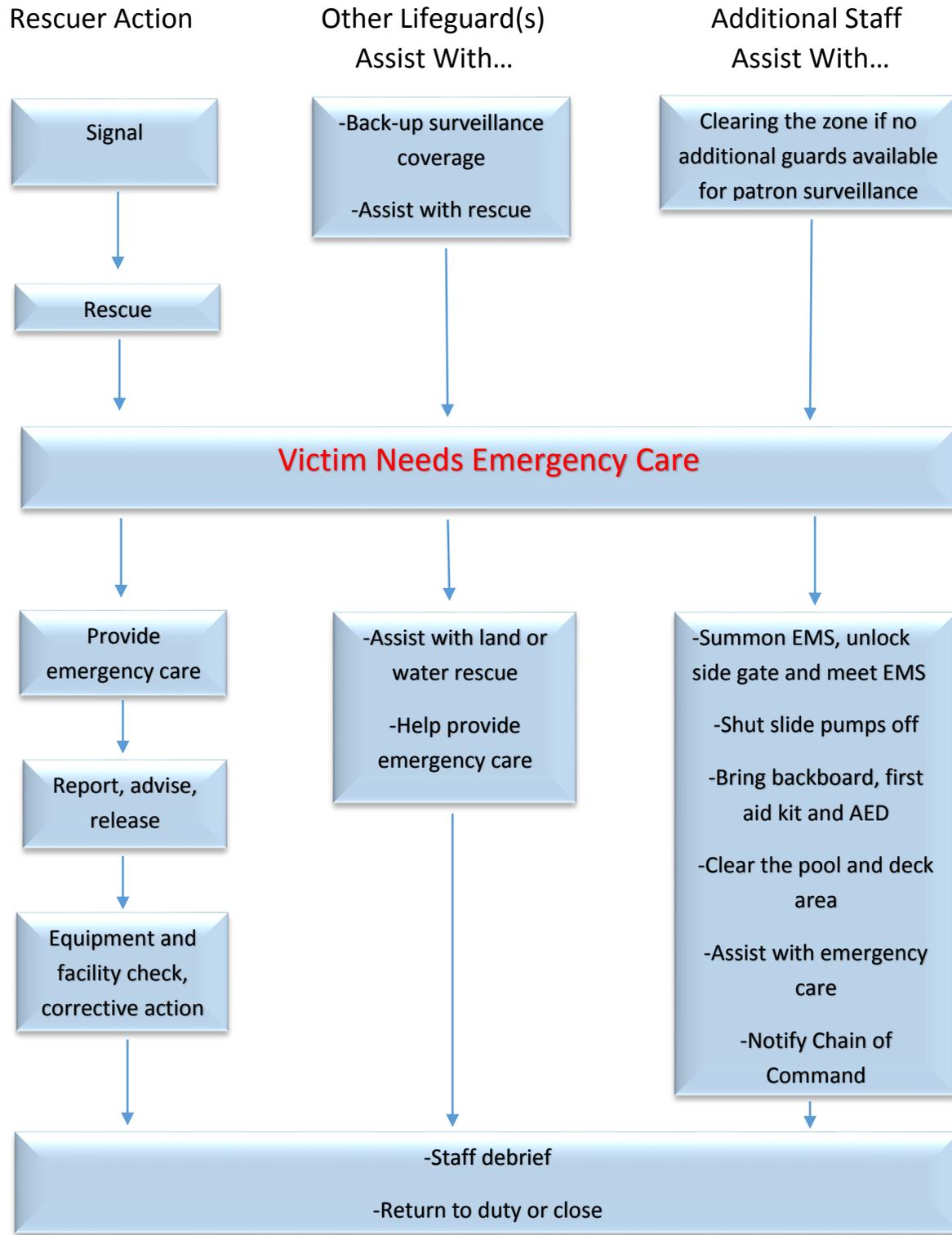
## When you see a swimmer that is in trouble and distressed:

1. Use one loud whistle to signal to others of the emergency.
2. Enter water using the appropriate entry.
3. Assist the distressed swimmer with the appropriate rescue skill.
4. Accompany victim (with parent or guardian) to the First Aid Station.
5. Report, Advise, Release
  - a. Report: Get the information required on the Incident Report from the victim or parent/guardian.
  - b. Advise: Explain corrective measures so that the incident does not take place again.
  - c. Release: If patron is ok, allow them to return to activity (with parent/guardian when available) after a rest period. Give them time to relax and rest. This can be a very traumatizing event.

## Other staff will be assisting:

1. Additional guards:
  - a. Drop slide guard will evacuate drop slide of patrons, lock the gate and cover surveillance from where the jump occurred.
  - b. Other guards will stand at their positions to increase visibility.
  - c. Everyone can return to their normal positions once the responding guard has returned to their chair.
  - d. If back up surveillance is unavailable, pool needs to be cleared.

## Aquatic Emergencies - Drowning Victim



## Aquatic Emergencies - Drowning Victim

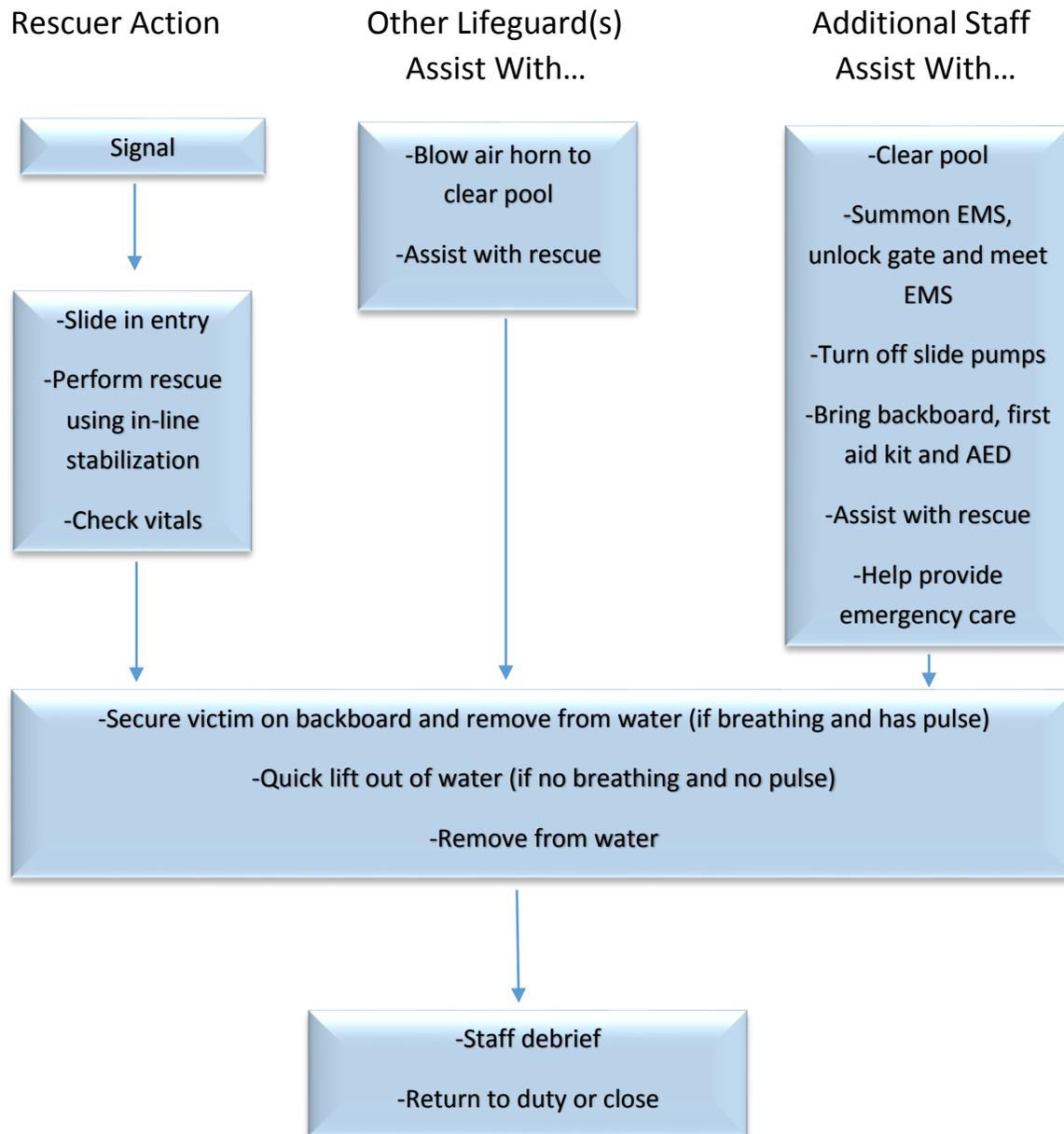
### When you spot a drowning victim:

1. Use the air horn to signal the emergency. This is the key for all other guards to clear the pool and execute the EAP.
2. Enter the water using the appropriate entry.
3. Rescue the victim using the appropriate rescue.
4. Get the victim to the side of the pool and extract from the water using the proper procedure.
5. Begin emergency care
  - a. Check vitals
    - i. Look, listen and feel for breathing and pulse (10 seconds).
      1. No breathing, no pulse
        - a. Begin CPR
      2. No breath, has a pulse
        - a. Begin rescue breathing
      3. Breathing and pulse
        - a. Monitor victim while EMS is summoned
        - b. Recheck vitals and provide appropriate care should condition change.
    - ii. Continue emergency care until EMS arrives and takes over
6. After EMS has taken over fill out an Incident Report.
7. All staff debrief with Aquatic Center Manager.

### Other lifeguards will be assisting:

1. When hearing the air horn, immediately clear the pool.
2. Secondary lifeguard assists with rescue if needed.
3. Tertiary Lifeguard respond with backboard.
4. Down guard #1 summons EMS, unlocks south gate and waits for EMS to arrive. Stay on the phone until directed to hang up.
5. Down guard #2 shuts off slide and activity pumps in chemical room. Grab the first aid kit and AED and report to rescue.
6. Other down guards notify front desk of emergency. They need to stop allowing patrons to enter the facility. Front desk staff needs to notify Aquatic Center Manager of the emergency.
7. Upon clearing pool, all guards not assisting with the rescue need to clear the deck. Get the patrons off the pool deck in a quick and safe manner. Stop any photos or videos being taken.
8. All staff attend debriefing with Aquatic Center Manager.

## Aquatic Emergencies - Head, Neck or Spinal Injury in Water



## **Aquatics Emergency - Head, Neck or Spinal Injury in Water**

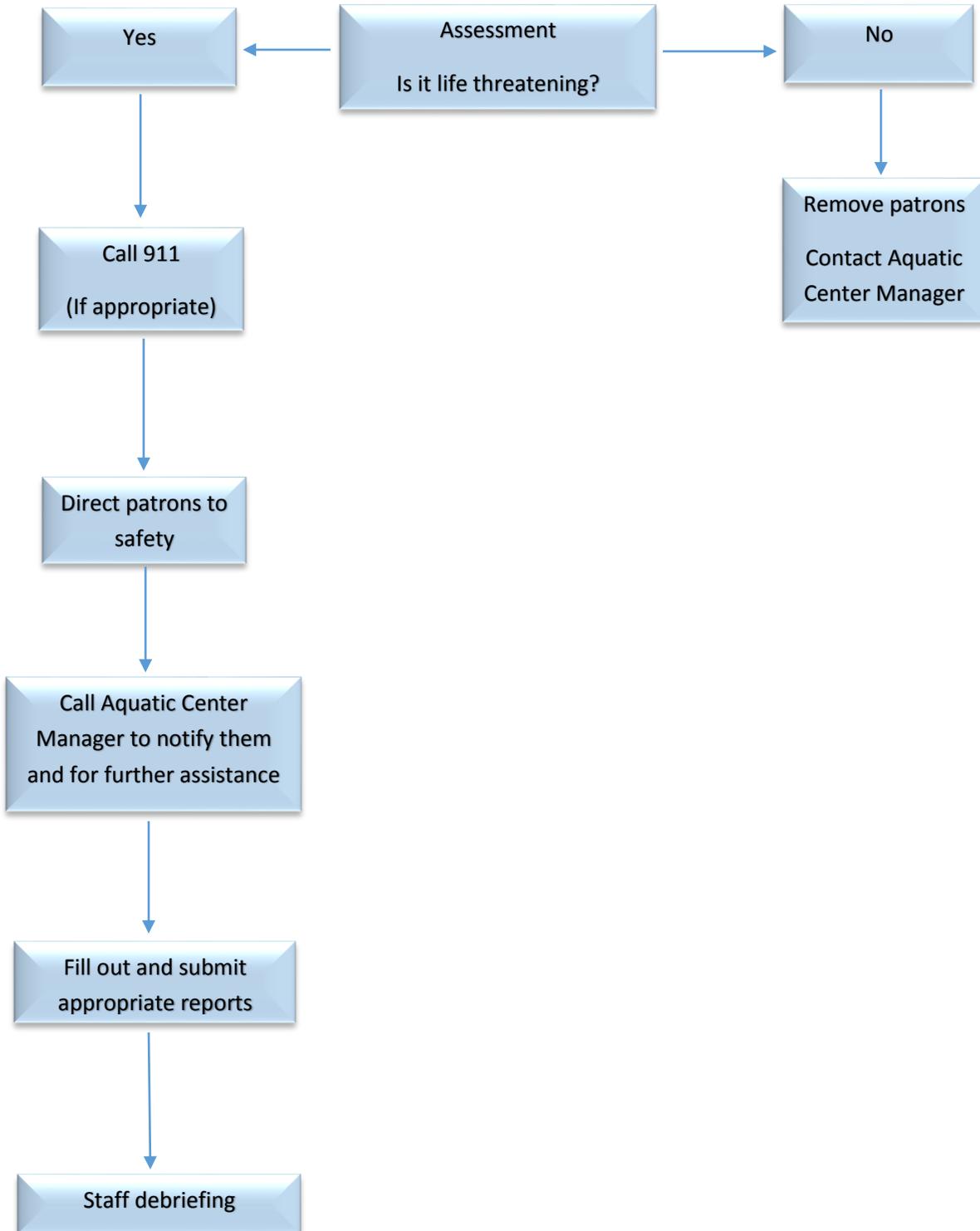
### **When you spot a suspected Head, Neck or Spinal Injury in the water:**

1. Use the air horn to signal the emergency. This is the key for all other guards to clear the pool and execute the EAP.
2. Enter the water using the appropriate entry (slide in entry).
3. Rescue the victim using the appropriate rescue with in-line stabilization of the head, neck and spine. Check victim's vitals.
  - a. If vitals are non-existent, extract victim quickly using caution to minimize movement and begin appropriate emergency care (CPR or rescue breathing)
4. With the assistance of a secondary and tertiary lifeguard, get the victim strapped onto the backboard.
5. Using (3) three lifeguards, extract victim from the water using the proper procedure.
6. Monitor victim's vitals and condition until EMS arrives and takes over.
7. After EMS has taken over, complete the Incident Report.
8. Debrief with the Aquatic Center Manager.

### **Other lifeguards will be assisting:**

1. When hearing the air horn, immediately clear the pool.
2. Secondary lifeguard enter the pool appropriately (slide in entry) and assist with the rescue.
3. Tertiary lifeguard retrieves the backboard, enters the pool appropriately and positions the backboard under the victim.
4. Down guard #1 summons EMS, unlocks south gate and waits for EMS to arrive. Stay on the phone until directed to hang up.
5. Down guard #2 shuts off slide and activity pumps in chemical room. Grab the first aid kit and AED and report to rescue.
6. Other down guards notify front desk of emergency. They need to stop allowing patrons to enter the facility. Front desk staff needs to notify Aquatic Center Manager of the emergency.
7. Upon clearing pool, all guards not assisting with the rescue need to clear the deck. Get the patrons off the pool deck in a quick and safe manner. Stop any photos or videos being taken.
8. All staff attend debriefing with Aquatic Center Manager.

## Facility Emergency - Power Outage

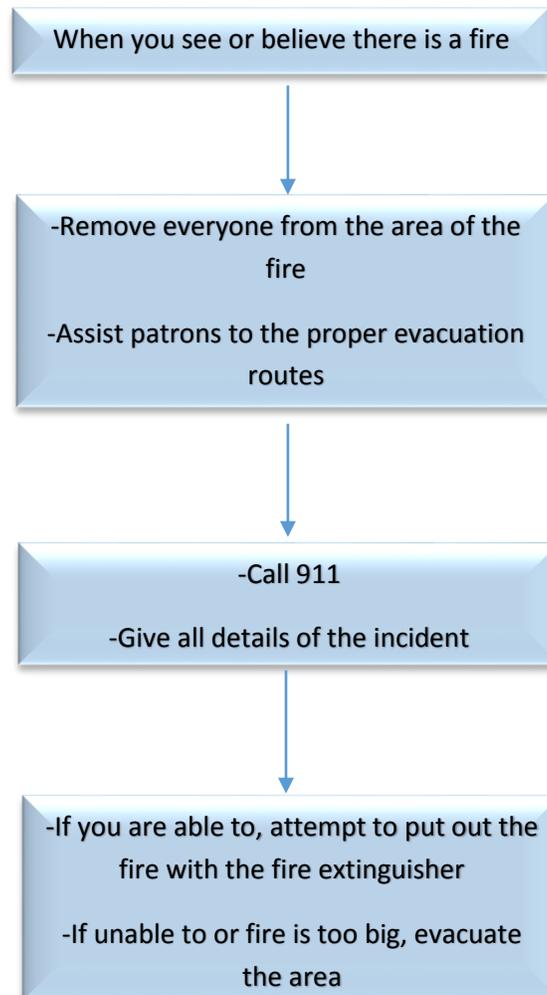


## Facility Emergency - Power Outage

### In the case of a power outage:

1. Assess the situation and determine if the situation is life threatening.
  - a. If not threatening:
    - i. Clear the patrons from the pool.
    - ii. Notify the Aquatic Center Manager.
  - b. If life threatening:
    - i. Call 911.
    - ii. Remove patrons from the pool and direct to safety.
    - iii. Notify the Aquatic Center Manager.
    - iv. Fill out appropriate reports.
    - v. Debrief by Aquatic Center Manager.

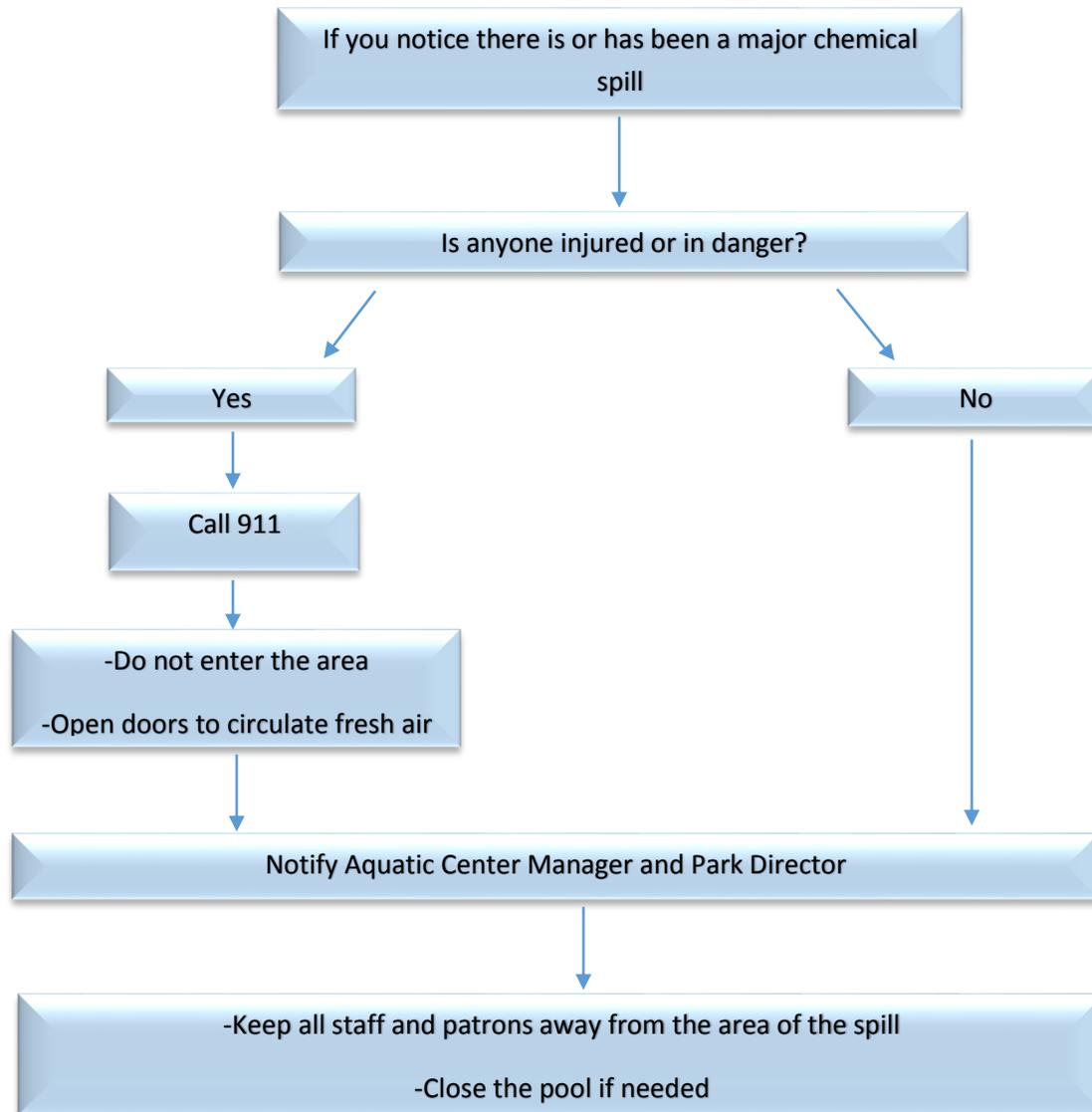
## Facility Emergency - Fire



### When you see or believe there is a fire:

1. Get everyone away from the fire.
  - a. Assist all patrons to the proper exits through the correct evacuation route.
  - b. Evacuate away from the danger.
2. Call 911.
  - a. Give all the details you can of the situation.
3. If you are able to and the fire is small enough.
  - a. Attempt to put the fire out with a fire extinguisher.
4. If you are unable to attempt or put the fire out, evacuate the area and wait for authorities.

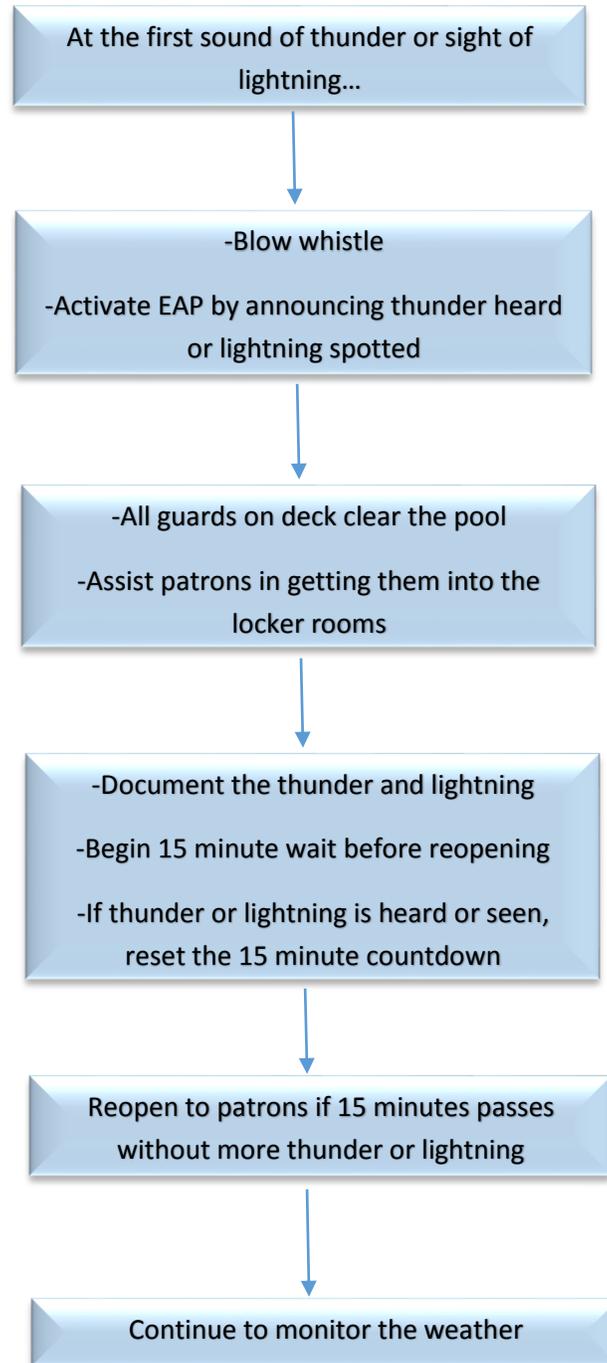
## Facility Emergency - Chemical Spill



### If you come across a major chemical spill:

1. Do not enter the room or go near the chemical spill.
5. Look to see if anyone is injured
  - a. If yes, do not go to help them.
  - i. Call 911
6. Open doors to ventilate the area without entering the room.
7. Notify the Aquatic Center Manager and Park Director.
8. Keep all patrons and staff away from the room or spill area.
9. Close the pool and evacuate if necessary

## Weather Emergency - Thunder & Lightning



## **Weather Emergency - Thunder & Lightning**

### **When Thunder or lightning is heard or spotted:**

1. Blow whistle and activate Thunder and Lightning EAP by announcing thunder has been heard or lightning has been seen.
2. All guards on deck clear the pool and assist patrons to the locker rooms.
3. Once all patrons are off deck, lock the locker room back doors.

### **Other guards assist with:**

1. Let front desk staff know of situation.
2. Document on the Log Sheet when the first thunder was heard or lightning seen.
3. Begin a 15 minute countdown.
4. If thunder is heard or lightning is seen, reset the 15 minute countdown.
  - a. If storm continues for more than 30 minutes, contact Aquatic Center Manager or Head Lifeguard for further instructions.
5. If 15 minutes passes without any more thunder or lightning, reopen pool to patrons once guards are back in chair.

## Weather Emergency - Tornado



### If the tornado siren goes off:

1. Blow whistle and activate the Tornado EAP.
2. All guard clear the pool and assist patrons to the changing rooms.
3. Keep everyone in the changing rooms.
  - a. No one is allowed to leave unless accompanied by a parent or guardian.
4. 2-3 guards should be in each changing area to assist with needs and offer support.
5. All staff stay in the building and clear of windows.
6. Document the incident in the Log Book.

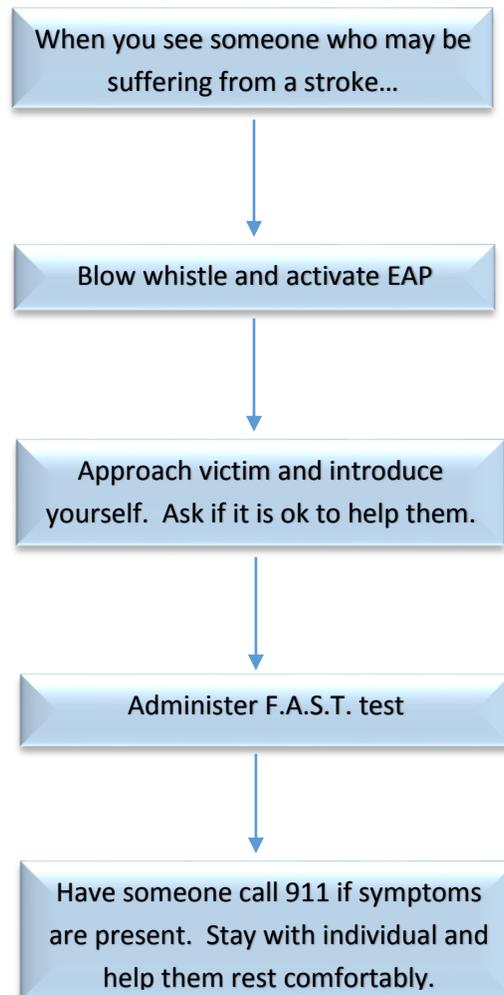
## Weather Emergency - High Winds



### **If high winds develop and visibility becomes an issue in the pool:**

1. Blow whistle and activate the High Winds EAP.
2. Clear the pool of patrons until visibility improves in the water.
3. Close Funbrellas until the winds subside and are no longer destructive.
4. Document the incident in the Log Book.

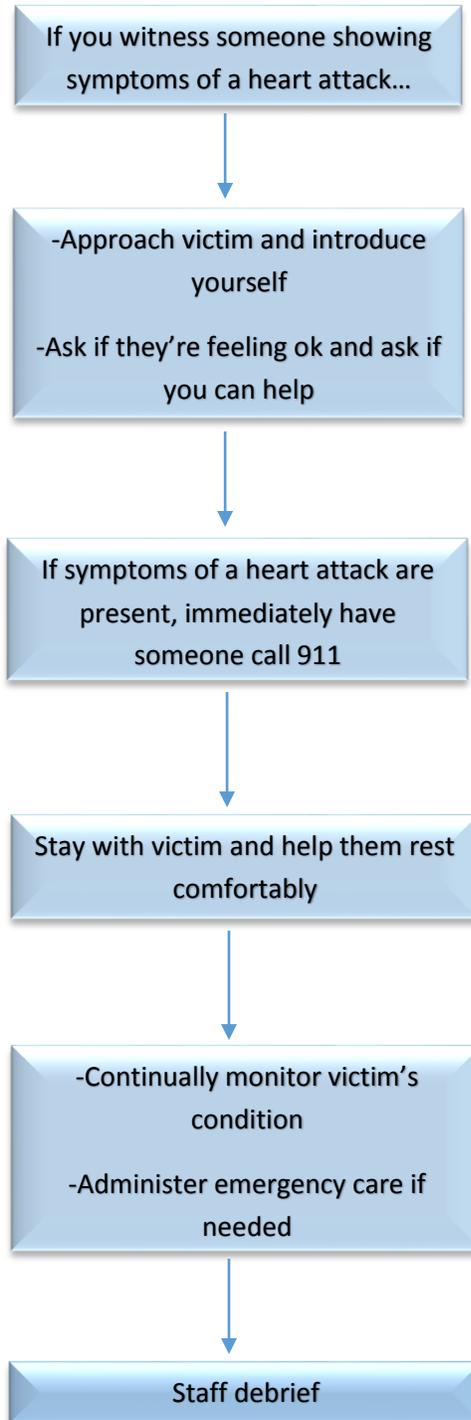
## Medical Emergency - Stroke



### If you see someone who may be suffering from a stroke:

1. Blow your whistle and activate the EAP.
2. Approach the victim, introduce yourself and ask if they're ok.
3. Ask if it's ok that you help them.
4. Administer the F.A.S.T. test
  - a. F – Face: Weakness on one side of the face
  - b. A – Arms: Weakness or numbness in one arm
  - c. S – Speech: Slurred speech or trouble speaking
  - d. T – Time: Time to summon EMS if any signs are present
5. Have someone call 911. Stay with the person and help them rest comfortably.
6. Fill out an Incident Report after the event.
7. Debrief with Aquatic Center Manager.

## Medical Emergency - Heart Attack

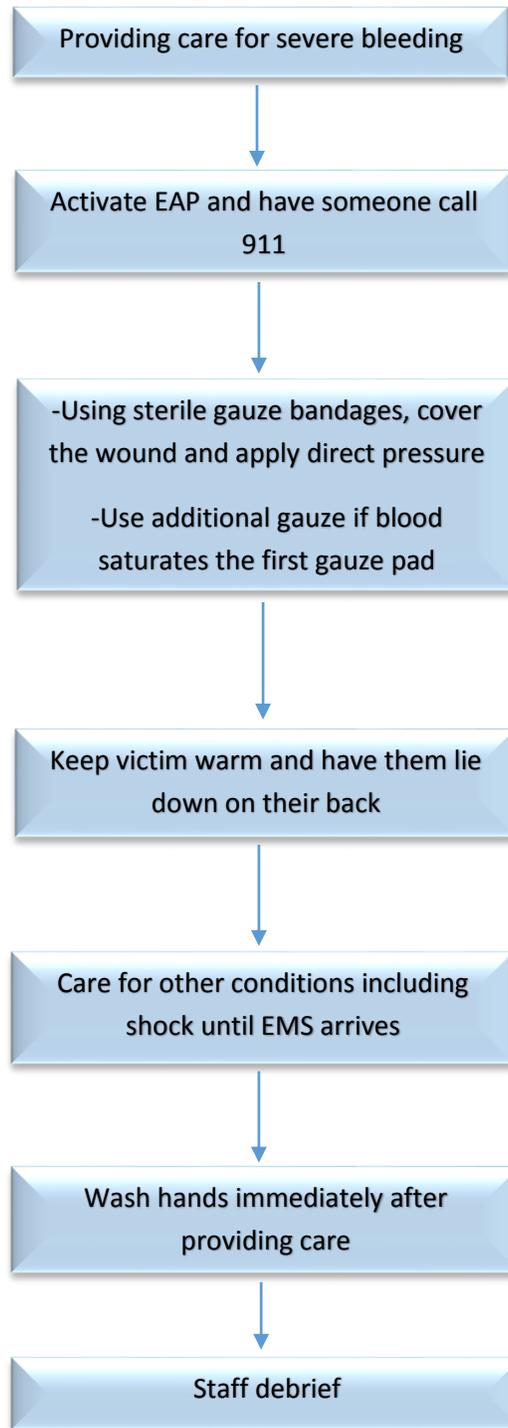


## **Medical Emergency - Heart Attack**

### **If you witness someone showing symptoms of a heart attack:**

1. Approach victim, introduce yourself and ask if they're ok.
  - a. Use open ended questions to get more information.
2. Ask victim if it's ok that you help.
3. If you see symptoms of a heart attack, activate EAP and have someone call 911.
4. Stay with victim. Have them stop any activity and rest comfortably.
5. Closely monitor their condition until EMS arrives.
6. Administer emergency care if needed.
7. Fill out Incident Report after event.
8. Debrief with Aquatic Center Manager.

## Medical Emergency - Severe Bleeding

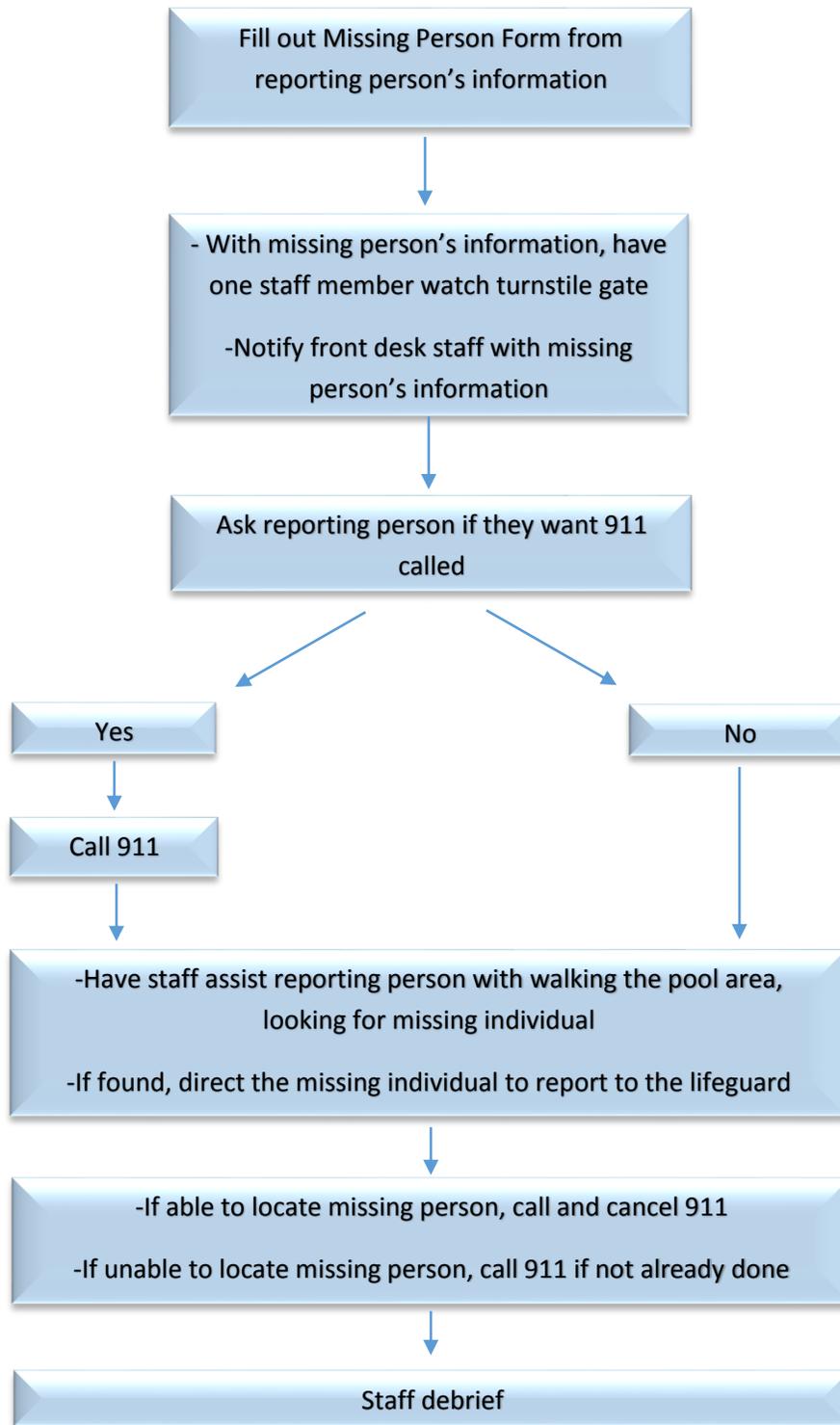


## Medical Emergency - Severe Bleeding

### Providing for severe bleeding:

1. Activate the EAP and have someone call 911
2. Using your PPE, apply direct pressure to the wound with sterile gauze.
  - a. If there is a bone or something sticking out of the wound, do not apply direct pressure. Apply gauze around the wound instead to control bleeding.
3. Use additional gauze if blood soaks through the first bandage. **DO NOT REMOVE THE SOAKED BANDAGE.**
4. Have the victim lie down and rest comfortably. Keep them warm.
5. Monitor victim's condition and care for other conditions including shock until EMS arrives.
6. Once finished providing care, immediately wash your hands.
7. Fill out an Incident Report documenting the event.
8. Debrief following incident.

## Missing Person Emergency

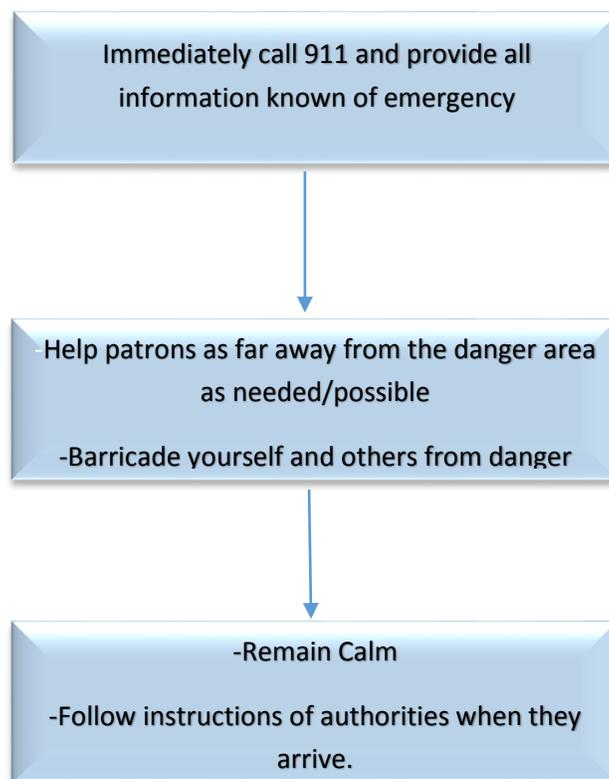


# Missing Person Emergency

## In the case of a missing person:

1. When a person comes to report a missing person, fill out all information on the Missing Person Form.
  - a. Information is critical in being able to locate the missing person.
2. After getting information of the missing individual, cover both exits to watch for missing person.
  - a. One staff member position themselves by the turnstile gate south of the building.
  - b. Notify desk staff of the situation and have them watch the front doors for the missing person.
  - c. Notify concession stand employees of the situation and provide the missing person information to them.
3. Ask reporting person if they want the police notified.
  - a. If yes, dial 911 immediately and provide all the information gathered of the missing person.
4. Have available staff help reporting individual in looking throughout the facility for the missing person.
5. If able to locate the missing person, call and cancel 911 call
6. If unable to locate the missing person, call 911 if not already called.
  - a. Check pool closely!
7. Debrief following incident

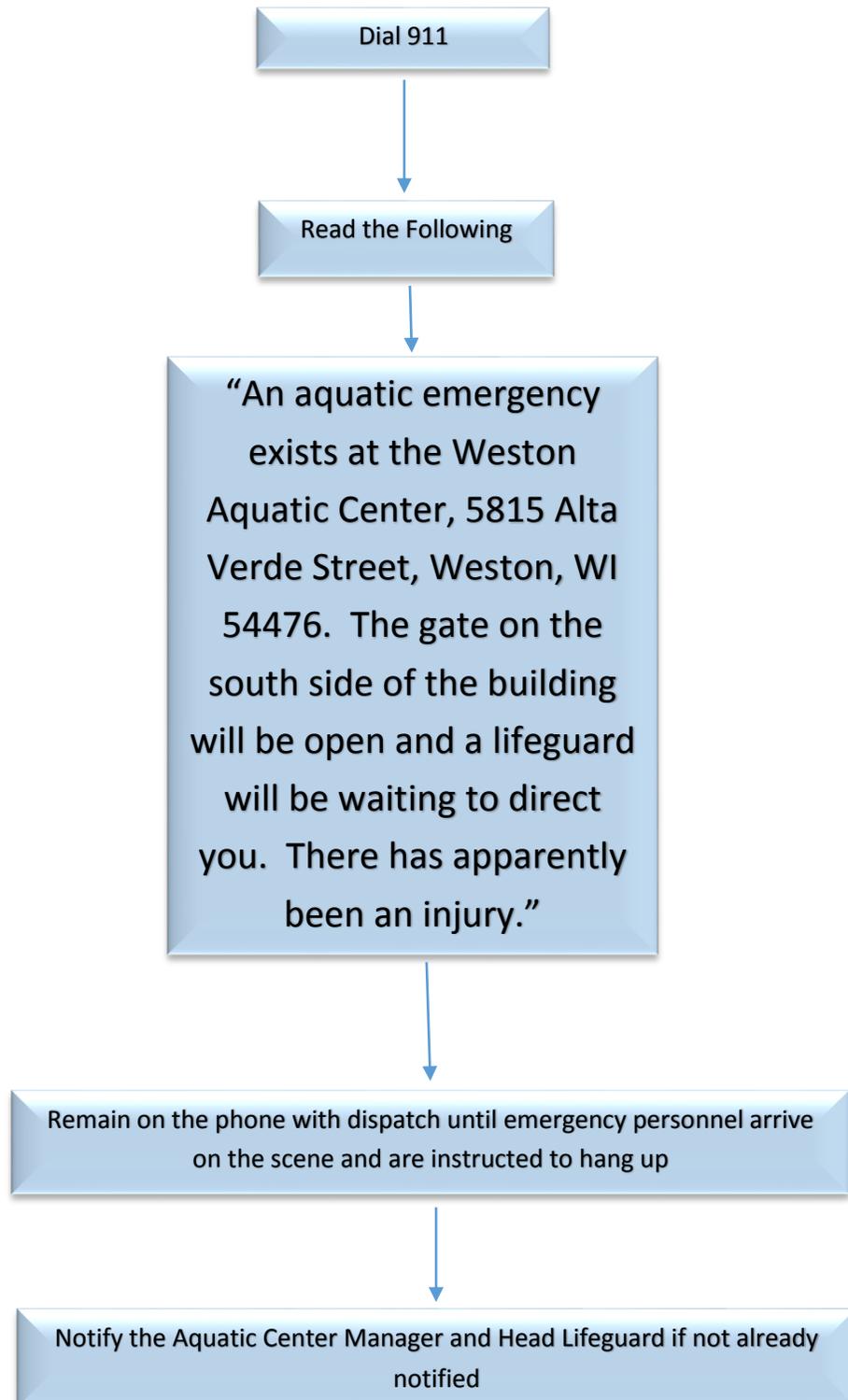
## Major Criminal Emergencies (Gun on Premises, Violence, Active Shooter)



### When a major criminal emergency takes place:

1. Immediately call 911
  - a. Provide accurate information
    - i. What is happening
    - ii. Suspect(s) identification – how will police recognize suspect
    - iii. Anyone injured or still in danger
2. Assist patrons away from the danger as far as needed or possible.
3. If you can't leave the scene, provide a barricade between yourself and the danger.
4. Try to remain calm
5. When authorities arrive, follow their instructions.

## 911 Call Example



**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.11.**





**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**

**RESOLUTION NO. 2016-007**

**A RESOLUTION ESTABLISHING COMMITTEE AND COMMISSION  
APPOINTMENTS AND TERMS**

**WHEREAS**, the Village President appoints committee and commission members, subject to confirmation by the Board of Trustees; and

**WHEREAS**, the Committees and Commissions include Finance, Personnel, Property and Infrastructure, Community Life & Public Safety, Parks and Recreation, Community Development Authority, Plan Commission, Zoning Board of Appeals, Extra-Territorial Zoning, Everest Metro Police Commission, Everest Metro Joint Finance, SAFER Board of Directors, Weed Commissioner and Fence Viewers.

**WHEREAS**, the Village President wishes to establish the committee and commission appointments and terms as outlined in Exhibit A;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Trustees for the Village of Weston hereby adopt the Committee and Commission Appointments and Terms attached as Exhibit A.

**PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON**, at a regular meeting thereof, this 2nd day of the month of May, 2016.

VILLAGE OF WESTON, a Municipal Corporation of the State of Wisconsin.

By: \_\_\_\_\_  
BARBARA ERMELING, Village President

ATTEST:

By: \_\_\_\_\_  
SHERRY WEINKAUF, Village Clerk

## Exhibit A

### VILLAGE OF WESTON COMMITTEE AND COMMISSION APPOINTMENTS AND TERMS

3 year terms, staggered, except elected officials are terms of office 1 year and CDA is a 4 year term

Effective 05/02/2016

<u>Plan Commission</u>	<u>Terms</u>
Loren White (Chair)	2016-2017
Fred Schuster (Vice-Chair)	2016-2017
Marty Johnson	2015-2018
Tina Kollmansberger	2016-2019
Hooshang Zeyghami	2016-2019
Dave Diesen	2015-2018
Vacant	2016-2018

<u>Community Life &amp; Public Safety</u>	<u>Terms</u>
Fred Schuster (Chair)	2016-2017
Jon Ziegler (Vice-Chair)	2016-2017
Tamera Hansen	2014-2017
Zach Martin	2016-2019
Brian Fiene	2016-2019

<u>Property and Infrastructure</u>	<u>Terms</u>
Jon Ziegler (Chair)	2016-2017
Kevin Ostrowski (Vice Chair)	2016-2017
Vacant	2016-2018
John Jensen	2016-2019
Vacant	2016-2017

<u>Zoning Board of Appeals</u>	<u>Terms</u>
Brent Montague (Chair)	2016-2019
Vacant (Alt. 1)	2016-2019
Greg Falkowski	2014-2017
Nick Hemauer	2014-2017
Richard Crump	2016-2019
Vacant (Alt 2)	2016-2019
James LangKamp	2014-2017

<u>Extra-Territorial Zoning Comm</u>	<u>Terms</u>
Hooshang Zeyghami	2016-2018
Dave Diesen	2014-2017
Tina Kollmansberger	2016-2019
Milt Olson	2015-2018
Mark Hull	2015-2018
Randy Christiansen	2015-2018

<u>Personnel Committee</u>	<u>Terms</u>
Mark Porlier (Chair)	2016-2017
Scott Berger (Vice-Chair)	2016-2017
Robin Hegg	2014-2017
Deb Pagel	2014-2017
Donald Penza	2016-2019

<u>Village Finance Committee</u>	<u>Terms</u>
Scott Berger (Chair)	2016-2017
Barbara Ermeling (Vice-Chair)	2016-2017
Bob Bender	2015-2018
Carrie Sukup	2015-2018
Dick Yaeger	2015-2018

<u>Parks and Recreation</u>	<u>Terms</u>
Kevin Ostrowski (Chair)	2016-2017

<u>Cont. Parks and Recreation</u>	<u>Terms</u>
Mark Porlier (Vice-Chair)	2016-2017
Lindsey Lewitzke	2016-2019
Roger Esker	2016-2019
Katrina Clerk	2016-2019

<u>Everest Metro Police Comm.</u>	<u>Terms</u>
Mark Maloney	2014-2017
Gil Holcomb	2015-2018
Dave Eisenreich	2014-2017

<u>Community Dev. Authority (CDA)</u>	<u>Terms</u>
Loren White (Chair)	2016-2017
Scott Berger (Vice-Chair)	2016-2017

(citizen board member terms 4 years)

Craig Hoffman	2016-2017
Stephen Winkles	2015-2019
Todd Hagedorn	2015-2019
David Jelmeland	2014-2018

(David signed oath thru 2016 – send him a new notice in 2016)

Michelle Knopf	2013-2017
Daniel Guild (Staff) CDA Executive	
John Jacobs (Staff) CDA Chief Financial Officer	

<u>Weed Commissioner</u>	<u>Terms</u>
Mark Porlier	2016-2017

<u>Fence Viewers</u>	<u>Terms</u>
Kevin Ostrowski	2016-2017
Mark Porlier	2016-2017

<u>Everest Metro Joint Finance</u>	<u>Terms</u>
Loren White	2016-2017
Fred Schuster	2016-2017
Barbara Ermeling	2016-2017

<u>S.A.F.E.R. Board of Directors</u>	<u>Terms</u>
Barbara Ermeling (Weston Rep.)	2016-2017
Loren White (Citizen Appt.)	2016-2017

<u>S.A.F.E.R. Fire Commissioners</u>	<u>Terms (5 years)</u>
Jean Jackan	2013-2017
Don Kimlicka	2015-2020

<u>Wausau/Central Wisconsin CVB</u>
Daniel Guild

<u>Wausau MPO</u>
Keith Donner

<u>CWED BOARD OF DIRECTORS</u>
Daniel Guild

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.12.**



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

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

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ITEM DESCRIPTION: **APPOINTMENT OF RANDY BALK AS NEW AGENT FOR CRANE MEADOWS GOLF COURSE, 8103 WESTON AVE., WESTON**

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DATE/MTG: **BOARD OF TRUSTEES; MONDAY, MAY 2, 2016**

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POLICY QUESTION: Should the Board of Trustees approve the appointment of Randy Balk as the new alcohol licensing agent for Crane Meadows Golf Course, 8103 Weston Avenue?

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RECOMMENDATION TO: Staff recommendation is to approve the appointment of Randy Balk as the new alcohol licensing agent for Crane Meadows Golf Course, 8103 Weston Avenue

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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   |

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FISCAL IMPACT ANALYSIS:

- Budget Line Item: N/A
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \_\_\_\_\_
- Budgeted Revenue: \_\_\_\_\_

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STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statute: \_\_\_\_\_
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: Chapter 6 – Alcohol Beverages
- Municipal Rules: \_\_\_\_\_

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PRIOR REVIEW: N/A

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BACKGROUND:

ISB Holdings, LLC is requesting to appoint a new alcohol licensing agent for Crane Meadows Golf Course. Randy Balk will accept the 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. Balk has met all the other qualifications to hold a license. I recommend the Board of Trustees approve the appointment of Mr. Balk as the new agent for Crane Meadows Golf Course.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments

**From:** [Kristy Isberner](#)  
**To:** [Wally Sparks](#); [Clayton Schulz](#)  
**Cc:** [Sherry Weinkauf](#)  
**Subject:** RE: Background check  
**Date:** Friday, April 29, 2016 12:57:56 PM

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This is done. There are no issues. Clay has signed it. I will try to drop it off on my way home, otherwise I will make sure you get it on Monday, but it is good and has been signed.

---

**From:** Wally Sparks  
**Sent:** Friday, April 29, 2016 11:24 AM  
**To:** Kristy Isberner; Clayton Schulz  
**Cc:** Sherry Weinkauf  
**Subject:** Fwd: Background check

Kristy,  
Can you please do this, have Clay sign it (if approved) and email back to Sherry?  
Thanks!  
Wally

Sent from my iPhone

Begin forwarded message:

**From:** Sherry Weinkauf <[sweinkauf@westonwi.gov](mailto:sweinkauf@westonwi.gov)>  
**Date:** April 29, 2016 at 11:01:06 AM CDT  
**To:** Wally Sparks <[Wally.Sparks@co.marathon.wi.us](mailto:Wally.Sparks@co.marathon.wi.us)>  
**Subject:** Background check

Wally

Sorry for the short notice.....I need to get this agent on the agenda for Monday, could you do a background check for me today?

Thank you.

Sherry

=====

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**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.13.**



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

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REQUEST FROM: **SHERRY WEINKAUF; CLERK**

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ITEM DESCRIPTION: **OPERATOR LICENSES**

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DATE/MTG: **BOARD OF TRUSTEES; MAY 2<sup>ND</sup> 2016**

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POLICY QUESTION:

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RECOMMENDATION TO: **Approve operator licenses for Theresa M. Coleman and Hillary Laffin**

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LEGISLATIVE ACTION:

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> <b>Acknowledge/Approve</b> | <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   |
- 

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FISCAL IMPACT ANALYSIS:

- |   |                              |
|---|------------------------------|
| <input checked="" type="checkbox"/> Budget Line Item: | <u>Licenses and Permits</u>  |
| <input type="checkbox"/> Budget Line Item:            | _____                        |
| <input type="checkbox"/> Budgeted Expenditure:        | _____                        |
| <input checked="" type="checkbox"/> Budgeted Revenue: | <u>\$47.00 / New License</u> |
- 

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STATUTORY / RULEMAKING / POLICY REFERENCES:

- |   |                      |
|---|----------------------|
| <input checked="" type="checkbox"/> WI Statue:      | <u>125.17 (1)</u>    |
| <input type="checkbox"/> WI Administrative Code:    | _____                |
| <input type="checkbox"/> Case Law / Legal:          | _____                |
| <input checked="" type="checkbox"/> Municipal Code: | <u>Section 6.104</u> |
| <input type="checkbox"/> Municipal Rules:           | _____                |
- 

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PRIOR REVIEW: **No further review required at this time.**

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BACKGROUND: **Operator license applications for Theresa Coleman and Hillary Laffin were received by the Village and submitted to the Everest Metro Police Chief for a background check. Ms. Coleman and Ms. Laffin were not issued a provisional operator license. Chief Sparks completed a the background checks and recommended approval of the regular operator licenses for Ms. Coleman and Ms. Laffin. These applicants have met the qualifications to hold an operator license in the Village of Weston.**

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



OPERATOR LICENSE APPLICATION

LICENSE TYPE: Operator License

Please review the information below and correct any errors shown:

NAME: Hillary Laffin

BUSINESS NAME:

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 \_\_\_\_\_ 'ENALTY \_\_\_\_\_ 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

Hillary Laffin  
(APPLICANT SIGNATURE)

4/22/14  
(DATE)

Remit completed application with payment to:

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

APPROVED  
Date 4-25-14  
By [Signature]



OPERATOR LICENSE APPLICATION

LICENSE TYPE: Operator License

Please review the information below and correct any errors shown:

NAME: Theresa M. Caltman BUSINESS NAME: IMA BP

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

Handwritten signature of Theresa M. Caltman

(APPLICANT SIGNATURE)

4-25-16

3-22-16

(DATE)

Remit completed application with payment to:

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

APPROVED

Date 4-21-16

By [Signature]

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.14.**



**VILLAGE OF WESTON  
REQUEST FOR CONSIDERATION**

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AGENDA ITEM DSCRPTN:   VOUCHERS – PAYMENT OF VILLAGE EXPENDITURES.

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FOR CONSIDERATION AT:   BOARD OF TRUSTEES; MONDAY, MAY 2, 2016

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

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RECOMMENDATION TO:     Approve payment of Village expenditures (vouchers) for the period of  
04/15/2016-04/28/2016 in the grand total amount of \$1,222,088.13.  
Check numbers were #43300-43374.

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REPORT PREPARED BY:    JOHN JACOBS; FINANCE DIRECTOR/TREASURER

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BACKGROUND:            Vouchers were received by the Finance Department from various departments  
during the period of 04/15/2016-04/28/2016 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.

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FISCAL IMPACTS:

Budget Line Item:        Various – across all departments and funds  
Budget Line Item:        \_\_\_\_\_  
Budgeted Expenditure:    Various – across all departments and funds  
Budgeted Revenue:        \_\_\_\_\_

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STATUTORY REFERENCES:

Wisconsin Statute:        66.0607(4)  
Administrative Code:     \_\_\_\_\_  
Municipal Code:         \_\_\_\_\_  
Judicial Ruling:         \_\_\_\_\_

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FURTHER REVIEW:         No further review required at this time.

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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
<b>43172</b>									
04/16	04/19/2016	43172	990	MMG EMPLOYER SOLUTIONS	113642	EAP 1ST QTR 2016 (VOW 32)	1	70-01-51492-15	381.25- V
Total 43172:									381.25-
<b>43300</b>									
04/16	04/15/2016	43300	20672	CARLSON DETTMANN CONSULTING	1642	PAY-FOR-PERFORMANCE RETAINER: MAR 2016	1	10-01-51430-29	2,800.00
Total 43300:									2,800.00
<b>43301</b>									
04/16	04/15/2016	43301	4760	EVEREST METRO POLICE DEPT	QTR 2 - 2016	2016 OPER BUDGET - 2ND QTR	1	10-02-52100-58	556,871.90
04/16	04/15/2016	43301	4760	EVEREST METRO POLICE DEPT	QTR 2 - 2016	2016 DEBT SERVICE PMT - P/S BLDG	2	10-02-52100-53	60,617.00
04/16	04/15/2016	43301	4760	EVEREST METRO POLICE DEPT	QTR 2 - 2016	2016 OPER BUDGET - 2ND QTR (COURT)	3	10-01-51210-58	14,187.81
Total 43301:									631,676.71
<b>43302</b>									
04/16	04/15/2016	43302	20024	FRONTIER	241-7732 APR16	RYAN ST L/S: 4/4-5/3/16	1	61-03-53610-22	50.00
04/16	04/15/2016	43302	20024	FRONTIER	355-0054 APR16	EVERGREEN POINTE L/S: 4/4-5/3/16	1	61-03-53610-22	50.36
Total 43302:									100.36
<b>43303</b>									
04/16	04/15/2016	43303	20580	KIMBALL MIDWEST	4794156	SNOW BLOWER PLUG COVER (1)	1	10-03-53312-35	13.01
04/16	04/15/2016	43303	20580	KIMBALL MIDWEST	4802731	SNOW BLOWER PLUG COVER (1)	1	10-03-53312-35	9.98
04/16	04/15/2016	43303	20580	KIMBALL MIDWEST	4805062	SNOW BLOWER PLUG COVER (1)	1	10-03-53312-35	11.41
04/16	04/15/2016	43303	20580	KIMBALL MIDWEST	4810753	TOOL TO RELEASE PINS IN PLUG-INS FOR SNOW BLOWER	1	10-03-53310-35	41.10
Total 43303:									75.50
<b>43304</b>									
04/16	04/15/2016	43304	21241	MAGUIRE, ROMAN	MAGUIRE MOVING	PACKAGING TAPE - LOWE'S	1	10-02-52400-17	23.09
04/16	04/15/2016	43304	21241	MAGUIRE, ROMAN	MAGUIRE MOVING	VARIOUS MOVING SUPPLIES: BOXES, TAPE, BUBBLE WRAP, F	2	10-02-52400-17	635.86
04/16	04/15/2016	43304	21241	MAGUIRE, ROMAN	MAGUIRE MOVING	MOVING TRUCK 3/23/16 - U-HAUL	3	10-02-52400-17	197.40
04/16	04/15/2016	43304	21241	MAGUIRE, ROMAN	MAGUIRE MOVING	MOVING TRUCK 3/27/16 - U-HAUL	4	10-02-52400-17	198.45

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
04/16	04/15/2016	43304	21241	MAGUIRE, ROMAN	MAGUIRE MOVING	MOVING TRUCK 3/31/16 - U-HAUL	5	10-02-52400-17	114.45
04/16	04/15/2016	43304	21241	MAGUIRE, ROMAN	MAGUIRE MOVING	TAPE - U-HAUL	6	10-02-52400-17	29.85
04/16	04/15/2016	43304	21241	MAGUIRE, ROMAN	MAGUIRE MOVING	GAS - THE STORE	7	10-02-52400-17	52.00
Total 43304:									1,251.10
<b>43305</b>									
04/16	04/15/2016	43305	10470	MILLER & ASSOCIATES -	216712	REPLACEMENT SWINGS FOR PARKS	1	10-05-55210-39	512.50
Total 43305:									512.50
<b>43306</b>									
04/16	04/15/2016	43306	11110	NATIONAL ELEVATOR INSPECT SERV	0226678	STATE ELEVATOR INSPECTION: SAFETY BUILDING	1	10-02-52200-27	83.00
Total 43306:									83.00
<b>43307</b>									
04/16	04/15/2016	43307	21240	PRO MAC MANUFACTURING	100417	CUTTER HEAD BITS AND SUPPLIES	1	10-03-53310-35	982.71
Total 43307:									982.71
<b>43308</b>									
04/16	04/15/2016	43308	13740	ROLAND MACHINERY COMPANY	45021206	BUCKET TEETH AND KEEPERS	1	10-03-53310-35	218.36
Total 43308:									218.36
<b>43309</b>									
04/16	04/15/2016	43309	14430	SCHOFIELD, CITY OF	FEB 2016 - PMT 2	ALLOCATED TOTALS TO MUNICIPALITY: FEB 2016 - REMAINING	1	10-00-24425-00	1,243.75
Total 43309:									1,243.75
<b>43310</b>									
04/16	04/15/2016	43310	20783	SOUTH AREA FIRE & EMERGENCY	QTR 2 - 2016	2016 OPER BUDGET - 2ND QTR	1	10-02-52905-58	138,732.50
04/16	04/15/2016	43310	20783	SOUTH AREA FIRE & EMERGENCY	QTR 2 - 2016	2016 CIP BUDGET	2	44-07-57230-81	178,268.00
Total 43310:									317,000.50
<b>43311</b>									
04/16	04/15/2016	43311	18090	WESTON, TOWN OF	FEB 2016 - FULL A	REMAINING PMT FOR ALLOCATED TOTALS TO MUNICIPALITY: F	1	10-00-24425-00	79.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43311:									79.40
<b>43312</b>									
04/16	04/15/2016	43312	19140	YAEGER AUTO SALVAGE INC	284220	ROAD SIDE TV DISPOSAL FEE	1	10-03-53310-29	24.80
Total 43312:									24.80
<b>43313</b>									
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	302655 MAR16	INV# 142055: SUPPLIES	1	60-03-53740-34	1.78
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	302655 MAR16	INV# 142581: BATTERIES & TAPE	2	60-03-53740-34	29.35
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	302655 MAR16	INV# 142818: RUST REMOVER	3	60-03-53740-34	49.98
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	302655 MAR16	INV# 142986: TORCH KIT	4	60-03-53740-31	32.99
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	302655 MAR16	INV# 143213: SUPPLIES - SMALL HAND TOOLS	5	60-03-53740-34	59.24
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	302655 MAR16	INV# 143213: SUPPLIES - SMALL HAND TOOLS	6	60-03-53740-31	88.24
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142139: CLEANING SUPPLIES	1	10-01-51600-34	29.50
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142210: EXT CORDS	2	10-03-53310-35	26.99
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142219: EQUIPMENT CLEANING SUPPLIES	3	10-03-53310-35	56.91
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142523: LAMP FOR OFFICE LIGHT (DONNA)	4	10-01-51600-35	7.99
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142739: RUBBING COMPOUND, BUFF WHEEL	5	10-03-53310-35	12.48
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142750: BUFF WHEEL RETURN	6	10-03-53310-35	8.49
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142751: BACK HOE TOUCHUP	7	10-03-53310-35	23.96
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142764: TOUCH UP MATERIAL FOR #106 BACKHOE	8	10-03-53310-35	45.90
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142770: SUPPLIES FOR OFFICE UPGRADE	9	10-01-51600-39	35.97
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 142812: OFFICE UPGRADE SUPPLIES ( BRACKET, KEYS)	10	10-01-51600-39	6.47
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 143100: WATER FILTERS FOR STREET SWEEPER	11	10-03-53318-35	7.49
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 143105: OFFICE UPGRADE SUPPLIES	12	10-01-51600-39	15.98
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 143112: GARMENT HOOK FOR OFFICE UPGRADES	13	10-01-51600-39	5.49
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 143113: RV ANTI-FREEZE FOR BRINE APPLICATOR PUMP	14	10-03-53312-35	4.49
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 143220: GOO GONE - CLEANING SUPPLIES	15	10-01-51600-34	9.99
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306258 MAR16	INV# 143249: SUPPLIES FOR SIGN SHOP	16	10-03-53310-36	126.86
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	306274 MAR16	INV# 142066: MTL CUT WHEEL 4X1	1	10-05-55210-39	4.48
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	596114 MAR16	INV#142507: ELECTRICAL PARTS FOR OFFICE	1	10-01-51600-35	4.28
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	596114 MAR16	INV#143075: CARPET CLEANER FOR OFFICE	2	10-01-51600-34	65.97
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	596114 MAR16	INV#143079: CARPET CLEANER DEPOSIT REFUND	3	10-01-51600-34	10.00
04/16	04/19/2016	43313	250	ACE HARDWARE CENTER	596114 MAR16	DISCOUNT	4	10-01-51600-34	5.60
Total 43313:									728.69

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43314	04/16	04/19/2016	43314	370	AIRGAS USA LLC	9934929186	TANK LEASE	1 10-03-53310-29	66.51
Total 43314:									66.51
<b>43315</b>	04/16	04/19/2016	43315	1900	BORTH, JOHN	BOOT REIMB 4/14/	CLOTHING REIMB: BOOTS	1 60-03-53780-16	137.14
Total 43315:									137.14
<b>43316</b>	04/16	04/19/2016	43316	2200	BRUCE MUNICIPAL EQUIPMENT INC	5161302	WATER FILTER FOR STREET SWEEPER	1 10-03-53318-35	114.85
04/16	04/19/2016	43316	2200	BRUCE MUNICIPAL EQUIPMENT INC	5161307	RUBBER SQUIRTS	1 10-03-53318-35	120.96	
04/16	04/19/2016	43316	2200	BRUCE MUNICIPAL EQUIPMENT INC	PMI16002	STREET SWEEPER MAINT AGREEMENT: 4/27/16-4/26/17	1 10-03-53318-35	4,500.00	
Total 43316:									4,735.81
<b>43317</b>	04/16	04/19/2016	43317	2500	CARQUEST AUTO PARTS	2763-254299	BRAKE ROTOR RETURN	1 10-03-53310-35	114.78-
04/16	04/19/2016	43317	2500	CARQUEST AUTO PARTS	2763-265684	#106: FILTERS	1 10-03-53310-35	37.12	
04/16	04/19/2016	43317	2500	CARQUEST AUTO PARTS	2763-266289	#111: FILTERS FOR BOOM TRUCK	1 10-03-53310-35	9.57	
04/16	04/19/2016	43317	2500	CARQUEST AUTO PARTS	2763-266798	ANTI FREEZE ADAPTER FOR TESTER (PRESSURE)	1 10-03-53310-35	33.96	
04/16	04/19/2016	43317	2500	CARQUEST AUTO PARTS	2763-267266	CREDIT FOR OLD FILTERS	1 10-03-53310-35	32.22-	
04/16	04/19/2016	43317	2500	CARQUEST AUTO PARTS	2763-267352	FILTERS, GLOVES	1 10-03-53310-35	93.69	
04/16	04/19/2016	43317	2500	CARQUEST AUTO PARTS	2763-267387	FUEL FILTERS	1 10-03-53310-35	24.08	
Total 43317:									51.42
<b>43318</b>	04/16	04/19/2016	43318	20050	COMPLETE OFFICE OF WISCONSIN	540703	CLASP ENVELOPES, LASER LABELS	1 10-01-51450-31	29.00
04/16	04/19/2016	43318	20050	COMPLETE OFFICE OF WISCONSIN	540703	REAM PAPER - AQ CTR PASSES	2 22-05-55420-31	5.44	
Total 43318:									34.44
<b>43319</b>	04/16	04/19/2016	43319	3220	CONTROL CONCEPTS TECH	440812-001	BOOM TRUCK PARTS	1 10-03-53310-35	20.00
04/16	04/19/2016	43319	3220	CONTROL CONCEPTS TECH	440813-001	PRESSURE WASHER FITTING TO REMOVE GRAFFITI	1 10-03-53310-35	9.99	

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Total 43319:									29.99
<b>43320</b>									
04/16	04/19/2016	43320	4020	D&L SIGNS LLC	9640	SIGN SHOP LOGOS	1	10-03-53310-36	216.00
Total 43320:									216.00
<b>43321</b>									
04/16	04/19/2016	43321	4620	E O JOHNSON COMPANY	ARIN489523	RICOH BLACK PRINT CARTRIDGE - LANIER	1	10-01-51450-31	217.68
Total 43321:									217.68
<b>43322</b>									
04/16	04/19/2016	43322	20403	EVERGREEN DISTRIBUTION	1079	PAPER PRODUCTS, CLEANING SUPPLIES	1	22-05-55420-34	333.00
04/16	04/19/2016	43322	20403	EVERGREEN DISTRIBUTION	1079	PAPER PRODUCTS, CLEANING SUPPLIES	2	10-05-55210-39	341.00
Total 43322:									674.00
<b>43323</b>									
04/16	04/19/2016	43323	4910	FASTENAL COMPANY	WISCH263776	SPEED VISE JAWS	1	10-03-53310-35	188.65
04/16	04/19/2016	43323	4910	FASTENAL COMPANY	WISCH263804	SHOP SUPPLIES: NUTS, BOTS, ZIP TIES	1	10-03-53310-35	71.42
Total 43323:									260.07
<b>43324</b>									
04/16	04/19/2016	43324	21243	HANNIE, STACY	KEN PK REF 6/11/1	KENNEDY PK RESERVATION CANCELLATION REFUND	1	10-00-23160-00	25.00
04/16	04/19/2016	43324	21243	HANNIE, STACY	KEN PK REF 6/11/1	KENNEDY PK RESERVATION CANCELLATION REFUND	2	10-00-24213-00	3.30
04/16	04/19/2016	43324	21243	HANNIE, STACY	KEN PK REF 6/11/1	KENNEDY PK RESERVATION CANCELLATION REFUND	3	10-00-46720-00	60.00
Total 43324:									88.30
<b>43325</b>									
04/16	04/19/2016	43325	20643	JAGODZINSKI, SCOTT	0012	STEERING PARTS FOR #100 LEAF VAC	1	18-03-53635-35	1,035.15
Total 43325:									1,035.15
<b>43326</b>									
04/16	04/19/2016	43326	20363	KANO LABORATORIES INC	80166240	KROIL PENETRATING OIL	1	10-03-53310-35	179.62

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Total 43326:									179.62
<b>43327</b>									
04/16	04/19/2016	43327	8320	KRAUSE, DAVE	4/19/16 CLOTH REI	CLOTHING REIMBURSEMENT: 2 PAIRS OF BOOTS	1	60-03-53780-16	144.10
Total 43327:									144.10
<b>43328</b>									
04/16	04/19/2016	43328	19567	LINDER ELECTRIC MOTORS INC	4051	POOL HEATER CIRCULATION PUMP REPLACEMENT #1	1	22-05-55420-24	1,135.20
04/16	04/19/2016	43328	19567	LINDER ELECTRIC MOTORS INC	4052	REPAIR POOL HEATER CIRCULATION PUMP # 2	1	22-05-55420-24	697.40
Total 43328:									1,832.60
<b>43329</b>									
04/16	04/19/2016	43329	20913	LINDY PENN LLC	7613	(100) VOW LOGO LANYARDS	1	29-06-56729-31	175.00
04/16	04/19/2016	43329	20913	LINDY PENN LLC	7682	(200) VOW 9" FRISBEES	1	29-06-56729-31	264.19
Total 43329:									439.19
<b>43330</b>									
04/16	04/19/2016	43330	9850	MARATHON COUNTY LANDFILL	00501561	DISPOSAL OF OLD PAINT/STAIN FROM PARK DEPT	1	10-05-55210-39	193.50
Total 43330:									193.50
<b>43331</b>									
04/16	04/19/2016	43331	10280	MIDLAND PLASTICS INC	1292352	PLEXI GLASS WIPE BOARD - JARED	1	10-06-56900-31	51.20
Total 43331:									51.20
<b>43332</b>									
04/16	04/19/2016	43332	990	MMG EMPLOYER SOLUTIONS	113642 CORRECTE	EAP 1ST QTR 2016 (VOW 32)	1	70-01-51492-15	200.00
Total 43332:									200.00
<b>43333</b>									
04/16	04/19/2016	43333	21242	NOFFKE, MELISSA	KEN PK REF 4/15/1	KENNEDY PARK SEC DEPOSIT REFUND: 4/15/16	1	10-00-23160-00	50.00

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Total 43333:									50.00
<b>43334</b>									
04/16	04/19/2016	43334	20598	OFFICE ENTERPRISES INC	372279	INK CARTRIDGE - POSTAGE MACHINE	1	10-01-51450-31	142.00
Total 43334:									142.00
<b>43335</b>									
04/16	04/19/2016	43335	12380	PER MAR SECURITY SERVICES	1509752	SECURITY MONITORING: 5/1/16-7/31/16	1	10-01-51600-29	150.87
Total 43335:									150.87
<b>43336</b>									
04/16	04/19/2016	43336	12750	POSTMASTER	PERMIT 18: 4/19/16	PERMIT 18: POSTAGE	1	60-03-53771-31	800.00
04/16	04/19/2016	43336	12750	POSTMASTER	PERMIT 18: 4/19/16	PERMIT 18: POSTAGE	2	61-03-53612-31	800.00
04/16	04/19/2016	43336	12750	POSTMASTER	PERMIT 18: 4/19/16	PERMIT 18: POSTAGE	3	63-03-53652-31	800.00
04/16	04/19/2016	43336	12750	POSTMASTER	PERMIT 18: 4/19/16	PERMIT 18: POSTAGE FOR POSTCARS - POLLING PLACE CHAN	4	10-01-51440-31	248.39
Total 43336:									2,648.39
<b>43337</b>									
04/16	04/19/2016	43337	13420	RENT-A-FLASH OF WI INC	51822	SIGN SHOP SUPPLIES	1	10-03-53310-36	613.20
Total 43337:									613.20
<b>43338</b>									
04/16	04/19/2016	43338	19801	RIB MOUNTAIN GLASS INC	49739	WINDOW FOR KELLYLAND RESTROOM	1	10-05-55210-24	62.67
Total 43338:									62.67
<b>43339</b>									
04/16	04/19/2016	43339	13730	ROCK OIL REFINING INC	253178	DISPOSAL OF DRAIN OIL	1	10-03-53310-35	50.00
Total 43339:									50.00
<b>43340</b>									
04/16	04/19/2016	43340	15780	SUN PRINTING	80414	(35) 2016 BUDGET BOOKS/COMB BOUND	1	10-01-51521-31	565.00

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Total 43340:									565.00
<b>43341</b>									
04/16	04/19/2016	43341	17090	V&H INC	2253275 RI	SHIPPING CHARGE FOR RETURNED CARGO WIPER MOTOR	1	10-03-53310-35	20.97
04/16	04/19/2016	43341	17090	V&H INC	2253275 RI	CARGO WIPER MOTOR	2	10-03-53310-35	146.34
04/16	04/19/2016	43341	17090	V&H INC	2254824 RI	CREDIT FOR WIPER MOTOR (WRONG PART)	1	10-03-53310-35	146.34-
04/16	04/19/2016	43341	17090	V&H INC	2263081 RI	POWER STEERING PUMP #100	1	18-03-53635-35	521.49
04/16	04/19/2016	43341	17090	V&H INC	2265321 RI	#100 POWER STEERING PUMP RETURN	1	18-03-53635-35	50.00-
04/16	04/19/2016	43341	17090	V&H INC	2266483 RI	RADIATOR #90	1	10-03-53310-35	598.64
04/16	04/19/2016	43341	17090	V&H INC	2267102 RI	BUSHINGS #90	1	10-03-53310-35	34.80
04/16	04/19/2016	43341	17090	V&H INC	2267671 RI	#90: HOOD BUSHINGS RETURN	1	10-03-53310-35	18.98-
Total 43341:									1,106.92
<b>43342</b>									
04/16	04/19/2016	43342	17320	WALT'S PETROLEUM SERVICE INC	78845	SHOP HOIST - TRIED TO REPAIR	1	10-03-53310-35	808.86
Total 43342:									808.86
<b>43343</b>									
04/16	04/19/2016	43343	18100	WESTON UTILITIES	2626-00 Q1 2016	ROGAN: 12/18/15-3/18/16	1	10-05-55210-22	190.24
04/16	04/19/2016	43343	18100	WESTON UTILITIES	269-00 Q1 2016	STERNBERG WELL: 12/18/15-3/18/16	1	60-03-53720-22	76.87
04/16	04/19/2016	43343	18100	WESTON UTILITIES	269-00 Q1 2016	WATER TREATMENT PLANT: 12/18/15-3/18/16	2	60-03-53730-22	76.87
04/16	04/19/2016	43343	18100	WESTON UTILITIES	273-00 Q1 2016	5500 SCHOFIELD AVE: 12/11/15-3/8/16	1	10-01-51600-22	929.24
04/16	04/19/2016	43343	18100	WESTON UTILITIES	2851-00 Q1 2016	TEAGAN: 12/18/15-3/18/16	1	10-05-55210-22	103.99
04/16	04/19/2016	43343	18100	WESTON UTILITIES	5249-00 Q1 2016	JELINEK/MESKER: 12/9/15-3/9/16	1	61-03-53610-22	44.04
04/16	04/19/2016	43343	18100	WESTON UTILITIES	5467-00 Q1 2016	QUENTIN: 12/18/15-3/18/16	1	10-05-55210-22	566.49
04/16	04/19/2016	43343	18100	WESTON UTILITIES	5478-00 Q1 2016	4100 BARBICAN AVE: 12/18/15-3/18/16	1	10-03-53317-22	147.00
04/16	04/19/2016	43343	18100	WESTON UTILITIES	5644-00 Q1 2016	4704 BARBICAN AVE: 12/18/15-3/18/16	1	10-03-53317-22	147.00
04/16	04/19/2016	43343	18100	WESTON UTILITIES	5777-00 Q1 2016	RIPPLING CREEK: 12/9/15-3/10/16	1	60-03-53720-22	382.00
Total 43343:									2,663.74
<b>43344</b>									
04/16	04/19/2016	43344	18210	WI DEPT OF ADMINISTRATION	16-001702	(25) UDC BUILDING PERMIT SEALS	1	10-02-52400-31	825.57
Total 43344:									825.57

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<b>43345</b>									
04/16	04/19/2016	43345	18620	WI RURAL WATER ASSOC	1472	DIETSCHKE/KRAUSE WRWA CONFERENCE REG	1	60-03-53780-32	390.00
Total 43345:									390.00
<b>43346</b>									
04/16	04/19/2016	43346	20614	WISCONSIN LIFTING SPECIALISTS	16-F2489	SNOW PLOW TRUCKS - TOW STRAPS	1	10-03-53312-35	459.36
Total 43346:									459.36
<b>43347</b>									
04/16	04/26/2016	43347	20528	ADVANCED DISPOSAL SERVICES	D20000598475	R/R SERVICE: 10YD DUMPSTER MAR 2016	1	10-01-51600-29	105.00
04/16	04/26/2016	43347	20528	ADVANCED DISPOSAL SERVICES	D20000598475	R/R SERVICE: 90 GL CARTS (4054) MAR 2016	2	18-03-53620-29	28,986.10
04/16	04/26/2016	43347	20528	ADVANCED DISPOSAL SERVICES	D20000598475	R/R SERVICE:45 GL CARTS (676) MAR 2016	3	18-03-53620-29	4,488.64
04/16	04/26/2016	43347	20528	ADVANCED DISPOSAL SERVICES	D20000598475	R/R SERVICE: RECYCLING PICK-UP (4725) MAR 2016	4	18-03-53635-29	9,591.75
04/16	04/26/2016	43347	20528	ADVANCED DISPOSAL SERVICES	D20000598475	R/R SERVICE: 8YD CARDBOARD CONTAINER MAR 2016	5	18-03-53635-29	21.25
04/16	04/26/2016	43347	20528	ADVANCED DISPOSAL SERVICES	WT0000004772	MUNICIPAL SOLID WASTE FROM RYAN ST - YARD WASTE	1	18-03-53636-29	96.80
Total 43347:									43,289.54
<b>43348</b>									
04/16	04/26/2016	43348	310	AFLAC	541440	PAYROLLS: MAR 2016	1	10-00-21560-00	251.24
Total 43348:									251.24
<b>43349</b>									
04/16	04/26/2016	43349	1520	BEAVER OF WISCONSIN INC	090829	PRESSURE WASHER GUN & NOZZLE FOR GRAFFITI REMOVAL	1	10-05-55210-39	320.00
Total 43349:									320.00
<b>43350</b>									
04/16	04/26/2016	43350	1530	BECHER-HOPPE ASSOC INC	19549	ROSS/MESKER-COLLEEN L/S REPLACEMENTS:2/27-4/1/16	1	61-00-18700-82	1,400.00
Total 43350:									1,400.00
<b>43351</b>									
04/16	04/26/2016	43351	2660	CWE INC	36000514	2/29-3/27/16 E/C RIVER BOAT LANDING	1	42-07-57626-21	412.00

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Total 43351:									412.00
<b>43352</b>									
04/16	04/26/2016	43352	21071	DEPT OF NATURAL RESOURCES	OP RENWL-16/DIE	OPERATOR RENEWAL - DIETSCH	1	60-03-53740-39	45.00
Total 43352:									45.00
<b>43353</b>									
04/16	04/26/2016	43353	19843	DIVERSIFIED BENEFIT SERVICES	218603	FLEX ADMIN FEES (11) - MAR 2016	1	10-01-51430-16	69.09
04/16	04/26/2016	43353	19843	DIVERSIFIED BENEFIT SERVICES	218603	FLEX ADMIN FEES (5) - MAR 2016	2	10-00-14510-00	31.40
04/16	04/26/2016	43353	19843	DIVERSIFIED BENEFIT SERVICES	218603	PRIOR YEAR ADMIN FEES	3	10-01-51430-16	32.55
Total 43353:									133.04
<b>43354</b>									
04/16	04/26/2016	43354	4490	EMC INSURANCE COMPANIES	D-66020697	BUILDINGS+CONTENTS INS	1	10-01-51540-51	1,732.86
04/16	04/26/2016	43354	4490	EMC INSURANCE COMPANIES	D-66020697	CONTRACTORS EQUIP INS	2	10-01-51540-51	286.09
04/16	04/26/2016	43354	4490	EMC INSURANCE COMPANIES	D-66020697	WORKERS COMP INS	3	70-01-51496-15	5,123.65
Total 43354:									7,142.60
<b>43355</b>									
04/16	04/26/2016	43355	4910	FASTENAL COMPANY	WISCH263939	CABLE TIES	1	10-03-53310-35	2.82
04/16	04/26/2016	43355	4910	FASTENAL COMPANY	WISCH263962	BUTTERFLY VALVE GEAR AQ CTR; OP REPLACEMENT BOLTS (	1	22-05-55420-24	5.55
04/16	04/26/2016	43355	4910	FASTENAL COMPANY	WISCH263997	WEATHER PACK CONNECTORS	1	10-03-53310-35	40.47
Total 43355:									48.84
<b>43356</b>									
04/16	04/26/2016	43356	5720	G & K SERVICES	1051092 MAR16	RUGS	1	10-01-51600-29	283.32
04/16	04/26/2016	43356	5720	G & K SERVICES	1051092 MAR16	PAPER PRODUCTS & AIR FRESHENER	2	10-01-51600-34	172.62
04/16	04/26/2016	43356	5720	G & K SERVICES	1051092 MAR16	HAND SOAP/SHOP RAGS/TOWELS, ETC	3	10-03-53310-34	638.57
04/16	04/26/2016	43356	5720	G & K SERVICES	1051092 MAR16	UNIFORM MAINT STREETS	4	10-03-53310-34	247.26
04/16	04/26/2016	43356	5720	G & K SERVICES	1051092 MAR16	UNIFORM MAINT WATER	5	60-03-53780-34	64.74
Total 43356:									1,406.51

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<b>43357</b>									
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	1000	EE HEALTH SCREENINGS - VOW: GHC MEMBER (20)	1	70-01-51490-29	400.00
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	1000	EE HEALTH SCREENINGS - VOW: GHC NON-MEMBER (5)	2	70-01-51490-29	250.00
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	STEVE MEILAHN - MAY 16	1	70-01-51493-15	464.27
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	SAFER FAMILY HMO (5) MAY16	2	70-00-21530-00	870.50
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	SAFER FAMILY HMO (5) MAY16	3	70-01-51493-15	4,932.90
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	SAFER FAMILY HSA (2) MAY 16	4	70-00-21530-00	569.84
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	SAFER FAMILY HSA (2) MAY 16	5	70-01-51493-15	1,973.16
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	SAFER SINGLE HSA (1) MAY 16	6	70-00-21530-00	113.97
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	SAFER SINGLE HSA (1) MAY 16	7	70-01-51493-15	394.63
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	METRO FAMILY HMO (18) MAY 16	8	70-00-21530-00	3,133.84
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	METRO FAMILY HMO (18) MAY 16	9	70-01-51493-15	17,758.40
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	METRO SINGLE HMO (3) MAY 16	10	70-00-21530-00	208.92
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	METRO SINGLE HMO (3) MAY 16	11	70-01-51493-15	1,183.89
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	VILLAGE FAMILY HMO (16) MAY 16	12	70-00-21530-00	2,785.63
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	VILLAGE FAMILY HMO (16) MAY 16	13	70-01-51493-15	15,785.25
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	VILLAGE SINGLE HMO (8) MAY 16	14	70-00-21530-00	557.12
04/16	04/26/2016	43357	21187	GROUP HEALTH COOPERATIVE	MAY 2016	VILLAGE SINGLE HMO (8) MAY 16	15	70-01-51493-15	3,157.04
Total 43357:									54,539.36
<b>43358</b>									
04/16	04/26/2016	43358	6350	HALRON LUBRICANTS INC	788343-00	DRUM RETURN	1	10-03-53310-35	20.00-
04/16	04/26/2016	43358	6350	HALRON LUBRICANTS INC	826130-00	DRUM ANTIFREEZE; DRUM DEXTRON 3 ATF	1	10-03-53310-35	1,252.24
Total 43358:									1,232.24
<b>43359</b>									
04/16	04/26/2016	43359	6950	HORST DISTRIBUTING INC	53684-000	NEW MOWER - JACOBSEN (11 FT)	1	44-07-57620-81	50,985.00
Total 43359:									50,985.00
<b>43360</b>									
04/16	04/26/2016	43360	7140	HYDROCORP	0038608-IN	CROSS CONNECT CTRL INSPECT: MAR 2016	1	60-03-53762-25	1,697.00
Total 43360:									1,697.00
<b>43361</b>									
04/16	04/26/2016	43361	20438	ICMA	2016 DUES	MEMBER #439714 - GUILD - 2016 MEMBERSHIP RENEWAL	1	10-01-51410-32	760.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43361:									760.00
<b>43362</b>									
04/16	04/26/2016	43362	21230	ILLINOIS MUTUAL	MAY 2016	ACCIDENT INS MAY 2016	1	10-00-21537-00	253.44
04/16	04/26/2016	43362	21230	ILLINOIS MUTUAL	MAY 2016	POST LIFE INS - MAY 2016	2	10-00-21537-00	26.42
04/16	04/26/2016	43362	21230	ILLINOIS MUTUAL	MAY 2016	SHORT TERM DISABIL INS - MAY 2016	3	10-00-21537-00	27.42
Total 43362:									307.28
<b>43363</b>									
04/16	04/26/2016	43363	20580	KIMBALL MIDWEST	4817963	ELECTRICAL CONNECTORS	1	10-03-53310-35	13.17
Total 43363:									13.17
<b>43364</b>									
04/16	04/26/2016	43364	12810	LEGALSHIELD	00114583 MAR16	DUES: MAR 2016 - DIETSCH, JACOBS, SKRZYPCHAK	1	10-00-21566-00	67.75
Total 43364:									67.75
<b>43365</b>									
04/16	04/26/2016	43365	9920	MARATHON COUNTY TREASURER	4/7/16 TAX PMT	04/07 RE TAX PMT #192-2808-163-0105	1	10-00-21000-00	100.00
Total 43365:									100.00
<b>43366</b>									
04/16	04/26/2016	43366	10050	MENARDS INC	28847	PAINT SUPPLIES, BOARDS FOR FARMERS MKT BENCHES	1	10-05-55210-39	78.50
Total 43366:									78.50
<b>43367</b>									
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	METRO MAY 2016	METRO PREMIUM: MAY 2016	1	70-00-21531-00	459.41
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	METRO MAY 2016	METRO PREMIUM: MAY 2016	2	70-01-51495-15	213.28
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	SAFER 2016	SAFER PREMIUM: MAY 2016	1	70-01-51495-15	45.82
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	SAFER 2016	SAFER PREMIUM: MAY 2016	2	70-00-21531-00	55.87
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	VOW/SAFER MAY	SAFER PREMIUM: JAN-MAY 2016	1	70-01-51495-15	106.16
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	VOW/SAFER MAY	SAFER PREMIUM: JAN-MAY 2016	2	70-00-21531-00	135.87
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	VOW/SAFER MAY	VOW PREMIUM: MAY 2016	3	70-01-51495-15	345.34
04/16	04/26/2016	43367	10520	MINNESOTA LIFE INSURANCE CO	VOW/SAFER MAY	VOW PREMIUM: MAY 2016	4	70-00-21531-00	512.91

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43367:									1,390.60
<b>43368</b>									
04/16	04/26/2016	43368	11070	NAPA AUTO PARTS - WESTON	561637	OIL & FILTER	1	61-03-53606-35	35.94
04/16	04/26/2016	43368	11070	NAPA AUTO PARTS - WESTON	561637	OIL & FILTER	2	61-03-53606-35	3.49
Total 43368:									39.43
<b>43369</b>									
04/16	04/26/2016	43369	21244	PHELPS, DAVE	MAR16 REIMB	DISCOVER YOUR STRENGTHS BOOK REIMB - PHELPS	1	10-05-55200-39	33.92
Total 43369:									33.92
<b>43370</b>									
04/16	04/26/2016	43370	13530	RIB MT METRO SEWERAGE DISTRICT	3/2016	O&M DUE: MAR 2016	1	61-03-53610-22	71,521.01
Total 43370:									71,521.01
<b>43371</b>									
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: BLDG INSEPECTOR - MAR 2016	1	10-02-52400-35	114.43
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: STREET DEPT - MAR 2016	2	10-03-53310-35	3,711.66
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: SEWER - MAR 2016	3	61-03-53610-35	192.89
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: WATER DEPT - MAR 2016	4	60-03-53780-35	464.24
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: PARK DEPT - MAR 2016	5	10-05-55210-35	161.28
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: AMUBLANCE - MAR 2016	6	10-00-14520-00	224.58
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: FIRE - MAR 2016	7	10-00-14520-00	202.56
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: METRO - MAR 2016	8	10-00-14510-00	2,980.58
04/16	04/26/2016	43371	13580	RIISER ENERGY	9900 MAR16	FUEL: HOLDING ACCOUNT - MAR 2016	9	10-00-21001-00	1,194.55
Total 43371:									6,857.67
<b>43372</b>									
04/16	04/26/2016	43372	20419	WEDA	300001755	GUILD: WEDA MEMBERSHIP DUES - 2016	1	10-01-51410-32	325.00
Total 43372:									325.00
<b>43373</b>									
04/16	04/26/2016	43373	18260	WI DEPT OF JUSTICE	L3713T MAR16	BACKGROUND CHECKS: 3/1-3/31/16	1	10-01-51420-29	147.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43373:									147.00
<b>43374</b>									
04/16	04/26/2016	43374	19070	WI STATE LABORATORY OF HYGIENE	454909	FLUORIDE TESTING - MARCH 2016	1	60-03-53730-29	25.00
Total 43374:									25.00
Grand Totals:									1,222,088.13

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-14510-000-000	3,011.98	.00	3,011.98
10-00-14520-000-000	427.14	.00	427.14
10-00-21000-000-000	100.00	.00	100.00
10-00-21001-000-000	.00	1,194.55-	1,194.55-
10-00-21111-000-000	1,550.96	806,332.50-	804,781.54-
10-00-21537-000-000	307.28	.00	307.28
10-00-21560-000-000	251.24	.00	251.24
10-00-21566-000-000	67.75	.00	67.75
10-00-23160-000-000	75.00	.00	75.00
10-00-24213-000-000	3.30	.00	3.30
10-00-24425-000-000	1,323.15	.00	1,323.15
10-00-46720-000-084	60.00	.00	60.00
10-01-51210-589-000	14,187.81	.00	14,187.81
10-01-51410-324-000	1,085.00	.00	1,085.00
10-01-51420-290-000	147.00	.00	147.00
10-01-51430-163-000	101.64	.00	101.64
10-01-51430-290-000	2,800.00	.00	2,800.00
10-01-51440-311-000	248.39	.00	248.39
10-01-51450-310-000	388.68	.00	388.68
10-01-51521-312-000	565.00	.00	565.00
10-01-51540-511-000	1,732.86	.00	1,732.86
10-01-51540-512-000	286.09	.00	286.09
10-01-51600-221-000	929.24	.00	929.24

GL Account	Debit	Credit	Proof
10-01-51600-290-000	434.19	.00	434.19
10-01-51600-297-000	105.00	.00	105.00
10-01-51600-344-000	278.08	15.60-	262.48
10-01-51600-355-000	12.27	.00	12.27
10-01-51600-390-000	63.91	.00	63.91
10-02-52100-532-000	60,617.00	.00	60,617.00
10-02-52100-581-000	556,871.90	.00	556,871.90
10-02-52200-279-000	83.00	.00	83.00
10-02-52400-171-000	1,251.10	.00	1,251.10
10-02-52400-312-000	825.57	.00	825.57
10-02-52400-351-000	114.43	.00	114.43
10-02-52905-581-000	138,732.50	.00	138,732.50
10-03-53310-290-000	24.80	.00	24.80
10-03-53310-299-000	66.51	.00	66.51
10-03-53310-344-000	638.57	.00	638.57
10-03-53310-346-000	247.26	.00	247.26
10-03-53310-351-000	5,013.90	20.00-	4,993.90
10-03-53310-353-000	3,742.58	320.81-	3,421.77
10-03-53310-363-000	956.06	.00	956.06
10-03-53312-353-000	498.25	.00	498.25
10-03-53317-221-000	294.00	.00	294.00
10-03-53318-353-000	4,743.30	.00	4,743.30
10-05-55200-390-000	33.92	.00	33.92
10-05-55210-221-000	860.72	.00	860.72
10-05-55210-247-000	62.67	.00	62.67
10-05-55210-351-000	161.28	.00	161.28
10-05-55210-390-000	1,449.98	.00	1,449.98
10-06-56900-310-000	51.20	.00	51.20
18-00-21111-000-000	50.00	44,741.18-	44,691.18-
18-03-53620-297-000	33,474.74	.00	33,474.74
18-03-53635-297-000	9,613.00	.00	9,613.00
18-03-53635-353-000	1,556.64	50.00-	1,506.64
18-03-53636-297-000	96.80	.00	96.80
22-00-21111-000-000	.00	2,176.59-	2,176.59-
22-05-55420-247-000	1,838.15	.00	1,838.15
22-05-55420-310-000	5.44	.00	5.44
22-05-55420-344-000	333.00	.00	333.00
29-00-21111-000-000	.00	439.19-	439.19-
29-06-56729-312-000	439.19	.00	439.19
42-00-21111-000-000	.00	412.00-	412.00-

GL Account	Debit	Credit	Proof
42-07-57626-215-000	412.00	.00	412.00
44-00-21111-000-000	.00	229,253.00-	229,253.00-
44-07-57230-814-000	178,268.00	.00	178,268.00
44-07-57620-814-000	50,985.00	.00	50,985.00
60-00-21111-000-000	.00	4,564.54-	4,564.54-
60-03-53720-221-000	458.87	.00	458.87
60-03-53730-221-000	76.87	.00	76.87
60-03-53730-294-000	25.00	.00	25.00
60-03-53740-314-662	121.23	.00	121.23
60-03-53740-349-000	140.35	.00	140.35
60-03-53740-399-000	45.00	.00	45.00
60-03-53762-256-000	1,697.00	.00	1,697.00
60-03-53771-311-000	800.00	.00	800.00
60-03-53780-162-000	281.24	.00	281.24
60-03-53780-325-000	390.00	.00	390.00
60-03-53780-346-000	64.74	.00	64.74
60-03-53780-351-000	464.24	.00	464.24
61-00-18700-826-444	1,400.00	.00	1,400.00
61-00-21111-000-000	.00	74,097.73-	74,097.73-
61-03-53606-351-000	35.94	.00	35.94
61-03-53606-352-000	3.49	.00	3.49
61-03-53610-221-000	44.04	.00	44.04
61-03-53610-225-000	100.36	.00	100.36
61-03-53610-227-000	71,521.01	.00	71,521.01
61-03-53610-351-000	192.89	.00	192.89
61-03-53612-311-000	800.00	.00	800.00
63-00-21111-000-000	.00	800.00-	800.00-
63-03-53652-311-000	800.00	.00	800.00
70-00-21111-000-000	623.28	61,495.64-	60,872.36-
70-00-21530-000-000	8,239.82	.00	8,239.82
70-00-21531-000-000	1,028.19	135.87-	892.32
70-01-51490-290-000	650.00	.00	650.00
70-01-51492-154-000	200.00	381.25-	181.25-
70-01-51493-154-000	45,649.54	.00	45,649.54
70-01-51495-155-000	604.44	106.16-	498.28
70-01-51496-156-000	5,123.65	.00	5,123.65
Grand Totals:	<u>1,226,536.61</u>	<u>1,226,536.61-</u>	<u>.00</u>

Dated \_\_\_\_\_

Finance Committee Chairperson \_\_\_\_\_

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Report Criteria:

Report type: GL detail

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**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – D.15.**



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

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**Monday, April 18, 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 7 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	YES

Village Staff in attendance: Guild, Jacobs, Higgins, Donner, Weinkauff, Wodalski, Osterbrink and Crowe. Everest Metro Chief Sparks, Fire Chief Savage, Committee members Porlier, and staff member Lenhard were also in attendance. There were 3 other audience members present.

4. **Request for silencing of cellphones and other electronic devices.**  
Ermeling requested for the silencing of cellphones.
5. **Acknowledgement of Visitors.**  
No comments.

**B. Correspondence and comments from the public.**  
Ermeling asked for comments. There were none.

**C. Presentations**

**Recognition of Sharon Jaeger.**

Guild and Ermeling recognized Sharon Jaeger for her service to the Village and presented her with an award.

**Recognition of Karen Schmutzler.**

Guild and Ermeling recognized Karen Schmutzler for her service to the Village and presented her with an award.

**D. Consent Business Items**

6. **Approve Ordinance No. 16-003 to amend Section 94.3.02 of the Zoning Ordinance entitled "Treatment of Allowable Uses by Zoning District".**
7. **Approve Ordinance No. 16-004 to amend Section 94.4.02(4)7 of the Zoning Ordinance entitled "Residential Land Use Types – Manufactured Home Community – Performance Standards.**
8. **Approve Ordinance No. 16-005 to amend Section 94.6.03(4), Figure 6.03 of the Zoning Ordinance entitled "Conditional (C), Prohibited (R), and Permitted (P) Uses in WHP Overlay Districts".**
9. **Approve Ordinance No. 16-006 to amend Section 94.13.08 of the Zoning Ordinance entitled "One-Time Event Signs".**

10. Approve Ordinance No. 16-007 to amend Section 94.16.02(4) of the Zoning Ordinance entitled “Zoning Administrator Review and Recommendations”, Section 94.16.02(5) of the Zoning Ordinance entitled “Notice of Public Hearing”, Section 94.16.03(4) of the Zoning Ordinance entitled “Zoning Administrator Review and Recommendations”, Section 94.16.03(5) of the Zoning Ordinance entitled “Notice of Public Hearing” and amending Section 94.16.03(7) entitled “Review Criteria for Amendments to the Official Zoning Map”.
11. Approve Ordinance No. 16-008 to amend Section 94.16.06(2), (3) and (4) of the Zoning Ordinance relating to the Conditional Use Permit Approval Process.
12. Approve Ordinance No. 16-009 to amend Section 94.16.11(4) and (5) of the Zoning Ordinance relating to Variance Procedures.
13. Approve Ordinance No. 16-010 to amend Section 94.16.13(4) of the Zoning Ordinance relating to Concurring Vote and Decision of an Appeal of a Zoning Interpretation.
14. Approve Ordinance No. 16-011 to amend Section 94.16.15(2) of the Zoning Ordinance relating to Zoning Administrator Duties.
15. Approve Ordinance No. 16-012 to amend Section 94.3.03(13) of the Zoning Ordinance entitled “Utility Connections to Principal Building for Human Habitation”.
16. Approve Ordinance No. 16-013 to amend Section 94.16.19(1) of the Zoning Ordinance Entitled “Violations”, and Section 94.16.19(3) of the Zoning Ordinance Entitled “Penalties”.
17. Approve Ordinance No. 16-014 to amend Figure 5.01 (1) of the Village Zoning Ordinance Entitled Rural, Open Space and Residential District Lot Dimension and Intensity Standards.
18. Approve Ordinance No. 16-015 to amend Section 94.5.08(1)(b) and (d) of the Zoning Ordinance Relating to Calculating Maximum Permitted Density in the AR District.
19. Approve Ordinance No. 16-016 to Amend Section 94.16.09(4) of the Zoning Ordinance Relating to Site Plan Procedures Application Contents.
20. Approve Ordinance No. 16-021 to create Section 94.4.10(13) of the Zoning Ordinance Entitled “Temporary Sales by Mobile Food Vendors” and adding This New Temporary Land Use to the Temporary Land Use Category within the charts displayed in Figures 3.04 And 3.05 of the Village Zoning Ordinance and amend Section 94.17.04 Definitions of the Zoning Code to create Definitions Related to This New Use.
21. Approve Ordinance No. 16-022 Adopting the 2016 Official Zoning Map and Official Extraterritorial Zoning Map for the Village of Weston.
22. Approve Ordinance No. 16-023 to Repeal Chapter 18 of the Code of Ordinances of the Village of Weston Entitled Businesses and Amending and Recreating the Same.
23. Approve Ordinance No. 16-024 to amend Village of Weston Code of Ordinances Chapter 86 Utilities, Article III Wells and Renumbering Article IV Sewerage Utility.
24. Approve Resolution 2016-006 - Fee Schedule Revision.
25. Approve the appointment of Director Higgins to Marathon County Uniform Addressing Municipal Advisory Group (MAG).
26. Acknowledge and place on file the 2015 Green Tier Legacy Communities Annual Report and Sustainability Strategies Scoresheet.
27. Approve the Aquatic Center Emergency Action Plan.  
Action on this item taken below.
28. Approve the Aquatic Center Flexible Wage Scale.
29. Award the replacement of the Ross Avenue and Mesker/Coleen lift stations to Haas Sons, Inc. in the amount of \$487,132.
30. Approve payment of expenditures – Voucher #43228 – 43299.
31. Approve Operator Licenses.
32. Disallow Claims for damage at 1710 and 1720 Highland Avenue as recommended by Statewide Services.
33. Approve a contract amendment with JSD Professional Services for a traffic impact analysis in the amount of \$6,500 for the STH 29/CTH X interchange and the CTH X/Camp Phillips Road corridor.

**34. Approve Board of Trustees Minutes from March 21, 2016 and April 4, 2016.**

*Motion by Schuster, second by Schmutzler to approve Consent Items D6 to D26 and D27 to D34.*

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

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

**35. Items Removed from Consent (if any).**

**D27 - Approve the Aquatic Center Emergency Action Plan.**

White indicated the Aquatic Center Action Plan was not attached. He asked for it to be deferred to the next meeting

*Motion by White, second by Ziegler to defer to the next meeting.*

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

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

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

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

**37. Community Development Authority (per Berger/Guild).**

**38. Finance (Per Berger/Jacobs).**

**39. Parks and Recreation (per Ostrowski/Osterbrink).**

**40. Personnel (Per Ziegler/Weinkauf).**

**41. Plan Commission (Per White/Higgins).**

**42. Property & Infrastructure (Per Ziegler/Donner).**

**43. Zoning Board of Appeals (Per Higgins).**

*Motion by Schuster second by Ostrowski to acknowledge items E36, E41 and E42.*

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

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

**F. Reports from Departments**

**44. Clerk.**

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

**45. Fire & EMS.**

Savage reported that Safer’s ISO score was lowered from a 4 to a 3.

**46. Finance.**

Jacobs reported staff is currently working on the year-end audit.

**47. Parks & Recreation.**

Osterbrink said the new Park’s Department staff member began today. He also reported that trees were recently planted on the Ross avenue round-about and new landscaping was done at the canoe/kayak launch area.

**48. Planning & Development.**

Higgins reported the proposed subdivision ordinance will go before several committees for review. A public hearing for the ordinance will be held in May.

**49. Police.**

Sparks gave an update on a recent sexual assault case.

**50. Public Works & Utilities.**

Donner reported the weight limits will come off tomorrow. The spring pick-up is scheduled to begin May 2<sup>nd</sup>. The streets employees are assisting the park department with work. Excavation training will be held this Friday for the Services Department.

**51. Technology Services.**

Crowe reported the media server at the Aquatic Center has been replaced.

**52. Village Relations.**

Hodell reported the Farmers Market will be open on May 7<sup>th</sup>. The village wide rummage sale will be held the same weekend.

**53. Department Directors may be dismissed following reports.**

**G. Regular New Business**

**54. Deny the Operator Licenses for Jesse Bartnik and Gail Racino.**

*Motion by White, second by Berger to deny the Operator licenses.*

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

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

**55. First Amendment to Charter of SAFER**

Ermeling asked the Board members if they had any concerns on the attached Charter for SAFER. She also asked to have the village attorney review. Guild said he would forward to the attorney.

**H. Report from the Administrator.**

Guild thanked staff for getting some projects done while he was gone. This week he will be in Milwaukee for the International Council of Shopping Centers event. The Wausau Region Chamber of Commerce Business Expo will be held this Thursday. He gave an update on the SE Quadrant project. He also said he would like to seek

residents that may be interested in being involved with village government. The ribbon cutting for the canoe/kayak launch will be held in June. The Prohaska tree farm ribbon cutting will be held in July.

- I. Remarks from Trustees (No Board action will be taken for this agenda item).**  
Schmutzler expressed her appreciation for receiving an award. She feels things are running smoothly and enjoys watching the community grow.
- J. Remarks from the President (No Board actions will be taken for this agenda item).**  
Ermeling thanked Schmutzler for filling the Trustee vacancy.
- K. Discuss items to be included for next agenda (No Board actions will be taken for this agenda item).**  
No comments.
- L. Set next regular meeting date for Mon, May 2, 2016.**
  - SE Quadrant Open House on Monday, May 9<sup>th</sup>, 2016.
- M. Adjourn.**

*Motion by Ziegler, second by Schmutzler to adjourn the meeting at 6:44 p.m.*

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

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

**Sherry Weinkauff, Clerk**

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – E.17.**



**Village of Weston, Wisconsin**  
**COMMUNITY LIFE & PUBLIC SAFETY MEETING**

held on Monday, April 26, 2016, at 6:30 p.m., in the Board Room, at the Municipal Center  
Trustee White Presiding.

**A. OPENING OF SESSION AT 6:30 P.M.**

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**1. Community Life & Public Safety Meeting called to order by Village Trustee Schuster.**

**2. Clerk will take attendance and roll call.**

Roll call indicated 5 CLPS members present.

<u>Member</u>	<u>Present</u>
Fiene, Brian	YES
Hansen, Tamera	YES
Martin, Zach	YES
Schuster, Fred	YES
White, Loren	YES

Village Staff in attendance: Renee Hodell, Chief Wally Sparks, and Sherry Weinkauf

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

**4. Acknowledgment of visitors if any.**

There were 4 visitors.

**B. COMMENTS FROM THE PUBLIC**

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There were no comments from the Public.

**C. PRESENTATIONS**

---

There were no presentations

**D. BUSINESS ITEMS FOR CONSIDERATION, DISCUSSION, AND ACTION**

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**5. Approve previous meeting minutes from February 22, 2016**

*Motion by White, second by Fiene, to approve the Community Life & Public Safety, February 22, 2016 meeting minutes, with the correction of the adjournment time to 7:29 and the spelling of the words "items" and "consideration" corrected under D. 5.*

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

<u>Member</u>	<u>Voting</u>
Fiene, Brian,	YES
Hansen, Tamera	YES
Martin, Zach	YES
Schuster, Fred	YES
White, Loren	YES

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**6. Recommendation to the Board of Trustees to approve the Class "B" Beer License for Irvin Rybacki Inc. IMR BP 4101 Schofield Avenue.**

*Motion by Martin, second by Hansen, to recommend to the Board of Trustees to approve the Class "B" Beer License for the Rybacki's at 4101 Schofield Ave with the understanding that a new application with the new S Corp name will get submitted to the Village clerk.. Fiene voted no as the current application did not have the new corporation's name on it.*

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

<u>Member</u>	<u>Voting</u>
Fiene, Brian,	NO
Hansen, Tamera	YES
Martin, Zach	YES
Schuster, Fred	YES
White, Loren	YES

Village clerk Sherry Weinkauf stated she put the RFC together based on the approval from the Plan Commission. However, when they originally applied for the Class B Beer License they applied under IMP BP. They have since created an “S Corp” and will need to fill out a new application. Weinkauf stated this could be done when the Village’s renewal process comes up. Schuster brought up the gambling machines and wanted to make sure none were going to be installed. Keith Rybacki assured the committee there would not be any gambling machines.

**7. Recommendation to the Board of Trustees to deny a crosswalk on Jelinek Ave by the D.C. Everest High School.**

White stated mid-block crossings are dangerous and Chief Sparks agreed that from a pure safety standpoint that mid-block crossings are dangerous and recommends denial. The only other one in the Village is on Ross Avenue by Greenheck Fan, to allow employees to cross. Sparks and White both stated anyone wanting to cross Jelinek can go to Alderson and cross at the 4-way stop with the proper markings. It was also mentioned that Superintendent Gilmore was not aware of this request and that it would need to go through the proper channels before going to the Village.

*Motion by White, second by Fiene, to recommend denial of a mid-block crosswalk on Jelinek Ave. to the Board of Trustees.*

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

<u>Member</u>	<u>Voting</u>
Fiene, Brian,	YES
Hansen, Tamera	YES
Martin, Zach	YES
Schuster, Fred	YES
White, Loren	YES

**E. REPORTS FROM STAFF**

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**8. Everest Metro Police Department**

Sparks stated he attended Officer Leah Long’s award ceremony where the Women’s Community selected her as the recipient of the 2016 Outstanding Achievement for supporting Survivors of Sexual Assault Award. Schuster would like her to know the CLPS Committee sends their congratulations. Sparks touched on the Antigo Prom shooting and now all the officers did an outstanding job. Sparks also touched on an unfunded mandate where they are required to report all opiate related drug overdoses along with any thefts of opiate related drugs.

**9. South Area Fire & Emergency Response District**

Per White SAFER is still working on their Charter.

**10. Taxpayer Relations Coordinator**

Hodell stated with the warmer weather and residents out walking more, there have been complaints regarding property maintenance, garbage, debris, and parking on the lawns. Hodell also talked about the Village Wide Rummage sale May 6-7 where there is so far over 150 homes. There will then be the Village’s Bulk Item drop off at Advanced Disposal May 12-14.

The Farmer’s Market is scheduled to open on Saturday, May 7<sup>th</sup> at 8:00 am. Then beginning the week of May 2<sup>nd</sup> the Street Department will begin picking up leaves and brush starting in the neighborhoods by the D.C. Everest Jr. High. Schuster questioned if the Spring pickup is more of a problem due to rocks being in the ditches or on the shoulders that cause problems with the Vac Truck. Guild stated what he noticed more was the wetness of the leaves which tends to make pick up a little harder.

**F. REPORT FROM ADMINISTRATOR**

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Guild stated that the Village has completed the Sole of the Community Survey which measures resident attachment. Results will be released by UW-Oshkosh next week. He also stated there are also multiple Committee positions open, which are all online and residents can apply for them or contact Shawn or Brad in the Parks Department. Guild then talked about doing an audit expenses, man hours, and insurance costs having to do with all of the vandalism primarily in the parks. He would also like to put together a committee to brain storm how to identify who the vandals are and/or how to prevent the vandalism. With the warmer weather and baseball season approaching more and more people are at the parks and are seeing all of the graffiti. Guild explained that all park staff is working on getting everything cleaned up.

Fiene questioned the security cameras in which Guild stated he was disappointed with the original system and have replaced it with what the school system has which would give them access without actually being there. Sparks noted that even though they have immediate access they only have 3 officers on at a time (and with having over 1,000 calls in March it is hard to monitor the camera. Guild also stated that some communities have a “wall” where people can do their graffiti and it all be in one location and if there was bad stuff, staff would clean it up.

Guild then mentioned that the Village is looking at bringing back the Neighborhood meetings this summer.

**G. COMMUNICAITONS AND RECOMMEDATIONS FROM COMMITTEE MEMEBSRS.**

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Fiene re-explained the reason he voted "NO" on the IMR BP's Beer License was because they hadn't changed their name on the application to their S Corp company.

**H. Set next regular meeting date for Monday, May 23, 2016, at 6:30 P.M.**

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**I. ADJOURN.**

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*Schuster adjourned Community Life and Public Safety Meeting at 7:08 p.m.*

Fred Schuster, Trustee

Renee Hodell, Recording Secretary

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – E.21.**



**Village of Weston, Wisconsin**  
**OFFICIAL MEETING MINUTES OF THE PERSONNEL COMMITTEE**

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**Monday, April 18, 2016, at 4:30 p.m.**

**A. Opening of Session.**

- 1. Meeting called to order by Trustee Berger at 4:30 p.m. Ziegler arrived at 4:41 p.m.**
- 2. Clerk will take attendance and roll call**  
Roll call indicated 5 members present.

<b>Member</b>	<b>Present</b>
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

Village Staff in attendance: Higgins, Weinkauff, Hodell, Donner and Wodalski. Trustee White and staff member Lenhard was also in attendance.

- 3. Request for silencing of cellphones and other electronic devices.**  
Berger requested the silencing of cellphones.

- 4. Acknowledgment of visitors if any.**  
There were no visitors present.

**B. Comments from the public on matters pertaining to committee business and oversight.**  
No comments.

**C. Presentations.**  
No presentations.

**D. Business Items for consideration, discussion, and action.**

- 5. Meeting minutes from February 15, 2016.**

*Motion by Penza, second by Pagel to approve the meeting minutes.*

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

<b>Trustee</b>	<b>Voting</b>
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

- 6. Recommendation to approve the Aquatic Center Emergency Action Plan.**

Mroczenski said he began work on the proposed emergency plan earlier this year. The previous plan was very generic. Penza said this is a positive thing and feels this is necessary. Hegg asked if the

employees will be trained to follow the plan. Mroczenski said yes. It was indicated the emergency plan was not attached.

*Motion by Pagel, second by Penza to approve the Aquatic Center Emergency Action Plan.*

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

<b>Trustee</b>	<b>Voting</b>
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

**7. Recommendation to approve the Aquatic Center Flexible Wage Scale.**

Mroczenski asked to have the flexibility to offer the aquatic center employees a wage between the lowest hourly rate and the highest hourly rate. Hegg feels it is important to be competitive in the market.

*Motion by Pagel, second by Hegg to approve the Aquatic Center Flexible Wage Scale.*

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

<b>Trustee</b>	<b>Voting</b>
Ziegler, Jon	YES
Berger, Scott	YES
Penza, Don	YES
Hegg, Robin	YES
Pagel, Deb	YES

**8. Update on new hires.**

Guild said the Village is finally at full staff. D. Phelps began employment today in the Parks Department. R. Maquire began April 4<sup>th</sup> as the new Property Inspector. Early February both D. Stroik and J. Tritten began employment in the Finance Department and T. Skerven began in the Utility Department.

**E. Reports.**

**9. Clerk/Employee Resources Manager**

Weinkauf reported she is working on the total compensation statements for employees.

**10. Administrator**

Guild said there is a number of open vacancies on committees. There was a job posting put on the Village's website for applicants to apply. He will begin employee reviews in May. He explained how he plans to integrate the total compensation statements with reviews. He gave an update on the 29 Camp Phillips corridor project and the sports cluster project. He asked the members to let him know if they know anyone that may be interested in serving on a committee. He also gave an update on the Village's 20<sup>th</sup> anniversary celebration.

**F. Remarks from Committee; discuss items to be included for the next Personnel Committee agenda.**

No comments.

- G. Set next meeting date for Mon, May 16, 2016.**  
Hegg and Pagel said they would both be absent from the next meeting.
- H. Announcements.**  
No comments.
- I. Adjourn.**  
Berger adjourned the meeting at 4:55 p.m.

**Sherry Weinkauf, Village Clerk**

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – E.25.**





**OFFICIAL MEETING MINUTES  
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT  
Board of Directors Regular Meeting  
Thursday, March 31, 2016 @ 6:00 P.M.**

**A. Call to Order**

The regular meeting of the South Area Fire and Emergency Response District Board of Directors was called to order at 6:03 PM by SAFER Board Chairman Allen Opall.

**MEMBERS PRESENT** – Opall, White, Ermeling. Langenhahn and Kachel were absent and excused. Chief Savage, DC Finke and SAFER Attorney Shane Vanderwaal were also present.

**B. Correspondence/Comments from the public on issues related to the SAFER District**

There was no public comment or correspondence.

**C. Consent Items**

Approval of prior meeting minutes from March 9, 2016 meeting

**White/Ermeling to approve prior meeting minutes from March 9, 2016 meeting.** Motion carries unanimously.

**D. Business Items**

1. SAFER Charter discussion and possible action

Chief Savage reviewed changes to the buy-in language for the Town of Weston, and withdrawal from the district that were discussed at the last SAFER Board meeting. There was further discussion on exactly what is included in the amount of the buy-in for the Town of Weston.

**White/Opall to approve the charter as presented with the amendments discussed.** Motion carries unanimously.

**E. Staff Reports**

1. Report from Fire Chief

The 2015 annual report presented to the Board of Directors and will be discussed at the next meeting. Chief Savage commented on an issue with having 2 medical directors. Chairman Opall questioned response times in 2015 vs 2014; DC Finke explained the possible reasons for the time differences. Chief Savage reported on the delivery of the Fire Inspector's vehicle.

2. Report from Administrators

None

**F. Remarks from the Board of Directors to set the next meeting date, as well as discuss items for the next meeting agenda** (No motions will be made, and no action will be taken related to policy affecting SAFER as a result of this agenda item):

**G. Adjourn**

**Ermeling/White to adjourn at 7 p.m.** Motion carries unanimously.

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – F.28.**



# Capitol Buzz

**April 26, 2016**  
(Corrected Version -  
with correct phone  
number to Gov's office)

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## Governor Signs into Law Recycling Grant Funding Increase and other Bills Affecting Municipalities

Late this afternoon Governor Walker signed AB 515 into law as Act 392, restoring \$3 million to the recycling grant program in 2016. The state budget, Act 55, cut funding for the recycling grant program from \$19 million to \$15 million in 2016. Act 392 restores 75% of that cut. As a result, total funding for 2016 will be \$18 million. Under the state budget, funding for the program returns to \$19 million in 2017.

DNR staff plans to roll the additional \$3 million into the 2016 recycling grant payments that the department will be distributing to qualifying responsible units at the end of May.

Passing this legislation was one of the League's major goals in the second half of the session. The League thanks Sen. Rob Cowles (R-Green Bay) and Rep. Paul Tittl (R-Manitowoc) for introducing the recycling bill and shepherding it through the legislative process.

The League also sends a **big thank you to Governor Walker** for signing AB 515 into law after hearing from local officials and other stakeholders urging him to do so these last several weeks.

Please **take a moment to send Governor Walker a brief note thanking him** for signing the recycling grant funding increase into law. The Governor's email is [govgeneral@wisconsin.gov](mailto:govgeneral@wisconsin.gov)

Alternatively, call the Governor's office and leave a message thanking him for signing AB 515 into law. The Governor's telephone number is (608) 266-1212.

## Governor Signs Water Law Changes into Law, Including Stormwater Compliance Flexibility Provisions

This week the Governor also signed SB 459 into law as Act 387, providing flexibility and clarifying application of wetland rules to stormwater compliance efforts. Act 387 modifies numerous

2014 <sup>ACTUAL</sup> GRANT = \$ 78,664

2015 <sup>ACTUAL</sup> GRANT = \$ 78,680

2016 <sup>ESTIMA</sup> GRANT = \$ 62,160  
TED IN NOV. 2015 BUDGET

WHICH IS A  
\$16,520 ↓ OR 21% ↓

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2016 <sup>REVISED</sup> GRANT 4/26/16  
 PER LAW CHANGE = \$ 74,550

WHICH IS A  
\$4,130 ↓ OR 5.25% ↓  
 FROM 2015 GRANT

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – F.29.**



**Village of Weston, Wisconsin**  
**Report for the month of April 2016**  
**MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PARKS, RECREATION & FORESTRY**

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**Monthly Department Briefer #2016-04**

**Shawn Osterbrink, Director of Parks, Recreation & Forestry**

**Monday, May 2<sup>nd</sup>, 2016**

**1. FOR YOUR IMMEDIATE ATTENTION - TRUSTEES.**

**2. STRATEGIC PLAN PROJECT STATUS.**

- Project 1 – Prohaska Tree Farm Grant/Purchase – The Village closed on this property on Thursday, March 17<sup>th</sup>. Jenna Trittin from the Finance Department has submitted the reimbursement request to Marathon County for the Environmental Impact Funds that were approved by the County for this purchase. Transcanada Pipeline has requested the removal of some materials from the top of their pipeline easement. Tony and I met with them on April 14<sup>th</sup> to determine what needs to be completed. This project will be completed once the street department has time available. May be this fall. Tony and I also looked at what needs to be completed to make this facility available to the public. A ribbon cutting will be held on July 25<sup>th</sup>.
- Project 2 – 2016 Strategic Planning Document – Strategic Planning document for the Park Department has been completed. Planning document has been shared with all Department Directors, staff, Committee and Board members. Document was briefly discussed and acknowledged by the Park and Recreation Committee at the January 25, 2016 meeting. Document was forwarded to the Village Board and acknowledged at their February 15, 2016 meeting.
- Project 3 – Park Master Plans for Kellyland and Yellowbanks - Central Wisconsin Engineers has provided staff with drafts of the Master Plans for Yellowbanks and Kellyland Parks. Staff has reviewed the documents and met with CWE to share our comments. CWE revised the documents and returned them to the Village on Friday, November 6<sup>th</sup>. I forwarded the revised drawings to Daniel, Keith, Michael and Jennifer on November 9<sup>th</sup> for additional review. Staff met to discuss the master plans on Friday, December 18<sup>th</sup>. At this meeting it was determined that we may need to also work with a landscape designer to dress up the plans. Plans are currently on hold as we deal with other projects that have taken priority.
- Project 4 – Lower Eau Claire River Plan – The Lower Eau Claire River Plan was approved at the October 19<sup>th</sup>, 2015 Village Board Meeting. The plan along with one correction was sent to Mark Roffers for changes. Mark had also found some grammatical and punctuation errors in the document. Mark has completed all changes and returned to staff. Jennifer Higgins has placed a link to this document on the Planning and Development page on the website.

**3. BUDGET AND FINANCIAL PLAN STATUS.**

- The Village took delivery of the new mower on March 29<sup>th</sup>. We also received payment for our old mower that was sold through Wisconsin Surplus Auction site.

#### **4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.**

- Attended all-staff meeting, c-team meetings, weekly 1 on 1 meetings, scheduling meetings, services division meetings and Lumin Training.
- Parks/Public Works position – New staff member David Phelps started on Monday, April 18<sup>th</sup>. He has completed the majority of his onboarding process and is currently working through the orientation schedule that was developed for this position. He needs to complete his paperwork, village photo and needs to completed the written portion of his CDL so he can begin the on road portion of his training.
- Continue to work on improving work scheduling and staff utilization across all departments. Staff from Streets and Utilities has been assisting us with several projects to prepare for the summer.

#### **5. PERFORMANCE AND METRICS.**

- Working within the Services Division to develop a competency matrix of the skills, equipment and procedures for the employees under my supervision. Continue to work on this project as of April 22<sup>nd</sup>.
- Services Division also discussed development of weekly work plans, a joint capital improvement plan and joint strategic plan.
- Service Division staff is working with Mark Roffers to include our Comprehensive Outdoor Recreation Plan and Lower Eau Claire River Water Trail Plan in the County CORP. Mark sent us some information on 3/18 which we have reviewed. We discussed at our 3/21 meeting and reviewed the documents. Jennifer Higgins will print and have Daniel sign these letters so they can be sent out with the necessary documents to the surrounding communities and county. This project is currently on hold.
- Prepared a proposal for the planting of trees on the berm in the Business Park, Ross Avenue and by the Ross Avenue access and forwarded to Service Division staff and Administrator Guild on 3/23 for review. A portion of this project is currently being worked on. As of 4/22 eleven of the 16 trees by the round-a-bout have been planted and the rest should be completed this weekend. The contractor will also begin working on the berm trees this weekend. The planting of the trees by the Ross Avenue Access is currently on hold as our supplier has not been able to dig the trees yet due to the wet conditions.

#### **6. COMMUNITY FEEDBACK**

- Contacted by a resident concerned with the vandalism at Machmueller Park. Completed the majority of the vandalism clean up. We still need to paint the restroom doors and fix some signs. There are areas where the paint on some items came off when we used our graffiti remover that will need to be repainted. The majority of this is on the Born Learning Trail items that were installed by the Emerging Leaders group from the United Way.
- Request to place benches on the north and south sides of Kennedy Park. Trustee Berger brought this to our attention. He stated that he will try to retain a little more information before discussing this request.
- Contacted by a resident regarding the new railing at the Eau Claire River Public Access. Two sections of the new railing had fallen out. Contractor completed the repair to the railing.
- Exit sign at Ross Avenue Access – The exit sign was placed in the wrong direction. Michael Wodalski informed the contractor to turn the sign around.

- Resident that lives in a duplex north of the berm that is located south of Feith, Randylyn and Ryan Amy - We are currently working on installing trees along this berm and the majority should be completed in the next couple of weeks. They are also concerned with the dirt pile by Wausau Supply and the garbage at that site and at the K-Tech site. Roman Maguire will be looking at the zoning for these sites to see if there is anything else that we can do to address the dirt pile and garbage.

## **7. IDENTIFIED NEEDS.**

- An updated Emergency Action Plan was drafted for the Aquatic Center by Manager Mroczenski. I have reviewed and we have forwarded to Administrator Guild for his review. The EAP was developed with assistance from SAFER and Everest Metro. It was approved by the Personnel Committee and I have included in the Park and Recreation packet for your review. It will be going to the May 2<sup>nd</sup> Board of Trustees meeting.

## **8. NEW IDEAS & OPPORTUNITIES.**

- Fletcher Property – Daniel and I met with Kris Gilmore and Casey Nye from the Everest School District to discuss the available property at the corner of Callon and Highway J. Prior to the house burning down the school district used this property for their conservation classes. They are interested in partnering to purchase and develop this property for their use and for Village use as another access to the river. This site was identified as a future potential access point in the Lower Eau Claire River Access Plan. The first step in the process is to request an appraisal for the property. I contacted Cherie at Scott Williams Appraisal on January 13<sup>th</sup> to request an appraisal for the property. She informed me that it will take 2 to 3 weeks to complete. The Village received the appraisal for this property on February 12<sup>th</sup>. Market value of the property according to the appraisal is \$16,300.00. On February 2<sup>nd</sup> I sent Casey Nye our previous grant applications that we submitted to the foundations, county and state so he had some idea of what the process entailed. This should allow him and his team to develop a plan and start putting some ideas and their story down in writing so it can be included in our grant applications. Administrator Guild has contacted the Fletchers and provided them with a copy of the appraisal. They are currently negotiating prices for this property.
- Working with Services Division and WDNR regarding the possibility of the conversion process on the Weston Warming House to another piece of property. The Weston Warming House has not been used the past three years. Due to federal funds being used to construct this facility the village is responsible to continue maintaining and utilizing this facility in perpetuity for recreation purposes. There are three options available to the village to relieve us of these responsibilities. We can change the use of the facility to something other than a warming house but still recreation based, give the facility to another entity such as the school district and they would take over the responsibilities to maintain and use in perpetuity or to complete the conversion process. Basically the value of the building would be moved to another piece of recreational property (building or land) and would be tied to that facility. Then the new facility would be restricted to the federal requirements. No progress as of 4/22.
- Corresponded with an individual that is proposing that the village install a track for radio controlled vehicles. He stated that they are now looking for a 150' x 200' area. He has provided me with a packet of information that will be shared with the committee at their 4/25 meeting.
- Brad met again on 4/20 with Karyn Powers from Wausau/Marathon County Parks to discuss the Junior Lifeguard Program. We are hoping that by getting kids interested in these positions at an early age that we

will potentially increase the individuals interested in these positions in the future. An article has been drafted with the necessary information that will be included in the May/June edition of the newsletter.

## **9. MISCELLANEOUS COMMENTS / ISSUES.**

- Continue to work with the new concession stand operator to make sure they get everything in line for the upcoming season. They have been given their keys to the facility and plan on coming in to begin preparations next week.
- Work on the Ross Avenue Access is near complete. The contractor has repaired the railing, completed brushing for the privacy fence, repaired the wash out along the path and completed the installation of all of the landscaping. The only items that remain on their contract is the kiosk, privacy fencing, striping, and monument sign. We also have the planting of 13 trees that staff will be completing on the Gilbreath property as part of our agreement with them. Staff is currently working with Mi-Tech on the design for the concrete sign. We have received the most recent draft of the design and I have forwarded to staff for their review. I will include in the packet so the committee can review. Staff is also working on directional and other amenity signs that will be placed at the launch and other points along the river that are proposed at future launch sites in the Lower Eau Claire River Plan. We are working with DRXNL Studio out of Madison as they are the ones that worked on the proposed signage in the plan. We reviewed and approved his proposal on 4/11. He sent a draft of the signs which we reviewed and will be working with a local sign company to manufacture. He will also begin working on the large map and sign for the kiosk that we should have next week to begin reviewing and working with him on other information to include on the sign.
- Staff received a request from the Rothschild/Schofield Pool Commission to see if the village would approve continuing the joint season pass and to continue the 50/50 revenue split. Staff took this request to the Board of Trustees February 1<sup>st</sup> meeting. Due to the village selling the bulk of the joint passes and collecting more revenue the Board did feel that it would be advantageous to approve the 50/50 split at this point but that we should continue selling the joint passes. The Board has requested that staff figure out a way to track where the passes are sold and where they are used throughout the season. We are hoping to be able to do this for the upcoming season and then make a determination at the end of the season on how to split the revenue in the future. I delegated this project to Nathan Crowe and Brad Mroczenski to determine if this is feasible with our current system or if something else will need to be done to have this ability. Staff discussed this project on 4/19 we have thoroughly investigated and figured out that it will not be possible to track the use through our current system. We met with and discussed with several vendors to supply a web-based software to give us this ability. We found several options but feel that the cost to find out this information would be more than what we would currently gain out of switching systems. The annual cost would be \$2,000.00 for six months plus additional monthly fees in the range of \$200.00. Plus, we would need Rothschild/Schofield to utilize the same system. Staff recommends that we don't proceed with this project at this time.
- The new Village subdivision ordinance has been reviewed and changes sent to Mark Roffers. Please review the Parkland Dedication portion of this ordinance for the meeting.

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – F.32.**



**Village of Weston, Wisconsin**  
**Report for the month of April 2016**  
**MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PUBLIC WORKS & UTILITIES**

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**Monthly Department Briefer #2016-04**  
**Keith Donner, Director of Public Works & Utilities**  
**Monday, May 2nd, 2016**

**1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.**

- In follow-up to the sewer back-ups for which our insurer has recommended claims be disallowed I contacted our insurance agent, Greg Goetz of Spectrum Insurance Group, for a quote on no-fault sewer back-up insurance from the League of Wisconsin Municipalities Municipal Insurance. The materials related to the application and e-mailed quote are attached. The current quote is \$26,733. My recollection from previous discussion about this coverage was that it was 2 – 3 times more costly. The cost for this coverage would obviously be dependent on how many claims are received. With an operating budget estimate of \$2,180,724 of expense for calendar year 2016, the additional premium would be an increase of 1.2% in expenses this year. It would also represent ½ of our estimated net income for this 2016. If you would like us to investigate and/or consider this further please advise. I am not sure what the history is on the premium fluctuation over time. I would be curious as to how many municipalities choose the coverage. I don't believe we have ever chosen to take the coverage.

**2. STRATEGIC PLAN PROJECT STATUS.**

- J. Higgins, M. Wodalski, S. Osterbrink, and K. Donner continue to meet every other Monday to coordinate areas where Public Works & Utilities, Parks, Planning & Development need to collaborate under the umbrella of Services Division. Coordinating efforts on strategic plans of the 3 functional areas is something we have yet to address, as we are currently keeping up with more of the day-to-day issues for the current year. An agenda is being prepared for the meetings.
- Comprehensive Plan Update
  - Subdivision Ordinance is on PIC agenda for 5/02 and a public hearing scheduled for the 5/16 meeting of the BOT.
  - Continuing to participate in regular meetings with team from JSD Professional Services and J. Higgins, et. al. of Village re: SE Quadrant of STH 29/CTH X; a.k.a. "Camp Phillips at 29."
    - Focus of past few weeks has been review of the wetland delineation report submittal from JSD for the Wisconsin DNR. On-site meeting between DNR and JSD took place on 4/22 and DNR had asked for revisions which depict more wetland areas on the site. The process continues.
    - WisDOT traffic modeling has been completed for now. There is still an expectation there will be additional review between WisDOT and JSD. I would also expect WisDOT to potentially advocate for some wetland impacts in order to achieve cleaner access to the proposed Camp Phillips at 29 neighborhood development.
    - The open house for the Camp Phillips at 29 neighborhood development is scheduled for May 9.
    - Letters have been drafted for mailing to property owners on Weston Avenue and Transport Way regarding the Village's intention to control access to Weston Avenue east of CTH X. Properties between CTH X and Von Kanel on the south side of Weston Avenue are being asked to grant permission for the Village to perform a topographic survey and wetland delineation to prepare a

preliminary street design and right-of-way plat. Mailing should be completed by end of business on 4/29.

- Intergovernmental agreements.
  - Wodalski prepared application for stewardship grant for a multi-use path on Volkman Street from STH 29 north as partnership with Rothschild.
  - Received confirmation from Rothschild that they plan to proceed with their water main extension to the Foremost entrance this year. Becher-Hoppe indicates the redundant valve we requested as a condition of the easement to Rothschild (approved by BOT in 2015) has been added to plans.
  - Crowe shared utility mapping information with Rothschild in follow up to previous requests after they signed a non-disclosure agreement.
- Strategies for Reduced Energy Consumption.
  - M. Wodalski coordinating LED street lights installation.
- Water Rate Case
  - Rate case application has stalled due to Finance focus on 2015 report to Wisconsin Public Service Commission. Telephone call to take place with Ehlers on 4/29 or 5/02.
- Workload and Labor Needs Analysis in Services Division
  - Services Division Management and Supervisory team worked on surge of workload to prepare parks for 2016 season. Wodalski has included some detail on what was included.
- Infrastructure Master Plans
  - Contract(s) for Ross Avenue and Mesker-Colleen lift station replacements were awarded to Haas Sons, Inc., 4/18. Becher-Hoppe has notified us Haas would like to start “soon.” Pre-construction meeting needs to be scheduled. Easement from Old Castle was forwarded to M. Yde for recording.
  - R. Roth to work on RFP for sewer interceptor system evaluation.
  - J. Wallenkamp and J. Schoenborn of Kueny Architects were on site on 4/22 for additional observations and evaluations of municipal facilities and Weston Public Safety Building. We need to still arrange for evaluation of the Aquatic Center.
  - CIP for infrastructure is in process.
- Policy and Ordinance Development/Revisions
  - Sewer Utility Ordinance update has been discussed with R. Roth.
  - Assembling information for preparation of RFP for condition assessment of sanitary sewers
- Wage & Compensation Plan Advancement Guidelines – see item 5.
- Technology Integration
  - K. Donner completing RFP for Automated Meter Reading and Advanced Metering Infrastructure (AMR/AMI). Updated estimate for full implementation with meter replacements is approx. \$1.7 M. Costs included in projected utility expenses for rate case analysis.
- Safety Manual Update and Training
- Fehr Graham completed written updates for 2<sup>nd</sup> phase of required manual content. 2<sup>nd</sup> phase of required programs training with Fehr Graham scheduled for 5/11 and 5/12. Have discussed CPR and First Aid training with Brad Mroczenski.
- Water and Sewer Main Extension Policy
  - Reviewed policies from other communities, but not substantial differences in principles that customer/developer pays for costs of extensions and financial burden to existing customers for extensions is minimized. Plan to discuss proposed changes to our main extension policy with the PIC committee on May 2.

### **3. BUDGET AND FINANCIAL PLAN STATUS.**

- Water rate case and CIP are on hold with Ehlers. See #2 above.
- Water utility report for Public Service Commission is due for submittal by May.

### **4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.**

- Participated in training for new site plan review software on 4/27.
- Discussed need for upgraded laptop computer hardware for utility staff with Crowe. New hardware being ordered.
- Continue to emphasize need to collaborate on maintenance needs affecting park and R.O.W. aesthetics in weekly scheduling meetings with Operations Foremen (Behnke, Skrzypchak, Borth), S. Osterbrink and M. Wodalski. Work that can be assimilated by other specialized areas is being assigned, such as plumbing related issues to utilities, and banner/light pole issues to street staff.
- All Services Division employees in operations roles attended Excavation Safety, Competent Person training facilitated by John Krueger of Fehr Graham on 4/22/16.
- Staffed Village booth at Chamber Business Expo at Patriot Center on 4/21 and attended after hours activities.
- Attended Grand Opening for Kwik Trip on Schofield Avenue on 4/27.

### **5. PERFORMANCE AND METRICS.**

- Meeting weekly with Administrator to discuss priorities. Discussed concerns about wage adjustments and employee reviews on 4/25.
- Working with Deputy Director Wodalski and staff on Wage and Compensation Plan training and competency matrix with goal of establishing advancement guidelines for Services Division Employees. Discussed same with Administrator on 4/26.
- Attended Lumin Leadership training on 4/5 with Department Directors.

### **6. COMMUNITY FEEDBACK**

- Investigated complaint of water perceived to be causing erosion west of Margaret Street in Rothschild due to water distribution system flushing. Any issues appear to be due to inadequate surface water drainage in the neighborhood.
- Met with Al Zimbauer on 4/29 re: his plans for marketing 2 vacant lots in Maple Leaf Subdivision.

### **7. IDENTIFIED NEEDS.**

### **8. NEW IDEAS & OPPORTUNITIES.**

- Higgins, Wodalski, and I met with siblings of the Bill Hinner family on 4/25 to discuss potential development of their property. They have been contacted by a potential developer of a multi-family housing project from the Green Bay area associated with Dean Prohaska.
- Higgins, Wodalski, Guild, and I met with Gary Guerndt and his associates on 4/25 regarding a possible subdivision on the Monk property located between Ross Avenue and Sternberg west of Birch Street.

### **9. MISCELLANEOUS COMMENTS / ISSUES.**

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## Keith Donner

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**From:** Greg Goetz <greg.goetz@spectruminsgroup.com>  
**Sent:** Monday, April 18, 2016 11:25 AM  
**To:** Keith Donner  
**Cc:** Donna Van Swol; Michael Wodalski; Sherry Weinkauf  
**Subject:** RE: No fault sewer back-up insurance - Village of Weston

Hi Keith. Here below is the email from the LWM indicating the cost of no fault sewer back up per your request.

Hi Greg,

NFS quote is \$26,733 based on population base of 15,276.

Thanks,  
Julie

Let me know if you have any questions on this or want to place the coverage into effect. Best regards, Greg

Greg Goetz  
Account Executive  
Spectrum Insurance Group LLC  
7402 Stone Ridge Dr., STE 3  
Weston WI 54476  
715 355-4900 ext 5067  
715 355-5606 FAX  
877 355-5705 ext 5067 Toll Free  
[greg.goetz@spectruminsgroup.com](mailto:greg.goetz@spectruminsgroup.com)

Please note that insurance coverage cannot be bound or altered via e-mail and must be confirmed in writing.



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**From:** Keith Donner [mailto:kdonner@westonwi.gov]  
**Sent:** Friday, April 15, 2016 2:24 PM  
**To:** Greg Goetz

**Cc:** Donna Van Swol; Michael Wodalski; Sherry Weinkauf  
**Subject:** RE: No fault sewer back-up insurance - Village of Weston

Hi Greg:

After a bit of delay we have completed the application for a quote on the no-fault sewer back-up insurance. I did not complete the section with the number of claims in 5 years. Sherry suggested that is information that you can probably come up with more easily than us – so I am counting on you. (Let me know if you need something more on that though). Thanks for the help. At this point we are just more interested in what the impact would be for upcoming budgets I think, but want to know what the cost is for the Board to make a decision.

Thanks again.

[Keith Donner, P.E.](#)

Director of Public Works & Utilities

[Village of Weston](#)

5500 Schofield Ave Weston, WI 54476

p. 715.359.6114 | f 715.359.6117 | m. 715-574-1537

Want to receive the "**This Week in Weston**" e-newsletter? [Sign up here!](#)

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**From:** Greg Goetz [<mailto:greg.goetz@spectruminsgroup.com>]

**Sent:** Thursday, March 24, 2016 8:50 AM

**To:** Keith Donner <[kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)>

**Cc:** Donna Van Swol <[dvanswol@westonwi.gov](mailto:dvanswol@westonwi.gov)>; Michael Wodalski <[mwodalski@westonwi.gov](mailto:mwodalski@westonwi.gov)>; Sherry Weinkauf <[sweinkauf@westonwi.gov](mailto:sweinkauf@westonwi.gov)>

**Subject:** RE: No fault sewer back-up insurance - Village of Weston

Hey there Keith good to hear from you! See below for answers to your questions in **red**.

Greg Goetz

Account Executive

Spectrum Insurance Group LLC

7402 Stone Ridge Dr., STE 3

Weston WI 54476

715 355-4900 ext 5067

715 355-5606 FAX

877 355-5705 ext 5067 Toll Free

[greg.goetz@spectruminsgroup.com](mailto:greg.goetz@spectruminsgroup.com)

Please note that insurance coverage cannot be bound or altered via e-mail and must be confirmed in writing.



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**From:** Keith Donner [<mailto:kdonner@westonwi.gov>]  
**Sent:** Wednesday, March 23, 2016 5:44 PM  
**To:** Greg Goetz  
**Cc:** Donna Van Swol; Michael Wodalski; Sherry Weinkauff  
**Subject:** No fault sewer back-up insurance

Hi Greg:

We recently had 2 sewer back-up incidents reviewed by the League. **Yes I just read yesterday the decision by Statewide Services on the 2 case.** As has been our experience, as long as the Village is following a routine maintenance schedule there is little likelihood of the Village being found negligent, thus little likelihood of coverage for homeowner's losses due to a sewer back-up. **Homeowners are able to purchase sewer back up coverage from their carriers if they elect to do so. Coverage and pricing might vary by carrier however.** One of the potential claimant's for the most recent event is aware that other communities cover such situations. Without knowing the particulars, the community may have the no-fault sewer back-up insurance. **Yes some municipalities and sewer districts elect to purchase "no fault" sewer back up coverage. The LWM Insurance program includes "at fault" sewer back up coverage automatically. No fault coverage is a little on the pricy side because the LWM does get more claims on it.** This is something our previous agent discussed with us, but we have chosen not to include the no-fault coverage. I anticipate the question to come up at our April 4 meeting of the Board of Trustees. Could you provide us a proposal for the coverage? **Sure can. We would need the above application completed and don't think it takes much time to quote either.**

**I don't know if you are aware or not but there is detailed sewer back up program on the LWM website go to:**

[www.lwmmi.org](http://www.lwmmi.org)

**Resources**

**Sewer Back Up Program**

**Sewer Back Up Exposure Reduction Program. It's 34 pages long and you may find it useful**

In our 2014 Comprehensive Annual Financial Report, the Village reports 102.43 miles of sanitary sewer mains. We have approximately 110 miles of sanitary sewer main and 5,158 customers. Some of those customers (approx.. 800) are Village of Rothschild residents, but direct customers of our utilities.

These statistics will not have changed significantly in 2015.

We clean approximately 1/3 of our sanitary sewers each year on a rotational basis – with the intention every sanitary sewer main be cleaned once every 3 years.

Not sure there is anything else you need. I will be out of the office until Tuesday, March 29. If you need anything in the interim, feel free to contact Donna Van Swol (Utility Clerk) or Michael Wodalski (Deputy Director of Public Works) in my absence. They have been copied on this e-mail.

Thanks for your assistance.

Keith

[Keith Donner, P.E.](#)

Director of Public Works & Utilities

[Village of Weston](#)

# League of Wisconsin Municipalities Mutual Insurance Application for Extended Sewer Backup Coverage



Please complete the following:

1. Member Name: Village of Weston
2. Does your municipality have a separate storm-sanitary sewer system?  Yes  No
  - a. Does your municipality have a combined storm-sanitary sewer system?  Yes  No
  - b. What percentage of the system is combined? 0 %
3. How old is the system? 55 years old
  - a. The last year that improvements were made to the system? 2012
  - b. What type of improvements were made at that time? Replaced approximately 1.25 miles of Asbestos cement sewer main with PVC. In 2016, the Village will be replacing two (2) lift stations.
4. What is the percentage of annual wastewater treated for:
  - a. Commercial / Industrial users: 46 %
  - b. Residential users: 54 %
5. How many miles of sewer do you have? 105.02 miles
6. How many lift stations do you have? 13 stations
7. Do *all* lift stations have a monitor and alarm system that (Attach a list of exceptions with a description of the issue):
  - a. identify a power failure?  Yes  No
  - b. identify predetermined high water levels?  Yes  No
  - c. are manned or monitored during heavy rain falls?  Yes  No
  - d. are connected to a central station with 24-hour monitoring?  Yes  No
  - e. How often are alarms and monitor systems tested? QUARTERLY
8. Do you have a sewer cleaning and inspection program?  Yes  No
  - a. Is the program formalized with a planned route of inspection?  Yes  No
  - b. What equipment is used to clean and inspect sewers? Cleaning: 2011 Vactor 2100 Plus

## LWMMI Application for Extended Sewer Backup Coverage

- c. How do you document cleaning and inspections? Cleaning is documented in the Village's GIS system as well as the Village's Asset Management Software (Beehive) as the cleaning is completed.
- d. What percentage of the system is inspected each year? 33 %
9. Do you track incidents or claims involving your system when reported?  Yes  No
- a. Do you maintain a log of incidents and claims?  Yes  No
- b. What are your procedures and response plans for reported incidents or claims? An operator serves in a stand-by role 24 hours per day throughout the year. Operators respond to contacts of an answering service. Reports of sewer back-up are investigated by observing the manholes upstream and downstream of reporting location. Sewers are cleaned if necessary to clear any obstructions in sewer main. Other investigation may be needed relative to power outages. Customers normally advised of what is found, and advised to contact utility office for follow-up.
- c. What do you report to your insurance carrier when a claim is filed/presented to you? First report the occurrence of an incident and possibility a claim may be filed. Once a customer submits written claim, information is forwarded.
10. Are back flow preventers required in your community for New Construction?  Yes  No  
Existing Construction?  Yes  No
11. Are grease traps required for restaurants, laundry mats or commercial facilities which produce grease?  Yes  No
12. Do you operate a sewage treatment plant/facility?  Yes  No
- a. If "No", where is effluent sent to for treatment? Rib Mountain Metropolitan Sewerage District and City of Wausau Wastewater Plant
13. Please describe the location and types of known system problems that exist (attach a separate page if needed). **(Problem areas are monitored and cleaned monthly)**
- a. Schofield Ave/Cherry St. and Schofield Ave./Willow Street – flow line of sewer from side streets Cherry and Willow is slightly lower than flow line on main run of Schofield Ave. Would require re-construction of the Schofield Avenue sewer which would be impractical.
- b. Camp Phillips Road and Concord Street – lateral from school discharges directly into manhole. The customer flushes paper towels and wipes into sewer lateral. Customer has been informed of the situation, but difficult to control in dealing with adolescents.
- c. 3606 Concord Ave (near Concord and Aspen Street – Sewer main is shallow and manhole has frozen up at times.
- d. 1<sup>st</sup> manhole east of Old Costa Lane on Schofield Avenue – irregularity in flow line of manhole. Needs to have flow line re-constructed.
- e. Ross Avenue from Maple Street to Alderson – industrial customer has history of creating accumulation of material either from bypass of, or inadequate, pre-treatment system for aluminum extrusion process. Working with customer to make corrections or eliminate waste stream.

## LWMMI Application for Extended Sewer Backup Coverage

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14. How many sewer claims have been presented to you in the past 5 years? \_\_\_\_\_ number  
(The Village has been insured through LWMMI) Total Claimed \$ \_\_\_\_\_  
(for at least the last 5 years. LWMMI should have) Total Paid \$ \_\_\_\_\_  
(access to records)
15. Include a copy of any sewer maintenance program that is in place. **No written program.**  
**Approximately 1/3 of system is cleaned each year. Lift stations are visited M-W-F of each week.**  
**Program for condition assessment of collection system is planned to be adopted in 2016**
16. Comments: Village is working on creating the elements recommended for the Capacity, Management, Operation and Maintenance, (CMOM) program for the utility in 2016. Sewer ordinance to be updated in 2016. Goal is also to perform condition assessment of the interceptor sewers in the collection system in 2016. Need for a rate increase and providing for additional charges for high strength wastes and/or fats oils grease would be part of ordinance update.
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Completed by: Keith E. Donner, P.E. and Michael Wodalski, P.E.

Title/Position: Director of Public Works & Utilities Deputy Director of Public Works

Date: 04 / 15 / 16

**Village of Weston, Wisconsin**  
**Report for the month of April 2016**  
**MONTHLY DEPARTMENT REPORT FROM DEPUTY DIRECTOR OF PUBLIC WORKS**

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**Monthly Department Briefer #2016-04**  
**Michael Wodalski, Deputy Director of Public Works**  
**Monday, May 2, 2016**

**1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.**

- Spring Yard Material Pick Up begins Monday May 2nd.

**2. STRATEGIC PLAN PROJECT STATUS.**

- Strategies for Reduced Energy Consumption.
  - **LED Light Fixtures:** Fixtures are scheduled to be delivered the first week of May and are planned to be installed mid to late May.
  - **Mobile Access/Maintenance Management Software:** Operations staff has received mobile tablets and training has begun on utilizing the asset management software, "Beehive". This coming Monday when Spring Yard Material Pick Up begins staff will be utilizing the software to keep track of those properties that utilize this service. This is the beginning of many other operations where we will be able to obtain better real time data of tasks being completed as well as have better historical records of what was done when.
- Workload and Labor Needs Analysis in Services Division
  - Working with the operations team on projections for operation and maintenance workload for the 2016 construction season. By looking at all of our services divisions as a whole instead of individual groups we should be able to discover opportunities to gain capacity in our tasks and better utilize staff. J Borth, D Behnke, T Skrzypchak, S Osterbrink, K Donner and myself have been getting together once a week to schedule and collaborate on upcoming work. This will be an ongoing task and should provide us better opportunities to utilize our resources.
    - The month of April had a focus on outstanding priorities for the traditional Parks Department. Staff from all traditional silos: Parks, Streets, and Utilities worked together to get the parks ready for use. This included work at the Aquatic Center as well as ROW landscape maintenance such as sealing of concrete bollards and planters and removal of dead shrubs from medians.
- Infrastructure Master Plans
  - Submitted DNR Grant Application for creation of a Pedestrian/Bicycle path along Volkman St and Everest Ave to connect the DCE Jr. High to the path the Village of Rothschild is planning to install along the east side of Volkman St.
  - Draft Capital Improvement Plan is completed, working with K Donner on prioritizing and working through the projects.
  - Street Maintenance Bids for 2016 were opened on April 27<sup>th</sup>. Bids came in slightly under budget overall which is added to the contingency fund. The contingency fund will be used to pay for asphalt paving in areas that "blew up" this spring (Buska St., Leyburn Dr., Christiansen Ave.).

- Vehicle and Equipment Fleet Replacement
  - Staff has begun researching in order to write the specification for the replacement plow truck for 2017. The idea right now is to look at utilizing the versatility of Swaploader technology where there can be multiple equipment packages that can fit on one chassis. This truck would be used as a plow truck in winter, leaf truck in spring and fall and a dump truck at all other times of the year.
  - Staff will begin working on the replacement fleet vehicle for staff use this coming month.
- Policy and Ordinance Development/Revisions
  - Submitted updates of Brush and Yard Material Pickup Policy as well as Snow and Ice Control Policy to D Guild. Will be working on fine tuning that document.
- Wage & Compensation Plan Advancement Guidelines – see item 5.
- Technology Integration
  - As mentioned above with the mobile technology, staff will soon have all mapping and asset information readily available.
- Implement/Improve Outreach/Public Education
  - National Public Works Week is May 15-21 and staff is planning to have several pieces of equipment at the Farmers Market on Saturday the 21st. This should be a great way to engage our public and be able to have face to face interactions to be able to discuss the services we provide and to show them the equipment that is used to provide those services.

### **3. BUDGET AND FINANCIAL PLAN STATUS.**

- CIP is being updated.
- Will be working with J Jacobs in May to go over Fleet Replacement plan with any modifications and updates for 2017.

### **4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.**

- All members of the public works staff, attended an excavation safety class on Friday 4/22.

### **5. PERFORMANCE AND METRICS.**

- Continue to work with K Donner and the Operations Foreman on the Wage and Compensation Matrix. Once completed staff should have a clear picture of what needs to be accomplished in order to move through the steps and grades of the various positions.

### **6. COMMUNITY FEEDBACK**

- Received an email again from a resident on E Jeliensk regarding the traffic calming issues we discussed at PIC last fall. This is an item that is on the PIC agenda for 5/2. A draft policy will be drafted in May and brought back in June for discussion.
- Upon feedback received regarding several street conditions during the spring thaw, the street maintenance plan for 2016 was modified to include the reconstruction of the northern 1/3 mile of Jones

St., as well as the tradeoff of not microsurfacing this year in order to free up funds for asphalt paving repairs on Buska St., Leyburn Dr., and Christiansen Ave.

**7. IDENTIFIED NEEDS.**

- None at this time.

**8. NEW IDEAS & OPPORTUNITIES.**

- None at this time.

**9. MISCELLANEOUS COMMENTS / ISSUES.**

- Spring Yard Material Pick Up is scheduled to begin this Monday, May 2<sup>nd</sup>. This spring a map has been developed which separates the Village into 12 distinct areas, all roughly 1-day worth of work. This is an effort to better communicate the pick up schedule to residents and provide reliable dates regarding when material will be picked up which will increase certainty amongst residents and reduce the number of calls staff receives regarding when pick up will occur on a particular street.
- This spring staff has been noticing that many curb lines around the Village are beginning to deteriorate. There are large sections of curb on the south side of Schofield Ave from Alderson to Birch, Alderson St from STH 29 to Jelinek, along Barbican Ave, and in the Cross Pointe Development, to name a few, where it appears the curb is just disintegrating. In the very near future staff will need to start prioritizing repair of these areas to ensure the integrity of the drainage system and prevent pavement from the added stresses of ponding water. Will need to look at adding curb maintenance funding in 2017.

## April

1. Installation of trees on Gilbreath property by Ross Avenue Launch
  - a. Send in diggers hotline locate week of April 11<sup>th</sup> to get site marked. Tree locations will be marked with wood lathes.
  - b. Trees will either be delivered or we need to pick up the week of April 18<sup>th</sup> at Northwoods Nursery in Rhinelander. 14 trees. Send driver with dump truck or large trailer with straps/tarp.
  - c. Shovels, trees, mulch, bucket truck or skidsteer to unload trees. Cart to move trees to hole locations
2. Remove tree wrap on trees throughout village parks and landscape areas
  - a. No tools needed just garbage bags for wrapping material
3. Replace two butterfly valves and five gear operators at Aquatic Center
  - a. Wrenches to remove old valves and install new valves and gear operators.
  - b. We have the valves, gear operators and bolts for three of the gear operators. Don't have bolts for the gear operators that are in the confined space location. We have not entered this area to determine what size or length is needed.
  - c. Confined space tri-pod and necessary ropes, harness's, etc.
4. Install new anchors in wall of filter tank for auto-fill float pipe
  - a. Need 3/8 stainless steel anchors with washers and nuts
  - b. Hammer drill with 3/8 masonry bit
  - c. 9/16 wrench or socket to re-install mounting bracket
5. Check rafter clamps on all 8 umbrellas at Aquatic Center
  - a. Check for cracking/breakage of all clamps
  - b. Replace bad ones with replacement clamps that we have. We also have new bolts, nuts and rivets.
  - c. Need cordless drill with 3/16 drill bit to drill out rivets, 1/2 inch wrench to remove nut from carriage bolt, hammer and punch to remove old rivets and install new rivets
6. Remove old slide pieces on aquatic center playstructure, install new, cut out top on one piece and file/sand to smooth
  - a. Two replacement slide pieces which we have.
  - b. Jigsaw or sawzall, sand paper, various wrenches and allen/torx wrenches
  - c. Boards/blocks to support slide during/after removal of old pieces
7. Grinding of corrosion on slide towers and check slide and tower bolts
  - a. Grinders with wire wheels and/or flapper wheels
  - b. Wrenches to check bolts
  - c. Cold galvanize spray (we have)
  - d. Lift and/or bucket truck
8. Inspect fiberglass slide surfaces for cracks, chips, etc. Caulk leaking joint.
  - a. Utility knife to cut out cracks, chips and old caulk
  - b. Caulk and caulk gun. (We have both to re-caulk joint)
  - c. Gel coat and hardener (we have), putty knife and place to mix
  - d. Sand paper to sand down after gelcoat has hardened (24 hours)
9. Finish removal of juniper shrubs, remove fabric, edging, level and mulch
  - a. Need loader with 4 in 1 bucket and chain, dump trucks

- b. Scissors, utility knife
  - c. Rakes, shovel
  - d. Let me know if this can take place as I will need to order mulch
10. Wash and seal all planters, bollards and monuments on Schofield Avenue
- a. See if the sealer that we dropped off will go through sprayer?
  - b. If this process will work and I will order additional pails of sealer
  - c. Wash all with tow behind pressure washer. We have a circle cut out of foam that we place in the middle of the planters to keep the dirt from getting blasted out during washing and also to keep sealer out of the soil as to not contaminate.
  - d. Let items dry out properly
  - e. Load up sprayer, generator and sealer and go out and spray planter and bollards
  - f. Will need bucket truck to seal the 8 corner monuments
11. Utilize tow behind pressure washer with new spray gun and nozzle to see if it will remove graffiti from all of the items at Machmueller Park
- a. Truck with pressure washer and new spray equipment.
  - b. I have new graffiti remover on order to try on the metal/rubber table
  - c. If removal does not work with pressure washer we will have to utilize the sand blaster attachment for the pressure washer to remove paint from bathroom and other concrete areas or paint over items like on the restroom doors as we don't want to sandblast those areas
12. Fix hours on park signs
- a. Remove 6 a.m. and change to 5 a.m. All parks signs
  - b. Install two additional signs at park office and change hours on those signs also
13. Install no smoking signs at Aquatic Center
- a. Two posts and driver
  - b. One sign by each entrance to the parking lot
14. Re-install fitness sign at Machmueller Park
- a. Post hole digger and stick to pack in post
  - b. Sign from park shop
15. Straighten out soccer goals at Machmueller, install nets, repair if necessary and stake in place 100 yards apart from each other.
- a. Stakes are available at park shop
  - b. Net will be ordered if necessary
16. Straighten banner pole bases on Schofield Avenue. East of Target entrance and east of Alderson intersection
- a. Loader and level
  - b. Soil to fill in alongside base and stick to pack material
17. Horseshoe pits filled, fixed and leveled
- a. Need to assess each location, may need treated lumber to repair and need patio block to repair Kennedy location
  - b. Material to fill pits is located at Ryan Street, we utilize ball diamond dirt. Probably just need a few buckets worth
18. Install fence ties on all chain link fences where they are missing and or loose
- a. Fence ties are located at Park shop

- b. Pliers to wrap aluminum ties

### **Utility Staff**

1. Replace old ball valves from outdoor shower locations at Aquatic Center
  - a. We have new ball valves and pipe.
  - b. Need torch, solder, flux and pipe cleaning supplies.
2. Install meters, put together restroom fixtures, turn on water and fix leaks. 6 locations.
  - a. Various wrenches, pliers and pipe wrenches
  - b. Flush valves for toilets and urinals for various locations are at park office
  - c. Meter for Kennedy Alderson location and Alta Verde location is at park office.
3. Install meters and backflow preventers, turn on water and fix leaks inside irrigation boxes for all irrigation systems. 12 systems total. 11 are in landscape and 1 at Kennedy Park. Fill systems and see if anything is leaking.
  - a. Various wrenches, pliers, pipe wrenches and meter assemblies (located at Mesker well)
4. Install meters, assemble plumbing, turn on water, fix leaks, test all fixtures (including hot water heaters (3), ice machine) and repair if necessary at Aquatic Center.
  - a. Various wrenches, pliers, pipe wrenches needed.
  - b. Meter are at park office.
  - c. Flush valves for toilets and urinals at park office

### **Shop**

1. Schedule time for Doug to train Dave
2. Weld broken aluminum soccer goal at Kennedy Park
3. Manufacture enclosure for High Pressure Valve behind bathroom in front of Aquatic Center
4. Donation container for disc golf course

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – F.33.**



**Village of Weston, Wisconsin**  
**Report for the month of April 2016**  
**MONTHLY DEPARTMENT REPORT FROM TECHNOLOGY SERVICES DEPARTMENT**

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**Monthly Department Briefer #2016-04**  
**Nathan Crowe, Technology Services Director**  
**Monday, May 2, 2016**

**1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.**

- The new video server is installed at the Aquatic Center. I am meeting with Captain Hull soon to work with EMPD so they are able to access the system. I spoke with Captain Hull already about the system, and he is very excited that we chose to use the same type of system that D.C. Everest uses for video surveillance. I want to thank each of you for approving the funding to get this system working the right way. I also appreciate your patience and understanding after all the issues we had with the past video server.

**2. STRATEGIC PLAN PROJECT STATUS.**

- Beehive Implementation
  - I have sent off a round of updates to Beehive Industries to get implemented into our Homebase module. This module is to be released onto our website once they have finished making the changes I requested. User will be able to access this mapping tool to gather spatial information. For instance, a user could click on their property and get information about when their garbage needs to be out, what leaf pickup area they are in and when they need their leaves and brush out by. They will see where they go to vote, what snow route they are on, who their county supervisor is, and more. I'm also looking to team up with the school district to provide some additional information.
  - The streets crew were all trained on Beehive this last week. I will be going out with some of the crew on Monday and will be showing them how we will use Beehive to keep track of the properties that are using the service. We will be having more training sessions with them on the use of their devices and additional information that can and should be tracked.
- Develop and implement technology training program for employees.
  - During the month of May, we will have a training session with staff on Outlook calendars and OneDrive.
- Implement a simpler point of sale solution at the aquatic center in 2016.
  - This plan element has morphed into a larger project. Aquatic Center Manager Mroczenski was directed by you to have some way of tracking joint pool pass usage at each center. With this added need, we have begun to look into some options in recreation management software. We have now met with 4 different companies, and while we have been impressed with some, the price for these products are hard to justify. Adding to this that we would then need to convince the Rothschild/Schofield pool commission to also make the investment, I brought my concerns to Administrator Guild. He advised that we hold off on doing anything further at the moment. However, this project has again brought up another need that we've discussed here

regularly. The Village does not currently accept any type of credit card or debit card payment at the pool or the municipal center. Nor are we able to accept online payments through our website. I have taken the lead on this project with the help of John Jacobs. We will now be looking for a simple point of sale solution for the municipal center, aquatic center, and possibly the concessions stand in the aquatic center. This system will need to have the ability to accept credit/debit card payments, ApplePay and SamsungPay, as well as online payments. The system will need to integrate with the finance database as well. We have talked with two companies thus far and plan on speaking with several more. Through this data collection, I will then write an RFP to outline our needs. We plan on adding a service fee for these payments to cover the processing costs.

### **3. BUDGET AND FINANCIAL PLAN STATUS.**

- Nothing at this time.

### **4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.**

- Attended the Lumin Leadership Training.
- Attended an event at Wausau Financial that was hosted by the Northeast Wisconsin chapter of the Project Management Institute.
- I have now attended six classes at Sentry Insurance that are held on Tuesday evening from 6-9. These classes are part of a 12 week course on getting a Project Management certification.
- In April I took the following courses on Lynda.com
  - Foundations of Networking
  - Visual Studio 2010 Essential Training
  - Creating and Managing Group Policy for Windows Server 2012

### **5. PERFORMANCE AND METRICS.**

- Nothing at this time.

### **6. COMMUNITY FEEDBACK**

- Nothing at this time.

### **7. IDENTIFIED NEEDS.**

- Nothing at this time.

### **8. NEW IDEAS & OPPORTUNITIES.**

- Nothing at this time

### **9. MISCELLANEOUS COMMENTS / ISSUES.**

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- I have been working on several mapping projects including:
  - Updated Voting maps with the new County Supervisors.
  - A map for the public works department of the sewer interceptors.
  - A map for the Aquatic Center for management purposes.
  - A map for Administrator Guild of the Rothschild utility customers and the zip code boundaries.
  - A map of the new leaf and brush pickup zones.
  - A map for hydrant flushing.
  - Provided Administrator Guild with maps of our Nextdoor neighborhoods and possible meeting locations.
- I have been working on several technology services issues including:
  - Addressing issues with the wi-fi connection in the building.
  - Set up 9 Microsoft Surface tablets for the streets department. They are using them for Beehive mapping and data entry. They also need them to complete their Lynda.com training sessions that I will soon be assigning. Soon, they will also be using them to enter their timesheets in ADP.
  - Configured a new laptop for Administrator Guild.
  - Configuring the new Video Server for recording times, motion detection, alerts for system failures, etc.

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – F.34.**



**Village of Weston, Wisconsin**  
**Report for the month of April 2016**  
**MONTHLY DEPARTMENT REPORT FROM TAXPAYER RELATIONS COORDINATOR**

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**Monthly Department Briefer #2016-04**  
**Taxpayer Relations Coordinator**  
**Monday, May 2, 2016**

**1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.**

- An Evite was sent out as a reminder for the Village's 20-year anniversary on March 11<sup>th</sup>, and we are asking for RSVP's to be submitted by Saturday, March 5<sup>th</sup> as we need to turn in a count to Weston Lanes on Monday, March 7<sup>th</sup>.

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**2. STRATEGIC PLAN PROJECT STATUS.**

- The May/June edition of The Weston Wire is being delivered the first week of May.
- Continuing to reach out to residents encouraging them to sign up for This Week in Weston, Facebook, and NextDoor.

**3. BUDGET AND FINANCIAL PLAN STATUS.**

- Continuing to work with businesses to advertise in Weston Direct to offset the newsletter costs. Also working with Sun Printing to revise the layout and design for more cost efficiency.

**4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.**

- Working with the Planning and Development department on Code violations and compliance. Also working with the Street Department informing residents of Leaf/Brush pickup and the water main flushing.
- Continuing to work with Heather on social media notifications.

**5. PERFORMANCE AND METRICS.**

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**6. COMMUNITY FEEDBACK**

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**7. IDENTIFIED NEEDS.**

- None at this time.

## **8. NEW IDEAS & OPPORTUNITIES.**

- Working with Daniel and the Idea Charter School on Weston becoming a Sister City.

## **9. MISCELLANOUS COMMENTS / ISSUES.**

- Continuing to work with Dave Anderson Photography in getting staff and committee members new or updated photos taken.
- Working on a list of fines/penalties that are given to residents that “cannot” be put on the tax role if they go unpaid.
- Working with Sherry to promote committee openings through Social media. It was also posted on the Village’s website and on Facebook.
- Created, put together, and distributed articles for “This Week in Weston”.
- Continuing to work with Code Enforcement and Nuisance Issues and closing out violation properties that have come into compliance.
- Put together the Community Life & Public Safety Committee Packet for the April meeting, clerked the April 25<sup>th</sup> meeting and prepared the minutes.
- Continuing to update and provide information, and feedback regarding Village activities, projects, events, activities/socials, etc. through our social media avenues including the Website, Facebook, and This Week in Weston, NextDoor, and Twitter.
- Reached out to Nationally Speaking Inc. as to who they would recommend as a speaker with regards to Public Service, Building Communities, and Servant Leadership.
- Village of Weston apparel for the new employees and staff members has come in and been distributed.
- Participated in the Lumin Training.
- There are over 180 Rummage Sale Applicants for the Village Wide Rummage sale which being held May 6-7.
- The Farmer’s Market begins on Saturday, May 7<sup>th</sup> at 8:00 am.
- Worked with Heather and staff in putting together the Village of Weston Booth at the Business Expo.
- Attended the Grand Opening/Ribbon Cutting Ceremony for Kwik Trip.

**Village of Weston, Wisconsin**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 2, 2016**

**MEETING PACKET COVER SHEET**  
**AGENDA ITEM – G.36.**



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

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

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ITEM DESCRIPTION: **PURCHASE AND INSTALLATION OF A VARIABLE FREQUENCY DRIVE FOR THE MAIN CIRCULATION PUMP AT THE AQUATIC CENTER**

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DATE/MTG: **BOARD OF TRUSTEES, MONDAY, MAY 2, 2016**

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POLICY QUESTION: Should the Board of Trustees approve the purchase and installation of a Variable Frequency Drive on the main circulation pump at the Aquatic Center?

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RECOMMENDATION TO: I make a motion to approve the purchase of a Variable Frequency Drive for the Aquatic Center from Linder Electric for the cost of \$2,546.00 and installation by Refrigeration Control and Design at a cost of \$5,284.00. Total \$7,830.00

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LEGISLATIVE ACTION:

- |   |                                    |                                       |
|---|------------------------------------|---------------------------------------|
| <input 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 checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution   |
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FISCAL IMPACT ANALYSIS:

- Budget Line Item: \_\_\_\_\_
- Budget Line Item: \_\_\_\_\_
- Budgeted Expenditure: \_\_\_\_\_
- Budgeted Revenue: \_\_\_\_\_
- 
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STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: \_\_\_\_\_
- WI Administrative Code: \_\_\_\_\_
- Case Law / Legal: \_\_\_\_\_
- Municipal Code: \_\_\_\_\_
- Municipal Rules: \_\_\_\_\_
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PRIOR REVIEW: Staff review.

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BACKGROUND:

Earlier this year staff took our four circulation pumps in for their bi-annual service. We knew that we had an issue with the wiring on the main motor due to the issue that took place near the end of our season last year but we were quite surprised that there were significant issues with all four motors. The pump plates on all four motors had corrosion issues and the main circulation pump had an issue with the windings being burnt. The fix for the main motor would be to rewind the motor but that is not a financially sound move on a 17-year-old motor. Staff has decided to proceed with repairs to the motor plates that will last a year or two as we don't have any other options at this point. New motor plates are not available for up to 7 weeks which, is not a possibility at this point. The cost to clean, turn and sleeve each motor plate is \$260.00 for a total of \$1,040.00. These motor plates will need to be replaced in the next couple of years but we will need to budget to replace them. The plan would be to replace with bronze plates if possible or we may have to budget for entire

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pump assemblies. The motor issue is more substantial. We are planning to replace the 40 horse power motor for a cost of \$1,320.00 plus an additional \$1,000.00 for plug in connectors. Staff feels that since we are going through with the replacement of the motor that it would be a good time to install a variable frequency drive to improve the efficiency of this pump. We currently run this pump/motor assembly at full speed 24 hours a day for the entire length of the season because we have no way to slow the motor down. To adjust the output of the motor to get the proper flow rate we currently turn a butterfly valve down to approximately ¼ open. This is not an efficient way to provide the necessary flow rate for the pool. With a Variable Frequency Drive we would be able to slow the motor down to achieve the proper flow rate. This will be better for the motor and better for the pool piping. When we start the motor up now it automatically runs at full speed. Each time we turn the motor on it also has an impact on the pool piping. Staff is concerned that the pool piping is going to come apart due to the impact of starting this pump. To date we have only had one joint blow apart due to the impact of starting the motor up but as the pool piping ages the possibility of this happening increases. The main advantage to adding a VFD is the cost savings of operating the motor. Since the motor is turning at a slower rate it uses less electricity. We will also be able to slow the motor down even more overnight once we complete our state required turn overs of the water in the pool. At this point the motor will be running just enough to keep the filter media attached to the filter covers. The cost to purchase a VFD is \$2,546.00 and installation will run another \$5,284.00. I have reviewed the options with Scott Tatro for all items.

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

## Shawn Osterbrink

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**From:** hoopsnhomers <hoopsnhomers@aol.com>  
**Sent:** Thursday, April 28, 2016 7:52 AM  
**To:** Shawn Osterbrink  
**Cc:** Bob Rohde  
**Subject:** RE: WESTON POOL SHAWN 40HP VFD

**Importance:** High

Hi Shawn,  
Stan got back to me.  
Complete install including.  
CONTROLS, WIRING, ENCLOSURE PANEL, COMMISSION THE DRIVE, PRESSURE, GPM,  
VACUUM, ALARM, SENSORS & LABOR.  
\$5284.00

Questions, please advise.  
Tx  
Bob Rohde  
Linder Electric Motors  
HVAC Hydronic Division

Again if you want to meet me across town I can show you them installed and the display of them.

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**From:** Bob Rohde [mailto:hoopsnhomers@aol.com]  
**Sent:** Monday, April 25, 2016 7:30 PM  
**To:** Shawn Osterbrink <sosterbrink@westonwi.gov>  
**Cc:** 'Bob Rohde' <hoopsnhomers@aol.com>  
**Subject:** WESTON POOL SHAWN 40HP VFD  
**Importance:** High

Hi Shawn,

Here is the vfd information for the 40hp pool pump.

I've attached the pay back calculator to see what your savings may be, just fill in the blanks.

1-VACON0100-3L-0061-5-FLOW-R02+IP54+SRBT

\$2546.00

+ a little ups

1-2 days

I have many many of these out in the area Shawn like Crystal Finishing, Aspirus, Merrill Iron & Steel, U.W.Marathon Campus and others, the biggest "3" though like your application are at the Wausau Waste Water Treatment Plant. Three VACON0100 100HP.....

Pay attention to pages 13.14.15,16 & 18 in the presentaion packet.

This is the ONLY VFD out there that you can view at all times "9" differencnt parameters of what is going on in your system at once, you'll like that portion especially.

In fact Shawn, if you want I can get you over to the Wausau Waste Water plant and see the 100hp vfd's in operation to see the displays that they monitor.

I'm getting a number from Stan for you for the install and also I have a demo unit I can show you if you want to see before hand.

Please advise,

Thanks,

Bob

## Payback Calculator for AC Drives Used on Fans & Pumps

(Enter data only in the blue highlighted boxes)

Enter the Centrifugal Fan / Pump Horsepower rating  40  
 This is the Full Power Rating in kilowatts 29.8

Enter the Cost of Electricity per KWH in Dollars (e.g. \$.04)  \$ 0.06

Enter the Hours per day of Operation  24  
 Cost of Full Speed Line Operation (per day) \$ 39.39  
 Cost of Full Speed Line Operation (per year - 260 day) \$ 10,241.09  
 Cost of Full Speed Line Operation (per year - 365 day) \$ 14,376.91

### Outline a Variable Speed Profile

Enter the # of hours per day at the noted percent speeds:

0
0
0
0
0
0
24
0
0
0
0
0
0

% Speed	Power Required	Cost of Power
100%	0 \$	-
90%	0 \$	-
80%	0 \$	-
75%	0 \$	-
70%	0 \$	-
60%	0 \$	-
50%	90 \$	4.92
40%	0 \$	-
30%	0 \$	-
25%	0 \$	-
20%	0 \$	-
10%	0 \$	-
	90	

For a fair comparison make sure this number = the hours per day entered above:  24

Total Cost of Power (per day) \$ 4.92  
Power Saved per day (kWH) 627  
Cost Savings per Day \$ 34.47  
Cost Savings per (260 day) Year \$ 8,960.95  
Cost Savings per (365 day) Year \$ 12,579.80

Carbon Dioxide Savings (Canada)	
Enter Canadian Provincial Code	<input type="text" value="YT"/> YT
CO2 Saved per day (kG)	479
CO2 Saved per 260 day year (Tonne)	125
CO2 Saved per 365 day year (Tonne)	1750

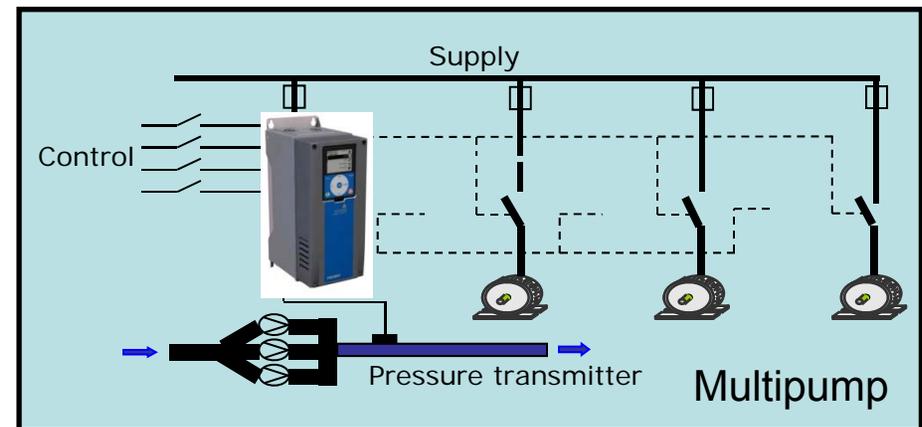
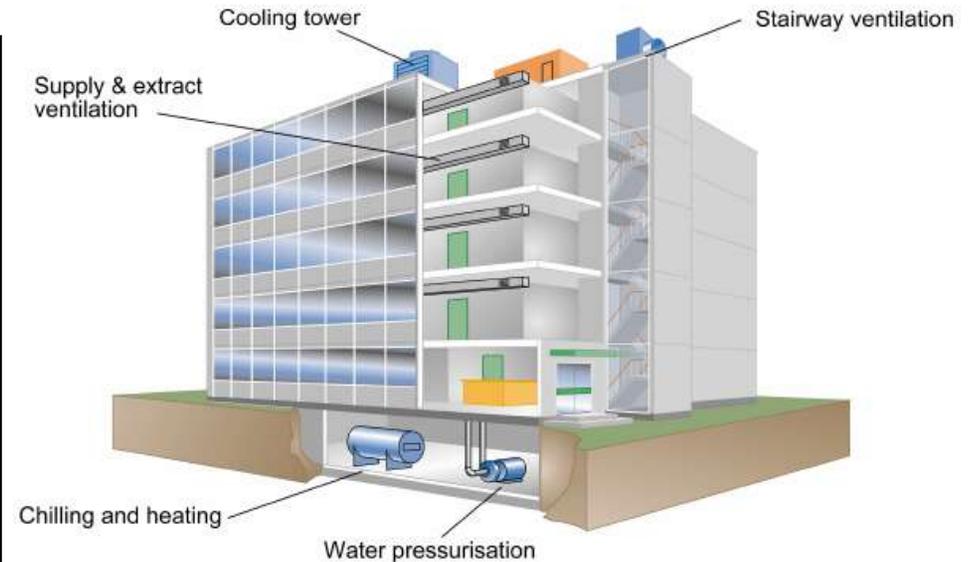
Enter the Initial Cost of Your AC Drive plus Installation (if known)  \$ 7,830.00

Payback (in years) Based on 260 Days Operation per Year 0.9  
 Payback (in years) Based on 365 Days Operation per Year 0.6

Note: CO2 savings are based on the provincial standards generated by MNR Canada, listed in the sheet entitled "Provincial Cross Reference"

# HVAC functionality

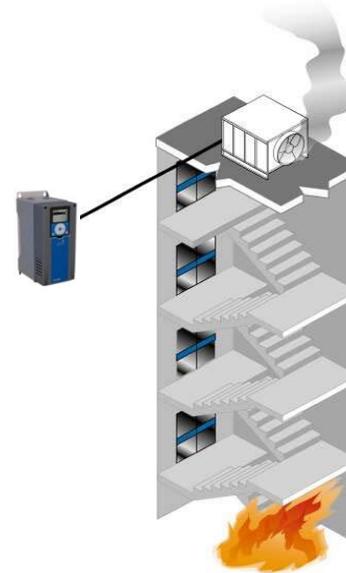
- Start / stop and reference.
  - 4 control places keypad, fieldbus, I/O
    - Keypad
    - Fieldbus
    - I/O A
    - I/O B
  - Independent start stop and reference sources.
- 2 X PID controller
  - 2 zone PID controller for process control
  - Can be used as external PID
  - Feedforward improves the process response
- Process supervision
  - Individual supervision for each PID
  - Programmable for high and /or low limit
  - Alarm or fault with programable delay
- Multipump
  - One drive controls the process with several pumps /fans



# HVAC Functionality

- Fire mode
  - Activated in case of fire in a building
  - Typically used with ventilation systems
  - Drive keeps running even if certain faults or alarms are detected.
  - Human safety is more important than the equipment
  - Reference through PID or Preset Frequency
  - Drive out of warranty mode.

**NOT READY**



- Sleep Mode
  - Drive is put into sleep mode when no demand from process for a defined time "Sleep Delay".
  - Drive wakes automatically when process feedback passes through the wake up level.

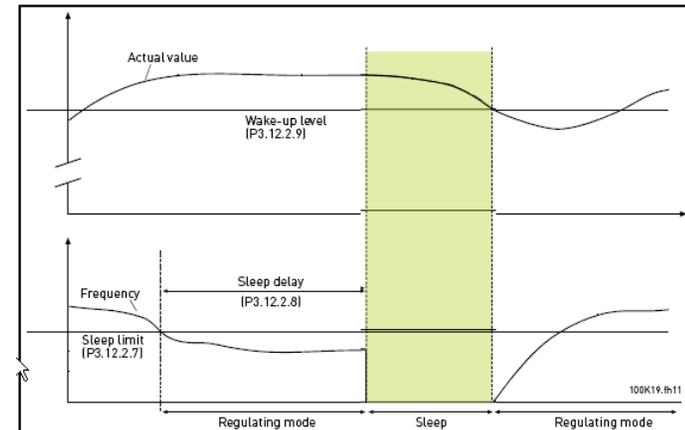
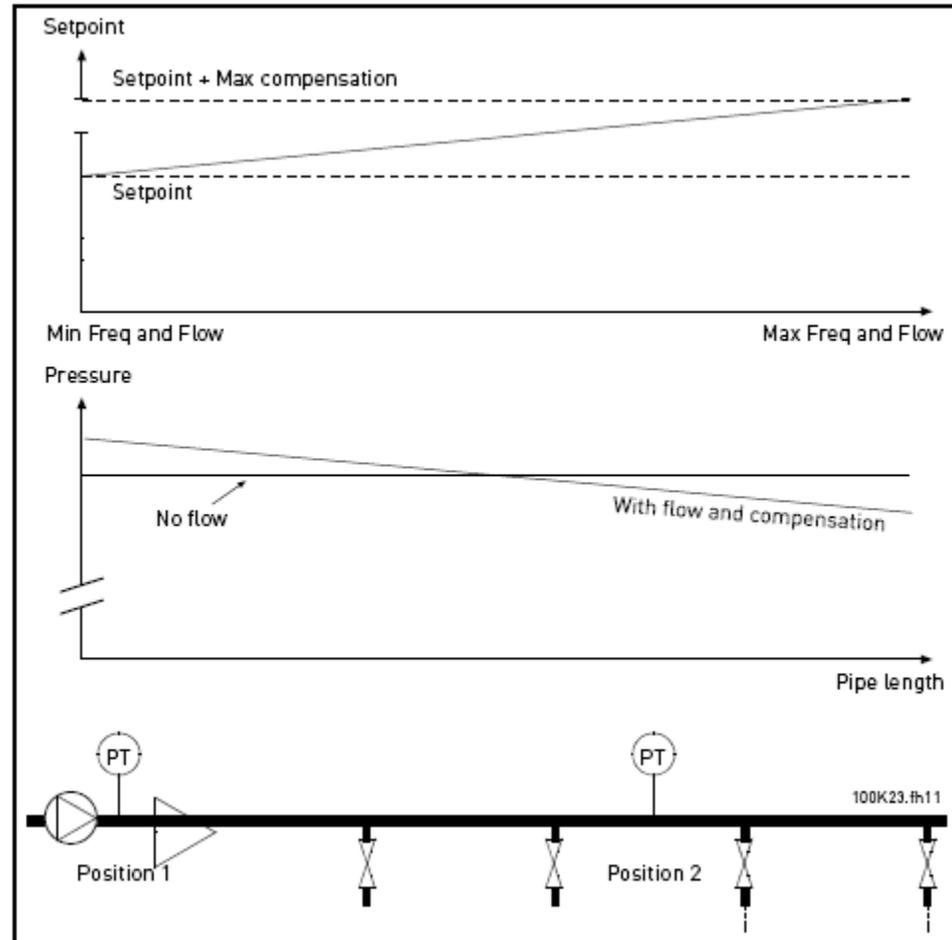


Figure 16. Sleep limit, Sleep delay, Wake-up level

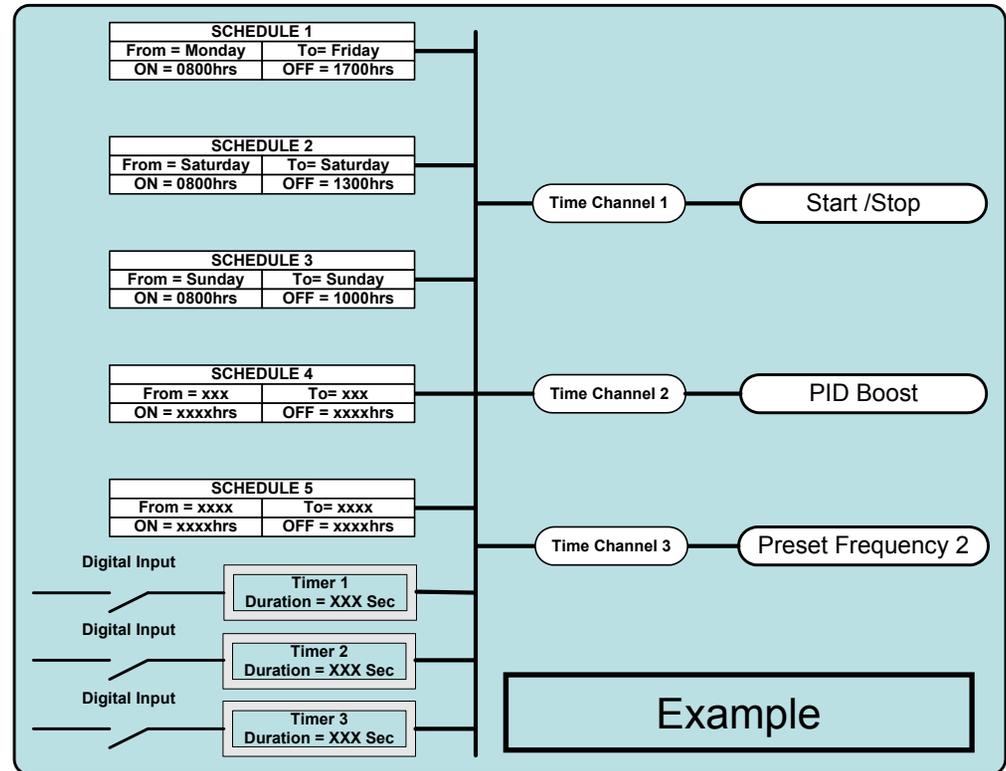
# HVAC functionality

- **Pressure loss compensation**
  - Pressure transducer is at **position1**, just after the pump
  - Pressure remains constant when no flow
  - With flow, pressure drops at **position 2**.
  - Pressure at **position2** can be kept constant by compensating setpoint as a function of flow.



# HVAC Functionality

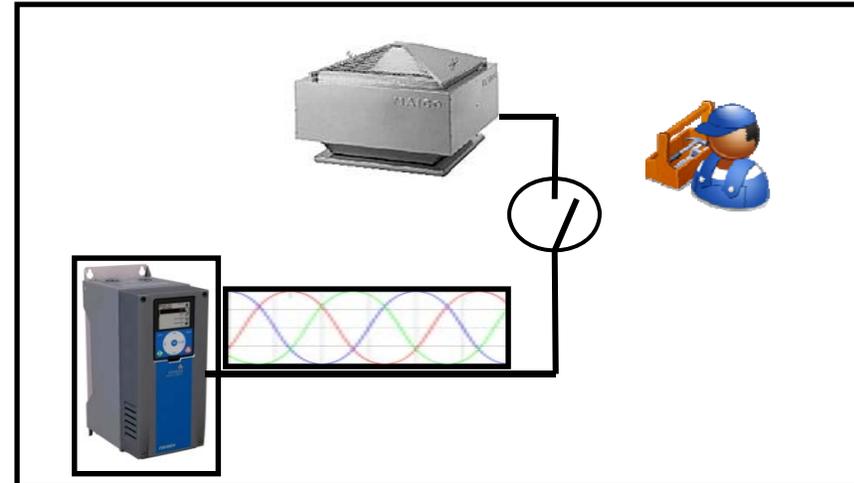
- Calendar based scheduling of the process
  - Five programmable schedules based on real time clock calendar
  - Three programmable timers
  - Three time channels represented same like digital inputs
  - Time channels can be connected to functions
  - Schedules and timers can be connectd to the same time channels



## HVAC Functionality

- Flying start
  - Drive catches the frequency of a running fan smoothly
  - Motor switch ride through enables connect/disconnect the motor during operation.

**NOT READY**



- Automatic fault reset
  - Certain faults are resetted automatically for defined number of **trial times** within defined time without disturbing the process.

# Keypad, menu structure



<b>Quick setup</b>	
<b>Monitoring</b>	Monitoring values Multi-monitoring
<b>Parameters</b>	
<b>Diagnostics</b>	Active faults Fault history Total counters Trip counters Software info Application info Hardware info Statistics
<b>I/O and hardware</b>	Basic I/O Slot D Slot E Real time clock Power unit HMI communication Keypad RS-485 Ethernet
<b>User settings</b>	Language Application Startup wizard Security Parameter backup Compare parameters
<b>Favourites</b>	