



Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

This regular meeting of the Village of Weston Board of Trustees, composed of seven (7) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston, on **Monday, June 6, 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 E Everest Street Connection for the Ridgeview Subdivision project to PGA, Inc.
7. Approve Ordinance No. 16-030 an amendment to repeal Chapter 50 Nuisances and amend and recreate the same.
8. Approve a professional services contract with Water Technology, Inc. for as assessment of the existing aquatic center facilities.
9. Approve Operator Licenses Renewals.
10. Approve payment of expenditures – Voucher #43506 – 43599.
11. Approve Board of Review Minutes from May 16, 2016.
12. Approve Board of Trustee Minutes from May 16, 2016.
13. Items Removed from Consent (if any).

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

14. Community Life, and Public Safety (per Schuster/Hodell).
15. Community Development Authority (per White/Guild).
16. Finance (Per Berger/Jacobs).
17. Parks and Recreation (per Ostrowski/Osterbrink).
18. Personnel (Per Porlier/Weinkauff).
19. Plan Commission (Per White/Higgins).
20. Property & Infrastructure (Per Ziegler/Donner).
21. Zoning Board of Appeals (Per Higgins).
22. SAFER Fire Commission.
23. SAFER Board of Directors.

F. Reports from Departments

24. Clerk.
25. Fire & EMS.
26. Finance.
27. Parks & Recreation.
28. Planning & Development.

29. Police.
30. Public Works & Utilities.
31. Technology Services.
32. Village Relations.
33. Department Directors may be dismissed following reports.

G. Regular New Business

34. Approve a 3-month license renewal for Colonial Gardens Mobile Home Park (license to expire on October 4, 2016).
35. Approve a 3-month license renewal for Stillwater Landing Mobile Home Park (license to expire on October 4, 2016).
36. Approve a 3-month license renewal for Weston Manor Mobile Home Park (license to expire on October 4, 2016).

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 action 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, June 20, 2016.

- Board of Review scheduled to meet on Tuesday, June 14th at 4:00 p.m.

M. Adjourn.

WITNESS: My signature this 3rd day of June 2016.

Sherry Weinkauf
Village Clerk

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 06/03/2016 @ 2:15 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center at 715-359-6114, by 2pm the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.6.



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

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

**ITEM DESCRIPTION: RECOMMEND AWARD OF E EVEREST STREET CONNECTION TO
RIDGEVIEW SUBDIVISION PROJECT**

**DATE/MTG: PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, JUNE 6, 2016
VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, JUNE 6, 2016**

POLICY QUESTION: Should the Property and Infrastructure Committee/Village Board recommend/award the E Everest Street Connection to Ridgeview Subdivision Project to PGA, Inc. for a total bid price of \$96,670.00?

RECOMMENDATION TO: I make a motion to recommend/award the E Everest Street Connection to Ridgeview Subdivision Project to PGA, Inc. for a total bid price of \$96,670.00.

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:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Budget Line Item: | CIP: Connect Ridgeview Subdivision to E Everest Avenue |
| <input type="checkbox"/> Budget Line Item: | |
| <input checked="" type="checkbox"/> Budgeted Expenditure: | \$77,000 total project (\$60,000.00 CIP; \$12,000 Water; \$5,000 Stormwater) |
| <input type="checkbox"/> Budgeted Revenue: | |
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- | | |
|--|-----------------------------|
| <input checked="" type="checkbox"/> WI Statute: | 61.54: Public Works Bidding |
| <input type="checkbox"/> WI Administrative Code: | |
| <input type="checkbox"/> Case Law / Legal: | |
| <input type="checkbox"/> Municipal Code: | |
| <input type="checkbox"/> Municipal Rules: | |
-

PRIOR REVIEW:

Project was approved at the 8/3/2015 Meetings of the Property & Infrastructure Committee and Board of Trustees

BACKGROUND:

In an effort to improve connectivity in the Village and eliminate one existing and one proposed cul-de-sac, Village staff had recommended that when the time came to complete the Ridgeview Subdivision that the connection to E Everest Ave be made. This recommendation was approved in August 2015 by the Board of Trustees.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Bid Recommendation from MTS; Bid Tab; Page from Budget Book; 8/3/15 Meeting Minutes; RFC from KED on 8/3/2015

Village of Weston Wisconsin
PROPERTY & INFRASTRUCTURE COMMITTEE/VILLAGE BOARD BRIEFER
Michael Wodalski; Deputy Director of Public Works

Date: Monday, June 6, 2016

Re: E Everest Street Connection to Ridgeview Subdivision

1. Policy Question:

Should the Property & Infrastructure Committee/Village Board of Trustees recommend/award the E Everest Street Connection to Ridgeview Subdivision Project to PGA, Inc. for a total bid price of \$96,670.00?

2. Purpose:

The purpose of constructing the construction project is to provide additional connectivity for the Village's potable water system as well as the street system. The connection of the street will eliminate the cul-de-sac at the end of E Everest Ave as well as prevent a cul-de-sac from being built at the end of Tower Ridge Pl.

3. Background:

Attached is the Request for Consideration from Director Donner from the meetings in August of 2015 which laid out a lot of the historical information regarding this subdivision and the Complete Streets Policy that was adopted by the Village of Weston.

In addition to the information included in Director Donner's report from 2015, Denyon Homes has begun construction on the remainder of the subdivision last fall and this spring. Currently their contractor is repairing bad areas in the road where the clay sub-base has pushed through and into the base course and that material is being replaced with breaker run and then new base course. The street is currently prepped for curb and gutter to be poured, likely the week of June 6th. The remainder of the street will be completed throughout the summer.

4. Issue Analysis:

The main issue at hand is awarding the contract which came in over budget, as such discussion on the issue is in section 5. Fiscal Impact.

5. Fiscal Impact:

The Village of Weston had budgeted \$77,000 for the total project, split between \$60,000 from the CIP, \$12,000 from the Water Utility and \$5,000 Stormwater Utility. The project bid tab is attached, but in summary the bids received were:

Contractor	Street Costs	Water Costs	Storm Costs	Total Costs
PGA	\$77,870.00	\$12,320.00	\$6,480.00	\$96,670.00
James Peterson	\$70,782.84	\$19,390.61	\$7,465.07	\$97,638.52
Switlick	\$87,202.50	\$15,422.00	\$7,608.00	\$110,232.50

PGA was the low bidder with a total project cost of \$96,670.00. As compared to the budget, the water costs were fairly close with only a \$320 deviation and the storm sewer costs were also within the same ballpark

with a difference of \$1,480. The area that was off the mark the most was the street costs which came in \$17,870 over budget. As noted in the bid letter furnished by MTS Consulting Engineers, the likely overages for street costs are due to the small quantities of traditional bid items which led to higher than typical quantity prices.

In order to make up for the overages, staff is recommending that some of the savings from the grant the Village received for the LED Street Lighting be applied to cover the extra costs on this project. The street lighting project received a \$75,000 grant and as such, has created a roughly \$65,000 cushion in the CIP fund for 2016 (cushion is less than the \$75,000 grant due to the project coming in roughly \$10,000 over initial estimate). It appears that the CIP budget is able to absorb the extra \$17,870 in that \$65,000 savings from the street light conversion project.

6. Statutory Reference:

Wis. Stat. § 61.54 describes the requirements for public works bidding, in which this project was required to be bid as it exceeded the \$25,000 threshold.

7. Prior Review:

- 8/3/2015 Property and Infrastructure Committee Meeting
- 8/3/2015 Village Board of Trustees Meeting

8. Attachments:

- Bid Recommendation from MTS
- Bid Tab
- Page from Budget Book
- 8/3/15 PIC Meeting Minutes
- 8/3/15 BOT Meeting Minutes
- 8/3/15 Request for Consideration from Director Donner

9. Policy Choices:

- 1) To recommend the contract be awarded to PGA Inc.
- 2) To recommend the bids be rejected and the project be rebid
- 3) To recommend the project not be constructed at this time

10. Recommendation:

I recommend the project be awarded to PGA Inc. with the overages in costs being paid for by the savings from the LED Street Lighting Project.

11. Legislative Action:

I move to recommend/award the project to PGA Inc. for a total project cost of \$96,670.00 with any project cost overages being paid for by the savings from the LED Street Light Project.



Marathon Technical Services LLC
404 Franklin
Suite 1
Wausau, WI 54403

Consulting Engineers
Municipal Infrastructure, Site Design and Commercial Building Design

2016-05-31

Mr. Keith Donner
Village of Weston
5500 Schofield Ave.
Weston, WI 54476

RE: Tower Ridge Place – Crestridge Drive to East Everest Ave.

Dear Mr. Donner,

On behalf of the Village we collected bids on the proposed 300 foot street connection between the Ridgeview Subdivision and the existing East Everest cul de sac. On May 26, 201 three bids were submitted and read aloud in the Village Board Room. We checked all extensions and found no errors, the bid totals were correct as read, ranging from \$96,670 to \$110,232.50. A copy of the bid tabulation is attached.

The low bidder is PGA Inc., in the amount of \$96,670.00.

In 2014 and 2015 when the planning for the completion of the Ridgeview subdivision was on going, we had a budget estimate of \$65,000 for this street connection. After completing the final plans our pre-bid opinion of the construction cost was \$92,362.50. While the basic scope of the project did not change, there were a number of minor changes that have added to the cost (a 50% increase in CABC thickness, sidewalks and street trees for example). In addition to the detail changes the project does not fit well for many of the typical general sewer/water/street contractors. There is very little pipe work for the typical municipal infrastructure contractor, so the response was low. There is more concrete and blacktop work, but those contractors are more often subcontractors and not prime bidders. The quantities of concrete work are limited, so unit prices are a bit higher than typical for a larger project.

We would recommend award of the project to the low bidder PGA Inc.

Please contact us if there are any questions. We will prepare contract documents after an award of the project.

Sincerely;

Mark W. Thompson

Cc: Michael Wodalski

DEMOLITION				PGA		JPS		Switlick		Pre-Bid	
ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL PRICE						
1	Remove curb/gutter & haul to Ryan St Approx 425 lin. Ft.	Lump Sum	1	1200.00	1,200.00	302.15	302.15	1000.00	1,000.00	850	850
2	Remove concrete driveway apron & haul to Ryan St Apprx 35 sq. yds.	Lump Sum	1	400.00	400.00	12.56	12.56	250.00	250.00	300	300
3	Remove Bituminous pave. & haul to Ryan St. Approx 1,100 sq. yds.	Lump Sum	1	1100.00	1,100.00	946.68	946.68	1500.00	1,500.00	700	700
4	Remove CABC & haul to Ryan St. Approx. 250 cu. Yds.	Lump Sum	1	2000.00	2,000.00	3050.25	3,050.25	1500.00	1,500.00	750	750
5	Clear & Grub Approx. 600 sq. yds.	Lump Sum	1	1200.00	1,200.00	1000.00	1,000.00	2500.00	2,500.00	500	500
6	Abandon type 3 inlet box	Lump Sum	1	500.00	500.00	200.00	200.00	500.00	500.00	200	200
7	Abandon 1" water service (close corp & remove box)	Lump Sum	1	200.00	200.00	350.00	350.00	400.00	400.00	2000	2,000.00
Demolition - Subtotal					6,600.00		5,861.64		7,650.00		5,300.00

WATERMAIN											
ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL PRICE						
1	14X8 Full Band SS Tapping Saddle	Ea.	1	2000.00	2,000.00	3332.25	3,332.25	2500.00	2,500.00	2500	2,500.00
2	8 inch valve w/ box	Ea.	1	1600.00	1,600.00	1572.50	1,572.50	1800.00	1,800.00	1800	1,800.00
3	Furnish & Install 8" DI watermain w/granular bedding & intial backfill	Lin. Ft.	193	40.00	7,720.00	74.02	14,285.86	54.00	10,422.00	60	11,580.00
4	Performance testing (pressure, continutiy & bac-t)	Lump Sum	1	1000.00	1,000.00	200.00	200.00	700.00	700.00	1000	1,000.00
Watermain - Subtotal					12,320.00		19,390.61		15,422.00		16,880.00

STORM SEWERS											
ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL PRICE						
1	Replace Type 3 inlet box with ST MH 32 w/ fr& cov	Lump Sum	1	1200.00	1,200.00	1415.39	1,415.39	1600.00	1,600.00	2500	2,500.00
2	Furnish & install type 3 inlet box	Ea.	2	1000.00	2,000.00	1067.93	2,135.86	1800.00	3,600.00	1300	2,600.00
3	Furnish & Install Type H frame & Cover	Ea.	2	1000.00	2,000.00	688.75	1,377.50	500.00	1,000.00	700	1,400.00
4	Furnish & Install 12" RCP catch basin lead	Lin. Ft.	32	40.00	1,280.00	79.26	2,536.32	44.00	1,408.00	60	1,920.00
Storm Sewers - Subtotal					6,480.00		7,465.07		7,608.00		8,420.00

SITE WORK											
ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL PRICE						
1	Furnish & Install Silt Fence	Lin. Ft.	350	3	1,050.00	2	700.00	2	700.00	2.5	875.00
2	Furnish & Install Tracking Pad	Ea.	1	1000.00	1,000.00	800.00	800.00	700.00	700.00	1500	1,500.00
3	Furnish & Install Type C Inlet Protection	Ea.	2	40.00	80.00	30.00	60.00	50.00	100.00	150	300.00
4	Furnish & Maintain Traffic Control	Lump Sum	1	750.00	750.00	500.00	500.00	7000.00	7,000.00	500	500.00
5	Sawcut Exist. Pavement and Curb and Gutter	Lin. feet	75	4.00	300.00	3.00	225.00	4.00	300.00	5	375.00
6	Shape to subgrade	Per Sta.	3.00	1500.00	4,500.00	500.00	1,500.00	2500.00	7,500.00	1000	3,000.00
7	Furnish & Install EBS	Cy. Yds.	40.00	45.00	1,800.00	12.85	514.00	25.00	1,000.00	25	1,000.00
8	Furnish & Install 1.25 inch dense CABC 12" thick	Cu. Yds.	450	20.00	9,000.00	20.50	9,225.00	24.00	10,800.00	20	9,000.00
9	Furnish & Install 24" concrete curb and gutter	Lin. feet	610	16.00	9,760.00	15.75	9,607.50	14.00	8,540.00	10	6,100.00
10	Furnish & Install 3-LT58-28S Asphalt Binder Course,	Tons	90	78.00	7,020.00	79.44	7,149.60	76.00	6,840.00	85	7,650.00
11	Furnish & Install 3-LT58-28S Asphalt Wear Course,	Tons	85	78.00	6,630.00	79.44	6,752.40	76.00	6,460.00	85	7,225.00
12	Furnish & Install 4" CABC for sidewalk	Cu. Yds.	30	32.00	960.00	37.91	1,137.30	30.00	900.00	30	900.00
13	Furnish & Install 6" CABC for driveway apron &	Cu. Yds.	15	32.00	480.00	37.91	568.65	30.00	450.00	30	450.00
14	Furnish & Install 4" concrete sidewalk	Sq ft.	2,400	4.80	11,520.00	4.62	11,088.00	4.75	11,400.00	3	7,200.00
15	Furnish & Install 6" concrete sidewalk and drive apron	Sq ft.	575	5.60	3,220.00	5.25	3,018.75	5.50	3,162.50	4.5	2,587.50
16	Furnish & Install 2x3 Iron Detectable Warning Fields	Ea.	2	300.00	600.00	262.50	525.00	350.00	700.00	250	500.00
17	Topsoil, fert, seed, & mulch	Sq yds	2,000	4.5	9,000.00	4.2	8,400.00	5	10,000.00	4.5	9,000.00
18	Furnish & Install street trees	Ea.	6	600	3,600.00	525	3,150.00	500	3,000.00	600	3,600.00
Site Work - Subtotal					71,270.00		64,921.20		79,552.50		61,762.50

Total					96,670.00		97,638.52		110,232.50		92,362.50
--------------	--	--	--	--	------------------	--	------------------	--	-------------------	--	------------------

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

Department/Office: Finance	Budget: Capital Improvements Fund
Program: Capital Projects Funds	Submitted by: Keith Donner/John Jacobs

CAPITAL IMPROVEMENTS FUND
2016 Capital Improvements Program (CIP) Budget – 2017 Financial Plan

PUBLIC WORKS & PARKS

<u>DEPARTMENTS:</u>	<u>Total Cost</u>	<u># of Years Financed</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2015 Estimate</u>
Public Works - New Plow Truck	\$ 166,712	5	\$ -	\$ 41,678	\$ 41,678
Public Works - End Loader with Wing/Plow <i>Additional Portion Funded in Refuse/ Recycling Fund (2015 budget amount = \$64,632)</i>	\$ 48,456	3	-	16,158	16,152
Public Works - Replace Plow Truck #9	\$ 204,230	5	-	42,000	40,846
Public Works - Replace Pickup Truck #59	\$ 32,863	1	-	31,000	32,863
Public Works - Replace Dump Truck #25 <i>100% Funded by Refuse/Recycling Fund (2015 budget amount = \$33,909)</i>	\$ -	5	-	-	-
Parks - Ball Diamond Machine	\$ 22,768	1	-	20,000	22,768
Public Works - Replace Excavator #23 <i>Additional Portion Funded in Refuse/Recycling Fund (2015 budget amount = \$23,500) Additional Portion Funded in Water Utility Fund (2015 budget amount = \$4,700)</i>	\$ 135,105	5	-	18,800	-
Public Works - New Street Sweeper	\$ 176,465	5	-	50,000	35,293
Less: Estimated Trade-In Values on Equipment	\$ -	1	-	(48,370)	-
Parks - Canoe Launch Facility	\$ 147,000	1	-	147,000	147,000
Public Works - Kmiecik Culvert/Bridge Replacement	\$ 65,000	1	-	100,000	65,000
Public Works - Transport Way Reconstruction	\$ 35,000	1	-	-	35,000
Public Works - Schofield Ave./Ryan to CTH J (WDOT invoice balance)	\$ -	1	-	20,629	-
Public Works - Pedestrian Bridge (WDOT invoice balance)	\$ -	1	-	4,017	-
Plow Truck #60	\$ 210,000	5	-	-	-
Snow Blower to replace 1957 Snow Blower	\$ 165,000	3	-	-	-
Parks Mower #143 (11-foot mower)	\$ 55,000	1	-	-	-
Staff Vehicle (Conferences, Meetings, etc.)	\$ 28,000	1	-	-	-
Connect Ridgeview Subdivision to E. Everest Avenue	\$ 60,000	1	-	-	-
(Total = \$77,000; \$60,000 - CIP Fund; \$12,000 - Water; \$5,000 - Stormwater)					
Convert Village-owned Street Lights to LED	\$ 110,000	1	-	-	-
Purchase Lot - Transport Way for Road Connection	\$ 120,000	1	-	-	-
Municipal Center Facilities Assessment Study	\$ 105,000	1	-	-	-
Birch Street Multi-Use Path Extension	\$ 6,215	1	-	-	-
Plow Truck #17 (just Truck Chassis)	\$ 140,000	5	-	-	-
Parks Mower #115 (72-inch mower)	\$ 25,000	1	-	-	-
Parks Walk-Behind Mower #142	\$ 5,500	1	-	-	-
Multi-Purpose Mower/Blower #113	\$ 120,000	3	-	-	-
Parks Zero Turn Mower	\$ 22,000	1	-	-	-
Plow Truck #69	\$ 210,000	5	-	-	-
One-Ton Pickup Truck #21	\$ 22,500	1	-	-	-
Grader	\$ 325,000	5	-	-	-

Village of Weston
Property & Infrastructure Committee Minutes

Meeting: Property & Infrastructure Committee
Date/Time: Monday, August 3, 2015 @ 4:30 p.m.
Location: Village Hall (5500 Schofield Avenue) – Board Room

Members present were Jon Ziegler, Kevin Ostrowski, Neal Adams, and Mark Porlier. John Jensen was absent. Also present were DPW Keith Donner, Michael Wodalski, Jennifer Higgins, Mark Thompson, Hooshang Zeyghmi, Patrick and Cheryl Kelly, Heath Tappe, and Donna Van Swol. Loren White arrived later.

A. Call to Order of the Properties and Infrastructure Committee. Meeting was called to order at 4:32 p.m. by Chairman Ziegler.

B. Comments from the Public on Matter Pertaining to Committee Business. Cheryl Kelly, 4415 East Everest Avenue. Kelly said she had sent an e-mail to the Village Board members on Saturday. She stated she represented the residents on E Everest Avenue. The residents object to connecting Tower Ridge Place (Ridgeview Subdivision) to E Everest Avenue. Kelly did not agree with DPW Donner's recommendation that the Village pay 100% of the connection cost estimated at \$70,000. Kelly made reference to a memo from Mark Thompson of Marathon Technical Service that Denyon Homes is not interested in participating financially in the project. Thompson made reference in the memo that there seems to be fear some residences (and others) may take advantage of a more direct route to Camp Phillips Road and STH 29 causing an increase in traffic. Kelly stated she understood that there are 22 more single family lots to be developed in the subdivision. Kelly said at the completion of the project the subdivision would have ingress/egress at two locations (E. Jelinek Avenue and Von Kanel Street) without making the connection at E. Everest Avenue, and she feels this is sufficient.

Heath Tappe, owner of Denyon Homes, 5309 Schofield Avenue addressed the committee saying he is trying complete the subdivision economically. Tappe made reference to the new "complete streets policy" making the cost go up for this development by about \$4,000 per lot (for the improvements within the Ridgeview Subdivision). Taking on additional expense outside the development will make his development uneconomical.

C. Presentations. None.

D. Approval of Previous Meeting Minutes from 7/6/2015.

**M/S/P Adams/Porlier: to approve the minutes for the meeting of July 6, 2015 as presented.*

E. Consent Items.

1. Approve Water/Sewer Permit LCON-7-15-6102.

**M/S/P Porlier/Adams: to approve water/sewer permit LCON-7-15-6102.*

F. New Business.

1. Ergonomic Analysis Recommendation Related to Work Tasks for Public Works & Utilities. Donner reported Ministry Medical Group (MMG) has reviewed some of the village's procedures. Historically we have simply expected people to adapt to the needs of a job task. The job function test caused us to step back to examine our expectations. As the department prepared for two new hires in November 2014, a job functions test was developed. MMG feels lifting 40 – 50 pounds routinely is all that should be asked. Donner included a spreadsheet describing strategies for each of 10 work tasks that staff does routinely (e.g. lifting a manhole cover, setting a fire hydrant meter, etc.). The general strategy is to first try to eliminate tasks by engineering inappropriate/risky

movements out, second obtain proper tools to minimize risk exposure, and third modify procedures if neither of the first two options can be done. There is a lot of detail in the report that needs to be reviewed by staff and develop proper procedures and reduce potential risks detailed among recommendations.

****M/S/P Porlier/Adams: to recommend to the Board of Trustees to accept the ergonomic analysis and direct DPW Donner to develop/implement policies and procedures consistent with the recommendations.***

2. **Capital Equipment Purchase – Wheeled Excavator.** Wodalski reported this piece of equipment was scheduled to be purchased this year. This equipment will be funded by Refuse/Recycling fund, Capital Equipment fund, and Water/Sewer Utilities. Staff preferred the CAT over the Volvo. We are looking at a 5 year loan on the piece of equipment. The recommendation is to purchase the CAT at a cost of \$311,850.

Dealer	Base Price	Add-Ons	Total Price
FABCO – CAT	\$ 306,350	\$ 5,500	\$ 311,850
Aring – Volvo	\$ 269,500	\$ 35,560	\$ 305,060

****M/S/P Porlier/Adams: to recommend to the Board of Trustees to purchase the FABCO Wheeled Excavator by CAT at a cost of \$311,850.***

3. **FY 2015 and FY 2016 Capital Equipment Purchases.** Wodalski briefly summarized the fiscal year equipment purchases for 2015 and 2016 for the Village, Utilities, and SAFER.

****M/S/P Porlier/Ziegler: to acknowledge the 2015 and 2016 fiscal year capital equipment purchases.***

4. **Approve Plans for Proposed Anastasia Drive.** Donner reported this is off of Shorey Avenue about 1/3 mile east of Heeren Street, formerly known as Carisbrooke Drive. The original proposal for this approximately 70 acres was to be for single family lots known as Carisbrooke Estates. The current proposal is to carve up into some larger lots starting with four lots by certified survey map. It is proposed to include a public street dedication. We are willing to approve a rural street section development. There could be more land divisions as this tract may be developed in the future. There is the ability to get another connection back out to Shorey Avenue and potentially connect to some additional developable land to the east. There would be a cul-de-sac for the time being. The village would not be taking on any additional expense except for additional street to plow.

****M/S/P Ostrowski/Adams: to recommend to the Board of Trustees to accept the plans for the proposed Anastasia Drive.***

5. **Recommend the Plan Commission and Board of Trustees Accept the Proposed Street Right-Of-Way to be Named Anastasia Drive, Conditioned on completion of the Public Improvements in Accordance with the Approved Plans.** Donner reported provided the developer would construct the development according to the plans to recommend to the Plan Commission that the right-of-way for Anastasia Drive be accepted.

****M/S/P Ostrowski/Adams: to recommend to the Plan Commission to approve the proposed street right-of-way to be named Anastasia Drive provided public improvements are completed in accordance with the approved plans.***

6. **Water Main Easement to Rothschild on Foremost Property.** Donner reported the Village of Rothschild has requested an easement so they can install a water main parallel to the railroad tracks on Business Highway 51. This property is owned by the Village of Weston and leased to Foremost Farms. The Village has a municipal well, a water tower, and a small distribution system

on that site serving Foremost and Rib Mountain Metropolitan Sewerage District. About a year ago Donner had discussions with Tim Vergara about a long term plan on how we would serve Foremost Farms with our single well. We have regular maintenance events with this well due to water quality. At this point we are unsure if Foremost is going to continue to rely on water for all of their cooling. Donner thought it was in our best interest to cooperate and grant the easement subject to review by our legal counsel, confirm that it will not interfere with anything on the Foremost property, and Rothschild has a valve on the water main plan to be able to isolate either of their parallel mains and serve Foremost without an extended interruption if Foremost well were out of service.

****M/S/P Adams/Ziegler: to recommend to the Board of Trustees to grant an easement to the Village of Rothschild subject to conditions outlined by DPW Donner.***

7. **Details of Maintenance Responsibility for Schofield Avenue at Schofield / Weston Corporate Boundary (as a clause in future Intergovernmental Agreement).** Donner reported he met with Mark Thout, the new Director of Public Works for Schofield. Schofield asked about some maintenance they proposed on Schofield Avenue west of Normandy Street. The Schofield/Weston corporate boundary map shows Schofield Avenue west of Normandy Street. Informally Normandy Street has always been recognized as the dividing line for Schofield Avenue street maintenance obligations of Schofield and Weston. Schofield has been responsible west of Normandy Street. As a tradeoff Weston has completed the snowplowing on Schofield Avenue going through the intersection west of Business Highway 51 and turning around at the first median break on Schofield Avenue. There are other boundary streets with similar situations (Alderson Street, Pine Street, etc.). It was Donner's hope that we would not address these issues piecemeal but there was a current question of \$14,000 for concrete pavement maintenance on Schofield Avenue west of Normandy Street. Recognizing Normandy Street as the boundary with Schofield takes care of pavement maintenance including curbs and Weston taking care of mainline snowplowing and snow removal. Donner recommended we continue in this way. Schofield has agreed to the status quo and to work towards developing an intergovernmental agreement.

****M/S/P Adams/Portier: to recommend to the Board of Trustees to continue to pursue an intergovernmental agreement with Schofield based on past practices.***

8. **Approval of Plans for Ridgeview Subdivision.** Donner reported the Kelly's had sent an e-mail to the Village Board members outlining the request of the residents. Staff was not provided a copy of this letter. Donner stated some difference of interpretation of Mark Thompson's letter. There is a traffic circle proposed to slow down traffic and hopefully deter traffic. Donner recommends approval of the plans submitted for the Ridgeview Subdivision with the complete streets concept and to make the connection to East Everest Avenue. Portier added the connection is also for public safety. At the last meeting the plans were not clearly approved.

****M/S/P Portier/Adams: to recommend to the Board of Trustees to approve the plans for the Ridgeview Subdivision as submitted.***

9. **Draft Comprehensive Plan Chapter 10 Community Facilities and Utilities.** Donner reported this information was provided for the committee to review for comment. Higgins added this is a 30 year plan and would be reviewed every 10 years. The goal is to approve the entire plan in 2016. This draft came straight from the consultant and at this point staff hasn't made any comments yet.
10. **Draft Comprehensive Plan Chapter 11 Transportation.** Donner reported this information was provided for the committee to review for comment. Higgins added the public official map must go through a public hearing.

G. Reports.

1. **Deputy Director, Public Works.** Wodalski reported the Kmiecik culvert placement likely will be done by the end of the month, chip sealing to start next Monday on the main thoroughfares, work started today on Transport Way, some street valves will be replaced as part of some street maintenance projects in Rothschild, we are currently getting quotes on pavement marking and also corresponding with Kronenwetter on the possibility of borrowing/renting their pavement marking equipment, some grading work has been completed at Yellowbanks Park to make river access easier for canoeing and kayaking, the twin culverts were replaced on River Bend Road, staff connected a footing drain from a home on Warwick Drive that caused severe icing issues last winter.
 2. **Director, Public Works and Utilities.** Donner reported we continue to do follow up on the situation with material plugging the sewer on Ross Avenue downstream of an industrial customer. Included with the meeting materials was a letter from Dennis Helke of Wausau Wheelers he was pleased with the results of pavement patching in Weston for the bicyclists. Also included with the meeting materials was letter to the Editor from Schofield Mayor Hoehn thanking Weston for allowing their detoured traffic to Alderson Street while reconstructing Metro Drive.
 3. **Administrator.** None.
- H. **Communications and Recommendations from Committee Members.** None.
- I. **Set next meeting date and discuss items for next agenda - Tuesday, September 8 @ 4:30 p.m.**
- J. **Adjourn.**

**M/S/P Porlier/Adams: to adjourn at 5:45 p.m.*

Submitted by,

Donna Van Swol
Utility Clerk

VILLAGE OF WESTON

MEETING MINUTES

Meeting of: **BOARD OF TRUSTEES**

Members: **Ermeling {c}, Berger, White, Jaeger, Ostrowski, Schuster, Ziegler**

Location: **Weston Municipal Center (5500 Schofield Ave) – Board Room**

Date/Time: **Monday, August 3 @ 6:00 P.M.**

1. Opening of Session.

- A. Meeting called to order by President Ermeling at 6:00 p.m.
- B. Pledge of Allegiance to the Flag.
- C. Clerk will take attendance and/or roll call.
- D. Request for silencing of cellphones and other electronic devices.
- E. Acknowledgment of visitors if any.

Ermeling called the meeting to order at 6:00 p.m. Present: Ermeling, Schuster, Ostrowski, Ziegler, Jaeger, Berger and White. Administrator Guild, Director of Public Works Donner, Deputy Director of Public Works Wodalski, Clerk Weinkauff, Finance Director Jacobs, Planning and Development Director Higgins, Taxpayer Relations Coordinator Hodell, Chief Sparks and Deputy Fire Chief Savage were also present. There were approximately 30 audience members present.

2. General comments from the public.

Ermeling asked for comments. Cheryl Kelly, 4415 E. Everest Avenue, indicated she was speaking on behalf of all the residents on E. Everest Avenue. She said a letter was submitted to the Village, signed by all the residents, requesting to go on record as opposing the proposed connection of East Everest Avenue to Tower Ridge Place/Ridgeview Subdivision. She referred to a memo from Mark Thompson with MTS indicating Denyon Homes is not interested in participating financially in the connection. The memo also stated the residents expressed an interest in not having the connection because it would cause extra traffic and increased speed through the area. Mrs. Kelly said their concern is for the safety of the neighborhood. They are not a transient neighborhood. Upon completion of the Ridgeview subdivision the residents, even without the connection, would still have two points of access to include Jelinek and Von Kanel. She also said she reviewed the Complete Streets policy and there is no indication that connecting these streets is a big deal. She also talked about the connection causing speeding issues. She commented they enjoy living in the neighborhood and asked the Board to allow them to continue having a cul de sac in their neighborhood.

Heath Tappe, Weston, said he supports the recommendation by staff. He said if the connection is approved, he hopes the Village would be responsible for the costs. They can't pay for any additional expenses outside the current development.

3. Presentations

There were no presentations before the Board.

4. Communications and Committee Reports

- A. Acknowledge receipt of drafted meeting minutes from all standing, non-standing committees.
**M/S/P Schuster/Ziegler: to acknowledge receipt of the drafted meeting minutes from all standing, non-standing committees.*

5. Consent Items for Consideration.

- A. Acknowledge FY2015 budgeted Village fleet replacement purchase and revised FY2016 replacement schedule.
- B. Acknowledge resignation from Jessica Trautman.
- C. Approve the Board of Trustees meeting minutes from July 20, 2015.
- D. Approve the purchase of a new wheeled excavator.

- E. **Approve plans for Anastasia Drive and accept the proposed street right-of-way to be named Anastasia Drive.**
Discussion and action taken below under item 6. *Items Removed From Consent.*
- F. **Approve Alpine Mobile Home Park license conditions of renewal.**
Discussion and action taken below under item 6. *Items Removed From Consent.*
- G. **Approve Colonial Gardens Mobile Home Park license conditions of renewal.**
Discussion and action taken below under item 6. *Items Removed From Consent.*
- H. **Approve Stillwater Landing Mobile Home Park license conditions of renewal.**
Discussion and action taken below under item 6. *Items Removed From Consent.*
- I. **Approve Weston Manor Mobile Home Park license conditions of renewal.**
Discussion and action taken below under item 6. *Items Removed From Consent.*
- J. **Approve the Village of Weston participating with other municipalities to research the possible creation of a regional Premier Resort Area Tax in the Wausau Metro Area.**
Discussion and action taken below under item 6. *Items Removed From Consent.*
- K. **Approve ordinance amendment to Chapter 10 Animals, Article III, Hunting, Section 10.301.**
- L. **Approve the Temporary Class B Beer and Temporary Class B Wine license for the Business PM Event held at Rennes Health and Rehab Center, 4602 Barbican Avenue.**
- M. **Approve the Cabaret/Entertainment Yearly License for The Cozy Hall, 5707 Business Highway 51, Weston.**
- N. **Approve Operator Licenses.**
- O. **Approve Vouchers.**

**M/S/P Jaeger/White: to approve Consent items 5.A to 5.D and 5.K to 5.O.*

6. Items Removed from Consent.

Item 5E - Approve plans for Anastasia Drive and accept the proposed street right-of-way to be named Anastasia Drive.

White said in the documentation there were several options given and that is why he requested to have this pulled out of Consent Items. Higgins said it was worded wrong on the agenda. She said all the plans need to go before the Plan Commission prior to coming before the Board. Donner said the question before the Board should be approving the plans as recommended by staff. The recommendation by the Property and Infrastructure Committee is to approve the plans as recommended by the Director of Public Works, which is a rural street section, with on pavement pedestrian accommodations, street trees would be provided if the lots are cleared, and the other items were outlined in the staff report. He also said staff looked at how the future connectivity would be created. Ermeling asked about creating another cul de sac. Higgins said it would be a temporary cul de sac. A ghost plat has been completed to show the future street extensions. **M/S/P White/Schuster: to approve the plans for Anastasia Drive and accept the proposed street right-of-way to be named Anastasia Drive.*

Item 5F - Approve Alpine Mobile Home Park license conditions of renewal.

Item 5G - Approve Colonial Gardens Mobile Home Park license conditions of renewal.

Item 5H - Approve Stillwater Landing Mobile Home Park license conditions of renewal.

Item 5I - Approve Weston Manor Mobile Home Park license conditions of renewal.

White asked for the conditions to be summarized. Higgins explained the conditions. Schuster said the Community Life and Public Safety Committee reviewed each of the conditions for the mobile home parks. Staff had written recommendations and that is what they approved. He also added approval is based on the condition the mobile home parks will work with staff to get everything up to code. **M/S/P White/Schuster: to approve Items 5F, 5G, 5H and 5I.*

Item 5J - Approve the Village of Weston participating with other municipalities to research the possible creation of a regional Premier Resort Area Tax in the Wausau Metro Area.

Schuster asked if this was to study the issue. Ermeling said yes. She also said Rib Mountain is looking to create this regional tax and the thought was to have a group of municipalities included. Each municipality on its own would not qualify for the tax. There was a short discussion on the items that can be taxed. Jaeger is not in favor of this tax. White asked if this would be additional tax to the room tax. Guild said yes. Schuster is fine with researching this, but is not in favor of another tax. Berger said the Finance Committee recommended to only research and not apply for this.

**M/S/P White/Berger: to approve working with other municipalities to research the possible creation of a regional*

premier resort area tax. Q/Schuster added the committee or task force has no authority to proceed with any undertakings. White said it's an individual community responsibility.

7. Reports from Departments.

1. Building and Facilities.

No comments.

2. Clerk.

No comments

3. Consultants.

Guild said the Carlson Dettman Employee engagement survey will be presented to staff on August 12th.

4. Fire and EMS.

Savage reported on three significant structure fires. He also said the new ambulance has finally arrived.

5. Finance and Assessor.

Jacobs reported the audit presentation was given to the Finance Committee at their last meeting. The SAFER audit will also be presented sometime in August.

6. Parks and Recreation.

No comments.

7. Planning & Development.

Higgins said emails were sent out of the draft comprehensive plan chapters. She said if there are any comments relating to the draft plans to please forward to her.

8. Police.

Sparks said the Joint Finance Committee approved the Police Department's budget.

9. Public Works and Utilities.

Donner talked about the ergonomic analysis. He also said staff is working with both the City of Schofield and the Village of Rothschild on some intergovernmental relation issues. Staff has also began work on Transport Way.

10. Taxpayer/Village Relations.

Hodell said she continues to work on nuisance issues. She also said the Farmers Market improves each week.

11. Technology Services.

Crowe reported the camera system at Kennedy Park is back up and running.

8. New Business

A. Approve the appeal of conditions for conditional use permit CU-6-15-1518.

Higgins said the Plan Commission held a public hearing and approved this conditional use permit at their meeting in July. She explained the appeal process. She also explained there was new information that was not provided at the hearing. ****M/S/P Schuster/Jaeger: to approve the appeal of conditions for conditional use permit CU-6-15-1518.***

B. Approve plans to complete the Ridgeview Subdivision and to participate financially in the proportion of 100% of the cost to complete the public improvements outside the development in FY 2016.

Guild said this item impacts both the budget and policies of the Village. White said there is no objection to the connection of the storm, sewer, water and sanitary connections that are necessary, but he is not sure there is a definitive need to connect the streets. Donner said the complete streets resolution was adopted and would include the connectivity recommendation. Donner said the Village will most likely have similar issues moving

forward with other developments. He talked about the extra snow removal involving cul de sacs. Guild said as the Village continues to grow, having this connectivity is in the village's best interest. Ermeling asked if this issue affects the Camp Phillips corridor plan. Guild said that plan is not complete. ***M/S/P Schuster/Jaeger: to approve plans to complete the Ridgeview Subdivision, and to participate financially in the proportion of 100% of the cost to complete the public improvements outside the development in FY 2016, per staff recommendation. White, Ostrowski and Berger voted no. Motion passed 4 to 3.**

C. Approve recommendation from Finance Committee of 2016 Pet Licensing Fees.

Guild said the Village participates in an animal control program with the City of Wausau. As part of that participation the Village shares the cost of an animal control officer. The Village also has a joint contract with the Marathon County Humane Society. The City of Wausau is concerned with unaltered pets. They would like to raise the cost for pets that are not altered. They would also like people to microchip their pets. They have asked the Village to adopt a pricing structure to address the areas they thought they were losing money. Ostrowski feels the unaltered license fee increase is a little high. Jaeger is not in favor of the increased fee for having no microchip in the pet. Berger feels the fees are ok. ***M/S/P White/Ziegler: to approve the proposed 2016 Pet Licensing Fees, per the recommendation of the Finance Committee. Ostrowski and Jaeger voted no. Motion passed.**

D. Approve the FY2014 Village financial audit.

White thanked staff for all their time spent on this project. ***M/S/P Jaeger/Ostrowski: to approve the FY2014 Village financial audit.**

9. Report from the Administrator.

Guild said an all staff meeting is scheduled for next week Wednesday at 8:30 a.m.

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

White referred to an article received by the League of Municipalities involving tax increment districts.

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

There was a short discussion on reducing the speed limits in certain areas.

12. Set next meeting date, and discuss items to be included for next Board agenda: Mon, August 17, 2015.

13. Adjourn.

***M/S/P Ziegler/Berger: to adjourn the meeting at 7:20 p.m.**

Respectfully,



Sherry Weinkauff
Village Clerk

August 3, 2015

To: Weston Village Board of Trustees

RE: Connecting East Everest Avenue to Tower Ridge Place
as a part of the Ridgeview Subdivision completion

The undersigned residents of East Everest Avenue wish to go on record as opposing the proposed connection of East Everest Avenue to Tower Ridge Place/Ridgeview Subdivision.

Respectfully submitted:

Patricia M. Kelly	4415 E. Everest Ave.	Weston, WI
Cheryl R. Kelly	4415 E. Everest Ave.	Weston, WI
R. Sabrich Stehly	4410 E. Everest Ave	Weston, WI
Barb Stehly	"	"
Elizabeth Frish	4401 E. Everest Ave	Weston, WI
Jill Hill	4401 E. Everest Ave	Weston, WI
M. N. =	4303 E. Everest Ave	Weston, WI
Don J. Kent	4303 E. Everest Ave	Weston, WI
Malcolm Wink	4211 E. Everest Ave	Weston, WI
Frank Roberts	4207 E. Everest Ave	Weston, WI
David Fahn	4204 E. Everest Ave	Weston, WI
Joni Fahn	4204 E. Everest Ave	Weston, WI
Donald D. Dophe	4308 E. Everest Ave	Weston, WI
Vickie Sawvell	4312 E. Everest Ave	Weston, WI
Liso Gasco	4411 E. Everest Ave	Weston, WI
Zel Yang	4411 E. Everest Ave	Weston, WI

Weston Village Board of Trustees

Resident signatures - August 3, 2015 meeting - Continued from page 1

Jay W. Arndt	4503 E. Everest ^{Weston WI} 54476	Jay Arndt
Barbara A. Arndt	4503 E. Everest Ave. Weston WI	Barbara A. Arndt

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

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

ITEM DESCRIPTION: **RIDGEVIEW SUBDIVISION PLANS AND COST SHARE FOR OFF-SITE IMPROVEMENTS.**

DATE/MTG: **BOARD OF TRUSTEES, MONDAY, AUGUST 03, 2015**

POLICY QUESTION: **Question 1** Should the Board of Trustee approve plans for public infrastructure improvements to complete the Ridgeview Subdivision, as recommended by the Director of Public Works **(PIC and BOT)** and
Question 2 Should the Village participate financially in the proportion of 100% of the cost to complete the public improvements outside the development in FY 2016, currently estimated at \$70,000? **(BOT)**

RECOMMENDATION TO: **Question 1** I move that the Board of Trustee approve plans for public infrastructure improvements to complete the Ridgeview Subdivision, as recommended by the Director of Public Works, **(PIC and BOT)** and
Question 2 I move Village participate financially in the proportion of 100% of the cost to complete the public improvements outside the development in FY 2016, currently estimated at \$70,000. **(BOT)**

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 checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

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

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: **Property & Infrastructure Committee 7/06, Finance Committee 7/29**

BACKGROUND: The original platting for Ridgeview Subdivision dates back to 2005. An initial development agreement divided the project into 2 phases. Phase 2 has remained incomplete after the original developer encountered financial difficulties. Water distribution facilities, sanitary sewer and storm sewer mains have all been installed, but streets remain incomplete. The remaining work is to complete the street and storm sewer work. Originally sidewalks, street trees, and connection of streets to Everest Avenue were not included in the requirements. The developer has asked for an exception from the Village's requirements under the Complete Streets resolution adopted earlier this year for the off-site improvements.

- Supplemental Briefer for Agenda Items under Consideration
- Attachments

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

From: Keith Donner, P.E., Director of Public Works & Utilities
Date/Mtg: Thursday, July 30, 2015
Re: Ridgeview Subdivision Approval of Plans and Cost Share for Off-site Improvements

1. Policy Questions:

Question 1: Should the Board of Trustees approve the plans for public infrastructure to complete the Ridgeview Subdivision?

Question 2. Should the Board of Trustee agree to pay 100% of the cost to connect East Everest Avenue to Tower Ridge Place as the Ridgeview Subdivision is completed?

2. Purpose:

The purpose of asking Question 1 is to verify that a proposed subdivision requiring a public street construction and right-of-way dedication, satisfies the Village's requirements for construction standards and does not place a financial burden on Village taxpayers for its initial construction, aside from any agreed upon financial contributions from the Village. Construction of the street to Village standards is intended to maximize the life of the contributed infrastructure and lessen the future financial burden of owning and maintaining the infrastructure.

The second question relates to whether it is in the Village's long term interest to contribute resources to off-site improvements. Current Village policy is to require developers to pay all costs of public infrastructure except for "oversizing" of water and sanitary sewer mains. This may include off-site improvements for streets and storm sewers as well. This topic was discussed at the Property and Infrastructure Committee meeting on 7/6/15. The sentiment, also based on prior discussion at Plan Commission on August 12, 2013, is that the Village should pay for the off-site improvements in this case.

3. Background:

The Ridgeview Subdivision was originally platted in 2005. At the time of initial subdivision improvement there was no mandate for constructing sidewalks or connecting water mains or public streets to Everest Avenue. The development was divided into 2 phases for purposes of completing public infrastructure and issuance of building permits. Phase 1 achieved the necessary level of completion for building permits. Public infrastructure in the form of water distribution facilities, sanitary sewer collection facilities, and storm sewer mains was also completed in Phase 2. However, completion of the street and remaining storm sewer inlets and leads has prevented further building permit issuance. Local developer, Denyon Homes, acquired the remainder of the subdivision in late 2014 or early 2015. The Village Board of Trustees adopted a Complete Streets resolution on June 1, 2015, with the implication of adding the burden of installing sidewalk, street trees, connecting the streets, and a water main loop to East Everest Avenue. The developer has requested an exception from the Complete Streets requirements for the off-site improvements because they were not part of the original development expectations nor was this known to the developer at the time of acquisition by Denyon Homes. Aside from this request for the exception the developer has complied with the complete streets requirements for the on-site improvements by including the extra base course, sidewalks, and street trees in the public infrastructure plans, without objection. The opinion of probable cost for the off-site improvements is ±\$61,000 for construction, \$1,500 for a publicly bid project, \$1,500 for construction administration, and \$6,000 for a contingency for an estimated total of \$70,000.

4. Issue Analysis:

Updated infrastructure plans to complete the subdivision were submitted to the Village on July 15, 2015. The plans have been reviewed by staff and are found to be consistent with the Complete Streets philosophy. The connection of Everest Avenue to Tower Ridge Place as shown on the plans eliminates both the cul-de-sac on East Everest Avenue and a hybrid cul-de-sac at the intersection of Tower Ridge and Crest Ridge. The Village has had a proliferation of cul-de-sac streets over the years and there are now approximately 100 cul-de-sacs in the Village. Developers have promoted the concept that cul-de-sacs are a preferred design for preserving property values and that they make for more peaceful neighborhoods. Residents on East Everest Avenue have expressed this sentiment as a rationale to discourage the Village from making this connection. While it is probably inevitable to see some cul-de-sacs created to maximize the development of property, the lack of continuity to neighborhoods with cul-de-sacs creates maintenance and emergency access issues. The proposed connection will benefit residents on East Everest when major maintenance is performed there in the future in addition to providing more options for travel from the Ridgeview neighborhood.

The current estimate by the developer's engineer indicates the total off-site improvements will cost ±\$61,000, excluding any professional services costs or contingencies. State statute prohibits municipalities from participating in public construction projects costing \$25,000 or more without going through a public bidding process. Historically, developers have opted to accept the maximum amount of contribution (\$24,999) to avoid public bidding implications to the remainder of their project and to save time. Neither of these issues are a factor for this development. The off-site improvements can be considered as a completely separate project not subjecting the remainder of the work to state prevailing wage requirements (though recent changes in state law have probably eliminated this issue as well). The developer is also not planning to start construction until 2016 since general contractors capable of performing the work indicate being booked through the balance of the year. If the Village participates in the construction of the off-site improvements project in an amount greater than \$24,999 a public bidding process will need to be followed. This is currently not a barrier to the proposed construction. The total estimated cost to accomplish the off-site construction as a publicly bid project is ±\$70,000 as referenced earlier.

The developer acquired the property with the assumption that the Village would have the same requirements as for the prior developer; that is, without a connection to East Everest Avenue. However, that connection was originally omitted in part due to the need for right-of way to connect to East Everest. This detail was not accomplished until the most recent expansion of the Renaissance Assisted Living and Rehabilitation Center. The required right-of-way was dedicated through a Certified Survey Map (CSM) filed by the Renaissance ownership. At the time of the CSM adoption the sentiment was expressed that the Village should pay for any future connection when the time came.

Additionally, the complete streets requirements were not adopted by the Village until June of 2015. The addition of sidewalk, another 4" of base course, street trees, cross walks, a traffic circle, etc., has resulted in the developer being responsible for approximately \$90,000 of additional cost within the development. The developer has not objected to these costs, only the requirement for the off-site improvements.

Discussion at the Finance Committee included reference to this situation potentially being precedent setting with respect to a policy for subdivisions and off-site improvements in the future. The Director does not feel this situation should be looked upon as precedent setting. The Director's opinion is that the developer's advance understanding of the Village's requirements was substantially different than the current requirements. The Director also feels the benefits of connecting the street justify the Village's participation in the off-site improvements. Future situations involving off-site improvements would normally address the issue of proportional financial participation in the preliminary planning stages of a development. Therefore, in the future the developer will know their financial obligations as they perform their due diligence in property acquisition. The developer in this situation did not have the benefit of knowing the Village's requirements for complete streets while performing their due diligence prior to acquisition of the property. The Director's opinion is that the request for the exception is reasonable, does not extend to on-site improvements, and is not precedent setting.

The Village has an opportunity to facilitate its own stated philosophy (Complete Streets) while also seeing a currently blighted area improved with new single family homes and public infrastructure.

5. Fiscal Impact:

Water main loop costs are estimated at ±\$11,000 with the balance of the costs being for storm sewers, streets and sidewalks. Water utility fund balance can easily accommodate the \$10,000 contribution. The additional \$59,000 would be need to be accommodated through the Village's CIP fund in 2016.

6. Statutory References:

Current statutory restriction is that municipal financial participation in public construction must be publicly bid if the cost is \$25,000 or more. The off-site improvements will have to be publicly bid if there is agreement to participate financially in an amount of \$25,000 or more.

7. Prior Review:

Property and Infrastructure reviewed these two issues on July 6, 2015. There was no action taken on the plans. Action taken with respect to cost share was in the philosophy of paying for 100% of the off-site improvements.

Finance Committee considered the cost share question at their meeting on July 29, 2015. No recommendation was forwarded to the Board of Trustees from the Finance Committee.

8. Policy Choices:

Here are your choices.

Question 1

- A. Move that the Board of Trustees approve the plans for public infrastructure to complete the Ridgeview Subdivision as recommended by the Director of Public Works.
- B. Move that the Board of Trustees approve the plans for public infrastructure to complete the Ridgeview Subdivision as recommended by the Director of Public Works with modifications s.
- C. Move that the Board of Trustees not approve the plans for public infrastructure to complete the Ridgeview Subdivision as recommended by the Director of Public Works.

Question 2

- A. Recommend that the Board of Trustees agree to pay 100% of the cost to connect East Everest Avenue to Tower Ridge Place as the Ridgeview Subdivision is completed.
- B. Recommend that the Board of Trustees agree to pay some other percentage of the cost to connect East Everest Avenue to Tower Ridge Place as the Ridgeview Subdivision is completed.
- C. Recommend that at there be no financial participation in the project.
- D. Other?

9. Recommendation:

Question 1

- A. Move that the Board of Trustees approve the plans for public infrastructure to complete the Ridgeview Subdivision as recommended by the Director of Public Works

Question 2

- A. Recommend that the Board of Trustees agree to pay 100% of the cost to connect East Everest Avenue to Tower Ridge Place as the Ridgeview Subdivision is completed. (This, or any other scenario involving \$25,000 or more of Village participation will require a public bidding process)

10. Legislative Action:

Question 1

I move that the Board of Trustees approve the plans for public infrastructure to complete the Ridgeview Subdivision as recommended by the Director of Public Works

Question 2

I recommend that the Board of Trustees agree to pay 100% of the cost to connect East Everest Avenue to Tower Ridge Place as the Ridgeview Subdivision is completed. (This, or any other scenario involving \$25,000 or more of Village participation will require a public bidding process)

11. Attachments:

Resolution for Complete Streets
Infrastructure plans dated July 15, 2015
Opinion of Cost from MTS Utilities
July 30, 2015 memo from MTS Utilities on behalf of Denyon Homes
August 12, 2013, Plan Commission Meeting Minutes
Other prior meeting minutes

VILLAGE OF WESTON, 5500 Schofield Ave, Weston WI 54476

RESOLUTION OF BOARD OF TRUSTEES

Resolution approving a Complete Streets Policy for the Village and directing staff to develop implementation strategies to increase the usability of all streets for all modes of travel for citizens of all ages and abilities in the Village.

Committee Action: Property & Infrastructure Committee 6/1/15

Fiscal Impact: Unknown as it will be applied case-by-case.

File Number:

Date Introduced: 6/1/2015

RESOLUTION NO. VW-15-14

A RESOLUTION OF THE BOARD OF TRUSTEES PROVIDING FOR A COMPLETE STREETS POLICY AND DIRECTING STAFF TO DEVELOP IMPLEMENTATION STRATEGIES TO INCREASE THE USABILITY OF ALL STREETS FOR ALL MODES OF TRAVEL FOR CITIZENS OF ALL AGES AND ABILITIES IN THE VILLAGE OF WESTON.

WHEREAS, The Village of Weston wishes to ensure that all users of our transportation system are able to travel safely and conveniently on all streets and roadways within the public right-of-way in Weston; and

WHEREAS, a Complete Street is defined as one which provides a safe, convenient, and context-sensitive facility for all modes of travel, for users of all ages and all abilities; and

WHEREAS, the Village of Weston views all transportation improvements as opportunities to connect neighborhoods, calm traffic and improve safety, provide greater access and mobility for users of the public way, and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system; and

WHEREAS, complete streets have public health benefits, such as encouraging physical activity and improving air quality, by providing the opportunity for more people to bike and walk safely; and

WHEREAS, complete streets improve access and safety for those who cannot or choose not to drive motor vehicles; and

WHEREAS, complete streets are essential in providing safe routes to school for children; and

WHEREAS, complete streets policies have been adopted legislatively by at least five states, and by at least 36 localities – of which 13 are by local law (resolutions or ordinances); and

WHEREAS, the Village of Weston currently has a limited complete streets policy applying particularly to streets developed in new subdivisions; and

WHEREAS, the Village of Weston has a Sidewalk Map and other programs focused on improving the ability of Weston's streets to meet the travel needs of all users; and

WHEREAS, the concept and principles of complete streets are entirely compatible with the direction and plans embodied in the 2006 Wausau Urban Area Transportation Plan; and

WHEREAS, the concept and principles of complete streets are entirely compatible with the direction and plans embodied in the Transportation Chapter of the Village's draft Comprehensive Plan; and

WHEREAS, it is the desire of the Village of Weston to formalize a commitment to the principles of complete streets for all of our streets;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, WISCONSIN, that the Village of Weston commits to a Complete Streets Policy which has the following elements:

1. Any roadway in the Village of Weston which is to be newly constructed or completely reconstructed must be designed and constructed to:
 - A. Provide for the safety and convenience of all users of all ages and of all abilities: pedestrians, bicyclists, transit users, and motorists; and
 - B. Address the needs of all users both along roadway corridors and crossing the corridors.
2. Any project in which an existing roadway surface is to be restored or rehabilitated, and any remediation of deficient or non-existent sidewalks, shall be reviewed for the potential of making the roadway a complete street. Consideration shall particularly include proportionality: is the scope of work needed to make a complete street reasonable in relation to the scope of the proposed roadway maintenance or improvement?
3. Sidewalks will be required to be installed in all new subdivisions.
4. Sidewalks will be required to be installed for all new construction and substantial remodels (50% improvement to existing building value) of a structure regardless of if sidewalk is present on either side of the development.
5. Any exception to applying this Complete Streets Policy to a specific roadway project must be approved by the Board of Trustees, with documentation of the reason for the exception.
6. An annual report will be made to the Board of Trustees by the Village Administration showing progress made in implementing this policy.

AND BE IT FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE SAID VILLAGE OF WESTON, WISCONSIN, that this Complete Streets Policy will apply to the scoping, design, and construction of projects within our corporate boundary.

AND BE IT FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE SAID VILLAGE OF WESTON, WISCONSIN, that the Public Works Department will review current design standards, including the design standards embodied in the most recent version of the subdivision regulations (currently Chapter 74) which apply to new roadway construction, to assure that they reflect the best available design standards and guidelines, and effectively implement the Complete Streets Policy above stated.

AND BE IT FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE SAID VILLAGE OF WESTON, WISCONSIN, that these design standards also serve as guidance for all existing roadway rehabilitation, reconstruction, or resurfacing, to the extent that the work required is reasonably proportional to the scale of the proposed rehabilitation, reconstruction, or resurfacing.

AND BE IT FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE SAID VILLAGE OF WESTON, WISCONSIN, that application of design standards will be flexible to permit context-sensitive design, fitting the roadway design within the context of the neighborhood, recognizing that all streets are different and user needs will be balanced.

AND BE IT FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE SAID VILLAGE OF WESTON, WISCONSIN, that exceptions may be made when:

- The project involves a roadway on which non-motorized use is prohibited by law. In this case, an effort shall be made to accommodate pedestrians and bicyclists elsewhere.
- There is documentation that there is an absence of use by all except motorized users now and would be in the future even if the street were a complete street.
- The scope of the relevant project is limited to maintenance activities intended to keep the roadway in serviceable condition.
- There is sufficient documentation that there is no feasible way to accommodate improvements for non-vehicular traffic with a project's scope.
- There is no documented current or anticipated need for accommodations of non-motorized roadway user or the road is not a current or planned transit route.
- The cost for a particular Complete Street design recommendation would be excessively disproportionate to the need of that particular improvement, with due consideration given to future users, latent demand, and the social and economic value of providing a safer and more convenient transportation system for all users.
- There are documented environmental constraints or an unsafe transportation issue

AND BE IT FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE SAID VILLAGE OF WESTON, WISCONSIN, that staff in the Public Works Department be directed to develop ordinances, resolutions, programs, and recommendations for funding to implement the Complete Streets Policy, for consideration by the Village of Weston; and that these shall identify the complete streets needs and recommend a plan to meet those needs, including for sidewalks, throughout the village.

AND BE IT FURTHER RESOLVED BY THE BOARD OF TRUSTEES OF THE SAID VILLAGE OF WESTON, WISCONSIN, that the Board of Trustee commits to including Complete Streets Policy and principles in all future Village plans.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 1st day of the month of June, 2015.

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

By: Barbara J. Ermeling
Barbara Ermeling, Village President

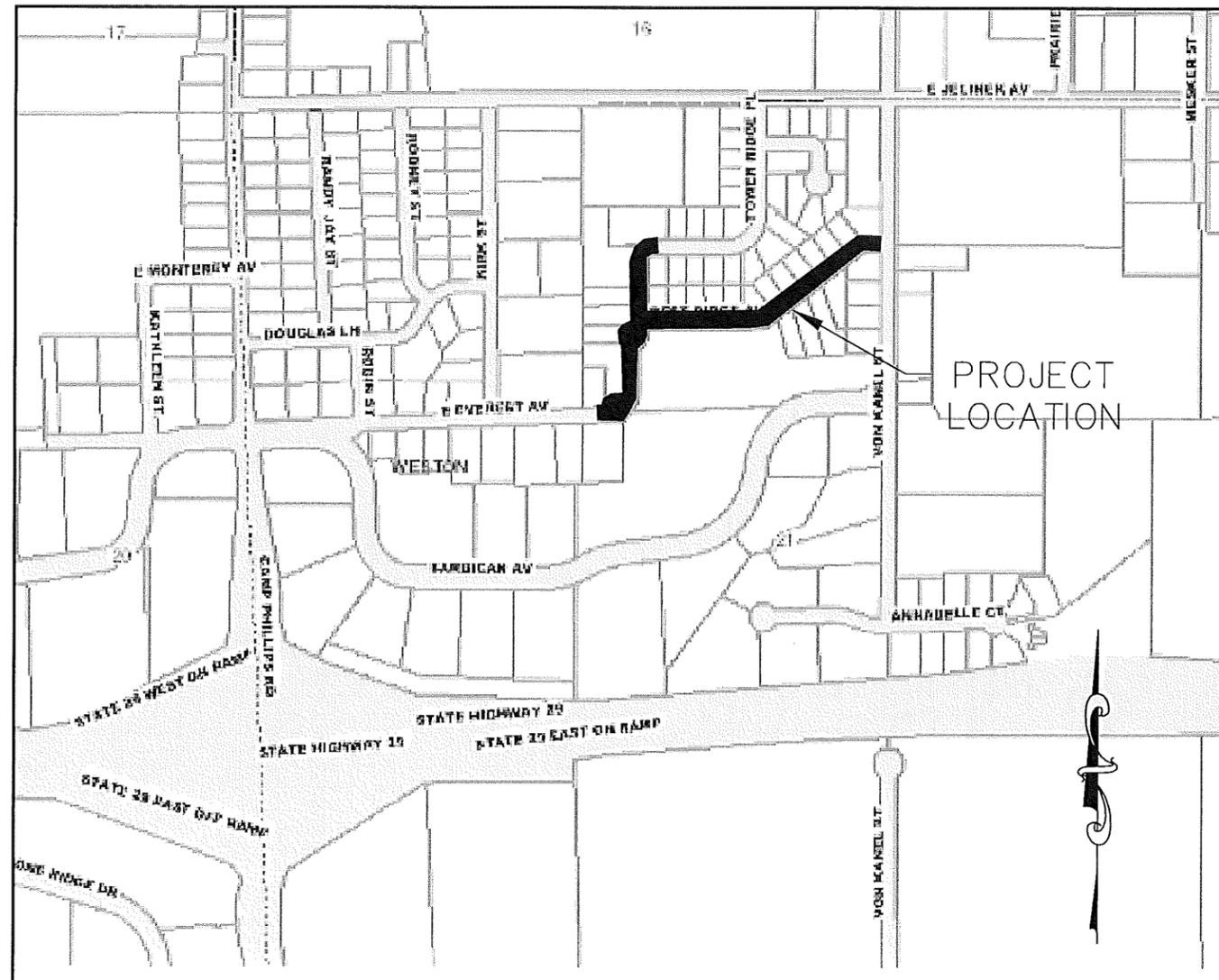
ATTEST:

By: Sherry Weinkauff
SHERRY WEINKAUF, Village Clerk

CIVIL PLANS FOR RIDGEVIEW SUBDIVISION COMPLETION

BEING PART OF THE SOUTH 1/2 OF THE NORTHEAST 1/4 OF THE
NORTHWEST 1/4 OF SECTION 21, TOWNSHIP 28 NORTH, RANGE 8 EAST,
VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

LOCATION MAP
NOT TO SCALE



- | | |
|--------------|------------------------------|
| SHEET 2 | OVERALL MAP |
| SHEET 3 | EROSION CONTROL PLAN |
| SHEET 4 | EROSION CONTROL DETAILS |
| SHEET 5 | TYPICAL ROAD |
| SHEET 6 | WATERMAIN DETAILS |
| SHEET 7 | WATERMAIN DETAILS |
| SHEET 8 | STORM SEWER DETAILS |
| SHEET 9 | CURB & GUTTER DETAILS |
| SHEETS 10-11 | TIMBER RIDGE AND CREST RIDGE |
| | TRAFFIC CIRCLE SECTION |
| SHEETS 12-16 | PLAN & PROFILE |
| SHEET 17 | CROSS-SECTIONS |



MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

COVER SHEET

RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

SCALE

NO SCALE

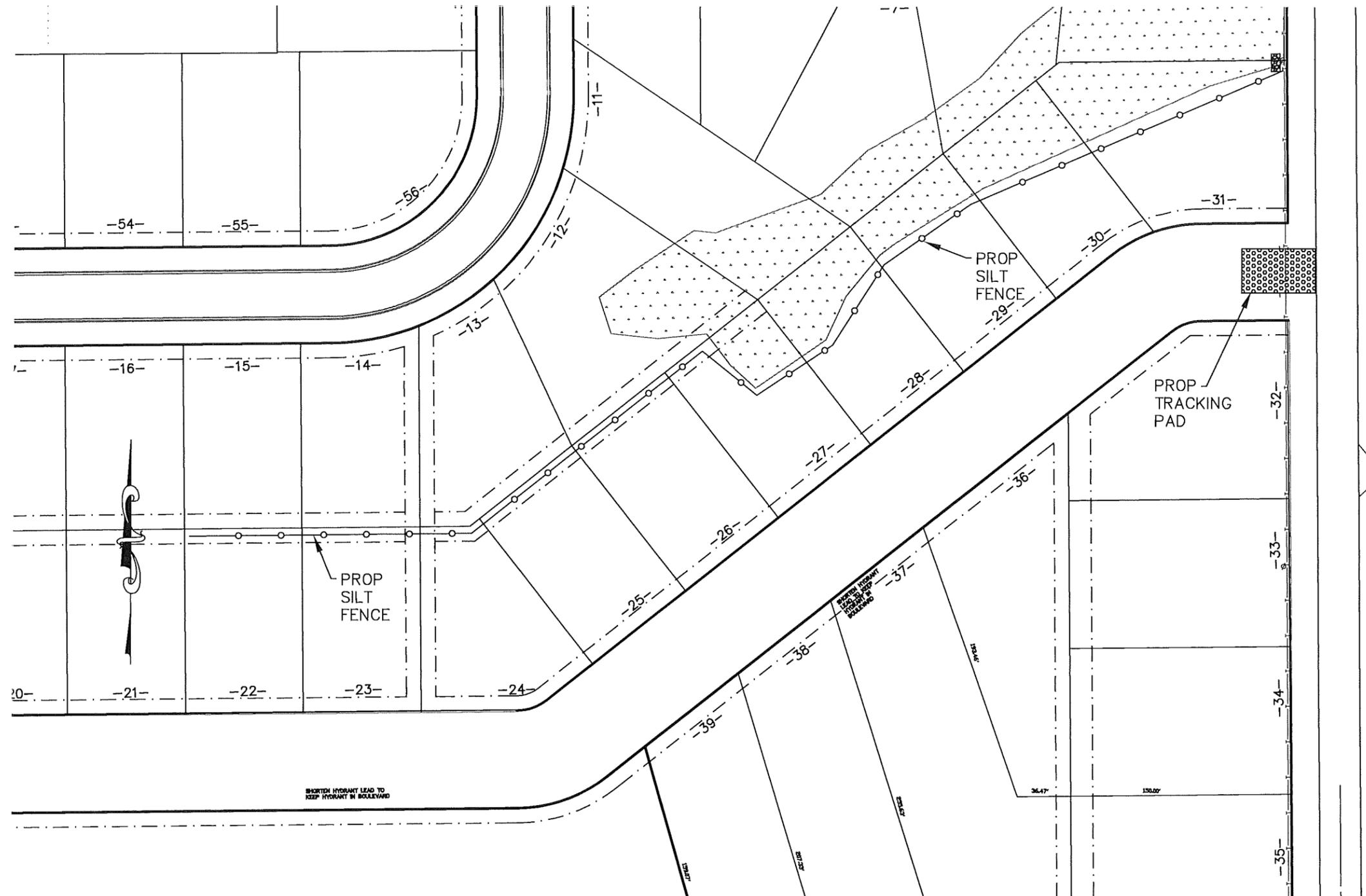
SHEET NO.

1

OF 17 SHEETS

PROPOSED EROSION CONTROL AND CONSTRUCTION SCHEDULE

- *WEEKLY EROSION CONTROL LOGS ARE THE RESPONSIBILITY OF THE CONTRACTOR. INSPECT EROSION CONTROL PRACTICES WEEKLY AND AFTER RAINFALL EVENTS. MAKE ANY REPAIRS IMMEDIATELY.
- MARK THE WORK LIMITS AND AREAS TO REMAIN UNDISTURBED.
- INSTALL SILT FENCE WHERE SHOWN.
- INSTALL TEMPORARY TRACKING PADS WHERE SHOWN FOR CONSTRUCTION ENTRANCE AND EXIT.
- STRIP TOPSOIL AND STOCKPILE IN LOCATION APPROVED BY ENGINEER AND OWNER.
- INSTALL SILT FENCE AROUND THE PERIMETER OF TOPSOIL STOCKPILE. SEED WITH ANNUAL RYE AFTER COMPLETION OF STOCKPILING OR IF LEFT UNDISTURBED FOR MORE THAN 14 DAYS.
- INSTALL UNDERGROUND UTILITIES.
- ROUGH GRADE SITE.
- STABILIZE PROPOSED PAVEMENT AREAS WITH CRUSHED AGGREGATE BASE COURSE.
- FINAL GRADE SITE.
- INSTALL SIDEWALK, DRIVE APRONS, AND CURB AND GUTTER.
- PAVE ROADWAYS.
- PLACE REQUIRED TOPSOIL, SEED FERTILIZE AND MULCH.
- INSTALL EROSION CONTROL MAT ON ANY SLOPES GREATER THAN 1:5.
- REMOVE TEMPORARY EROSION CONTROL MEASURES AFTER SITE IS STABILIZED.
- REMOVE EXCESS MATERIALS OFFSITE.
- INSTALL ALL EROSION CONTROL MEASURES IN ACCORDANCE WITH WDNR CONSERVATION PRACTICE STANDARDS.



MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

EROSION CONTROL PLAN

RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

SCALE

1"=80'

SHEET NO.

3

OF 17 SHEETS

GENERAL NOTES:

DETAIL OF CONSTRUCTION NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND APPLICABLE SPECIAL PROVISIONS.

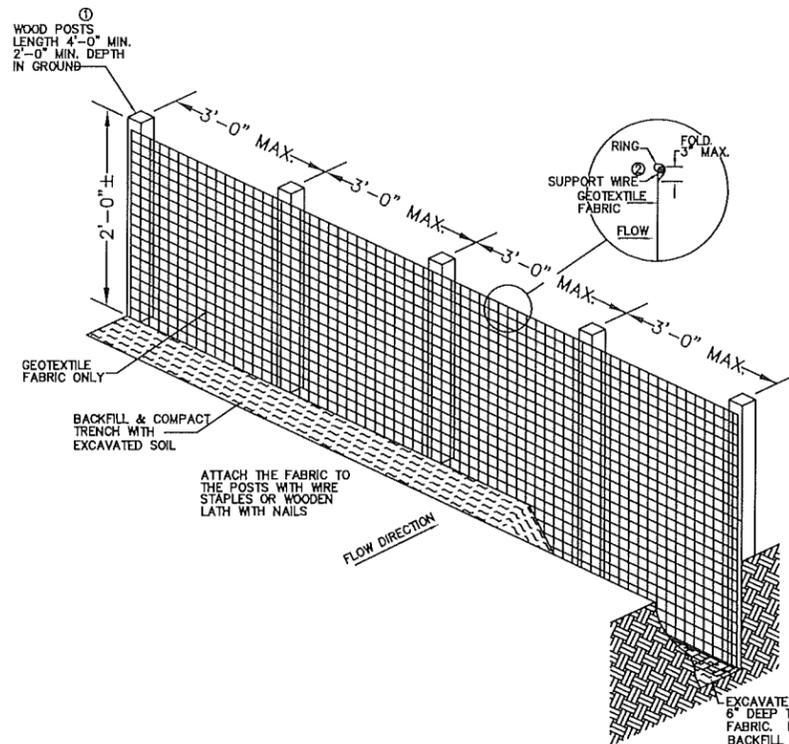
WHEN POSSIBLE THE SILT FENCE SHOULD BE CONSTRUCTED IN AN ARC OR HORSESHOE SHAPE, WITH THE ENDS POINTING UPSLOPE TO MAXIMIZE BOTH STRENGTH AND EFFECTIVENESS.

ADDITIONAL POST DEPTH OR TIE BACKS MAY BE REQUIRED IN UNSTABLE SOIL CONDITIONS.

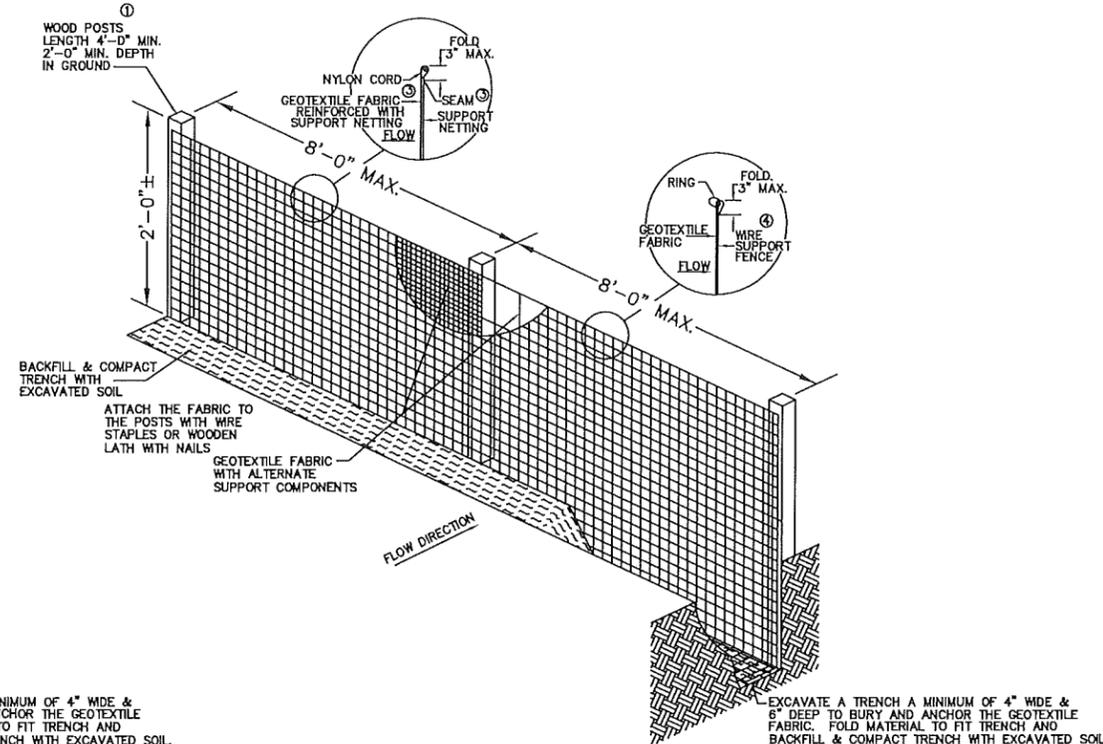
ALTERNATES "A" & "B" ARE EQUAL AND EITHER MAY BE USED.

ATTACH THE FABRIC TO THE POSTS WITH WIRE STAPLES OR WOODEN LATH AND NAILS.

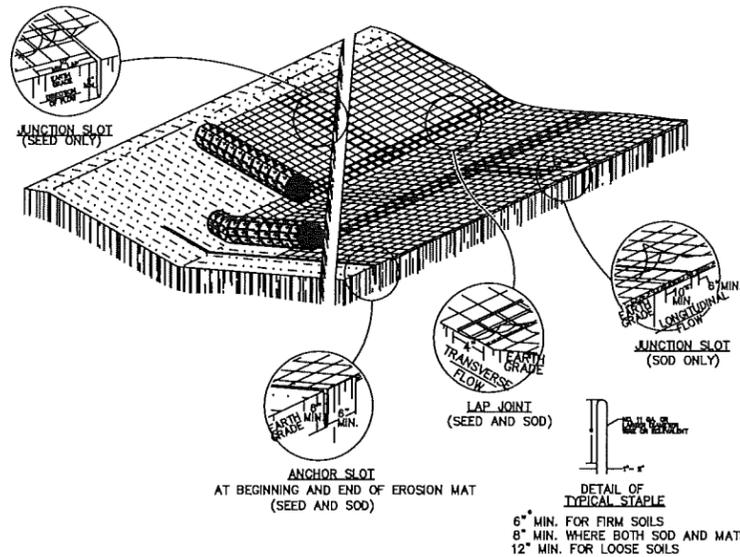
- ① STEEL POSTS SHALL BE A STUDDED "TEE" OR "U" TYPE WITH A MINIMUM WEIGHT OF 1.28 LBS/LINEAL FOOT (WITHOUT ANCHOR). FIN ANCHORS SUFFICIENT TO RESIST POST MOVEMENT ARE REQUIRED. WOOD POSTS SHALL BE A MINIMUM SIZE OF 4" DIA. OR 1 1/2" X 3 1/2" EXCEPT WOOD POSTS FOR GEOTEXTILE FABRIC REINFORCED WITH NETTING SHALL BE MINIMUM SIZE OF 1 1/8" X 1 1/8" OAK OR HICKORY.
- ② MINIMUM 14 GAGE WIRE REQUIRED, FOLD FABRIC 3" OVER THE WIRE AND STAPLE OR PLACE WIRE RINGS ON 12" C-C.
- ③ GEOTEXTILE FABRIC SHALL BE REINFORCED WITH AN INDUSTRIAL POLYPROPYLENE NETTING WITH A MAXIMUM MESH SPACING OF 3/4" OR EQUAL. A HEAVY DUTY NYLON TOP SUPPORT CORD OR EQUIVALENT IS REQUIRED.
- ④ WIRE SUPPORT FENCE SHALL BE 14 GAGE MINIMUM WOVEN WIRE WITH A MAXIMUM MESH SPACING OF 6". SECURE TOP OF GEOTEXTILE FABRIC TO TOP OF FENCE WITH STAPLES OR WIRE RINGS AT 12" C-C.
- ⑤ LENGTH NOT LESS THAN THE CIRCUMFERENCE OF THE LARGEST TIRE ON THE CONSTRUCTION EQUIPMENT, PLUS 5 FEET.



SILT FENCE ALTERNATE "A"



SILT FENCE ALTERNATE "B"



SOIL REINFORCEMENT MATTING

GENERAL NOTES

VARIATIONS IN THE DIMENSIONS OR MATERIALS SHOWN HEREON SHALL BE PERMITTED IF THEY PROVIDE EQUIVALENT PROTECTION AND MATERIAL STRENGTH AND IF PRIOR APPROVAL OF THE ENGINEER IS OBTAINED.

LAP JOINTS SHALL NOT BE PLACED IN THE BOTTOM OF V-SHAPED DITCHES.

JUNCTION SLOTS ON ADJACENT STRIPS OF MATTING SHALL BE STAGGERED A MINIMUM OF 4 FEET APART.

EDGES OF THE EROSION MAT SHALL BE IMPRESSED IN THE SOIL.

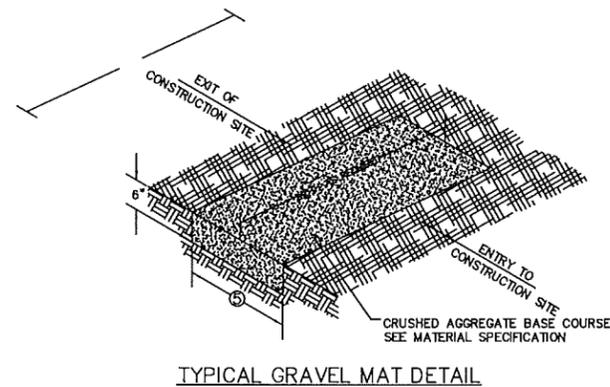
EROSION MAT SHALL BE MEASURED AND PAID FOR IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS.

EROSION MAT OVER SOD

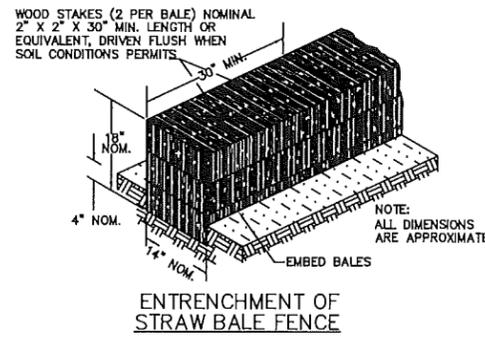
- A. ONLY JUTE FABRIC WILL BE PERMITTED OVER SOD.
- B. WOOD STAKES FOR SOD MAY BE OMITTED BY THE ENGINEER IF THE EXISTING SLOPE AND SOIL CONDITIONS SO WARRANT.
- C. THE WIDTH OF THE EROSION MAT SHALL ALWAYS EQUAL THE SOD WIDTH.
- D. SOD STRIPS MAY BE PLACED EITHER LONGITUDINALLY OR TRANSVERSELY TO THE FLOW LINE OF THE DITCH.

EROSION MAT OVER SEEDING

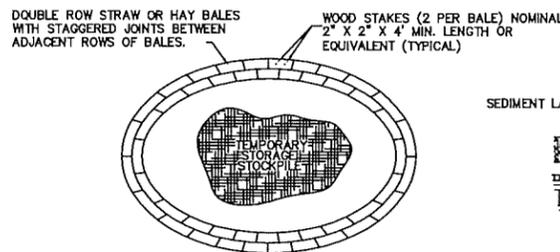
JUNCTION OR ANCHOR SLOTS SHALL BE AT MINIMUM INTERVALS OF 100 FEET ON GRADES UP TO AND INCLUDING 3%, AND 50 FEET ON GRADES EXCEEDING 3%.



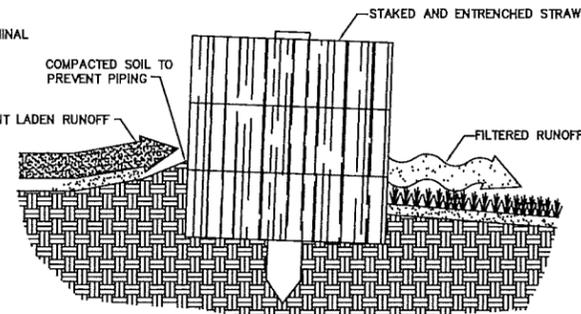
TYPICAL GRAVEL MAT DETAIL



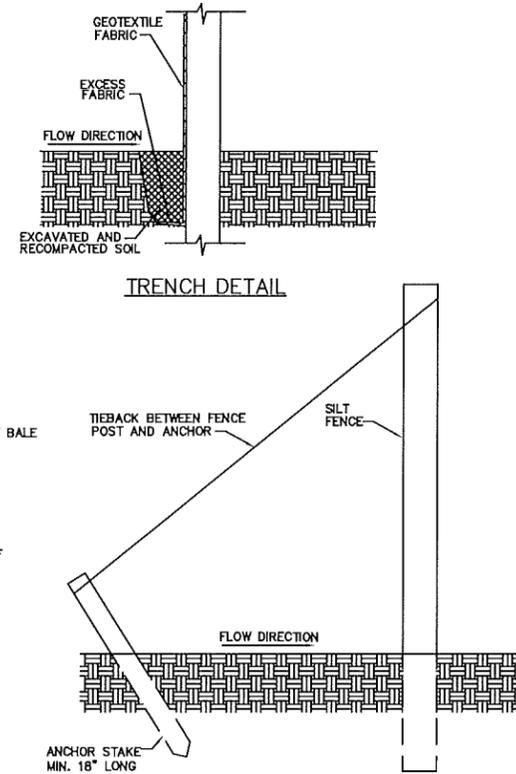
ENTRENCHMENT OF STRAW BALE FENCE



SEDIMENTATION BASIN DETAIL



CROSS SECTION OF STRAW BALE INSTALLATION



SILT FENCE TIE BACK (WHEN REQUIRED BY THE ENGINEER)

NOTE: NOT TO SCALE

GENERAL NOTES

3-INCH ASPHALTIC CONCRETE SHALL BE CONSTRUCTED WITH E-1.0 MIX IN A 1 1/4 INCH SURFACE COURSE AND A 1 3/4 INCH BINDER COURSE

CRUSHED AGGREGATE BASE COURSE SHALL BE DOT 1 1/4" SPECIFICATION

THE LOCATIONS OF EXISTING UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE MAY BE OTHER UTILITY INSTALLATIONS WITHIN THE PROJECT AREA WHICH ARE NOT SHOWN. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE ALL UTILITIES PRIOR TO THE START OF CONSTRUCTION.

ALL CONSTRUCTION JOINTS AT EXISTING PAVEMENT SHALL BE SAWCUT.

MATERIAL SPECIFICATIONS FOR THE VILLAGE OF WESTON

WATERMAIN

WATER MAIN SHALL BE OF DUCTILE IRON CLASS 350.

1. WATER MAINS AND LATERALS SHALL BE TESTED AT 150 PSI FOR 3 HOURS, PRESSURE TEST - 1 HOUR, LEAKAGE TEST 2 HOURS.
2. CONTINUITY TEST - 200 AMP, LESS THAN 10 VOLTS FOR 2 MINUTES

VALVES

ALL VALVES SHALL BE MECHANICAL JOINT, RESILIENT SEAT GATE VALVES, EPOXY COATED WITH A BRONZE WEDGE DISC MEETING AWWA C-515 SPECIFICATIONS

FITTINGS

ALL FITTINGS SHALL BE MECHANICAL JOINT

THE FOLLOWING FITTINGS SHALL BE FORD OR MUELLER MEETING THE LISTED SPECIFICATIONS:

CORPS - 1" FORD F-1060 OR MUELLER H-15008

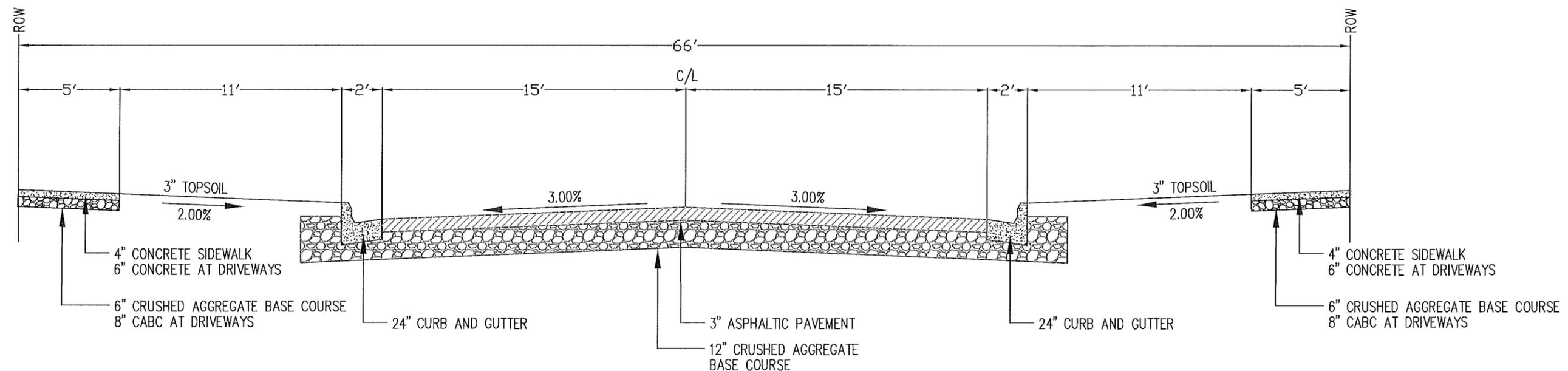
CURBSTOPS - 1" FORD B44-444M OR MUELLER B-25155

BOXES - FORD EM2-70-56 OR MUELLER 10300, MINNEAPOLIS STYLE ADJUSTABLE BETWEEN 7'-0" & 8'-0"

HYDRANTS

ALL HYDRANTS SHALL BE YELLOW WATEROUS PACER WB-67-250 8'-0" BURY WESTON SPEC. (16" BREAKOFF)

THE STANDARD SPECIFICATION FOR THIS JOB WILL FOLLOW THE WISCONSIN STANDARD SPECIFICATION, 5TH EDITION, INCLUDING ADDENDUM EXCEPTING SECTION 2.6.14 PARAGRAPH (A); "FLOODING IS NOT AN ACCEPTABLE METHOD OF COMPACTION" AND WISCONSIN DOT SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.



TYPICAL SECTION

MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

TYPICAL ROAD SECTION

RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

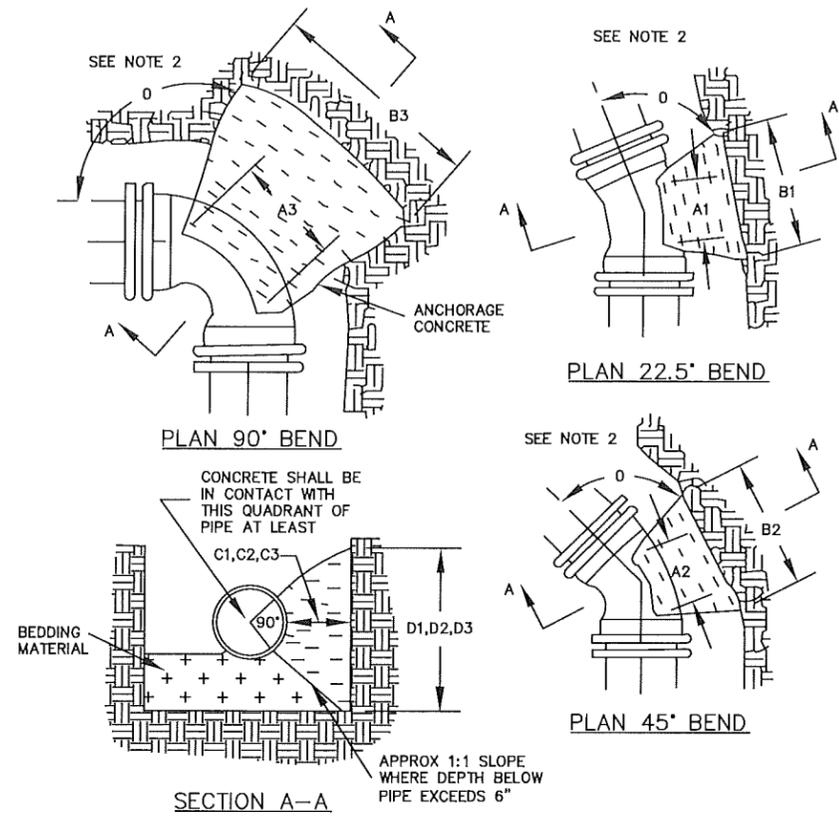
SCALE

NO SCALE

SHEET NO.

5

OF 17 SHEETS

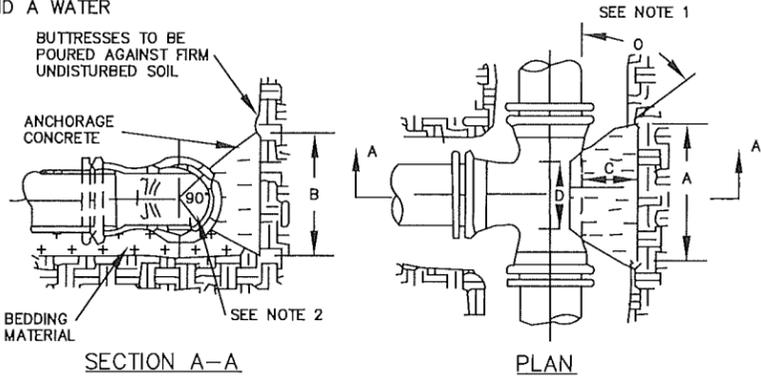


PIPE SIZE	BUTTRUSS DIMENSIONS					
	22.5° BENDS		45° BENDS		90° BENDS	
	B1	D1	B2	D2	B3	D3
6	1'-0"	1'-0"	1'-0"	1'-0"	1'-4"	1'-2"
8	1'-0"	1'-0"	1'-4"	1'-2"	1'-10"	1'-2"
10	1'-2"	1'-2"	1'-7"	1'-6"	2'-3"	1'-10"
12	1'-4"	1'-4"	1'-10"	1'-10"	2'-8"	2'-3"
16	1'-10"	1'-8"	2'-6"	2'-4"	3'-10"	2'-10"
20	2'-4"	2'-0"	3'-3"	2'-10"	5'-0"	3'-4"
24	2'-10"	2'-4"	4'-0"	3'-3"	6'-4"	3'-10"
30	3'-6"	3'-0"	5'-4"	3'-10"	8'-0"	4'-8"

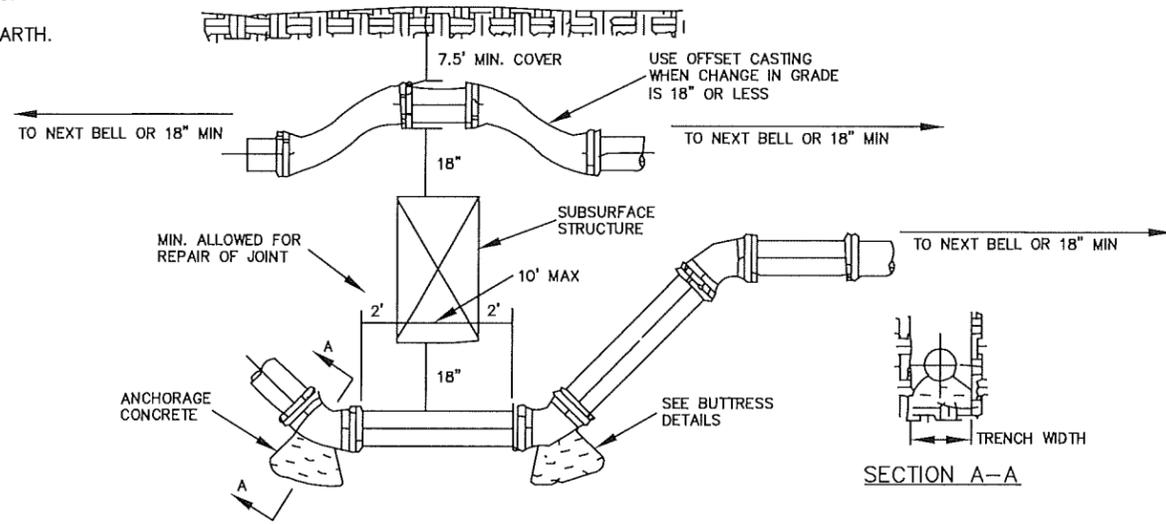
- NOTES:
- DIMENSIONS IN TABLE ARE BASED ON A WATER PRESSURE OF 150 PSI AND ON EARTH RESISTANCE OF 2 TONS PER SQ. FT.
 - DIMENSIONS C1,C2,C3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE θ EQUAL TO OR LARGER THAN 45°.
 - DIMENSIONS A1,A2,A3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH M.J. BOLTS.
 - SHAPE OF BACK OF BUTTRUSS MAY VARY AS LONG AS POUT IS AGAINST FIRM UNDISTURBED EARTH.

- NOTES:
- DIMENSION C SHOULD BE LARGE ENOUGH TO MAKE ANGLE θ EQUAL TO OR LARGER THAN 45°.
 - CONCRETE SHOULD BEAR ON THIS QUADRANT.
 - DIMENSION D SHOULD BE AS LARGE AS POSSIBLE BUT CONCRETE SHOULD NOT INTERFERE WITH M.J.
 - BUTTRUSS DIMENSIONS ARE BASED ON A SOIL RESISTANCE OF 2 TONS PER SQ. FT. AND A WATER PRESSURE OF 150 PSI.

BUTTRUSS DIMENSIONS				
B.D.	A	B	C	D
6	1'-3"	1'-0"		
8	1'-6"	1'-4"		
10	1'-10"	1'-8"	SEE NOTE 1	SEE NOTE 2
12	2'-3"	2'-0"		
16	3'-2"	2'-6"		
20	4'-0"	3'-0"		
24	5'-3"	3'-4"		
30	6'-3"	4'-3"		



REACTION BACKING FOR TEES



PPE SIZE	D	STRAPPING MATERIAL				
		NO	DIA	STRAP	BOLT DIA	WASHER
6	7.10	2	3/4	1/2X2	3/4	1/2X3X5
8	9.30	2	3/4	1/2X2	3/4	1/2X3X5
10	11.40	2	3/4	1/2X2 1/2	1	1/2X3X5
12	13.50	2	3/4	1/2X2 1/2	1	1/2X3X5
16	17.80	2	3/4	1/2X2 1/2	1	1/2X3X5

RODS AND WASHERS TO BE ASTM A-575 MERCHANT QUALITY .17-.24 CARBON. NUTS TO BE AM. STD. HEAVY HOT PRESSED. TIE RODS, BOLTS, NUTS, BANDS, AND WASHERS TO BE FURNISHED AND APPLIED BY CONTRACTOR. ALL STEEL MATERIAL TO BE THOROUGHLY COATED WITH BITUMASTIC EQUAL TO KOOPERS NO. 505.

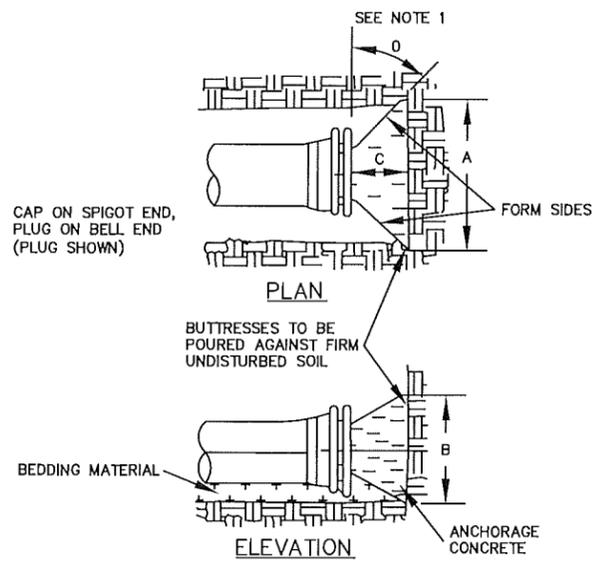
STRAPPING WATERMAIN OFFSETS 6" THRU 16"

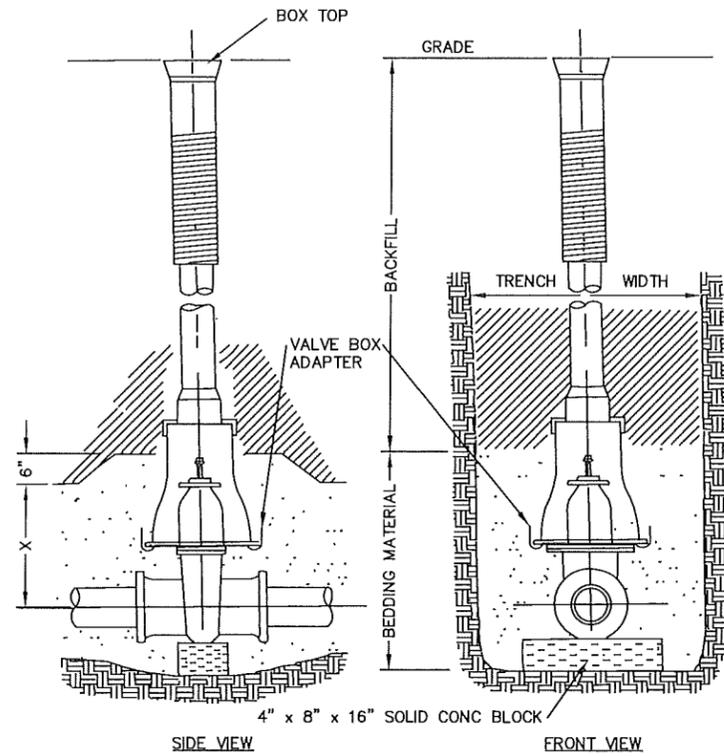
REACTION BACKING FOR BENDS

REACTION BACKING FOR DEAD ENDS

- NOTES:
- DIMENSION C SHOULD BE LARGE ENOUGH TO MAKE ANGLE θ EQUAL TO OR LARGER THAN 45°.
 - DIMENSION B EQUALS APPROX. I.D. OF PIPE LESS 2". AN EFFORT SHOULD BE MADE TO PREVENT THE CONCRETE FROM COVERING THE M.J. BOLTS.
 - WHERE BUTTRUSSES ARE NOT POSSIBLE BECAUSE OF POOR SOIL CONDITIONS OR LACK OF ROOM, STRAPPING SHALL BE PERMITTED.
 - BUTTRUSS DIMENSIONS ARE BASED ON A SOIL RESISTANCE OF 2 TONS PER SQ. FT. AND A WATER PRESSURE OF 150 PSI.

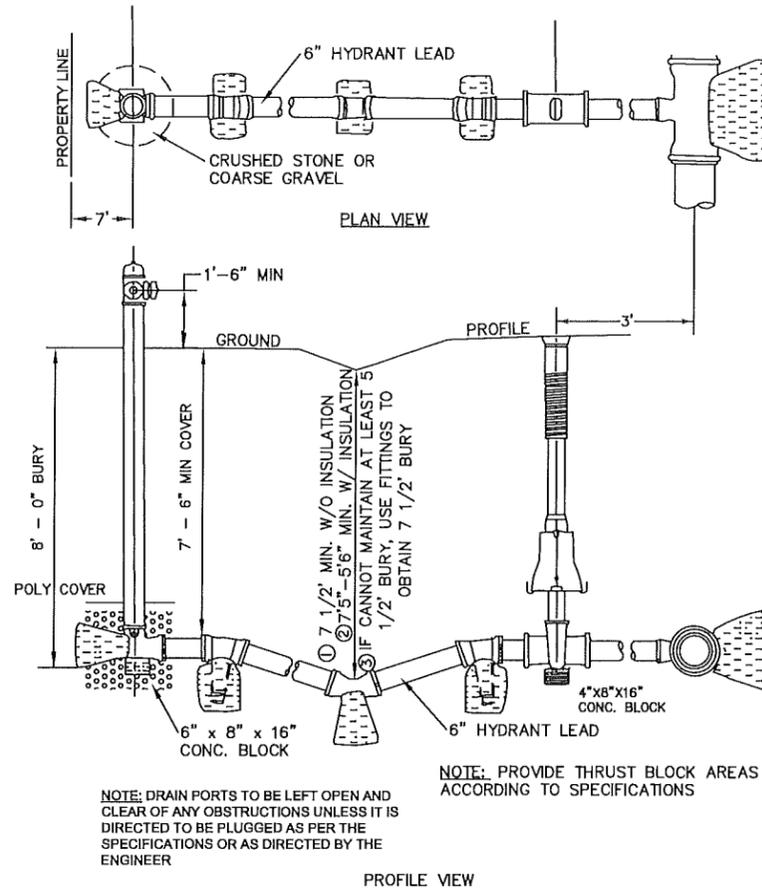
BUTTRUSS DIMENSIONS				
DIA	A	B	C	D
6	1'-6"	1'-2"		
8	2'-0"	1'-4"		
10	2'-2"	1'-7"	SEE NOTE 1	SEE NOTE 2
12	2'-5"	1'-10"		
16	3'-0"	2'-4"		
20	4'-3"	2'-10"		
24	5'-2"	3'-4"		
30	6'-9"	4'-0"		



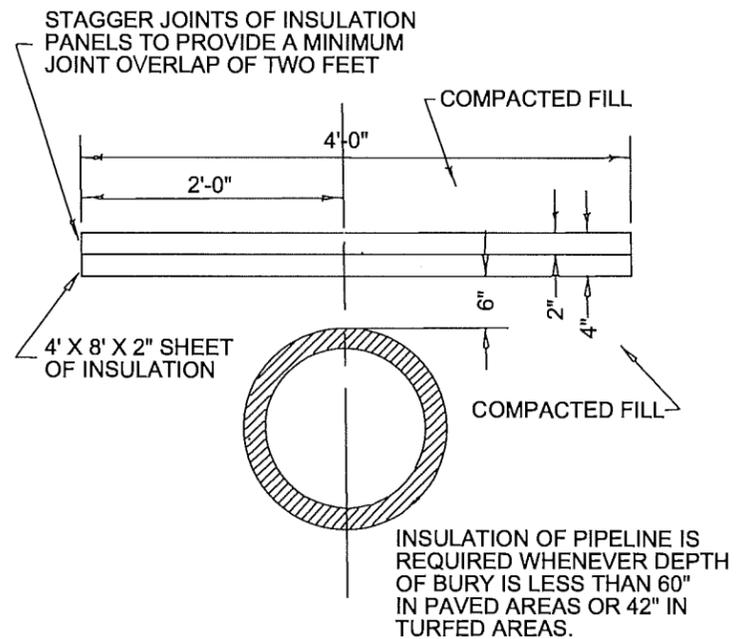
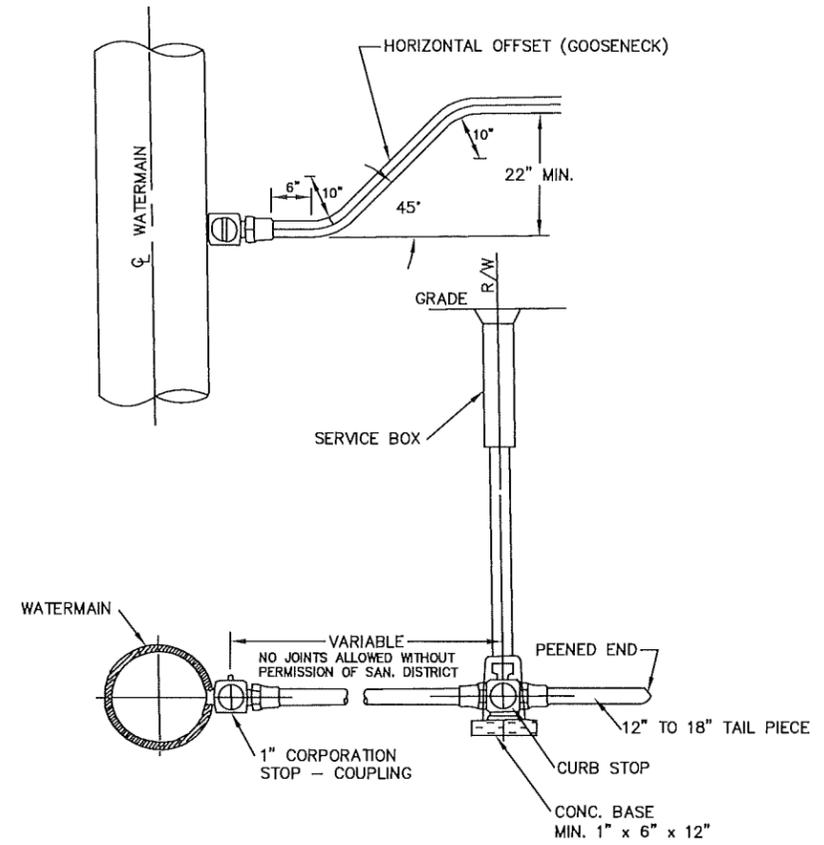


PIPE DIA INCHES	X = SETTING INCHES
2	6
3	7
4	8
6	12
8	13
10	17

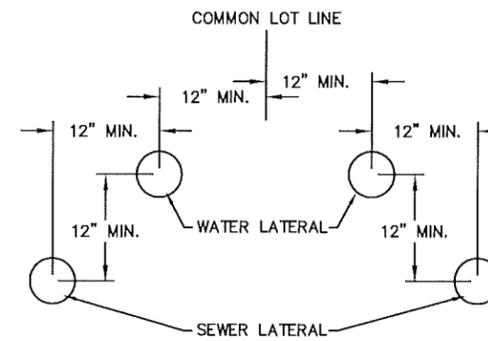
STANDARD GATE VALVE BOX SETTING



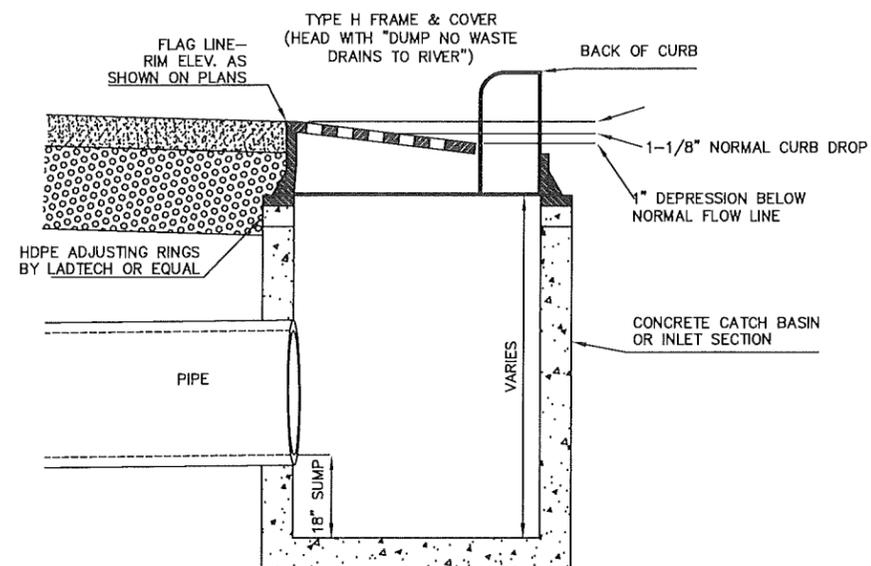
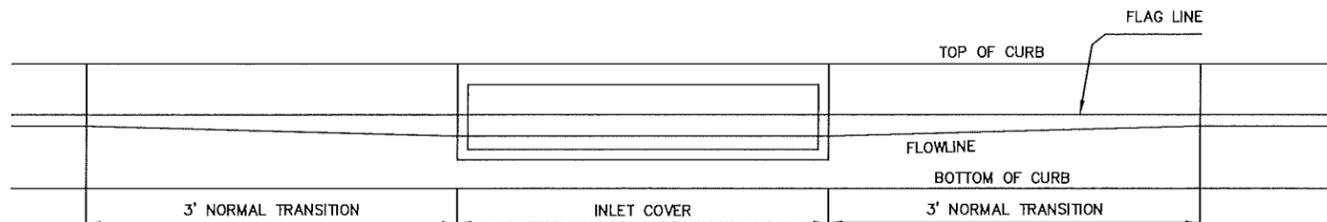
TYPICAL HYDRANT INSTALLATION



PIPELINE INSULATION DETAIL

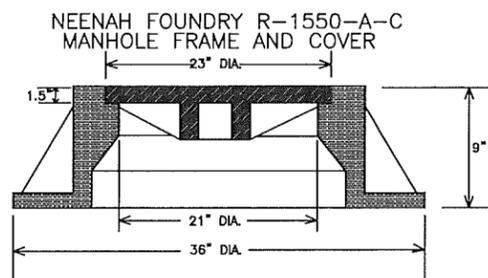


LATERAL SPACING DETAIL

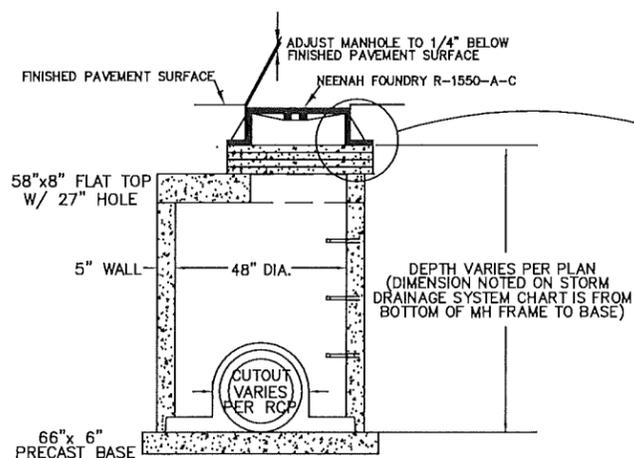


CURB AND GUTTER INLETS

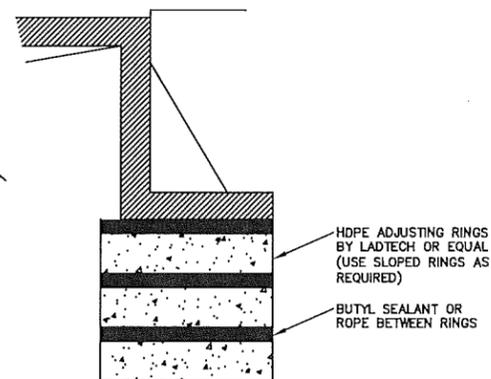
STRUCTURE	LOCATION	O/S	TYPE ST.	FRAME/COVER	RIM/FLAG ELEV	DEPTH	OUTLET PIPE		SIZE	LENGTH	SLOPE	PIPE ELEV.	
							FROM	TO				UP -STR.	DOWN STR.
Inlet 14	0+18.25	16' L	Type 3	Type H	1259.14	5.98	14	13	12	56.5	0.0088	1255.18	1254.68
Inlet 15	0+73.50	16' R	Type 3	Type H	1258.74	5.74	15	13	12	32	0.0100	1255.00	1254.68
							24	End	18	33	0.0100	1228.22	1227.89
							12	11	12	32	0.0100	1246.36	1246.04
Inlet 30	200+96.79	15' L	Type 3	Type H	1266.31	4.5	30	31	12	30.00	0.0100	1263.31	1263.01
Inlet 31	200+96.79	15' R	Type 3	Type H	1266.31	4.8	31	32	12	8.53	0.0094	1263.01	1262.93
Manhole 32	200+96.79	23.53' R	48" MH	1550	1266.98	5.3							



MANHOLE COVER DETAIL
NOTE: COVER TO BE SOLID "NON-ROCKING" TYPE WITH CONCEALED HOLE FOR SANITARY SEWER AND ONE THROUGH PICK HOLE FOR STORM SEWER.



PRECAST 48" DIAMETER STORM MANHOLE WITH DETAIL OF COVER ADJUSTMENT



METHOD OF SEALING MANHOLE ADJ. RINGS

MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

STORM SEWER DETAILS

RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

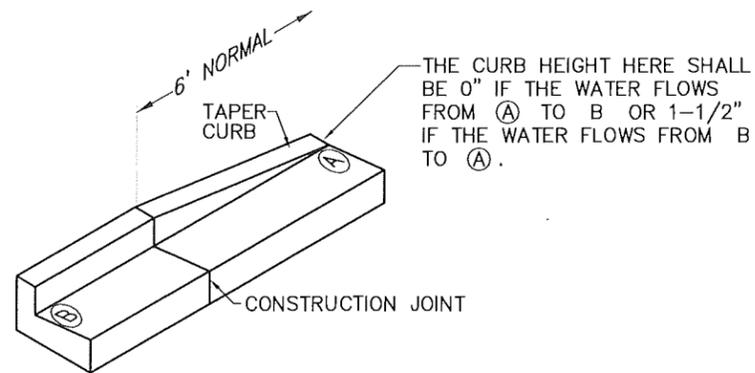
SCALE

NO SCALE

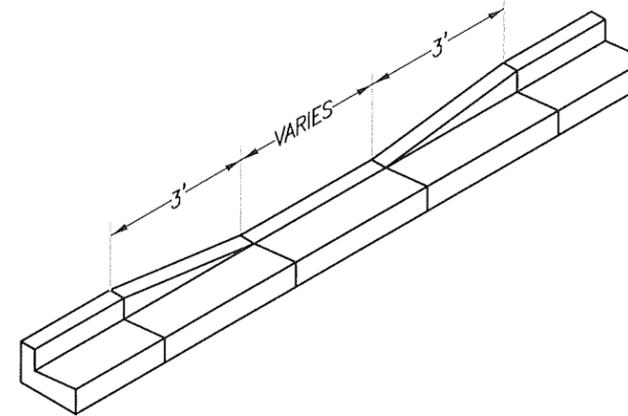
SHEET NO.

8

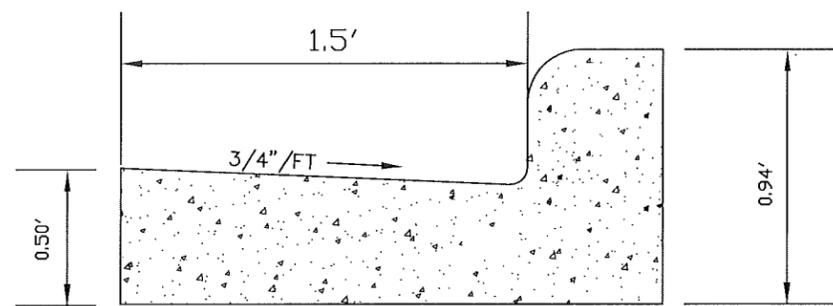
OF 17 SHEETS



STANDARD CURB & GUTTER TERMINI

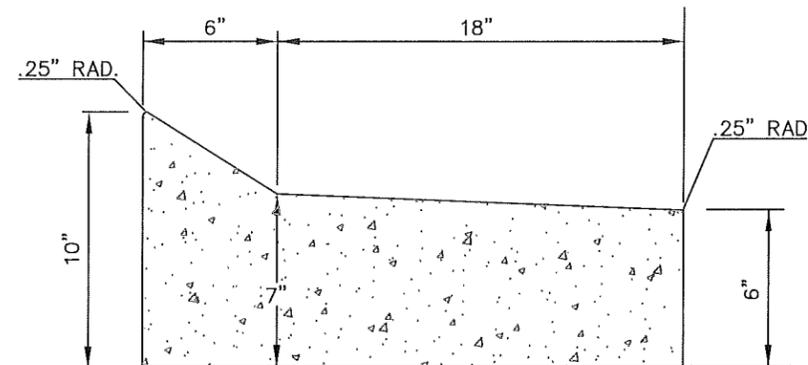


STANDARD CURB & GUTTER DRIVE APPROACH OPENING

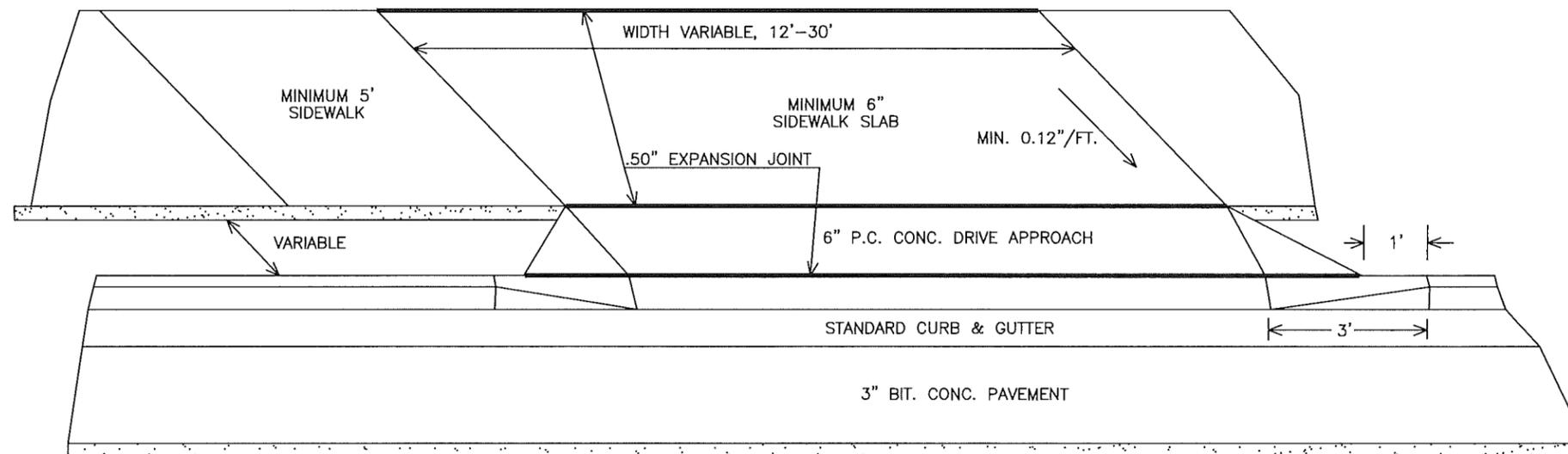


TYPICAL CURB SECTION

CONCRETE SHALL BE 6.0 BAG AIR ENTRAINED REDIMIX, WIT 28 DAY COMPRESSIVE STRENGTH OF NOT LESS THAN 3500 PSI. WET CURING AND SEALING COMPOUND SHALL BE TK 290. NO FLYASH



24" REJECT MOUNTABLE CURB & GUTTER



TYPICAL DRIVEWAY APPROACH

MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

CURB & GUTTER DETAILS

RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

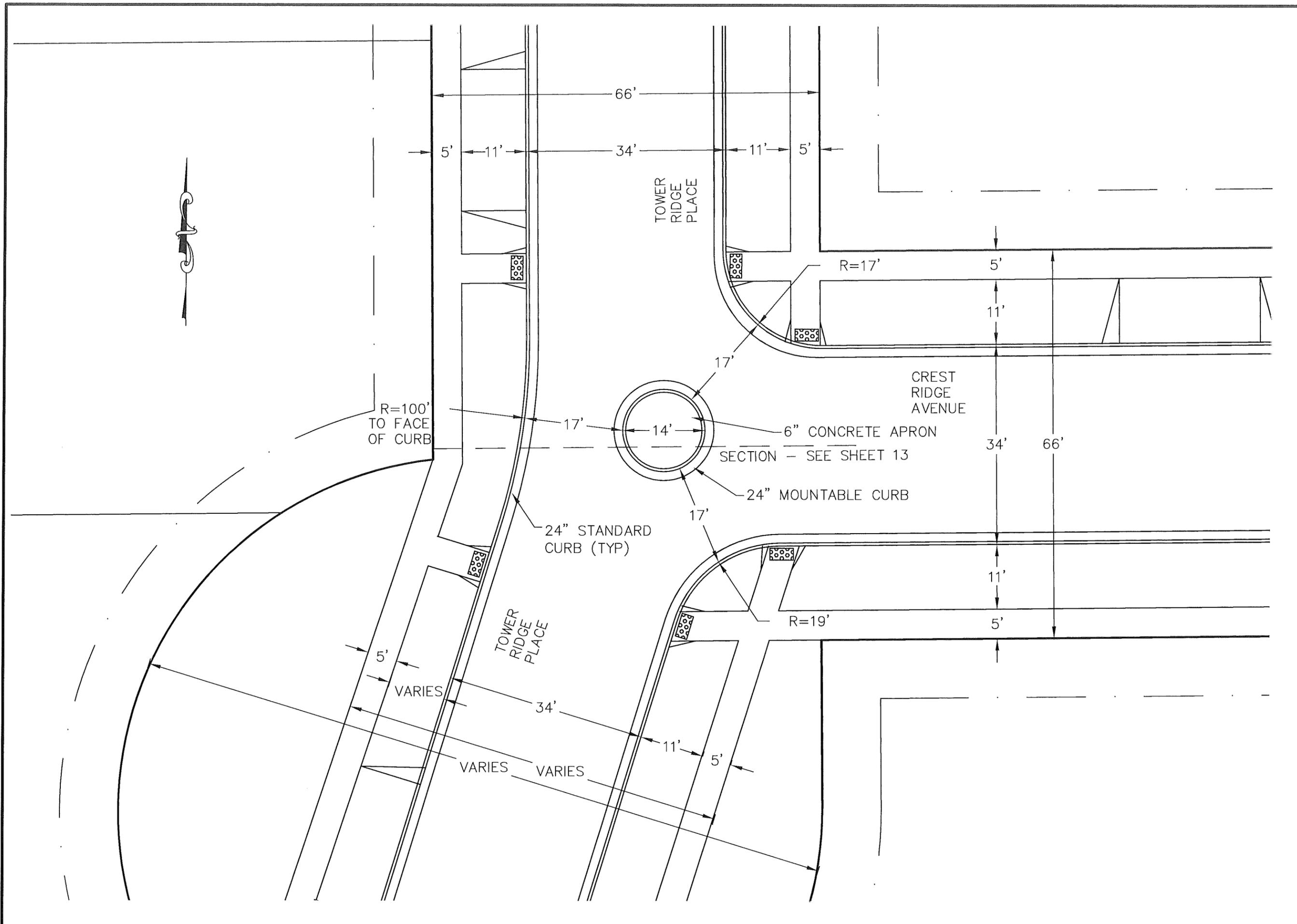
SCALE

NO SCALE

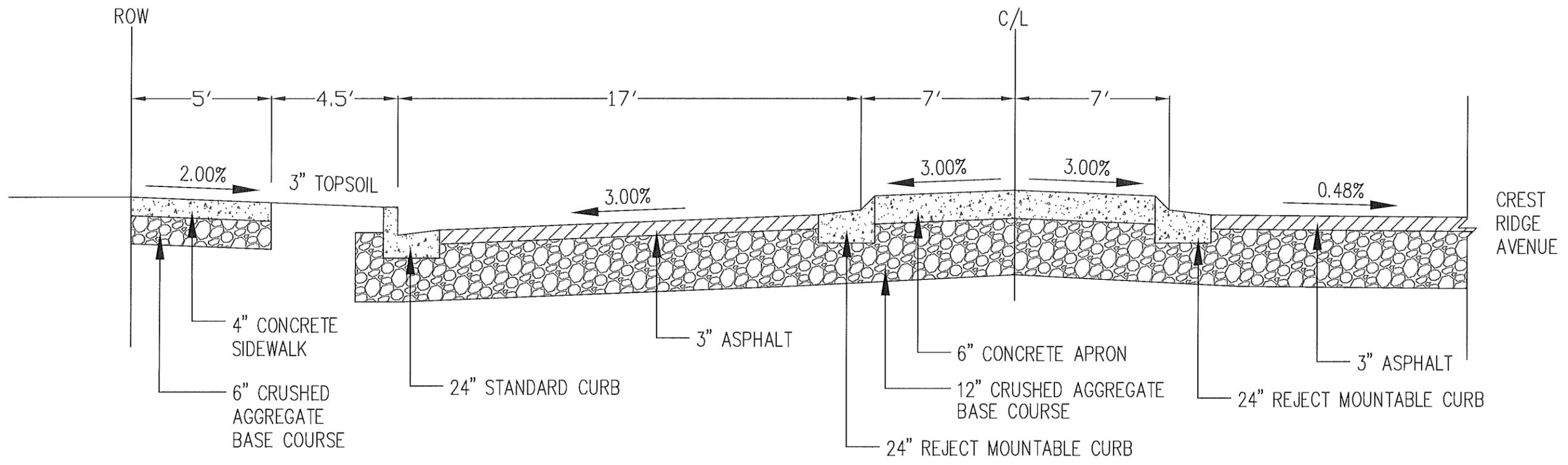
SHEET NO.

9

OF 17 SHEETS



TOWER RIDGE AND CREST RIDGE TRAFFIC CIRCLE RIDGEVIEW SUBDIVISION VILLAGE OF WESTON, MARATHON CO.		SURVEYED: DESIGNED: DRAWN BY: APPROVED:	REVISION DATE 07/14/2015	MARATHON TECHNICAL SERVICES LLC CONSULTING ENGINEERS 404 FRANKLIN ST - WAUSAU, WI 54403 PHONE & FAX - (715)843-7292 WWW.MTSLLC.NET
SCALE		1"=15'		
SHEET NO.		10		
OF 17 SHEETS				



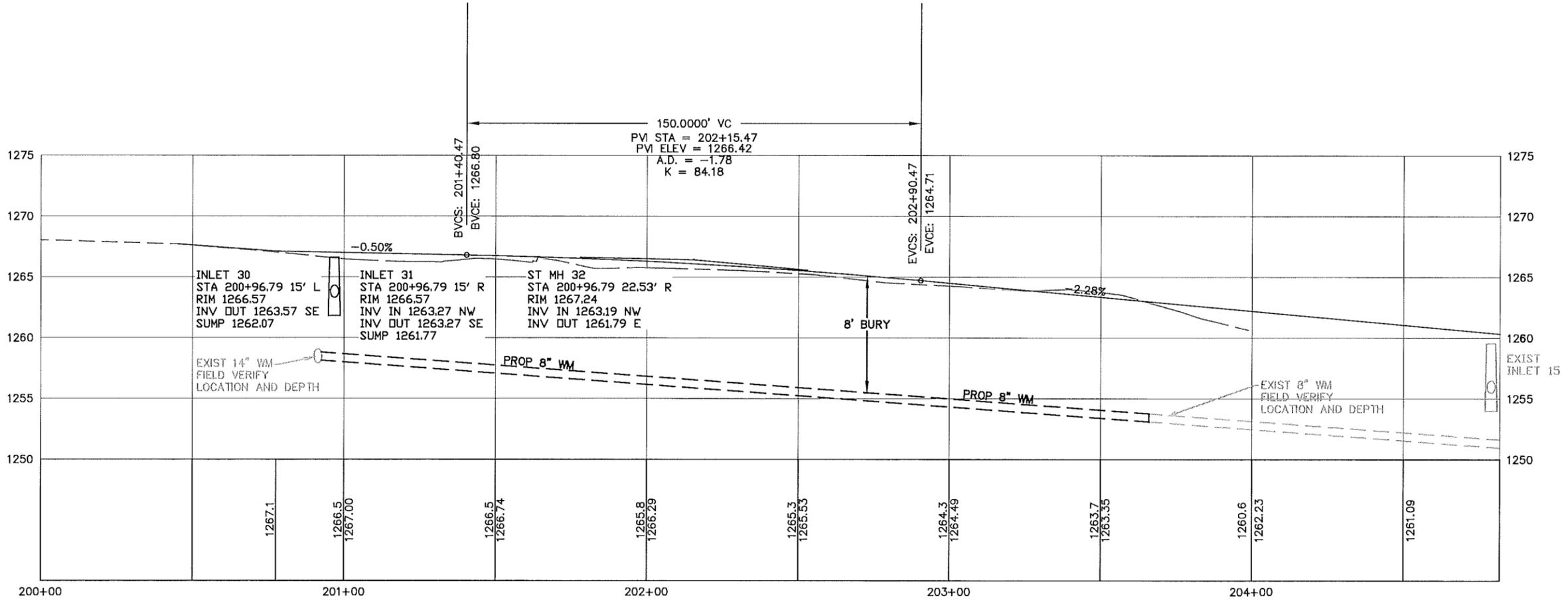
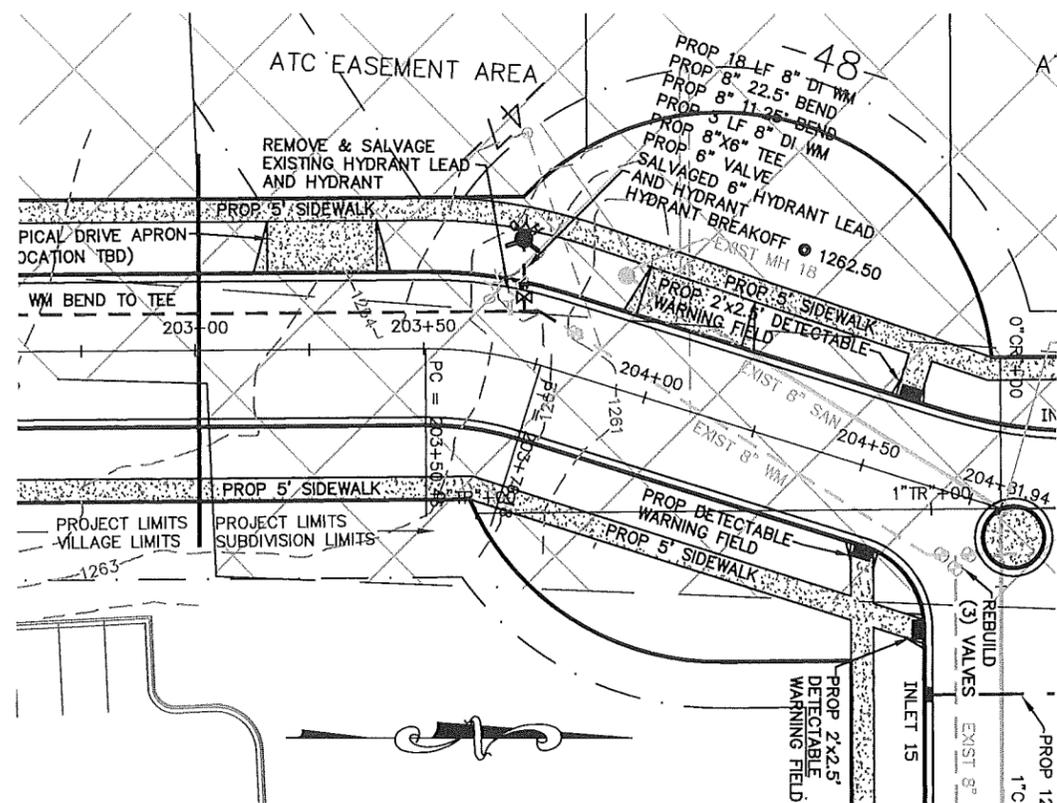
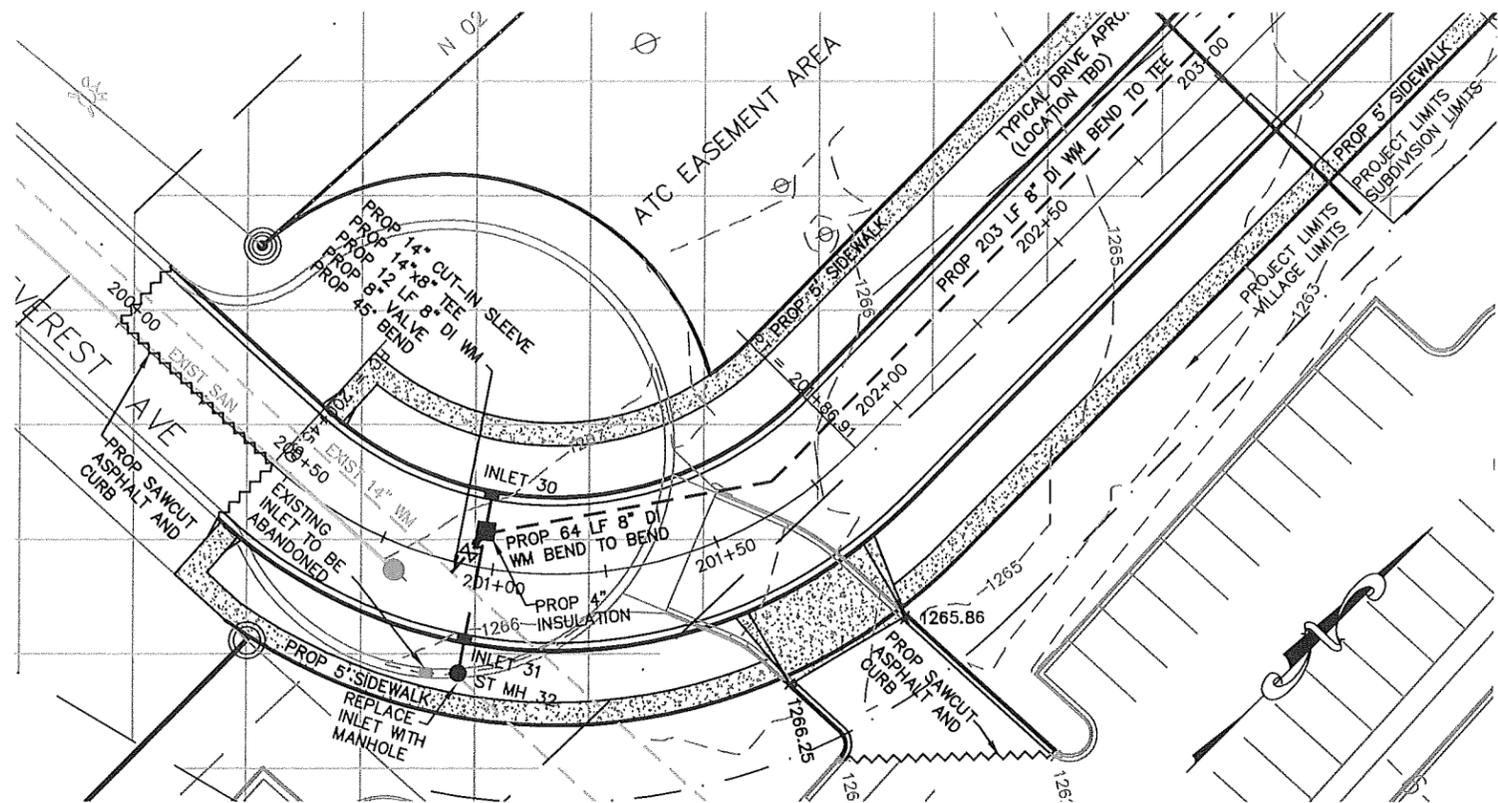
MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

TOWER RIDGE AND CREST RIDGE
TRAFFIC CIRCLE SECTION
RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

SCALE
1"=4' H
1"=2' V
SHEET NO.
11
OF 17 SHEETS



PLAN & PROFILE
E. EVEREST TO TOWER RIDGE

RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

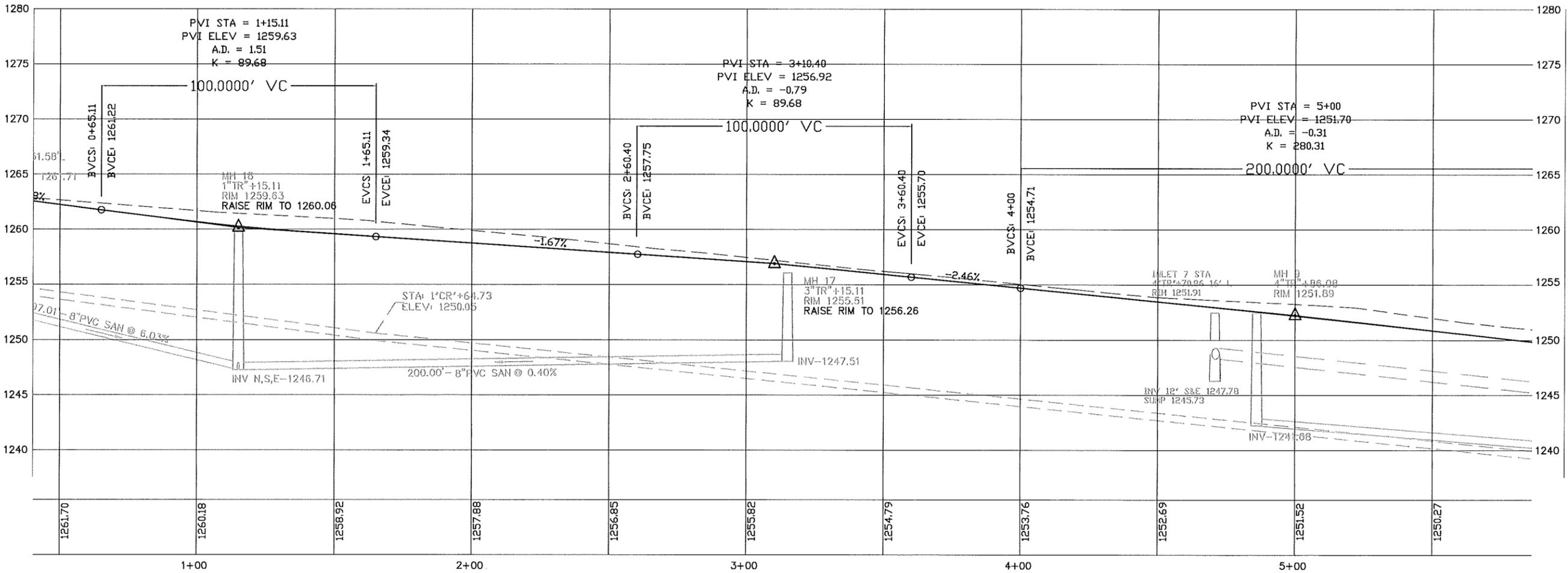
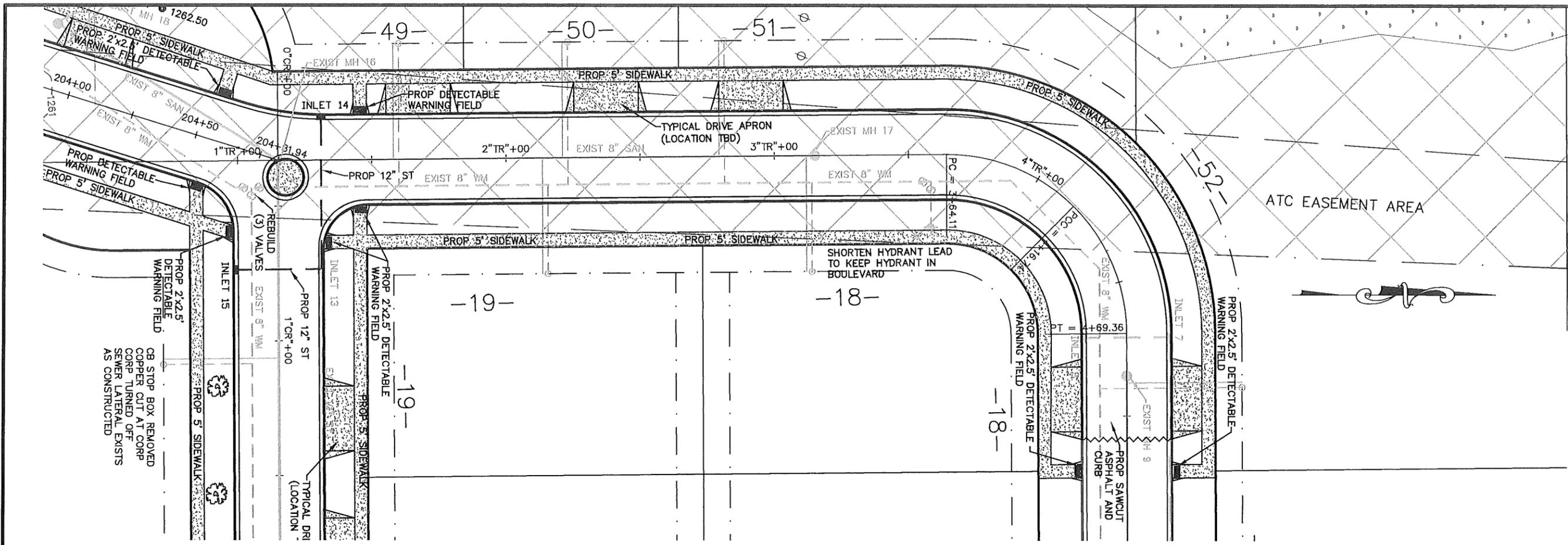
MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLLC.NET

REVISION DATE: 07/14/2015

SURVEYED: _____
DESIGNED: _____
DRAWN BY: _____
APPROVED: _____

SCALE
1" = 40' H
1" = 10' V

SHEET NO.
12
OF 17 SHEETS



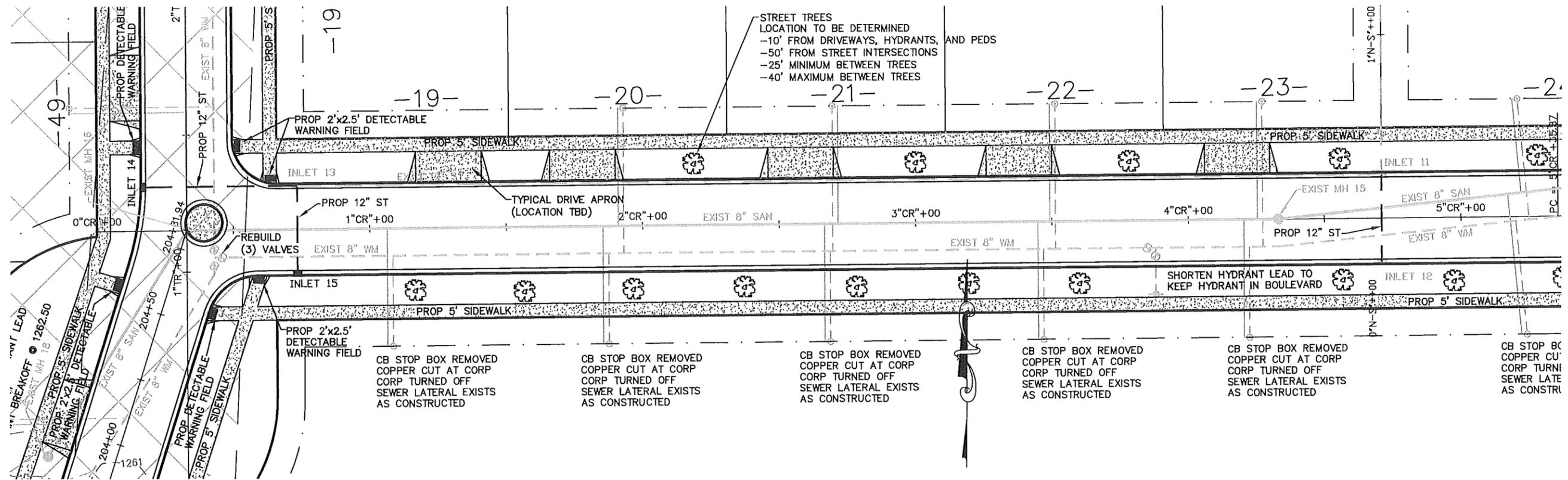
MARATHON TECHNICAL SERVICES LLC
 CONSULTING ENGINEERS
 404 FRANKLIN ST - WAUSAU, WI 54403
 PHONE & FAX - (715)843-7292
 WWW.MTSLLC.NET

REVISION DATE
 07/14/2015

SURVEYED:
 DESIGNED:
 DRAWN BY:
 APPROVED:

PLAN & PROFILE
TOWER RIDGE PLACE
 RIDGEVIEW SUBDIVISION
 VILLAGE OF WESTON, MARATHON CO.

SCALE
 1" = 40' H
 1" = 10' V
 SHEET NO.
13
 OF 17 SHEETS



STREET TREES
 LOCATION TO BE DETERMINED
 -10' FROM DRIVEWAYS, HYDRANTS, AND PEDS
 -50' FROM STREET INTERSECTIONS
 -25' MINIMUM BETWEEN TREES
 -40' MAXIMUM BETWEEN TREES

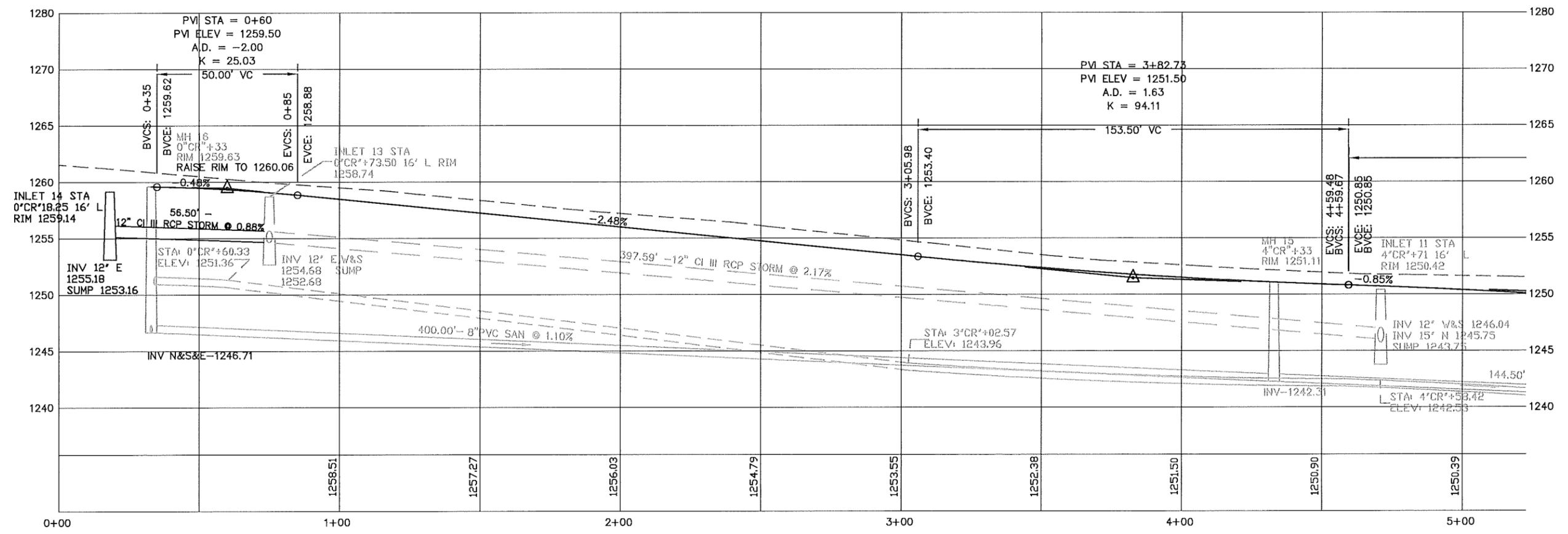
MARATHON TECHNICAL SERVICES LLC
 CONSULTING ENGINEERS
 404 FRANKLIN ST - WAUSAU, WI 54403
 PHONE & FAX - (715)843-7292
 WWW.MTSLC.NET

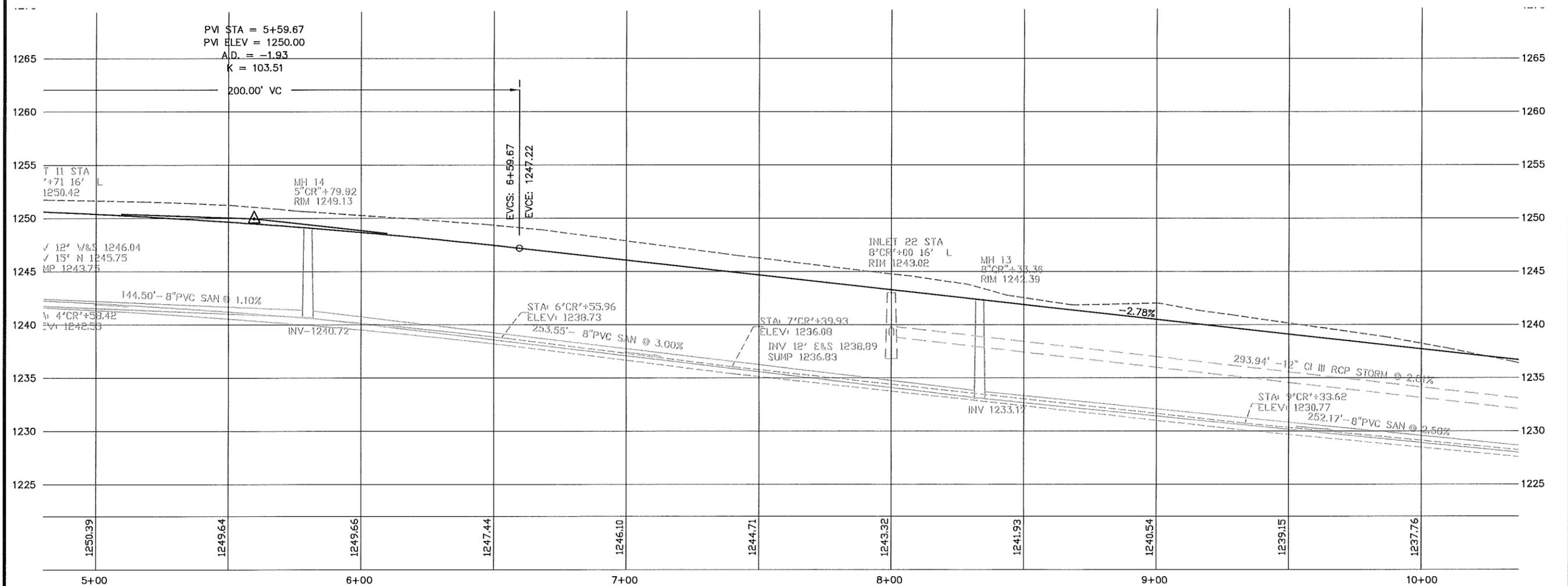
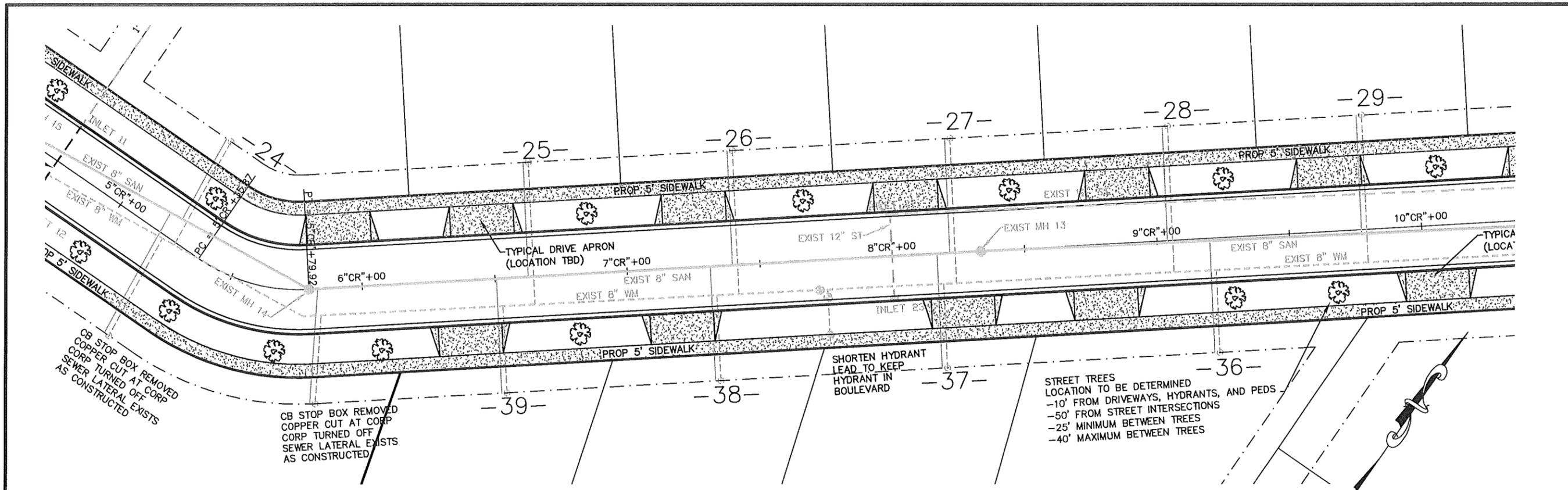
REVISION DATE
 07/14/2015

SURVEYED:
 DESIGNED:
 DRAWN BY:
 APPROVED:

PLAN & PROFILE
CREST RIDGE AVENUE
 RIDGEVIEW SUBDIVISION
 VILLAGE OF WESTON, MARATHON CO.

SCALE
 1" = 40' H
 1" = 10' V
 SHEET NO.
14
 OF 17 SHEETS





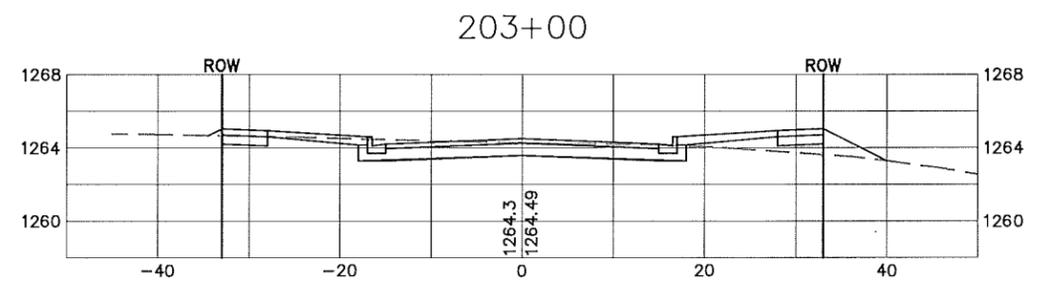
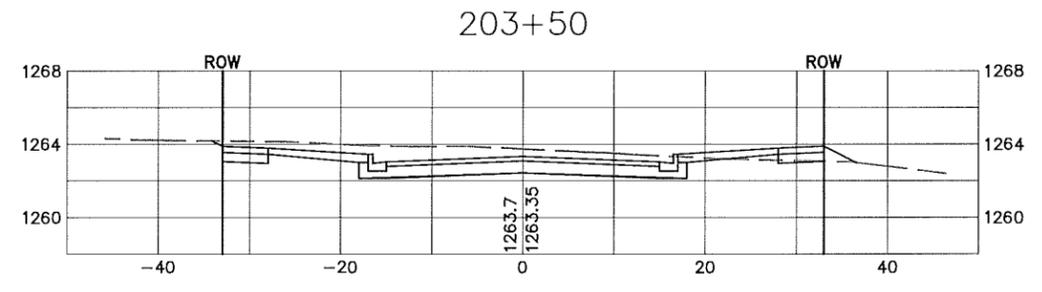
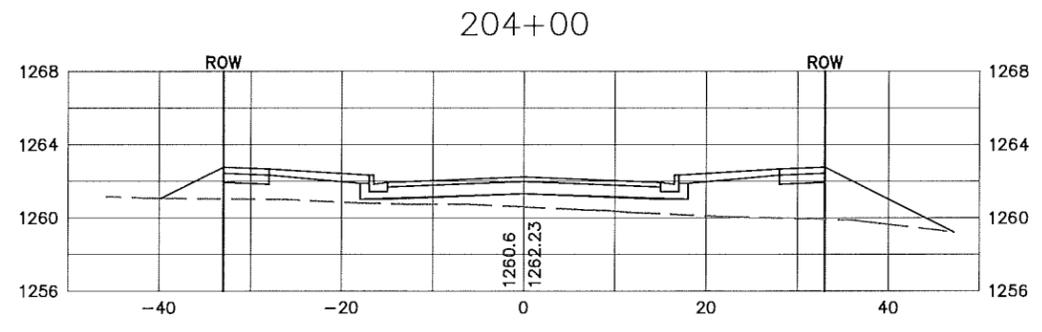
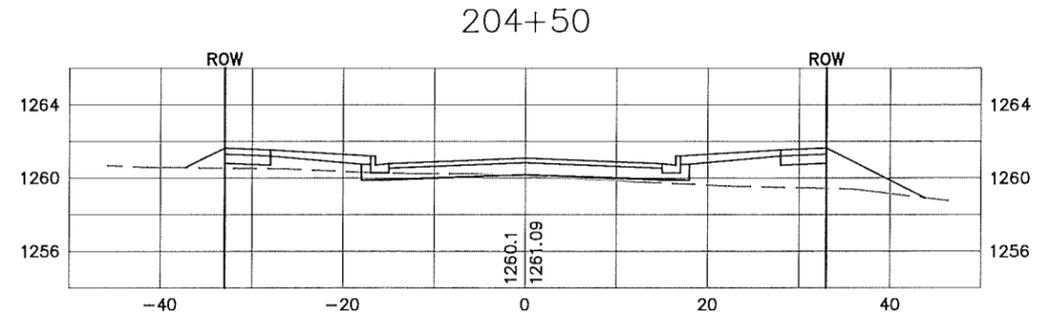
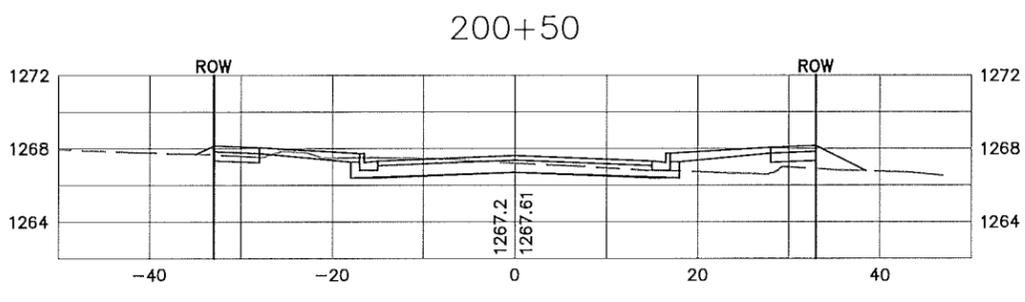
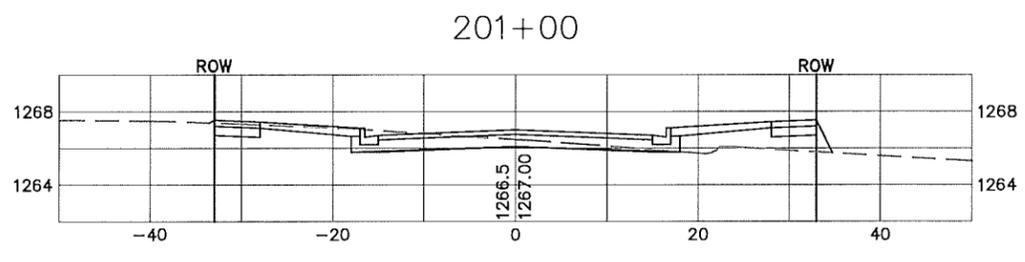
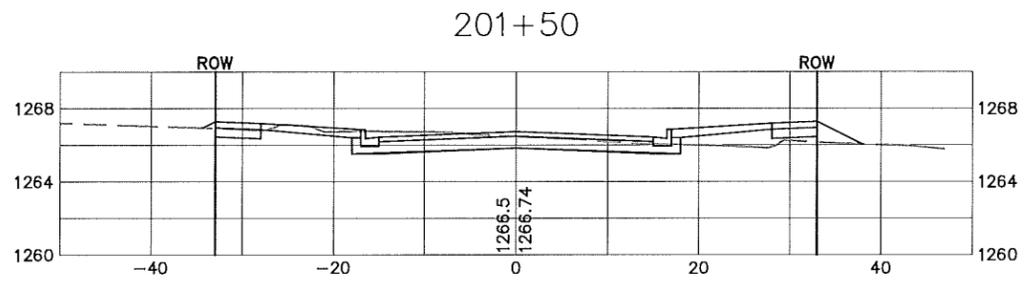
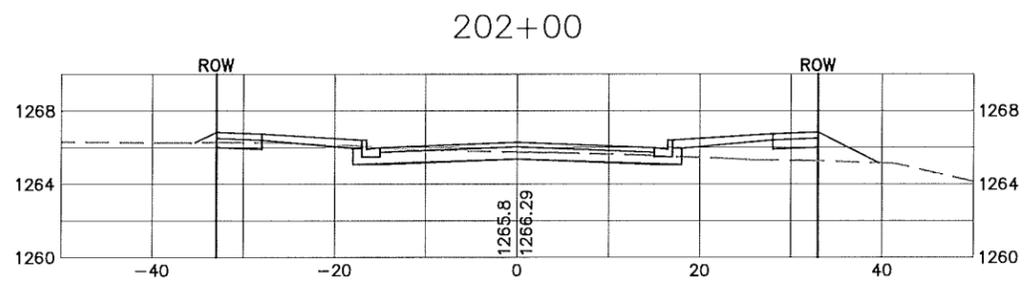
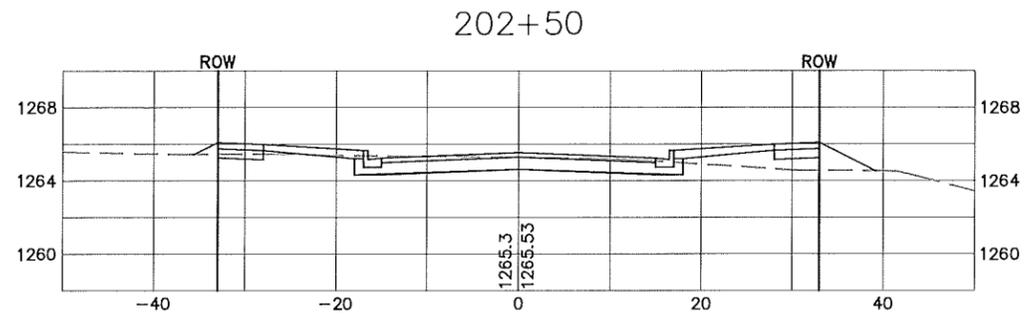
MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

PLAN & PROFILE
CREST RIDGE AVENUE
RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

SCALE
1" = 40' H
1" = 10' V
SHEET NO.
15
OF 17 SHEETS



MARATHON TECHNICAL SERVICES LLC
CONSULTING ENGINEERS
404 FRANKLIN ST - WAUSAU, WI 54403
PHONE & FAX - (715)843-7292
WWW.MTSLLC.NET

REVISION DATE
07/14/2015

SURVEYED:
DESIGNED:
DRAWN BY:
APPROVED:

CROSS-SECTIONS
E. EVEREST TO TOWER RIDGE
RIDGEVIEW SUBDIVISION
VILLAGE OF WESTON, MARATHON CO.

SCALE
1"=20' H
1"=10' V
SHEET NO.
17
OF 17 SHEETS

RIDGEVIEW PRE-BID, PRE-FINAL VILLAGE APPROVAL

OPINION OF CONSTRUCTION COSTS

PART 1 - DIVISION A – WASTEWATER SEWERS

7/16/2015

ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL COST
1	Re-excavate sewer trench backfill, re-backfill with proper compaction	Lin. Feet	894	10.50	9,387.00
2	Furnish & Install 8X4 in. sch. 40 Wye saddle	Ea.	2	5,000.00	10,000.00
3	Furnish & Install 4 in. sch. 40 sewer riser with tracer wire	Lin. Feet.	20	19.00	380.00
4	Furnish & Install 4 in. sch. 40 sewer lateral with tracer	Lin. Feet	66	13.00	858.00
5	Furnish & Install manhole frame & cover	Ea.	6	400.00	2,400.00
6	Final Manhole Adjustment	Ea.	7	200.00	1,400.00
7	Performance testing – Clean and TV	Lin. Feet	1,456	2.00	2,912.00
8	Performance testing – deflection	Lin. Feet	894	0.50	447.00
		SUBTOTAL PART 1 -S EWER			27,784.00

PART 1 - DIVISION B - WATER MAINS

ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL COST
1	Furnish & Install 6 inch DI fire hydrant lead	Lin. Feet	10	50.00	500.00
2	Furnish & Install 8 inch DI water main, with initial bedding and backfill	Lin. Feet	85	35.00	2,975.00
3	Furnish & Install 6 in. RW gate valve w/box	Ea.	1	1,300.00	1,300.00
4	Replace existing valve boxes	Ea.	3	300.00	900.00
5	Final Valve Box Adjustment	Ea.	11	50.00	550.00
6	Salvage & re-install 8 ft. bury fire hydrant	Ea.	1	1,500.00	1,500.00
7	Furnish & Install 8 in. 11.25 bend	Ea.	1	300.00	300.00
8	Furnish & Install 8 in. 22.5 bend	Ea.	1	300.00	300.00
9	Furnish & Install 8x8x6 tee	Ea.	1	300.00	300.00

10	Furnish & Install 1 in. copper water service group	Ea.	2	600.00	1,200.00
11	Furnish & Install 1 in. copper service	Lin. Feet	82	20.00	1,640.00
12	Furnish & Install 4 in. thick insulation	Sq. foot	16	3.00	48.00
13	Performance testing – Pressure, Bac-T and continuity on new 8” WM extension	Lump sum	1	700.00	700.00
14	Performance testing –Bac-T and continuity on existing 8” WM	Lump Sum	1	3,000.00	3,000.00
15	Shorten Existing hydrant leads to avoid conflicts with sidewalk	Each	3	1,500.00	4,500.00
SUBTOTAL PART 1 - WM					19,713.00

PART 1 - DIVISION C – STORM SEWERS

ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL COST
1	Furnish & Install 18 inch RCP culvert	Lin. feet	33	75.00	2,475.00
2	Furnish & Install 18 inch apron end wall w/ trash guard	Each	1	400.00	400.00
3	Furnish & Install 12 inch RCP catch basin leads	Lin. feet	88	40.00	3,520.00
4	Furnish & Install 12inch RCP storm sewer	Lin. feet	0	35.00	0.00
5	Furnish & Install 48 in. precast manhole	Vert feet	0	700.00	0.00
6	Furnish & Install 1550 manhole fr. & cover	Ea.	0	400.00	0.00
7	Final Manhole cover Adjustment	Ea.	0	200.00	0.00
8	Furnish & Install Type 3 inlet box	Ea.	2	1,100.00	2,200.00
9	Furnish & Install Type H inlet frame & grate	Ea.	11	400.00	4,400.00
10	Furnish & Install Type FF filter fabric on inlets	Ea.	13	40.00	520.00
11	Clean & TV storm sewer	Lin. Feet	363	2.00	726.00
SUBTOTAL PART 1 - STORM					14,241.00

PART 1 - DIVISION D – SITE WORK

ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL COST
1	Payment/Performance Bond	Lump Sum	1	1,000.00	1,000.00
2	Furnish & Install silt fence	Lin. feet	1100	2.50	2,750.00

5	Furnish & Install 14X14X8 DI tee	Ea	1	600.00	600.00
6	Furnish & Install 14" cut-in sleeve	Ea.	1	300.00	300.00
7	Furnish & Install 4 in. thick insulation	Sq. foot	16	3.00	48.00
8	Performance testing – Pressure, Bac-T and continuity on new 8" WM extension	Lump sum	1	600.00	600.00
SUBTOTAL PART 2 WM					11,093.00

PART 2 - DIVISION C – STORM SEWERS

ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL COST
1	Furnish & Install 12 inch RCP catch basin leads	Lin. feet	32	40.00	1,280.00
2	Furnish & Install 12inch RCP storm sewer	Lin. feet	8	35.00	280.00
3	Furnish & Install Type 3 inlet box	Ea.	2	1,100.00	2,200.00
4	Furnish & Install Type H inlet frame & grate	Ea.	2	400.00	800.00
5	Furnish & Install Type FF filter fabric on inlets	Ea.	2	40.00	80.00
SUBTOTAL PART 2 STORM					4,640.00

PART 2 - DIVISION D – SITE WORK

ITEM	DESCRIPTION	UNITS	QTY.	UNIT PRICE	TOTAL COST
1	Saw cut existing pavement	Lin. Feet	80	4.00	320.00
2	Remove Existing curb/gutter	Lin. Feet	250	1.50	375.00
3	Remove Existing Pavement	Sq. Yds.	700	5.00	3,500.00
4	Remove Existing Concrete Driveway Apron	Sq. Yds.	50	1.50	75.00
5	Remove Existing Inlet box & Frame	Each	2	50.00	100.00
6	Grade ROW & backslope to subgrade	Station	2.2	500.00	1,100.00
7	Furnish & Install 12" CABC	Cu. Yds	300	18.00	5,400.00
8	Furnish & Install 8" CABC driveway apron and driveway sidewalk	Cu. Yds.	11	18.00	198.00
9	Furnish & Install 6" CABC sidewalks	Cu. Yds.	50	18.00	900.00
10	Furnish & Install 24" concrete curb/gutter with driveway cuts	Lin. Ft.	520	10.00	5,200.00

11	Furnish & Install 4" sidewalks	Sq. Ft.	2,600	3.50	9,100.00
12	Furnish & Install 6" sidewalk driveway section	Sq. Ft.	15	4.50	67.50
13	Furnish & Install 6" driveway apron	Sq. Ft.	450	4.50	2,025.00
14	Furnish & Install 3" Bit. Pavement	Tons	150	80.00	12,000.00
15	Pavement Sweep & tack	Lump Sum	1	500.00	500.00
16	Restoration between sidewalk and curb	Sq. Yds.	575	3.50	2,012.50
17	Furnish & Install Street Trees	Each	12	150.00	1,800.00
18	Furnish & Install 24"x30" detectable warning field	Each	2	300.00	600.00
		SUBTOTAL PART 2 SITE			45,273.00
		SUBTOTAL PART 2 B-D			61,006.00

TOTAL PARTS 1 & 2	422,949.00
-------------------	------------

Marathon Technical Services, LLC

404 Franklin St. • Wausau, WI 54403 • Phone: 715-843-7292 • Fax: 715-843-7292

Memo

To: Daniel Guild, Keith Donner, Jennifer Higgins & Michael Wodalski

From: Mark

CC: Heath Tappe

Date: 2015-07-30

Re: Ridgeview - Finance Committee – East Everest Ave

Based on the questions and comments we heard at the meeting of 2015-07-29 it appears that there is a believe by some at the Village that the connection, from the Ridgeview subdivision to East Everest Ave, is being completed in part or in whole at the request of Denyon Homes and just for the benefit of Denyon Homes. The failure to obtain a second on a motion to have Denyon contribute 50% of the costs indicates the finance committee members want even more of a contribution from Denyon. **Please let it be clear that Denyon Homes has not requested the connection, has no interest in the completion of the connection and has no interest in contributing to its completion – other than that proposed portion which lies within the subdivision.**

That is not to say we do not understand the issues of connectivity faced by the Village. We have no objection to the completion of the connection. However, there is no financial benefit to the subdivision. Yes, there may be some residents that would take advantage of a more direct route to STH 29. However, many more residents would likely appreciate the lower traffic on the short looped streets of Crest Ridge and Tower Ridge – just as the East Everest Ave residents do. These short looped streets act almost like a cul de sac, in terms of low traffic flow. No connection to East Everest was certainly the sentiment of the existing Phase One Ridgeview residents during the Rennes rezoning and site plan approval process.

This is a marginally located subdivision. It should be noted that this Ridgeview location is our least desirable location of our current projects - that is a negative market driver. These lots are smaller and narrower than our other locations. There is a mobile home park to the north, there is an adjacent electrical substation to the northwest and the western four lots are significantly impacted by the overhead electrical transmission lines. These are not high value lots and the development costs need to be monitored closely.

When the infrastructure costs become too great it's just not worth the risk to complete the project. The subdivision was approved without the street connection being proposed or required. There is an initial developer agreement on required infrastructure that do not include many of the items not being asked for. The infrastructure has been mostly completed. The vacant lots were purchased by Denyon Homes before the new Connectivity Policy and changes in construction standards. These all represent additional costs not factored into the financial analysis completed by Denyon Homes on the viability of completing this blighted subdivision.

We have tried to be cooperative with the Village in getting the project completed as originally proposed. So far we have not objected to the 50% increase in base coarse requirements, nor the addition of sidewalks or the requirement for concrete driveway aprons and the street trees. These are all new costs added to the project. Some of the new facilities do not even abut Denyon Homes lots, such as the

approximately 725 feet of sidewalk adjacent to the Rennes complex. A comment was previously made that a \$25,000 project cost increase for the connective street represents just only a \$1,000 increase per lot. However, with all of the policy and standard changes, **that have taken place after the purchase** of the vacant lots, the total increase in cost **just within the subdivision** are substantial, at **\$141,516** and are summarized as follows.

Additional Costs Due Changes to Policies and Construction Standards			
Item	Total Bid Cost \$	\$ per Lot	\$ per foot of Street
CABC – 12" vs 8"	16,912	768.73	9.77
4" Sidewalks	54,940	2,497.27	31.74
6" Sidewalks	15,470	703.18	8.94
Driveway Aprons	27,720	1,260	16.01
Traffic Circle	5,474	248.82	3.16
Street Trees	21,000	954.54	12.13
Total	141,516	6,432.55	81.75

The value of lots - what people are willing to pay - is driven by market conditions, not the costs to develop. There is no scaling up of the development costs to establish a sales price. Every dollar needed to develop the lot reduces the viability of the project. The changes in policies and standards - just within the subdivision - have added \$6,432.55 per lot, as shown above (based on contractor bids of 2015-07-29). These costs have made an already marginally viable project a questionable venture.

We understand and appreciate the challenges of developing and satisfying what is in the best interest of the Village. However, current market conditions do not allow for unlimited additional expenses and upgrades required by the Village, especially adding additional developer contribution, of any amount, for an additional entrance street. The costs cannot be absorbed into 22 lots.

Denyon Homes cannot pay for any additional expenses outside the current development. We could determine a contribution strategy by reducing sidewalks or some of the other new expenses. If we could develop under the original developer's agreement and not incur those proposed new expense dollars for sidewalks, driveway approaches and street trees, we could provide some contribution to build the new entrance. This type of compromise would benefit the Village (with new entrance) and also the current neighborhood, as everything would be uniform with the existing Ridgeview.



Meeting of the: PLAN COMMISSION
Members: Loren White {c}, Mark Maloney, Tina Kollmansberger, Mike Stenstrom, Fred Schuster, Dave Diesen, & Hooshang Zeyghami
Location: Weston Municipal Center (5500 Schofield Ave) – Board Room
Date/Time: Monday, August 12, 2013 @ 6:00 P.M.

MINUTES

1. Call to Order

A. Roll Call of Attendance

White called the meeting to order at 6:00 p.m. Present was: White, Maloney, Kollmansberger, Stenstrom, Schuster, Diesen, and Zeyghami. Planning & Development Director Higgins, Public Works Director Donner, Building Inspector, Tatro, Planning & Development Intern, Wehner, and Recording Secretary, Parker were also present. There were 15 audience members in attendance.

B. Approval of Agenda/Consent Items

**M/S/P Diesen/Schuster: to approve the Agenda: Higgins requested that Unfinished Item (A), and New Business Items (A) and (B) be discussed together.*

2. Public Comment

Cheryl Kelly, 4415 E. Everest Avenue, Weston, was present, and handed out an attachment. She stated that she has two issues to discuss related to the Rennes project. The first issue is the emergency access that Rennes is proposing to come off the cul-de-sac of East Everest Avenue from the Rennes property. She feels that the siren-activated gates should be installed now, rather than later. She feels that it should not be the burden of the neighborhood to police any vehicles that may travel through there, once the project is done, and that access is limited to emergency vehicles only. She stated that by having the gates in there now, during the construction phase, they would not have to disturb any newly paved or seeded lands, in order to run the power out there. She also feels that by putting the gates in now will allow for the traffic to get used to seeing them. She does not want this to be just a signed emergency entrance, but gated. Her second issue is with the connection of the two cul-de-sacs (East Everest Avenue to Tower Ridge Place). She questioned the saleability of the two lots where the R-O-W easement will run through. She questioned who will pay for the connection of those cul-de-sacs.

Kelly pointed out the section of road (within the Ridgeview Subdivision) that is completed, and what is not completed, [shown on her map](#). Donner stated that the remainder of Tower Ridge Place and all of Crest Ridge Avenue were not constructed yet, as this was a phased development. He stated that the remaining lots could not be developed until the road goes in. He stated that the utilities have been installed throughout the subdivision, just not the road. This development is now bank owned. Donner stated during this project an agreement to do construction in a phased approach was made. Kelly questioned whether a surety bond was put up by the developer. Donner stated there was a surety bond for the first phase, but not for the future phases. Kelly feels the subdivision should have been constructed, and that the Village should be obligated to construct those roads. She [read a section of our code \(Chapter 74, Article 4\)](#) where it discusses required improvements. She feels that

the Village dropped the ball on not obtaining the surety bond for the entire development. Stenstrom commented to Kelly that this was a phased project, the first phase was completed, and the developer no longer owns the property, there is nothing more that can be done by the Village or by the original developer. Kelly stated that though there is concern about the safety of the residents, there should also be concern about the residents of the neighborhood being able to get out. She stated that it appears that Village staff is recommending a shorter route of connecting the two cul-de-sacs to supply another outlet for the subdivision, rather than completing the road (Crest Ridge Avenue) out to Von Kanel Street.

Jason Macdonald, 6206 Kirk Street, was present, and explained how his family moved here about 6 years ago. When they moved here, the exit-way from East Everest Avenue onto Barbican Avenue was relatively new yet. In their 6 years here, they have seen an increase in traffic from residents cutting down Kirk Street from Jelinek Avenue, to be able to access Camp Phillips Road by the traffic lights. He does not want to see his neighborhood disrupted. He feels that if the Village makes the connection between Tower Ridge Place and East Everest Avenue, he feels the traffic will instead funnel through that subdivision to East Everest Avenue, versus Kirk Street. He stated that there are more and more young families moving in to the neighborhood there, and kids enjoy riding their bicycle to the round-a-bout, and he would hate to see this area disrupted.

3. Consent Agenda Items

A. Consideration of Previous Meeting(s) Minutes

- i. July 8, 2013 Regular Meeting
- ii. July 29, 2013 Joint Plan Commission & Village Board Comprehensive Plan Update Workshop

B. Acknowledgement of Sign Permits Issued

C. Acknowledgement of Certificates of Occupancy Issued

**M/S/P Schuster/Diesen: to approve the Consent Agenda Items.*

4. Unfinished Business

A. Public Hearing to consider a request relative to application OPDA-6-13-1340 having been filed with the Village Clerk by Mark Thompson, P.E., of MTSLLC, 2000 Lester Street, Weston, WI 54476, for the current property owner, Randy Balk, of Intercity State Bank, 962 Grand Avenue, Schofield, WI 54476, and future property owner, Al Kratky, of Rennes Development Company, 261 French Street, Peshtigo, WI 54157, requesting An Amendment (OPDA-6-13-1340) to the original OPD (REZN-5-11-1190), to allow for a 35,000 square foot building addition (50 bed skilled nursing addition) at the existing Renaissance Assisted Living Facility, 4605 Barbican Avenue. - Tabled at 7/8/13 PC Meeting

**M/S/P Stenstrom/Diesen: to take this Public Hearing off table.*

[Clerk's Note: This hearing was closed prior to it being tabled in July, and now at the point of Plan Commission Member/Staff discussion. This item along with New Business items A & B are being discussed as one.]

5. New Business

A. Discussion and Action on Site Plan CSIT-6-13-1339 ERU-6-13-1340 for a 35,000 square foot building addition (50 bed skilled nursing addition) at the existing Renaissance Assisted Living Facility, 4605 Barbican Avenue

B. Discussion and Recommendation to the Village Board on Planned Development Amendment OPDA-6-13-1340 requesting An Amendment to the original OPD (REZN-5-11-1190) per Site Plan (CSIT-6-13-1339 ERU-6-13-1340), to allow for a 35,000 square foot building addition (50 bed skilled nursing addition) at the existing Renaissance Assisted Living Facility, 4605 Barbican Avenue

Mark Thompson, MTS LLC, 2000 Lester Street, was present as the consultant for Rennes Group. He explained the concept site plan that had been presented at the last meeting; since that time they have now submitted their final plans. Thompson stated that they are still working through the utility issues with staff, however.

He stated that there have been two major changes. First, they removed the proposed temporary driveway (from East Everest Avenue cul-de-sac to existing parking lot), leaving the emergency-only driveway (during the construction phase, employees, visitors, and deliveries will use this driveway). He stated the contractor will build a portion of the permanent staff parking lot first, and use that as the temporary access for staff, deliveries, and skilled-nursing facility patients, out-patients, and visitors (from East Everest Avenue). The connection between East Everest Avenue and the Valdres Springs Court cul-de-sac will become a private area, and the 7 or 8 parking stalls on the south will be constructed after some of the initial utility work, and will be used as the access point during construction for employees and skilled-nursing facility, which will still have their main access off of the cul-de-sac.

The second change that they made was to rotate the staff parking lot (in the northwest) to accommodate a potential future street between the East Everest Avenue and Tower Ridge Place cul-de-sacs. They left enough space for a 66' right-of-way, and the appropriate setbacks from the right-of-way to that employee parking lot. To get the number of required parking stalls, they have incorporated the service driveway into the eastern tier of the parking stalls.

Thompson stated that the operation is still the same for the permanent facility where primary access will come off of Barbican Avenue, through an existing driveway approach, west of the round-a-bout. Deliveries and employees will then use the new northern service driveway (from the new eastern parking lot) to get to the backside of the building.

The two utility issues that they are working out is the relocation of the watermain and the stormsewer, which will become dedicated facilities to the Village after construction. Some of the existing sanitary and storm will be converted from public facilities, partially abandoned, and some reused for private services, as part of the expansion. He commented that Village staff's recommendation talks about having to complete these easements, which Rennes will do as they finalize the design of the utility locations; and some transfer agreements, transferring the interest in operating and maintaining those pipes that were once originally public into private lines.

Thompson stated that as part of Village staff's recommendations, there is discussion on that connector street. The Rennes group has been cooperating with laying that out and adjusting the staff parking lots to accommodate that potential future street. They did show this in some earlier working drawings for the benefit of staff to review, and have removed that from the site plan that they have presented. That is not really a horse that they have in the race on the site plan approval, other than they left space on the site plan to accommodate it.

Thompson read the four Policy Alternatives listed in the Staff Memo. He stated that at this time, the Rennes will continue to cooperate with the Village on development of that right-of-way, if at some point in time there is a Village project to construct the street. Rennes would not want to see that

portion of the existing duplex Lot 5, and portions of the bank-owned lots (46 & 47) encumbered by the Village for a project that may not happen. They would be interested in the first Policy Alternative to approve the site plan as presented, at least in regards to that potential street between the two cul-de-sacs.

Thompson stated that this project is fairly complicated in that they have the street vacation, utilizing the duplex lots from Arndt Subdivision (Valdres Springs Plat) originally, as well as some of the bank-owned lots. They will have to complete a CSM to combine all of these lots. Initially, this will become a 2-lot CSM, due to TIF District issues (part of the land being in the TIF and part of the land being outside the TIF). Then once the TIF closes, there likely would be a consolidation of the two CSM's (which Thompson had shared a [draft copy of the 2-lot CSM](#) tonight).

Thompson commented with regard to the gate and snow removal. He stated gates in this climate can be difficult when it comes time for plowing and maintaining (as far as plowing snow and ice from around the gate). He commented that with the electrical plans, they will run conduit from the facility to the emergency entrance area, in case there is a future need to install the siren-activated gate. At this point, they understand that employees will be employees, and the littering/smoking issues (that were previously brought up) have been addressed with the employees. Thompson stated that if neighbors call the Rennes, or call the Village, on problems they are having with Rennes employees (such as using the emergency access), he feels Rennes would address the problem. It is an on-going commitment from the Rennes Group that emergency access there is to their benefit, and understand the neighborhood concern about routing traffic there. They will certainly work with the Village to be sure it does not become a nuisance to the neighbors.

Thompson commented about the concerns brought up previously on the traffic during construction from the deliveries, employees, patients, and visitors. Rennes is working with their vendors to make an effort to minimize the delivery vehicle size coming through the neighborhood, while the access is off of East Everest Avenue. Maloney confirmed that delivery vehicles, employee, visitors, and patients will only be accessing the property from East Everest Avenue during the construction phase. Thompson stated that they had discussions with the construction contractor on the ability to construct the service road and eastern parking lot first to allow all vehicles to enter from Barbican Avenue, but it was explained that there is not enough space that this would create too much conflict and hazard to be mixing regular campus traffic with the construction traffic. Thompson confirmed that construction vehicles will only be accessing the property from Barbican Avenue.

Kollmansberger questioned (once the access point to East Everest becomes emergency access only) if they could at least consider installing video surveillance. If so, would they have staff watching the video all the time? Thompson stated they are not planning to install that right away, but if it is found that employees are abusing the emergency entrance, a camera could get installed and watched, and disciplinary action taken.

White questioned Donner on the easement shown, which is a fairly narrow strip that runs westward off of Crest Ridge Drive. Donner stated that is an existing easement to connect watermain from the Ridgeview Subdivision towards the water tower. Donner stated that staff is looking at this as an opportunity to make a reservation of a right-of-way and a utility easement in the event we would ever want to connect those streets through, though it is not our intention to connect the streets now. White confirmed that staff feels a utility easement wide enough for a roadway (66' wide) would be the thing to do. Donner stated that he does not know if this is a necessity in the present, but whether there is a way to put some language in a developer's agreement, short of a Certified Survey Map with a certificate of dedication, and again not putting any time certain on this. This would be a case

where the Village would need to make that construction at some point in time in the future, but again this would be an opportunity to eliminate a dead end. In principal, we would like to eliminate all dead ends, whether it be on roadways, watermains, etc.

Thompson stated that he suggests a developer's agreement that would address all the steps that are hanging out there (such as the CSM, utility easements, transfer agreements, etc.) that the Rennes and successors would continue to cooperate with the Village if and when that project would become a reality. Their concern now is to dedicate the right-of-way or dedicate an easement to a project that does not have support. Donner pointed out some of the staff recommendations written in the staff memo which staff would like to see taken care of.

Higgins stated there are 10 staff recommendations listed in the staff memo, and the most important items listed are #1, #2, and #10 (of the attached staff memo). She stated that staff is taking the recommendation of the Fire Chief, with his request that the emergency entrance not be gated at this time. Staff is also recommending that there be a temporary access on E. Everest Avenue for staff, clients, and deliveries during the construction period. Staff is requesting the road right-of-way dedication and utility easement. Higgins stated that it is her opinion that if we do not get this now, and it does not get on a map, who will remember 10 years down the road, that this is here. She wants to see this recorded so that it shows up on the map. Higgins stated that when she (staff) was looking at the Ridgeview Subdivision, she was looking at this as the future road being platted (even though they are not constructed yet). That the access road on to Von Kanel Street (Crest Ridge Avenue), is something that will be built in the future. So that future road was not an issue as staff looked at this. She stated that we are looking at connecting the neighborhoods now and brought up that it should have been connected years ago. This is what staff is suggesting the Plan Commission recommends to the Village Board for final approvals.

Schuster stated with respect to the gated emergency access, and Schuster read [Meilahn's e-mail to staff \(attached\)](#). Schuster stated it is more important to get to the scene, should there be a fire or other type of disaster. Schuster is not in favor of putting a gate in there now. He feels Rennes will not forget these meetings, and will work with the neighborhood if situations arise.

Hooshang feels that Rennes will work with the neighborhood, and commented on the fact that they are willing to run the conduit out to that entrance in the event they need to get power out there.

Diesen stated that he is happy with Rennes being in our community and is excited about the addition.

Stenstrom feels Rennes is a benefit. He stated staff are human, and the smoking issue have been worked out. He recognizes the inconvenience to neighborhood with the traffic they will encounter for about 12 months. He feels this will be heavy truck traffic along with staff. He does not like the idea of Rennes waiting until the neighbors complain to put up the siren-activated gate. He is in favor of the gate going in now. He does not want to inconvenience the neighborhood after the construction.

Kollmansberger feels monitoring should be done. From an HR perspective, she wonders what will happen to the employees who abuse the entrance, how else would Rennes prove that their staff are or are not abusing that entrance. She feels surveillance would take care of this, and would like to see a surveillance system put in. This will protect Rennes and the neighborhood.

Maloney is troubled with the thought of placing the burden on the neighborhood. He also wants the siren-activate gate up immediately. He wants Rennes to be the one watching and taking care of

issues, not the neighbors. He stated that the emergency vehicle can break through the gate fast, if need be.

White commented that his only concern is with the easement between the two cul-de-sacs, he stated we need to see something written. Maloney feels that we are placing too much attention on that easement and not any attention on finishing up that road to Von Kanel Street. Maloney would like to see the unfinished road be constructed now. Higgins stated this is just a plan to connect the cul-de-sacs. Higgins stated we do have dedicated road right-of-way, and that can be completed at the same time. But that is a question for the Village Board. They would need to administer the funds for that or the assessments. We are just requesting that we plan for the future connection. We already have dedicated road right-of-way for the plat, and now we (staff) are just asking for this connection, because if we do not ask for this now, we will never have a chance again. Maloney commented that years ago prior to the Valdres Spring Plat was being looked at they originally were planning to extend East Everest Avenue all the way to Von Kanel Street. Higgins explained that was planned, but then it was requested to be vacated and the cul-de-sacs were created to appease the residential neighborhood at the time.

Thompson stated that they have no objections about getting this in writing. Their concern is that they will dedicate land to the Village now, and if it never gets constructed, Rennes is basically orphaning 3 lots to the Village. Thompson stated that if they could show a dotted line on the CSM reading "reserved for road", as he is trying to avoid easements or dedications, because he feels the Village will not decide for a very long time. He said there is no reason to connect these streets at this time, as there is no constructed street to connect it to. Thompson stated that the bank cannot be investors and build a road without a buyer in place (due to Federal laws). Stenstrom feels that eventually, there will be an offer on that land. Thompson stated that Rennes has already altered their plan to accommodate the Village. Thompson stated that he is not debating that the roads in Ridgeview will never get built, he is debating that the Village has approved two plats before, and whatever pressures were there at that time, that street did not get connected. Thompson stated that he is not convinced that there is a neighborhood will for it, or an elected Board who will have the will for it either. He has no problems with something in writing that there is that reservation, but it would not be his recommendation for Rennes to throw the land away, because there is serious concern on whether a road will be built. He stated that he understands staff's recommendation; and in a neighborhood meeting he had with the Ridgeview Subdivision residents, he understands the staffs' desire to have that road, as it disbursts traffic and provides much more flexibility. For the person on the cul-de-sac, it will create more traffic; however, for those on East Jelinek Avenue and Von Kanel Street, they will see less traffic as it gets disbursted. He stated that he understands there should be a road there; however, it has not happened twice already, maybe the third try will be the one. He is just debating the language used for reserving that corridor, and he would prefer it not be a street dedication or a right-of-way easement. He stated that they could certainly note on a CSM as "reserved for", but not dedicated to the Village until there is a project that needs it. Zeyghami stated that there needs to be some teeth to the document, that "reserved for" is not really strong enough. Thompson stated the teeth could be in the developer agreement or some other document. The difficulty is in making the commitment now, and Rennes donating the land to the Village with nothing happening.

Al Kratke, Rennes Group, 261 French Street, Peshtigo, commented that they just spent \$25,000 to now give land to the Village for something that may or may not happen in the future. He stated that they will write it up in an agreement, though. Maloney commented the Village should pay Rennes for that land. Diesen stated the corporate entity, staff, and legal counsel can come up with some

language without a transfer of funds to express the future interest of the Village and the corporate entity with regards to this.

Higgins stated to Thompson that with or without the road going through, this lot could be built on as a residential lot (although it would require rezoning and opening up the OPD).

Pat Kelly, 4415 E. Everest Avenue, pointed out that the upper cul-de-sac (Tower Ridge Place) does not even exist, and to connect the two cul-de-sacs, the Village would have to create the remainder of that road (and in his opinion the rounded cul-de-sac also). Donner stated that if the right-of-way were needed for a road, the rounded end would not be there, just a straight road.

Thompson stated if the Village is 95% certain that they will build a road, they will work out the language now, whether an easement or a dedication. He pointed out that at the last Plan Commission meeting, there were a couple of members who would not support the connection, so he and Rennes has a concern that there is not the political will to connect the roads, and if that is the case, they would prefer the 1st Policy Alternative, to approve the site plan, with the condition of a developer's agreement to address all the odds and ends that are hanging out there, and one of them being how do we reserve the Village's interest in a corridor for a future road if it ever gets built.

****M/S/P Diesen/Schuster: to approve the site plan for Rennes Group as presented, with the 10 recommendations from staff on the Staff Memo, and adding that the underground conduit be run from the facility to the emergency entrance as offered. Diesen commented within his motion that he does not support the mechanical gate being installed for this project, and supports the Fire Chief's recommendation. He is willing to put faith in the developer and the neighborhood. Q: Maloney questioned the language to be used on the road right-of-way. Diesen stated he is in favor of the language written by staff (#10). He wants something in writing that will allow staff to see what was spoken about and planned. Higgins confirmed Diesen is only referring to the easement, not the no road right-of-way dedication. Diesen does not want to make Rennes go through the extra expense to have this on a map. Stenstrom confirmed that the motion as stated is for the utility easement, if Diesen chooses to modify the easement, he may, however, it appears we are planning to enforce an easement. Zeyghami recommended we stay with staff's recommendation. Thompson questioned reserved with a certificate of dedication is not real clear to him. Diesen stated that he is modifying his motion to go with staff's recommendation on #10 (utility easement and road right-of-way dedication). Higgins stated if Plan Commission is approving staff's recommendation, the motion should be stated that Plan Commission approves the site plan with the **changes and additions as detailed in the staff site plan report**, along with the addition of the conduit. Diesen/Schuster agreed to revise their motion and second. Thompson questioned if at some point when they get to the land use plan and the rezoning, if it can be modified so that so that lot 47 stays residential, because there is no reason for it to be commercial. Higgins stated this can be brought up at the August 19th Village Board Meeting. Stenstrom and Maloney voted – nay. Motion carried.***

i. Discussion & Action on **Finding of Fact & Recommendation by the Village of Weston Plan Commission**

****M/S/P Schuster/Diesen: to approve adopting the Finding of Fact and Recommendation. Motion carried.***

C. Discussion and Recommendation to the Village Board on Residential Business Permit for Jennifer Deane, Jenny's Cakes, 6104 Isaiah Street (RBUS-8-13-4660**)**

Higgins explained that Deane is requesting to operate her business out of her home. She had previously started her business within her home, but then the County Health Department discovered this. She then utilized Johanna Mays, on Callon Avenue, licensed kitchen to make her cakes. Higgins stated that the Deane's met with Tatro and submitted plans to add a licensed kitchen on to their home. Higgins stated this is very similar to the Loving Traditions cake business in the same neighborhood. Staff recommends approval.

**M/S/P Schuster/Diesen: to approve the Residential Business Permit for Jennifer Deane. Q: Higgins commented that they will have to obtain a building permit and provide a certificate from the County Health Department certifying her kitchen. Schuster questioned if she will be receiving a penalty for operating a business without the proper permit. Higgins stated that at the time this was discovered by staff, Mrs. Deane had already moved the business to Johanna May's commercial kitchen and no enforcement was necessary. Tatro commented that in many cases, these people do not even realize that they need a permit. Schuster voted – nay, due to her previously operating without a permit. Motion carried.*

D. Discussion & Action on Auto Select Parking Lot & Landscaping Plan, 3101 Schofield Ave. (CSIT-8-13-1349 ERU-8-13-1350)

Tatro explained that he noticed they had started a parking lot project that required review and landscaping, since the project was more than a resurface. Tatro had them stop construction until a plan could be submitted for review. They are now supplying the required plan. He stated that Auto Select has been having issues with gas station customers cutting across to his parking lot. There are a few issues to be worked out with staff which is curbing being supplied on the west portion of the parking lot, verifying the curb construction (thickness), parking stall sizes, and the location of the trash and utility enclosure.

**M/S/P Maloney/Diesen: to approve Auto Select's Plan, based on the [Staff Memo](#).*

E. Discussion & Action on Multi-phase Parking Lot & Landscaping Plan for T&A Hoffmann, LLC Multi-Tenant Building, 5503 Schofield Avenue (CSIT-8-13-1351 / ERU-8-13-1352)

Travis Hoffman, 2104 Meadow Brook Way, Wausau, was present. He recently purchased this building. They are currently undergoing some tenant space modifications. He is requesting a 4-year phased approach to complete his parking lot.

He explained some of the issues they are having with tenants and customers going in and out of this site. He stated that he has worked with Wodalski on the stormwater review, and he stated that Wodalski informed him he did not need a SWMP since they are not increasing the size of their parking.

His plan is to put in road base in this year, let it go a year, so he can save up money for finishing it next year. Would like a deadline of next summer to pave. Based on the landscaping requirements, he may be able to put that in this year. Zeyghami suggested he put down one layer of pavement this year and the second layer next year.

**M/S/P Schuster/Maloney: to approve the phased parking lot and landscape plan, based on [Staff's recommendations](#). Zeyghami questioned the materials going in. Hoffman stated they plan to put down 12" of roadbase and compact it this year. White commented about Fish Tank and their phasing process, but it never worked out. Higgins stated the Fish Tank intended to submit a phased plan, but went out of business before the phased plan was ever submitted to Plan Commission for approvals.*

F. Discussion and Action on Site Plan for S.C. Swiderski, LLC Multifamily Development for River Edge Apartments on the corner of Ryan Street and Schofield Avenue (MUFS-7-13-1344 ERU-7-13-1335)

Chris Karch, 301 Main Street, Mosinee, and Greg Aleckson, Point of Beginning, 5709 Windy Drive, Stevens Point, were present. Karch stated this is for an 84-unit development. Looking at this being a higher end development. He explained the size buildings and number of units within the buildings. Schuster questioned the storage space available for their tenants. Karch stated that they plan to build large enough garages for storage. He stated that they will be building larger closets to allow for additional storage space for their tenants. There will be no basements, and the duplexes will be walk-out buildings. Karch stated that as part of the lease agreement, they do not allow tenants to store boats, etc., outside. Schuster stated that his concern with these type of developments is that with there being no place to store things, tenants will fill their garages up with stuff, and will leave their vehicles outside.

Karch displayed some samples of the exterior products used on the buildings. Their shingles will be the 30-year architectural shingle. Brick requirement will be met. Siding will be vinyl and they plan to dress it up with shake-looking material near the top. Although the buildings will be the same colors, they will have a different look to them, due to size variations.

Higgins stated the 8-unit's will be along the Mountain-Bay Trail (south side of property). The streets in this development will all be private. There will only be rental units – no condos. White requested that they ensure their tenants realize that the Village will not be plowing their streets, so that they are not calling the Village during the winter months. They will hire out a contractor to remove the snow.

Higgins stated there are contingencies on the utilities within the staff report.

Aleckson commented on the layout, and how they plan to match the utilities standards required in the staff report. He stated there will be meetings for pre-bid and pre-construction, where they will make sure all the utility work is coordinated.

Donner stated Stormwater reviewed under original development, and no substantial change. It was explained that they drain right into a large diameter sewer. There is a large basin in the backyards of the units for stormwater. They are just changing some connection points and inlets.

Maloney commented that he knows that Swiderski's will request references from their tenants, before leasing out. Karch listed off 5 different municipalities where they have developments. Higgins commented that Swiderski's just purchased apartment buildings on Ferge Street and will begin upgrading them later this year.

This project will be done in phases over a period of 18 months. Donner discussed the construction and paving on the streets. He stated that they should at least pave across the driveways.

**M/S/P Maloney/Stenstrom: to approve the site plan for SC Swiderski, based on the Staff Memo.*

G. Discussion and Action on Site Plan Building Addition at K & A Manufacturing, Inc., 6703 Zinser Street (CSIT-7-13-1346 ERU-7-13-1347)

John Morache, United Structures, 3905 Stacy Circle, Wausau, and Bill Knighton, owner of K&A Manufacturing, were present. Morache explained that this is an extension of the existing building

100 feet south, and consisting of 27,500 sq. ft. They plan to use all the same materials as on the existing building. There is EIFS and glass on the exterior of the existing building, and because of inside use of the building extension, they are planning to only add the EIFS and no glass. Rest of building is metal panel. There will be three loading docks and a large overhead door. They are also asking that Plan Commission waive the curb requirement on the back of the building, as there is no employee parking back there, just truck traffic.

Higgins stated that during staff review, it was noticed that the required landscaping from the original approval, had not been completed. Staff is requesting they submit a new landscape plan, including the enclosure for the dumpsters and mechanical equipment. Higgins stated that back in the early 2000's while we were growing fast, a lot of these types of requirements were never followed-up on to make sure that they were installed. Diesen questioned that the parking lot lighting is sufficient. Morache stated no new lighting is proposed. Morache stated that there had been extensive landscaping installed, but it was not enough to meet code. They are hoping to work this out with staff on a plan. They are planning to incorporate primarily grass on their landscaping plan. There was a question on the employee parking. Knighton stated there is plenty of employee parking in front of their building now, which would be sufficient enough, even if they doubled the number of employees. Higgins stated that manufacturing does not require as much parking. Knighton stated that they plan to hire another 10-15 employees in the next year. Higgins can work with the owner to address outstanding issues. Knighton commented that back when they initially built, they had Zuleger come out and review their landscaping, and stated that Zuleger at that point told them they were fine. Knighton then commented on his sprinkler system, and how nice his lawn is.

**M/S/P Diesen/Kollmansberger: to approve the Site Plan Addition for K&A Manufacturing, based on Staff Memo.*

H. Discussion and Action on Proposed Modification to Original June 2012 Site Plan Building Addition Approval at Country Fresh Meats, 9908 Weston Avenue (CSIT-5-12-1290 ERU-5-12-1291)

Higgins stated they are requesting to decrease the size of the pen area and change some of the material used on the exterior. Staff recommends approval.

**M/S/P Schuster/Maloney: to approve the Site Plan Modification for Country Fresh Meats.*

I. Discussion and Recommendation to the Village Board on the Comprehensive Outdoor Recreation Plan (CORP) 2013-2017

Higgins stated staff recommends Plan Commission's approval to the Board. She stated that although this Plan will be up for modifications in the next year, along with our Comprehensive Plan update, we need this approved now for DNR grant purposes.

**M/S/P Maloney/Stenstrom: to recommend approval of the Comprehensive Outdoor Recreation Plan to the Village Board.*

J. Discussion and Recommendation to Village Board on Appointment of Plan Commission Member to fill vacant Village seat on Joint Town/Village of Weston Extraterritorial Zoning (ETZ) Committee.

Higgins stated that Kollmansberger and Zeyghami both offered to be on the ETZ committee; however, since Kollmansberger offered first, we would like to appoint her to the committee.

All members were in favor of this appointment.

6. Staff Reports

1. **Report to Plan Commission on Zoning Code Update Project**
 - i. **July 17, 2013 Intergovernmental Zoning Steering Committee Discussion Notes**
2. **Report to Plan Commission on Comprehensive Plan Update Project**
 - i. **July 29, 2013 Joint Plan Commission & Village Board Comprehensive Plan Update Workshop**

Higgins stated these are the minutes from previous meetings, and staff met with the consultant for four hours today to go over the first 4 chapters of the new draft zoning code. There will be another joint meeting of Plan Commission and Village Board most likely scheduled in October.

7. Commission Member Business

Diesen questioned Jerry Hoffman if he had any comments for Plan Commission. Hoffman questioned if the new Rennes addition will add to the amount of traffic that they already have. He questioned when the construction will occur. Zeyghami stated Rennes may be stricter than Weston as far as what hours they will let their contractor work due to their elderly residents.

8. **Set Date for Next Meeting:** September 9, 2013, 6pm

9. **Adjourn**

White adjourned the meeting at 8:10 p.m.

Respectfully,

Valerie Parker

Valerie Parker
Recording Secretary

VILLAGE OF WESTON
PUBLIC HEARING COMMENT

This form is to be completed and submitted before the start of the hearing.

PLEASE PRINT

Date: 8/12/13

Name: Cheryl Kelly

Address: 4415 E. Everett Ave

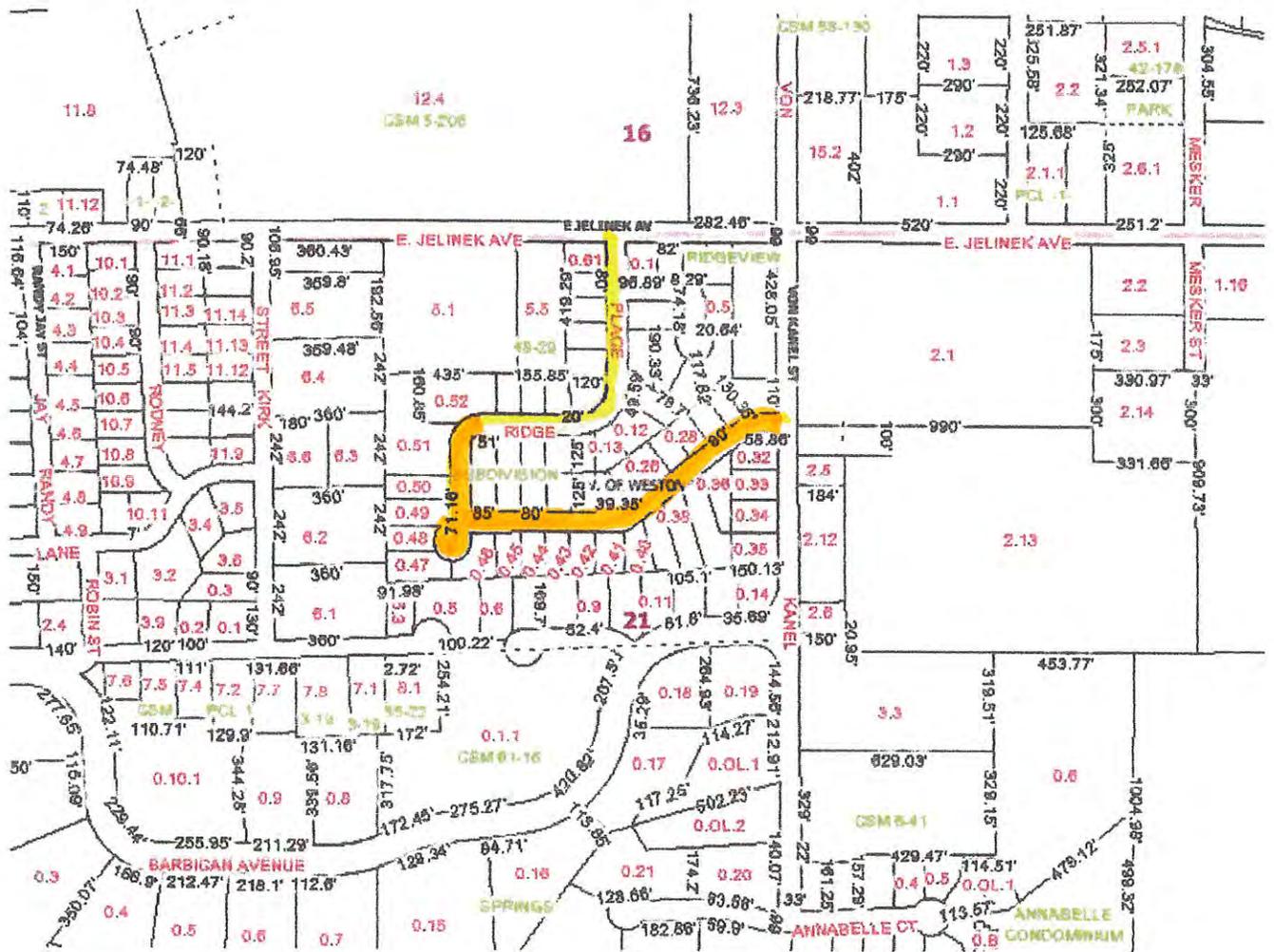
Issue: Raines - Security gate &
Right of Way - Ridgview Sub division

Do you wish to make an oral statement? Yes No

Position In Support In Opposition Undecided

Representing (If someone other than yourself) _____

Comments _____



Municipal Code of Ordinances

Chapter 74 (Sec. 74.100 - 74.136) Subdivision Regulations

date of the last approval of the plat and within thirty-six (36) months after the first approval per Wis. Stats. §236.25(2)(b)

(h) *Copies.* Per Wis. Stats §236.27, the subdivider or subdivider's agent shall file one true copy of the recorded plat, containing Register of Deeds signature and documentation (volume/page, etc.) to the Village Clerk as a public record within thirty (30) days from the recording date at the Marathon County Register of Deeds.

(Code 1982, §§ 16.04(1)--(4), (7), (8), 16.08, Ord. of 11-18-2010)

ARTICLE IV. REQUIRED IMPROVEMENTS*

Sec. 74.112. Generally.

(a) The subdivider shall install street and utility improvements and other improvements indicated on the plat as provided in this article. If such improvements are not installed as required at the time the final plat is submitted for approval, the subdivider shall, before the recording of his plat, enter into a contract with the village agreeing to install the required improvements. The subdivider shall file with the contract a bond meeting the approval of legal counsel or a certified check in an amount equal to the estimate of cost prepared by the director of public works. Such bond or check shall constitute a guarantee that such improvements will be completed by the subdivider or his subcontractors not later than one year from the date of recording of the plat, or not later than 120 days after storm sewer, sanitary sewer and water utility installations have been completed if the subdivider or contractor elects to have such improvements installed by the village or any municipality involved. It shall constitute a further guarantee that all obligations to subcontractors for work on the development are satisfied. Upon completion of the required improvements guaranteed by the bond or certified check, and to ensure that such improvements have been installed in accordance with the approved final plat, a detailed as-built survey plat of the subdivision, indicating location, dimensions, construction materials, and other information required by the planning commission, shall be submitted to the planning commission by the developer.

(b) The contractor and/or subcontractors who are to be engaged in the construction of improvements on dedicated street rights-of-way shall be designated as qualified for such work by the director of public works.

(c) Governmental units to which these bond and contract provisions apply may file in lieu of a contract or bond, a letter from officers authorized to act in their behalf, agreeing to comply with the provisions of this article.

(Code 1982, § 16.04(6), Ord. of 11-18-2010)

* **Cross References**—Streets, sidewalks and other public places, ch. 70: conveyance to village before construction of roadway or highway, § 70.106(b); utilities, ch. 86.



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Site Plan (CSIT-6-13-1339 ERU-6-13-1340) for a 35,000 square foot building addition (50 bed skilled nursing addition) at the existing Renaissance Assisted Living Facility, 4605 Barbican Avenue.

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director's recommendation that the following motion be approved: "The Plan Commission approves the preliminary site plan with the changes/additions as detailed in the Staff Site Plan Report CSIT-6-13-1339 ERU-6-13-1340."

ACTION ITEM: Ordinance Resolution Motion File

DATE OF REPORT: Wed, Aug 7, 2013

DATE OF MEETING: Mon, Aug 12, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statue: Chapters 61.35, 62.23
 Administrative Code: _____
 Municipal Code: Chapter 94
 Judicial Ruling: _____

Policy Question / Issue:

Should the Plan Commission make a motion to approve the site plan as proposed?

Background:

In 2011, the Renaissance Assisted Living Facility approached the Village about expanding their current facility on Barbican Avenue in the Valdres Springs Subdivision. At that time, they had planned to purchase 10 duplex lots from the Jay and Barb Arndt (developers of Valdres Springs Subdivision) and had discussed vacating Valdres Springs Court to allow for them to add on to the existing facility. They successfully petitioned the Village for a comprehensive plan map amendment from future residential to commercial (CMPA-5-11-1189) and a provisional rezone

from RTF to BP with OPD (REZN-5-11-1190) until the time the PC approves building site and operational plans for the expansion – provisional zoning expires August 15, 2014. It was relayed to them they would need to file for an OPD amendment at the time they were ready to proceed with the building addition site plan so it could be added to the original OPD from 2005.

Earlier this year, the Rennes Group petitioned the Village Board to vacate Valdres Springs Court (ROWV-5-13-1335) to proceed with their plans for the building addition to add 50 skilled nursing beds to the existing 34 bed Health & Rehab part of the facility. The facility would then have 80 units of assisted living and 84 beds of skilled nursing (rehab). The Village Board approved Resolution VW-13-07 and the Lis Pendens (Recorded in Marathon County Register of Deeds Document #1649962) on June 3, 2013 to start the street vacation process. A public hearing was held on the street vacation of Valdres Springs on July 15, 2013 and the Village Board approved the Order for Discontinuance on the same evening.

While planning the addition, it was decided by the developers (Rennes Group), that they would like to have some additional green space and a better buffer for the neighborhood to the north, Ridgeview Subdivision, so they have approached the current owners (Intercity Bank) of the vacant lots in Ridgeview about purchasing the lots and adding them to this project. None of the building addition will be built on these lots; they will be used for green space only. The lots in Ridgeview are currently zoned R-2 Single Family Residential, 10,000 sq. ft. minimum lot size and shown as future residential on the comprehensive plan map. This of course complicates the project a bit more and adds a couple of steps which I will try to outline below. The applicant is also requesting a comprehensive plan land use map change, a rezone request on the Ridgeview lots and an amendment to the original 2005 OPD. This site plan has been submitted as part of the final OPD amendment proceedings which will also be considered at Monday night's meeting.

Therefore, before they can go ahead and pull the building permit for the proposed building addition the following items would need to occur or be approved:

1. 2007 Plan Commission Policy to not rezone residential zoned properties to commercial adjacent to the Village TIF Districts was successfully amended by the Plan Commission at their meeting on 7/8/13 and by the Village Board at their meeting on 7/15/13. This allows the comprehensive plan map amendment to be considered at the Board Meeting on August 19th.
2. Resolution VW-13-10 Adoption of the Recommended Amendments to the Comprehensive Plan as Prepared by the Village of Weston Plan Commission was adopted by PC after a public hearing held at the 7/8/13 meeting and the resolution was forwarded to Village Board as a consent agenda item at their meeting on 7/15/13 to kick off the comp plan amendment public comment period prior to the August 19 Public Hearing.
3. Order for Discontinuance to Vacate Valdres Springs Court (ROWV-5-13-1335) was approved by Village Board following a Public Hearing held on 7/15/13)
4. **Site Plan Approval is received for the proposed Building Addition (CSIT-6-13-1339 ERU-6-13-1340) at the Plan Commission Meeting on 8/12/13.**
5. Ordinance to amend the comprehensive plan map from future residential to future commercial for Lots 40-47 of the Ridgeview Subdivision. (Proposed to be approved by the Village Board following a public hearing to be held on August 19, 2013)
6. Ordinance to provisionally rezone Ridgeview Subdivision Lots 40-47 from RTF to BP with OPD (Proposed to be approved by the Village Board at their 8/19/13 meeting. A public hearing was held and a recommendation for approval was given by the Plan Commission at their 7/8/13 meeting).
7. **Ordinance to amend the original OPD to include the proposed building addition (To**

be considered for recommendation by the PC on Monday and approved by the Village Board at their meeting on 8/19/13)

Staff has suggested having all items, including the final order for discontinuance of the street vacation, being contingent on the building permit being pulled for the project.

All public and Plan Commissioner comments have been considered when developing the current site plan. Staff however, is still requesting that the ROW be dedicated at this time to connect E. Everest Ave to the Ridgeview Subdivision at some point in the future instead of just an easement as requested by PC at the last meeting. We feel strongly that we need to have this for the future even if it doesn't get built for 30 years. EMS access only will be allowed off of E. Everest Ave. Please see the staff site plan report for a more detailed review of the plans.

Recommendation following Staff Review:

It is my recommendation, as the Planning & Development Director, that the Plan Commission make a motion to approve the site plan with the following contingencies and make it a part of the overall OPD approval:

1. Per 94.135(b)(3) Every lot shall have access for emergency vehicles. It must be noted that this requirement will only be met as long as an access remains off of E. Everest Avenue for EMS to use. The Fire Chief has also stated that it mandatory for him to have EMS access from E. Everest Avenue. His preference is to have Option D - an open driveway - with "emergency use only" signage - with strict directives from Rennes to their staff and deliveries not to use it - with video surveillance to enforce - if traffic becomes an issue move to an option in a to c above. He feels this is a valid option as in an emergency it allows traffic flow in either direction and responders do not need to remember anything about a "gate procedure". It also allows for easier snow removal which can only help during a winter emergency response. Although a major event for a facility like this is low, when it occurs (Kennedy Park nursing home fire in Weston), it is a major event and the safety of the individuals using this facility is paramount. Creating entry/exit issues will only compound the evacuation and emergency service provided. Also, as we are creatures of habit having this access point closed day-to-day may cause responders not to remember it can be used during a larger event which can only cause delay in mitigation efforts.
2. Temporary access to E. Everest be allowed during construction for the staff parking lot.
3. Allow the use of raised, thickened edged sidewalks along the sidewalk bordering the southern edge of the East parking lot as well as 3 locations in the staff parking lot instead of using curb.
4. Allowing staff to work with MTS to finalize and approve the stormwater management plan for the campus.
5. Sign Permits are acquired for all future signs used on the property.
6. Water Distribution Items
 - a. The proposed re-location/re-routing of the water main is to remain 14" diameter to match the existing size as shown.
 - b. Request pre-bid review of water main specifications to review details with developer and/or designer. Specific concerns are proposed sequencing of work to minimize down-time for both the existing Rennes facility and the 14" main serving the Village's water storage tank.
 - c. Pre-construction meeting required to review details with contractor referenced in "d." and discuss coordination issues for water main re-route.

- d. Water main re-route requires a WDNR permit submittal.
- 7. Sanitary Sewer
 - a. A transfer agreement for the portion of the public facilities to be transferred to private ownership is needed. We have a template for transfer agreement from the Wausau Tile situation.
- 8. Storm Sewer
 - a. Additional information regarding post-construction runoff details has been requested.
 - b. Some existing public street storm sewer facilities are also proposed to become private. A transfer agreement needs to address those as well.
- 9. Utility Easement
 - a. A recorded easement needs to be developed/approved for any public utility facilities to be located on private property. This includes water main, fire hydrant, and storm sewer facilities. Width of the easement needs to factor in depth of utility facilities and horizontal location within the easement; That is, if the utility facility must be excavated in the future there needs to be sufficient room for a 1.5H to 1V slope on either side of the main and room on one side for placing spoil and/or replacement backfill (That looks like it should be 5 feet off the short side of the easement and 30 feet on the other) The wider dimension could be reduced to 15 if there is some blanket statement included to address the need to store spoil and/or backfill and accommodate equipment ingress/egress on the property in general.
- 10. Utility Easement and Future Street Right-of-Way to Connect to Crest Ridge Ave
 - a. This project provides an opportunity to connect a dead-end cul-de-sac (East Everest Avenue) with Crest Ridge Avenue in the Ridgeview Subdivision to the north. Staff has recommended reservation of a 66 foot wide utility easement and future right-of way for a possible street connection at a later date. Staff recommends that the right-of-way be reserved with a certificate of dedication. (The street would not be constructed at this time and not necessarily at any specified time in the future.) – Note the dedication can be done at the time that the CSM is submitted to create the two lots – 1 within TIF 1 and 1 located outside of the TIF district.

Policy Alternatives:

1. Approve the site plan as submitted.
2. Approve the site plan as submitted with road right of way dedication between E. Everest and Crest Ridge Ave.
3. Approve the site plan as submitted with an easement instead of road right of way dedication between E. Everest and Crest Ridge Ave.
4. Deny the request.

Future Deliverables:

- 1) OPD Amendment Recommendation to Village Board at August 12th Plan Commission Meeting (OPDA-6-13-1337)
- 2) Comprehensive Plan Public Hearing at August 19th Village Board Meeting (CPMA-6-13-1337)
- 3) Ordinance to approve Comprehensive Plan Map amendment (CPMA-6-13-1337) at August 19th Village Board Meeting.
- 4) Ordinance to approve Rezone Request REZN-6-13-1338 and OPD Amendment OPDA-6-13-1340 at August 19th Village Board Meeting (CPMA-6-13-1337)
- 5) Building Permit Issuance

- 6) Pre-bid review of water main specifications to review details with developer and/or designer.
- 7) Pre-construction meeting required to review details with contractor referenced in “d.” and discuss coordination issues for water main re-route.
- 8) WDNR permit for Water main re-route
- 9) A transfer agreement for the portion of the public facilities to be transferred to private ownership.
- 10) Additional information regarding post-construction runoff details.
- 11) A transfer agreement to address existing public street storm sewer facilities that are proposed to become private.
- 12) A recorded easement needs to be developed/approved for any public utility facilities to be located on private property. This includes water main, fire hydrant, and storm sewer facilities. Width of the easement needs to factor in depth of utility facilities and horizontal location within the easement; That is, if the utility facility must be excavated in the future there needs to be sufficient room for a 1.5H to 1V slope on either side of the main and room on one side for placing spoil and/or replacement backfill (That looks like it should be 5 feet off the short side of the easement and 30 feet on the other) The wider dimension could be reduced to 15 if there is some blanket statement included to address the need to store spoil and/or backfill and accommodate equipment ingress/egress on the property in general.
- 13) 2 lot Certified Survey Map which includes future Road Right of Way Dedication for the connection between E. Everest and Crest Ridge.

Additional Items:

- 1) Staff Site Plan Report CSIT-6-1339/ERU-6-13-1341
- 2) Email from Pat & Cheryl Kelly to the Village Board – dated July 16, 2013
- 3) Condensed Site Plan Application and Materials (CSIT-6-1339/ERU-6-13-1341) is attached – Full site plan is available for viewing online at http://www.westonwisconsin.org/planning/commission/site_plans.php (internet link)



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: An Amendment (OPDA-6-13-1340) to the original OPD (REZN-5-11-1190), to allow for a 35,000 square foot building addition (50 bed skilled nursing addition) at the existing Renaissance Assisted Living Facility, 4605 Barbican Avenue.

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director's recommendation that the following motion be approved: "The Plan Commission recommends to the Village Board approval of the Amendment to the Renaissance Assisted Living OPD as submitted and including Site Plan CSIT-6-13-1339."

ACTION ITEM: Ordinance Resolution Motion File

DATE OF REPORT: Thurs, Aug 8, 2013

DATE OF MEETING: Mon, Aug 12, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statue: Chapters 61.35,
62.23
 Administrative Code: _____
 Municipal Code: Chapter 94
 Judicial Ruling: _____

Policy Question / Issue:

Should the Plan Commission make a motion to recommend approval of the proposed OPD amendment to the Village Board for the Rennes Group Development on Barbican Avenue?

Background:

In 2011, the Renaissance Assisted Living Facility approached the Village about expanding their current facility on Barbican Avenue in the Valdres Springs Subdivision. At that time, they had planned to purchase 10 duplex lots from the Jay and Barb Arndt (developers of Valdres Springs Subdivision) and had discussed vacating Valdres Springs Court to allow for them to add on to the existing facility. They successfully petitioned the Village for a comprehensive plan map

amendment from future residential to commercial (CMPA-5-11-1189) and a provisional rezone from RTF to BP with OPD (REZN-5-11-1190) until the time the PC approves building site and operational plans for the expansion – provisional zoning expires August 15, 2014. It was relayed to them at the time that they would need to file for an OPD amendment at the time that they were ready to proceed with the building addition site plan so that it could be added to the original OPD from 2005.

Earlier this year, they petitioned the Village Board to vacate Valdres Springs Court (ROWV-5-13-1335) to proceed with their plans for the building addition to add 50 skilled nursing beds to the existing 34 bed Health & Rehab part of the facility. The facility would then have 80 units of assisted living and 84 beds of skilled nursing (rehab). The Village Board approved Resolution VW-13-07 and the Lis Pendens (Recorded in Marathon County Register of Deeds Document #1649962) on June 3, 2013 to start the street vacation process. A public hearing will be held on the street vacation of Valdres Springs on July 15, 2013 at 6pm. The Plan Commission is being asked at this meeting to submit comments that staff will take on the proposed street vacation to the public hearing.

While planning the addition, it was decided by the developers (Rennes Group), that they would like to have some additional green space and a better buffer for the neighborhood to the north, Ridgeview Subdivision, so they have approached the current owners (Intercity Bank) of the vacant lots in Ridgeview about purchasing the lots and adding them to this project. None of the building addition will be built on these lots; they will be used for green space only. The lots in Ridgeview are currently zoned R-2 Single Family Residential, 10,000 sq. ft. minimum lot size and shown as future residential on the comprehensive plan map. This of course complicates the project a bit more and adds a couple of steps which I will try to outline below. The applicant is also requesting a comprehensive plan land use map change and a rezone request on the Ridgeview lots which would need to be approved prior to the final ordinance being adopted to amend the OPD.

Therefore, before they can go ahead and pull the building permit for the proposed building addition the following items would need to occur or be approved:

1. 2007 Plan Commission Policy to not rezone residential zoned properties to commercial adjacent to the Village TIF Districts is successfully amended by the Plan Commission at their meeting on 7/8/13 and by the Village Board at their meeting on 7/15/13.
2. Resolution VW-13-10 Adoption of the Recommended Amendments to the Comprehensive Plan as Prepared by the Village of Weston Plan Commission. (adopted by PC after a public hearing held at the 7/8/13 meeting and the resolution was forwarded to Village Board as a consent agenda item at their meeting on 7/15/13)
3. Order for Discontinuance to Vacate Valdres Springs Court (ROWV-5-13-1335) (approved by Village Board following the Public Hearing held on 7/15/13)
4. **Site Plan Approval is received for the proposed Building Addition (CSIT-6-13-1339 ERU-6-13-1340) at the Plan Commission Meeting on 8/12/13.**
5. Ordinance to amend the comprehensive plan map from future residential to future commercial for Lots 40-47 of the Ridgeview Subdivision. (Proposed to be approved by the Village Board following a public hearing to be held on August 19, 2013. Resolution VW-13-10 was approved by PC 7/8/13)
6. Ordinance to provisionally rezone Ridgeview Subdivision Lots 40-47 from RTF to BP with OPD (Proposed to be approved by the Village Board at their 8/19/13. Public hearing and recommendation for approval from Plan Commission was completed at their 7/8/13 meeting).
7. **Ordinance to amend the original OPD to include the proposed building addition (To**

be approved acted upon by the PC on 8/12/13 and approved by the Village Board at their meeting on 8/19/13)

Staff will be suggesting having all items, including the final order for discontinuance of the street vacation, being contingent on the building permit being pulled for the project.

The final site plan will be made part of the OPD amendment and will acted on by the Plan Commission at this same meeting. Planned Development Projects, such as this, are regulated through Article VII. *Planned Development Projects*, of Chapter 94 of the *Zoning Code*. Sec. 94.146 defines the procedures for processing a Planned Development Project or OPD here in the Village. Per Sec. 94.146(a), Village staff met for a pre-petition conference with MTS and Rennes Group on June 27, 2013 to discuss the project. The supportive narrative described in Sec. 94.146 (b), was supplied in a memo by MTS on 7/1/13, and was included in the July 8th PC packet. Per Section 94.147, the Plan Commission, in making its recommendation, and the Board, in making its determination, shall give consideration and satisfy themselves as to the following:

- 1) Construction schedule – that the proponents of the proposed development have demonstrated that they intend to start construction within a reasonable period of time following approvals of the project and that the development will be carried out according to a reasonable construction schedule satisfactory to the village.
- 2) Adequate professional help – that the project plan has been prepared with adequate professional assistance.
- 3) Conformity to village plan – The project plan serves to implement the spirit and intent of the village plan especially as it relates to preservation of conservation areas and creation of common open spaces and to creation of more diversified and interesting use patterns that might otherwise result from application of underlying zoning patterns.
- 4) Achievement of purposes and benefits – That the project plan achieves the purposes in view for zoning as set forth in Wis. Stats. §62.23(7)(c) and Section 94.105, as well as the benefits of planned development projects as set forth in Wis. Stats. §62.23(7)(b) and Sec. 94.143(b).
- 5) Preservation and care of open space – That the resultant common open space is suitable for its use as relates to location, access, size and shape, proposed degree of improvement for recreational use, or proposed degree of protection from damage if a natural area.
- 6) Proposed Residential Developments – That such development will create an attractive residential environment of sustained desirability and economic stability, including placement of structures in relation to terrain and soils, consideration of safe pedestrian flow, ready access to recreation space and coordination with overall plans for the neighborhood.
- 7) Proposed commercial developments
 - a. That the economic practicality of the proposed development can be justified on the basis of purchasing potential, competitive relationship, and demonstrated tenant interest.
 - b. That the proposed development will be adequately served by off-street parking and truck service facilities.
 - c. That the locations for entrances and exits have been designed to prevent unnecessary interference with the safe and efficient movement of traffic on surrounding streets, and that the development will not create an adverse effect on the general traffic pattern of the area.
 - d. That the architectural design, landscaping, control of lighting and general site development will result in an attractive and harmonious service area compatible with and not adversely affecting the aesthetics, enjoyment or property values of the surrounding neighborhood.

- 8) Proposed industrial developments – Not applicable.
- 9) Proposed mixed use developments – Not applicable.

Staff feels that this proposed development has provided for all the requirements in Sec. 94.147.

Per Sec. 94.148(2), the applicant has submitted for detailed plan approval via CSIT-6-13-1339 ERU-6-13-1341.

Recommendation following Staff Review:

It is my recommendation, as the Planning & Development Director, that the Plan Commission make a motion to recommend to the Village Board approval of the Amendment to the Renaissance Assisted Living OPD as submitted and including Site Plan CSIT-6-13-1339.

Purpose:

The purpose of this recommendation is as follows: to regulate areas in which various land uses may be conducted; regulate the location and operation of economic development areas; regulate the location, bulk, height, and similar features of structures, including the overall population density of the community; establish zoning districts to accomplish these purposes; provide for special planned development districts pursuant to WI Stats. Sec. 62.23(7)(b); Regulate the regulations to the character of the neighborhood and its suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the community; Provide for diversified and grouped lot regulations that will promote over time the maximum benefits of coordinated area site planning, diversified location of structures, mixed compatible uses, safe and efficient pedestrian and vehicle traffic systems, attractive recreation and landscaped open spaces, and economic design and location of public and private utilities, and community facilities, ensuring adequate standards for construction and planning.

Policy Alternatives:

1. Recommend approval of the OPD amendment with modifications.
2. Refer back to staff.
3. Deny the request.

Future Deliverables:

- 1) OPD Amendment Recommendation to Village Board at August 12th Plan Commission Meeting (OPDA-6-13-1337)
- 2) Comprehensive Plan Public Hearing at August 19th Village Board Meeting (CPMA-6-13-1337)
- 3) Ordinance to approve Comprehensive Plan Map amendment (CPMA-6-13-1337) at August 19th Village Board Meeting.
- 4) Ordinance to approve Rezone Request REZN-6-13-1338 and OPD Amendment OPDA-6-13-1340 at August 19th Village Board Meeting (CPMA-6-13-1337)
- 5) Building Permit Issuance
- 6) All other items outlined in the site plan approval memo – Site Plan Report CSIT-6-13-1339 ERU-6-13-1341

Additional Items:

- 1) OPD Amendment Application Materials (OPDA-6-1340)
- 2) Finding Of Fact & Recommendation By The Village Of Weston Planning Commission
- 3) Full Site Plan (CSIT-6-1339/ERU-6-13-1341) can be found online at http://www.westonwisconsin.org/planning/commission/site_plans.php
- 4) [Article VII. Planned Development Projects](#) (internet link)

Valerie Parker

From: Steve Meilahn
Sent: Monday, August 12, 2013 7:36 AM
To: Jennifer Higgins; Dave Diesen (daved54476@frontier.com); Fred Schuster (fschuste@frontier.com); Hooshang Zeyghami; Loren White; Mark Maloney (markm@russtdaviswholesale.com); Mike Stenstrom; Tina Kollmansberger (tina@kollenterprises.com)
Cc: Barb Ermeling; Jon Ziegler; Mark Porlier; Scott Berger; Sharon Jaeger; Daniel Guild; Scott Tatro; Valerie Parker; Renee Hodell; Keith Donner; Michael Wodalski
Subject: RE: Kelly Letter for Monday's meeting - Rennes Group

Jennifer,

Thank you for the information and the opportunity to respond. I believe I addressed "sirens" to open a gate in a previous email and my thoughts would remain the same. Once the gate is opened by use of a siren the gate should remain in the open position for the duration of the incident. Only after the incident is mitigated would staff at Rennes "reset" the gate and allow it to close. In so doing not every emergency vehicle entering or leaving the property would use a siren which would cut down on noise. This would be very beneficial during evacuation of the property and would help keep the residents at ease. The gate would also need to be signed on both sides with instructions on how to open the gate with a siren.

I would much prefer a non-gated entrance as mechanical gates can and do breakdown. As you are aware we do have a gated community for which we use a punch code and/or sirens. There is a time delay waiting for the gate to open and we have had the gate not fully open causing even more delay as we forced the gate open to allow our vehicles to pass.

Unfortunately I will be attending another mandatory meeting on Monday night and will not be able to attend the Plan Commission meeting.

Steve Meilahn
Fire Chief
Weston Fire Department
5303 Mesker Street
Weston, WI 54476
715-355-5419 (work)
715-241-0027 (fax)
MABAS Division 130

From: Jennifer Higgins
Sent: Friday, August 09, 2013 10:05 AM
To: Dave Diesen (daved54476@frontier.com); Fred Schuster (fschuste@frontier.com); Hooshang Zeyghami; Loren White; Mark Maloney (markm@russtdaviswholesale.com); Mike Stenstrom; Tina Kollmansberger (tina@kollenterprises.com)
Cc: Barb Ermeling; Jon Ziegler; Mark Porlier; Scott Berger; Sharon Jaeger; Daniel Guild; Scott Tatro; Valerie Parker; Renee Hodell; Steve Meilahn; Keith Donner; Michael Wodalski
Subject: Kelly Letter for Monday's meeting - Rennes Group

Plan Commissioners,

Attached is a copy of the letter that Loren received from the Kelly's concerning the Fire Department access off of E. Everest Avenue. We are assuming that you all received the same letter. Staff did not receive one so thank you Loren and Tina for alerting us to the letter.

Steve – if you have any comments concerning the letter, please forward them to me so I can take them to the meeting. The staff recommendation stands as Steve requested – the access will be allowed but will be restricted to and will be signed for Emergency Services only.

Have a great weekend!
Jen

*** please update your address book for my new email address jhiggins@westonwi.gov ***

JENNIFER HIGGINS

Director of Planning & Development
Village of Weston, WI

715-241-2638 (w)

715-359-6117 (f)

www.westonwisconsin.org

August 7, 2013



Loren White, Chairman
Village of Weston Planning Commission
3507 S. Krueger Ave.
Weston, WI 54476

RE: Emergency vehicle access to Rennes property from East Everest Avenue

Dear Loren:

We plan on attending the Weston Planning Commission meeting next Monday, August 12th, however we would like to take this opportunity to share our thoughts with you, prior to the meeting.

To provide emergency responders with easy access to the Rennes property, it appears as though the members of the Village Board(s) are leaning toward approving the creation of an emergency vehicle driveway off of the cul-de-sac on the east end of East Everest Avenue.

Installation of a sound activated security gate, allowing access for emergency vehicles only, was suggested as a solution to the potential problem of this driveway being used by vehicles other than emergency vehicles.

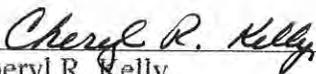
Now, during the planning phase, is the opportune time for Rennes to incorporate a sound activated security gate into their plans, with the goal in mind that it be fully operational when the driveway is completed. Installing a mechanical gate now, rather than at a later date, would avert future costs to Rennes such as disrupting existing electrical wiring, landscaping, etc.; as well as give the neighbors some peace of mind.

It is our concern that utilizing signage, alone, will not be sufficient to deter access by non-emergency vehicles. The Rennes' management group probably already has enough on its plate and will not welcome the added responsibility of monitoring the route their staff and visitors take to and from their facility. Nor do we, as neighbors, want to be put in the position of "policing" the area.

And finally, regarding connecting the cul-de-sacs on East Everest Avenue and Crest Ridge Avenue...24/7, the residents of our neighborhood are bombarded by road noise from State Highway 29. Connecting the two (2) cul-de-sacs would add to our plight. Please honor our plea and do not allow that to happen.

Thanking you in advance. If you have any questions/comments, please call us at 715-355-5926.


Patrick M. Kelly
4415 E. Everest Ave.


Cheryl R. Kelly
4415 E. Everest Ave.

P.S. Enclosed, for your review, is just a morsel of the information that is readily available on-line regarding mechanized gates.

SECURITY MANAGEMENT

SECURITY'S WEB CONNECTION

Published on *Security Management* (<http://www.securitymanagement.com>)

Access Emergency

By Tom Chronister, CPP

Condominium complexes, gated communities, industrial compounds, apartment buildings, and private roadways are all examples of locations where mechanized gates and doors are used to control pedestrian and vehicle access. Depending upon the application and level of security required, access control systems may be completely automated or staffed around the clock. System components typically include perimeter fencing, bollards, lighting, signage, tollbooths, electromechanical locks and motorized operators that raise traffic control arms or retract gates on demand.

While doors, walls, gates, and fences do a great job of keeping out the bad guys, they also do a terrific job of keeping out the good guys—public and private responders whose job it is to answer calls for help emanating from within these residential and commercial mini-fortresses.

As a first responder, getting past an electric gate that stands between you and a call for service can sometimes be a daunting task. As a security systems integrator, consultant or installer, have you inadvertently lengthened emergency response times because of a remote controlled gate? Or has your lack of proper planning or design resulted in emergency crews being completely locked out of a call for service?

It happens all the time. Police officers, firefighters, ambulance crews and security personnel pull up to a gate thinking they have the right code, punch it in on the keypad and then sit there as they watch the gate do absolutely nothing. Frequently these crews have resorted to tailgating a resident or visitor through the gate or ask their communications center for help. Calling back the original reporting party and getting them to “buzz-in” these responders is not a quick process and asking for the updated pass code over a radio frequency poses its own security concerns.

Mandating Access

Do you know how jurisdictions you serve address gated communities? Likely there is no single answer to the emergency access dilemma or, worse yet, maybe it is not considered an issue because it has never been a problem before. Some agencies accept the expectation that individual police, fire and security units are to maintain a set of keys, access cards, transmitters, and a current list of codes for all the apartment complex doors, gated walkways and driveways in your district. But as cities continue to grow this expectation is not a realistic one.

With security foremost on the minds of many Americans, the installation of access control systems will certainly be on the rise and the issue of emergency access may be a growing problem across the country. Without proper planning and legislative action, it is easy to see how such systems could adversely affect a response unless the use of emergency bypass systems, on all electronic gates, are mandated.

Of the local emergency access ordinances in effect today, many were written years ago by the fire authority having jurisdiction and do not take advantage of recent advancements in the access control industry. While some of the more popular methods of emergency entry meet with the approval of firefighters, it is doubtful that other public safety agencies or private security providers were consulted in the selection process.

Relatively few law enforcement agencies are on record as recommending or mandating types of emergency access controls. In the contract city of Santa Clarita (California), the Los Angeles County Sheriff's Department recommends the use of lock boxes. In Oregon, the Eugene Police Department offers two options: garage door-like transmitters or the use of lock boxes, but only the fire department has access to the latter.

With twelve newly developed gated subdivisions, the city of Lexington (Kentucky) found itself in the midst of an emergency access crisis in 1999. While it undertook a 90-day study of the problem, the city required around-the-clock staffing of each gated neighborhood to ensure that emergency personnel would not be thwarted in their attempts to answer calls for help. Eventually, the gates were equipped with siren recognition systems.

The San Leandro (California) Fire Department requires "electric key switch control station" while the cities of Irvine (California) and Pasadena (Texas) both mandate the installation of a receiver system that is controlled by way of public safety radio systems with an effective range of at least 100 feet on all electromechanically control gates.

The Fairfield (California) Fire Department has two separate mandates. While lock box systems are required on all commercial properties, the installation of radio receivers that allow emergency vehicles to open gates by using existing public safety radio frequencies is mandatory on all gated community developments and residential properties.

Emergency Access System Types

There are eight basic methodologies that emergency personnel can employ to gain entry into gated areas. Each has its own strengths and drawbacks. The categories are:

- Keypads
- Third Party
- Locks
- Cards
- Light
- Sound
- Radio Signals

Sound. A popular solution to the emergency access conundrum is sound activated entry systems. When an emergency vehicle gets within range of the proprietary audio sensor, the gate opens after detecting the sound of a siren for 2.5 to 4.5 seconds. Such systems are fairly inexpensive to purchase, are compatible with most gate operators, and are popular with fire departments.



Application for Rezoning
**FINDING OF FACT & RECOMMENDATION BY THE VILLAGE OF
WESTON PLANNING COMMISSION**

Application/Petition #: **OPDA-6-13-1340**

Hearing Date: **July 8, 2013/August 12, 2013**

Applicant: **Mark Thompson on behalf of Rennes Development Group and Intercity State Bank**

Location: **Lots 40 through 47 of the Ridgeview Subdivision**

Request: **To Amend the existing Renaissance Planned Development Overlay to include a new addition to the facility.**

The Planning Commission of the Village of Weston, having heard the application for rezoning described above, and all opposition from parties claiming to be adversely affected thereby, has considered the request based on the provisions of Wisconsin law and forwards the following findings and recommendation to the Village of Weston Board of Trustees:

1. The request will be consistent with the Village of Weston Comprehensive Plan following a successful amendment of the current Comprehensive Plan Future Land Use Map to future commercial. The applicant has also made application for a comprehensive plan map amendment (CPMA-6-13-1337) and it is currently being reviewed by the Plan Commission and Village Board. The Plan Commission has approved Resolution VW-13-10 which began the public hearing process for the proposed comprehensive plan amendment. Any recommended changes to the zoning should be made contingent on a successful comprehensive plan amendment.
2. The request is consistent with the current conditions and character of structures and uses in each zoning district because the property that will be rezoned will be used for a building addition of the Renaissance Assisted Living Facility which is located adjacent to these parcels. This area of the Ridgeview Subdivision was never finished and the lots will be used to provide an additional green space buffer between the existing subdivision and the Renaissance Facility. The facility is also residential in nature as it operates as an assisted living facility for senior citizens.
3. The request is consistent with the most desirable use for which the land in each district is adapted because the lots will be used to supply an additional green space buffer between the Renaissance and the Ridgeview Subdivision lots that remain.
4. The request is consistent with the conservation of property values throughout the jurisdiction because the lots will be used to supply an additional space buffer between the Renaissance and the Ridgeview Subdivision lots that remain. It will have a park like look that will enhance the quality of life for the Assisted Living Facility residents and for those lots that remain in the Ridgeview Subdivision and the residential subdivision to the west.
5. The request is consistent with responsible growth and development of the Village.
6. The request is in compliance with the intent and purposes of Chapter 94 as set forth in sections 94.104 and 94.105 attached.
7. The proposed rezone is in the public's best interest, and is not solely for the benefit of the applicant.

8. Construction schedule – that the proponents of the proposed development have demonstrated that they intend to start construction within a reasonable period of time following approvals of the project and that the development will be carried out according to a reasonable construction schedule satisfactory to the village.
9. Adequate professional help – that the project plan has been prepared with adequate professional assistance.
10. Conformity to village plan – The project plan serves to implement the spirit and intent of the village plan especially as it relates to preservation of conservation areas and creation of common open spaces and to creation of more diversified and interesting use patterns that might otherwise result from application of underlying zoning patterns.
11. Achievement of purposes and benefits – That the project plan achieves the purposes in view for zoning as set forth in Wis. Stats. §62.23(7)(c) and Section 94.105, as well as the benefits of planned development projects as set forth in Wis. Stats. §62.23(7)(b) and Sec. 94.143(b).
12. Preservation and care of open space – That the resultant common open space is suitable for its use as relates to location, access, size and shape, proposed degree of improvement for recreational use, or proposed degree of protection from damage if a natural area.
13. Proposed Residential Developments – That such development will create an attractive residential environment of sustained desirability and economic stability, including placement of structures in relation to terrain and soils, consideration of safe pedestrian flow, ready access to recreation space and coordination with overall plans for the neighborhood.
14. Proposed commercial developments
 - a. That the economic practicality of the proposed development can be justified on the basis of purchasing potential, competitive relationship, and demonstrated tenant interest.
 - b. That the proposed development will be adequately served by off-street parking and truck service facilities.
 - c. That the locations for entrances and exits have been designed to prevent unnecessary interference with the safe and efficient movement of traffic on surrounding streets, and that the development will not create an adverse effect on the general traffic pattern of the area.
 - d. That the architectural design, landscaping, control of lighting and general site development will result in an attractive and harmonious service area compatible with and not adversely affecting the aesthetics, enjoyment or property values of the surrounding neighborhood.
15. Proposed industrial developments – Not applicable.
16. Proposed mixed use developments – Not applicable.

Based on the findings described above, the Commission hereby forwards a favorable recommendation to the Village Board to approve the amendment to the Renaissance Planned Development Overlay (OPD) by ordinance and further recommend that Site Plan CSIT-6-13-1339, as approved by the Plan Commission on August 12, 2013, become part of the Planned Development.

So ordered this 12th day of August, 2013.

Village of Weston Plan Commission

By: _____
Loren White, its Chairman

Attest: _____
Valerie Parker, its Secretary



Meeting Date: 8/19/2013
Agenda Item:

STAFF REPORT

REPORT FOR: President L White & Village Trustees

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Residential Business Permit, Jenny’s Cakes, 6104 Isaiah Street (RBUS- 8-13-4660)

STAFF'S COMMENT: This action item is being presented to the Village Board to consider the Plan Commission’s recommendation that the following motion be approved: “The Village Board approves the residential business permit for Jenny’s Cakes, 6104 Isaiah Street, as submitted and detailed in this Staff Report”.

ACTION ITEM: _____ Ordinance _____ Resolution X Motion _____ File

DATE OF REPORT: Wed, August 14, 2013

DATE OF MEETING: Mon, August 19, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statue: _____
 Administrative Code: _____
 Municipal Code: Chapter 94.113
 Judicial Ruling: _____

Policy Question / Issue:

Should the Village Board of Trustees endorse the Planning & Development Director’s & Plan Commission’s recommendations to approve the Residential Business Permit as submitted?

Background:

Jenny Deane would like to operate her cake-making business, Jenny’s Cakes, out of her single-family home. Deane has been operating her business out of Johanna May’s kitchen, at 9104 Callon Avenue.

Deane’s business plan includes making specialty cakes, cupcakes, and cookies. All orders will be taken by phone or internet. Cakes will be either delivered or picked up by appointment only. Deane has been in contact with Building Inspector, Scott Tatro, with regard to putting on a small addition to their home for her business. She plans to have her kitchen licensed by the Health Department.

Recommendation from Committee:

The Plan Commission respectfully recommend approval of the Residential Business Permit as presented, contingent on their obtaining an approved building permit, and the completed construction of a Marathon County Health Department certified kitchen. Plan Commission approval was 6-1 in favor of issuing the Residential Business permit. Trustee/Commissioner Schuster was the dissenting vote due to no penalty being applied for operating the residential business prior to obtaining the permit.

Recommendation following Staff Review:

It is my recommendation, as the Planning & Development Director, that the Village Board approve the Residential Business Permit as presented, contingent on their obtaining an approved building permit, and the completed construction of a Marathon County Health Department certified kitchen.

Policy Alternatives:

- 1) Refer back to staff for further review.
- 2) Approve the Residential Business Permit with modifications/revisions/deletions that applicant will need to work with staff on prior to building permit issuance.
- 3) Deny.

Future Deliverables:

- 1) Building Permit for the Marathon County Health Department Certified Kitchen
- 2) Proof provided to the Village of a Marathon County Health Department Certified Kitchen.

Additional Items:

- 1) Application for Residential Business Zoning Land Use Permit, Application #RBUS-8-13-4660
- 2) Proposed Building Addition Plans



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Auto Select Parking Lot Landscaping Plan, 3103 Schofield Avenue (CSIT-8-13-1349/ERU-8-13-1350)

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director’s recommendation that the following motion be approved: “The Plan Commission approves the Auto Select parking lot landscaping plan, as submitted and detailed in this Request for Consideration”.

ACTION ITEM: ___ Ordinance ___ Resolution X Motion ___ File

DATE OF REPORT: Wed., August 7, 2013

DATE OF MEETING: Mon, August 12, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statue: _____
 Administrative Code: _____
 Municipal Code: Chapter 94
 Judicial Ruling: _____

Policy Question / Issue:

Should the Village Board of Trustees endorse the Planning & Development Director’s recommendation to approve the paving and landscaping plan with conditions outlined in the staff report?

Background:

During the month of July, staff noticed that the parking lot at Auto Select, 3103 Schofield Avenue, was being reconstructed without a permit. The property owner was made aware of the permit process (paving and landscaping plan review/approval by the Plan Commission), and is now taking the proper approval steps with this site.

The owner of Auto Select, Mike Molitor, has hired Land Art to design and install the parking lot landscaping. S. Tatro, J. Wehner and myself met with both owner Mike and Kevin from Land

Art out at the site to discuss what could be done to increase the aesthetics of the property. The results of our discussion is contained, for the most part, in the landscaping plan that is now being brought before the Plan Commission for its consideration.

Recommendation following Staff Review:

It is my recommendation, as the Planning & Development Director, that the Plan Commission approve Auto Select's parking lot and landscaping plan with the following recommendations:

- 1) Curb needs to be provided on the west portion of the parking lot from the driveway approach to just past the existing sign.
- 2) Curb specifications and asphalt thickness need to be provided
- 3) Parking stall size (Must be 10'x20')
- 4) Verification of location of trash and utility enclosure and if not provided one should be installed.

Policy Alternatives:

1. Refer back to staff for further review.
2. Deny.

Future Deliverables:

- 1) Properly installed landscaping on property.

Additional Items:

- 1) Staff Site Plan Report CSIT-8-13-1349/ERU-8-13-1350
- 2) Site Plan Application CSIT-8-13-1349/ERU-8-13-1350
- 3) Landscaping Design Plan from Land Art



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Phased Parking Lot and Landscape Plan for T&A Hoffmann, LLC, Multi-tenant strip mall, 5503 Schofield Avenue (CSIT-58-13-1351 ERU-8-13-1352)

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director's recommendation that the following motion be approved: "The Plan Commission approves the phased parking lot and landscape plan for T&A Hoffman, LLC multi-tenant strip mall per staff's recommendation."

ACTION ITEM: ___ Ordinance ___ Resolution X Motion ___ File

DATE OF REPORT: Tues., Aug 6, 2013

DATE OF MEETING: Mon, Aug 12, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statue: Chapters 61.35,
62.23
 Administrative Code: _____
 Municipal Code: Chapter 94
 Judicial Ruling: _____

Policy Question / Issue:

Should the Plan Commission make a motion to approve the phased parking lot and landscape plan?

Background:

T&A Hoffmann, LLC recently purchased the existing multi-tenant building located at 5503 Schofield Avenue. The building was in need of some renovations to keep the existing tenants and to attract new ones to fill the vacant spaces. Due to the large expense to purchase the building and complete all the needed upgrades, the owners approached staff to discuss a multi-phase approach to make the property look better. They have submitted a 4 year improvement plan for the site. It is as follows:

Year 1 – 2013

- Complete a 3000 sq ft office build out – building permit has been obtained through S. Tatro.
- Tie the rain gutters into the drain basin on Schofield Avenue – owners are working with M. Wodalski on this
- Excavate the new parking lot on the west side of the building, using 12” of road base for the parking lot.

Year 2 – 2014

- Repaint the entire building.
- Landscape between the building and the sidewalk using Carl Forester grasses and 4-6” landscape rock.
- Pave west side of the new parking lot and east side of the building up to current loading dock. (Plan to pave after frost – May 2014)

Year 3 – 2015

- Plant oak & maple trees along the west property line
- Complete landscape plan along Schofield Avenue
- Pave the south side of building butting up to Westfair Avenue

Year 4 – 2016

- Build a new monument sign which will contain all business tenants.
- Pave rest of remaining gravel parking lot.

Staff review:

Since they are making an attempt to improve the property and existing building staff is comfortable with the phased approach. Their current tenant Broadband Solutions currently parks many of their work trucks in the south gravel lot and out onto Westfair Avenue. They feel that this is a safety issue so they would like to add the west parking lot now instead of waiting until spring. They are asking the Plan Commission to allow them to defer the paving of the new west side parking lot until next spring which will allow for it to compact a bit more and not strain their cash flow for the property. If this is allowed, I would suggest that the Schofield Avenue landscape be installed in year 2 and the building landscape could then be moved to year 3. All other requests would be satisfactory to staff. Staff would like to note that the owners would need to obtain a sign permit at the time that they installed the new monument sign in year 4 for installation.

Recommendation following Staff Review:

It is my recommendation, as the Planning & Development Director, that the Plan Commission make a motion to approve the phased parking lot and landscape plan for the site with the modification that Schofield Avenue landscape be installed in year 2 and the building landscape could then be moved to year 3 for installation. Staff also suggests that the owners provide the paving specs be prov

Policy Alternatives:

- 1) Deny the request
- 2) Approve the request as submitted by T&A Hoffmann, LLC

Future Deliverables:

- 1) Building Elevation submittal and approval by Plan Commission prior to repainting/re-facing the building.
- 2) Sign permit for the monument sign

Additional Items:

- 1) Site Plan Report for CSIT-8-13-1351 ERU-8-13-1352
- 2) Site Plan Application and Materials (CSIT-8-13-1351 ERU-8-13-1352)



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Site Plan for S.C. Swiderski, LLC Multifamily Development River Edge Development on the corner of Ryan Street and Schofield Avenue (MUFS-7-13-1344 ERU-7-13-1335).

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director’s recommendation that the following motion be approved: “The Plan Commission approves the site plan with the changes/additions as detailed in the attached Site Plan Report MUFS-7-13-1344 ERU-7-13-1335.”

ACTION ITEM: ___ Ordinance ___ Resolution X Motion ___ File

DATE OF REPORT: Mon, Aug 5, 2013

DATE OF MEETING: Mon, Aug 12, 2013

FISCAL SUMMARY:

Budget Line Item: _____

Budget Line Item: _____

Budgeted Expenditure: _____

Budgeted Revenue: _____

STATUTORY REFERENCE:

Wisconsin Statue: Chapters 61.35,
62.23

Administrative Code: _____

Municipal Code: Chapter 94

Judicial Ruling: _____

Policy Question / Issue:

Should the Plan Commission make a motion to approve the site plan as proposed?

Background:

The proposed project is for an apartment development that will have 3 duplexes, 9 quadplexes, 3 6-unit apartment buildings, and 3 8-unit apartment buildings. Additional background information and a thorough review of the site plan is provided in the attached Site Plan Report for this project.

Recommendation following Staff Review:

It is my recommendation, as the Planning & Development Director, that the Plan Commission make a motion to approve the site plan with the following conditions:

1. Utility mains (water and sanitary sewer) are in place from the prior developer. There are numerous notes on the plan regarding service line connections. Due to a modification in the placement of buildings a short section of water and sewer main is proposed to be abandoned at the southeast corner of the development. Clarification of a number of items is needed and **staff requests a pre-bid and pre-construction meeting with the developer/designer/underground contractor to clarify details** including:
 - a. A fire hydrant is noted to be relocated in the southeast corner of the development. Additionally the 1st hydrant east of Ryan Street in the southernmost driveway is shown to be relocated. It is not clear whether both hydrants remain in the system or if there is, in fact, a net reduction of 1 in the development. Please clarify.
 - b. Any recovered water main or appurtenances, particularly fire hydrants, are the property of the utility.
 - c. Details on the abandonment of the sewer stub in the southeast manhole to assure water tightness.
 - d. Material specifications for water service laterals is ductile iron for all services greater than 2” in diameter and Type “K” copper for 2” and less. Confirm bury depth is minimum of 6.5 feet, or that insulation is provided if minimum depth cannot be achieved. Insulation may be required at storm sewer crossings, if any. Pressure testing to 150 psi. and safe bacteriological test are needed on all service laterals greater than 2” in size.
 - e. It appears some of the larger diameter water services may have bends and other fittings. The method of joint restraint needs to be discussed/understood prior to construction.
2. Utilities are located within easements. The easements were modified from their original configuration. Staff is unclear as to whether the modified easement document has been recorded. **A copy of the recorded document is requested.**
3. Storm sewer facilities remain the responsibility of the developer/owner and a maintenance agreement has previously been filed. No modifications are proposed that affect overall runoff estimates.

Purpose:

The purpose of this recommendation is as follows: to receive Plan Commission approvals on the proposed site plan for the River Edge Development.

Policy Alternatives:

1. Deny the request.

Future Deliverables:

- 1) Building Permit Issuance
- 2) Recorded easement document for utilities
- 3) Pre-bid and pre-construction meeting between Village Department of Public Works staff & the developer/designer/underground contractor

Additional Items:

- 1) Site Plan Report MUFS-7-13-1344 ERU-7-13-1335
- 2) Condensed Site Plan Application and Materials (MUFS-7-13-1344 ERU-7-13-1335) is attached – Full site plan is available for viewing online at http://www.westonwisconsin.org/planning/commission/site_plans.php (internet link)



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Site Plan for Building Addition at K & A Manufacturing, Inc., 6703 Zinser Street (CSIT-7-13-1346 ERU-7-13-1347)

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director's recommendation that the following motion be approved: "The Plan Commission approves the site plan per the conditions outlined in the staff Site Plan Report CSIT-7-13-1346 ERU-7-13-1347 attached."

ACTION ITEM: ___ Ordinance ___ Resolution X Motion ___ File

DATE OF REPORT: Mon, Aug 5, 2013

DATE OF MEETING: Mon, Aug 12, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statue: Chapters 61.35,
62.23
 Administrative Code: _____
 Municipal Code: Chapter 94
 Judicial Ruling: _____

Policy Question / Issue:

Should the Plan Commission make a motion to approve the site plan as proposed?

Background:

The proposed project is for a 27,500 ft² addition for the manufacturing of office equipment to the existing K&A Manufacturing located in the Weston Business & Technology Park. The site is zoned LMD *Light Manufacturing and distribution*, Additional background information and a thorough review of the site plan is provided in the attached Site Plan Report for this project.

Recommendation following Staff Review/ Policy Alternatives:

It is my recommendation, as the Planning & Development Director, that the Plan Commission make a motion to approve the site plan with following conditions:

1. Prior to Building Permit being issued by the Village Building Inspector, the

applicant/owner will submit to the Planning & Development Director a revised site plan showing:

- a. Locations of all electrical and mechanical equipment that is located outside or on the building and the applicants plan to screen these items.
 - b. Location and material details for the garbage enclosure.
 - c. Curb and gutter unless the PC chooses to waive the requirement.
 - d. Erosion control plan details being worked out with DPW staff.
 - e. Updated building elevations showing 60% brick requirement, unless the PC approves the waiver to match existing materials.
2. Prior to the Final Occupancy Permit being issued by the Village Building Inspector, the applicant/owner will submit to the Planning & Development Director:
- a. Confirmation that the fire suppression system is monitored, and also find out if there is a separate burglar/fire alarm. This information should be provided to the Fire Department as soon as it is available.
3. Prior to the Final Occupancy Permit being issued by the Village Building Inspector, the applicant/owner will submit to the Planning & Development Director:
- a. If lighting will be added to the project, a lighting plan showing site lighting photometrics and cut-sheets showing specs of all proposed lighting.
 - b. Landscape plan, which includes landscaping required per code for the whole site.
 - c. Sign permits for all proposed signs on the property including a landscape plan for any ground/monument signs.

Future Deliverables:

- 1) Building Permit Issuance

Additional Items:

- 1) Site Plan Report CSIT-7-13-1346/ERU-7-13-1347
- 2) Condensed Site Plan Application and Materials (CSIT-7-13-1346/ERU-7-13-1347) is attached – Full site plan is available for viewing online at http://www.westonwisconsin.org/planning/commission/site_plans.php (internet link)



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Modification to Original June 2012 Site Plan Building Addition Approval at Country Fresh Meats, 9908 Weston Avenue (CSIT-5-12-1290 ERU-5-12-1291)

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director's recommendation that the following motion be approved: "The Plan Commission approves the request to modify the building elevation on the proposed pen."

ACTION ITEM: ___ Ordinance ___ Resolution X Motion ___ File

DATE OF REPORT: Mon, Aug 5, 2013

DATE OF MEETING: Mon, Aug 12, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

Wisconsin Statue: Chapters 61.35,
62.23
 Administrative Code: _____
 Municipal Code: Chapter 94
 Judicial Ruling: _____

Policy Question / Issue:

Should the Plan Commission make a motion to approve requested modifications to the site plan approved June 2012?

Background:

Back in June 2012, Country Fresh Meats received a conditional use permit and site plan approvals to but a building addition on the existing facility at 9908 Weston Avenue. As part of the building addition, a 642 sq ft (25'4"X 25'4") pen area was approved on the back of the building. Masonry block was proposed which would match the proposed addition. Country Fresh Meats has now decided to change the pen area to match up with the back of the building. To do this, they are decreasing the size of the pen to 576 sq ft (24'X24') and are now requesting to use metal panels on the roof system and wall instead of the block.

Staff review:

Staff has reviewed the new submittal. There are no issues with setbacks and due to the pen area being located in the back of the building and not in the public view, staff sees no issues with allowing for the change in size and material.

Recommendation following Staff Review:

It is my recommendation, as the Planning & Development Director, that the Plan Commission make a motion to approve the proposed modifications to the site plan approved in June 2012.

Policy Alternatives:

- 1) Deny the request

Future Deliverables:

- 1) Building Permit Issuance

Additional Items:

- 1) Site Plan Application and Materials (CSIT-5-12-1290/ERU-5-12-1290)



Meeting Date: 8/19/2013
Agenda Item:

STAFF REPORT

REPORT FOR: President White & Village Trustees

REPORT PREPARER: Shawn Osterbrink, Parks & Recreation Superintendent & Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Resolution VW-13-11 Adoption of the Comprehensive Outdoor Recreation Plan (CORP)

STAFF'S COMMENT: This action item is being presented to the Village Board of Trustees to consider the Parks & Recreation Committee's recommendation to approve and the Plan Commission's recommendation that the following motion be approved: "The Village Board of Trustee's approves the Comprehensive Outdoor Recreation Plan 2013-2017 as submitted and detailed in this Staff Report and directs staff to work over the next year to create a Comprehensive Outdoor Recreation Plan (CORP) that contains measurable goals and objectives and can be therefore adopted as part of the Village Comprehensive Plan."

ACTION ITEM: _____ Ordinance X Resolution _____ Motion _____ File

DATE OF REPORT: Tues, August 13, 2013

DATE OF MEETING: Mon, August 19, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

Policy Question / Issue:

Should the Board of Trustees endorse the Parks & Recreation Committee's & Plan Commission's recommendations to approve the *Comprehensive Outdoor Recreation Plan 2013-2017*?

Background:

A Comprehensive Outdoor Recreation Plan is used to guide the Village in making decisions related to improvements at existing parks, new facilities, land acquisition, recreation trail extensions and

improvements, and ADA requirements through the year 2017 and beyond. A five-year update to a community's plan is also an eligibility requirement for any local unit of government seeking parkland acquisition and development funding through the Wisconsin Department of Natural Resources. The Parks Department also uses this document to help provide direction for the Department, particularly in the area of future park development.

Recommendation from Committee:

The Parks and Recreation Committee has reviewed the document and have recommended it for approval.

The Plan Commission has reviewed the document and have recommended that the Village Board of Trustees approve the Comprehensive Outdoor Recreation Plan (CORP) as currently submitted and direct staff to work over the next year to create a Comprehensive Outdoor Recreation Plan that contains measurable goals and objectives and can be therefore adopted as part of the Village Comprehensive Plan

Recommendation following Staff Review:

The Wisconsin Department of Natural Resources (WIDNR) have already reviewed and approved the document. It is our recommendation, as Village Parks & Recreation Superintendent and Village Planning & Development Director, that the Village Board of Trustees accept the Comprehensive Outdoor Recreation Plan (CORP) as currently submitted and direct staff to work over the next year to create a Comprehensive Outdoor Recreation Plan that contains measurable goals and objectives and can be therefore adopted as part of the Village Comprehensive Plan.

Purpose:

The purpose of this recommendation is as follows: to allow staff more adequate time to work together to create a document that can be included as part of the Village Comprehensive Plan document; to maintain, or improve service levels in parks and recreation; allow Village staff to administrate this program more efficiently and more cost effectively; increase opportunities for additional income through the state of Wisconsin parkland acquisition and development funding grant program.

Policy Alternatives:

- 1) Refer recommendation back to the Parks & Recreation Committee & Parks Staff for additional study/review.
- 2) Make modifications/revisions/deletions to the suggested items prior to adoption.

Future Deliverables:

- 1) Copy of the Approved Resolution will be forwarded to the WIDNR.
- 2) A revised Comprehensive Outdoor Recreation Plan that can be included in the Village Comprehensive Plan.

Additional Items:

- 1) Village of Weston Comprehensive Outdoor Recreation Plan 2013-2017



Meeting Date: 8/12/2013
Agenda Item:

STAFF REPORT

REPORT FOR: Chairman White and Plan Commissioners

REPORT PREPARER: Jennifer Higgins, Planning & Development Director

ITEM DESCRIPTION: Appointment of Plan Commission Member to fill vacant Village seat on Joint Town/Village of Weston Extraterritorial Zoning (ETZ) Committee

STAFF'S COMMENT: This action item is being presented to the Plan Commission to consider the Planning & Development Director's recommendation that the following motion be approved: "The Plan Commission recommends the Village Board appoint Plan Commissioner Kollmansberger to fill John Evans position on the Joint Town/Village of Weston Extraterritorial Zoning (ETZ) Committee."

ACTION ITEM: Ordinance Resolution Motion File

DATE OF REPORT: Wed, July 30, 2013

DATE OF MEETING: Mon, August 12, 2013

FISCAL SUMMARY:

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

STATUTORY REFERENCE:

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

Policy Question / Issue:

The Village has a vacant seat on the Joint Town/Village of Weston Extraterritorial Zoning (ETZ) Committee that needs to be filled.

Background:

John Evans requested earlier this year to be replaced on the Village Plan Commission when his appointment expired this past spring. Mr. Evans also served as a Village member on the Joint Town/Village of Weston Extraterritorial Zoning (ETZ) Committee. Per *Sec. 95.115. Extraterritorial zoning (ETZ) committee. (a) Composition and appointment. The ETZ Committee referred to in this section and elsewhere in this chapter shall be composed and appointed as provided for in Wis. Stats. § 62.23(7a) and as further provided for in any ordinance implementing that statute. The Extraterritorial Zoning (ETZ) Committee shall consist of three (3) citizen members of the Village*

Plan Commission, or three (3) members of the Plan Commission designated by the Village President if there are no citizen members of the Commission, and three (3) Town members. The three (3) Town members shall be appointed by the Town Board for three (3) year terms and shall be residents of the Town and persons of recognized experience and qualifications. Town Board members are eligible to serve.

Mr. Evans had agreed to stay on the ETZ but due to Sec. 94.115(a), President White was unable to reappoint him to the ETZ. Citizen Plan Commissioners Diesen (through 2014) and Stenstrom (through 2015) already serve on the ETZ so that leaves Commissioners Maloney, Zeghami and Kollmansberger as being eligible to serve on this committee. The ETZ does not meet very often at this time and has only met once in the last year. This may, however, change due to how the new zoning code is restricted as the plan is to combine the Village Zoning Code and ETZ code into one document.

I have spoken via email with Commissioner Maloney, Zeghami and Kollmansberger and Commissioner Kollmansberger has agreed to accept this position.

Recommendation from Committee:

None.

Recommendation following Staff Review:

It is my recommendation, as Village Planning & Development Director, the Plan Commission recommend Plan Commissioner Kollmansberger to serve as the 3rd citizen Plan Commission on the Joint Town/Village of Weston Extraterritorial Zoning (ETZ) Committee through 2016. Commissioner Zeghami has also stated that he would serve if for some reason Commissioner Kollmansberger finds she cannot do it in the future.

Purpose:

The purpose of this recommendation is to fulfill an ordinance requirement.

Policy Alternatives:

1. Take no action at this time.

Future Deliverables:

- 1) Appointment of the Commissioner by President White and the Trustees at a future Board Meeting.

Additional Items:

- 1) None

Village of Weston
Property & Infrastructure Committee Minutes

Meeting:	Property & Infrastructure Committee
Date/Time:	Monday, July 6, 2015 @ 4:30 p.m.
Location:	Village Hall (5500 Schofield Avenue) – Board Room

Members present were Kevin Ostrowski, Neal Adams, John Jensen, and Mark Porlier. Jon Ziegler was excused. Also present were DPW Keith Donner, Michael Wodalski, John Jacobs, Loren White, Fred Schuster, Daniel Guild, and Valerie Parker. There were 2 audience members present

A. Call to Order of the Property and Infrastructure Committee. Meeting was called to order at 4:33 p.m. by Trustee Ostrowski.

B. Public Hearing – Transport Way

1. Open Public Hearing: Special Assessments for Street Improvements

Donner read the public hearing notice and opened the public hearing.

Review Project and Special Assessment Report

Donner explained the project and explained the formula of assessments. Transport Way is at a point needing to be reconstructed and near complete failure. Wodalski discussed the project and special assessment report that was prepared for this public hearing. The only outside-contracted work will be the paving of asphalt, and the rest of the work will be completed by the Village's workforce.

The estimated total project cost is \$152,481.92, and about \$60,000 of that amount is contracted work and purchased materials, which would result in \$8.89 per linear foot to be assessed to the property owners on Transport Way. Donner explained the ordinance states when the Village furnishes the equipment and labor, that portion of the costs will not be assessed, and would come from the maintenance budget.

Preliminary recommendation is to reconstruct the road with Village staff and contract for the paving. There will also be some lengthening of storm sewer. It was explained the property owners on the east end of street will have an opportunity to tap into the storm sewer.

Porlier stated he is in support of putting the efforts into reconstructing the road, versus fixing it. Wodalski agreed and said if you keep trying to address the surface, you are not really doing much when it is the structure of the pavement that has really failed.

Donner explained the timeline of when this road was originally constructed (in 1999) by the then developer, Foresight Development, who was responsible to put in the public infrastructure. At the time that construction was ongoing, there were some questions as to whether there needed to be some other extraordinary measures to try to stabilize the subgrade. The soils in that area of the Village are very heavy with clay, and it is difficult to drain them to get good stable sub-base conditions without doing some extra drainage, or beefing up street sections. During construction there was some consultation with an engineer, who had been doing some work for the Village at that time. There was a recommendation at that time to put in breaker run (in the section that was explained in the report) in the cross section and a thinner layer of gravel, and then the 3 inches of pavement. Following that, the developer chose not to put in the final layer of asphalt, which was deferred for a couple of years. Ultimately the Village came in (under the subdivider's bond) and completed the street. As we go into our records on the situation, there was involvement from another engineering firm who recommended some drainage improvements. We put some drain tile in behind the curb to try to intercept water to keep it from having an impact on the subgrade after the street was built, around 2002. Donner stated there has been some struggle to get this street put in

to a proper condition that is going to be long-lasting. Donner stated had this been done at the front end (if this could have been predicted), those costs then would have been put on to all the properties through lot prices. The Village does feel a bit of responsibility, and we are proposing that a substantial amount of equipment and labor be contributed in here, along with some of the asphalt.

There was discussion on the heavy trucks that use this road, and how weight limits are not put on this road, which adds to the wear and tear.

Donner explained the assessment information has been forwarded to all the affected landowners. Staff recommends to assess the property owners according to the staff report. Donner stated how generally special assessments have a 10-year payback period, but since the proposed assessment amounts are relatively low (\$4,000 maximum), staff is recommending a 5-year payback period – though it is up to PIC to determine this. Donner also stated the installment interest rate will be based on the current bond rates, and no greater than 2.5%.

Testimony/Questions & Answers

Bruce Flora, Super Lettering & Signs, 4308 Transport Way, Weston, was present, and explained he is not worried about the assessment amount or the payment plan. However, he did not understand if everyone gets assessed for the new blacktop. Flora pointed out that the other landowners on the road are questioning who is responsible for this necessary road work (since the road failed in 16 years, when it was supposed to hold up for 20 years). Neighbors are concerned that they are paying for something that someone did not do correctly. Flora commented after some discussion he had with Gary Guerndt, of PGA, that Guerndt is willing to come out and help with the project. Regardless, the biggest concern from the landowners is “what happened”? Flora explained the other owners feel someone else is responsible to pay, that they are hoping for a little justice.

Porlier explained how the Village is contributing 20% for the 4 final years this road did not hold up. Jensen pointed out how instead of assessing at 80%, we are assessing at about 20%, due to Village forces doing the labor.

Flora brought up all the rules and regulations they had to follow when constructing their buildings, so he expected things to be pretty good, and suggested there be some consideration.

Wodalski explained by our using Village staff, the assessment rate is less than \$9.00, whereas if we contracted the entire project, the assessment rate would be more in line with \$40.00.

Flora would like to talk to someone about the bottom of his driveway, if there is something that could be done for his driveway during this project. Donner stated if it is part of the right-of-way, it would be looked at, though there would be additional charges. Flora asked about any talk of utilities going in, such as cable. Donner stated not to his knowledge, and if any utilities were coming in, it would likely be in the greenspace part of the right-of-way, not the road. Flora questioned who is doing the engineering. Wodalski explained he will be doing the engineering. Flora is concerned about this construction work being designed correctly this time. Porlier commented he has confidence that this project is being designed correctly by staff.

Donner summarized the two e-mails staff received from two property owners Craig Novak, Nova Enterprises, 4315 Transport Way, and Jeff Rucinski, Best-1 Plumbing & Heating, 4304 Transport Way, who submitted their comments for the record, on July 1, 2015 (attached). Novak's e-mail went through some of Novak's perspectives on the history of the street and had three main questions included. Novak asks about what possible TIF monies have been put into improvements, repairs, etc., over the past 15 years. Donner stated the TIF district would not be involved in any maintenance, so there would not be money coming out of the TIF funds for maintenance. Donner stated the question was also being extended as to why are there not TIF funds being used for the reconstruction. Donner stated the TIF has no ability to take on any additional financial obligations at this point in time. This is a Village project under the general fund, and contributing a substantial

amount of Village labor and equipment into the project. Novak's second question was related to the same kind of question Flora had asked, "If the Village was aware Foresight had built the road improperly, What State/Village building codes were broken and what inception or action was taken to correct the problem and who signed off on completion". Donner stated the history was that when there was a recognition that there needed some other type of cross section put in this street, that was done at the outset, it turns out that it was not adequate, in hindsight. Some other measures were attempted to be put in place in between after that point putting drain tile in behind the curbs, under the advice of another consulting engineer. The other factor that came in to play was the final layer of asphalt was not put on until after a year or two following initial construction. Ultimately, the Village had to accept what was done and had to go under the subdivider's bonding company to get all the improvements completed. Novak's third question is why it has taken 15 years to agree to restructure the road. Donner stated that we got to a point where it really was not in need of reconstruction, though it needed some major maintenance. Staff did not feel that the maintenance was a wise expenditure of funds and we knew we would be at this point. Donner stated there is a reference in Novak's e-mail about a commitment to a fence by the subdivider. Donner is not aware of this, and if this was a commitment by the subdivider, the Village would not have any involvement in that. Donner then brought up Rucinski's letter, and stated there are similar questions here, in principle, about feeling it is not their responsibility to have any obligation on this project. Same question about who is responsible for the inspection as well as the question on TIF funds.

Guild commented we are in the process of working through other new developments. You always have a challenge and struggle with developers with what is needed for a quality road. There was discussion of how construction standards do change over time, as new and improved methods come about.

Flora asked if the State protects municipalities on these issues. Porlier used the Leo Frigo bridge collapse, in Green Bay, as an example of how even when the highest standards are met, unintended problems could arise.

2. Close Public Hearing: Special Assessments for Street Improvements

**M/S/P Ostrowski/Porlier: closed the public hearing at 5:20 p.m.*

3. Discussion and Possible Action on Matters Discussed at Public Hearing

Donner stated unless changes are proposed from PIC, he recommended this be adopted and forwarded to Village Board as presented.

**M/S/P Porlier/Jensen: to accept as written and presented, with the assessment repayments to be in 5 installments and at 2.5% interest.*

4. Authorizing Resolution VW-15-19 for Transport Way Special Assessments

**M/S/P Porlier/Jensen: to approve Authorizing Resolution VW-15-19.*

C. Comments from the Public on Matter Pertaining to Committee Business.

Mark Thompson, MTS LLC, 404 Franklin Street, Wausau, is present representing Ridgeview Subdivision.

D. Presentations. None.

E. Approval of Previous Meeting Minutes from 06/01/2015.

**M/S/P Porlier/Adams: to approve the minutes for the meeting of June 1, 2015 as presented.*

F. Consent Items.**1. Approve Water/Sewer Permits LCON-6-15-6002 & LCON-6-15-6019.**

**M/S/P Porlier/Jensen: to approve water/sewer permits LCON-6-15-6002 & LCON-6-15-6019.*

2. Recommend Re-Appointment of Galen Olson to the Rib Mountain Metropolitan Sewerage District Commission.

**M/S/P Porlier/Jensen: to approve the recommendation of re-appointment of Galen Olson to the Rib Mountain Metropolitan Sewerage District Commission.*

G. New Business.**1. Approve Plans and Terms of Development Agreement for Ridgeview Subdivision.**

Donner referred to his report included within this meeting packet relating to this development. He explained that following the adoption of the Complete Streets resolution, the requirements of that resolution have been incorporated in the developer's plans. However, the developer has asked for a variance on the street connection. Some of the remaining issues to be resolved include the cost share on the offsite improvements. The proposal is to have the Village participate in this to the maximum extent that is permitted by law (cap of \$25,000 before requiring a public bidding). We are still not sure of the approval by ATC of the street improvements within their easement, contacts with telecommunications providers (Charter, Frontier, etc.)

Thompson gave some background on when this project originally started (under Foresight). Thompson explained how Denyon Homes has no issues with the required increase in base thickness and adding sidewalk and street trees within the subdivision boundaries. The main concern is with the street connection. This development was originally platted without this connection from Ridgeview Subdivision to East Everest Avenue. He commented this proposed street connects out to Von Kanel Street, and they do not see the need to connect this to East Everest Avenue. Thompson stated the concern is the connection to East Everest will come at a cost of +\$70,000, which was not on the table when discussing purchasing this development with the bank. The owner feels this requirement is not fair, which is why they are requesting this variance from the policy. Thompson commented they have not seen the developer's agreement from the Village yet.

Donner explained, with regards to the developer's agreement, there have been no substantial changes from the Village's format, other than adding some indemnification language suggested by our attorney.

Donner confirmed the \$70,000 estimate, this excludes any professional services, and only includes the construction itself. Of that \$70,000, about \$21,000 is utility-related work (stormsewer and watermain). Guild asked the number of unbuilt lots, Thompson stated about 24.

Guild stated he feels some cost sharing is appropriate here. He stated the advantages are infrastructure and continuity and connecting utilities up to that subdivision. He feels there should be a funding combination between the Village and developer. He is not in favor of a variance, and encourages the infrastructure be built, but where the threshold should be for the Village contribution in the cost of work.

Guild explained how this connection has been identified within the draft future transportation map, which will be adopted at a later time.

White stated as far as he recalls the Village wanted this strip to be dedicated for future connectivity to this subdivision. He recalls it was planned that if this road were built, it would be built with all Village funds. Thompson commented on how Rennes dedicated land to the Village for right-of-way, as part of the approval of their project.

Guild stated the point to start a negotiation would be to propose to absorb the utility costs (about \$20,000), and propose a 50/50 split on the remaining \$50,000. This would leave about \$25,000 costs for the developer, divided over the 24 lots, which amounts to \$1,000 per each lot in additional costs. Guild feels what he is proposing to the developer would not be too burdensome. Guild is confident that the subdivision once completed will be very attractive and a good location, and has every reason to believe these lots will sell easily.

Thompson stated Tappe is currently on vacation and he will talk to him when he returns. Thompson confirmed that Guild is proposing \$10,000 from water utility and \$10,000 from storm sewer utility. Guild is anticipating the bidding laws will change with the State budget.

Wodalski commented about tying the inlets into the public storm sewer, which runs through the Rennes development, where they would not need to tie in the storm sewer at the traffic circle. Thompson stated he will talk to Bancuk. Wodalski stated this could save them about \$7,000.

Donner stated staff recommendation, with regard to the cost share issue, is to forward this to Finance Committee for review (for 100%, or cost share %, or apportionment, or limiting to \$25,000).

Porlier recommends to send back to Finance for negotiation. Donner stated at minimum the committee should give staff a sense for cost apportionment. Porlier feels we should meet with intentions of a few years ago. Village should look at it with Finance. **Donner confirmed they would like Finance Committee to evaluate, from the intent, for the Village to take on the financial responsibility of all the off-site improvements to make the connection. Porlier agreed and stated to make that connectivity and improvement to our infrastructure.**

Guild commented we are looking for the philosophy here, and more discussion of financials to the Finance Committee.

****M/S/P Porlier/Jensen: to approve the philosophy of discussions tonight, and to get assistance from the Finance Committee. Q: Donner stated there are still some details to work out on the plans with Thompson and Denyon Homes. Thompson stated ATC has not responded to their request. Donner stated Village may have more luck making that contact with ATC, and feels they would not prohibit this work, if we are far enough from the actual lines.***

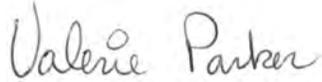
H. Reports.

- 1. Deputy Director, Public Works.** Wodalski discussed what he had provided in his staff report.
- 2. Director, Public Works and Utilities.** Donner discussed what he had provided in the packet, which includes the annual CCR report. Donner commented about the Metropolitan Planning Organization and the work on the sewer service boundary amendment, which was brought up at the Strategic Planning meeting last week. There will be another meeting at the Technical Advisory Committee next week, and one of the issues he is trying to address in there is some consistency in Weston and the perspective of the Marathon County Planning & Zoning Department on the approvals of private systems within area that is in the sewer service boundary, but not currently served. That could be a potential issue that touches on current land use and land divisions, before sewer and water service might be available. This may have some implications in Plan Commission as well with this committee and Village Board.

- 3. Administrator.** None.
- I. Communications and Recommendations from Committee Members.** None.
- J. Set next meeting date and discuss items for next agenda - August 3, 2015, at 4:30 p.m.**
- K. Adjourn.**

Ostrowski adjourned the meeting at 5:56 p.m.

Submitted by,



Valerie Parker
Administrative Specialist

From: [Craig](#)
To: [Michael Wodalski](#)
Subject: RE: assessment for transport way-revision letter
Date: Wednesday, July 1, 2015 7:03:37 AM

RE: RIVISION LETTER TO BOARD

TRASPORT WAY PROJECT

Dear Sir/Madam

I, Craig Novak, owner, Nova Enterprises Inc, 4315 Transport way, will be out of the area and unable to attend the 7/6/15 public hearing in regards to restructuring of Transport Way.

I have owned and operated Nova Enterprises Inc at the Transport Way site since 2000. We employ 11 full time and 2 part time workers at this location. In approximately 2001, I had approached the ex village administrator along with public works director Keith Donner in regards to the condition of Transport Way. At that time I was informed that the road was built with sub standard materials and lacked proper road base. The road was experiencing yearly heaving and the base course was breaking and crumbling. I was informed that the road was built by a private contractor(foresight development) and also owned by him and wasn't in the parameters of a village road. I believe the village had numerous conversations with the previous owner about the sub standard materials and improper road base used but nothing was done to improve the integrity at that time. Over the course of the next few years, each spring incurred heaving and the road rose to the point that the current manholes would be 6 plus inches below the road surface. In 2004 the road was so bad that it broke a suspension spring on one of our work trucks. Over the years, I had made numerous calls about the structure of Transport Way. I realize that the village was going through a building boom during those early years of 2000 and beyond and Foresight had been an integral part of some of the development in the area. I came away from conversations with the Village that although they were not completely happy with some of the methods used in construction, they weren't going to "rock the boat". One of the agreements by foresight upon my purchase of the land in 1999 was to supply a "fence" along the southern border of our property(north of yeager auto salvage) and extend it west to Camp Phillips road. This was recorded in the minutes. It has never been started nor completed.

My questions for the board are the following:

- 1) I believe this area is in a TIF district. What money, if any, has been put into improvements, repairs, ect. over the past 15 years?
- 2) If the village was aware Foresight had built the road improperly, what State/Village building codes were broken and what inception or action was taken to correct the problem and who signed off on completion.
- 3) Due to ever increasing construction costs, why has it taken 15 years to finally agree to restructure a road that has been known to have been built improperly.

While I am happy that the village is finally taking action on this problem, I feel it could have been resolved years ago by holding Foresight responsible for the sub par work. Also, once the Village took over the road , repairs could have been done at a much lower cost had it been addressed and not put off until now.

Our small business park has seen the "back burner" when it comes to weed cutting, snow removal or minor repairs over the years. I would hope this would be the start of a better relationship with the Village. Thank you for your time and consideration in this matter.

Sincerely,

Craig Novak-owner
Nova Enterprises Inc.

From: Michael Wodalski [mailto:mwodalski@westonwi.gov]

From: [Best-1 Plumbing and Heating](#)
To: [Michael Wodalski](#)
Subject: Transport Way Street Reconstruction Project
Date: Wednesday, July 1, 2015 2:28:11 PM
Importance: High

Michael,

This email is in response to the letter you sent on June 15, 2015. I do not feel it is our responsibility to pay \$1,404.63 for repairing this road. The road was not properly installed from the beginning. Therefore, I see it to be the Village's responsibility to correct the problem as it was not inspected when it was initially installed. I would also like to know where the TIF money is for this project. Due to the horrible road conditions throughout the years, I have had numerous vehicle repairs for alignments due to the potholes, etc. along with lots of customer and vendor complaints for their vehicles as well.

I am unable to attend the meeting on July 6th as I have a prior commitment. If you would like to discuss this with me, please feel free to contact me at the number listed below.

Sincerely,

Jeff Rucinski

Best-1 Plumbing & Heating, Inc.

4304 Transport Way

Weston, WI 54476

Ph: 715-241-0883

Fx: 715-355-6095

Confidentiality Notice: The information contained in this email and any attachments are intended only for the use of the individual or entity to which it is addressed. This correspondence may contain information that is privileged, confidential or subject to protection under federal or state law. If you are not the intended recipient or their agent then you may have received this document in error. If this is the case, you are hereby notified that any review, dissemination, copying or forwarding of this documents is strictly prohibited. If you have received this email in error, please notify me and delete this message and any attachments immediately. You should not retain, copy or use this email or any attachment for any purpose, nor disclose all or any part of the contents to any other person. Thank you



This email has been checked for viruses by Avast antivirus software.

www.avast.com

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.7.



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

REQUEST FROM: **JENNIFER HIGGINS; DIRECTOR OF PLANNING AND DEVELOPMENT
SCOTT TATRO; BUILDING INSPECTOR
RENEE HODELL; VILLAGE RELATIONS COORDINATOR**

ITEM DESCRIPTION: **ORDINANCE NO. 16-030 AN AMENDMENT TO REPEAL CHAPTER 50
NUISANCES AND AMEND AND RECREATE THE SAME**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, JUNE 6, 2016**

POLICY QUESTION: Should the Board of Trustees approve the proposed amendments to Chapter 50 Nuisances, as drafted by Staff, and recommended by the CLPS Committee for approval?

RECOMMENDATION TO: I make a motion to endorse approval of Ordinance No. 16-030 as presented.

LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

Budget Line Item: _____

Budget Line Item: _____

Budgeted Expenditure: _____

Budgeted Revenue: _____

STATUTORY / RULEMAKING / POLICY REFERENCES:

WI Statute: Chapter 66 and 101

WI Administrative Code: SPS 382, 321, 351, 316, 320, 362

Case Law / Legal: _____

Municipal Code: _____

Municipal Rules: _____

PRIOR REVIEW: CLPS – August 24, 2015 and May 23, 2016

BACKGROUND:

Planning and Development staff have been working to update the Chapter to deal more effectively with property maintenance issues as they relate to building codes and building habitability. It also helps to set minimum living standards for rental properties in the Village. Building Inspector Tatro has researched other Property Maintenance and Nuisance Ordinances and we are now proposing the following changes be made to our Code. Many of the additions included were taken directly from the International Code Council (ICC) Property Maintenance Code. This update also includes Statute & Administrative Code reference changes made by Trustee White and zoning district references due to changes made in the new zoning ordinance. Staff and CLPS recommends approval.

Attachments?



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

ORDINANCE NO. 16-030

AN ORDINANCE TO REPEAL CHAPTER 50 OF THE VILLAGE OF WESTON MUNICIPAL CODE OF ORDINANCES ENTITLED “NUISANCES” AND AMENDING AND RECREATING THE SAME.

The Village Board of the Village of Weston, Marathon County, Wisconsin, do ordain as follows:

SECTION 1: Chapter 50 “Nuisances” is hereby repealed, and a new Chapter 50 entitled “Nuisances,” which is attached hereto and incorporated herein as Exhibit A, is hereby created.

SECTION 2: SEVERABILITY. If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. If an application of this Ordinance to a particular structure, land, or water is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not be applicable to any other structure, land, or water not specifically included in said judgment. If any requirement or limitation attached to an authorization given under this Ordinance is found invalid, it shall be presumed that the authorization would not have been granted without the requirement or limitation and, therefore, said authorization shall also be invalid. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

SECTION 3: EFFECTIVE DATE. This ordinance shall take effect upon approval and publication.

Adopted this 6th day of June, 2016.

VILLAGE BOARD OF WESTON

By: _____
Barbara Ermeling, President

Attest: _____
Sherry Weinkauf, Village Clerk

EXHIBIT A: A REPLACEMENT CHAPTER 50 NUISANCES

APPROVED: _____

PUBLISHED: _____

Chapter 50

NUISANCES*

Sec. 50.100. Things prohibited.

Sec. 50.101. Other prohibited nuisances.

Sec. 50.102. Property Maintenance.

Sec. 50.103. Loud, Disturbing Noises Prohibited.

Sec. 50.104. Chronic Nuisance Premises.

Sec. 50.105. Accumulation of used motor vehicles.

* **Cross References**--Health and Sanitation, Chapter 38; Mobile Homes, Chapter 46; Solid Waste, Chapter 66; Utilities, Chapter 86.

NUISANCES

Sec. 50.100. Things prohibited.

The following acts, omissions, places, conditions and things are declared to be public nuisances affecting peace and safety; but such enumeration shall not be construed to exclude other nuisances affecting public peace or safety coming within other provisions of this Code:

- (1) All signs and billboards, awnings and other similar structures over or near streets, sidewalks, public grounds or places frequented by the public so situated or constructed as to endanger the public's safety.
- (2) All buildings erected, repaired or altered within the fire limits in violation of the provisions of ordinances relating to materials and manner of construction of buildings and structures within that district.
- (3) All unauthorized signs, signals, markings or devices placed or maintained upon or in view of any public highway or railway crossing which purport to be or may be mistaken as an official traffic control device, railroad sign or signal or which because of its color, location, brilliance or manner of operation interferes with the effectiveness of any such device, signal or sign.
- (4) All trees, hedges, billboards or other obstructions which prevent persons driving vehicles on public streets, alleys or highways from obtaining a clear view of traffic when approaching an intersection or pedestrian crosswalk.
- (5) All limbs of trees which project over and less than 14 feet above the surface of a public sidewalk or street or less than ten feet above any other public place.
- (6) All buildings or structures so old, dilapidated or out of repair as to be dangerous and unsafe, unsanitary or otherwise unfit for human use.
- (7) All abandoned and wrecked or dilapidated motor vehicles, buses, railroad cars and house trailers.
- (8) All wires over streets, alleys or public grounds which are strung less than 13 feet above the surface.
- (9) All loud, discordant and unnecessary noises or vibrations of any kind which tend to cause or create a disturbance.
- (10) All obstructions of and excavations in or under streets, alleys, sidewalks or crosswalks, except as permitted by ordinance or which, although being in accordance with ordinance, are kept or maintained for an unreasonable or illegal length of time after their purpose has been accomplished.

- (11) All open and unguarded pits, wells, excavations or unused basements freely accessible from any public street, alley or sidewalk.
- (12) All piles of dirt, wood rubble, rocks or yard waste located upon any property within the Village of Weston with the following exceptions:
 - a. Dirt, wood or lumber which is being actively used in connection with an ongoing construction project.
 - b. The storage of topsoil, fill material or lumber on the premises of a lumberyard, contract or storage yard or similar type establishment providing such business is a permitted use under the village zoning code.
 - c. The temporary storage of dirt, wood or lumber for a period not exceeding 90 days following the completion of a private subdivision development or construction project. In the event such material is not completely removed from the premises within 90 days by the owner of the property or the contractor responsible for the construction, the village shall cause the material to be removed with all costs associated with said removal to be assessed against the owner's property as a special charge pursuant to Wis. Stats. § [66.0701](#).

(Code 1982, § 4.156(1); Ord. of 10-16-2000(2), § 1)

Sec. 50.101. Other prohibited nuisances.

In addition to the acts, omissions, places, conditions and things declared to be public nuisances affecting peace and safety in Sec. 50.100, the following are declared to be a public nuisance:

- (1) All abandoned refrigerators, iceboxes and other containers having airtight doors or covers from which the doors or other covers have not been removed or which are not equipped with a device for opening from the inside.
- (2) Any unauthorized or unlawful use of property abutting on a public street, alley or sidewalk or of a public street, alley or sidewalk which causes large crowds of people to gather obstructing traffic and free use of the streets or sidewalks.
- (3) Repeated or continuous violations of the ordinances of the village or the laws of the state relating to the storage of flammable liquids.

(Code 1982, § 4.156(3))

Sec. 50.102. Property Maintenance Code

- (a) **Title.** This section shall be known as "The Property Maintenance Code," and may be referred to in this section as "this code."
- (b) **Findings and declaration of Policy.** It is hereby found and declared that there exist, in the Village, structures used for residential and nonresidential use which are, or may become in the future, substandard with respect to structure, equipment or maintenance or further, that such conditions, including, but not limited to, structural deterioration, lack of maintenance and appearance of exterior of premises, infestation and existence of fire hazards constitute a menace to the health, safety, morals, welfare and reasonable comfort of the citizens of the Village. It is further found and declared that, by reason of lack of maintenance and because of progressive deterioration, certain properties have the further effect of creating blighting conditions and initiating slums, and that if the same are not curtailed and removed, these conditions will grow and spread and will necessitate the expenditure of large amounts of public funds to correct and eliminate such conditions, that by reason of timely regulations and restrictions contained in this code, the desirability and amenities of residential and nonresidential uses and neighborhoods may be enhanced and the public health, safety and welfare protected and fostered.
- (c) **Purpose.** The purpose of this code is to protect the public health, safety, morals and welfare by establishing minimum standards governing the maintenance, appearance and condition of residential and nonresidential premises; to fix certain responsibilities and duties upon owners and operators and distinct and separate responsibilities and duties upon occupants; to authorize and establish procedures for the inspection of residential and nonresidential premises; and to provide for the repair, demolition or vacation of premises unfit for human habitation, occupancy or use.

It is recognized that there may now be, or may in the future be, residential and nonresidential buildings, structures, yards or vacant areas and combinations thereof which are so dilapidated, unsafe, dangerous, unhygienic, overcrowded, inadequately maintained or lacking in basic equipment or facilities, light, ventilation and heating so as to constitute a menace to the health, safety, and general welfare of the people. The establishment and enforcement of minimum housing and property maintenance standards is necessary to preserve and promote the private and public interest of the community.

- (d) **Rules and definitions.** The following words and terms, wherever used herein or referred to in this code, shall have the respective meanings assigned to them unless a different meaning clearly appears from the context. Words used in the present tense shall include the future. Words used in the singular number shall include the plural number, and the plural the singular. The word "shall" is mandatory and not discretionary. The word "may" is permissive. The phrase "used for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for," and "occupied for."

- (1) **Adequate.** "Adequate" shall mean adequate as determined by the Building Inspector or their designee under the regulations of this chapter or adequate as determined by an authority designated by law or this chapter. "Adequately" shall mean the same as adequate.
- (2) **Apartment.** "Apartment" means one (1) or more rooms with provisions for living, cooking, sanitary and sleeping facilities arranged for use by one (1) family.
- (3) **Approved.** "Approved" shall mean approved by the Building Inspector or their designee under the regulations of this chapter or approved by an authority designated by law or this chapter.
- (4) **Attractive Appearance.** "Attractive appearance" refers to the exterior appearance of buildings, structures, stairs, porches, and similar appurtenances and the improvement, planting and landscaping of yards and vacant areas. The determination of "attractive" used herein shall be as determined by the Building Inspector under the regulations of this chapter or as determined by an authority designated by law or this chapter.
- (5) **Basement.** "Basement" means that portion of a dwelling between floor and ceiling which is below or partly below and partly above grade but so located that the vertical distance from the grade to the floor below is more than the vertical distance from grade to ceiling.
- (6) **Blighted Property.** "Blighted property" means any property, on which there exists any one or more of the following conditions or activities, is a blighted property for purpose of this chapter:
 - a. **Abandoned building or structure.**
 1. A building or structure which is not occupied, inhabited, used, or secured. For purposes of this Chapter, a building or structure is unsecured when it is unlocked or the public can gain entry without the consent of the owner.
 2. Any partially constructed, reconstructed or demolished building or structure upon which work is abandoned. Work is deemed abandoned when there is no valid and current building or demolition permit or when there has not been any substantial work on the project for six months.
 - b. **Attractive Nuisance.** Property which is in an unsecured state so as to potentially constitute an attraction to children, a harbor for vagrants,

criminals, or other unauthorized persons, or so as to enable persons to resort thereto for the purpose of committing a nuisance or unlawful act.

c. ***A Building or Structure which is in a State of Disrepair.***

1. Any building or other structure which by reason of rot, weakened joints, walls, floors, underpinning, roof, ceilings, or insecure foundation, or other cause has become dilapidated or deteriorated.
2. Any building or other structure with exterior walls and /or roof coverings which have become so deteriorated as to not provide adequate weather protection and be likely to, or have resulted in, termite infestation or dry rot.
3. Buildings or structures with broken or missing windows or doors which constitute a hazardous condition or a potential attraction to trespassers. For purposes of this chapter “window” shall include any glazed opening, including glazed doors, which upon a yard, court, or vent shaft open unobstructed to the sky.
4. Buildings or structures including, but not limited to, walls, windows, fences, signs, retaining walls, driveways, or walkways which are obsolete, broken, deteriorated, or substantially defaced to the extent that the disrepair visually impacts on neighboring property or presents a risk to public safety. For purposes of this chapter “defaced” includes, but is not limited to, writings, inscriptions, figures, scratches, or other markings commonly referred to as “graffiti” and peeling, flaking, blistering, or otherwise deteriorated paint.

d. ***Property Inadequately Maintained.***

1. Property which is not kept clean and sanitary and free from all accumulations of offensive matter or odor including, but not limited to, overgrown or dead or decayed trees, weeds or other vegetation, rank growth, dead organic matter, rubbish, junk, garbage, animal intestinal waste and urine, and toxic or otherwise hazardous liquids and substances and material. For the purposes of this section the term “rubbish” shall include combustible and noncombustible waste materials, except garbage; and the term shall also include the residue from the burning of wood, coal, coke, and other combustible material; and the term shall also include paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, hay, straw, tin cans, metal, mineral matter, glass, crockery, and dust; and the term shall also include animal feed and the products of and residue from animal quarters.

2. Property which constitutes a fire hazard or condition considered dangerous to the public health, safety, and general welfare.
3. Property which is likely to or does harbor rats or other vectors, vermin, feral pets, or other non-domesticated animal nuisances.
4. Property which substantially detracts from the aesthetic and economic values of neighboring properties including, but not limited to, personal property and wares and foodstuffs, premises garbage and refuse receptacles, and commercial and industrial business activities which are inadequately buffered from any street, sidewalk, or other publicly trafficked area or such buffering which is inadequately maintained.
5. Landscaping which is inadequately maintained or which is not installed as required by village codes or any permit issued in accordance with such codes.
6. Matter including, but not limited to, smoke, odors, dust, dirt, debris, fumes, and sprays which is permitted to be transported by wind, or otherwise upon any street, course, alley, sidewalk, yard, park, or other public or private property and which is determined to be a violation of federal, state, regional, or local air quality regulations.
7. Property including, but not limited to, building façade, window, doorway, driveway, walkway, fence, wall, landscaped planter or area, sidewalk, curb and gutter, and edge of street pavement on which dirt, litter, vegetation, garbage, refuse, debris, flyers, or circulars have accumulated.
8. Property on which a swimming pool, pond, stream or other body of water which is abandoned, unattended, unfiltered, or not otherwise maintained, resulting in the water becoming polluted. "Polluted water" is defined for the purpose of this chapter, as water which contains bacterial growth, remains of garbage, refuse, debris, papers and any other foreign matter or material which constitutes an unhealthy or unsafe condition.
9. Parking lots, driveways, paths, and other areas used or intended to be used for commercial and industrial business activities including, but not limited to, dismantling, processing, transferring, handling, transporting, storing, compounding, or assembling which are inadequately maintained and pose a risk of harm to public health or safety including, but not limited to, unpaved surfaces which generate

fugitive dust and paved surfaces with cracks, potholes, or other breaks.

10. Property on which recyclable materials are openly stored. For the purposes of this chapter, "open storage" means storage on private property other than in a completely enclosed building. Materials shall be deemed to be held in "open storage" even though screened from public view, or view of residents of adjacent property, by a fence or other such partition.
11. Property which is not securely fenced or adequately lighted to prevent illegal access and activity related to the dumping of garbage, waste, debris and litter. "Recyclable materials" includes any materials, goods, vehicles, machinery, appliances, product or article, new or used, which is suitable for reuse.

e. ***Property Which Creates a Dangerous Condition.***

1. Property having a topography, geology, or configuration which, as a result of grading operations, erosion control, sedimentation control work, or other improvements to said property, causes erosion, subsidence, unstable soil conditions, or surface or subsurface drainage problems as to harm or pose a risk of harm to adjacent properties.
2. Property where on any condition or object obscures the visibility of public street intersections to the public so as to constitute a hazard, including but not limited to, landscaping, fencing, signs, posts, or equipment.
3. Conditions which due to their accessibility to the public pose a hazard including, but not limited to, unused and broken equipment, abandoned wells, shafts, or basements, hazardous or unprotected pools, ponds, or excavations, structurally unsound fences or structures, machinery which is inadequately secured or protected, lumber, trash, fences or debris that may pose a hazard to the public, storage of chemicals, gas, oil, or toxic or flammable liquids.

(7) ***Boarding House:*** See Lodging House and Lodging Room.

(8) ***Building.*** "Building" means a combination of materials to form a construction that is safe and stable, and adapted to permanent or continuous occupancy for assembly, business, education, high hazard, industrial, institutional, mercantile, residential, or storage purpose; the term "building" shall be construed as if followed by the words "or portion thereof." For the purpose of this CODE each

portion of a building completely separated from other portions by an unpierced fire wall shall be considered as a separate building.

- (9) **Compliance Inspection.** An inspection performed in conjunction with a lawful order of the Chairperson of the Weston Community Life and Public Safety Committee, Village Administrator, Chief of Police, Village Fire Inspector, Zoning Administrator or Building Inspector or their designees for the purpose of certifying the fulfillment of an official requirement listed in the order.
- (10) **Cooperative Living Arrangement.** A “cooperative living arrangement” shall mean a collective number of individuals connected by membership in a cooperative, who equally share ownership, occupancy and control of a dwelling and who live, cook and share expenses as a bona fide single housekeeping unit. For the purposes of determining the applicability of the Village of Weston Municipal Code relating to construction and maintenance of buildings, a building occupied by a cooperative living arrangement shall be construed to be a lodging house and shall meet all the requirements of same, except where an exception is explicitly provided in the ordinances.
- (11) **Deterioration.** The condition of a building or part thereof characterized by holes, breaks, rot, crumbling, peeling, rusting or other evidence of physical decay or neglect, lack of maintenance or excessive use. All exterior wood and composition surfaces shall be properly protected from the elements and against decay by paint, stain or other protective coating and applied in a workmanlike manner.
- (12) **Dwelling.** "Dwelling" is a place of abode, a residence or house for use by one (1) or more persons, excluding hotels or motels.
- (13) **Dwelling Unit.** "Dwelling unit" means one (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities arranged for use by one (1) family.
- (14) **Elements.** Any element, whether created by nature or by man, which, with reasonable foreseeability could carry litter from one place to another. Elements shall include, but not be limited to, air current, rain, water current and animals.
- (15) **Exposed to Public View.** Any premises, or any part thereof, or any building, or any part thereof, which may be viewed by the public.
- (16) **Exterior of the Premises.** Open space on the premises outside of any building thereon.
- (17) **Extermination.** "Extermination" shall mean the control or elimination of infestation by eliminating harboring places and removing or making inaccessible materials that may serve as food, and by poisoning, spraying,

trapping, fumigation by a licensed fumigator or any other effective elimination procedure.

- (18) **Family.** A “family” is an individual, or two (2) or more persons related by blood, marriage or legal adoption living together as a single housekeeping unit in a dwelling unit, including foster children, domestic servants and not more than four (4) roomers, except that the term family shall not, in SF-S, SF-L, 2F, MF, and MH residence districts, include more than one roomer except where such dwelling unit is owner-occupied. In any residence district, a family may consist of two unrelated adults and the minor children of each. Such family may not include any roomers except where the dwelling unit is owner-occupied. For the purpose of this section, "children" means natural children, grandchildren, legally adopted children, stepchildren, foster children, or a ward as determined in a legal guardianship proceeding. Up to two (2) personal attendants who provide services for family members or roomers who, because of advanced age or a physical or mental disability, need assistance with activities of daily living shall be considered part of the "family." Such services may include personal care, housekeeping, meal preparation, laundry or companionship.
- (19) **Friable Material.** "Friable material" shall mean any material applied on ceilings, walls, structural members, piping, duct work, or any other part of a building which when dry may be crumbled, pulverized, or reduced to powder by hand pressure. The term includes non-friable material after such previously non-friable material becomes damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure.
- (20) **Garbage.** Decayed and decomposed animal and vegetable waste resulting from the handling, preparation, cooking and consumption of food. (See also Refuse and Rubbish)
- (21) **Good Working Condition.** "Good working condition" shall mean capable of performing the task for which it was designed and in the manner intended by this code.
- (22) **Habitable Space.** "Habitable space" is one (1) or more rooms in a dwelling used primarily for sleeping, living or dining purposes.
- (23) **Impervious to Water.** "Impervious to water" shall mean constructed of concrete, cement block, terrazzo, brick, tile, or other material approved by the Building Inspector, and having tight fitting joints, and not having more than four and one-half percent (4 1/2%) absorption by test.
- (24) **Infestation.** "Infestation" means the sustained presence of household pests, insects, rodents, vermin or other pests on the premises, which constitute a health hazard.

- (25) **Litter.** Includes any uncontainerized man-made or man-used waste which, if deposited within the Village otherwise than in a litter receptacle, tends to create a danger to public health, safety and welfare or to impair the environment of the citizens of the Village. Litter may include, but is not limited to, any garbage, trash, refuse, confetti, debris, grass clippings, leaves or other lawn or garden waste, newspaper, magazine, glass, metal, plastic or paper container or other construction material, motor vehicle part, furniture, appliances, oil, carcass of a dead animal or nauseous or offensive matter of any kind or any object likely to injure any person or create a traffic hazard.
- (26) **Living Room.** "Living room" shall mean a room used primarily for living, dining or cooking purposes.
- (27) **Lodging House.** "Lodging house" is a dwelling containing lodging rooms that will accommodate five (5) or more persons not members of a family.
- (28) **Lodging Room.** "Lodging room" is a portion of a dwelling used primarily for sleeping and living purposes, excluding cooking facilities.
- (29) **Mixed Occupancy.** Any building containing one or more dwelling units or rooming units and also having a portion thereof devoted to nondwelling uses or used as a hotel.
- (30) **Nuisance.**
- a. Any public nuisance, as defined by statute or this Chapter.
 - b. Physical conditions dangerous to human life or detrimental to health of persons on or near the premises where the conditions exists.
- (31) **Operator.** Any person who has charge, care or control of a dwelling or premises, or part thereof, in which dwelling units or lodging rooms are located or let, whether with or without the knowledge and consent of the owner.
- (32) **Owner.** The term "owner" shall mean every person, firm, partnership, or any individual member thereof, corporation, business organization of any kind, the state, the country, the village, any sewer district, drainage district, the University of Wisconsin and any associated corporation or organization, and any other public or quasi-public corporation having a legal or equitable interest in the property under consideration and shall include the representative, officer, agent or other person having the ownership, control, custody or management of any building. Owner does not include any person whose legal or equitable interest in the building is a security interest derived solely from the extension of credit to permit construction or remodeling of the dwelling or purchase of the dwelling by a third party.

- (33) **Park.** A public or private park, reservation, playground, beach, recreation center or any public park private area devoted to active or passive recreation or any other area under the supervision of the Village.
- (34) **Parking lot.** Any private or public property with provisions for parking vehicles to which the public is invited or which the public is permitted to use or which is visible from any public place or private premises.
- (35) **Person.** A "person" shall mean and include any individual, firm, corporation, association or partnership.
- (36) **Premises.** A lot, plot or parcel of land, including the buildings or structures thereon.
- (37) **Private Premises.** Any dwelling, house, building, or other structure designed to be used, either wholly or in part, for private residential purposes, whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any yard, grounds, walk, driveway, porch, steps, vestibule, mailbox or other structure belonging or appurtenant to such dwelling house, building or other structure.
- (38) **Properly.** "Properly" shall mean as deemed proper by the Zoning Administrator, Building Inspector or their designee under the regulations of this chapter or deemed proper by an authority designated by law of this chapter.
- (39) **Provided.** "Provided" shall mean furnished, supplied, paid for or under control of the owner.
- (40) **Public Place.** All streets, boulevards, avenues, lanes, alleys or other public ways and parks, squares, plazas, grounds and buildings frequented by the general public, whether publicly or privately owned.
- (41) **Refuse.** All decayed and decomposed solid waste, except body wastes, including, but not limited to, garbage, rubbish, ashes, dead animals, abandoned automobiles and solid wastes. (See also Garbage and Rubbish)
- (42) **Residential Building.** A "residential building" is a building which is arranged, designed, used, or intended to be used for residential occupancy by one (1) or more families or lodgers, and which includes, but is not limited to, the following types:
- a. Single-family detached dwellings.
 - b. Two-family detached dwellings.
 - c. Multiple-family dwellings (including apartment hotels.)

- d. Lodging houses.
- e. Fraternity and sorority houses.

For the purpose of this chapter, any building containing any of the above uses together with other uses shall be considered a residential building.

- (43) **Room.** A “room” is a partitioned part of the inside of a building. For the purpose of this definition, partition shall mean something that divides interior space, especially an interior dividing wall. A wall is one of the sides of a room or building connecting floor and ceiling and may also include anything which encloses or separates space. A partition or wall which intrudes into the space by more than one-third (1/3) of the least dimension of an existing room may be regarded as creating an additional separate room. The partitioned space shall be considered as a room if privacy is implied; light and ventilation are affected; or a bedroom through a bedroom, bathroom through a bedroom or bedroom through a bathroom situation is created.
- (44) **Rooming House.** See Lodging House and Lodging Room.
- (45) **Rubbish.** Solid wastes consisting of both combustible and non-combustible wastes, such as paper, wrappings, cigarettes, cardboard, tin cans, yard clippings, leaves, wood, glass, bedding, crockery and similar materials. (See also Garbage and Refuse)
- (46) **Sleeping Room.** A "sleeping room" shall mean a room used for sleeping purposes.
- (47) **Structure.** "Structure" is anything constructed or erected, the use of which requires more or less permanent location on the ground, or attached to something having permanent location on the ground.
- (48) **Supplied.** "Supplied" shall mean paid for, furnished, provided by or under control of the owner or operator
- (e) **Applicability.** Every residential, nonresidential or mixed occupancy building and the land on which it is situated, used or intended to be used for dwelling, Mobile Home Park, commercial, business or industrial occupancy shall comply with the provisions of this code, whether or not such building shall have been constructed, altered or repaired before or after the enactment of this code.
- (f) **Minimum standards for basic equipment, lighting, ventilation, heating and electrical service.**
 - (1) The purpose of this subsection is to establish minimum standards for basic equipment, lighting, ventilation, and electrical services for all residential

buildings and parts thereof and to obtain the public and private benefits accruing from the provision of such services. A suitable environment for safe and healthy living is encouraged by adequate water and sanitary facilities, proper storage and disposal of garbage, recyclables, and other refuse, safe means of egress, provision of light, air, heat and electrical service.

(2) No person shall occupy as an owner or let to another for occupancy any space in a residential building for the purpose of living, sleeping, cooking or eating therein, which does not comply with the following requirements:

- a. Every dwelling unit shall contain a kitchen sink, a flush water closet, a lavatory basin and a bathtub or shower, all in good working condition and properly connected to hot and cold water lines and to an approved water and sewer system. The flush water closet and bathtub or shower shall be contained within a separate room. Water pressure shall be available at all fixtures as specified in Wis. Admin. Code sec. [SPS 382.40](#).
- b. Every residential building shall have supplied water heating facilities which are properly installed, are maintained in safe and good working conditions, are properly connected with the hot water lines required hereunder and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at any required kitchen sink, lavatory basin, bathtub or shower at a temperature of not less than one hundred ten (110) degrees Fahrenheit.
- c. The owner of every residential building shall be responsible for supplying such building with garbage, recycling and refuse storage as required in Chapter 66, "Village of Weston Solid Waste Ordinance," Village of Weston Municipal Code.
- d. Every dwelling unit and lodging room shall have direct access to at least two (2) accessible unobstructed means of egress leading to a safe and open public street. Exterior stairways or exit platforms, or a combination thereof, will be permitted as second exits provided the platform or stairways terminate at a point not more than fifteen (15) feet above the grade directly below the lowest platform. All stairs shall terminate at grade or a platform. Platforms shall have a minimum area of fourteen (14) square feet within a minimum dimension of three (3) feet.

All stairways and platforms shall be protected with handrails and guardrails as specified in Wis. Admin. Code secs. [SPS 321.04\(3\)](#) or [Wisconsin Commercial Building Code](#) SPS 361 through SPS 366 as dictated by the type of occupancy in the building. Existing variances to the height limitations specified above may be approved by the Weston Community Life and Public Safety Committee and the Village Board provided platforms or stairs are maintained in a sound structural condition.

- e. Each lodging house shall provide at least one (1) flush water closet, lavatory basin and bathtub or shower, properly connected to an approved water and sewer system and in good working condition for each seven (7) persons or fraction thereof residing therein including members of the operator's family wherever they share use of said facilities, except that the required number of bathtubs or showers may be reduced by the Weston Community Life and Public Safety Committee and the Village Board for lodging houses utilizing gang bathrooms containing multiple bathtubs or showers. All such facilities shall be located on the floor occupied by persons sharing such facilities or the floor directly above or below and shall be accessible from a common hall or passageway. Every lavatory basin and bathtub or shower shall be supplied with hot water at all times.
- f. Every living, sleeping, kitchen or bathroom shall have available natural light and ventilation complying with [SPS 321.05](#) or [Wisconsin Commercial Building Code](#) as dictated by the occupancy of the building. Existing light and ventilation conditions which do not comply with Comm. Codes may remain in use with the granting of a variance by the Zoning Board of Appeals.

Exhaust ventilation shall be installed in all toilet rooms except those having only one (1) fixture (water closet or one urinal) and the window area is greater than four (4) square feet and more than two (2) square feet is openable directly to the exterior of the building. The volume of air exhausted shall not be less than two (2) cubic feet per minute per square foot of floor area.

All openable windows shall be protected with insect screens equivalent to not less than sixteen (16) wire mesh installed to prevent the entrance of flies, mosquitoes and other insects, annually during May, before June 1, and maintained until October 1.

All exterior uninsulated doors and non-thermo glazed windows shall have storm windows or storm doors installed or maintained to prevent excessive drafts and heat loss no earlier than October 15, but no later than November 15 annually. All common area exterior doors shall have door closers, and all installed hardware shall be properly maintained.

- g. Electrical. Every dwelling unit and all public and common areas in multiple dwellings shall be supplied with electrical service, outlets, and fixtures which shall be properly installed, shall be maintained in good and safe working condition, and shall be connected to a source of electric power in a manner prescribed by the [Wisconsin Electric Code](#). The minimum capacity of such electrical services and the minimum number of outlets and fixtures shall be as listed below. (For the purpose of this

section "electrical service" shall mean: "The conductors and equipment for delivering electrical energy from the supply system to the wiring system of the premises or the unit served." The electrical service shall be of sufficient size to handle the load connected to it. The branch circuits shall be protected by S-type or equivalent safety type, tamper-proof fuses or circuit breaker, not to exceed the amp/capacity of the smallest wire size in the circuit.

- i. Every dwelling unit or room shall have electric service capable of providing at least three (3) watts per square foot of total floor area (air conditioners, ranges, space heaters and motor drive equipment 1/8 hp. or over excluded).
- ii. Every lavatory, bathroom, kitchen or kitchenette, dining room, laundry room, furnace room shall contain at least one (1) approved ceiling or wall type electric light fixture equipped with sufficient lamps or tubes to provide no less than five (5) foot candles at floor level at center of room. Where more than one (1) fixture is used or required, they shall be equally spaced as far as practicable. (A switched outlet may be substituted for ceiling or wall fixture in dining room.)
- iii. Convenience outlet receptacles shall be provided as follows: (measurements are at room perimeter and include doors and door-alcoves.)
 1. Living Room - 1 per 75 sq. ft. or major fraction (minimum of 2)
 2. Dining Room - 1 per 75 sq. ft. or major fraction (minimum of 2)
 3. Kitchen - 1 per 8 ft. or fraction of counter top and preparation area measured at rear (preparation area includes countertops, sinks, range tops, and all other similar areas at counter height.) Island type work areas require one for each 8 ft. or less of length. Separate outlets shall be provided for refrigerators.
 4. Dining Areas in Kitchen - 1 per 75 sq. ft. or major fraction.
 5. Bedroom - 1 per 75 sq. ft. or major fraction (minimum of 2).
 6. Laundry - 1 (when laundry equipment is present.)
 7. Bathrooms and Lavatories - 1 (may be part of wall fixture if 72.0 inches or less from floor).

8. Other Habitable Rooms - minimum of 2.

Fixed appliances exceeding 1/8 hp. or 300 watts rating shall not be connected to general purpose branch circuits. Convenience outlets are to be located to prevent use of extension cords (NEC 400-8). All cords and temporary wiring not in compliance with NEC Article 400-A, and all exposed abandoned wiring shall be removed immediately upon the direction of the Building Inspector, S.A.F.E.R. Fire Chief, or S.A.F.E.R. Fire Department.

- iv. Switches or equivalent devices for turning on one (1) light in each room or passageway shall be located so as to conveniently control the area to be lighted.
- v. Public halls and stairways in multiple dwellings shall be adequately lighted by natural or electric light at all times, so as to provide in all parts thereof at least two and one-half (2 1/2) foot candles of light at the tread or floor level. Halls and stairways in structures containing not more than three (3) dwelling units may be supplied with conveniently located switches, controlling the lighting system, which may be turned on when needed. Other occupancies require full-time or automatic time-switched lighting. When dwelling unit doors open to the outside a minimum of two and one-half (2 1/2) foot candles of illumination at the locks are required. Required parking areas for more than three (3) cars shall be lighted to a minimum of one (1) foot candle on all surfaces.
- vi. When the service in existing residential building is changed for any reason, the entire building electrical system shall be brought to the above minimum standards. The minimum replacement electrical service shall be:
 - 1. 100 amp for first two (2) dwelling units in a building.
 - 2. 50 amp for each additional unit.

Where electric heat and air conditioner over 20 amps are added or in place, additional capacity to cover this demand is required. All electrical work shall be done in accordance with the [National Electric Code](#) and Wisconsin [SPS 316](#).

- h. Heating. All habitable rooms, kitchens and bathrooms shall be provided with permanently connected heating system. This heating system shall be maintained in a safe and efficient condition by a qualified person and a record kept at the premises showing the date of service and by whom. A minimum temperature of

sixty-seven (67) degrees Fahrenheit shall be maintained in all habitable rooms, kitchens and bathrooms. The only exception to this provision is that the occupant of a room or an apartment may maintain a lesser temperature than is specified above as long as it does not affect the temperature in other habitable areas of the building.

- i. **Illumination.** Illumination shall be provided at all intersections of passageways, at all exits, exit discharges, and at the head, foot and landings of every stairway in all buildings having three (3) or more apartments and/or lodging houses. The illumination shall be provided during the period commencing one (1) hour before sunset and ending one (1) hour after sunrise.

Every residential building that will accommodate three (3) or more families, twenty (20) persons, or contains more than (4) lodging rooms, shall have signs at the emergency exit doors or other places as may be necessary to direct the occupant to the exit doorways. The signs shall be red illuminated translucent exit signs bearing the word EXIT in plain letters not less than five (5") inches in height.

- j. The owner or operator of every residential building shall not provide, use, or permit to be used, and the occupant shall not provide, use, or permit to be used, in any room other than a kitchen, any equipment designed or intended to be used for cooking or preparation of meals.
- k. Every owner of a multi-family dwelling shall make available to the occupants the names of two (2) or more persons that may be called to arrange for emergency work. The names with the telephone numbers shall be posted in a conspicuous place readily accessible to the occupants. The names with the telephone numbers shall be revised periodically to maintain accurate information at all times.

(g) ***Duties and Responsibilities of Owners and Operators.***

- (1) ***Maintenance of Exterior of Premises.*** The exterior of the premises and all structures thereon shall be kept free of all nuisances and any hazards to the safety of the occupant, pedestrians, or any other person utilizing the premises, and free of unsanitary conditions. Any of the foregoing shall be promptly removed and abated by the owner or operator. It shall be the duty of the owner or operator to keep the premises free of hazards, which include, but are not limited to, the following:

- (a) Refuse, such as brush, weeds, yard waste, broken glass, stumps, obnoxious growths, filth, garbage, trash and debris.
- (b) Natural growth, such as dead and dying trees and limbs or other natural growth, which, by reason of rotting or deteriorating conditions or storm

damage, constitute a hazard to persons in the vicinity. Trees shall be kept pruned and trimmed to prevent such conditions.

- (c) Overhangs, such as loose and other hanging objects, which, by reason of location above ground level, constitute a danger of falling on the persons in the vicinity.
- (d) The exterior of the premises, the exterior of structures and the condition of accessory structures shall be maintained so that the appearance of the premises and structures shall not constitute a blighting factor.
- (e) All courts, yards, or other areas on the premises shall be properly graded to divert water away from the building. Adjacent ground surface shall be sloped away from the structure with a grading of at least one-half (1/2) inch per foot for a minimum of five (5) feet where possible or by other means such as eaves troughs and downspout extensions.
- (f) All exterior property areas shall be properly maintained in a clean and sanitary condition free from debris, rubbish or garbage, physical hazards, rodent harborage and infestation, and animal feces. All animal feces shall be removed per Weston Municipal Code Sec. 10.129(a) or Sec. 10.130.
- (g) Fences, other minor construction, walks, driveways, parking areas and similar paved areas shall be properly maintained in a safe, sanitary and substantial condition. Approved walks shall provide convenient all weather access to buildings.

Exterior surfaces of buildings and structures not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative which will provide adequate resistance to weathering and maintain an attractive appearance. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. All paint or other preservative shall be applied in a workman like fashion. Roofs shall be maintained to prevent leaking of water in to the building.

- (2) ***Storage of Commercial and Industrial Material.*** There shall not be stored or used at any location visible from the sidewalk, street or other public areas, equipment and materials relating to commercial or industrial use unless permitted under the Village of Weston Municipal Code, Chapter 94 for the premises.
- (3) ***General Maintenance.*** The exterior of every commercial structure or accessory structure, except accessory farm structures, including fences or enclosures, shall be maintained in good repair. The same shall be maintained free of broken

glass, loose shingles, crumbling stone or brick, excessive peeling paint, loose boards or other conditions reflective of deterioration or inadequate maintenance to the end that the property itself may be preserved, safety and fire hazards eliminated and adjoining properties protected from blighting influences.

(4) *Safe and sanitary maintenance of property.*

1. The purpose of this subsection is to recognize the private and public benefits resulting from the safe, sanitary and attractive maintenance of residential and nonresidential buildings, structures, yards, or vacant areas. Attractive and well-maintained property will enhance the neighborhood and Village, and provide a suitable environment for increasing physical and monetary values.
2. Every owner or operator shall improve and maintain all property under his/her control to comply with the following minimum requirements:
 - a. All courts, yards, or other areas on the premises shall be properly graded to divert water away from the building. Adjacent ground surface shall be sloped away from the structure with a grading of at least one-half (1/2) inch per foot for a minimum of five (5) feet where possible or by other means such as eaves troughs and downspout extensions.
 - b. All exterior property areas shall be kept free from noxious weeds, as defined in Wisconsin Statutes and the Village of Weston Municipal Code.
 - c. All exterior property areas shall be properly maintained in a clean and sanitary condition free from debris, rubbish or garbage, physical hazards, rodent harborage and infestation, and animal feces. All animal feces shall be removed per Sec. 10.129(a) or Sec. 10.130 of the Weston Municipal Code.
 - d. Fences, other minor construction, walks, driveways, parking areas and similar paved areas shall be properly maintained in a safe, sanitary and substantial condition. Approved walks shall provide convenient all weather access to buildings.
 - e. Exterior surfaces of buildings and structures not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative which will provide adequate resistance to weathering and maintain an attractive appearance. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking or other deterioration of the exterior surface or the surface treatment, and to present an attractive appearance. All paint or other preservative shall be applied in a workman like fashion. Roofs shall be maintained to prevent leaking of water in to the building.

- f. Landscaping, plantings and other decorative surface treatments, including common species of grass, shall be installed if necessary and maintained to present an attractive appearance in all court and yard areas. Lawns shall be maintained to a height not to exceed eight inches (8") in length. Plantings shall be maintained so as not to present hazards to adjoining properties or to persons or vehicles traveling on public ways and shall be maintained so as to enhance the appearance and value of the property on which located and thereby the appearance and value of the neighborhood and Village. The Village, after due notice to the property owner, will cause to be cut or trimmed nonconforming areas and place said cost as a special assessment/charge due against the property.
- g. Every interior floor, wall and ceiling, including door and window assemblies, shall be kept clean and in good repair, and shall be capable of affording privacy. Any sagging or bulging shall be properly repaired to a level or plumb position. All surfaces shall be free from serious cracking, irregularities, and peeling paint. A waterproof, hard surface shall be provided in spaces subject to moisture. All surface repairs shall be completed to closely match the existing surface color and texture. Floor surfacing shall provide ease of maintenance and durability appropriate for the use of the room.
- h. Every foundation, exterior wall, floor and roof shall be reasonably weather tight, watertight and rodent proof and shall be kept in proper repair and shall be capable of affording privacy. Any sagging or bulging shall be properly repaired to a level or plumb position. All chimneys and breeching shall be so constructed and maintained so as to insure that it safely and properly removes the products of combustion from the building. Every gap allowing the accumulation of dirt or other objectionable matter in bathing, toilet, or food preparation areas shall be tightly sealed with an impervious and cleanable material.
- i. Every window, exterior door, interior door and basement hatchway shall be reasonably weather tight, watertight and rodent proof and kept in proper repair. All common area exterior doors of two or more dwelling units are required to have self-closing hardware. All door and window hardware shall be installed and maintained in proper working condition.
- .j. Every inside and outside stair, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in proper condition and repair and shall present an attractive appearance. All interior and exterior stairs, steps, porches and every appurtenance thereto shall comply with the requirements specified in Wis. Admin. Code Sections. SPS 321.04 or [SPS 362](#), and [IBC 2009](#) as dictated by the type of occupancy in the building.

- 11.k. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good working condition, free from defects, leaks and obstructions.
- 12.l. Every water closet compartment floor surface and bathroom floor surface shall be properly constructed and maintained so as to be reasonably impervious to water and so as to permit such floor to be easily kept in clean and sanitary condition.
- 13.m. Every supplied facility, piece of equipment, or utility shall be so constructed, installed and maintained so that it will function in a proper working condition.
- 14.n. The owner of any dwelling or apartment in which a cooking stove and/or refrigerator are furnished for the use of the tenants as part of a rental agreement, shall keep such cooking stove and/or refrigerator in good mechanical condition.
- 15.o. It shall be the responsibility of the tenant to maintain supplied facilities in a clean and sanitary condition when contained within the tenant's dwelling unit.
- 16.p. Smoke and CO alarms shall be installed and maintained per Wisconsin Uniform Dwelling Codes [SPS 321.09](#), [SPS 321.097](#) , Wisconsin Commercial Building Codes [SPS 362.1200](#), [SPS 362.0907](#), and/or Wis. Stat. § [101.645](#) as dictated by the type of occupancy in the building.
- 17.q. No owner, operator or occupant shall cause any service, facility, equipment, or utility which is required under this chapter to be removed from, shut off from, or discontinued for any occupied dwelling, dwelling unit, or lodging room, let or occupied by him/her, except for such temporary interruption as may be necessary while actual repairs are in process, or during temporary emergencies when discontinuance of service is approved by an authorized inspector.
- 18.r. Abandoned Fuel Oil Tanks. Abandoned fuel oil tanks shall be removed from the building.
- 19.s. The S.A.F.E.R. Fire Prevention Officer / Inspector or the S.A.F.E.R. Fire Chief shall have the authority under this chapter to enter and commence a structural fire inspection. Any violations found should be remedied by the owner of the property. If the owner does not comply, penalties may be assessed under this chapter. This is to be considered a separate offense and in addition to any State Code violations.
- 20.t. All unpaved driveways and parking areas shall be maintained in a dust-free condition and shall be graded so that no potholes exist. No stone or other materials may be deposited in the street.

21.u. Removal of Debris.

- i. No person shall dispose of rocks, trees, stumps, waste building material or other debris from land development, building construction, street grading, or installation of underground utilities, upon the surface of any land in the Village of Weston except at approved disposal sites.
- ii. No land owner shall allow an accumulation of rocks, trees, stumps, waste building material or other debris from land development, building construction, street grading, or installation of underground utilities upon the surface of his land for a period of more than ten (10) days.
- iii. All developed or formally developed vacant lands within the Village shall be leveled off to permit the mowing of tall grass and weeds as outlined within the Weston Municipal Code. This includes the removal of stones, bottles, wire, and other debris that will interfere with mowing operations.
- iv. All lands in the Village of Weston shall be kept free of noxious weeds and maintained so there is no detrimental influence to the public health, safety, comfort, or general welfare of the immediate neighborhood or community.
- v. Noxious weeds referred to above shall mean:
 - Canada or other thistles,
 - Leafy spurge and field bindweed (commonly called Creeping Jenny),
 - Ambrosia trifida (commonly called Giant Ragweed),
 - Aruboisia artemesiafolia (commonly called Common Ragweed),
 - Burdock,
 - Rhus radicans sometimes called Radicans toxicodendron, (commonly called Eastern Poison Ivy),
 - Rhus toxidodendron (commonly called Poison Oak)
 - Toxicodendron radicans (commonly called Poison Ivy),
 - Poison Oak,
 - Poison Sumac,
 - Goldenrod,
 - Purple Loosesrife,
 - Multiflora Rose,
 - Garlic Mustard,
 - Bull Thistle, and
 - Urtica dioica (commonly called stinging nettle).
- vi. All noxious weeds enumerated in Wis. Stats. § [66.0407](#).

(h) *Fixing the responsibility of Owners, Operators and Occupants.*

- (1) The purpose of this subsection is to fix the responsibility of owners, operators and occupants of residential buildings.
- (2) The responsibility of owners, operators, and occupants of residential buildings is as follows:
 - a. Every owner of a residential building containing two (2) or more dwelling units shall be responsible for maintaining in a clean, proper and sanitary condition the shared or public areas of the residential building and premises thereof.
 - b. Every occupant of a residential building shall keep in a clean, proper and sanitary condition that part of the residential building and premises thereof which he/she occupies and controls. Every occupant of a residential building shall dispose of all his/her refuse, recycling and garbage in the containers required by the Weston Municipal Code.
 - c. Every owner of a residential building shall be responsible for hanging, installing, and maintaining all screens, double or storm doors, and windows whenever the same are required under the provisions of the Weston Municipal Code.
 - d. Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises and every occupant of a dwelling unit in a residential building shall be responsible for such extermination whenever his dwelling unit is the only one infested. Notwithstanding the foregoing, by failure of the owner to maintain a residential building in a reasonable condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the dwelling units or lodging rooms in any residential building or in the shared or public parts of any residential building, extermination thereof shall be the responsibility of the owner.
 - e. Every occupant of a dwelling unit shall keep all plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.
 - f. Every occupant of a dwelling unit shall keep the dwelling unit clean and clear of clutter, trash, and debris for their own safety and the safety of others.

- g. The owner or operator shall not occupy, or let to another for occupancy, any space in a residential building unless it is clean, sanitary, fit for human occupancy, complies with the requirements of the Weston Municipal Codes, the Village of Weston Building Inspector and/or the S.A.F.E.R. Fire Prevention Officer / Inspector.
 - h. Every owner of a rental unit shall make available to the occupants the names of two (2) or more persons that may be called to arrange for emergency work. The names with the telephone numbers shall be posted in a conspicuous place readily accessible to the occupants. The names with the telephone numbers shall be revised periodically to maintain accurate information at all times.
- (i) ***Designation of unfit buildings or structures and legal procedures of repair or razing.***
- (1) The purpose of this section is to provide for the designation and repair or razing of those buildings or structures which are so dilapidated, unsafe, dangerous, unhygienic, inadequately maintained or lacking in basic equipment, facilities, light, ventilation, and heating so as to constitute a menace to the occupants or to the public.
 - (2) Any building or structure which shall be found to have any of the following defects may be designated as unfit for human habitation and in need of repairs or razing and so placarded by the Building Inspector. Legal notice shall be served upon the owner and on the operator of any building:
 - (a) Which is so damaged, decayed, dilapidated, dangerous, unsanitary, unsafe, or vermin infested that it creates a serious hazard to the health or safety of the occupants or of the public.
 - (b) Which lacks illumination, ventilation, heating, basic equipment or sanitary facilities adequate to protect the health, safety, or general welfare of the occupants or of the public.
 - (c) Which, because of its general condition, location, or appearance, is a blighting influence or causes decreasing physical or monetary value of property in the neighborhood.
 - (3) Any building or structure or part thereof designated and placarded by the Building Inspector as unfit for human habitation and in need of repairs or razing shall be vacated within a reasonable time as ordered by the Building Inspector.
 - (4) No building or structure, or part thereof, which has been designated and placarded as unfit for human habitation and in need of repairs or razing shall again be used for human habitation until written approval is secured from, and

such placard is removed by, the Building Inspector. The Building Inspector shall remove such placard whenever the defect, or defects, upon which the designation and placarding action were based have been eliminated.

- (5) No person shall deface or remove the placard from any building or structure, or part thereof, which has been condemned as unfit for human habitation and placarded as such.
- (6) Any building or structure, or part thereof, designated as unfit for human habitation and in need of repairs or razing by the Building Inspector, which in the opinion of the Building Inspector, would be unreasonable to repair shall be razed or removed upon legal written service of the order of the Building Inspector. If the owner shall fail or refuse to comply with the order, the Building Inspector shall refer such violation to the Village Attorney who will start any legal proceedings necessary to cause such building to be razed or removed as a violation of this chapter.

(7):

- (a) Any building which has been vacant for more than thirty (30) days for any reason and has been damaged, illegally entered or vandalized shall be secured against entry. This shall include adequately boarding up doors, windows and other openings in a workmanlike manner so as to prevent illegal entry, vandalism or damage.
- (b) The building utilities, plumbing, electrical and heating systems in vacant buildings shall be maintained at all times in a safe condition or inactivated so as to prevent the possibility of damage to the structure by the failure of such utilities and so as to prevent hazardous and dangerous conditions.
- (c) When any building has been damaged by fire or other cause, and when hazardous or dangerous conditions exist, and when such building cannot be secured by conventional locking or boarding up of windows and doors, such building shall be fenced off so as to prevent access and entry to the structure and the area immediately surrounding the structure within three (3) days of the damage by fire or other cause.

(j) ***Litter Control.***

- (1) ***Litter Collections and Storage Area.*** Every owner, occupant or lessee of a building used for residential, business or commercial purposes shall maintain litter collection and storage areas in a clean condition and insure that all litter is properly containerized. Failure to so maintain clean litter collection and storage areas shall constitute a violation of this subsection.

- (2) ***Duty to Collect Litter Before it is Carried From the premises.*** All litter that is subject to movement by the elements shall be secured by the owner of the premises where it is found before the litter is allowed to be removed from the premises by the elements.
- (3) ***Neglected Premises Visible to the Public.*** It shall be the duty of any person owning or controlling any premises, including vacant lots visible from any public place or private premises, to maintain such premises in a reasonable clean and orderly manner. It shall be a violation of this subsection to abandon, neglect or disregard the condition or appearance of any premises so as to permit it to accumulate litter.
- (4) ***Areas Around Business Premises.*** The owner or person in control of any public place, including, but not limited to, restaurants, shopping centers, fast food outlets, stores, hotels, motels, industrial establishments, office buildings, apartment buildings, housing projects, gas stations and hospital and clinics shall at all times keep the premises clean of all litter and shall take measures, including daily cleanup of the premises, to prevent litter from being carried by the elements to adjoining premises. It shall be a violation of this subsection to abandon, neglect or disregard to the condition or appearance of such premises so as to permit it to accumulate litter.
- (5) ***Loading and Unloading Docks.*** The person owning, operating or in control of loading or unloading docks shall at all times maintain the dock area free of litter in such a manner that litter will be prevented from being carried from the premises by the elements.
- (6) ***Construction Sites.*** The property owners and the prime contractors in charge of any construction site shall maintain the construction site in such a manner that litter will be prevented from being carried from the premises by the elements. All litter from construction activities or any related activities shall be picked up at the end of each workday and placed in containers, which will prevent litter from being carried from the premises by the elements.
- (7) ***Maintaining Sidewalks and Alleys.*** Persons owning, occupying or in control of any premises shall keep the sidewalks and alleys adjacent thereto free of litter. Owners or occupants shall sweep or rinse off the sidewalks abutting their premises as often as may be required to keep the walk reasonably free from dirt, paper, waste, snow and ice. This paragraph shall not apply to sidewalks maintained by the Village as provided in the Village of Weston Municipal Code, Chapter 70.
- (8) ***Abandoned Garbage.*** It shall be unlawful for any person who is in control of any premises upon which is located or on whose behalf there is maintained any container of refuse, waste or garbage, which has been containerized in accordance with a contract for its removal, to allow that refuse, waste or

garbage to remain uncollected for longer than 7 days or, in any case, until after that refuse, waste or garbage creates any condition which is offensive to persons upon any private premises or public place.

(9) ***Animal Excreta.***

- a. ***Allowing Discharge Regulated.*** It is unlawful for any owner, keeper or walker of any dog or cat to have his dog or cat discharge such animal's excreta upon any public or private property within the Village other than the property of the owner of such dog or cat if such owner, keeper or walker does not immediately thereafter remove and clean up such animal's excreta from the public or private property.
- b. ***Carrying Feces Scoop Required.*** No person shall walk a dog beyond the limits of his own property without carrying or having in his possession scoop, bag or other items designed to pick up and remove dog feces; and, further, it is unlawful for any person to dispose of the dog feces on public or private property other than his own.
- c. ***Exception.*** This subsection shall not apply to blind persons having control of guide dogs.

(k) ***Lawn and Yard Maintenance.***

(1) ***Definitions.*** The terms used herein are defined as follows.

- a. ***Turf Grass.*** Grass commonly used in regularly cut lawns or play areas such as, but not limited to, blue grass, fescue and rye grass blends.

(2) ***General Requirements.*** The owner or occupant of any developed commercial lot or parcel in the Village and any residential lot or parcel in the Village which is less than 2 acres in area shall install and maintain landscaping, plantings and other decorative surface treatments, including turf grass, so as to present an attractive appearance in all court and yard areas in accordance with generally accepted landscaping practices in north central Wisconsin. For all new residential construction in the village, lawns shall be installed within 1 (one) year of the occupancy issuance date. For all new commercial and industrial construction, landscaping and lawn shall be installed 18 (eighteen) months from the issuance of the building permit. Lawns shall be maintained to a height not to exceed 8 (eight) inches. Plantings shall be maintained so as not to present hazards to adjoining properties or to persons or vehicles traveling on public ways and shall be maintained so as to enhance the appearance and value of the property on which located and thereby the appearance and value of the neighborhood and the Village.

- a. ***Mowing required.*** No person owning property within the village shall permit to grow or pollinate upon this premises any weeds, grasses or brush which cause or produce hay fever in human beings, exhale unpleasant or noxious orders or may conceal filthy deposits or provide a place for the accumulation of trash or litter. In order to prevent such growth and pollination, it shall be the duty of every property owner to mow or cause to be mowed upon his premises all grasses, weeds and brush exceeding 8 (eight) inches in height. The provisions of Wis. Stat. § [66.0407](#) are incorporated herein by reference.
 - b. ***Mowing by village.*** It shall be the duty of the weed commissioner to enforce this section, and if any person shall fail to comply herewith, the commissioners shall, after 5 (five) days' written notice to the owner, cause the premises to be mowed and report the cost thereof in writing to the village clerk in the manner provided in Wis. Stat. § [66.0517](#). Such charge shall be spread on the tax roll as a special tax to be collected in the same manner as other taxes unless such lands are exempt from taxation and shall be defined by the Village Board in the Village Schedule of Fees.
- (3) ***Weeds and Plants Prohibited.*** The owners and occupants of all lawns shall destroy all of the following weeds and plants:
- a. Canada Thistle and all other thistle varieties
 - b. Leafy Spurge
 - c. Field Bindweed (Creeping Jenny)
 - d. Purple Loosestrife
 - e. Multiflora Rose
 - f. Burdock
 - g. Ragweed
 - h. Garlic Mustard
 - i. Goldenrod
 - j. Bull Thistle
 - k. Poison Ivy, Poison Oak and Poison Sumac
 - l. All weeds enumerated in Wis. Stat. §[66.0407](#).

- (l) **Public nuisances prohibited.** No person shall erect, contrive, cause, continue, maintain or permit to exist any public nuisance within the Village.
- (m) **Abatement – generally.**
 - (1) **Responsibility for enforcement; inspections.** It shall be the duty of each department head to enforce those provisions of this chapter that come within the jurisdiction of their respective offices, and each department head shall make or cause to be made periodic inspections and inspections upon complaint to ensure such provisions are not violated. No action shall be taken under this section to abate a public nuisance unless the officer has inspected or caused to be inspected the premises where the nuisance is alleged to exist and has satisfied himself that a nuisance does in fact exist.
 - (2) **Summary abatement.**
 - a. **Order of abatement.** If the inspecting officer determines that a public nuisance exists within the Village and that there is imminent danger to the public health, safety, peace, morals or decency, he/she may, without notice or hearing, issue an order reciting the existence of a public nuisance constituting imminent danger to the public and requiring immediate action be taken as he/she deems necessary to abate the nuisance. Notwithstanding any other provisions of this article, the order shall be effective immediately. Any person to whom such order is directed shall comply with the order immediately.
 - b. **Abatement by Village.** Whenever the owner or occupant shall refuse or neglect to remove or abate the condition described in the order, the inspecting officer shall, in his/her discretion, enter upon the premises and cause the nuisance to be removed or abated and the Village shall recover the expenses incurred thereby from the owner or occupant of the premises or from the person who has caused or permitted the nuisance.
 - (3) **Nonsummary abatement by Village.**
 - a. **Order to abate nuisance.** If the inspecting officer shall determine that a public nuisance exists on private premises but that the nature of such nuisance is not such as to threaten imminent danger to the public health, safety, peace, morals or decency, he/she shall issue an order reciting the existence of a public nuisance and requiring the owner or occupant of the premises to remove or abate the condition described in the order within the time period specified therein. The order shall be served personally on the owner of the building, as well as the occupant if different from the owner and applicable to the described nuisance, or, at the option of the inspecting officer, the notice may be mailed to the last known address of the person, to be served by certified mail with return receipt. If the owner or occupant

cannot be served, the order may be served by posting it on the main entrance of the premises and by publishing as a Class 3 notice under Wis. Stat. [Chapter 985](#). The time limit specified in the order runs from the date of service or publication.

- b. ***Abatement by the Village.*** If the owner or occupant fails or refuses to comply within the time period prescribed, the inspecting officer shall enter upon the premises and cause the nuisance to be removed or abated and the Village shall recover the expenses incurred thereby from the owner or occupant of the premises or from the person who has caused or permitted the nuisance.
 - c. ***Remedy from order.*** Any person affected by such order shall, within thirty (30) days of service or publication of the order, apply to the Circuit Court for an order restraining the Village and the inspecting officer from entering on the premises and abating or removing the nuisance, or be forever barred. The court shall determine the reasonableness of the order for abatement of the nuisance.
- (4) ***Authority to assess costs.*** The cost of the abatement or removal of a nuisance under this section shall be collected from the owner, occupant or person causing, permitting or maintaining the nuisance and, if notice to abate the nuisance, if applicable, has been given to the owner, such cost shall be assessed against the real estate as a special charge.
- (5) ***Abatement in accordance with state law.*** Nothing in this article shall be construed as prohibiting the abatement of public nuisances by the Village or its officials in accordance with the laws of the State.
- (k) ***Same – collection of costs.*** In addition to any other penalty imposed by this article for the erection, contrivance, creation, continuous or maintenance of a public nuisance, the cost of abatement of a public nuisance by the Village shall be collected as a debt from the owner, occupant or person causing, permitting or maintaining the nuisance and, if notice to abate the nuisance has been given to the owner, such costs shall be assessed against the real estate as a special charge.
- (l) ***Penalty.*** Any person who violates, disobeys, neglects or refuses to comply with any of the provisions of this section shall be subject to a forfeiture as provided in Sec. 1.111 of this Code.

(Ord. of 1-13-2005; Ord. of 5-24-2007; Ord. of 9-19-2008; Ord. of 5-24-2013)

Sec. 50.103. Loud, Disturbing Noises Prohibited.

- (a) ***Loud, disturbing noises prohibited generally.*** It shall be unlawful for any person to create or assist in creating any unreasonably loud and disturbing noise in the Village of Weston (see also Sec. 50.100 Things prohibited).
- (b) ***Measurement.*** For the purpose of determining db(A)'s as referred to in this Ordinance, the noise shall be measured on the A-weighting scales on a sound level meter of standard design and quality having characteristics established by the American Standards Institute and shall be measured at the complainants property line.
- (c) ***Residential Zones.***
 - (1) It shall be unlawful to carry on the following activities in any residentially zoned area of the Village:
 - a. The operation of construction machinery between the hours of 8:00 p.m. and 6:00 a.m.
 - b. The operation of household power tools between the hours of 10:00 p.m. and 6:00 a.m.
 - c. The operation of lawn mowers, chain saws, powered garden equipment and other domestic tools out-of-doors between the hours of 10:00 p.m. and 6:00 a.m.
 - d. Working on vehicles or revving vehicle motors between the hours of 10:00 p.m. and 6:00 a.m.
 - e. Musical bands practicing in residential areas between the hours of 8 p.m. and 7 a.m.
 - f. Any mechanical noise which registers more than 85 db(A) for 4 consecutive hours at the nearest complainant's property line will be probable cause for a violation.
 - g. This section shall not apply to emergency operations designed to protect the public health and safety.

In residential zones, it shall be unlawful for any person to make or engage in any unreasonably loud and raucous noise, yelling, screaming, shouting, hooting, whistling, or singing between the hours of 10:00 p.m. and 6:00 a.m. A noise shall be presumed to be unreasonably loud and raucous, if it is plainly audible within a residence and measures 85 db(A) or more at the complainants property line. There shall be excepted from this provision any organized sporting events, fairs, carnivals, or similar activities. The person(s) in violation of this ordinance shall be ordered to reduce the noise to acceptable levels immediately by the monitoring officer.

- (d) **Construction Noise.** Construction equipment in all zones may be operated between the hours of 6:00 a.m. and 8:00 p.m.
- (e) **Business Deliveries Adjacent to Residential Zoning Prior to 6 a.m.**
 - (1) Any business deliveries received prior to 6 a.m. to a business adjacent to a residentially zoned area of the Village must follow the subsequent guidelines:
 - a. Staging of trucks for early delivery must be silent. No engine idling and refers must be turned off until delivery time if waiting in the parking lot.
 - b. Horns cannot be used to signal arrival.
 - c. All off loading must take place below 60 db(A), at point source, and vehicles must be silent during delivery (no idling).
 - d. Outside off loading cannot include any dumping action that causes loud or sudden noises.
 - e. Back-up alarms must be used at the reduced sound level if equipped.
 - f. When possible, deliveries should take place on the side of the building away from the residentially zoned district.
- (f) **Non-residential zoning districts adjacent to Residential zoning districts.** It shall be unlawful for any non-residentially zoned property adjacent to a residentially zoned property to operate their business at or over 85 db(A) for four consecutive hours measured at the complainants property line between the hours of 10:00 p.m. and 6:00 a.m. Decibel readings over 110 db(A) at the complainants property line will be subject to automatic citation.
- (g) **Schools, churches, hospitals.** The creation of any excessive noise on any street or property adjacent to any school, institution of learning, or church while in use, or adjacent to any hospital, which unreasonably interferes with the normal operation of that institution, or which disturbs or unduly annoys patients in the hospital, is prohibited.
- (h) **Enforcement.** Enforcement of this ordinance shall be at the discretion of the Everest Metro Police Department or Village of Weston staff on the basis of complaints filed with the Village of Weston or the Everest Metro Police Department. In all non-residential zones, the violator shall be given 30 days from written notice of his violation to reduce the sound pressure levels to acceptable levels. Decibel readings over 110 db(A) at the complainants property line will be subject to automatic citation.

- (i) **Exceptions.** Operation of emergency equipment and equipment used to comply with state mandates for a safe environment shall be exempt from this ordinance. Snowblowers not operated on a commercial basis shall be exempt from this ordinance when used to gain access to a village street. Garbage and recycling trucks shall be exempt. (Emergency equipment shall include ambulance, police, fire, snow removal, civil defense sirens, etc., necessary for the health, safety, and protection of the citizens of the Village of Weston.)
- (j) **Appeals.** The Village Board may grant an exemption to individuals proving evidence of substantial hardship. Evidence that reasonable technological attempts have been made to correct the problem shall be considered grounds for granting an exemption to this ordinance for existing businesses and industries.
- (k) **Penalties.** Failure to comply with the provisions of this ordinance shall be punished by a minimum fine of \$75.00, not to exceed \$500.00. Each day the condition exists shall constitute a new and separate offense.

(Ord. of 5-18-2006)

Sec. 50.104. Chronic Nuisance Premises.

- (a) **Declaration.** The Board of Trustees finds that from time to time certain premises in the Village of Weston require a disproportionate amount of Village resources (including public safety services provided by the Everest Metro Police Department) to be devoted to addressing various nuisances, criminal activities and other incidents that occur thereon. Often this disproportionate devotion of Village resources is due to property owner's own actions or failure of the property owners to accept and exercise sufficient responsibility for and over the actions of occupants, guests, agents or employees that reside or frequent that premises. Such premises, as further described in subsection (b) below, are deemed chronic nuisance premises and are hereby recognized as a public nuisance due to the resource drain it causes the community as a whole. This section is enacted to encourage property owners and/or managers to engage in their responsibility to ensure that activities occurring on their property conform to the law and do not unduly burden the Village's resources and to provide a mechanism for the Village to take action against property owners who fail to ensure premises they own do not require a disproportionate devotion of resources to the premises. This section of the Municipal code is not intended to discourage crime victims or any person in legitimate need of police services from requesting them.
- (b) **Determination of Chronic Nuisance Premises.**
 - (1) Any residential unit premise to which a Village Department (including the Everest Metro Police Department) responds to complaints of any nuisance activity, that results in a municipal citation or Village enforcement action, three or more separate times within any sixty (60) day period is deemed to have

received and required more than the general acceptable level of municipal services and places an undue burden upon the taxpayers of the Village. A residential unit shall be defined as a delineated, single family residence that is housed in a home, duplex unit, apartment complex, condominium or other residential dwelling.

For the purposes of this subsection, a nuisance activity shall be any offense(s) under Village of Weston Municipal Code, Chapters 10, 14, 38, 50, 54, 66, 82 and 94, or their statutory counterparts, or any offense under state law for which a penalty under state law for which a penalty of forfeiture, fine or imprisonment is provided.

- (2) Any non-resident owner of a residential unit (s) available for lease or rent within the Village of Weston that has had 3 units or 10% of their available units for lease or rent – whichever is the greater number of units, designated as a chronic nuisance premise, shall be deemed a chronic nuisance landlord and shall be subject to the notice, abatement, hearing and penalties and remedies provisions found herein this ordinance. Further, the designation of a chronic nuisance landlord shall be posted in the Village’s official newspaper, website, and newsletter for the purpose of public awareness.

For the purposes of this subsection, a determination of chronic nuisance premises or the designation of a chronic nuisance landlord of a mobile home park shall be a reviewable item in consideration of renewal of the mobile home park’s annual operating license under Wis. Stat. [66.0435\(2\)](#).

- (3) Any business or commercial venture to which a department responds to complaints of nuisance activity, that results in a municipal citation or Village enforcement action, five (5) or more separate times within any sixty (60) day period is deemed to have received and required more than the general, acceptable level of municipal services, and places an undue burden upon the taxpayers of the Village. For the purposes of this subsection, a nuisance activity is defined under Section (b) (1) of this ordinance. For the purposes of this subsection, a determination of a chronic nuisance premise that carries any class of Village liquor license, shall be a reviewable item in consideration of the revocation of the premise’s liquor license per Wis. Stat. [125.12 \(2\)](#) and shall be assigned the appropriate violation points as determined by the Village of Weston’s alcohol beverage demerit point system.
- (4) For the purpose of this ordinance, a residential unit or business venture shall automatically be designated as a chronic nuisance premise if any single nuisance is affiliated with illegal drug distribution or gang activity Wis. Stat. § [823.113\(1m\)\(a\)](#).
- (5) An offense shall not be considered a nuisance if it is committed by a person having no association with the premises by acquaintance with, relation to or

expressed or implied invitation from the owner, occupant, operator, or agent of the premises.

- (6) An offense shall not be considered a nuisance if it is:
 - a. An offense that results from the property owner/landlord's self-notification to a Village official or the Everest Metro Police Department as a means of mitigating the nuisance or a crime;
 - b. A report of domestic violence per Wis. State Statutes.
- (7) Whenever any such premises exist, the appropriate Village department head or the Everest Metro Police Department Chief shall determine from the facts of each incident and considering the purpose of this subsection as set forth in Section (a) above, whether the premises is a chronic nuisance premises. A chronic nuisance premises shall be defined as a public nuisance.
- (c) **Notice.** Whenever a Village department head or EMPD Chief finds a premise constitutes a chronic nuisance premises under section (a) (1), the department head or EMPD Chief shall provide written notice of his determination to the owner of the premises as identified by the records of the Village Assessor and Marathon County Land Records. Such notice shall be delivered by certified mail, return receipt requested or by personal service. If the owner cannot be located, the notice shall be published as a Class 2 notice under Wis. Stats. [Chapter 985](#). The notice shall contain the following information:
 - (1) The street address and number, if applicable, otherwise the parcel number of legal description sufficient to identify the premises.
 - (2) A brief statement, including a description of the relevant activities, supporting the determination that the premise is a chronic nuisance premises.
 - (3) A statement that the owner shall, within 10 (ten) days of receipt of the notice, or last day of publication if published, respond to the appropriate department head or EMPD Chief requesting a hearing before the Village Board of Trustees or proposing in writing a course of action that will be taken to abate the nuisance activities.
 - (4) A statement that owner shall immediately notify the appropriate department head of any change in address to ensure receipt of future notices.
- (d) **Owner Abatement.** If the owner responds to the notice in section (c) within 10 (ten) days of receipt of notice or the last day of publication if published with a nuisance abatement proposal, the department head or EMPD Chief may accept, reject, or work with the owner to modify the proposal in his or her discretion. If the department head or EMPD Chief rejects the abatement proposal, determines that an agreement on an

appropriate abatement proposal cannot be reached or determines that owner abatement is for any reason unsuccessful, the matter shall be referred to the Village Board of Trustees for hearing.

- (e) ***Chronic Nuisance Landlord Abatement.*** If the non-resident owner of residential units available for lease or rent responds to the notice in section (c) within 10 (ten) days of the receipt of notice or the last day of publication with a nuisance abatement proposal for all units (3 units or more than 10% of the units available for lease or rent, whatever is greater), the department head or EMPD Chief may accept, reject, or work with the owner to modify the proposal in his or her discretion and remove the designation of Chronic Nuisance Landlord. The designated Chronic Nuisance Landlord nuisance abatement proposal shall include remedies that shall be undertaken to mitigate chronic nuisances, which may include, but is not limited to, landlord – tenant screening, tenant education, tenant eviction procedures, and other preventative practices to improve the residential unit (s). If a non-resident owner of residential units for lease or rent abatement of a nuisance causes the number of nuisance premises to be reduced below the Chronic Nuisance Landlord threshold of (3) units or more than 10% of the units available for lease or rent, whatever is greater, the Village shall drop the designation of Chronic Nuisance Landlord.

- (f) ***Hearing.*** If a hearing is requested by the owner or if the department head or EMPD Chief determines that a satisfactory abatement plan cannot be agreed upon or if the department head or EMPD Chief determines that abatement actions taken by the owner are unsuccessful, a hearing shall be held before the Village Board of Trustees. The owner shall receive ten (10) days written notice of the hearing sent by regular mail or, if the owner cannot be located, by publication of a Class 2 notice under Wis. Stat. [Chapter 985](#). The Village Board shall hear any and all evidence it deems relevant and shall affirm or reverse the determination of the department head or EMPD Chief.

- (g) ***Penalties and Remedies.***
 - (1) If the department head's or EMPD Chief's determination is affirmed, the Village Board of Trustees may order the owner to pay the actual cost of Village services to respond to any nuisance activities occurring after the three (3) responses that led to the determination that the premises was a chronic nuisance premises. Such costs shall be presented to the Village Board of Trustees and may include costs incurred prior to the Village Board of Trustee's determination. The Village Board of Trustee's may order costs of all such calls to the chronic nuisance premises be paid until the public nuisance is abated under section (g). Such costs, plus a reasonable administrative charge, shall be billed to the owner by invoice sent by regular mail and if not paid within thirty (30) days of the date on the invoice shall be charged to the property as a special charge pursuant to Wis. Stat §. [66.0701](#).

- (2) The Village Board of Trustees may authorize any other penalty or remedy authorized by law.
- (h) ***When Nuisance is Deemed Abated.*** The public nuisance created by a chronic nuisance premises shall be deemed abated when no Village resources have responded to the premises to address nuisance activities occurs for a period of six (6) consecutive months. The Village or EMPD may also deem a chronic nuisance premise to be abated, if the occupant, which may include a tenant or resident-owner, vacates the premise.
- (i) ***Abatement of Public Nuisances.***
- (1) **Inspection of Premises.** Whenever a complaint is made to any Village official or employee that a public nuisance exists within the Village, said complaint shall be directed to the appropriate department head or EMPD Chief who shall in his or her reasonable discretion inspect or cause to be inspected the premises complained of and shall make a written report of his or her findings to the Village Administrator. Whenever practicable, the inspecting officer shall cause photographs to be made of the premises.
- (j) ***Summary Abatement.***
- (1) ***Notice to Owner.*** If the inspecting officer shall determine that a public nuisance exists within the Village, the department head or EMPD Chief may serve notice personally or by certified mail on the persons causing, permitting, or maintaining such nuisance and/or upon the owner or occupant of the premises where such nuisance is caused, permitted, or maintained and to post a copy of said notice on the premises. Such notice shall direct the person causing, permitting, or maintaining such nuisance or the owner or occupant of the premises to abate or remove such nuisance within a specified, reasonable period of time after consideration of all relevant circumstances and shall state that unless the same is done will cause the nuisance to be abated and will charge the cost thereof to the owner, occupant, or person causing, permitting, or maintaining the nuisance, as the case may be and that said costs may be collected as a special charge pursuant to Wis. Stat. § [66.0701](#).
- (2) ***Abatement by the Village.*** If the nuisance is not abated within the time provided or if the owner, occupant, or person causing the nuisance cannot be found, the department head or EMPD Chief shall cause the abatement or removal of such public nuisance. Wherever possible, costs of abatement shall be billed to the owner, occupant, or person causing the nuisance. If said costs are not paid within thirty (30) days of billing such costs, or if the owner, occupant or person causing the nuisance cannot be found, said costs may be collected pursuant to Wis. Stat. § [66.0701](#)

- (3) ***Other Methods Not Excluded.*** Nothing in this section shall be construed as prohibiting the abatement of public nuisances by the Village or its officials in accordance with the laws of the State of Wisconsin including, but not limited to an action under Wis. Stat. [Chapter 823](#).
- (k) ***Cost of Abatement.*** In addition to any other penalty imposed by this Chapter for the erection, contrivance, continuance, or maintenance of a public nuisance, the cost of abating a public nuisance by the Village shall be collected as a debt from the owner, occupant, or person causing, permitting, or maintaining the nuisance, and if notice to abate the nuisance has been given to the owner, such cost shall be assessed against the real estate as a special charge.
- (l) ***Penalty Provisions.***
- (1) ***General Penalty.*** Whenever so provided in this Code, any person who shall violate any provision of this Code shall upon conviction of such violation, be subject to a penalty, which shall be as follows:
- (2) ***First Offense – Penalty.*** Any person who shall violate any provision of this Code subject to a penalty shall, upon conviction thereof, forfeit not more than \$2,500 together with the costs of prosecution and in default of payment of such forfeiture and costs of prosecution shall be imprisoned in the County Jail until said forfeiture and costs are paid, but not exceeding ninety (90) days.
- (3) Any person found guilty of violating any provision of this Code who shall previously have been convicted of a violation of the same provision shall upon conviction thereof, forfeit not less than \$50.00 nor more than \$2,500 for each such offense, together with the costs of prosecution and in default of payment of such forfeiture and costs shall be imprisoned in the County Jail until said forfeiture and costs of prosecution are paid, but not to exceed six (6) months.
- (4) ***What Constitutes a Separate Offense.*** Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this Code shall preclude the Village from maintaining any appropriate action to prevent or remove a violation of any provision contained in this Code.
- (m) ***Execution Against Defendant’s Property.*** Whenever any person fails to pay any forfeiture and costs of prosecution upon the order of the court for violation of any ordinance of the Village the Court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for said forfeiture and costs.

(Ord. of 12-5-2008; Ord. of 4-22-2010)

Sec. 50.105. Accumulation of used motor vehicles.

No person, except a person licensed under Sec. 18.131(a) or a licensee of a motor vehicle dealer's license issued under statute, shall accumulate or store or allow to remain outside of any building on real estate located within the Village for a period of more than ten days, or dump, deposit or otherwise abandon upon any property or upon any highway, street, road, alley or way within the Village, any used motor vehicle, as defined by statute, or any detached part thereof, for which no current registration fee has been paid under statute or which, if paid, does not have properly attached thereto under statute a current license plate, if required, and which is in a condition which would mechanically prevent the immediate operation thereof upon any public highway or its operation thereon would be in violation of the law. Each day that any used motor vehicle, as defined in this section, or any detached part thereof, shall be accumulated or stored or allowed to remain contrary to this section shall constitute a separate and distinct offense.

(Ord. of 7-23-2010)

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.8.



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

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

ITEM DESCRIPTION: PROFESSIONAL SERVICES CONTRACT WITH WATER TECHNOLOGY, INC. FOR AQUATIC CENTER FACILITIES ASSESSMENT.

**DATE/MTG: PROPERTY & INFRASTRUCTURE COMMITTEE, JUNE 6, 2016
BOARD OF TRUSTEES, JUNE 6, 2016**

POLICY QUESTION: Should the Board of Trustees approve a professional services contract with Water Technology, Inc., of Beaver Dam, WI, for an assessment of the existing aquatic center facilities condition and master planning study for the lump sum fee of \$6,800.

RECOMMENDATION TO: I make a motion that the Board of Trustees approve a professional services contract with Water Technology, Inc., of Beaver Dam, WI, for an assessment of the existing aquatic center facilities condition and master planning study for the lump sum fee of \$6,800.

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 checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Budget Line Item: | 2016 Capital Improvement Projects Budget |
| <input checked="" type="checkbox"/> Budgeted Expenditure: | \$105,000 (Kueny Contract is for \$69,200) |
| <input type="checkbox"/> Budgeted Revenue: | _____ |
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- | | |
|--|-------|
| <input type="checkbox"/> WI Statue: | _____ |
| <input type="checkbox"/> WI Administrative Code: | _____ |
| <input type="checkbox"/> Case Law / Legal: | _____ |
| <input type="checkbox"/> Municipal Code: | _____ |
| <input type="checkbox"/> Municipal Rules: | _____ |
-

PRIOR REVIEW: The Board of Trustees adopted resolution 2015-042 on 11/30/15, authorizing Village staff to proceed with the facilities assessment and planning study.

BACKGROUND: Building facilities for the Village's Administrative, Public Works, Utilities, Parks, and Public Safety operations are in various stages of their useful lives. It is likely that existing facilities are, in various cases, outdated, obsolete, outgrown, or even underutilized. Staff has recommended existing facilities be evaluated as to adequacy for present and future needs. Costs estimates are needed to plan future facilities. The Village has a current contract with Kueny Architects of Pleasant Prairie, WI for evaluation of the majority of the municipal facilities. The Aquatic Center evaluation is an area of specialization which was excluded from the overall facilities evaluation. Water Technology Inc. of Beaver Dam is recommended for this work. <http://www.watertechnologyinc.com/en/>

- Attachments (*Resolution VW-2015-042, 2016 Village CIP Budget (Page 164), Proposal from Water Technology, Inc., e-mail string between K. Donner and R Nachreiner re:proposal*)
-



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

RESOLUTION NO. 2015-042

A RESOLUTION AUTHORIZING VILLAGE STAFF TO PROCEED WITH MUNICIPAL FACILITIES PLANNING STUDIES IN 2016.

WHEREAS, the Village of Weston is responsible to provide a range of services for its citizens including police protection, fire protection, ambulance service, public works (including snow plowing, street maintenance, and drainage maintenance), potable water supply, wastewater collection, planning and zoning services (including building inspection), and parks and recreation facilities (including the Weston Aquatic Center); and

WHEREAS, said services require administrative support staff and resources, and

WHEREAS, said services and support staff require municipal building facilities with adequate capacity to house the personnel and equipment, maintain the equipment, and provide for future expansion, to enable the Village to serve its citizens; and

WHEREAS, deficiencies have been noted in existing public works, public safety, and parks building facilities and have been re-modeled and/or retro-fitted numerous times in the past; and

WHEREAS, it is doubtful that existing municipal building facilities are adequate to fulfill the present and future needs of the Village to maintain current levels of service to its citizens; and

WHEREAS, Village staff recommends that the evaluation of the adequacy of existing municipal facilities be accomplished with the assistance of professionals with expertise in architecture, construction, and engineering; and

WHEREAS, Village staff also recommends that the determination of the cost of remodeling, retrofitting, and/or replacing existing municipal facilities to meet future needs is also best accomplished with the assistance of professionals with expertise in architecture, construction, and engineering;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees for the Village of Weston hereby directs Village staff to proceed with selection of a professional firm, or firms, to:

1. Assess the adequacy of existing municipal facilities, and
2. Assess the future needs for municipal facilities, and
3. Estimate costs for future facilities remodeling, retrofitting and/or replacement; and
4. Determine what portion of future facilities could be funded through impact fees;

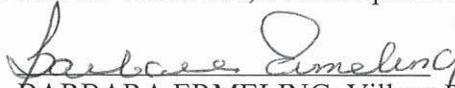
For the following facilities in the Village of Weston:

- A. The Public Safety building at 5303 Mesker Street
- B. The Municipal Center and Public Works garage at 5500 Schofield Avenue
- C. The Public Works building at the Ryan Street site
- D. Facilities at Kennedy Park including the Park offices, shop/garage, Aquatic Center, and Alta Verde Street well house.

BE IT FURTHER RESOLVED, Village staff will provide its recommendation to the Board of Trustees of the professional firm or firms with which to enter into a contract, or contracts, to furnish the desired services in 2016, and to have the selected firm, or firms, present recommendations to the Board of Trustees for future facilities planning in a report, or reports, by October 1, 2016.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 30 day of the month of NOV, 2015.

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

By: 
BARBARA ERMELING, Village President

ATTEST:

By: 
SHERRY WEINKAUF, Village Clerk

Vote: 7-0

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

Department/Office: Finance	Budget: Capital Improvements Fund
Program: Capital Projects Funds	Submitted by: Keith Donner/John Jacobs

CAPITAL IMPROVEMENTS FUND
2016 Capital Improvements Program (CIP) Budget – 2017 Financial Plan

PUBLIC WORKS & PARKS

DEPARTMENTS:

	<u>Total Cost</u>	<u># of Years Financed</u>	<u>2014 Actual</u>	<u>2015 Budget</u>	<u>2015 Estimate</u>
Public Works - New Plow Truck	\$ 166,712	5	\$ -	\$ 41,678	\$ 41,678
Public Works - End Loader with Wing/Plow <i>Additional Portion Funded in Refuse/ Recycling Fund (2015 budget amount = \$64,632)</i>	\$ 48,456	3	-	16,158	16,152
Public Works - Replace Plow Truck #9	\$ 204,230	5	-	42,000	40,846
Public Works - Replace Pickup Truck #59	\$ 32,863	1	-	31,000	32,863
Public Works - Replace Dump Truck #25 <i>100% Funded by Refuse/Recycling Fund (2015 budget amount = \$33,909)</i>	\$ -	5	-	-	-
Parks - Ball Diamond Machine	\$ 22,768	1	-	20,000	22,768
Public Works - Replace Excavator #23 <i>Additional Portion Funded in Refuse/Recycling Fund (2015 budget amount = \$23,500) Additional Portion Funded in Water Utility Fund (2015 budget amount = \$4,700)</i>	\$ 135,105	5	-	18,800	-
Public Works - New Street Sweeper	\$ 176,465	5	-	50,000	35,293
Less: Estimated Trade-In Values on Equipment	\$ -	1	-	(48,370)	-
Parks - Canoe Launch Facility	\$ 147,000	1	-	147,000	147,000
Public Works - Kmiecik Culvert/Bridge Replacement	\$ 65,000	1	-	100,000	65,000
Public Works - Transport Way Reconstruction	\$ 35,000	1	-	-	35,000
Public Works - Schofield Ave./Ryan to CTH J (WDOT invoice balance)	\$ -	1	-	20,629	-
Public Works - Pedestrian Bridge (WDOT invoice balance)	\$ -	1	-	4,017	-
Plow Truck #60	\$ 210,000	5	-	-	-
Snow Blower to replace 1957 Snow Blower	\$ 165,000	3	-	-	-
Parks Mower #143 (11-foot mower)	\$ 55,000	1	-	-	-
Staff Vehicle (Conferences, Meetings, etc.)	\$ 28,000	1	-	-	-
Connect Ridgeview Subdivision to E. Everest Avenue <i>(Total = \$77,000; \$60,000 - CIP Fund; \$12,000 - Water; \$5,000 - Stormwater)</i>	\$ 60,000	1	-	-	-
Convert Village-owned Street Lights to LED	\$ 110,000	1	-	-	-
Purchase Lot - Transport Way for Road Connection	\$ 120,000	1	-	-	-
Municipal Center Facilities Assessment Study	\$ 105,000	1	-	-	-
Birch Street Multi-Use Path Extension	\$ 6,215	1	-	-	-
Plow Truck #17 (just Truck Chassis)	\$ 140,000	5	-	-	-
Parks Mower #115 (72-inch mower)	\$ 25,000	1	-	-	-
Parks Walk-Behind Mower #142	\$ 5,500	1	-	-	-
Multi-Purpose Mower/Blower #113	\$ 120,000	3	-	-	-
Parks Zero Turn Mower	\$ 22,000	1	-	-	-
Plow Truck #69	\$ 210,000	5	-	-	-
One-Ton Pickup Truck #21	\$ 22,500	1	-	-	-
Grader	\$ 325,000	5	-	-	-



Professional Services Proposal

Outdoor Pool Evaluation
Weston, Wisconsin

WTI Project Number: 16145.01
May 31, 2016

Client

Village of Weston
5500 Schofield Avenue
Weston, WI 54476

Keith Donner
Director of Public Works
T. 715.359.6114
E. kdonner@westonwi.gov

Consultant

Water Technology, Inc. (WTI)
100 Park Avenue, PO Box 614
Beaver Dam, WI 53916
www.wtiworld.com

Ryan Nachreiner
Project Director
M. 920.392.2918
E. rnachreiner@wtiworld.com

Melinda Pearson
Business Development Manager
M. 920.210.2462
E. mpearson@wtiworld.com

Project Understanding

Scope

WTI services involve the on-site observation of the existing aquatic components and professional recommendation regarding aquatic repair, renovation, and replacement.

Description

The project involves an outdoor pool of approximately 13,000 square feet of water surface. The pool includes a zero depth entry area, diving well, play structure, and waterslide plunge area.

Budget

The project budget is undetermined or unknown to WTI.

Schedule

The project schedule is undetermined or unknown to WTI.

Requirements

The following information, materials, and approvals are required for WTI to effectively and efficiently perform the services described in this proposal. The Client shall provide WTI, at no cost, with the following:

- Project site surveys
- Project record drawings, if applicable
- Written approval of WTI produced Deliverables

Scope of Services

Aquatic Evaluation

WTI will consult with the Client to document physical condition of the current aquatic facility and provide recommendations regarding inadequacies. WTI will conduct a non-destructive observation of the aquatic elements to form a professional opinion on necessary repairs, renovations, and replacements. WTI will perform the following tasks:

- Conduct site visit and document current conditions
- Identify deficiencies of aquatic components regarding current local health codes and industry standards. WTI will address the following components:
 - Pool Vessels
 - Pool Finishes
 - Pool Circulation Pumps, Fittings, Valves, Flow Meters, Gauges, and Controls
 - Pool Filtration System and Overflow Recovery System
 - Pool Water Chemistry Treatment System
 - Pool Deck Areas and Equipment
- Develop recommendations for repairs, renovations, and replacements
- Develop Rough Order of Magnitude (ROM) Aquatic Construction Budget regarding recommendations

Deliverables

Aquatic Evaluation

- Aquatic Evaluation Report
- ROM Aquatic Construction Budget

Services Provided By Others

WTI will assist with coordinating all WTI provided services with other disciplines of the project team. A non-comprehensive outline of scope for coordination and exclusion from the proposed WTI Scope of Services is below. The following services and project scope shall be the responsibility of the Client, or other Consultants of the Client.

Architecture

- Change Facilities, Bathhouses, Locker Rooms, Food Areas, Retail Areas, Offices
- Pool Mechanical Equipment Rooms, Pool Chemical Storage Rooms

Civil Engineering

- Parking and vehicular access
- Storm and Sanitary sewers
- Site grading and drainage
- Utility distribution, including gas, electric and water

Feasibility and Operations

- Demographic research and analysis
- Revenue and expense forecasting
- Operational evaluation and analysis
- Facility and market research

Testing and Analysis

- Geotechnical testing and analysis
- Local water testing and analysis
- Water loss and leak Detection

Administrative

- Permits and regulatory fees
- LEED® Registration and Application
- Document reproduction and distribution

Terms and Conditions

Basis of Agreement

This proposal incorporates by reference AIA Document B101-2007, Standard Form of Agreement Between Owner and Architect, or AIA Document C401-2007, Standard Form of Agreement Between Architect and Consultant. The general conditions of the contract will be defined in AIA Document A201-2007, General Conditions of the Contract for Construction.

Scope of Services

Services offered are limited to those services described in the proposal. No other services are offered or implied unless specifically addressed in the proposal.

Expiration

The attached proposal is considered valid for a period of ninety (90) days from the date of the proposal or its last revision date, if any. Proposals older than ninety (90) days are expired, unless reissued by WTI with a reissue date.

Payment

All proposals are based upon payment in US dollars. Invoices will be issued monthly and are payable within forty-five (45) days of date of invoice. An interest rate of one percent (1.0%) per month will be payable on any amount not paid within this time period. Attorney's fees and any other costs incurred in collecting delinquent accounts shall be paid by Client. WTI will invoice professional fees monthly, on a percent complete basis, throughout the project term.

Hourly Charges/Additional Services

WTI personnel will be charged at the following rates:

Principal/Director	\$150.00
Project Manager/Engineer	\$105.00
Creative Studio	\$95.00
Project Design	\$95.00
Mechanical Design	\$75.00
Technical Design	\$65.00
Administrative	\$55.00

These rates are valid for a period of twelve (12) months from date of an accepted proposal. These rates are not valid for work involving claims settlement, expert witness or litigation work. Additional services, if requested by Client, will be performed on a stipulated sum or hourly basis, as agreed to in writing by both parties prior to initiating the additional services.

Reimbursable Expenses

Expenses and services not directly provided by WTI will be invoiced at one and 10/100 (1.10) times cost. Reimbursable expenses include travel expenses, printing of drawings and/or specifications and expedited delivery service. International travel is business class air. Domestic airfare will be coach. These costs are not included in WTI's fee unless specifically noted as included in our proposal. Air fares are based on fourteen (14) days advanced purchase. Costs associated with customer requested modifications to travel arrangements after purchase by WTI will be an addition to the contract sum.

Additional Project Related Costs

The following costs are not included in our proposal and should be anticipated in the owner's budgeting: geotechnical services and reports, topographic and boundary surveys (site surveys), testing, project related insurance, legal and safety consultant services, permits and fees, and marketing and operations development.

Project Requirements

The following information, records and electronic media will be provided to WTI at no cost:

- AutoCAD files of building, site and other work being prepared by others.
- Copies of geotechnical investigations, surveys and programming information.
- Complete set of plans and specifications of the building and site bid documents.

Standard of Care

Services provided by WTI under this Agreement will be performed in a manner consistent with that degree of skill and care ordinarily exercised by members of the same profession currently practicing under similar circumstances and in accordance with the governing codes and regulations adopted at the time of the execution of this Agreement. No other warranty or representation, either expressed or implied, is included or intended in our proposals, contracts, plans and specifications or reports.

Risk Allocation

Client agrees that to the fullest extent permitted by law, WTI's total liability to Client for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this Agreement from any cause or causes, shall not exceed the total amount of fees for services for this project or twenty-five thousand and no/100 dollars (\$25,000.00), whichever is greater.

Governance

This Agreement shall be governed by the laws of the State of Wisconsin.

Insurance

Notwithstanding any other provisions in this Agreement, nothing shall be construed so as to void, vitiate, adversely affect or in any other way impair any insurance coverage held by either party to this Agreement. During the term of this agreement, WTI agrees to provide evidence of insurance coverage as shown in the example Insurance Certificate attached hereto. In addition, WTI will attempt to maintain continuous professional liability coverage for the period of design and construction of this project, and for a period of three (3) years following substantial completion, if such coverage is reasonable available at commercially affordable premiums. For the purposes of this agreement, “reasonably available” and “commercially affordable” shall mean that more than half the design professionals practicing in this state in this discipline are able to obtain such coverage. Owner will require that any party hired for the construction of the project, including but not limited to the general contractor, construction manager, and subcontractors will include, in addition to the Owner, Water Technology, Inc. and it’s consultants as additional insured for all policies related to the project. Standard insurance carried by WTI is as follows:

General Liability (Occurrence)	\$1.0 Million USD
General Aggregate (Project)	\$2.0 Million USD
Automobile	\$1.0 Million USD
Umbrella/ Excess (Occurrence)	\$4.0 Million USD
Workers Compensation	Statutory
Professional Liability (Occurrence)	\$2.0 Million USD
Professional Liability (Aggregate)	\$4.0 Million USD

Costs for additional coverage limits, if requested, will be paid for by Client.

Photography

The project architect agrees that any published photos, descriptions or award submittals of the project that include reference to the aquatic work shall include WTI as the aquatic consultant.

Client Services

As part of WTI’s quality assurance program, WTI will contact the Owner regarding services provided by WTI.

Dispute Resolution

In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, Client and WTI agree that all disputes between them arising out of or relating to this agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. Client and WTI further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing all mediation as the primary method for dispute resolution, between the parties to those agreements. No mediation arising out of or relating to this agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this agreement, except by written consent containing a specific reference to this agreement signed by Client, WTI and any other person or entity sought to be joined. Consent to mediation involving an additional person or entity duly consented to by the parties to this agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

Hazardous Materials

Client represents to WTI that to the best of Client’s knowledge no hazardous or toxic substances within the meaning of any applicable statute or regulation are presently stored, or otherwise located, on the project site or adjacent thereto. Further, within the definition of such statutes or regulations, no part of the project site or adjacent real estate, including the ground water located thereon, is presently contaminated.

Existing Conditions

Inasmuch as the remodeling and/or rehabilitation of an existing site/structure requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money or destroying otherwise adequate or serviceable portions of the building, Client agrees, to fullest extent permitted by law, to indemnify and hold the design professional harmless from any claim, liability or cost (including reasonable attorney’s fees and costs of defense) for injury or economic loss arising or allegedly arising out of the professional services provided under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the design professional.

Termination

Either party may terminate the agreement for convenience after seven (7) days written notice of intent to terminate. Client shall be responsible for all costs and charges incurred up to the date of termination, including reasonable costs for WTI to close the work and organize files. WTI agrees not to charge for lost or anticipated profits on the work not completed and will provide copies of work files to Client upon receipt of final payment.

Fee for Professional Services

WTI professional services are offered for a stipulated lump sum, and are contingent upon WTI Terms and Conditions.

Fee for Professional Services\$6,800.00 USD

Project related expenses are included in the proposed fee and include travel, mileage, shipping, and printing. WTI will perform a total of up to the following number of trips to facilitate meetings and/or conduct site visits.

Trips / Visits / Meetings1

Site visit is anticipated to involve one WTI professional for one day, without overnight stay. Additional trips / site visits may be requested for an additional charge plus travel expenses.

This proposal will remain valid for a period of 90 days. Please provide the signature of an authorized representative on the line below indicating acceptance of the proposed scope and fee for professional services.

Water Technology, Inc.

Client

Signature

Signature

Name / Title

Name / Title

Date

Date

From: [Ryan M. Nachreiner](#)
To: [Keith Donner](#)
Subject: RE: Aquatic Evaluation - Outdoor Pool
Date: Thursday, June 02, 2016 4:44:24 PM

Keith, yes, our evaluation will look at the pool and the mechanical equipment that comprise the circulation, filtration, water treatment and heating of the pool water. We'll recommend replacement or repair of any of these components found to be deteriorating, deficient, or if there is a reputable method/system that is more efficient.

We don't typically focus on any one particular new technology, such as solar heaters, unless that is a specific request of yours. Then we'd be happy to discuss in our report how to apply that particular technology to your pool. We address these items from a pool operation and construction standpoint.

Thanks,

Ryan

From: Keith Donner [mailto:kdonner@westonwi.gov]
Sent: Thursday, June 2, 2016 3:22 PM
To: Ryan M. Nachreiner <rnachreiner@watertechnologyinc.com>
Subject: RE: Aquatic Evaluation - Outdoor Pool

Hi Ryan:

Just to clarify as to scope of your proposed work. You will be evaluating the condition of existing mechanical, electrical, and plumbing equipment and specifically will include heat exchangers, heaters and recommend alternatives to current technology, such as feasibility of solar heaters?

Keith Donner

From: Keith Donner
Sent: Wednesday, June 01, 2016 9:29 AM
To: 'Ryan M. Nachreiner' <rnachreiner@watertechnologyinc.com>
Subject: RE: Aquatic Evaluation - Outdoor Pool

Thank you Ryan. I will let you know if I need further clarification or amendments. I will have this on our upcoming Board of Trustees meeting agenda on Monday, June 6.

Keith Donner

[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!](#)

From: Ryan M. Nachreiner [<mailto:rnachreiner@watertechnologyinc.com>]

Sent: Tuesday, May 31, 2016 2:34 PM

To: Keith Donner <kdonner@westonwi.gov>

Subject: Aquatic Evaluation - Outdoor Pool

Keith,

It was nice to speak with you earlier today. As we discussed, attached is our proposal for the evaluation of your outdoor pool. Please review this document and let me know if you have any questions or concerns.

Thank you again,



Leaders in Aquatic Planning, Design and Engineering

Ryan Nachreiner, Project Director

Headquarters

100 Park Avenue | Beaver Dam, WI 53916
T. 920.887.7375 | F. 920.887.7999 | M. 920.392.2918

Texas

3010 LBJ Freeway, Suite 1205 | Dallas, TX 75234
T. 972.919.6122 | F. 972.919.6120

rnachreiner@wtiworld.com | www.wtiworld.com

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.9.



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

REQUEST FROM: **SHERRY WEINKAUF; VILLAGE CLERK/EMPLOYEE RESOURCE
MANAGER**

ITEM DESCRIPTION: **OPERATOR LICENSE RENEWALS FOR THE 2016/2017 TERM.**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, JUNE 6, 2016**

POLICY QUESTION: Should the Board of Trustees approve the Operator License renewals for the 2016/2017 term?

RECOMMENDATION TO: Staff recommendation is to approve the Operator License renewals for the names listed on the "Individual License Holder Listing dated 7/1/2016 to 6/30/2017 (list printed 6/3/2016).

LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

- | | |
|--|------------|
| <input type="checkbox"/> Budget Line Item: | <u>N/A</u> |
| <input type="checkbox"/> Budget Line Item: | _____ |
| <input type="checkbox"/> Budgeted Expenditure: | _____ |
| <input type="checkbox"/> Budgeted Revenue: | _____ |
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> WI Statute: | _____ |
| <input type="checkbox"/> WI Administrative Code: | _____ |
| <input type="checkbox"/> Case Law / Legal: | _____ |
| <input checked="" type="checkbox"/> Municipal Code: | <u>Chapter 6 – Alcohol Beverages</u> |
| <input type="checkbox"/> Municipal Rules: | _____ |
-

PRIOR REVIEW: N/A

BACKGROUND:

Operator license applications for the 2016/2017 term were received by Village staff and submitted to the Everest Metro Police Department for background checks. The Department completed each background check, and Chief Sparks recommends approval of all the applicants listed on the "Individual License Holder Listing". These applicants also meet all other qualifications to hold an Operator License in the Village of Weston. A copy of each original application can be viewed at the front table of the Board Room.

- Supplemental Briefer for Agenda Items under Consideration?
 Attachments
-

Borchardt, Penny - 4211 Notes: (License #: 7-11-00
Borneman, Samantha - 7200 Notes: (License #: 7-11-00
Bornowski, Samantha - 72 Notes: (License #: 7-11-00
Borth, Angela - Notes: (License #: 7-11-00
Bricko, Duane - Notes: 1	License #: 7-11-00
Brock, Sarah - Notes:	License #: 7-11-00
Brown, Sharla - , WI Notes:	License #: 7-11-00
Burby, Patti - Notes:	License #: 7-11-00
CAMPO, JEFFREY - Notes:	License #: 7-11-00
Chack, Barbara - Notes:	License #: 7-11-00
Cherek, Brenda - Notes: (License #: 7-11-00
CLARK, AMBER - Notes:	License #: 7-11-00
Coleman, Theresa - Notes:	License #: 7-11-00
Cota, Lucille - Notes:	License #: 7-11-00

COTTER, SAMUEL -

License #:

Notes: 5

Crotteau, Jr., Keith -

License #:

Notes:

Curtis, Linda -

License #:

Notes: 6

Daly, Thidachanh -

License #: 7

Notes: 1

Dellvon, David -

License #:

, WI

Notes:

Denardis, Julie -

License #:

Notes: 6

Dettman, Amy -

License #:

Notes:

Differt, Marilou -

License #:

Notes: 6

Drysdale, Kyle -

License #: 7

, WI

Notes:

Egner, Melanie -

License #:

Notes:

Elliot-Dickinson, Sarah -

License #: 7

Notes: 6

Elliott, Joshua -

License #: 7

Notes: 0

Elliott, Lucas -

License #:

Notes: 6

Engman, Breanna -

License #:

Notes:

HALL, DUSTIN -

License #:

Notes:

Heinz, Carla -

License #: ...

Notes: C

Hernikl, Lynn -

License #:

Notes:

Hoff, Jesse -

License #: .

Notes:

Holzhauser, Sally -

License #: -

Notes:

Hora, Sasha -

License #:

Notes: ...

Hubbard, Blair -

License #:

Notes:

Hurst, Crystal -

License #:

Notes:

James, Timothy -

License #:

Notes:

Jeske, Jonathan -

License #: .

Notes:

Jonas, Vicki -

License #: .

Notes: (

Jones, Rebecca -

License #:

Notes:

Kamke, Julie -

License #: \

Notes:

Kellner, Dustin -

License #:

Notes:

Kellner, Daniel -	License #:
Notes:	
King, Tiffani -	License #:
Notes:	
Kislow, Jeanette -	License #:
Notes:	
Kluck, Amanda -	License #:
Notes:	
Kluck, Dylan -	License #:
Notes:	
Knipp, Jake -	License #:
Notes:	
Knoff, Michelle -	License #:
Notes:	
Kostyn, Joseph -	License #:
Notes:	
Krause, Sarah -	License #:
Notes:	
Krueger, Tracy -	License #:
Notes:	
Kruit, Brelynn - WI	License #:
Notes:	
KUCZMARSKI, JAMIE -	License #:
Notes:	
Kuehmichel, Ashlev -	License #:
Notes:	
LACROSSE, KYLE -	License #:
Notes:	

LAFFIN, HILLARY - License #: -----

Notes:

Lambrecht, Wayne - License #: -----

Notes:

LAW, HUI- License #: -----

Notes:

Leist, Dottie - License #: -----

Notes:

Lemerond, Mariann - License #: -----

Notes:

Lipscomb, Shari - License #: -----
, WI

Notes:

Lochner, Darlene - License #: -----

Notes:

Lucas, Samantha - License #: -----

Notes:

Luoma, Kelly - License #: -----

Notes:

Marlow, Darlene - License #: -----

Notes:

MARQUARDT, VINCENT - License #: -----

Notes:

Maruska, Megan - License #: -----

Notes:

Mc Corkle, Lori - License #: -----

Notes:

Mc Mahon, Carol - License #: -----

Notes:

MCCONKEY, MARGARET -

176-

License #:

Notes:

Mead, Kelsey -

81

License #:

Notes:

Merrick, Amber -

, WI

License #:

Notes:

Meyer, Nicholas -

52

License #:

Notes:

MICHAELSON, JANE -

04

License #:

Notes:

Monte, Michael -

11

License #:

Notes:

Moore, Lan -

2561

License #:

Notes:

Morrison, Marie -

Notes:

MULLALEY, JESSICA -

Notes:

License #:

Newton, Todd -

, WI

License #:

Notes:

Olsen, William -

Notes:

License #:

ORINGER, JAMIE -

Notes:

License #:

Paluch, Sandra -

Notes:

License #:

Panzigrau, Todd -

Notes:

License #:

Pelot, Lawrence -

License #:

Notes:

PERRY, BEAU-

License #:

Notes:

Peterka, Amanda -

License #:

Notes:

Petersen, Daniel -

License #:

Notes:

Platta, James -

License #:

Notes:

Potonik, Jessica -

License #:

Notes:

Quednow, Adam -

License #:

Notes:

Rasmussen, Thomas -

License #:

Notes:

Rhode, Thomas -

License #:

Notes:

Ringwelski, Kelly -

License #:

Notes:

Roeder, Debbie -

License #:

, WI

Notes:

ROSE, ANDREW -

License #:

Notes:

Rotolo, Susan -

License #:

Notes:

Rozak, Adam -

License #:

Notes:

Russ, Ashley -
, WI

Notes:

License #: 15-1712-07

Rutkowski, Kelli -
0100

Notes:

License #: 15-1712-07

Ryan, Amy -
0100

Notes:

License #:

Ryan, Trudy -

Notes:

License #: P

Samse, Lori -

Notes: 0000 05

License #: 0500

Sanchez, Angela -
, WI

Notes:

License #:

Schauer, Nancy -

Notes: 0000

License #: 0000

Schepp, Tamara -
, WI

Notes:

License #:

Schild, Lyle -

Notes:

License #:

Schimmers, Vicki -

Notes:

License #: 050007000000

Schmelter-Gehrke, Shelley -

Notes: 0000

License #: 00000000

Schmitt, Tiffany -

Notes:

License #: 00000000

Schoenfeldt, Tiffany -
5700

Notes:

License #:

Scholnick, Kimberlv -

Notes:

License #:

Scidmore, Dana -

License #.

Notes:

Sischo, Jacob -

License #:

Notes:

Skrzypchak, Jan -

License #:

Notes:

Smith, Tori-

License #:

Notes:

Soczka, James -

License #:

Notes:

SONGER, CHAD -

License #:

Notes:

Soppe, Lorali -

License #:

Notes:

Spain, William -

License #:

Notes:

STEINGRABER, MATTHEW -

License #:

Notes:

Stenberg, Amy -

License #:

Notes:

Stencil, Lisa -

License #:

Notes:

Stoiber, Andrea -

License #:

Notes:

Strack, Connie -

License #:

Notes:

Streeter, Marsha -

License #.

Notes:

Tayse, Carrie -

License #: T2101 1100

Notes:

Tesky, Constance -

License #:

Notes:

Tesmer, Brian -

License #:

Notes:

Tesmer, William -

License #: 1

Notes:

Thielen, Rebecca -

License #: 1

Notes:

Tyskiewicz, Kathleen -

License #: 1

Notes:

VanderLoop, Tyler -

License #: 1

Notes:

VANG, MAI -

License #: 1

Notes:

Vollmer, Nathan -

License #: 1

Notes:

Webb, Margaret -

License #: 1

Notes:

WEBER, CHRISTINE -

License #: 1

Notes:

Weed, Chris -

License #: 1

Notes:

Wenzel, Bradley -
, WI

License #: 1

Notes:

WENZEL, SARAH -

License #: 1

Notes:

Wermund, Marcie -

License #: 200000

Notes: 200000

Whitsett, Amy -

License #:

Notes:

Williams, Stewart -

License #:

Notes: 200000

Wirkus, Nicol -

License #:

Notes:

WISNIEWSKI, BRENT -

License #:

Notes: 1

Woellner, Angela -

License #:

Notes:

Wojciechowski, Craig -

License #:

Notes: 1

Woller, Carrie -

License #:

Notes:

Woller, Lyle -

License #: 200001

Notes: 9

Wood, Jaclyn -

License #: 200000

Notes:

Wright, Tiffanie -

License #:

Notes:

Wulk, Christie -

License #: 200000

Notes: 2003-

Yang, Plia -

License #: 200000

Notes: 501 CH, WI 54400

Zblewski, Kathryn -

License #:

Notes:

Zblewski, Payton -
W117

Notes:

License #: 2.1

Zinkowich, Luke -
00117

Notes:

License #:

Zinser, Michelle -
5101

Notes:

License #:

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.10.



**VILLAGE OF WESTON
REQUEST FOR CONSIDERATION**

AGENDA ITEM DSCRPTN: VOUCHERS – PAYMENT OF VILLAGE EXPENDITURES.

FOR CONSIDERATION AT: BOARD OF TRUSTEES; MONDAY, JUNE 6, 2016

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

RECOMMENDATION TO: Approve payment of Village expenditures (vouchers) for the period of
05/13/2016-06/02/2016 in the grand total amount of \$431,065.61.
Check numbers were #43506-43599.

REPORT PREPARED BY: JOHN JACOBS; FINANCE DIRECTOR/TREASURER

BACKGROUND: Vouchers were received by the Finance Department from various departments
during the period of 05/13/2016-06/02/2016 for payment. All invoices were
reviewed for proper authorized approval by a department manager or
supervisor, prior to processing for payment. Finance Director Jacobs reviewed
the voucher register report, prior to the accounts payable checks being printed
and mailed.

FISCAL IMPACTS:

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

STATUTORY REFERENCES:

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

FURTHER REVIEW: No further review required at this time.

Report Criteria:
 Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
43506									
05/16	05/20/2016	43506	21223	A1 JANITORIAL SUPPLY	A1S22334	LIFT STATION CLEANER	1	61-03-53601-34	346.23
Total 43506:									346.23
43507									
05/16	05/20/2016	43507	370	AIRGAS USA LLC	9935670207	2029372: TANK LEASE	1	10-03-53310-29	66.85
Total 43507:									66.85
43508									
05/16	05/20/2016	43508	640	AMERICAN PLANNING ASSOCIATION	134232-1643	HIGGINS: APAWAPA CHAPTER DUES: 7/16-6/30/16	1	10-06-56900-32	315.00
05/16	05/20/2016	43508	640	AMERICAN PLANNING ASSOCIATION	134232-1643	APA JAPA PUBLICATION	2	10-06-56900-32	48.00
Total 43508:									363.00
43509									
05/16	05/20/2016	43509	1520	BEAVER OF WISCONSIN INC	091105	PARTS TO FIX PRESSURE WASHER AND BARREL SOAP	1	10-03-53310-35	637.25
Total 43509:									637.25
43510									
05/16	05/20/2016	43510	21255	BUCKLEY, SANDY	MAILBOX REIMB 5/	MAILBOX DAMAGE REIMBURSEMENT	1	10-03-53312-37	50.00
Total 43510:									50.00
43511									
05/16	05/20/2016	43511	2500	CARQUEST AUTO PARTS	2763-269464	FILTERS	1	63-03-53656-35	102.54
Total 43511:									102.54
43512									
05/16	05/20/2016	43512	3220	CONTROL CONCEPTS TECH	441811-001	SK8 PARK D-FIN FITTINGS	1	10-05-55210-29	3.98
05/16	05/20/2016	43512	3220	CONTROL CONCEPTS TECH	441914-001	#17: HYD HOSE PARTS	1	10-03-53312-35	166.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43512:									170.93
43513									
05/16	05/20/2016	43513	20305	D & K PROPERTIES	SURCHG REFUND	COMMERCIAL OCCUP SURCHARGE REFUND: TACO JOHNS	1	10-00-44326-00	5,000.00
Total 43513:									5,000.00
43514									
05/16	05/20/2016	43514	4020	D&L SIGNS LLC	9713	LOGOS FOR PARK HOUR SIGNS	1	10-05-55210-36	44.00
Total 43514:									44.00
43515									
05/16	05/20/2016	43515	7180	DEX MEDIA LLC	610027080624	ADVERTISING CONTRACT: MAY 2016	1	10-01-51450-32	42.25
Total 43515:									42.25
43516									
05/16	05/20/2016	43516	19843	DIVERSIFIED BENEFIT SERVICES	220220	FLEX ADMIN FEES - APR 2016	1	10-01-51430-16	69.07
05/16	05/20/2016	43516	19843	DIVERSIFIED BENEFIT SERVICES	220220	FLEX ADMIN FEES - APR 2016	2	10-00-14510-00	31.40
Total 43516:									100.47
43517									
05/16	05/20/2016	43517	4490	EMC INSURANCE COMPANIES	D-66330807	BUILDINGS+CONTENTS INS	1	10-01-51540-51	1,732.85
05/16	05/20/2016	43517	4490	EMC INSURANCE COMPANIES	D-66330807	CONTRACTORS EQUIP INS	2	10-01-51540-51	286.09
05/16	05/20/2016	43517	4490	EMC INSURANCE COMPANIES	D-66330807	WORKERS COMP INS	3	70-01-51496-15	5,123.65
Total 43517:									7,142.59
43518									
05/16	05/20/2016	43518	4750	ETCO ELECTRIC SUPPLY INC	3221001	CONTACTOR- MESKER/JELINEK LIFT STATION	1	61-03-53601-24	985.66
Total 43518:									985.66
43519									
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	STEVE MEILAHN - JUNE 16	1	70-01-51493-15	464.27
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	SAFER FAMILY HMO (5) JUNE 16	2	70-00-21530-00	870.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	SAFER FAMILY HMO (5) JUNE 16	3	70-01-51493-15	4,932.90
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	SAFER FAMILY HSA (2) JUNE 16	4	70-00-21530-00	569.84
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	SAFER FAMILY HSA (2) JUNE 16	5	70-01-51493-15	1,973.16
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	SAFER SINGLE HSA (1) JUNE 16	6	70-00-21530-00	113.97
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	SAFER SINGLE HSA (1) JUNE 16	7	70-01-51493-15	394.63
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	METRO FAMILY HMO (18) JUNE 16	8	70-00-21530-00	3,133.84
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	METRO FAMILY HMO (18) JUNE 16	9	70-01-51493-15	17,758.40
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	METRO SINGLE HMO (3) JUNE 16	10	70-00-21530-00	208.92
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	METRO SINGLE HMO (3) JUNE 16	11	70-01-51493-15	1,183.89
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	VILLAGE FAMILY HMO (17) JUNE 16	12	70-00-21530-00	2,959.73
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	VILLAGE FAMILY HMO (17) JUNE 16	13	70-01-51493-15	16,771.83
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	VILLAGE SINGLE HMO (8) JUNE 16	14	70-00-21530-00	557.12
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	VILLAGE SINGLE HMO (8) JUNE 16	15	70-01-51493-15	3,157.04
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	VILLAGE - R. MAGUIRE APR & MAY 16	16	70-00-21530-00	348.20
05/16	05/20/2016	43519	21187	GROUP HEALTH COOPERATIVE	JUNE 2016	VILLAGE - R. MAGUIRE APR & MAY 16	17	70-01-51493-15	1,973.16
Total 43519:									57,371.40
43520									
05/16	05/20/2016	43520	12810	LEGALSHIELD	0114583 APR16	DUES: APR 2016 - DIETSCH, JACOBS, SKRZYPCHAK	1	10-00-21566-00	67.75
Total 43520:									67.75
43521									
05/16	05/20/2016	43521	21072	MAILFINANCE	N5828945	POSTAGE METER LEASE: 1/12-4/11/16	1	10-01-51450-28	215.88
05/16	05/20/2016	43521	21072	MAILFINANCE	N5828945	POSTAGE METER LEASE: 1/12-4/11/16	2	60-03-53771-28	107.94
05/16	05/20/2016	43521	21072	MAILFINANCE	N5828945	POSTAGE METER LEASE: 1/12-4/11/16	3	61-03-53612-28	107.94
Total 43521:									431.76
43522									
05/16	05/20/2016	43522	10520	SECURIAN FINANCIAL GROUP INC	METRO JUNE 2016	METRO PREMIUM: JUNE 2016	1	70-00-21531-00	438.08
05/16	05/20/2016	43522	10520	SECURIAN FINANCIAL GROUP INC	METRO JUNE 2016	METRO PREMIUM: JUNE 2016	2	70-01-51495-15	206.84
05/16	05/20/2016	43522	10520	SECURIAN FINANCIAL GROUP INC	SAFER JUNE 2016	SAFER PREMIUM: JUNE 2016	1	70-01-51495-15	45.82
05/16	05/20/2016	43522	10520	SECURIAN FINANCIAL GROUP INC	SAFER JUNE 2016	SAFER PREMIUM: JUNE 2016	2	70-00-21531-00	55.87
05/16	05/20/2016	43522	10520	SECURIAN FINANCIAL GROUP INC	VOW JUNE 2016	VOW PREMIUM: JUNE 2016	1	70-01-51495-15	325.45
05/16	05/20/2016	43522	10520	SECURIAN FINANCIAL GROUP INC	VOW JUNE 2016	VOW PREMIUM: JUNE 2016	2	70-00-21531-00	491.18

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43522:									1,563.24
43523									
05/16	05/20/2016	43523	21112	PAY PLUS SOLUTIONS	8071	EMPLOYEE COMPENSATION STATEMENTS	1	10-01-51450-29	500.00
05/16	05/20/2016	43523	21112	PAY PLUS SOLUTIONS	8366	EMPLOYEE COMPENSATION STATEMENTS	1	10-01-51450-29	106.50
Total 43523:									606.50
43524									
05/16	05/20/2016	43524	14490	SCHOFIELD, CITY OF	2-962313-00 Q2 20	Q2 2016: 2/29-5/15/16	1	61-03-53610-22	26,814.12
Total 43524:									26,814.12
43525									
05/16	05/20/2016	43525	18100	WESTON UTILITIES	1350-00 Q1 2016	FOX ST L/S: 1/18-4/12/16	1	61-03-53610-22	39.24
05/16	05/20/2016	43525	18100	WESTON UTILITIES	1874-00 Q1 2016	ALTA VERDE: Q1 2016	1	60-03-53720-22	104.99
05/16	05/20/2016	43525	18100	WESTON UTILITIES	1875-00 Q1 2016	MESKER: Q1 2016	1	60-03-53720-22	108.74
05/16	05/20/2016	43525	18100	WESTON UTILITIES	2955-00 Q1 2016	ALTA VERDE: 1/20-4/12/16	1	22-05-55420-22	998.75
05/16	05/20/2016	43525	18100	WESTON UTILITIES	3039-00 Q1 2016	5815 ALTA VERDE ST: 1/20-4/12/16	1	10-05-55210-22	698.75
05/16	05/20/2016	43525	18100	WESTON UTILITIES	3239-00 Q1 2016	BLOEDEL: Q1 2016	1	60-03-53720-22	116.24
05/16	05/20/2016	43525	18100	WESTON UTILITIES	4624-00 Q1 2016	NORTHWESTERN: Q1 2016	1	10-05-55210-22	78.75
05/16	05/20/2016	43525	18100	WESTON UTILITIES	5272-00 Q1 2016	5703 ALTA VERDE: 1/20-4/12/16	1	10-05-55210-22	69.29
05/16	05/20/2016	43525	18100	WESTON UTILITIES	5477-00 Q1 2016	E EVEREST: 1/25-4/11/16	1	10-03-53317-22	147.00
05/16	05/20/2016	43525	18100	WESTON UTILITIES	5479-00 Q1 2016	COMMUNITY CTR DR: 1/25-4/14/16	1	10-03-53317-22	147.00
05/16	05/20/2016	43525	18100	WESTON UTILITIES	5492-00 Q1 2016	2201 SCHOF AVE: 1/18-4/11/16	1	10-03-53317-22	149.30
05/16	05/20/2016	43525	18100	WESTON UTILITIES	5525-00 Q1 2016	2818 SCHOF AVE: 1/15-4/11/16	1	10-03-53317-22	147.00
05/16	05/20/2016	43525	18100	WESTON UTILITIES	5540-00 Q1 2016	6002 ALDERSON: 1/21-4/12/16	1	10-05-55210-22	63.99
Total 43525:									2,869.04
43526									
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	302655 APR16	INV# 143354: BATTERIES, SWITCH PRESSURE, BUNGEE CORD	1	60-03-53740-34	50.97
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	302655 APR16	INV# 143395: ELECTRICAL TAPE, MICRO TORCH PEN	2	60-03-53740-34	13.57
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143454: GLOVES FOR SIGN SHOP (4 BOXES)	1	10-03-53310-36	55.96
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143459: PLUG FOR SIGN SHOP	2	10-03-53310-36	.79
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143462: COUPLINGS	3	10-03-53310-35	15.96
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143526: LOCK SYSTEM FOR SPRINKLER SYS @ SAFETY B	4	10-02-52199-35	29.22
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143580: KEY, FANTASTIK APC 32 OZ	5	10-01-51450-31	7.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143692: HOSE LEAF VAC	6	18-03-53635-35	29.43
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143799: SCREW LTH PH ST	7	10-01-51450-31	8.49
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143910: YELLOW ROPE	8	10-03-53310-35	23.98
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143911: RETURN OF YELLOW ROPE	9	10-03-53310-35	11.99-
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306258 APR16	INV# 143937: SPARE KEY FOR MACK TRUCKS (4)	10	10-03-53312-35	7.96
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143418: TUBING, COPPER ADAPTER, HOSE ADAPTER	1	22-05-55420-39	18.63
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143418: SANDPAPER, MINI QUICKGRIP CLAMP	2	10-05-55210-39	32.83
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143631: FASTENERS, SANDDISC VENT, SCREWS	3	22-05-55420-39	27.40
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143641: FASTENERS	4	10-05-55210-39	4.59
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143714: MIRROR CLIP	5	10-05-55210-39	3.58
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143741: KEYS & PAINTING SUPPLIES FOR PARKS/AQ CTR	6	10-05-55210-39	58.67
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143741: KEYS & PAINTING SUPPLIES FOR PARKS/AQ CTR	7	22-05-55420-39	56.28
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143846: PAINTING SUPPLIES FOR AQ CTR	8	22-05-55420-39	23.60
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143915: O-RING, DUCT TAPE FOR AQ CTR	9	22-05-55420-39	7.13
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 143985: PAINT SUPPLIES FOR POOL SLIDE TOWER	10	22-05-55420-24	19.91
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 144016: SPRAY PRIMER FOR SLIDE TOWER AT POOL	11	22-05-55420-24	31.45
05/16	05/24/2016	43526	250	ACE HARDWARE CENTER	306274 APR16	INV# 144327: CLAMP HOSE, RECIP BLADES, OIL	12	10-05-55210-39	48.95
Total 43526:									565.34
43527									
05/16	05/24/2016	43527	20528	ADVANCED DISPOSAL SERVICES	D20000602648	R/R SERVICE: 90 GL CARTS (4054) APR 2016	1	18-03-53620-29	28,986.10
05/16	05/24/2016	43527	20528	ADVANCED DISPOSAL SERVICES	D20000602648	R/R SERVICE:45 GL CARTS (676) APR 2016	2	18-03-53620-29	4,488.64
05/16	05/24/2016	43527	20528	ADVANCED DISPOSAL SERVICES	D20000602648	R/R SERVICE: RECYCLING PICK-UP (4725) APR 2016	3	18-03-53635-29	9,591.75
05/16	05/24/2016	43527	20528	ADVANCED DISPOSAL SERVICES	D20000602649	R/R SERVICE: 10YD DUMPSTER APR 2016	1	10-01-51600-29	105.00
05/16	05/24/2016	43527	20528	ADVANCED DISPOSAL SERVICES	D20000602649	R/R SERVICE: 8YD CARDBOARD CONTAINER APR 2016	2	18-03-53635-29	21.25
Total 43527:									43,192.74
43528									
05/16	05/24/2016	43528	1630	BEST-1 PLUMBING & HEATING INC	16149	REPLACEMENT OF BALL VALVES ON POOL HEATERS	1	22-05-55420-24	1,172.15
Total 43528:									1,172.15
43529									
05/16	05/24/2016	43529	20359	BRONSON, STEPHANIE	RESTITUTION APR	CIT# 32307271 - RESTITUTION FROM BENJAMIN MILLER	1	10-00-45111-00	161.06
Total 43529:									161.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount	
43530	05/16	05/24/2016	43530	20672	CARLSON DETTMANN CONSULTING	1715		PAY-FOR-PERFORMANCE RETAINER: MAY 2016	1 10-01-51430-29	2,500.00
Total 43530:									2,500.00	
43531	05/16	05/24/2016	43531	20050	COMPLETE OFFICE OF WISCONSIN	569644		TONER-FINANCE DEPT	1 10-01-51520-31	95.73
05/16	05/24/2016	43531	20050	COMPLETE OFFICE OF WISCONSIN	569644			YELLOW PAPER - UTILITY CLERK	2 60-03-53780-31	57.00
05/16	05/24/2016	43531	20050	COMPLETE OFFICE OF WISCONSIN	569644			YELLOW PAPER - UTILITY CLERK	3 61-03-53613-31	57.00
05/16	05/24/2016	43531	20050	COMPLETE OFFICE OF WISCONSIN	569644			PAPER 11X17 - GENERAL OFFICE	4 10-01-51450-31	62.54
Total 43531:									272.27	
43532	05/16	05/24/2016	43532	3220	CONTROL CONCEPTS TECH	442261-001		LEAF VAC ALARM SWITCH PARTS	1 18-03-53635-35	119.06
Total 43532:									119.06	
43533	05/16	05/24/2016	43533	2660	CWE INC	36000516		3/28-5/1/16 E/C RIVER BOAT LANDING	1 42-07-57626-21	1,762.00
Total 43533:									1,762.00	
43534	05/16	05/24/2016	43534	19613	DC EVEREST JUNIOR HIGH SCHOOL	RESTITUTION APR		CIT# BR80C9H5K7 FROM T. THOMPSON	1 10-00-45111-00	60.00
Total 43534:									60.00	
43535	05/16	05/24/2016	43535	20932	DENYON HOMES	RBLD-2-16-6531		OCC SUR REFUND: 7503 COMPASS CIRCLE	1 10-00-44327-00	1,000.00
Total 43535:									1,000.00	
43536	05/16	05/24/2016	43536	20128	EHLERS & ASSOCIATES	70471		4/21-4/22 PREP FOR WATER RATE STUDY	1 60-03-53780-21	500.00
Total 43536:									500.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
43537	05/16	05/24/2016	43537	20719	ELITE PLUMBING PLUS LLC	1838	INSTALL (2) NEW TOILETS - LADIES ROOM/MUN CTR	1 10-01-51600-24	605.50
Total 43537:									605.50
43538	05/16	05/24/2016	43538	4820	JFTCO INC	111474	ELBOW	1 10-00-21100-00	32.92
05/16	05/24/2016	43538	4820	JFTCO INC	111977	CREDIT - HYD HOSE ELBOW RETURN	1 10-00-21100-00	53.88-	
05/16	05/24/2016	43538	4820	JFTCO INC	113741	GLASS FOR FRONT WINDOW ON EXCAVATOR #23	1 10-03-53310-35	335.13	
05/16	05/24/2016	43538	4820	JFTCO INC	130536	ADD'L FREIGHT FOR INV#113741	1 10-03-53310-35	93.97	
05/16	05/24/2016	43538	4820	JFTCO INC	151944	BEARING FOR SNOW PLOW WING	1 10-03-53312-35	38.64	
05/16	05/24/2016	43538	4820	JFTCO INC	182159	RELAY FOR #38 CONVERT STROBES TO 24V	1 10-03-53310-35	25.93	
05/16	05/24/2016	43538	4820	JFTCO INC	194115	HYD OIL - FUEL FILTERS	1 10-03-53310-35	410.75	
05/16	05/24/2016	43538	4820	JFTCO INC	492121 DUPL PMT	DUPLICATE PAYMENT OF INV# 49212-1	1 10-00-21100-00	660.96-	
Total 43538:									222.50
43539	05/16	05/24/2016	43539	4910	FASTENAL COMPANY	WISCH265820	STAINLESS STEEL BOLTS	1 10-03-53310-35	10.99
05/16	05/24/2016	43539	4910	FASTENAL COMPANY	WISCH266072	POOL HEATER CIRCULATION PUMPS REPLACEMENT BOLTS	1 22-05-55420-24	12.18	
Total 43539:									23.17
43540	05/16	05/24/2016	43540	20949	FEHR GRAHAM ENGINEERING &	70844	SAFETY PROGRAM DEVELOPMENT	1 60-03-53780-15	620.00
05/16	05/24/2016	43540	20949	FEHR GRAHAM ENGINEERING &	70844	SAFETY PROGRAM DEVELOPMENT	2 10-03-53310-15	624.00	
05/16	05/24/2016	43540	20949	FEHR GRAHAM ENGINEERING &	70844	SAFETY PROGRAM DEVELOPMENT	3 61-03-53613-15	620.00	
Total 43540:									1,864.00
43541	05/16	05/24/2016	43541	5390	FRED MUELLER AUTOMOTIVE INC	333626	#88: TIRE REPAIR	1 60-03-53766-35	25.04
Total 43541:									25.04
43542	05/16	05/24/2016	43542	20024	FRONTIER	241-7732 MAY16	RYAN ST L/S: 5/4-6/3/16	1 61-03-53610-22	50.11
05/16	05/24/2016	43542	20024	FRONTIER	355-0054 MAY16	EVERGREEN POINTE L/S: 5/4-6/3/16	1 61-03-53610-22	50.11	
05/16	05/24/2016	43542	20024	FRONTIER	355-5287 MAY16	HARLYN L/S: 5/10-6/9/16	1 61-03-53610-22	52.85	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43542:									153.07
43543									
05/16	05/24/2016	43543	5720	G & K SERVICES	1051092 APR16	RUGS	1	10-01-51600-29	212.66
05/16	05/24/2016	43543	5720	G & K SERVICES	1051092 APR16	PAPER PRODUCTS & AIR FRESHENER	2	10-01-51600-34	128.52
05/16	05/24/2016	43543	5720	G & K SERVICES	1051092 APR16	HAND SOAP/SHOP RAGS/TOWELS, ETC	3	10-03-53310-34	513.28
05/16	05/24/2016	43543	5720	G & K SERVICES	1051092 APR16	UNIFORM MAINT STREETS	4	10-03-53310-34	199.24
05/16	05/24/2016	43543	5720	G & K SERVICES	1051092 APR16	UNIFORM MAINT WATER	5	60-03-53780-34	51.40
Total 43543:									1,105.10
43544									
05/16	05/24/2016	43544	21256	GIUFFRE BROS CRANES INC	60624	SCISSORS LIFT TIRE	1	10-03-53310-35	547.93
Total 43544:									547.93
43545									
05/16	05/24/2016	43545	6010	GREBE'S	68508	POLE SAW REPAIRS	1	10-03-53310-35	88.37
Total 43545:									88.37
43546									
05/16	05/24/2016	43546	6400	HARBOR FREIGHT TOOLS	758495	SOLDERING GUN + ROSIN	1	60-03-53740-34	7.48
Total 43546:									7.48
43547									
05/16	05/24/2016	43547	20823	HARLEY-DAVIDSON OF WAUSAU	MDA 2016 REFUND	REFUND HARLEY/MDA RIDE SPECIAL EVENT PERMIT	1	10-00-44975-00	100.00
Total 43547:									100.00
43548									
05/16	05/24/2016	43548	20205	HYDRITE CHEMICAL CO	01902240	ALTA VERDE WELL CHEMICALS	1	60-03-53730-36	1,373.30
05/16	05/24/2016	43548	20205	HYDRITE CHEMICAL CO	01902241	BLOEDEL WELL CHEMICALS	1	60-03-53730-36	651.80
05/16	05/24/2016	43548	20205	HYDRITE CHEMICAL CO	01902242	WATER TREATMENT PLANT CHEMICALS	1	60-03-53730-36	1,407.55
05/16	05/24/2016	43548	20205	HYDRITE CHEMICAL CO	01902243	RIPPLING CREEK WELL CHEMICALS	1	60-03-53730-36	1,073.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43548:									4,506.45
43549									
05/16	05/24/2016	43549	7140	HYDROCORP	0038890-IN	CROSS CONNECT CTRL INSPECT: APR 2016	1	60-03-53762-25	1,697.00
Total 43549:									1,697.00
43550									
05/16	05/24/2016	43550	21257	JEFFREY MACHINE INC	35262	BOOM TRUCK-HEX ADAPTER	1	10-03-53310-35	287.43
Total 43550:									287.43
43551									
05/16	05/24/2016	43551	20526	JERRY'S CLEANING	MAY 2016	CLEANING SERVICES: MAY 2016	1	10-01-51600-21	600.00
Total 43551:									600.00
43552									
05/16	05/24/2016	43552	21189	JSD PROFESSIONAL SERVICES INC	7	SERVICES THRU 4/29/16 - NEIGH PLAN	1	40-07-57352-21	5,850.00
Total 43552:									5,850.00
43553									
05/16	05/24/2016	43553	20521	K & S ALIGNMENT SERVICES INC	3425	LEAF VAC ALIGNMENT	1	18-03-53635-35	485.20
05/16	05/24/2016	43553	20521	K & S ALIGNMENT SERVICES INC	3426	BOOM TRUCK REPAIRS	1	10-03-53310-35	136.50
Total 43553:									621.70
43554									
05/16	05/24/2016	43554	20580	KIMBALL MIDWEST	4855096	PAINT	1	10-03-53310-36	316.44
05/16	05/24/2016	43554	20580	KIMBALL MIDWEST	4872798	SHOP STOCK	1	10-03-53310-35	110.80
05/16	05/24/2016	43554	20580	KIMBALL MIDWEST	4890738	PAINT EXCHANGE CREDIT	1	10-03-53310-36	291.24
05/16	05/24/2016	43554	20580	KIMBALL MIDWEST	4891194	SHOP SUPPLIES - ELECTRICAL CONNECTORS	1	10-03-53310-35	158.41
Total 43554:									294.41
43555									
05/16	05/24/2016	43555	21262	KUSKE, KIM	SEC DEP REFUND	SECURITY DEPOSIT REFUND - KELLYLAND PARK SHELTER 5/2	1	10-00-23160-00	25.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43555:									25.00
43556									
05/16	05/24/2016	43556	9080	LINCOLN CONTRACTORS SUPPLY IN	K41621	SEAT FOR BLACK TOP ROLLER	1	10-03-53310-35	167.18
Total 43556:									167.18
43557									
05/16	05/24/2016	43557	9200	LONDERVILLE STEEL ENTERPRISES	431539	STEEL-WATER VALVE TOOL	1	10-03-53310-35	5.85
05/16	05/24/2016	43557	9200	LONDERVILLE STEEL ENTERPRISES	432134	STEEL STOCK	1	10-03-53310-35	44.00
Total 43557:									49.85
43558									
05/16	05/24/2016	43558	21066	LUMIN ADVANTAGE CONSULTING CO	1174	LUMIN CONSULTING SVCS - APR 2016/2015 ALUMNI	1	10-01-51430-29	1,438.00
05/16	05/24/2016	43558	21066	LUMIN ADVANTAGE CONSULTING CO	1174	LUMIN CONSULTING SVCS - APR 2016/2016 GROUP	2	10-01-51430-29	2,876.00
05/16	05/24/2016	43558	21066	LUMIN ADVANTAGE CONSULTING CO	1174	DEVELOP/PRESENT ALL STAFF WORKSHOP	3	10-01-51430-29	1,438.00
05/16	05/24/2016	43558	21066	LUMIN ADVANTAGE CONSULTING CO	1174	LUMIN ADMIN/EXPS - APR 2016	4	10-01-51430-29	1,306.00
Total 43558:									7,058.00
43559									
05/16	05/24/2016	43559	9850	MARATHON COUNTY LANDFILL	00504737	SLUDGE: 4.8 TONS - LIFT STATIONS	1	61-03-53601-29	201.60
Total 43559:									201.60
43560									
05/16	05/24/2016	43560	9910	MARATHON COUNTY TREASURER	APR 2016	JAIL SURCHARGES: APR 2016	1	10-00-45111-00	735.00
05/16	05/24/2016	43560	9910	MARATHON COUNTY TREASURER	APR 2016	DRIVER IMPROVEMENT SURCHARGES: APR 2016	2	10-00-45111-00	457.30
05/16	05/24/2016	43560	9910	MARATHON COUNTY TREASURER	APR 2016	IGNITION INTERLOCK SURCHARGE: APR 2016	3	10-00-45111-00	50.00
Total 43560:									1,242.30
43561									
05/16	05/24/2016	43561	20030	MARATHON TOWN & COUNTRY STOR	90490	LANDSCAPING SUPPLIES: GREEN GRO, MILORGANITE, ROUN	1	10-05-55210-36	332.46
Total 43561:									332.46

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
43562									
05/16	05/24/2016	43562	20623	MDROFFERS CONSULTING LLC	201604015	MDROFFERS WO#5 - 2015 COMP PLAN PROJECTS	1	10-06-56930-21	270.00
05/16	05/24/2016	43562	20623	MDROFFERS CONSULTING LLC	201604016	TID#1 PROJECT/REDEV PLAN WO#7	1	40-06-56740-29	1,125.00
05/16	05/24/2016	43562	20623	MDROFFERS CONSULTING LLC	201604017	MDROFFERS WO#8 - 2016 COMP PLAN PROJECTS	1	10-06-56930-21	1,185.00
05/16	05/24/2016	43562	20623	MDROFFERS CONSULTING LLC	201604018	MDROFFERS WO# 9 - SUBDIVISION ORDINANCE	1	10-06-56930-21	612.50
Total 43562:									3,192.50
43563									
05/16	05/24/2016	43563	10050	MENARDS INC	32730	AQ CTR FLOOR PAINT & DRYWALL SUPPLIES	1	22-05-55420-39	65.02
Total 43563:									65.02
43564									
05/16	05/24/2016	43564	10150	MEVERDEN MATERIALS INC	APRIL 2016	TR# 25: SCREENED GRANITE - 187.01 TONS	1	10-03-53310-35	729.34
Total 43564:									729.34
43565									
05/16	05/24/2016	43565	21224	MI-TECH SERVICES INC	32024641	LANDFILL MONITORING: GES O&M - 2/29-5/1/16	1	18-03-53631-21	1,785.00
Total 43565:									1,785.00
43566									
05/16	05/24/2016	43566	990	MMG EMPLOYER SOLUTIONS	115044	PRE-EMPLOYMENT TESTS - PHELPS	1	10-05-55200-16	461.39
05/16	05/24/2016	43566	990	MMG EMPLOYER SOLUTIONS	115272	PRE-EMPLOYMENT TESTS - PHELPS	1	10-05-55200-16	16.00
Total 43566:									477.39
43567									
05/16	05/24/2016	43567	11070	NAPA AUTO PARTS - WESTON	564272	AIR FILTERS, OIL FILTER, & OIL CHANGE - L/S GENERATORS	1	61-03-53601-24	161.38
05/16	05/24/2016	43567	11070	NAPA AUTO PARTS - WESTON	564318	AIR FILTERS - L/S GENERATORS	1	61-03-53601-24	85.49
05/16	05/24/2016	43567	11070	NAPA AUTO PARTS - WESTON	567151	GASKET MAKER	1	10-03-53310-35	22.19
Total 43567:									269.06
43568									
05/16	05/24/2016	43568	21090	NATURE SCAPE	202829 MAY 2016	SPRAY/FERTILIZE POOL	1	22-05-55420-29	118.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43568:									118.00
43569									
05/16	05/24/2016	43569	21263	OPPER, DONNA	SEC DEP REFUND	SECURITY DEPOSIT REFUND - KENNEDY PK HALL RENTAL 5/21	1	10-00-23160-00	50.00
Total 43569:									50.00
43570									
05/16	05/24/2016	43570	12750	POSTMASTER	BOX # 438 - 2016	RENEW PO BOX 438: 2016 (12 MONTHS)	1	10-01-51522-31	186.00
05/16	05/24/2016	43570	12750	POSTMASTER	PERMIT 20 RENWL	PERMIT 20 RENEWAL: 2016	1	10-01-51450-31	215.00
Total 43570:									401.00
43571									
05/16	05/24/2016	43571	13420	RENT-A-FLASH OF WI INC	52174	PARK SIGN PARTS (5)	1	10-05-55210-39	84.25
05/16	05/24/2016	43571	13420	RENT-A-FLASH OF WI INC	52174	BLANK GREEN STREET NAME SIGN (12) - SIGN DEPT	2	10-03-53310-36	255.60
Total 43571:									339.85
43572									
05/16	05/24/2016	43572	19838	RHYME BUSINESS PRODUCTS LLC	AR67990	MONTHLY B&W USAGE: 4/11-5/10/16	1	10-01-51450-28	138.44
05/16	05/24/2016	43572	19838	RHYME BUSINESS PRODUCTS LLC	AR67990	MONTHLY COLOR USAGE: 4/11-5/10/16	2	10-01-51450-28	572.89
Total 43572:									711.33
43573									
05/16	05/24/2016	43573	13530	RIB MT METRO SEWERAGE DISTRICT	4/2016	O&M DUE: APRIL 2016	1	61-03-53610-22	65,242.52
Total 43573:									65,242.52
43574									
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: BLDG INSEPECTOR - APR 2016	1	10-02-52400-35	58.98
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: ENG DEPT - APR 2016	2	10-03-53100-35	31.89
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: STREET DEPT - APR 2016	3	10-03-53310-35	442.62
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: SEWER - APR 2016	4	61-03-53610-35	55.44
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: WATER - APR 2016	5	60-03-53780-35	347.21
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: PARKS - APR 2016	6	10-05-55210-35	54.18
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: AMBULANCE - APR 2016	7	10-00-14520-00	18.54

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: FIRE - APR 2016	8	10-00-14520-00	32.20
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: METRO - APR 2016	9	10-00-14510-00	1,343.99
05/16	05/24/2016	43574	13580	RIISER ENERGY	9900 APR16	FUEL: HOLDING ACCT - APR 2016	10	10-00-21001-00	3,172.74
Total 43574:									5,557.79
43575									
05/16	05/24/2016	43575	14430	SCHOFIELD, CITY OF	APRIL 2016	ALLOCATED TOTALS TO COURT: APR 2016	1	10-00-24425-00	2,877.09
05/16	05/24/2016	43575	14430	SCHOFIELD, CITY OF	ROSS TELEV APR1	TELEWISE ROSS AVE - INV# 402 FROM NORTHERN PIPE	1	61-03-53605-29	1,240.00
Total 43575:									4,117.09
43576									
05/16	05/24/2016	43576	14610	SCOTT'S ENTERPRISES RINGLE LLC	14747	MSHA SAFETY TRAINING (6 EE'S)	1	10-03-53310-15	390.00
Total 43576:									390.00
43577									
05/16	05/24/2016	43577	14830	SHERWIN-WILLIAMS CO, THE	6803-0	AQ CTR INTERIOR BLDG PAINT	1	22-05-55420-39	54.02
05/16	05/24/2016	43577	14830	SHERWIN-WILLIAMS CO, THE	6985-5	AQ CTR BLDG PAINT	1	22-05-55420-39	53.02
Total 43577:									107.04
43578									
05/16	05/24/2016	43578	21188	STAINLESS & REPAIR INC	38587	WATER TANK REPLACEMENT (BUDGET ITEM)	1	10-03-53310-35	25,000.00
Total 43578:									25,000.00
43579									
05/16	05/24/2016	43579	18220	STATE OF WI - COURT FINES	APRIL 2016	ALLOCATED TOTALS TO COURT: APR 2016	1	10-00-45111-00	2,920.58
Total 43579:									2,920.58
43580									
05/16	05/24/2016	43580	19951	STRASSER & YDE SC	20962	2/11-2/22/16 SERV: VOW BUS PK SIGN RELOCATION	1	40-06-56740-21	129.50
05/16	05/24/2016	43580	19951	STRASSER & YDE SC	20963	2/9-2/19/16 SERV: CROSS POINTE LOC DISPUTE	1	40-06-56740-21	277.50
05/16	05/24/2016	43580	19951	STRASSER & YDE SC	20965	2/2-2/8/16 SERV: ROTH VIOLATION	1	10-01-51300-21	222.00
05/16	05/24/2016	43580	19951	STRASSER & YDE SC	21057	3/18-4/12/16 SERV: CROSS POINTE LOC DISPUTE	1	40-06-56740-21	610.50
05/16	05/24/2016	43580	19951	STRASSER & YDE SC	21057	3/18-4/12/16 SERV: STATEWIDE SERVICES BAL %	2	40-06-56740-21	544.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 43580:									695.00
43581									
05/16	05/24/2016	43581	15780	SUN PRINTING	80933	TYPESETTING/DESIGN - MAY/JUNE 2016 NEWSLETTER	1	10-06-56945-29	788.00
05/16	05/24/2016	43581	15780	SUN PRINTING	81083	(7118) 12 PG NEWSLETTER W/ FULL COLOR MAP INSERT	1	10-06-56945-31	2,468.00
05/16	05/24/2016	43581	15780	SUN PRINTING	81083	(7088) INSERTS	2	10-06-56945-31	286.00
05/16	05/24/2016	43581	15780	SUN PRINTING	81083	(7088) ENVELOPE IMPRINT	3	10-06-56945-31	164.00
05/16	05/24/2016	43581	15780	SUN PRINTING	81083	MAILING SERVICES - MAY/JUNE 2016 NEWSLETTER	4	10-06-56945-29	1,128.75
05/16	05/24/2016	43581	15780	SUN PRINTING	81083	MAY/JUNE 2016 VOW NEWSLETTER POSTAGE	5	10-06-56945-31	1,177.09
Total 43581:									6,011.84
43582									
05/16	05/24/2016	43582	4190	TEREX SERVICES	90350893	BOOM TRUCK INSPECTION & REPAIRS	1	10-03-53310-35	4,774.96
Total 43582:									4,774.96
43583									
05/16	05/24/2016	43583	16890	VAN ERT ELECTRIC COMPANY INC	000127759	REPL KNOCKED DOWN BANNER POLE - TARGET 6/16/15	1	10-05-55211-29	5,428.00
05/16	05/24/2016	43583	16890	VAN ERT ELECTRIC COMPANY INC	000127778	STREET JBOX COVER	1	10-03-53311-36	100.00
Total 43583:									5,528.00
43584									
05/16	05/24/2016	43584	21264	VAUGHN, KEITH	SEC DEP REFUND	SECURITY DEPOSIT REFUND - KENNEDY PK HALL 5/22/16	1	10-00-23160-00	50.00
Total 43584:									50.00
43585									
05/16	05/24/2016	43585	21259	VIERBICHER ASSOCIATES INC	00001	VOLKMAN ST MULTI-USE PATH GRANT APPLICATION	1	10-03-53310-21	4,442.24
Total 43585:									4,442.24
43586									
05/16	05/24/2016	43586	17130	VIKING ELECTRIC SUPPLY	1324295	CIRCUIT BREAKER BOX - MACHMUELLER	1	10-05-55210-24	44.60
Total 43586:									44.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
43587	05/16	05/24/2016	43587	17750	WAUSAU TREESPADE LLC	SANDY LN MAY 20 TREES MOVED FROM SANDY LANE (19)	1	42-07-57626-21	1,615.00
Total 43587:									1,615.00
43588	05/16	05/24/2016	43588	17540	WAUSAU, CITY OF	1253324 LANDFILL LEACHATE TANK CLEANING	1	10-03-53631-29	150.91
Total 43588:									150.91
43589	05/16	05/24/2016	43589	17520	WAUSAU/CENTRAL WISCONSIN CVB	04272016-1 CVB RACK DIST PROG FOR AQ CTR BROCHURES	1	22-05-55420-32	150.00
Total 43589:									150.00
43590	05/16	05/24/2016	43590	19518	WERNER ELECTRIC SUPPLY	S4784308.002 COVERT VOW-OWNED ST LIGHTS TO LED	1	42-07-57342-82	109,340.28
Total 43590:									109,340.28
43591	05/16	05/24/2016	43591	18090	WESTON, TOWN OF	APRIL 2016 ALLOCATED TOTALS TO MUNICIPALITY: APR 2016	1	10-00-24425-00	321.60
Total 43591:									321.60
43592	05/16	05/24/2016	43592	18260	WI DEPT OF JUSTICE	L3713T APR16 BACKGROUND CHECKS: 4/1-4/30/16	1	10-01-51420-29	364.00
Total 43592:									364.00
43593	05/16	05/24/2016	43593	19070	WI STATE LABORATORY OF HYGIENE	458200 FLUORIDE TESTING - APRIL 2016	1	60-03-53730-29	25.00
Total 43593:									25.00
43594	05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00005 APR16 BARBICAN AVE IRRIG: 4/12-5/12/16	1	10-03-53317-22	28.07
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00010 APR16 BARBICAN AVE STREET LIGHTING: 4/12-5/12/16	1	10-03-53420-22	267.84	
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00034 APR16 VALDRES/BARBICAN IRRIG: 4/12-5/12/16	1	10-03-53317-22	28.07	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00048 APR16	EVEREST/CAMP PHILLIPS TRAF LIGHTS: 4/11-5/11/16	1	10-03-53311-22	117.90
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00056 APR16	ALTA VERDE POOL: 4/14-5/13/16	1	22-05-55420-22	312.80
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00060 APR16	EVEREST WARNING SIREN: 4/11-5/11/16	1	10-02-52910-22	29.53
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00066 APR16	BIRCH/WESTON STREET LIGHTING: 4/11-5/11/16	1	10-03-53420-22	120.06
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00072 APR16	RECYCLE SHED: 4/8-5/10/16	1	10-03-53312-22	30.05
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00094 APR16	BIRCH/WESTON TRAF LIGHTS: 4/11-5/11/16	1	10-03-53311-22	55.51
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00158 APR16	BIRCH/SCHOF TRAF LIGHTS: 4/11-5/11/16	1	10-03-53311-22	51.13
05/16	05/24/2016	43594	18990	WISCONSIN PUBLIC SERVICE	2484-00159 APR16	CAMP PHILL/SCHOF TRAF LIGHTS: 4/11-5/11/16	1	10-03-53311-22	56.03
Total 43594:									1,096.99
43595									
05/16	05/24/2016	43595	19140	YAEGER AUTO SALVAGE INC	219902	DISPOSAL OF DUMPED FRIDGE	1	10-05-55210-39	15.00
Total 43595:									15.00
43596									
05/16	05/24/2016	43596	21261	YANG, CHEE NOU	SEC DEP REF MAY	SECURITY DEPOSIT REFUND - MACHMUELLER PK RENTAL 5/2	1	10-00-23160-00	25.00
Total 43596:									25.00
43597									
05/16	05/24/2016	43597	21260	ZINSER, BRIAN	TREE REIMB 2016	REIMB - REPLACEMENT OF 3 APPLE TREES DMGED BY VOW	1	10-03-53310-36	135.94
Total 43597:									135.94
43598									
06/16	06/02/2016	43598	18080	PETTY CASH, VILLAGE OF WESTON	POOL PETTY CAS	2016 PETTY CASH FOR POOL	1	22-00-11800-00	600.00
Total 43598:									600.00
43599									
06/16	06/02/2016	43599	15210	SOUTH AREA BUSINESS ASSOC	SABA GOLF JUNE	(4) VOW STAFF ATTENDING SABA GOLF OUTING - 6/3/16	1	10-01-51410-32	450.00
Total 43599:									450.00
Grand Totals:									431,065.61

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-00-14510-000-000	1,375.39	.00	1,375.39
10-00-14520-000-000	50.74	.00	50.74
10-00-21001-000-000	3,172.74	.00	3,172.74
10-00-21100-000-000	32.92	714.84-	681.92-
10-00-21111-000-000	1,018.07	94,082.08-	93,064.01-
10-00-21566-000-000	67.75	.00	67.75
10-00-23160-000-000	150.00	.00	150.00
10-00-24425-000-000	3,198.69	.00	3,198.69
10-00-44326-000-000	5,000.00	.00	5,000.00
10-00-44327-000-000	1,000.00	.00	1,000.00
10-00-44975-000-000	100.00	.00	100.00
10-00-45111-000-000	4,383.94	.00	4,383.94
10-01-51300-212-000	222.00	.00	222.00
10-01-51410-325-000	450.00	.00	450.00
10-01-51420-290-000	364.00	.00	364.00
10-01-51430-163-000	69.07	.00	69.07
10-01-51430-290-000	9,558.00	.00	9,558.00
10-01-51450-280-000	711.33	.00	711.33
10-01-51450-281-000	215.88	.00	215.88
10-01-51450-290-000	606.50	.00	606.50
10-01-51450-310-000	79.01	.00	79.01
10-01-51450-311-000	215.00	.00	215.00
10-01-51450-326-000	42.25	.00	42.25
10-01-51520-310-000	95.73	.00	95.73
10-01-51522-311-000	186.00	.00	186.00
10-01-51540-511-000	1,732.85	.00	1,732.85
10-01-51540-512-000	286.09	.00	286.09
10-01-51600-216-000	600.00	.00	600.00
10-01-51600-247-000	605.50	.00	605.50
10-01-51600-290-000	212.66	.00	212.66
10-01-51600-297-000	105.00	.00	105.00
10-01-51600-344-000	128.52	.00	128.52
10-02-52199-355-000	29.22	.00	29.22
10-02-52400-351-000	58.98	.00	58.98
10-02-52910-222-000	29.53	.00	29.53
10-03-53100-351-000	31.89	.00	31.89
10-03-53310-157-000	1,014.00	.00	1,014.00
10-03-53310-215-000	4,442.24	.00	4,442.24
10-03-53310-299-000	66.85	.00	66.85

GL Account	Debit	Credit	Proof
10-03-53310-344-000	513.28	.00	513.28
10-03-53310-346-000	199.24	.00	199.24
10-03-53310-351-000	442.62	.00	442.62
10-03-53310-353-000	33,626.92	11.99-	33,614.93
10-03-53310-363-000	628.79	291.24-	337.55
10-03-53310-365-000	135.94	.00	135.94
10-03-53311-222-000	280.57	.00	280.57
10-03-53311-364-000	100.00	.00	100.00
10-03-53312-222-000	30.05	.00	30.05
10-03-53312-353-000	213.55	.00	213.55
10-03-53312-370-000	50.00	.00	50.00
10-03-53317-221-000	590.30	.00	590.30
10-03-53317-222-000	56.14	.00	56.14
10-03-53420-222-000	387.90	.00	387.90
10-03-53631-290-000	150.91	.00	150.91
10-05-55200-164-000	477.39	.00	477.39
10-05-55210-221-000	910.78	.00	910.78
10-05-55210-247-000	44.60	.00	44.60
10-05-55210-290-000	3.98	.00	3.98
10-05-55210-351-000	54.18	.00	54.18
10-05-55210-363-000	44.00	.00	44.00
10-05-55210-365-000	332.46	.00	332.46
10-05-55210-390-000	247.87	.00	247.87
10-05-55211-296-000	5,428.00	.00	5,428.00
10-06-56900-322-000	48.00	.00	48.00
10-06-56900-324-000	315.00	.00	315.00
10-06-56930-219-000	2,067.50	.00	2,067.50
10-06-56945-290-000	1,916.75	.00	1,916.75
10-06-56945-311-000	1,177.09	.00	1,177.09
10-06-56945-312-000	2,918.00	.00	2,918.00
18-00-21111-000-000	.00	45,506.43-	45,506.43-
18-03-53620-297-000	33,474.74	.00	33,474.74
18-03-53631-215-000	1,785.00	.00	1,785.00
18-03-53635-297-000	9,613.00	.00	9,613.00
18-03-53635-353-000	633.69	.00	633.69
22-00-11800-000-000	600.00	.00	600.00
22-00-21111-000-000	.00	3,720.34-	3,720.34-
22-05-55420-221-000	998.75	.00	998.75
22-05-55420-222-000	312.80	.00	312.80
22-05-55420-247-000	1,235.69	.00	1,235.69

GL Account	Debit	Credit	Proof
22-05-55420-290-000	118.00	.00	118.00
22-05-55420-326-000	150.00	.00	150.00
22-05-55420-390-000	305.10	.00	305.10
40-00-21111-000-000	544.50	7,992.50-	7,448.00-
40-06-56740-212-000	1,017.50	544.50-	473.00
40-06-56740-290-000	1,125.00	.00	1,125.00
40-07-57352-215-000	5,850.00	.00	5,850.00
42-00-21111-000-000	.00	112,717.28-	112,717.28-
42-07-57342-828-000	109,340.28	.00	109,340.28
42-07-57626-215-000	3,377.00	.00	3,377.00
60-00-21111-000-000	.00	8,339.03-	8,339.03-
60-03-53720-221-000	329.97	.00	329.97
60-03-53730-294-000	25.00	.00	25.00
60-03-53730-366-000	4,506.45	.00	4,506.45
60-03-53740-349-000	72.02	.00	72.02
60-03-53762-256-000	1,697.00	.00	1,697.00
60-03-53766-352-000	25.04	.00	25.04
60-03-53771-281-000	107.94	.00	107.94
60-03-53780-157-000	620.00	.00	620.00
60-03-53780-212-000	500.00	.00	500.00
60-03-53780-310-000	57.00	.00	57.00
60-03-53780-346-000	51.40	.00	51.40
60-03-53780-351-000	347.21	.00	347.21
61-00-21111-000-000	.00	96,109.69-	96,109.69-
61-03-53601-242-000	1,232.53	.00	1,232.53
61-03-53601-296-000	201.60	.00	201.60
61-03-53601-349-000	346.23	.00	346.23
61-03-53605-290-000	1,240.00	.00	1,240.00
61-03-53610-221-000	39.24	.00	39.24
61-03-53610-223-000	26,814.12	.00	26,814.12
61-03-53610-225-000	153.07	.00	153.07
61-03-53610-227-000	65,242.52	.00	65,242.52
61-03-53610-351-000	55.44	.00	55.44
61-03-53612-281-000	107.94	.00	107.94
61-03-53613-157-000	620.00	.00	620.00
61-03-53613-310-000	57.00	.00	57.00
63-00-21111-000-000	.00	102.54-	102.54-
63-03-53656-353-000	102.54	.00	102.54
70-00-21111-000-000	.00	64,058.29-	64,058.29-
70-00-21530-000-000	8,762.12	.00	8,762.12

GL Account	Debit	Credit	Proof
70-00-21531-000-000	985.13	.00	985.13
70-01-51493-154-000	48,609.28	.00	48,609.28
70-01-51495-155-000	578.11	.00	578.11
70-01-51496-156-000	5,123.65	.00	5,123.65
Grand Totals:	<u>434,190.75</u>	<u>434,190.75-</u>	<u>.00</u>

Dated _____

Finance Committee Chairperson _____

Report Criteria:
 Report type: GL detail

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.11.



Village of Weston, Wisconsin
OFFICIAL MEETING MINUTES OF THE BOARD OF REVIEW

Monday, May 16, 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
Mark Porlier	YES

B. Adjourn to Tuesday, June 14, 2016 Upon Completion of the 2016 Assessment Roll.

Ermeling adjourned the Board of Review to Tuesday, June 14, 2016.

Sherry Weinkauff, Clerk

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – D.12.



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

Monday, May 16, 2016, at 6:00 p.m.

A. Opening of Session.

1. Meeting called to order by President Ermeling. 6:01 p.m.
2. 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
Mark Porlier	YES

Village Staff in attendance: Guild, Jacobs, Higgins, Donner, Weinkauff, Wodalski, Osterbrink and Crowe. Everest Metro Chief Sparks, Deputy Fire Chief Finke and staff member Lenhard were also in attendance. There were 5 other audience members present.

3. Acknowledgement of Visitors

Ermeling recognized a boy scout that was present in the audience.

B. Public Hearing on Village of Weston Subdivision Ordinance.

6. Open Hearing and hear comments from the public and Board of Trustees.

Ermeling opened the hearing and asked for comments. Higgins said the proposed ordinance will now be in compliance with the state statutes and zoning ordinance. She also said the Village attorney has reviewed the ordinance. Ermeling asked if there were any more comments. There were none.

7. Close Hearing.

Ermeling closed the hearing at 6:05 p.m.

8. Approve Ordinance No. 16-029 to repeal Chapter 74 of the Village of Weston Municipal Code of Ordinances entitled "Subdivision Regulations" and amending and recreating the same.

Motion by Schuster, second by Ziegler to approve Ordinance No. 16-029 to repeal Chapter 74 of the Village of Weston Municipal Code of Ordinances entitled "Subdivision Regulations" and amending and recreating the same. Q/White asked about mid-block walkways. Higgins said any request of this kind would go before the Property and Infrastructure Committee and then the Board of Trustees for final approval.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Mark Porlier	YES

C. Correspondence and comments from the public.

Ermeling asked for comments. There were none.

D. Presentations.

There were no presentations.

E. Consent Business Items

- 9. Approve Ordinance No. 16-025 to amend Chapter 94 Zoning, Section 94.3.04, Figure 3.04 Allowable Uses in Rural, Open Space and Residential Zoning Districts, Section 94.3.05, Figure 3.05 Allowable Uses in Non-residential and Mixed Use Zoning Districts and Section 94.4.08(1) Light Industrial.
- 10. Approve Ordinance No. 16-026 to amend Sections 94.16.11(2) of the zoning ordinance entitled Eligible provisions for which variances may be granted.
- 11. Approve Ordinance No. 16-027 to amend Section 94.13.07(7) (B)1. AND (C) 1. Of the Zoning Ordinance relating to on-building sign (Wall, Awning, Marquee, OR Projecting Sign) in the INT Institutional and B-1 Neighborhood Business Districts; and B-2 Highway Business, B-3 General Business, BP Business Park, and I Industrial Districts; and amending the same in Figure 13.07: Summary of Maximum Dimensions and Number of On-Premise Business Signs (for Non-Residential, Agricultural, and PR Districts—See Section 94.13.05 For Residential and RR District Standards).
- 12. Approve Ordinance No. 16-028 to amend Section 94.12.08(10) of the Zoning Ordinance entitled Provisions for Sidewalk and Creating Section 94.12.09(15) of the Zoning Ordinance entitled Pedestrians Facilities.
- 13. Acknowledge the submitted 2015 Annual Recycling Report.
- 14. Acknowledge the Summary of the April 30, 2016 Home Composting Workshop.
- 15. Approve Operator Licenses.
- 16. Approve payment of expenditures – Voucher #43375 – 43505.
- 17. Approve Board of Trustee Minutes from May2, 2016.

Motion by Berger, second by Ostrowski to approve Consent Items E9 to E17.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Mark Porlier	YES

18. Items Removed from Consent (if any).

There were no items removed from Consent.

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

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

Motion by White, second by Ziegler to acknowledge items F22 and F24.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES

Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Mark Porlier	YES

G. Reports from Departments

27. Clerk.

Weinkauf reminded the board about the June 1st Board of Trustees and the June 14th Board of Review meetings.

28. Fire & EMS.

Finke reported SAFER recently purchased and received a new SUV for Weston. The Department had their first patient enroll in the new Community Paramedic program.

29. Finance.

It was determined the next Finance Committee meeting will be Tuesday, June 14th at 6:00 p.m., following Board of Review. Jacobs reported staff continues to work on the audit. He also gave an update on how the new staff in the Finance Department is working out.

30. Parks & Recreation.

Osterbrink reported staff is working on some tree planting projects. The variable frequency drive is scheduled to be installed this week. The parks seasonal employees start next Monday. The street department employees have been assisting the parks department with work.

31. Planning & Development.

Higgins gave an update on a recent meeting she attended regarding the Marathon County uniform addressing project. She also said staff began the inspections of the mobile home parks today.

32. Police.

Sparks reported he recently attended a graduation for two of his employees who completed a management course.

33. Public Works & Utilities.

Donner reported staff has completed the second phase of safety training. The spring pick-up is now complete. Some of the street department staff will attend the farmers market this weekend. They will have their equipment on display in recognition of National Public Works Week.

34. Technology Services.

Crowe reported a new mapping link has been put on the Village's website. The link takes you to an interactive map of the Village.

35. Village Relations.

Hodell said she assisted with the mobile home inspections. She said some great improvements have been made. She also said she has been busy working on nuisance items.

36. Department Directors may be dismissed following reports.

H. Regular New Business

37. Election of Vice-President for Board of Trustees.

Both Ostrowski and Ziegler nominated Trustee White as Vice-President. There were no more nominations.

Motion by Schuster, second by Porlier to close the nominations and approve Trustee White serve as Vice-President. White accepted.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Mark Porlier	YES

I. Report from the Administrator.

Guild gave an update on the possible candidates for the vacant committee positions. He reported he is looking to create a marketing taskforce. He gave an economic development update. The results are complete for the Sole of the Community survey. He will present the results at a future meeting. Staff will meet with Frontier regarding the possible expansion of broadband. He said he has a meeting scheduled to meet the new Wausau mayor. He is also working on scheduling a ribbon cutting for the new canoe/kayak launch.

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

No comments.

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

Ermeling said she attended the recent all staff meeting and commented that Keith did a great job presenting.

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

No comments.

M. Set next regular meeting date for Mon, June 6, 2016.

N. Adjourn.

Motion by Schuster, second by Porlier to adjourn the meeting at 6:51 p.m.

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Mark Porlier	YES

Sherry Weinkauff, Clerk

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.14.



Village of Weston, Wisconsin
COMMUNITY LIFE & PUBLIC SAFETY MEETING

held on Monday, May 23, 2016, 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.

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	NO
Schuster, Fred	YES
White, Loren	YES

Village Staff in attendance: Renee Hodell, Chief Wally Sparks, Jennifer Higgins, Jared Wehner, Scott Tatro, Sherry Weinkauff and Bob Wesinek from the Town of Weston

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

4. Acknowledgment of visitors if any.

There were 7 visitors.

B. COMMENTS FROM THE PUBLIC

Amy Bliss from the Wisconsin Housing Alliance represent the Manufactured Home Community, which represents about 700 communities and is one of the most affordable housing options. Amy's concern was that the Village was recommend that a one of the parks be closed along with the possibility that the other parks could be closed if they don't comply with the Village's demands. Bliss stated that the parks combined represent 523 families. Bliss wanted to make sure the committee based their decision on the "health, safety and welfare" of the park and not just the aesthetics. She felt in looking through the report that many of the issues had to do with dilapidated sheds which does not have to do with Health, Safety, and Welfare. Bliss stated she had gone through all four parks today and stated there was progress in each park (by adding steps/deck, and tearing down dilapidated trailers). Bliss commented that they have a program where they can help residents dispose of their home. Bliss stated a judge has to approve the eviction of the tenants/home owners in the park. She also stated that since this process started in the fall that it was hard to get all the repairs done before winter and then during the spring. Bliss stated she is offering her assistance to the Village and parks to help bring the standards up and they are here as a resource. She also stated that in the fall when she spoke with Administrator Guild he felt this was not his problem.

Barb Rolen (1329 Townline Rd. Wausau) spoke on behalf of Alpine Mobile Home Park. She commented that the same standard should be set forth for all parks, where Alpine was inspected by walking through and the others were inspected by driving through. She also took offense that the Village thought there was little progress where she felt there was a lot of improvement and didn't understand why Alpine wasn't going to get renewed and felt there were different standards. One example were the street signs and how Alpine had to fix theirs but Weston Manor did not. Schuster commented that a timeline was given to make certain improvements and asked how many people were helping with the improvements. Rolen stated they have one person working for them, as they are not a corporation and can only afford a bunch of people. She also stated there is a potential buyer who wants to get rid of the old homes and bring in new ones.

Daniel Guild 5702 Pine Terrace – Weston, stated how staff is responsible for overseeing the application of the Municipal code for over 8500 residents and that they do have the same standard as the other parks. Staff was tasked by the board to have the parks be 90% compliant by this date, with the ultimate decision coming from the board. Guild stated the ongoing problems at the parks have been well documented and have been going on for years. Guild stated staff is here to give their honest impressions of what they have found. Guild also questioned that why in the 11th hour is the Wisconsin Housing Alliance letting their resources be known now.

Deb Fletcher – 4311 Schofield Ave Lot 100 – Weston (Stillwater Landing) - Fletcher thanked the Village for noticing the improvements and are continuing to move forward. She stated that they will be putting a fence along E. Jelinek Avenue and that Ken is flying in to work for the next 30 days to bring steps up to code. Stillwater is currently half-empty do to evicting problem tenants.

C. PRESENTATIONS

There were no presentations

D. BUSINESS ITEMS FOR CONSIDERATION, DISCUSSION, AND ACTION

5. Approve previous meeting minutes from April 25, 2016

Motion by Fiene, second by Hansen, to approve the Community Life & Public Safety, April 25, 2016 meeting minutes.

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

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

6. Discussion and Action on proposed amendment to Chapter 50 – Nuisances

Motion by Ziegler, second by Hansen, adopt the proposed amendments to Chapter 50.

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

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

Higgins stated staff has been working on the revisions to Chapter 50 for 1 ½ years as Tatro and Hodell wanted to make some changes regarding nuisances and the property maintenance code. White has gone through Chapter 50 and didn't find any errors.

7. Mobile Home Park Compliance Reports

a. Recommendation to the Board of Trustees regarding the renewal of the mobile home park license for Colonial Gardens Mobile Home Park.

Higgins asked for a 3 month extension on their license renewal as the things they need to fix can be fixed over the summer. Things such as, property maintenance, skirting, and stairs. Documents were prepared from Hodell and Wehner's notes. The inspection was done now (May) as to have the recommendations for the Board for the June meeting in order to have the parks licensed July. Higgins stated that management has not been with staff during any of the inspections. The problems that were slated to be fixed have not been fixed and management has been unresponsive. Wehner explained that even though the issues were only minor (skirting, steps) they can still be considered safety issues. Wehner also stated this is one of the better mobile home parks but they still need to comply or receive citations. Fiene asked how they park was informed of their violations and Wehner stated by email.

Motion by Fiene, second by Hansen, to recommend to the board a 90 day license.

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

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

b. Recommendation to the Board of Trustees regarding the renewal of the mobile home park license for Stillwater Landing Mobile Home Park

Wehner stated Stillwater Landing is still in disrepair but they have been working very hard and with the resources, they will have it taken care of. Fletcher stated they will be blacktopping the roads, and putting up a fence along Jelinek Ave which should be completed by summer.

Motion by Ziegler, second by Fiene to recommend to the board a 90-day license for Stillwater Landing Mobile Home Park

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

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

c. Recommendation to the Board of Trustees regarding the renewal of the mobile home park license for Weston Manor Mobile Home Park

Wehner stated Park overall in good repair. A number of issues have not completed and there has not been any response park. It was also noted that the Park should supply list of who owns home Wehner stated Stillwater Landing is still has some items in disrepair but they have been working very hard and have the resources, and they will have everything it taken care of. Fletcher stated they will be blacktopping the roads, and putting up a fence along Jelinek Ave which should be completed by summer.

Motion by Ziegler, second by Fiene to recommend to the board a 90-day license for Weston Manor Mobile Home Park

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

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

d. Recommendation to the Board of Trustees regarding the denial of the mobile home park license for Alpine Mobile Home Park

Schuster stated we have had many problems in the past. Higgins stated that even though progress has been made there are too many homes that are uninhabitable. They were renting a home that was not up to code and kids were moving in. Higgins stated owner Ken Ruether had not taken care of the park and it has been an uphill battle - that the park is not safe and cannot be fixed. Schuster commended Rolen, but she is only one person, and being that it is so out of hand and with financial issues, he does not feel they will be able to get everything corrected in 90 days. Fiene asked what would happen if the license were denied and the park was sold, what would be required. Higgins stated she would need to lock into it. It is currently zoned for mobile home park, so they could keep it that way however, they would have to submit a strict plan with timeline on what is going to be done with the uninhabitable homes. There are currently only four owner occupied homes.

Motion by Fiene, second by Hansen to recommend to the board the denial of the license for Alpine Mobile Home Park

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

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

8. Discussion on ways to mitigate vandalism in the Village particularly the parks.

Guild was hoping to finish report with Osterbrink on cost and was unable to get it completed and would like to move to defer to a later meeting.

E. REPORTS FROM STAFF

9. Everest Metro Police Department

Sparks stated there was an Overdose of LSD, where they had to perform a search warrant where they found a lot of drugs. A person than admitted to giving the person drugs. Sparks also stated that 57% of the crimes directly related to drugs (thefts, bank robberies). Guild stated he met with Mark Matthiae, CEO of Crystal Finishing. He has 97 positions open that he cannot fill. He went to job fair where of the 12 people he liked he would be surprised if 50% would pass drug tests. In addition, if he did they did pass it they may not make it through the first 3 months. Sparks stated drugs have been challenge and an uphill battle. He conferred on the vandalism and the cameras at the skate park have been helpful. Language is starting to become an issue however.

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 7th at 8:00 am. Then beginning the week of May 2nd 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

Guild stated that the parks are getting used and there were over 50 vehicles at the Disc Golf Course parking lot. The new Kayak launch is also being utilized.

G. COMMUNICAITONS AND RECOMMEDATIONS FROM COMMITTEE MEMEBRSRS.

H. Set next regular meeting date for Monday, June 27, 2016, at 6:30 P.M.

I. ADJOURN.

Schuster adjourned Community Life and Public Safety Meeting at 7:29 p.m.

Fred Schuster, Trustee
Renee Hodell, Recording Secretary

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.20.



Village of Weston, Wisconsin
OFFICIAL MEETING AGENDA OF THE PROPERTY & INFRASTRUCTURE COMMITTEE
Monday, May 2, 2016, at 4:30 p.m.

A. Opening of Session.

1. Meeting called to order by Chairman Ziegler at 4:30 p.m.
2. Clerk will take attendance and roll call.

Roll call indicated 3 Property & Infrastructure Members present.

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	No
Vacant	No

Village staff present were DPW Keith Donner, Michael Wodalski, and Donna Van Swol.

3. Request for silencing of cellphones and other electronic devices.
4. Acknowledgment of visitors if any.

B. Comments from the Public on Matters Pertaining to Committee Business. None.

C. Presentation. None

D. Consent Items for Discussion/Action.

5. Approval of previous meeting minutes from 4/04/2016.

****M/S/P Ostrowski/Jensen: to approve the minutes from the meeting of April 4, 2016 as presented.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	-
Vacant	-

6. Water/Sewer permits LCON-4-16-6614, LCON-4-16-6624, LCON-4-16-6625, LCON-4-16-6626, LCON-4-16-6627, LCON-4-16-6643, LCON-4-16-6644, & LCON-4-16-6651.

****M/S/P Jensen/Ostrowski: to approve water/sewer permits LCON-4-16-6614, LCON-4-16-6624, LCON-4-16-6625, LCON-4-16-6626, LCON-4-16-6627, LCON-4-16-6643, LCON-4-16-6644, & LCON-4-16-6651.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	-
Vacant	-

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

7. Draft Chapter 74 Subdivision Ordinance. The draft Chapter 74 Subdivision Ordinance was included with the meeting materials. Staff recommendation was to endorse approval of Chapter 74 and recommend to the Board of Trustees to proceed with a public hearing and adoption.

Donner added the subdivision ordinance will be going to the Plan Commission for review at their May 9 meeting. Then the subdivision ordinance is going to the Board for public hearing at their May 16 meeting.

8. Crack Seal Pavement Maintenance Project Award. The 2016 crack sealing project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the 2016 crack sealing project to Fahrner Asphalt Sealers, LLC in the amount of \$60,345.

9. Chip Seal Pavement Maintenance Project Award. The 2016 chip sealing project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the 2016 chip sealing project to Scott Construction, Inc. in the amount of \$63,711.72.

10. Asphalt Overlay Pavement Maintenance Project Award. The 2016 asphalt overlay project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the 2016 asphalt overlay project to American Asphalt in the amount of \$92,538.60.

11. Ross Avenue Bridge Deck Maintenance Project Award. The Ross Avenue bridge deck repair project recommendation was included with the meeting materials. Staff recommendation was to recommend to the Board of Trustees to award the Ross Avenue bridge deck repair to Norcon Corporation in the amount of \$55,765.

****M/S/P Ostrowski/Ziegler: to recommend to the Board of Trustees to approve Business Items E7 through E11.***

Yes Vote: 3 No Vote: 0 Abstain: 0 Not Voting: 0 Result: Pass

<u>Member</u>	<u>Present</u>
Ziegler, Jon	Yes
Jensen, John	Yes
Ostrowski, Kevin	Yes
Vacant	-
Vacant	-

12. Overview of Street Maintenance Program for 2016. Wodalski reviewed the 2016 summer street maintenance projects. The Jones Street rebuild project is not planned to begin until late summer. We will also do some concrete curb repairs.

13. Discussion on Traffic Calming Policy. Wodalski reported periodically we get requests from people to place stop signs or other devices to slow down traffic. There was discussion that when there was police presence, drivers observed the speed limit, but after the police were gone the old habits returned. Wodalski was looking at what other communities were doing to address this problem. Do they increase enforcement, change speed limit, add stop signs, speed tables, traffic circles, raised crosswalks, etc., frequently violators are found to live in the neighborhood. Several cities have found education to be beneficial, to be respectful of your neighbors. In Madison once they identify an area of interest they place cones to temporarily show the public what it would be and then perform a traffic study. We don't want to give the appearance that we are giving preferential treatment to certain areas. Wodalski indicated he would draft a policy and bring it back to the committee for review before finalizing.

F. Reports.

14. Deputy Director, Public Works.

- Wodalski reported the LED light fixtures will be delivered this week and will likely start being installed next week.
- Yard waste pickup started today. The map was modified to have 1 day pickup routes. Staff will be using their computer tablets to identify how many residents utilize the program.
- In April the street operations staff was helping the traditional park department staff with a backlog of items that weren't getting completed. We are trying to work more efficiently by using manpower where and when they are needed.
- Submitted the grant for the Volkman Street path to connect the Junior High School to the Rothschild path on Volkman Street and Rothschild did the same. Hopefully both communities will get funding and we will be able to get the project completed next year.
- Staff met with a representative from Bruce Municipal Equipment to discuss our needs of an all in one truck (leaf truck, plow truck, dump truck configuration). Bruce Equipment will get back to us with a cost. The annual maintenance on our current leaf truck is about \$15,000 and has a history of breaking down when we need it.
- National Public Works Week is coming up later this month. On Saturday May 21st we will have several staff and pieces of equipment at the Farmer's Market. We will hopefully have the opportunity to educate the visitors.
- Staff attended excavation safety class satisfying the requirements for competent person training.

15. Director, Public Works and Utilities.

- Donner reported he is working on formalizing a main extension policy when participating with developers.
- We have a utility company that has been asking for permits throughout the state. WITN (Wisconsin Telecommunications Network) they are proposing to install a 120-foot tall mono-pole to be installed in the right-of-way. They have submitted two applications to Weston. Donner thought one application should be sent to Marathon County Highway Department for the pole they would like to place near the intersection of County Road J and Christie Lane. The other application was on Concord Avenue. There were concerns on size of the pole, depth of bury, potential interference with future utility work, etc. Other communities are asking the same questions. The League of Municipalities has a model ordinance that would cover some of these utility issues. We are planning to reject the applications and list the reasons. We can then update our right-of-way policy and review a re-submitted permit under the new ordinance.
- Following up on sewer back-ups. The typical sewer back-up claim results in a recommendation to disallow the claim. This then requires any claimant who wants to pursue this further to do so in circuit court. We received a quote from our insurance provider

(Spectrum Insurance) for no fault sewer back-up insurance at \$26,733 annually. Donner thought we might want to consider this at budget time. The rates are based on population and if there are other issues in the system.

- Staff has been working with JSD Professional Services on reviewing reports on the master plan study "Camp Phillips at 29." DNR had some feedback on more wetland delineation required. The Camp Phillips corridor open house is scheduled for May 9th.
- A letter went out Friday regarding our effort to control access on Weston Avenue going forward. We are declaring Weston Avenue to be an arterial street. We are also working on a connection between Transport Way and Weston Avenue. The property owners on the south side of Weston Avenue between Von Kanel Street and Camp Phillips Road and also off Transport Way were notified of our desire to create a right-of-way plat and a preliminary design of a street so we can work toward a rear access eliminating direct access to Weston Avenue.
- Updating personnel issues with wage and comp plans. We are planning to do reviews in May.
- Excavation competent person training with Fehr Graham took place April 22. The second phase of required safety training is scheduled for May 11 and May 12.
- We are short on utility staff with a member being out on medical leave.
- The water utility started its spring system wide flushing.
- We also have had a surge of second meter installations for irrigation.

16. Report from Administrator. None.

G. Communications and Recommendations from Committee Members. None.

H. Set next meeting date and discuss items for next agenda - Monday, June 6, 2016 @ 4:30 p.m.

I. Adjourn.

Ziegler adjourned the meeting at 5:18 p.m.

Donna Van Swol, Utility Clerk

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.22





OFFICIAL MEETING MINUTES
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
Fire Commission Regular Meeting
Wednesday, March 23, 2016 @ 5:30 P.M.

A. Call to Order

Don Kimlicka, SAFER President, called the regular meeting of the South Area Fire and Emergency Response District Fire Commission to order at 5:31 PM.

MEMBERS PRESENT – Don Kimlicka, Jean Jackan, Harlan Hebbe and James Campbell. Jim Coscio was absent. Chief Savage, DC Finke, BC Lauer, FF/EMTP Wimmer and FF/EMT Dobrinska were also present. Three people were in the audience.

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

None

C. Consent Items

Approval of prior meeting minutes of 2/23/16

Jackan/Hebbe to approve prior meeting minutes of 2/23/16. Motion carries unanimously.

D. Business Items

1. Battalion Chief hiring

Chief Savage reviewed the process of what the candidates had to go through; 11 candidates applied, 6 were invited to the interview, 1 dropped out on the day of the interview, leaving 4 external and 1 internal candidate. After the process, it was narrowed down to the top 2 candidates. following extensive discussion with the 12-person panel, Eric Lang was chosen to be offered the job. Mr. Eric Lang was given the opportunity to address the Commission and was asked various questions. ***Hebbe/Jackan to approve hiring Mr. Lang as a Battalion Chief with SAFER, starting April 18, 2016, pay grade BC #1, with credit for 13 prior years of service to start PTO at 13.385 bi-weekly accrual, 112 hours credited to his medical leave bank, forgoing the psychological exam, pending successful passing of the medical physical, pre-employment drug screen and background check.*** Motion carries unanimously.

E. Staff Reports

Report from the Fire Chief

Discussion on keeping the list of candidates on file for 24 months and will be brought up on business item next Commission meeting.

Report from Administrators

None

F. Remarks from the SAFER Fire Commission 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):

Discussion on missing meeting minutes, where to hold the meetings, (1st or 3rd Wednesdays at Station #1).

G. Adjourn

Hebbe/Kimlicka to adjourn at 5:59 p.m. Motion carries unanimously.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – E.23.





**OFFICIAL MEETING MINUTES
SOUTH AREA FIRE & EMERGENCY RESPONSE DISTRICT
Board of Directors Regular Meeting
Tuesday, April 26, 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 6:00 PM by SAFER Board Vice-Chairman Barb Ermeling.

MEMBERS PRESENT – White, Ermeling, Langenhahn and Kachel. Opall was absent and excused. Chief Savage, DC Finke, BC Lang, SAFER Attorney Shane Vanderwaal, Administrator Guild, Administrator Rhoden, Finance Director Jacobs and Town of Weston Chairman, Milt Olson 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 31, 2016 meeting

White/Ermeling to approve prior meeting minutes from March 31, 2016 meeting. Motion carries unanimously.

D. Business Items

1. SAFER Charter proposed changes discussion and possible action
SAFER Attorney Shane Vanderwaal reviewed changes discussed with the Town of Rib Mountain Board. Since the most significant change is with respect to the Town of Weston, they should take it up and approve it first. Ermeling recommends the Village of Weston's attorney review the last version of the Charter plus all the recent updates. She would like to come to the next meeting prepared to make a decision.
2. Battalion Chief stipend discussion and possible action
DC Finke presented a stipend process for a BC who puts in extra time. The annual amount would be approximately \$5-\$7,000 for all BC's combined. ***Kachel/White to approve the stipend presented. Q: Jacobs asked if this stipend was over and above a resolution passed in 2015 which states overtime will be paid when hours worked exceed 106 hours in a 14-day pay period to full-time employees. Both Savage and Finke stated it is not.*** Motion carries unanimously.
3. Loan/payment options for CIP discussion and possible action
White/Kachel to reject the RFP presented. Motion carries unanimously.

E. Staff Reports

1. Report from Fire Chief
Eric Lang, new BC introduced himself. DC Finke reported on financials. A final report should be available in the next several weeks.

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): Next meeting date 5/24/16

G. Adjourn

Kachel/Langenhahn to adjourn at 7:05 p.m. Motion carries unanimously.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.27.



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

Monthly Department Briefer #2016-05

Shawn Osterbrink, Director of Parks, Recreation & Forestry

Monday, June 6th, 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 17th. 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 14th 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 25th.
- Project 2 – 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 6th. I forwarded the revised drawings to Daniel, Keith, Michael and Jennifer on November 9th for additional review. Staff met to discuss the master plans on Friday, December 18th. 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.

3. BUDGET AND FINANCIAL PLAN STATUS.

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 18th. He has completed his onboarding process. He has not completed the written portion of his CDL yet but once he does 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.
- Seasonal staff will begin on Monday, May 23rd.
- Administrator Guild has instructed Department Directors on 5/17 to put together several pieces of information for the evaluation process. This includes updated job descriptions, resume, personal

worksheet, strengths name and claim sheets, Q12 sheets and complete a personnel file audit before evaluations will be performed. I have not had a chance to start on this project as of 5/20.

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. This project has been on hold since April due to other items taking priority.
- Services Division also discussed development of weekly work plans, a joint capital improvement plan and joint strategic plan. No progress as other projects are currently taking priority at this time.
- 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 and needs to be discussed with Administrator Guild.
- All tree planting projects for the spring have been completed as far as they can be at this time. The 19 trees on the east side of the Ross Avenue round-a-bout have been installed and a temporary watering system was installed and connected to Daniel's house to complete the watering. The installation of 13 trees in the Gilbreath property east of the privacy fence by the launch has been completed along with repairs to their yard and the installation of a temporary watering system has been connected to their house. The installation of just under half of the proposed trees on the Business Park berm has been completed. There are approximately 70 trees that were installed and a temporary watering system with timer like all of the above systems was installed to take care of watering these trees for the next couple of years. We received assistance from both the water and streets departments to complete these projects. We decided to not proceed with additional planting of these trees as the additional workload has already put us behind. We also planted one additional tree behind the sign at Machmueller Park.

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. The United Way Emerging Leaders Group came in and touched up the areas on the Born Learning Trail that was damaged.
- There have been a few calls regarding the installation of the trees on the berm. All of these issues have been addressed.
- There have been several instances of vandalism at Kennedy Park and Machmueller over the past couple of weeks. Due to the vandalism there is currently no paper towel dispensers in the men's bathroom at Kennedy.
- Request to place benches on the north and south sides of Kennedy Park. Request has been drafted and will be going to the 5/23 Park and Recreation Committee meeting.

7. IDENTIFIED NEEDS.

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 13th 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 12th. Market value of the property according to the appraisal is \$16,300.00. On February 2nd 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. Daniel is currently negotiating with the Fletchers on this property. We believe they have unrealistic expectations on the value of this property. They currently plan on marketing this property at \$149,000.00.
- 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 5/20.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Pool filling begins on 5/23. The variable frequency drive installation is taking place on 5/19 and 5/20. They will also be on site for start-up of the motor on 5/23. Painting of the doors and door frames was completed on 5/18. Staff completed the painting, drywall repairs and other repairs to the concession stand area on 5/20.
- Work on the Ross Avenue Access is near complete. The drinking fountain needs to be connected, monument sign installed once it is completed, additional brushing down by the river, vandalism clean-up, irrigation installation, post installation on the path and installation of the directional signage which most of it is completed. A portable restroom has been ordered but has not arrived as of the writing of this report on 5/20. Still working with Dan from DRXNL Studios on the design of one sign and the production of this sign and three others will be completed by D & L Signs.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.30.



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

Monthly Department Briefer #2016-05

Keith Donner, Director of Public Works & Utilities

Monday, June 6th, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Utility Worker, Trevor Skerven passed his water supply operators exams for Distribution, VOC removal, and Groundwater.
- Metropolitan Planning Organization does not have a chairman after all. Allan Opall, though appointed by the County Administrator, has declined to serve in the position. MPO indicates 1st preference is for a chief elected official from a member organization. George Peterson will continue to serve as Vice Chair, but not as Chair. If no elected officials are interested the duty may be opened up to an appointed official from a member community.
- While adjusting curb box damaged by developer, utility staff accidentally tweaked curb stop open at house under construction by Denyon Homes in Edgewood subdivision on 5/12 approx. 3:00 PM. Water soaked some carpet in basement but restoration company on-site late in day to dry basement out. Insurance incident/claim was filed and is being covered.

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
 - Reviewed Chapters 1, 2, 5, and 11 and provided comments to Higgins.
 - 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 still been review of the wetland delineation report submittal from JSD for the Wisconsin DNR. The process continues.
 - WisDOT traffic modeling has been completed for now. JSD has furnished village staff with a draft Traffic Impact Analysis. Wodalski and I discussed some revisions with Bill Dunlop and Justin Frahm of JSD. After revisions are made the TIA will be forwarded to DOT. 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 took place on May 9.
- Transport Way/Weston Avenue
 - Addressed questions at open house for SE neighborhood at transportation station. Steve Meinel commented on 5/09 he was not in favor of the rear access road and returned his form indicating he does not give us permission to perform surveys on his property. Members of the Gibbs family indicated they understood the proposal and didn't indicate objections. Administrator Guild has been contacted by Wausau Child Care and there is no indication of objection at this point.

- Have received permission forms for survey and wetland delineation from Bruce Flora, Jason Blenker (4103 Weston Avenue), and Gibbs family.
- Addressed other calls from property owners regarding access control efforts on Weston Avenue.
- Higgins and I had a conference call with REI and Keller re: a proposal for a Conditional Use by Lamer's on Transport Way. They have been advised to obtain wetland concurrence before proposing a site plan.
- Intergovernmental agreements.
 - Corresponded with M. Thuot of Schofield re: cleaning and televising of Ross Avenue sewer. Will follow up with proposal for long term agreement on this critical sewer interdependency based on discussion we have had over the past 2 years. (See #9, Miscellaneous Comments/Issues below)
- 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 conference call took place with Jacobs and Ehlers on 6/3. Next follow-up to be on 6/14.
- 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 is developing spreadsheet for annual schedule. Deficiency of manpower is most critical in early mowing season before seasonal help arrives and during water utility spring distribution system flushing. Workforce is also currently down one person due to a medical issue with one of the utility operators.
- Infrastructure Master Plans
 - Contract for Ross Avenue and Mesker-Colleen lift station replacements were awarded to Haas Sons, Inc., 4/18. Old Castle Glass easement has been recorded. Start date has recently been indicated as approximately July 1.
 - Meeting with R. Roth is scheduled for 6/9 to discuss work on RFP's for sewer interceptor system evaluation and sewer use ordinance and rate study.
 - J. Wallenkamp and J. Schoenborn of Kueny Architects provided a draft of the preliminary facilities' assessment on May 26.
 - Proposal for Aquatic Center assessment by Water Technologies is on 6/06 agendas for PIC and BOT.
 - CIP for infrastructure is in process.
- Policy and Ordinance Development/Revisions
 - Sewer Utility Ordinance update will has been discussed with R. Roth.
 - Assembling information for preparation of RFP for condition assessment of sanitary sewers
- Wage & Compensation Plan Advancement Guidelines
 - Provided a memo and back-up on wage recommendations for streets and utilities personnel to Administrator on 5/12. Additional fine tuning needs to take place with team to tie in with recommended wage adjustments and reviews. Team needs to take next step of articulating criteria better referenced to job descriptions. Possibly think about reducing number of job titles in wage and compensation matrix.
- 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 to be included in projected utility expenses for rate case analysis.
- Safety Manual Update and Training
 - Fehr Graham completed 2nd phase of required programs training (Fall Protection, Hazard Communication, Control of Hazardous Energy (Lock-out Tag-out)) on 5/11 and 5/12. Also conducted Powered Industrial Vehicle (fork lift) training and certifications. 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 in June or August.

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 was submitted by Jacobs/Finance on June 2.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Attended Convention & Visitor's Bureau Tourism Summit on 5/02 at Jefferson Street Inn with S. Osterbrink, J. Higgins, and M. Wodalski.
- Filled in for Administrator at May 4 all-staff meeting. Presented Competent Person Certifications for Excavation to operations staff.
- Upgraded hardware (laptops/notebooks) for utility staff has been received.
- 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 training for Fall Protection, Hazard Communication, Lock-out Tag-out, and Fork lift certification by Bill Ripley of Fehr Graham on 5/11/16 and 5/12/16. Attended MPO meeting on 5/10
- Attended meeting of Wausau Area Utilities group at Wausau Water Treatment Plant on 5/12 with D. Van Swol. - Communities represented were Rothschild, Schofield, Rib Mtn (Sanitary District), Wausau, Kronenwetter, Weston.
- Participated in public works public relations event at Farmer's Market on 5/22, coordinated by Wodalski.
- Met with utility team on 5/26 regarding newsletter articles for annual water quality report and vehicle policy among other miscellaneous topics.
- Captaining the "Wooden Spoons" team in the Great Corporate Challenge wellness event.
- Department Directors are working on performance reviews with Administrator Guild. Reviews of staff to follow.

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 5/4 and 5/31 with Department Directors.

6. COMMUNITY FEEDBACK

- Several complaints on condition of landscaping in medians. Street operations assisting with additional manpower on 6/3.
- Obtained information regarding easement for ACE Hardware from Associated Bank for Corey Barnes, Associated Bank in response to questions about maintenance of driveway, perceived as public alley.
- Responded to question from Connie Budleski (Realtor) re: Everest Hilltop Addition (Horshoe Drive) plat at SE corner of Weston and Alderson. Plat requires wetland delineation. Realtor was advised the plat should be vacated as wetlands would not permit the streets to be constructed as originally platted in 1960's. Infrastructure costs would be responsibility of developer.

7. IDENTIFIED NEEDS.

- Prepare letter affirming RCA/REU assessment for all properties in assessment district
- Utility topics for June newsletter
- R.O.W. maintenance policy addressing limits of Village involvement and responsibilities of property owners. Several recent comments have been received re: condition of landscaped medians and areas expected to be mowed by the Village.

8. NEW IDEAS & OPPORTUNITIES.

- DPW and Planning staff met with Brian Haack, a potential developer of a multi-family site at Ross and Aspen, on 5/02.
- 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. Discussion about this parcel with Prohaska seems to have ceased.
- Higgins, Wodalski, Guild, and I met with Gary Guernndt and his associates on 5/19 for a conceptual plat conference regarding a proposal for a subdivision on the Monk property located between Ross Avenue and Sternberg west of Birch Street (Misty Pines).

9. MISCELLANOUS COMMENTS / ISSUES.

- Wausau Supply reported sewer back-up in late afternoon of 5/12. Staff found obstruction in the main and build-up of wastes from paint area. Contacted Joe Jordan who came on site approx. 5:00 PM and he indicated Wausau Supply had their lateral jetted recently. Likely pushed debris in to sewer main flow line and it did not continue to move downstream creating a blockage in the main. RMMSD was notified of situation on 5/13. They report getting white-grey coating on tanks at their facility. Staff reported additional material on 5/26. Additional follow up is needed with Wasuau Supply and RMMSD.
- Schofield staff and camera crew from Northern Pipe & Equipment were on Ross Avenue on 5/3 and found additional build-up of material in main from Industrial Drive to east. Schofield unable to clean with any effectiveness, but had Northern Pipe televise the line. M. Thuot provided copy of video on 5/10. Village staff cleaned the sewer from Industrial Drive to east on 5/11. M. Schroedel of Crystal Finishing was notified

of situation. The previous incident of material in the Ross Avenue sewer from the Crystal Finishing extrusion process occurred on 4/05. Village utility staff worked on clearing the line from 10:00 AM through 4:45 PM. Informed M. Thuot of Schofield and Crystal Finishing. Guild, Higgins, and I met with Mark Matthaie on 5/20 to discuss items including wastewater pre-treatment from the aluminum extrusion area. Reviewed recent history of sewer cleaning events, past water usage, and experiences of NEW Water (f.k.a. Green Bay Metropolitan Sewerage District) with similar troublesome industrial dischargers in preparation for meeting. Also discussed with City of Wausau wastewater staff. **Details of recent sewer cleaning events were not discussed at length, but Mark indicated Crystal Finishing would be implementing a removal process for the extrusion area within 60 to 90 days. Rather than bill Crystal Finishing for the cleaning by Schofield and Northern Pipe & Equipment the plan is to work with Schofield on the intergovernmental agreement and have the interceptor cleaned from Alderson to the Schofield lift station to establish the baseline of clean condition for the sewers which Weston relies upon for its customers.**

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

Monthly Department Briefer #2016-05
Michael Wodalski, Deputy Director of Public Works
Monday, June 6, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- The Ridgeview Subdivision connection to E Everest Ave Construction Project Award is included in the Board Packet

2. STRATEGIC PLAN PROJECT STATUS.

- Strategies for Reduced Energy Consumption.
 - **LED Light Fixtures:** Fixtures have been delivered. With some staff shortages in various departments and the rainy weather, installation has been delayed and will begin on Monday June 6. Per the grant the Village received, fixtures need to be installed by June 30th.
 - **Mobile Access/Maintenance Management Software:** Operations staff has received mobile tablets and training continues with these. We are working towards having more complete and real time updates on maintenance activities being performed by staff.
- 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 May had staff completing spring yard material pickup, installing meters for irrigation, taking care of new tree plantings (packing, mulching, watering and setting up irrigation lines) by the Ross Ave Roundabout, Canoe/Kayak Launch, and Business Park North Berm between RyanAmy/RandyLyn and Commerce Dr (Wausau Supply), street sweeping, inlet repairs ahead of overlay projects and hydrant flushing. There was also a big focus on getting the Aquatic Center ready and keeping up with park maintenance for use by youth baseball, repairing vandalism and general mowing. Unfortunately, one item that hasn't been addressed in as timely a manner is the boulevard/median landscaping along our main corridors. As staff gets caught up with other tasks, this item will be addressed.
- Infrastructure Master Plans
 - Draft Capital Improvement Plan is completed, working with K Donner on prioritizing and working through the projects.
 - Street maintenance scheduling is an ongoing task. It looks like Fahrner is planning to crack seal around the week of June 13th, but an exact date has not been established yet. Additionally, the

repair on the Ross Ave bridge deck is slated to take place around the week of July 18th. We're still working on confirming the tentative schedules for the overlay and chip-sealing projects.

- Vehicle and Equipment Fleet Replacement
 - There is an updated fleet replacement plan in the PIC packet for the month of June. There have been some small modifications made regarding equipment purchases moving forward. The most significant is the substitution of a combination snow plow truck/leaf truck as opposed to a separate plow truck in 2017 and a replacement leaf truck in the future. With the age of our current leaf truck, the maintenance required to keep the truck on the road is beginning to be difficult to keep up with. As opposed to having a truck that is only used 2-3 months out of the year, staff felt it would be beneficial to utilize a hook lift system (Swaploader) technology in order to have a truck that could be used all year.
- 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.
 - A draft neighborhood traffic management policy has been included in the PIC packet for 6/6/2016. If recommended by PIC to move forward, this item will likely be brought to the Board of Trustees later in June. A neighborhood traffic management policy would help the trustees, staff and general public better understand what the guidelines are for dealing with traffic issues and what steps can be taken to address these concerns. The Village receives several inquiries a year about traffic issues. At the last board meeting there was a resident who had an issue with speeding and was looking for guidance on what to do next.
- 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 was May 15-21. Several staff members were able to participate in a Public Works Day at the Farmers Market on Saturday the 21st. The event seemed to be fairly well attended and the kids seemed to really enjoy getting to see the equipment, sitting in the driver's seat and especially honking the horns.

3. BUDGET AND FINANCIAL PLAN STATUS.

- CIP is being updated.
- Will be working with J Jacobs over the next month or so to go over the revised Fleet Replacement plan with any modifications and updates for 2017.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Staff members participated in Public Works Day.
- Public Works staff attended safety training related to Hazard Communication, Fall Protection, Lock Out Tag Out and Operation of Powered Industrial Vehicles (Forklifts).

5. PERFORMANCE AND METRICS.

- Continue to work with K Donner and the Operations Foreman on the Wage and Compensation Matrix, specifically how one moves up the ladder as well as horizontally. 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

- There were some really good compliments given for the equipment being at the Farmer's Market. We should look into having more events like this to further the Village's image with the public. One idea that was talked about briefly was getting equipment in the DC Everest Homecoming Parade this coming fall.
- There seems to be an increase in requests for drainage improvements throughout the Village. A lot of these requests are in areas where ditches are not well defined and in most cases the street is the low spot and water just sits until it evaporates, soaks into the asphalt, or it just stays in a puddle. With the amounts of rain we've received these past weeks, it's been busy checking out drainage concerns.
- The amount of phone calls and complaints/concerns regarding spring pick up were virtually nonexistent this past spring (except for a few residents on the first few days who received the newsletter late). It appears that being able to give residents the scheduled dates of pick up was extremely useful. Hopefully it reduced any concerns the Trustees received from the public as well.

7. IDENTIFIED NEEDS.

- In investigating drainage concerns and evaluating streets this spring, it has become apparent that a lot of the curb in the Village is beginning to deteriorate rapidly. Curb replacement/rehab hasn't been a traditional budget item except for a few spot repairs here and there. Moving forward we will need to increase/create a budget allowance for this item. The likely source of these funds should be the storm water utility as curb is a drainage mechanism. Thus, once it is deemed feasible to create a curb replacement/repair fund it should be established. If curb is not repaired, it begins to negatively impact the street surface as water is no longer able to effectively drain away from the surface which accelerates the deterioration of the street surface. This is especially true in late fall and early spring where freeze thaw cycles can happen within 24 hours.

8. NEW IDEAS & OPPORTUNITIES.

- Cooperation amongst the traditional departments of Parks, Streets and Utilities continues to improve. This appears to be a great opportunity to get staff cross trained and improve internal capabilities. This has been evident this spring as staff has been sharing the workload with being short an employee in the utility department due to surgery and also having a new hire in the utilities and one in parks there has been a learning curve to get those employees up to speed, as well as fully trained with their CDLs. Staff will continue to work together to better provide the level of service expected by our residents.

9. MISCELLANEOUS COMMENTS / ISSUES.

- There has been great staff feedback regarding the purchase of the mini-excavator. I'm not sure if the machine has actually sat idle for more than a day at a time since it was delivered. This is a piece of equipment that has already made a difference in our operations and is helping staff be more productive by having the appropriate tool for the job.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.31.



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

Monthly Department Briefer #2016-05
Nathan Crowe, Technology Services Director
Monday, June 6, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Please check out our new mapping tool that is now available to the public. www.westonwi.gov/mapping
 - If you just get a blank white page, you need to click in the legend on the left and select the Weston 2015 aerials. I am having Beehive change this, but as of right now, you will need to turn the aerial photos on. Once on, please select a parcel and select the blue district information button. This is a start of information that will be populated for each homeowner. It will be built upon.
- I am hoping to get an article out on the various newsletter and social media resources regarding our ability to accept online payments. After some research, I found out that we have this capability through Official Payments to accept credit card payments for taxes and utilities. We are working with them to expand this ability to other revenue sources. For now, it is important to get the word out there.

2. STRATEGIC PLAN PROJECT STATUS.

- Beehive Implementation
 - Spring Leaf Pickup – 58 events were logged for brush pickup; 498 events were logged for yard material/leaf pickup using Snuffy.
 - I have also included a report for the Water Utility activity and events during May. A complete log of events for May was 44 pages, so I just gave you three pages so you are able to understand how we are starting to use Beehive. All of these logs have geographic relationships so we are able to map out this information as well.
- 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.
 - Jared Wehner, John Jacobs, and I continue to look at different solutions. For now we are excited to at least offer online payments while find the right answer.
- Make Weston a Gigabit City
 - This item was recently added to my list of project by Administrator Guild. He is interested in seeing what it would take to make Weston become a fiber to the premise community. Essentially, this means that instead of each residence being stuck with whatever a local telecommunications company can give them, we'd like to research and see what it would take to bring fiberoptic speeds to each premise. There are over 400 communities in the United States that can currently claim to be a FTTP (Fiber to The Premise) community. The only one in

Wisconsin that we are aware of is Wisconsin Rapids. I have been communicating with several industry experts to see what the right steps are to take for Weston. There are a couple ways to achieve this goal, and with current state laws, we would most likely need to form some public/private partnerships. We have had some brief conversations with representatives from Frontier Communications about what a partnership would look like. I am continuing to move this project forward per the Administrator's request and the following step would be creating an RFP for a feasibility study.

- Repurpose Village Board room
 - Another item recently added to my list by Administrator Guild. He has requested that I look into repurposing the Village Board room to make it more adaptable to different needs. This would mean removing the large and immobile desks and replacing them with more portable desks that could be moved to the side. Also, some better A/V equipment with multiple viewing areas for the public as well as wireless communications. With the anticipation of more public events, it was felt that we need that room to be more flexible.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Nothing at this time.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Attended the Lumin Leadership Training.
- I have now attended 11 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.

5. PERFORMANCE AND METRICS.

- I have completed my self-evaluation for my annual review.

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.

- I have been working on several mapping projects including:
 - Updated Voting maps with the new County Supervisors.
 - The Fletcher property and the surrounding area
 - A map of the old railroad parcels between Mesker and Camp Phillips
 - Mapping of the sanitary sewer jetting districts
 - Mapping of sewer data along Jelinek Ave between Machmueller and Alta Verde..
 - A map of the Sedak farms area for Administrator Guild.
 - Provided Administrator Guild with maps of our Nextdoor neighborhoods and possible meeting locations.
- I have been working on several technology services issues including:
 - Replaced one of the Wi-Fi routers in the Municipal Center. Need to replace the board room one next.
 - Purchased and set up a portable lectern for future meetings at the request of Administrator Guild
 - Purchased and set up a new remote computer at Administrator Guild's home.
 - Made changes to the system to reflect changes in the Board of Trustees and committees.
 - Set up a workstation for the recycling intern, Heidi Miller.
 - Set up a database and form for the pool pass membership at the Aquatic Center.
 - Helped Brad Mroczenski get the Aquatic Center set up.
 - I will be gone for much of July on a family vacation out west. In preparation, I created an Technology Response absence plan.



Water Activity By Date Range

Weston

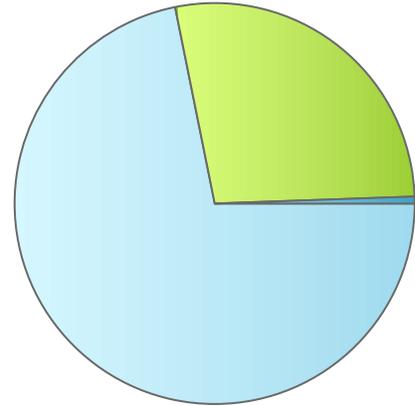
Date Range: 5/1/2016 - 6/30/2016

Activity By Type

Feature Type	Event Type	Qty	%
Water Valve	Valve Exercise	260	71.82 %
Water Hydrant	Flushing	100	27.62 %
Water Valve	Other	2	0.55 %
Total		362	

Water Pipe Summary

	Qty	System Qty	%
Number Of Pipes Flushed	0	1,467	0.0 %
Linear Feet Of Pipes Flushed	0		
Number Of Pipes Inspected	0	1,467	0.0 %
Linear Feet Of Pipes Inspected	0		



- Water Valve - Valve Exercise
- Water Hydrant - Flushing
- Water Valve - Other



Water Events By Date Range

Weston

Date Range: 5/1/2016 - 5/31/2016



Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: **Event Type:** Flushing **Work Order ID:**
Feature ID: WH1700 **Feature Class:** Water Hydrant **Fee:**
Note: 2 HR 15 MIN

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3576 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900322 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3568 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900370 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3567 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900371 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3566 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900366 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3565 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900380 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3564 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900379 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3575 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900387 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3574 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900385 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3573 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900763 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3572 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900762 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3571 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900409 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3570 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1901022 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/31/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3569 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900413 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: **Event Type:** Flushing **Work Order ID:**
Feature ID: 18-047 **Feature Class:** Water Hydrant **Fee:**
Note: 9 MIN

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: **Event Type:** Flushing **Work Order ID:**
Feature ID: 18-029 **Feature Class:** Water Hydrant **Fee:**
Note: 2 HR 21 MIN

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3563 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1800605 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3562 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900327 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3561 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1800335 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3560 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900333 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3559 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1801790 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3558 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1600561 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3557 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1800599 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3556 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 2000319 **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** In Progress **Assigned To:** Chad Dietsche
Event ID: 3555 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1800553 **Feature Class:** Water Valve **Fee:**
Note: FULL OF MUD

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: **Event Type:** Flushing **Work Order ID:**
Feature ID: WH2511 **Feature Class:** Water Hydrant **Fee:**
Note: NEEDS FLAG
42 MIN

Date: 5/25/2016 **Status:** On Hold **Assigned To:** Chad Dietsche
Event ID: 3554 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1901019 **Feature Class:** Water Valve **Fee:**
Note: TURNS HARD

Date: 5/25/2016 **Status:** On Hold **Assigned To:** Chad Dietsche
Event ID: 3553 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1900268 **Feature Class:** Water Valve **Fee:**
Note: FULL OF MUD

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3552 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: 1800287 **Feature Class:** Water Valve **Fee:**
Note: TURNS HARD

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3551 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: Autogenerated if left blank **Feature Class:** Water Valve **Fee:**
Note:

Date: 5/25/2016 **Status:** Complete **Assigned To:** Chad Dietsche
Event ID: 3550 **Event Type:** Valve Exercise **Work Order ID:**
Feature ID: Autogenerated if left blank **Feature Class:** Water Valve **Fee:**
Note:

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – F.32.



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

Monthly Department Briefer #2016-04
Taxpayer Relations Coordinator
Monday, June 6, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

-

2. STRATEGIC PLAN PROJECT STATUS.

- 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, including the Mobile Home parks.
- Worked with Jen, Scott's Enterprise, Lokre, and Green Lawn on getting the sprinkler system fixed at the Farmer's market.
- Worked with Michael in getting handicap stalls at the Farmer's market and having them properly marked.
- Working with Michael in putting together machinery at the Farmer's Market during Public Works Week.
- Continuing to work with Heather on social media notifications.

5. PERFORMANCE AND METRICS.

-

6. COMMUNITY FEEDBACK

-

7. IDENTIFIED NEEDS.

- None at this time.

8. NEW IDEAS & OPPORTUNITIES.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Working on a list of fines/penalties that are given to residents that “cannot” be put on the tax role if they go unpaid.
- 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 (particularly lawn mowing and general property maintenance).
- Put together the Community Life & Public Safety Committee Packet for the May meeting, clerked the May 23rd 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.
- Participated in the Lumin Training and All Staff meetings.
- Overseeing the Farmer’s Market on Saturday’s and Tuesday’s. There are between 7-10 vendors with a lot of them supposedly being here by mid June. One of the new vendors is Wisconsin General Store, which offers a variety of jams and Jellies, along with bacon, chicken, and beef.
- Working with Kris Carne from SABA on hosting a July luncheon at Machmueller Park. This is geared toward local officials.
- Working with staff in the Global Corporate wellness challenge (GCC)
- Worked with Village Attorney Michael Dirks in a Pre-Trial case for a property on Aspen Street.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – G.34.



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

REQUEST FROM: **JENNIFER HIGGINS; DIRECTOR OF PLANNING AND DEVELOPMENT**

ITEM DESCRIPTION: **2016 LICENSE RENEWAL - COLONIAL GARDENS MOBILE HOME PARK**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, JUNE 6, 2016**

POLICY QUESTION: Should the Board of Trustee approve the renewal of the Mobile Home Park License for Colonial Gardens Mobile Home Park for the 2016/2017 year (expiration date of 7/1/17)?

RECOMMENDATION TO: I make a motion to approve the renewal of the mobile home park license for Colonial Gardens Mobile Home Park for 3-months, with the license expiring October 1, 2016. I direct Village staff to re-inspect the MHP in mid-September and the Park will be charged \$65.00/hour per inspector with a minimum of 2 inspectors present for this re-inspection to cover staff time. If the park passes the September inspection a new determination will be made at that time by CLPS and the Village Board. I also direct Staff to issue citations for items that are not address, that were identified in June of 2015, at the September 2016 inspection.

LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

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

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: Reviewed by CLPS on May 23, 2016

BACKGROUND: Per the last fall's inspection and license renewal, the Board had directed all MHP's to be at 90% Compliance at the time of the 2016/2017 Renewals. This did not happen at any of the MHPs. Please see attached staff inspection report for more details for this MHPs issues. Due to this, staff and CLPS are recommending a renewal of 3 months so many of the easy items like stairs and skirting issues can be taken care over the summer months. Following the Board's action, Village staff will meet with Park Management to go over the inspection document. We will also schedule the fall re-inspection with them so they know the expected date of inspection. The results of the inspection will them come back before you in the fall for final issuance of the license or further enforcement action.

Attachments – MHP Compliance Inspection Report

COLONIAL GARDEN MHP
MHP COMPLIANCE INSPECTION REPORT

JARED WEHNER, ASSISTANT PLANNER
MAY 20, 2016

Inspection Date: May 15, 2016

Attendees: Building Inspector, Scott Tatro; Assistant Planner, Jared Wehner; Property Inspector, Roman Maguire; Village Relations Coordinator, Renee Hodell

PROPERTY INFORMATION

PIN: **19228082010996**
 Owner: **Wisconsin MHP 6, LLC.**
 Address: **6300 Birch Street**
Weston, WI 54476

CONTACT INFORMATION

Contact: **Lori Hansen**
 Phone: **970-615-7835**
 Email:
 Manager: **Lori Hansen**
 Phone: **715-359-8107**

SUMMARY

Overall, Colonial Garden is in general good repair; however, the park management is unresponsive to fixing a vast majority of the items that are listed. Many of these items listed have been identified since the initial park inspection in June of 2015. While the park is in a good enough condition to be granted a license, it may be prudent to issue citations to park management for each of the violations listed within this report that have not been attempted to be addressed. Many of the items listed are minor and could be addressed within a month of diligent action. The addressing in the park is extremely confusing to those who are not familiar with the layout and posed a unacceptable risk to the residents in the park in cases of emergency.

STAFF RECOMMENDATION

Staff recommends that the license for the park be renewed on a 3-month basis, with the license expiring October 1, 2016. Reinspection shall occur in mid-September and the park will be charged \$65.00/hour per inspector with a minimum of 2 inspectors present. If the park passes the September inspection a new determination will be made at that time by CLPS and the Village Board. Staff also recommends that Staff is allowed to issue citations for items that are not address, that were identified in June of 2015, at the September 2016 inspection.

EVEREST METRO PD

Unknown at this time.

UTILITIES

The park is current on all utility bills at this time.

SCORECARD

STATUS:	10/15/2015		5/16/2016		% CHANGE
	# OF LOTS	%	# OF LOTS	%	
: NO ISSUES IDENTIFIED, IN COMPLIANCE	132	49.44	161	60.30	21.97
: IDENTIFIED ISSUES RESOLVED, IN COMPLIANCE	68	25.47	9	3.37	-86.76
: PROGRESS MADE, NOT IN COMPLIANCE	24	8.99	24	8.99	0.00
: NO PROGRESS MADE, NOT IN COMPLIANCE	37	13.86	35	13.11	-5.41
: NEW ISSUES IDENTIFIED, NOT IN COMPLIANCE	6	2.25	38	14.23	533.33
TOTAL LOTS:	267		267		
LOTS IN COMPLIANCE:	200	74.91	170	63.67	-15.00
AVERAGE SCORE (LOWER IS BETTER):	1.94		2.18		12.16
V : VACANT, NO HOME PRESENT	37	13.86	30	11.24	-18.92
O : OWNER OCCUPIED HOME	0	0.00	0	0.00	#DIV/0!
P : PARK OWNED HOME	0	0.00	0	0.00	#DIV/0!

LOT:	STATUS DESCRIPTION (10/15/2015)	STATUS DESCRIPTION (5/16/2016)
1	Fixed, no further issues.	Yard sheeds siding, OSB prohibited.
2	No Issues.	Roof of carport in disrepair.
3	New addressing, too small. Siding, missing at peak.	Addressing too small.
4	New addressing, too small.	Addressing too small.
5	No issues.	No issues.
6	Yard shed needs paint or siding.	Yard shed needs paint or siding.

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
7		No issues.		No issues.
8	V	Yard shed can remain, no further issues.	V	No issues.
9		Finish back steps – needs guard rails.		No issues.
10		Finish back steps, Yard shed needs paint or siding.		Yard shed needs paint or siding.
11		No issues.		No issues.
12		Skirting in disrepair. Unlicensed vehicle.		Skirting in disrepair. Roof in dis repair. Siding in disrepair.
13		New addressing, too small.		Addressing too small.
14		New addressing, too small. Exposed outlet. Yard shed in disrepair.		New addressing, too small. Exposed outlet. Yard shed in disrepair.
15		No issues.		No issues.
16		No issues.		No issues.
17		No issues.		Broken window, front. Front door in disrepair.
18		No issues.		No issues.
19		No back steps. Yard shed in disrepair, needs siding. Back door peeling.		Yard shed needs paint or siding.
20		No issues.		Back steps do not meet code.
21		Fixed, no further issues.		No issues.
22		No back step.		Back steps do not meet code.
23		No issues.		No issues.
24		No issues.		Yard shed is diplapidated.
25		No issues.		No issues.
26		Back steps need 2nd railing.		Back steps do not met code.
27		No issues.		No issues.
28		No issues.		No issues.
29		No issues.		No issues.
30		No issues.		No issues.
31		Back steps do not meet code.		Back steps do not meet code.
32		No issues.		No issues.
33	V	Fixed, no remaining issues.	V	No issues.
34		No issues.		No issues.
35	V	No issues.	V	No issues.
36		In progress. No issues after installation is completed.		Home needs skirting. Yard shed in disrepair.
37	V	Fixed, no issues remaining.	V	No issues.
38		No issues.		No issues.
39		No issues.		No issues.
40		No issues.		No issues.
41		New addressing, too small.		Addressing too small.
42		No issues.		No issues.
43		No issues.		No issues.
44	V	No issues.	V	No issues.
45		Deck in disrepair, needs railing.		Back steps do not meet code. Rood in disrepair. Front steps do not meet code.
46		No issues.		No issues.
47		Skirting in disrepair. Yard shed in disrepair. New addressing, too small.		Yard shed is in disrepair.
48		Fixed, no remaining issues.		No issues.
49	V	Fixed, no remaining issues.	V	No issues.
50		No issues.		Back steps do not meet code.
51		No back steps. New addressing, too small. Yard shed in disrepair.		Back steps do not meet code.

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
52	Remove old addressing.		Remove old address.	
53	Skirting in disrepair. 2 yard sheds, one must be removed. Deck is dilapidated.		Skirting in disrepair.	
54	Fixed, no remaining issues.		No issues.	
55	Fixed, no remaining issues.		No issues.	
56	Back deck under construction, no remaining issues.		Back steps do not meet code.	
57	No issues.		No issues.	
59	No issues.		No issues.	
60	Fixed, no remaining issues.		No issues.	
61	Metal canopy car port, not permitted.		Metal canopy carport, not permitted.	
62	Fixed, no remaining issues.		No issues.	
63	Skirting in disrepair, shed in disrepair, lawn needs mowing.		Skirting in disrepair.	
64	Yard shed needs paint or siding.		V No issues.	
65	Back steps do not meet code.		Back steps do not meet code.	
66	Back steps do not meet code.		Back steps do not meet code.	
67	Fixed, no remaining issues.		No issues.	
68	V No issues.		No issues.	
69	Fixed, no remaining issues.		No issues.	
70	Fixed, no remaining issues.		No issues.	
71	V No issues.		V No issues.	
72	Fixed, no remaining issues.		No issues.	
73	Junk in yard.		No issues.	
74	No issues.		No issues. In process of building deck.	
75	Back steps in place. Yard shed needs paint or siding.		No back steps.	
76	Fixed, no remaining issues.		No issues.	
77	No issues.		No issues.	
78	No issues.		Skirting in disrepair.	
79	No issues.		No address.	
80	No issues.		No issues.	
81	Fixed, no remaining issues.		No issues.	
82	Fixed, no remaining issues.		No issues.	
83	Fixed, no remaining issues.		No issues.	
84	No issues.		No issues.	
85	New addressing, fading. Dilapidated shed, needs siding or paint.		Yard shed needs paint or siding. Needs new addressing, faded.	
86	Skirting and siding fixed. Address covered by satellite dish, removed metal yard shed.		Skirting and siding fixed. Address covered by satellite dish, removed metal yard shed.	
87	Fixed, no remaining issues.		No issues.	
88	V Remaining shed needs paint or siding.		V Remove 2nd yard shed. Yard she needs paint or	
89	2 yard sheds, 1 must be removed.		2 yard sheds, 1 must be removed.	
90	No issues.		No issues.	
91	V No issues.		V No issues.	
92	No back steps.		No back steps.	
93	No issues.		No issues.	
94	New addressing, no address.		Fixed, no remaining issues.	
95	Fixed, no remaining issues.		No issues.	
96	V No issues.		V No issues.	
97	V No issues.		V No issues.	
98	Fixed, no remaining issues.		New addressing, too small.	
99	No issues.		No issues.	

LOT:		STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
100		No issues.		No issues.	
101		Make-shift add-on in disrepair, not permitted. Tarp shed, not permitted. Metal fence, not permitted.		Make-shift add-on in disrepair, not permitted. Has 2 yard shed, 1 must be removed.	
102		New addressing, no address. 2 yard shed, one must be removed.		New addressing, no address. 2 yard shed, one must be removed.	
103		Fixed, no remaining issues.		No issues.	
104		No issues.		No issues.	
105		2 yard sheds, 1 must be removed.		2 yard sheds, 1 must be removed. No address.	
106	V	Removed RV parked in lot.		Fixed, no remaining issues.	
107		No issues.		No issues.	
108		Junk in yard. 2 yard sheds, one must be removed. Home in disrepair, new roof, paint siding.		Junk in yard. 2 yard sheds, one must be removed. Yard shed in disrepair.	
109		Fixed, no remaining issues.		No issues.	
110		Fixed, no remaining issues.		Skirting in disrepair.	
111		Fixed, no remaining issues.		2 yard shed, 1 must be removed.	
112	V	No issues.		V No issues.	
113		No issues.		Yard shed is dilapidated.	
114		Skirting in disrepair.		Fixed, no remaining issues.	
115		Yard shed needs painting.		Yard shed needs painting.	
116		Fixed, no remaining issues.		No issues.	
117		No issues.		Remove tarps from porch. Yard shed in disrepair.	
118		No issues.		V No issues.	
119		Fixed, no remaining issues.		No issues.	
120		New addressing, no address.		New address, no address.	
121		No issues.		No issues.	
122		Fixed, no remaining issues.		No issues.	
123		No issues.		No issues.	
124		No issues.		No issues.	
125		Fixed, no remaining issues.		No issues.	
126		No issues.		No issues.	
127		No issues.		No issues.	
128		No back steps.		No back steps.	
129		No issues.		No issues.	
130		Needs addressing.		New address, no address.	
131		No issues.		No issues.	
132		No issues.		Back steps do not meet code.	
133		No issues.		No issues.	
134		2 yard sheds, remove dilapidated yard shed. Junk in		2 yard sheds, remove dilapidated yard shed.	
135		No back steps. Yard shed in disrepair, new soffit, requires siding.		Front and back steps do not meet code.	
136	V	No issues.		V No issues.	
137		Fixed, no remaining issues.		No issues.	
138		Fixed, no remaining issues.		No issues.	
139		No issues.		No issues	
140		New addressing, shrubs blocking. Deck in disrepair, railings do not meet code.		New addressing, shrubs blocking. Deck in disrepair, railings do not meet code. Back steps do not meet	
141		No issues.		Roof in disrepair. Skirting in disrepair. Back steps do not meet code.	
142	V	No issues.		V No issues.	
143		Fixed, no remaining issues.		Back steps do not meet code. Deck is dilapidated.	
144		Fixed, no remaining issues.		No issues.	

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
145	V	No issues.	V	No issues.
146		Needs skirting and 2 egresses required.		Skirting in disrepair. No back steps. Front steps do not meet code.
147		No issues.		No issues.
148		Fixed, no remaining issues.		No issues.
149		No issues.		No issues.
150		Deck in disrepair, railings do not meet code.		Deck railing needs to be fixed and to code.
151		Fixed, no remaining issues.		No issues.
152		No issues.		No issues.
153		Fixed, no remaining issues.		No issues.
200		Yard shed in progress of being sided. No issues if completed.		Yard shed in disrepair, needs siding.
201		Fixed, no remaining issues.		Exposed electrical outlet.
202		No issues.		Snow fence is not permitted, remove.
203	V	No issues.	V	No issues.
204		No issues.		No issues.
205		No issues.		No issues.
206		Fixed, no remaining issues.		Siding is in disrepair.
207	V	No issues.	V	No issues.
208		No issues.		Skirting in disrepair.
209		No issues.		No issues.
210		Fixed, no remaining issues.		No issues.
211		Fixed, no remaining issues.		No back steps.
212	V	No issues.		No issues.
213		Fixed, no remaining issues.	V	No issues.
214		Fixed, no remaining issues.		Skirting in disrepair. Siding in disrepair.
215		No back steps.		Back steps do not meet code. Skirting in disrepair.
216		No issues.		No issues.
217	V	No issues.	V	No issues.
218		Fixed, no remaining issues.		No issues.
219		No issues.		No issues.
220		Fixed, no remaining issues.		No issues.
221		No issues.		No issues.
222		No back steps.		No back steps. Skirting in disrepair.
223		Fixed, no remaining issues.		Skirting in disrepair.
224		Lean-to with plywood, not permitted.		Needs address.
225		No issues.		No issues.
226		No issues.		No issues.
227		2 yard sheds, one must be removed.		2 yard sheds, one must be removed.
228		No issues.		No issues.
229		Fixed, no remaining issues.		No issues.
230		No issues.		No issues.
231		Fixed, no remaining issues.		Back steps do not meet code.
232	V	No issues.	V	No issues.
233	V	No issues.	V	No issues.
234		No skirting.		Skirting in disrepair. Yard shed in disrepair.
235		Fixed, no remaining issues.		Electrical pedestal in disrepair.
236		Fixed, no remaining issues.		No issues.
237		Skirting in disrepair, replace with rot resistant material. Deck in disrepair. Yard shed in disrepair – All items are in progress.		Yard shed is dilapidated.

LOT:		STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
238		No issues.	Green	No issues.	Green
239		Fixed, no remaining issues.	Light Green	No issues.	Green
240	V	Vacant, yard shed needs painting.	Yellow	Fixed, no remaining issues.	Light Green
241		No issues.	Green	No issues.	Green
242		No issues.	Green	Back steps do not meet code. Junk in yard.	Red
243	V	No issues.	Green	No issues.	Green
244		No issues.	Green	No issues.	Light Green
245		Fixed, no remaining issues.	Light Green	Junk in yard.	Red
246		No issues.	Green	No issues.	Green
247		New home, no skirting. HUD Complaint?	Red	New home, no skirting. HUD Complaint? No	Yellow
248		Fixed, no remaining issues.	Light Green	No issues.	Green
249		Junk in yard.	Yellow	No issues.	Green
250		No issues.	Green	No issues.	Green
251		No issues.	Green	No issues.	Green
252		Fixed, no remaining issues.	Light Green	No issues.	Green
253		No issues.	Green	No issues.	Green
254		Plastic sheeting over shed, needs siding.	Yellow	Yard needs siding.	Yellow
255		No issues.	Green	No issues.	Green
256	V	No issues.	Green	V No issues.	Green
257		Garbage bags all over – Temporary?	Red	No issues.	Green
258	V	No issues.	Green	V No issues.	Green
259		Fixed, no remaining issues.	Light Green	No issues.	Green
260		No issues.	Green	No issues.	Green
261		No issues.	Green	No issues.	Green
262		No issues.	Green	No issues.	Green
263		No issues.	Green	No issues.	Green
264		Fixed, no remaining issues.	Light Green	Needs new addressing.	Red
265		Skirting in disrepair. New addressing, shrubs.	Yellow	Skirting in disrepair.	Yellow
266	V	No issues.	Green	V No issues.	Green
267		Skirting in disrepair. Metal canopy car port, not permitted. Yard shed in disrepair, needs siding.	Yellow	Skirting in disrepair. Metal canopy car port, not permitted. Yard shed in disrepair, needs siding.	Yellow
268		No issues.	Green	No issues.	Green
269		Fixed, no remaining issues.	Light Green	No issues.	Green
270		Fixed, no remaining issues.	Light Green	No issues.	Green
271		Fixed, no remaining issues.	Light Green	2 yard sheds, 1 must be removed.	Red
272		Fixed, no remaining issues.	Light Green	No issues.	Green
273	V	No issues.	Green	V No issues.	Green
274		New addressing, too small.	Yellow	Fixed, no remaining issues.	Light Green
275		No back steps.	Yellow	Fixed, no remaining issues.	Light Green
276		No issues.	Green	No issues.	Green
277		No issues.	Green	No issues.	Green
278	V	Fixed, no remaining issues.	Light Green	No issues.	Green
279		No issues.	Green	Front steps do not meet code.	Red
280		No issues.	Green	Weeds in yard.	Red
281		Fixed, no remaining issues.	Light Green	No issues.	Green
282	V	No issues.	Green	No issues.	Green
283	V	No issues.	Green	Skirting in disrepair.	Red
284	V	No issues.	Green	Skirting in disrepair.	Red
285	V	No issues.	Green	Skirting in disrepair.	Red
286		Fixed, no remaining issues.	Light Green	No issues.	Green

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
287		No issues.		No issues.
288		Fixed, no remaining issues.		No issues.
289		No issues.		Front steps do not meet code.
290		2 yard sheds, one must be removed. Yard shed in disrepair, needs paint.		2 yard sheds, one must be removed. Yard shed in disrepair, needs paint.
291		No issues.		Back steps do not meet code.
292		No issues.		No issues.
293	V	No issues.		Skirting in disrepair.
294		No issues.		No issues.
295		No issues.		Tarp over back deck, not permitted on a permanent basis.
296		No issues.		No issues.
297		No issues.		No issues.
298		No issues.		No issues.
299		No issues.		No issues.
300		No issues.		No issues.
301		No issues.		No issues.
302		Fixed, no remaining issues.		No issues.
303		No issues.		No issues.
304		No issues.		No issues.
305		Fixed, no remaining issues.	V	No issues.
306		No issues.		No issues.
307	V	No issues.	V	No issues.
308	V	Fixed, no remaining issues.	V	No issues.
309		Home in disrepair, needs general work. Yard shed in disrepair, needs paint – Work in progress.		Front steps do not meet code.
310		No issues.		No issues.
311		Deck in disrepair, remove OSB sides.		Back steps do not meet code. Yard shed needs
312		No issues.		No issues.
313		Fixed, no remaining issues.		Skirting in disrepair. Junk in yard. Roof is in
314		Yard shed in disrepair, needs paint. Skirting in		Front steps do not meet code. Yard shed in
315		Fixed, no remaining issues.		No issues.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – G.35.



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

REQUEST FROM: **JENNIFER HIGGINS; DIRECTOR OF PLANNING AND DEVELOPMENT**

ITEM DESCRIPTION: **2016 LICENSE RENEWAL – STILLWATER LANDING MOBILE HOME PARK**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, JUNE 6, 2016**

POLICY QUESTION: **Should the Board of Trustee approve the renewal of the Mobile Home Park License for Stillwater Landing Mobile Home Park for the 2016/2017 year (expiration date of 7/1/17)?**

RECOMMENDATION TO: **I make a motion to approve the renewal of the mobile home park license for Stillwater Landing Mobile Home Park for 3-months, with the license expiring October 1, 2016. I direct Village staff to re-inspect the MHP in mid-September and the Park will be charged \$65.00/hour per inspector with a minimum of 2 inspectors present for this re-inspection to cover staff time. If the park passes the September inspection a new determination will be made at that time by CLPS and the Village Board. I also direct Staff to issue citations for items that are not address, that were identified in June of 2015, at the September 2016 inspection.**

LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

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

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: **Reviewed by CLPS on May 23, 2016**

BACKGROUND: **Per the last fall’s inspection and license renewal, the Board had directed all MHP’s to be at 90% Compliance at the time of the 2016/2017 Renewals. This did not happen at any of the MHPs. Please see attached staff inspection report for more details for this MHPs issues. Due to this, staff and CLPS are recommending a renewal of 3 months so many of the easy items like stairs and skirting issues can be taken care over the summer months. Following the Board’s action, Village staff will meet with Park Management to go over the inspection document. We will also schedule the fall re-inspection with them so they know the expected date of inspection. The results of the inspection will them come back before you in the fall for final issuance of the license or further enforcement action.**

Attachments – MHP Compliance Inspection Report

STILLWATER LANDING (GREEN ACRES) MHP

JARED WEHNER, ASSISTANT PLANNER

MHP COMPLIANCE INSPECTION REPORT

MAY 20, 2016

Inspection Date: May 15, 2016

Attendees: Building Inspector, Scott Tatro; Assistant Planner, Jared Wehner; Property Inspector, Roman Maguire; Tax Payer Relations Coordinator, Renee Hodell

PROPERTY INFORMATION

PIN: **19228081630943**
 Owner: **RJS Venture Inc.**
 Address: **4311 Schofield Avenue**
Weston, WI 54476

CONTACT INFORMATION

Contact: **Ken Umbarger**
 Phone: **250-764-9005**
 Email: baseoneproperties@gmail.com
 Manager: **Debbie**
 Phone: **715-359-8107**

SUMMARY

Stillwater Landing Manufactured Home Park is still a work in progress. Management and Maintenance are clearly making a strong effort in making the park a better place to live for its residence; this is despite the number of lot in compliance dropping 15.53%. The majority of the new infractions (red) that have been identified by staff were new exterior stairs that we constructed. The vast majority do not meet code due to a lack of a 3' x 3' landing, inconsistent riser heights (not to exceed 8") and gaps in the risers (to be less than 4"). If these issues are addressed prior to the next inspection, and pending any major catastrophies, the number of lots in compliance should increase at a larger rate. The roads in the park will be resurfaced this summer, as well as a new fence constructed along E. Jelinek Avenue. Debbie, the park manager, went along with staff for the inspection. The park needs to be readdressed in the future in a logical order for safety purposes.

STAFF RECOMMENDATION

Staff recommends that the license for the park be renewed on a 3-month basis, with the license expiring October 1, 2016. Reinspection shall occur in mid-September and the park will be charged \$65.00/hour per inspector with a minimum of 2 inspectors present. If the park passes the September inspection a new determination will be made at that time by CLPS and the Village Board.

EVEREST METRO PD

Unknown at this time.

UTILITIES

The park is current on all utility bills at this time.

SCORECARD

STATUS:	10/15/2015		5/16/2016		% CHANGE
	# OF LOTS	%	# OF LOTS	%	
 : NO ISSUES IDENTIFIED, IN COMPLIANCE	56	36.84	74	48.68	32.14
 : IDENTIFIED ISSUES RESOLVED, IN COMPLIANCE	47	30.92	13	8.55	-72.34
 : PROGRESS MADE, NOT IN COMPLIANCE	18	11.84	34	22.37	88.89
 : NO PROGRESS MADE, NOT IN COMPLIANCE	22	14.47	13	8.55	-40.91
 : NEW ISSUES IDENTIFIED, NOT IN COMPLIANCE	9	5.92	18	11.84	100.00
TOTAL LOTS:	152		152		
LOTS IN COMPLIANCE:	103	67.76	87	57.24	-15.53
AVERAGE SCORE (LOWER IS BETTER):	2.22		2.26		2.08
 : VACANT, NO HOME PRESENT	43	28.29	46	30.26	6.98
 : OWNER OCCUPIED HOME	44	28.95	44	28.95	0.00
 : PARK OWNED HOME	65	42.76	62	40.79	-4.62

LOT: STATUS DESCRIPTION (10/15/2015) STATUS DESCRIPTION (5/16/2016)

1	O	Fixed, no remaining issues.		O	No issues.	
2	P	No Issues.		P	No issues.	

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
3	P	No Issues.	P	No issues.
4	P	Back steps not in compliance.	P	Fixed, no remaining issues.
5	O	No Issues.	O	No issues.
6	V	No Issues.	V	No issues.
7	V	No Issues.	V	No issues.
8	P	Fixed, no remaining issues.	P	Back door delaminating, replace. Junk on deck.
9	V	No Issues.	V	No issues.
10	O	Fixed, no remaining issues.	O	Back steps do not meet code.
11	P	No Issues.	V	No issues.
12	P	Fixed, no remaining issues.	P	Skirting in disrepair.
13	P	Fixed, no remaining issues.	P	No issues.
14	P	Fixed, no remaining issues.	P	Skirting in disrepair.
15	P	Fixed, no remaining issues.	P	No issues.
16	P	Fixed, no remaining issues.	P	Back stairs need repair. Trim hedges in front by address.
17	P	No Issues.	P	No issues.
18	P	Fixed, no remaining issues.	P	No issues.
19	V	No Issues.	V	No issues.
20	P	Dilapidated yard shed, OSB, needs siding	P	Deck needs repair, sinking.
21	P	No Issues.	V	No issues.
22	P	Fixed, no remaining issues.	P	No issues.
23	P	Appears to be abandoned, needs to be removed or repaired prior to occupancy.	P	Skirting being replaced. Back steps to need to be placed in front of back door.
24	O	No Issues.	O	Front steps do not meet code, need adjustment.
25	V	No Issues.	V	No issues.
26	P	Fixed, no remaining issues.	P	No issues.
27	O	Yard shed in disrepair.	O	Entry way needs to be sided the same as home. Remove large dog shed.
28	P	Fixed, no remaining issues.	P	No issues.
29	O	Under powerline. No issues.	O	Home to be moved to new location. Needs siding.
31	V	No new home permitted under powerline.	V	No new home permitted under powerline.
32	V	No new home permitted under powerline.	V	No new home permitted under powerline.
33	V	No new home permitted under powerline.	V	No new home permitted under powerline.
34	P	Skirting in disrepair. Railing on deck needs repair.	P	Skirting in disrepair. Both sets of stairs do not meet code.
35	V	No Issues.	V	No issues.
36	P	Fixed, no remaining issues.	P	Back steps do not meet code.
37	V	No Issues.	V	No issues.
38	P	Yard shed in disrepair.	P	No issues.
39	O	Appears to be abandoned, needs to be removed or repaired prior to occupancy. Deck is dilapidated, to be removed.	O	Fixed, no remaining issues.
40	P	Needs new roof. Leam-to in disrepair, shall be removed	P	Steps do not meet code. Skirting in disrepair. Shed is disrepair.
41	V	No issues.	V	No issues.
42	O	Fixing, no remaining issues after work is completed	O	Steps do not meet code.
43	V	No issues.	V	No issues.
44	O	Fixed, no remaining issues.	O	Back steps do not meet code.
45	P	Front steps do not meet code.	P	Home is to be removed, per park manager.
46	P	Access panel is falling off, needs repair	P	Home is to be removed, per park manager.
47	P	Skirting in disrepair, replace with rot resistant material. Front stairs do not meet code.	P	Home is to be removed, per park manager.
48	P	Skirting in disrepair.	P	Skirting in disrepair. Deck in disrepair. Steps do not meet code.

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
49	O	Skirting in disrepair. Yard shed requires painting.	O	Skirting in disrepair. Back door delaminating. 2 yard sheds, one must be removed.
50	O	Fixed, no remaining issues.	O	Steps do not meet code. Skirting in disrepair.
51	V	No issues.	V	No issues.
52	V	No issues.	V	No issues.
53	O	Fixed, no remaining issues.	O	No issues.
54	P	Skirting in disrepair.	P	No issues.
55	V	No Issues.	V	No issues.
56	O	Fixed, no remaining issues.	O	Deck does not meet code, no permit filed.
57	P	Back steps do not meet code.	P	Back steps do not meet code.
59	P	No Issues.	V	No issues.
60	O	Shed needs siding	O	Steps do not meet code.
61	P	Fixed, no remaining issues.	P	Steps do not meet code. Shed in disrepair, no
62	P	Back steps do not meet code.	P	Steps do not meet code. Skirting in disrepair.
64	V	No Issues.	V	No issues.
64A	V	No Issues.	V	No issues.
64B	V	No Issues.	V	No issues.
64C	P	Yard shed needs siding.	P	Fixed, no remaining issues.
65	P	Skirting in disrepair, replace with rot resistant	P	Tenants just evicted. Repairs in progress.
65A	O	Fixed, no remaining issues.	O	Steps do not meet code.
65B	O	No Issues.	O	No issues.
65C	V	No Issues.	V	No issues.
66	P	Fixed, no remaining issues.	P	Home has shifted. Deck in disrepair. Skirting in disrepair. Rear egress is blocked.
67	V	No Issues.	V	No issues.
68	P	Fixed, no remaining issues.	P	No issues.
69	O	Fixed, no remaining issues.	O	No issues.
70	V	No Issues.	V	No issues.
71	V	No Issues.	V	No issues.
72	O	Fixed, no remaining issues.	O	No issues.
73	O	Fixed, no remaining issues.	O	Back steps do not meet code. Shed in disrepair.
74	V	No Issues.	V	No issues.
75	V	No Issues.	V	No issues.
76	V	No Issues.	V	No issues.
77	O	Skirting in disrepair.	O	Owner incarcerated. Skirting will be repaired.
78	P	Fixed, no remaining issues.	P	Skirting in disrepair.
79	P	Skirting in disrepair, replace with rot resistant	P	Deck in disrepair. Home needs painting.
80	P	Fixing, porch does not meet code, must be removed. Yard shed in disrepair.	P	Address is not visable. Porch in disrepair. Needs new roof.
81	V	No Issues.	V	No issues.
82	P	Fixed, no remaining issues.	P	Home being relocated. No issues.
83	O	Fixed, no remaining issues.	O	Back steps need to be put in place.
84	P	Fixed, no remaining issues.	P	Skirting in disrepair.
85	O	Fixed, no remaining issues.	O	No issues.
86	V	No issues.	V	No issues.
87	V	No issues.	V	No issues.
88	O	Fixed, no remaining issues.	O	Skirting in disrepair.
89	O	Appears abandoned. 2 yard sheds, one must be removed. Remaining shed needs siding.	O	Back steps do not meet code. Address is not viable.
90	P	No issues.	P	Yard shed in disrepair.
91	O	Fixed, no remaining issues.	O	No issues.
92	V	No issues.	V	No issues.
93	P	Yard shed dilapidated. Skirting in disrepair, replace with rot resistant material. Back steps do not meet	P	Fixed, no remaining issues.

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
94	O	Back steps do not meet code.	O	Missing soffit vent in front.
95	P	Fixed, no remaining issues.	P	No issues.
96	V	No issues.	V	No issues.
97	P	No issues.	P	No issues.
98	V	No issues.	P	No issues.
99	O	Yard shed needs paint. Skirting in disrepair.	O	Back steps do not meet code.
100	P	Fixed, no remaining issues.	P	No issues.
101	O	Fixed, no remaining issues.	O	No issues.
102	V	Yard shed to be removed.	V	Fixed, no remaining issues.
103	V	No Issues.	V	No issues.
104	P	Back steps do not meet code.	P	Back steps do not meet code.
105	O	Home appears abandoned. Home remodeled, no permit filed, not permitted. Siding in disrepair. Deck required railings. No back steps. Broken storm	O	Fixed, no remaining issues.
106	P	Skirting in disrepair. Yard shed requires siding.	P	Skirting in disrepair. Back steps do not meet code.
107	V	No Issues.	V	No issues.
108	V	No Issues.	V	No issues.
109	V	No Issues.	V	No issues.
110	P	Entry way constructed of OSB – not permitted, shall be removed. Appears abandoned.	P	Home to be removed per park manager.
111	V	No Issues.	V	No issues.
112	O	No Issues.	O	3 sheds, 2 must be removed. Junk in yard.
113	V	No Issues.	V	No issues.
114	P	Skirting in disrepair, shall be replaced with rot-resistant material. Yard shed needs siding.	P	Back steps do not meet code.
115	O	Stairs in disrepair. Shrubs need trimming. Yard shed needs siding.	O	Address is not visible. Deck in disrepair. Yard shed in disrepair. Skirting in disrepair.
116	O	3 yard sheds in disrepair, 2 must be removed.	O	Fixed, no remaining issues.
117	P	Fixed, no remaining issues.	P	Addressing is not visible.
118	P	Fixing, in processes of painting. Does not meet window requirements. 2 yard sheds, one must be	P	Back steps do not meet code. Missing steps on 3rd egress.
119	P	2 yard sheds, 1 must be removed. Skirting in	V	Fixed, no remaining issues.
120	O	Skirting in disrepair, must be replaced with rot resistant material.	O	Skirting missing. Back steps do not meet code.
121	P	2 yard sheds, 1 must be removed. Skirting in	P	2 yard sheds, 1 must be removed. Skirting in
122	O	Back step requires railing. Broken windows.	O	Skirting in disrepair.
123	O	Fixed, no remaining issues.	O	Skirting in disrepair. Back steps do not meet code.
124	P	Entry way constructed of OSB – not permitted, shall be removed.	P	Skirting in disrepair.
125	V	No Issues.	V	No issues.
126	V	No Issues.	V	No issues.
127	P	Fixed, no remaining issues.	P	Back stairs do not meet code.
128	P	Addition shall be removed, not permitted.	P	Skirting in disrepair. Pedestal needs to be repaired.
129	O	Skirting in disrepair. No back stairs.	O	Skirting in disrepair. Back steps do not meet code.
130	P	Yard shed in disrepair.	P	Fixed, no remaining issues.
131	P	Skirting in disrepair. Yard shed needs siding	P	Skirting in disrepair.
133	V	No Issues.	V	No issues.
134	O	No Issues.	O	No issues.
135	P	Fixed, no remaining issues.	P	No issues.
136	P	Deck in disrepair, shall be removed. No back steps.	P	Front steps do not meet code, need adjustment.
137	O	Fixed, no remaining issues.	O	No issues.
138	O	Back step do not meet code.	O	Steps do not meet code. Weeds. 2 yard sheds, 1 must be removed.
139	P	Fixed, no remaining issues.	P	No issues.

LOT:	STATUS DESCRIPTION (10/15/2015)		STATUS DESCRIPTION (5/16/2016)	
140	P	Fixed, no remaining issues.		P Skirting in disrepair. Both sets of stairs do not meet code.
141	P	Yard shed needs paint.		P Fixed, no remaining issues.
142	V	Fixed, no remaining issues.		V No issues.
143	O	Fixed, no remaining issues.		O Skirting in disrepair. Steps do not meet code. Back door delaminating.
144	O	Fixed, no remaining issues.		O No issues.
145	O	Tarp shed, not permitted. Skirting in disrepair, replace with rot resistant material.		O Skirting in disrepair, replace with rot resistant material.
146	P	Fixed, no remaining issues.		P Back steps do not meet code. Skirting in disrepair.
147	O	Fixed, no remaining issues.		O No issues.
148	V	No Issues.		V No issues.
149	O	Home in danger of falling off footings. Skirting needs to be replaced with rot-resistant material.		O Yard shed in disrepair, needs paint.
151	P	Dilapidated yard shed.		P Fixed, no remaining issues.

Village of Weston, Wisconsin
REGULAR MEETING OF THE BOARD OF TRUSTEES
June 6, 2016

MEETING PACKET COVER SHEET
AGENDA ITEM – G.36.



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

REQUEST FROM: **JENNIFER HIGGINS; DIRECTOR OF PLANNING AND DEVELOPMENT**

ITEM DESCRIPTION: **2016 LICENSE RENEWAL – WESTON MANOR MOBILE HOME PARK**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, JUNE 6, 2016**

POLICY QUESTION: Should the Board of Trustee approve the renewal of the Mobile Home Park License for Weston Manor Mobile Home Park for the 2016/2017 year (expiration date of 7/1/17)?

RECOMMENDATION TO: I make a motion to approve the renewal of the mobile home park license for Weston Manor Mobile Home Park for 3-months, with the license expiring October 1, 2016. I direct Village staff to re-inspect the MHP in mid-September and the Park will be charged \$65.00/hour per inspector with a minimum of 2 inspectors present for this re-inspection to cover staff time. If the park passes the September inspection a new determination will be made at that time by CLPS and the Village Board. I also direct Staff to issue citations for items that are not address, that were identified in June of 2015, at the September 2016 inspection.

LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

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

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: Reviewed by CLPS on May 23, 2016

BACKGROUND: Per the last fall's inspection and license renewal, the Board had directed all MHP's to be at 90% Compliance at the time of the 2016/2017 Renewals. This did not happen at any of the MHPs. Please see attached staff inspection report for more details for this MHPs issues. Due to this, staff and CLPS are recommending a renewal of 3 months so many of the easy items like stairs and skirting issues can be taken care over the summer months. Following the Board's action, Village staff will meet with Park Management to go over the inspection document. We will also schedule the fall re-inspection with them so they know the expected date of inspection. The results of the inspection will them come back before you in the fall for final issuance of the license or further enforcement action.

Attachments – MHP Compliance Inspection Report

WESTON MANOR MHP

JARED WEHNER, ASSISTANT PLANNER

MHP COMPLIANCE INSPECTION REPORT

MAY 20, 2016

Inspection Date: May 16, 2016

Attendees: Building Inspector, Scott Tatro; Assistant Planner, Jared Wehner; Property Inspector, Roman Maguire; Village Relations Coordinator, Renee Hodell

PROPERTY INFORMATION

PIN: **19228081530973**
 Owner: **Prime Value Properties, LLC.**
 Address: **5707 Fuller Street**
Weston, WI 54476

CONTACT INFORMATION

Contact: **N/A**
 Phone: **715-579-5179**
 Email: **N/A**
 Manager: **N/A**
 Phone: **N/A**

SUMMARY

In Weston Manor many of the issues that have been identified are items that were identified on previous visits. These items were not addressed by either the occupant or the management of the park. Many of the infractions are minor in nature and easily fixed with little effort. This park could have easily achieved the 90% compliance rate had an effort been made to address the issues identified. Overall, Weston Manor continues to be a top performing community, but the issues identified on this list need to be resolved.

STAFF RECOMMENDATION

Staff recommends that the license for the park be renewed on a 3-month basis, with the license expiring October 1, 2016. Reinspection shall occur in mid-September and the park will be charged \$65.00/hour per inspector with a minimum of 2 inspectors present. If the park passes the September inspection a new determination will be made at that time by CLPS and the Village Board. Staff also recommends that Staff is allowed to issue citations for items that are not address, that were identified in June of 2015, at the September 2016 inspection.

EVEREST METRO PD

Unknown at this time.

UTILITIES

The park is current on all utility bills at this time.

SCORECARD

STATUS:	1/21/2016		5/16/2016		% CHANGE
	# OF LOTS	%	# OF LOTS	%	
 : NO ISSUES IDENTIFIED, IN COMPLIANCE	41	61.19	38	56.72	-7.32
 : IDENTIFIED ISSUES RESOLVED, IN COMPLIANCE	8	11.94	2	2.99	-75.00
 : PROGRESS MADE, NOT IN COMPLIANCE	1	1.49	5	7.46	400.00
 : NO PROGRESS MADE, NOT IN COMPLIANCE	9	13.43	13	19.40	44.44
 : NEW ISSUES IDENTIFIED, NOT IN COMPLIANCE	8	11.94	9	13.43	12.50
TOTAL LOTS:	67		67		
LOTS IN COMPLIANCE:	49	73.13	40	59.70	-18.37
AVERAGE LOT SCORE (LOWER IS BETTER):	2.03		2.30		13.24
V : VACANT, NO HOME PRESENT	13	19.40	7	10.45	4.14
O : OWNER OCCUPIED	0	0.00	0	0.00	#DIV/0!
P : PARK OWNED	0	0.00	0	0.00	#DIV/0!

There are private roads within the development which are not properly signed. Street signs should be installed by MHP.

LOT: STATUS DESCRIPTION (01/21/2016)**STATUS DESCRIPTION (5/16/2016)**

LOT:		STATUS DESCRIPTION (01/21/2016)	STATUS DESCRIPTION (5/16/2016)
100 Meadow Ln		No issues.	No issues.
200 Meadow Ln		No issues.	No issues.
202 Meadow Ln		Fixed, no remaining issues.	No steps on 3rd egress.
204 Meadow Ln	V	No issues.	No issues.
206 Meadow Ln		Fixed, no remaining issues.	Steps do not meet code.
208 Meadow Ln		Fixed, no remaining issues.	No issues.
210 Meadow Ln		No issues.	No issues.
212 Meadow Ln	V	No issues.	V No issues.
214 Meadow Ln		No back steps	No back steps
216 Meadow Ln		No back steps. No railing on deck.	Steps do not meet code. Junk on deck.
218 Meadow Ln	V	No issues.	V No issues.
220 Meadow Ln	V	No issues.	No issues.
222 Meadow Ln		No back steps.	No back steps. Skirting in disrepair. Junk in yard.
224 Meadow Ln		No issues.	No issues.
226 Meadow Ln		Fixed, no remaining issues.	No issues.
228 Meadow Ln		No back steps.	No back steps. Address is not visible.
230 Meadow Ln		No issues.	No back steps.
232 Meadow Ln		No issues.	No issues.
234 Meadow Ln		Home is abandoned, will have to be brought into compliance prior to occupancy.	Removal of home in process.
100 Memory Ln	V	No issues.	No home is permitted to be placed on this lot.
102 Memory Ln	V	No issues.	V No issues.
103 Memory Ln		No back steps.	No back steps.
104 Memory Ln		No issues.	No issues.
105 Memory Ln		Dilapidated shed.	Stairs do not meet code.
106 Memory Ln	V	No issues.	No issues.
107 Memory Ln		No issues.	No issues.
108 Memory Ln		No back steps. Skirting in disrepair.	Stairs do not meet code.
109 Memory Ln	V	No issues.	V No issues.
110 Memory Ln		No back steps.	Fixed, no remaining issues.
200 Memory Ln		Fixed, no remaining issues.	No issues.
201 Memory Ln		No issues.	Enclosing deck, no permit filed.
202 Memory Ln		No issues.	No issues.
203 Memory Ln	V	No issues.	V No issues.
204 Memory Ln		No back steps.	No skirting. No steps. (Home being reset?)
205 Memory Ln		No issues.	No issues.
206 Memory Ln		No issues. (Not on park map)	No issues.
207 Memory Ln	V	No issues.	V No issues.
208 Memory Ln		No issues. (Not on park map)	No issues.
209 Memory Ln		No issues.	No issues.
210 Memory Ln	V	No issues. (Not on park map)	V No issues.
211 Memory Ln	V	No issues.	No issues.
212 Memory Ln		No issues. (Not on park map)	2 shed, 1 must be removed.
213 Memory Ln		No back steps.	No back steps.
214 Memory Ln		2 yard shed, 1 must be removed. OSB is not a permitted siding.	2 yard shed, 1 must be removed. OSB is not a permitted siding.
215 Memory Ln	V	No issues.	No issues.
217 Memory Ln	V	No issues.	V No issues.
219 Memory Ln		Fixed, no remaining issues.	Skirting in disrepair.

LOT:		STATUS DESCRIPTION (01/21/2016)		STATUS DESCRIPTION (5/16/2016)		
221 Memory Ln	V	No issues.	Green	V	No issues.	Green
223 Memory Ln		No issues.	Green		Junk in yard.	Red
225 Memory Ln		Fixed, no remaining issues.	Light Green		No steps on 3rd egress.	Red
227 Memory Ln		No issues.	Green		No issues.	Green
229 Memory Ln		No issues.	Green		No issues.	Green
100 Shady Ln		No issues.	Green		No issues.	Green
102 Shady Ln		2 sheds, 1 must be removed. New addressing.	Red		2 yard shed, 1 must be removed. Address not visible. Steps do not meet code.	Red
103 Shady Ln		No issues. (Park Office)	Green		No issues.	Green
104 Shady Ln		Dilapidated roof. 2 yard sheds, 1 must be removed.	Red		2 yard sheds, 1 must be removed.	Yellow
105 Shady Ln		No issues.	Green		No issues.	Green
106 Shady Ln	V	Yard shed to be moved to different lot.	Light Green	V	Yard shed needs painting.	Yellow
107 Shady Ln	V	No issues.	Green		No issues.	Green
108 Shady Ln	V	No issues.	Green		No issues.	Green
109 Shady Ln		No back steps.	Yellow		No back steps. No window frame.	Yellow
110 Shady Ln		No back steps.	Yellow		No back steps.	Yellow
111 Shady Ln		No issues.	Green		No issues.	Green
112 Shady Ln		No back steps.	Red		Fixed, no remaining issues.	Light Green
113 Shady Ln		No back steps.	Yellow		No back steps.	Yellow
114 Shady Ln		No issues.	Green		No issues.	Green
116 Shady Ln		No issues.	Green		Roof in disrepair.	Red