



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

This regular meeting of the Village of Weston Board of Trustees, in its 20th legislative session, is composed of seven (7) members, who will convene at the Weston Municipal Center's Board Room, located at 5500 Schofield Ave., Weston, on **Monday, August 29, 2016, at 6:00 p.m.**, to consider the following matters:

A. Opening of Session.

1. Meeting called to order by President Ermeling.
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.

B. Correspondence and comments from the public.

5. Acknowledgement of scheduled visitors, if any.

C. Presentations.

No scheduled Presentations.

D. Consent Items for Approval

6. [Approve the purchase of a combination tri-axle plow truck and vacuum truck.](#)
7. [Approve Marathon County Responsible Units of Recycling Cooperative Waste Reduction, Reuse and Recycling Education Program agreement.](#)
8. [Approve Resolution No. 2016-014 to cooperate with the Village of Rothschild to provide private fire protection service to the Foremost Farms property and update the agreement for the interconnection of the municipal water systems at the Foremost property in Rothschild.](#)
9. [Approve Ordinance No. 16-041 relating to Absentee Ballot Canvassers, Absentee Central Count Procedures, and an agreement for a one-time rental of a DS-200 voting machine.](#)
10. [Approve mobile home park licenses for Colonial Gardens, Weston Manor and Stillwater Landing for the licensing period beginning August 30, 2016 to June 30, 2017.](#)
11. [Approve selecting Group Health Cooperative as the health care provider for the 2016—2017 insurance year with two plan offerings for employees, effective November 1, 2016.](#)
12. [Approve August 15, 2016 Board of Trustee Minutes.](#)
13. [Approve Operator Licenses.](#)
14. Items removed from Consent Approval (if any).

E. Reports & Minutes from Commissions & Committees, (if any).

15. [Community Life, and Public Safety.](#)
16. Community Development Authority.
17. Everest Metro.
18. Finance.
19. Parks and Recreation.
20. Personnel.
21. Plan Commission.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

- 22. Property & Infrastructure.
 - 23. SAFER District
 - 24. Zoning Board of Appeals.
- F. Reports from Departments (Directors may be dismissed following reports).**
- 25. Clerk/CIO.
 - 26. Finance/CFO.
 - 27. Fire/EMS
 - 28. [Operations.](#)
 - 29. [Parks & Recreation.](#)
 - 30. Planning & Development.
 - 31. Police.
 - 32. [Public Services.](#)
 - 33. [Taxpayer Engagement.](#)
 - 34. [Technology/CTO.](#)
- G. Regular Business.**
- 35. [Reconsider the denial of a Class B Beer License for Crafties, LLC, 4103 Schofield Avenue.](#)
 - 36. Discuss revisions and modifications to the SAFER District Charter.
- H. Regular Report from the Administrator.**
- I. Convene into closed session** under Wisconsin State Statutes 19.85 (1) (c) for the purpose of considering the employment, compensation, or performance evaluation data of any employee: Consider compensation and performance evaluation data of the Village Administrator.
- J. Reconvene into open session and take action on items discussed in closed session, if necessary.**
- K. Announcements.**
- a) Lumin Advantage Consulting Workshop for Board of Trustees October 5th at 5:30 p.m.
- L. Remarks from Trustees (No Board action will be taken for this agenda item).**
- M. Remarks from President (No Board action will be taken for this agenda item).**
- N. Discuss items to be included for next agenda (No Board actions will be taken for this agenda item).**
- O. Adjourn until next meeting (special) date of MONDAY, SEPTEMBER 19th, 2016 – End of Session.**

WITNESS: My signature this 26th day of August 2016.

Sherry Weinkauff, 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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.6.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

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

ITEM DESCRIPTION: **RECOMMENDATION TO PURCHASE A COMBINATION TRI-AXLE PLOW TRUCK AND VACUUM TRUCK**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, AUGUST 29, 2016**
VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, AUGUST 29, 2016

POLICY QUESTION: Should the Property and Infrastructure Committee Recommend/Village Board approve the purchase of a replacement Plow Truck/Vacuum Truck utilizing a Swaploader Hooklift System with the chassis coming from Scaffidi Trucks, the body and attachments built by Casper's Truck, the Vacuum Unit coming from ODB and the dual steer component from a truck builder to be determined for total price not to exceed \$360,000.00 with the cost of the truck being split between the CIP Fund and the Refuse & Recycling Fund?

RECOMMENDATION TO: I make a motion to approve/recommend the purchase of a replacement Plow Truck/Vacuum Truck utilizing a Swaploader Hooklift System with the chassis coming from Scaffidi Trucks, the body and attachments built by Casper's Truck, the Vacuum Unit coming from ODB and the dual steer component from a truck builder to be determined for a total price not to exceed \$360,000.00 with the cost of the truck being split between the CIP Fund and the Refuse & Recycling Fund.

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: | Capital Improvement Fund / Refuse & Recycling Fund |
| <input type="checkbox"/> Budget Line Item: | |
| <input checked="" type="checkbox"/> Budgeted Expenditure: | 2017 Purchase of \$350,000 for entire truck |
| <input type="checkbox"/> Budgeted Revenue: | |
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- | | |
|--|--|
| <input checked="" type="checkbox"/> WI Statute: | 61.54: Public Works Bidding is not required for equipment, but the Village did advertise and receive competitive quotes. |
| <input type="checkbox"/> WI Administrative Code: | |
| <input type="checkbox"/> Case Law / Legal: | |
| <input type="checkbox"/> Municipal Code: | |
| <input type="checkbox"/> Municipal Rules: | |
-
-

PRIOR REVIEW:

Capital Equipment Plan for 2016-2020 has been approved previously by the Property & Infrastructure Committee and Finance Committee which included the purchase of this combination plow truck / vacuum truck for 2017.

BACKGROUND:

The Village has been in the process of updating the Public Works Fleet to provide reliable equipment for staff to provide the necessary services that residents expect. This truck is an opportunity to provide multiple functions on just one chassis, thus reducing the actual number of trucks in the Village's Fleet moving forward while keeping the same amount of functionality due to the use of a hook lift system for the body components.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Capital Equipment Plan

Village of Weston Wisconsin
VILLAGE BOARD BRIEFER
Michael Wodalski; Deputy Director of Public Works

Date: Monday, August 29, 2016

Re: Purchase a combination Tri-Axle Plow Truck and Vacuum Truck

1. Policy Question:

Should the Property and Infrastructure Committee Recommend/Village Board approve the purchase of a replacement Plow Truck/Vacuum Truck utilizing a Swaploader Hooklift System with the chassis coming from Scaffidi Trucks, the body and attachments built by Casper’s Truck, the Vacuum Unit coming from ODB and a dual steer component from a truck builder to be determined for a total price not to exceed \$360,000.00 with the cost of the truck being split between the CIP Fund and the Refuse & Recycling Fund?

2. Purpose:

The purpose is to replace a 2000 Sterling Single Axle Plow Truck as well as supplement our yardwaste pickup efforts with a new and more reliable piece of equipment.

3. Background:

The Village has an established a fleet replacement plan and has been following the plan since 2014. As part of the plan a single axle plow truck was scheduled to be replaced in 2017. The plan also had a new chassis scheduled to be bought for a new vacuum truck in 2020.

In June, the Village advertised for quotes for the truck chassis, the truck body and attachments, the vacuum unit and the dual steering component.

The truck chassis quotes came in at:

<u>Dealer</u>	<u>Total Price</u>
Mid-State – International	\$ 124,250.00
Scaffidi – Mack	\$ 119,700.00
Truck Country – Freightliner	\$114,582.00

The recommendation is to move forward with the chassis from Scaffidi. Unfortunately, Truck Country was not able to provide a truck that had the suspension and braking system that was specified, due to that they were not able to meet the spec and is the reason why Scaffidi is the recommendation over the lower price of Truck Country.

The Truck Body quotes came in at:

<u>Dealer</u>	<u>Total Price</u>
Casper’s	\$ 119,311.00
Monroe	\$ 140,401.00
Truck Equipment	\$ 123,118.00

The recommendation is to move forward with Casper's Truck Equipment installing the body and attachments for the truck, this consists of the plow, sander/salter, dump box, etc. along with the wiring and hydraulic connections.

There was only one quote received from Vacuum Unit Dealers which was ODB with a price of \$69,636.00

As far as the dual steering component, a quote was received from Monroe for \$15,199, however it appears that there may be a different option so at this point staff is not committing to Monroe, but will reserve that dollar amount in the purchase price.

The other component is then the Swaploader itself, which the local dealer for Swaploader is V&H Automotive, the cost there is \$28,000 for the Swaploader system and then we are also looking at a flatbed for hauling equipment and materials which we are estimating to not exceed \$8,000. Thus, the total Swaploader cost is \$36,000.

This gives a total truck value of just under \$360,000.

4. Issue Analysis:

As we looked at the replacement scheduled it appeared that the vacuum truck chassis would need to be replaced sooner than 2020. We have been running into issues with the availability of parts as well as an increase in maintenance on a machine that is 20+ years old for the chassis and vacuum unit itself. In an effort to reduce maintenance efforts as well as improve the reliability of this equipment it appeared that the use of a hook lift system (Swaploader) would be beneficial for this next truck. This is a system that the City of Wausau has been using for several years and is something that most people would be familiar with the roll off system that you can get for roofing or siding projects where a large container gets dropped off and then picked up later.

We will be able to have the truck mounted with the snow plowing attachments in the winter, vacuum unit in the spring and fall, and then a flat bed or box for the summer. This one truck will be able to have 3-4 distinct options and will provide better flexibility in just one chassis.

5. Fiscal Impact:

The inclusion of this unique vehicle as well as a few other minor modifications were made to the equipment schedule earlier this year. The actual change to the Capital Improvements Fund is fairly minor though moving forward. The total difference over the next 5 years is actually a decrease in estimated equipment costs of \$84,316.20.

6. Statutory Reference:

Wis. Stat. §61.54 describes the requirements for public works bidding, in which equipment purchases are not required to be. However, staff does seek competitive quotes and then recommends purchase of equipment based off of price, quality of construction, ease of operation and maintenance, etc.

7. Prior Review:

- Equipment plan is approved annually.
- PIC and Finance both approved the revised equipment plan earlier this summer.

8. Attachments:

- Previous information regarding the 2016-2020 Capital Purchases

9. Policy Choices:

- 1) Recommend/Approve the purchase of the truck per staff recommendation.
- 2) Not recommend/approve the purchase of the truck per staff recommendation.
- 3) Recommend/Approve that staff look at other options for the truck.

10. Recommendation:

I recommend approval/approve the purchase of the triaxle plow/vacuum truck per staff's recommendation for a not to exceed price of \$360,000.

11. Legislative Action:

I move to recommend approval/approve the purchase of the triaxle plow/vacuum truck per staff's recommendation for a not to exceed price of \$360,000.

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

REQUEST FROM: MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS

ITEM DESCRIPTION: UPDATE ON VILLAGE FLEET REPLACEMENT SCHEDULE (2016 – 2020)

DATE/MTG: FINANCE COMMITTEE; WEDNESDAY, JULY 27, 2016

POLICY QUESTION: Should the Finance Committee acknowledge the fleet replacement schedule from 2016 – 2020 and recommend that staff move forward with purchases for 2017 based on the proposed replacement schedule?

RECOMMENDATION TO: I make a motion to acknowledge the 2016 – 2020 fleet replacement schedule and recommend that staff move forward with purchases for 2017.

LEGISLATIVE ACTION:

- Checkboxes for Acknowledge/Approve, Administrative Order, Expenditure, Ordinance, Policy, Procedure, Proclamation, Reports, Resolution.

FISCAL IMPACT ANALYSIS:

- Checkboxes for Budget Line Item, Budgeted Expenditure, Budgeted Revenue with associated text and lines.

STATUTORY / RULEMAKING / POLICY REFERENCES:

- Checkboxes for WI Statute, WI Administrative Code, Case Law / Legal, Municipal Code, Municipal Rules with associated text and lines.

PRIOR REVIEW:

The Fleet Replacement plan is a living plan that adjusts annually as needs are reassessed and then presented regularly for agreement.

BACKGROUND:

The Capital Equipment Plan was created initially in 2014 and has been implemented for several years now. As this is a living document, staff has looked at the proposed schedule and realized that an effort needs to be made to replace our existing vacuum truck sooner rather than later.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

Updated 2016-2020 Fleet Plan with annual cash flows; August 2015 Fleet Plan

Village of Weston Wisconsin
FINANCE COMMITTEE BRIEFER
Michael Wodalski; Deputy Director of Public Works

Date: Wednesday, July 27, 2016

Re: Update on Village Fleet Replacement Schedule (2016 – 2020)

1. Policy Question:

Should the Finance Committee acknowledge the revised 2016-2020 Village Fleet Replacement Schedule and recommend that staff move forward with purchases for 2017 based on the proposed replacement schedule?

2. Purpose:

The purpose is to acknowledge the modified fleet replacement plan for the Village of Weston from 2016 to 2020. With the acknowledgement and recommendation to approve the plan, staff can then move forward with obtaining quotes for the various pieces of equipment knowing that there is support by the Committee and the Board to make those purchases.

3. Background:

In 2014 the Fleet Replacement Schedule was initially approved and adopted as part of the Village of Weston's fy2015 budget. Since then, subsequent updates have been made based on refined equipment costs as well as various changes in operational needs.

4. Issue Analysis:

The main change that is being made is to accommodate a combination truck that would function as a snow plow in winter, leaf/material vacuum truck in spring/fall and a dump truck in the summer. This effort is being made in a large part to some of the deficiencies that are experienced with our current leaf truck and mainly the age of that truck and the maintenance required. However, it did not seem prudent to purchase a new chassis for a vehicle that is only utilized 2-3 months out of the year. Thus, by utilizing a hook lift system, various body attachments can be interchanged to provide multiple functions on the same chassis.

The City of Wausau and various contractors throughout the area have this technology on their trucks. You might be most familiar with these functions as roll-offs you'd order from a garbage company for a roofing project. They drop off a container, which essentially is a box of a dump truck and then once it is full it is picked up. We'd be doing the same thing, except instead of a garbage dumpster that is being dropped off or picked up it would be a V-box and spreader for salting operations, or a leaf vacuum for material collection, etc.

In addition to the combination truck, items such as the grader have been bumped back a year in an effort to better smooth out the equipment costs moving forward.

5. Fiscal Impact:

The main cost difference with the new schedule is the additional cost of the combination truck. However, since this truck will be utilized for spring and fall pick up, a portion of the cost is recommended to be covered by the Refuse and Recycling Fund. As such, the actual change to the Capital Improvements Fund is

Summer 2016 Update

fairly minor moving forward. The table below shows the expected fiscal year costs moving forward under the revised plan versus what the plan was at the end of 2015.

Capital Improvement Fund Yearly Cost Comparison With Summer 2016 Revisions			
Fiscal Year	End of 2015 Estimate	Updated June 2016 Estimate	Difference (Current Estimate – End of 2015)
2016	\$ 476,619.13	\$ 469,164.25	-\$ 7,454.88
2017	\$ 598,750.13	\$ 597,105.58	-\$ 1,644.55
2018	\$ 705,351.11	\$ 714,445.56	\$ 9,094.45
2019	\$ 686,164.40	\$ 605,519.85	-\$ 80,644.55
2020	\$ 600,021.80	\$ 596,355.13	-\$ 3,666.67

*Note: above costs include estimates from SAFER from end of 2015 and those numbers have not been changed.

The total difference then over the next 5 years is a decrease in estimated equipment costs of \$84,316.20. There are not any projected changes for the remainder of 2016, but as we begin to spec and order equipment for 2017 staff would like to gain confirmation from elected officials that the proposed changes are appropriate and should be followed.

6. Statutory Reference:

Wis. Stat. § 61.54 describes the requirements for public works bidding, in which equipment purchases are not required to be. However, staff does seek competitive quotes and then recommends purchase of equipment based off of price, quality of construction, ease of operation, etc.

7. Prior Review:

- 6/6/2016: PIC reviewed and recommended that the updated plan be forwarded to the Board
- The equipment replacement plan was presented last August and was included in the fy2016 budget.

8. Attachments:

- Revised 2016 – 2020 cash flows showing changes made

9. Policy Choices:

- 1) Acknowledge the revised 2016 – 2020 fleet replacement schedule and recommend Board approval.
- 2) Do not acknowledge the revised 2016 – 2020 fleet replacement schedule and do not recommend Board approval.

10. Recommendation:

I acknowledge the revised 2016 – 2020 fleet replacement schedule and recommend the Board approve the plan so staff can move forward with fy2017 purchases.

11. Legislative Action:

I move to acknowledge the revised 2016 – 2020 fleet replacement schedule and recommend the Board approve the plan so staff can move forward with fy2017 purchases.

2017 Trade In/Equipment Sales	Sewer & Water	\$ (10,000.00)											
2017 Trade In/Equipment Sales SAFER	Capital Equipment	\$ -											

2018 Purchases

arks Zero Turn Mower	Capital Equipment	\$ 22,000.00	\$ -	\$ -						\$ 5,000.00
low Truck 17 (5-yr Finance) (Just a new Chassis)	Capital Equipment	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00				\$ 10,000.00
One-Ton-Pickup-21	50%-CEF, 50%-RR	\$ 45,000.00	\$ -	\$ -						\$ 5,000.00
Grader (5-yr finance)	Capital Equipment	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00				\$ 80,000.00
Utility Vac Truck Replacement	Sewer	\$ 360,000.00	\$ -	\$ -						\$ 175,000.00
Utility Van 1	Sewer & Water	\$ 28,000.00	\$ -	\$ -						\$ 10,000.00
SAFER - Car-11	Capital Equipment	\$ 28,716.00								
SAFER - Furniture/Fixtures (SAFER)	Capital Equipment	\$ 18,480.00								
SAFER - Medic-22 (4-yr finance)	Capital Equipment	\$ 46,453.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00					
SAFER - Turnout Gear	Capital Equipment									
2018 Trade In/Equipment Sales	Capital Equipment	\$ (15,000.00)								
2018 Trade In/Equipment Sales	Ref & Recy Fund									
2018 Trade In/Equipment Sales	Sewer & Water	\$ (185,000.00)								
2018 Trade In/Equipment Sales SAFER	Capital Equipment	\$ -								

2019 Purchases

Pickup Truck 2	75%CE, 20%RR, 5%SW	\$ 35,000.00	\$ -							\$ 3,000.00
End Loader 14 (3-yr in arrears finance)	67% CEF, 33%RR	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00					\$ 40,000.00
Grader (5-yr finance)	Capital Equipment	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00				\$ 80,000.00
Utility Van 88	Sewer & Water	\$ 28,000.00	\$ -							\$ 10,000.00
One Ton Pickup #21	Capital Equipment	\$ 45,000.00	\$ -							\$ 5,000.00
Pickup Truck 55 (Sign Truck)	90% CEF, 10% SW	\$ 35,000.00	\$ -							\$ 3,000.00
SAFER - Egin-11 (5-yr finance)	Capital Equipment	\$ 68,919.00	\$ 68,919.00	\$ 68,919.00	\$ 68,919.00	\$ 68,919.00				
SAFER - Furniture/Fixtures (SAFER)	Capital Equipment	\$ 18,480.00								
SAFER - Turnout Gear	Capital Equipment	\$ 11,149.00								
2019 Trade In/Equipment Sales	Capital Equipment	\$ (131,000.00)								
2019 Trade In/Equipment Sales	Ref & Recy Fund	\$ -								
2019 Trade In/Equipment Sales	Sewer & Water	\$ (10,000.00)								
2019 Trade In/Equipment Sales SAFER	Capital Equipment	\$ -								

2020 Purchases

One Ton Pickup #6	Capital Equipment	\$ 45,000.00								\$ 5,000.00
Plow Truck 29 (5-yr Finance)	Capital Equipment	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00				\$ 24,000.00
Street Sweeper (5-yr buy back program)	Storm Water	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00				
Quad Axle 15 (5-yr finance)	50% CEF, 50% RR	\$ 34,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00				\$ 24,000.00
Chassis for new Leaf Vac Truck	Ref & Recy Fund	\$ 35,000.00								
Skidsteer	Capital Equipment	\$ 50,000.00								\$ 5,000.00
SAFER - Turnout Gear	Capital Equipment	\$ 11,149.00								
SAFER - Medic-12 (4 Yr finance)	Capital Equipment	\$ 48,142.00	\$ 48,142.00	\$ 48,142.00	\$ 48,142.00					
2020 Trade In/Equipment Sales	Capital Equipment	\$ (58,000.00)								
2020 Trade In/Equipment Sales	Ref & Recy Fund	\$ -								
2020 Trade In/Equipment Sales	Sewer & Water	\$ -								
2020 Trade In/Equipment Sales SAFER	Capital Equipment	\$ -								

Summer 2016 Update

	Funding Source	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Total
FY2014 Purchases	Capital Equipment	\$ 75,133.85	\$ 57,836.22	\$ 57,836.22	\$ 57,836.22	\$ 41,678.20							\$ 290,320.71
	SAFER												\$ -
FY 2015 Purchases	Capital Equipment		\$ (7,163.51)	\$ 103,159.52	\$ 103,159.52	\$ 103,159.52	\$ 103,159.52	\$ 27,020.80					\$ 432,495.37
	SAFER		\$ 141,839.00										\$ 141,839.00
FY 2016 Purchases	Capital Equipment			\$ 129,900.51	\$ 89,988.51	\$ 89,988.51	\$ 40,000.00	\$ 40,000.00					\$ 389,877.53
	SAFER			\$ 178,268.00	\$ 106,983.00	\$ 106,983.00	\$ 73,199.00	\$ 73,199.00	\$ 73,199.00				\$ 611,831.00
FY 2017 Purchases	Capital Equipment				\$ 72,333.33	\$ 88,333.33	\$ 88,333.33	\$ 48,333.33	\$ 48,333.33				\$ 345,666.67
	SAFER				\$ 166,805.00	\$ 155,654.00	\$ 91,465.00	\$ 67,568.00					\$ 481,492.00
FY 2018 Purchases	Capital Equipment					\$ 35,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00			\$ 147,000.00
	SAFER					\$ 93,649.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00				\$ 231,844.00
FY 2019 Purchases	Capital Equipment						\$ 36,750.00	\$ 115,250.00	\$ 115,250.00	\$ 115,250.00	\$ 65,000.00		\$ 447,500.00
	SAFER						\$ 98,548.00	\$ 68,919.00	\$ 68,919.00	\$ 68,919.00	\$ 68,919.00		\$ 374,224.00
FY 2020 Purchases	Capital Equipment							\$ 82,000.00	\$ 43,000.00	\$ 43,000.00	\$ 43,000.00	\$ 43,000.00	\$ 254,000.00
	SAFER							\$ 59,291.00	\$ 48,142.00	\$ 48,142.00	\$ 48,142.00		\$ 203,717.00

Committed FY Cost	Capital Equipment	\$ -	\$ 57,836.22	\$ 160,995.74	\$ 250,984.25	\$ 430,142.56	\$ 470,221.85	\$ 445,436.13	\$ 310,847.33	\$ 143,250.00	\$ 65,000.00	\$ -
-------------------	-------------------	------	--------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	--------------	------

Total FY Cost	Capital Equipment	\$ 75,133.85	\$ 192,511.71	\$ 469,164.25	\$ 597,105.58	\$ 714,445.56	\$ 605,519.85	\$ 596,355.13	\$ 422,766.33	\$ 255,169.00	\$ 176,919.00	\$ 43,000.00
---------------	-------------------	--------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	--------------

	Funding Source	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
FY 2014 Purchases	Ref & Recy Fund		\$ 64,632.06	\$ 64,632.06	\$ 64,632.06							
FY 2015 Purchases	Ref & Recy Fund		\$ 33,908.53	\$ 67,684.53	\$ 67,684.53	\$ 67,684.53	\$ 67,684.53	\$ 33,776.00	\$ -	\$ -	\$ -	\$ -
FY 2016 Purchases	Ref & Recy Fund											
FY 2017 Purchases	Ref & Recy Fund				\$ 24,166.67	\$ 24,166.67	\$ 24,166.67	\$ 24,166.67	\$ 24,166.67			
FY 2018 Purchases	Ref & Recy Fund											
FY 2019 Purchases	Ref & Recy Fund						\$ 7,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -
FY 2020 Purchases	Ref & Recy Fund							\$ 17,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00

Committed FY Cost	Ref & Recy Fund	\$ -	\$ 64,632.06	\$ 132,316.59	\$ 132,316.59	\$ 91,851.20	\$ 91,851.20	\$ 82,942.67	\$ 49,166.67	\$ 25,000.00	\$ -	\$ -
-------------------	-----------------	------	--------------	---------------	---------------	--------------	--------------	--------------	--------------	--------------	------	------

Total FY Cost	Ref & Recy Fund	\$ -	\$ 98,540.59	\$ 132,316.59	\$ 156,483.26	\$ 91,851.20	\$ 98,851.20	\$ 99,942.67	\$ 64,166.67	\$ 40,000.00	\$ 15,000.00	\$ 15,000.00
---------------	-----------------	------	--------------	---------------	---------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

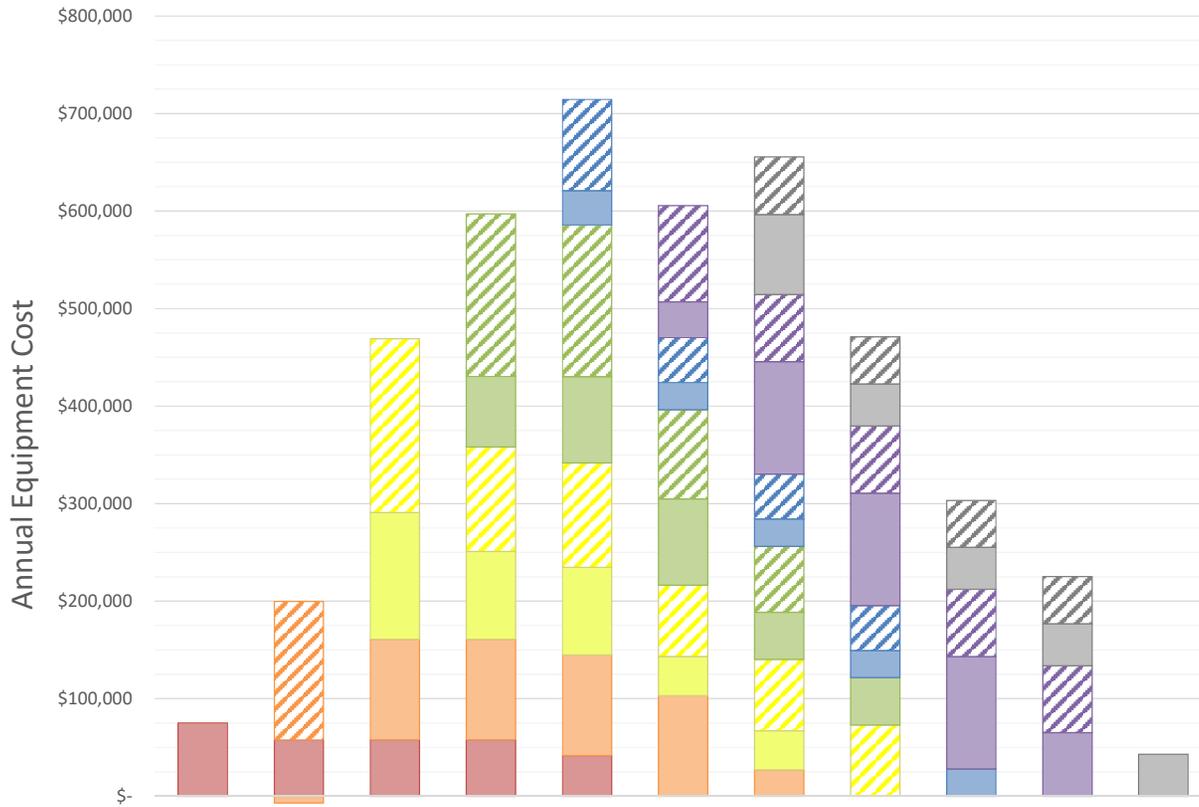
	Funding Source	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
FY 2014 Purchases	Sewer & Water	\$ 15,046.00										
FY 2015 Purchases	Sewer & Water		\$ -	\$ 6,755.20	\$ 6,755.20	\$ 6,755.20	\$ 6,755.20	\$ 6,755.20	\$ -	\$ -	\$ -	\$ -
FY 2016 Purchases	Sewer & Water			\$ 137,586.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 2017 Purchases	Sewer & Water				\$ 18,000.00							
FY 2018 Purchases	Sewer & Water					\$ 203,000.00						
FY 2019 Purchases	Sewer & Water						\$ 23,250.00					
FY 2020 Purchases	Sewer & Water											

Committed FY Cost	Sewer & Water	\$ -	\$ -	\$ 6,755.20	\$ 6,755.20	\$ 6,755.20	\$ 6,755.20	\$ 6,755.20	\$ -	\$ -	\$ -	\$ -
-------------------	---------------	------	------	-------------	-------------	-------------	-------------	-------------	------	------	------	------

Total FY Cost	Sewer & Water	\$ 15,046.00	\$ -	\$ 144,341.20	\$ 24,755.20	\$ 209,755.20	\$ 30,005.20	\$ 6,755.20	\$ -	\$ -	\$ -	\$ -
---------------	---------------	--------------	------	---------------	--------------	---------------	--------------	-------------	------	------	------	------

Funding Source Net Expense	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Capital Equipment Fund	\$ 75,133.85	\$ 192,511.71	\$ 469,164.25	\$ 597,105.58	\$ 714,445.56	\$ 605,519.85	\$ 596,355.13	\$ 422,766.33	\$ 255,169.00	\$ 176,919.00	\$ 43,000.00
Refuse and Recycling Fund	\$ -	\$ 98,540.59	\$ 132,316.59	\$ 156,483.26	\$ 91,851.20	\$ 98,851.20	\$ 99,942.67	\$ 64,166.67	\$ 40,000.00	\$ 15,000.00	\$ 15,000.00
Sewer and Water Utility Funds	\$ 15,046.00	\$ -	\$ 144,341.20	\$ 24,755.20	\$ 209,755.20	\$ 30,005.20	\$ 6,755.20	\$ -	\$ -	\$ -	\$ -
Storm Water Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00	\$ 36,750.00
Total Net Expense	\$ 90,179.85	\$ 291,052.30	\$ 745,822.04	\$ 778,344.04	\$ 1,016,051.96	\$ 734,376.25	\$ 739,803.00	\$ 523,683.00	\$ 331,919.00	\$ 228,669.00	\$ 94,750.00

Capital Equipment Fund Fleet Replacement Plan (Village of Weston Equipment and Village share of SAFER Purchases)



(\$100,000)	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
2020 SAFER							\$59,291.00	\$48,142.00	\$48,142.00	\$48,142.00	
2020 VOW Cap Eq							\$82,000.00	\$43,000.00	\$43,000.00	\$43,000.00	\$43,000.00
2019 SAFER						\$98,548.00	\$68,919.00	\$68,919.00	\$68,919.00	\$68,919.00	
2019 VOW Cap Eq						\$36,750.00	\$115,250.00	\$115,250.00	\$115,250.00	\$65,000.00	
2018 SAFER					\$93,649.00	\$46,065.00	\$46,065.00	\$46,065.00			
2018 VOW Cap Eq					\$35,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00		
2017 SAFER				\$166,805.00	\$155,654.00	\$91,465.00	\$67,568.00				
2017 VOW Cap Eq				\$72,333.33	\$88,333.33	\$88,333.33	\$48,333.33	\$48,333.33			
2016 SAFER			\$178,268.00	\$106,983.00	\$106,983.00	\$73,199.00	\$73,199.00	\$73,199.00			
2016 VOW Cap Eq			\$129,900.51	\$89,988.51	\$89,988.51	\$40,000.00	\$40,000.00				
2015 SAFER		\$141,839.00									
2015 VOW Cap Eq		\$(7,163.51)	\$103,159.52	\$103,159.52	\$103,159.52	\$103,159.52	\$27,020.80				
2014 VOW Cap Eq	\$75,133.85	\$57,836.22	\$57,836.22	\$57,836.22	\$41,678.20						

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

REQUEST FROM: MICHAEL WODALSKI; DEPUTY DIRECTOR OF PUBLIC WORKS

ITEM DESCRIPTION: ACKNOWLEDGE FY2015 BUDGETED VILLAGE FLEET REPLACEMENT PURCHASES AND REVISED FY2016 REPLACEMENT SCHEDULE

DATE/MTG: PROPERTY & INFRASTRUCTURE COMMITTEE; MONDAY, AUGUST 3, 2015
VILLAGE BOARD OF TRUSTEES; MONDAY, AUGUST 3, 2015

POLICY QUESTION: Should the Property & Infrastructure Committee/Village Board of Trustees acknowledge the fy2015 and the revised fy2016 Village Fleet Replacement Purchases?

RECOMMENDATION TO: I make a motion to acknowledge the fy2015 and revised fy2016 fleet replacement purchases.

LEGISLATIVE ACTION:

- Checkboxes for Acknowledge/Approve, Administrative Order, Expenditure, Ordinance, Policy, Procedure, Proclamation, Reports, Resolution.

FISCAL IMPACT ANALYSIS:

- Checkboxes for Budget Line Item, Budgeted Expenditure, Budgeted Revenue with corresponding values: Capital Projects Fund, \$219,636.00, \$48,370.00.

STATUTORY / RULEMAKING / POLICY REFERENCES:

- Checkboxes for WI Statute, WI Administrative Code, Case Law / Legal, Municipal Code, Municipal Rules with a reference to 61.54: Public Works Bidding is not required for equipment purchases.

PRIOR REVIEW: The 2015 Capital Equipment Plan was acknowledged at the 3/25/2015 Finance Committee Meeting
Acknowledged by Finance Committee at 7/29/15 Meeting

BACKGROUND:

The Capital Equipment Plan was created in 2014 and has been implemented for 2 years now. There is one more purchase to be made for fy2015 which is included in the packet for the 7/22/15 Finance Meeting. In addition to the final fy2015 purchase there is an update to the fy2016 purchases and equipment from SAFER has also been included to give a holistic view of the equipment purchases heading into the future.

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

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

From: Michael Wodalski, Deputy Director of Public Works
Date/Mtg: Monday, August 3, 2015 / Property & Infrastructure Committee/Village Board of Trustees
Re: Acknowledgement of the fy2015 and revised fy2016 Village Fleet Replacement Purchases

1. Policy Question:

Should the Property & Infrastructure Committee/Village Board of Trustees acknowledge the fy2015 and the revised fy2016 Village Fleet Replacement Purchases?

2. Purpose:

The purpose is to acknowledge the fy2015 and the revised fy2016 fleet replacement purchases for the Village of Weston and to update the committee on the current status of those purchases as compared to the fy2015 budget.

3. Background:

In 2014, the Fleet Replacement Schedule was approved and adopted as part of the Village of Weston's fy2015 budget. This report is an update on those purchases as well as a revised outlook on the upcoming years. Information from SAFER has been included in the replacement schedule to show the Village's portion of those future costs as well.

4. Issue Analysis:

The Fiscal Impact section will take care of the Issue Analysis.

5. Fiscal Impact:

I have attached a budget to actual/estimated comparison for the purchases made by the Public Works and Parks Departments in 2015. The main item to note is that for fy2015 the Capital Equipment purchases for the Public Works and Parks Departments in regards to the general fund are projected to come in at **\$140,000 Under Budget**. This is primarily due to the Village obtaining more value in trade-ins/sales of equipment than initially anticipated (**revenue increase of \$110,000**). Additionally, the Excavator that was scheduled to be purchased in fy2015 has a financing option to be paid for in arrears, so the first payment for that piece of equipment will not be realized until fy2016, thus reducing the expenses for fy2015 (**reduced expenses by \$30,000**).

There is one minor change to the fy2015 budget. Staff had not included initially a new sewer televising camera, however the existing equipment is in need of replacement as it no longer has full functionality and finding a contractor to come and televise sewers this summer has been extremely difficult. As a result, staff recommends that a sewer televising camera be added to the fy2015 plan and be fully funded by the Sewer Utility.

The change then to the fy2016 budget includes the purchase of a new fleet vehicle to be used by staff which will replace the Buick and Minivan currently in the Village's fleet. These two vehicles have been primarily known as the Administrator's car and then as a conference/meeting vehicle for staff to use. I have had preliminary discussions with new SAFER Chief Matt Savage about the Minivan possibly serving as the SAFER Fire Inspection Vehicle which would reduce a fy2016 SAFER expense, but I have not made that change yet to the replacement schedule.

The other item that has been added is the addition of the SAFER equipment. This was their preliminary equipment replacement schedule and I do not believe this schedule has been officially approved by any boards at this time. I have included the SAFER schedule solely for your information.

6. Statutory References:

- Wis. State Stat. §61.54 describes the requirements for public works bidding, in which equipment purchases are not subject to state bidding laws.

7. Prior Review:

- 2015 Budget
- Status Update at the 3/25/2015 Finance Committee Meeting
- Acknowledged at 7/29/2015 Finance Committee Meeting

8. Policy Choices:

- Acknowledge the fy2015 purchases and revised fy2016 schedule
- Do not acknowledge the fy2015 purchases and revised fy2016 schedule

9. Recommendation:

I acknowledge the fy2015 and revised fy2016 schedules and updates.

10. Legislative Action:

I move to acknowledge the fy2015 and revised fy2016 schedules and updates.

11. Attachments:

- 2015 Capital Equipment Update (Capital Equipment Fund)
- Capital Equipment Plan (Revised with SAFER and fy2016 changes)
- Fy2015 Capital Projects Budget

2015 Capital Equipment Update

CAPITAL EQUIPMENT FUND EXPENSES

<u>Equipment</u>	<u>Budgeted Amount</u>	<u>Actual/Estimated Amount</u>
PLOW TRUCK 10 (2014 LEASE)	\$ 41,678.00	\$ 41,678.00
END LOADER 32 WING (2014 LEASE)	\$ 16,158.00	\$ 16,158.00
PLOW TRUCK 9 (2015 LEASE)	\$ 42,000.00	\$ 40,845.59
PICKUP TRUCK 59 (2015 PURCHASE)	\$ 31,000.00	\$ 32,913.00
BALL DIAMOND MACHINE (2015 PURCHASE)	\$ 20,000.00	\$ 22,768.00
EXCAVATOR #23 (2015 LEASE)	\$ 18,800.00	\$ -
STREET SWEEPER (2015 LEASE)	\$ 50,000.00	\$ 35,271.00
Expense Totals	<u>\$ 219,636.00</u>	<u>\$ 189,633.59</u>
	<u>\$ 30,002.41</u>	Under Budget

CAPITAL EQUIPMENT FUND REVENUES

<u>Equipment</u>	<u>Original Estimate</u>	<u>Actual/Estimated Amount</u>
TRADE IN/SALE PRICES		
PLOW TRUCK 9	\$ 7,255.00	\$ 24,000.00
END LOADER 32	\$ 14,680.00	\$ 20,410.23
PICKUP TRUCK 59	\$ 245.00	\$ 500.00
DUMP TRUCK 25	\$ 5,100.00	\$ 22,000.00
BALL DIAMOND MACHINE	\$ 4,180.00	\$ 7,573.00
EXCAVATOR #23	\$ 8,230.00	\$ 25,000.00
STREET SWEEPER	\$ 8,680.00	\$ 60,000.00
Revenue Totals	<u>\$48,370.00</u>	<u>\$ 159,483.23</u>
	<u>\$111,113.23</u>	In Extra Revenue
	<u>\$ 141,115.64</u>	Extra 2015 Fund Balance going into 2016

Yellow areas are estimated costs as these pieces of equipment have not yet been bought/sold

Summer 2015 Update

Village of Weston Street, Utility, Parks and Village Share of SAFER Capital Equipment Replacement Schedule
Financing of Equipment Cash Flows Up To 2020

Funding Source	2014	2015	2016	2017	2018	2019	2020	Trade In / Sale Value	Notes
2014 Purchases									
Plow Truck 10 (5-yr Finance)	Capital Equipment	\$ 41,678.20	\$ 41,678.20	\$ 41,678.20	\$ 41,678.20	\$ 41,678.20	\$ -	\$ -	\$ 24,671.50
New End Loader #32 (3-Yr Lease in Arrears)	Ref & Recy Fund	\$ -	\$ 64,632.06	\$ 64,632.06	\$ 64,632.06	\$ -	\$ -	\$ -	
Wing/Plow and Broom for New End Loader (3-yr in Arrears)	Capital Equipment	\$ -	\$ 16,158.02	\$ 16,158.02	\$ 16,158.02	\$ -	\$ -	\$ -	
Utility Van 88	Sewer & Water	\$ 26,046.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00
Portable Hoist System	Capital Equipment	\$ 28,575.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Parks Pickup 122 with Power Liftgate and Front Plow	Capital Equipment	\$ 32,121.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Blower Attachment for Skidsteer	Capital Equipment	\$ 7,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,118.85 Tractor
Boom Truck	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750.00
2014 Trade In/Equipment Sales	Capital Equipment	\$ (34,540.35)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2014 Trade In/Equipment Sales	Ref & Recy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2014 Trade In/Equipment Sales	Sewer & Water	\$ (11,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2015 Purchases									
Plow Truck 9 (5-yr Finance)	Capital Equipment	\$ 40,845.59	\$ 40,845.59	\$ 40,845.59	\$ 40,845.59	\$ 40,845.59	\$ -	\$ -	\$ 24,000.00 Estimate
Pickup Truck 59	Capital Equipment	\$ 32,913.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00 Auctioned
Dump Truck 25 (5-Yr Finance R&R Fund)	Ref & Recy Fund	\$ 33,908.53	\$ 33,908.53	\$ 33,908.53	\$ 33,908.53	\$ 33,908.53	\$ -	\$ -	\$ 22,000.00 Estimate
Ball Diamond Machine	Capital Equipment	\$ 22,768.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,573.00 Traded-In
Excavator 23 (5-yr in arrears split 50% R&R, 40% CEF, 10% S/W)	RR, CEF, S&W	\$ -	\$ 67,552.00	\$ 67,552.00	\$ 67,552.00	\$ 67,552.00	\$ 67,552.00	\$ -	\$ 25,000.00 Offered
Street Sweeper (5-yr buy back program)	Capital Equipment	\$ 35,271.01	\$ 35,271.01	\$ 35,271.01	\$ 35,271.01	\$ 35,271.01	\$ -	\$ -	\$ 60,000.00 Sold
Sewer Telescoping Camera	Sewer Fund	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New End Loader #32 (3-Yr Lease in Arrears)	Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,410.23 Auctioned
SAFER - Medic-11	Capital Equipment	\$ 144,940.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2015 Trade In/Equipment Sales	Capital Equipment	\$ (159,483.23)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2015 Trade In/Equipment Sales	Ref & Recy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2015 Trade In/Equipment Sales	Sewer & Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2016 Purchases									
Plow Truck 60 (5-yr Finance)	Capital Equipment	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 24,000.00	
Snow Blower to replace 1957 Snow Blower (3-yr finance)	Capital Equipment	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	
Parks Mower #143 (11' mower)	Capital Equipment	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	
Staff Vehicle (Conferences, Meetings, etc.)	Capital Equipment	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	
Utility Van B	Sewer & Water	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	
SAFER - Rescue-21 (R-21 & E-22) (6-yr finance)	Capital Equipment	\$ 72,585.00	\$ 72,585.00	\$ 72,585.00	\$ 72,585.00	\$ 72,585.00	\$ 72,585.00	\$ -	
SAFER - Car-21	Capital Equipment	\$ 26,130.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SAFER - Fire Inspection Vehicle	Capital Equipment	\$ 16,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	
SAFER - Medic-23 (IFT) (3-yr finance)	Capital Equipment	\$ 33,500.00	\$ 33,500.00	\$ 33,500.00	\$ -	\$ -	\$ -	\$ -	
SAFER - Computer Server Upgrade	Capital Equipment	\$ 16,750.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2016 Trade In/Equipment Sales	Capital Equipment	\$ (40,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2016 Trade In/Equipment Sales	Ref & Recy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2016 Trade In/Equipment Sales	Sewer & Water	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2016 Trade In/Equipment Sales SAFER	Capital Equipment	\$ (20,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2017 Purchases									
Plow Truck 17 (5-yr Finance) (Just Truck Chassis)	Capital Equipment	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 10,000.00	
Utility Van C	Sewer & Water	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	
Parks Mower 115 (72" mower)	Capital Equipment	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	
Parks Walk Behind Mower 142	Capital Equipment	\$ 5,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	
Multi-Purpose Mower/Blower (#113) 3-yr finance	Capital Equipment	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	\$ -	\$ 8,000.00	
SAFER - Station 2 update (2-yr finance)	Capital Equipment	\$ 26,800.00	\$ 26,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	
SAFER - Chief's Car (2 yr finance)	Capital Equipment	\$ 20,100.00	\$ 20,100.00	\$ -	\$ -	\$ -	\$ -	\$ -	
SAFER - Deputy Chief's Car (2 yr finance)	Capital Equipment	\$ 16,750.00	\$ 16,750.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	
SAFER - Medical Equipment (3 yr finance)	Capital Equipment	\$ 23,785.00	\$ 23,785.00	\$ 23,785.00	\$ -	\$ -	\$ -	\$ -	
SAFER - Replace Airpaks (4-yr lease)	Capital Equipment	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ -	
2017 Trade In/Equipment Sales	Capital Equipment	\$ (24,500.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2017 Trade In/Equipment Sales	Ref & Recy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2017 Trade In/Equipment Sales	Sewer & Water	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2017 Trade In/Equipment Sales SAFER	Capital Equipment	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2018 Purchases									
Parks Zero Turn Mower	Capital Equipment	\$ 22,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	
Plow Truck 69 (5-yr Finance)	Capital Equipment	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 24,000.00	
One Ton Pickup 21	50% CEF, 50% RR	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	
Grader (5-yr finance)	Capital Equipment	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 80,000.00	
Utility Vac Truck Replacement	Sewer & Water	\$ 360,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175,000.00	
Utility Van 1	Sewer & Water	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	
SAFER - Car-11	Capital Equipment	\$ 28,478.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
SAFER - Furniture/Fixtures (SAFER)	Capital Equipment	\$ 18,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	
SAFER - Medic-22 (4-yr finance)	Capital Equipment	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00	\$ -	
2018 Trade In/Equipment Sales	Capital Equipment	\$ (114,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2018 Trade In/Equipment Sales	Ref & Recy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2018 Trade In/Equipment Sales	Sewer & Water	\$ (185,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2018 Trade In/Equipment Sales SAFER	Capital Equipment	\$ (15,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

2019 Purchases									
Pickup Truck 2	75% CEF, 20% RR, 5% S/W	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	
End Loader 14 (3-yr in arrears finance)	67% CEF, 33% RR	\$ -	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 31,000.00	
Utility Van 88	Sewer & Water	\$ 28,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	
Parks One Ton Pickup #6	Capital Equipment	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	
Pickup Truck 55 (Sign Truck)	90% CEF, 10% S/W	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	
SAFER - Engine-11 (5-yr finance)	Capital Equipment	\$ 68,340.00	\$ 68,340.00	\$ -	\$ -	\$ -	\$ -	\$ -	
SAFER - Furniture/Fixtures (SAFER)	Capital Equipment	\$ 18,325.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	
2019 Trade In/Equipment Sales	Capital Equipment	\$ (42,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2019 Trade In/Equipment Sales	Ref & Recy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2019 Trade In/Equipment Sales	Sewer & Water	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2019 Trade In/Equipment Sales SAFER	Capital Equipment	\$ (50,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

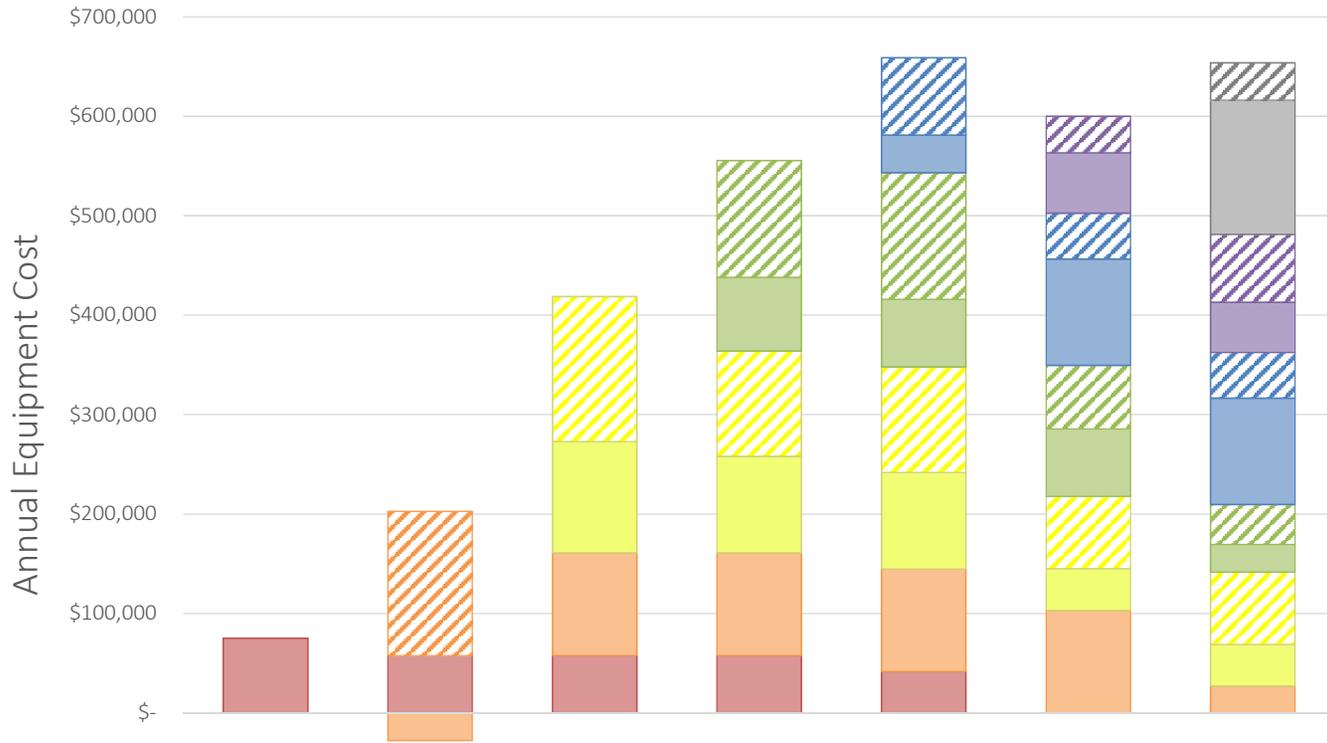
2020 Purchases									
One Ton Pickup 31	75% CEF, 25% RR	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	
Plow Truck 29 (5-yr Finance)	Capital Equipment	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 42,000.00	\$ 24,000.00	
Street Sweeper (5-yr buy back program)	Capital Equipment	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Quad Axle 15 (5-yr finance)	50% CEF, 50% RR	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00	\$ 24,000.00	
Chassis for new Leaf Vac Truck	Ref & Recy Fund	\$ 35,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Skidsteer	Capital Equipment	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	
SAFER - Medic-12 (4 Yr finance)	Capital Equipment	\$ 47,738.00	\$ 47,738.00	\$ 47,738.00	\$ 47,738.00	\$ 47,738.00	\$ 47,738.00	\$ 10,000.00	
2020 Trade In/Equipment Sales	Capital Equipment	\$ (58,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2020 Trade In/Equipment Sales	Ref & Recy Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2020 Trade In/Equipment Sales	Sewer & Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2020 Trade In/Equipment Sales SAFER	Capital Equipment	\$ (10,000.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Funding Source	2014	2015	2016	2017	2018	2019	2020
FY 2014 Purchases	Capital Equipment	\$ 75,133.85	\$ 57,836.22	\$ 57,836.22	\$ 57,836.22	\$ 41,678.20	\$ -
SAFER		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 2015 Purchases	Capital Equipment	\$ (27,685.63)	\$ 103,137.40	\$ 103,137.40	\$ 103,137.40	\$ 103,137.40	\$ 27,020.80
SAFER		\$ 144,940.00	\$ -	\$ -	\$ -	\$ -	\$ -
FY 2016 Purchases	Capital Equipment	\$ 112,000.00	\$ 97,000.00	\$ 97,000.00	\$ 97,000.00	\$ 42,000.00	\$ 42,000.00
SAFER		\$ 145,715.00	\$ 106,085.00	\$ 106,085.00	\$ 106,085.00	\$ 72,585.00	\$ 72,585.00
FY 2017 Purchases	Capital Equipment	\$ 74,000.00	\$ 68,000.00	\$ 68,000.00	\$ 68,000.00	\$ 28,000.00	\$ 28,000.00
SAFER		\$ 117,435.00	\$ 127,435.00	\$ 63,785.00	\$ 40,000.00	\$ -	\$ -
FY 2018 Purchases	Capital Equipment	\$ 37,500.00	\$ 107,000.00	\$ 107,000.00	\$ 107,000.00	\$ 107,000.00	\$ 107,000.00
SAFER		\$ 77,868.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00	\$ 46,065.00
FY 2019 Purchases	Capital Equipment	\$ 60,750.00	\$ 50,250.00	\$ 50,250.00	\$ 50,250.00	\$ 50,250.00	\$ 50,250.00
SAFER		\$ 36,665.00	\$ 68,340.00	\$ 68,340.00	\$ 68,340.00	\$ 68,340.00	\$ 68,340.00
FY 2020 Purchases	Capital Equipment	\$ 134,750.00	\$ 134,750.00	\$ 134,750.00	\$ 134,750.00	\$ 134,750.00	\$ 134,750.00
SAFER		\$ 37,738.00	\$ 37,738.00	\$ 37,738.00	\$ 37,738.00	\$ 37,738.00	\$ 37,738.00

Committed FY Cost	Capital Equipment	\$ -	\$ 57,836.22	\$ 160,973.62	\$ 257,973.62	\$ 415,900.60	\$ 456,507.40	\$ 412,920.80
Total FY Cost	Capital Equipment	\$ 75,133.85	\$ 175,090.59	\$ 418,688.62	\$ 555,493.62	\$ 658,703.60	\$ 599,987.40	\$ 616,010.80

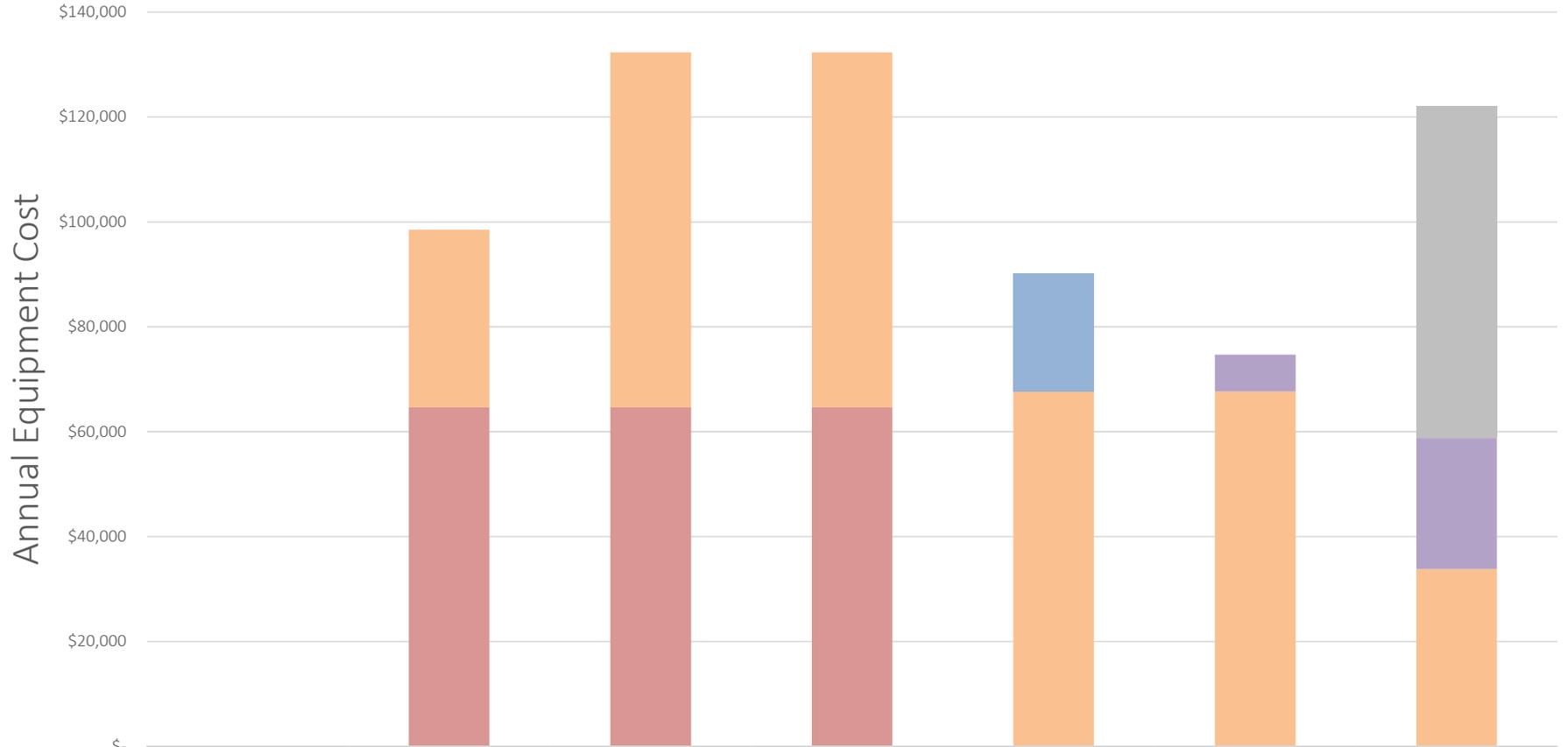
Funding Source	2014	2015	2016	2017	2018	2019	2020
FY 2014 Purchases	Ref & Recy Fund	\$ 64,632.06	\$ 64,632.06	\$ 64,632.06	\$ 64,632.06	\$ -	\$ -

Capital Equipment Fund Fleet Replacement Plan (Village of Weston Equipment and Village share of SAFER Purchases)



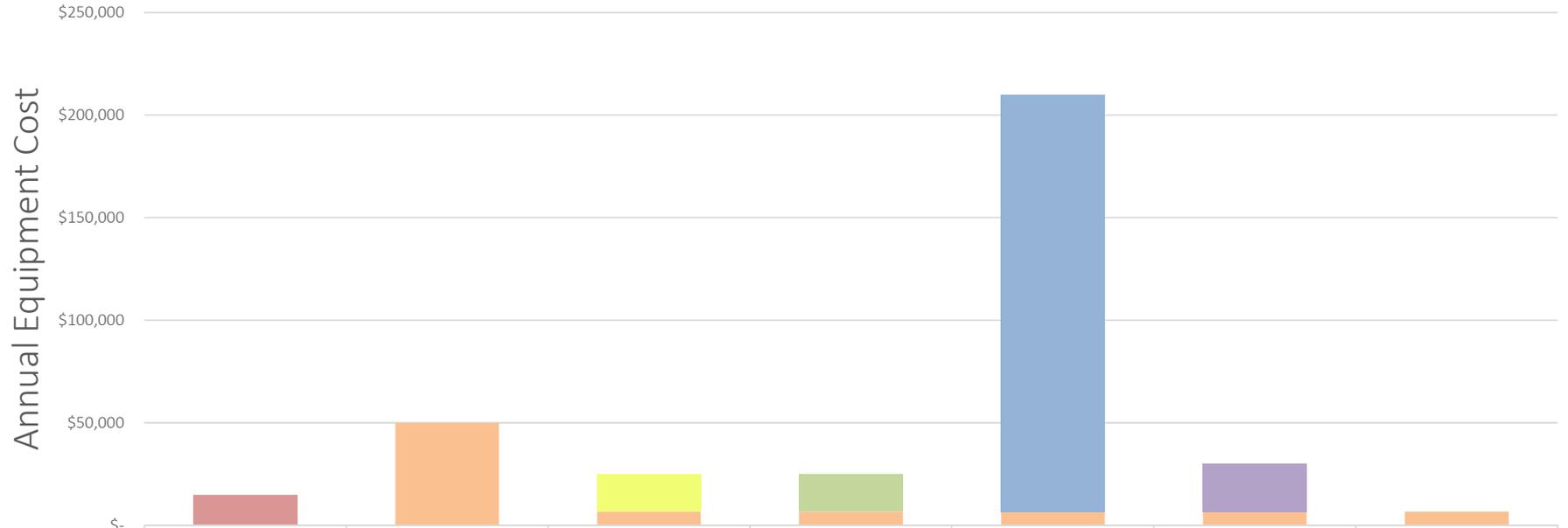
	2014	2015	2016	2017	2018	2019	2020
2020 SAFER							\$37,738.00
2020 VOW Purchases							\$134,750.00
2019 SAFER						\$36,665.00	\$68,340.00
2019 VOW Purchases						\$60,750.00	\$50,250.00
2018 SAFER					\$77,868.00	\$46,065.00	\$46,065.00
2018 VOW Purchases					\$37,500.00	\$107,000.00	\$107,000.00
2017 SAFER				\$117,435.00	\$127,435.00	\$63,785.00	\$40,000.00
2017 VOW Purchases				\$74,000.00	\$68,000.00	\$68,000.00	\$28,000.00
2016 SAFER			\$145,715.00	\$106,085.00	\$106,085.00	\$72,585.00	\$72,585.00
2016 VOW Purchases			\$112,000.00	\$97,000.00	\$97,000.00	\$42,000.00	\$42,000.00
2015 SAFER		\$144,940.00					
2015 VOW Purchases		\$(27,685.63)	\$103,137.40	\$103,137.40	\$103,137.40	\$103,137.40	\$27,020.80
2014 VOW Purchases	\$75,133.85	\$57,836.22	\$57,836.22	\$57,836.22	\$41,678.20		

Refuse and Recycling Fund Fleet Replacement Plan



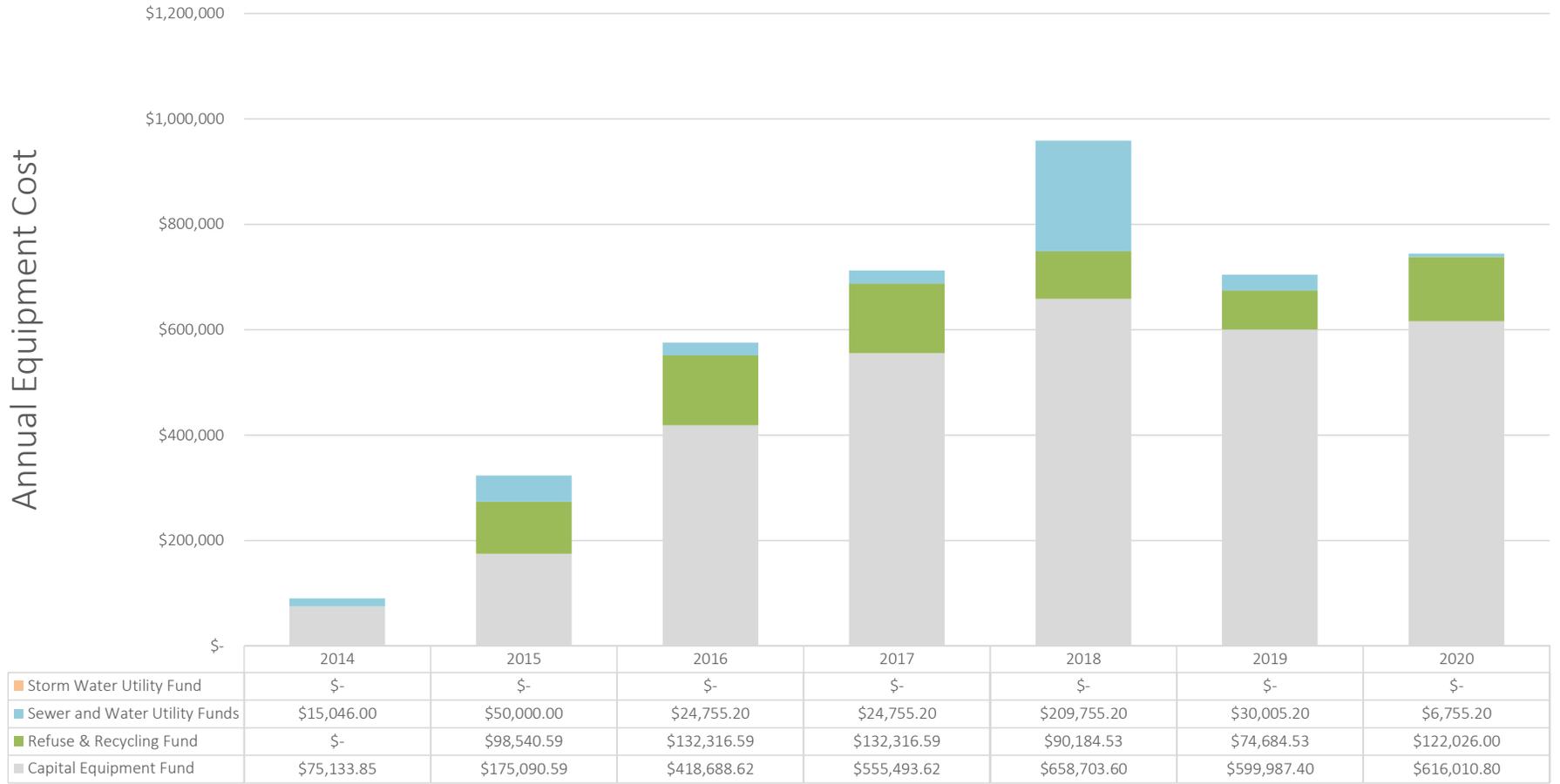
	2014	2015	2016	2017	2018	2019	2020
2020 Purchases							\$63,250.00
2019 Purchases						\$7,000.00	\$25,000.00
2018 Purchases					\$22,500.00		
2017 Purchases							
2016 Purchases							
2015 Purchases		\$33,908.53	\$67,684.53	\$67,684.53	\$67,684.53	\$67,684.53	\$33,776.00
2014 Purchases		\$64,632.06	\$64,632.06	\$64,632.06			

Utility Fund Fleet Replacement Plan



	2014	2015	2016	2017	2018	2019	2020
2020 Purchases							
2019 Purchases						\$23,250.00	
2018 Purchases					\$203,000.00		
2017 Purchases				\$18,000.00			
2016 Purchases			\$18,000.00				
2015 Purchases		\$50,000.00	\$6,755.20	\$6,755.20	\$6,755.20	\$6,755.20	\$6,755.20
2014 Purchases	\$15,046.00						

2014-2020 Fleet Replacement Plan by Funding Source



VILLAGE OF WESTON
2015 CIP BUDGET REQUEST
AND 2016 FINANCIAL PLAN
PROGRAM COMMENTS

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

Summer 2015 Update

CAPITAL IMPROVEMENTS FUND

2015 Capital Improvements Program (CIP) Budget – 2016 Financial Plan

A capital projects fund has been created to account for the financing and acquisition of certain equipment for the Public Works, Park and Recreation, Fire, Police, Utilities, and Administration Departments of the Village of Weston and Everest Metro Police Department. In addition, this capital projects fund has been created to account for the financing and project costs for the construction and major repairs of specific Village building facilities and for the purchase and development of Village parkland areas. Finally, this capital projects fund has been created to account for the financing and project costs for the construction of new streets, sidewalks, curb/gutters, stormwater infrastructure, and for major improvements to existing streets that are designated in the Village's annual Capital Improvements Program (CIP) Budget.

The primary financial resources of this fund are the proceeds of general obligation debt, special assessments that are assessed to benefited property owners, contributions/donations, transfers from room tax or other funds, and state/federal grants. The capital projects fund is a part of the Village's 5-year Capital Improvements Program (CIP) Budget.

	2013 Actual	2014 Budget	2014 Estimate	2015 Proposed Budget
Fund Balance, January 1			\$ -	\$ 469,505
REVENUES				
Property Tax Levy			\$ -	\$ 93,326
Capital Borrowing Proceeds			-	-
Intergovernmental Revenue - State/County Grants			-	73,500
Equipment Rental			-	-
Transfer from Other Funds:				
General Fund			-	125,930
Refuse / Recycling Fund			-	62,440
Street Projects Fund			191,060	-
Capital Equipment Fund			278,445	-
Total Revenues			<u>\$ 469,505</u>	<u>\$ 355,196</u>
EXPENDITURES				
Fire - Replace Ambulance/Med. #1 (Station #1) - Village of Weston % only			\$ -	\$ 141,839
Public Works - New Plow Truck (LEASE)			-	41,678
Public Works - End Loader with Wing/Plow (LEASE)			-	16,158
<i>Additional Portion Funded in Refuse/Recycling Fund (2015 budget amount = \$64,632)</i>				
Public Works - Replace Plow Truck #9 (LEASE)			-	42,000
Public Works - Replace Pickup Truck #59			-	31,000
Public Works - Replace Dump Truck #25 (LEASE)			-	-
<i>100% Funded by Refuse/Recycling Fund (2015 budget amount = \$30,000)</i>				
Parks - Ball Diamond Machine			-	20,000
Public Works - Replace Excavator #23 (LEASE)			-	18,800
<i>Additional Portion Funded in Refuse/Recycling Fund (2015 budget amount = \$23,500)</i>				
<i>Additional Portion Funded in Water Utility Fund (2015 budget amount = \$4,700)</i>				
Public Works - New Street Sweeper (LEASE)			-	50,000
Less: Estimated Trade-In Values on Equipment			-	(48,370)
Parks - Canoe Launch Facility			-	147,000
Public Works - Kmiecik Culvert/Bridge Replacement			-	100,000
Public Works - Schofield Ave./Ryan to CTH J (WDOT invoice balance)			-	20,629
Public Works - Pedestrian Bridge (WDOT invoice balance)			-	4,017
Total Expenditures			<u>\$ -</u>	<u>\$ 584,751</u>
Excess Revenues Over (Under) Expenditures			<u>\$ 469,505</u>	<u>\$ (229,555)</u>
Fund Balance, December 31			<u>\$ 469,505</u>	<u>\$ 239,950</u>



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.7.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT
VALERIE PARKER, ADMIN. SPECIALIST, PLANNING AND DEVELOPMENT**

ITEM DESCRIPTION: **MARATHON COUNTY RESPONSIBLE UNITS OF RECYCLING
COOPERATIVE WASTE REDUCTION, REUSE AND RECYCLING
EDUCATION PROGRAM AGREEMENT**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, AUGUST 29, 2016**

POLICY QUESTION: Should the Board of Trustee approve signing the Marathon County Responsible Units of Recycling Cooperative Waste Reduction, Reuse and Recycling Education Program Agreement for 2017.

RECOMMENDATION TO: (I make a motion to. . .) approve the agreement, and sign.

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 checked="" type="checkbox"/> Budget Line Item: | 18-00-43545-000-000 |
| <input type="checkbox"/> Budget Line Item: | |
| <input type="checkbox"/> Budgeted Expenditure: | |
| <input checked="" type="checkbox"/> Budgeted Revenue: | Overall grant total for 2016 was \$74,783.16 |
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- | | |
|---|-------------|
| <input checked="" type="checkbox"/> WI Statue: | Chapter 287 |
| <input checked="" type="checkbox"/> WI Administrative Code: | NR 544 |
| <input type="checkbox"/> Case Law / Legal: | |
| <input checked="" type="checkbox"/> Municipal Code: | Chapter 66 |
| <input type="checkbox"/> Municipal Rules: | |
-

PRIOR REVIEW: Reviewed by Planning and Development Department

BACKGROUND:

This will allow the Village to be eligible for bonus money offered for the 2017 recycling grant cycle, and is in addition to the RU Basic Recycling Grant, being offered to municipalities who work with Marathon County Solid Waste, through an agreement, on a recycling education and outreach program operated by Marathon County Solid Waste.

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



Marathon County Solid Waste Department

R18500 E. Hwy 29, Ringle WI 54471

Director: 715-446-3101 X104

Operations Manager: 715-551-5864

Administrative Office: 715-446-3101 X100

marathoncountysolidwaste.org



marathoncountysolidwaste

MEMORANDUM

TO: COOPERATIVE RECYCLING EDUCATION PARTICPATING MUNICIPALITY
FROM: MELEESA JOHNSON
SUBJECT: COOPERATIVE PROGRAM FOR DNR RECYCLING BONUS GRANT
DATE: AUGUST 23, 2016
CC:

It's that time of year to consider being a part of the Marathon County Responsible Units Cooperative Waste Reduction, Reuse and Recycling Education Program! As you may know, by participating in this program your Responsible Unit (RU) of Recycling becomes eligible for a portion of the \$1 million from the DNR's RU consolidation grant. The consolidation grant is in addition to the RU Basic Grant. To learn more about the grant, please see information on DNR's website: <http://dnr.wi.gov/Aid/Consolidation.html>

Working to assist Marathon County RUs, the SWD is in the 6th year of coordinating Marathon County RUs interested in working together on a recycling education and outreach program operated by the SWD. The SWD program and its resources will compliment your existing program. Our goals are to:

1. Free up some of your busy schedule by providing you with additional resources for your RU's recycling education and outreach programs
2. Help your residents and businesses learn how to reduce waste
3. Increase your RUs recycling rate
4. Have available to your residents and businesses easy to access and understand information on recycling and waste reduction

If you wish to participate you will need to approve and sign the attached agreement. I will then provide each of the participants the names of the other participating RUs so you will have that information for your recycling grant application. Keep a copy of the agreement and send a copy back to me by September 21st. The copy may be e-mailed, mailed or faxed.

Remember, you will need the list of participating RUs for your Basic Grant application. I will work to get the list of RUs out to participants as quickly as possible so that you can complete your grant process by the October 1st deadline.

I look forward to again working to reduce, reuse & recycle!

meleesa.johnson@co.marathon.wi.us

P: 715-446-3101 X104 C: 715-573-3165 F: 715-446-2906

MARATHON COUNTY RESPONSIBLE UNITS OF RECYCLING
COOPERATIVE WASTE REDUCTION, REUSE AND RECYCLING EDUCATION
PROGRAM AGREEMENT

To Satisfy Eligibility for Recycling Consolidation Grant--Calendar Year 2017

This agreement is entered into between the cooperative group of Marathon County Responsible Units of Recycling, listed in Appendix A, and the Marathon County Solid Waste Department for the purpose of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code.

The City/Village/Town (circle one) of _____ and the cooperative group of Marathon County Responsible Units of Recycling, along with the Solid Waste Department, agree to jointly undertake the following effective recycling program activities:

- Develop and distribute educational materials relating to waste reduction, reuse, and recycling.
- Carry out a program of technical assistance to businesses and owners and occupants of multifamily dwellings to increase the availability and convenience of recycling (not applicable for those municipalities without businesses and multi-family units).

Description of Effective Recycling Program Component

- What: Waste Reduction, Reuse and Recycling Education and Community Outreach
 - The education and community outreach program is a full-time, continuous program that uses multiple types of media to engage residents, businesses and organizations to increase recycling rates and reduce wastes entering landfills. The program capitalizes on the strengths of the Solid Waste Department waste management experts and the connection that each the local RU has with its constituents, leveraging these assets into a broad-based, consistent message across the diverse range of RUs in Marathon County
 - Additionally, the program will outreach to businesses and multi-family unit owners to outline recycling responsibilities and requirements
- Where: The cooperating group of Marathon County Responsible Units of Recycling

Describe Each Responsible Unit's Responsibilities

Each Responsible Unit will do the following:-

- Meet the statutory terms of a Responsible Unit of Recycling and conduct an Effective Recycling Program
- Apply for the DNR Basic Recycling Grant and the Recycling Consolidation Grant
- Administer the terms of service contracts for collection and transportation of recyclables
- Make all payments to their respective recycling service provider for collection and transportation of recyclables
- Have available to constituents information that directs them to the Solid Waste and Recycling Information Line and Solid Waste Department website
- Enforce the provisions of their respective recycling ordinance
- Administer a Compliance Assurance Plan to ensure residents, businesses and organizations meet conduct recycling as specified in the recycling ordinance

- Keep and use their Basic Grant and RU Consolidation Grant per the grant terms
- The Solid Waste Department will do the following:-
- Administer the department's waste reduction, reuse and recycling education program
 - Have available to residents, businesses and organizations a toll-free Solid Waste & Recycling Information Line and up-to-date website with a wide variety of resources related to waste reduction, reuse and recycling
 - Conduct community presentations on waste reduction, reuse and recycling
 - Manage a FaceBook page that promotes waste reduction, reuse and recycling
 - Promote and advertise the "Be a Marathon Recycler" message and the department's toll-free number/website through a variety of media
 - Assist RUs with strategies on reducing the waste stream and recycling more

Benefits of a Cooperative Education Program

- RUs will be able to free up staff resources from recycling education/outreach to other work by directing inquiries to the fully staffed Solid Waste & Recycling and Information Line and resource-rich Solid Waste Department website
- A consistent message of what to recycle and on waste reduction will increase recycling rates and reduce waste; both aiding local government in saving money on waste disposal and assist the Solid Waste Department in ensuring that banned materials do not enter the landfill
- With the expert resources of the Solid Waste Department any inquiry about waste reduction, reuse or recycling is quickly and effectively handled. Even when smaller municipalities have either limited or part-time recycling staff, a resident has one call or one click access to information, expanding recycling education customer service to all of Marathon County.

Cooperative Agreement Effective Dates

January 1, 2017 through December 31, 2017

Cooperative Agreement Termination

Any RUs that does not comply with their statutory obligations, as determined by the DNR, will not be eligible for participation in the cooperative program.

The undersigned parties mutually agree to the terms and conditions of this Cooperative Agreement.

For the Responsible Unit of Recycling:

Signature & title of Authorized Representative

Date

For the Marathon County Solid Waste Department



Meleesa Johnson Director-SWD

August 23, 2016



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.8.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

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

ITEM DESCRIPTION: **RESOLUTION 2016-014 - TO COOPERATE WITH THE VILLAGE OF ROTHSCHILD TO PROVIDE PRIVATE FIRE PROTECTION SERVICE TO THE FOREMOST FARMS PROPERTY AND UPDATE THE AGREEMENT FOR THE INTERCONNECTION OF THE MUNICIPAL WATER SYSTEMS AT THE FOREMOST PROPERTY IN ROTHSCHILD**

DATE/MTG: **PROPERTY & INFRASTRUCTURE COMMITTEE, MONDAY, AUG. 29, 2016
BOARD OF TRUSTEES, MONDAY, AUGUST 29 2016**

POLICY QUESTION: Should the Board of Trustees adopt Resolution 2016-014 to agree in principle to allow the Village of Rothschild to provide private fire protection service to the Foremost Dairies property and allow the Director of Public Works to negotiate and draft an intergovernmental agreement for the interconnection between municipal water systems at Foremost.

RECOMMENDATION TO: I make a motion that the Board of Trustees adopt Resolution 2016-014.

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 checked="" 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: Meetings with Rothschild staff and President George Peterson in 2013;
2015 Approval of easement to Rothschild on Weston owned property leased to Foremost

BACKGROUND:

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



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

RESOLUTION NO. 2016-014

A RESOLUTION TO COOPERATE WITH THE VILLAGE OF ROTHSCHILD TO PROVIDE PRIVATE FIRE PROTECTION SERVICE TO THE FOREMOST FARMS PROPERTY AND UPDATE THE AGREEMENT FOR THE INTERCONNECTION OF THE MUNICIPAL WATER SYSTEMS AT THE FOREMOST PROPERTY IN ROTHSCHILD

WHEREAS, the Village of Weston owns land in the Village of Rothschild which is leased to Foremost Farms (Foremost Property) on a 99-year term expiring on August 31, 2063; and

WHEREAS, the Village of Weston owns, operates, and maintains a potable water supply well, elevated storage tank and distribution system (Foremost Water Distribution System) on the above referenced property; and

WHEREAS, in 1992 the Village of Rothschild annexed land from the Town of Weston adjacent to the Foremost Property; and

WHEREAS, in 1993 the Village of Rothschild and Town of Weston entered into an agreement which, among other things,

- 1). Transferred the water supply system in the land adjacent to the Foremost Property to Rothschild resulting in the Foremost Water Distribution System being dedicated to only the Foremost Farms facilities and the Rib Mountain Metropolitan Sewerage District; and
- 2). Allowed the interconnection between the Village of Rothschild and the Foremost Water Distribution System (Foremost Interconnection) to be made; and
- 3). The parties agreed to "...to provide water to the other through the inter-connection in accordance with the existing agreement between the Town and Village dated January 29, 1971;" and

WHEREAS, the referenced 1971 agreement is inadequate in its description of the circumstances under which the interconnection is opened and in its description of each party's obligations including how water is paid for; and

WHEREAS, the Foremost Water Distribution System is currently operating at its maximum capacity and Foremost Farms has expressed a desire to obtain private fire protection service for the Foremost facilities which Weston is unable to supply from the existing Foremost Water Distribution System; and

WHEREAS, the Village of Rothschild may be capable of furnishing private fire protection to the Foremost property; and

WHEREAS, the Village of Rothschild and Village of Weston may enter into an agreement to allow the Foremost facilities to obtain private fire protection service from Rothschild.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the Village of Weston hereby direct and empower the Director of Public Works & Utilities to develop an intergovernmental agreement, or agreements, with the Village of Rothschild which:

1. Describes the operation of the Foremost Interconnection including the circumstances under which it is opened, the process for determining the amount of water used through the connection, and the rate(s) at which the water is billed.
2. Allows the Village of Rothschild to provide private fire protection service to the Foremost facilities either as a direct fire protection customer of the Rothschild Water Utility or under a special rate of Weston approved by the Wisconsin Public Service Commission.

Said agreement, or agreements to be subject to review and approval by the Wisconsin Public Service Commission, Village legal counsel, and the Boards of Trustees of the Village of Weston and Village of Rothschild.

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

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

By: _____
BARBARA ERMELING, Village President

ATTEST:

By: _____
SHERRY WEINKAUF, Village Clerk

Vote: _____

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: Friday, August 26, 2016
Re: A resolution to cooperate with the Village of Rothschild to provide private fire protection service to the Foremost Farms property and update the agreement for the interconnection of the municipal water systems at the Foremost Farms property in Rothschild.

1. Policy Questions:

Question 1: Should the Board of Trustees allow the Village of Rothschild to provide private fire protection service to the Foremost Dairies property?

Question 2. Should the Board of Trustee allow the Director of Public Works to negotiate and draft an intergovernmental agreement for the interconnection between municipal water systems at the Foremost Farms property.

2. Purpose:

The purpose of asking Question 1 is to determine if the Board of Trustees is willing to allow a neighboring municipality to provide some service to a Weston Water Utility customer.

The purpose of Question 2 is to determine if the Board of Trustees agrees it is appropriate to have a better articulated interconnection agreement for the Foremost Farms property.

3. Background:

In 2015 the Village of Weston granted an easement to the Village of Rothschild to construct a water main on property owned by the Village of Weston, leased to Foremost Farms. The proposed water main provides additional reliability/resilience to the water supply situation for the Foremost Farms facilities through the interconnection agreement between Rothschild and Weston.

Foremost uses the majority of the water for cooling in its process of evaporating milk to produce powdered lactose for pharmaceutical use. Foremost is currently using water at the maximum capacity of the water system on the site owned by Weston. The Director has had discussions with Foremost regarding their long term water needs. Foremost indicates they will implement alternate methods of cooling in the future. During discussions of construction coordination with Foremost for the proposed water main construction by Rothschild, Foremost indicated a desire for private fire protection service.

Under normal circumstances the Weston Water Utility supplies all water to Foremost Farms. The interconnection has historically only been needed during maintenance events on the well and/or 100,000-gallon water tower on the Foremost property. An agreement from 1971 for operating the interconnection did not anticipate the circumstances under which the interconnection is typically opened.

4. Issue Analysis:

Since the current needs of the Foremost production process are maximizing the use of the Foremost Water Distribution System, the Village of Weston cannot assure there is additional volume to satisfy Foremost's estimated fire protection need of 1,000 gallons per minute for 120 minutes (120,000-gallons). Foremost expressed a desire to add a tee to the Rothschild interconnection during the upcoming construction in anticipation of installing the fire protection system within the next 12 months. Foremost is currently Weston's water customer and in principle Weston

would normally be expected to furnish Foremost's water needs. Private fire protection water for industrial needs is not necessarily a service which the municipal system needs to furnish. However, in this case it would appear that Rothschild could have the ability to furnish most, if not all, of the desired fire protection volume. The only way Weston could furnish the desired water would be to locate additional source water and construct additional storage. With uncertainty for Foremost's long term water needs it would be best to seek a less costly alternative at this time.

With respect to the 1971 interconnection agreement, the staff of each community have generally followed a process of Weston notifying Rothschild when the need to open the connection arises. The original agreement appears to be generically written for all interconnections between the two communities. The Director has not experienced a situation where Rothschild has said it cannot open the Foremost connection, but there have been occasions when Rothschild has expressed a concern for being able to satisfy 100% of Foremost's need. Determination of the volume of water used has been by reading of Weston's meters in the Foremost facility at the time of opening the connection and once the connection has been closed. There has been question over time as to what rate schedule should be applied from Rothschild's water tariff. A better articulated agreement should address all issues in some detail so as to reduce ambiguity and uncertainty.

5. Fiscal Impact:

Any costs for the tee and valve for the fire protection line will be the customer's (Foremost) to bear. The only other costs anticipated currently would be administrative and, eventually, legal in finalizing written agreements.

6. Statutory References:

Municipalities are allowed to develop intergovernmental agreements. Without Weston's agreement Foremost could not obtain private fire protection service from the Village of Rothschild.

7. Prior Review:

The interconnection agreement has been discussed previously on occasion and there has always been question as to its content. It was not until the past 3 months that a copy of the existing agreement was discovered by the Village of Rothschild and furnished to the Director.

The Village of Rothschild discussed utility inter-relationships between the 2 communities in closed session earlier in August. It is the Director's understanding that Rothschild staff was given direction to continue discussions on topics which were previously opened in 2013.

8. Policy Choices:

Here are your choices.

1. Adopt Resolution 2016-014 as presented.
2. Adopt Resolution 2016-014 with modifications.
3. Reject Resolution 2016-014 for specified reasons.
4. Other?

9. Recommendation:

I recommend that the Board of Trustees adopt Resolution 2016-014 as presented empowering the Director of Public Works & Utilities to develop an intergovernmental agreement(s) with the Village of Rothschild, subject to review and approval by the Wisconsin Public Service Commission and Village legal counsel as necessary.

10. Legislative Action:

I move that the Board of Trustees adopt Resolution 2016-014 as presented

11. Attachments:

1971 Interconnection agreement

RFC related to easement approval on Foremost Property approved by Village of Weston in 2015.

EMERGENCY WATER SUPPLY

AGREEMENT

THIS AGREEMENT, entered into this *29th day January* by and between the TOWN OF WESTON, located in Marathon County, Wisconsin, and the VILLAGE OF ROTHSCHILD, a municipal corporation, located in Marathon County, Wisconsin,

WHEREAS, the said Village of Rothschild is contiguous and adjacent to the Town of Weston

WHEREAS, a connection now exists between the water system of each municipality, but that no meter is installed in such connection, and there is no way of accurately determining the amount of water which might be used by either municipality under the terms of this agreement, and

WHEREAS, it is the desire of each municipality in order to protect and preserve the lives and property of its respective citizens, to establish a reserve supply of water in the event an emergency arises in either municipality requiring additional water, and

WHEREAS, each municipality believes that only certain officials should be designated and charged with the responsibility of opening the mains to draw on the water supply of the other municipality for said emergency, and that the Fire Chief, Acting Fire Chief, Town Chairman, and President of the respective municipality, or the person designated by the Fire Chief, Chairman, or the President, are the proper persons to be charged with said responsibility and have such authority;

NOW, THEREFORE, it is mutually agreed as follows:

1. That in the event an emergency arises in either municipality to this agreement, the municipality in which the emergency occurs may draw upon the water supply of the other municipality according to its needs, but not to deplete the water supply of said municipality to such an extent as to endanger said municipality.

2. That only the Fire Chief, the Acting Fire Chief, the Chairman, the President, of the respective municipalities, or the person so designated by the Fire Chief, or the Chairman, or the President, shall have the authority and power to open the water connection between the municipalities for such emergency supply.

3. In the event of such use of water by the respective municipalities, no charge will be made for such use.

4. That either municipality may shut off the connection in the event an emergency arises in the municipality not using the connection, in order to conserve its water supply to meet the emergency, and no liability shall be incurred by the municipality for closing the connection.

5. The within agreement may be terminated by the Common Council of either municipality at any time, by sending written notice of intent to terminate to other municipality. Termination shall be effective 20 days after receipt of said notice.

IN WITNESS WHEREOF said municipalities have caused presents to be signed this 29 day of January, 1971.

TOWN OF WESTON

Daniel H. Markstrom
Chairman

Agnes Krause Clerk

VILLAGE OF ROTHSCHILD

Ray Pres.

L. Ray Kuzewski Clerk

**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: EASEMENT TO VILLAGE OF ROTSHCHILD FOR WATER MAIN ON FOREMOST PROPERTY.

**DATE/MTG: PROPERTY & INFRASTRUCTURE COMMITTEE, MONDAY, AUG. 03, 2015
BOARD OF TRUSTEES, MONDAY, AUGUST 03, 2015**

POLICY QUESTION: Should the Board of Trustee grant the Village of Rothschild an easement to install a water main on the Foremost property in Rothschild?

RECOMMENDATION TO: I make a motion that the Board of Trustees grant the Village of Rothschild an easement to install a water main on the Foremost property in Rothschild, subject to review by Village legal counsel.

LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

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

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: None

BACKGROUND: The land occupied by Foremost Farms for their milk/whey processing plant located in the Village of Rothschild is owned by the Village of Weston. Foremost leases the property from the Village of Weston. Weston serves Foremost with water through a well, water storage tank, and distribution mains on the site. There is also an interconnection to the Rothschild water distribution system for use during major maintenance performed on the Foremost water system. The Village of Rothschild is proposing to install a water main along the northwest side of the railroad right-of-way parallel to Business 51. The main will provide redundancy for the Rothschild distribution system in the Cedar Creek Mall and Foremost area. In the scheme of things the redundant main is also a benefit to Weston and Foremost in terms of increased reliability of service. Rather than place any other conditions on granting the easement, it is recommended the Village of Weston grant the easement subject to review by legal counsel. The attached e-mail to Tim Vergara, Rothschild Administrator of Public Works explains the Director's thought process in this matter.

- Supplemental Briefer for Agenda Items under Consideration
- Attachments

From: Keith Donner
To: ["Timothy D. Vergara"](#)
Cc: [Michael Wodalski](#); [George Peterson - Village President](#); [Daniel Guild](#)
Subject: RE: Watermain Easement
Date: Wednesday, July 29, 2015 3:06:00 PM

Tim:

I was drafting this response as your easement document was transmitted yesterday and we covered much of this in our telephone conversation yesterday afternoon.

We are preparing our packet for the 8/03/15 Property & Infrastructure meeting this week, but the easement document you forwarded will need to be reviewed by our attorney as well before approval by Board of Trustees.

Both Villages have been accommodating the opening of the interconnection in the absence of the 1971 agreement (referenced in the 1993 annexation agreement) when needed to this point. The Village of Weston also recognizes that the redundancy this proposed water main provides for water supply is a benefit to serving Foremost when the need arises. Although there have been no specific problems encountered in utilizing the interconnection when needed, I think we both recognize the need to cooperatively work toward a long term solution/strategy with Foremost for their water needs, therefore, the Village of Weston does not propose to require any specific conditions to approve the proposed easement at this time, aside from the following directly related items/comments:

1. Weston will verify with Foremost that the presence of the above-ground pressure reducing station is acceptable to Foremost.
2. The Village of Weston may opt to make a second connection to the Foremost distribution system from Rothschild at Weston's cost.
3. Not having a schematic drawing of the Rothschild water system in this vicinity, I think it would be prudent to have a valve on the Rothschild main crossing the railroad tracks on the south side of the proposed new connection. This would permit service to be provided through the new main on the north side of the railroad tracks if the system on the south side is out of service. Perhaps there is already a valve in place that serves this purpose, but it is not apparent to me in looking at the Becher-Hoppe design drawings.

I will be following up with a letter to Foremost to urge that we resume discussions about a long term strategy for their water needs. I believe the ultimate solution, assuming Foremost continues to rely upon water for its cooling process, will be a cooperative/joint service arrangement between both Villages.

Please keep us informed as to your schedule and any other developments related to your proposed project.

Keith

Keith Donner, P.E.
Director of Public Works & Utilities
Village of Weston, Wisconsin

d. 715.241.2610
kdonner@westonwi.gov

Municipal Center
5500 Schofield Ave Weston, WI 54476
p. 715.359.6114 | f 715.359.6117
www.westonwi.gov

From: Timothy D. Vergara [mailto:tvergara@rothschildwi.com]
Sent: Tuesday, July 28, 2015 1:58 PM
To: Keith Donner <kdonner@westonwi.gov>
Cc: Michael Wodalski <mwodalski@westonwi.gov>; George Peterson - Village President <gpeterson@rothschildwi.com>
Subject: Watermain Easement

Keith –

Please see the attached easement material.

Thanks

Timothy D. Vergara, PE
Village of Rothschild - Administrator of Public Works
phone: (715) 359-3660
fax: (715) 359-7218
email: tvergara@rothschildwi.com

-

"When you can do the common things of life in an uncommon way, you will command the attention of the world."
- George Washington Carver

 **Save a tree. Don't print this e-mail unless it's necessary.**

WATERMAIN EASEMENT

Document Number _____

This Watermain Easement is made effective as of this _____ day of _____, 2015, by and between the Village of Rothschild, a Wisconsin municipal corporation (the "Village", also referred to herein as the "Grantee"), and the Village of Weston, a Wisconsin municipal corporation, referred to herein as the "Grantor". Grantor does hereby grant unto said Grantee, its successors and assigns, the permission, authority, privilege and easement to lay, maintain and use for the distribution and/or transmission of water lines and/or mains laid under and along that certain easement area as described below or on the attached Exhibit "A", on land owned by said Grantor ("Grantor's Property") in the **Village of Rothschild, County of Marathon, State of Wisconsin, described as follows:**

Legal Description:

See Exhibit "A" attached hereto and incorporated herein.

NOW, THEREFORE, the parties agree as follows:

1. Consideration. Grantee shall pay the Grantor One and 00/100 Dollar (\$1.00) as and for consideration for this Easement for the purpose of laying, maintaining and using for the distribution and/or transmission of water lines and/or mains as set forth herein. Said sum shall be paid to Grantor prior to the Grantee entering said property for the purposes delineated herein.
2. Grant of Watermain Easement. Grantor does hereby grant and convey to the Grantee an easement to enter, construct, install, operate, maintain, repair, replace, rebuild, remove, relocate, inspect and patrol water lines and/or mains on Grantor's Property as well as for performing all monitoring and testing services related to said lines as the Grantee may require.
3. Indemnification. The Grantee will indemnify, defend and hold Grantor and its agents and employees harmless from any and all claims, damages, losses and expenses, including attorney's fees and costs, sustained by Grantor on account of any suit, judgment, execution, claim or demand whatsoever arising out of the activities provided in this easement, except for such claims, damages, losses and expenses, including attorney's fees and costs, arising out of the joint negligence of Grantor and the employees, workmen, agents or independent contractors of the Grantee.
4. Manner of City's Activities. All activities allowed, pursuant to this Easement and those incidental thereto, shall be carried on in a reasonable manner such that Grantor's business operation, if any, and any improvements on Grantor's Property are not damaged or disturbed.
5. Grantor's Reservation. Grantor hereby reserves unto itself the right to use Grantor's Property; provided, however, that any such use shall not unreasonably disturb or interfere with said activities or prevent reasonable ingress or egress thereto for the purposes of the grant of the Easement herein.
6. Restoration. The Village agrees that such of the surface of the soil as may be disturbed for the purpose of the grant of the Easement herein, prior to the termination of this Easement and at the expense of the Village, will be placed in a condition substantially the same as existed immediately prior to such disturbance and that the area subject to the Easement will be filled in conformance with all applicable laws, rules and regulations.
7. Binding Effect. This Easement shall be binding upon and insure to the benefit of the parties hereto, their respective heirs, personal representatives, successors and assigns. This Easement runs with the land.
8. Representation Of Grantor. Grantor warrants and represents that Grantor's Property is not designated managed forest crop land under applicable Wisconsin law and that Grantor has good title to Grantor's Property, free and clear of all liens and encumbrances, except: _____.
9. Governing Law. This Easement shall be construed in accordance with the laws of the State of Wisconsin.

Record this document with the Register of Deeds

Name and Return Address:

Shane J. VanderWaal
Pietz, VanderWaal, Stacker & Rottier, S.C.
P.O. Box 1343
Wausau, WI 54402-1343

IN WITNESS WHEREOF, the parties have executed this Easement on the date and year set forth above:

VILLAGE OF WESTON

By Grantor: _____

Its: _____

ACKNOWLEDGEMENT

STATE OF WISCONSIN)
) ss
COUNTY OF _____)

Personally came before me this _____ day of _____, 2015, the above named, _____, to me known to be the person who executed the foregoing instrument and acknowledged that he executed the same as the properly authorized act of said corporation.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission expires (is) _____

VILLAGE OF ROTHSCHILD
a Wisconsin municipal corporation

By Grantee: _____
George O. Peterson, President

Debbie Espeland, Village Clerk

ACKNOWLEDGEMENT

STATE OF WISCONSIN)
) ss
COUNTY OF MARATHON)

Personally came before me this _____ day of _____, 2015, the above named, George O. Peterson, President, and Debbie Espeland, Village Clerk of the Village of Rothschild, to me known to be the persons and officers who executed the foregoing instrument and acknowledged that they executed the same as such officers by the Village of Rothschild's authority.

Signature of Notary

Printed Name of Notary

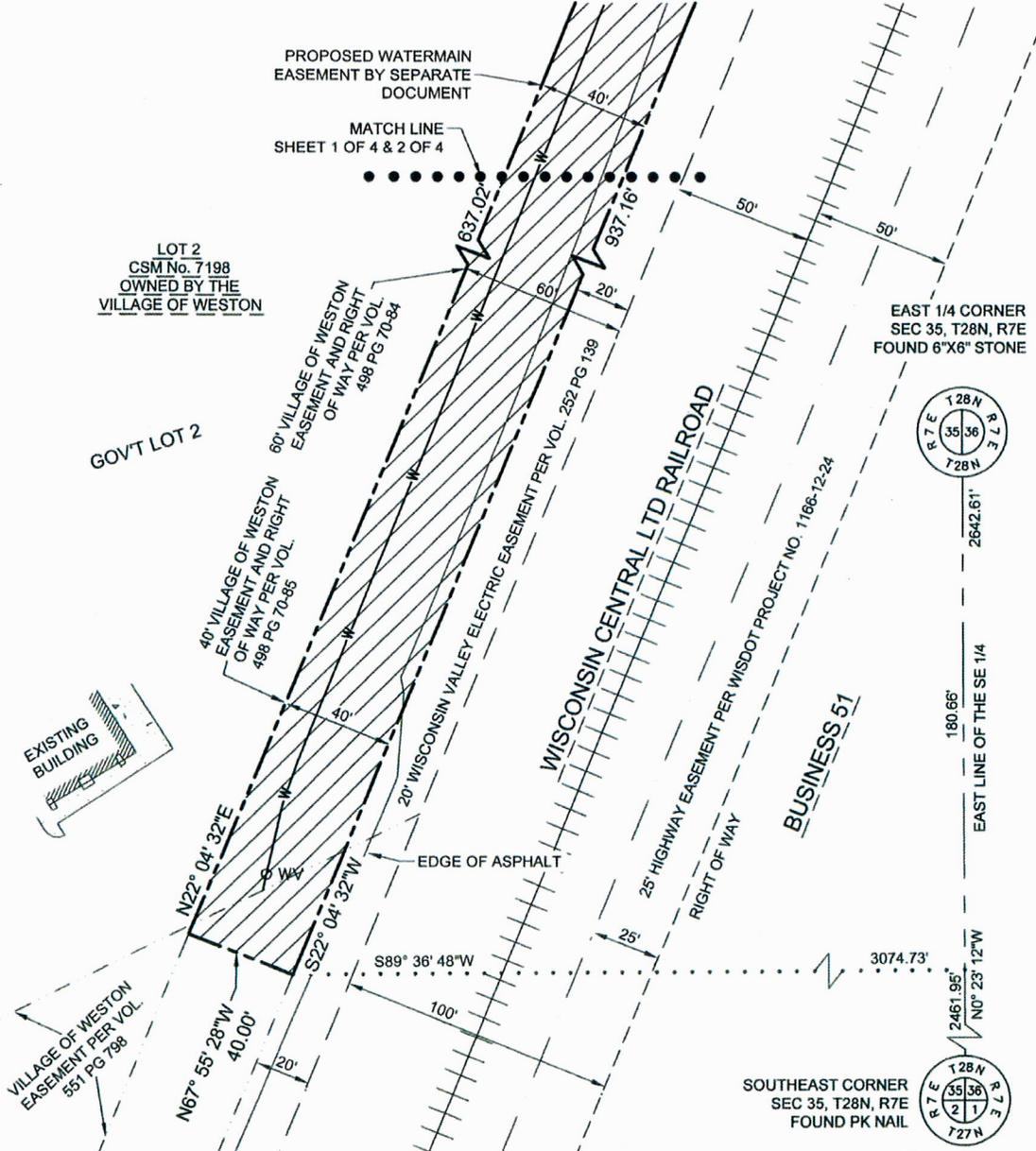
Notary Public, State of Wisconsin

My Commission expires (is) _____

This instrument drafted by:
Shane J. VanderWaal
Pietz, VanderWaal, Stacker & Rottier, S.C.,
Wausau, Wisconsin.
Per legal description provided.

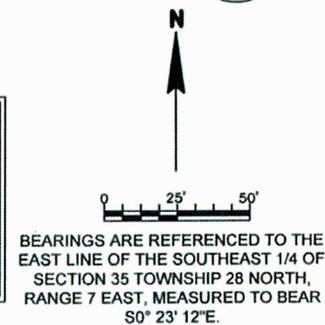
EXHIBIT MAP FOR WATERMAIN EASEMENT

A PART OF LOTS 1 AND 2 OF MARATHON COUNTY CERTIFIED SURVEY MAP NO. 7198 LOCATED IN GOVERNMENT LOT 2 OF SECTION 35, TOWNSHIP 28 NORTH, RANGE 7 EAST, VILLAGE OF ROTHSCHILD, MARATHON COUNTY, WISCONSIN



NOTE:
1.) REFER TO THE RECORDED EASEMENT DOCUMENT WHICH CREATES THIS WATERMAIN EASEMENT FOR ALL RESTRICTIONS AND RIGHTS OF SAID EASEMENT

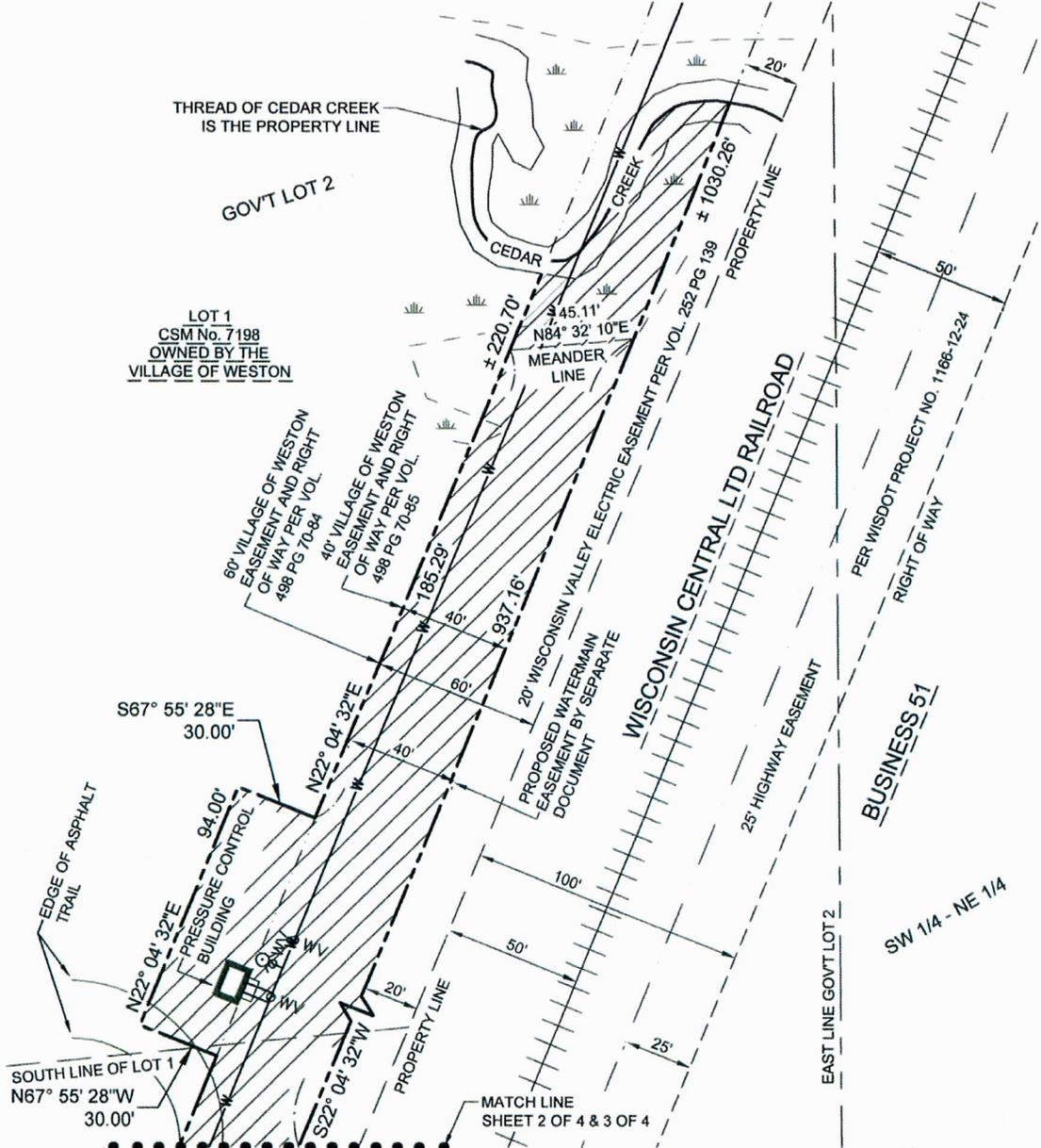
LEGEND	
	- PROPOSED WATERMAIN EASEMENT
	- CONCRETE
	- PROPOSED WATERMAIN
	- PROPOSED HYDRANT
	- PROPOSED WATER VALVE



© Copyright 2015, Becher-Hoppe Assoc. Inc.

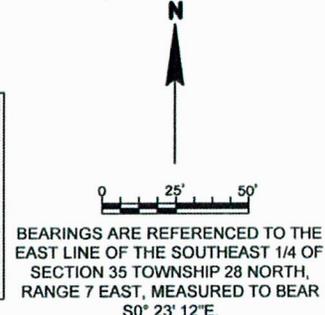
EXHIBIT MAP FOR WATERMAIN EASEMENT

A PART OF LOTS 1 AND 2 OF MARATHON COUNTY CERTIFIED SURVEY MAP NO. 7198 LOCATED IN GOVERNMENT LOT 2 OF SECTION 35, TOWNSHIP 28 NORTH, RANGE 7 EAST, VILLAGE OF ROTHSCHILD, MARATHON COUNTY, WISCONSIN



NOTE:
 1.) REFER TO THE RECORDED EASEMENT DOCUMENT WHICH CREATES THIS WATERMAIN EASEMENT FOR ALL RESTRICTIONS AND RIGHTS OF SAID EASEMENT

LEGEND	
	- PROPOSED WATERMAIN EASEMENT
	- WETLAND AS DELINEATED BY STAR ENVIRONMENTAL INC.
	- PROPOSED WATERMAIN
	- PROPOSED HYDRANT
	- PROPOSED WATER VALVE



© Copyright 2015, Becher-Hoppe Assoc. Inc.

EXHIBIT MAP FOR WATERMAIN EASEMENT

A PART OF LOTS 1 AND 2 OF MARATHON COUNTY CERTIFIED SURVEY MAP NO. 7198 LOCATED IN GOVERNMENT LOT 2 OF SECTION 35, TOWNSHIP 28 NORTH, RANGE 7 EAST, VILLAGE OF ROTHSCHILD, MARATHON COUNTY, WISCONSIN

WATERMAIN EASEMENT LEGAL DESCRIPTION:

Of a part of Lots 1 and 2 of Marathon County Certified Survey Map No. 7198 located in Government Lot 2 of Section 35, Township 28 North, Range 7 East, Village of Rothschild, Marathon County, Wisconsin more particularly described as follows:

Commencing at the East 1/4 corner of said Section 35; Thence South 0°23'12" East along the East line of the Southeast 1/4 of said Section 35, 180.66 feet; Thence South 89°36'48" West, 3074.73 to the point of beginning of said watermain easement; Thence North 67°55'28" West, 40.00 feet; Thence North 22°04'32" East, 637.02 feet; Thence North 67°55'28" West, 30.00 feet; Thence North 22°04'32" East, 94.00 feet; Thence South 67°55'28" East, 30.00 feet; Thence North 22°04'32" East, 185.29 feet to a meander line of Cedar Creek; Thence North 84°32'10" East along said meander line, 45.11 feet, Thence South 22°04'32" West, 937.16 feet to the point of beginning.

That the above described easement contains 42,805 square feet or 0.983 acres, more or less. Including those lands lying between above described meander line and the thread of the Cedar Creek.

That said easement is subject to all easements, restrictions and right of ways of record.

SURVEYOR'S CERTIFICATE:

I, Nathan J. Wincentsen, Professional Land Surveyor S-2539, hereby certify to the best of my knowledge and belief, that at the direction of the Village of Rothschild, I have surveyed and mapped the easement as described hereon. I further certify that said easement and map thereof are a correct and accurate representation of the exterior boundaries of said easement.

Dated this 1st day of JUNE 2015

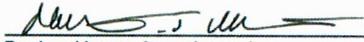
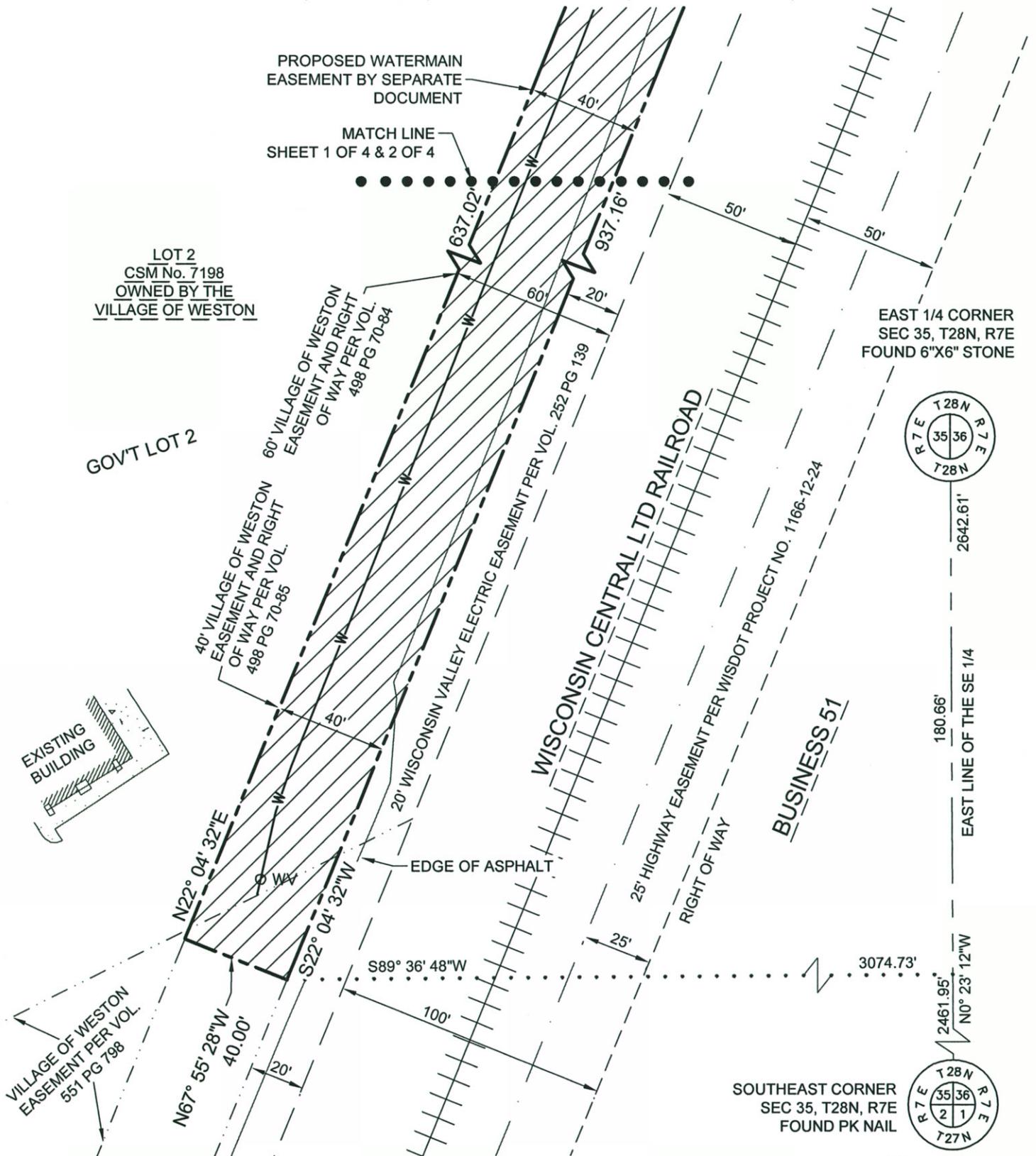

Becher-Hoppe Associates, Inc.
Nathan J. Wincentsen
WI P.L.S. S-2539



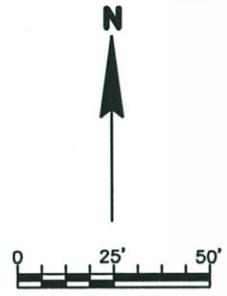
EXHIBIT MAP FOR WATERMAIN EASEMENT

A PART OF LOTS 1 AND 2 OF MARATHON COUNTY CERTIFIED SURVEY MAP NO. 7198 LOCATED IN GOVERNMENT LOT 2 OF SECTION 35, TOWNSHIP 28 NORTH, RANGE 7 EAST, VILLAGE OF ROTHSCHILD, MARATHON COUNTY, WISCONSIN



NOTE:
1.) REFER TO THE RECORDED EASEMENT DOCUMENT WHICH CREATES THIS WATERMAIN EASEMENT FOR ALL RESTRICTIONS AND RIGHTS OF SAID EASEMENT

LEGEND	
	- PROPOSED WATERMAIN EASEMENT
	- CONCRETE
	- PROPOSED WATERMAIN
	- PROPOSED HYDRANT
	- PROPOSED WATER VALVE



BEARINGS ARE REFERENCED TO THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 35 TOWNSHIP 28 NORTH, RANGE 7 EAST, MEASURED TO BEAR S0° 23' 12"E.



330 Fourth Street • PO Box 8000
Wausau, WI • 54402-8000
715.845.8000 • Fax 715.845.8008
becherhoppe.com

Drawn by: SMH
Checked by: NJW
Project No.: 2014.105
Date: 5/29/2015

Client: VILLAGE OF ROTHSCHILD

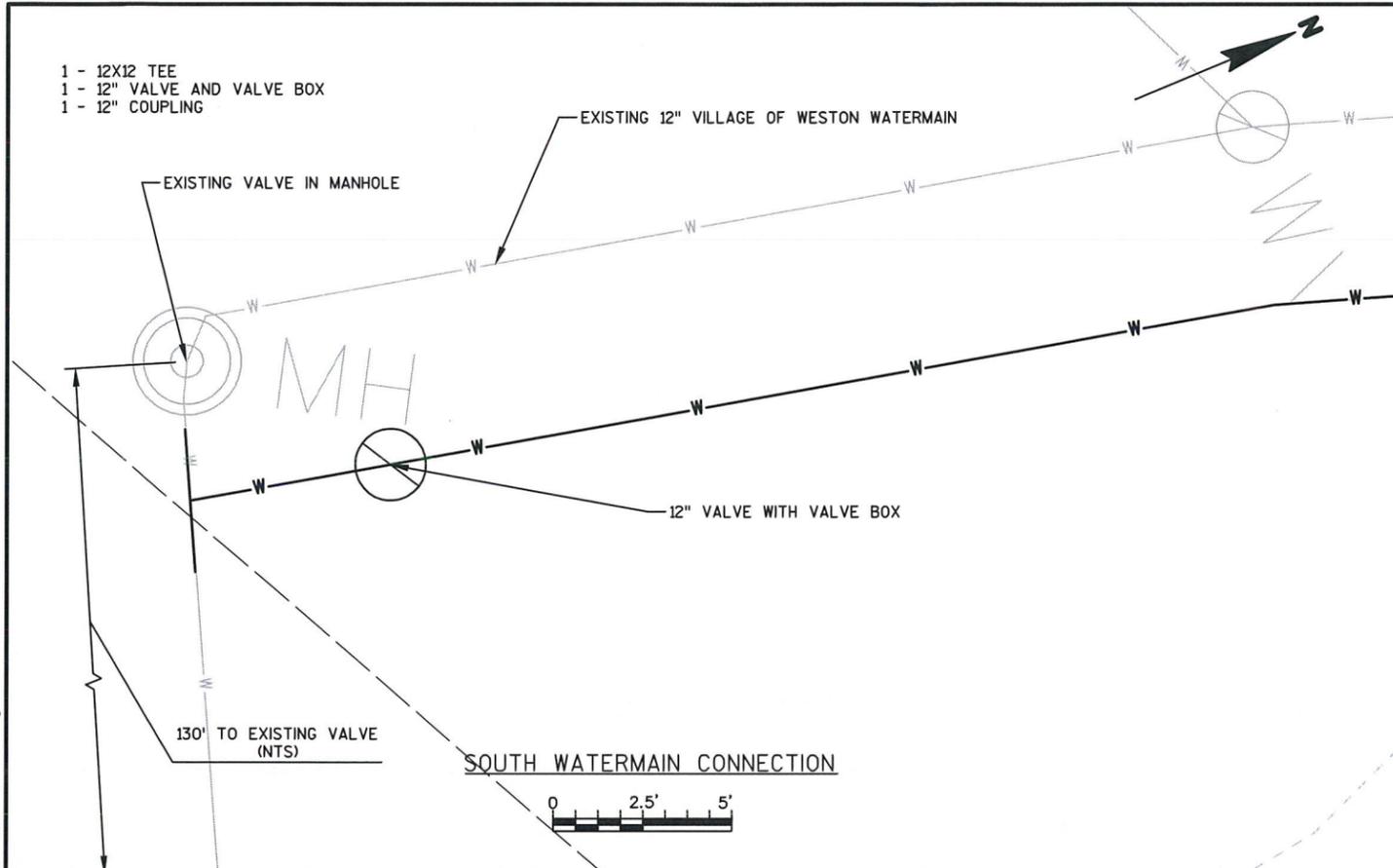
Sheet 1 of 4



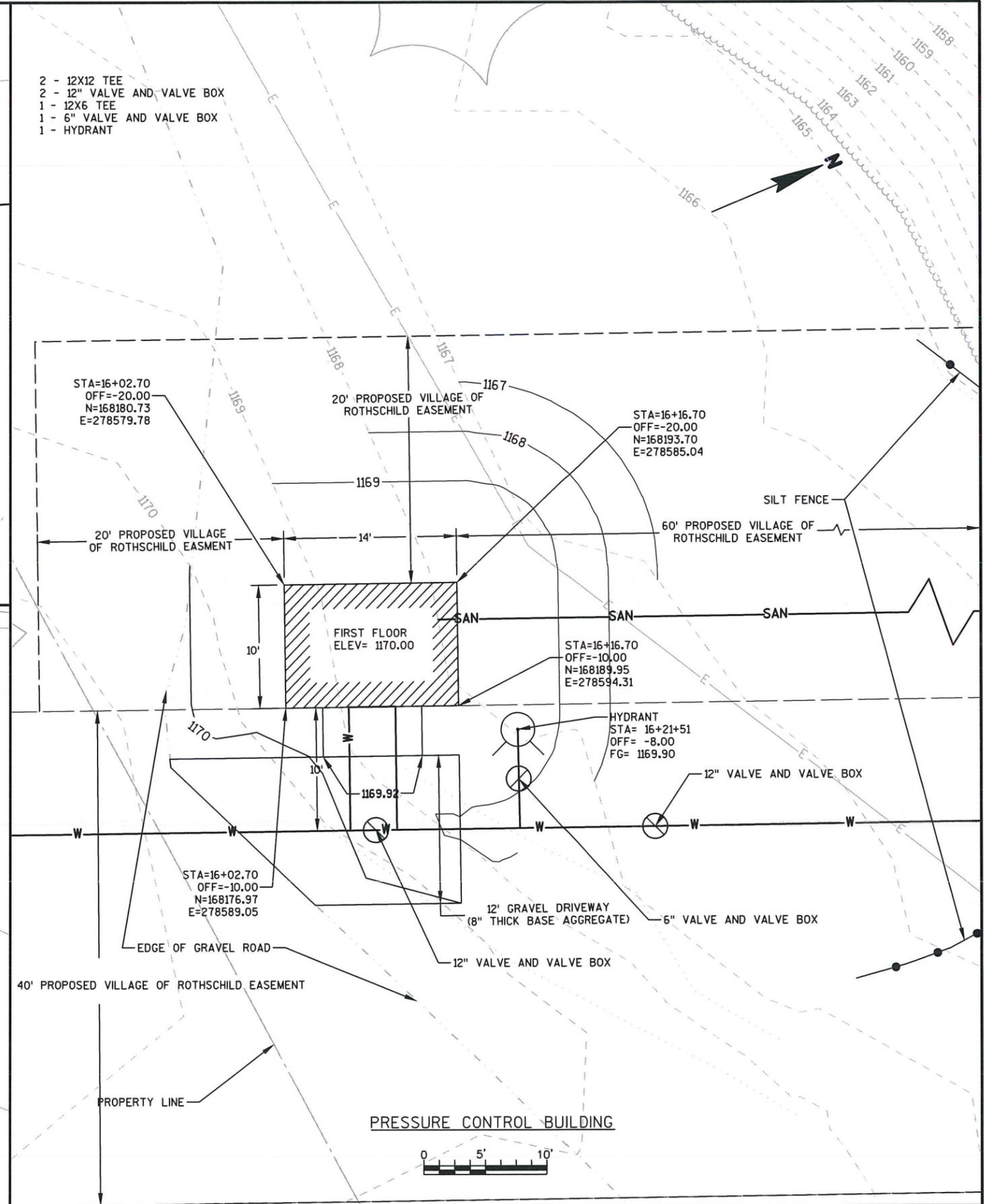
Pressure Control Bldg 

Easement Limit —

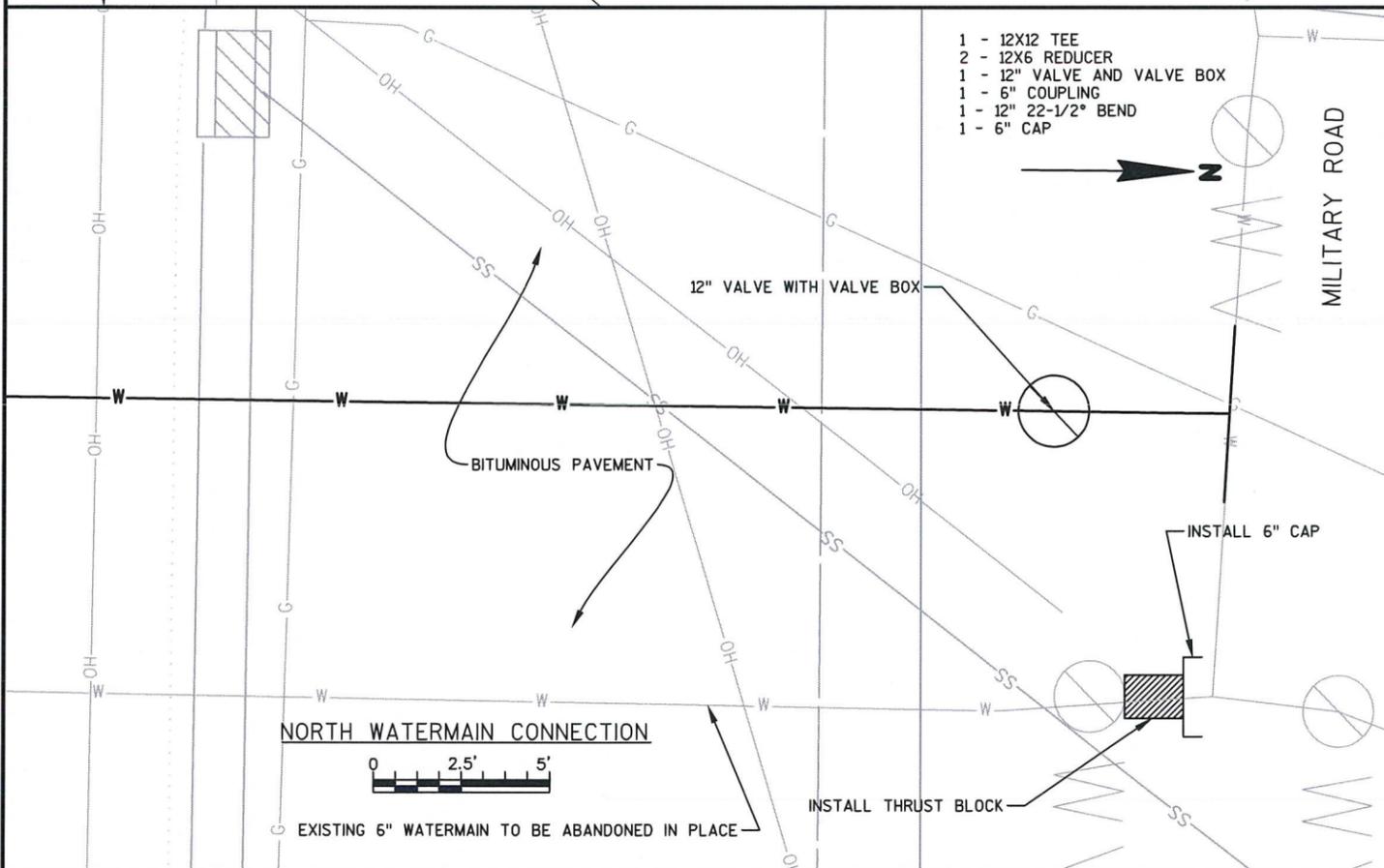
- 1 - 12X12 TEE
- 1 - 12" VALVE AND VALVE BOX
- 1 - 12" COUPLING



- 2 - 12X12 TEE
- 2 - 12" VALVE AND VALVE BOX
- 1 - 12X6 TEE
- 1 - 6" VALVE AND VALVE BOX
- 1 - HYDRANT



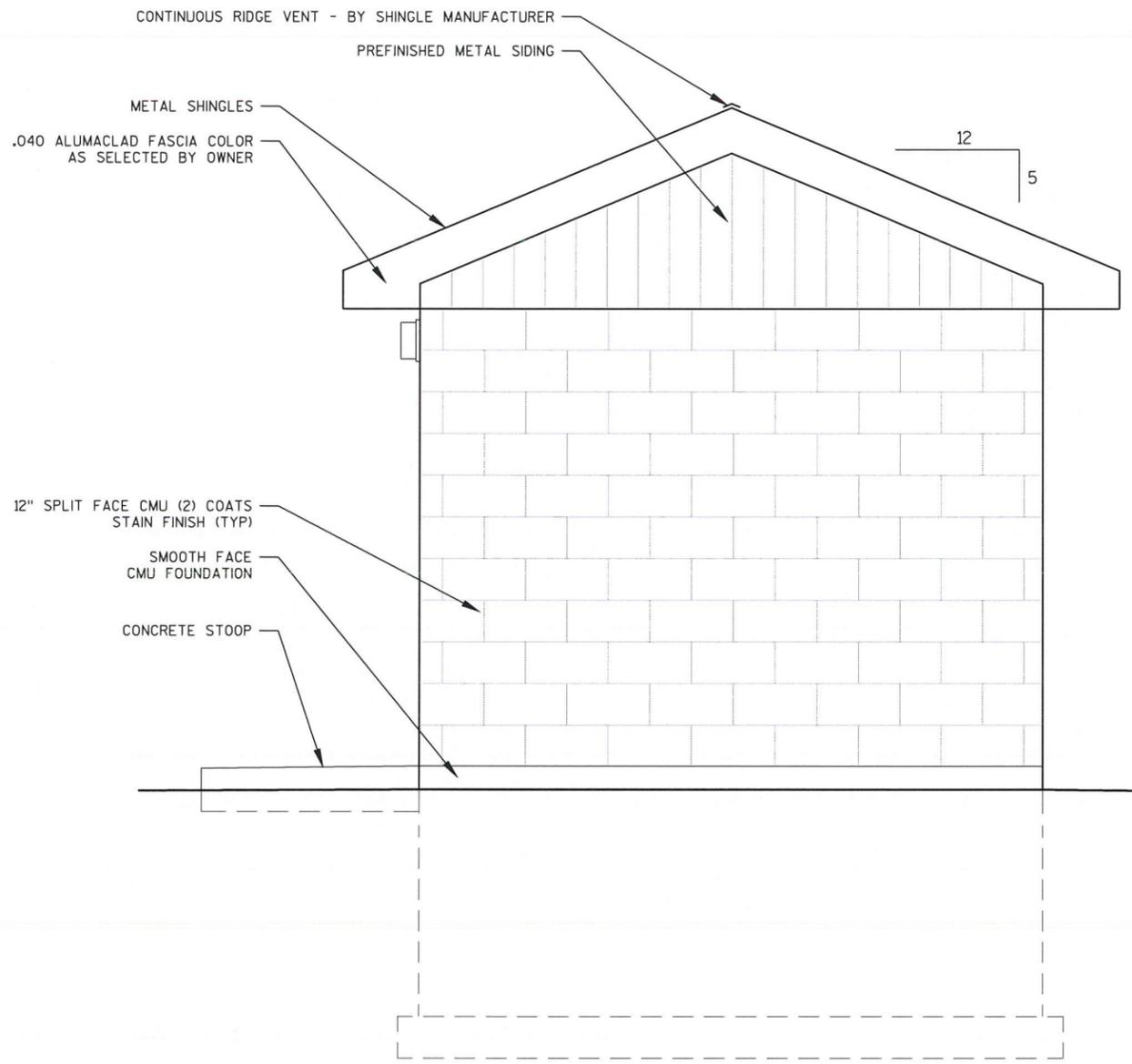
- 1 - 12X12 TEE
- 2 - 12X6 REDUCER
- 1 - 12" VALVE AND VALVE BOX
- 1 - 6" COUPLING
- 1 - 12" 22-1/2° BEND
- 1 - 6" CAP



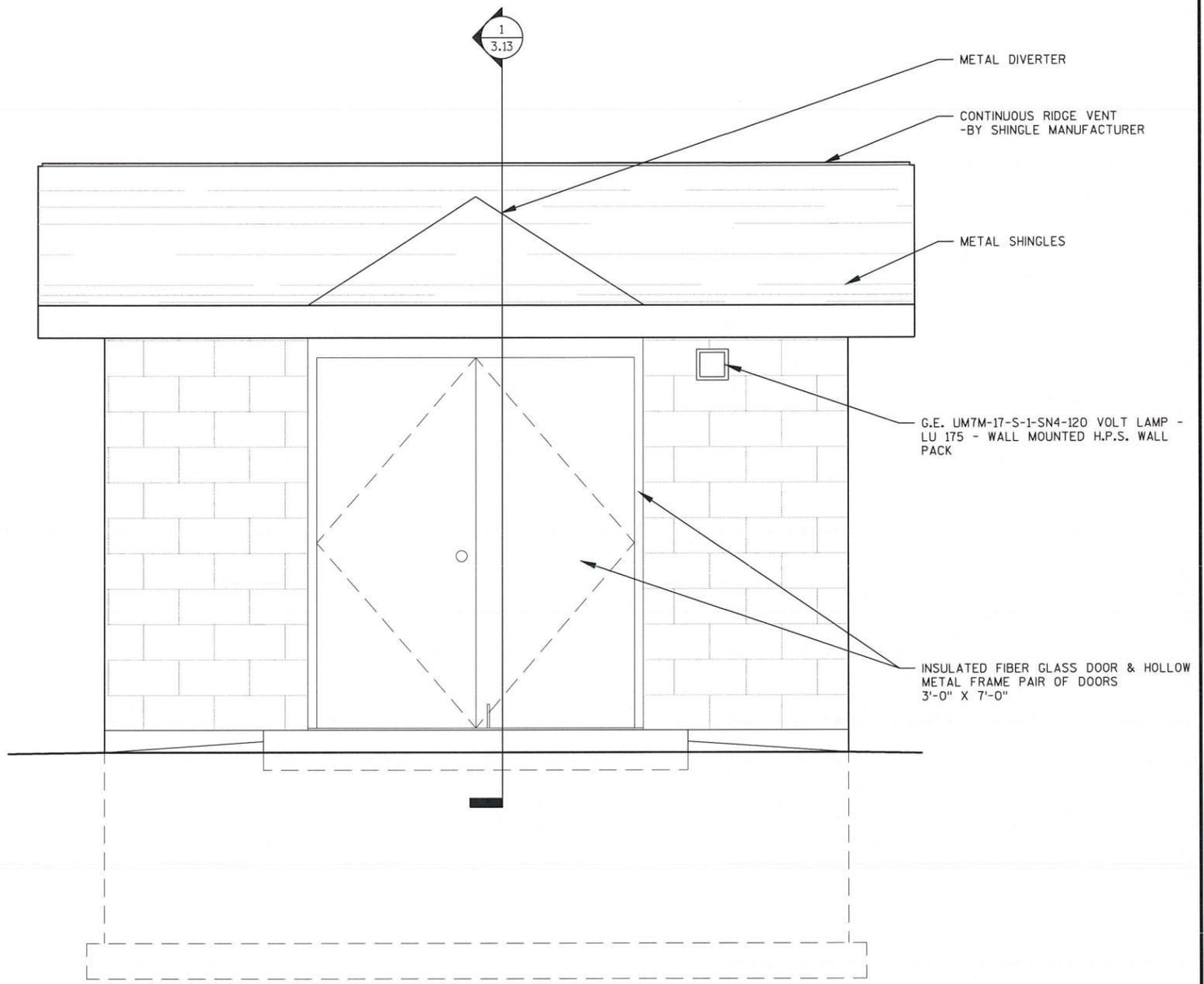
LAYOUT: 3.06
 PLOT TIME: 5/20/2015 1:28 PM
 FILE NAME: P:\2014\2014.105 - Rothschild - Watermain - Cedar Creek\CAD\Plans\14105_3.01_PP-100Scale.dwg
 Copyright 2014, Becher-Hoppe Assoc. Inc.

LAYOUT: 3.12
 PLOT TIME: 5/20/2015 7:07 AM
 FILE NAME: P:\2014\2014.105 - Rothschild - Watermain - Cedar Creek\CAD\Plans\14105-3.10-3.17-BLG-FDNT.dwg

© Copyright 2014, Becher-Hoppe Assoc. Inc.

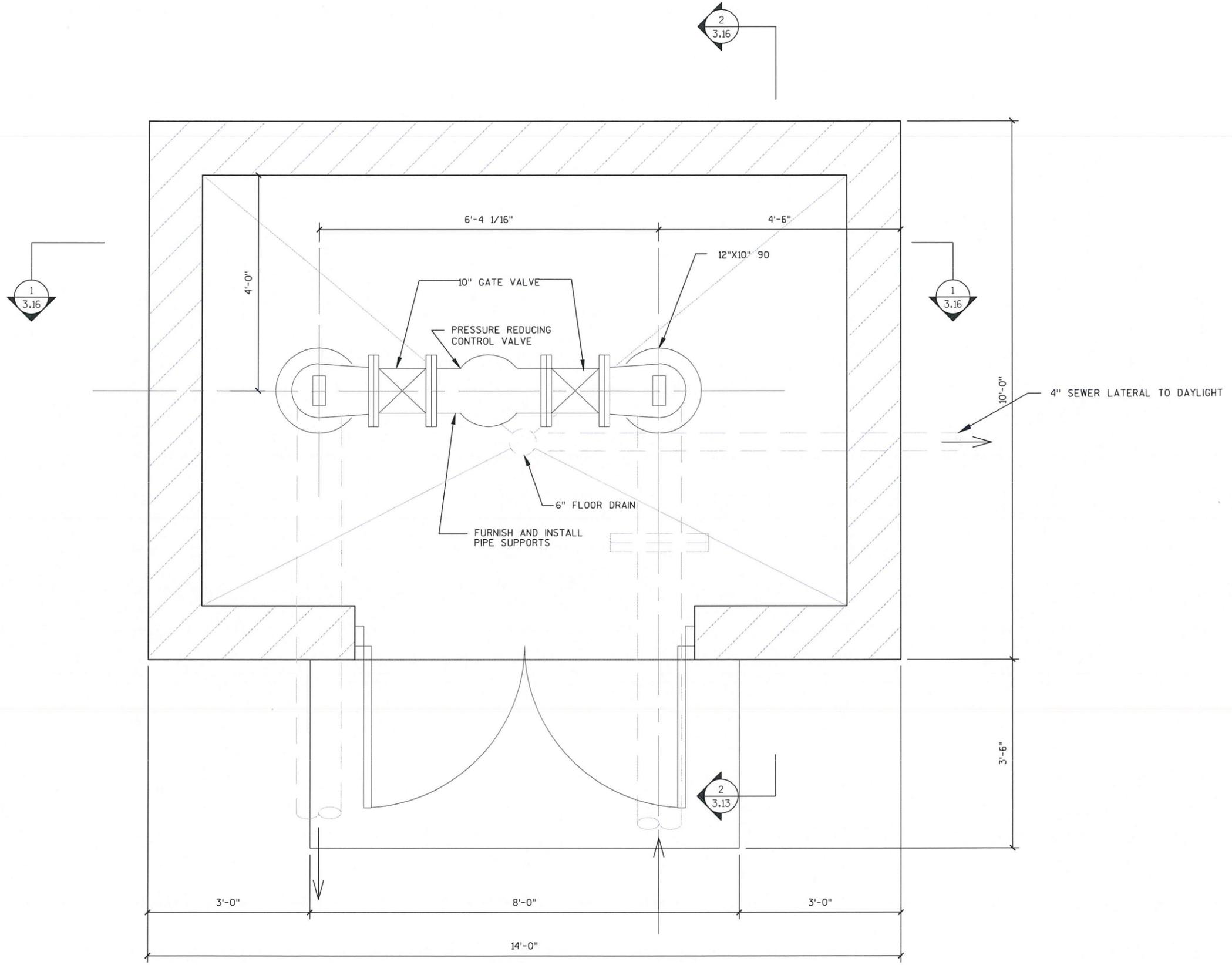


1
 3.12 **NORTH AND SOUTH ELEVATIONS**
 SCALE: 3/8" = 1'-0"



2
 3.12 **EAST ELEVATION**
 SCALE: 3/8" = 1'-0"

LAYOUT: 3.15
 PLOT TIME: 5/20/2015 7:38 AM
 FILE NAME: P:\2014\2014.105 - Rothschild - Watermain - Cedar Creek\CAD\Plans\14105-3.10-3.17-BLG-FDNI.dwg



1/3.15 BLDG PIPING PLAN VIEW
 SCALE: 1/2" = 1'-0"
 NORTH



330 Fourth Street • PO Box 8000
 Wausau, WI • 54402-8000
 715.845.8000 • Fax 715.845.8008
 becherhoppe.com

DRAWN BY: TCP
 CHECKED BY: KJL
 DATE: 4/24/2015

PROJECT NO: 2014.105
 REV. DATES:

SCALE
 AS SHOWN

VILLAGE OF ROTHSCHILD
 WATERMAIN EXTENSION

PRESSURE CONTROL BUILDING
 PIPING PLAN VIEW

SHEET
 3.15



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.9.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **SHERRY WEINKAUF; VILLAGE CLERK/EMPLOYEE RESOURCE
MANAGER**

ITEM DESCRIPTION: **ORDINANCE NO. 16-041 RELATING TO ABSENTEE BALLOT
CANVASSERS, ABSENTEE CENTRAL COUNT PROCEDURES AND AN
AGREEMENT FOR A ONE-TIME RENTAL OF A DS200 VOTING
MACHINE.**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, AUGUST 29, 2016**

POLICY QUESTION: Should the Board of Trustees approve Ordinance No. 16-041 relating to Absentee Ballot Canvassers, Absentee Central Count Procedures and an Agreement for a one-time rental of a DS200 voting machine?

RECOMMENDATION TO: Staff recommendation is to approve Ordinance No. 16-041 relating to Absentee Ballot Canvassers, Absentee Central Count Procedures and an Agreement for a one-time rental of a DS200 voting machine.

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: Repairs/Maint.-Other Mach. & Equip.
- Budgeted Revenue: _____
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: Chapter 30 – Elections
- Municipal Rules: _____
-

PRIOR REVIEW: N/A

BACKGROUND:

I have been researching the absentee ballot central count location idea for some time now. I have had several conversations with the County Clerk, other clerks around the state, as well as ES&S (voting equipment provider) and have decided this is something I feel should be implemented. The absentee ballot process at the polling locations has become unmanageable. One thing learned from the April Election was trying to get ballots in the voting machine between voters. This was a big struggle and very overwhelming for the Election Workers.

There is also a lot of extra paperwork to be filled out for the absentee ballots. I feel having the central count location away from the other polling locations will be way more efficient and less stressful for the election workers. If ordinance is approved, my plan is to appoint 5 qualified electors of the municipality to conduct the absentee ballot process on Election day by following the attached procedures. I am also requesting approval of the procedures, which come directly from the state statutes. Of course, a training course to review the procedures will be held before election day. I am also asking for approval of an agreement between ES&S and the Village for a one-time rental of a voting machine in the amount of \$1,290.00, which would come from the elections budget. If we decide to move forward with this process for future elections, I was told \$950.00 of the \$1,290.00 can be applied to the purchase of a new machine. A new machine costs approximately \$6,100.00 and I have already spoke to the Finance Director about using 2015 surplus funds to pay for the cost of a new machine to use going forward. Hope to have your blessing on using this process for the November election and maybe for future elections if all goes well.

Supplemental Briefer for Agenda Items under Consideration?

Attachments

ORDINANCE NO. 16-041

**AN ORDINANCE CREATING, SECTION 30.106 RELATING TO THE
MUNICIPAL BOARD OF ABSENTEE BALLOT CANVASSERS OF THE
MUNICIPAL CODE FOR THE VILLAGE OF WESTON, MARATHON COUNTY,
WISCONSIN**

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

SECTION 1: Section 30.106 Municipal Board of Absentee Ballot Canvassers, of the Village of Weston Municipal Code, is hereby created as follows:

Sec. 30.106 Municipal Board of Absentee Ballot Canvassers.

- a) **Appointment of Inspectors.** The Village of Weston hereby establishes the Municipal Board of Absentee Ballot Canvassers as designated under Wis. Stat. § 7.53 (2m). The Board of Absentee Ballot Canvassers shall be composed of the Village Clerk or a qualified elector of the municipality designated by the clerk, and 2 other qualified electors of the municipality appointed by the clerk. The first term for the members of the Board of Absentee Canvassers will expire on December 31, 2016. For subsequent terms, the members of the Board of Absentee Ballot Canvassers shall serve for two-year terms commencing on January 1 of each odd-numbered year, except that any member who is appointed to fill a permanent vacancy shall serve for the unexpired term of the original appointee.
- b) The Village of Weston hereby declares in lieu of canvassing absentee ballots at polling places under Wis. Stats. § 6.88, the Municipal Board of Absentee Ballot Canvassers shall canvass all absentee ballots at all elections held in the municipality pursuant to procedures established by the State division governing elections.
- c) The Village Clerk shall give at least 48-hour notice of any meeting under this subsection.
- d) The Village Clerk, no later than the closing hour of the polls, shall post at his or her office and on the Internet at a site announced by the Village Clerk before the poll opens, and shall make available to any person upon request, a statement of the number of absentee ballots that the Clerk has mailed or transmitted to electors and that have been returned by the closing hour on election day.

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.

SECTION 3: SECTION 4: EFFECTIVE DATE. This ordinance shall take effect upon approval and publication.

Dated the 29th day of August, 2016

VILLAGE BOARD, VILLAGE OF WESTON

By: _____
Barbara Ermeling, President

ATTEST: _____
Sherry Weinkauff, Clerk

APPROVED:

ADOPTED:

PUBLISHED:



PROCEDURES FOR THE CENTRAL COUNT OF ABSENTEE BALLOTS FOR THE VILLAGE OF WESTON

Sherry Weinkauff, Clerk
Village of Weston
Date: August 23, 2016

CHECK LIST AND PROCEDURES FOR CANVASSING OF ABSENTEE BALLOTS BY THE MUNICIPAL BOARD OF ABSENTEE BALLOT CANVASSERS IN THE VILLAGE OF WESTON

CLERK DUTIES

1. Shall give at least 48 hours' notice of the meeting of the Board of Absentee Ballot Canvassers under s.7.52, Wis. Stats. Notice to be posted on door where absentee ballot canvassing is to take place.
2. Determines if additional inspectors should be appointed to assist the Board of Absentee Ballot Canvassers. The total number of additional inspectors and the Board of Absentee Ballot Canvassers must be an odd number. Oath of office is given to all members if not done before hand.
3. Sends to each polling place a log of all absentee ballots for that district.
4. Brings absentee ballots to location of Board of Absentee Ballot Canvassers.
5. Places on Internet and posts in office the number of absentee ballots issued and the number returned prior to 8:00 p.m.

SUPPLIES

- 2 duplicate copies of the poll list and supplemental poll list for the entire Village printed from the WisVote system.
- Large ballot envelopes/bags/containers prepared with Chain of Custody and Certificate signed by the Board (one per reporting unit)
- Inspectors' Statements (GAB-104) (one per reporting unit)
- Addition to Inspectors' Statements (GAB-104-A) (one per reporting unit)
- Large envelope/container for Used Certificate Envelopes (GAB-103) (one per reporting unit)
- Large envelope/container for Rejected Absentee Ballot Envelopes (GAB-102) (one per reporting unit)
- Large enveloped labeled "Original Remade Ballots" (one per reporting unit)
- Provisional Certificate Envelopes (GAB-123) (one per reporting unit)
- Provisional Ballot Carrier Envelopes (GAB-108) (one per reporting unit)
- Write-in tally forms (one per reporting unit)
- Number sheets (one set per reporting unit)

- Election Day Manual for reference
- Red pens (for marking poll lists) and black pens
- Ballots for remaking voted ballots if necessary
- Challenge documentation for reference

PROCEDURES FOR PROCESSING BALLOTS (TAKEN FROM THE ELECTION DAY MANUAL)

1. Open container of absentee ballots; ballots will already be sorted by ward and alphabetically.
2. Remove one Absentee Certificate Envelope (GAB-122) and announce the elector's name.
3. Carefully review the certificate envelope to determine that:
 - a. Envelope is not open.
 - b. Envelope has not been opened and then resealed.
 - c. Signature of the elector appears on the certificate.
 - d. Address of the voter is on the certificate and the address is within the municipality.
 - e. Certificate contains the signature and address of one witness who is an adult US Citizen.
4. If the certificate envelope is found to be **insufficient**:
 - a. Do not open the envelope.
 - b. Mark the envelope "**Rejected ballot # _____**" (beginning with "1" for each ward). Write the reason for the rejection on the envelope and on the Inspectors' Statement.
 - c. Do not issue the elector a voter number.
 - d. List the elector's name, identifying serial number of the rejected ballot and the reasons for rejection on the Inspectors' Statement (GAB-104). *Use one Inspectors' Statement (GAB-104) for each Reporting Unit.*
 - e. Place the unopened certificate envelope in the Certificate of Rejected Absentee Ballots (GAB-102) brown carrier envelope (one envelope for Reporting unit).
5. If the certificate is found to be **sufficient**, carefully remove the ballot from the certificate envelope. Upon accepting each absentee ballot, the Board of Absentee Ballot Canvassers shall mark in red the voter tally # on the back of the ballot and on the pre-printed poll list next to the name of the elector, along with the indication the voter cast an absentee ballot (AB), beginning with the number 1. If the elector's name does not appear on the pre-printed poll list, the Board of Absentee Ballot Canvassers shall enter the name and voter number on the supplemental poll list.
6. Examine the ballots to ensure that:
 - a. Only one ballot is enclosed.
 - b. That the ballots contain the initials of the issuing Clerk or Deputy Clerk. (Ballot is not rejected if initials of issuing Clerk or Deputy Clerk are not present. Notation should be made on the Inspectors' Statement).
7. Place the ballots in the tabulating device. If ballots are rejected by the tabulator, poll workers should attempt to determine voter intent and remake the ballot if necessary using the procedure for remaking ballots. Duplicated ballots should be initialed by two members of the Absentee Board of Canvassers. Remade ballots must be documented on the "Original Remade Ballots" envelope and the "Inspectors Statement". If voter intent cannot be determined, ballot should be tabulated using the override key. The tabulator will

- increment voter number by one and any vote that can be counted will be counted.
8. Place the used certificate envelope in the Used Certificate Envelopes of Absentee Electors (GAB-103) white carrier envelope. Rejected absentee ballots may be placed in a single Rejected Absentee Ballot (GAB-102) envelope or container.
 9. All absentee ballots must be taken to the polling location prior to 8:00 p.m. to be placed in the tabulator. At 8:00 p.m. the polls are officially closed and no additional absentee ballots shall be accepted. Totals are printed and write-ins counted on 2 duplicate write-in forms. The totals of the absentee ballots will be transmitted to the County Clerk.

REMAKING BALLOTS

When an Absentee Ballot must be remade, a minimum of two (2) workers must make every attempt to determine the voter's intent and reconstruct the ballot so that it can be processed.

1. Obtain an unused ballot for the correct ward; two workers initial the new ballot.
2. Record the original Voter # on the back of the new ballot on the top right-hand side.
3. Mark the reason for remaking the ballot in the endorsement section of the ballot (bottom right-hand side).
4. On the original ballot (bottom right-hand side), record an "Original #1" (2, 3, 4, etc.); on the remade ballot, record the same number as "Duplicate #1" (2, 3, 4, etc.)
5. Two workers duplicate the voter's choices onto the new ballot.
6. Record the Voter's name, voter number, Original/Remade serial number, and the reason on the inspector's statement.
7. Place the original ballot in the "Original Remade Ballots" envelope; the remade ballot is fed into the tabulator.

Write-in Candidates

Record ONLY registered write-in candidates on the GAB-105 Tally Sheet. Non-registered write-ins do not need to be tallied except for special circumstances (races with no candidates or the death of a candidate).

Handling Absentee Ballots when Proof of Residence is Required

If the voter list and the Absentee Certificate Envelope have the notation from the Municipal Clerk "POR required", the inspectors first check to see if the voter included the required identifying document showing Proof of Residence in the certificate envelope if the envelope is sufficient as determined by #5 above, Procedures for Processing Ballots.

Procedure:

1. Open the Absentee Certificate Envelope to check if proof of residence is included in the envelope. (For an absentee voter, a copy of any of the documentation listed in the Election Day Manual is sufficient proof of residence).

2. If the required proof of residence is in the envelope, the election inspectors continue to process the absentee ballot following the procedures above. Record on poll list type of document provided.
3. If the required proof is NOT in the envelope, the absentee ballot is considered a **provisional ballot**. Continue with the procedure below.
4. Make a notation on the voter registration list indicating that the voter did not provide the required proof of residence and issue a provisional voter number for the voter: "PV# ____ (PR)" (beginning with '1').
5. Remove the ballot from the envelope and mark the back of the ballot with the PV# and "Section 6.97". Place the ballot back inside the Absentee Certificate Envelope.
6. Write the PV# and "Section 6.97" on the outside of the Absentee Certificate Envelope.
7. Place the Absentee Certificate Envelope bearing the PV# and "Section 6.97" on the outside of the Provisional Certificate Envelope (GAB-123). You do not have to fill in the rest of the GAB 123. Seal the envelope, and place inside the Provisional Ballot Carrier Envelope (GAB-108).

Challenging Absentee Ballots

An absentee ballot may be challenged in the same manner as it would be challenged at the polling place.

Any qualified elector may challenge an absentee ballot.

The Board of Absentee Ballot Canvassers shall challenge an absentee ballot cast by an elector whose name appears on the ineligible voter list. Procedures are set forth in the Election Day Manual and using challenge documentation (GAB-104-C) to document the challenge.

CLOSING THE POLLS

At 8 p.m. the announcement will be made that the polls are closed; ballots arriving after that time from voters will not be processed.

1. When all ballots have been processed, the DS-200 tabulator will print out vote report totals by ward as tally sheets; the Board of Absentee Ballot Canvassers will sign all sets of tapes generated
2. Tape results are transferred to the Election Night Call-in Sheet; the sheets are signed by the Canvassers
3. Compare the last voter number for each ward with the tape total recorded by the tabulator; resolve any discrepancy
4. Ensure all documents are completed and signed, where necessary. Replace them in the ward folders and deliver folders to City Clerk's office:
 - a. GAB-104 (Inspector's Statement)
 - b. GAB-105 (write-in votes)
 - c. Absentee ballot log

- d. Voter number sheet
 - e. Election Night Call-in Sheet
 - f. Signed tapes (delivered to Clerk's office)
5. Sign the ballot bags; the "Original Remade Ballots" envelope containing the original absentee ballots is placed in the bag; seal the bag and bring to City Clerk's office
 6. Sign the Used and Rejected Absentee Ballot carrier envelopes
 7. Modem results to Milwaukee County when instructed to do so
 8. Ballots and other materials will be transported to Milwaukee County the day after the Election

August 29, 2016.

**ADDITION TO INSPECTORS' STATEMENT (GAB 104-A) FROM THE
MUNICIPAL BOARD OF ABSENTEE BALLOT CANVASSERS**

We, the undersigned members of the Municipal Board of Absentee Ballot Canvassers, hereby certify that the following is a true and correct statement for the election on _____ held in wards _____ for the Village of Weston, Marathon County, State of Wisconsin.

The Municipal Board of Absentee Ballot Canvassers reports the following for wards _____:

Processed _____ Absentee ballots

Rejected _____ Absentee ballots

wards _____:

Processed _____ Absentee ballots

Rejected _____ Absentee ballots

wards _____:

Processed _____ Absentee ballots

Rejected _____ Absentee ballots

wards _____:

Processed _____ Absentee ballots

Rejected _____ Absentee ballots

Municipal Board of Absentee Ballot Canvassers

**ELECTION SYSTEMS & SOFTWARE, LLC
ONE-TIME RENTAL OF EQUIPMENT, SALE OF SERVICES AND LICENSE OF SOFTWARE**

This Agreement is made as of the date it is executed by the last of the parties named below on the signature page (the "Effective Date"),

BETWEEN: ELECTION SYSTEMS & SOFTWARE, LLC, a Delaware Limited Liability Company ("ES&S")

AND: VILLAGE OF WESTON, WISCONSIN ("Customer").

RECITALS:

A. Customer has agreed to rent, license and purchase, as applicable, voter tabulation equipment and related software and services from ES&S for use in the **Village of Weston, Wisconsin** (the "Jurisdiction"). The terms and conditions under which the equipment, software and services shall be provided are set forth in the **GENERAL TERMS** attached hereto and incorporated herein by reference.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the parties hereto:

- Agrees to the **GENERAL TERMS** and the terms and conditions set forth in the Agreement and Amendments.
- Agrees that at all times, this Agreement shall be governed by and construed in accordance with the laws of the **State of Wisconsin**.
- Represents and warrants to the other party that as of the date of its signature below it has full power and authority to enter into and perform this Agreement, and that the person signing below on its behalf has been properly authorized to execute this Agreement
- Acknowledges that it has read this Agreement, understands it and intends to be bound by it.

ELECTION SYSTEMS & SOFTWARE, LLC
11208 John Galt Boulevard
Omaha, NE 68137
Fax No.: (402) 970-1291

VILLAGE OF WESTON, WISCONSIN
5500 Schofield Avenue
Weston, WI 54476
Fax No.: (715) 359-6117

Signature

Signature

Name (Printed or Typed)

Name (Printed or Typed)

Title

Title

Date

Date

**RENTAL OF EQUIPMENT, SALE OF SERVICES AND LICENSE OF SOFTWARE
GENERAL TERMS**

1. Description of Rental Equipment, Software and Services. The following constitutes all Rental Equipment, Software and Services to be provided by ES&S to Customer under this Agreement:

QUANTITY	MODEL	RENTAL EQUIPMENT DESCRIPTION	PRICE
Covered Election: November 8, 2016			
ES&S Equipment:			
1	Model DS200	Model DS200 Scanner with Plastic Ballot Box with Steel Door and e-Bin, Reverse Wound Paper Roll, 4GB Jump Drive, and Roundtrip Shipping & Handling	\$1,140.00
1		DS200 Wireless Modem (Verizon)	\$35.00
ES&S Services:			
1		Model DS200 Installation	\$115.00
Total Rental Fees for the November 8, 2016 General Election:			\$1,290.00

Payment Terms:

Invoicing will occur as Follows:

Total Rental Fees of \$1,290.00 due Thirty (30) Calendar Days after the later of (a) Equipment Delivery, or (b) Receipt of Corresponding ES&S Invoice.

Delays in payment due to no fault of ES&S will be subject to interest charges in the maximum amount permitted by applicable law.

Equipment Rental Pricing includes Roundtrip Shipping and Handling.

In no event shall Customer's payment obligations hereunder, or the due dates for such payments, be contingent or conditional upon Customer's receipt of federal and/or state funds.

Any applicable state and local taxes are not included, and are the responsibility of Customer.

If applicable, Ballot Printing and Shipping, Coding, and Ballot Layout will be invoiced separately.

2. Description of Services.

- a. Installation. Section 1 specifies the items of Rental Equipment or Software, if any, which ES&S' employees, agents or authorized representatives ("Representatives") will install at Customer's designated site. Customer shall pay ES&S a fee for such installation services, as set forth in Section 1. Customer will provide, at its own expense, a site adequate in space and design for installation and operation of the Rental Equipment and Software. Customer shall be responsible for providing a site that is temperature and humidity controlled, has all necessary electric current outlets, circuits, and wiring for the Rental Equipment and Software, and has electric current of sufficient quality and quantity to operate the Rental Equipment and Software, all as specified in the Rental Equipment Documentation or the Software Documentation (as each is defined below) (collectively the "Documentation"). ES&S may, but shall not be required to, inspect the site and advise on its acceptability before any Rental Equipment or Software is installed. Customer shall be responsible for installing all items of Rental Equipment or Software not installed by ES&S, in accordance with the instructions furnished in the Documentation. ES&S shall have no liability for actual site preparation or for any costs, damages or claims arising out of the installation of any Rental Equipment or Software by Customer.
- b. Additional Professional Services. If requested in writing by Customer, ES&S will provide additional Professional Services support to Customer at ES&S's then-applicable rates for such services.

TERMS AND CONDITIONS RELATING TO RENTAL EQUIPMENT

3. Items Included in Rental Equipment. In addition to the Rental Equipment, ES&S will also provide Customer with copies of operating instructions, user manuals and training materials for the Rental Equipment ("Rental Equipment Documentation"). Certain items included in the Rental Equipment may have been manufactured by parties other than ES&S; any such items are separately identified in Section 1 and are collectively known as "Non-ES&S Rental Equipment". Customer acknowledges and agrees that, except for the payment to ES&S of the amount dues under Section 1 which is attributable to the Non-ES&S Rental Equipment, all of its rights and obligations with respect to the Non-ES&S Rental Equipment flow from and to the manufacturers, lessors or other vendors of the Non-ES&S Rental Equipment (collectively the "Third Party Rental Equipment Vendors"). Customer further acknowledges that it has received copies of all applicable Third Party Rental Equipment Vendor Documentation, warranties and other applicable information regarding its rights and obligations with respect to the Non-ES&S Rental Equipment.
4. Warranty. ES&S warrants that any ES&S-manufactured scanning equipment included in the Rental Equipment ("Scanning Equipment") will perform in accordance with the specifications set forth in the Rental Equipment Documentation and will be free from defects in material and workmanship under normal use and service for the Rental Term (the "Warranty Period"). ES&S' sole obligation under this Section 4 shall be to repair or replace the Scanning Equipment or the applicable parts thereof, at its sole expense, at Customer's location or at ES&S's facilities, as determined by ES&S in its sole discretion. Any repaired or replaced Scanning Equipment or parts thereof shall be warranted only for the unexpired term of the original Warranty Period. All replaced Scanning Equipment or parts thereof will become the property of ES&S on an exchange basis. The warranty provided by ES&S under this Section 4 does not apply to and shall not require ES&S to repair or replace any item (i) which requires repair or replacement due to normal wear and tear caused solely by Customer use, (ii) which has been repaired, altered or transported by persons other than ES&S authorized Representatives, (iii) from which any serial number has been removed, defaced or changed, (iv) which is damaged due to accident, disaster, theft, vandalism, neglect, abuse, use for a purpose other than the purpose for which such item is designed or use which is not in accordance with instructions furnished by ES&S, (v) which has been subjected to physical, mechanical or electrical design alterations or any conversion by persons other than ES&S personnel, (vi) which has been used by any person other than Customer's employees or persons under Customer's direct supervision; (vii) which has been used in a site not meeting the specifications set forth in Section 2(a) above; (viii) has been used with ballots other than ES&S copyrighted ballots; or (ix) have been used with ballot code stock other than ballot code stock supplied or approved by ES&S.
5. Rental Payments. The rental payment for each item included in the Rental Equipment for the Rental Term (defined below) is set forth in Section 1 above, and the total amount thereof shall be paid in accordance with the terms of Section 1. Customer shall notify ES&S if it desires to rent additional items of Rental Equipment. If ES&S agrees to rent such items to Customer, the parties shall amend Section 1 of this Agreement to include such items within the definition of "Rental Equipment" and Customer shall pay to ES&S rental payments for each such item at ES&S's then-current rental rates.
6. Rental Term. The period during which Customer shall rent the Rental Equipment from ES&S shall be in effect from **September 15, 2016 through November 30, 2016**, unless earlier terminated pursuant to this Agreement (the "Rental Term"). The Rental Term shall terminate upon the first to occur of (i) a breach of any provision herein applicable to the Rental Equipment which has not been cured by the breaching party within thirty (30) days after it receives written notice of the breach from the non-breaching party (except a breach as provided in (iii) below which will require no notice); (ii) either party's providing thirty (30) days' prior written notice to the other party hereto of its desire to terminate the Rental Term; or (iii) Customer's failure to make any rental payment due hereunder within sixty (60) days after it is due. In the event of early termination by ES&S due to (a) a breach of this Agreement by Customer, (b) Customer's failure to pay any amounts owed under this Agreement or (c) the failure of Customer's Board of Supervisors to appropriate funds to make the payments due under this Agreement, Customer shall pay ES&S liquidated damages equal to the present value of the remaining monthly amounts owing hereunder, discounted at the rate of 8% per annum. Further, in the event of a termination by the Customer in accordance with Section 6(ii) above, Customer hereby agrees to promptly pay ES&S for all costs incurred and deliverables provided by ES&S through the effective date of such termination, including, but not limited to, any equipment and software delivered, shipping costs incurred, and services performed. No later than ten (10) calendar days following the termination of the Rental Term, Customer shall release the Rental Equipment to ES&S at its own expense and in the same operation, order, repair, condition and appearance as when received, subject to normal wear and tear. In the event Customer fails to release the Rental Equipment to ES&S no later than ten (10) calendar days following the termination of the Rental Term, Customer shall pay to ES&S a late return charge in the amount of \$500.00 per calendar day until the Rental Equipment is returned to ES&S in accordance herewith.

TERMS AND CONDITIONS RELATING TO SOFTWARE

7. Grant of License.
- a. In General. ES&S hereby grants to Customer a nonexclusive and nontransferable license during the Rental Term for its bona fide full-time employees to Use (defined below) the Software designated in Section 1.
 - b. Third Party Software. Customer acknowledges that ES&S does not own the Software designated in Section 1 as "Third Party Software" or the accompanying operating instructions, user manuals and training materials relating thereto (the "Third Party Software Documentation") (the ES&S Software Documentation and the Third Party Software Documentation sometimes collectively the "Software Documentation"). Customer further acknowledges that, except for the payment of license fees attributable to the Third Party Software and the Third Party Software Documentation (collectively the "Non-ES&S Software Items"), which shall be paid directly to ES&S pursuant to Section 1 above, all of its rights and obligations with respect to the Non-ES&S Software Items flow from and to the vendors of the Non-ES&S Software Items (the "Third Party Vendors"). Customer further acknowledges that it has received copies of all applicable license agreements for the Non-ES&S Software Items from the Third Party Vendors. None of the Non-ES&S Software Items has been independently authenticated in whole or in part by ES&S, and none of ES&S' representations, warranties, covenants or agreements set forth herein apply with respect to the Non-ES&S Software Items unless otherwise specifically stated herein.
 - c. Definition of Use. For purposes of this Agreement, the term "Use" shall mean the right to copy or utilize all or any portion of the instructions or data of the ES&S Software from tangible media supplied by ES&S ("Tangible Media"). The ES&S Software may be used only for internal purposes and shall not be used by, for, or on behalf of, third parties. "Use" shall also mean the right to retain and consult the ES&S Software Documentation. Customer's right to Use the ES&S Software and the ES&S Software Documentation shall not include the right to do any of the following:
 - i. Copy, in whole or in part, any ES&S Software (except for backup and archive purposes and provided that no more than one copy may be in existence at any one time for such purposes), any Tangible Media or any ES&S Software Documentation;
 - ii. Reverse engineer, decompile, disassemble, re-engineer or otherwise create or attempt to create or permit, allow or assist others to create the source code of the ES&S Software or the structural framework of the ES&S Software;
 - iii. Cause or permit any use, display, loan, publication, transfer of possession, sublicensing or other dissemination of the ES&S Software or the ES&S Software Documentation, in whole or in part, to or by any third party without Licensor's prior written consent;
 - iv. Modify, enhance or otherwise change the ES&S Software;
 - v. Use the ES&S Software except as specified in the ES&S Software Documentation or as otherwise authorized by ES&S in writing; or
 - vi. Use the ES&S Software on more items of Designated Equipment unless authorized in writing by ES&S.
8. Fees. The license fees for the ES&S Software, the ES&S Software Documentation, the Third Party Software and the Third Party Documentation (collectively the "Licensed Items") for the Rental Term are set forth in Section 1 above and shall be paid in accordance with the terms of Section 1.
9. Term; Termination. The license granted herein shall become effective on the date the ES&S Software is installed by Customer (the "Start Date") and shall remain in force during the Rental Term. Upon termination of the license, Customer shall immediately return the ES&S Software and any other Confidential Information in its possession or under its control (including any and all copies) to ES&S. Termination of the license pursuant to this provision is in addition to any other remedies available to ES&S at law or in equity.
10. Title; Copyright Notice. Customer acknowledges and agrees that: (a) all right, title and interest in and to the ES&S Software, the ES&S Software Documentation and the Tangible Media is owned by ES&S, and Customer has only a limited license to Use such items during the Software License Term. Customer agrees not to challenge ES&S's right, title and interest in and to the ES&S Software, the ES&S Software Documentation or the Tangible Media and to notify

ES&S immediately if it becomes aware of any such challenge. Customer shall include the copyright and proprietary rights notices which are set forth on each item of Tangible Media on any copies of the Software which are made from such item of Tangible Media. Likewise, Customer shall include the copyright and proprietary rights notices which are set forth on each item of Documentation on any copies thereof.

11. Export. Customer acknowledges that the laws and regulations of the United States may restrict the export of certain commodities and technical data of United States origin, including the Software, in any medium. Customer agrees that it shall not export the Software or the Documentation in any form without the appropriate United States and foreign government licenses. Licensee further agrees that its obligations pursuant to this Section 11 shall survive and continue after the termination of this Agreement.

TERMS AND CONDITIONS RELATING TO RENTAL EQUIPMENT AND SOFTWARE

12. Limitation on Liability. ES&S' total liability to Customer for any losses, damages, costs or expenses of any nature, whether direct or indirect, arising from or relating to ES&S' performance of this Agreement or the products or services provided by ES&S hereunder, shall be limited to the aggregate amount paid by Customer to ES&S for the product(s) or services(s) that caused the losses or damages or are the subject matter of the claim or cause of action. By entering into this Agreement, Customer agrees to accept responsibility for (i) the selection of the Rental Equipment and Software to achieve Customer's intended results; (ii) the use (Use) of the Rental Equipment and Software; (c) the results obtained from the use of the Rental Equipment and Software; and (d) the selection of, use of and results obtained from any equipment, software or services not provided by ES&S and used with the Rental Equipment or Software.
13. Shipment; Title and Risk of Loss. ES&S will ship the Rental Equipment and Software by common carrier to Customer on a date mutually agreed upon by ES&S and Customer, and risk of loss with respect to the Rental Equipment and Software shall pass to Customer when such items are delivered to Customer's place of business. Title to the Rental Equipment shall remain in ES&S. ES&S shall also bear the risk of loss with respect to the Rental Equipment (except that Customer shall bear the risk of loss with respect to, or damage to, the Rental Equipment which is caused by fire, the elements, theft, vandalism, negligent or intentional acts of Customer's employees or other events which are within the control of Customer). During the period in which this Agreement is in effect, Customer shall, at its sole expense, maintain the Rental Equipment in good operating condition and repair and protect the Rental Equipment from deterioration other than normal wear and tear and shall procure and maintain insurance on the Rental Equipment to adequately insure the risks of loss for which Customer is responsible hereunder. Upon request, Customer shall provide ES&S with copies of any and all policies procured and maintained by Customer insuring Customer's risks of loss hereunder. Customer shall not use the Rental Equipment for any purpose other than those for which it was designed and shall not, without the prior written consent of ES&S, alter the Rental Equipment or affix to or install on the Rental Equipment any accessory, equipment or device which was not supplied to it by ES&S. Customer shall not move the Rental Equipment from the place where it was originally installed without ES&S' prior written consent and shall make the Rental Equipment and any records pertaining thereto available to ES&S during regular business hours for inspection. Customer will not, without the prior written consent of ES&S and subject to such conditions as ES&S may impose for its protection, affix any item of Rental Equipment to any real property if, as a result thereof, such item of Rental Equipment will become a fixture under applicable state law.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.10.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

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

ITEM DESCRIPTION: **MOBILE HOME PARK LICENSE FOR COLONIAL GARDENS,
WESTON MANOR AND STILLWATER LANDING MOBILE HOME
PARKS.**

DATE/MTG: **BOARD OF TRUSTEES; MONDAY, JUNE 20, 2016**

POLICY QUESTION: Should the Board of Trustees approve the Mobile Home Park licenses for Colonial Gardens, Weston Manor and Stillwater Landing for the licensing period beginning August 30, 2016 to June 30, 2017?

RECOMMENDATION TO: Staff recommendation is to approve the Mobile Home Park licenses for Colonial Gardens, Weston Manor and Stillwater Landing for the licensing period beginning August 30, 2016 to June 30, 2017.

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: 66.0435
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____

PRIOR REVIEW: Board of Trustees on June 20, 2016.

BACKGROUND:

On June 6, 2016 the Board of Trustees approved a 3-month mobile home park license for Colonial Gardens, Weston Manor and Stillwater Landing. We learned from the Alpine Mobile Home Park hearing that licenses should be issued or renewed on an annual basis, and that at any time the license could become subject to revocation or suspension for cause by the licensing authority. Since the Board issued 3-month licenses (July – September), when they probably should have issued an annual license, I now recommend the Village issue new

licenses to all three mobile home parks with a licensing period to begin on August 30, 2016 and ending June 30, 2017. Also, staff is currently working with the Village attorney on revising the current mobile home park ordinance, as well as working on a standard review process for all four mobile home parks.

Supplemental Briefer for Agenda Items under Consideration?

Attachments



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.11.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review

REQUEST FROM: **HEALTH INSURANCE COMMITTEE**

ITEM DESCRIPTION: **HEALTH INSURANCE PLAN SELECTION FOR VILLAGE/EMPD/SAFER**

DATE/MTG: **VILLAGE BOARD OF TRUSTEES MEETING; MONDAY, AUGUST 29, 2016**

POLICY QUESTION: Should the Village Board of Trustees follow the recommendation of the Health Insurance Committee to select Group Health Cooperative as the Health Care Provider for the 2016-2017 insurance year with two plan offerings, one primary plan and one alternate plan as shown on the attached summary sheet, with the effective plan date of 11-1-2016?

RECOMMENDATION TO: I make a motion to approve the selection of Group Health Cooperative as the Health Care Provider for the Village of Weston / EMPD / SAFER with the Traditional Plan (Option #2) be selected as the Primary plan offering. Employees would have the option to select Option #1 as an Alternate plan with the employees being responsible for 100% of the difference in premium costs between Option #2 and Option #1.

LEGISLATIVE ACTION:

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

FISCAL IMPACT ANALYSIS:

- Budget Line Item: Varies by entity (Village / EMPD / SAFER)
- Budget Line Item: _____
- Budgeted Expenditure: Increase of 12.96% over current 2016 cost for a total increase of \$87,410.40. The Village portion of this increase is roughly \$63,000 as costs are shared through EMPD and SAFER.
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: Reviewed by Health Insurance Ad-Hoc Committee on August 11, 2016
Recommended for approval by the Personnel Committee on August 15, 2016

BACKGROUND:

The Health Insurance Ad-Hoc Committee was established in the spring of 2015 to provide better employee input and decision making over insurance coverage options and plan offerings. The committee is made up of employees from the Village of Weston, EMPD and SAFER. After receiving quotes from 6 carriers, it was determined that the best rate was a renewal with Group Health Cooperative at 12.96%. The next lowest renewal rate was a 30% increase. The attached

report prepared by Spectrum Insurance for the North Central Region of the United States shows that the Village's current plan is in line with or is even on the high end for individual costs for Emergency Room Copays, Individual Deductibles, Individual Out-of-Pocket Maximums and Office Visit Copays.

Attachments

Renewal Letter from Group Health Cooperative

Final Plan Summary Options with costs from Group Health Cooperative and summaries from other carriers

Health Plan Design Benchmark Report from Spectrum Insurance



2503 N. Hillcrest Parkway
Altoona WI 54720

T. 715.552.4300
F. 715.836.7683

group-health.com

Sherry Weinkauf, Clerk/Employee Resource Manager
Wally Sparks, Chief of Police
Village of Weston
5500 Schofield Ave
Weston, WI 54476

Re: October 2016 Renewal

Dear Sherry and Wally,

On behalf of Group Health Cooperative of Eau Claire, thank you for the opportunity to serve your employees during the past year. We appreciate the confidence you have placed in us and we remain dedicated to providing you and your employees with quality, cost-effective coverage.

We have completed the annual review of Village of Weston's health plan. The enclosed medical renewal to be effective October 1, 2016 reflects an increase of 12.96 percent. The following factors are considered when developing renewal rates:

- Trend
- Change in Demographics
- Health Care Reform
- Loss Ratio and High Cost Cases
- Projected Ongoing Claims
- State and Federal Mandates

The renewal consists of 9 percent trend, Affordable Care Act taxes and fees, and a load for medical conditions. When the renewal increase was calculated, claims experience was running at 174 percent.

As a local nonprofit cooperative, the actions of our organization are not driven by the pressures of outside stakeholders. This unique organizational structure is what has enabled us to provide superior, personalized service to our members while ensuring our administrative costs remain significantly beneath that of any other health plan in the state for over 35 years.

In addition to being part of a local plan focused on addressing with local issues, below are some other reasons you should consider maintaining your coverage with us at renewal.

- **Real Service From Real People.** We think you deserve high-quality service with a personal touch, which is why our friendly staff will answer the phone every time you call.
- **Focus on Health Promotion.** Our local team of Health Promotion professionals is available to work with your organization in developing a wellness program to address the unique health issues your employees face.
- **Disease Management.** Our disease management programs helps support and educate members who are living with chronic illnesses such as asthma or diabetes.
- **Teladoc.** You have access to a doctor 24/7/365 through the convenience of your phone or video consults. This FREE option allows you to discuss your medical concerns with a doctor, and if necessary, receive a prescription

If you have any questions or are interested in additional benefit alternatives, please feel free to contact us at (715) 552-4300 or (888) 203-7770.

Sincerely,

Tom Hanko
Sales Assistant Manager

Village of Weston
Group Medical Plan
Effective: October 1, 2016



	Group Health Cooperative HDHP/HSA - Option 1 Current/Renewal		Group Health Cooperative Traditional - Option 2 Current/Renewal			
	HMO		HMO			
	In-Network	Out-of-Network	In-Network	Out-of-Network		
Individual Deductible	\$1,500	Multi-Plan Wrap	\$1,500	Multi-Plan Wrap		
Family Deductible	\$3,000*		\$3,000			
Coinsurance	90%		80%			
Individual Max. Out-of-Pocket (including deductible)	\$3,500		\$4,000			
Family Max. Out-of-Pocket (including deductible)	\$7,000		\$8,000			
Office Visit PCP - Primary Care Physician SCP - Specialty Care Physician	90% after deductible		\$35 copay - PCP \$65 copay - SCP			
Preventive Care Services	100%		100%			
Walk-In Services	90% after deductible		\$35 copay - PCP \$65 copay - SCP			
Urgent Care Services	90% after deductible		\$35, \$65 or \$250 copay, depending on facility billing			
Emergency Services	90% after deductible		\$250 copay, then 80% after deductible			
Prescription Drug - Retail	90% after deductible	Not Covered	\$15/\$45/\$75	Not Covered	Carriers Quoted:	Percentage higher then current
Prescription Drug - Mail Order	90% after deductible	Not Covered	\$45/\$135/\$225	Not Covered		
Lifetime Maximum	Unlimited		Unlimited		Anthem BCBS	30+
Network	Group Health Co-op	All other providers	Group Health Co-op	All other providers	Arise/WPS	35+
Carrier Website	www.group-health.com		www.group-health.com		Health Partners	Decline
Rates:	Current	Renewal	Current	Renewal	Humana	50+
Employee - 1	\$508.60	\$574.65			National General	Decline
Family - 2	\$1,271.50	\$1,436.62			SHP	33+
Employee - 12			\$464.27	\$524.43	Starmark	52+
Family - 41			\$1,160.68	\$1,311.07	WEA	Decline
Total Monthly Premium - 56	\$3,051.60	\$3,447.89	\$53,159.12	\$60,047.03		
Total Annual Premium	\$36,619.20	\$41,374.68	\$637,909.44	\$720,564.36	Enrollment by Division	
	Monthly Comb. Current	\$56,210.72	Monthly Comb. Renewal	\$63,494.92	Village of Weston - 25	
	Annual Comb. Current	\$674,528.64	Annual Comb. Renewal	\$761,939.04	EMPD - 21	
			12.96%	\$87,410.40	SAFER - 10	

*One member of a family plan can meet the entire family deductible.

This summary provides a general description of each plan. It is not the plan document. The summary does not obligate the respective carrier. The coverage's outlined are effective only upon insurance of a certificate of coverage by the applicable entity. Any discrepancies that should arise between this summary and the plan document shall be controlled by the plan document.

Village of Weston
Group Medical Plan
Effective: October 1, 2016



	Group Health Cooperative HDHP/HSA Alternate Option 1		Group Health Cooperative Traditional Alternate Option 2	
	HMO		HMO	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual Deductible	\$2,000	Multi-Plan Wrap	\$2,000	Multi-Plan Wrap
Family Deductible	\$4,000		\$4,000	
Coinsurance	90%		80%	
Individual Max. Out-of-Pocket (including deductible)	\$4,000		\$4,500	
Family Max. Out-of-Pocket (including deductible)	\$8,000		\$9,000	
Office Visit PCP - Primary Care Physician SCP - Specialty Care Physician	90% after deductible		\$35 copay - PCP \$65 copay - SCP	
Preventive Care Services	100%		100%	
Walk-In Services	90% after deductible		\$35 copay - PCP \$65 copay - SCP	
Urgent Care Services	90% after deductible		\$35, \$65 or \$250 copay, depending on facility billing	
Emergency Services	90% after deductible		\$250 copay, then 80% after deductible	
Prescription Drug - Retail	90% after deductible	Not Covered	\$15/\$45/\$75	Not Covered
Prescription Drug - Mail Order	90% after deductible	Not Covered	\$45/\$135/\$225	Not Covered
Lifetime Maximum	Unlimited		Unlimited	
Network	Group Health Co-op	All other providers	Group Health Co-op	All other providers
Carrier Website	www.group-health.com		www.group-health.com	
Rates:	Alternate Option 1		Alternate Option 2	
Employee - 1	\$540.92			
Family - 2	\$1,352.30			
Employee - 12			\$493.66	
Family - 41			\$1,234.15	
Total Monthly Premium - 56	\$3,245.52		\$56,524.07	
Total Annual Premium	\$38,946.24		\$678,288.84	
	Monthly Comb. Current	\$56,210.72	Monthly Comb. Alt.	\$59,769.59
	Annual Comb. Current	\$674,528.64	Annual Comb. Alt.	\$717,235.08
			6.33%	\$42,706.44

*One member of a family plan can meet the entire family deductible.

This summary provides a general description of each plan. It is not the plan document. The summary does not obligate the respective carrier. The coverage's outlined are effective only upon insurance of a certificate of coverage by the applicable entity. Any discrepancies that should arise between this summary and the plan document shall be controlled by the plan document.

Village of Weston
Group Medical Plan
Effective: October 1, 2016



	Group Health Cooperative HDHP/HSA Alternate Option 3		Group Health Cooperative Traditional Alternate Option 4	
	HMO		HMO	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Individual Deductible	\$2,500	Multi-Plan Wrap	\$2,500	Multi-Plan Wrap
Family Deductible	\$5,000		\$5,000	
Coinsurance	90%		80%	
Individual Max. Out-of-Pocket (including deductible)	\$4,500		\$5,000	
Family Max. Out-of-Pocket (including deductible)	\$9,000		\$10,000	
Office Visit PCP - Primary Care Physician SCP - Specialty Care Physician	90% after deductible		\$35 copay - PCP \$65 copay - SCP	
Preventive Care Services	100%		100%	
Walk-In Services	90% after deductible		\$35 copay - PCP \$65 copay - SCP	
Urgent Care Services	90% after deductible		\$35, \$65 or \$250 copay, depending on facility billing	
Emergency Services	90% after deductible		\$250 copay, then 80% after deductible	
Prescription Drug - Retail	90% after deductible	Not Covered	\$15/\$45/\$75	Not Covered
Prescription Drug - Mail Order	90% after deductible	Not Covered	\$45/\$135/\$225	Not Covered
Lifetime Maximum	Unlimited		Unlimited	
Network	Group Health Co-op	All other providers	Group Health Co-op	All other providers
Carrier Website	www.group-health.com		www.group-health.com	
Rates:	Alternate Option 3		Alternate Option 4	
Employee - 1	\$513.33			
Family - 2	\$1,283.32			
Employee - 12			\$468.48	
Family - 41			\$1,171.20	
Total Monthly Premium - 56	\$3,079.97		\$53,640.96	
Total Annual Premium	\$36,959.64		\$643,691.52	
	Monthly Comb. Current	\$56,210.72	Monthly Comb. Alt.	\$56,720.93
	Annual Comb. Current	\$674,528.64	Annual Comb. Alt.	\$680,651.16
			0.91%	\$6,122.52

*One member of a family plan can meet the entire family deductible.

This summary provides a general description of each plan. It is not the plan document. The summary does not obligate the respective carrier. The coverage's outlined are effective only upon insurance of a certificate of coverage by the applicable entity. Any discrepancies that should arise between this summary and the plan document shall be controlled by the plan document.

Health Plan Design Benchmark Report

Prepared for:
Village of Weston



The 2015 Health Plan Design Benchmark Report consists of data from over 44,000 employers and 74,000 plans* during the 2015 calendar year. It offers benchmarking information for the following key design measures:

- Individual Out-of-Pocket Maximum
- Coinsurance
- Individual Deductible
- Office Visit Copay
- Emergency Room Copay
- Prescription Drug Deductible

Results shown are based on the following selections:

Region: North Central

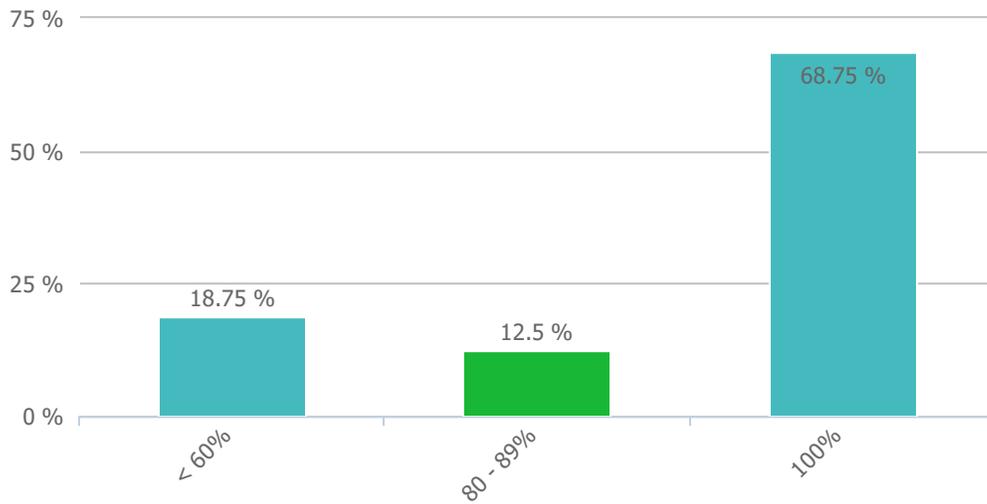
Plan Type: HMO

Industry: Public Administration

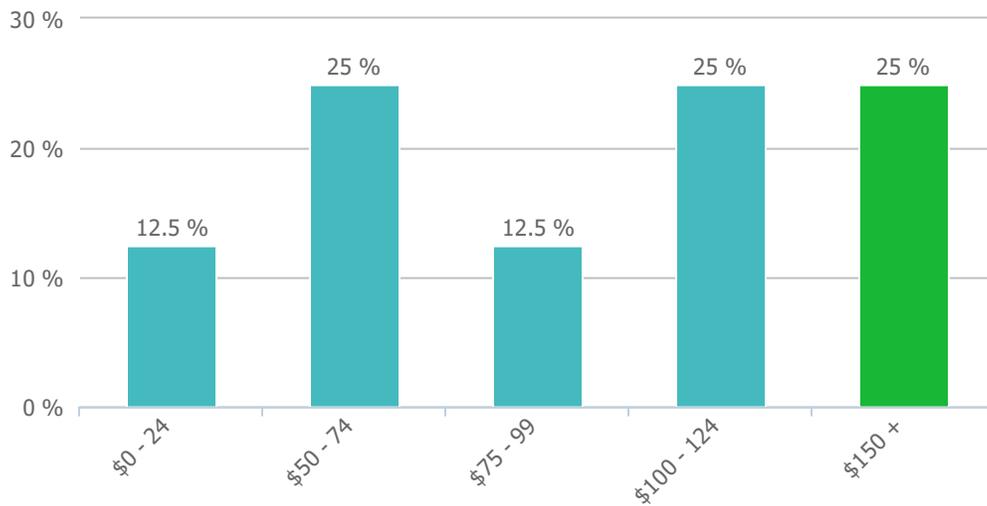
Client size: 51 - 99

* Though this is a large sample size, care should be taken in applying and interpreting this data. It has not been validated for statistical significance or margin of error. It is informational in nature and should be used in conjunction with the advice of a licensed insurance broker.

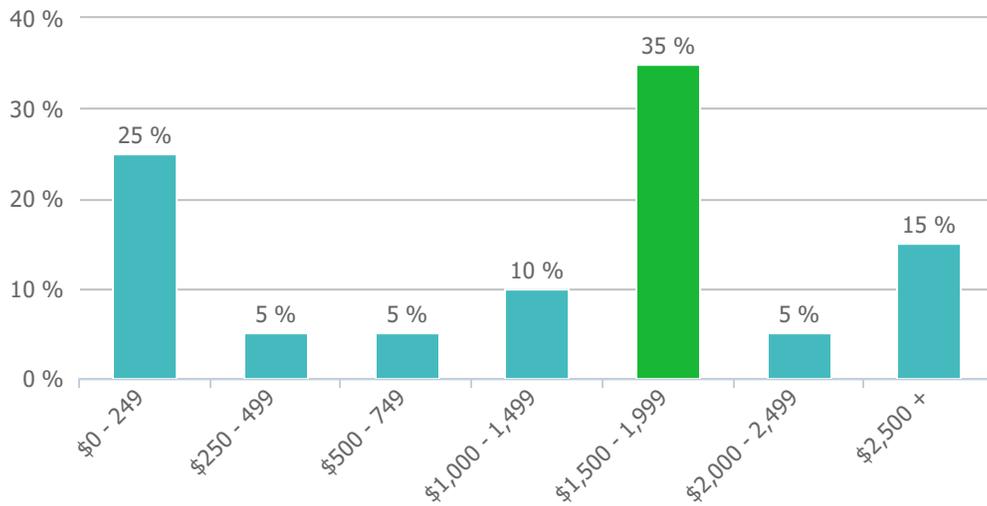
Co-insurance



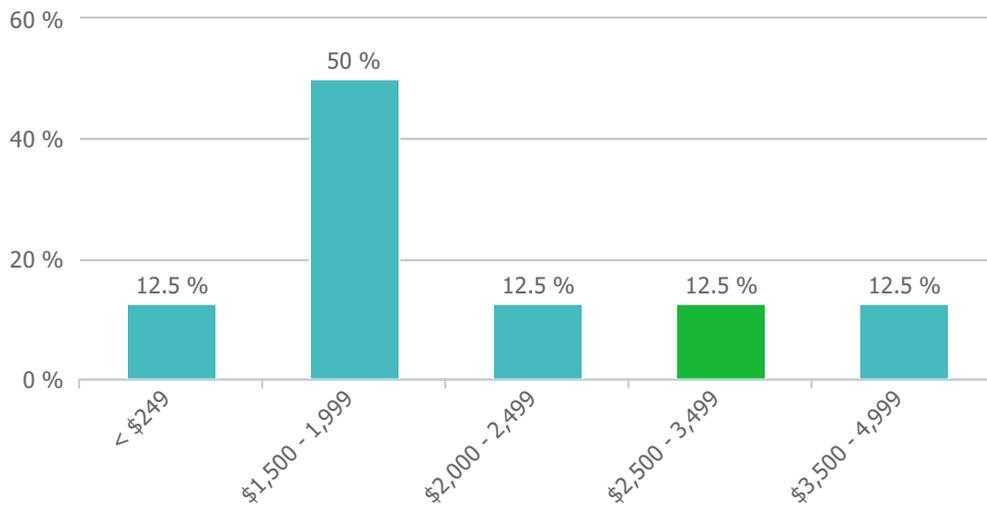
Emergency Room Copay



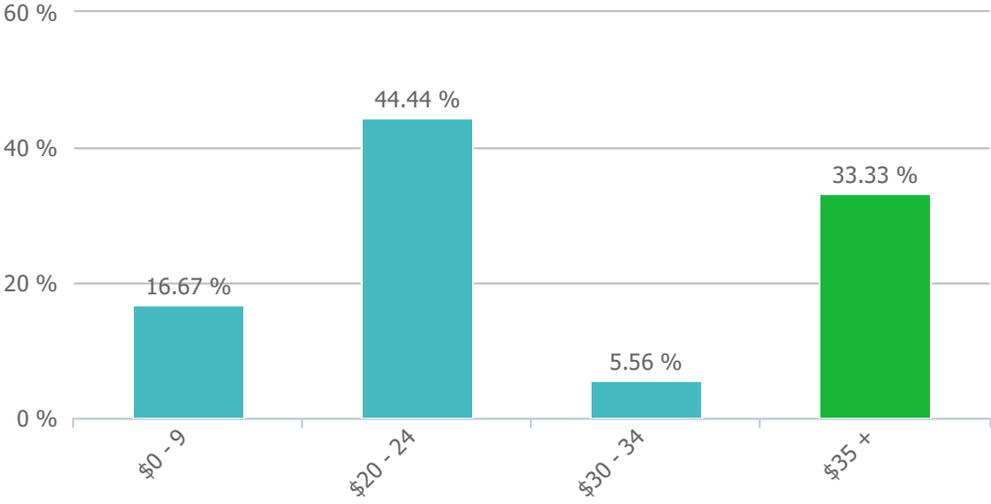
Individual Deductible



Individual Out-of-Pocket Maximum



Office Visit Copay



Region: North Central
Plan Type: HMO
Industry: Public Administration
Client size: 51 - 99

SUMMARY OF HEALTH INSURANCE PREMIUM RENEWAL
(Comparing 11/01/2015 and 10/01/2016 renewal dates)
Calculated for Village of Weston, Everest Metro, and SAFER District budgets

Total Employer share

11/01/2015	10/01/2016	CHANGE in	
Total Employer Cost 85%	Total Employer Cost 85%	Total Employer Cost 85%	Percent Change in Renewal Rates

Village of Weston's share only

11/01/2015	10/01/2016	CHANGE in
Total Employer Cost 85%	Total Employer Cost 85%	Total Employer Cost 85%

Village of Weston: 100.00%

\$1,500/\$3,000 Deductible	\$ 239,146.80	\$ 270,133.56	\$ 30,986.76	12.96%	\$ 239,146.80	\$ 270,133.56	\$ 30,986.76
\$2,000/\$4,000 Deductible		\$ 254,284.68	\$ 15,137.88	6.33%		\$ 254,284.68	\$ 15,137.88
\$2,500/\$5,000 Deductible		\$ 241,314.24	\$ 2,167.44	0.91%		\$ 241,314.24	\$ 2,167.44

Everest Metro: 79.40%

\$1,500/\$3,000 Deductible	\$ 227,307.96	\$ 256,760.28	\$ 29,452.32	12.96%	\$ 180,482.52	\$ 203,867.66	\$ 23,385.14
\$2,000/\$4,000 Deductible		\$ 241,696.44	\$ 14,388.48	6.33%		\$ 191,906.97	\$ 11,424.45
\$2,500/\$5,000 Deductible		\$ 229,367.88	\$ 2,059.92	0.91%		\$ 182,118.10	\$ 1,635.58

SAFER District: 67.57%

\$1,500/\$3,000 Deductible	\$ 104,182.80	\$ 117,681.84	\$ 13,499.04	12.96%	\$ 70,396.32	\$ 79,517.62	\$ 9,121.30
\$2,000/\$4,000 Deductible		\$ 110,777.52	\$ 6,594.72	6.33%		\$ 74,852.37	\$ 4,456.05
\$2,500/\$5,000 Deductible		\$ 105,126.96	\$ 944.16	0.91%		\$ 71,034.29	\$ 637.97

GRAND TOTAL:

\$1,500/\$3,000 Deductible	\$ 570,637.56	\$ 644,575.68	\$ 73,938.12	12.96%	\$ 490,025.64	\$ 553,518.84	\$ 63,493.20
\$2,000/\$4,000 Deductible		\$ 606,758.64	\$ 36,121.08	6.33%		\$ 521,044.02	\$ 31,018.38
\$2,500/\$5,000 Deductible		\$ 575,809.08	\$ 5,171.52	0.91%		\$ 494,466.63	\$ 4,440.99

GRAND TOTAL

	11/01/2015	10/01/2016	CHANGE in	
	Total	Total	Total	Percent
	Employer	Employer	Employer	Change in
	Cost	Cost	Cost	Renewal
	85%	85%	85%	Rates

Single/Traditional:

\$1,500/\$3,000 Deductible	\$ 56,826.72	\$ 64,190.88	\$ 7,364.16	12.96%
\$2,000/\$4,000 Deductible		\$ 60,423.84	\$ 3,597.12	6.33%
\$2,500/\$5,000 Deductible		\$ 57,342.24	\$ 515.52	0.91%

Single/HSA:

\$1,500/\$3,000 Deductible	\$ 4,735.56	\$ 5,349.24	\$ 613.68	12.96%
\$2,000/\$4,000 Deductible		\$ 5,035.32	\$ 299.76	6.33%
\$2,500/\$5,000 Deductible		\$ 4,778.52	\$ 42.96	0.91%

Family/Traditional:

\$1,500/\$3,000 Deductible	\$ 485,397.36	\$ 548,289.72	\$ 62,892.36	12.96%
\$2,000/\$4,000 Deductible		\$ 516,122.76	\$ 30,725.40	6.33%
\$2,500/\$5,000 Deductible		\$ 489,795.84	\$ 4,398.48	0.91%

Family/HSA:

\$1,500/\$3,000 Deductible	\$ 23,677.92	\$ 26,745.84	\$ 3,067.92	12.96%
\$2,000/\$4,000 Deductible		\$ 25,176.72	\$ 1,498.80	6.33%
\$2,500/\$5,000 Deductible		\$ 23,892.48	\$ 214.56	0.91%

GRAND TOTAL:

\$1,500/\$3,000 Deductible	\$ 570,637.56	\$ 644,575.68	\$ 73,938.12	12.96%
\$2,000/\$4,000 Deductible		\$ 606,758.64	\$ 36,121.08	6.33%
\$2,500/\$5,000 Deductible		\$ 575,809.08	\$ 5,171.52	0.91%

Number of Employees with or without Health Insurance Coverage:

	Traditional	HSA	Total	Waived
<u>Single Coverage:</u>				
Village of Weston	8	-	8	-
Everest Metro	3	-	3	-
SAFER District	1	1	2	-
TOTAL - Single	12	1	13	-
<u>Family Coverage:</u>				
Village of Weston	17	-	17	7
Everest Metro	18	-	18	8
SAFER District	6	2	8	-
TOTAL - Family	41	2	43	15
GRAND TOTAL	53	3	56	15

Total "Waived" Costs not incurred

	11/01/2015	10/01/2016	CHANGE in
	Total	Total	Total
	Employer	Employer	Employer
	Cost	Cost	Cost
	85%	85%	85%

Single/Traditional:

\$1,500/\$3,000 Deductible	\$	-	\$	-	\$	-
\$2,000/\$4,000 Deductible			\$	-	\$	-
\$2,500/\$5,000 Deductible			\$	-	\$	-

Single/HSA:

\$1,500/\$3,000 Deductible						
\$2,000/\$4,000 Deductible						
\$2,500/\$5,000 Deductible						

Family/Traditional:

\$1,500/\$3,000 Deductible	\$ 177,584.40	\$ 200,593.80	\$ 23,009.40		
\$2,000/\$4,000 Deductible		\$ 188,825.40	\$ 11,241.00		
\$2,500/\$5,000 Deductible		\$ 179,193.60	\$ 1,609.20		

Family/HSA:

\$1,500/\$3,000 Deductible					
\$2,000/\$4,000 Deductible					
\$2,500/\$5,000 Deductible					

GRAND TOTAL:

\$1,500/\$3,000 Deductible	\$ 177,584.40	\$ 200,593.80	\$ 23,009.40		
\$2,000/\$4,000 Deductible		\$ 188,825.40	\$ 11,241.00		
\$2,500/\$5,000 Deductible		\$ 179,193.60	\$ 1,609.20		

Number of Employees with or without Health Insurance Coverage:

	Traditional	HSA	Total	Waived
<u>Single Coverage:</u>				
Village of Weston				-
Everest Metro				-
SAFER District				-
TOTAL - Single	-	-	-	-
<u>Family Coverage:</u>				
Village of Weston				7
Everest Metro				8
SAFER District				-
TOTAL - Family	-	-	-	15
GRAND TOTAL	-	-	-	15

	11/01/2015 Annual Cost per Employer 85%	10/01/2016 Annual Cost per Employer 85%	EmployER Change Annual per Employee
<u>Single/Traditional:</u>			
\$1,500/\$3,000 Deductible	\$ 4,735.56	\$ 5,349.24	\$ 613.68
\$2,000/\$4,000 Deductible		\$ 5,035.32	\$ 299.76
\$2,500/\$5,000 Deductible		\$ 4,778.52	\$ 42.96

<u>Single/HSA:</u>			
\$1,500/\$3,000 Deductible	\$ 4,735.56	\$ 5,349.24	\$ 613.68
\$2,000/\$4,000 Deductible		\$ 5,035.32	\$ 299.76
\$2,500/\$5,000 Deductible		\$ 4,778.52	\$ 42.96

<u>Family/Traditional:</u>			
\$1,500/\$3,000 Deductible	\$ 11,838.96	\$ 13,372.92	\$ 1,533.96
\$2,000/\$4,000 Deductible		\$ 12,588.36	\$ 749.40
\$2,500/\$5,000 Deductible		\$ 11,946.24	\$ 107.28

<u>Family/HSA:</u>			
\$1,500/\$3,000 Deductible	\$ 11,838.96	\$ 13,372.92	\$ 1,533.96
\$2,000/\$4,000 Deductible		\$ 12,588.36	\$ 749.40
\$2,500/\$5,000 Deductible		\$ 11,946.24	\$ 107.28

<u>GRAND TOTAL:</u>			
\$1,500/\$3,000 Deductible			
\$2,000/\$4,000 Deductible			
\$2,500/\$5,000 Deductible			

Number of Employees with or without Health Insurance Coverage:

	Traditional	HSA	Total	Waived
<u>Single Coverage:</u>				
Village of Weston	8	-	8	-
Everest Metro	3	-	3	-
SAFER District	1	1	2	-
TOTAL - Single	12	1	13	-
<u>Family Coverage:</u>				
Village of Weston	17	-	17	7
Everest Metro	18	-	18	8
SAFER District	6	2	8	-
TOTAL - Family	41	2	43	15
GRAND TOTAL	53	3	56	15

VILLAGE OF WESTON

11/01/2015	10/01/2016	CHANGE in
Total Employer Cost 85%	Total Employer Cost 85%	Total Employer Cost 85%

Single/Traditional:

\$1,500/\$3,000 Deductible	\$ 37,884.48	\$ 42,793.92	\$ 4,909.44
\$2,000/\$4,000 Deductible		\$ 40,282.56	\$ 2,398.08
\$2,500/\$5,000 Deductible		\$ 38,228.16	\$ 343.68

Single/HSA:

\$1,500/\$3,000 Deductible	\$ -	\$ -	\$ -
\$2,000/\$4,000 Deductible		\$ -	\$ -
\$2,500/\$5,000 Deductible		\$ -	\$ -

Family/Traditional:

\$1,500/\$3,000 Deductible	\$ 201,262.32	\$ 227,339.64	\$ 26,077.32
\$2,000/\$4,000 Deductible		\$ 214,002.12	\$ 12,739.80
\$2,500/\$5,000 Deductible		\$ 203,086.08	\$ 1,823.76

Family/HSA:

\$1,500/\$3,000 Deductible	\$ -	\$ -	\$ -
\$2,000/\$4,000 Deductible		\$ -	\$ -
\$2,500/\$5,000 Deductible		\$ -	\$ -

GRAND TOTAL:

\$1,500/\$3,000 Deductible	\$ 239,146.80	\$ 270,133.56	\$ 30,986.76
\$2,000/\$4,000 Deductible		\$ 254,284.68	\$ 15,137.88
\$2,500/\$5,000 Deductible		\$ 241,314.24	\$ 2,167.44

Number of Employees with or without Health Insurance Coverage:

	Traditional	HSA	Total	Waived
<u>Single Coverage:</u>				
Village of Weston	8	-	8	-
Everest Metro				
SAFER District				
TOTAL - Single	8	-	8	-
<u>Family Coverage:</u>				
Village of Weston	17	-	17	7
Everest Metro				
SAFER District				
TOTAL - Family	17	-	17	7
GRAND TOTAL	25	-	25	7

EVEREST METRO

	11/01/2015	10/01/2016	CHANGE in
	Total	Total	Total
	Employer	Employer	Employer
	Cost	Cost	Cost
	85%	85%	85%

Single/Traditional:

\$1,500/\$3,000 Deductible	\$ 14,206.68	\$ 16,047.72	\$ 1,841.04
\$2,000/\$4,000 Deductible		\$ 15,105.96	\$ 899.28
\$2,500/\$5,000 Deductible		\$ 14,335.56	\$ 128.88

Single/HSA:

\$1,500/\$3,000 Deductible	\$ -	\$ -	\$ -
\$2,000/\$4,000 Deductible		\$ -	\$ -
\$2,500/\$5,000 Deductible		\$ -	\$ -

Family/Traditional:

\$1,500/\$3,000 Deductible	\$ 213,101.28	\$ 240,712.56	\$ 27,611.28
\$2,000/\$4,000 Deductible		\$ 226,590.48	\$ 13,489.20
\$2,500/\$5,000 Deductible		\$ 215,032.32	\$ 1,931.04

Family/HSA:

\$1,500/\$3,000 Deductible	\$ -	\$ -	\$ -
\$2,000/\$4,000 Deductible		\$ -	\$ -
\$2,500/\$5,000 Deductible		\$ -	\$ -

GRAND TOTAL:

\$1,500/\$3,000 Deductible	\$ 227,307.96	\$ 256,760.28	\$ 29,452.32
\$2,000/\$4,000 Deductible		\$ 241,696.44	\$ 14,388.48
\$2,500/\$5,000 Deductible		\$ 229,367.88	\$ 2,059.92

Number of Employees with or without Health Insurance Coverage:

	Traditional	HSA	Total	Waived
<u>Single Coverage:</u>				
Village of Weston				
Everest Metro	3	-	3	-
SAFER District				
TOTAL - Single	3	-	3	-
<u>Family Coverage:</u>				
Village of Weston				
Everest Metro	18	-	18	8
SAFER District				
TOTAL - Family	18	-	18	8
GRAND TOTAL	21	-	21	8

SAFER DISTRICT

	11/01/2015	10/01/2016	CHANGE in
	Total	Total	Total
	Employer	Employer	Employer
	Cost	Cost	Cost
	85%	85%	85%

Single/Traditional:

\$1,500/\$3,000 Deductible	\$ 4,735.56	\$ 5,349.24	\$ 613.68
\$2,000/\$4,000 Deductible		\$ 5,035.32	\$ 299.76
\$2,500/\$5,000 Deductible		\$ 4,778.52	\$ 42.96

Single/HSA:

\$1,500/\$3,000 Deductible	\$ 4,735.56	\$ 5,349.24	\$ 613.68
\$2,000/\$4,000 Deductible		\$ 5,035.32	\$ 299.76
\$2,500/\$5,000 Deductible		\$ 4,778.52	\$ 42.96

Family/Traditional:

\$1,500/\$3,000 Deductible	\$ 71,033.76	\$ 80,237.52	\$ 9,203.76
\$2,000/\$4,000 Deductible		\$ 75,530.16	\$ 4,496.40
\$2,500/\$5,000 Deductible		\$ 71,677.44	\$ 643.68

Family/HSA:

\$1,500/\$3,000 Deductible	\$ 23,677.92	\$ 26,745.84	\$ 3,067.92
\$2,000/\$4,000 Deductible		\$ 25,176.72	\$ 1,498.80
\$2,500/\$5,000 Deductible		\$ 23,892.48	\$ 214.56

GRAND TOTAL:

\$1,500/\$3,000 Deductible	\$ 104,182.80	\$ 117,681.84	\$ 13,499.04
\$2,000/\$4,000 Deductible		\$ 110,777.52	\$ 6,594.72
\$2,500/\$5,000 Deductible		\$ 105,126.96	\$ 944.16

Number of Employees with or without Health Insurance Coverage:

	Traditional	HSA	Total	Waived
<u>Single Coverage:</u>				
Village of Weston				
Everest Metro				
SAFER District	1	1	2	-
TOTAL - Single	1	1	2	-
<u>Family Coverage:</u>				
Village of Weston				
Everest Metro				
SAFER District	6	2	8	-
TOTAL - Family	6	2	8	-
GRAND TOTAL	7	3	10	-

11/01/2015 Premium Rates			Annual Cost per Employee 15%	Annual Cost per Employer 85%
Total Premium	Employee 15%	Employer 85%		

Single/Traditional:

\$1,500/\$3,000 Deductible	\$ 464.27	\$ 69.64	\$ 394.63	\$ 835.68	\$ 4,735.56
\$2,000/\$4,000 Deductible					
\$2,500/\$5,000 Deductible					

Single/HSA:

(same as traditional)

(same as traditional)

\$1,500/\$3,000 Deductible	\$ 508.60	\$ 113.97	\$ 394.63	\$ 1,367.64	\$ 4,735.56
\$2,000/\$4,000 Deductible					
\$2,500/\$5,000 Deductible					

Family/Traditional:

\$1,500/\$3,000 Deductible	\$ 1,160.68	\$ 174.10	\$ 986.58	\$ 2,089.20	\$ 11,838.96
\$2,000/\$4,000 Deductible					
\$2,500/\$5,000 Deductible					

Family/HSA:

(same as traditional)

(same as traditional)

\$1,500/\$3,000 Deductible	\$ 1,271.50	\$ 284.92	\$ 986.58	\$ 3,419.04	\$ 11,838.96
\$2,000/\$4,000 Deductible					
\$2,500/\$5,000 Deductible					

	10/01/2016 Premium Rates			Annual Cost per Employee 15%	Annual Cost per Employer 85%	Percent Change in Renewal Rates
	Total Premium	Employee 15%	Employer 85%			
<u>Single/Traditional:</u>						
\$1,500/\$3,000 Deductible	\$ 524.43	\$ 78.66	\$ 445.77	\$ 943.92	\$ 5,349.24	12.96%
\$2,000/\$4,000 Deductible	\$ 493.66	\$ 74.05	\$ 419.61	\$ 888.60	\$ 5,035.32	6.33%
\$2,500/\$5,000 Deductible	\$ 468.48	\$ 70.27	\$ 398.21	\$ 843.24	\$ 4,778.52	0.91%
<u>Single/HSA:</u>						
			(same as traditional)		(same as traditional)	
\$1,500/\$3,000 Deductible	\$ 574.65	\$ 128.88	\$ 445.77	\$ 1,546.56	\$ 5,349.24	12.96%
\$2,000/\$4,000 Deductible	\$ 540.92	\$ 121.31	\$ 419.61	\$ 1,455.72	\$ 5,035.32	6.33%
\$2,500/\$5,000 Deductible	\$ 513.33	\$ 115.12	\$ 398.21	\$ 1,381.44	\$ 4,778.52	0.91%
<u>Family/Traditional:</u>						
\$1,500/\$3,000 Deductible	\$ 1,311.07	\$ 196.66	\$ 1,114.41	\$ 2,359.92	\$ 13,372.92	12.96%
\$2,000/\$4,000 Deductible	\$ 1,234.15	\$ 185.12	\$ 1,049.03	\$ 2,221.44	\$ 12,588.36	6.33%
\$2,500/\$5,000 Deductible	\$ 1,171.20	\$ 175.68	\$ 995.52	\$ 2,108.16	\$ 11,946.24	0.91%
<u>Family/HSA:</u>						
			(same as traditional)		(same as traditional)	
\$1,500/\$3,000 Deductible	\$ 1,436.62	\$ 322.21	\$ 1,114.41	\$ 3,866.52	\$ 13,372.92	12.96%
\$2,000/\$4,000 Deductible	\$ 1,352.30	\$ 303.27	\$ 1,049.03	\$ 3,639.24	\$ 12,588.36	6.33%
\$2,500/\$5,000 Deductible	\$ 1,283.32	\$ 287.80	\$ 995.52	\$ 3,453.60	\$ 11,946.24	0.91%

	<u>Employee Change Annual</u>	<u>Employee Change Monthly</u>	<u>Employee Change Bi-weekly</u>	<u>EmployER Change Annual</u>
<u>Single/Traditional:</u>				
\$1,500/\$3,000 Deductible	\$ 108.24	\$ 9.02	\$ 4.16	\$ 613.68
\$2,000/\$4,000 Deductible	\$ 52.92	\$ 4.41	\$ 2.04	\$ 299.76
\$2,500/\$5,000 Deductible	\$ 7.56	\$ 0.63	\$ 0.29	\$ 42.96

<u>Single/HSA:</u>				
\$1,500/\$3,000 Deductible	\$ 178.92	\$ 14.91	\$ 6.88	\$ 613.68
\$2,000/\$4,000 Deductible	\$ 88.08	\$ 7.34	\$ 3.39	\$ 299.76
\$2,500/\$5,000 Deductible	\$ 13.80	\$ 1.15	\$ 0.53	\$ 42.96

<u>Family/Traditional:</u>				
\$1,500/\$3,000 Deductible	\$ 270.72	\$ 22.56	\$ 10.41	\$ 1,533.96
\$2,000/\$4,000 Deductible	\$ 132.24	\$ 11.02	\$ 5.09	\$ 749.40
\$2,500/\$5,000 Deductible	\$ 18.96	\$ 1.58	\$ 0.73	\$ 107.28

<u>Family/HSA:</u>				
\$1,500/\$3,000 Deductible	\$ 447.48	\$ 37.29	\$ 17.21	\$ 1,533.96
\$2,000/\$4,000 Deductible	\$ 220.20	\$ 18.35	\$ 8.47	\$ 749.40
\$2,500/\$5,000 Deductible	\$ 34.56	\$ 2.88	\$ 1.33	\$ 107.28



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.12.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

Monday, August 15, 2016, at 6:00 p.m.

A. Opening of Session.

1. Meeting called to order by President Ermeling.
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

Village Staff in attendance: Guild, Jacobs, Donner, Weinkauf, Higgins, Mroczenski, Wodalski, Crowe, Osterbrink, Parker, Miller and Yonker. Everest Metro Captain Schulz and SAFER Fire Chief Savage were also in attendance. There were 2 other audience members present.

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

B. Correspondence and comments from the public.

5. Acknowledgement of scheduled visitors, if any.
No comments.

C. Presentations.

6. **Refuse and Recycling Summer Intern Program Update – Parker/Miller.**
Parker introduced Heidi Miller and said she has been working as a Refuse and Recycling Summer Intern for the Village. She has been doing a number of tasks related to refuse and recycling. She has spent a majority of her time dealing with the apartment complexes.
7. **Summary of 2016 Cellcom Electronics Recycling Event, Held 08/03/2016**
Miller gave a presentation on the Cellcom Electronics recycling event. The event was held at the Municipal Center. It was a huge success. Some people had to be turned away.
8. **Summary of 2016 Waste Audit, Held 08/01/2016-08/05/2016**
Miller and Parker gave a short presentation on the 2016 Waste Audit.
9. **Employee Recognition -- Heidi Miller.**
Guild presented Heidi Miller with a service award.

D. Consent Items for Approval

10. **Ordinance No: 16-032 An Ordinance Creating Section 94.4.10(14) of the Zoning Ordinance Entitled Temporary Asphalt, Batch or Concrete, Stone Crushing and/or Processing Operations and adding the new temporary land use category within the Charts Displayed in Figures 3.04 and 3.05 of the Village Zoning Ordinance.**
11. **Ordinance No. 16-034 An Ordinance Amending Section 94.4.09(2) of the Zoning Ordinance Entitled Detached Accessory Structure (For Residential Use).**
12. **Ordinance No. 16-035 An Ordinance Amending Figure 5.01(1) of the Village Zoning Ordinance Entitled Rural, Open Space and Residential District Lot Dimension and Intensity Standards.**

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

13. Ordinance No. 16-036 An Ordinance Amending Section 94.3.05: Figure 3.05 of the Village Zoning Ordinance Entitled Allowable Uses in Non-Residential and Mixed Use Zoning Districts.
14. Ordinance No. 16-037 An Ordinance Creating Section 94.16.18(5) of the Zoning Ordinance Entitled Parkland Fees.
15. Ordinance No 16-038 An Ordinance to Approve the Rezoning of Land from B-2 Highway Business with WHP-A Wellhead Protection Zone A to MF Multiple Family with WHP-A Wellhead Protection Zone A, on Outlot 1 of Certified Survey Map No. 15481, Volume 70 Page 63
16. Ordinance No 16-039 An Ordinance to Approve the Rezoning of Land from B-3 General Business to B-2 Highway Business, on Schofield Avenue, from Business Highway 51 to Von Kanel Street of Sections 16, 17 And 18; and on Business Highway 51 from Schofield Avenue to South of Post Avenue, Village of Weston, Marathon County, Wisconsin.
17. Ordinance No 16-040 An Ordinance to Approve the Rezoning of Land from B-2 Highway Business to B-3 General Business, at the Intersection of Weston Avenue and County Road J and on Adventure Way, Sections 24 And 25, Village of Weston, Marathon County, Wisconsin
18. Camp Phillips Corridor – South Neighborhood -SE Quadrant General Plan.
19. Approve Change Order #1 for Ross Ave bridge deck repair project.
20. Approve issuing a Class B Beer and Class C Wine license to Sam’s Pizza, 5811 Business Highway 51 and an Operator license for Vincent La Calamita.
21. Approve August 1, 2016 Board of Trustee Minutes.
22. Approve Operator Licenses.
23. Approve payment of expenditures – Voucher #43993 – 44073.

Motion by Schuster, second by White to approve Consent Items D10 to D23. Q/White said there was a typo in the attachment for D11 and he already talked to staff about fixing it. He also asked about Item D20 relating to the approved background check contingency. Weinkauff said the licenses will not be issued until she receives approved background checks from the Police Department. Q/ Ermeling also asked about the driveway requirement for a 6-foot shed. Higgins said some of the sheds are just as big as some garages. If someone wants to build a garage, then they are also required to put in a driveway. There was a short discussion on the proposed ordinance. Ermeling also said she had concerns with Item D18 as it relates to the proposed multifamily residential, and said the Village has enough multifamily. Guild explained this is a higher end product to attract medical professionals.

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

24. Items removed from Consent Approval (if any).
There were no items removed from consent.

- E. Reports & Minutes from Commissions & Committees, (if any).**
25. Community Life, and Public Safety.
 26. Community Development Authority.
 27. Everest Metro.
 28. Finance.

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

- 29. Parks and Recreation.**
- 30. Personnel.**
- 31. Plan Commission.**
- 32. Property & Infrastructure.**
- 33. SAFER District**
- 34. Zoning Board of Appeals.**

Motion by Berger, second by Porlier to acknowledge Item E26, E30, E31 and E32.

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

F. Reports from Departments (Directors may be dismissed following reports).

35. Clerk/CIO.

a) **Schedule Lumin Advantage Consulting Workshop.**

Weinkauf explained that Lumin would like to come back and present again on October 5th from 5:30 to 7:30. She will confirm the date with Lumin. She also gave an election update.

36. Finance/CFO.

Jacobs reported staff continues to work on the 2015 audit. There was a short discussion regarding the expenditure restraint program.

37. Fire/EMS

Savage reported the department had a fulltime Battalion Chief resign. The SAFER Fire Commission will meet this Friday to discuss the replacement of the position. The department continues to work on the Charter. The active shooter training, held at the Junior High, went really well.

38. Operations.

Wodalski gave an update on the current street maintenance projects.

39. Parks & Recreation.

Osterbrink reported the seasonal employees are starting to leave. The Aquatic Center is open for 13 more days. He is working on his budget. He also reported a pool heater recently failed and he is working on getting quotes for that. The slide surface is wearing through and he is also getting quotes for that. Mroczenski gave an update on the Teen night that was held last Friday at the Aquatic Center.

40. Planning & Development.

Higgins reported a joint public hearing between the Board of Trustees and the Plan Commission will be held on September 21, 2016 to consider a complete update to the Village's 2006 Comprehensive Plan. Ziegler said he would be absent from this meeting.

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

41. Police.

Captain Schulz also reported the active shooter training went well. He said their instructors continue to get requests for this kind of training.

42. Public Services.

Donner said staff continues to work on some revisions to the sewer use ordinance. He also said he received an updated report from Kueny related to the municipal facility study.

43. Taxpayer Engagement.

No comments.

44. Technology/CTO.

Crowe reported he is researching point of sale systems for the Village to possibility implement.

G. Regular New Business.

45. Discussion about use of foreign students on a J1 visa to work at Weston Aquatic Center.

Mroczenski explained the significant issues related to the recruitment of Aquatic Center staff. He is working with Intrax on the possibility of recruiting J1 students. The Village would be responsible to find housing for the students, but would not have to pay for that. The housing needs to be within walking or biking distance of the Aquatic Center. He also said he can train them to be lifeguard certified. All students would be 18 years or older. He said 16 current employees will be returning and 16 will not be returning next year.

46. Discussion creating an anti-gambling ordinance.

Attorney Yde provided the Board with a legal opinion letter related to gambling machines. He said the Village could create an ordinance to now allow. This could cause some litigation issues. There was a short discussion on businesses paying out on these machines. White said by approving an ordinance for this the Village would be tasking local enforcement with another job they don't have time for. Ermeling also has concerns with the police department having to enforce. No action taken on this item.

H. Regular Report from the Administrator, including:

47. Presentation on attracting restaurants to the Village.

Guild gave a presentation related to attracting restaurants to the Village.

48. Presentation on sports tourism and facilities as part of economic redevelopment.

Guild gave a presentation on sports tourism and facilities.

I. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) for the purpose of considering the employment, compensation, or performance evaluation data of any employee; and (e) to conduct other specified public business, whenever competitive or bargaining reasons require a closed session, and also (g) conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

49. Cross Pointe Development Agreement Pending Litigation.

50. Discuss property transfer of parcels in TIF District 1 between PGA Plumbing and Village of Weston.

51. Discuss personnel evaluations, performance reviews, and pay raises for all Village employees, in addition to reviewing the Village's pay matrix and classification and compensation policies.

52. Consider compensation and performance evaluation data of the Village Administrator.

Motion by Schuster, second by Porlier to convene to closed session at 7:34 p.m.

Roll call vote:

Yes Vote: 7

No Votes: 0 Abstain: 0 Not Voting: 0

Result: PASS

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

Trustee	Voting
Ermeling, Barb	YES
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Mark Porlier	YES

J. Reconvene into open session and take action on items discussed in closed session, if necessary.

Motion by Schuster, second by Ziegler to reconvene from closed session at 8:54 p.m.

I50. Discuss property transfer of parcels in TIF District 1 between PGA Plumbing and Village of Weston.

Motion by Ziegler, second by Ostrowski to approve the transfer of parcels, contingent on including the parks and recreation in-kind language.

Roll call vote:

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

I51. Discuss personnel evaluations, performance reviews, and pay raises for all Village employees, in addition to reviewing the Village's pay matrix and classification and compensation policies.

Motion by White, second by Ziegler to approve the pay raises for all Village employees, per the recommendation of the Personnel Committee.

Roll call vote:

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

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

Ziegler, Jon	YES
White, Loren	YES
Mark Porlier	YES

I52. Consider compensation and performance evaluation data of the Village Administrator.

Motion by White, second by Ostrowski to defer this item to the next regular meeting. This will be the only closed session item on the agenda and the Trustees will convene to closed session no later than 7:00 p.m. Trustee Ziegler will not be present, but will call in to be part of this meeting.

Roll call vote:

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

K. Announcements.

- a. **Networking Lunch with County Supervisors: Wed, 8/17 @ 11:30 – 1:00 p.m.**
- b. **Community Marketing Task Force Meeting: Wed, 8/17 @ 4:30 – 6:00 p.m.**
- c. **Ross Avenue Canoe/Kayak Launch Ribbon Cutting Ceremony: Mon, 8/22 @ 4:30 p.m.**

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

No comments.

M. Remarks from President (No Board action will be taken for this agenda item).

No comments.

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

This item will be included on the next regular agenda - Consider compensation and performance evaluation data of the Village Administrator.

O. Adjourn until next meeting (special) date of MONDAY, AUGUST 29th, 2016 – End of Session.

Ermeling adjourned the meeting at 9:05 p.m.

Sherry Weinkauff, Clerk



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – D.13.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
AGENDA ITEM
Requested for Official Consideration and Review**

REQUEST FROM: SHERRY WEINKAUF; CLERK

ITEM DESCRIPTION: OPERATOR LICENSES

DATE/MTG: BOARD OF TRUSTEES; MONDAY, AUGUST 29TH 2016

POLICY QUESTION:

RECOMMENDATION TO: Approve operator licenses for Kayla Pieper

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

STATUTORY / RULEMAKING / POLICY REFERENCES:

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

PRIOR REVIEW: No further review required at this time.

BACKGROUND: Operator license application for Kayla Pieper were received by the Village and submitted to the Everest Metro Police Chief for background check. Ms. Kayla Pieper was issued a provisional operator license on 8/11/2016. Chief Sparks completed the background check and recommended approval of the regular operator licenses for: Kayla Pieper. This applicant met the qualifications to hold an operator license in the Village of Weston.

- Supplemental Briefer for Agenda Items under Consideration?
 Attachments?



OPERATOR LICENSE APPLICATION

provisional given 8/11/16 pd-

LICENSE TYPE: Operator License

This license could be denied if it is determined the applicant intentionally omitted or provided false information on this application

Please review the information below and correct any errors shown:

#59

XNAME: Kayla Pieper

XBUSINESS NAME: The Store Gas Station

XADDRESS:

NEW ADDRESS:

XBIRTH DATE:

XDRIVERS LICENSE #:

XTELEPHONE NUMBER:

APPLICANT NOTICE:

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

X Have you been arrested, or have charges pending or been convicted of any offenses, or violations or any federal, state, or municipal laws or ordinances here or any other municipality? YES (Complete arrest or conviction information below)

NAME STATUTE #/ LOCAL ORDINANCE

CHARGE WHERE CONVICTED

DATE PENALTY MISDEMEANOR FELONY

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

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

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

X Kayla Pieper (APPLICANT SIGNATURE)

8/11/16 (DATE)

Remit completed application with payment to:

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

APPROVED
Date 8-12-16
By [Signature]



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – E.15.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
COMMUNITY LIFE & PUBLIC SAFETY MEETING**

held on Monday, August 22, 2016, 2016 at 6:00 p.m., in the Board Room, at the Municipal Center
Trustee Schuster Presiding.

A. OPENING OF SESSION AT 6:00 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 4 CLPS members present (Robert Kienbaum was excused).

<u>Member</u>	<u>Present</u>
Fiene, Brian	YES
Kienbaum, Robert	NO
Martin, Zach	YES
Schuster, Fred	YES
Zeigler, Jon	YES

Village Staff in attendance: Loren White, Renee Hodell, Chief Wally Sparks, Jared Wehner, 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 was three visitors.

B. COMMENTS FROM THE PUBLIC

There were no comments from the Public

C. PRESENTATIONS

5. Joanie and Sabrina Radtke on having backyard chickens

Motion by Ziegler, second by Fiene, to move forward in the process of allowing chickens by sending this to the Plan Commission to implement the policy and determine the regulations if they so choose.

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

<u>Member</u>	<u>Voting</u>
Fiene, Brian,	YES
Kienbaum, Robert	-----
Martin, Zach	YES
Schuster, Fred	YES
Ziegler, Jon	YES

Schuster did mention that just because this Committee passed it doesn't mean Plan Commission or the Board will approve it. Wehner also stated that this could take a while depending on meeting schedules.

Joanie and her daughter Sabrina (14 yrs old) (9957 Sandhill Dr., Weston) gave a presentation regarding backyard chickens and wanting to obtain a Conditional Use for chickens not only for 4H but for their garden and food waste. Sabrina also explained that the hen chickens need a rooster to produce eggs and are much quieter. She also explained how when she grows up she would like to become a farmer. Having chickens would force her to get up early to tend to the chickens and take responsibility on chores.

Joanie Radtke also spoke, stating their family have been residents for almost 20 years and is here to support her daughter. She stated she presented her case a couple of years ago but didn't follow through due to an illness in her family. She also researched other ordinances across the U.S. Joan made comment that female poultry hens that do not crow, are quieter than song birds and that they will cut down on insects and mice in the yard. Will cut down on lawn clippings, kitchen scraps, and garden waste. Joanie also stated that communities that do have them have ordinances that reference coops, where in the yard they can go, no slaughtering etc. Their coop would be small and not visible from the street. Joanie referenced diseases but they are healthier than their commercial counterparts do to the better living

conditions and diet. All of their other pets are well taken care of and trained including certified therapy dogs. Fiene asked if they had talked to the neighbors and they had and one of them actually would like to have chickens also. Martin asked who would be verify that the conditions are meeting code. Guild stated that chickens are becoming a big movement but from and Administration perspective for everyone one person that is responsible there are multiple ones that aren't, and in the past because of minimal staffing and resources the Village has chosen to not allow chickens because of the flagrant abuses. Guild then stated that in order to allow chickens there would need to be an ordinance change which would be done through the Plan Commission. Guild then stated that Hodell and Wehner Could talk more about the nuisance and zoning issues that would come up from having chickens.

Wehner talked about the zoning and how chickens are currently not allowed in residential areas (the Radtke's are currently zones Single Family Small Lot which is the most dense), and in order to get a "conditional use permit" the Zoning Code would have to change, a fee would need to be charged, and there would need be a public hearing. Wehner did state that Kronenwetter does allow chickens and there is a yearly fee but their lots are also a lot bigger as their standard is ½ acre where the Village is 10,000 sq. ft. Wehner wasn't able to talk with anyone at the Kronenwetter Municipal Center to see what if any complaints they have received. Schuster asked if Wehner knew how long Kronenwetter has allowed chickens (Wehner stated about 3 years) and how many permits they have given out (Wehner did not know at this time). Hodell talked about the complaints she has received and they have been about multiple chickens roaming, the conditions of the yard, the slaughtering of chickens in the yard.

Ziegler asked how strict can the ordinance be. If residents were allowed to have chickens and they weren't following the rules could their permit be revoked and within how many days. Wehner started that if someone was not following the rules they could pull the permit at any time.

Hodell questioned if this issue needs to go to the Plan Commission, and Guild stated the recommendation to allow (or not allow chickens) would come from the Community Life and Public Safety Committee as more of the policy making decision and the structure of the ordinance would be reviewed by the Plan Commission on how to implement the policy (i.e. how many chickens, size of coop, where located on property, etc.) and the Board would review both committee's decisions.

Ziegler asked the Radkte how many chickens they were looking at having in which Joanie stated 4-6. Wehner than stated with the size of the lot it would probably end up being a 4 chicken limit particularly in Single family small lot properties.

D. BUSINESS ITEMS FOR CONSIDERATION, DISCUSSION, AND ACTION

6. Approve previous meeting minutes from June 27, 2016

Motion by Ziegler, second by Martin, to approve the Community Life & Public Safety, June 27, 2016 meeting minutes. Fiene did note that there were a few words that had transposed letters towards the end of the minutes.

Yes Vote: 4

No Votes: 0

Abstain: 0

Not Voting: 0

Result: PASS

<u>Member</u>	<u>Voting</u>
Fiene, Brian,	YES
Kienbaum, Robert	-----
Martin, Zach	YES
Schuster, Fred	YES
Ziegler, Jon	YES

E. REPORTS FROM STAFF

8. Everest Metro Police Department

Sparks didn't have anything new to add to what was already in his report.

9. Planning and Development

Wehner talked about the new addressing that Marathon County is working on and the plan is to have everyone's address will become a 6-digit number based on a Grid System. Guild stated they did this in Ashland County and it made for a safer environment and didn't adversely affect residents too much. He did also state the 75% of the streets in Weston have the same name as others in the County.

Guild stated there is a draft of the new mobile home ordinance that will be coming out from Attorney Yde. The IMR BP request for a Class B license that the CLPS Committee approved for Crafties and denied by the Board is being appealed to the Village Board. He also stated staff is working with Basil on the 4th Annual Irish Fest and will be sending out postcards to abutting neighbors inviting them and making them aware of Irish Fest being held September 10th to hopefully cut down on the complaints.

Fiene asked about Stillwater landing and where they are at in putting up the fence along E. Jelinek Ave. Wehner stated they are supposed to be doing it but have yet to pull a fence permit. Staff will be sending a letter to all the Mobile Home parked within the next week and doing on sites visits within the month to follow up on previous violations and to see if there are any new violations. Staff will document each lot within the parks and what the current conditions are to have a baseline. There will be an individual lot report and a park as a whole report. Fiene asked about the status on Alpine and Guild stated staff recommend to the Board that their license not be renewed and there was a lengthy Public Hearing. Through the advice from Counsel and from what was presented by the opposing Counsel the Village Board decided to renew Alpine's license through June 30, 2017. However, there are things being worked upon in between times that if they are in violation that can get cited and/or have their license revoked.

10. Taxpayer Relations Coordinator

Hodell stated them continues to be complaints regarding tall grass and weeds throughout the community, along with junk and parking on the lawn and she would be working with Chief Sparks and the Everest Metro Police in bringing these properties into compliance. She also talked about the Farmer's Market and how each week more and more vendors are attending, and that entertainment will be beginning this coming Saturday (August 27).

F. REPORT FROM ADMINISTRATOR

Guild stated there is going to be an article in the upcoming newsletter regarding addressing. Staff will also be starting and audit of our code enforcement policy and procedure to make things more efficient audit if the enforcement code. Guild also made reference regarding Halloween where residents are divided on when it should be celebrated (on the day or on weekend). However, there is a policy in place on that where it is celebrate on October 31st. Guild mentioned how the Village is working with the County on the Camp Phillips Corridor Plan and the safety of this road.

G. COMMUNICATIONS AND RECOMMENDATIONS FROM COMMITTEE MEMBERS.

There were no comments by the Committee

H. Set next regular meeting date for Monday, September 26, 2016, at 6:00 P.M.

I. ADJOURN.

Motion by Ziegler, second by Martin, to adjourn the Community Life and Public Safety meeting at 6:54 p.m.

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

<u>Member</u>	<u>Voting</u>
Fiene, Brian,	YES
Kienbaum, Robert	-----
Martin, Zach	YES
Schuster, Fred	YES
Ziegler, Jon	YES

Fred Schuster, Trustee
Renee Hodell, Recording Secretary



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – F.28.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
Report for the month of July 2016
MONTHLY DEPARTMENT REPORT FROM DEPUTY DIRECTOR OF PUBLIC WORKS

Monthly Department Briefer #2016-08
Michael Wodalski, Deputy Director of Public Works
Monday, August 29, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

2. STRATEGIC PLAN PROJECT STATUS.

- Strategies for Reduced Energy Consumption.
 - **LED Light Fixtures:** All Village owned street lights have been converted now to LED. I've driven through the areas over the past month and think everything looks really good with the new lights. This should help reduce our yearly operating expenses as well by reducing our electric costs on those systems.
 - **Mobile Access/Maintenance Management Software:** We'll be going over the expectations for staff with the Beehive software, but we are getting the fleet portion ironed out currently and soon we'll have a better system to track everything we do and be able to better tell our story of what it is Public Works really provides the community.
- Workload and Labor Needs Analysis in Services Division
 - Working with the operations team on manpower allocations for the various tasks assigned to the traditional departments of parks, streets and utilities.
 - The goal is to have an annual calendar created to identify times of the year where certain departments have greater needs than others and we can better utilize staff to complete these tasks.
- Infrastructure Master Plans
 - The E Everest Ave connection to the Ridgeview Subdivision project is underway. There is curb and gutter as well as sidewalk poured out there. The landscaping and street trees will likely be completed next week and American should be getting in there soon to pave the binder.
 - Have been working with Keith as well as representatives from REI and PGA regarding the Misty Pines Subdivision. There is preliminary plan review on the PIC agenda for Monday.
 - Draft Capital Improvement Plan is completed, working with K Donner on prioritizing and working through the projects.
 - Working through the TIF 1 projects as well as the rest of the CIP for the Village. Should have that in front of everyone by the end of September/early October meeting.
- Street Maintenance Plan
 - Hopefully when you're reading this, Sandy Ln will be paved. American Asphalt stated they would have that as their first priority coming into Friday afternoon/the weekend. After Sandy Ln, Weston Ave will be paved from Alderson to Birch and there is some work on Heeren to still do between Shorey and Weston Ave. This work should all be done the week of August 29.

- The Schofield Ave pavement maintenance work has begun. After factoring in the reduction in available funds, the project limits have been set at Willow St. instead of going further east this year to the Target/Ace entrance (project still begins at Normandy St. heading east).
- Ross Ave Bridge deck is currently in the curing stage. In mid-September Norcon will be back to perform the polymer overlay over the deck to seal in the repairs as well as the rest of the bridge deck.
- Chip sealing is officially scheduled for Tuesday August 30th. The main concern there is with the school area on Jelinek, Machmueller and McIntyre. Century Fence is then scheduled to restore the pavement markings on those streets the week of September 12 as we have to wait roughly 2 weeks for the excess chips to be swept off before we can apply new markings.
- The microsurfacing on Volkman St. from STH 29 to BUS 51 has been completed. Included with this project was a revised pavement marking plan to help the street better transition into Rothschild once you cross the STH 29 bridge. The existing markings had a 4 lane road on the bridge and we've reduced that down to 2 lanes with a wide painted center median as well as bike lanes on the side. This new scheme seems to transition well and should improve the safety of vehicles as they come to the crest of the hill just south of the highway.
- Vehicle and Equipment Fleet Replacement
 - There is a request for consideration in the packet for a new plow truck / vacuum truck. This vehicle will be able to be used year round and have more versatility than any other vehicle in our fleet.
- Policy and Ordinance Development/Revisions
 - Need to get back to the Street Maintenance Packet for residents.
- Wage & Compensation Plan Advancement Guidelines – see item 5.
- Technology Integration
 - As mentioned above with the mobile technology, staff has mobile tablets and better access to maps as well as the ability to record real-time data for work completed.
- Implement/Improve Outreach/Public Education
 - As noted above, working on a street maintenance packet for the website as well as integration with a future newsletter.

3. BUDGET AND FINANCIAL PLAN STATUS.

- CIP is being updated.
- Street Maintenance plan is being updated for 2017 – 2020 for the budget process.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Staff is currently working on their reviews and we will be going over the Strengths Profiles and several of the Q12 questions with staff during reviews. By the end of the day Friday I will have completed reviews with 4 of the 9 Street Operations Employees. The goal is to get all of the reviews done by September 9.

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. This task should be completed by this fall so staff can better understand how they fit into the organization heading into the Pay For Performance plan.

6. COMMUNITY FEEDBACK

- Received regular phone calls from residents regarding the paving on Sandy Ln.
- There are still several drainage concerns coming in, especially with how wet this summer has been and staff is working on addressing these as time allows.

7. IDENTIFIED NEEDS.

- As we have been utilizing social media to announce when projects are starting, we've been receiving feedback from other citizens questioning why we aren't doing anything on their street this year. In one case, we actually ended up cutting the project this spring as it no longer fit within the budget. If possible, we need to see if we can get more street maintenance accomplished each year.

8. NEW IDEAS & OPPORTUNITIES.

- Cooperation amongst the traditional departments of Parks, Streets and Utilities continues to improve. As noted above, there was a utility employee who spent the majority of July mowing for parks and "street" staff helped "parks" staff mulch the medians in our landscaping areas. We're working on ensuring we're utilizing our manpower in the best ways possible.

9. MISCELLANEOUS COMMENTS / ISSUES.

- As an FYI, I will be out of the office this coming Monday thru Wednesday to attend the APWA National Conference (referred to as PWX) in Minneapolis as part of my requirements for the Emerging Leaders Academy through APWA.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – F.29.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
Report for the month of August 2016
MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PARKS, RECREATION & FORESTRY

Monthly Department Briefer #2016-08

Shawn Osterbrink, Director of Parks, Recreation & Forestry

Monday, August 29th, 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. Village staff mowed some of the trails on this property and Village Department Directors met with Ed Prohaska on June 16th to learn some information and walk the property. The Park and Recreation Committee met at the property on 7/25 to discuss the possibilities of the property. A ribbon cutting will be held later this summer.
- 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. Staff discussed with the Park and Recreation Committee on 6/27 but has not received any feedback from the Committee.

3. BUDGET AND FINANCIAL PLAN STATUS.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Attended bi-weekly c-team, weekly 1 on 1, scheduling, services division, board, town board and various other meetings.
- Jess Falkowski and Brad Mroczenski completed and turned in their evaluation information to me by July 1 as instructed. Need to meet with John Jacobs, Keith Donner and Sherry Weinkauf and discuss Jessica Falkowskis' evaluation prior to meeting with her. I also need to contact Jenna Bidwell to find out times she has available to perform staff evaluations with me.

- 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. Completed this project on 7/1. Had my evaluation with Administrator Guild and Jenna Bidwell on 7/25. Still need to meet again to discuss goals and expectations.

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. Brad and I have begun to assemble costs for various items at the Aquatic Center along with meeting with contractors to request cost estimates for replacement pool heaters, pumps and slide resurfacing.
- 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. Daniel and I have been to several meetings this past month including the City of Wausau, Marathon County, City of Schofield and Town of Weston to present the Lower Eau Claire River Plan.

6. COMMUNITY FEEDBACK

- 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. The board approved the purchase and installation at their 6/20 meeting. Trustee Berger followed up with me on this project the week of 8/15. The benches are currently on site but staff has not had the time to excavate the necessary areas and pour the concrete for the benches.

7. IDENTIFIED NEEDS.

8. NEW IDEAS & OPPORTUNITIES.

- 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 8/19.

- Received a letter from a resident requesting the installation of a dirt BMX track in the village.

9. MISCELLANEOUS COMMENTS / ISSUES.

- The Aquatic Center will close for the season on 8/28.
- Everest Youth Football starts their season at Kennedy Park on 9/5.
- Everest Youth Baseball starts their fall baseball season at Kennedy Park on 8/21.
- Staff from the Services Division completed the remaining mulching the week of 8/8. We still have a small pile of mulch left that we plan on using on some beds in the Business Park.
- Work on the Ross Avenue Access is complete with the exception of installing signs by the Eau Claire River Land Trail. We also received a request from the neighbor closest to the launch to extend the privacy fence another 8 feet. An estimate was sent to us by the contractor a few weeks ago. A decision was made not to install at this time.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – F.32.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
Report for the months of August 2016
MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PUBLIC WORKS & UTILITIES

Monthly Department Briefer #2016-07

Keith Donner, Director of Public Works & Utilities

Monday, August 29th, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Metropolitan Planning Organization – Administrator Guild gave presentation about SE Quadrant and Camp Phillips Corridor planning to MPO, County Highway, and DOT staff on Monday, August 15. Also gave presentation at regular MPO meeting on 8/16.
- Staff is working with PGA on review of plat and infrastructure plans for Misty Pines Subdivision.
- Rothschild is making final preparations to begin water main project parallel to Business Highway 51 and which required the easement from Weston on the Foremost site. Foremost is interested in a fire line connection to Rothschild's distribution system. I have contacted PSC relative to this request. There should be nothing to prevent us from having an agreement with Rothschild for providing the fire service, but Rothschild does not provide metered service to Foremost unless we have maintenance events at the present time. This is an opportunity to better articulate conditions of the operation of the interconnection. Met with Foremost on 8/4. Rothschild is willing to work on issues cooperatively.

2. STRATEGIC PLAN PROJECT STATUS.

- J. Higgins, M. Wodalski, S. Osterbrink, and K. Donner continue to collaborate as Services Division.
- Comprehensive Plan Update
 - Reviewed Chapters for TIF plan and Priorities for project implementation.
 - Continuing to participate in periodic 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."
 - All committee members and BOT have been furnished documents related to planning for SE Quadrant and Camp Phillips Corridor plan through Administrator Guild. Feedback is sought.
 - Administrator Guild is also forwarding planning information to various stakeholder groups in the area including Marathon County and various committees for the County. See #1 above.
- Transport Way/Weston Avenue
 - Addressed questions at open house for SE neighborhood at transportation station on 5/09
 - Proposal by Keller on behalf of Lamer's for developing site at end of Transport Way has been abandoned due to extent of wetlands.
 - Have received permission forms for survey and wetland delineation from Bruce Flora, Jason Blenker (4103 Weston Avenue), Gibbs family, and Wausau Child Care. (Will be seeking proposals for wetland and topographic survey within the next few weeks).
 - Steve Meinel commented on 5/09 at the open house 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. Guild, Higgins, and I met with him on June 23. He remains opposed to Village proceeding with surveys on his property at this time.
- Intergovernmental agreements.

- Discussed status of cleaning and televising of Ross Avenue sewer and long term agreement with M. Thuot of Schofield on 8/16. Will follow up as our consultant (MSA) is now working on our user ordinance.
- Resolution to develop intergovernmental agreement for Foremost interconnection and Foremost private fire protection service by Rothschild is non 8/29 agenda.
- Strategies for Reduced Energy Consumption.
 - M. Wodalski coordinating LED street lights installation and reporting on status.
- Water Rate Case
 - Greg Johnson of Ehlers met with staff on 7/27. Rate increase of approx. 15% is needed for current estimated O & M projects. Refinement needed to spread costs over multiple years, factor in capital, and use of fund balance. Anticipate bringing recommendations to 2nd board meeting in September to have rates in place at beginning of 2017. Conference call set up with J. Cameron on 8/31.
- Workload and Labor Needs Analysis in Services Division
 - Services Division Management and Supervisory team worked on surge of workload to clean up medians in June & July. 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.
- Infrastructure Master Plans
 - Construction in progress for Ross Avenue and Mesker-Colleen lift station replacements.
 - R. Roth preparing RFP for sewer condition assessment.
 - Staff reviewing final draft of facilities evaluation by Kueny.
 - Ryan Nachreiner of Water Technology, Inc., visited the Aquatic Center on 7/27 for the on-site assessment inspection. A report will be completed to support Capital Improvement Planning.
 - CIP for infrastructure is in process and will include TIF project plan. Wodalski was tasked with obtaining update of "Plan-It" software (MS Access based tool) for compiling projects. The software has been used for previous versions of the Village CIP. CIP is a priority in August.
- Policy and Ordinance Development/Revisions
 - Sewer Utility Ordinance update – MSA began work on 8/8.
 - Preparing recommendations for formalizing 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. 2 recent requests for estimates in boundary areas of utility system (Howland Ave. and Ross/Schoonover)
- 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. This is a priority item for Public Works & Utilities for August
- 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

- Have discussed CPR and First Aid training with Brad Mroczenski and elected to defer until after Aquatic Center closes for the season.

3. BUDGET AND FINANCIAL PLAN STATUS.

- Water rate case and CIP will be completed in September. See #2 above.
- Worksheets distributed by Finance for 2017 operating budget preparation.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- 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. Attended MPO meeting on 8/16
- Met with Kurt Kluck, Marathon County Infrastructure Committee Chair on 8/22 with Guild and Wodalski.
- Attended "Structure of Local Government and Ethics" course for Public Works Supervisory Academy track in Madison on 8/24 with Wodalski, Borth, Skrzypchak, and Behnke.
- Completed performance review with Administrator Guild with some follow up yet regarding job description and strategic plan. Reviews of staff to follow.

5. PERFORMANCE AND METRICS.

- Meeting weekly with Administrator bi-weekly to discuss priorities.
- 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.
- Reviewed and edited first Annual Report for Weston Municipal Utilities containing informational articles.

6. COMMUNITY FEEDBACK

- Responded to complaint about condition of Ross Avenue and damage to vehicle.
- Responded to water quality inquiry from customer on Bloedel Avenue.

7. IDENTIFIED NEEDS.

- Prepare letter affirming RCA/REU assessment for all properties in assessment district
- R.O.W. maintenance policy addressing limits of Village involvement and responsibilities of property owners.

8. NEW IDEAS & OPPORTUNITIES.

- Wheel tax is getting a lot of local discussion

9. MISCELLANEOUS COMMENTS / ISSUES.

- Completed site plan review for CoVantage Credit Union on Schofield Avenue.
- Reviewed plat and infrastructure plans for Misty Pines Plat with Services staff.
- DNR has asked all utilities to review their approved sites for lead and copper rule compliance sampling. This involves review of assessor's information re: single family home construction between 1/1/1983 and September 1984 to determine if Village has more sites of highest interest in monitoring for lead levels in water supply. Homes to be researched are those which were not on public water circa 1992/1993 and which have copper plumbing with lead based solder. Wehner asked to conduct data base research.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – F.33.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
Report for the month of August 2016
MONTHLY DEPARTMENT REPORT FROM TAXPAYER RELATIONS COORDINATOR

Monthly Department Briefer #2016-09
Taxpayer Relations Coordinator
Monday, August 29, 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.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Working with the Everest Metro Police and the Planning and Development department on Code violations and compliance, including the Mobile Home parks, lawns, and vehicles and chickens.
- Worked with Michael and Shawn in getting a bike rack installed at the Farmer's Market.
- Continuing to work with Heather on social media notifications.

5. PERFORMANCE AND METRICS.

•

6. COMMUNITY FEEDBACK

- Residents and customers are enjoying the Farmer's Market, the variety of vendors, the food, and the entertainment.

7. IDENTIFIED NEEDS.

- None at this time.

8. NEW IDEAS & OPPORTUNITIES.

- Shawn and Michael we were able to get a bike rack installed at the Farmer's Market. We were also able to acquire some more picnic tables as the original ones came in slightly damaged but we were still able to use them.

9. MISCELLANEOUS COMMENTS / ISSUES.

- 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, lawn installation, vehicle parking/registration, and general property maintenance).
- Continuing to work with the Finance Department in sending out invoices for lawn mowing fees and penalties.
- 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.
- Overseeing the Farmer's Market on Saturday's and Tuesday's. We are averaging around 40 vendors on each day. We've had a couple of new vendors including a Watermelon Green Tea person, and a vendor ([ZZ Ranch](#)) who sells pasture raised chickens and grass fed beef. We also have a vendor ([Pleasant Best Sauces](#)) doing Salsa's and sauces on Saturdays, and my vendor with the mums is back on Tuesday's and Saturdays. We are still doing entertainment on Saturday mornings from 10am-Noon, this week will be [Max Koepke Entertainment](#).
- Working with staff in the Global Corporate wellness challenge (GCC)
- Citations were issued to residents on Jacquelyn and Isaiah Street for property maintenance violations after multiple letters and fines were paid for either pleading no contest or having a default judgement for not showing up in court.
- Working on Irish Fest which is being held on September 10th, including getting a electronic billboard ad on the Lamar billboard.
- Working with Daniel, Heather, and Crystal on the Sept/Oct newsletter edition of The Weston Wire
- Continuing to be a part of and work with the Joint Employee Management Committee in putting together policy for borrowing and/or buying Village property. Also working on a uniform contract.
- Continuing to be a part of and work with the Insurance Committee in helping put together proposals for the 2016-2017 fiscal year, and have a plan implemented by Nov. 1st.
- Working on updating photos, emails, titles, and phone number on the pages of "Those Who Serve" for the Village's Annual report. Sent emails to committee members again who haven't had the pictures taken. Sent Sun Printing pictures we did have that they were missing.
- Working with Peyton's Promise and Blessings in a Backpack to help people understand the purpose of each one and the importance.
- Participated and worked with Village staff in preparing for the Canoe/Kayak Launch.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – F.34.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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
Report for the month of August 2016
MONTHLY DEPARTMENT REPORT FROM TECHNOLOGY SERVICES DEPARTMENT

Monthly Department Briefer #2016-08
Nathan Crowe, Technology Services Director
Monday, August 29, 2016

1. FOR YOUR IMMEDIATE ATTENTION -- TRUSTEES.

- Nothing at this time.

2. STRATEGIC PLAN PROJECT STATUS.

- **Create a IT fleet inventory system that will provide valuable feedback to the technology services department in 2016.**
 - In order to assist in planning and help desk response, I have implemented a system using the service, Freshservice. Staff can email any issues they have to the IT Support contact in Outlook. This automatically creates a support ticket in the system. From there, they can monitor the status of the issue and I can log changes and steps taken to alleviate the problem. With good note taking, the hope is this will not only give myself support information, but also give staff the steps to fixing the issue themselves in the future. I also plan on using Freshservice as an inventory solution. About half of the assets in the organization are already entered into the cloud-based software.
- **Implement Beehive Software to replace Energov, and provide new asset management functionality for Public Works. Beehive will be fully implemented and used by the beginning of 2016.**
 - Michael Wodalski and I have been working with Doug Behnke to get the fleet module of Beehive fully implemented. We are meeting with Beehive next week to discuss some of the attributes of our fleet we would like to see added to the system. Once this is complete, Doug will be updating the software with fleet information. We will then use the system to keep track of vehicle service, parts ordered, and other information related to fleet.
- **Implement a simpler point of sale solution at the aquatic center in 2016.**
 - Staff has met with numerous software and payment processing vendors over the summer. This initiative has been combined with our plans to accept electronic forms on payment. Our most recent meeting took place with Xpress Payment Solutions. They are the preferred vendor of choice by our finance software. We will more than likely need to find a vendor that can integrate with our finance software to avoid any incompatibilities. Once we have a payment processor selected, we will then move onto deciding on a point of sale for the aquatic center.
- **Develop policies and procedures to move the Village closer to cloud implementation in 2018.**

- The planning and development department is implementing the use of a cloud based software for the use of permitting, planning, licensing, and code compliance. This is another service that is cloud based and will take some burden off of our current host network.

3. BUDGET AND FINANCIAL PLAN STATUS.

- I am currently in the process of acquiring budget information for projects that will be taking place in 2017. At this moment, some of the projects we are looking to deploy in 2017 are:
 - Credit/Debit Card acceptance via online and at the municipal counter.
 - Recreation management program that would also take electronic forms of payment at the aquatic center. This will also include a solution for people to sign up and pay for rec activities online. A new point of sale solution is also desired at the aquatic center and the hope is to tie all this in the same project.
 - The front copier machine is seeing a lot of use and in turn, has been getting a lot of service calls. In order to alleviate some of these issues, we are looking to add another copier solution in the back of the office area.
 - About 5 replacement laptop stations.
 - Some changes to the Board Room. Looking to replace the old desks with some more mobile options. The hope is to make the room more of a multi-purpose environment.
 - Look into adding a parks management module in Beehive.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Nothing at this time.

5. PERFORMANCE AND METRICS.

- Nothing at this time

6. COMMUNITY FEEDBACK

- Nothing at this time.

7. IDENTIFIED NEEDS.

- Nothing at this time.

8. NEW IDEAS & OPPORTUNITIES.

- Nothing at this time.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Nothing at this time.



It's Right Here.

Village of Weston, Wisconsin

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

MEETING PACKET

AGENDA ITEM COVER SHEET

ITEM # – G.35.

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 08/26/2016 @ 3:00 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Board of Trustees. Should a quorum 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.

Keith Rybacki
Irvin Rybacki
IMR BP
4101 Schofield, WI 54476

July 18, 2016

To the Weston Village Board of Trustees:

Dear *Office Employees*

Thank you for listening to the presentation of Keith Rybacki regarding the Class B license for a new Crafties business, on July 18, 2016.

We are disturbed by the follow up presentation from Mr. Evan Johnson who was allowed to formally expound on his own anger with gambling machines in service stations for an unlimited amount of time in spite of not being on the meeting agenda. It is our understanding of Parliamentary Procedure, that the meeting agenda was not followed. A 'Point of order' should have been raised. If Mr. Johnson's presentation was allowable on a topic neither listed on the agenda nor related to the denial of a Class B license for Crafties, then any visitor to the board meeting could also have gotten up and given a presentation (apparently on any length) on any subject. Possibly then, his presentation should not be included in the minutes or regarded as relevant to your decision making process. However, he inflicted a great deal of damage to a potential business he knows nothing about. And much of his information was extremely incorrect. We don't know where he got his numbers from unless he made them up. If his numbers were true, we would not be living in older homes in middle class neighborhoods. And his comments alluded to criminal activity by our family and family business - done so in public and certainly verging on slander. His anger was palpable. We wonder if he has had previous influence on the board of trustees and if he was quietly invited to speak at this meeting.

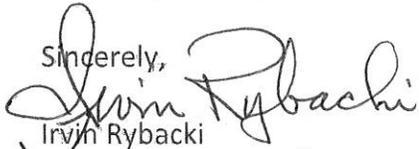
Let's address the real issue of the Class B license. Mr. Johnson said we were not honest people and although he is wrong, perhaps 'honesty' in the reason behind the license denial also was not clear. The reasoning made no sense to us. The board president expressed her own concerns related to gambling machines directly after Mr. Johnson accused our family and IMR BP of criminal activity.

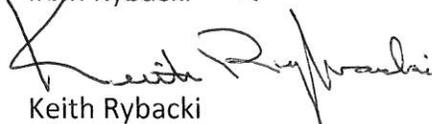
You are aware that many service stations in the Weston area had gambling machines and yes, they provided some additional income to the stations. When Keith received a letter telling him the machines had to go immediately, he complied - immediately. Did it hurt the business on the short term? Certainly. You've also likely heard the term "making lemonade out of lemons". With the gambling machines gone, Keith brought in a new C-store vendor and completely revised the layout of the C-store, adding new refrigerated and freezer storage and shelving which allowed adding multiple new lines of food product. He gave the C-store an entirely new

look and opened up room to also display a large array of craft beers. And just as our family has always done when given lemons within our various businesses, Keith determined to make his business better yet by adding Crafties, LLC. It is an innovative idea and capitalizes on the popularity of craft beers and promotes the sales of the craft beers being sold in IMR BP. Crafties is a new and separate business and we realize no new business is without some risk but we have every reason to believe this business can grow and succeed.

There already has been so much time, effort and dollars put into this new endeavor. It is unfortunate that none of the prior committees mentioned that the final decision was up to the Board of Trustees; we certainly were not aware of that complication possibility when told the license would be available on July 1, 2016. Then to receive a letter of denial just a couple days before the license should have been issued, was shocking based on its unjustified reason of traffic. We are concerned that the board has been adversely influenced by an angry man who spewed forth a lot of incorrect information and managed to somehow instill fear that Weston, by providing a Class B license to Crafties, will go down the tubes. That simply will not happen. We've lived in Weston for 38 years, have had businesses in our area for all of that time and we are a part of what makes Weston a good place to live. We hope Weston continues to encourage entrepreneurs who know 'how to make lemonade'.

Sincerely,


Irvin Rybacki


Keith Rybacki