



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
REGULAR MEETING OF THE BOARD OF TRUSTEES
Weston Municipal Center Board Room
*The Public may attend the meeting virtually. See the instructions under
Public Comments below.*

Monday, May 4, 2020, at 6:00 p.m.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. If a quorum of other government bodies are present this would constitute a meeting pursuant to "State of Wisconsin ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993)". Therefore, no official actions other than those of the BOARD OF TRUSTEES shall take place.

Any item on this agenda may be discussed or acted upon.

AGENDA ITEMS

1. Board of Trustees Meeting called to order by President Sparks
2. Pledge Allegiance to the Flag
3. Roll Call by Clerk
 - Ermeling, Fiene, Maloney, Sparks {p}, Xiong, White, Ziegler

PUBLIC COMMENTS (At this point the President will ask if there are any comments to be heard from the public).

Join Zoom Meeting by Computer (audio only meeting to make comments):
<https://zoom.us/j/96329450940>

Join Zoom Meeting by Phone (audio only meeting to make comments):
+13017158592,,96329450940# US (Germantown)
+13126266799,,96329450940# US (Chicago)

Meeting ID: 963 2945 0940

To join the **live access only** meeting (no comments accepted here) please visit https://www.youtube.com/channel/UCFxhggCP66X4E2_vRX2c3SA (this is for viewing purposes only).

BOARD, COMMISSION, COMMITTEE APPOINTMENTS

4. Nomination and Appointment of Vice President
5. [All other Appointment and Terms](#)

MINUTES FROM PREVIOUS MEETINGS.

6. [4/20/2020 Board of Trustees](#)

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS

7. Community Development Authority
8. Everest Metro Police Commission
9. Extraterritorial Zoning
10. [Finance](#)
11. Human Resources
12. Joint Review Board
13. Parks & Recreation
14. Plan Commission
15. Public Works
16. SAFER
17. Tourism
18. Zoning Board of Appeals

REPORTS FROM DEPARTMENTS

19. Administrator
20. Clerks
21. Finance
22. Fire/EMS
23. Parks & Recreation
 - [Aquatic Center Season Planning](#)
24. Plan/Dev
25. Police
26. Public Works
27. [Technology](#)

WORK PRODUCT TRANSMITTALS

28. [December 2019 Budget Status Report](#)
 - [2019 Draft Fund Financial Statements](#)
29. [March 2020 Budget Status Report](#)

CONSENT AGENDA

30. Requests to pull items out of consent consideration
31. [Approve Vouchers – 52327-52349, 52370-52389 \(payroll\), 52390-52425 and 90029.](#)
32. [Acknowledge May Health Insurance premium reduction for both the employer and employee](#)
33. Action on consent agenda items

ORDINANCES

RESOLUTIONS

34. [Resolution No. 2020-005 amending the Village Fee Schedule for the renewal liquor license fees for the 2020-2021 license year](#)
35. [Resolution No. 2020-006 to provide tax increment finance assistance to Eau Claire River, LLC, for building and site improvements at 7315 Zinser Street](#)

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

NEW BUSINESS

36. 2020 billable rates
37. Engineering Design Contract for Watermain Replacements on Frontage Road and Evergreen Road in Rothschild
38. Social Media Code of Conduct Discussion

REMARKS FROM TRUSTEES

REMARKS FROM THE PRESIDENT

FUTURE ITEMS

Next meeting date(s):

- May 18, 2020, Board of Trustees Regular Meeting at 6:00 p.m.
- June 1, 2020, Board of Trustees Regular Meeting at 6:00 p.m.

**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL
May 18, 2020 @ 6:00 P.M.**

Village of Weston, Marathon County, Wisconsin
Appointments, Assignments, and Nominations May 2020

Three (3) year terms, staggered, except elected officials are terms of office one (1) year, CDA is four (4) year term and Tourism Commission is a one (1) year term

<u>Community Development Authority</u>	<u>Term</u>	<u>Parks & Recreation</u>	<u>Term</u>
Loren White (Chair)	2020-2021	Yee Leng Xiong (Chair)	2020-2021
Mark Maloney (Vice-Chair)	2020-2021	Loren White (Vice-Chair)	2020-2021
Gayle Marshall (citizen)	2018-2022	Katrina Clark (citizen)	2018-2021
Dave Jelmeland (citizen)	2018-2022	Roger Esker (citizen)	2020-2023
Michelle Knopf (citizen)	2017-2021	Jay Arndt (citizen)	2019-2022
Todd Hagedorn (citizen)	2019-2023		
Stephen Winkels (citizen)	2019-2023		
<u>Commissioner of Weeds</u>	<u>Term</u>	<u>Plan Commission</u>	<u>Term</u>
Loren White (Trustee)	2020-2021	Wally Sparks (Chair)	2020-2021
		Mark Maloney (Vice-Chair)	2020-2021
		Joe Jordan (citizen)	2018-2021
		Duane Gau (citizen)	2018-2021
		Steven Cronin (citizen)	2020-2023
		Steve Meinel (citizen)	2019-2022
		Gary Guerndt (citizen)	2019-2022
<u>CWED RLF</u>	<u>Term</u>	<u>Public Works & Utility Committee</u>	<u>Term</u>
Keith Donner	2020-2021	Nate Fiene (Chair)	2020-2021
		Jon Ziegler (Vice-Chair)	2020-2021
		Tom Hubbard (citizen)	2018-2021
		Hooshang Zeyghami (citizen)	2020-2023
		John Jensen (citizen)	2019-2022
<u>Everest Metro Joint Finance</u>	<u>Term</u>	<u>S.A.F.E.R. Board of Directors</u>	<u>Term</u>
Wally Sparks (Trustee)	2020-2021	<u>SAFER Charter – Article II</u>	
Mark Maloney (Trustee)	2020-2021	Wally Sparks (Trustee)	2020-2021
Yee Leng Xiong (Trustee)	2020-2021	Mark Maloney (Trustee)	2020-2021
		<u>S.A.F.E.R. Fire Commission</u>	<u>Term</u>
		<u>SAFER Charter – Article III (7/1 - 6/30)</u>	
		Jean Jackan (citizen)	2019-2021
		Brian Fiene (citizen)	2019-2021
<u>Everest Metro Police Commission</u>	<u>Term</u>	<u>Tourism Commission</u>	<u>Term</u>
John Evans (citizen)	2020-2023	<u>1-year terms per 78.103(c)(1)</u>	
Gil Holcomb (citizen)	2018-2021	Barb Ermeling	2020-2021
Dave Eisenreich (citizen)	2019-2022	Carrie Sukup (citizen)	2020-2021
		Ryan Simmons (citizen)	2020-2021
		Bob Bender (citizen)	2020-2021
		Joyce Elliot (Hotel-rep)	2020-2021
		(chair, vice-chair and secretary must be elected from commission)	
<u>Extra-Territorial Zoning Committee</u>	<u>Terms</u>	<u>Zoning Board of Appeals</u>	<u>Term</u>
Roy Mumper (Village) (VC)	2018-2021	Paul David (Alt.)	2018-2021
Dan Higginbotham (Town)	2020-2021	Dennis Lawrence (Vice-Chair)	2018-2021
Milt Olson (Town) (C)	2018-2021	Mike Stenstrom	2018-2021
Mark Hull (Town)	2017-2020	Nick Hemauer (Alt.)	2017-2020
Steve Meinel (Village)	2019-2022	Richard Crump	2019-2022
Gary Guerndt (Village)	2018-2021	Brent Montague (Chair)	2019-2022
		James Langkamp	2019-2022
<u>Fence Viewers</u>			
Nate Fiene (Trustee)	2020-2021		
Loren White (Trustee)	2020-2021		
<u>Finance Committee</u>	<u>Term</u>		
Barb Ermeling (Chair)	2020-2021		
Mark Maloney (Vice-Chair)	2020-2021		
Carrie Sukup (citizen)	2018-2021		
Ryan Simmons (citizen)	2020-2023		
Bob Bender (citizen)	2019-2022		
<u>Fire Chief</u>			
Matt Savage			
<u>Human Resources Committee</u>	<u>Term</u>		
Jon Ziegler (Chair)	2020-2021		
Yee Leng Xiong (Vice-Chair)	2020-2021		
Fred Schuster (citizen)	2018-2021		
Linda Hackbarth (citizen)	2020-2023		
Ryan Simmons (citizen)	2019-2022		
<u>Metropolitan Planning Organization</u>	<u>Term</u>		
Wally Sparks	2020-2021		
Keith Donner (Alt 1)	2020-2021		
<u>MCDEVCO, Inc.</u>	<u>Term</u>		
Keith Donner	2020-2021		

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

Monday, April 20, 2020, at 6:00 p.m.

1. **Board of Trustees Meeting called to order by President Sparks**
Sparks called the meeting to order at 6:00 p.m.
2. **Pledge Allegiance to the Flag**
3. **Roll Call by Clerk**

Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Sparks, Wally	YES
Xiong, Yee	YES
Zeyghami, Hooshang	NO
Ziegler, Jon	YES (joined the meeting at 6:34 p.m.)

PUBLIC COMMENTS

No comments.

MINUTES FROM PREVIOUS MEETINGS.

4. **3/16/2020 Board of Trustees**
5. **4/2/2020 Board of Trustees**

Motion by Maloney second by Fiene to approve the minutes.

Yes Vote: 5 No Votes:0 Abstain:0 Not Voting: 2 Result: Pass

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	-
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS

6. **Community Development Authority**
7. **Everest Metro Police Commission**
8. **Extraterritorial Zoning**
9. **Finance**
10. **Human Resources**
11. **Joint Review Board**
12. **Parks & Recreation**

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

- 13. **Plan Commission**
- 14. **Public Works**
- 15. **SAFER**
- 16. **Tourism**
- 17. **Zoning Board of Appeals**
No comments.

REPORTS FROM DEPARTMENTS

18. **Administrator**

- **COVID-19 Discussion/Implications –**

- i. **Governor’s Extended Safer at Home Order, Emergency Order #28**

- Administrator Donner said the Safer at Home order has been extended to May 26th. Village staff will continue the Farmers Market, large item drop-off and yard waste pick-up. Public Works Director Wodalski said the yard waste pick-up is tentatively scheduled for the first week in May. The Planning and Development Department has been in contact with some of the Weston businesses to discuss available relief plans.

- **Discussion of CIP and Municipal Facilities Planning**

- Donner said some things have changed since the CIP discussion at the last meeting. Sparks said it is not an appropriate time to deal with the municipal facilities planning at this time. The Village should wait for the economy to improve again. Maloney agreed. He feels we can do the building demolition, but suggested the Village wait to do anything with the proposed municipal center. Fiene asked about the current interest rates. Donner said they are starting to increase a bit. There was a short discussion on 5-year trend in municipal bond indices. Fiene said it would be hard to not take advantage of the low bond rates. Maloney said there are not a lot of people working right now and this is not the right time. Maloney said he is in support, but this is just bad timing. Ermeling feels it is important to move ahead with what we can do. Sparks agrees the Village should move forward with demolition. Maloney said someone is interested in the cooler panels. Xiong also agreed that it is not appropriate to deal with this now. It was indicated that Planning and Development Director Higgins could move forward with the comprehensive plan amendment and zoning change.

- **Claim of unlawful tax from Wausau Coin Machines and Midwest Amusements**

- Donner said these two companies made claims against the Village. The claim amounts are very minimal. Their objection is for personal property tax they must pay on amusement devices. The advice from the attorney is to not to take any action or pay anything on these claims and they will automatically be disallowed.

19. **Clerks**

Clerk Weinkauff gave an election update. She said staff is closing out the April election and working on the May election. Voting will once again take place at Dale’s Weston Lanes.

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

- 20. Finance**
No comments.
- 21. Fire/EMS**
No comments.
- 22. Parks & Recreation**
- **Aquatic Center Season Planning**
Park Director Osterbrink said the agreement with the YMCA is still not complete. A decision on the Aquatic Center needs to be made by early May. It will take staff a month to get everything in place. June 6th is the opening date. There were three pre-season groups scheduled to use the Aquatic Center and one has confirmed their cancellation. Osterbrink feels we can open the disc golf course this Friday. The playgrounds and skate park are closed. He has not heard from the youth baseball group and is unsure what they plan to do. We may have to monitor the fields as the weather gets warmer. He also said new guidelines have been put in place for restrooms. The suggestion is to clean them once a day or more if we decide to open them. The decision on the Aquatic Center needs to be made by May 4th.
- 23. Plan/Dev**
Higgins said we need to schedule a Plan Commission meeting for some public hearings to include a conditional use and rezoning request. She said there may need to be a special meeting.
- Ziegler joined the meeting at 6:34 p.m.
- 24. Police**
Sparks said an annual report from the police department was distributed to all board members.
- 25. Public Works**
Wodalski said the street maintenance work is moving forward. TDS is out doing work and the Utility staff has been busy with locates.
- 26. Technology**
Crowe said he has been busy trying to support staff that are working remotely.

WORK PRODUCT TRANSMITTALS

- 27. March 2020 Building Permits**

Motion by Fiene second by Maloney to acknowledge the March 2020 building permits.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

CONSENT AGENDA

28. Requests to pull items out of consent consideration
29. Approve Vouchers – 52179-52326 and 90028
30. Acknowledge 2019 Annual Recycling Report
31. Acknowledge 2019 Annual Green Tier Report and 2020 Goal Submittal
32. Action on consent agenda items

Motion by Ermeling second by Fiene to approve and acknowledge Consent item 29 to 31.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

ORDINANCES

33. Ordinance No. 20-006: An Ordinance Amending Section 2.214(d)(5) Entitled Community Development Authority.

Motion by Maloney second by Fiene to approve Ordinance No. 20-006: An Ordinance Amending Section 2.214(d)(5) Entitled Community Development Authority.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

RESOLUTIONS

34. Resolution 2020-004 – Authorizing Resolution for Special Assessments for Weston School Neighborhood East Reconstruction Project

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

Motion by Ermeling second by Maloney to approve Resolution 2020-004 – Authorizing Resolution for Special Assessments for Weston School Neighborhood East Reconstruction Project

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

NEW BUSINES

35. *Weston Pilot Kitchen Food-Scrap Drop-Off Program*

Sparks was concerned with the \$3,000 budget for this program. Maloney was also concerned with the costs. Sparks concern is that a business would be making money off the compost. The Village would be paying a private company to collect this so they can sell the compost. We should not have to pay them to pick up the compost. Sparks has no problem with the compost container but does have a problem with paying someone to pick it up. He also said restaurants should be allowed to participate in the program. Ermeling has concerns with the smells. Planning Technician Parker explained the only people who will notice any smells would be the people adding their food scraps to the container. She said this would be a pilot program. Anyone wanting to use this program must register. Maloney is fine with this, but not the pick-up fee. Parker said she is not aware of any other DNR licensed businesses that do this kind of work. The goal is to keep this out of the landfill. She also said residents would not be charged to participate. Sparks said he has no problem approving this if the Village does not have to pay a private company to have it picked up. Maloney suggested finding another outlet for the compost. Parker is willing to look elsewhere but does not know anyone else that does this. It was suggested staff check with Olson's and Busy Bee to see they would be interested in picking up the food scraps. Donner said the Village received a letter from the Marathon County Solid Waste Department supporting this program. He said maybe the county would be interested in participating. He asked Parker if this was a time sensitive item. Parker said no. Fiene said he would like to see a way to eliminate the pick-up fee. He would also like to see parameters put in place to include the number of people signing up; estimated poundage versus actual; frequency of pick-up; and revenue numbers.

Motion by Ziegler second by Maloney to postpone the Pilot Kitchen Food-Scrap Drop-Off Program.

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

36. Proclamation No. P-20-001: A Proclamation designating April 24th, 2020 as Arbor Day in the Village of Weston

Motion by Fiene second by Ermeling to approve Proclamation No. P-20-001: A Proclamation designating April 24th, 2020 as Arbor Day in the Village of Weston.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

37. Purchase Replacement End Loader

Motion by Maloney second by Ziegler to approve the purchase replacement for an end loader

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

38. Purchase Replacement Grader in lieu of Plow Truck

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

Motion by Maloney second by Fiene to approve the purchase replacement for grader in lieu of plow truck.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

39. Street Sweeper Lease Agreement

Motion by Maloney second by Fiene to approve the street sweeper lease agreement. Q/Sparks asked about the terms. Wodalski explained the process and said the terms were worked out with the company

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

40. Mesker Well Rehabilitation Proposal

Motion by Maloney second by Fiene to approve the Mesker Well rehabilitation proposal.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

41. Bloedel Well Fence

Motion by Maloney second by Xiong to approve the Bloedel well fence.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

42. Kerry (Foremost) Well Rehabilitation Proposal

Wodalski said the proposal amount was revised.

Motion by Ermeling second by Ziegler to approve the Kerry (Foremost) Well Rehabilitation Proposal.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

43. Construction Contract for Weston School Neighborhood East Reconstruction Project

Motion by Maloney second by Xiong to approve the Construction Contract for Weston School Neighborhood East Reconstruction Project.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

Xiong, Yee	YES
Fiene, Nate	YES

44. Engineering Services Agreement with REI for Callon Ave utility extensions/looping

Motion by Maloney second by Fiene to approve the Engineering Services Agreement with REI for Callon Ave utility extensions/looping.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

45. Move Shed from former Farmer's Market Site at Municipal Center to Kennedy Park for Youth Baseball Equipment Storage.

Motion by Fiene second by Maloney to approve moving the shed from former Farmer's Market Site at the Municipal Center to Kennedy Park for Youth Baseball Equipment Storage.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

46. Class B Beer and Class C Wine license for Emmanuel Felipe Castillo, Evelia's Restaurant, 3406 Schofield Ave.

Motion by Maloney second by Fiene to approve the Class B Beer and Class C Wine license for Emmanuel Felipe Castillo, Evelia's Restaurant, 3406 Schofield Ave.

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

VILLAGE OF WESTON, WISCONSIN
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Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

CLOSED SESSION

Consideration of motion to adjourn into closed session pursuant to Section 19.85(1)(e), Wis. Stats. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session including discussion to sell property on Zinser Street, 5 acres, 192-2808-234-0990, SEC 23-28-08 PT OF SW 1/4 SE 1/4 - LOT 1 CSM VOL 83 PG 95 (#17438) (DOC# 1715999). Formerly the Mashuda Property.

Motion by Fiene second by Maloney to convene to closed session.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

RECONVENE FROM CLOSED SESSION

Motion by Ziegler second by Maloney to reconvene from closed session.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

POSSIBLE ACTION ON CLOSED SESSION ITEM

VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

Motion by Ziegler second by Maloney to sell 5 acres on Zinser Street (192-2808-234-0990, SEC 23-28-08 PT OF SW 1/4 SE 1/4 - LOT 1 CSM VOL 83 PG 95 (#17438) (DOC# 1715999), for \$20,000 an acre, contingent on putting a rush on the TIF application process, and the Village of Weston will pay for the closing, CSM and rezoning costs, with this purchase reflecting a 20% reduction in price due to a gas main easement.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

REMARKS FROM TRUSTEES

No comments.

REMARKS FROM THE PRESIDENT

Sparks thanked the public for being patient and said he hopes things open back up quickly.

FUTURE ITEMS

Next meeting date(s):

- May 4, 2020, Board of Trustees Regular Meeting at 6:00 p.m.**
- May 18, 2020, Board of Trustees Regular Meeting at 6:00 p.m.**

ADJOURN

Motion by Fiene second by Ermeling to adjourn the meeting at 8:28 p.m.

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	-
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

Village of Weston, Wisconsin
OFFICIAL PROCEEDINGS OF THE FINANCE COMMITTEE

held on Monday, March 16, 2020 at 4:30 p.m., in the Board Room at the Municipal Center.

AGENDA ITEMS.

1. **Finance Committee Call to Order & Welcome by Chairperson Maloney.**
Meeting called to order at 4:30 p.m. by Finance Committee Chairperson Maloney.
2. **Roll Call by Recording Secretary.**

Roll call of Finance Committee indicated 4 members present

<u>Member</u>	<u>Present</u>
Bender, Robert	YES
Ermeling, Barb	NO
Maloney, Mark	YES
Sukup, Carrie	YES*
Yaeger, Richard	YES

* present via phone

3. **Approval of minutes from previous meetings: February 17, 2020**

Finance Committee motion by Sukup, second by Bender, to approve previous meeting minutes from February 17, 2020.

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

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

4. **Public Comments.**

None.

ACKNOWLEDGE WORK PRODUCT TRANSMITTALS.

5. Preliminary December 2019 Budget Status – All Funds
Trautman stated these reports are preliminary and subject to change.

Finance Committee motion by Yaeger, second by Bender, to acknowledge the December 2019 Preliminary Budget Status report.

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

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

Ermeling, Barb	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

6. Preliminary February 2020 Budget Status – General Fund

Trautman stated Finance is behind on getting month end done but wanted to provide an update on the general fund. Staff should be caught up in a couple of weeks.

Finance Committee motion by Bender, second by Yaeger, to acknowledge the February 2020 Preliminary Budget Status report.

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

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

7. Camp Phillips Centre Project Update

Maloney stated he requested this item since it was decided to discontinue the Camp Phillips Centre project.

Donner stated there is an agenda item for the Village Board to request the Village's ATC deposit back. Maloney asked if the note taken out to pay ATC had been paid for; Trautman stated it was.

Yaeger asked how much has been spent to get the project going. Trautman responded about \$3.2 million. Donner added that after we receive our deposit back from ATC the Village will have spent about \$1 million on studies related to this project.

EDUCATIONAL PRESENTATIONS & REPORTS.

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.

8. Discussion and Possible Recommendation on Capital Improvement Plan

Donner gave an overview of the scenarios Greg Johnson at Ehlers put together for the Village. Trautman gave an overview of the total estimated tax rate and emphasized that starting with the 2021 taxes our general operating levy increase will be limited to our net new construction, which is not much.

Yaeger stated he thinks a lot of items are wish list items versus needed items. Yaeger asked if the more expensive utility projects were necessary. Donner responded that the projects are needed for capacity purposes. Donner stated staff is trying to be proactive as items have been deferred for too many years. Yaeger asked about funding sources for the utility projects. Trautman responded that a reserve policy is going to be coming for the utilities to determine how much cash can be used for projects versus the cash we need to keep on hand for operations.

Trautman asked the committee for recommendations on amount of borrowing that is reasonable. Bender acknowledged that projects were previously pushed down the road for several years. Bender asked if it is feasible to complete all of the projects in the current plan. Wodalski responded that scenario C has 3 projects per year and scenario D has 1 project per year. Wodalski stated 3 projects per year used to be a normal project load.

Maloney expressed the desire to look at projects and progress throughout the year instead of once per year.

Trautman showed a tax impact analysis on a \$200,000 home between Scenario C & D – showing the difference between the two scenarios to be around \$44 in 2025. Bender stated he would rather plan for more investment and then reassess if the projects cannot be completed rather than start low and drastically increase later. The Finance Committee preferred Scenario C.

Finance Committee motion by Bender, second by Yaeger, to recommend the Village Board move forward with Scenario C.

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

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

9. Discussion and Possible Recommendation on Strategic Use of TIF Funds

Trautman stated that staff met with Greg Johnson and he mentioned TIF funds can be used for maintenance. A maintenance project was recently done on Schofield Avenue within the TIF 2 boundary. Staff was thinking that project could be paid for by TIF 2 so there are funds available for the Ross Avenue project.

Bender asked if doing this would adversely affect paying off the debt. Trautman responded that we were considering paying off the CDA debt this year, but if we moved forward with this, we would not pay that debt off.

Yaeger stated he wants to make sure the TIF would make it through any economic downturns if property suddenly gets reassessed. Trautman showed the committee the TID 2 cash flow analysis put together by Ehlers. Trautman stated even if the state revalued TIF 2 property there should not be any issues paying off the debt.

Donner asked if we could revisit what would come back to general operations if TID 2 is closed. Trautman stated we could look at that again and thought it was around \$50,000 that would come back to the general fund if TIF 2 was closed.

Finance Committee motion by Bender, second by Yaeger, to recommend the Village Board approve use of TIF 2 funds for the Schofield Avenue maintenance project.

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

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

RESOLUTIONS/ORDINANCES.

None.

FUTURE ITEMS.

10. Next meeting date(s):

- Mon, Apr 20, 2020 @ 4:30 p.m. Regular Committee Meeting*
**Immediately after Tourism Commission*
- Mon, May TBD, 2020 Regular Committee Meeting

11. Topics for future meetings.

- a) Investment Policy
- b) Cash Reserve Policy for Utilities
- c) Credit Card Acceptance Policy
- d) Capital Improvement Plan

12. Remarks from staff.

Donner stated the Board will be reviewing items related to COVID-19 at their meeting tonight.

13. Remarks from Committee Members.

14. Announcements.

ADJOURNMENT OF FINANCE COMMITTEE

Motion by Bender, second by Sukup, to adjourn the Finance Committee meeting at 5:25 p.m.

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

<u>Member</u>	<u>Voting</u>
Bender, Robert	YES
Ermeling, Barb	---
Maloney, Mark	YES
Sukup, Carrie	YES
Yaeger, Richard	YES

Next meeting is scheduled for Monday, April 20.

Jenna Trittin, Recording Secretary

**VILLAGE OF WESTON
WESTON AQUATIC CENTER
2020 OPERATING BUDGET**

	2018	2019	2019	2019	2020	
	ACTUAL	Y-T-D	ESTIMATE	BUDGET	BUDGET	CHANGE
		9/30/2019				
Fund Balance, January 1	\$37,785	\$ 58,101	\$ 58,101	\$ 58,101	\$ 59,750	
<u>Revenues</u>						
Taxes	40,000	40,000	40,000	40,000	40,000	
Pool Revenues	133,963	135,858	134,318	128,320	128,320	
Miscellaneous Revenue	226	813	770	65	65	
Other Financing Sources/Transfers	40,000	0	40,000	40,000	40,000	
Total Revenues	214,189	176,671	215,088	208,385	208,385	0
<u>Expenses</u>						
Aquatic Center	193,873	193,368	213,439	219,034	222,032	
Total Expenditures	193,873	193,368	213,439	219,034	222,032	2,998
Excess Revenues Over (Under) Expenditures	20,316	(16,697)	1,649	(10,649)	(13,647)	
Fund Balance, December 31	\$ 58,101	\$ 41,404	\$ 59,750	\$ 47,452	\$ 46,103	

**VILLAGE OF WESTON
WESTON AQUATIC CENTER
2020 OPERATING BUDGET**

<u>ACCOUNT DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>2018 ACTUAL</u>	<u>2019 Y-T-D 9/30/2019</u>	<u>2019 ESTIMATE</u>	<u>2019 BUDGET</u>	<u>2020 BUDGET</u>	<u>CHANGE</u>
REVENUES							
<u>PROPERTY TAXES (41100)</u>							
Property Tax Levy	001	40,000	40,000	40,000	40,000	40,000	
PROPERTY TAXES		40,000	40,000	40,000	40,000	40,000	0
<u>POOL REVENUES (46000)</u>							
Joint Membership	045	8,291	10,786	9,240	8,200	8,200	
Daily Fees - Youth	051	93,546	90,350	90,350	89,000	89,000	
Locker Rentals	061	126	115	115	120	120	
Pool Rentals	062	1,610	3,852	3,852	3,100	3,100	
Group Rate Discount - Daily	063	3,250	3,075	3,075	2,000	2,000	
Pool Rentals - Birthday Party Pack	064	2,655	1,889	1,889	1,250	1,250	
Concession Revenue - from Vendor	066	6,020	6,407	6,407	6,050	6,050	
Special Events	067	1,012	948	950	1,000	1,000	
Swimming Lessons	071	2,914	3,601	3,605	2,900	2,900	
Season Passes	074	13,493	13,374	13,375	13,500	13,500	
ATM Fees	076	1,046	1,122	1,120	1,000	1,000	
LifeGuard Recertification	077	0	339	340	200	200	
POOL REVENUES		133,963	135,858	134,318	128,320	128,320	0
<u>MISCELLANEOUS REVENUE (48000)</u>							
Interest on Investments	001	43	653	610	65	65	
Misc Other Rev - Unbudgeted	000	183	160	160	0	0	
MISCELLANEOUS REVENUE		226	813	770	65	65	0
<u>OTHER FINANCING SOURCES/TRANSFERS (49000)</u>							
Transfer from Room Tax	000	40,000	0	40,000	40,000	40,000	
OTHER FINANCING SOURCES/TRANSFERS		40,000	0	40,000	40,000	40,000	0
TOTAL REVENUES		214,189	176,671	215,088	208,385	208,385	0
						Percent Budget Change	0.00%

**VILLAGE OF WESTON
WESTON AQUATIC CENTER
2020 OPERATING BUDGET**

ACCOUNT DESCRIPTION	ACCOUNT #	2018 ACTUAL	2019 Y-T-D 9/30/2019	2019 ESTIMATE	2019 BUDGET	2020 BUDGET	CHANGE
EXPENDITURES							
WESTON AQUATIC CENTER (55420)							
Salaries-Pool Manager	120	17,256	20,275	20,275	17,028	20,937	
Temporary Wages-Hourly	125	76,593	72,442	73,550	76,374	76,566	
Temporary Wages-Overtime	126	1,856	1,109	0	0	0	
Bonus/Incentive Pay	139	30	2,038	2,100	2,500	2,500	
Social Security	151	7,185	7,217	7,136	7,145	7,459	
Wisconsin Retirement	152	1,156	1,721	1,328	1,115	1,413	
Health/Dental Insurance	154	5,635	5,157	5,788	6,646	5,882	
Health incentive	154-01	0	0	0	0	319	
Life Insurance	155	27	15	17	17	18	
Worker's Comp. Ins.	156	3,185	5,829	6,100	6,108	4,393	
Education/Training	157	186	201	205	500	500	
Recertification Pay	7-001	0	0	300	1,200	1,200	
Employee Health Tests	164	0	0	0	500	500	
Income Continuation Ins.	167	0	0	0	106	0	
Personnel Services		113,109	116,004	116,799	119,239	121,687	2,448
ADP Payroll Processing Fees	214	757	510	1,100	1,100	1,100	
Water/Sewer/Stormwater	221	5,427	2,688	11,000	13,750	13,750	
Electricity	222	11,840	10,789	13,000	13,000	13,000	
Natural Gas	224	6,587	8,995	11,000	11,000	11,000	
Telephone	225	690	793	1,000	1,000	1,000	
Repairs/Maint.-Buildings	247	28,992	27,195	30,000	30,000	30,000	
State Inspection Fee	279	1,238	1,285	1,600	1,600	1,600	
Credit Card Maintenance Fees	2.86	4,068	3,616	4,200	3,500	4,300	
Outside Contracted Services	290	528	450	450	600	600	
Refuse Collection Services	297	425	0	0	450	0	
Contractual Services		60,552	56,321	73,350	76,000	76,350	350
Office Supplies	310	158	0	75	75	75	
Postage	311	102	71	70	150	150	
Outside Printing	312	495	707	810	800	800	
Small Equipment	314	1,842	352	2,095	1,750	1,750	
Advertising	326	467	626	925	800	800	
Commercial Travel Expenses	334	16	126	130	20	20	
Oper. Supplies-Janitorial	344	1,556	1,196	1,200	1,800	1,800	
Oper. Supplies-Clothing/Uniforms	346	1,218	932	950	1,500	1,500	
Other Supplies-Chemicals	366	11,470	13,394	13,395	13,000	13,000	
Other Supplies-All Other	390	732	1,119	1,120	1,700	1,700	
Other Supplies-Cash (Over) & Short	398	0	245	245	0	0	
Supplies & Materials		18,056	18,768	21,015	21,595	21,595	0
Computer Software	808	0	2,275	2,275	2,200	2,400	
Capital Equip.-Furniture/Furnishings	812	2,156	0	0	0	0	
Capital Outlay		2,156	2,275	2,275	2,200	2,400	200
TOTAL EXPENDITURES		193,873	193,368	213,439	219,034	222,032	2,998
					Percent Budget Change		1.37%

VILLAGE OF WESTON, WISCONSIN
NATHAN CROWE, TECHNOLOGY SERVICES DIRECTOR
MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES
#2020-5 FOR May 2020

1. ITEMS OF SPECIAL NOTE

- Remote Offices

Obviously, it goes without saying that a lot of our internet infrastructure has been put to the test over the last several weeks. To give you an idea of the amount of data that is being transferred between Weston employees working remotely I broke down some numbers from our security appliance. Over the past month, Weston employees working remotely have downloaded 102 GB of data from our server resources and sent back about 24 GB of data back to the server. To compare this with a normal month prior to the COVID-19 crisis, we were seeing about 3-5 GB off monthly data download usage, and about 500 MB or one-half GB of upload usage. These numbers do not consider any of our cloud-based applications as users do not need our server resources for those applications.

Our utility team has been averaging about 30 GB of data usage per month in the field on our mapping and asset management program. Their usage has also seen an uptick though not as severe as they have been consuming that data remotely for a while now. They have moved to using a product called Microsoft Teams during the crisis that allows them to communicate as a team and share spreadsheets that log working details. Will Harrison, the public works and utility technician is also in the loop through the application and is following the utility crew after they locate assets in the field so we can capture that information using our GPS locator.

Another item of note regarding remote access is that our municipal court will be moving to online/zoom meetings for upcoming hearings. The wi-fi capabilities in the court room have been enhanced, though the current plan is to actually hold those hearings through the court clerks computer.

2. WORK PLAN PROJECTS

- Nothing at this time

3. IDENTIFIED NEEDS

- Nothing at this time

4. MISCELLANEOUS COMMENTS / ISSUES

- Nothing at this time

REQUEST FOR CONSIDERATION

Public Mtg/Date: Board of Trustees, May 4, 2020

Description: December 2019 Budget Status Report – All Funds

From: Jessica Trautman, Finance Director

Question: Should the Board of Trustees acknowledge the December 2019 budget status report for all funds?

Background

The final December 2019 budget status report for all funds is attached.

Attached Docs: December 2019 Budget Status Report – All Funds

Committee Action: None.

FISCAL IMPACT: None.

Recommendation: Finance Director recommends acknowledgement.

Recommended Language for Official Action

I move to acknowledge the December 2019 budget status report for all funds.

Additional action: None.



FINANCIAL STATEMENTS

December 31, 2019

- **GENERAL FUND**
 - Balance Sheet
 - Operating Budget Status Report
 - Statement of Revenues
 - Statement of Expenditures
 - Contingency Reserve Balance

- **DEBT SERVICE FUND**
 - Operating Budget Status Report - Debt Service Fund

- **SPECIAL REVENUE FUNDS**
 - Weston Aquatic Center Fund
 - Room Taxes Fund
 - Recycling Program Fund
 - TIF District #1
 - TIF District #2
 - Community Development Authority – TIF #1
 - Community Development Authority – TIF #2
 - Civic & Social Trust Funds
 - Park & Recreation Trust Funds

- **ENTERPRISE FUNDS**
 - Water Utility Fund
 - Sewer Utility Fund
 - Stormwater Utility

- **CAPITAL PROJECTS FUNDS** – Capital Improvements Program
 - TIF District #1 Fund
 - Facilities
 - Streets & Utilities Fund
 - Capital Equipment

- **INVESTMENTS**
 - Negotiable CDs
 - Money Market Funds (through broker)
 - Federal Securities
 - Non-negotiable CDs

VILLAGE OF WESTON
BALANCE SHEET
DECEMBER 31, 2019

GENERAL FUND

ASSETS

10-00-11310-021-000	INVESTMENT-LGIP #1	1,016,451.20
10-00-11312-011-000	INVEST-INTERCITY-MONEY MKT #60	5,248,063.41
10-00-11312-082-000	INTERCITY-MUNICIPAL COURT FINE	34,673.18
10-00-11312-094-000	INVEST-TAX ACCT-INTERCITY	680,808.44
10-00-11313-095-000	INVEST-TAX ACCT- INCREDIBLE	181,700.82
10-00-11314-091-021	INVEST- TAX ACCT-BMO HARRIS BK	95,955.56
10-00-11315-092-000	INVEST-TAX ACCT- ASSOCIATED	113,690.17
10-00-11316-084-000	INVEST-BROKAW CU-CD/REPO/OTHER	249,050.26
10-00-11316-093-000	INVEST-TAX ACCT- BROKAW CU	264,845.76
10-00-11318-097-000	INVEST-TAX ACCT - US BANK	58,508.51
10-00-11322-088-000	INVEST-TAX ACCT- PEOPLES	762,950.68
10-00-11323-084-000	INVEST-CLOVERBELT CU-CD/REPO/O	260,462.26
10-00-11323-099-000	INVEST-TAX ACCT-CLOVERBELT CU	192,379.90
10-00-11324-000-000	INVEST-HOMETOWN BANK/AMBULANCE	21.61
10-00-11325-089-000	INVEST-TAX ACCT-COVANTAGE CU	989,643.95
10-00-11326-086-000	INVEST-TAX ACCT- ABBY BANK	72,864.72
10-00-11327-083-000	NICOLET BANK-MONEY MARKET	1,184.03
10-00-11327-084-000	INVEST-NICOLET BANK-CD/OTHER	269,218.17
10-00-11328-015-000	INVEST-WISC-FED NOTES	197,422.20
10-00-11328-083-000	WISC-MONEY MARKET	272,398.94
10-00-11328-084-000	INVEST-WISC-CD/OTHER	300,255.43
10-00-11329-084-000	MORGAN STANLEY-CD/OTHER	199,092.39
10-00-11512-009-000	INTERCITY-SUNSHINE/SODA FUND	4,034.00
10-00-11512-017-000	RESTRICT INV- FLEX CHKING #116	5,250.97
10-00-11800-000-000	PETTY CASH-GENERAL FUND	1,100.00
10-00-11800-082-000	PETTY CASH-MUNICIPAL COURT FIN	200.00
10-00-11800-090-000	PETTY CASH-TAX COLLECT ACCT	1,672.50
10-00-12110-000-000	R/E PROP TAXES RECEIVABLE-CURR	11,396,262.89
10-00-12120-000-000	P/P PROP TAXES RECEIVABLE-CURR	456,604.29
10-00-12320-000-000	P/P PROP TAXES RECEIVABLE-DELI	15,099.40
10-00-13100-000-000	BILLED ACCTS RECEIVABLE-CUSTOM	4,738.33
10-00-13150-000-000	ACCTS RECEIVABLE-MUNICIPAL COU	355,605.07
10-00-13300-000-000	INTEREST RECEIVABLE	4,118.87
10-00-13610-000-000	UNBILLED ACCTS RECEIV-DPW DEVE	644.00
10-00-13611-000-000	UNBILLED ACCTS RECEIV-BILLABLE	3,825.00
10-00-13800-000-000	OTHER RECEIVABLES-MISCELLANEOU	62,874.30
10-00-13801-000-000	OTHER RECEIVABLES-MOBILE HOME	5,790.28
10-00-13802-000-000	OTHER RECEIVABLES-FROM EMPLOYE	7,426.01
10-00-14200-000-000	DUE FROM STATE OF WISCONSIN	1,166.43
10-00-14400-000-000	DUE FROM OTHER CITIES-BILLED	1,381.25
10-00-14410-000-000	DUE FROM TOWN OF WESTON	19,089.55
10-00-14510-000-000	DUE FROM EVEREST METRO POLICE	17,346.22
10-00-14520-000-000	DUE FROM SAFER DISTRICT	651,407.27
10-00-14530-000-000	DUE FROM MUNICIPAL COURT	74.37
10-00-15660-000-000	DUE FROM ENTERPRISE-WATER UTIL	465,398.91
10-00-15661-000-000	DUE FROM ENTERPRISE-SEWER UTIL	15,154.09
10-00-16110-000-000	INVENTORY-MATERIALS & SUPPLIES	3,715.77
10-00-16200-000-000	PREPAID ITEMS-MISCELLANEOUS	187,256.72
	TOTAL ASSETS	25,148,878.08

LIABILITIES AND EQUITY

VILLAGE OF WESTON
BALANCE SHEET
DECEMBER 31, 2019

GENERAL FUND

LIABILITIES

10-00-21000-000-000	ACCOUNTS PAYABLE-CLEARING ACCO	1,079.10	
10-00-21100-000-000	ACCOUNTS PAYABLE	6,873.92	
10-00-21111-000-000	VOUCHERS PAYABLE	212,123.21	
10-00-21120-000-000	OCCUPANCY PERMITS	34,500.00	
10-00-21511-000-000	SOC SEC/MEDICARE TAXES PAYABLE	(65.76)	
10-00-21513-000-000	STATE WITHHOLDING TAXES PAYABL	4,423.00	
10-00-21520-000-000	WIS RETIREMENT FUND PAYABLE	25,176.76	
10-00-21531-000-000	ETF LIFE INS WITHHOLDING PAYAB	(70.05)	
10-00-21532-000-000	EYE CARE DEDUCTION PAYABLE	4.25	
10-00-21562-000-000	FLEX UNREIMB MED DEDUCT PAYAB	3,942.71	
10-00-21700-000-000	ACCRUED PAYROLL	67,464.52	
10-00-21700-151-000	ACCRUAL-SOCIAL SECURITY	5,209.14	
10-00-21700-152-000	ACCRUAL-WIS RETIREMENT (EE/ER)	4,290.43	
10-00-21700-156-000	ACCRUAL-WORKER'S COMP	1,917.39	
10-00-21820-000-000	ACCRUED SICK LEAVE PAYABLE	3,975.79	
10-00-21901-000-000	PROP TAX REFUNDS PAYABLE-VILL/	1,372.73	
10-00-23160-000-000	SECURITY DEPOSITS-PARK RENTALS	200.00	
10-00-23180-000-000	PROP TAX DEPOSITS-IN TRANSIT A	201,977.37	
10-00-24213-000-000	DUE TO STATE OF WIS/SALES TAXE	(4.13)	
10-00-24310-000-000	DUE TO MARATHON COUNTY/CURRENT	4,693,772.10	
10-00-24410-000-000	DUE TO TOWN OF WESTON/MISC.	872.37	
10-00-24425-000-000	DUE TO OTHER GOVTS-COURT FINES	3,948.90	
10-00-24510-000-000	DUE TO NORTHCENTRAL TECH/CURR	1,270,753.57	
10-00-24600-000-000	DUE TO DC EVEREST SCHOOLS/MISC	7,599.39	
10-00-24610-000-000	DUE TO DC EVEREST SCHOOLS/CURR	10,069,611.00	
10-00-26120-000-000	DEFERRED REVENUE-TAX LEVY	4,846,479.09	
10-00-26600-000-000	DEFERRED REVENUE-MISCELLANEOUS	1,787.61	
10-00-26603-000-000	DEFERRED REV-MUNIC COURT FINES	291,259.73	
	TOTAL LIABILITIES		21,760,474.14

FUND EQUITY

10-00-34120-000-000	NONSPEND FUND BAL-INVENTORIES	3,035.00	
10-00-34121-000-000	RESERVED FUND BAL-PREPAID ITEM	446,102.93	
10-00-34130-000-000	NONSPEND FUND BAL-ADVANC/OTHER	651,454.50	
10-00-34202-000-000	ASSIGN FUND BAL-ST LIGHT/BIRCH	7,500.00	
10-00-34270-000-000	ASSIGNED FUND BAL-APL BDGT S	46,000.00	
10-00-34300-000-000	UNASSIGNED FUND BALANCE	1,742,707.41	
	UNAPPROPRIATED FUND BALANCE:		
	REVENUE OVER EXPENDITURES - YTD	491,604.10	
	BALANCE - CURRENT DATE	491,604.10	
	TOTAL FUND EQUITY		3,388,403.94
	TOTAL LIABILITIES AND EQUITY		25,148,878.08

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - General Fund only
December 31, 2019
***** 0% of Year Remaining *****

<u>APPROPRIATION AREA</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>	<u>December 2018</u>		
					<u>BUDGET</u>	<u>ACTUAL</u>	<u>PERCENT LEFT</u>
GENERAL FUND:							
General Government	\$1,235,407	\$1,139,504	\$95,903	7.8%	\$1,260,372	\$1,226,492	2.7%
Public Safety	3,673,075	3,652,562	20,513	0.6%	3,493,357	3,470,710	0.6%
Public Works	2,010,312	1,926,004	84,308	4.2%	1,896,311	1,865,252	1.6%
Human Services	15,275	12,304	2,971	19.5%	15,275	12,800	16.2%
Culture & Recreation	431,578	386,975	44,603	10.3%	386,794	392,696	-1.5%
Community Development	213,818	197,178	16,640	7.8%	189,934	175,303	7.7%
Misc. Programs	18,500	18,125	375	0.0%	24,500	27,420	0.0%
Transfer to Other Funds	32,758	30,493	2,265	0.0%	31,653	35,792	0.0%
Contingency Reserve	-	-	-	0.0%	223,860	-	0.0%
TOTAL APPROPRIATION	\$7,630,723	\$7,363,145	\$267,578	3.5%	\$7,522,056	\$7,206,465	4.2%



<u>REVENUES</u>							
Property Taxes	\$4,598,123	\$4,597,581	\$ 542	0.0%	\$4,000,047	\$4,002,637	-0.1%
Other Taxes	604,138	653,489	(49,351)	-8.2%	611,138	641,177	-4.9%
State Shared Revenues	1,044,878	1,061,045	(16,167)	-1.5%	1,044,878	1,061,548	-1.6%
Other Grants & Aids	661,314	665,633	(4,319)	-0.7%	754,173	745,586	1.1%
Interest Income	75,000	142,116	(67,116)	-89.5%	58,000	45,556	21.5%
Munic. Services-Town/All Other	79,600	123,816	(44,216)	-55.5%	76,600	95,627	-24.8%
Applied Fund Balance/Reserve	46,000	-	46,000	100.0%	150,000	-	100.0%
All Other Revenue	521,670	611,069	(89,399)	-17.1%	827,220	894,330	-8.1%
TOTAL RESOURCES	\$7,630,723	\$7,854,749	(\$224,026)	-2.9%	\$7,522,056	\$7,486,460	0.5%



<u>FUND BALANCE ANALYSIS</u>		
Fund Balance, 1/1/19		2,896,800
Revenues Over (Under) Expenditures		491,604
Less: Applied Fund Balance		-
Fund Balance,	12/31/2019	3,388,404

VILLAGE OF WESTON
STATEMENT OF REVENUES
December 31, 2019
(100% Y-T-D completed)

<u>ACCOUNT DESCRIPTION</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % REV.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE (SURPLUS)</u>	<u>BUDGET % LEFT</u>
GENERAL FUND					
Property Taxes	4,597,581	100%	4,598,123	542	0%
Pmt. In Lieu of Taxes-Water Utility	480,553	102%	470,000	(10,553)	-2%
Pmt. In Lieu of Taxes-Rothschild	113,299	121%	93,998	(19,301)	-21%
Mobile Home Fees	52,415	138%	38,000	(14,415)	-38%
Other Taxes	7,222	337%	2,140	(5,082)	-237%
Special Assessments	6,060	110%	5,500	(560)	-10%
State Shared Revenues	1,061,045	102%	1,044,878	(16,167)	-2%
Transportation Aids	537,319	100%	537,319	0	0%
Other State & Federal Aids	128,315	103%	123,995	(4,320)	-3%
License Revenue	237,111	99%	239,245	2,134	1%
Permits Revenue	145,793	108%	134,375	(11,418)	-8%
Fines/Forfeitures/Penalties	106,749	111%	96,200	(10,549)	-11%
Ambulance Fees	654	N/A	-	(654)	
Refuse/Garbage Service	-	0%	150	150	100%
Street & Highway Revenue	8,502	243%	3,500	(5,002)	-143%
Misc. Other Fees	1,413	50%	2,850	1,437	50%
Econ Dev Pub Fees	-	0%	100	100	100%
Park Rental Fees/Park Maint. Fees	19,446	163%	11,950	(7,496)	-63%
Munic. Services-General Gov't	4,209	78%	5,400	1,191	22%
Munic. Services-Public Safety	35,000	100%	35,000	-	0%
Munic. Services-Public Works	73,610	188%	39,200	(34,410)	-88%
Munic. Services-Inspections	10,998	N/A	-	(10,998)	N/A
Interest Income	142,116	189%	75,000	(67,116)	-89%
Sales of Village Property	2,372	474%	500	(1,872)	-374%
Insurance Recoveries	20,267	N/A	-	(20,267)	N/A
Miscellaneous Revenue	58,706	215%	27,300	(31,406)	-115%
Fund Balance - General Fund Balance	-	0%	46,000	46,000	100%
Transfer from Reserved Fund Balance	-	0%	-	-	100%
Transfer from Utilities	3,997	0%	-	(3,997)	100%
TOTAL	<u>\$7,854,749</u>	<u>102.9%</u>	<u>\$7,630,723</u>	<u>(\$224,026)</u>	<u>-2.9%</u>

**VILLAGE OF WESTON
STATEMENT OF EXPENDITURES**

**December 31, 2019
(100% Y-T-D completed)**

<u>ACCOUNT DESCRIPTION</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % EXP.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE</u>	<u>BUDGET % LEFT</u>
GENERAL FUND					
Village Board Trustees	38,088	94%	40,703	2,615	6%
Village Municipality Dues	5,894	74%	7,930	2,036	26%
Personnel Committee	947	60%	1,567	620	40%
Board of Review	117	29%	400	283	71%
Municipal Court	57,226	100%	57,226	0	0%
Village Attorney	37,667	94%	40,000	2,333	6%
Administrator	56,301	74%	76,422	20,121	26%
Clerk	288,152	90%	321,370	33,218	10%
Personnel	6,512	49%	13,200	6,688	51%
Elections	60,431	102%	59,399	(1,032)	-2%
Data Processing/Central Services	198,180	106%	187,218	(10,962)	-6%
Information Technology	59,047	96%	61,597	2,550	4%
Finance/Audit & Budgeting/Tax Collection	160,171	88%	181,538	21,367	12%
Village Assessor	30,089	95%	31,533	1,444	5%
Finance Committee	1,090	68%	1,597	507	32%
Risk Management/Insurance	73,762	79%	93,600	19,838	21%
Municipal Building/Misc. Gen'l Gov't.	46,783	81%	58,107	11,324	19%
Illegal Taxes/Tax Refunds/Bad Debt	19,047	952%	2,000	(17,047)	-852%
Everest Metro Police Dept.	2,617,693	100%	2,617,693	0	0%
Safety Building Maintenance	4,589	153%	3,000	(1,589)	-53%
Other Public Safety	5,684	87%	6,550	866	13%
SAFER	831,176	100%	831,175	(1)	0%
Public Safety Committee	172	9%	1,998	1,826	91%
Building Inspections	193,248	91%	212,659	19,411	9%
Director of Public Works	13,404	67%	20,035	6,631	33%
Deputy Director of Public Works	28,562	96%	29,758	1,196	4%
Street Operations - Village	1,044,424	88%	1,187,121	142,697	12%
Traffic Control	40,215	124%	32,500	(7,715)	-24%
Winter Street Maintenance - Village	535,946	117%	457,394	(78,552)	-17%
Hard Materials Handling	24,375	74%	32,928	8,553	26%
Street Irrigation Maintenance	19,148	50%	38,428	19,280	50%
Street Operations - Town	5,169	109%	4,755	(414)	-9%
Winter Street Maintenance - Town	11,223	95%	11,770	547	5%
Street Lighting	203,146	104%	195,000	(8,146)	-4%
Public Works/Utilities Committee	392	63%	623	231	37%
Human Services	12,304	81%	15,275	2,971	19%
Parks-Administration	260,498	102%	255,276	(5,222)	-2%
Parks-Grounds Maintenance	89,627	66%	135,298	45,671	34%
Parks - Mowing	31,505	98%	32,022	517	2%
Parks-Ice Rinks	4,342	58%	7,492	3,150	42%
Park & Recreation Committee	1,003	67%	1,490	487	33%
Community Development	186,007	98%	189,617	3,610	2%
Planning Commission	5,142	77%	6,713	1,571	23%
Board of Appeals	38	2%	2,387	2,349	98%
Extra Limits/Smart Growth/Land Use	5,991	40%	15,101	9,110	60%
Newsletter	18,125	98%	18,500	375	2%
Interfund Transfers - Refuse/Recycling	27,165	92%	29,430	2,265	8%
Interfund Transfers - Debt Service	3,328	100%	3,328	-	0%
Contingency Reserve	-	N/A	-	-	100%
TOTAL - General Fund	<u>\$7,363,145</u>	<u>96.5%</u>	<u>\$7,630,723</u>	<u>\$267,578</u>	<u>3.5%</u>

VILLAGE OF WESTON
Contingency Reserve - General Fund
December 31, 2019

	Salaries/ Wages	Fringe Benefits	Misc. Exps.	Equip. Outlay	TOTAL
Original Budget	\$48,500	\$0	\$35,751	\$0	\$84,251
Budget Adjustment	(48,500)	-	(35,751)	-	(84,251)
	<i>Wages/fringes adj</i>				
FINAL Adjusted Budget	\$0	\$0	\$0	\$0	\$0

VILLAGE OF WESTON

Debt Service Fund

12/31/2019

	<u>2019 ANNUAL BUDGET</u>	<u>2019 YTD ACTUAL</u>
Fund Balance, January 1		<u>\$ (483,444)</u>
<u>REVENUES</u>		
Property Tax Levy	\$ 1,250,000	\$ 1,250,000
Intergovernmental Revenue - Build America Bonds	4,676	11,326
Special Assessments	47,154	48,406
Interest Income	7,613	4,588
Proceeds from Gen Obligation Bonds/Notes	1,695,754	1,491,649
Transfer from General Fund	3,328	3,328
Transfer from Recycling Fund	90,012	90,012
Transfer from TIF #1 Fund	974,472	974,472
Transfer from CDA Fund - TIF #1	1,547,738	1,547,738
Transfer from CDA Fund - TIF #2	246,080	246,080
Transfer from Capital Equipment Fund	190,529	290,855
Transfer from Water	6,431	6,431
Transfer from Sewer	6,431	6,431
Transfer from Stormwater	3,328	3,328
TOTAL REVENUES	<u>\$6,073,546</u>	<u>\$5,974,644</u>
<u>EXPENDITURES</u>		
Principal Payments	\$4,773,413	\$ 4,553,408
Interest Payments	710,316	712,872
Fiscal Agent Expenses	3,000	517
Note Issuance Cost	91,554	91,554
TOTAL EXPENDITURES	<u>\$5,578,283</u>	<u>\$5,358,351</u>
NET REVENUES OVER (UNDER) EXPENDITURES	<u><u>\$495,263</u></u>	<u><u>\$616,292</u></u>
Fund Balance, 12/31/2019		<u><u>\$132,848</u></u>

VILLAGE OF WESTON
Weston Aquatic Center Fund
12/31/2019

(**100% Year Completed **)

	2019	2019	2018	2018
	YTD	BUDGET	YTD	BUDGET
	ACTUAL	BUDGET	ACTUAL	BUDGET
Balance, January 1	\$ 58,101		\$ 37,785	
<u>REVENUES</u>				
Taxes	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Daily Fees	90,105	89,000	93,545	86,200
Season Passes	22,614	21,700	21,786	14,330
Pool Rentals-Evening	3,852	3,100	1,610	2,500
Birthday Party Packs	1,889	1,250	2,655	2,500
Group Rate Discounts-Daily	3,075	2,000	3,250	600
Concessions	6,407	6,050	6,020	6,400
Locker Rentals	115	120	126	-
Special Events	948	1,000	1,012	-
Swimming Lessons	3,601	2,900	2,914	3,300
Total Swimming Fees	<u>132,606</u>	<u>127,120</u>	<u>132,918</u>	<u>115,830</u>
Interest Income	739	65	43	60
Miscellaneous	1,799	1,200	1,228	400
Transfer from other funds	40,000	40,000	40,000	40,000
TOTAL REVENUES	<u>\$ 215,144</u>	<u>\$ 208,385</u>	<u>\$ 214,189</u>	<u>\$ 196,290</u>
	103.24%		109.12%	
<u>EXPENSES</u>				
Wages/Fringe Benefits	\$ 114,589	119,259	\$ 113,125	114,754
Utilities	26,826	38,750	24,544	36,000
Contracted Services/Repairs	34,002	37,250	36,007	10,600
Supplies & Materials	19,265	21,575	18,041	24,425
Capital Outlay-Equipment	-	-	2,156	2,400
Capital Outlay-Computer Software	2,275	2,200	-	-
TOTAL EXPENSES	<u>\$ 196,957</u>	<u>\$ 219,034</u>	<u>\$ 193,873</u>	<u>\$ 188,179</u>
	89.92%		103.03%	
NET INCOME (LOSS)	<u>\$ 18,187</u>	<u>\$ (10,649)</u>	<u>\$ 20,316</u>	<u>\$ 8,111</u>
Balance, 12/31/2019	<u>\$ 76,288</u>		<u>\$ 58,101</u>	

FINANCE

VILLAGE OF WESTON

Room Taxes Fund

12/31/19

	<u>2019 YTD Actual</u>	<u>2019 Annual Budget</u>
Fund Balance, 1/1/19	\$ 137,685	
 <u>Revenues</u>		
Room Taxes Revenue	\$ 470,315	\$ 388,823
	<u>470,315</u>	<u>388,823</u>
 <u>Expenditures</u>		
Payment to Wausau Visitor's Convention Bureau	\$ 328,833	\$ 271,141
Miscellaneous Contributions	20,750	20,750
Other Economic Development	10,354	1,035
Transfer to Capital Improvement Fund	101,094	76,647
Transfer to Aquatic Center Fund (Repairs/Capital Equipment)	40,000	40,000
	<u>501,031</u>	<u>409,573</u>
 Revenues over (under) Expenditures	 <u>(30,716)</u>	 <u>(20,750)</u>
 Fund Balance, 12/31/19	 <u><u>\$ 106,969</u></u>	

HOTEL-MOTEL ROOM TAX COLLECTIONS:

	2019 Room Receipts	2019 8% Room Tax Collections	<u>Distribution of Collections</u>	
			Convention Bureau	Village of Weston
Weston Inn & Suites	\$ 558,688	\$ 44,695	\$ 31,287	\$ 13,408
AmericInn & Suites	969,913	77,593	54,315	23,278
Fairfield Inn	2,011,050	160,884	112,619	48,265
Holiday Inn Express	2,339,288	187,143	131,000	56,143
Less amount held for Committee pay			(388)	388
TOTALS	<u><u>\$ 5,878,939</u></u>	<u><u>\$ 470,315</u></u>	<u><u>\$ 328,833</u></u>	<u><u>\$ 141,482</u></u>

FINANCE

4/27/2020

VILLAGE OF WESTON
Refuse/Recycling Program Fund
12/31/2019

	<u>Refuse</u>	<u>Recycling</u>	<u>Landfill</u>	<u>Total 2019 Actual</u>	<u>2019 Annual Budget</u>
Fund Balance, 1/1/19	\$ 3,410	\$ 7,457	\$ 5,999	\$ 16,866	
<u>Revenues</u>					
Recycling Grant	\$ -	\$ 78,691	\$ -	\$ 78,691	\$ 78,735
Garbage Fees/Sticker sales - Village	412,227	-	-	412,227	412,626
Recycling Collection Fees - Village	-	360,896	-	360,896	353,340
Garbage Fees - Town	20,856	-	-	20,856	20,737
Recycling Collection Fees/Bin Sales - Town	-	18,249	-	18,249	18,174
Landfill - Town	-	-	3,000	3,000	3,000
Miscellaneous	1,351	1,183	-	2,534	-
Transfer from General Fund	-	-	27,165	27,165	29,430
Total Revenues	<u>\$ 434,434</u>	<u>\$ 459,019</u>	<u>\$ 30,165</u>	<u>\$ 923,618</u>	<u>\$ 916,042</u>
<u>Expenditures</u>					
Garbage	\$ 431,972	\$ -	\$ -	\$ 431,972	\$ 433,925
Landfill	-	-	36,164	36,164	28,850
Recycling - Curbside/Village	-	262,604	-	262,604	261,278
Recycling/Compost/StumpDump	-	45,608	-	45,608	50,394
Recycling - Curbside/Town	-	-	-	-	-
Recycling - Program Administration	-	39,896	-	39,896	38,538
Recycling - Educational Programs	-	762	-	762	12,200
Transfers to Debt Serve (Capital Leases)	-	90,012	-	90,012	90,012
Total Expenditures	<u>\$ 431,972</u>	<u>\$ 438,882</u>	<u>\$ 36,164</u>	<u>\$ 907,018</u>	<u>\$ 915,197</u>
Revenues over(under) Expenditures	<u>\$ 2,462</u>	<u>\$ 20,137</u>	<u>\$ (5,999)</u>	<u>\$ 16,600</u>	
Fund Balance, 12/31/2019	<u>\$ 5,872</u>	<u>\$ 27,594</u>	<u>-</u>	<u>\$ 33,466</u>	

Finance

4/27/2020

VILLAGE OF WESTON
Special Revenue Funds - TIF #1
12/31/2019

	2019 Actual	2019 Annual Budget
Fund Balance (Deficit), 1/1/19	\$ 1,362,495	
<u>REVENUES</u>		
Property Tax Increments	\$ 5,363,999	\$ 5,400,000
Computer Exemption State Aids	30,190	30,190
Build America Bond Rebates	26,778	32,526
Personal Property Tax Aid	50,614	-
Investment Income	55,962	-
Transfer from CDA - TIF #1	-	394
	5,527,543	5,463,110
<u>EXPENDITURES</u>		
Administration Expenses	\$ 223,070	\$ 288,819
Rents/Leases-TIF Land	1,547,738	1,547,738
Illegal Taxes	426	-
LOC Repayments to Developers	124,170	150,000
Legal fees	1,700	-
Transfer to CDA-TIF #1	4,045	-
Transfer to Debt Service Fund	974,471	974,472
Transfer to Cap Proj-TIF #1	125,388	127,425
	3,026,838	3,088,454
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	2,500,705	2,374,656
Fund Balance (Deficit), 12/31/2019	\$ 3,863,200	\$ 2,374,656

FINANCE
4/27/2020

VILLAGE OF WESTON
Special Revenue Funds - TIF #2
12/31/2019

	2019 Actual	2019 Annual Budget
	<u> </u>	<u> </u>
Fund Balance (Deficit), 1/1/19	\$ 214,719	
 <u>REVENUES</u>		
Property Tax Increments	\$ 427,655	\$ 430,000
Computer Exemption State Aids	11,943	11,943
Personal Property Tax Aid	3,924	-
Investment Income	5,500	300
Transfer from CDA - TIF #1	13,028	-
	<u>462,050</u>	<u>442,243</u>
 <u>EXPENDITURES</u>		
Administration Expenses	\$ 336,232	\$ 62,321
Rents/Leases-TIF Land	246,080	246,080
Illegal Taxes	2,414	-
Transfer to CDA - TIF #2	-	775
	<u>584,726</u>	<u>309,176</u>
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	<u>(122,676)</u>	<u>133,067</u>
Fund Balance (Deficit), 12/31/2019	<u><u>\$ 92,043</u></u>	<u><u>\$ 133,067</u></u>

FINANCE
4/27/2020

VILLAGE OF WESTON
Special Revenue Funds - CDA TIF #1
12/31/2019

	2019 Actual	2019 Annual Budget
Fund Balance (Deficit), 1/1/19	\$ 1,592,440	
<u>REVENUES</u>		
Investment Income	\$ 55,492	\$ 5,000
Market Adj	18,347	-
Rents/Leases-TIF Land	1,547,738	1,547,738
Transfer from TIF #1	4,045	-
	1,625,622	1,552,738
<u>EXPENDITURES</u>		
Administration Expenses	\$ 4,045	\$ 3,256
Fiscal Charges	612	1,350
Transfer to TIF Spec Revenue	-	394
Transfer to Debt Service Fund	1,547,738	1,547,738
	1,552,395	1,552,738
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	73,227	-
Fund Balance (Deficit), 12/31/2019	\$ 1,665,667	\$ -

FINANCE
4/27/2020

VILLAGE OF WESTON
Special Revenue Funds - CDA TIF #2
12/31/2019

	2019 Actual	2019 Annual Budget
Fund Balance (Deficit), 1/1/19	<u>\$ 257,541</u>	
<u>REVENUES</u>		
Investment Income	\$ 7,295	\$ 3,000
Market Adj	6,780	-
Rents/Leases-TIF Land	246,080	246,080
Transfer from TIF 2	-	431
	<u>260,155</u>	<u>249,511</u>
<u>EXPENDITURES</u>		
Administration Expenses	\$ 1,247	\$ 2,381
Fiscal Charges	1,150	1,050
Transfer to TIF Spec Revenue	13,028	-
Transfer to Debt Service Fund	246,080	246,080
	<u>261,505</u>	<u>249,511</u>
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	<u>(1,350)</u>	<u>-</u>
Fund Balance (Deficit), 12/31/2019	<u><u>\$ 256,191</u></u>	<u><u>\$ -</u></u>

FINANCE
4/27/2020

VILLAGE OF WESTON
Civic and Social - Special Revenue Funds
12/31/19

	Weston Centennial (Scholarships)	Farmers Market	Total 2019 Actual	2019 Budget
Fund Balance, 1/1/19	\$ 5,656	\$ 4,150	\$ 9,806	
REVENUES				
Farmers Market License	-	7,120	7,120	5,900
Interest on Investments	80	136	216	30
Contributions-Farmer's Market	-	350	350	-
Miscellaneous	-	1,829	1,829	2,000
	<u>80</u>	<u>9,435</u>	<u>9,515</u>	<u>7,930</u>
EXPENDITURES				
Farmers Market	-	3,949	3,949	7,191
	<u>-</u>	<u>3,949</u>	<u>3,949</u>	<u>7,191</u>
NET REVENUES OVER (UNDER) EXPENDITURES	<u>80</u>	<u>5,486</u>	<u>5,566</u>	<u>739</u>
Fund Balance, 12/31/19	<u>\$ 5,736</u>	<u>\$ 9,636</u>	<u>\$ 15,372</u>	

VILLAGE OF WESTON
Park & Recreation - Special Revenue Funds
12/31/19

	Parkland Dedication Fees	Park/Rec. Donations	Kennedy Park Memorial	E.C. Trail/ Fun Run/Walk Donations	Dog Park Donations	Total 2019 Actual
Fund Balance, 1/1/19	\$ 9,955	\$ 10,842	\$ -	\$ 1,047	\$ 581	\$ 22,425
REVENUES						
Parkland Dedication Fees	732	-	-	-	-	732
Donations	-	-	2,000	-	701	2,701
Interest on Investments	194	186	-	6	-	386
	<u>926</u>	<u>186</u>	<u>2,000</u>	<u>6</u>	<u>701</u>	<u>3,819</u>
EXPENDITURES						
Dog Park Maintenance Expenses	-	-	-	-	597	597
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>597</u>	<u>597</u>
NET REVENUES OVER (UNDER) EXPS.	<u>926</u>	<u>186</u>	<u>2,000</u>	<u>6</u>	<u>104</u>	<u>3,222</u>
Fund Balance, 12/31/19	<u>\$ 10,881.00</u>	<u>\$ 11,028.00</u>	<u>\$ 2,000.00</u>	<u>\$ 1,053.00</u>	<u>\$ 685.00</u>	<u>\$ 25,647</u>

VILLAGE OF WESTON
Enterprise Fund - Water Utility
12/31/2019
(* 100% Year Completed ***)**

	2019			2018		
	YTD ACTUAL	ANNUAL BUDGET	%	YTD ACTUAL	ANNUAL BUDGET	%
			completed			completed
REVENUES						
Metered/Unmetered Sales:						
Residential	\$ 953,257	\$ 960,498	99.25%	\$ 929,414	\$ 973,750	95.45%
Commercial	286,188	265,000	108.00%	250,083	261,250	95.73%
Industrial	433,850	450,000	96.41%	357,437	393,389	90.86%
Public Authority	54,128	78,000	69.40%	65,731	59,375	110.70%
Multi-Family	181,436	190,000	95.49%	160,456	186,368	86.10%
Other	5,644	2,000	282.22%	2,672	2,000	133.59%
Private Fire Protection	46,210	46,000	100.46%	45,652	53,420	85.46%
Public Fire Protection	466,300	467,210	99.81%	461,555	458,715	100.62%
Subtotal Sales	<u>2,427,013</u>	<u>\$ 2,458,708</u>	<u>98.71%</u>	<u>2,273,000</u>	<u>\$ 2,388,267</u>	<u>95.17%</u>
Interest Income	137,342	50,000	274.68%	102,573	100,000	102.57%
Interest Market Adj	137,488	-	N/A	(41,454)	-	N/A
Interest - specials	-	-	N/A	75	200	37.67%
Gain on Sale of Equipment	6,824	-	N/A	(154,419)	-	N/A
Sale of material	-	-	N/A	-	-	N/A
Misc. Other Revenue	49,087	34,500	142.28%	46,373	40,450	114.64%
SUBTOTAL REVENUES	<u>2,757,754</u>	<u>2,543,208</u>	<u>108.44%</u>	<u>2,226,148</u>	<u>2,528,917</u>	<u>88.03%</u>
Capital Contributions	-	-	N/A	-	-	N/A
TOTAL REVENUES	<u><u>\$ 2,757,754</u></u>	<u><u>\$ 2,543,208</u></u>	<u><u>108.44%</u></u>	<u><u>\$ 2,226,148</u></u>	<u><u>\$ 2,528,917</u></u>	<u><u>88.03%</u></u>
EXPENSES						
Operations & Maintenance	\$ 667,033	\$ 681,181	97.92%	\$ 696,148	\$ 888,475	78.35%
Administration	555,338	534,738	103.85%	436,047	599,367	72.75%
Payment in Lieu of Taxes	465,399	465,000	100.09%	464,977	462,361	100.57%
Depreciation	626,971	600,000	104.50%	617,064	580,000	106.39%
Interest/Fiscal Agent Exps.	88,343	72,475	121.89%	134,177	46,503	288.53%
Amortization Expense	1,328	-	N/A	1,343	1,346	99.76%
	<u>2,404,412</u>	<u>2,353,394</u>	<u>102.17%</u>	<u>2,349,756</u>	<u>2,578,052</u>	<u>91.14%</u>
Interfund Transfers Out	8,429	6,431	131.07%	6,431	6,431	100.00%
TOTAL EXPENSES	<u><u>\$ 2,412,841</u></u>	<u><u>\$ 2,359,825</u></u>	<u><u>102.25%</u></u>	<u><u>\$ 2,356,187</u></u>	<u><u>\$ 2,584,483</u></u>	<u><u>91.17%</u></u>
NET INCOME	<u><u>\$ 344,913</u></u>	<u><u>\$ 183,383</u></u>		<u><u>\$ (130,039)</u></u>	<u><u>\$ (55,566)</u></u>	
<i>(per GAAP/GASB basis)</i>						
Less: Add'l Capital Contribs.	-	-		-	-	
NET INCOME	<u><u>\$ 344,913</u></u>	<u><u>\$ 183,383</u></u>		<u><u>\$ (130,039)</u></u>	<u><u>\$ (55,566)</u></u>	
<i>(per budget basis)</i>						

FINANCE
4/28/2020

VILLAGE OF WESTON
Enterprise Fund - Sewer Utility
12/31/2019
(* 100% Year Completed ***)**

	2019			2018		
	YTD ACTUAL	ANNUAL BUDGET	% completed	YTD ACTUAL	ANNUAL BUDGET	% completed
REVENUES						
Metered/Unmetered Sales:						
Residential	\$ 1,304,817	\$ 1,320,000	98.85%	\$ 1,252,410	\$ 1,313,610	95.34%
Commercial	746,543	720,000	103.69%	635,188	683,780	92.89%
Industrial	183,362	220,000	83.35%	187,975	191,000	98.42%
Public Authority	68,586	62,000	110.62%	56,974	60,460	94.23%
Other	-	150	0.00%	-	150	0.00%
Subtotal Sales	<u>\$ 2,303,308</u>	<u>\$ 2,322,150</u>	<u>99.19%</u>	<u>\$ 2,132,547</u>	<u>\$ 2,249,000</u>	<u>94.82%</u>
Hook-up Fees	17,640	25,000	70.56%	52,310	23,000	227.43%
Interest Income	297,176	50,600	587.30%	95,633	100,200	95.44%
Gain on Sale of Equipment	11,029	-	N/A	89,787	-	N/A
Misc. Other Revenue	10,005	8,900	112.42%	10,302	9,713	106.07%
SUBTOTAL REVENUES	<u>2,639,158</u>	<u>2,406,650</u>	<u>109.66%</u>	<u>2,380,579</u>	<u>2,381,913</u>	<u>99.94%</u>
Capital Contributions	4,350	15,000	29.00%	34,075	5,075	671.43%
TOTAL REVENUES	<u><u>\$ 2,643,508</u></u>	<u><u>\$ 2,421,650</u></u>	<u><u>109.16%</u></u>	<u><u>\$ 2,414,654</u></u>	<u><u>\$ 2,386,988</u></u>	<u><u>101.16%</u></u>
EXPENSES						
Operations & Maintenance	\$ 369,703	\$ 437,216	84.56%	\$ 406,693	\$ 470,366	86.46%
Administration	356,484	340,820	104.60%	269,738	407,826	66.14%
Payment in Lieu of Taxes	15,154	9,600	157.85%	15,657	9,000	173.96%
Rib Mt. Sewer Dist.-Services	919,189	702,000	130.94%	678,575	707,133	95.96%
Rib Mt. Sewer Dist.-Debt Serv.	161,243	125,000	0.00%	-	-	0.00%
Depreciation	744,225	712,000	104.53%	743,828	700,000	106.26%
Interest/Fiscal Agent Exps.	49,945	35,060	142.46%	44,893	51,560	87.07%
Amortization Expense	22,010	22,010	100.00%	22,010	22,010	100.00%
SUBTOTAL EXPENSES	<u>2,637,953</u>	<u>2,383,706</u>	<u>110.67%</u>	<u>2,181,394</u>	<u>2,367,895</u>	<u>92.12%</u>
Interfund Transfers Out	8,429	6,431	131.07%	6,431	6,431	100.00%
TOTAL EXPENSES	<u><u>\$ 2,646,382</u></u>	<u><u>\$ 2,390,137</u></u>	<u><u>110.72%</u></u>	<u><u>\$ 2,187,825</u></u>	<u><u>\$ 2,374,326</u></u>	<u><u>92.15%</u></u>
NET INCOME <i>(per GAAP/GASB basis)</i>	<u><u>\$ (2,874)</u></u>	<u><u>\$ 31,513</u></u>		<u><u>\$ 226,829</u></u>	<u><u>\$ 12,662</u></u>	
Less: Add'l Capital Contribs.	<u>(4,350)</u>	<u>(15,000)</u>		<u>(34,075)</u>	<u>(5,075)</u>	
NET INCOME <i>(per budget basis)</i>	<u><u>\$ (7,224)</u></u>	<u><u>\$ 16,513</u></u>		<u><u>\$ 192,754</u></u>	<u><u>\$ 7,587</u></u>	

FINANCE
4/27/2020

VILLAGE OF WESTON
Enterprise Fund - Stormwater Utility
12/31/2019
(100% Year Completed **)**

	2019			2018		
	YTD ACTUAL	ANNUAL BUDGET	% of year completed	YTD ACTUAL	ANNUAL BUDGET	% of year completed
REVENUES						
Metered/Unmetered Sales:						
Residential	\$ 222,696	\$ 218,600	101.87%	\$ 220,023	\$ 218,150	100.86%
Commercial	309,717	305,000	101.55%	308,251	298,700	103.20%
Industrial	75,580	67,000	112.81%	69,202	66,330	104.33%
Public Authority	38,560	38,200	100.94%	38,510	37,800	101.88%
Tax-Exempt Properties	7,970	7,900	100.89%	7,926	7,900	100.33%
Other	1,680	1,000	168.00%	1,500	1,000	150.00%
Subtotal Sales	\$ 656,203	\$ 637,700	102.90%	\$ 645,412	\$ 629,880	102.47%
Build America Bond Interest Rebate	591	500	118.20%	1,150	1,000	115.00%
Drainage Fees	2,000	1,000	200.00%	2,800	2,600	107.69%
Interest Income	16,310	5,000	326.20%	5,317	8,000	66.46%
Loss on Sale of Equipment	-	-	N/A	(2,268)	-	N/A
Misc. Other Revenue	-	-	N/A	-	100	0.00%
SUBTOTAL REVENUES	675,104	644,200	104.80%	652,411	641,580	101.69%
Capital Contributions	52,771	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 727,875	\$ 644,200	112.99%	\$ 652,411	\$ 641,580	101.69%
EXPENSES						
Program Management	\$ 27,758	\$ 26,693	103.99%	\$ 15,750	\$ 24,822	63.45%
DPW - Drainage Maintenance	82,872	119,468	69.37%	120,874	88,539	136.52%
DPW - Sweeping	20,068	22,313	0.00%	23,883	20,087	0.00%
Depreciation	360,447	370,000	97.42%	359,524	370,000	97.17%
Interest/Fiscal Agent Exps.	55,094	53,933	102.15%	147,920	101,671	145.49%
Interfund Transfers Out - General Fund	3,328	3,328	100.00%	3,328	3,328	100.00%
TOTAL EXPENSES	\$ 549,567	\$ 595,735	92.25%	\$ 671,279	\$ 608,447	110.33%
NET INCOME (LOSS) <i>(per GAAP/GASB basis)</i>	\$ 178,308	\$ 48,465		\$ (18,868)	\$ 33,133	
Less: Add'l Capital Contribs.	(52,771)	-		-	-	
NET INCOME (LOSS) <i>(per budget basis)</i>	\$ 125,537	\$ 48,465		\$ (18,868)	\$ 33,133	

FINANCE
4/28/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - TIF 1 CIP FUND
12/31/19

***** 100% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
TIF 1 CIP FUND:				
Administration	\$0	\$3,069	(\$3,069)	N/A
Business Park	27,500	10,645	16,855	61.3%
Cross Pointe	-	150,000	(150,000)	N/A
Transport Way Extension	10,000	4,743	5,257	52.6%
Camp Phillips Centre	100,000	117,682	(17,682)	-17.7%
TOTAL EXPENDITURES	\$137,500	\$286,139	(\$148,639)	-108.1%

REVENUES

Land Sales	\$0	\$160,750	(\$160,750)	N/A
Transfer In - TIF #1 Special Revenue Fund	127,425	125,389	2,036	1.6%
TOTAL RESOURCES	\$127,425	\$286,139	(\$158,714)	-124.6%



Revenues Over (Under) Expenditures \$0

FUND BALANCE ANALYSIS

Fund Balance, 1/1/2019	-
Revenues Over (Under) Expenditures	-
Fund Balance, 12/31/19	-

FINANCE

4/27/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - FACILITIES CIP FUND
12/31/19
***** 100% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
FACILITIES CIP FUND:				
Weston Public Safety Bldg	\$217,000	\$51,214	\$165,786	76.4%
Aquatic Center	84,000	62,665	21,335	25.4%
Municipal Center Bldg Plan	50,000	13,224	36,776	73.6%
Yellow Banks Park	15,000	-	15,000	100.0%
Kennedy Park	30,000	13,490	16,510	55.0%
Various Parks/Playgrounds	22,000	15,924	6,076	27.6%
TOTAL EXPENDITURES	<u>\$418,000</u>	<u>\$156,517</u>	<u>\$261,483</u>	<u>N/A</u>



REVENUES

Interest Income	\$0	\$0	\$0	N/A
Transfers from Other Funds	-	156,517	(156,517)	N/A
TOTAL RESOURCES	<u>\$0</u>	<u>\$156,517</u>	<u>N/A</u>	<u>N/A</u>



Revenues Over (Under) Expenditures \$0

FUND BALANCE ANALYSIS

Fund Balance, 1/1/19	-
Revenues Over (Under) Expenditures	-
Fund Balance, 12/31/19	<u>-</u>

FINANCE

4/27/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - STREETS CIP FUND
12/31/19

***** 100% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
STREETS CIP FUND:				
Street Maintenance	\$515,000	\$268,167	\$246,833	47.9%
Weston School Addition	49,915	15,062	34,853	69.8%
Ryan St River Crossing	19,500	-	19,500	100.0%
Zinser Street	80,000	73,756	6,244	7.8%
	-	11,288	(11,288)	N/A
Transfer To Capital Projects	-	-	-	N/A
TOTAL EXPENDITURES	<u>\$664,415</u>	<u>\$368,273</u>	<u>\$296,142</u>	<u>N/A</u>



REVENUES

Interest Income	\$0	\$10,563	(\$10,563)	N/A
Sale of Equip/Property	-	2,500	(2,500)	N/A
Transfers from Other Funds	-	355,210	(355,210)	N/A
TOTAL RESOURCES	<u>\$0</u>	<u>\$368,273</u>	<u>N/A</u>	<u>N/A</u>



Revenues Over (Under) Expenditures \$0

FUND BALANCE ANALYSIS

Fund Balance, 1/1/19		-	
Revenues Over (Under) Expenditures		-	
Fund Balance,	12/31/19	<u>-</u>	

FINANCE
4/27/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - CAPITAL EQUIPMENT CIP FUND
12/31/19

***** 100% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
CAPITAL EQUIPMENT CIP FUND:				
Other Gen Govt Outlay	\$35,000	\$33,354	\$1,646	4.7%
SAFER Capital Outlay	315,000	480,710	(165,710)	-52.6%
Highway Equipment	844,793	288,205	556,588	65.9%
Parks Equipment	39,000	30,533	8,467	21.7%
Transfers to Other Funds	190,529	802,582	(612,053)	-321.2%
TOTAL EXPENDITURES	\$1,424,322	\$1,635,384	(\$211,062)	-14.8%



REVENUES

Property Taxes	\$93,326	\$93,326	\$0	0.0%
Equipment Rental Fees	105,000	100,278	4,722	4.5%
Sale of Village Property	24,500	25,718	(1,218)	-5.0%
Proceeds from GO Bonds/Notes	2,897,544	2,686,744	210,800	7.3%
Transfers from Other Funds	76,647	101,094	(24,447)	-31.9%
TOTAL RESOURCES	\$3,197,017	\$3,007,160	\$189,857	5.9%



Revenues Over (Under) Expenditures \$1,371,776

FUND BALANCE ANALYSIS

Fund Balance, 1/1/19	(89,550)
Revenues Over (Under) Expenditures	1,371,776
Fund Balance, 12/31/19	1,282,226

FINANCE

4/27/2020

**VILLAGE OF WESTON
SCHEDULE OF CASH & INVESTMENTS
Book Balance**

FUND #	TYPE/Account #	LOCATION or AGENT	12/31/2019 Total	(Money Market)	Statement location
				INTERCITY CASH 11312-011	
10	General Fund				
	UNRESTRICTED:				
10-00-11310-021-000	LGIP #1	LGIP	1,016,451.20		
10-00-11312-011-000	Money Mkt #601228	Intercity Bank	5,248,063.41	5,248,063.41	
10-00-11312-082-000	#601682/Court	Intercity Bank	34,673.18		
10-00-11312-094-000	Tax Collections	Intercity Bank	680,808.44		
10-00-11313-095-000	Tax Collections	River Valley	181,700.82		
10-00-11314-091-021	Tax Collections	BMO	95,955.56		
10-00-11315-092-000	Tax Collections	Assoc. Bank	113,690.17		
10-00-11316-084-000	CD	Brokaw C.U.	249,050.26		
10-00-11316-093-000	Tax Collections	Brokaw C.U.	264,845.76		
10-00-11318-097-000	Tax Collections	US Bank	58,508.51		
10-00-11322-088-000	Tax Collections	Peoples S.B.	762,950.68		
10-00-11323-084-000	CD	Cloverbelt C.U.	260,462.26		
10-00-11323-099-000	Tax Collections	Cloverbelt C.U.	192,379.90		
10-00-11324-000-000	Checking #2100662	Hometown Bank	21.61		
10-00-11325-089-000	Tax Collections - mmk	CoVantage	989,643.95		
10-00-11326-086-000	Tax Collections	Abby	72,864.72		
10-00-11327-083-000	Money Market	Nicolet	1,184.03		
10-00-11327-084-000	CD	Nicolet	269,218.17		
10-00-11328-015-000	FFCB	WISC	197,422.20		
10-00-11328-083-000	Money Market	WISC	272,398.94		
	HSBC Bank		247,231.69		
	BMO Harris		53,023.74		
10-00-11328-084-000	CD	WISC	300,255.43		
			0		
10-00-11329-084-000	CD - Comenity Bank	Morgan Stanley	199,092.39		
10-00-11512-009-000	Sunshine 1306650	Intercity Bank	4,034.00		
10-00-11512-017-000	Flex #116791	Intercity Bank	5,250.97		
10-00-11800-000-000	Petty Cash	Village Hall	1,100.00		
10-00-11800-082-000	Petty Cash-Munic. Court	Munic. Court	200.00		
10-00-11800-090-000	Petty Cash-Tax Collection	Village Hall	1,672.50		
Total Fund 10			<u>11,473,899.06</u>		
18	Recycling				
	UNRESTRICTED:				
18-00-11312-011-000	Money Mkt #521666	Intercity Bank	88,299.80	88,299.80	checking
21	Special Revenue - TIF #1				
	UNRESTRICTED:				
21-00-11312-011-000	Money Mkt #521666	Intercity Bank	5,810,240.52	5,810,240.52	checking
21-00-11326-084-000	CD	Abby	250,000.00		
22	UNRESTRICTED:				
22-00-11312-011-000	Money Mkt #521666	Intercity Bank	76,892.19	76,892.19	checking
26	TIF #2 - Spec. Rev.				
	UNRESTRICTED:				
26-00-11312-011-000	Money Mkt #521666	Intercity Bank	267,745.22	267,745.22	checking
27	CDA Fund/TIF #1				
	RESTRICTED:				
27-00-11312-011-000	Money Mkt #521666	Intercity Bank	-	-	checking
27-00-11515-018-000	Trust Account-CDA	Assoc. Bank	1,652,293.21		attached
28	CDA Fund/TIF #2				
	RESTRICTED:				

VILLAGE OF WESTON
SCHEDULE OF CASH & INVESTMENTS
Book Balance

FUND #	TYPE/Account #	LOCATION or AGENT	12/31/2019 Total	(Money Market)	Statement location
				INTERCITY CASH 11312-011	
28-00-11312-011-000	Money Mkt #521666	Intercity Bank	-	-	checking
28-00-11515-018-000	Trust Account-CDA	Assoc. Bank	256,191.05		in file - bank statements
29	Room Tax Fund				
	<u>UNRESTRICTED:</u>				
29-00-11312-011-000	Money Mkt #521666	Intercity Bank	73,280.60	73,280.60	checking
30	Debt Service Fund				
	<u>UNRESTRICTED:</u>				
30-00-11312-011-000	Money Mkt #521666	Intercity Bank	132,847.74	132,847.74	checking
40	Cap. Proj. - TIF #1				
	<u>UNRESTRICTED:</u>				
40-00-11312-011-000	Money Mkt #601228	Intercity Bank	31,666.50	31,666.50	checking
41	Cap. Proj. - Facilities				
	<u>UNRESTRICTED:</u>				
41-00-11312-011-000	Money Mkt #601228	Intercity Bank	7,122.00	7,122.00	checking
42	Cap. Proj. - Streets				
	<u>UNRESTRICTED:</u>				
42-00-11312-011-000	Money Mkt #521666	Intercity Bank	91,980.87	91,980.87	checking
44	Cap. Proj. - Capital Equipment				
	<u>UNRESTRICTED:</u>				
44-00-11312-011-000	Money Mkt #601228	Intercity Bank	1,282,224.69	1,282,224.69	checking
70	Fringe Benefits				
	<u>UNRESTRICTED:</u>				
70-00-11312-011-000	Money Mkt #521666	Intercity Bank	100,542.26	100,542.26	checking
81	Civic Trust Fund				
	<u>UNRESTRICTED:</u>				
81-00-11312-011-000	Money Mkt #521666	Intercity Bank	9,880.77	9,880.77	checking
	<u>RESTRICTED:</u>				
81-00-11512-013-017	CD - centennial homecoming	Intercity Bank	5,735.53		attached
82	Park & Rec Trust Fund				
	<u>RESTRICTED:</u>				
82-00-11312-011-000	Money Mkt #521666	Intercity Bank	14,533.12	14,533.12	
82-00-11525-083-006	Money Market	Covantage	1,048.51		attached
82-00-11525-083-007	Money Market	Covantage	8,697.56		attached
82-00-11525-083-008	Money Market	Covantage	1,053.06		attached
82-00-11525-083-020	Money Market	Covantage	314.28		attached
60	Water Utility Fund				
	<u>UNRESTRICTED:</u>				
60-00-11312-011-000	Money Mkt #601228	Intercity Bank	2,362,370.74	2,362,370.74	checking
60-00-11325-084-000	CD	CoVantage	232,775.84		attached
	FHLMC 08/22/31	WISC	246,777.75		
	Wisc. St. Taxable Rev. BAB's	WISC	150,000.00		
	FNMA 08/24/26	WISC	326,279.61		
	FNMA 08/15/25	WISC	488,644.48		
60-00-11328-015-000		1,211,701.84	1,211,701.84		
	JP Morgan Chase Bank	WISC	248,190.96		attached
	First Mid-Illinois Bank & Trust	WISC	237,700.00		
	American Express	WISC	200,214.20		attached
	Morgan Stanely	WISC	246,474.66		attached

VILLAGE OF WESTON
SCHEDULE OF CASH & INVESTMENTS
Book Balance

FUND #	TYPE/Account #	LOCATION or AGENT	12/31/2019 Total	(Money Market)	Statement location
				INTERCITY CASH 11312-011	
	CitiBank National	WISC	205,667.00		attached
	Wells Fargo	WISC	252,048.51		attached
	Bank of China	WISC	244,300.00		
	Capital One	WISC	252,336.75		
	BMO Harris Bank	WISC	80,035.84		attached
60-00-11328-084-000		1,966,967.92	<u>1,966,967.92</u>		attached
60-00-11328-083-000	Money Market	WISC	617,737.72		attached
	RESTRICTED:				
60-00-11528-015-012	FNMA	08/15/25 WISC	202,118.27		attached
60-00-11528-015-011	FNMA	08/15/25 WISC	299,821.25		attached
61	Sewer Utility Fund				
	UNRESTRICTED:				
61-00-11312-011-000	Money Mkt #601228	Intercity Bank	2,705,875.84	2,705,875.84	
61-00-11312-084-000	CD	Intercity Bank	333,315.07		
61-00-11316-084-000	CD	Brokaw C.U.	373,575.41		
61-00-11321-084-000	CD	Nicolet	238,506.78		
61-00-11323-084-000	CD	Cloverbelt C.U.	390,693.38		
61-00-11326-084-000	CD	Abby	250,000.00		
	FHLMC	08/22/31 WISC	246,777.75		
	FHLMC	04/28/26 WISC	224,615.25		
	Wisc. St. Taxable Rev. BAB's	WISC	350,000.00		
	FNMA	08/24/26 WISC	659,459.39		
	FNMA	08/15/25 WISC	126,523.03		
61-00-11328-015-000		1,607,375.42	<u>1,607,375.42</u>		0.00
61-00-11328-083-000	Money Market	WISC	105,302.24		
	CD - Comenity Cap Bank	WISC	250,654.11		
	Sonabank	WISC	243,300.00		
	CD - GE Capital One Bank	WISC	250,276.70		
	CFG Community Bank	WISC	244,000.00		
	Ally Bank	WISC	247,431.02		
	BMO Harris Bank	WISC	95,042.56		
61-00-11328-084-000		1,330,704.39	<u>1,330,704.39</u>		
	RESTRICTED:				
	CD	Intercity Bank	31,035.40		
	CD	Intercity Bank	377,488.05		
61-00-11512-084-013		408,523.45	<u>408,523.45</u>		
61-00-11528-015-000	FNMA	08/15/25 WISC	130,020.97		
61-00-11528-015-011	FNMA	08/15/25 WISC	359,280.00		
61-00-11528-015-012	FNMA	08/15/25 WISC	374,760.00		
63	Stormwater Utility Fund				
	UNRESTRICTED:				
63-00-11312-011-000	Money Market #601228	Intercity Bank	647.53	647.53	
63-00-11328-083-000	Money Market	WISC	3,533.54		
	RESTRICTED:				
63-00-11525-015-011	Money Market	CoVantage	42,714.26		attached
63-00-11525-015-012	Money Market	CoVantage	189,000.00		attached

**VILLAGE OF WESTON
SCHEDULE OF CASH & INVESTMENTS
Book Balance**

<u>FUND</u>	<u>#</u>	<u>TYPE/Account #</u>	<u>LOCATION or AGENT</u>	<u>12/31/2019 Total</u>	<u>(Money Market) INTERCITY CASH 11312-011</u>	<u>Statement location</u>
		<u>RESTRICTED:</u>				
	63-00-11528-015-000	FHLMC	WISC	174,700.74		attached
				<u>37,548,511.14</u>		
					<u>18,304,213.80</u>	

Finance
4/10/2018

Abby	572,864.72
Assoc. Bank	2,022,174.43
Nicolet	508,908.98
Brokaw C.U.	887,471.43
Cloverbelt C.U.	843,535.54
CoVantage	1,465,247.46
Hometown Bank	21.61
Intercity Bank	19,776,554.44
LGIP	1,016,451.20
BMO	95,955.56
Morgan Stanley	199,092.39
Munic. Court	200.00
Peoples S.B.	762,950.68
River Valley	181,700.82
US Bank	58,508.51
WISC	9,154,100.87
Village Hall	2,772.50
	<u>37,548,511.14</u>

MEMO

TYPE: Open Record, Low Discretion

TO: Finance Committee & Village Board

FROM: Jessica Trautman, Finance Director

DATE: April 30, 2020

SUBJECT: 2019 Audit

The Village had its 2019 audit April 6 – 8. The complete financial statements cannot be submitted to the auditor for final review until after we receive the audited financial statements from SAFER and EMPS. Attached are the draft fund financial statements.

Highlights

Governmental Fund Statements (p 1-2)

Total Governmental Fund balance increased \$4,942,437, an increase over last year by \$3,027,374. Last year's increase was \$1,915,063. TIF District #1 increased its fund balance by \$2,500,705 (increment exceeded debt payments and expenditures). The Fund Balance in the Debt Service is positive after being negative since 2016 with an increase of \$616,262, and General Fund increased \$491,604.

General Fund Budget to Actual (p 3-7)

Revenues – Actual revenues were \$270,026 more than budget.

- \$55,682 came from charges for services, specifically inspection services (Village of Kronenwetter was not budgeted for) and highway and street services (There was a lot of winter maintenance done for the town).
- \$120,660 came from investment earning and miscellaneous. Interest rates were good to the Village, we collected investment earnings of \$142,115, \$67,115 more than what was budgeted. We also collected \$7,664 rent from Kerry that was not budgeted and received \$7,479 in refunds from prior year overpayments.
- \$38,256 came from tax revenues. Mobile home taxes were \$14,415 higher than budgeted and Rothchild utility tax was \$19,000 more than budgeted.

Expenditures – Actual expenditures were \$267,578 under budget.

- Administrator's budget was under \$20,120, a full year's salary was budgeted for this position.



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- Clerk's budget was under \$33,218, more time was allocated to other departments by clerk staff, the department also was 1 person short for a few months.
- Finance was \$19,121 under budget; the department had more staff time budgeted for than was spent in the department.
- Public Works was \$84,824 under budget. Even through the winter was expensive (\$78,000 over budget) the rest of the year staff scheduled work in other departments and the department modified the street maintenance done to make sure they did not go over budget. We also had a couple of vacant positions during the year that were budgeted for the full year. We were very fortunate that the 2019-2020 winter did not start strong.
- Parks came in \$44,087 under budget, we had some projects scheduled that did not get done in 2019, and we had more time budgeted for public work employees than what was worked.

Combined Non-Major Governmental Funds (p 8-9)

There was a combined fund balance decrease of \$111,167

- TIF #2 decreased \$122,676 because we used fund balance to do the Schofield Avenue maintenance project.
- There was also a decrease in Room Tax funds where we used previous years fund balance to pay for the sports complex study and a contribution to Weston Lanes for a bowling tournament.
- The Weston Aquatic Center had an increase in fund balance of \$18,187, we collected more revenue than anticipated and we delayed some projects that were planned.
- Refuse Recycling fund also saw an increase in fund balance of \$16,600, our recycling newsletter for 2020 was budgeted in 2019, but was expensed in 2020.

Proprietary Funds (Utilities) (p 10-12)

Water utility operating revenues increased \$156,775 over 2018 operating revenues, sewer utility increased \$135,794, and stormwater \$9,431. Both water and sewer utilities had rate increases the end of 2018.

Operational expenses for water increased \$100,082. Part of that increase was adding a .5 FTE to the utility and also the water master plan.

Operation expenses for the sewer increased \$290,766. Part of that increase was adding a .5 FTE to the utility, but most of it was from the fee increase from Rib Mountain Metro Sewerage District.

Operational expenses for the stormwater utility decreased \$28,884, the storm water projects done in 2019 were capitalized and not reflected in the operations expense. The utility was able to decrease the amount owed to the



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sewer utility by \$156,502, currently the advance from sewer to stormwater is at \$183,106 (this is a cash advance loan that stormwater pays interest and principal back to sewer when it has excess cash).

Let me know if you have any questions, I will be happy to sit down with you and go over the financials!



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VILLAGE OF WESTON

BALANCE SHEET - GOVERNMENTAL FUNDS
December 31, 2019

ASSETS	General	Debt Service	Special Revenue		Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
			TIF District #1	Comm. Dev. Authority - TIF District #1	Capital Improvements		
Cash and investments	\$ 5,311,446	\$ 132,848	\$ 6,060,241	\$ -	\$ 1,381,328	\$ 579,148	\$ 13,465,011
Receivables							
Taxes	1,996,282	1,277,230	3,469,032	-	93,326	1,124,950	7,960,820
Intergovernmental receivables	690,466	-	-	-	-	-	690,466
Municipal court	355,605	-	-	-	-	-	355,605
Special assessments	-	48,180	-	-	-	-	48,180
Accrued interest	4,119	-	2,627	13,986	-	-	20,732
Other	85,297	-	-	-	-	111,774	197,071
Total Receivables	3,131,769	1,325,410	3,471,659	13,986	93,326	1,236,724	9,272,874
Due from other funds	480,553	-	-	-	-	-	480,553
Prepaid items/Inventories	190,973	-	-	-	-	3,117	194,090
Restricted cash and investments	-	-	-	1,652,293	-	256,191	1,908,484
TOTAL ASSETS	\$ 9,114,741	\$ 1,458,258	\$ 9,531,900	\$ 1,666,279	\$ 1,474,654	\$ 2,075,180	\$ 25,321,012
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES							
LIABILITIES							
Accounts payable	\$ 221,449	\$ -	\$ 5,915	\$ 612	\$ 90,675	\$ 166,939	\$ 485,590
Other accrued liabilities	318,245	-	9,019	-	-	2,107	329,371
Retainages payable	34,500	-	-	-	8,427	-	42,927
Intergovernmental payables	12,416	-	-	-	-	-	12,416
Unearned revenue	200	-	-	-	-	1,026	1,226
Total Liabilities	586,810	-	14,934	612	99,102	170,072	871,530
DEFERRED INFLOWS OF RESOURCES							
Succeeding year's property taxes	4,846,479	1,277,230	5,653,766	-	93,326	1,299,132	13,169,933
Unavailable revenue-other	293,048	-	-	-	-	-	293,048
Unavailable revenue-special assessments	-	48,180	-	-	-	-	48,180
Total Deferred Inflows of Resources	5,139,527	1,325,410	5,653,766	-	93,326	1,299,132	13,511,161
FUND BALANCES (DEFICIT)							
Nonspendable	842,380	-	-	-	-	-	842,380
Restricted	-	132,848	-	1,570,358	-	251,253	1,954,459
Committed	-	-	-	-	55,085	7,736	62,821
Assigned	19,572	-	3,863,200	95,309	1,227,141	346,987	5,552,209
Unassigned	2,526,452	-	-	-	-	-	2,526,452
Total Fund Balances (Deficit)	3,388,404	132,848	3,863,200	1,665,667	1,282,226	605,976	10,938,321
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND	\$ 9,114,741	\$ 1,458,258	\$ 9,531,900	\$ 1,666,279	\$ 1,474,654	\$ 2,075,180	

See accompanying notes to financial statements.

VILLAGE OF WESTON

STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES (DEFICIT) - GOVERNMENTAL FUNDS
For the Year Ended December 31, 2019

			Special Revenue		Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
	General	Debt Service	TIF District #1	Comm. Dev. Authority - TIF District #1	Capital Improvements		
REVENUES							
Taxes	\$ 4,770,517	\$ 1,250,000	\$ 5,363,999	\$ -	\$ 93,326	\$ 937,970	\$ 12,415,812
Intergovernmental	1,726,678	11,326	107,582	-	-	94,558	1,940,144
Licenses and permits	382,904	-	-	-	-	7,120	390,024
Fines and forfeitures	106,750	-	-	-	-	-	106,750
Special assessments	6,060	48,406	-	-	-	-	54,466
Charges for services	153,832	-	-	1,547,738	100,278	1,196,107	2,997,955
Contributions and donations	-	-	-	-	-	3,051	3,051
Investment earnings and miscellaneous	223,459	4,587	55,962	73,839	10,563	25,617	394,027
Total Revenues	<u>7,370,200</u>	<u>1,314,319</u>	<u>5,527,543</u>	<u>1,621,577</u>	<u>204,167</u>	<u>2,264,423</u>	<u>18,302,229</u>
EXPENDITURES							
Current							
General government	1,157,630	-	426	-	-	2,414	1,160,470
Public safety	3,652,563	-	-	-	-	-	3,652,563
Public works	1,957,510	-	-	-	-	817,006	2,774,516
Health and human services	12,304	-	-	-	-	-	12,304
Parks, recreation, and education	355,469	-	-	-	-	218,304	573,773
Community development	197,176	-	1,770,807	4,045	-	926,590	2,898,618
Capital improvements	-	-	-	-	1,357,591	286,139	1,643,730
Debt service							
Principal retirement	-	4,553,408	124,170	-	-	-	4,677,578
Interest and fiscal charges	-	713,388	27,531	612	-	1,255	742,786
Bond issuance costs	-	91,554	-	-	-	-	91,554
Total Expenditures	<u>7,332,652</u>	<u>5,358,350</u>	<u>1,922,934</u>	<u>4,657</u>	<u>1,357,591</u>	<u>2,251,708</u>	<u>18,227,892</u>
Excess (deficiency) of revenues over expenditures	<u>37,548</u>	<u>(4,044,031)</u>	<u>3,604,609</u>	<u>1,616,920</u>	<u>(1,153,424)</u>	<u>12,715</u>	<u>74,337</u>
OTHER FINANCING SOURCES (USES)							
Bonds/notes issued	-	1,392,267	-	-	2,459,312	-	3,851,579
Discount/premium on bonds/notes issued	-	99,382	-	-	227,432	-	326,814
Transfers in	484,549	3,168,674	-	4,045	101,094	205,582	3,963,944
Transfers out	(30,493)	-	(1,103,904)	(1,547,738)	(290,856)	(490,214)	(3,463,205)
Sale of village properties	-	-	-	-	28,218	160,750	188,968
Total Other Financing Sources (Uses)	<u>454,056</u>	<u>4,660,323</u>	<u>(1,103,904)</u>	<u>(1,543,693)</u>	<u>2,525,200</u>	<u>(123,882)</u>	<u>4,868,100</u>
Net Change in Fund Balance	491,604	616,292	2,500,705	73,227	1,371,776	(111,167)	4,942,437
FUND BALANCES (DEFICIT) - Beginning	<u>2,896,800</u>	<u>(483,444)</u>	<u>1,362,495</u>	<u>1,592,440</u>	<u>(89,550)</u>	<u>717,143</u>	<u>5,995,884</u>
FUND BALANCES (DEFICIT) - Ending	<u>\$ 3,388,404</u>	<u>\$ 132,848</u>	<u>\$ 3,863,200</u>	<u>\$ 1,665,667</u>	<u>\$ 1,282,226</u>	<u>\$ 605,976</u>	<u>\$ 10,938,321</u>

See accompanying notes to financial statements.

VILLAGE OF WESTON

GENERAL FUND
SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES
- BUDGET AND ACTUAL -
For the Year Ended December 31, 2019

<u>REVENUES</u>	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget
				Positive (Negative)
TAXES				
General property taxes	\$ 4,598,123	\$ 4,598,123	\$ 4,597,581	\$ (542)
Mobile home taxes	38,000	38,000	52,415	14,415
Other tax revenue	2,140	2,140	7,222	5,082
Utility tax - Village of Rothschild	93,998	93,998	113,299	19,301
Total Taxes	4,732,261	4,732,261	4,770,517	38,256
INTERGOVERNMENTAL REVENUES				
State shared revenues	1,044,878	1,044,878	1,061,045	16,167
Highway maintenance aids	537,319	537,319	537,319	-
Fire insurance tax	45,000	45,000	49,530	4,530
Other state and federal grants	78,995	78,995	78,784	(211)
Total Intergovernmental Revenues	1,706,192	1,706,192	1,726,678	20,486
LICENSES AND PERMITS				
Licenses				
Liquor and malt beverage	22,000	22,000	26,831	4,831
Cable franchise	173,000	173,000	165,417	(7,583)
Operators/amusement	17,000	17,000	18,765	1,765
Cigarette	1,100	1,100	1,400	300
Sundry	6,195	6,195	9,794	3,599
Pets - dogs and cats	19,950	19,950	19,095	(855)
Permits				
Building & electrical	126,175	126,175	123,043	(3,132)
Zoning	5,600	5,600	6,075	475
Road excavation	1,600	1,600	11,934	10,334
Sundry	1,000	1,000	550	(450)
Total Licenses and Permits	373,620	373,620	382,904	9,284
FINES AND FORFEITURES				
	96,200	96,200	106,750	10,550
SPECIAL ASSESSMENTS				
	\$ 5,500	\$ 5,500	\$ 6,060	\$ 560

VILLAGE OF WESTON

GENERAL FUND
 SCHEDULE OF REVENUES AND OTHER FINANCING SOURCES (cont.)
 - BUDGET AND ACTUAL -
 For the Year Ended December 31, 2019

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
CHARGES FOR SERVICES				
General government	\$ 8,250	\$ 8,250	\$ 5,622	\$ (2,628)
Police	35,000	35,000	35,000	-
Ambulance/EMS	-	-	654	654
Inspection services	-	-	10,998	10,998
Highways and streets	39,100	43,100	82,112	39,012
Rental of village property	4,650	4,650	5,839	1,189
Park and recreation	7,050	7,050	13,607	6,557
Economic development	100	100	-	(100)
Total Charges for Services	<u>94,150</u>	<u>98,150</u>	<u>153,832</u>	<u>55,682</u>
INVESTMENT EARNINGS AND MISCELLANEOUS				
Investment earnings	42,000	75,000	142,115	67,115
Insurance recoveries	-	-	20,267	20,267
Miscellaneous general revenues	27,800	27,800	61,077	33,277
Total Investment Earnings and Miscellaneous	<u>69,800</u>	<u>102,800</u>	<u>223,459</u>	<u>120,659</u>
Total Revenues	<u>7,077,723</u>	<u>7,114,723</u>	<u>7,370,200</u>	<u>255,477</u>
OTHER FINANCING SOURCES				
Transfers from				
Water utility fund - payment in lieu of taxes	470,000	470,000	464,896	(5,104)
Sewer utility fund - payment in lieu of taxes	-	-	15,657	15,657
Transfer from other funds	-	-	3,996	3,996
Total Transfers	<u>470,000</u>	<u>470,000</u>	<u>484,549</u>	<u>14,549</u>
Total Other Financing Sources	<u>470,000</u>	<u>470,000</u>	<u>484,549</u>	<u>14,549</u>
TOTAL REVENUES AND OTHER FINANCING SOURCES	<u>\$ 7,547,723</u>	<u>\$ 7,584,723</u>	<u>\$ 7,854,749</u>	<u>\$ 270,026</u>

GENERAL FUND
 SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES
 - BUDGET AND ACTUAL -
 For the Year Ended December 31, 2019

<u>EXPENDITURES</u>	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget
				Positive
				(Negative)
GENERAL GOVERNMENT				
Village board	\$ 40,703	\$ 40,703	\$ 38,088	\$ 2,615
Village municipality dues/memberships	7,930	7,930	5,894	2,036
Administrator	76,422	76,422	56,302	20,120
Clerk's office	323,778	321,370	288,152	33,218
Personnel/human resources	13,200	13,200	6,512	6,688
Elections	16,269	16,399	17,818	(1,419)
Municipal court	57,226	57,226	57,226	-
Village attorney	40,000	40,000	37,667	2,333
Village assessor	31,533	31,533	30,089	1,444
Finance/audit and budget	179,776	164,900	145,779	19,121
Tax collection	16,356	16,638	14,392	2,246
Risk management/insurance	93,600	93,600	73,762	19,838
Data processing/central services	134,218	134,218	123,156	11,062
Information technology	60,302	61,597	59,047	2,550
Board of review	400	400	117	283
Finance committee	1,597	1,597	1,090	507
Personnel committee	1,567	1,567	947	620
Municipal building	57,107	57,107	44,653	12,454
Tax refunds/Bad Debt	2,000	2,000	19,047	(17,047)
Newsletter	18,500	18,500	18,125	375
Capital outlay - General Government	47,000	97,000	119,767	(22,767)
Total General Government	1,219,484	1,253,907	1,157,630	96,277
PUBLIC SAFETY				
Police department				
Administration/operations	2,617,693	2,617,693	2,617,693	-
Fire department				
SAFER District	831,175	831,175	831,176	(1)
Public safety building maintenance	7,250	7,250	8,487	(1,237)
Public safety committee	1,998	1,998	172	1,826
Public safety warning sirens	2,300	2,300	1,787	513
Building inspections	200,418	209,259	190,048	19,211
Weights and measures	3,400	3,400	3,200	200
Total Public Safety	3,664,234	3,673,075	3,652,563	20,512

VILLAGE OF WESTON

GENERAL FUND
 SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES (cont.)
 - BUDGET AND ACTUAL -
 For the Year Ended December 31, 2019

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final		Positive (Negative)
PUBLIC WORKS				
Administration	\$ 19,626	20,035	\$ 13,404	\$ 6,631
Engineering	29,136	29,758	28,562	1,196
Road and street maintenance	1,241,765	1,217,304	1,073,969	143,335
Street irrigation maintenance	38,181	38,428	19,148	19,280
Snow and ice control	395,962	469,164	547,169	(78,005)
Street lighting	195,000	195,000	203,146	(8,146)
Traffic control	32,500	32,500	40,215	(7,715)
Mowing	20,859	32,022	31,506	516
Public infrastructure committee	607	623	391	232
Capital outlay - Public Works	7,500	7,500	-	7,500
Total Public Works	<u>1,981,136</u>	<u>2,042,334</u>	<u>1,957,510</u>	<u>84,824</u>
HEALTH AND HUMAN SERVICES				
County humane animal shelter	15,275	15,275	12,304	2,971
PARKS, RECREATION, AND EDUCATION				
Administration	249,857	255,276	260,498	(5,222)
Park maintenance	133,498	135,298	89,627	45,671
Ice rinks	7,492	7,492	4,342	3,150
Parks and recreation committee	1,490	1,490	1,002	488
Total Parks, Recreation, and Education	<u>392,337</u>	<u>399,556</u>	<u>355,469</u>	<u>44,087</u>
COMMUNITY DEVELOPMENT				
Administration	180,047	189,617	186,007	3,610
Planning commission	6,713	6,713	5,141	1,572
Board of appeals	2,387	2,387	38	2,349
Extraterritorial limits committee	1,701	1,701	620	1,081
Smart growth/Land use	13,400	13,400	5,370	8,030
Total Community Development	<u>204,248</u>	<u>213,818</u>	<u>197,176</u>	<u>16,642</u>

GENERAL FUND
 SCHEDULE OF EXPENDITURES AND OTHER FINANCING USES (cont.)
 - BUDGET AND ACTUAL -
 For the Year Ended December 31, 2019

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget
				Positive (Negative)
OTHER				
Contingency reserve	\$ 84,251	\$ -	\$ -	\$ -
Total Expenditures	7,560,965	7,597,965	7,332,652	265,313
OTHER FINANCING USES				
Transfers To				
Debt service	3,328	3,328	3,328	-
Refuse / recycling	29,430	29,430	27,165	2,265
Total Other Financing Uses	32,758	32,758	30,493	2,265
TOTAL EXPENDITURES AND OTHER FINANCING USES	<u>\$ 7,593,723</u>	<u>\$ 7,630,723</u>	<u>\$ 7,363,145</u>	<u>\$ 267,578</u>

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VILLAGE OF WESTON

COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS
December 31, 2019

	Special Revenue Funds			Special Revenue Funds			Capital Projects Funds	Total Nonmajor	
	Refuse / Recycling	TIF District #2	Comm. Dev. Authority - TIF District #2	Aquatic Center	Room Taxes	Civic and Social	Park and Recreation	TIF District #1	Governmental Funds
ASSETS									
CASH AND INVESTMENTS	\$ 88,300	\$ 267,745	\$ -	\$ 76,892	\$ 73,281	\$ 15,616	\$ 25,647	\$ 31,667	\$ 579,148
RECEIVABLES									
Taxes	775,214	309,736	-	40,000	-	-	-	-	1,124,950
Other	-	-	-	-	111,391	383	-	-	111,774
Total Receivables	775,214	309,736	-	40,000	111,391	383	-	-	1,236,724
PREPAID ITEMS	917	-	-	2,200	-	-	-	-	3,117
RESTRICTED CASH AND INVESTMENTS	-	-	256,191	-	-	-	-	-	256,191
TOTAL ASSETS	<u>\$ 864,431</u>	<u>\$ 577,481</u>	<u>\$ 256,191</u>	<u>\$ 119,092</u>	<u>\$ 184,672</u>	<u>\$ 15,999</u>	<u>\$ 25,647</u>	<u>\$ 31,667</u>	<u>\$ 2,075,180</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES									
LIABILITIES									
Accounts payable	\$ 54,995	\$ 169	\$ -	\$ 1,778	\$ 77,703	\$ 627	\$ -	\$ 31,667	\$ 166,939
Other accrued liabilities	756	1,351	-	-	-	-	-	-	2,107
Unearned revenue	-	-	-	1,026	-	-	-	-	1,026
Total Liabilities	55,751	1,520	-	2,804	77,703	627	-	31,667	170,072
DEFERRED INFLOWS OF RESOURCES									
Succeeding year's property taxes	775,214	483,918	-	40,000	-	-	-	-	1,299,132
Total deferred inflows of resources	775,214	483,918	-	40,000	-	-	-	-	1,299,132
FUND BALANCES									
Restricted	-	-	251,253	-	-	-	-	-	251,253
Committed	-	-	-	-	-	5,736	2,000	-	7,736
Assigned	33,466	92,043	4,938	76,288	106,969	9,636	23,647	-	346,987
Total Fund Balances	33,466	92,043	256,191	76,288	106,969	15,372	25,647	-	605,976
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 864,431</u>	<u>\$ 577,481</u>	<u>\$ 256,191</u>	<u>\$ 119,092</u>	<u>\$ 184,672</u>	<u>\$ 15,999</u>	<u>\$ 25,647</u>	<u>\$ 31,667</u>	<u>\$ 2,075,180</u>

VILLAGE OF WESTON

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
For the Year Ended December 31, 2019

	Special Revenue Funds				Special Revenue Funds			Capital	Total
	Refuse / Recycling	TIF District #2	Comm. Dev. Authority - TIF District #2	Aquatic Center	Room Taxes	Civic and Social	Park and Recreation	Projects Funds TIF District #1	Nonmajor Governmental Funds
REVENUES									
Taxes	\$ -	\$ 427,655	\$ -	\$ 40,000	\$ 470,315	\$ -	\$ -	\$ -	\$ 937,970
Intergovernmental	78,691	15,867	-	-	-	-	-	-	94,558
Licenses and permits	-	-	-	-	-	7,120	-	-	7,120
Charges for services	815,228	-	246,080	134,067	-	-	732	-	1,196,107
Contributions and donations	-	-	-	-	-	350	2,701	-	3,051
Investment earnings and miscellaneous	2,534	5,500	14,075	1,077	-	2,045	386	-	25,617
Total Revenues	<u>896,453</u>	<u>449,022</u>	<u>260,155</u>	<u>175,144</u>	<u>470,315</u>	<u>9,515</u>	<u>3,819</u>	<u>-</u>	<u>2,264,423</u>
EXPENDITURES									
Current									
General government	-	2,414	-	-	-	-	-	-	2,414
Public works	817,006	-	-	-	-	-	-	-	817,006
Parks, recreation, and education	-	-	-	196,957	20,750	-	597	-	218,304
Community development	-	582,312	1,142	-	339,187	3,949	-	-	926,590
Capital improvements	-	-	-	-	-	-	-	286,139	286,139
Debt service									
Interest and fiscal charges	-	-	1,255	-	-	-	-	-	1,255
Total Expenditures	<u>817,006</u>	<u>584,726</u>	<u>2,397</u>	<u>196,957</u>	<u>359,937</u>	<u>3,949</u>	<u>597</u>	<u>286,139</u>	<u>2,251,708</u>
Excess (deficiency) of revenues over expenditures	<u>79,447</u>	<u>(135,704)</u>	<u>257,758</u>	<u>(21,813)</u>	<u>110,378</u>	<u>5,566</u>	<u>3,222</u>	<u>(286,139)</u>	<u>12,715</u>
OTHER FINANCING SOURCES (USES)									
Transfers in	27,165	13,028	-	40,000	-	-	-	125,389	205,582
Transfers out	(90,012)	-	(259,108)	-	(141,094)	-	-	-	(490,214)
Sale of village properties	-	-	-	-	-	-	-	160,750	160,750
Total Other Financing Sources (Uses)	<u>(62,847)</u>	<u>13,028</u>	<u>(259,108)</u>	<u>40,000</u>	<u>(141,094)</u>	<u>-</u>	<u>-</u>	<u>286,139</u>	<u>(123,882)</u>
Net Change in Fund Balances	16,600	(122,676)	(1,350)	18,187	(30,716)	5,566	3,222	-	(111,167)
FUND BALANCES - Beginning	<u>16,866</u>	<u>214,719</u>	<u>257,541</u>	<u>58,101</u>	<u>137,685</u>	<u>9,806</u>	<u>22,425</u>	<u>-</u>	<u>717,143</u>
FUND BALANCES - Ending	<u>\$ 33,466</u>	<u>\$ 92,043</u>	<u>\$ 256,191</u>	<u>\$ 76,288</u>	<u>\$ 106,969</u>	<u>\$ 15,372</u>	<u>\$ 25,647</u>	<u>\$ -</u>	<u>\$ 605,976</u>

VILLAGE OF WESTON

STATEMENT OF NET POSITION - PROPRIETARY FUNDS
December 31, 2019

	Business-Type Activities - Enterprise Funds				Governmental Activities - Internal Service Fund
	Water Utility	Sewer Utility	Stormwater Utility	Totals Current Year	
ASSETS					
CURRENT ASSETS					
Cash and investments	\$ 6,391,554	\$ 7,468,557	\$ 4,181	\$ 13,864,292	\$ 100,542
Taxes receivable	4,890	5,955	3,670	14,515	-
Accounts receivable	364,270	473,867	150,712	988,849	-
Accrued interest receivable	29,344	41,919	614	71,877	-
Other accounts receivable	291	180	-	471	-
Intergovernmental receivable	838	885	-	1,723	-
Inventories	85,241	-	-	85,241	-
Prepaid items	1,530	585	-	2,115	-
Restricted assets					
Revenue bond redemption account	299,821	359,280	217,415	876,516	-
Revenue bond construction account	-	405,336	-	405,336	-
Total Current Assets	<u>7,177,779</u>	<u>8,756,564</u>	<u>376,592</u>	<u>16,310,935</u>	<u>100,542</u>
NON-CURRENT ASSETS					
Restricted Assets					
Revenue bond reserve account	202,118	374,760	189,000	765,878	-
Total restricted assets	<u>202,118</u>	<u>374,760</u>	<u>189,000</u>	<u>765,878</u>	<u>-</u>
Other Assets					
Special assessments receivable	27,365	361,037	-	388,402	-
Advance to other funds	-	183,106	-	183,106	-
Total other assets	<u>27,365</u>	<u>544,143</u>	<u>-</u>	<u>571,508</u>	<u>-</u>
Capital Assets					
Intangible plant - organizational costs	319	-	-	319	-
Land	568,259	-	54,774	623,033	-
Wells and springs	597,507	-	-	597,507	-
Buildings and system	1,028,656	2,135,655	-	3,164,311	-
Improvements other than buildings	26,342,468	29,026,027	17,583,562	72,952,057	-
Machinery and equipment	2,300,297	831,090	4,634	3,136,021	-
Construction in progress	425,318	248,386	-	673,704	-
Less accumulated depreciation	(10,191,650)	(13,613,405)	(6,481,409)	(30,286,464)	-
Total capital assets (net of accumulated depreciation)	<u>21,071,174</u>	<u>18,627,753</u>	<u>11,161,561</u>	<u>50,860,488</u>	<u>-</u>
Total Non-Current Assets	<u>21,300,657</u>	<u>19,546,656</u>	<u>11,350,561</u>	<u>52,197,874</u>	<u>-</u>
TOTAL ASSETS	<u>28,478,436</u>	<u>28,303,220</u>	<u>11,727,153</u>	<u>68,508,809</u>	<u>100,542</u>
DEFERRED OUTFLOWS OF RESOURCES					
Deferred outflows related to pensions	242,913	127,793	51,357	422,063	-
Deferred outflows related to OPEB	4,162	2,164	869	7,195	-
Deferred charge on refunding	6,974	22,936	15,220	45,130	-
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>254,049</u>	<u>152,893</u>	<u>67,446</u>	<u>474,388</u>	<u>-</u>

	Business-Type Activities - Enterprise Funds				Governmental Activities - Internal Service Fund
	Water Utility	Sewer Utility	Stormwater Utility	Totals Current Year	
LIABILITIES					
CURRENT LIABILITIES					
Accounts payable	\$ 251,016	\$ 331,376	\$ 269	\$ 582,661	\$ 4,169
Retainage payable	4,549	-	-	4,549	-
Intergovernmental payable	-	73	-	73	-
Other accrued liabilities	23,147	10,318	1,342	34,807	-
Customer deposits payable	-	4,962	-	4,962	-
Accrued interest payable	16,880	19,219	-	36,099	-
General obligation debt - current	141,917	161,577	-	303,494	-
Due to other funds	465,399	15,154	-	480,553	-
Unearned revenue	-	-	-	-	69
Current liabilities payable from restricted assets					
Current maturities of revenue debt	265,000	342,649	195,000	802,649	-
Accrued interest payable	11,607	9,520	11,208	32,335	-
Total Current Liabilities	1,179,515	894,848	207,819	2,282,182	4,238
NON-CURRENT LIABILITIES					
General obligation debt, less current maturities	540,057	614,870	-	1,154,927	-
Revenue debt, less current maturities	2,060,000	359,608	1,505,000	3,924,608	-
Advance from other funds	-	-	183,106	183,106	-
Net pension liability	87,486	45,993	18,484	151,963	-
Net OPEB liability	18,021	9,369	3,765	31,155	-
Compensated absences	15,525	15,525	-	31,050	-
Total Non-Current Liabilities	2,721,089	1,045,365	1,710,355	5,476,809	-
TOTAL LIABILITIES	3,900,604	1,940,213	1,918,174	7,758,991	4,238
DEFERRED INFLOWS OF RESOURCES					
Pension related deferred inflows	120,362	63,320	25,447	209,129	-
OPEB related deferred inflows	5,129	2,667	1,072	8,868	-
TOTAL DEFERRED INFLOWS OF RESOURCES	125,491	65,987	26,519	217,997	-
NET POSITION					
Net investment in capital assets	18,494,001	18,437,352	9,665,781	46,597,134	-
Restricted for debt service	288,214	349,760	206,207	844,181	-
Unrestricted (deficit)	5,924,175	7,662,801	(22,082)	13,564,894	96,304
TOTAL NET POSITION	\$ 24,706,390	\$ 26,449,913	\$ 9,849,906	\$ 61,006,209	\$ 96,304

See accompanying notes to financial statements.

STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND NET POSITION - PROPRIETARY FUNDS
For the Year Ended December 31, 2019

	Business-Type Activities - Enterprise Funds			Totals Current Year	Governmental Activities - Internal Service Fund
	Water Utility	Sewer Utility	Stormwater Utility		
OPERATING REVENUES					
Intergovernmental	\$ -	\$ -	\$ 591	\$ 591	\$ -
Charges for services	1,983,654	2,330,952	658,202	4,972,808	516,727
Public fire protection	466,300	-	-	466,300	-
Other operating revenue	26,135	-	-	26,135	-
Total Operating Revenues	<u>2,476,089</u>	<u>2,330,952</u>	<u>658,793</u>	<u>5,465,834</u>	<u>516,727</u>
OPERATING EXPENSES					
Utility operations	667,033	369,703	102,941	1,139,677	-
Administration	555,338	356,484	27,758	939,580	-
Rib Mountain Sewerage District - services	-	919,189	-	919,189	-
Depreciation	626,971	744,225	360,447	1,731,643	-
Health claims and other employee benefits	-	-	-	-	502,879
Total Operating Expenses	<u>1,849,342</u>	<u>2,389,601</u>	<u>491,146</u>	<u>4,730,089</u>	<u>502,879</u>
Operating Income (Loss)	<u>626,747</u>	<u>(58,649)</u>	<u>167,647</u>	<u>735,745</u>	<u>13,848</u>
NONOPERATING REVENUES (EXPENSES)					
Investment earnings	137,342	160,362	11,085	308,789	-
Net increase in fair value of investments	137,488	136,814	5,225	279,527	-
Gain (Loss) on sale of capital assets	6,824	11,029	-	17,853	-
Interest expense and fiscal charges	(88,343)	(49,945)	(53,130)	(191,418)	-
Amortization of bond discount	-	(2,351)	-	(2,351)	-
Amortization of loss on advance refunding	(1,328)	(19,659)	(1,964)	(22,951)	-
Debt service charge - Rib Mt. Sewerage Dist.	-	(161,243)	-	(161,243)	-
Other	11	-	-	11	-
Total Nonoperating Revenues (Expenses)	<u>191,994</u>	<u>75,007</u>	<u>(38,784)</u>	<u>228,217</u>	<u>-</u>
Income (Loss) Before Contributions and Transfers	<u>818,741</u>	<u>16,358</u>	<u>128,863</u>	<u>963,962</u>	<u>13,848</u>
Capital contributions	-	4,350	52,771	57,121	-
Transfer out - general fund	(1,998)	(1,998)	-	(3,996)	-
Transfer out - debt service	(6,431)	(6,431)	(3,328)	(16,190)	-
Transfers out - tax equivalent	(465,399)	(15,154)	-	(480,553)	-
Change in Net Position	<u>344,913</u>	<u>(2,875)</u>	<u>178,306</u>	<u>520,344</u>	<u>13,848</u>
NET POSITION - January 1	<u>24,361,477</u>	<u>26,452,788</u>	<u>9,671,600</u>	<u>60,485,865</u>	<u>82,456</u>
NET POSITION - December 31	<u>\$ 24,706,390</u>	<u>\$ 26,449,913</u>	<u>\$ 9,849,906</u>	<u>\$ 61,006,209</u>	<u>\$ 96,304</u>

See accompanying notes to financial statements.

REQUEST FOR CONSIDERATION

Public Mtg/Date: Board of Trustees, May 4, 2020

Description: March 2020 Budget Status Report – All Funds

From: Jessica Trautman, Finance Director

Question: Should the Board of Trustees acknowledge the March 2020 budget status report for all funds?

Background

The March 2020 budget status report for all funds is attached.

Attached Docs: March 2020 Budget Status Narrative
March 2020 Budget Status Report – All Funds

Committee Action: None.

FISCAL IMPACT: None.

Recommendation: Finance Director recommends acknowledgement.

Recommended Language for Official Action

I move to acknowledge the March 2020 budget status report for all funds.

Additional action: None.

TO: Village Board and Finance Committee
FROM: Finance Department
SUBJECT: March 2020 Budget Status Narrative
DATE: April 28, 2020



March 2020 Budget Status Reports:

A couple things to point out (25% of the year complete!):

- **General Fund Revenues to date:** 66% collected for 2020, compared to 65% collected for 2019.
 - **2020 Revenues = \$5,126,678; 2019 Revenues = \$4,957,022**
 - **Transportation Aids:** \$13,212 lower than 2019. 2020 should be the last year of a significant decrease because we have reached the level of our minimum aids.
 - **Permit revenues:** At 26% of budget vs. 15% in 2019; residential building permit revenue is higher than 2019 while commercial is slightly lower.
 - **Fines/Forfeitures/Penalties:** \$20,624 lower than 2019 due to timing of court revenue entry.
 - **Interest income:** Tracking similarly to 2019 so far – higher than usual; however, interest rates have dropped so interest income is going to level out. We also have a lot of CDs that are maturing this year and we will be reinvesting at a lot lower rate.
- **General Fund Expenditures to date:** 32.5% is expended for 2020, compared to 25.1% in 2019.
 - **2020 Expenditures = \$2,521,258; 2019 Expenditures = \$1,918,604**
 - **Wages/Salaries:** Reflected through 3/22.
 - **Attorney:** \$5,423 higher than 2019 due to timing of bill payments for 2020 vs. 2019. In March 2019, Yde services were only recorded through January; in March 2020 services were recorded through early March.
 - **Elections:** Slightly lower than 2019 as of March, but elections may end up tracking higher due to the impact of the Coronavirus. April and May should give a better idea of the impact of the Coronavirus on election expenditures.
 - **SAFER:** At 101% of budget vs. 25% in 2019. SAFER accidentally overbilled us for 2020 operations for Q1 and Q2 so that line is showing as over budget. We advised SAFER to apply the overbilling to the Q3 and Q4 payments. Any overpayment after that will go towards the amount owed to SAFER for their capital equipment.
 - **Street Operations-Village:** \$22,344 higher than 2019 due to less time being allocated to winter maintenance and stormwater drainage.
 - **Winter Street Maintenance-Village:** \$42,696 lower than 2019 primarily in the wage/benefit lines since we have not had as much snow as 2019. We also will see a savings in salt since we are purchasing less salt than we did last year; we will not know the cost of the salt for another month or so.
- **Special Revenue/Capital Project Funds:**
 - **Capital Project Funds:** The Village continues to expend resources for projects and equipment using funds from the 2019 borrowing. Staff is preparing for the 2020 borrowing. A new fund was created to track the public safety building expenditures; the budget for those expenditures is currently shown in the Facilities CIP Fund, but will be moved to the Public Safety Building Fund with a budget adjustment later.
 - **Aquatic Center Fund:** Revenues are slightly lower than 2019. The pool began receiving refund requests for rentals in April so revenues will be decreasing. Sales of annual passes have been put on hold due to the Coronavirus.

- **Water Utility Fund:**

Water Rev & Exp – Cur Year vs. Prior Year				
	Mar 2020	Mar 2019	Increase (Decrease)	% Change
Revenues	\$ 554,115	\$ 608,595	\$ (54,480)	-9.0%
Expenses	\$ 237,872	\$ 246,230	\$ (8,358)	-3.4%
Net Income	\$ 316,243	\$ 362,365	\$ (46,122)	-12.7%

- **Revenues:** Revenues are at 22.1% of budget vs. 23.9% in 2019. March 2020 revenues are lower than 2019 by \$54,480. There was a decrease in industrial metered sales because Kerry was hooked up to Rothschild water for a bit. In addition, there may be some unbilled water for Kerry that will be billed on the next billing cycle.
- **Expenses:** Expenses are at 9.7% of budget compared to 10.4% of budget in 2019.

- **Sewer Utility Fund:**

Sewer Rev & Exp – Cur Year vs. Prior Year				
	Mar 2020	Mar 2019	Increase (Decrease)	% Change
Revenues	\$ 601,063	\$ 590,520	\$ 10,543	1.8%
Expenses	\$ 284,846	\$ 299,869	\$ (15,023)	-5.0%
Net Income	\$ 316,217	\$ 290,651	\$ 25,566	8.8%

- **Revenues:** Revenues are at 24.4% of budget same as in 2019.
- **Expenses:** Expenses are at 11.4% of budget vs. 12.6% in 2019. Rib Mt. Sewer Dist.-Services is lower in 2020 due to the billings for Rothschild’s portion of the 2019 O&M expenses of \$18,142 not getting billed out until 2020.

- **Stormwater Utility Fund:**

Stormwater Rev & Exp – Cur Year vs. Prior Year				
	Mar 2020	Mar 2019	Increase (Decrease)	% Change
Revenues	\$ 167,106	\$ 164,903	\$ 2,203	1.3%
Expenses	\$ 38,020	\$ 56,253	\$ (18,233)	-32.4%
Net Income	\$ 129,086	\$ 108,650	\$ 20,436	18.8%

- **Revenues:** Revenues are at 25.7% of budget vs. 25.6% in 2019.
- **Expenses:** Expenses are at 6.29% of budget vs. 9.44% in 2019. Drainage maintenance is running lower in 2020 since the snow did not abruptly melt and flood the streets like it did in 2019.



FINANCIAL STATEMENTS

March 31, 2020

- **GENERAL FUND**
 - Balance Sheet
 - Operating Budget Status Report
 - Statement of Revenues
 - Statement of Expenditures
 - Contingency Reserve Balance

- **DEBT SERVICE FUND**
 - Operating Budget Status Report - Debt Service Fund

- **SPECIAL REVENUE FUNDS**
 - Weston Aquatic Center Fund
 - Room Taxes Fund
 - Recycling Program Fund
 - TIF District #1 Fund
 - TIF District #2 Fund
 - Community Development Authority – TIF #1 Fund
 - Community Development Authority – TIF #2 Fund
 - Civic & Social Trust Funds
 - Park & Recreation Trust Funds

- **ENTERPRISE FUNDS**
 - Water Utility Fund
 - Sewer Utility Fund
 - Stormwater Utility Fund

- **CAPITAL PROJECTS FUNDS** – Capital Improvements Program
 - TIF District #1 Fund
 - Facilities Fund
 - Streets & Utilities Fund
 - Capital Equipment Fund
 - Public Safety Building Fund

- **INVESTMENTS**
 - Negotiable CDs
 - Money Market Funds (through broker)
 - Federal Securities
 - Non-negotiable CDs

VILLAGE OF WESTON
 BALANCE SHEET
 MARCH 31, 2020

GENERAL FUND

ASSETS

10-00-11310-021-000	INVESTMENT-LGIP #1	1,020,127.60	
10-00-11312-011-000	INVEST-INTERCITY-MONEY MKT #60	1,139,039.49	
10-00-11312-082-000	INTERCITY-MUNICIPAL COURT FINE	96,675.39	
10-00-11312-094-000	INVEST-TAX ACCT-INTERCITY	355.57	
10-00-11313-095-000	INVEST-TAX ACCT- INCREDIBLE	236,789.40	
10-00-11314-091-021	INVEST- TAX ACCT-BMO HARRIS BK	138,386.68	
10-00-11315-092-000	INVEST-TAX ACCT- ASSOCIATED	138,200.51	
10-00-11316-084-000	INVEST-BROKAW CU-CD/REPO/OTHER	250,030.27	
10-00-11316-093-000	INVEST-TAX ACCT- BROKAW CU	313,348.82	
10-00-11318-097-000	INVEST-TAX ACCT - US BANK	80,440.65	
10-00-11322-088-000	INVEST-TAX ACCT- PEOPLES	820,530.93	
10-00-11323-084-000	INVEST-CLOVERBELT CU-CD/REPO/O	261,309.15	
10-00-11323-099-000	INVEST-TAX ACCT-CLOVERBELT CU	278,936.83	
10-00-11324-000-000	INVEST-HOMETOWN BANK/AMBULANCE	15.10	
10-00-11325-089-000	INVEST-TAX ACCT-COVANTAGE CU	1,089,368.99	
10-00-11326-086-000	INVEST-TAX ACCT- ABBY BANK	80,686.02	
10-00-11327-083-000	NICOLET BANK-MONEY MARKET	1,184.06	
10-00-11327-084-000	INVEST-NICOLET BANK-CD/OTHER	270,398.89	
10-00-11328-083-000	WISC-MONEY MARKET	475,781.54	
10-00-11328-084-000	INVEST-WISC-CD/OTHER	300,255.43	
10-00-11329-084-000	MORGAN STANLEY-CD/OTHER	199,092.39	
10-00-11512-009-000	INTERCITY-SUNSHINE/SODA FUND	4,034.00	
10-00-11512-017-000	RESTRICT INV- FLEX CHKING #116	5,259.76	
10-00-11800-000-000	PETTY CASH-GENERAL FUND	1,100.00	
10-00-11800-082-000	PETTY CASH-MUNICIPAL COURT FIN	200.00	
10-00-12110-000-000	R/E PROP TAXES RECEIVABLE-CURR	2,174,869.71	
10-00-12120-000-000	P/P PROP TAXES RECEIVABLE-CURR	48,635.34	
10-00-12320-000-000	P/P PROP TAXES RECEIVABLE-DELI	6,371.80	
10-00-13100-000-000	BILLED ACCTS RECEIVABLE-CUSTOM	18,882.57	
10-00-13150-000-000	ACCTS RECEIVABLE-MUNICIPAL COU	352,234.17	
10-00-13300-000-000	INTEREST RECEIVABLE	4,169.16	
10-00-13610-000-000	UNBILLED ACCTS RECEIV-DPW DEVE	644.00	
10-00-13611-000-000	UNBILLED ACCTS RECEIV-BILLABLE	3,904.47	
10-00-13800-000-000	OTHER RECEIVABLES-MISCELLANEOU	2,000.00	
10-00-13801-000-000	OTHER RECEIVABLES-MOBILE HOME	1,483.10	
10-00-13802-000-000	OTHER RECEIVABLES-FROM EMPLOYE	(325.71)	
10-00-14200-000-000	DUE FROM STATE OF WISCONSIN	1,104.55	
10-00-14410-000-000	DUE FROM TOWN OF WESTON	27,973.47	
10-00-14410-001-000	DUE FROM TOWN OF WESTON-PHONE	73.93	
10-00-14510-000-000	DUE FROM EVEREST METRO POLICE	34,320.97	
10-00-14520-000-000	DUE FROM SAFER DISTRICT	618,010.97	
10-00-14530-000-000	DUE FROM MUNICIPAL COURT	1,524.27	
10-00-15660-000-000	DUE FROM ENTERPRISE-WATER UTIL	465,398.91	
10-00-15661-000-000	DUE FROM ENTERPRISE-SEWER UTIL	15,154.09	
10-00-16110-000-000	INVENTORY-MATERIALS & SUPPLIES	4,131.12	
	TOTAL ASSETS		10,982,108.36

LIABILITIES AND EQUITY

VILLAGE OF WESTON
BALANCE SHEET
MARCH 31, 2020

GENERAL FUND

LIABILITIES

10-00-21000-000-000	ACCOUNTS PAYABLE-CLEARING ACCO	1,031.99	
10-00-21100-000-000	ACCOUNTS PAYABLE	2,586.84	
10-00-21111-000-000	VOUCHERS PAYABLE	61,280.95	
10-00-21120-000-000	OCCUPANCY PERMITS	38,500.00	
10-00-21530-000-000	EMPLOYEE HEALTH INS W/H PAYABL	(43,964.92)	
10-00-21531-000-000	ETF LIFE INS WITHHOLDING PAYAB	11.63	
10-00-21532-000-000	EYE CARE DEDUCTION PAYABLE	44.52	
10-00-21540-000-000	WORKERS COMP PAYABLE	2,590.76	
10-00-21561-000-000	AFLAC DEDUCTION PAYABLE	1,703.02	
10-00-21562-000-000	FLEX UNREIMB MED DEDUCT PAYAB	6,163.29	
10-00-21590-000-000	EAP PAYABLE	(13.52)	
10-00-23160-000-000	SECURITY DEPOSITS-PARK RENTALS	375.00	
10-00-24213-000-000	DUE TO STATE OF WIS/SALES TAXE	19.80	
10-00-24310-000-000	DUE TO MARATHON COUNTY/CURRENT	1,348,249.71	
10-00-24330-000-000	DUE TO MARATHON COUNTY/DOG LIC	159.00	
10-00-24425-000-000	DUE TO OTHER GOVTS-COURT FINES	16,471.12	
10-00-24510-000-000	DUE TO NORTHCENTRAL TECH/CURR	365,505.01	
10-00-24610-000-000	DUE TO DC EVEREST SCHOOLS/CURR	2,896,307.64	
10-00-26603-000-000	DEFERRED REV-MUNIC COURT FINES	291,259.73	
	TOTAL LIABILITIES		4,988,281.57

FUND EQUITY

10-00-34120-000-000	NONSPEND FUND BAL-INVENTORIES	3,715.77	
10-00-34121-000-000	RESERVED FUND BAL-PREPAID ITEM	187,256.72	
10-00-34130-000-000	NONSPEND FUND BAL-ADVANC/OTHER	651,407.27	
10-00-34202-000-000	ASSIGN FUND BAL-ST LIGHT/BIRCH	19,572.00	
10-00-34300-000-000	UNASSIGNED FUND BALANCE	2,526,452.18	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	2,605,422.85	
	BALANCE - CURRENT DATE	2,605,422.85	
	TOTAL FUND EQUITY		5,993,826.79
	TOTAL LIABILITIES AND EQUITY		10,982,108.36

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - General Fund only
March 31, 2020
***** 75% of Year Remaining *****

<u>APPROPRIATION AREA</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>	<u>March 2019</u>		
					<u>BUDGET</u>	<u>ACTUAL</u>	<u>PERCENT LEFT</u>
GENERAL FUND:							
General Government	\$1,152,063	\$326,799	\$825,264	71.6%	\$1,235,407	\$340,226	72.5%
Public Safety	3,792,251	1,629,676	2,162,575	57.0%	3,673,075	1,005,702	72.6%
Public Works	2,021,848	431,645	1,590,203	78.7%	2,010,312	444,436	77.9%
Human Services	15,000	3,442	11,558	77.1%	15,275	3,424	77.6%
Culture & Recreation	443,609	76,559	367,050	82.7%	431,578	72,954	83.1%
Community Development	220,168	45,762	174,406	79.2%	213,818	45,696	78.6%
Misc. Programs	20,000	5,711	14,289	71.4%	18,500	4,502	75.7%
Transfer to Other Funds	32,758	1,664	31,094	94.9%	32,758	1,664	94.9%
Contingency Reserve	70,318	-	70,318	100.0%	-	-	N/A
TOTAL APPROPRIATION	\$7,768,015	\$2,521,258	\$5,246,757	67.5%	\$7,630,723	\$1,918,604	74.9%



<u>REVENUES</u>							
Property Taxes	\$4,837,344	\$4,837,344	\$ -	0.0%	\$4,598,123	\$4,598,402	0.0%
Other Taxes	629,140	32,219	596,921	94.9%	604,138	33,327	94.5%
State Shared Revenues	1,060,400	-	1,060,400	100.0%	1,044,878	-	100.0%
Other Grants & Aids	589,426	121,461	467,965	79.4%	661,314	134,668	79.6%
Interest Income	55,000	26,889	28,111	51.1%	75,000	26,379	64.8%
Munic. Services-Town/All Other	77,150	26,212	50,938	66.0%	79,600	21,205	73.4%
Applied Fund Balance/Reserve	-	-	-	N/A	46,000	46,000	0.0%
All Other Revenue	519,555	82,553	437,002	84.1%	521,670	97,041	81.4%
TOTAL RESOURCES	\$7,768,015	\$5,126,678	\$2,641,337	34.0%	\$7,630,723	\$4,957,022	35.0%



<u>FUND BALANCE ANALYSIS</u>		
Fund Balance, 1/1/20		3,388,404
Revenues Over (Under) Expenditures		2,605,420
Less: Applied Fund Balance		-
Fund Balance,	3/31/2020	5,993,824

VILLAGE OF WESTON
STATEMENT OF REVENUES
March 31, 2020
(25% Y-T-D completed)

<u>ACCOUNT DESCRIPTION</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % REV.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE (SURPLUS)</u>	<u>BUDGET % LEFT</u>
<u>GENERAL FUND</u>					
Property Taxes	4,837,344	100%	4,837,344	-	0%
Pmt. In Lieu of Taxes-Water Utility	-	0%	485,000	485,000	100%
Pmt. In Lieu of Taxes-Rothschild	-	0%	94,000	94,000	100%
Mobile Home Fees	23,073	48%	48,000	24,927	52%
Other Taxes	9,146	427%	2,140	(7,006)	-327%
Special Assessments	1,640	30%	5,500	3,860	70%
State Shared Revenues	-	0%	1,060,400	1,060,400	100%
Transportation Aids	121,118	25%	485,129	364,011	75%
Other State & Federal Aids	343	0%	104,297	103,954	100%
License Revenue	13,404	6%	237,705	224,301	94%
Permits Revenue	35,284	26%	136,000	100,716	74%
Fines/Forfeitures/Penalties	16,655	17%	97,200	80,545	83%
Ambulance Fees	8	4%	200	192	96%
Street & Highway Revenue	415	14%	3,000	2,585	86%
Misc. Other Fees	781	68%	1,150	369	32%
Econ Dev Pub Fees	-	0%	50	50	100%
Park Rental Fees/Park Maint. Fees	1,007	17%	5,850	4,843	83%
Munic. Services-General Gov't	-	0%	3,150	3,150	100%
Munic. Services-Public Safety	8,750	25%	35,000	26,250	75%
Munic. Services-Public Works	16,179	46%	35,000	18,821	54%
Munic. Services-Inspections	1,284	32%	4,000	2,716	68%
Interest Income	26,889	49%	55,000	28,111	51%
Sales of Village Property	83	17%	500	418	83%
Miscellaneous Revenue	13,276	41%	32,400	19,124	59%
TOTAL	<u>\$5,126,678</u>	<u>66.0%</u>	<u>\$7,768,015</u>	<u>\$2,641,337</u>	<u>34.0%</u>

**VILLAGE OF WESTON
STATEMENT OF EXPENDITURES**

**March 31, 2020
(25% Y-T-D completed)**

<u>ACCOUNT DESCRIPTION</u>	<u>Y-T-D ACTUAL</u>	<u>Y-T-D % EXP.</u>	<u>ADJUSTED BUDGET</u>	<u>REMAINING BALANCE</u>	<u>BUDGET % LEFT</u>
GENERAL FUND					
Village Board Trustees	6,314	16%	39,894	33,580	84%
Village Municipality Dues	2,688	45%	6,000	3,312	55%
Personnel Committee	-	0%	1,567	1,567	100%
Board of Review	-	0%	400	400	100%
Municipal Court	13,937	25%	55,747	41,810	75%
Village Attorney	8,956	26%	35,000	26,044	74%
Administrator	15,251	21%	72,117	56,866	79%
Clerk	58,446	18%	320,362	261,916	82%
Personnel	512	4%	11,750	11,238	96%
Elections	21,973	55%	40,237	18,264	45%
Data Processing/Central Services	59,448	40%	149,815	90,367	60%
Information Technology	14,163	23%	62,735	48,572	77%
Finance/Audit & Budgeting/Tax Collection	44,246	25%	177,829	133,583	75%
Village Assessor	17,796	52%	33,963	16,167	48%
Finance Committee	-	0%	1,597	1,597	100%
Risk Management/Insurance	53,467	62%	86,400	32,933	38%
Municipal Building/Misc. Gen'l Gov't.	9,602	18%	54,650	45,048	82%
Illegal Taxes/Tax Refunds/Bad Debt	-	0%	2,000	2,000	100%
Everest Metro Police Dept.	710,971	26%	2,710,946	1,999,975	74%
Safety Building Maintenance	2,162	72%	3,000	838	28%
Other Public Safety	185	7%	2,550	2,365	93%
SAFER	871,956	101%	862,625	(9,331)	-1%
Building Inspections	44,402	21%	213,130	168,728	79%
Director of Public Works	4,436	30%	14,685	10,249	70%
Deputy Director of Public Works	5,482	18%	30,000	24,518	82%
Street Operations - Village	116,971	10%	1,173,941	1,056,970	90%
Traffic Control	3,345	10%	32,500	29,155	90%
Winter Street Maintenance - Village	244,768	50%	485,980	241,212	50%
Hard Materials Handling	32,847	99%	33,064	217	1%
Street Irrigation Maintenance	973	3%	38,168	37,195	97%
Street Operations - Town	1,063	19%	5,733	4,670	81%
Winter Street Maintenance - Town	6,267	51%	12,277	6,010	49%
Street Lighting	15,493	8%	195,000	179,507	92%
Public Works/Utilities Committee	-	0%	500	500	100%
Human Services	3,442	23%	15,000	11,558	77%
Parks-Administration	60,317	23%	265,169	204,852	77%
Parks-Grounds Maintenance	2,951	2%	137,143	134,192	98%
Parks - Mowing	9,835	30%	32,531	22,696	70%
Parks-Ice Rinks	3,347	45%	7,410	4,063	55%
Park & Recreation Committee	109	8%	1,356	1,247	92%
Community Development	44,130	23%	195,667	151,537	77%
Planning Commission	157	2%	7,013	6,856	98%
Board of Appeals	80	3%	2,387	2,307	97%
Extra Limits/Smart Growth/Land Use	1,395	9%	15,101	13,706	91%
Newsletter	5,711	29%	20,000	14,289	71%
Interfund Transfers - Refuse/Recycling	-	0%	29,430	29,430	100%
Interfund Transfers - Debt Service	1,664	50%	3,328	1,664	50%
Contingency Reserve	-	0%	70,318	70,318	100%
TOTAL - General Fund	<u>\$2,521,258</u>	<u>32.5%</u>	<u>\$7,768,015</u>	<u>\$5,246,757</u>	<u>67.5%</u>

VILLAGE OF WESTON
Contingency Reserve - General Fund
March 31, 2020

	Salaries/ Wages	Fringe Benefits	Misc. Exps.	Equip. Outlay	TOTAL
Original Budget	\$25,000	\$0	\$45,318	\$0	\$70,318
FINAL Adjusted Budget	\$25,000	\$0	\$45,318	\$0	\$70,318

VILLAGE OF WESTON

Debt Service Fund

3/31/2020

	<u>2020 ANNUAL BUDGET</u>	<u>2020 YTD ACTUAL</u>
Fund Balance, January 1		\$ 132,848
<u>REVENUES</u>		
Property Tax Levy	\$ 1,250,000	\$ 1,250,000
Special Assessments	24,765	24,763
Interest Income	2,454	2,467
Proceeds from Gen Obligation Bonds/Notes	-	-
Transfer from General Fund	3,328	1,664
Transfer from Recycling Fund	65,353	56,103
Transfer from TIF #1 Fund	2,585,988	2,037,314
Transfer from CDA Fund - TIF #1	1,541,848	198,424
Transfer from CDA Fund - TIF #2	247,185	21,093
Transfer from Capital Equipment Fund	115,210	115,210
Transfer from Water	6,431	4,767
Transfer from Sewer	6,431	4,767
Transfer from Stormwater	3,328	1,664
TOTAL REVENUES	<u>\$5,852,321</u>	<u>\$3,718,236</u>
<u>EXPENDITURES</u>		
Principal Payments	\$5,158,476	\$ 2,975,951
Interest Payments	801,340	389,885
TOTAL EXPENDITURES	<u>\$5,959,816</u>	<u>\$3,365,836</u>
NET REVENUES OVER (UNDER) EXPENDITURES	<u>(\$107,495)</u>	<u>\$352,400</u>
Fund Balance, 3/31/2020		<u><u>\$485,248</u></u>

VILLAGE OF WESTON
Weston Aquatic Center Fund
3/31/2020

(***)25% Year Completed (***)

	2020	2019	2019	2019
	YTD	BUDGET	YTD	BUDGET
	ACTUAL	BUDGET	ACTUAL	BUDGET
Balance, January 1	\$ 76,288		\$ 58,101	
<u>REVENUES</u>				
Taxes	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Daily Fees	-	89,000	-	89,000
Season Passes	2,145	21,700	2,768	21,700
Pool Rentals-Evening	606	3,100	910	3,100
Birthday Party Packs	-	1,250	-	1,250
Group Rate Discounts-Daily	-	2,000	-	2,000
Concessions	-	6,050	-	6,050
Locker Rentals	-	120	-	120
Special Events	-	1,000	-	1,000
Swimming Lessons	256	2,900	-	2,900
Total Swimming Fees	<u>3,007</u>	<u>127,120</u>	<u>3,678</u>	<u>127,120</u>
Interest Income	156	65	215	65
Miscellaneous	26	1,200	33	1,200
Transfer from other funds	-	40,000	-	40,000
TOTAL REVENUES	<u>\$ 43,189</u>	<u>\$ 208,385</u>	<u>\$ 43,926</u>	<u>\$ 208,385</u>
	20.73%		21.08%	
<u>EXPENSES</u>				
Wages/Fringe Benefits	\$ -	121,707	\$ -	119,259
Utilities	123	38,750	717	38,750
Contracted Services/Repairs	6,307	37,600	709	37,250
Supplies & Materials	-	21,575	526	21,575
Capital Outlay-Computer Software	2,200	2,400	2,200	2,200
TOTAL EXPENSES	<u>\$ 8,630</u>	<u>\$ 222,032</u>	<u>\$ 4,152</u>	<u>\$ 219,034</u>
	3.89%		1.90%	
NET INCOME (LOSS)	<u>\$ 34,559</u>	<u>\$ (13,647)</u>	<u>\$ 39,774</u>	<u>\$ (10,649)</u>
Balance, 3/31/2020	<u>\$ 110,847</u>		<u>\$ 97,875</u>	

FINANCE

VILLAGE OF WESTON

Room Taxes Fund

3/31/20

	<u>2020 YTD Actual</u>	<u>2020 Annual Budget</u>
Fund Balance, 1/1/20	\$ 106,969	
<u>Revenues</u>		
Room Taxes Revenue	\$ -	\$ 409,017
	<u>-</u>	<u>409,017</u>
<u>Expenditures</u>		
Payment to Wausau Visitor's Convention Bureau	\$ -	\$ 285,622
Other Economic Development	-	107,657
Transfer to Capital Improvement Fund	-	82,705
Transfer to Aquatic Center Fund (Repairs/Capital Equipment)	-	40,000
	<u>-</u>	<u>515,984</u>
Revenues over (under) Expenditures	<u>-</u>	<u>(106,967)</u>
Fund Balance, 3/31/20	<u>\$ 106,969</u>	

HOTEL-MOTEL ROOM TAX COLLECTIONS:

	<u>2020 Room Receipts</u>	<u>2020 8% Room Tax Collections</u>	<u>Distribution of Collections</u>	
			<u>Convention Bureau</u>	<u>Village of Weston</u>
Weston Inn & Suites	\$ -	\$ -	\$ -	\$ -
AmericInn & Suites	-	-	-	-
Fairfield Inn	-	-	-	-
Holiday Inn Express	-	-	-	-
Less amount held for Committee pay	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTALS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

FINANCE

4/28/2020

VILLAGE OF WESTON
Refuse/Recycling Program Fund
3/31/2020

	<u>Refuse</u>	<u>Recycling</u>	<u>Landfill</u>	<u>Total 2020 Actual</u>	<u>2020 Annual Budget</u>
Fund Balance, 1/1/20	\$ 5,872	\$ 27,594	\$ -	\$ 33,466	
<u>Revenues</u>					
Recycling Grant	\$ -	\$ -	\$ -	\$ -	\$ 78,735
Garbage Fees/Sticker sales - Village	413,742	-	-	413,742	413,961
Recycling Collection Fees - Village	-	362,470	-	362,470	362,622
Garbage Fees - Town	-	-	-	-	21,627
Recycling Collection Fees/Bin Sales - Town	-	-	-	-	18,954
Landfill - Town	-	-	-	-	3,000
Miscellaneous	40	35	-	75	500
Transfer from General Fund	-	-	-	-	29,430
Total Revenues	<u>\$ 413,782</u>	<u>\$ 362,505</u>	<u>\$ -</u>	<u>\$ 776,287</u>	<u>\$ 928,829</u>
<u>Expenditures</u>					
Garbage	\$ 73,415	\$ -	\$ -	\$ 73,415	\$ 448,104
Landfill	-	-	3,849	3,849	30,925
Recycling - Curbside/Village	-	23,040	-	23,040	275,085
Recycling/Compost/StumpDump	-	2,304	-	2,304	48,079
Recycling - Program Administration	-	3,572	-	3,572	36,735
Recycling - Educational Programs	-	7,086	-	7,086	15,200
Transfers to Debt Serve (Capital Leases)	-	56,103	-	56,103	65,353
Total Expenditures	<u>\$ 73,415</u>	<u>\$ 92,105</u>	<u>\$ 3,849</u>	<u>\$ 169,369</u>	<u>\$ 919,481</u>
Revenues over(under) Expenditures	<u>\$ 340,367</u>	<u>\$ 270,400</u>	<u>\$ (3,849)</u>	<u>\$ 606,918</u>	
Fund Balance, 3/31/2020	<u>\$ 346,239</u>	<u>\$ 297,994</u>	<u>(3,849.00)</u>	<u>\$ 640,384</u>	
Finance					
4/27/2020					

VILLAGE OF WESTON
Special Revenue Funds - TIF #1
3/31/2020

	2020 Actual	2020 Annual Budget
Fund Balance (Deficit), 1/1/20	\$ 3,863,200	
<u>REVENUES</u>		
Property Tax Increments	\$ 5,653,766	\$ 5,400,000
Computer Exemption State Aids	-	30,190
Build America Bond Rebates	-	23,450
Investment Income	16,555	1,000
Transfer from CDA - TIF #1	-	20,394
	5,670,321	5,475,034
<u>EXPENDITURES</u>		
Administration Expenses	\$ 53,445	\$ 296,271
Rents/Leases-TIF Land	198,424	1,541,848
Illegal Taxes	-	-
LOC Repayments to Developers	-	150,000
Legal fees	-	-
Transfer to CDA-TIF #1	-	-
Transfer to Debt Service Fund	2,037,314	2,585,988
Transfer to Cap Proj-TIF #1	-	127,425
	2,289,183	4,701,532
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	3,381,138	773,502
Fund Balance (Deficit), 3/31/2020	\$ 7,244,338	\$ 773,502

FINANCE
4/28/2020

VILLAGE OF WESTON
Special Revenue Funds - TIF #2
3/31/2020

	2020 Actual	2020 Annual Budget
Fund Balance (Deficit), 1/1/20	\$ 92,043	
 <u>REVENUES</u>		
Property Tax Increments	\$ 483,918	\$ 430,000
Computer Exemption State Aids	-	11,944
Investment Income	992	1,000
	484,910	442,944
 <u>EXPENDITURES</u>		
Administration Expenses	\$ 9,030	\$ 103,084
Rents/Leases-TIF Land	21,093	247,185
Transfer to CDA - TIF #2	-	431
	30,123	350,700
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	454,787	92,244
Fund Balance (Deficit), 3/31/2020	\$ 546,830	\$ 92,244

FINANCE
4/28/2020

VILLAGE OF WESTON
Special Revenue Funds - CDA TIF #1
3/31/2020

	2020 Actual	2020 Annual Budget
Fund Balance (Deficit), 1/1/20	\$ 1,665,667	
<u>REVENUES</u>		
Investment Income	\$ 9,623	\$ 25,000
Market Adj	31,935	-
Rents/Leases-TIF Land	198,424	1,541,848
	239,982	1,566,848
<u>EXPENDITURES</u>		
Administration Expenses	\$ 469	\$ 3,256
Fiscal Charges	-	1,350
Transfer to TIF Spec Revenue	-	20,394
Transfer to Debt Service Fund	198,424	1,541,848
	198,893	1,566,848
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	41,089	-
Fund Balance (Deficit), 3/31/2020	\$ 1,706,756	\$ -

FINANCE
4/28/2020

VILLAGE OF WESTON
Special Revenue Funds - CDA TIF #2
3/31/2020

	2020 Actual	2020 Annual Budget
Fund Balance (Deficit), 1/1/20	\$ 256,191	
<u>REVENUES</u>		
Investment Income	\$ 860	\$ 3,000
Rents/Leases-TIF Land	21,093	247,185
Transfer from TIF 2	-	431
	21,953	250,616
<u>EXPENDITURES</u>		
Administration Expenses	\$ 237	\$ 2,381
Fiscal Charges	-	1,050
Transfer to Debt Service Fund	21,093	247,185
	21,330	250,616
<u>NET REVENUES OVER (UNDER)</u>		
<u>EXPENDITURES</u>	623	-
Fund Balance (Deficit), 3/31/2020	\$ 256,814	\$ -

FINANCE
4/28/2020

VILLAGE OF WESTON
Civic and Social - Special Revenue Funds
3/31/2020

	Weston Centennial (Scholarships)	Farmers Market	Total 2020 Actual	2020 Budget
Fund Balance, 1/1/20	\$ 5,736	\$ 9,636	\$ 15,372	
REVENUES				
Farmers Market License	-	4,170	4,170	5,800
Interest on Investments	-	29	29	50
Contributions-Farmer's Market	-	-	-	-
Miscellaneous	-	-	-	2,000
	-	4,199	4,199	7,850
EXPENDITURES				
Farmers Market	-	644	644	7,106
	-	644	644	7,106
NET REVENUES OVER (UNDER)				
EXPENDITURES	-	3,555	3,555	744
Fund Balance, 3/31/2020	\$ 5,736	\$ 13,191	\$ 18,927	

VILLAGE OF WESTON
Park & Recreation - Special Revenue Funds
3/31/2020

	Parkland Dedication Fees	Park/Rec. Donations	Kennedy Park Memorial	E.C. Trail/ Fun Run/Walk Donations	Dog Park Donations	Total 2020 Actual
Fund Balance, 1/1/20	\$ 10,881	\$ 11,028	\$ 2,000	\$ 1,053	\$ 685	\$ 25,647
REVENUES						
Parkland Dedication Fees	-	-	-	-	-	-
Donations	-	-	-	-	11	11
Interest on Investments	-	81	-	-	-	81
	-	81	-	-	11	92
EXPENDITURES						
Dog Park Maintenance Expenses	-	-	-	-	-	-
	-	-	-	-	-	-
NET REVENUES OVER (UNDER) EXPS.						
	-	81	-	-	11	92
Fund Balance, 3/31/2020	\$ 10,881	\$ 11,109	\$ 2,000	\$ 1,053	\$ 696	\$ 25,739

FINANCE
4/28/2020

VILLAGE OF WESTON
Enterprise Fund - Water Utility
3/31/2020
(25% Year Completed **)**

	2020			2019		
	YTD ACTUAL	ANNUAL BUDGET	% completed	YTD ACTUAL	ANNUAL BUDGET	% completed
REVENUES						
Metered/Unmetered Sales:						
Residential	\$ 229,460	\$ 1,000,000	22.95%	\$ 222,431	\$ 960,498	23.16%
Commercial	60,818	260,000	23.39%	57,443	265,000	21.68%
Industrial	40,204	390,000	10.31%	104,460	450,000	23.21%
Public Authority	8,383	65,000	12.90%	9,208	78,000	11.80%
Multi-Family	42,790	190,000	22.52%	42,747	190,000	22.50%
Other	-	2,000	0.00%	4,774	2,000	238.71%
Private Fire Protection	11,555	46,000	25.12%	11,654	46,000	25.33%
Public Fire Protection	119,186	467,210	25.51%	117,768	467,210	25.21%
Subtotal Sales	512,396	\$ 2,420,210	21.17%	570,485	\$ 2,458,708	23.20%
Interest Income	36,391	50,000	72.78%	33,045	50,000	66.09%
Interest Market Adj	3,222	-	N/A	-	-	N/A
Misc. Other Revenue	2,106	34,500	6.10%	5,065	34,500	14.68%
SUBTOTAL REVENUES	554,115	2,504,710	22.12%	608,595	2,543,208	23.93%
Capital Contributions	-	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 554,115	\$ 2,504,710	22.12%	\$ 608,595	\$ 2,543,208	23.93%
EXPENSES						
Operations & Maintenance	\$ 115,030	\$ 734,583	15.66%	\$ 141,507	\$ 681,181	20.77%
Administration	96,975	579,510	16.73%	99,956	534,738	18.69%
Payment in Lieu of Taxes	-	465,000	0.00%	-	465,000	0.00%
Depreciation	-	600,000	0.00%	-	600,000	0.00%
Interest/Fiscal Agent Exps.	21,100	72,375	29.15%	-	72,475	0.00%
Amortization Expense	-	-	N/A	-	-	N/A
	233,105	2,451,468	9.51%	241,463	2,353,394	10.26%
Interfund Transfers Out	4,767	6,431	74.13%	4,767	6,431	74.13%
TOTAL EXPENSES	\$ 237,872	\$ 2,457,899	9.68%	\$ 246,230	\$ 2,359,825	10.43%
NET INCOME	\$ 316,243	\$ 46,811		\$ 362,365	\$ 183,383	
<i>(per GAAP/GASB basis)</i>						
Less: Add'l Capital Contribs.	-	-		-	-	
NET INCOME	\$ 316,243	\$ 46,811		\$ 362,365	\$ 183,383	
<i>(per budget basis)</i>						

FINANCE
4/28/2020

VILLAGE OF WESTON
Enterprise Fund - Sewer Utility
3/31/2020
(25% Year Completed **)**

	2020			2019		
	YTD ACTUAL	ANNUAL BUDGET	% completed	YTD ACTUAL	ANNUAL BUDGET	% completed
REVENUES						
Metered/Unmetered Sales:						
Residential	\$ 317,100	\$ 1,440,000	22.02%	\$ 314,753	\$ 1,320,000	23.84%
Commercial	174,714	700,000	24.96%	171,148	720,000	23.77%
Industrial	44,156	175,000	25.23%	42,636	220,000	19.38%
Public Authority	16,798	62,000	27.09%	17,532	62,000	28.28%
Other	-	150	0.00%	-	150	0.00%
Subtotal Sales	\$ 552,768	\$ 2,377,150	23.25%	\$ 546,069	\$ 2,322,150	23.52%
Hook-up Fees	4,570	25,000	18.28%	3,750	25,000	15.00%
Interest Income	41,342	50,600	81.70%	36,914	50,600	72.95%
Misc. Other Revenue	2,383	8,900	26.78%	2,337	8,900	26.26%
SUBTOTAL REVENUES	601,063	2,461,650	24.42%	589,070	2,406,650	24.48%
Capital Contributions	-	2,000	0.00%	1,450	15,000	9.67%
TOTAL REVENUES	\$ 601,063	\$ 2,463,650	24.40%	\$ 590,520	\$ 2,421,650	24.39%
EXPENSES						
Operations & Maintenance	\$ 49,525	\$ 509,297	9.72%	\$ 51,883	\$ 437,216	11.87%
Administration	62,660	328,253	19.09%	73,120	340,820	21.45%
Payment in Lieu of Taxes	-	9,600	0.00%	-	9,600	0.00%
Rib Mt. Sewer Dist.-Services	111,788	773,200	14.46%	127,034	702,000	18.10%
Rib Mt. Sewer Dist.-Debt Serv.	17,803	106,274	0.00%	22,285	125,000	0.00%
Depreciation	-	712,000	0.00%	-	712,000	0.00%
Interest/Fiscal Agent Exps.	38,303	35,060	109.25%	20,780	35,060	59.27%
Amortization Expense	-	22,010	0.00%	-	22,010	0.00%
SUBTOTAL EXPENSES	280,079	2,495,694	11.22%	295,102	2,383,706	12.38%
Interfund Transfers Out	4,767	6,431	74.13%	4,767	6,431	74.13%
TOTAL EXPENSES	\$ 284,846	\$ 2,502,125	11.38%	\$ 299,869	\$ 2,390,137	12.55%
NET INCOME	\$ 316,217	\$ (38,475)		\$ 290,651	\$ 31,513	
<i>(per GAAP/GASB basis)</i>						
Less: Add'l Capital Contribs.	-	(2,000)		(1,450)	(15,000)	
NET INCOME	\$ 316,217	\$ (40,475)		\$ 289,201	\$ 16,513	
<i>(per budget basis)</i>						

FINANCE
4/28/2020

VILLAGE OF WESTON
Enterprise Fund - Stormwater Utility
3/31/2020
(* 25% Year Completed ***)**

	2020			% of year completed	2019		
	YTD ACTUAL	ANNUAL BUDGET			YTD ACTUAL	ANNUAL BUDGET	% of year completed
REVENUES							
Metered/Unmetered Sales:							
Residential	\$ 56,019	\$ 220,000	25.46%	\$ 55,066	\$ 218,600	25.19%	
Commercial	76,739	308,000	24.92%	77,422	305,000	25.38%	
Industrial	19,280	69,000	27.94%	17,740	67,000	26.48%	
Public Authority	9,640	38,200	25.24%	9,640	38,200	25.24%	
Tax-Exempt Properties	1,993	7,900	25.23%	1,993	7,900	25.23%	
Other	336	1,000	33.60%	417	1,000	41.70%	
Subtotal Sales	<u>\$ 164,007</u>	<u>\$ 644,100</u>	25.46%	<u>\$ 162,278</u>	<u>\$ 637,700</u>	25.45%	
Build America Bond Interest Rebate	-	-	N/A	-	500	0.00%	
Drainage Fees	700	1,000	70.00%	200	1,000	20.00%	
Interest Income	2,399	5,000	47.98%	2,425	5,000	48.50%	
SUBTOTAL REVENUES	<u>167,106</u>	<u>650,100</u>	25.70%	<u>164,903</u>	<u>644,200</u>	25.60%	
Capital Contributions	-	-	N/A	-	-	N/A	
TOTAL REVENUES	<u><u>\$ 167,106</u></u>	<u><u>\$ 650,100</u></u>	25.70%	<u><u>\$ 164,903</u></u>	<u><u>\$ 644,200</u></u>	25.60%	
EXPENSES							
Program Management	\$ 3,641	\$ 24,918	14.61%	\$ 10,007	\$ 26,693	37.49%	
DPW - Drainage Maintenance	10,300	139,592	7.38%	22,278	119,468	18.65%	
DPW - Sweeping	-	20,120	0.00%	125	22,313	0.56%	
Depreciation	-	370,000	0.00%	-	370,000	0.00%	
Interest/Fiscal Agent Exps.	22,415	46,808	47.89%	22,179	53,933	41.12%	
Interfund Transfers Out - General Fund	1,664	3,328	50.00%	1,664	3,328	50.00%	
TOTAL EXPENSES	<u><u>\$ 38,020</u></u>	<u><u>\$ 604,766</u></u>	6.29%	<u><u>\$ 56,253</u></u>	<u><u>\$ 595,735</u></u>	9.44%	
NET INCOME (LOSS) <i>(per GAAP/GASB basis)</i>	<u><u>\$ 129,086</u></u>	<u><u>\$ 45,334</u></u>		<u><u>\$ 108,650</u></u>	<u><u>\$ 48,465</u></u>		
Less: Add'l Capital Contribs.	-	-		-	-		
NET INCOME (LOSS) <i>(per budget basis)</i>	<u><u>\$ 129,086</u></u>	<u><u>\$ 45,334</u></u>		<u><u>\$ 108,650</u></u>	<u><u>\$ 48,465</u></u>		

FINANCE
4/28/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - TIF 1 CIP FUND
3/31/20
***** 25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
TIF 1 CIP FUND:				
Business Park	\$88,900	\$350	\$88,550	99.6%
Transport Way Extension	-	837	(837)	N/A
Camp Phillips Centre	100,000	32,195	67,805	67.8%
Weston Avenue	100,000	-	100,000	100.0%
TOTAL EXPENDITURES	<u>\$288,900</u>	<u>\$33,382</u>	<u>\$255,518</u>	<u>88.4%</u>

REVENUES

Transfer In - TIF #1 Special Revenue Fund	<u>\$127,425</u>	<u>\$0</u>	<u>\$127,425</u>	<u>100.0%</u>
TOTAL RESOURCES	<u>\$127,425</u>	<u>\$0</u>	<u>\$127,425</u>	<u>100.0%</u>



Revenues Over (Under) Expenditures (\$33,382)

FUND BALANCE ANALYSIS

Fund Balance, 1/1/20	-
Revenues Over (Under) Expenditures	(33,382)
Fund Balance, 3/31/20	<u>(33,382)</u>

FINANCE

4/28/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - FACILITIES CIP FUND
3/31/20
***** 25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
FACILITIES CIP FUND:				
Weston Public Safety Bldg	\$210,035	\$0	\$210,035	100.0%
Aquatic Center	12,000	-	12,000	100.0%
Municipal Center Bldg	-	1,018,007	(1,018,007)	N/A
Various Parks/Playgrounds	10,000	-	10,000	100.0%
TOTAL EXPENDITURES	<u>\$232,035</u>	<u>\$1,018,007</u>	<u>(\$785,972)</u>	<u>N/A</u>



REVENUES

TOTAL RESOURCES	<u>\$0</u>	<u>\$0</u>	<u>N/A</u>	<u>N/A</u>
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Revenues Over (Under) Expenditures (\$1,018,007)

FUND BALANCE ANALYSIS

Fund Balance, 1/1/20	-
Revenues Over (Under) Expenditures	(1,018,007)
Fund Balance, 3/31/20	<u>(1,018,007)</u>

FINANCE
4/28/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - STREETS CIP FUND
3/31/20
***** 25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
STREETS CIP FUND:				
Street Maintenance	\$100,000	\$0	\$100,000	100.0%
Weston School Addition	-	14,495	(14,495)	N/A
Ryan St River Crossing	19,500	-	19,500	100.0%
TOTAL EXPENDITURES	<u>\$119,500</u>	<u>\$14,495</u>	<u>\$105,005</u>	<u>N/A</u>



REVENUES

Interest Income	<u>\$0</u>	<u>\$1,298</u>	<u>(\$1,298)</u>	<u>N/A</u>
TOTAL RESOURCES	<u>\$0</u>	<u>\$1,298</u>	<u>N/A</u>	<u>N/A</u>



Revenues Over (Under) Expenditures (\$13,197)

FUND BALANCE ANALYSIS

Fund Balance, 1/1/20	-
Revenues Over (Under) Expenditures	(13,197)
Fund Balance, 3/31/20	<u>(13,197)</u>

FINANCE
4/28/2020

VILLAGE OF WESTON
OPERATING BUDGET STATUS REPORT - CAPITAL EQUIPMENT CIP FUND

3/31/20

***** 25% of Year Completed *****

<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>REMAINING BALANCE</u>	<u>PERCENT LEFT</u>
CAPITAL EQUIPMENT CIP FUND:				
Other Gen Govt Outlay	\$0	\$0	\$0	N/A
SAFER Capital Outlay	88,455	319,631	(231,176)	-261.3%
Highway Equipment	377,743	333,486	44,257	11.7%
Parks Equipment	5,000	-	5,000	100.0%
Transfers to Other Funds	115,210	115,210	0	0.0%
TOTAL EXPENDITURES	\$586,408	\$768,327	(\$181,919)	-31.0%



REVENUES

Property Taxes	\$93,326	\$93,326	\$0	0.0%
Equipment Rental Fees	110,000	-	110,000	100.0%
Transfers from Other Funds	82,705	-	82,705	100.0%
TOTAL RESOURCES	\$286,031	\$93,326	\$192,705	67.4%



Revenues Over (Under) Expenditures (\$675,001)

FUND BALANCE ANALYSIS

Fund Balance, 1/1/20	1,282,226
Revenues Over (Under) Expenditures	(675,001)
Fund Balance, 3/31/20	607,225

FINANCE

4/28/2020

**VILLAGE OF WESTON
SCHEDULE OF CASH & INVESTMENTS
Book Balance**

FUND #	TYPE/Account #	LOCATION or AGENT	3/31/2020 Total	(Money Market) INTERCITY CASH 11312-011
10	General Fund			
	UNRESTRICTED:			
10-00-11310-021-000	LGIP #1	LGIP	1,020,127.60	
10-00-11312-011-000	Money Mkt #601228	Intercity Bank	1,139,039.49	1,139,039.49
10-00-11312-082-000	#601682/Court	Intercity Bank	96,675.39	
10-00-11312-094-000	Tax Collections	Intercity Bank	355.57	
10-00-11313-095-000	Tax Collections	River Valley	236,789.40	
10-00-11314-091-021	Tax Collections	BMO	138,386.68	
10-00-11315-092-000	Tax Collections	Assoc. Bank	138,200.51	
10-00-11316-084-000	CD	Brokaw C.U.	250,030.27	
10-00-11316-093-000	Tax Collections	Brokaw C.U.	313,348.82	
10-00-11318-097-000	Tax Collections	US Bank	80,440.65	
10-00-11322-088-000	Tax Collections	Peoples S.B.	820,530.93	
10-00-11323-084-000	CD	Cloverbelt C.U.	261,309.15	
10-00-11323-099-000	Tax Collections	Cloverbelt C.U.	278,936.83	
10-00-11324-000-000	Checking #2100662	Hometown Bank	15.10	
10-00-11325-089-000	Tax Collections - mmk	CoVantage	1,089,368.99	
10-00-11326-086-000	Tax Collections	Abby	80,686.02	
10-00-11327-083-000	Money Market	Nicolet	1,184.06	
10-00-11327-084-000	CD	Nicolet	270,398.89	
10-00-11328-015-000	FFCB	WISC	-	
10-00-11328-083-000	Money Market	WISC	475,781.54	
	HSBC Bank	247,231.69		
	BMO Harris	53,023.74		
10-00-11328-084-000	CD	WISC	300,255.43	
		0		
10-00-11329-084-000	CD - Comenity Bank	Morgan Stanley	199,092.39	
10-00-11512-009-000	Sunshine 1306650	Intercity Bank	4,034.00	
10-00-11512-017-000	Flex #116791	Intercity Bank	5,259.76	
10-00-11800-000-000	Petty Cash	Village Hall	1,100.00	
10-00-11800-082-000	Petty Cash-Munic. Court	Munic. Court	200.00	
10-00-11800-090-000	Petty Cash-Tax Collection	Village Hall	-	
Total Fund 10			<u>7,201,547.47</u>	
18	Recycling			
	UNRESTRICTED:			
18-00-11312-011-000	Money Mkt #521666	Intercity Bank	(134,830.53)	(134,830.53)
21	Special Revenue - TIF #1			
	UNRESTRICTED:			
21-00-11312-011-000	Money Mkt #521666	Intercity Bank	3,521,664.93	3,521,664.93
21-00-11326-084-000	CD	Abby	250,000.00	
22	UNRESTRICTED:			
22-00-11312-011-000	Money Mkt #521666	Intercity Bank	71,497.71	71,497.71
26	TIF #2 - Spec. Rev.			
	UNRESTRICTED:			
26-00-11312-011-000	Money Mkt #521666	Intercity Bank	237,833.39	237,833.39
27	CDA Fund/TIF #1			
	RESTRICTED:			
27-00-11312-011-000	Money Mkt #521666	Intercity Bank	(612.00)	(612.00)
27-00-11515-018-000	Trust Account-CDA	Assoc. Bank	1,703,667.31	
28	CDA Fund/TIF #2			
	RESTRICTED:			
28-00-11312-011-000	Money Mkt #521666	Intercity Bank	-	-
28-00-11515-018-000	Trust Account-CDA	Assoc. Bank	256,803.16	
29	Room Tax Fund			
	UNRESTRICTED:			
29-00-11312-011-000	Money Mkt #521666	Intercity Bank	106,581.67	106,581.67
30	Debt Service Fund			
	UNRESTRICTED:			
30-00-11312-011-000	Money Mkt #521666	Intercity Bank	(791,982.52)	(791,982.52)
40	Cap. Proj. - TIF #1			
	UNRESTRICTED:			
40-00-11312-011-000	Money Mkt #601228	Intercity Bank	23,698.00	23,698.00
41	Cap. Proj. - Facilities			
	UNRESTRICTED:			
41-00-11312-011-000	Money Mkt #601228	Intercity Bank	(988,413.68)	(988,413.68)
42	Cap. Proj. - Streets			
	UNRESTRICTED:			
42-00-11312-011-000	Money Mkt #521666	Intercity Bank	(2,359.76)	(2,359.76)

**VILLAGE OF WESTON
SCHEDULE OF CASH & INVESTMENTS
Book Balance**

FUND #	TYPE/Account #	LOCATION or AGENT	3/31/2020 Total	(Money Market) INTERCITY CASH 11312-011
44	Cap. Proj. - Capital Equipment			
	UNRESTRICTED:			
44-00-11312-011-000	Money Mkt #601228	Intercity Bank	513,897.26	513,897.26
70	Fringe Benefits			
	UNRESTRICTED:			
70-00-11312-011-000	Money Mkt #521666	Intercity Bank	109,657.16	109,657.16
81	Civic Trust Fund			
	UNRESTRICTED:			
81-00-11312-011-000	Money Mkt #521666	Intercity Bank	13,186.46	13,186.46
	RESTRICTED:			
81-00-11512-013-017	CD - centennial homecoming	Intercity Bank	5,735.53	
82	Park & Rec Trust Fund			
	RESTRICTED:			
82-00-11312-011-000	Money Mkt #521666	Intercity Bank	14,582.46	14,582.46
82-00-11525-083-006	Money Market	Covantage	1,091.64	
82-00-11525-083-007	Money Market	Covantage	8,697.56	
82-00-11525-083-008	Money Market	Covantage	1,053.06	
82-00-11525-083-020	Money Market	Covantage	314.28	
60	Water Utility Fund			
	UNRESTRICTED:			
60-00-11312-011-000	Money Mkt #601228	Intercity Bank	2,209,788.05	2,209,788.05
60-00-11325-084-000	CD	CoVantage	233,985.28	
	FHLMC 08/22/31	WISC	246,777.75	
	Wisc. St. Taxable Rev. BAB's	WISC	150,000.00	
	FNMA 08/24/26	WISC	326,279.61	
	FNMA 8/15/25	WISC	488,644.48	
60-00-11328-015-000		1,211,701.84	964,924.09	
	JP Morgan Chase Bank	WISC	248,190.96	
	First Mid-Illinois Bank & Trust	WISC	237,700.00	
	American Express	WISC	200,214.20	
	Morgan Stanely	WISC	246,474.66	
	CitiBank National	WISC	205,667.00	
	Wells Fargo	WISC	252,048.51	
	Bank of China	WISC	244,300.00	
	Capital One	WISC	252,336.75	
	BMO Harris Bank	WISC	80,035.84	
60-00-11328-084-000		1,966,967.92	2,215,730.29	
60-00-11328-083-000	Money Market	WISC	653,082.04	
	RESTRICTED:			
60-00-11528-015-012	FNMA 8/15/25	WISC	202,118.27	
60-00-11528-015-011	FNMA 8/15/25	WISC	299,821.25	
61	Sewer Utility Fund			
	UNRESTRICTED:			
61-00-11312-011-000	Money Mkt #601228	Intercity Bank	2,045,126.32	2,045,126.32
61-00-11312-084-000	CD	Intercity Bank	337,736.20	
61-00-11316-084-000	CD	Brokaw C.U.	375,045.44	
61-00-11321-084-000	CD	Nicolet	241,548.69	
61-00-11323-084-000	CD	Cloverbelt C.U.	391,963.73	
61-00-11326-084-000	CD	Abby	250,000.00	
	FHLMC 08/22/31	WISC	246,777.75	
	FHLMC 04/28/26	WISC	224,615.25	
	Wisc. St. Taxable Rev. BAB's	WISC	350,000.00	
	FNMA 08/24/26	WISC	659,459.39	
	FNMA 8/15/25	WISC	126,523.03	
61-00-11328-015-000		1,607,375.42	1,385,982.42	
61-00-11328-083-000	Money Market	WISC	614,763.52	
	CD - Comenity Cap Bank	WISC	250,654.11	
	Sonabank	WISC	243,300.00	
	CD - GE Capital One Bank	WISC	250,276.70	
	CFG Community Bank	WISC	244,000.00	
	Ally Bank	WISC	247,431.02	
	BMO Harris Bank	WISC	95,042.56	
61-00-11328-084-000		1,330,704.39	1,087,404.39	
	RESTRICTED:			

**VILLAGE OF WESTON
SCHEDULE OF CASH & INVESTMENTS
Book Balance**

FUND #	TYPE/Account #	LOCATION or AGENT	3/31/2020 Total	(Money Market) INTERCITY CASH 11312-011
	CD	Intercity Bank	31,035.40	
	CD	Intercity Bank	377,488.05	
61-00-11512-084-013		408,523.45	406,425.12	
61-00-11528-015-000	FNMA	8/15/25 WISC	130,020.97	
61-00-11528-015-011	FNMA	8/15/25 WISC	359,280.00	
61-00-11528-015-012	FNMA	8/15/25 WISC	374,760.00	
63	Stormwater Utility Fund			
	UNRESTRICTED:			
63-00-11312-011-000	Money Market #601228	Intercity Bank	121,972.92	121,972.92
63-00-11328-083-000	Money Market	WISC	179,910.58	
	RESTRICTED:			
63-00-11525-015-011	Money Market	CoVantage	43,622.14	
63-00-11525-015-012	Money Market	CoVantage	189,000.00	
	RESTRICTED:			
63-00-11528-015-000	FHLMC	WISC	-	
			<u>27,902,128.98</u>	
				<u><u>8,210,327.33</u></u>

Finance 4/10/2018	Abby	580,686.02	
	Assoc. Bank	2,098,670.98	
	Nicolet	513,131.64	
	Brokaw C.U.	938,424.53	
	Cloverbelt C.U.	932,209.71	
	CoVantage	1,567,132.95	
	Hometown Bank	15.10	
	Intercity Bank	9,068,647.23	
	LGIP	1,020,127.60	
	BMO	138,386.68	
	Morgan Stanley	199,092.39	
	Munic. Court	200.00	
	Peoples S.B.	820,530.93	
	River Valley	236,789.40	
	US Bank	80,440.65	
	WISC	9,706,543.17	
	Village Hall	1,100.00	
		<u>27,902,128.98</u>	

REQUEST FOR CONSIDERATION

Public Mtg/Date: Board of Trustees, May 4, 2020

Description: Village Vouchers from 4/13/20-4/26/20

From: Jessica Trautman, Finance Director

Question: Should the Board of Trustees approve payment of Village expenditures (vouchers) for the period of 4/13/20-4/26/20 in the amount of \$263,105.18? Check numbers were 52327-52349, 52390-52425, and 90029. Manual payroll checks were 52370-52389 in the amount of \$2,843.70. Check numbers 52350-52369 were voided.

Background

Vouchers were received by the Finance Department from various departments during the period. All invoices were reviewed for proper authorized approval by a department manager or supervisor prior to processing payment. All phone or ACH payments are numbered in a 9XXXX series.

Manual payroll checks were entered and approved by the Clerk Department.

Accounts numbers are set up as follows:

XX-XX-XXXXX-XXX-XXX

Fund, Department, Function, Object, Project

The following is the Fund number with the Fund title:

10 – General Fund	27 – CDA TIF #1	60 – Water
18 – Recycling	28 – CDA TIF #2	61 – Sewer
21 – TIF#1	29 – Room Tax	63 - Stormwater
22 – Weston Aquatic Center	30 – Debt Service	81 – Civic Trust
26 – TIF #2	40 – TIF #1 Capital Projects	82 – Park Trust Fund
27 – CDA TIF #1	41-45 – Capital Projects	

Attached Docs: Check register for accounts payable and payroll check register

Committee Action: None.

FISCAL IMPACT: \$265,948.88 across various funds and departments.

Recommendation: Finance Director recommends approval.

Recommended Language for Official Action

I move to approve vouchers and manual payroll checks from 4/13/20-4/26/20.

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
52327									
04/20	04/17/20	52327	2500	ADVANCE AUTO PARTS	2763-375632	WELLS - SUPPLIES FOR DOOR REPAIRS	1	60-03-53740-245-661	92.12
Total 52327:									92.12
52328									
04/20	04/17/20	52328	310	AFLAC	025730	PAYROLLS: MAR 2020	1	10-00-21561-000-000	1,703.02
Total 52328:									1,703.02
52329									
04/20	04/17/20	52329	20264	BROCK WHITE COMPANY	13856853-00	TREATMENT PLANT - CONCRETE CURB REPAIR SUPPLIES	1	60-03-53731-247-651	66.88
04/20	04/17/20	52329	20264	BROCK WHITE COMPANY	13859651-00	PAINTABLE CAULK FOR WELL HOUSES	1	60-03-53710-247-611	12.78
Total 52329:									79.66
52330									
04/20	04/17/20	52330	21118	CASPER'S TRUCK EQUIPMENT	0043929-IN	#3 VAN STROBE LIGHT	1	61-03-53606-241-000	176.05
04/20	04/17/20	52330	21118	CASPER'S TRUCK EQUIPMENT	0043929-IN	#3 VAN STROBE LIGHT	2	60-03-53766-241-000	176.05
Total 52330:									352.10
52331									
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	CLEAN RUGS/MATS	1	10-01-51600-290-000	485.84
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	PAPER PRODUCTS & AIR FRESHENER	2	10-01-51600-344-000	102.40
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	HAND SOAP/SHOP RAGS/TOWELS/ETC	3	10-03-53310-344-000	919.10
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST- HUERTH: UNIFORM MAINT/RNTL	4	10-03-53310-162-573	24.48
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - LAKE: UNIFORM MAINT/RNTL	5	10-03-53310-162-574	32.24
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - BLAREK: UNIFORM MAINT/RNTL	6	10-03-53310-162-572	29.44
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	SWR - SKERVEN: UNIFORM MAINT/RNTL	7	61-03-53613-162-592	34.52
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - VLIESTRA: UNIFORM MAINT/RNTL	8	10-03-53310-162-582	20.52
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - YONKER: UNIFORM MAINT/RNTL	9	10-03-53310-162-584	43.20
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - SKRZYPCHAK: UNIFORM MAINT/RNTL	10	10-03-53310-162-578	30.80
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	BI- TATRO: UNIFORM MAINT/RNTL	11	10-02-52400-162-000	27.00
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	BI- MAGUIRE: UNIFORM MAINT/RNTL	12	10-02-52400-162-000	40.88
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - SUCHOMSKI: UNIFORM MAINT/RNTL	13	10-03-53310-162-580	22.08
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	P - FALKOWSKI: UNIFORM MAINT/RNTL	14	10-05-55200-162-594	16.36
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - PLATTA: UNIFORM MAINT/RNTL	15	10-03-53310-162-577	39.76
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	W - DIETSCHKE: UNIFORM MAINT/RNTL	16	60-03-53780-162-588	46.96
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - VON SCHRADER: UNIFORM MAINT/RNTL	17	10-03-53310-162-581	10.20
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	W - BORTH: UNIFORM MAINT/RNTL	18	60-03-53780-162-586	29.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST- SCHMIDT: UNIFORM MAINT/RNTL	19	10-03-53310-162-570	38.48
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	ST - LENHARD: UNIFORM MAINT/RNTL	20	10-03-53310-162-575	42.84
04/20	04/17/20	52331	5720	CINTAS	12709045 MAR 202	W - KRAUSE: UNIFORM MAINT/RNTL	21	60-03-53780-162-590	30.68
04/20	04/17/20	52331	5720	CINTAS	1901170505	PARKER: CLOTHING-DEPT EXP	1	10-06-56900-346-000	50.00
04/20	04/17/20	52331	5720	CINTAS	1901170505	PARKER: CLOTHING-DUE FROM EE	2	10-00-13802-000-000	16.92
Total 52331:									2,134.18
52332									
04/20	04/17/20	52332	21845	CONDON OIL CO INC	MAR 2020	FUEL: BLDG INSPECTOR - MAR 2020	1	10-02-52400-351-000	142.27
04/20	04/17/20	52332	21845	CONDON OIL CO INC	MAR 2020	FUEL: STREET DEPT - MAR 2020	2	10-03-53310-351-000	3,445.59
04/20	04/17/20	52332	21845	CONDON OIL CO INC	MAR 2020	FUEL: SEWER - MAR 2020	3	61-03-53610-351-000	163.64
04/20	04/17/20	52332	21845	CONDON OIL CO INC	MAR 2020	FUEL: WATER - MAR 2020	4	60-03-53780-351-000	384.68
04/20	04/17/20	52332	21845	CONDON OIL CO INC	MAR 2020	FUEL: PARKS - MAR 2020	5	10-05-55210-351-000	65.74
04/20	04/17/20	52332	21845	CONDON OIL CO INC	MAR 2020	FUEL: METRO - MAR 2020	6	10-00-14510-000-000	3,727.78
04/20	04/17/20	52332	21845	CONDON OIL CO INC	MAR 2020	FUEL: HOLDING ACCOUNT - MAR 2020	7	10-00-16110-000-000	1,129.20
Total 52332:									9,058.90
52333									
04/20	04/17/20	52333	4020	D&L SIGNS LLC	11900	SIGN FOR HWY J LAUNCH	1	42-07-57626-390-000	288.00
Total 52333:									288.00
52334									
04/20	04/17/20	52334	7180	DEX MEDIA LLC	APR2020	ADVERTISING CONTRACT: APRIL 2020	1	10-01-51450-326-000	39.27
Total 52334:									39.27
52335									
04/20	04/17/20	52335	4900	FARRELL EQUIPMENT & SUPPLY CO	INV0000000108508	MARKING PAINT - SEWER	1	61-03-53610-349-000	201.00
04/20	04/17/20	52335	4900	FARRELL EQUIPMENT & SUPPLY CO	INV0000000108508	MARKING PAINT - WATER	2	60-03-53740-349-000	201.00
04/20	04/17/20	52335	4900	FARRELL EQUIPMENT & SUPPLY CO	INV0000000108518	MARKING PAINT - SEWER	1	61-03-53610-349-000	135.00
04/20	04/17/20	52335	4900	FARRELL EQUIPMENT & SUPPLY CO	INV0000000108518	MARKING PAINT - WATER	2	60-03-53740-349-000	135.00
Total 52335:									672.00
52336									
04/20	04/17/20	52336	4910	FASTENAL COMPANY	WISCH324568	GALVANIZED ANGLE IRON FOR LANDFILL	1	18-03-53631-290-000	11.94
04/20	04/17/20	52336	4910	FASTENAL COMPANY	WISCH324732	PPE DISPOSABLE GLOVES	1	10-03-53310-161-000	16.35
04/20	04/17/20	52336	4910	FASTENAL COMPANY	WISCH324800	PPE GLOVES	1	10-03-53310-161-000	416.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
04/20	04/17/20	52336	4910	FASTENAL COMPANY	WISCH324800	SHOP TOOLS-SOCKET TRAYS	2	10-03-53310-353-000	42.00
Total 52336:									486.72
52337									
04/20	04/17/20	52337	21511	FIRST SUPPLY LLC-WAUSAU	91379-00	PVC FITTING FOR ALTA VERDE WELL	1	60-03-53740-314-662	3.62
Total 52337:									3.62
52338									
04/20	04/17/20	52338	21187	GROUP HEALTH COOPERATIVE	MAY2020	HEALTH INSURANCE FOR MAY2020	1	10-00-21530-000-000	21,982.72
Total 52338:									21,982.72
52339									
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT SERVICES-WATER	1	60-03-53771-213-000	3,095.19
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT SERVICES-VILLAGE	2	10-01-51521-213-000	4,382.96
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT SERVICES-TIF #2	3	26-06-56726-213-000	463.15
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT SERVICES-TIF #1	4	21-06-56721-213-000	463.15
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT SERVICES-STORMWATER	5	63-03-53652-213-000	768.15
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT SERVICES-SEWER	6	61-03-53612-213-000	2,835.37
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT - CDA/TIF #2 REVIEW	7	28-06-56728-213-000	474.44
04/20	04/17/20	52339	21642	HAWKINS ASH	3111687	2019 AUDIT - CDA/TIF #1 REVIEW	8	27-06-56727-213-000	937.59
Total 52339:									13,420.00
52340									
04/20	04/17/20	52340	7140	HYDROCORP	0056809-IN	CROSS CONNECTION CONTROL INSPECTION: MAR 2020	1	60-03-53762-256-000	1,350.00
Total 52340:									1,350.00
52341									
04/20	04/17/20	52341	20580	KIMBALL MIDWEST	7856836	HAND SANITIZER-ELECTIONS COVID-19	1	10-01-51440-310-000	138.00
04/20	04/17/20	52341	20580	KIMBALL MIDWEST	7861277	HAND SANITIZER-ELECTIONS COVID-19	1	10-01-51440-310-000	69.00
Total 52341:									69.00
52342									
04/20	04/17/20	52342	9810	MARATHON COUNTY HEALTH DEPT	20040704	4 BAC-T SAMPLES	1	60-03-53730-294-000	44.00
04/20	04/17/20	52342	9810	MARATHON COUNTY HEALTH DEPT	20040705	1 BAC-T SAMPLES	1	60-03-53730-294-000	11.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52342:									55.00
52343									
04/20	04/17/20	52343	21252	SCHOFIELD AUTOBODY INC	14449	SEAT BRACKETS FOR TABLES AT AQUATIC CENTER	1	22-05-55420-247-000	300.00
Total 52343:									300.00
52344									
04/20	04/17/20	52344	15800	SUPERIOR CHEMICAL CORPORATION	256478	POOL CLEANING SUPPLIES	1	22-05-55420-344-000	209.81
04/20	04/17/20	52344	15800	SUPERIOR CHEMICAL CORPORATION	256478	WIPES AND SANITIZER FOR ELECTION	2	10-01-51440-310-000	230.60
04/20	04/17/20	52344	15800	SUPERIOR CHEMICAL CORPORATION	258321	POOL CLEANING SUPPLIES	1	22-05-55420-344-000	179.45
04/20	04/17/20	52344	15800	SUPERIOR CHEMICAL CORPORATION	258321	PARK CLEANING SUPPLIES	2	10-05-55210-390-000	179.45
Total 52344:									799.31
52345									
04/20	04/17/20	52345	20510	VREELAND ENTERPRISES INC	20-0139	STORM WATER EASEMENT - FIELD CREST	1	63-03-53655-290-000	250.00
Total 52345:									250.00
52346									
04/20	04/17/20	52346	17320	WALT'S PETROLEUM SERVICE INC	109898-1	DIESEL FUEL NOZZLE REPAIR	1	10-03-53310-290-000	90.00
Total 52346:									90.00
52347									
04/20	04/17/20	52347	19070	WI STATE LABORATORY OF HYGIENE	630353	FLOURIDE TESTING- MAR 2020	1	60-03-53730-294-000	26.00
Total 52347:									26.00
52348									
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	HARLYN L/S: 2/24-3/23/2020	1	61-03-53610-222-000	181.04
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	FOX ST L/S: 2/24-3/23/2020	2	61-03-53610-222-000	625.53
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	FOX ST L/S: 2/24-3/23/2020	3	61-03-53610-224-000	20.13
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	KATHLEEN L/S: 2/24-3/23/2020	4	61-03-53610-222-000	45.76
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	EC RIVER L/S: 2/24-3/23/2020	5	61-03-53610-222-000	248.51
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	EC RIVER L/S: 2/24-3/23/2020	6	61-03-53610-224-000	17.90
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	TANYA L/S: 2/24-3/23/2020	7	61-03-53610-222-000	159.43
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	BUS PK SOUTH L/S: 2/24-3/23/2020	8	61-03-53610-222-000	51.47
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	EVERGREEN POINTE L/S: 2/24-3/23/2020	9	61-03-53610-222-000	65.09

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	PARK TERRACE L/S: 2/24-3/23/2020	10	61-03-53610-222-000	34.98
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	RYAN ST L/S: 2/24-3/23/2020	11	61-03-53610-222-000	244.78
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	HERITAGE HILLS L/S: 2/24-3/23/2020	12	61-03-53610-222-000	60.15
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	ROSS AVE L/S: 2/24-3/23/2020	13	61-03-53610-222-000	187.49
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	ROSS AVE L/S: 2/24-3/23/2020	14	61-03-53610-224-000	18.34
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	COLLEEN/MESKER L/S: 2/24-3/23/2020	15	61-03-53610-222-000	227.17
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2457-00012 MAR20	COLLEEN/MESKER L/S: 2/24-3/23/2020	16	61-03-53610-224-000	18.34
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	FOREMOST WELL/TOWER: 2/24-3/23/2020	1	60-03-53720-222-000	2,190.90
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	MESKER WELL: 2/24-3/23/2020	2	60-03-53720-222-000	677.04
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	MESKER WELL: 2/24-3/23/2020	3	60-03-53720-224-000	86.89
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	WTP/STERNBERG WELL: 2/24-3/23/2020	4	60-03-53720-222-000	1,102.07
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	WTP/STERNBERG WELL: 2/24-3/23/2020	5	60-03-53730-222-000	1,102.07
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	WTP/STERNBERG WELL: 2/24-3/23/2020	6	60-03-53720-224-000	117.81
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	WTP/STERNBERG WELL: 2/24-3/23/2020	7	60-03-53730-224-000	117.80
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	EVEREST TOWER: 2/24-3/23/2020	8	60-03-53740-222-000	111.81
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	ALTA VERDE WELL: 2/24-3/23/2020	9	60-03-53720-222-000	842.01
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	ALTA VERDE WELL: 2/24-3/23/2020	10	60-03-53720-224-000	86.89
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	BUS PARK TOWER: 2/24-3/23/2020	11	60-03-53740-222-000	101.43
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	BLOEDEL WELL: 2/24-3/23/2020	12	60-03-53720-222-000	1,252.65
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	BLOEDEL WELL: 2/24-3/23/2020	13	60-03-53720-224-000	47.91
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	SUMMIT TOWER: 2/24-3/23/2020	14	60-03-53740-222-000	50.28
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	RIPPLING CREEK WELL: 2/24-3/23/2020	15	60-03-53720-222-000	394.62
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00134 MAR20	RIPPLING CREEK WELL: 2/24-3/23/2020	16	60-03-53720-224-000	56.37
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	COMM CTR - IRRIG : 2/24-3/23/2020	1	10-03-53317-222-000	81.07
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BARBICAN AVE - IRRIG : 2/24-3/23/2020	2	10-03-53317-222-000	27.81
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	ENT. WAY - TRAF LIGHTS: 2/24-3/23/2020	3	10-03-53311-222-000	80.90
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	COMM CTR - ST LIGHTING: 2/24-3/23/2020	4	10-03-53420-222-000	94.76
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BARBICAN AVE - ST LIGHTING: 2/24-3/23/2020	5	10-03-53420-222-000	168.50
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	ENT WAY FNTN - ST LIGHTING: 2/24-3/23/2020	6	10-03-53420-222-000	25.82
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	VILLAGE - ST LIGHTING: 2/24-3/23/2020	7	10-03-53420-222-000	13,526.76
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	ROSS - TRAF LIGHTS : 2/24-3/23/2020	8	10-03-53311-222-000	74.24
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	LANDFILL: 2/24-3/23/2020	9	18-03-53631-222-000	105.81
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	VALDRES/BARBICAN - IRRIG: 2/24-3/23/2020	10	10-03-53317-222-000	25.84
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	SCHOF/CHERRY - IRRIG : 2/24-3/23/2020	11	10-03-53317-222-000	27.63
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	MINISTRY - ST LIGHTING: 2/24-3/23/2020	12	10-03-53420-222-000	214.05
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	SHOREY - WARNING SIREN: 2/24-3/23/2020	13	10-02-52910-222-000	28.86
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	EVEREST/CP - TRAF LIGHTS: 2/24-3/23/2020	14	10-03-53311-222-000	73.94
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	ST CLARE'S PUMP - IRRIG: 2/24-3/23/2020	15	10-03-53317-222-000	27.52
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	MINISTRY - IRRIG : 2/24-3/23/2020	16	10-03-53317-222-000	27.53
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	EVEREST - WARNING SIREN: 2/24-3/23/2020	17	10-02-52910-222-000	28.97
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BIRCH/WESTON - ST LIGHTING: 2/24-3/23/2020	18	10-03-53420-222-000	163.01

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04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BIRCH/SCHOF - ST LIGHTING : 2/24-3/23/2020	19	10-03-53420-222-000	151.79
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	RECYCLE SHED: 2/24-3/23/2020	20	10-03-53312-222-000	40.73
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	WESTON/CTYX - TRAF LIGHTS : 2/24-3/23/2020	21	10-03-53311-222-000	167.60
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	ALDERSON/SCHOF - ST LIGHTING : 2/24-3/23/2020	22	10-03-53420-222-000	125.91
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	NORMANDY/SCHOF - ST LIGHTING: 2/24-3/23/2020	23	10-03-53420-222-000	107.61
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	CAMP PHIL - FLASH SIGN: 2/24-3/23/2020	24	10-03-53311-222-000	27.54
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BIRCH/WESTON - TRAF LIGHTS : 2/24-3/23/2020	25	10-03-53311-222-000	56.89
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	CROSS POINTE - ST LIGHTING: 2/24-3/23/2020	26	10-03-53420-222-000	199.43
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	STONE RIDGE - IRRIG: 2/24-3/23/2020	27	10-03-53317-222-000	25.84
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	HOWLAND AVE - ST LIGHTING: 2/24-3/23/2020	28	10-03-53420-222-000	57.59
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	SHOREY - ST LIGHTING: 2/24-3/23/2020	29	10-03-53420-222-000	37.08
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BUS PK - ST LIGHTING: 2/24-3/23/2020	30	10-03-53420-222-000	453.58
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	MEURET LN - ST LIGHTING: 2/24-3/23/2020	31	10-03-53420-222-000	27.14
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	CTY RD J-SIGN - ST LIGHTING : 2/24-3/23/2020	32	10-03-53420-222-000	29.95
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	ALDERSON/SCHOF - TRAF LIGHTS : 2/24-3/23/2020	33	10-03-53311-222-000	53.44
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BIRCH/SCHOF - TRAF LIGHTS: 2/24-3/23/2020	34	10-03-53311-222-000	58.55
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	CP/SCHOF - TRAF LIGHTS: 2/24-3/23/2020	35	10-03-53311-222-000	62.37
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	SCHOFIELD - TRAF LIGHTS: 2/24-3/23/2020	36	10-03-53311-222-000	50.97
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	ZINSER - WAY FINDING SIGNS: 2/24-3/23/2020	37	10-03-53420-222-000	35.73
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	RICKYVAL - WAY FINDING SIGNS: 2/24-3/23/2020	38	10-03-53420-222-000	34.91
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	RYAN - WAY FINDING SIGNS: 2/24-3/23/2020	39	10-03-53420-222-000	27.14
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	WESTON/PROG - WAY FINDING SIGNS: 2/24-3/23/2020	40	10-03-53420-222-000	30.97
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	MUSKIE - WARNING SIREN: 2/24-3/23/2020	41	10-02-52910-222-000	28.76
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	JELINEK - SPEED SIGN: 2/24-3/23/2020	42	10-03-53311-222-000	28.66
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	WINDSOR DR - AERATOR: 2/24-3/23/2020	43	63-03-53655-222-000	27.13
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	BIRCH - PED BRIDGE LIGHTING: 2/24-3/23/2020	44	10-03-53420-222-000	86.44
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	MUN CTRELECTRIC: 2/24-3/23/2020	45	10-01-51600-222-000	1,307.16
04/20	04/17/20	52348	18990	WISCONSIN PUBLIC SERVICE	2484-00166 MAR 2	MUN CTRNATURAL GAS: 2/24-3/23/2020	46	10-01-51600-224-000	738.73
Total 52348:									29,427.32
52349									
04/20	04/17/20	52349	19250	ZARNOTH BRUSH WORKS INC	0179591-IN	BRUSHES FOR LOADER BROOM	1	63-03-53318-353-000	1,683.00
Total 52349:									1,683.00
52390									
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	193834	PAINT SUPPLIES BRUSH/PRIMER/PAPER TOWEL	1	60-03-53731-247-651	79.96
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	193954	SHOP SUPPLIES-THREAD SEALING TAPE	1	10-03-53310-390-000	8.95
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	193956	SIGN SHOP TABLE SAW BLADE	1	10-03-53310-363-000	29.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	193965	SHOP SUPPLIES-WIRE WHEELS	1	10-03-53310-390-000	17.16

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194078	WATER PUMP SPARK PLUG	1	10-03-53310-353-000	3.59
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194116	SHOP SUPPLIES-SEAFOAM FOR SMALL ENGINES	1	10-03-53310-353-000	39.96
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194185	BATTERIES AND FASTENERS	1	60-03-53740-349-000	17.29
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194196	ICE CLEATS FOR FLOODING	1	10-05-55340-390-000	8.09
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194408	PACKAGE WRAP/CLIP SPRING	1	60-03-53740-349-000	57.16
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194474	FOR SHOP GENREATOR LOAD BANK	1	10-03-53310-390-000	14.32
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194501	WATER PUMP(S) FUEL FILTERS	1	10-03-53310-353-000	35.02
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194527	PUMP CONDENSATE FOR SAFETY BUILDING FURANCE (TO	1	10-02-52199-390-000	59.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194541	SHOP SUPPLIES-HANDLE FOR WASH BAY SCRUB BRUSH	1	10-03-53310-390-000	17.18
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194590	SPARK PLUG WATER PUMP	1	10-03-53310-353-000	3.59
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194638	WORK GLOVES TREVOR	1	60-03-53730-349-000	29.98
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194679	TITAN GENERATOR STARTER ROPE	1	10-03-53310-353-000	1.47
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194683	DUCT TAPE AND BINS	1	60-03-53730-349-000	52.14
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194697	#2 NIPPLE, HANDY BOX SHOP FOR GENERATOR LOAD BAN	1	10-03-53310-390-000	5.97
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194706	HOSE FOR DOG KENNEL AT EMPD	1	10-00-14510-000-000	8.59
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194707	PAINT FOR TREATMENT PLANT	1	60-03-53731-247-651	55.98
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194708	WELLS FASTENRS/CATCH DRAW LOCK	1	60-03-53710-247-611	12.09
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194710	PARK SUPPLIES	1	10-05-55210-390-000	30.58
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194710	POOL	2	22-05-55420-247-000	23.39
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194746	SHOP SUPPLIES-EQUIPMENT CLEANING	1	10-03-53310-390-000	13.98
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194763	PARK SHOP	1	10-05-55210-390-000	29.69
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194763	CHAIN FOR POLE SAW	2	10-05-55210-242-000	18.86
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194851	CLOROX WIPES/TIE-DOWN/NUTS AND BOLTS	1	61-03-53610-349-000	17.17
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194852	FASTNERS	1	60-03-53740-349-000	17.32
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194859	PPE CHAINSAW HELMET	1	10-03-53310-161-000	73.59
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194883	TABLET CHARGING CABLE	1	60-03-53780-314-000	10.00
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	194912	METALLIC MARKERS	1	60-03-53740-349-000	18.95
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195005	PARK SHOP	1	10-05-55210-390-000	28.33
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195077	DEODORIZER BAKING SODA	1	61-03-53601-349-000	4.59
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195096	BUNGEE CHORD AND WELDED RING	1	60-03-53740-349-000	10.32
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195125	DISPOSABLE GLOVES	1	60-03-53740-349-000	19.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195130	CLOROX WIMES AND LYSOL CLEANERS	1	10-01-51600-344-000	41.14
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195171	SHOP SUPPLIES-EQUIPMENT CLEANING	1	10-03-53310-390-000	3.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195171	PPE NITRILE GLOVES	2	10-03-53310-161-000	13.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195186	POOL ROPE POSTS	1	22-05-55420-247-000	17.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195186	MACHMUELLER ROOF	2	10-05-55210-247-000	5.39
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195202	MULTI-TOOL HANGER	1	60-03-53730-349-000	14.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195266	TERMINAL DISCONNET/SCREWS/CLIP	1	60-03-53740-349-000	16.97
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195272	LIFT STATION CLEANING SUPPLIES	1	61-03-53601-349-000	35.46
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195287	LYSOL AND ISINFECTANT	1	10-01-51600-344-000	37.15
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195307	SHOP SUPPLIES-EQUIPMENT CLEANING	1	10-03-53310-390-000	28.93

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195308	POOL FILTER TANK	1	22-05-55420-247-000	23.39
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195308	PARK SHOP	2	10-05-55210-390-000	26.37
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195310	PARK SHOP	1	10-05-55210-390-000	1.89
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195335	SPRAY PAINT BLACK	1	60-03-53740-349-000	7.18
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195351	SHelf AND GARMENT HOOTS FOR THE FRONT OFFICE	1	10-01-51600-390-000	21.96
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195358	FASTENERS	1	61-03-53610-349-000	8.79
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195366	SHOP SUPPLIES-EQUIPMENT CLEANING	1	10-03-53310-390-000	3.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195366	#10 STAINLESS BOLTS	2	10-03-53312-353-000	4.38
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195398	SHOP SUPPLIES-EQUIPMENT CLEANING	1	10-03-53310-390-000	11.97
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195425	HACKSAW AND CLEANING SUPPLIES	1	60-03-53740-349-000	31.57
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195429	LADDER	1	10-02-52400-314-000	39.99
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195444	SHELF AND BRACKET	1	61-03-53610-349-000	11.17
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195448	SPAX SCREWS	1	60-03-53720-349-000	2.79
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195515	PUTTY KNIFE/SCRAPER/BUTANE CYLINDER	1	61-03-53601-349-000	19.97
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195553	CASTERS FOR REPAIR TO 2 VOTING MACHINE TOTES	1	10-01-51440-310-000	7.18
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195643	PARK SHOP	1	10-05-55210-390-000	32.13
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195643	TABLES AT POOL	2	22-05-55420-247-000	25.42
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195645	PLEXI GLASS	1	10-01-51440-310-000	396.06
04/20	04/24/20	52390	250	ACE HARDWARE CENTER	195653	BATTERIES AA/AAA	1	60-03-53740-349-000	28.36
Total 52390:									1,795.79
52391									
04/20	04/24/20	52391	20528	ADVANCED DISPOSAL SERVICES	D20000717481	GARBAGE	1	18-03-53620-297-000	36,672.48
04/20	04/24/20	52391	20528	ADVANCED DISPOSAL SERVICES	D20000717481	RECYCLING (4879)	2	18-03-53635-297-000	11,523.88
Total 52391:									48,196.36
52392									
04/20	04/24/20	52392	530	AMERICAN ASPHALT OF WISCONSIN	5300048746	COLD MIX ASPHALT FOR PATCHING	1	10-03-53310-236-000	1,504.04
Total 52392:									1,504.04
52393									
04/20	04/24/20	52393	21838	ASPIRUS CLINICS INC	83536	D&A PROGRAM: STREET 9	1	10-03-53310-164-000	56.25
04/20	04/24/20	52393	21838	ASPIRUS CLINICS INC	83536	D&A PROGRAM: WATER 2	2	60-03-53780-164-000	12.50
04/20	04/24/20	52393	21838	ASPIRUS CLINICS INC	83536	D&A PROGRAM: SEWER 2	3	61-03-53613-164-000	12.50
04/20	04/24/20	52393	21838	ASPIRUS CLINICS INC	83536	D&A PROGRAM: PARKS 3	4	10-05-55200-164-000	18.75
04/20	04/24/20	52393	21838	ASPIRUS CLINICS INC	83536	SKRZYPCHAK: DRUG TEST	5	10-03-53310-164-000	65.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52393:									165.00
52394									
04/20	04/24/20	52394	21844	BRAUN, ANGELA	APR2020	PARK RENTAL REFUND	1	10-00-46720-000-084	85.00
04/20	04/24/20	52394	21844	BRAUN, ANGELA	APR2020	PARK RENTAL SECURITY DEPOSIT REFUND	2	10-00-23160-000-000	25.00
04/20	04/24/20	52394	21844	BRAUN, ANGELA	APR2020	PARK RENTAL TAX REFUND	3	10-00-24213-000-000	4.68
Total 52394:									114.68
52395									
04/20	04/24/20	52395	20264	BROCK WHITE COMPANY	13868929-00	EROSION MAT FOR DRAINAGE WAY AT RYAN ST - DROP OFF	1	18-03-53636-290-000	375.00
Total 52395:									375.00
52396									
04/20	04/24/20	52396	3220	CONTROL CONCEPTS TECH	480762-001	4 IN 1 BUCKET (RYAN ST) HYD HOSE	1	18-03-53635-353-000	116.34
Total 52396:									116.34
52397									
04/20	04/24/20	52397	3680	DC EVEREST SCHOOL DISTRICT	MHP FEES Q1 202	JAN - MAR 2020 MOBILE HOME TAXES	1	10-00-24600-000-000	8,553.38
04/20	04/24/20	52397	3680	DC EVEREST SCHOOL DISTRICT	MHP FEES Q1 202	2020 LOTTERY CREDIT	2	10-00-41140-000-000	3,798.21
Total 52397:									12,351.59
52398									
04/20	04/24/20	52398	21755	DIETRICH VANDERWAAL S.C.	2030	ADMINSTRATOR LEGAL 3/10-3/11	1	10-01-51300-212-000	220.00
Total 52398:									220.00
52399									
04/20	04/24/20	52399	4910	FASTENAL COMPANY	WISCH324979	ANCHORS FOR POOL PIPING	1	22-05-55420-247-000	21.67
04/20	04/24/20	52399	4910	FASTENAL COMPANY	WISCH325191	ELECTIONS HAND SANITIZER	1	10-03-53310-344-000	59.30
Total 52399:									80.97
52400									
04/20	04/24/20	52400	21632	GREEN VALLEY SEPTIC	MT1324	RYAN ST - PORTABLE TOILET RENTAL	1	18-03-53636-290-000	135.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52400:									135.00
52401									
04/20	04/24/20	52401	22023	HIGHWAY LANDSCAPERS, INC.	5875-2232	18" GALVANIZED GUARDRAIL BOLTS, NUTS & WASHERS	1	10-03-53310-239-000	200.00
Total 52401:									200.00
52402									
04/20	04/24/20	52402	20205	HYDRITE CHEMICAL CO	02353636	52 SOD KYPOCHLOR, 3250 CAUS SODA LIQ, 550 HFS ACID	1	60-03-53730-366-000	1,857.29
04/20	04/24/20	52402	20205	HYDRITE CHEMICAL CO	02353637	312 SOD HYPCHLOR, 650 CAUS SODA LIQ, 550 HFS ACID	1	60-03-53730-366-000	1,641.49
04/20	04/24/20	52402	20205	HYDRITE CHEMICAL CO	02353638	52 SOD HYPOCHLOR, 3250 CAUS SODA LIQ, 550 HFS ACID	1	60-03-53730-366-000	1,758.29
04/20	04/24/20	52402	20205	HYDRITE CHEMICAL CO	02353639	52 SOD HYPOCHLOR, 2600 CAUS SODA LIQ	1	60-03-53730-366-000	1,236.04
Total 52402:									6,493.11
52403									
04/20	04/24/20	52403	21230	ILLINOIS MUTUAL	MAY2020	APRIL 2020 PAYROLLS(PAYS APRIL 2020 PREMIUM	1	10-00-21537-000-000	348.82
Total 52403:									348.82
52404									
04/20	04/24/20	52404	4820	JOHN FABICK TRACTOR CO	PIWA0017721	#26 TACOMETER FREIGHT	1	10-03-53310-353-000	12.55
Total 52404:									12.55
52405									
04/20	04/24/20	52405	21654	JOHN MUIR	APR2020	AQ. CTR. RENTAL REFUND	1	22-00-46734-000-062	300.00
Total 52405:									300.00
52406									
04/20	04/24/20	52406	19564	KULP'S OF STRATFORD LLC	3879B	SAFETY BULIDNG ROOF REPAIR - CIP	1	41-07-52110-290-000	51,213.50
Total 52406:									51,213.50
52407									
04/20	04/24/20	52407	22020	LAPORTE, DUSTIN	APR2020	PARK RENTAL REFUND	1	10-00-46720-000-083	60.00
04/20	04/24/20	52407	22020	LAPORTE, DUSTIN	APR2020	PARK RENTAL SECURITY DEPOSIT REFUND	2	10-00-23160-000-000	25.00
04/20	04/24/20	52407	22020	LAPORTE, DUSTIN	APR2020	PARK RENTAL TAX REFUND	3	10-00-24213-000-000	3.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52407:									88.30
52408									
04/20	04/24/20	52408	19567	LINDER ELECTRIC MOTORS INC	59886	MOTOR FOR LANDFILL BURNER	1	18-03-53631-290-000	147.53
Total 52408:									147.53
52409									
04/20	04/24/20	52409	2200	BRUCE EQUIPMENT	014416	#116 SNOWBLOWER WHEEL	1	10-03-53312-353-000	410.74
Total 52409:									410.74
52410									
04/20	04/24/20	52410	9920	MARATHON COUNTY CLERK'S OFFIC	MFL WD Tax 2020	COUNTY SHARE- MANAGED FOREST	1	10-00-43650-000-000	922.60
Total 52410:									922.60
52411									
04/20	04/24/20	52411	9910	MARATHON COUNTY TREASURER	730 SOLID WASTE	MATERIALS THAT WERE ILLEGALLY DUMPED AT THE RYAN S	1	18-03-53636-290-000	187.85
04/20	04/24/20	52411	9910	MARATHON COUNTY TREASURER	MAR 2020	ALLOCATE COURT TOTALS TO COUNTY: MARCH 2020	1	10-00-45111-000-000	1,264.40
Total 52411:									1,452.25
52412									
04/20	04/24/20	52412	10050	MENARDS INC	54294	LUMBER FOR PLEXI GLASS	1	10-01-51440-314-000	72.98
Total 52412:									72.98
52413									
04/20	04/24/20	52413	20215	MICHELS MATERIALS	388379	RYAN ST SITE - 6" RIP RAP	1	18-03-53636-290-000	722.50
Total 52413:									722.50
52414									
04/20	04/24/20	52414	21224	MI-TECH SERVICES INC	32062485	LANDFILL MONITORING MARCH 2020	1	18-03-53631-215-000	1,762.00
Total 52414:									1,762.00
52415									
04/20	04/24/20	52415	13420	RENT-A-FLASH OF WI INC	70365	KEEP RIGHT SIGNS - 18 X 24	1	10-03-53310-363-000	147.52

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52415:									147.52
52416									
04/20	04/24/20	52416	14430	SCHOFIELD, CITY OF	JAN2020 COURT O	JANUARY OVERPAYMENT	1	10-00-24425-000-000	1.20
04/20	04/24/20	52416	14430	SCHOFIELD, CITY OF	MAR 2020	ALLOCATED TOTALS TO MUNICIPALITY: MAR 2020	1	10-00-24425-000-000	6,811.10
Total 52416:									6,812.30
52417									
04/20	04/24/20	52417	10520	SECURIAN FINANCIAL GROUP INC	MAY2020	VOW PREMIUM: MAY 2020	1	10-00-21531-000-000	1,053.61
Total 52417:									1,053.61
52418									
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: PUB ENTITY LIAB INS-VILLAGE	1	10-01-51540-513-000	8,147.43
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: PUB ENTITY LIAB INS-STREETS	2	10-01-51540-513-000	371.12
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: PUB ENTITY LIAB INS-WATER UTILITY	3	60-03-53780-513-000	112.46
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: AUTO INS-STREETS	4	10-01-51540-512-000	3,085.62
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: AUTO INS-PARK	5	10-01-51540-512-000	262.58
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: AUTO INS-WATER UTILITY	6	60-03-53780-512-000	239.48
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: AUTO INS-SEWER UTILITY	7	61-03-53613-512-000	303.41
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: AUTO INS-BLDG INSP	8	10-01-51540-512-000	295.82
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: AUTO INS-GENERAL/TRVERSE	9	10-01-51540-512-000	70.08
04/20	04/24/20	52418	20611	SPECTRUM INSURANCE GROUP	APR2020	Q2 2020: WORKERS COMP INS	10	10-00-21540-000-000	13,843.00
Total 52418:									26,731.00
52419									
04/20	04/24/20	52419	15780	SUN PRINTING INC	111964	ABSENTEE BALLOT ENVELOPES	1	10-01-51440-312-000	542.50
04/20	04/24/20	52419	15780	SUN PRINTING INC	111964	ABSENTEE BALLOT ENVELOPES	2	10-01-51440-312-000	542.50
Total 52419:									1,085.00
52420									
04/20	04/24/20	52420	16340	TOTAL TOOL SUPPLY INC	04957011	COMBO KIT HAMMERDRILL/GRINDER/HACKZALL	1	60-03-53730-349-000	399.00
Total 52420:									399.00
52421									
04/20	04/24/20	52421	20240	TRUCK EQUIPMENT INC	846359-00	#29 TRUCK BUILD GREASABLE PINS FOR WING MOUNT	1	10-03-53312-353-000	413.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52421:									413.00
52422									
04/20	04/24/20	52422	17130	VIKING ELECTRIC SUPPLY	S003547152.001	LIGHTS FOR EQUIPMENT SHOP	1	10-03-53310-247-000	1,476.33
04/20	04/24/20	52422	17130	VIKING ELECTRIC SUPPLY	S003547182.002	LIGHTS FOR EQUIPMENT SHOP	1	10-03-53310-247-000	53.65-
04/20	04/24/20	52422	17130	VIKING ELECTRIC SUPPLY	S003548444.001	LIGHTS FOR EQUIPMENT SHOP	1	10-03-53310-247-000	35.64
04/20	04/24/20	52422	17130	VIKING ELECTRIC SUPPLY	S003548536.001	LIGHTS FOR EQUIPMENT SHOP	1	10-03-53310-247-000	27.94
Total 52422:									1,486.26
52423									
04/20	04/24/20	52423	18090	WESTON, TOWN OF	MAR 2020	ALLOCATED TOTALS TO MUNICIPALITY: MARCH 2020	1	10-00-24425-000-000	1,062.40
Total 52423:									1,062.40
52424									
04/20	04/24/20	52424	22022	WINTER, CAROL	APR2020	REFUND OVERPAYMENT UTILITIES	1	10-00-21000-000-000	135.89
Total 52424:									135.89
52425									
04/20	04/24/20	52425	19951	YDE LAW FIRM, S.C.	26001	3/18-3/31 G&B PRODUCE PROPERTY	1	41-07-57141-290-000	2,220.00
04/20	04/24/20	52425	19951	YDE LAW FIRM, S.C.	26001	3/18-3/31 MISC GENERAL	2	10-01-51300-212-000	15.00
04/20	04/24/20	52425	19951	YDE LAW FIRM, S.C.	26002	3/17-3/20 AQUATIC CENTER CONTRACT REVIEW	1	22-05-55420-212-000	777.00
04/20	04/24/20	52425	19951	YDE LAW FIRM, S.C.	26003	3/18-4/10 BRIEFER	1	10-01-51300-212-000	238.00
04/20	04/24/20	52425	19951	YDE LAW FIRM, S.C.	26003	3/18-4/10 SOCIAL MEDIA	2	10-01-51300-212-000	333.00
04/20	04/24/20	52425	19951	YDE LAW FIRM, S.C.	26003	3/18-4/10 COVID 19	3	10-01-51300-212-000	351.50
04/20	04/24/20	52425	19951	YDE LAW FIRM, S.C.	26004	3/27/2020 UHAUL	1	10-01-51300-212-000	92.50
Total 52425:									4,027.00
90029									
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SOFTWARE FOR MUNICIPAL FACILITIES VIDEO	1	10-01-51450-286-000	94.90
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	PROGRAMMING CLASSES - ONLINE	2	10-01-51460-157-000	26.74
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	BATTERY BACKUP FOR LIFT STATION	3	61-03-53601-349-000	72.99
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SADDLE TEE FOR ALTA VERDE WELL	4	60-03-53710-349-000	31.93
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	ZOOM WEB MEETING LICENSE	5	10-01-51450-286-000	15.81
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	ZOOM WEB MEETING LICENSE	6	10-01-51450-286-000	163.62
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	OFFICE BUSINESS 365 LICENSE FOR WATER UTILITY	7	60-03-53780-286-000	300.00
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	OFFICE BUSINESS 365 LICENSE FOR SEWER UTILITY	8	61-03-53613-286-000	300.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	COVID-19 SUPPLIES FOR THE PLEXIGLASS WINDOW ADDED	9	10-01-51600-390-000	121.44
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	MUNICIPAL CENTER LUNCH ROOM FRIDGE - FILTER	10	10-01-51600-390-000	59.99
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	DISPOSAL BAGS FOR DOG PARK	11	82-05-55430-390-020	289.65
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	GARMIN'S-DUE FROM EMPLOYEE PORTION	12	10-00-13802-000-000	1,158.91
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	GARMIN'S-EMPLOYER CONTRIBUTION	13	10-01-51430-310-000	180.02
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SAM'S CLUB-WELLNESS SNACKS	14	10-01-51450-399-000	76.04
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	DONNER-SABA REG FOR MARCH NOT JUST LUNCH - 2020 C	15	10-01-51410-325-000	15.00
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	TRIG'S - CHICKEN FOR ALL STAFF MEETING	16	10-01-51450-390-000	62.25
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SANITIZING WIPES FOR WELL HOUSES	17	60-03-53710-349-000	107.55
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	ELECTION LABELS	18	10-01-51440-310-000	59.98
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	COVID-19 ELECTION POSTCARD TEMPLATE	19	10-01-51440-312-000	1.00
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	COVID-19 ELECTION LABELS	20	10-01-51440-310-000	66.78
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SAM'S CLUB-COFFEE/CREAMER/PLATES FOR GEN OFFICE	21	10-01-51450-390-000	120.14
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	CONSTANT CONTACT-THIS WEEK IN WESTON	22	10-01-51450-289-000	50.00
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SWENSON PARKING CHARGES FOR WASTEWATER PUMPIN	23	61-03-53613-334-000	31.66
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	ZEPHYR SALES-POLISHING KIT FOR FLEET	24	10-03-53310-353-000	349.21
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SNO DEPOT-TRANSMISSION COOLER LINES FOR TRUCK #9	25	10-03-53312-353-000	1,216.50
04/20	04/22/20	90029	21761	U.S. BANK CORPORATE PAYMENT SY	4279 APR 2020	SNO DEPOT-TRANSMISSION COOLER LINES FOR TRUCK #1	26	10-03-53312-353-000	1,216.50
Total 90029:									6,188.61
Grand Totals:									263,105.18

Dated _____

Finance Committee Chairperson _____

Report Criteria:
Report type: GL detail

Report Criteria:

Manual checks included
Supplemental checks included
Termination checks included
Void checks included
[Report]. Check Number = 50000-59999

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
04/19/2020	PC	04/24/2020	52350	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52351	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52352	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52353	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52354	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52355	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52356	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52357	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52358	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52359	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52360	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52361	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52362	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52363	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52364	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52365	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52366	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52367	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52368	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52369	Void			01-00-11110-	
04/19/2020	PC	04/24/2020	52370	CHECK, JAMES W	177		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52371	PAGEL, PRESTON K	639		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52372	LE PAGE, NATHAN J	2261		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52373	ZAJICHEK,DANIEL G	2980		01-00-11110-	160.00-
04/19/2020	PC	04/24/2020	52374	SCHWANTES,CARLA J	3352		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52375	BARKER, SHARON L	4823		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52376	SCHULTZ, THERESA M	4879		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52377	IRWIN,LAURENCE	5168		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52378	MATHIES,JOAN E	6292		01-00-11110-	160.00-
04/19/2020	PC	04/24/2020	52379	SCHMIDT, JEANETTE F	6481		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52380	LAMPING, BARBARA J	7079		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52381	MILLER, REBECCA L	7443		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52382	LAMPING, GLENN J	7616		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52383	BESIADA, RICHARD J	7644		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52384	RASMUSSEN,KRISTINE A	7739		01-00-11110-	160.00-
04/19/2020	PC	04/24/2020	52385	BOBER, KATHERINE M	7862		01-00-11110-	103.70-
04/19/2020	PC	04/24/2020	52386	BRAATZ - TIMKEN, JEAN S	8088		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52387	RONDEAU,LAVERNE M	8155		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52388	MODRZEJEWSKI,ROGER D	8800		01-00-11110-	140.00-
04/19/2020	PC	04/24/2020	52389	SCHUSTER,KATHLEEN E	9089		01-00-11110-	160.00-
Grand Totals:			40					2,843.70-

**VILLAGE OF WESTON, MARATHON COUNTY,
WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476**

Board of Trustees – 5/4/2020

From: Sherry Weinkauf, Clerk

Acknowledgement: Acknowledge May Health Insurance premium reduction for both the employer and employee.

Background

Our Health insurance company, Group Health Cooperative of Eau Claire, recently notified the Village of their decision to pass along a reduced health insurance premium for all their members by 50%. We received this reduction on our May invoices. I have attached a spreadsheet showing the reduced premiums for both the employee and employer. This is a \$19,269 savings for the Village and a \$13,430 savings for the Everest Metro. In their email they indicate that the cooperative is well reserved, and this move will, in no way, compromise the solid financial standing of the organization. Their hope is that this provides some relief to their members during the COVID-19 outbreak. I will reduce employee premiums on their May 8th and May 22nd pay checks.

Public Review: No Prior Official Review.

Fiscal Impact: 50% Savings

Recommendation: Acknowledge May Health Insurance premium reduction for both the employer and employee.

Recommended Language for Official Action

I move to Acknowledge May Health Insurance premium reduction for both the employer and employee.

Are there additional reference documents which have been attached to this report?

VILLAGE OF WESTON APRIL PREMIUM FOR HEALTH INS				VILLAGE OF WESTON APRIL PREMIUM FOR HEALTH INS					
Employee Number	Name	HEALTH Employee Amt	HEALTH Employer Amt	Total Amount	Employee Number	Name	HEALTH Employee Amt	HEALTH Employer Amt	Total Amount
94	BLAREK,FORREST J	257.62	1,459.80	1717.42	94	BLAREK,FORREST J	128.81	729.9	858.71
64	BORTH,JOHN A	257.62	1,459.80	1717.42	64	BORTH,JOHN A	128.81	729.9	858.71
3886	CHARTRAND,THOMAS J	103.04	583.92	686.96	3886	CHARTRAND,THOMAS J	51.52	291.96	343.48
6442	COLEMAN,THERESA M	82.44	604.52	686.96	6442	COLEMAN,THERESA M	41.22	302.26	343.48
95	CROWE,NATHAN A	171.74	1,545.66	1717.4	95	CROWE,NATHAN A	85.87	772.83	858.7
71	DIETSCH,CHAD E	171.74	1,545.66	1717.4	71	DIETSCH,CHAD E	85.87	772.83	858.7
68	DONNER,KEITH E	171.74	1,545.66	1717.4	68	DONNER,KEITH E	85.87	772.83	858.7
77	FALKOWSKI,JESSICA L	68.7	618.26	686.96	77	FALKOWSKI,JESSICA L	34.35	309.13	343.48
4816	FLORY,SARAH R	82.44	604.52	686.96	4816	FLORY,SARAH R	41.22	302.26	343.48
8479	HARRISON,WILLIAM W	82.44	604.52	686.96	8479	HARRISON,WILLIAM W	41.22	302.26	343.48
92	HIGGINS,JENNIFER LYNN	171.74	1,545.66	1717.4	92	HIGGINS,JENNIFER LYNN	85.87	772.83	858.7
99	HODELL,RENEE L	206.1	1,511.32	1717.42	99	HODELL,RENEE L	103.05	755.66	858.71
8299	HUERTH,CLAYTON A	171.74	1,545.66	1717.4	8299	HUERTH,CLAYTON A	85.87	772.83	858.7
2139	JOHNSON-MAGUIRE,JAYSON R	206.1	1,511.32	1717.42	2139	JOHNSON-MAGUIRE,JAYSON R	103.05	755.66	858.71
258	LAKE,STEVEN G	171.74	1,545.66	1717.4	258	LAKE,STEVEN G	85.87	772.83	858.7
98	LENHARD,JASON R	82.44	604.52	686.96	98	LENHARD,JASON R	41.22	302.26	343.48
75	OSTERBRINK,SHAWN P	206.1	1,511.32	1717.42	75	OSTERBRINK,SHAWN P	103.05	755.66	858.71
74	PARKER,VALERIE R	171.74	1,545.66	1717.4	74	PARKER,VALERIE R	85.87	772.83	858.7
8947	RACZKOWSKI,DANIEL R	103.04	583.92	686.96	8947	RACZKOWSKI,DANIEL R	51.52	291.96	343.48
175	REICH,HEATHER A	463.7	1,253.70	1717.4	175	REICH,HEATHER A	231.85	626.85	858.7
6544	ROMANOWSKI,LEAH M	171.74	1,545.66	1717.4	6544	ROMANOWSKI,LEAH M	85.87	772.83	858.7
5770	SKERVEN,TREVOR W	171.74	1,545.66	1717.4	5770	SKERVEN,TREVOR W	85.87	772.83	858.7
52	SKRZYPCHAK,ANTHONY R	257.62	1,459.80	1717.42	52	SKRZYPCHAK,ANTHONY R	128.81	729.9	858.71
1208	SUCHOMSKI,JENNIFER A	103.04	583.92	686.96	1208	SUCHOMSKI,JENNIFER A	51.52	291.96	343.48
104	TATRO,SHAUN	82.44	604.52	686.96	104	TATRO,SHAUN	41.22	302.26	343.48
108	TRAUTMAN,JESSICA M	206.1	1,511.32	1717.42	108	TRAUTMAN,JESSICA M	103.05	755.66	858.71
8582	TRITTIN,JENNA C	171.74	1,545.66	1717.4	8582	TRITTIN,JENNA C	85.87	772.83	858.7
9009	VON SCHRADER,CARL J	257.62	1,459.80	1717.42	9009	VON SCHRADER,CARL J	128.81	729.9	858.71
62	WEINKAUF,SHERRY L	171.74	1,545.66	1717.4	62	WEINKAUF,SHERRY L	85.87	772.83	858.7
4546	WHEATON,EMILY C	257.62	1,459.80	1717.42	4546	WHEATON,EMILY C	128.81	729.9	858.71
107	YONKER,JOHN JR E	171.74	1,545.66	1717.4	107	YONKER,JOHN JR E	85.87	772.83	858.7
		5427.1	38,538.52	43965.62			2713.55	19,269.26	21982.81

EVEREST METRO APRIL PREMIUM FOR HEALTH INS				EVEREST METRO MAY PREMIUM FOR HEALTH INS					
Employee Number	Name	HEALTH Employee Amt	HEALTH Employer Amt	Total Amount	Employee Number	Name	HEALTH Employee Amt	HEALTH Employer Amt	Total Amount
98	BUENNING,CHRISTOPHER M	257.62	1,459.80	1717.42	98	BUENNING,CHRISTOPHER M	128.81	729.9	858.71
8264	DUNKEL,RANDY J	257.62	1,459.80	1717.42	8264	DUNKEL,RANDY J	128.81	729.9	858.71
95	HABLE,MATTHEW P	257.62	1,459.80	1717.42	95	HABLE,MATTHEW P	128.81	729.9	858.71
105	HOCKERMAN,CARRIE A	103.04	583.92	686.96	105	HOCKERMAN,CARRIE A	51.52	291.96	343.48
89	HOLBACH,JILL A	103.04	583.92	686.96	89	HOLBACH,JILL A	51.52	291.96	343.48
77	JOURDAN,THOMAS J	257.62	1,459.80	1717.42	77	JOURDAN,THOMAS J	128.81	729.9	858.71
1198	KRIEGEL, JOSHUA E	103.04	583.92	686.96	1198	KRIEGEL, JOSHUA E	51.52	291.96	343.48
79	LONG,LEAH K	257.62	1,459.80	1717.42	79	LONG,LEAH K	128.81	729.9	858.71
72	MARTEN,SCOTT A	257.62	1,459.80	1717.42	72	MARTEN,SCOTT A	128.81	729.9	858.71
892	MEIER,ALEXIS B	103.04	583.92	686.96	892	MEIER,ALEXIS B	51.52	291.96	343.48
1512	MISSLIN,LUCAS C	257.62	1,459.80	1717.42	1512	MISSLIN,LUCAS C	128.81	729.9	858.71
4265	NELSON,MATTHEW B	257.62	1,459.80	1717.42	4265	NELSON,MATTHEW B	128.81	729.9	858.71
9792	OLSON,JULIE L	257.62	1,459.80	1717.42	9792	OLSON,JULIE L	128.81	729.9	858.71
64	PETERSON,TERRENCE S	257.62	1,459.80	1717.42	64	PETERSON,TERRENCE S	128.81	729.9	858.71
59	SABEL,DAVID A	257.62	1,459.80	1717.42	59	SABEL,DAVID A	128.81	729.9	858.71
3057	SCHREIBER, BECCA J	103.04	583.92	686.96	3057	SCHREIBER, BECCA J	51.52	291.96	343.48
84	SCHREMP,GREGORY W	257.62	1,459.80	1717.42	84	SCHREMP,GREGORY W	128.81	729.9	858.71
85	SCHULZ,CLAYTON T	257.62	1,459.80	1717.42	85	SCHULZ,CLAYTON T	128.81	729.9	858.71
4426	SWEARINGEN,CODY C	257.62	1,459.80	1717.42	4426	SWEARINGEN,CODY C	128.81	729.9	858.71
9726	THOMPSON,ALEXANDER T	257.62	1,459.80	1717.42	9726	THOMPSON,ALEXANDER T	128.81	729.9	858.71
3840	WALTER,CHRISTOPHER W	103.04	583.92	686.96	3840	WALTER,CHRISTOPHER W	51.52	291.96	343.48
86	WIERZBANOWSKI,FRANCIS M	257.62	1,459.80	1717.42	86	WIERZBANOWSKI,FRANCIS M	128.81	729.9	858.71
		4740.16	26,860.32	31600.48			2370.08	13,430.16	15800.24

From: [Peter Farrow](#)
To: [Peter Farrow](#)
Subject: Group Health Cooperative announces 50% premium reduction for commercial members
Date: Wednesday, March 25, 2020 10:28:44 AM
Attachments: [GHC Premium Reduction April 2020 Release FINAL.pdf](#)

Good morning Group Health Cooperative Group Member,

As a Cooperative, the stability and health of our members is of the utmost priority to us. As a result of the recent COVID-19 outbreak, we recognize the unexpected financial strain many area employers are experiencing. We care deeply about the communities we serve and want to help alleviate the impact of this strain.

In consultation with our Board of Directors, Group Health Cooperative of Eau Claire has decided to reduce health insurance premiums for our member groups by 50 percent next month. Our reserves are held for the benefit of our members. The economic impact of this outbreak is far reaching. Our hope is that this one-time reduction will provide tangible relief at a time when you, our trusted partners, need it most. Please rest assured that the Cooperative is well reserved and this move will, in no way, compromise the solid financial standing of the organization.

In the coming days, our sales team will provide more details regarding specific savings and how it will be administered to your group.

If you have any questions about this or anything else related to COVID-19, please let me know. We are here to serve you in any way that we can.

Thank you,

Pete Farrow

Pete Farrow | *Chief Executive Officer and General Manager*

Group Health Cooperative of Eau Claire | p. 715.852.2070 | group-health.com

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From: [Kelsi Baldwin](#)
Subject: Premium Reduction - Clarification
Date: Thursday, April 2, 2020 3:51:51 PM
Importance: High

Good Afternoon,

Last week, your company was notified of Group Health Cooperative of Eau Claire's one-time reduction of health insurance premiums for you, our commercial member groups.

To further clarify, the insurance premium credit was based on 50% of the invoice sent in **April** but it was intended to be a reduction of expense at the time the Board of Directors approved it in **March**.

As we've said, the stability and health of our members is of the utmost priority to us. We understand the strain you are under as a result of the COVID-19 outbreak and hope this provides some relief.

The Cooperative is well reserved and this move will, in no way, compromise the solid financial standing of the organization.

If you have any questions about this or anything else related to COVID-19, please let us know. We are here to serve you.

Thank you!

Kelsi Baldwin | *Director of Marketing and Sales*
Group Health Cooperative of Eau Claire | p. 715.852.2984 | group-health.com
[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#)

Previous note for reference:

Good morning Group Health Cooperative Group Member,

As a Cooperative, the stability and health of our members is of the utmost priority to us. As a result of the recent COVID-19 outbreak, we recognize the unexpected financial strain many area employers are experiencing. We care deeply about the communities we serve and want to help alleviate the impact of this strain.

In consultation with our Board of Directors, Group Health Cooperative of Eau Claire has decided to reduce health insurance premiums for our member groups by 50 percent next month. Our reserves are held for the benefit of our members. The economic impact of this outbreak is far reaching. Our hope is that this one-time reduction will provide tangible relief at a time when you, our trusted partners, need it most. Please rest assured that the Cooperative is well reserved and this move will, in no way, compromise the solid financial standing of the organization.

In the coming days, our sales team will provide more details regarding specific savings and how it will be administered to your group.

If you have any questions about this or anything else related to COVID-19, please let me know. We are here to serve you in any way that we can.

Thank you,

Pete Farrow

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FOR IMMEDIATE RELEASE: March 25, 2020

Contact: Kelsi Baldovin, kbaldovin@group-health.com or 715-852-2984

Group Health Cooperative Cuts Commercial Premiums in Half for Month of April

ALTOONA, WI - In recognition of the financial strain that area employers are experiencing as a result of the COVID-19 outbreak, Group Health Cooperative of Eau Claire has decided to reduce health insurance premiums for its member groups by 50 percent for the month of April.

“We recognize the strain our member groups are under. We want to help them,” said Pete Farrow, CEO and General Manager of Group Health Cooperative of Eau Claire. “As a cooperative, our reserves are held for the benefit of our members. In consultation with our Board of Directors, we decided a temporary premium reduction is an appropriate action at this time.”

In addition to private companies, Farrow said several municipalities and non-profit organizations will also benefit from this reduction. For example, the City of Eau Claire will experience a savings of just over \$600,000.

“We are not a typical insurance company – we are a cooperative. This means we are a member-governed organization. Member stability and health are our most important areas of focus. We care deeply about the communities we serve.”

Farrow thanked the Cooperative’s Board of Directors for acting quickly and decisively in response to the crisis. He added that they did not yet know if health care costs were going to go up, or down, as a result of the outbreak, and that the decision was made more because of the need to provide relief to groups in the Cooperative.

On March 20, Mark Afable, Wisconsin’s Commissioner of Insurance issued a bulletin to insurers advising them that, during this public health emergency, insurers were encouraged to find ways to help Wisconsin residents through this economic hardship. A copy of the bulletin is attached.

“I applaud Commissioner Afable for his foreword thinking approach in this crisis,” Farrow said. “The economic impact of this outbreak is far reaching, and we need to address it in ways that provide immediate relief. That, in combination with the solid financial standing of the Cooperative, is why we made the decision we did.”

###

Founded in 1974, Group Health Cooperative of Eau Claire is one of a few health insurance cooperatives left in the country. It provides commercial and Medicaid insurance across 44 Wisconsin counties.

**VILLAGE OF WESTON, MARATHON COUNTY,
WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476**

Board of Trustees – 5/4/2020

From: Sherry Weinkauf, Clerk

Question: Should the Board of Trustees approve Resolution No. 2020-005 amending the Village Fee Schedule for the renewal liquor license fees for the 2020-2021 license year?

Background

The Village has received several inquiries relating to the reduction of alcohol beverage licensing fees for the upcoming licensing renewal period or taking other steps to help our bars and restaurants hurt by the COVID-19 pandemic. By state law governing bodies may reduce alcohol beverage licensing fees for maximum and minimum ranges as shown below:

- Class “A” beer – no state maximum or minimum
- Class “B” beer -- \$100 maximum; no minimum
- “Class A” liquor -- \$500 maximum; \$50 minimum
- “Class B” liquor -- \$500 maximum; \$50 minimum
- Reserve “Class B” liquor renewal -- \$500 maximum; \$50 minimum
- “Class C” wine license -- \$100 maximum; no minimum

The Village could reduce the 2020 renewal fees for our Class “B” Beer, Class B” Liquor, Reserve Class B” and Class C” Wine license holders. I have attached a list of all the businesses who currently hold these kinds of licenses. I did not include any of the Class “A” Beer or Class A” liquor license holders because most of those businesses are considered essential and remain fully open.

In the attached spreadsheet I show the current license fees, which amounts to \$14,100 in licensing revenue. There are so many different scenarios I could show you, but I limited it to two. The first scenario, I took into consideration the time the business is/was closed or only open for curbside pickup during the governor’s orders. I made an adjustment for 3 months (March – May = \$150 adjustment). So instead of charging \$100 for beer/wine and \$500 for liquor, the Village could charge \$75 for beer/wine and \$375 for liquor. This reflects a \$150 savings to the business on a total license fee of \$600 and a \$25 savings to the business on a total license fee of \$100. Lost revenue to the Village would be \$4,850. In the second scenario which is what Rothschild is doing, I show a \$0 license fee for beer/wine licenses and \$50 for liquor licenses. This reflects a \$550 savings to the business on a total license fee of \$600 and a \$100 savings to the business on a total license fee of \$100. The lost revenue to the Village in this scenario is \$12,600.

I did contact Wausau to find out if they were doing anything with the fees and I was told they did receive inquiries and were not sure if anything would be done. My understanding is that Rib Mountain will follow suit with Wausau. I know there are other municipalities around the state that have made some kind of change to their fees. Without doing a whole lot of research I found both Milwaukee and Green Bay had made changes, as well as Rothschild.

I have created a draft resolution for the Board of Trustees to consider. I have left the fees blank and the Board can determine if this is something they want to move forward with.

The deadline for license holders to submit applications is May 1st, but I am giving them until May 8th. I also told them they can pay just the \$49 publication fee when they file their application and pay the full fees when they pick up their licenses, which needs to be before July 1st.

Public Review: **No Prior Official Review.**

Fiscal Impact: **See attached spreadsheet.**

Recommendation: **No staff recommendation**

Recommended Language for Official Action

I move to Approve Resolution No. 2020-005 amending the Village Fee Schedule for the renewal liquor license fees for the 2020-2021 license year, to include \$_____ for a Class B Beer, \$_____ for a Class B Liquor, \$_____ for a Reserve Class B Liquor and \$_____ for a Class C Wine license.

Are there additional reference documents which have been attached to this report?

Class "B" beer -- \$100 maximum; no minimum
 "Class B" liquor -- \$500 maximum; \$50
 minimum Reserve "Class B"
 liquor renewal -- \$500 maximum; \$50
 minimum "Class C"
 wine license -- \$100 maximum; no minimum

Same as Rothschild

Status	Contact	Report Code	End Date	License Business	Contact Address	Current Class B Beer/Class C Wine license fee	Current Class B liquor license fee	Total Current License fee due from business
Issued	Antlers Archery - William A Thomas - (715)298-	9022 - Class B Beer	6/30/2020	Antlers Archery	9102 Alderson St Weston WI 54476	\$ 100.00	\$ -	\$ 100.00
Issued	Wish - Wisconsin Steakhouse - Joel C Kasten - (9023 - Class B Beer & Liquor	6/30/2020	Wish - Wisconsin Steakhouse	2479 Sunny Meadow Dr Mosinee WI 54455	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Basil - Samantha Fischer - (715)302-4728	9024 - Class B Beer and Liquor Reserve	6/30/2020	Basil	6104 Isaiah St Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Tine & Cellar - Michael Masgay - 715-370-0959	9105 - Class B Beer and Liquor Reserve	6/30/2020	Tine & Cellar	1806 Fern Ln Wausau WI 54401	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Arrow Sports Club - Hunter J Tesmer - 715-432-	9023 - Class B Beer & Liquor	6/30/2020	Arrow Sports Club	3311 Schofield Ave Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Down the Hill Bar - Terry M Woznicki - (715)355-	9023 - Class B Beer & Liquor	6/30/2020	Down the Hill Bar	306 Urban St Rothschild WI 54474	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Sam's Pizza - Jodi L LaCalamita - 7153555800	9026 - Class C Wine	6/30/2020	Sam's Pizza	2065 Walker Rd Kronenwetter WI 54455	\$ 100.00	\$ -	\$ 100.00
Issued	Weston Hit & Miss Trap Club - Rod Bricko - (715)-	9022 - Class B Beer	6/30/2020	Weston Hit & Miss Trap Club	6603 Caribou Ln Ringle WI 54471	\$ 100.00	\$ -	\$ 100.00
Issued	Razz's Breakfast Bar and Grill - Diana L Rasmus-	9023 - Class B Beer & Liquor	6/30/2020	Razz's Breakfast Bar and Grill	4515 Sternberg Ave Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Crafties - Keith Rybacki - 715-298-6800	9022 - Class B Beer	6/30/2020	Crafties	4103 SCHOFIELD Avenue Weston WI 54476	\$ 100.00	\$ -	\$ 100.00
Issued	Premier Sports Academy - Eric J Greening - (715)	9022 - Class B Beer	6/30/2020	Premier Sports Academy LLC	2103 Dorie Lane Mosinee WI 54455	\$ 100.00	\$ -	\$ 100.00
Issued	Shanghai Grill - Andy Wong - (715)252-4551	9024 - Class B Beer and Liquor Reserve	6/30/2020	Shanghai Grill	3910 SCHOFIELD AVE #9 Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Crane Meadows Golf LLC - Kortney Ann Weilep	9023 - Class B Beer & Liquor	6/30/2020	Crane Meadows Golf Course	225471 Indigo Dr Wausau WI 54401	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Wausau Hotel Group LLC - Neil Densmore - 605-	9022 - Class B Beer	6/30/2020	Holiday Inn Express & Suites	3203 Conservancy Lane Middleton WI 53562	\$ 100.00	\$ -	\$ 100.00
Issued	El Charro - Teresa D Serrano-Figueroa - (920)37-	9023 - Class B Beer & Liquor	6/30/2020	El Charro	3604 Ross Ave Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Central WI Speakeasy, LLC - Donna M James - 7	9023 - Class B Beer & Liquor	6/30/2020	Central WI Speakeasy, LLC	168215 River Road Ringle WI 54471	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Dales Weston Lanes - Dale A Elliott - (715)359-	9023 - Class B Beer & Liquor	6/30/2020	Dales Weston Lanes	N8768 County Road H Gleason WI 54435	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Kluck's Callon Saloon - Mark E Kluck - 715-573-	9023 - Class B Beer & Liquor	6/30/2020	Kluck's Callon Saloon	8250 Duncan Road Hatley WI 54440	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Becca's Cafe - Jason Lowman - 7154329324	9022 - Class B Beer	6/30/2020	Becca's Cafe	1005 Heritage Hills Weston WI 54476	\$ 100.00	\$ -	\$ 100.00
Issued	Vino Latte - Loreen C Glaman - 7155510538	9023 - Class B Beer & Liquor	6/30/2020	Vino Latte	5004 Kramer Ln Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Brews Brothers Pub - Gary W Hanson - 715-61-	9023 - Class B Beer & Liquor	6/30/2020	Brews Brothers Pub	30933 Hunters Glen Road Burlington WI 53105	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Wasabi Grill & Sushi Bar - Chih Wei Tsai - 7153(-	9023 - Class B Beer & Liquor	6/30/2020	Wasabi Grill & Sushi Bar	800 S Peach Ave. Marshfield WI 54449	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Becca's Cafe - Jason Lowman - 7154329324	9026 - Class C Wine	6/30/2020	Becca's Cafe	1005 Heritage Hills Weston WI 54476	\$ 100.00	\$ -	\$ 100.00
Issued	Sam's Pizza - Jodi L LaCalamita - 7153555800	9022 - Class B Beer	6/30/2020	Sam's Pizza	2065 Walker Rd Kronenwetter WI 54455	\$ 100.00	\$ -	\$ 100.00
Issued	Patron Mexican Restaurant & Bar - Jovan Jair G	9023 - Class B Beer & Liquor	6/30/2020	Patron Mexican Restaurant & Bar,	15915 Shorey Ave Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	The Palms Supper Club - Anna L Anderson - 715-	9023 - Class B Beer & Liquor	6/30/2020	The Palms Supper Club	5912 Business Hwy 51 S. Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Wiggly Field - Patrick W Paluch - (715)693-304-	9023 - Class B Beer & Liquor	6/30/2020	Wiggly Field	1926 Helke Road Mosinee WI 54455	\$ 100.00	\$ 500.00	\$ 600.00
Issued	The Jim - Lucille Cota - 715-551-1668	9024 - Class B Beer and Liquor Reserve	6/30/2020	The Jim	316 Broadway Ave Wausau WI 54403	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Chang Garden - Ting Bong Chang - (715)845-19	9024 - Class B Beer and Liquor Reserve	6/30/2020	Chang Garden	3820 Crystal Dr. Wausau WI 54401	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Big Dan & Space's Kelly Club - Clifford A Howe -	9023 - Class B Beer & Liquor	6/30/2020	Big Dan & Space's Kelly Club	6211 Setters Rd Schofield WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
Issued	Trailside Sports Bar & Grill - Michael S Erdman	9023 - Class B Beer & Liquor	6/30/2020	Trailside Sports Bar & Grill	P.O. Box 121 Weston WI 54476	\$ 100.00	\$ 500.00	\$ 600.00
		Grand Total				\$ 3,100.00	\$ 3,500.00	\$ 14,100.00

\$50 Beer or Wine license fee	\$350 liquor license fee	Total due from business with adjusted fees	\$0 Beer or Wine license fee	\$50 liquor license fee	Total due from business with adjusted fees
\$ 50.00		\$ 50.00	\$ -	\$ -	\$ -
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00		\$ 50.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00		\$ 50.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 50.00	\$ 350.00	\$ 400.00	\$ -	\$ 50.00	\$ 50.00
\$ 1,550.00	\$ 2,450.00	\$ 9,250.00	\$ -	\$ 1,500.00	\$ 1,500.00

**VILLAGE OF WESTON, WISCONSIN
RESOLUTION NO. 2020-005**

A RESOLUTION, amending the Village Fee Schedule.

WHEREAS, section 2.100 *Fees and charges*, allows the Village Board to set and amend a Fee Schedule for all fees and charges required by the Village through its Municipal Code of Ordinances; and

WHEREAS, from time to time this fee schedule needs to be amended to add new fees or change existing fees; and

WHEREAS, on March 24, 2020 and April 16, 2020 the State of Wisconsin Department Health Services and Governor Evers issued Health Order #12 and Health Order #28 ordering all individuals in Wisconsin to stay at home with exceptions for essential services, travel and activities to mitigate the spread of COVID-19; and

WHEREAS, pursuant to Health Order #12, and Health Order #28, all bars and restaurants were ordered to remain closed, with exceptions to continue to operate for take-out or delivery service of food and carryout orders of alcohol as permitted under state statutes and local ordinances; and

WHEREAS, bars and restaurants that hold liquor licenses in the Village of Weston are subject to liquor license renewal fees for the upcoming 2020-2021 license year; and

WHEREAS, such bars and restaurants are experiencing significant financial hardships due to the closures and reduced operation directives ordered by Health Order #12 and #28; and

WHEREAS, in order to protect the Village of Weston’s local businesses, the Village of Weston desires to reduce the Renewal Liquor License Fees for the 2020-2021 license year.

BE IT RESOLVED, The Board of Trustees hereby establishes the following with respect to Renewal Liquor Licenses for the 2020-2021 license year that warrant the following changes made to the Village Fee Schedule:

1. Class “B” Beer \$ _____
2. Class B” Liquor \$ _____
3. Reserve Class B’ Liquor \$ _____
4. Class C” Wine \$ _____

BE IT FURTHER RESOLVED, by the Board of Trustee for the Village of Weston hereby adopts a new fee schedule with the above fees set forth therein effective immediately.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a

regular meeting thereof, this 4th day of the month of May 2020.

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

By: _____
WALLY SPARKS, President

ATTEST:

By: _____
SHERRY WEINKAUF, Clerk

**VILLAGE OF WESTON, WISCONSIN
RESOLUTION NO. 2020-006**

- A RESOLUTION,** TO PROVIDE TAX INCREMENT FINANCE ASSISTANCE TO EAU CLAIRE RIVER, LLC, FOR BUILDING AND SITE IMPROVEMENTS AT 7315 ZINSER STREET.
- WHEREAS,** Eau Claire River, LLC, (“Developer”) has proposed building and site improvements (“Development Project”) on property located in Tax Increment District No. 1 (TID 1) to be addressed as 7315 Zinser Street as described on Exhibit A (the "Project Site"); and
- WHEREAS,** said Developer has made application for TIF grant assistance for said project, affirming that such assistance, in the total amount of \$275,000, is necessary in order for the proposed Development Project, which represents a total investment of \$2,327,000, to proceed; and
- WHEREAS,** Developer has requested that the Village, in advance of final action on the related Development Agreement between the Village and the Developer that would address all terms associated with such a TIF grant, provide details as to the amount and structure of the TIF Grant proposed for the Development Project:
- BE IT RESOLVED** the Board of Trustee for the Village of Weston hereby affirms that the proposed assistance to the Development Project to be addressed in the Development Agreement, if ultimately adopted by this Board, shall generally provide for compliance with the terms contained in the Attached Exhibit B, titled “TAX INCREMENT FINANCING ASSISTANCE, PRELIMINARY TERM SHEET.”
- BE IT FURTHER RESOLVED** The Developer may begin construction of the Development Project upon adoption of this resolution conditioned upon obtaining required state and local permits for construction start;

**BE IT FURTHER
RESOLVED**

that the Village Board of Trustees does hereby authorize the Village Administrator and the Village President, working with Village legal counsel and outside counsel, to proceed to negotiate with the Developer the proposed terms for such a Redevelopment Agreement consistent with these resolutions.

**BE IT FURTHER
RESOLVED**

that nothing contained in this resolution shall be construed as a commitment by the Village Board of Trustees to give final approval for the Development Agreement as described herein, which is subject to final approval by the Village Board of Trustees.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 4th day of the month of May, 2020.

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

By: _____
WALLY SPARKS, President

ATTEST:

By: _____
SHERRY WEINKAUF, Clerk

DRAFT

EXHIBIT A
DESCRIPTION OF THE PROJECT
SITE

EXHIBIT B
TERMS OF DEVELOPMENT
AGREEMENT

DRAFT

May 1, 2020

**TAX INCREMENT FINANCING ASSISTANCE
PRELIMINARY TERM SHEET**

RE: Preliminary terms for an agreement between Eau Claire River, LLC and PGA Inc. (collectively, "Developer") and the Village of Weston, Wisconsin (the "Village") for a proposed building project at 7315 Zinser Street in Weston (the "Project").

Background

Developer's proposed scope of the Project is to construct an approximately 25,000 s.f. new industrial building for PGA Inc.'s excavating department which is currently based elsewhere. Such construction is to take place on Developer's approximately 3.857 acre property located at 7315 Zinser Street (the "Developer Property") and the Village Property (described below).

The purpose of this Preliminary Term Sheet is to determine whether or not the parties are in sufficient accord as to the basic terms of the proposed transaction to warrant their drafting and negotiating a binding agreement (the "Development Agreement") regarding, among other matters, the development and operation of the Project by Developer, the transfer of certain real estate from the Village to Developer for the Project, and certain development incentives from the Village to Developer. The delivery of this Preliminary Term Sheet does not constitute a binding agreement by either the Village or Developer to enter into a Development Agreement or create any other rights or obligations. Such agreement shall be evidenced only by a definitive written Development Agreement acceptable to and executed by all appropriate parties. This Preliminary Term Sheet is not intended to list all material terms to be included in the Development Agreement.

Preliminary Terms

A. *Responsibilities of the Village:*

1. Provide for a direct grant from TID 1 in the Village to Developer in the cumulative maximum amount of \$275,000 (the "TID Grant"). Terms for the TID Grant are to be addressed in greater detail in the Development Agreement. The TID Grant shall be disbursed annually over the course over the life of the TID on a "pay as you go" basis based on 75% of available increment over the base year of 2020, with the first payment in 2022 based on the increment generated from the 2021 valuation. Payments shall be subject to annual appropriation by the Village Board. Based on certain assumptions, the Village notifies Developer that the Project must achieve by 1/1/2021 (and maintain throughout the life of the TID) a minimum additional assessed increment over the 2020 base year of \$1,630,655 for the Developer to receive the full amount of the TID Grant. The Village makes no guarantees with respect to the increment to be generated in any given year and

will not make up any shortfall after the termination of the TID if the full TID Grant has not been received.

2. Transfer to Developer an approximately 5.3 acre tract of land adjacent to Developer's property (the "Village Property") at the price of \$20,000 per acre. The Village shall be responsible for the closing costs for the sale. Developer's purchase of the Village Property will be subject to certain conditions precedent to be set forth in detail in the Development Agreement, including, without limitation, Developer demonstrating to the Village's satisfaction that Developer has secured all financing necessary to proceed with construction of the Project and is ready to proceed with construction of the Project (including an approved site plan), and an option for the Village to repurchase the Village Property if the Project is not completed. The transfer of the Village Property will be "AS-IS" without any representations or warranties from the Village, other than warranty of title via a special warranty deed. Developer shall, at its sole expense, complete such studies, testing, surveys and other due diligence as developer deems necessary to determine the condition of the Village Property and its suitability for the Project. The Development Agreement will contain certain releases of liability from Developer to the Village with respect to the condition of the Village Property.
3. Rezone, at the Village's expense, the Village Property to allow for the Project, and prepare, at the Village's expense, a certified survey map combining the Village Property with Developer's adjacent property to create a unified lot for the Project.

B. Responsibilities of the Developer:

1. Developer will promptly and reasonably proceed to commence construction of the Project upon acquisition of the Village Property and shall achieve Project completion in a manner consistent with the Development Agreement and with all federal, state and local plan approvals not later than two (2) years after the date of the Development Agreement.

Developer will conform and comply with, will cause the Project to be in conformance and compliance with, and shall operate the Project in conformance and compliance with all applicable federal, state, local and other laws, rules, regulations and ordinances, including without limitation, all zoning and land division laws, rules, regulations and ordinances, all building codes and ordinances of the Village, all environmental laws, rules, regulations and ordinances. Developer shall have in effect at all times, all permits, approvals and licenses as may be required by any governmental authority in connection with the development, construction and operation of the Project.

2. Developer will provide documentation reasonably acceptable to the Village showing that 6 new jobs have been created by the end of 2022. The Development

Agreement may contain provisions relating to adjustment of the TID Grant if such minimum job creation is not achieved.

3. Secure necessary private financing for the Project. Developer also to provide the Village with detailed budget (including sources and uses information) and such other financial information as the Village may reasonably request. Developer understands that the TID Grant amount is not guaranteed and is subject to variation based on the actual assessed value of the Project.
4. Complete, at Developer's cost, all desired due diligence for the purchase of the Village Property.

REQUEST FOR CONSIDERATION

Public Mtg/Date: Board of Trustees, May 4, 2020

Description: Discussion and possible approval of billable rates

From: Finance Department

Question: Does the Village Board approve the 2020 billable rates?

Background

Village staff regularly provides services to external parties and bills based on a rate structure that gets updated annually.

The rates are calculated as follows:

- The second column on the billable rate sheet (attached) is the position the rate is based on
- The rate is the total wage/salary for that position plus all fringes/benefits the person in that position has for 2020 and then the rate is divided by 2,080 hours
- There is also a 35% overhead rate added on to the billable rate (hourly rate x 35%)
- When you add the two rates you get the total billable rate

The other component of our billable rates is the equipment and material rates, which are based on DOT rates (2020 rates attached). The equipment/material rates include public works and utility equipment/materials and do not cover any administrative materials that may get used.

Attached Docs: 2020 hourly billable rates, 2020 DOT equipment/material rates

Committee Action: None.

FISCAL IMPACT: Changes to the billable rate structure will impact revenues.

Recommendation:

Recommended Language for Official Action

I move to approve the billable rates as presented.

OR

I move to ...

Additional action: None.

**VILLAGE OF WESTON
2020 Billable Rates**

DEPARTMENT / FUNCTION	Rate Based On	2020 Rate	35% Overhead Rate	2020 HOURLY BILLABLE RATE	Change from 2019
<u>ADMINISTRATION:</u>					
Executive Administration	Administrator	\$ 72.57	\$ 25.40	\$ 100.00	No change
Building Inspections	Building Inspector	\$ 48.36	\$ 16.93	\$ 65.00	No change
Code Enforcement	Plan/Dev Dir	\$ 58.06	\$ 20.32	\$ 80.00	+ \$5
Clerk's Office / Human Resources / Elections	Clerk	\$ 52.42	\$ 18.35	\$ 70.00	No change
Finance / Treasurer	Finance Director	\$ 58.06	\$ 20.32	\$ 80.00	+ \$5
Information Technology / GIS	IT Director	\$ 52.35	\$ 18.32	\$ 70.00	No change
Planning & Development	Plan/Dev Dir	\$ 58.06	\$ 20.32	\$ 80.00	+ \$5
<u>PUBLIC WORKS & PARK AND RECREATION:</u>					
DPW - Administration / Engineering	Pub Works Director	\$ 58.33	\$ 20.42	\$ 80.00	No change
DPW - Street Maint / Utilities / Parks	Highest Paid DPW EE	\$ 45.25	\$ 15.84	\$ 60.00	No change

Effective July 1, 2020

Billing Rate Structure for 2020-2021

Village of Weston

2020 Equipment Material Cost List
(cost/hr=DOT Cost/hr + Opr Cost/hr)

*Dot Cost Includes Fuel Cost

Billing Rate Structure for 2020-2021

Labor Costs:		
	2020	2021
Reg	\$60.00	
O/T	\$90.00	
D/T	\$120.00	

DOT #	Equipment	VOW Number	2020 DOT \$/Hr	Operator			Bill Rate		
				Reg	Ovt	Dbl	Reg	Ovt	Dbl
216	Dozer	35	\$43.24	\$60.00	\$90.00	\$120.00	\$103.24	\$133.24	\$163.24
559	Track Excavator	106	\$60.88	\$60.00	\$90.00	\$120.00	\$120.88	\$150.88	\$180.88
557	Wheeled Excavator	23	\$58.92	\$60.00	\$90.00	\$120.00	\$118.92	\$148.92	\$178.92
555	Mini Excavator	119	\$43.28	\$60.00	\$90.00	\$120.00	\$103.28	\$133.28	\$163.28
1128	Quad Axle	25, 90	\$50.54	\$60.00	\$90.00	\$120.00	\$110.54	\$140.54	\$170.54
1118	Tri Axle	15, 28, 60	\$60.70	\$60.00	\$90.00	\$120.00	\$120.70	\$150.70	\$180.70
1118		99, 119	\$60.70	\$60.00	\$90.00	\$120.00	\$120.70	\$150.70	\$180.70
106	Single Axle	17, 29	\$53.44	\$60.00	\$90.00	\$120.00	\$113.44	\$143.44	\$173.44
106		69, 70	\$53.44	\$60.00	\$90.00	\$120.00	\$113.44	\$143.44	\$173.44
117	Tandem Axle	9, 10	\$44.44	\$60.00	\$90.00	\$120.00	\$104.44	\$134.44	\$164.44
633	Truck Mounted Plow		\$13.26						
635	Plow Wing		\$12.06						
424	Salt/Sand Spreader		\$10.90						
420	Salt/Sand Spreader - with Brine		\$13.66						
	Snow Plowing - Single Axle	29, 69	\$89.66	\$60.00	\$90.00	\$120.00	\$149.66	\$179.66	\$209.66
	Snow Plowing - Single Axle	17, 70	\$92.42	\$60.00	\$90.00	\$120.00	\$152.42	\$182.42	\$212.42
	Snow Plowing - Tandem Axle	9, 10	\$83.42	\$60.00	\$90.00	\$120.00	\$143.42	\$173.42	\$203.42
	Snow Plowing - Tri Axle	60	\$99.68	\$60.00	\$90.00	\$120.00	\$159.68	\$189.68	\$219.68
970	Digger Derrick	111	\$59.98	\$60.00	\$90.00	\$120.00	\$119.98	\$149.98	\$179.98
915	Power Auger/Post Hole Digger		\$31.84	\$60.00	\$90.00	\$120.00	\$91.84	\$121.84	\$151.84
208	Loader	14,32,38	\$59.20	\$60.00	\$90.00	\$120.00	\$119.20	\$149.20	\$179.20
633	Front Mounted Plow		\$13.26						
612	Widening Wing for Loader		\$29.32						
	Snow Plowing w/End Loader	14, 38	\$72.46	\$60.00	\$90.00	\$120.00	\$132.46	\$173.42	\$203.42
	Snow Plowing w/End Loader	32	\$101.78	\$60.00	\$90.00	\$120.00	\$161.78	\$149.98	\$179.98
307	Grader	26	\$62.64	\$60.00	\$90.00	\$120.00	\$122.64	\$152.64	\$182.64
612	Wing-Plow for Grader		\$29.32						
	Snow Plowing w/Grader	26	\$91.96	\$60.00	\$90.00	\$120.00	\$151.96	\$181.96	\$211.96
532	Roller-tire	19	\$41.68	\$60.00	\$90.00	\$120.00	\$101.68	\$131.68	\$161.68
533	Roller-steel small	27	\$26.48	\$60.00	\$90.00	\$120.00	\$86.48	\$116.48	\$146.48
221	Skid Steer	34	\$26.80	\$60.00	\$90.00	\$120.00	\$86.80	\$116.80	\$146.80
902	Brush Chipper	66	\$30.18	\$60.00	\$90.00	\$120.00	\$90.18	\$120.18	\$150.18
224	Tractor Mower	61	\$39.60	\$60.00	\$90.00	\$120.00	\$99.60	\$129.60	\$159.60
953	Boom for Mower		\$14.58						
	Ditch Mowing	61	\$54.18	\$60.00	\$90.00	\$120.00	\$114.18	\$144.18	\$174.18
451	Shoulder Machine	30	\$76.52	\$60.00	\$90.00	\$120.00	\$136.52	\$166.52	\$196.52
	Shouldering	26 with 30	\$139.16	\$60.00	\$90.00	\$120.00	\$199.16	\$229.16	\$259.16
9404	Snow Blower	37,116	\$372.60	\$60.00	\$90.00	\$120.00	\$432.60	\$462.60	\$492.60
435	Street Sweeper	81	\$79.18	\$60.00	\$90.00	\$120.00	\$139.18	\$169.18	\$199.18
431	Loader Broom Attachment		\$36.08						
	Sweeping with Loader	14,32,38	\$95.28	\$60.00	\$90.00	\$120.00	\$155.28	\$185.28	\$215.28
940	Brush Head for Mini Excavator 119	413-\$14.36	\$21.12						
932	CAT Exc - Brush Cutter Backhoe mounted on Boom		\$28.44						
	Brushing with Mini Excavator	119	\$64.40	\$60.00	\$90.00	\$120.00	\$124.40	\$154.40	\$184.40
	Brushing with CAT Excavator	23	\$87.36	\$60.00	\$90.00	\$120.00	\$147.36	\$177.36	\$207.36

Billing Rate Structure for 2020-2021

Billing Rate Structure for 2020-2021

Village of Weston

2020 Equipment Material Cost List

(cost/hr=DOT Cost/hr + Opr Cost/hr)

*Dot Cost Includes Fuel Cost

Labor Costs:		
	2020	2021
Reg	\$60.00	
O/T	\$90.00	
D/T	\$120.00	

DOT #	Equipment	VOW Number	2020 DOT \$/Hr	Operator			Bill Rate		
				Reg	Ovt	Dbl	Reg	Ovt	Dbl
435	Leaf Vacuum - 100, 108 & 109	100,108,109	\$79.18	\$60.00	\$90.00	\$120.00	\$139.18	\$169.18	\$199.18
101	Ton Truck	6,8,21,31	\$14.40	\$60.00	\$90.00	\$120.00	\$74.40	\$104.40	\$134.40
101	3/4 Ton Truck	12, 122	\$14.40	\$60.00	\$90.00	\$120.00	\$74.40	\$104.40	\$134.40
101	1/2 Ton Truck	2,55,59,85	\$14.40	\$60.00	\$90.00	\$120.00	\$74.40	\$104.40	\$134.40
119	Utility Van	1,3,5,88	\$15.50	\$60.00	\$90.00	\$120.00	\$75.50	\$105.50	\$135.50
9141	Sewer Vac (Vactor)	4	\$101.72	\$60.00	\$90.00	\$120.00	\$161.72	\$191.72	\$221.72
710	Bitum Heating (Rubber Tar) Kettle	42	\$41.36	\$60.00	\$90.00	\$120.00	\$101.36	\$131.36	\$161.36
947	Pressure Washer	51/125	\$38.90	\$60.00	\$90.00	\$120.00	\$98.90	\$128.90	\$158.90
806	Generator	56,80	\$52.00	\$60.00	\$90.00	\$120.00	\$112.00	\$142.00	\$172.00
206	Trackless Tractor (Lizzard)	113	\$32.54	\$60.00	\$90.00	\$120.00	\$92.54	\$122.54	\$152.54
709	2019 4-Ton Hot Box Patch Trailer	121	\$17.08	\$60.00	\$90.00	\$120.00	\$77.08	\$107.08	\$137.08
938	Asphalt Cutter	77,86	\$40.48	\$60.00	\$90.00	\$120.00	\$100.48	\$130.48	\$160.48
	Miscellaneous Equipment:								
215	Yanmar	124	\$45.66	\$60.00	\$90.00	\$120.00	\$105.66	\$135.66	\$165.66
923	Pumps	141a,b,c,d,e,	\$22.42	\$60.00	\$90.00	\$120.00	\$82.42	\$112.42	\$142.42
402	Air compressor	16,65	\$15.42	\$60.00	\$90.00	\$120.00	\$75.42	\$105.42	\$135.42
805	Generator	87	\$14.52	\$60.00	\$90.00	\$120.00	\$74.52	\$104.52	\$134.52
9199	Culvert Steamer/Pressure Washer		\$33.52	\$60.00	\$90.00	\$120.00	\$93.52	\$123.52	\$153.52
906	Walk Behind Plate Compactor	40	\$29.36	\$60.00	\$90.00	\$120.00	\$89.36	\$119.36	\$149.36
491	Trailer (1 through 4 tons)	150	\$14.00						
493	Trailer (5 through 29 tons)	151	\$21.68						
9286	Welder	42,43,44,44a	\$27.46	\$60.00	\$90.00	\$120.00	\$87.46	\$117.46	\$147.46
9053	Chainsaw	39,39a,39b	\$8.20	\$60.00	\$90.00	\$120.00	\$68.20	\$98.20	\$128.20
935	Concrete Saw		\$45.16	\$60.00	\$90.00	\$120.00	\$105.16	\$135.16	\$165.16
410	Ball Diamond Machine		\$14.18	\$60.00	\$90.00	\$120.00	\$74.18	\$104.18	\$134.18
	Walk Behind Mower	142	\$10.00	\$60.00	\$90.00	\$120.00	\$70.00	\$100.00	\$130.00
410	Zero Turn Mower		\$14.18	\$60.00	\$90.00	\$120.00	\$74.18	\$104.18	\$134.18
411	Deck Mowers (Ford/Toro/Jacobson)	20-114-115	\$20.60	\$60.00	\$90.00	\$120.00	\$80.60	\$110.60	\$140.60

Effective July 1, 2020

Additional Material Costs: (Unit Pricing)

Fill Sand per C.Y.	\$8.00	Breaker Run per C.Y.	\$15.00
2020 Granite per C.Y.	\$11.25	Compost per C.Y.	\$10.00
Recycled Asphalt per C.Y.	\$8.50	Hot Mix Asphalt - Fines per Ton	\$57.00
Screened Black Dirt per C.Y.	\$10.00	Hot Mix Asphalt - Surface per Ton	\$57.00
Sand-Salt 2020-2021 per C.Y.	\$31.00	Cold Patch Asphalt per CY	\$94.50
2019-2020 Salt Cost / C.Y.*	\$92.00	Cold Patch Asphalt per Ton	\$70.00

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Village Board – 5/4/2020
Description:	Engineering Design contract with Mi-Tech Services Inc. for Frontage Road and Evergreen Road in Rothschild Utility Design
From:	Michael Wodalski, Director of Public Works Josh Swenson, Utility Superintendent
Question:	Should the Village Board approve the proposal from Mi-Tech Services Inc. for utility design services for the Frontage Road and Evergreen Road project in the amount of \$11,650.00?

Background

The Village of Weston has water and sewer utilities located in the Village of Rothschild in areas that were formerly the Town of Weston and were annexed to Rothschild in the 1990's. The sewer and water facilities have stayed under Weston control due to the way the systems are setup. As part of the Village of Weston's Water Utility Master Plan Study, water main of various material type and age has been identified as being recommended for replacement, which is the asbestos cement pipe and cast iron pipe which Frontage is asbestos and Evergreen is cast iron. Also, this is a portion of the utility service area that experiences regular water main breaks each year primarily due to the existing water mains being placed on blasted rock. This means over time the pipes end up rubbing against the rocks and with seasonal frost heaves eventually the pipe gets punctured. Thus, the recommendation was to plan for the replacement of these pipes.

On April 27th, I was informed by the Village of Rothschild that they would be repaving Frontage and Evergreen this year and I asked if it would be possible to have them hold off on the paving until we would be able to get the water main replaced. There is agreement that as long as the roads can be repaved this year, we would have time to proceed with getting the water mains replaced.

I reached out to four engineering firms then on Monday asking for design proposals to include design for the replacement of water main on both of those roads as well as possible sewer replacement or lining on Frontage. I received proposals back from all four firms which included the scope of work of survey, preliminary design, final design, DNR permitting and bidding services. All firms are qualified and noted they'd be able to expedite the design to get the project bid in 4-5 weeks which will allow for the replacement of mains and repaving of the streets to be done yet this summer/early fall.

REQUEST FOR CONSIDERATION

The proposal costs were:

Firm	Design Proposal Cost
Becher Hoppe	\$19,500.00
Clark Dietz	\$21,500.00
Mi-Tech Services	\$11,650.00
MSA	\$21,200.00

Staff's recommendation is to award the design work to Mi-Tech Services at the cost of \$11,650.00.

Attached Docs: - Schematic/layout of Utilities

Committee Action: - N/A

Fiscal Impact: The water utility would use cash reserves to pay for this work.

Recommendation: Staff recommendation is to approve the proposal from Mi-Tech Services for engineering design services for a total amount of \$11,650.00.

Recommended Language for Official Action

I Recommend approving the proposal from Mi-Tech Services for engineering design services for the Frontage Road and Evergreen Road utility replacements for a price of \$11,650.00.

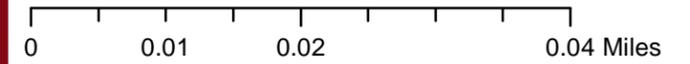
Or, Something else

Additional action:

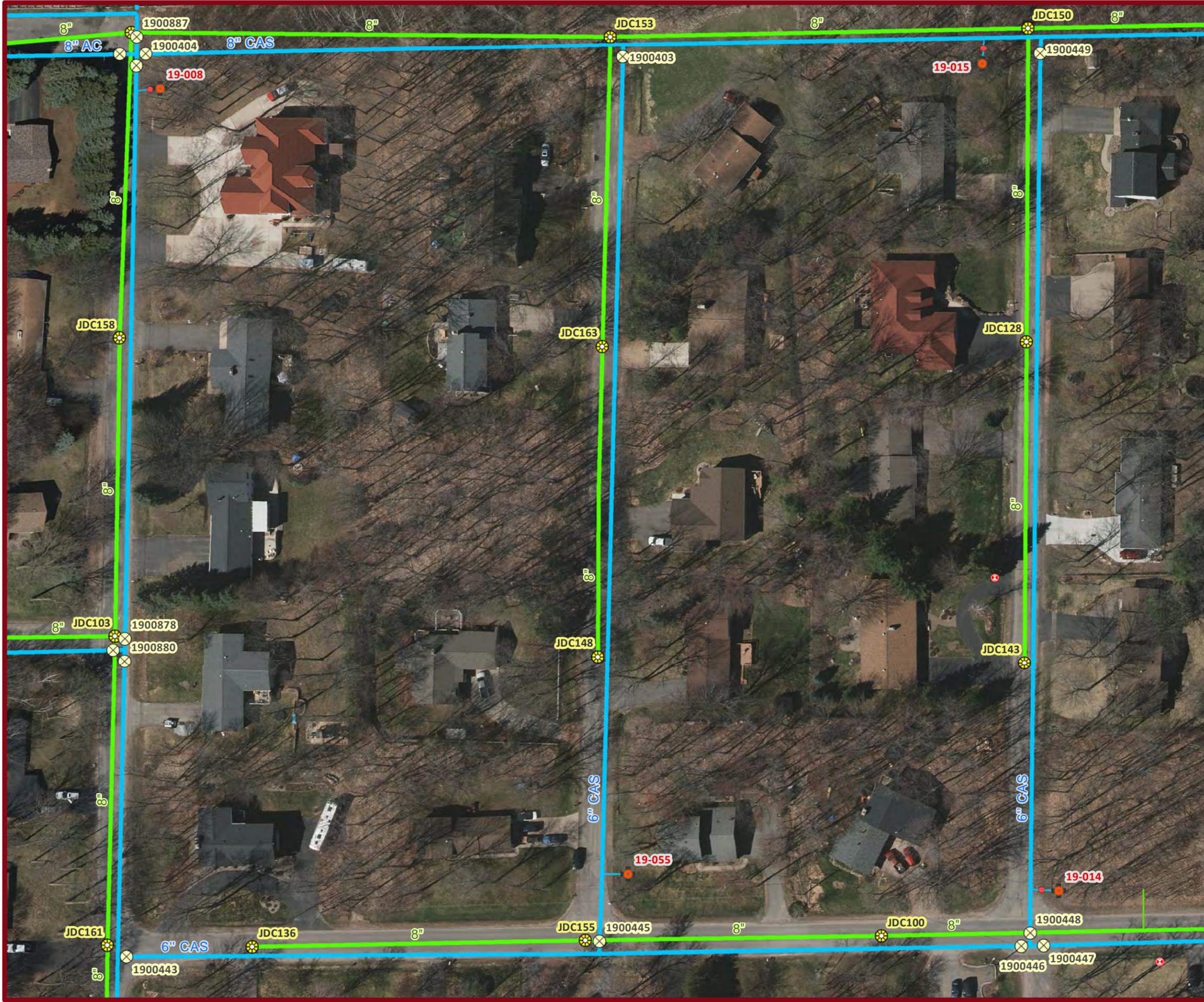


Map Date: 4/27/2020
Adoption Date (Village): N/A

Map by the Village of Weston Public Works, Utilities, & Technology Services Department



Evergreen Rd



Legend

- | | | | | | |
|--|---------------------------|--|---------------------------|---------------------------------|---------------------|
| | Water Abandoned Points | | Sewer Fittings | | Sewer Lateral Lines |
| | Water Abandoned Lines | | Sewer Lateral Lines | Sewer Network Structures | |
| | Water Construction Lines | | Discharge Structure | | Division Chamber |
| | Water Test Stations | | Division Point | | Junction Chamber |
| | Water Hydrants | | Lift Station | | Production Well |
| | Water Pumps | | Pump Station | | Pump Station |
| | Water Network Structures | | Split Manhole | | Storage Basin |
| | <all other values> | | Tide Chamber | | Treatment Plant |
| | Treatment Plant | | Treatment Plant | | Sewer System Valves |
| | Enclosed Storage Facility | | Sewer Clean Outs | | Sewer Taps |
| | Water Hydrant Valves | | Sewer Service Connections | | Sewer Casings |
| | Water Fittings | | Sewer Casings | | |
| | Weston.DBO.CurbStopGPS | | | | |
| | Water Curb Stop Valves | | | | |
| | <all other values> | | | | |
| | Ball | | | | |
| | Butterfly | | | | |
| | Cone | | | | |
| | Gate | | | | |
| | Plug | | | | |
| | Water Mains | | | | |
| | Water Lateral Lines | | | | |
| | Water Casings | | | | |
| | Water Structures | | | | |
| | Sewer Manholes | | | | |
| | Sewer Gravity Mains | | | | |
| | Sewer Pressurized Mains | | | | |
| | Abandoned Sewer Line | | | | |

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Board of Trustees, May 4, 2020
Description:	Social Media Code of Conduct Discussion
From:	Keith Donner, P.E., Administrator
Question:	Discussion on use of social media, e-mail, etc.

Background

The popularity of social media platforms for personal and professional communication has the potential to cross the line between what is/are individual opinions versus the positions and desires of the Village Board. Recently there have been questions from Trustees wishing to assist staff in getting information to and from constituents. The Village uses social media platforms like Facebook, Next Door, and others as well as its website and e-mail to interact with constituents. The same is likely true for elected officials and committee members. The same issues apply to village staff as apply to elected and appointed officials.

The Village's social media policy right now is a very short 2 paragraphs in Section 10.16 of the Employee Personnel Policy and Procedures Handbook. The Administrator and staff recognize additional direction is needed as to how staff uses social media to communicate with constituents. As we consider shoring up a social media policy, it is a good time to review the topic with elected and appointed officials and staff.

In reviewing sample social media policies or related policies, it seems there are a handful or so of main points we would want to address first.

1. The distinction between a Village elected or appointed official's Village vs. personal social media account
2. The need for elected and appointed officials, and employees, to be clear they are expressing their own opinions and not those of the Board of Trustees or the Village when/if interacting with constituents on personal social media.
3. The need to be aware of the possibility of creating "walking quorum" through social media reply threads.
4. The need (or ability) to declare whether we have an official social media site for open records requests or notifying the Village and clearly state that is where we would reply to complaints/reports from constituents. I noted there was some reference in a guidance document that if we receive notices from constituents on a social media site about unsafe conditions and it is ignored, it is possible we could be found negligent if someone is injured. I need to discuss this more with Matt.

In terms of an overall policy for the Village, I think our use of social media should be to push out information but, not to be a forum for discussion or debate except on a single official platform – Village e-mail accessed through website I would think. I do not want people going down every rabbit hole to engage with every individual's opinions, we don't have the time to do this and do what our Board and constituents expect.

REQUEST FOR CONSIDERATION

I am sure these points are just the tip of the iceberg but, a good place to begin. Attorney Yde plans to be present for discussion and to answer questions.

Attached Docs: Section 10.6 "Social Media Policy" from Employee Handbook.
Guidance from National League of Cities on Government Social Media Policies
Guidance from Association of Washington Cities on Use of Social Media

Prior Review: Staff, Village Legal Counsel

FISCAL IMPACT: TBD

Recommendation: TBD

Recommended Language for Official Action

Additional action: To be determined

- (b) All complaints shall be thoroughly investigated. Employees are expected to cooperate with the investigation and provide truthful information. A formal report which summarizes findings may be prepared. A copy of the investigation report may be provided to the complainant and a copy shall be kept on file.
 - (c) Confidentiality shall be maintained during the investigation to the fullest extent possible.
 - (d) An employee found in violation of this policy shall be subject to disciplinary action up to and including termination.
 - (e) An employee who is found to have knowingly made a false accusation of sexual harassment will be subject to disciplinary action up to and including termination.
- (6) Retaliation and/or Reprisal: An employee who engages in or assists in retaliation and/or reprisal against an employee who files a complaint or against anyone assisting in the investigation will be subject to disciplinary action up to and including termination.
- (7) Education and Questions: All employees shall have the opportunity to attend an educational program on sexual harassment and this policy. Regular employees, Trustees, and managers are required to attend one of these sessions. These educational sessions shall be coordinated by the Employee Resources Manager.

Sec. 10.14. Supervisor-Employee Relationships.

Department Directors are prohibited from having romantic and/or sexual relationships with employees under their supervision. Perceived violations of this policy shall be brought to the attention of the Administrator. Department Directors found to have violated this policy shall be subject to disciplinary action, up to and including termination.

Sec. 10.15. Supplementary Employment.

Employees are allowed to hold a supplementary job as long as it does not interfere with their job responsibilities in their Village employment. Employees in an allocated position shall notify their Department Director in writing prior to engaging in full or part-time employment with another employer or a personal business enterprise. The Department Director may refuse to authorize supplementary employment if it is expected to interfere with the performance of the employee's regular job duties or if the supplementary employment presents a conflict of interest. Questions should be directed to the Employee Resources Manager.

Employees are not allowed to conduct business related to outside employment while on Village paid time, nor is an employee permitted to use Village equipment or supplies in the performance of outside employment duties unless prior approval from supervisor.

Sec. 10.16. Social Media Policy.

Use of social networking sites shall be limited to business uses only and must be explicitly approved by the Department Director and consistent with the Village's policies. All posting to such site(s) are to be consistent with the Village's business objectives and existing policies. This includes, but is not limited to: political statements, cursing or other foul language and statements viewed as harassing other based on race, creed, color, age, sex, physical handicap or sexual inclination.

Employees have the right to participate in social media using personal equipment on their own time. The Village recognizes its employee's right to concerted activity, however, employees are expected to never post or create anything that would be potentially embarrassing to Village or considered offensive in the community. It should be clear that views expressed are not necessarily those of Village.

Sec. 10.17. Technology Use Policy.

The Village provides a variety of information technology resources for employees and customers in an effort to allow them to be more productive and have the information necessary to do their jobs. The use of these resources is intended for Village and customer's business purposes only.

- (1) Business Purpose: All information technology (IT) resources including servers, storage devices, PCs, laptops, cell phones, smart phones, PDAs, networking equipment, networking circuits and capacity, telephone systems, e-mail, messaging systems, video systems and Internet access owned, rented or leased by Village are business tools to be used in accordance with our mission of public service. Except as prohibited by this or another more restrictive department policy and with management approval, limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as it does not result in any additional cost or interfere with work productivity and follows all guidelines in this policy. Personal use must be done during the employee's unpaid time off.
- (2) Employee Responsibility: Employees are responsible for appropriate use of information technology resources in accordance with this policy or more restrictive department policy. In addition to complying with all laws and policies, employees are expected to adhere to the highest ethical standards when conducting business.
- (3) Department Director Responsibility: Department Directors are responsible for ensuring the appropriate use of information technology resources through training, supervising, and, when necessary, taking disciplinary action.
- (4) Appropriate Use: The use of and access to Village-owned information technology resources is limited to employees and officers of the Village assigned access to said resources. It is intended for official purposes associated with the performance of governmental or agency functions in the name of and on behalf of the Village. Consequently, all data and information shall be and shall remain the property of the Village and shall not belong to the individual employee or officer. The use of information technology resources for limited personal use is a privilege which may be revoked at any time by management if its use is deemed inappropriate. The Village will monitor the use of information technology resources.
- (5) Inappropriate Use: Inappropriate use of information technology resources, including inappropriate personal use, may result in revocation of privileges, job-related discipline up to and including termination of employment. Uses that are prohibited include, but are not limited to:
 - ✓ Accessing resources or altering data without explicit management authorization.
 - ✓ Intentionally deleting or damaging data.
 - ✓ Copying, sending and removing information that is confidential or is not an open record to unauthorized users outside of the office or network.
 - ✓ Intentionally introducing a computer virus.

Building Local Government Social Media Policies

Social media is a new world of opportunity for local governments to communicate with citizens and receive feedback. Its risks are similar in nature to those of other types of communication, but with a different twist because material circulates so widely and there are many potential contributors. One recommended tool for addressing these risks is to adopt a social media policy. But what should be in that policy? It is not an easy question to answer.

Many local government social media policies are posted online, but this is an area where one size definitely does not fit all. Social media policies do not stand in isolation. They usually incorporate related policies by reference, and policies that address other issues are often amended to include social media specific provisions. Thus, social media policies are often a web of interrelated policies. Each government must take an individual approach to ensure that all these diverse parts come together to meet its unique needs.

Pools have a strong interest in their members' management of social media risks. They can help their members develop a social media policy by providing suggestions about what a social media policy should do. To assist RISC member pools in this outreach, NLC-RISC has prepared these recommendations about the building blocks for a social media policy. This resource can be used by the pool as a starting point for preparing its own guidelines or can be distributed to pool members under its name.

Control and structure of the government's official social media

Failure to control when and how social media sites are being created and used on behalf of the government sets the stage for losses. The first task for a social media policy is to establish the control structure for the government's official social media program. Three major issues are who has the authority to:

- Establish and terminate official social media accounts.
- Develop and implement the government's social media strategy.
- Develop and enforce a social media policy.

Some governments centralize control over their official social media presence. Centralized programs restrict who can establish an account and require prior review by an identified authority for all posts or comments on behalf of the government. Centralized control has an advantage from the risk control

perspective. It establishes authority and accountability and reduces the chances of a deviation from policy that results in liability.

Other governments decentralize control over their official social media presence to accommodate their operations' different goals and objectives. For example, emergency management may want to tweet alerts and recreation may want to post its activities on a Facebook page. A government might give those operations significant control over their social media presence so they can more nimbly accomplish their goals.

Not all decentralization is the same. The most decentralized approach is a policy that gives some guidelines about acceptable and prohibited use but otherwise allows agencies the freedom to establish social media accounts and pursue their own strategies. A more conservative approach would be a policy that decentralizes day-to-day control subject to general guidelines, but requires prior approval to establish a social media site and designates someone to monitor all the government's social media resources and order necessary changes. For risk control purposes, the more conservative approach offers the advantage of consistent oversight to ensure compliance with policy, combined with a degree of freedom to allow operations to take full advantage of the real-time nature of social media.

Small governments that plan relatively limited use of social media – for example a single Facebook page for the city – will probably use centralized control. Larger governments are likely to have a more decentralized social media program. Both will benefit from a social media policy that outlines the government's official position on social media, identifies who is authorized to participate in the government's official social media sites, and guides them on its implementation. Most of the approaches outlined below are consistent with either a centralized or decentralized approach.

Public records

One of the most difficult issues in local government use of social media is how to comply with the state's public records laws. Some social media posts are akin to casual conversation, but others pertain to official government business. Even comments posted by members of the public may qualify as public records, including those that have been removed as violating the public comment policy. How to draw the line between social media content that does and does not qualify as public records, identify the content that must be retained, and develop an archiving system are all issues of concern to governments using social media.

Many social media policies simply require compliance with the local government's existing public records policy. Three specific social media policy

provisions that an government can consider to facilitate compliance with public records laws are:

- Post all original content to the government's website and use the social media site as a secondary outlet.
- Link back to the official government website for additional information.
- Require employees who post public records to a social media site to ensure that the original document is retained in a manner that complies public record policy.

Guidelines for employee use of the government's official social media

Guidelines for employee use of the government's official social media are a critical part of a social media policy. Even if only one employee posts and responds to comments, that employee must know what is expected and the government must have some way of holding the employee accountable.

The guidelines for use derive from what can go wrong in a social media environment. Some of the major concerns are the following:

- Bad information that misleads the public and causes harm
- Violation of intellectual property rights
- Disclosure of private or confidential information
- Harassment
- Defamation

Any of these can lead to claims and lawsuits. The goal of guidelines is to prevent adverse outcomes.

Guidelines for employee use of the government's official social media encourage some conduct and prohibit other conduct. Some examples of useful positive requirements include:

- Be honest and transparent.
- Post only within one's area of expertise.
- Post only useful information.
- Keep it professional - avoid confrontation.
- Be accurate.
- Correct errors, and if modifying an earlier post, identify the change.
- Be responsive to citizen concerns.
- Adopt a user name that follows a standard format and clearly identifies the user as a city employee.

Employees should be prohibited from posting:

- Information about actual or potential claims and litigation involving the government.
- The intellectual property of others, without written permission.

- Photographs of employees or members of the public, without written permission.
- Defamatory material.
- Any personal, sensitive or confidential information about anyone.
- Obscene, pornographic or other offensive/illegal materials or links.
- Racist, sexist, and other disparaging language about a group of people.
- Sexual comments about, or directed to, anyone.
- Political campaign materials or comments.
- Threatening or harassing comments.
- Other information that is not public in nature.

The policy should also address the sanctions that will be imposed for breach of the policy. Be consistent with, or simply incorporate by reference, the employee discipline policy.

Many of these issues may already be addressed in other policies that can be incorporated by reference or used as a resource. In particular, any code of conduct or ethics should be incorporated by reference. Be consistent with or incorporate by reference website, information technology, communication, media relations, public information and privacy and confidentiality policies should also be considered.

Guidelines for employee use of other social media

Many employees already have purely personal social media accounts they use to interact with friends and family. They also may participate in “professional” social media that are related to their work or profession, but are not their employer’s official site and usually are not a part of their job. An example of professional social media is GovLoop, a social networking site for government workers. Another example is LinkedIn. An employee also might establish a page on what is traditionally a personal social media site, such as a Facebook, for purposes of networking with professional colleagues.

Active participants in professional social networks can gain useful information that will help them do their jobs better, but they may also be more likely to discuss the details of their job on those sites. Their identification with a specific employer means that their posts can easily reflect upon the employer.

Personal and professional social media sites pose risks to the government even if employees access them when they are off-duty and using their own personal devices. Major risks include:

- Disclosure of private or confidential information
- Posting photographs of fellow employees or citizens without their permission

- Harassment
- Retaliation
- Defamation

Looking first at purely personal social media, the entity has little control over employees' actions in their free time using their own personal social media accounts and their own devices. Despite this lack of control, the exposures for the government are very real. Employees sometimes use their personal social media to discuss their jobs and post work-related photographs or information that expose the government to liability or compromise its confidential information. Many interact with co-workers, even with their supervisors/subordinates, and real or perceived slights, harassment, retaliation or discrimination can follow them into the workplace.

Many employees also use personal social media during work hours, either through the government's or the employee's personal technology, such as a smart phone. Personal use of social media through government technology has all the same risks identified above, as well as:

- Reduced work performance
- Downloading to government servers and distributing the same inappropriate content that may be accessed through the Internet.
- Inappropriate use of government property for political, commercial or criminal activity.

A government can prohibit social media at work and adopt blocking and/or monitoring programs for its own technology equipment. These techniques likely will not eliminate the use of personal social media at work, as many employees now have access to social media through their smart phones. However, they will help keep inappropriate content off government servers.

Monitoring employee use of social media and disciplining employees for violating a no-use policy have their own risks. Employees may claim that monitoring invades their privacy and constitutes an unreasonable search. Whether or not the government routinely monitors employees, notify employees in writing that they have no expectation of privacy in their use of government technology. Include the notice in the government's technology policy. If the government needs to access the employee's computer, the notice provides a defense. Also avoid taking job action against an employee based solely on monitoring results. Other factors, such as performance, should be considered.

Professional media sites pose many of the same risks as purely personal sites. They are also more likely to be accessed during work time using the government's technology, often with the government's explicit approval or encouragement. Because professional social media specifically relates to

professional interests, the employee is more likely to be identified with the government and discuss its business than on a purely personal social media site. Disclosing confidential information, casting the government in an unfavorable light, and misrepresenting the government's position are all risks.

To address these risks, consider including in the social media policy:

- A requirement that employees include in any post related to the government or their job on a personal or professional site a disclaimer that the posting reflects their own opinion, and not that of the government.
- By reference, policies that relate to conduct and ethics, privacy and confidentiality, harassment, retaliation and other relevant conduct.
- If monitoring employee use of social media at work, written notice of the nature and scope of monitoring.
- Notice that employees have no reasonable expectation of privacy when using government technology.
- If access of personal social media through government technology is permitted, notice that employee use of personal social media at work must be brief, not interfere with performance of the employee's duties or with the workplace, and not involve commercial, political or other prohibited activities.

Guidelines for elected official use of social media

Elected officials' use of the government's official social media or their personal or professional social media can raise many of the same risks just discussed with regard to employees. Elected officials who use the city's official social media should be subject to the same requirements as employees. (For open meetings purposes, discussed below, they may not want to use the official social media.) Many local governments have codes of ethics for elected officials, sometimes combined with the code for employees, which can be adopted by reference into the social media policy.

A risk that is different for elected officials is possible violation of the state's open meetings laws through the use of social media. A quorum of lawmakers holding a discussion about public business through social media may constitute a meeting that is subject to the open meetings law. This could happen through the official government social media, and some governments consequently prohibit elected officials from participating in their official social media. Equally problematic is elected officials' use of their own social media to communicate in their official capacity with members of the public. Informal communication with constituents is generally acceptable, but discussion of public business is risky, especially if it involves other elected officials. The dynamic nature of social media and the sheer volume of posts may make it difficult to track who is involved in the discussion and detect when the open meetings line has been crossed.

Another potential risk associated with elected official use of social media is use of government resources for political purposes. Elected officials are increasingly using social media for campaign purposes. Elected officials who use the same social media for communicating with constituents as they do to campaign risk violating the law against using government resources for political purposes.

To address these risks, consider including in the social media policy:

- Recognition that elected official use of social media to discuss public business may violate the open meetings law.
- A prohibition against elected officials using any social media (personal, professional or the government's official social media) to discuss public business.
- A requirement that a social media site used by an elected official to communicate with constituents include a link back to the city's official website for detailed information.
- A requirement that elected officials who use social media for campaigning establish separate social media for that purpose and not access that social media through government technology.

Public comment on the government's official social media

Some governments use their social media as a one-way communication tool to flow information to members of the public. Those governments disable comment features on their social media. Others view social media as an opportunity to receive information and feedback from the public and enhance operations. For example, members of the public might be encouraged to post a report of potholes, rather than calling.

The benefits of public comments have accompanying risks. A member of the public may post content that is inappropriate by being off-topic, defamatory, harassing, obscene or pornographic, criminal, or commercial. Or a citizen may just post an opinion that is critical about some aspect of the local government.

The risks of permitting public comments include:

- Failure to act on information reported by a member of the public resulting in harm to someone. If a member of the public posts a comment about a dangerous condition on public property, the government has notice. If it does not take action to address the dangerous condition and someone is injured or killed, a lawsuit may result.
- Although it would seem obvious that posts to social media are not private, members of the public who post may be disturbed if their comments are disclosed as public records under the state's open records law.

Other significant risks associated with public comment arise from what the government does (or does not do) to manage it. These include:

- Failing to monitor and remove inappropriate comment.
- Government employees responding inappropriately (in a harassing manner) to public comments.
- Violating the free speech rights of members of the public by removing comment based on the viewpoint or opinion expressed.

To address these risks, consider including in the social media policy:

- A public comment policy for posting on the social media site that does the following:
 - Identifies viewpoint neutral criteria that will be used to determine when a comment or link posted by a member of the public will be removed, which can include comments that are off-topic, obscene or pornographic, defamatory, harassing, commercial, criminal, political, or that violate the intellectual property rights of others.
 - Reserves the right to remove posts that violate the policy.
 - Gives notice that the comments are monitored only during business hours, and thus information conveyed after hours will not be received until the next business day.
 - Gives notice that comments are subject to disclosure as public records.
- Procedures and responsibility for monitoring of public comments and removal of inappropriate comments in accordance with the public comment policy.
- Procedures and responsibility for monitoring, responding to, and taking timely action to act upon information conveyed via public comments.

Conclusion

There are risks to undertaking any new activity, but social media is a powerful tool for local governments looking for new and cost-effective ways to engage their citizens. Just be sure to adopt social media with due consideration and planning. This means having clear objectives, knowing the target audience, selecting the right social media for the task, and taking the time to develop the right policy. Social media evolves quickly, so it is a good practice for the social media policy to remain platform neutral, and to review and revise it frequently to meet the changing environment.



Guidelines for elected and appointed officials using social media

Social media is a tool growing in popularity for developing direct communications with your community and creating informal opportunities to reach out beyond official publications. City policies should cover the “official” city account, employee use of social media inside and outside of work, and elected official use of social media.

The extent to which a jurisdiction or individual uses social media varies. Before engaging you should assess your risk tolerance and make sure certain laws – such as the Public Records Act and Open Public Meetings Act – are followed.

A few clarifying definitions...

Social media can include websites and applications that enable users to create and share content or to participate in social networking.

A social platform is a web-based technology that enables the development, deployment and management of social media solutions and services.

A third-party system is any system maintained by another entity. This could include Twitter, Facebook, Wordpress, Google, phone carriers, and more.

Know when social media is a public record

A recent court decision (*Nissen v. Pierce County*) case outlined a test for when a document on a third-party system is created within the “scope of employment” and is a public record. Scope of employment may include elected officials acting within their capacity as a mayor or councilmember. This includes when an employee or elected official is:

- Required by the job duties *or*
- Directed by the employer *or*
- In furtherance of the employer’s interests

Retention of documents, including social media, is based on the content and not the platform. City policy should consider retention and adopt a process outlining responsibilities.

Make a clear distinction between official accounts, campaign accounts, and personal accounts

One way elected officials and staff can clearly distinguish private social media accounts is by adding disclaimers on election and personal accounts, and not using the account for city business. *City-sponsored accounts may not be used for campaign-related purposes.*

To keep a personal account from becoming subject to public records, consider some basic precautions.

Do:

- Post a disclaimer on your personal account that identifies the account purpose and that the opinions you express are your own.
- Limit the account content to personal use.
- Understand and use privacy settings to manage the account.
- Have a plan in place to respond to or forward city-related comments to the city, including how the record is retained.

Don’t:

- Don’t write posts on personal accounts that would fit within the scope of employment.
- Don’t discuss your private accounts in public meetings or documents.
- Don’t link to your private accounts from an official city account.
- Don’t use city devices to maintain your private account.

First amendment and employment rights

City policies should strike an appropriate balance between privacy, liability, and public records concerns. Employees have first amendment and employment rights that need to be balanced against impacts to the image and liability of the city. City policies should provide clear guidance on use of official accounts and advice for keeping clear distinctions between official and personal accounts. (See precautions noted above.)

Develop and follow your city policy

City council policies should address situations that apply to council members and their unique needs. Specifically, council policies should address open public meetings implications, the intersection with campaign rules, impacts on council decision processes, and public records and retention issues.

- Evaluate how the elected official and city will respond if an elected official's personal account receives a complaint or public records request.
- Establish a process to follow if an elected official receives a city-related question or comment on their personal account. Outline how the question or comment will be addressed, and how the record will be retained.
- Limit "friending" or "liking" by elected officials or board members subject to the Open Public Meetings Act. While court guidance is evolving, elected officials need to avoid inadvertent serial meetings that would violate the notice and public meeting requirements. Courts have found those to occur when a chain of conversations involving "action" by a quorum of the council occurs. Passive receipt of information is generally not considered to be action.
- Council may consider adopting rules that outline usage and etiquette, including use both inside and outside of meetings.

Establish procedures for approval of official city social media use that considers retention when the accounts are created.

- Establish an approval process before a city account is created.
- Define who is allowed to post.
- Outline processes related to disclosure of passwords, regular password changes, and security.
- Know how access will be provided if requested as part of a public records request.
- Research your third-party vendor's retention policy and consider investing in retention software.
- Consider limiting posts to "secondary copies" of documents that are already available on a platform that is more easily retained, such as the website.
- Consider non-city accounts or websites your city may or may not link to. Some cities avoid linking to accounts or websites they do not control.
- Address when and how accounts could be subject to search for public records, and require employees to cooperate in searches and providing affidavits.
- Prohibit activities that would be prohibited in other contexts such as: use of public resources for campaign activities; defamatory, discriminatory, or obscene language; violations of intellectual property rights; disclosure of confidential or HIPAA protected healthcare information.

For more information

MRSC information and sample policies: mrsc.org/Home/Explore-Topics/Management/Information-Technology/Social-Media.aspx#Wash

State Archives: www.sos.wa.gov/_assets/archives/RecordsManagement/Blogs-Twitter-and-Managing-Public-Records-Nov-2013.PDF