



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
SPECIAL MEETING AGENDA OF THE BOARD OF TRUSTEES**

Weston Municipal Center Training Room or Board Room
4747 Camp Phillips Road, Weston, WI 54476

Wednesday, May 10, 2023, at 5:00 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.

There will be no Zoom option for this meeting.

AGENDA ITEMS

1. Special Board of Trustees Meeting called to order by President Maloney
2. Pledge Allegiance to the Flag
3. Roll Call by Clerk for Board of Trustees
 - a. Maloney{p}, Zeyghami{vp}, Ermeling, Cronin, Hartinger, Pinsonneault, Weiland,

PUBLIC COMMENTS

NEW BUSINESS

4. [Presentation and Discussion regarding ribbon cutting and tours for May 13 Open House.](#)
5. Tour Practice Run

REMARKS FROM TRUSTEES

REMARKS FROM THE PRESIDENT

FUTURE ITEMS

Next meeting date(s):

- May 15, 2023, Board of Trustees Regular Meeting at 6:00 p.m.
- Municipal Center Open House, May 13th 10:00 AM – 2:00 PM.

ADJOURN

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Village will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the Village Clerk at 715-359-6114 or clerks@westonwi.gov to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the Village will make a good faith effort to accommodate your request.

This Notice was posted at the Village Municipal Center, on www.westonwi.gov and transmitted to media partners on April 25, 2023.

1 **Village of Weston Open House**
May 13, 2023

Bullet Points and Talking Points

2 **Schedule for the Day**

- Ribbon Cutting 10:00 AM
- Tours – as long as desired by attendees

3 **Ribbon Cutting**

- Introduction of Event – Administrator or Trustee
 - Acknowledgements – Administrator or Trustee
 - Introductions
 - Elected officials
 - Building Committee
 - Project Team – Kueny, Miron, Subcontractors, Village staff?
 - Recognize Village residents & businesses
 - Village President remarks
- Send off to Tours – Administrator or Trustee

4 **Tour Protocol**

- Housekeeping
 - Guides with vests
 - Assemble in – entryway
 - Route(s)
 - Observe no food or drink on tour (supply cups for water from coolers)
 - Length of tour – distance, estimated time

5 **Tour Stations (Order not confirmed and flexible based on numbers of people in queue)**

- 1 • Boardroom
- Training Room
 - 1st floor Kitchen
 - ~~Men's or Women's Locker Room~~
 - Public Works
 - Garage
 - Large Equipment
 - Mechanic Bay
 - Wash Bay
 - Small Equipment

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- 2 • Sign Shop
 - Parks Spaces
 - Utility Spaces
 - 1st floor offices
 - 2nd floor offices & future space
 - Mezzanine

6 Tour Concerns

- Tracking oil/tar from garage & shops into carpeted areas
 - Floor runners, order of tour
 - Walk-off mats
- Spilling of food or drink
 - Limit drink to water during tour
 - ~~Any food/treats at end of tour~~

7 General Goals of the Project

- Space needs for present and future
 - Recommendation for the Municipal Center and Public Works Garage was to replace it because, "...it is not cost effective to spend substantial dollars on upgrades on a facility that has outlived its useful life."
 - Building size was recommended based on projected needs for staffing to 2040. In this time frame Weston's population is projected to grow to 22,000 representing 50% of all growth in Marathon County.
 - Size garage to house vehicles and equipment in minimally heated space with circulation space for accessibility.
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8 General Goals of the Project (Continued)

- Space needs for present and future
 - Building Committee was concerned about building for the present and not having sufficient space for future.
 - Construction of larger space in today's dollars was incrementally more and far less than an addition later.
 - Improving Building security – Construct a building for modern needs.
- Building facilities ultimately impact our ability to provide the highest quality of service
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9 Board Room

- 1 New
- 2 • 1,957 square feet
 - Improved Technology
 - Acoustics, microphones
 - Connected to Training Room for higher capacity to conduct elections
- 3 Old
- 4 • 1,325 square feet
 - Technology retrofitted.
 - Acoustics were bad

10 Training Room

- 1 New
- 2 • Separate Training Room
 - Ability to connect to Board Room for Elections

- Connection to kitchen for training events involving lunches.

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3 Old

4 • Board Room Doubled as Training Room

- Also, as staff meeting room with developers, etc. with no privacy (Utility staff needed to walk through to reach office area and any staff needed to walk through to kitchen)

11 **Kitchen(s) Employee Amenities**

1 New

2 • Area on each floor for employees to prepare lunches.

- No interference in meetings or other employee work spaces to reach and use
- 1st floor available to all employees and connected to training room

3 Old

4 • Kitchen accessed through Board Room.

12 **Offices – 1st and 2nd Floor**

1 New

2 • Private offices (19) for Directors Deputy Directors and all others

- Extra office spaces for future needs
- 5-6 Conference Rooms of various sizes
- Central Areas on both floors expandable for Administrative positions – interns, part time, full time.
- 5,000 ft² Unfinished 2nd floor space – future needs, lease?

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3 Old

4 • Private offices for 13 Directors, Deputy Directors, and support positions.

- 2 Shared offices for 8 positions
- 1 conference room and Board Room for meetings – conflicting needs and challenging to maintain privacy.

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13 **Public Works – Garage and Shops**

1 • Total Building Footprint = 95,214 ft²

- Shops and garage = 80,517 ft²

- 84.5% of footprint

- New Square Footage includes Parks offices and related operations that are moving to new building

- Office footprint = 14, 661 ft²

- 2nd floor is additional 11,522 ft²

- Total office space approx. 26,183 ft²

- 2 floor concept saves land area and economizes on initial construction cost. (except for elevator)

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2 • Total Main and Outbuilding Footprint = 29,429

- Offices - 10,129 ft²

- Shops, Outbuildings, etc. - 19,300 ft²

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- Parks Operations from Kennedy Park Location moving to new facility -

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- 3 • New

- 4 • Old

14 **Tour Pairings**

- Michael Wodalski, Trustee Jamie Weiland
- Keith Donner, Trustee Hooshang Zeyghami
- Scott Tatro, Trustee Barb Ermeling
- Roman Maguire, Trustee Jasper Hartinger
- Shawn Osterbrink, Trustee Steve Cronin
- Trustee Jim Pinsonneault, Jessica Falkowski
- Trustee Mark Maloney, Dan Raczkowski

15 **"Expert" Stations, Attendee Guidance, etc.**

- Mechanic Bay & Wash Bay – Fleet Foreman, Brian Schmidt
- Sign Shop – Senior Operator, John Yonker
- Vac Truck or Water Lab – Utility Senior Operator, Chad Dietsche
- Available for other areas in Garage
 - Public Works Operator, Jared Hoekstra
 - Public Works Operator, Clayton Huerth
 - Public Works Operator, Carl Von Schrader
- Available in Office Areas
 - Jennifer Higgins, Pamela Brehm, Renee Hodell, Valerie Parker, Sarah Chibeya,
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