



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN REGULAR MEETING OF THE BOARD OF TRUSTEES

The following items were listed on the agenda in the village Clerk's office, in accordance with Chapter 2 of the village's Municipal Code and will be ready for your consideration, during the 23rd legislative session of the Board of Trustees, on **Monday, February 17, 2020, at 6:00 p.m.** in the Board Room, at the Weston Municipal Center.

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.

Wisconsin State Statutes require all agendas for Board, Commission, and Committee meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any item on this agenda may be discussed or acted upon.

AGENDA ITEMS

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

PUBLIC COMMENTS

MINUTES FROM PREVIOUS MEETINGS.

4. [2/3/2020 Board of Trustees](#)

REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS

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

REPORTS FROM DEPARTMENTS

17. [Administrator](#)
18. [Clerks](#)



VILLAGE OF WESTON, WISCONSIN

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

19. Finance
20. Fire/EMS
21. Parks & Recreation
22. Plan/Dev
23. Police
24. Public Works
25. Technology

WORK PRODUCT TRANSMITTALS

CONSENT AGENDA

26. Requests to pull items out of consent consideration.
27. Approve Vouchers – 51934-52004 and 90026
28. Action on consent agenda items
29. Action on items pulled from consent

ORDINANCES

30. Ordinance No. 20-002: An Ordinance Amending Chapter 66 Solid Waste, Creation of Sec. 66.121. Weston Yard Materials Recycling Center & Sec.66.123 Compliance Assurance Plan (CAP) and Renumbering of Secs.66.121 Through Secs. 66.123.

RESOLUTIONS

31. Resolution No. 2020-002 to initiate the Special Assessment process to reconstruct the streets and utility mains for the Weston School East Neighborhood

NEW BUSINESS

32. Change Order #1 for the Zinser Street utility extension project
33. 3-year service agreement with Primadata/Bayside Printing for printing and mailing of utility bills
34. Payoff of ATC loan with Intercity
35. Reduce receivable related to the SAFER cash deficit by 1/5th
36. Proposal from MD Roffers to Create a Corridor Plan for Weston Avenue
37. Office closure days

EXECUTIVE CLOSED SESSION (Board of Trustees will move to Large Conference Room)

Consideration of motion to adjourn into closed session pursuant to Section 19.85(1)(c), Wis. Stats. for the purpose of Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Performance evaluation of Administrator

RECONVENE FROM CLOSED SESSION

POSSIBLE ACTION ON CLOSED SESSION ITEMS



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

- 38.** 2020 Employee compensation for Administrator

REMARKS FROM TRUSTEES

REMARKS FROM THE PRESIDENT

FUTURE ITEMS

Next meeting date(s):

- March 2, 2020, Board of Trustees Regular Meeting at 6:00 p.m.
- March 10, 2020 Board of Trustees and Community Development Authority (CDA) at 5:00 p.m. - Discuss CDA roles and responsibilities
- March 16, 2020, Board of Trustees Regular Meeting at 6:00 p.m.

**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL
March 2, 2020 @ 6:00 P.M.**

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
REGULAR MEETING MINUTES OF THE BOARD OF TRUSTEES

Monday, February 3, 2020, at 6:00 p.m.

1. **Board of Trustee 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**

Trustee	Present
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Sparks, Wally	YES
Xiong, Yee	YES
Zeyghami, Hooshang	YES (joined at 6:03 p.m.)
Ziegler, Jon	YES

PUBLIC COMMENTS

There were no public comments.

MINUTES FROM PREVIOUS MEETINGS.

4. **1/20/2020 Board of Trustees**

Motion by Ziegler second by Maloney to approve the minutes, contingent on correcting Item #41 – Appointment of Brian Fiene to the SAFER Fire Commission. Correction: Where it states Trustee Fiene said Mr. Fiene will be objective and fair it should be replaced with Maloney making that statement.

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

REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS

5. **Community Development Authority**
6. **Everest Metro Police Commission**
7. **Extraterritorial Zoning**

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

8. Finance
9. Human Resources
10. Joint Review Board
11. Parks & Recreation
12. Plan Commission
13. Public Works
14. SAFER
15. Tourism
16. Zoning Board of Appeals

Motion by Ermeling second by Xiong to acknowledge item 9.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

REPORTS FROM DEPARTMENTS

17. Administrator

Donner said he received another letter of an incomplete permit from the DNR related to the Camp Phillips Centre development. He also has been in discussions with FDG regarding their proposed development agreement.

Donner reported the Village had no compensable workers compensation claims in 2019.

Donner also talked about proposed legislation related to workforce housing initiatives.

18. Clerks

Weinkauf reported in-person absentee voting started today and will run through February 14th.

19. Finance

Trautman reported staff will be collecting taxes through Friday of this week.

20. Fire/EMS

No comments.

21. Parks & Recreation

- **Options for filling vacancy of Aquatic Center Manager**

Osterbrink attended meetings with Wausau/Marathon County, YMCA and Rothschild/Schofield Aquatic Center regarding aquatic operations. He also had contact with Wausau Schools, D.C. Everest Schools,

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

Marathon Swim Association and Darwin E. Smith regarding the aquatic center.

- 22. Plan/Dev**
Higgins introduced Assistant Planner Emily Wheaton and said she started last week Monday with the Village. She comes from the Village of Kronenwetter.

- 23. Police**
No comments.

- 24. Public Works**
Wodalski reported staff is working on snow removal.

He gave an update on the condition of Ross Avenue. There are a couple different repair options that staff is trying to figure out to get us through the next couple of years.

- 25. Technology**
No comments.

WORK PRODUCT TRANSMITTALS

None.

CONSENT AGENDA

- 26. Requests to pull items out of consent consideration.**
- 27. Approve Operator licenses.**
- 28. Approve Vouchers – 51834-51931 and 90024-90025**
- 29. Action on consent agenda items**
- 30. Action on items pulled from consent**

Motion by Maloney second by Fiene approve consent items 27 and 28.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

ORDINANCES

There were no ordinances to consider.

NEW BUSINESS

- 31. Revision to Sec. 5.14(3) Reimbursement rates for official Village meals**

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

Motion by Maloney second by Fiene to approve the Revision to Sec. 5.14(3) of the Employee Handbook for Reimbursement rates for official Village meals.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

32. Memorial requests policy

Motion by Maloney second by Xiong to approve the Memorial Requests Policy.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

33. Professional services agreement with Ayres Associates for aerial photography

Motion by Ermeling second by Fiene to approve the Professional services agreement with Ayres Associates for aerial photography.

Q/Zeyghami asked about coverage. Crowe said included in the consortium is the Village of Weston, Town of Weston, City of Wausau, Town of Rib Mountain and Village of Rothschild.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	YES
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

UNFINISHED BUSINESS

34. Professional services contract(s) with Kueny Architects, LLC, for design and construction services
- a. Remodeling of the Weston Public Safety Building
 - b. Construction of Weston Public Works and Administration Facility

Motion by Maloney second by Xiong to approve the Professional services contract(s) with Kueny Architects, LLC, for design and construction services. Q/Donner said the recommendation from the attorney is to have a five million limit for professional liability insurance on the proposed municipal center.

Motion by Zeyghami second by Maloney to amend the contract to include adding an additional three million dollars professional liability insurance per claim, with the insurance in effect for three years.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

All in favor of the original motion as amended.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	YES
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)(c), Wis. Stats. for the purpose of Considering employment, promotion, compensation or

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

performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Resolution No. 2020-001 – 2020 Employee CPI compensation adjustments.

and

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 of a developer's agreement for the Camp Phillips Centre Development.

Motion by Ermeling second by Ziegler to convene to closed session.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

RECONVENE FROM CLOSED SESSION

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

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

POSSIBLE ACTION ON CLOSED SESSION ITEMS

35. Resolution No. 2020-001 - 2020 Employee CPI compensation adjustments

Motion by Fiene second by Xiong to approve Resolution No. 2020-001 - 2020 for Employee CPI compensation adjustments.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

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

36. **Developer's agreement with Forward Development Group (FDG)**
No action taken. Donner will follow up FDG on the developer's agreement.

REMARKS FROM TRUSTEES

Ziegler will attend the next meeting via phone.

REMARKS FROM THE PRESIDENT

No comments.

FUTURE ITEMS

Next meeting date(s):

- February 17, 2020, Board of Trustees Regular Meeting at 6:00 p.m.
- March 2, 2020, Board of Trustees Regular Meeting at 6:00 p.m.

ADJOURN

Motion by Maloney second by Ziegler to adjourn the meeting at 7:24 p.m.

Yes Vote: 7 No Votes:0 Abstain:0 Not Voting: 0 Result: Pass

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

**VILLAGE OF WESTON, WISCONSIN
KEITH DONNER, ADMINSTRATOR
REPORT TO THE BOARD OF TRUSTEES
#2020-02-03 FOR FEBRUARY 17, 2020**

1. PROJECTS

- **Camp Phillips Centre – Permit Status and Meeting Schedule** – Nothing to report this week. Still expecting FDG to be here for a meeting with the Board on March 2.
- **2020 – 2024 CIP** – Will be having Ehlers provide us some updated scenarios for capital project borrowing and repayment as we continue the CIP process and prepare for upcoming meetings.
- **Community Development Authority Roles and Responsibilities** – Over time some confusion has developed as to the roles and responsibilities of the CDA. There seems to be overlap and duplication of effort between CDA and Plan Commission so, we want to gain a better understanding for everyone involved. On Tuesday Higgins, Trautman and I had a phone conference with Greg Johnson of Ehlers about the topic. Greg teams with Rebecca Speckhard (bond counsel from Quarles and Brady) on a presentation about CDA's. We are suggesting a special meeting to be scheduled and want to confirm a date on Monday if possible.
- **Muzynoski Request for Street Vacation** – Nothing to report.
- **Meetings with Local Municipal Leaders re: Intergovernmental Cooperation** – This topic showed up on the Metropolitan Planning Organization agenda for Tuesday. The general thought seems to be that MPO is a place to discuss area-wide planning efforts and areas where we discuss more overarching issues like the classified street system, wastewater collection and treatment, water supply planning, and overall environmental issues we all share. The meetings with municipalities are the place where agreements should be discussed – the details of how services are furnished. Worked on a doodle poll for the next meeting of municipal officials in the next 2 – 4 weeks.
- **Municipal Facilities Planning** – Jon Wallenkamp will be returning for a design progress meeting for the Public Safety Building on February 19.
- **Comprehensive Plan Update** – A proposal from MD Roffers for conducting a corridor study for Weston Avenue is on the February 17 BOT agenda.
- **Water System Evaluation and Planning Study** – Staff had further discussion about layout for well #7 and possible shelter for the I reviewed the draft of the study and participated in the meeting with AECOM on Friday afternoon with Wodalski and Swenson.
- **J&D Tube Benders Building Permit** – Drafted and completed a letter with invoice for Tom Felch. Planning to hand deliver prior to my departure on Wednesday.

2. MISCELLANOUS COMMENTS / ISSUES

- Just reminding the Board the office will be closed to the public on Monday, February 17 (President's Day). We will have an item on the agenda to discuss the practice of closing the office on 2 Federal/Banking holidays each year.
- I will be out of the office on February 13 and 14 to visit my daughter in Florida through February 16.
- Higgins, Chartrand and I attended the ribbon cutting for the DCE Tech Ed facilities on Monday. They have classroom/labs for auto mechanics, small engines, robotics, modern metal and woodworking, general construction education and hydroponics. It is very impressive.
- We had some computer server issues and a case of e-mail hacking this week. Nate can update the Board Monday.

VILLAGE OF WESTON, WISCONSIN
SHERRY WEINKAUF, CLERK/EMPLOYEE RESOURCE MANAGER
MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES
#2020-2 FOR January/February 2020

1. ITEMS OF SPECIAL NOTE

- **In-person absentee voting will end today at 5:00 p.m. To date we have received 319 absentee ballots.**

Election setup will start Monday afternoon. Staff will setup at Key to Life at 4:30, Greenheck Fieldhouse at 6:00 and the Scout Center at 7:30. We will finish setting up the Municipal Center Board room when the Trustees move to the large conference room for their closed session meeting.

This will be our second time using Badger Books. To make sure the Badger Books are ready to use at 7:00 a.m. on Tuesday, Village staff members will be available at each polling place at 6:30 a.m.

We will once again have ‘A’ ballots (Presidential Primary-only ballots) and ‘B’ ballots (full ballots) for the April election. To meet federal mailing deadlines the ‘A’ ballot will need to be sent to our military and overseas voters by February 20th and the deadline to mail the ‘B’ ballot will be March 17th.

- **Marathon County has expressed a preference that local ordinances within the County that regulate ATVs and UTVs share the same or similar conditions. Uniform or substantially similar regulations amongst local municipalities will make enforcement of ATV and UTV regulations by the Marathon County Sheriff’s Office simpler and more effective and will allow ATV and UTV users in Marathon County to avoid substantial changes in regulation as they travel from town to town.**

In December of 2019, Marathon County approved wholesale changes to the County’s ATV/UTV ordinance, Section 7.125 of the Marathon County Code. The changes outlined in the ordinance create uniform procedures and requirements for the use and operation of ATVs and UTVs on routes and trails under County jurisdiction. The ordinance defines how ATV and UTV routes and trails may be designated and provides certain rules of operation for ATV and UTV use on County-designated routes and trails.

If a municipality wishes to incorporate the provisions adopted by the County and delegate route designation to the County, where applicable, municipalities are encouraged to adopt the provisions passed by the Marathon County Board.

If a municipality adopts the provisions of Marathon County Code Section 7.125, that municipality may still request, though the provisions of the ordinance, that a particular route or trail be designated an ATV/UTV route or trail if it wishes to do so. The municipality also retains the ability to pass its own local ordinances.

I'm hoping to work on a draft revision soon of the Village's ATV/UTV ordinance and incorporate the provisions adopted by Marathon County. Once complete I will have Chief Schulz review and then bring before the board for consideration.

- We received two notice of unlawful tax claims. One from Wausau Coin Machines and the other from Midwest Amusements. These claims allege that the Village assessed personal property tax in error for 2019, meaning that they feel their coin machines are tax exempt machinery. One claim is for \$129 and the other is \$4.63. These claims have been submitted to our insurance company and assigned to their attorney. My understanding is that there are several municipalities around the state receiving the same kind of claims. The attorney is working with Assessor Schmidt so that he can respond to the claims.

2. WORK PLAN PROJECTS

- Reich continues to work on an Election Emergency Plan for each voting location.
- Reich and Hodell continue to work on a social media policy.
- License Renewal process to begin in February.

3. IDENTIFIED NEEDS

4. MISCELLANOUS COMMENTS / ISSUES

- Farmer's Market update - Hodell is working on the Farmer's Market Vendor Packet for the 2020 Season. She also attended the Wisconsin Farmer's Market annual conference.
- 2020 Census update - Hodell participated in a State Census conference call to touch base with other municipalities to get a sense as to what they are doing to support the upcoming Census. Hodell and Chartrand are also working with various 2020 Census representatives in gathering materials to help get the word out about the upcoming 2020 Census, and how important it is to fill out the census questionnaire, along with the part-time/temporary jobs that are available.
- Hodell plans to attend the Greater Wausau Youth College, Career, and Hiring Fair on Thursday, March 12th. B Mroczenski used to attend this in the past. She will work with Osterbrink to get things ready for the hiring fair.
- We recently posted the Aquatic Center Manager/Public Works Maintainer/Operator job posting to the Village's website. Also, posted on our social media outlets.

VILLAGE OF WESTON, WISCONSIN
JESSICA TRAUTMAN, FINANCE DIRECTOR
MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES
#2020-02 FOR FEBRUARY 2020

1. ITEMS OF SPECIAL NOTE

- February settlement checks are in the mail.

2. WORK PLAN PROJECTS

- Year end is going slower than anticipated, staff is feeling the additional work of having one less person, hopefully the next two weeks we will be able to wrap up Metro year end and have a good start on Village year end audit.

3. IDENTIFIED NEEDS

- None

4. MISCELLANEOUS COMMENTS / ISSUES

- Tax Summary

Tax bills were sent out by Sun Printing around December 15th. This is the third year that we have contracted with Sun printing to stuff and mail our tax bills. This year went smoother and more efficiently because the tax bills were regular letter size and we purchased the envelopes from Sun, which allowed them to stuff the tax bills using a machine instead of manually stuffing the envelopes.

Next year I am going to look at Bayside Printing. Currently we do not get any discount on our postage. Bayside Printing specializes in printing and mailing and would make sure we would get a better price for postage.

All banks except Connexus Credit Union assist in collecting taxes. Our busiest times are the days between Christmas and New Year's. This year we processed:

December 26 - \$1,639,845

December 27 - \$1,423,818

December 30 - \$1,892,131

December 31 - \$3,288,018

We spend about \$2,836 sending out tax bills and over \$1,656 sending receipts. This year was better than previous years because with the new system we are able to include multiple parcels on the same receipt, eliminating extra postage for multiple properties owned by one person. I am hesitant to suggest not sending receipts because I think that would cause more people to come in and we are not staffed to handle the inflow of traffic. Right now, we receive a lot of payments by mail which allows staff to better manage their time between tax collections and their regular duties.

2019 TAXES PAYABLE IN 2020

VILLAGE OF WESTON

REAL ESTATE PAID	
Real Estate Taxes Paid	\$19,733,504.75
Special Assessments	\$24,484.57
Special Charges	\$772,327.03
Delinquent Utilities	\$10,393.20
Forestry Program Taxes (MFL & PFC)	\$9,065.80
SUBTOTAL PAID REAL ESTATE	\$20,549,775.35
UNPAID REAL ESTATE TAXES RETURNED TO COUNTY	
Unpaid Real Estate Taxes (postponed & delinquent)	\$5,144,324.99
Unpaid Special Assessments & Charges	\$239,657.69
Unpaid Delinquent Utilities	\$5,538.83
SUBTOTAL UNPAID REAL ESTATE	\$5,389,521.51
	Unpaid approx 20.78%
PERSONAL PROPERTY	
Paid Personal Property	\$476,468.99
School Credit on Roll	\$32,411.98
Lottery Credit on Roll	\$0.00
Late Lottery (added or removed)	\$0.00
Unpaid Personal Property (postponed & delinquent)	\$16,223.36
Postponed Personal Property	
TOTAL PERSONAL PROPERTY	\$525,104.33
	Unpaid approx 3.09%

Total Collected in 2019-2020 \$21,026,244.34

Mail 13,763,242.77
 Banks 2,612,998.31
 Counter 4,650,003.26

2018 TAXES PAYABLE IN 2019

VILLAGE OF WESTON

REAL ESTATE PAID	
Real Estate Taxes Paid	\$18,421,459.21
Special Assessments	\$51,288.60
Special Charges	\$753,468.54
Delinquent Utilities	\$8,790.09
Forestry Program Taxes (MFL & PFC)	\$8,862.55
SUBTOTAL PAID REAL ESTATE	\$19,243,868.99
UNPAID REAL ESTATE TAXES RETURNED TO COUNTY	
Unpaid Real Estate Taxes (postponed & delinquent)	\$5,318,266.34
Unpaid Special Assessments & Charges	\$32,529.52
Unpaid Delinquent Utilities	\$1,367.00
SUBTOTAL UNPAID REAL ESTATE	\$5,352,162.86
	Unpaid approx 21.76%
PERSONAL PROPERTY	
Paid Personal Property	\$396,582.94
School Credit on Roll	\$28,967.52
Lottery Credit on Roll	\$0.00
Late Lottery (added or removed)	\$0.00
Unpaid Personal Property (postponed & delinquent)	\$20,494.83
Postponed Personal Property	
TOTAL PERSONAL PROPERTY	\$446,045.29
	Unpaid approx 4.59%

Total Collected in 2018-2019 \$19,640,451.93

unable to tell difference in pr Mail 17,060,585.32
 Banks 2,579,866.61
 Counter

Fully Involved



Annual Report-2019



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From the Desk of Chief Savage

It is with great honor that I submit to you the South Area Fire and Emergency Response (SAFER) District's 2019 Annual Report.

2019 was the 6th year of operation for SAFER and although the challenges never cease, our team has never wavered to make sure we uphold our Mission, Vision and Core Values.

SAFER has continued to do what we do best: to deliver the highest quality of emergency services – Fire, EMS and Special Rescue. Our unique staffing models, level of service and training make us a highly skilled, yet fiscally responsible, service.

We remain unwavering in training. Making sure all firefighters have the skills and experience to complete any task on the fireground is paramount to making sure everyone remains safe. Firefighter safety is our number 1 priority at SAFER. Our most important goal is making sure the firefighters that respond to emergencies return safely to the firehouse.

We remain devoted to the health and well-being of our responders, both physically and mentally. The growing increase in PTSD in the fire service has been an issue nationwide. SAFER strives to make sure we do everything we can to meet this issue head on.

SAFER is a leader in the fire service. I am truly blessed as Fire Chief to have so many talented and dedicated members. I am surrounded by people every day that want to make a difference.

Respectfully Submitted,

Matthew J Savage

Matthew J Savage, Fire Chief
South Area Fire and Emergency Response

Training Report

In the following pages you will find a breakdown of the training that was conducted by South Area Fire and Emergency Response (SAFER) District employees over the last 12 months. The training committee continues to work diligently to identify the District's needs and offer a comprehensive training program that encompasses the expectation of the public we serve and meets that training requirements as set forth by the State of Wisconsin. We continue to evaluate the training program on a yearly basis and make changes as need.

Training continues to be held on a daily basis as we changed from weekly drills to daily trainings in 2017. In 2019 we moved away from rotating weeks of training (i.e. week 1 EMS, week 2 fire, week 3 rescue, week 1 EMS, etc.) to rotating months of training (i.e. January EMS, February Fire, March EMS, etc.) in an effort to provide training to employees starting with basic concepts and moving to advanced concepts in the same subject matter as we move through the month. The initial year of this concept saw positive reviews from staff and we look forward to continuing this through 2020.

To make sure new employees are ready to work shift, they go through a 6-week training academy prior to being scheduled for shift work. In 2018 we implemented a probationary task book to continue the training for new employees through their first year and track their process through timely evaluations. The task book is utilized by probationary staff to practice operating our equipment before being tested and checked off by their assigned officer(s) to show that they fully understand how to operate each apparatus. The task book continues to be updated. For the 2020 Academy we will be updating the Rib Mountain map testing and incorporating SOG exams to coincide with their evaluations.

In 2018 Wisconsin SPS law changed stating that individuals who drive and operate our apparatus must have taken entry level training from the technical college system and that in-house training was only going to be allowed if the program is approved by the local technical college. Due to this, there was a push to get our people trained. As of January 2020, I am pleased to report that we have 36/50 employees or 72% of staff that meets this training with another 6+ individuals scheduled to take the training in 2020

Also, in 2019, command staff completed and implemented Blue Card command training. This training comprised of 75 hours of training for each individual, 24 hours of which was in class training put on by Blue Card staff. After the training was concluded, we wrote an SOG to match this command style and started to implement the training to all SAFER staff. Today we have changed our command practices to allow for more efficient and effective communications while keeping everyone on the fireground safer.

The training board continues to assure that every member is attending minimal hours of training, track that training, and give recommendations to the Chief and Deputy Chief when

minimum standards are not being met. We continue to provide you with semi-annual reports to help assure all staff are ready to meet the everyday challenges this job poses.

The remainder of this document is the breakdown of the topics and hours of training that was conducted throughout the year. I am pleased to say that in 2019, we completed a combined total of 3885.6+ hours of training. Of that, 1093.3+ was EMS training, 2503.2+ was Fire/Rescue training, and 289.1+ was leadership and other training topics. As you go through this report, please feel free to contact me with any questions that may arise.

Thank you,

Eric A. Lang

Eric A. Lang

Battalion Chief

EMS Training

<u>Topic</u>	<u>Discipline</u>	<u>Hours</u>
ACLS - EP	EMS	82
Airway & RSI		28
Aging & Disability Resource Center		1.5
AHA Instructor Renewal		12
ALS Pharmacology		21
And the Beat goes on - Cardiology		1.3
Ask the Docs - Paramedic Seminar (POCUS)		1.5
Basic Airway Management		6
CPR/CCR		15
BLS Immobilization skills		8
BLS Probationary Task Book skills		4.5
Cardiac Arrest		124.3
Cardiac Arrest Academy		8
Cardiac Care/Cardiology		9.5
Cardiac Pharmacology		3.5
Case Studies (Trauma)		44
Case Studies (Cardiac)		42
Certified Ambulance Documentation		8
CEVO		29
Child Restraint System Orientation		5.5
CPR Certification Refresher		28
Crashing Asthma - WEMSA		1.5
Current Concepts in Prehospital Care		3
New Devices in EMS - Paramedic Seminar (POCUS)		4
New Devices in EMS - Lucas Training		27
EMS Recerts/Review		10
EMS Safety		21.5
Ventilators		54
Zoll Defibrillator		8
Post Resuscitation Care		1.5
Epinephrine in and out of hospital Cardiac Arrest (POCUS)		1
EZ IO Training		9
Fire Academy (Fall) - EMS Training		45
CHF - Heart Failure		1
High Stress & Low frequency simulation		4
I41 Multi Vehicle Crash Review - Case Study		1
k9 First Aid		2
Left Ventricular Assist Devices (LVAD)		2.2

Helicopter Landing Zone training	24
Medical Examiner Presentation	20
NRP certification	8
nutrition in Trauma Patients	1
PALS Refresher	103
PALS Instructor	27
Paramedic Orientation - Phase 1	12
Pediatric Airway	9
Pediatric Nightmares	4
Pediatric Trauma	10
OB	8.5
Quality Improvement	1.5
Seizure Management	2.7
Stroke Management	3
Calm after the storm - cardiac arrest	3
Traumatic Cardiac injury	4
Trauma Services Webinar	1
Trauma Patient Assessments	22.5
Medical Patient Assessments	5
Overdose	16
BLS Pharmacology	5.5
Splinting & spinal Immobilization	5.5
Pediatric Pharmacology	7
Pediatric Patient Assessment	8.5
Case Studies (Pediatric)	10.8
Pediatric Cardiac Arrest	8
Behavioral and psychological emergencies	8.5
Endocrine Emergencies	7
Rescue Task Force/Tactical EMS	14
Traumatic Airway Management	32.5
Chest Tube Training	5
IV Pumps	5.5
Blood Products	2
Venous Access	2.5
Allergic Reactions	1
Heat Emergencies	1
Pain Management	1.5
Wilderness Medicine	4

Fire Training

Fire/Rescue

<u>Topic</u>	<u>Discipline</u>	<u>Hours</u>
Academy Vehicle Checks	Fire	12
Acquired Structure Fire Training		381
Aerial Operations		56.2
All Hazard Incident Mgmt.		28
Engine Operations		78
Avoiding Back Injuries		0.4
Ben Franklin: Lessons for 21st century - Webinar		2
Blue Card Command - Classroom Certification		216
Blue Card Command - Online Certification		50
Blue Card Incident Command - Staff Education		106
Certified Fire Inspector		60
Certified Fire Investigator Classes (Online)		20
Pipeline Safety Exercise		4
Company Fire Inspections		94
D/O Pumper Certification		198
Driver Training/EVOC		57
Entry Level D/O Pumper		60
Vehicle Extrication		118.5
F0455 - Strategy & Tactics for initial CO		13
FDIC lectures		4.4
Firefighter 1 skills practice		4
Fire Academy (excluding CEVO) - Fall		85.5
Fire Investigation		6
Fire Prevention Presentations		26
Forcible Entry		9
IS00230 - Fundamentals of emergency mgmt.		6
Hazardous Materials Technician Certification		50
Fire Hydrant Operations		9.5
IAAI Arson Investigator Spring Seminar		20
Ice Rescue Technician Certification		16
ICS 300		96
ICS 400		32
Inspector Inservice		2
Mayday/RIT Operations		24.5
MCI event practical		64
MCI event tabletop		10.5

Water Supply	4
Search & Rescue	33
PTSD from Afghanistan to 911 - webinar	1.5
Fire Ground Safety	10
SCBA training	8.7
SLICERS Fire Attack	8
Tender Operations	15.5
Water Rescue Operations	38.5
Weapons of Mass Destruction (WMD)	1
Firefighter CPR	7.5
HazMat Operations	22.5
Wildland Firefighter Operations	21
Wildland apparatus operations	24
Search & Rescue	4
Hose Testing	103.5
Ropes & Knots & Anchor Systems	36
Pt packaging	4
Low Angle & High Angle Rescue	61.5
Confined Space Operations	12.5
Ground Ladders	13.5
6-Wheeler Operations	1.5
Ice Rescue Operations	43
Chimney Fire Operations	7
PPE - Donning & Doffing/Bunker Drills	2

Leadership/Safety Training

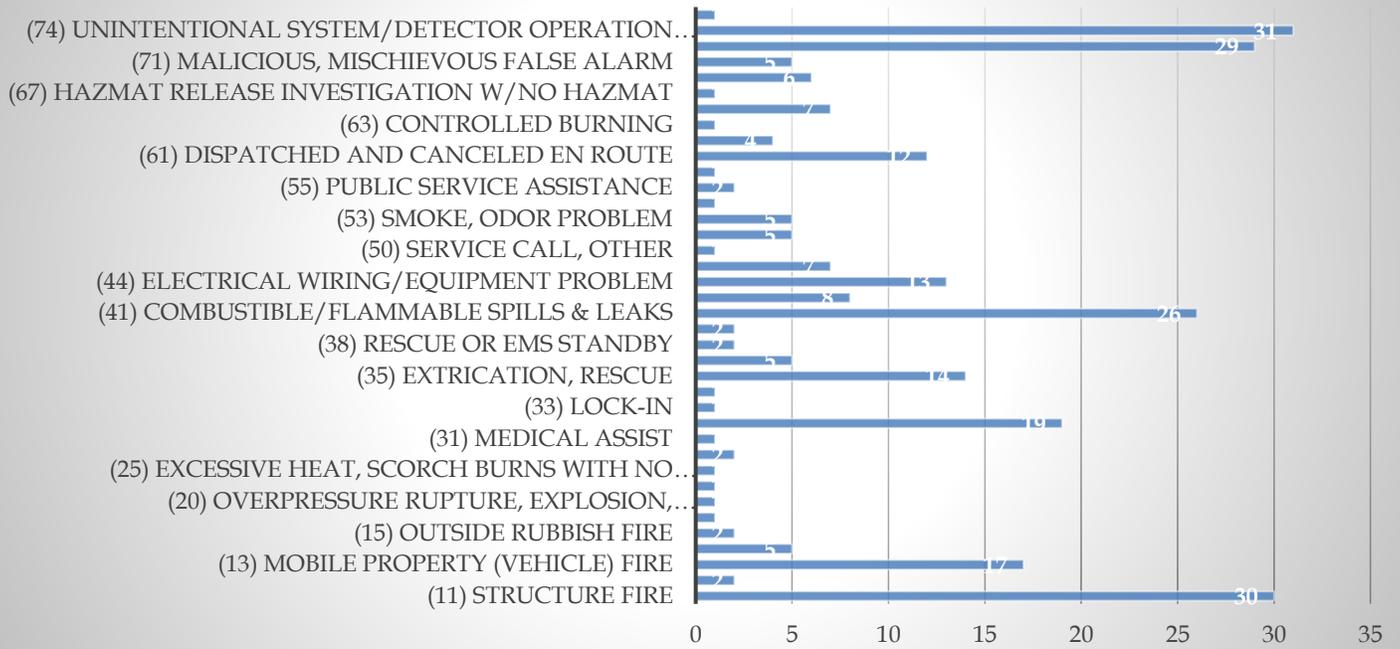
<u>Topic</u>	<u>Discipline</u>	<u>Hours</u>
5-alarm Leadership	Other	8
Billing and Beyond		4
Blood Borne Pathogens		31
HIPPA		31
Sexual Harassment		31
Back Safety		31
Anti-Kickback		6.4
Coaching for Success		1.5
Drafting and Implementing Effective SOG's		17
ESO Inspection Module		5
FMLA & Noncompete		3
Good is not good enough - leadership web		3.6
How to make Data work for you		4
If you can't measure it you can't improve it		1.5
Leadership Bootcamp		3.5
Mental Health First Aid		16
SOG Review		21
Handbook Review		1.5
The art of Constructive feedback		1.3
Attack on the Pentagon - webinar		1.5
PTSD Workshop		60
We found the data		4.5
Inner Leadership Potential		1.8

Fire Response

(11) Structure Fire	30
(12) Fire in mobile property used as a fixed structure	2
(13) Mobile property (vehicle) fire	17
(14) Natural vegetation fire	5
(15) Outside rubbish fire	2
(16) Special outside fire	1
(20) Overpressure rupture, explosion, overheating, other	1
(22) Overpressure rupture from air or gas (no fire)	1
(25) Excessive heat, scorch burns with no ignition	1
(30) Rescue, emergency medical call (EMS), other	2
(31) Medical assist	1
(32) Emergency medical service (EMS) incident	19
(33) Lock-In	1
(34) Search for lost person	1
(35) Extrication, rescue	14
(36) Water or ice-related rescue	5
(38) Rescue or EMS standby	2
(40) Flammable gas or liquid condition, other	2
(41) Combustible/flammable spills & leaks	26
(42) Chemical release, reaction, or toxic condition	8
(44) Electrical wiring/equipment problem	13
(46) Accident, potential accident	7
(50) Service call, other	1
(52) Water problem	5
(53) Smoke, odor problem	5
(54) Animal problem or rescue	1
(55) Public service assistance	2
(56) Unauthorized burning	1
(61) Dispatched and canceled en route	12
(62) Wrong location, no emergency found	4
(63) Controlled burning	1
(65) Steam, other gas mistaken for smoke	7
(67) HazMat release investigation w/no HazMat	1
(70) False alarm and false call, other	6

(71) Malicious, mischievous false alarm	5
(73) System or detector malfunction	29
(74) Unintentional system/detector operation (no fire)	31
(8) Severe Weather & Natural Disaster	1

Fire Response by Type



Call Volume



Significant Fires

March 11th-Commercial Structure (Village of Weston) fire contained to storage area approximately \$100,000 in damage.

August 14th Apartment Complex (Village of Weston) fire contained to single apartment and attic space approximately \$100,000 in damage

August 27th Barn Fire (Town of Marathon) structure was a complete loss

September 23rd Apartment Complex (Village of Weston) fire was contained to the apartment of origin, approximately \$10,000 in damage

November 26th Commercial Structure (Town of Marathon) fire contained to area of origin, approximately \$100,000 in damage



Fire Inspections Report

For 2019 we had to do an additional inspection for each business in the district with some exceptions. Fire inspections and fire code enforcement in all new and existing buildings were performed with the exception of 1 & 2 family dwellings with the help of a second inspector Sara Mattke. Sara did most of the re-inspections for the district for occupancies that had violations found. Sara also handled all the inspections for the area schools and worked with them to reduce the number of violations they had each time. Sara began to roll out the program she developed and presented to the teachers, administration and janitorial staffs. It worked well as the number of violations found dropped and the teachers were able to see what we are looking at from an inspector perspective. Sara shared her program with other inspectors in the area and across the state with great results. At this year's Fire inspectors conference Sara was asked to present her program at the conference next year. Due to staff cuts Sara will be doing this again next year but trying to accomplish this while on shift in-between calls and station duties. Re-inspections will now be handled by shift crews on a daily basis. We continued doing daily inspections with the software available from the State of Wisconsin and our mobile equipment. We attempted to switch our software to the same company as the EMS report writing software but the fire codes we use were not available as promised and we will continue with Imagetrend until all the software is available.

Inspections

In 2019 we did a total of 1,429 annual fire inspections in the district. There were 557 locations with 969 inspections and 338 re-inspections done in the Village of Weston. There were 227 locations with 468 inspections and 193 re-inspections in Rib Mountain. There were 29 locations with 57 inspections and 21 re-inspections in the Town of Stettin. There were 11 locations with 21 inspections and 4 re-inspections in the Town of Marathon and 0 in the Town of Weston.

New Business

Once again 2019 was a busy year for new business and/or change of occupancy's which requires an inspection before they open or reopen for business. There were 35 of these inspections done for businesses in Weston and 18 in Rib Mountain.

New Senior living in Weston

Second phase of Birchwood Highlands is up and will be ready for occupancy in early 2020 for a total of 70 new apartments. The addition to Tender Reflections doubled the size of their building to 80 beds and is still not occupied.

Training

This year we continued with two weeks of company inspections where we went out to some of the larger industrial facilities and did inspections with the duty crews. This will further familiarize crews with some of the facilities in our district and what they might encounter there on a call.

Once again, Sara and I attended the 2019 Wisconsin State Fire Inspectors Convention in Wisconsin Dells. It featured presentations by inspectors from all over the country and many

vendors who answered questions on codes and other inspection related services available to inspectors in Wisconsin. It was very informative and a great way to talk with other inspectors from the state to share ideas and to see how other inspectors handle everyday inspection related topics. We have also become more involved in the Area 3 Fire Prevention Group; we meet quarterly for inspector training topics and networking. In 2019 we hosted a meeting in Rib Mountain on hood systems for restaurants and attended one at Liberty Mutual's Fire Lab, and others in Rudolph, and Grand Rapids. The 2% dues were once again awarded to the Town and Village. The Town of Rib Mountain received \$32,652.46 and the Village of Weston received \$49,530.46 for a total of \$82,182.92

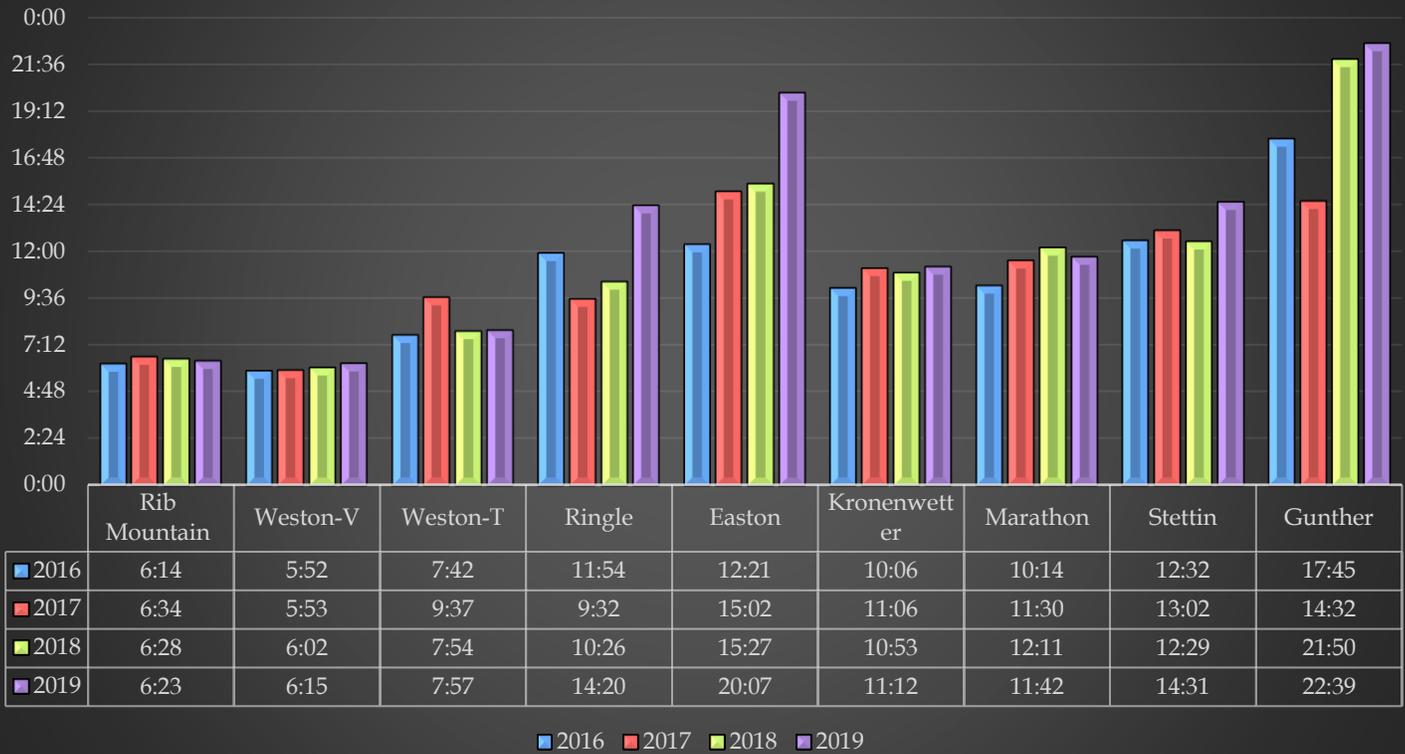
Martin Christiansen



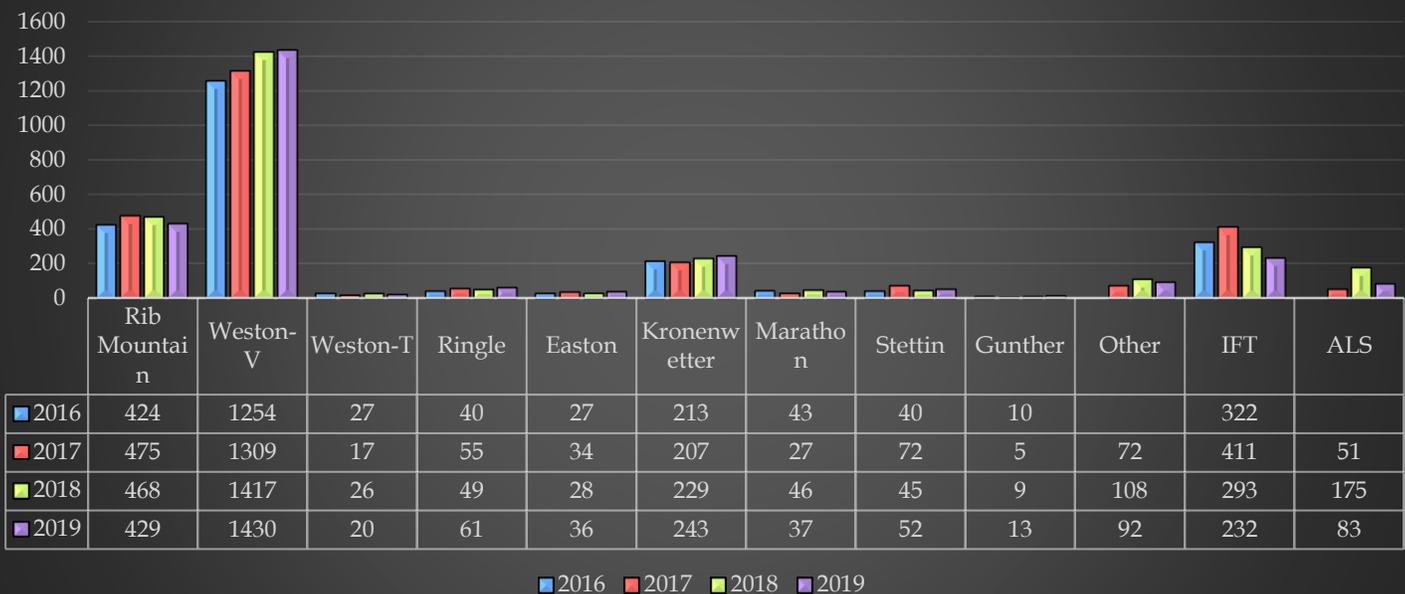


EMS Response

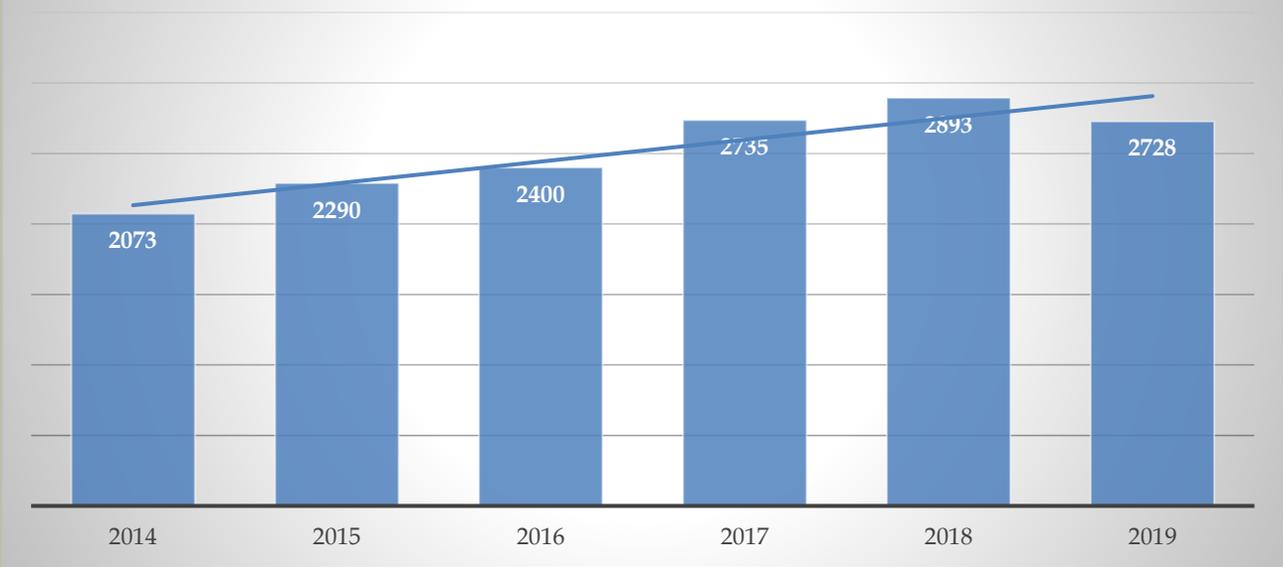
Response Time



EMS Volume by Municipality

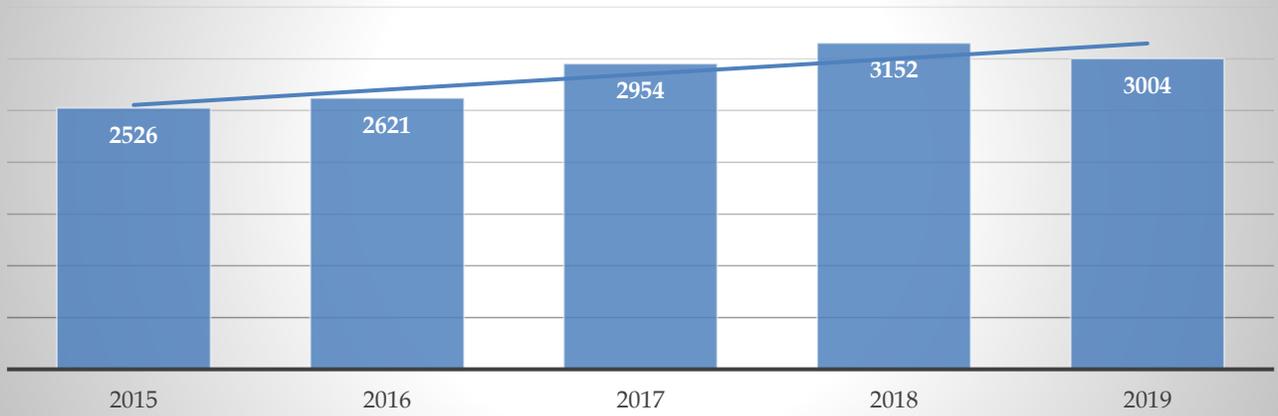


Call Volume

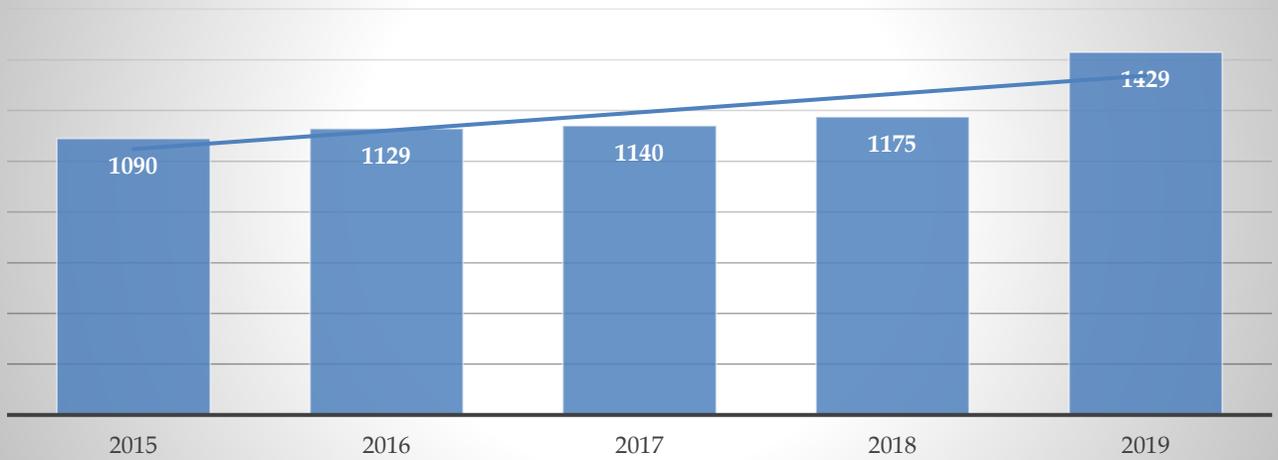


Total Activity Data

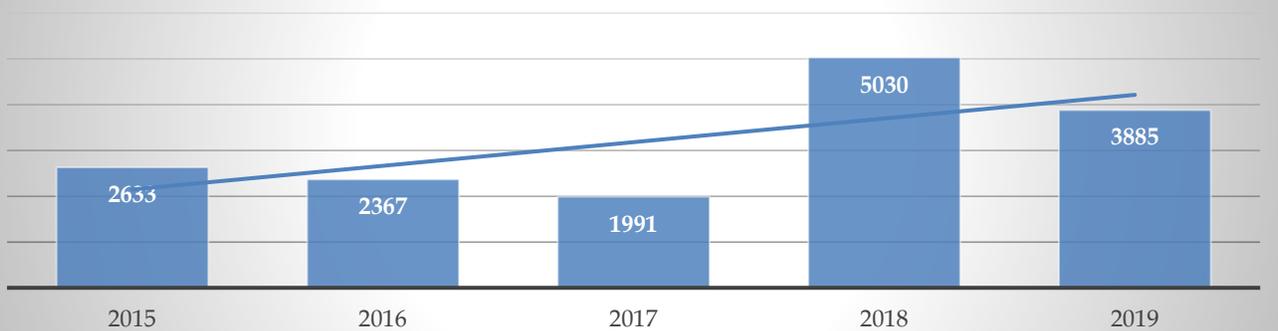
Total Call Volume



Fire Inspections



Annual Training Hours



Fleet Information

Station 1

Engine 11-1996 Pierce

Truck 11-1999 Pierce

Rescue 11-2000 Pierce

Rescue 12-2010 Marion

Tender 11-2006 Pierce

Med 11-2019 Braun

Med 12-2010 MedTec

Brush 11-2010 Dodge

Car 11-2013 Explorer

Boat 11-2005 Zodiac

Deputy Chief-2016 Canyon

Chief-2017 Expedition

UTV-2001 Polaris

Station 2

Engine 21-2002 LaFrance

Ladder 21-2010 Pierce

Rescue 21-2016 Custom Fire

Tender 21-1998 Freightliner

Med 21-2015 PL Custom

Med 22-2011 Lifeline

Med 23-2016 Braun

Brush 21-1984 Chevrolet

Boat 21-Zodiac

Car 21-2016 Ford Explorer

Car 22-2016 Ford F-150

UTV-1996 Polaris

Average age of fire apparatus (Engines, Tenders, Rescues, Ladders): 15 years

Oldest fire apparatus: 23 years

Average age of ambulances: 5 years

Oldest ambulance 10 years

Average age of support vehicles (Cars, Brush Trucks): 8.8 years

Oldest support vehicle: 36 years



Public Relations

January

Boy Scouts - Station Tour
8 children

February

Night to Shine - Ambulance Standby
200 attendees/ 300 volunteers

Polar Plunge - Ambulance Standby
450 citizens

March

Run to Remember - Ambulance Standby
200 runners/community

April

Cub Scouts-Station Tour
10 children

YMCA Healthy Kids Day - Ambulance & Fire Apparatus
200+ children

May

Color Run- Ambulance standby
Public Event

EMPD Bike Rodeo-Station Tours
Public Event

June

Run for their Lives - Ambulance Standby
500 participants

Forest Goetsch Run - Truck standby
500 participants

Kindercare - Ambulance Tour
14 children

July

Blood Drive
Public Event

August

YMCA Kids Day - Fire Prevention
100 students

Triathlon - standby
1000 participants

National Night Out
Public Event

Kinder Care-Station Tour
45 children

Cops on The Roof
Public Event

Teds Trek- EMS Standby

September

Run for the Fallen - Fire standby
450 participants

SAFER Station 1 Open House
1200+ citizens

Battle of the Badges
8 teams

October

Kids Night - Texas Roadhouse
Open to the public

Be Amazing Fall Fest
Public Event

Fire Prevention Week/Month
Coverage area schools

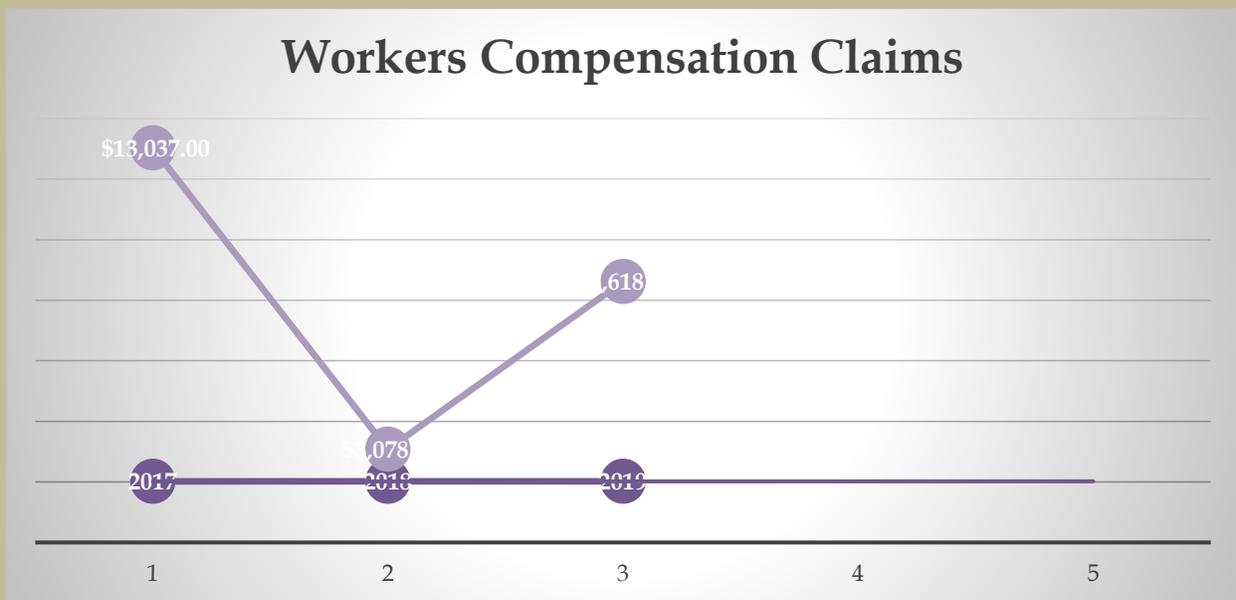
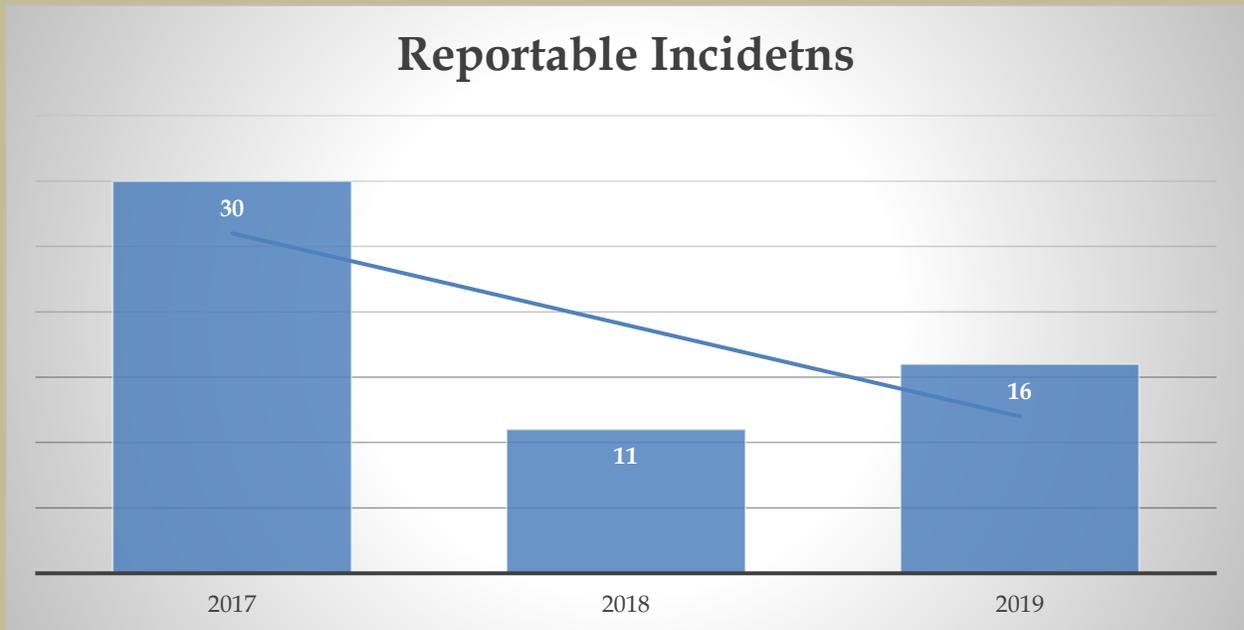
Everest Metro Halloween Bash
900 children

Trunk or Treat
1000 children

November

Girl Scouts - Station Tour

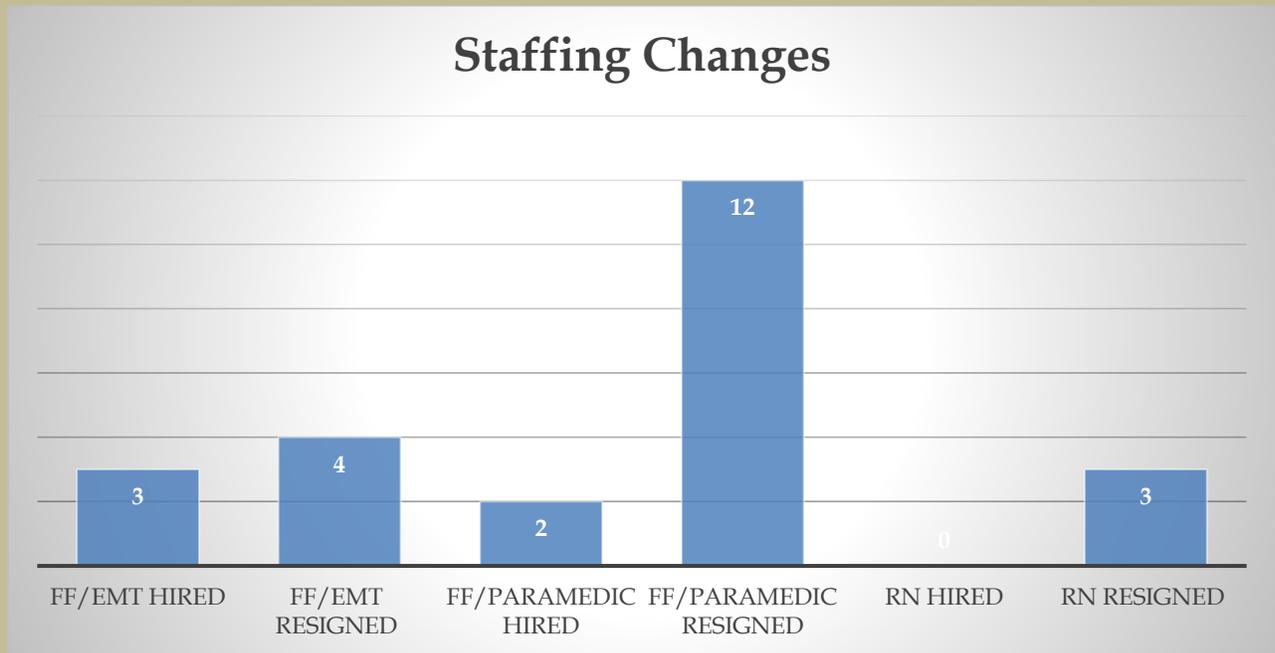
Employee Health and Safety





Staffing

Staffing is a hot topic for fire departments both volunteer and career across our country and we are not immune to that problem. Our department lost 19 employees last year and unfortunately, we were only able to hire 5 back resulting in a net loss of 14 employees. The most difficult hurdle we continue to face is losing highly trained part time firefighter/paramedics to full time jobs around the area.



Summary

The fire district has reached 6 full years of service to our communities. The district has grown significantly in call volume since our inception in 2014. Our emergency call volume has increased by nearly twenty percent, our fire inspections have increased by nearly thirty percent and our training hours have increased by almost forty percent. We removed one ambulance from our fleet in 2019 taking us from six to five ambulances. Recruitment and retention continue to be our biggest challenge. We lost significantly more employees than we were able to hire last year. We also continue to lose employees to full time departments each year. This comes as an expense to the district. Each employee takes approximately 100 hours of training time before they are ready to fill spots in our schedule. We lost 19 employees last year, that is 1900 hours of training time that unfortunately walked out the door and used that knowledge in another community.

Our internal performance is something we continue to closely monitor, each and every one of our EMS calls is reviewed by our quality assurance team, and we monitor response times on a monthly basis. We continue to be one of only two services in the State of Wisconsin that report to the CARES data base for cardiac arrest survival. Our CAAS ambulance accreditation is also due in 2020, again one of only two accredited services in the State of Wisconsin.

Respectfully Submitted

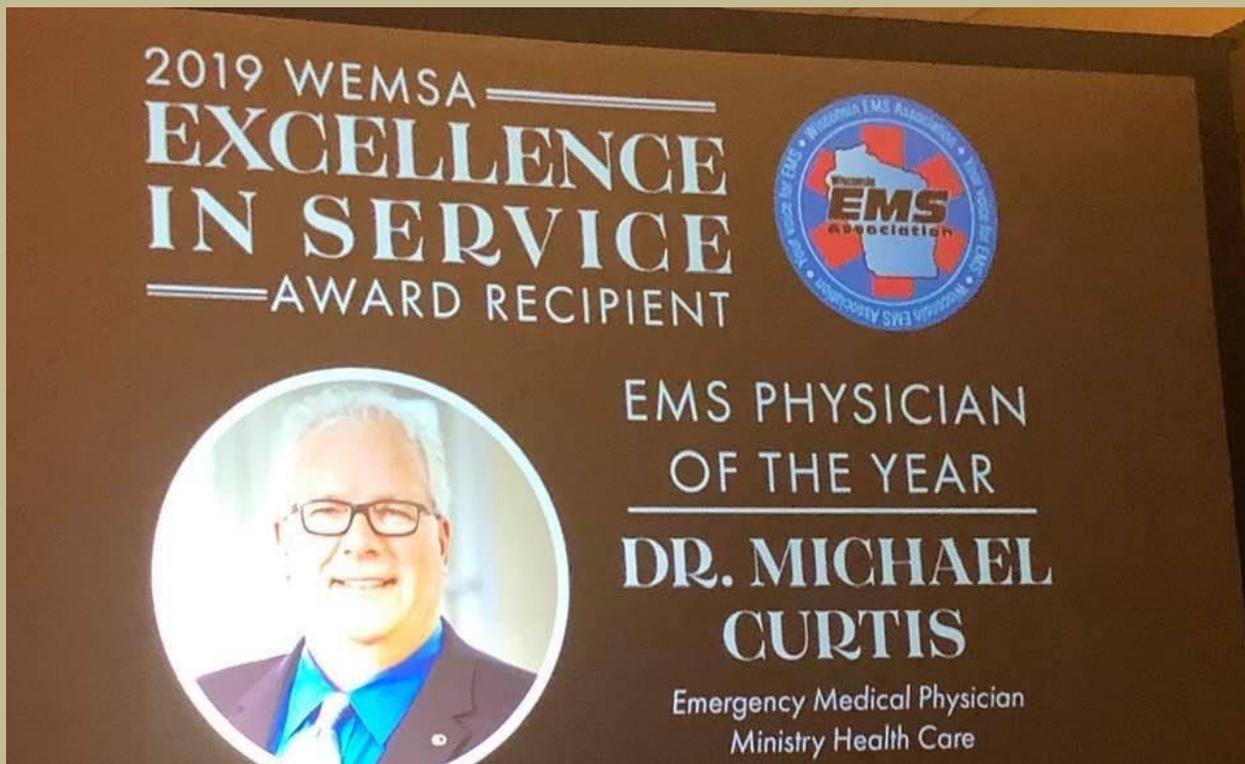
Joshua J Finke

Joshua J. Finke

Deputy Chief

Thank You

After many years of dedicated service to Central Wisconsin Dr Michael Curtis retired in 2019. Dr Curtis was a medical director for SAFER as well as many other services in Central Wisconsin. He provided countless hours of training to EMS providers as well as assisted with teaching multiple critical care paramedic courses. Dr Curtis was awarded the Medical Director of the year award by the Wisconsin EMS Association and their annual conference this past January. We would like to thank Dr Curtis for his years of service to not only SAFER but the entire EMS community.



VILLAGE OF WESTON, WISCONSIN
SHAWN OSTERBRINK, PARK DIRECTOR
MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES
#2020-01 FOR JANUARY 2020

1. ITEMS OF SPECIAL NOTE

2. WORK PLAN PROJECTS

- CIP Items – Continue to work with contractors and suppliers on various projects and items for 2020. The proposed Park and Aquatic Center CIP Projects were ranked by the Park Committee at their December meeting.
- Budget – Have not seen the year end budget status reports for 2019 but we should be under budget based on the November budget status report.

3. IDENTIFIED NEEDS

4. MISCELLANEOUS COMMENTS / ISSUES

- Continue to work on evaluating possibilities for operation of the Aquatic Center in 2020 and beyond. We have been in contact with Wausau/Marathon County, YMCA, Wausau School District, Everest School District, Marathon Swim Association and Darwin E. Smith Aquatic Center. We have also drafted a job announcement and job descriptions to post the position that Brad Mroczenski previously held. Currently Wausau/Marathon County and the YMCA are working on proposals to provide the village. Since we are not sure which direction the village will be going this season we are also working on recruiting, moving staff through the onboarding software and contacting applicants. We will also begin interviewing and hiring in mid-March if a decision is not made by then.
- Staff has been assisting the street department with plowing and snow removal along the roads. They have also been performing snow removal on sidewalks, parking lots and ice rinks. Continue to clean rinks daily and flood as needed. Staff has also been assisting with projects for aquatic center management, administrative work and equipment maintenance.
- There was a significant automobile accident on Weston Avenue that severely damaged or destroyed a traffic signal, banner pole and four concrete bollards. The claim was submitted to insurance, approved and the village has been paid. Staff will now order new bollards and install them once they are manufactured.
- Met with surrounding municipalities to discuss possible partnerships. Initially, it sounds like most of them are interested in pursuing joint safety training.

- Renee Hodell will be assisting with recruitment of seasonal employees by attending a job fair at Greenheck on March 12th.

VILLAGE OF WESTON, WISCONSIN
JENNIFER HIGGINS, DIRECTOR OF PLANNING & DEVELOPMENT
MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES
#2020-02 FOR FEBRUARY 2020

1. ITEMS OF SPECIAL NOTE

2. WORK PLAN PROJECTS

Addressing Flag Sign Project – in progress - Additional signs have been ordered, including those on River Bend Road that changed in the fall. The additional signs will be installed in the spring of 2020. Wheaton and Maguire are handling this project.

Address number on homes Project – in progress – Wheaton is in the process of updating the form letter that will be mailed to those residents that had issues during our 2018 window survey. We hope to get it mailed out this spring so residents can upgrade their numbers over the summer.

Address Ordinance Update – new project assigned at 12/9/19 PC meeting – in progress - following a residents appeal of the flag sign installed on her property due to the home being over 75 feet from the road, the PC would like to look at a making some adjustments to the ordinance to allow for other types of addressing, instead of flag signs, for those over 75 feet. Until an ordinance amendment is completed, the resident will need to keep her sign. Staff met with MDRoffers earlier this week. Mark is going to be helping us update Chapter 14 Building Regulations where the addressing ordinance is located. We will include the update to the addressing ordinance in the final ordinance that is created. Mark should have a draft to us within the next few months.

Department Land Development Services Audit – In progress.

- Suggested Ordinance Amendments – completed 1/19
- Creation of Economic Development Coordinator Position – completed 1/2019
- Updated Position Descriptions for Department – completed 11/2018
- Customer Satisfaction Survey – completed 1/2020.
- Draft Policies and Procedure Guide – 2020 project
- Draft Land Development Handbook – 2020 Project

Entryway/Wayfinding Sign Plan – Completed.

- Final Plan was received 1/10/2020. It is available online at https://westonwi.gov/DocumentCenter/View/6296/Entryway--Wayfinding-Plan-DRAFT_digital-July-2019. Tom has completed the RFP for the wayfinding signs design and install. It went to Public Works and Utility Committee in February for

their review. The RFP will be sent out sometime next week. Tom is in the process of creating a scoring sheet for reviewing and awarding the contract. This is a 2020 budgeted project, so we hope to have them installed yet this year.

Municipal Facilities Project – in progress

- **Phase 1 ESA** – REI completed this report on November 14. REI did not identify any Recognized Environmental Conditions (RECs) and do not recommend any further investigation.
- **CSM** – Riverside Land Surveying has completed the survey for us to combine the 3 lots together.
- **Asbestos testing report** – Maguire received the report back on 12/13.

Nuisance Ordinance Updates – complete

- Ordinances were approved in August. I am still working to get them formatted correctly and put online.

Park Fee Impact Analysis and Subdivision Ordinance Revisions – stalled – we have received the draft plan. It still needs to be reviewed by staff and then the process will begin to move it through the committees/commissions/BOT for review and approvals.

Refuse and Recycling – Parker and Huckbody are working on the Pilot Food Scrap Program with Marathon County and a few other partners. They should have something for the PW & Utility Committee in a few months.

ROW Ordinance Update – not started yet.

Schofield Avenue Corridor Plan – in progress - [Draft Plan](#) was presented to the PC/CDA and the Public in August. MDRoffers made minor tweaks to it from the public hearing. Staff is making our final review of the Final Draft of the Plan and will bring it through the review/approval process when it is ready.

Zoning Code update project – In progress – will continue to bring changes identified as time allows. We are working with MDRoffers to discuss density in MF districts as it was a recommendation of the Housing Assessment to increase the density.

3. IDENTIFIED NEEDS

-

2016	1						23	29
2015	-	-	-	-	-	-	17	24
2014	-	-	-	-	-	-	16	24
2013	1	-	-	-	-	-	18	33
2012	1	-	-	-	-	-	25	28
2011	-	-	-	-	-	-	6	13
2010	2	-	-	-	-	-	-	20
2009	-	1	-	-	-	-	1	9

Everest Metro Police Department Stats

January 2020

Case Number Stats

		City	Town	Village	Total
51.15/51.45 - HCC COMMIT	0	2	0	7	9
AGENCY ASSIST	1	3	0	2	6
ALL OTHER OFFENSES	0	3	0	7	10
ANIMAL BITES	0	0	0	2	2
ASSAULT - AGGRAVATED	0	0	0	1	1
ASSAULT - SIMPLE	0	4	0	6	10
ASSAULT - THREAT / INTI	0	0	0	2	2
BURGLARY/BREAKING &	0	0	0	1	1
CDTP - DESTRUCTION/DA	0	1	0	5	6
DEATH INVESTIGATION -	0	3	0	4	7
DISORDERLY CONDUCT	0	1	0	10	11
DRUG /NARCOTIC VIOLAT	0	0	1	4	5
DRUG /NARCOTIC VIOLAT	0	0	1	8	9
FRAUD - FALSE PRETENS	0	0	0	2	2
FRAUD - HACKING/COMP	0	0	0	1	1
FRAUD - IDENTITY THEFT	0	1	0	3	4
FRAUD - IMPERSONATION	0	0	0	1	1
FRAUD - WIRE	0	0	0	2	2
KIDNAPPING	0	1	0	0	1
MISCELLANEOUS INVEST	0	0	0	2	2
MOTOR VEHICLE THEFT	0	1	0	0	1
NON REPORTABLE	0	1	0	4	5
OPERATING WHILE REVO	0	0	0	1	1
OWI / DUI - DRIVING /OPE	0	0	0	4	4
PORNOGRAPHY/OBSCEN	0	0	0	3	3
PROBATION VIOLATION -	0	1	0	5	6
RESISTING/OBSTRUCTIN	0	1	0	2	3
SEXUAL ASSAULT NONFO	0	0	0	2	2
THEFT - ALL OTHER THEF	0	1	0	0	1
THEFT - FROM BUILDING	0	1	0	3	4
THEFT - FROM COIN OPE	0	0	0	1	1

CAD Stats

	Total
	9
City	294
Other	36
Town	54
Village	933
Total	1,326

Accidents

		TPD	TPI
City	1	13	2
Town	0	3	0
Village	3	30	5
Total	4	46	7

Citations

	ELCI	NTC	Total
	2	2	4
City	48	6	54
Town	11	1	12
Village	65	16	81
Total	126	25	151

Warnings

	Total
City	30
Town	10
Village	45
Total	85

		City	Town	Village	Total
THEFT - SHOPLIFTING	0	0	0	5	5
TRUANCY	0	0	0	1	1
WARRANT ARREST - 7399	0	2	0	9	11
WEAPONS LAW VIOLATIO	0	0	0	1	1
Total	1	27	2	111	141

**VILLAGE OF WESTON
JANUARY 2020**

Date of Call	Location	Synopsis/Recommendation
01/01/2020	Neupert Avenue and Business Hwy 51	A 25 year old male was arrested on a Marathon County Failure to Appear Warrant following a traffic stop. This case is cleared by arrest with no follow up necessary.
01/01/2020	5500 block of Ferge Street	A 40 year old male was arrested on disorderly conduct domestic related, possession of THC, and possession of drug paraphernalia stemming from a domestic dispute on Ferge Street in the Village of Weston. This case is cleared by arrest with no follow up necessary.
01/01/2020	State Hwy 29 and Camp Phillips Road	On 01/01/20, a 29 year old male was involved in a motor vehicle accident on State Highway 29 east of Camp Phillips Road. The male was subsequently arrested for RESISTING/OBSTRUCTING, BAIL JUMPING (FELONY), AND A PROBATION HOLD. This case is cleared by arrest with no follow up needed.
01/01/2020	6000 block of Birch Street	A 25 year old male was arrested for 1 st OFFENSE OWI after it was discovered he drove his vehicle into a snowbank on Birch Street. This investigation is cleared by arrest.
01/02/2020	6000 block of Birch Street	On 01/02/2020, a 36 year old female was arrested for an Everest Metro WARRANT. Due to her cooperation, she was transported to the Everest Metro Police Department where she paid her warrant in full. She was then released.
01/02/2020	D.C. Everest Middle School 9302 Schofield Avenue	A 12 year old male student admitted to consuming what he believed to be two tablets of LSD, marijuana, and heroin while at the D.C. Everest Middle School located at 9302 Schofield Avenue, in the Village of Weston, during a conversation. This case is considered closed with no follow up necessary.
01/02/2020	5200 block of Scott Street	A 40 year old male came to the Everest Metro Police Department to report that a loan had showed up on his credit report and this prevented him from obtaining a home loan. This report is for informational purposes only.
01/03/2020	2600 block of Weiland Avenue	On 01/03/20 at approximately 12:57 a.m., a 16 year old female was taken into custody for the purpose of a mental health commitment/Chapter 51.15. The female was transported to Winnebago Mental Health Facility without

		incident. This case is closed with no follow up needed.
01/03/2020	6900 block of Weston Ridge Road	A 19 year old male was arrested on DOMESTIC BATTERY charges stemming from an incident on Weston Ridge Drive in the Village of Weston. This case is cleared by arrest with no follow up necessary.
01/03/2020	D.C. Everest Senior High School 6500 Alderson Street	A 15 year old male student downloaded pornographic material through the school server at the D.C. Everest Senior High, 6500 Alderson Street, Village of Weston, WI. Gaggle computer software that oversees the school server alerted to the pornographic material. The National Center for Missing and Exploited Children (NCMEC) was also notified for possible pornographic images involving a student or minor. Investigation was completed and nothing to substantiate any of the images to be of a student or minor. The images were not distributed and this was only a violation of school policy. This case is closed no further investigation needed at this time.
01/04/2020	4900 block of Birch Street	A 23 year old female was transported to the Marathon County Jail where she was booked in on an Everest Metro warrant, with a bond amount for \$187.00, for possession of drug paraphernalia. This case is cleared by arrest with no follow up needed.
01/04/2020	3900 block of Bayington Avenue	On 01/04/2020, a 65 year old male was arrested on a Marathon County failure to appear warrant after contact with him at his residence, located on Bayington Avenue in the Village of Weston. This case is cleared by arrest with no follow up needed.
01/04/2020	2800 block of Schofield Avenue	On 01/03/2020, a 16 year old female reported that sometime between the end of November and end of December she received sexually explicit photographs from a 29 year old male. This case will remain active with follow up needed.
01/06/2020	Wendy's 2805 Schofield Avenue	An employee was arrested for THEFT after he removed cash from the cash registers and the safe at Wendy's. The male used the money to purchase Green Dot money packs which he destroyed after he reportedly gave the card numbers to an unknown caller. In total, Wendy's suffered a loss of \$1,340.62 as a result of this incident. This case is cleared by arrest with no further follow up required.
01/06/2020	5500 block of Hickory Street	A 26 year old female who resides in Weston reports that her soon to be 40 year old ex-husband violated a condition of his bond by contacting her via a Facebook message and through a third party. This investigation is closed.

01/07/2020	5800 block of Stella Avenue	A 34 year old male and 34 year old female reported sometime between 10/28/2019 and 01/03/2020, their storage unit on Stella Avenue in the Village of Weston, was burglarized. Several items of furniture and other numerous items were taken. This case is active pending further investigation.
01/07/2020	Target 2707 Schofield Avenue	On 01/07/2020, a 44 year old female was arrested for OBSTRUCTING, RETAIL THEFT, BAIL JUMPING, a Marathon County Sheriff's Department WARRANT AND a Department of Corrections WARRANT, as the result of an investigation into retail that theft took place at Target located at 2707 Schofield Avenue in the Village of Weston. This case is cleared by arrest.
01/07/2020	Pick N' Save 2806 Schofield Avenue	On 01/07/20, a 60 year old female was arrested for 3 rd OFFENSE OWI after striking a parked vehicle in the parking lot Pick N' Save. The female was also issued a citation a for license restriction. This investigation is cleared by arrest.
01/07/2020	D.C. Everest Junior High School 1000 Machmueller Drive	A 14 year old male 8 th grade student at the D.C. Everest Junior High School, was authorized for a mental health commitment/Chapter 51.15 by the Northcentral Health Care Center after he was making suicidal comments while at school on 01/07/2020. This case is closed.
01/07/2020	3500 block of Sternberg Avenue	A 68 year old male reports being scammed out of approximately \$7,000.00 in cash over the past year, as he was told that he won \$10 million and two cars, but needed to send them money in order to receive them. This case remains active as one of the addresses money was sent to was in Green Bay, Wisconsin.
01/08/2020	2000 block of Bloedel Avenue	A fire was reported at an address on Bloedel Avenue, Weston, Wisconsin, 54476. The two unit duplex building suffered extensive fire and smoke damage to the northern unit. Initial investigation by SAFER Fire and Rescue determined the fire started in the upper south bedroom from a hardwire smoke detector. This case is active following the finding of building estimate damages.
01/09/2020	Target 2707 Schofield Avenue	On 01/08/2020, a 16 year old female disclosed to a coworker that she had been sexually assaulted by a male party and she was worried that the same male party might confront her at her workplace at some point. Further investigation revealed that the sexual assault had occurred in the summer of 2018 in Hatley. This is an agency assist report with no further follow up required. It is

		recommended this report be forwarded to the Marathon County Sheriff's Department, Detective Bureau, for their review.
01/09/2020	9900 block of Siberian Drive	On Thursday, 01/09/2020, officers responded to an address on Siberian Drive, where an 81 year old male resident was found deceased in his residence. This appears to be a natural death and nothing suspicious. This case is closed with no follow up needed.
01/09/2020	6000 block of Birch Street	A 15 year old and 15 year old female will be referred to Marathon County Juvenile Justice on charges of UNDERAGE SEXUAL ACTIVITY, after they were involved in a sexual encounter with each other on Birch Street, on 12/22/2019. This case is cleared by arrest.
01/09/2020	1800 block of Bloedel Avenue	A 25 year old female reported that she believes a 44 year old male may have exposed his genitals to her 4 year old son while outside on Bloedel Avenue in the Village of Weston. This case is active pending further investigation. It is recommended this report be forwarded to the Everest Metro Police Department, Detective Bureau, for their review.
01/10/2020	5100 block of Lee Avenue	A 37 year old male was arrested an outstanding Marathon County WARRANT, as well as for POSSESSION OF THC, after contact was made with him on Lee Avenue in the Village of Weston, on 01/09/2020. This case is cleared by arrest with no further follow up required.
01/10/2020	20-0111 Kriegel #1251 Village of Weston	A 17 year old male reported he was the victim of a fraud. The male explained he had found an iPhone for sale on Facebook Marketplace and was advertised being sold for \$450.00. The male had contacted the owner of the phone and had paid \$350.00 for the phone with the expectation of having the phone shipped to him. Shortly after making his payment, he was blocked from Facebook by the seller and never received the iPhone. Due to lack of investigative leads this case will be closed.
01/11/2020	5100 block of Lee Avenue	A 37 year old male will be referred to the Marathon County District Attorney's Office for a charge of CRIMINAL DAMAGE TO PROPERTY after smashing a windshield of a parked vehicle on Lee Avenue in the Village of Weston. This case is cleared by arrest with no follow up needed.
01/13/2020	D.C. Everest Senior High School	A 16 year old male student started a fight with another 16 year old male student at D.C. Everest Senior High School, 6500 Alderson Street, Village of Weston. One male at

	6500 Alderson Street	first did not engage in the fight and defended himself. A short time later that male did engage in the fight and became the aggressor and active participant in the fight. A copy of this report will be forwarded to Marathon County Juvenile Justice referring one 16 year old male for SUBSTANTIAL BATTERY and DISORDERLY CONDUCT and the other 16 year old male for DISORDERLY CONDUCT.
01/13/2020	Yaeger Auto Salvage 8205 Camp Phillips Road	The owner of Yaeger Auto Salvage reported criminal damage to an outside soda machine and theft of approximately \$20.00 cash. Case is closed.
01/14/2020	State Hwy 29 and Camp Phillips Road	A 35 year old male was arrested on a confirmed WARRANT through the Plover Police Department, following a traffic stop on State Highway 29 near Camp Phillips Road in the Village of Weston, on 01/14/2020. This case is cleared by arrest with no follow up required.
01/14/2020	6000 block of Birch Street	On 01/14/2020, an officer was dispatched to Northcentral Health Care Center, Crisis Center, in reference to a 42 year old male. Subsequently the male was committed under a mental health commitment/Chapter 51.15. Case is considered closed. No follow up needed.
01/14/2020	5100 block of Aspen Street	On 01/14/20, officers were dispatched to Sternberg Avenue, for the report of a domestic disturbance. The 29 year old female reporting party stated she was strangled by a 31 year old male and he had left the residence. The male was located and subsequently arrested for POSSESSION OF DRUG PARAPHERNALIA. This case is closed with no follow up needed.
01/14/2020	Trigs 6205 Business Hwy 51	On January 14, 2020 at approximately 11:24, AM an officer was dispatched to Trigs located at 6205 Business Hwy. 51 in the Village of Weston, in reference to an employee theft. Investigation led to the arrest of a 22 year old male for felony theft under state statute 943.20(1)
01/14/2020	3600 block of Sternberg Avenue	On January 14, 2020 at approximately 2:51 PM, Everest Metro Officers were dispatched to Sternberg Avenue in reference to a domestic incident that had just taken place. Investigation led to the arrest of a 31 year old male for Recklessly Endangering Safety 941.30(1), Battery 940.19(1), Disorderly Conduct 947.01, Domestic Abuse 968.075, and Bail Jumping 946.49(1).
01/15/2020	Randy Jay Street and East Jelinek	On 01/15/20, a 39 year old male was taken into custody and transported to the Marathon County Jail due to having

	Avenue	a Department of Corrections felony warrant. The contact was the result of a traffic stop conducted on Randy Jay Street and East Jelinek Avenue in the Village of Weston. This case is cleared by arrest.
01/15/2020	Randy Jay Street and East Jelinek Avenue	A 29 year old female was arrested for a felony warrant after a traffic stop at East Jelinek Avenue and Randy Jay Street in the Village of Weston. The female was transported to the Marathon County Jail for her felony Department of Corrections warrant, as well as POSSESSION OF DRUG PARAPHERNALIA, POSSESSION OF MARIJUANA, POSSESSION OF METHAMPHETAMINE, AND POSSESSION OF SCHEDULED II NARCOTICS WHILE AT THE MARATHON COUNTY JAIL. This case is cleared by arrest with no follow up needed.
01/16/2020	D.C. Everest Junior High School 1000 Machmueller Street	A 13 year old female and 9 th grade student at the D.C. Everest Junior High School, was transported to Willow Creek Mental Health Facility on a mental health commitment/Chapter 51.15, after she was having suicidal thoughts while at school on 01/16/20. This case will be forwarded to Marathon County Corporation Counsel for their information.
01/16/2020	3900 block of Knaack Avenue	A 26 year old male reports an unknown person used his identification information to open up several accounts in his name. This case remains active.
01/17/2020	D.C. Everest Junior High School 1000 Machmueller Street	14 year old male and 8 th grade student at the D.C. Everest Junior High School, was referred to Marathon County Juvenile Justice on charges of POSSESSION OF THC after he was located in possession of .3 grams of marijuana while at the D.C. Everest Junior High School on 01/17/20. This case is cleared by arrest.
01/17/2020	7600 Feith Avenue	A 74 year old male and female reported that their six year old granddaughter frequently acts out, throws items, and creates a mess inside of the house. The child currently lives with the 74 year old male and female and they fear that they are getting to the point where they are no longer able to care for the child due to her age. This report is for informational purposes only at this time. It is recommended it be forwarded to Marathon County Department of Social Services for their review.
01/17/2020	D.C. Everest Middle School 9302 Schofield	A 12 year old male student was referred for multiple counts of DISORDERLY CONDUCT after it was learned he had been appropriately touching female students while

	Avenue	on the bus and during classes at the D.C. Everest Middle School located at 9302 Schofield Avenue in the Village of Weston. This case is considered cleared by arrest with no follow up necessary.
01/18/2020	Schofield Avenue and Mesker Street	A 21 year old male was arrested/cited for OWI 1 ST OFFENSE, OPERATING WITH PAC 1 ST OFFENSE, non-registration of auto, and operating motor vehicle without insurance, after a traffic stop that was initiated due to a registration violation observed on Schofield Avenue, near Mesker Street, in the Village of Weston, on 01/18/20. This case is cleared by arrest with no further follow up required.
01/19/2020	5200 block of Scott Street	A 40 year old male responded to the Everest Metro Police Department to report unauthorized use of his personal ID to open an account through Verizon phone valued at \$2,951.11. The male advised the phone account is not his, nor did he authorize anyone to use his personal ID to open this account. This case is closed at this time.
01/20/2020	2900 Joseph Avenue	On 01/19/20, officers were requested to respond to an address on Joseph Avenue in the Village of Weston, for a potential family disturbance that was occurring. A 20 year old female was placed on a mental health commitment/Chapter 51.15 and transported to Norwood Mental Health Center following the investigation of the complaint. This case is considered closed with no follow up needed.
01/20/2020	Camp Phillips Road and Knaack Avenue	A 54 year old male was arrested/cited for OWI 1 ST OFFENSE AND OPERATING WITH A PAC 1 ST OFFENSE, after a traffic stop that was initiated after the male's vehicle was observed driving southbound on Camp Phillips Road near Knaack Avenue, in the Village of Weston on 01/20/20. This case is cleared by arrest with no further follow up required.
01/20/2020	5000 block of Alderson Street	In April 2019, a 38 year old male was issued a Service of Warning – Stalking Letter, involving a 31 year old female victim. Since the stalking warning the male has had numerous unwanted contacts and made phone calls to the female. The male was arrested for STALKING, FELONY BAIL JUMPING, AND OUTSTANDING FELONY LINCOLN COUNTY WARRANT. This investigation is cleared by arrest.
01/21/2020	20-0229 Hable #1270	On 01/21/20, a 19 year old male was arrested for FELONY POSSESSION OF THC after marijuana was

	Village of Weston	found in his pants pocket while at the BP gas station located at 4101 Schofield Avenue, in the Village of Weston, regarding possible criminal damage to property. This case is cleared by arrest with no follow up needed.
01/21/2020	Bayington Avenue and Schmutzler Street	A 34 year old male was arrested for a Marathon County failure to appear warrant during a traffic stop on Bayington Avenue at Schmutzler Street in the Village of Weston. This case is cleared by arrest with no follow up needed.
01/21/2020	St. Clare's Hospital 3400 Ministry Parkway	A 31 year old male was arrested at St. Clare's Hospital and transported to the Marathon County Jail for a warrant through Probation and Parole.
01/21/2020	5400 block of Cherry Street	On 01/21/20, an officer investigated a complaint alleging a 23 year old male put cocaine on his five year old son's gums and gave him acid. The reporting party in this matter wished to remain anonymous. The officer could not substantiate any criminal activity had occurred. This case will be referred to Marathon County Department of Social Services.
01/21/2020	5500 block of Gordon Street	40 year old male and his 39 year old wife reported receiving threatening messages from their daughter's 17 year old boyfriend. The male and female requested contact be made with the boyfriend; however they refused prosecution. This case is exceptionally cleared by victim refusal of prosecution.
01/21/2020	6000 block of Birch Street	On 01/22/20 at approximately 10:25 hours, officers received a complaint on Birch Street in the Village of Weston, for a report of a phone scam where the victim lost money. This case is considered closed at this time.
01/21/2020	D.C. Everest Senior High School 6500 Alderson Street	16 year old male student kicked in a bathroom stall door, breaking it off. The door then flew back into the wall and toilet causing a crack in the wall and breaking the toilet seat. The incident occurred on 01-21-20 about 11:12 a.m. in the 3 rd floor men's bathroom of the D.C. Everest Senior High School, 6500 Alderson Street, Village of Weston. The estimated cost of the damage is \$845.00. I request a copy of this report be forwarded to Marathon County Juvenile Intake charging the male with CRIMINAL DAMAGE TO PROPERTY-W.S.S. 943.01(1).
01/22/2020	St. Clare's Hospital 3400 Ministry	On 01/22/20 at approximately 13:22 hours, officers were dispatched to St. Clare's Hospital in the Village of Weston, for a female who would possibly need a mental health

	Parkway	commitment/Chapter 51.15. One female was transported to St. Michael's Hospital in Stevens Point under a mental health commitment/Chapter 51.15. This case is considered closed.
01/22/2020	D.C. Everest Middle School 9302 Schofield Avenue	On 12/13/19, a 12 year old male and 7 th grade student placed his jacket in the bus hallway of the D.C. Everest Middle School located at 9302 Schofield Avenue, when he arrived late for school. Upon completing his class and going to retrieve his belongings, the male reported his jacket as stolen. The male also advised that his 32 GB black iPod 6 that was in the pocket of the missing jacket. This case is considered closed with no follow up necessary.
01/23/2020	Goodwill 2713 Schofield Avenue	On 01/23/20 at approximately 12:32 hours, officers were dispatched to Goodwill in the Village of Weston, for a report of a retail theft in progress. As a result one female was arrested for RETAIL THEFT AND POSSESSION OF DRUG PARAPHERNALIA. This case is cleared by arrest.
01/23/2020	1800 block of Monterey Avenue	A 70 year old male was found deceased in his residence by his 41 year old son on 01/23/20. The cause of death was a self-inflicted gunshot wound to the head. This case is closed with no further follow up required.
01/24/2020	D.C. Everest Junior High School 1000 Machmueller Street	A 15 year old male and 9 th grade student at the D.C. Everest Junior High School, will be referred to Juvenile Justice on charges of POSSESSION OF A DANGEROUS WEAPON ON SCHOOL PREMISES, after he was found to be in possession of a knife while at the D.C. Everest Junior High School on 01/24/20. This case is cleared by referral.
01/24/2020	6700 block of Machmueller Street	A 52 year old male was found deceased in his residence on Machmueller Street, in the Village of Weston. The male's death does not appear to be suspicious. This case remains active pending the medical examiner's report.
01/24/2020	3700 block of Winding Ridge Way	A 26 year old male reported he was the victim of theft by fraud after he transferred \$12,731.00 into an account at the direction of a person who he believed to be his financial lender. The male later discovered the email account he had been corresponding with was fraudulent and the account he had wired the money to was not legitimate. This case is active pending further investigation.
01/25/2020	Target 2707 Schofield	On 01/25/20, a 39 year old male was arrested for two counts of RETAIL THEFT. He was observed by Target

	Avenue	Asset Protection Staff concealing wireless headphones that had been removed from the security packaging. The total amount of the theft for this case was \$215.95. This case is cleared by arrest with no follow up needed.
01/26/2020	Target 2707 Schofield Avenue	A 39 year old male was taken into custody on two charges of RETAIL THEFT after he was caught shoplifting at Target on 01/25/20. As a result of that shoplifting incident, information was given to us by Asset Protection Team Lead of Target that the male had also stolen a prepaid cell phone on 12/19/19. This case will be considered closed with no further follow up necessary.
01/27/2020	3700 block of Winding Ridge Way	On 01/26/20 officers were dispatched to Winding Ridge Way in the Village of Weston for an out of control male. As a result of the investigation a 33 year old male was arrested for DOMESTIC DISORDERLY CONDUCT AND CRIMINAL DAMAGE TO PROPERTY. This case is cleared by arrest with follow up needed.
01/27/2020	3600 block of Sternberg Avenue	On 01/27/20, a 54 year old female and a 50 year old female were involved in an altercation that took place on the street on Sternberg Avenue in the Village of Weston. Due to the investigation, both females will be referred to the Marathon County District Attorney's Office for a DISORDERLY CONDUCT charge. This case is cleared by arrest with no follow up needed.
01/27/2020	2700 block of Jelinek Avenue	A 41 year old male was arrested on an outstanding MISDEMEANOR EVEREST METRO POLICE DEPARTMENT WARRANT, MISDEMEANOR DOMESTIC BATTERY, AND FELONY POSSESSION OF METHAMPHETAMINE, after contact with him regarding a welfare check on Jelinek Avenue, in the Village of Weston, on 01/28/2020. This case is cleared by arrest with no further follow up required.
01/27/2020	D.C. Everest Senior High School 6500 Alderson Street	A 16 year old female and 15 year old female student received Snap Chat messages from a fictitious Snap Chap account through January 2020. The suspect attempted to obtain sexual pictures from the victims and exposed them to child pornography. The suspect also sent what appeared to be a picture of himself and his penis. This case will remain open for follow up.
01/28/2020	Family Dollar, 3910 Schofield Avenue	A cashier at Family Dollar in Weston reported suspicious activity involving an unknown male with a large red spot on his stomach that she believed to be blood. He was purchasing multiple bottles of bleach. This case is closed

		as follow up showed the purchase was for a business.
01/28/2020	D.C. Everest Junior High School 1000 Machmueller Street	A 47 year old female/parent of a 13 year old male/8 th grade student at the D.C. Everest Junior High School, was referred to the Marathon County District Attorney's Office for charges of CONTRIBUTING TO TRUANCY after the male has missed approximately 30 days of school in the 2019-2020 school year. This case is cleared by referral.
01/29/2020	Mountain Bay Elementary School 8602 Schofield Avenue	On 01/29/2020 at approximately 4:38 p.m., 10 year old/4 th grade student was placed on a mental health commitment/Chapter 51.15 after he became out of control, violent, and despondent while at Mountain Bay Elementary School located at 8602 Schofield Avenue in the Village of Weston. The male's behavior lasted approximately five hours without a constructive change in attitude and behavior. This case is closed with no follow up necessary.
01/30/2020	6000 block of Birch Street	On 01/30/2020 at approximately 6:30 p.m., while on Birch Street, a 12 year old male/6 th grade student, pushed and punched a 13 year old male/7 th grade student in the stomach during a verbal altercation prior to the school day. The 12 year old male will be referred to Marathon County Juvenile Justice for a charge of BATTERY. This is the 12 year old male's 51 st behavior incident. This case is cleared by arrest with no follow up necessary.
01/30/2020	D.C. Everest Middle School 9302 Schofield Avenue	On 01/29/2020 at approximately 9:22 a.m., a 12 year old male/6 th grade student created a disruption with a vulgar outburst during English class, at the D.C. Everest Middle School, located at 9302 Schofield Avenue in the Village of Weston. This is the male's 50 th behavioral incident during the 2019-2020 school years. The male will be referred to Juvenile Justice for DISORDERLY CONDUCT. This case is cleared by arrest with no follow up necessary.
01/30/2020	D.C. Everest Junior High School 1000 Machmueller Street	A 15 year old male/9 th grade student at the D.C. Everest Junior High School, will be referred to Juvenile Justice on charges of DISORDERLY CONDUCT after making threatening comments to staff at the school on 01/29/2020. This case is cleared by arrest.
01/30/2020	5400 block of Hewitt Avenue	An 18 year old female fell victim to a scam in which she attempted to purchase four Post Malone tickets in Chicago, Illinois, for a price of \$200.0. After the \$200.00 transaction was complete, the party advised her the tickets were no longer for sale and has since blocked her from all social media accounts. This case will remain active as I

		continue follow up with it.
01/31/2020	D.C. Everest Middle School 9302 Schofield Avenue	Sometime between 10/01/2019 and 11/27/2019, a 12 year old female/6 th grade student took two pornographic photos and sent them via Snap Chat to a 12 year old male/6 th grade student. The 1 st 12 year old male then sent those photos to multiple other students, one of which was still in possession of the photograph, a 2 nd 12 year old male. All subjects were cooperative and have been referred to Marathon County Juvenile Justice. These case is cleared by arrest with no follow up necessary.

END REPORT

VILLAGE OF WESTON, WISCONSIN
MICHAEL WODALSKI, DIRECTOR OF PUBLIC WORKS
MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES
#2020-01 FOR JANUARY 2020

1. ITEMS OF SPECIAL NOTE

- Nothing this month

2. WORK PLAN PROJECTS

- CIP Projects

- Weston School Neighborhood: Design is underway. The special assessment hearing for this project is tentatively scheduled for Thursday, March 12 at 6pm. The only items being assessed are the driveway approaches as a rural section similar to the Misty Pines neighborhood is being recommended due to storm water requirements which means a typical curb and gutter is not able to be installed nor then will there be an assessment for it.
- Harlyn Lift Station: WPS was able to get the power supply to the lift station this past month, the station will be finished in the spring.
- Zinser St Utility Extension: The project is on pause until spring when it can be paved south of Weston Ave.
- Margaret St Reconstruction: This project is currently on pause for the remainder of winter and will start back up in Spring.
- Equipment Purchasing:
 - Plow Trucks: The multi-purpose (snow plow, dump truck, leaf vac) has been delivered to the truck builder. There is likely a 3-4 month buildout yet on this truck until it will be in our hands to use.
- Grant Submittals:
 - Birch St (Jelinek Ave to Community Center Dr): Once the MLS grants are known, if there are any changes to the MPO rankings this project may still be able to get funding. We should know more in February/March.
 - Birch St (Cross Pointe Blvd to Shorey Ave): The grant was submitted in late October and is currently in the review stage. We should find out in late Spring if a grant will be awarded for this project.
- 2020 and beyond CIP Development: The results of the project rankings have been tabulated. We are now working on packaging the projects together based on rank and showing the various scenarios of what projects are able to be completed in a year based on funding levels.

- Water Master Plan Study: Staff is reviewing several comments from AECOM regarding the study and we're compiling information to get back to them so they can continue with future demand forecasts and developing a capital improvement plan and replacement plan guidelines. This will end up adding items to the water utility CIP.
- Storm Water Model and Plan Update: The Village officially received the letter from the DNR stating we were awarded a grant for the storm water management plan update. We received the approved contract from Strand this past week and will get this project going yet this month.
- 2020 Street Maintenance Plan: Over the next month we'll be working on getting the 2020 street maintenance plan put together. With the way Ross Ave has deteriorated this winter, we will likely be shifting some items around to make sure we can get as much of Ross taken care of as is possible.

3. IDENTIFIED NEEDS

- We are in the process of creating more standard procedures and working towards having better written programs and guidance for staff. As part of our continuous improvement processes, we're also creating checklists and other "cheat sheets" for staff to use to make sure we have the right tools, materials, information, etc. on hand before we begin a specific task. We will be continuing this effort along with our collaborative scheduling to work on maximizing our productivity.

4. MISCELLANOUS COMMENTS / ISSUES

- Public Works staff has been plowing as it snows and then trying to remove snow from cul-de-sacs and along the sides of the road as time allows. At the end of January, approximately 65% of the salt shed has been used. On average over the past 8 years, 46% is used from Oct. thru Jan. so we're tracking a little over average for the winter thus far. On average, 77% of the salt shed is used in a given year.
- Pothole patching and brushing of Right-of-Ways is happening as needed and as staff availability and time allows.
- Utility staff is continuing with routine meter changeouts for the larger diameter services.
- TDS Communications has 3 locations they are still primarily working on getting conduit installed which are:
 - Schofield Ave from Fuller to Ryan and then Ryan St south to Weston Ave
 - Birch St between Shorey Ave and Weston Ave
 - Ross Ave from Fuller east to Kramer Ln

These lines are part of their transport network and once completed they will begin to install the fiber lines in the conduit.

VILLAGE OF WESTON, WISCONSIN
NATHAN CROWE, TECHNOLOGY SERVICES DIRECTOR
MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES
#2020-02 FOR FEBRUARY 2020

1. ITEMS OF SPECIAL NOTE

- Cyber Threats – Targeting local governments
 - Over the past year or two, the news around cyber security is that local governments have recently become regular targets of ransomware and e-mail spoofing. We have not been immune to these threats over the years. Recently, we have noticed a lot of false log in attempts on our email accounts. Hackers are regularly trying to gain access to any of our accounts in order to spread malicious material. I am working on refining a cyber security threat response protocol to put in place so staff understands what should be done when a threat has been recognized and confirmed. Staff needs to better understand what signs to look for and know how to react.

I will be working with the MS-ISAC (Multi-State Information Sharing & Analysis Center) to better prepare the Village for such threats. In its current state, Weston does have unofficial protocol that is followed should an event occur, and these steps have proven to be successful against past threats. However, enlisting the help of MS-ISAC will prove to be useful should a more severe threat occur. The services of MS-ISAC are free to local governments.

If any of the Trustees would like to here more details about the threats the Village has faced, please feel free to reach out to me and I can elaborate. Following cyber security best practices, it is wise to refrain from sharing those details publicly.

2. WORK PLAN PROJECTS

- Nothing at this time

3. IDENTIFIED NEEDS

- Nothing at this time

4. MISCELLANOUS COMMENTS / ISSUES

- Nothing at this time

REQUEST FOR CONSIDERATION

Public Mtg/Date: Board of Trustees, February 17, 2020

Description: Village Vouchers from 1/27/20-2/9/20

From: Jessica Trautman, Finance Director

Question: Should the Board of Trustees approve payment of Village expenditures (vouchers) for the period of 1/27/20-2/9/20 in the amount of \$203,575.78?
Check numbers were 51934-52004 and 90026. Check numbers 51837, 51933, and 51940 were voided during the period the check register was ran.
Manual payroll checks totaled \$0.00 as the only activity was the void of check number 51690, which was reissued with check number 51932.

Background

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

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

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

Committee Action: None.

FISCAL IMPACT: \$203,575.78 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 1/27/20-2/9/20.

Additional action: None.

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
51837									
01/20	01/30/20	51837	1530	BECHER-HOPPE ASSOC INC	21805	ZINSER ST CONSTRUCTION SERVICES	1	42-07-57336-290-457	1,231.83- V
01/20	01/30/20	51837	1530	BECHER-HOPPE ASSOC INC	21805	ZINSER ST CONSTRUCTION SERVICES	2	60-00-18700-827-457	1,372.24- V
01/20	01/30/20	51837	1530	BECHER-HOPPE ASSOC INC	21805	ZINSER ST CONSTRUCTION SERVICES	3	61-00-18700-826-457	587.19- V
01/20	01/30/20	51837	1530	BECHER-HOPPE ASSOC INC	DEC2019	HARLYN LIFT STATION	1	61-00-18432-000-000	199,618.75- V
Total 51837:									202,810.01-
51933									
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192828	INVOICE #192828 TORCH/SOLDER	1	60-03-53740-399-000	17.97
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192828	INVOICE #192828 TORCH/SOLDER	1	60-03-53740-399-000	17.97- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192828	INVOICE #192828 TORCH/SOLDER	2	61-03-53610-399-000	18.00
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192828	INVOICE #192828 TORCH/SOLDER	2	61-03-53610-399-000	18.00- V
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192831	SHELVING AND GARMENT HOOKS	1	10-01-51600-310-000	35.32- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192831	SHELVING AND GARMENT HOOKS	1	10-01-51600-310-000	35.32
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192832	INVOICE #192832 ADAPTER EXCHANGE	1	60-03-53740-399-000	1.20-
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192832	INVOICE #192832 ADAPTER EXCHANGE	1	60-03-53740-399-000	1.20 V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192832	INVOICE #192832 ADAPTER EXCHANGE	2	61-03-53610-399-000	1.21-
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192832	INVOICE #192832 ADAPTER EXCHANGE	2	61-03-53610-399-000	1.21 V
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192845	DRAIN CLEANER	1	10-03-53310-344-000	8.59- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192845	DRAIN CLEANER	1	10-03-53310-344-000	8.59
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192855	INVOICE #192855 SHOP SUPPLIES	1	10-05-55210-390-000	10.79
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192855	INVOICE #192855 SHOP SUPPLIES	1	10-05-55210-390-000	10.79- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192939	INVOICE #192939 CLEANING ITEMS	1	60-03-53740-399-000	17.56
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192939	INVOICE #192939 CLEANING ITEMS	1	60-03-53740-399-000	17.56- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	192939	INVOICE #192939 CLEANING ITEMS	2	61-03-53610-399-000	17.57
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	192939	INVOICE #192939 CLEANING ITEMS	2	61-03-53610-399-000	17.57- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	193050	EXTENSION CORD	1	60-03-53780-399-000	4.99
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	193050	EXTENSION CORD	1	60-03-53780-399-000	4.99- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	193050	EXTENSION CORD	2	61-03-53610-399-000	5.00
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	193050	EXTENSION CORD	2	61-03-53610-399-000	5.00- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	193113	MISC OPERATING SUPPLIES	1	60-03-53780-399-000	32.76
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	193113	MISC OPERATING SUPPLIES	1	60-03-53780-399-000	32.76- V
01/20	01/31/20	51933	250	ACE HARDWARE CENTER	193113	MISC OPERATING SUPPLIES	2	61-03-53610-399-000	32.77
02/20	02/05/20	51933	250	ACE HARDWARE CENTER	193113	MISC OPERATING SUPPLIES	2	61-03-53610-399-000	32.77- V
Total 51933:									.00
51934									
01/20	01/31/20	51934	20528	ADVANCED DISPOSAL SERVICES	D200000710654	95 GALLON CARTS (4881)	1	18-03-53620-297-000	36,522.36
01/20	01/31/20	51934	20528	ADVANCED DISPOSAL SERVICES	D200000710654	RECYCLING (4879)	2	18-03-53635-297-000	11,226.30

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 51934:									47,748.66
51935									
01/20	01/31/20	51935	21982	ALSPAUGH, SARA	012120	KENNEDY HALL SECURITY DEPOSIT REFUND	1	10-00-23160-000-000	50.00
Total 51935:									50.00
51936									
01/20	01/31/20	51936	1530	BECHER-HOPPE ASSOC INC	21805-1	ZINSER ST CONSTRUCTION SERVICES	1	61-00-18700-826-457	587.19
01/20	01/31/20	51936	1530	BECHER-HOPPE ASSOC INC	21805-1	ZINSER ST CONSTRUCTION SERVICES	2	60-00-18700-827-457	1,372.24
01/20	01/31/20	51936	1530	BECHER-HOPPE ASSOC INC	21805-1	ZINSER ST CONSTRUCTION SERVICES	3	42-07-57336-290-457	1,231.83
Total 51936:									3,191.26
51937									
01/20	01/31/20	51937	19882	CELLCOM	776526	SKERVEN: WATER HOTSPOT - 370-3222: 12/21-1/20/2020	1	60-03-53740-225-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	KRAUSE: WATER HOTSPOT - 370-3314: 12/21-1/20/2020	2	60-03-53740-225-000	117.62
01/20	01/31/20	51937	19882	CELLCOM	776526	DIETSCH: WATER HOTSPOT - 370-3467: 12/21-1/20/2020	3	60-03-53740-225-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	SEWER: IPAD FOR MAPPING/ASSET MANAGEMENT - 370-619	4	61-03-53610-226-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	BORTH: SEWER HOTSPOT - 846-0589: 12/21-1/20/2020	5	61-03-53610-225-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	TATRO: MIFI 6620 - 846-0596: 12/21-1/20/2020	6	10-02-52400-225-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	BUILDING INSPECT MIFI - 846-0459: 12/21-1/20/2020	7	10-02-52400-225-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	MAGUIRE: MIFI 6620 - 846-0597: 12/21-1/20/2020	8	10-02-52400-225-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	WATER UTILITY IPAD 1 - 846-0189: 12/21-1/20/2020	9	60-03-53740-226-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	WATER UTILITY - 846-0190: 12/21-1/20/2020	10	60-03-53740-226-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	SEWER UTILITY IPAD 2 - 846-0194: 12/21-1/20/2020	11	61-03-53610-226-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	STREETS IPAD 2 - 846-0216: 12/21-1/20/2020	12	10-03-53310-226-000	12.62
01/20	01/31/20	51937	19882	CELLCOM	776526	TRUSTEE ZIEGLER IPAD 4 - 846-0274: 12/21-1/20/2020	13	10-01-51101-226-000	12.62
Total 51937:									269.06
51938									
01/20	01/31/20	51938	21987	CORELOGIC	JAN2020	DUPLICATE PAYMENT OF 5202 LOUANN DR	1	10-00-21901-000-000	3,675.07
Total 51938:									3,675.07
51939									
01/20	01/31/20	51939	21511	FIRST SUPPLY LLC-WAUSAU	87947-00	RETURN PARTS FOR SHOP AIRLINE	1	10-03-53310-349-000	23.46-
01/20	01/31/20	51939	21511	FIRST SUPPLY LLC-WAUSAU	88195-00	WATER HEATER MESKER WELL	1	60-03-53710-247-611	239.75
01/20	01/31/20	51939	21511	FIRST SUPPLY LLC-WAUSAU	88611-00	WATER HEATER MESKER WELL RETURN	1	60-03-53710-247-611	239.75-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
01/20	01/31/20	51939	21511	FIRST SUPPLY LLC-WAUSAU	89761-00	MAINTENACNE SUPPLIES	1	10-01-51600-247-000	118.16
Total 51939:									94.70
51940									
01/20	01/31/20	51940	21986	HANSON, GERALD	JAN2020	OVERPAYMENT FOR 3213 VERN LN	1	10-00-21901-000-000	2,241.56
02/20	02/04/20	51940	21986	HANSON, GERALD	JAN2020	OVERPAYMENT FOR 3213 VERN LN	1	10-00-21901-000-000	2,241.56- V
Total 51940:									.00
51941									
01/20	01/31/20	51941	20607	HARBOR TECHNOLOGIES LLC	1675	BLOCK OF IT SUPPORT HOURS	1	10-01-51450-290-000	5,700.00
Total 51941:									5,700.00
51942									
01/20	01/31/20	51942	6780	HODELL, RENEE	JAN2020	HODELL FARMERS MARKET CONFERENCE	1	81-06-56940-390-000	198.14
Total 51942:									198.14
51943									
01/20	01/31/20	51943	7310	INTEGRITY FIRE PROTECTION INC	58274	PIPE FOR HYDRANT WRENCH	1	60-03-53764-349-000	24.17
Total 51943:									24.17
51944									
01/20	01/31/20	51944	9810	MARATHON COUNTY HEALTH DEPT	20011508	5 BAC-T SAMPLES	1	60-03-53730-294-000	55.00
Total 51944:									55.00
51945									
01/20	01/31/20	51945	21860	MARCO TECHNOLOGIES	INV7220091	CONTRACT COP5943-03: KYOCERA- B/W USAG12/15 - 1/14	1	10-01-51450-280-000	20.66
01/20	01/31/20	51945	21860	MARCO TECHNOLOGIES	INV7220091	CONTRACT COP5943-03: KYOCERA- COLOR USAG12/15 - 1/1	2	10-01-51450-280-000	79.86
Total 51945:									100.52
51946									
01/20	01/31/20	51946	21983	MARTINEZ, ALEXIS	010620	KENNEDY HALL SECURITY DEPOSIT REFUND	1	10-00-23160-000-000	50.00
Total 51946:									50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
51947									
01/20	01/31/20	51947	21402	MID-WISCONSIN BEVERAGE	2664081	SODA FOR ICE RINK VENDING MACHINE	1	10-05-55340-390-000	151.20
Total 51947:									151.20
51948									
01/20	01/31/20	51948	12170	PARKER, VALERIE	JAN2020	MILEAGE REIMB: (66 MILES) RECYCLING COF 10/9/2018	1	10-06-56900-334-000	38.51
Total 51948:									38.51
51949									
01/20	01/31/20	51949	18080	PETTY CASH	DEC 2019	12/19/19: BEST BUY-BOARD RM HDMI SWITCH	1	10-01-51600-314-000	30.67
Total 51949:									30.67
51950									
01/20	01/31/20	51950	21673	TIAA COMMERCIAL FINANCE INC	6892606	CONTRACT #20283922: KYOCERA COPIER LEASE- JAN 2020	1	10-01-51450-280-000	193.08
Total 51950:									193.08
51951									
01/20	01/31/20	51951	16890	VAN ERT ELECTRIC COMPANY INC	38436	TRAFFIC LIGHT TROUBLE SHOOTING ENTERPRISE/SCHOFI	1	10-03-53311-290-000	242.50
Total 51951:									242.50
51952									
01/20	01/31/20	51952	20573	WAGNER, THEODORE J	JAN2020	OVERPAYMENT OF 192-2808-183-0087	1	10-00-21901-000-000	1,799.48
Total 51952:									1,799.48
51953									
01/20	01/31/20	51953	17650	WAUSAU CHAMBER OF COMMERCE	128842	HODELL - ANNUAL WAUSAU REGION CHAMBER DINNER	1	10-01-51420-325-000	75.00
01/20	01/31/20	51953	17650	WAUSAU CHAMBER OF COMMERCE	128842	WEHNER - ANNUAL WAUSAU REGION CHAMBER DINNER	2	10-06-56900-325-000	75.00
Total 51953:									150.00
51954									
01/20	01/31/20	51954	21984	WENDORF, ALLISON	618601	REFUND WENDORF ACCT # 6186-01	1	10-00-21000-000-000	112.09
Total 51954:									112.09

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
51955									
01/20	01/31/20	51955	18600	WI PARK & RECREATION ASSOC	1246	WPRA MEMBERSHIP-OSTERBRINK: 2020	1	10-05-55200-324-000	150.00
Total 51955:									150.00
51956									
01/20	01/31/20	51956	21989	WMCA	JAN2020	HODELL WMCA MEMBERSHIP	1	10-01-51420-324-000	50.00
01/20	01/31/20	51956	21989	WMCA	JAN2020-1	ROMANOWSKI WMCA MEMBERSHIP DUES	1	10-01-51420-324-000	50.00
Total 51956:									100.00
51957									
01/20	01/31/20	51957	21985	WOOD, MICHAEL	JAN2020	OVERPAYMENT FOR 192-2808-163-0082	1	10-00-21901-000-000	2,787.28
Total 51957:									2,787.28
51958									
02/20	02/07/20	51958	2500	ADVANCE AUTO PARTS	2763-368737	#4 VAC TRUCK WIRES AND CONNECTORS	1	61-03-53606-352-000	67.89
Total 51958:									67.89
51959									
02/20	02/07/20	51959	21992	AHMED, MUHAMMAD N	JAN2020	REFUND MUHAMMAD ALMED	1	10-00-21000-000-000	211.94
Total 51959:									211.94
51960									
02/20	02/07/20	51960	370	AIRGAS USA LLC	9097392147	WELDING GAS	1	10-03-53310-390-000	71.50
02/20	02/07/20	51960	370	AIRGAS USA LLC	9097392148	PARTS FOR SMALL WIRE FEED WELDER	1	10-03-53310-353-000	142.17
02/20	02/07/20	51960	370	AIRGAS USA LLC	9097557620	SMALL WIRE FEED WELDER ELECTRIC PLUG ADAPTOR	1	10-03-53310-353-000	16.10
Total 51960:									229.77
51961									
02/20	02/07/20	51961	21135	AMERICAN MESSAGING	U1350110UB	AMERICAN MESSENGER PAGING	1	60-03-53780-290-000	31.07
02/20	02/07/20	51961	21135	AMERICAN MESSAGING	U1350110UB	AMERICAN MESSENGER PAGING	2	61-03-53613-290-000	31.08
02/20	02/07/20	51961	21135	AMERICAN MESSAGING	U1350112UB	STREET DEPT PAGER-FEB 2020	1	10-03-53310-226-000	25.64
Total 51961:									87.79

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount	
51962	02/20	02/07/20	51962	21791	AXLEY BRYNELSON LLP	790519	TIF #1 WETLANDS SVCS: DEC 2019	1	40-07-57354-212-000	1,276.50
Total 51962:									1,276.50	
51963	02/20	02/07/20	51963	21118	CASPER'S TRUCK EQUIPMENT	0041267-IN	#4 VAC TRUCK 6" OVAL WARNING LIGHT	1	61-03-53606-241-000	105.30
Total 51963:									105.30	
51964	02/20	02/07/20	51964	3150	COLUMBIA PIPE & SUPPLY CO	3217330	PIPES, COUPLINGS, HAND SCRUBS	1	60-03-53762-252-000	174.21
Total 51964:									174.21	
51965	02/20	02/07/20	51965	3220	CONTROL CONCEPTS TECH	478127-001	#61 HOSE GUARD	1	10-05-53656-353-000	102.90
Total 51965:									102.90	
51966	02/20	02/07/20	51966	3450	CUMMINS NPOWER	F9-11216	ROSS AVE. LS SHUT DOWN DIAGNOSIS	1	61-03-53601-242-000	697.41
	02/20	02/07/20	51966	3450	CUMMINS NPOWER	F9-19063	FOX ST LS GENERATOR COOLANT	1	61-03-53601-242-000	223.31
Total 51966:									920.72	
51967	02/20	02/07/20	51967	20914	CUSTOM CREDENTIALS	4426	ID CARD: WHEATON	1	10-06-56900-312-000	8.75
Total 51967:									8.75	
51968	02/20	02/07/20	51968	21994	DAVE JUNION PHOTOGRAPHY	JAN2020	REFIND DAVE JUNION PHOTOGRAPH	1	10-00-21000-000-000	103.45
Total 51968:									103.45	
51969	02/20	02/07/20	51969	3680	DC EVEREST SCHOOL DISTRICT	DCE 2020PILT	DCE 2020 PILT	1	10-00-43660-000-000	555.38
	02/20	02/07/20	51969	3680	DC EVEREST SCHOOL DISTRICT	MHP FEES Q4 201	OCT - DEC 2019 MOBILE HOME TAXES	1	10-00-24600-000-000	7,599.39
	02/20	02/07/20	51969	3680	DC EVEREST SCHOOL DISTRICT	Q4 2019	OCT-DEC 2019 MOBILE HOME TAXES	1	10-00-24600-000-000	7,599.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 51969:									15,754.16
51970									
02/20	02/07/20	51970	21164	DFI	20011692	UTILITY BILL PAPER	1	60-03-53771-312-000	81.66
02/20	02/07/20	51970	21164	DFI	20011692	UTILITY BILL PAPER	2	61-03-53612-312-000	81.66
02/20	02/07/20	51970	21164	DFI	20011692	UTILITY BILL PAPER	3	63-03-53652-312-000	81.53
Total 51970:									244.85
51971									
02/20	02/07/20	51971	19843	DIVERSIFIED BENEFIT SERVICES	298321	(9) VOW FLEX ADMIN FEES- RUN OUT	1	10-01-51430-163-000	42.75
02/20	02/07/20	51971	19843	DIVERSIFIED BENEFIT SERVICES	298321	(6)METRO FLEX ADMIN FEES-RUN OUT	2	10-00-14510-000-000	28.50
02/20	02/07/20	51971	19843	DIVERSIFIED BENEFIT SERVICES	298321	(1) SAFER FLEX ADMIN FEES- RUN OUT	3	10-00-14520-000-000	4.75
02/20	02/07/20	51971	19843	DIVERSIFIED BENEFIT SERVICES	298321	(11) VOW FLEX ADMIN FEES- JAN 2020	4	10-01-51430-163-000	152.78
02/20	02/07/20	51971	19843	DIVERSIFIED BENEFIT SERVICES	298321	(8) METRO FLEX ADMIN FEES- JAN 2020	5	10-00-14510-000-000	97.22
Total 51971:									326.00
51972									
02/20	02/07/20	51972	4910	FASTENAL COMPANY	WISCH321282	SHOP SUPPLIES	1	10-03-53310-390-000	21.78
02/20	02/07/20	51972	4910	FASTENAL COMPANY	WISCH322167	BINS FOR KERRY WELL	1	60-03-53730-349-000	23.81
Total 51972:									45.59
51973									
02/20	02/07/20	51973	21511	FIRST SUPPLY LLC-WAUSAU	87983-00	SCH80 PVC PIPE RETURN	1	10-01-51600-247-000	21.20
02/20	02/07/20	51973	21511	FIRST SUPPLY LLC-WAUSAU	88910-00	WELL 6 PRESSURE GAUGE	1	60-03-53710-349-000	5.20
02/20	02/07/20	51973	21511	FIRST SUPPLY LLC-WAUSAU	88910-01	2 1/4 GAUGE	1	60-03-53740-314-662	6.57
02/20	02/07/20	51973	21511	FIRST SUPPLY LLC-WAUSAU	89447-00	WELL #5 HEATER PARTS	1	60-03-53720-242-633	70.52
Total 51973:									61.09
51974									
02/20	02/07/20	51974	20785	GOVERNMENTJOBS.COM INC	INV-12911	NEOGOV PERFORM LICENSE FEE	1	10-01-51450-286-000	4,536.00
Total 51974:									4,536.00
51975									
02/20	02/07/20	51975	21986	HANSON, JENINE	JAN2020-REISSUE	OVERPAYMENT 192-2808-083-0994	1	10-00-21901-000-000	2,241.56

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 51975:									2,241.56
51976									
02/20	02/07/20	51976	21230	ILLINOIS MUTUAL	FEB2020	JANUARY 2020 PAYROLLS(PAYS FEB 2020 PREMIUM	1	10-00-21537-000-000	550.91
Total 51976:									550.91
51977									
02/20	02/07/20	51977	21651	INTEGRATED PROCESS SOLUTIONS I	PSI000523	SCADA RADIO STUDY	1	60-00-18538-000-000	12,800.00
Total 51977:									12,800.00
51978									
02/20	02/07/20	51978	21212	IPMA-HR	INV-50435-Y8K1R7	IPMA-HR MEMBERSHIP: WEINKAUF	1	10-01-51420-324-000	109.00
Total 51978:									109.00
51979									
02/20	02/07/20	51979	21995	JACKSON, TYSHIA CHANTAL	JAN2020	OVERPAYMENT OF 192-2808-172-0096	1	10-00-21901-000-000	613.36
Total 51979:									613.36
51980									
02/20	02/07/20	51980	21990	JAKE'S EXCAVATING & LANDSCAPING	2019.025.00	ZINSER ST. UTILITY EXT. - STREETS	1	42-07-57336-290-457	64,865.73
02/20	02/07/20	51980	21990	JAKE'S EXCAVATING & LANDSCAPING	2019.025.00	ZINSER ST. UTILITY EXT. - WATER	2	60-00-18700-827-457	60,844.63
02/20	02/07/20	51980	21990	JAKE'S EXCAVATING & LANDSCAPING	2019.025.00	ZINSER ST. UTILITY EXT. - SEWER	3	61-00-18700-826-457	34,412.01
Total 51980:									160,122.37
51981									
02/20	02/07/20	51981	4820	JOHN FABICK TRACTOR CO	PIWA0009859	#26 HEATER HOSES	1	10-03-53310-353-000	64.86
02/20	02/07/20	51981	4820	JOHN FABICK TRACTOR CO	PIWA0009860	#26 HEATER HOSES	1	10-03-53310-353-000	44.98
02/20	02/07/20	51981	4820	JOHN FABICK TRACTOR CO	PIWA0009906	#26 HEATER HOSES	1	10-03-53310-353-000	69.60
Total 51981:									40.24
51982									
02/20	02/07/20	51982	21991	JPRM INVESTMENTS LLC	R/R REF: 2020	REFUND REFUSE RECYCLING FEE FOR 4107 CAMP PHILLIP	1	18-00-46420-000-000	89.00
02/20	02/07/20	51982	21991	JPRM INVESTMENTS LLC	R/R REF: 2020	REFUND REFUSE RECYCLING FEE FOR 4107 CAMP PHILLIP	2	18-00-46435-000-000	78.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 51982:									167.00
51983									
02/20	02/07/20	51983	21988	JUNION LLC	JAN2020	REFUND OVERPAYMENT JUNION LLC	1	10-00-21000-000-000	87.85
Total 51983:									87.85
51984									
02/20	02/07/20	51984	20863	KIEPER, KATHY	JAN2020	REFUND DENNIS KIPER OVERPAYMENT	1	10-00-21000-000-000	64.62
Total 51984:									64.62
51985									
02/20	02/07/20	51985	19567	LINDER ELECTRIC MOTORS INC	59500	WELL # 5 ELECTRIC MOTOR FOR HEATER	1	60-03-53710-349-000	63.00
Total 51985:									63.00
51986									
02/20	02/07/20	51986	9920	MARATHON COUNTY CLERK'S OFFIC	MC 2020PILT	2020 PILT PAYMENT	1	10-00-43660-000-000	258.86
Total 51986:									258.86
51987									
02/20	02/07/20	51987	9910	MARATHON COUNTY TREASURER	DEC 2019	ALLOCATE COURT TOTALS TO COUNTY: DEC 2019	1	10-00-45111-000-000	1,024.40
02/20	02/07/20	51987	9910	MARATHON COUNTY TREASURER	DELINQ 2018 TAXE	DELINQUENT TAXES 192-2808-172-0915	1	10-00-21000-000-000	621.86
02/20	02/07/20	51987	9910	MARATHON COUNTY TREASURER	I0021382	2019 MPO SHARE	1	10-01-51109-324-000	3,020.37
Total 51987:									4,666.63
51988									
02/20	02/07/20	51988	20887	MARTELLE WATER TREATMENT INC	19442	AQUADENE - 440 GALLONS	1	60-03-53730-366-000	5,388.00
Total 51988:									5,388.00
51989									
02/20	02/07/20	51989	20623	MDROFFERS CONSULTING LLC	202001015	SCHOFIELD AVE CORRIDOR PLAN WO #14	1	26-06-56726-290-000	67.50
02/20	02/07/20	51989	20623	MDROFFERS CONSULTING LLC	202001016	PARK IMPACT FEE NEEDS ASSES SUBDIVISION ORD WO #15	1	10-06-56930-219-000	33.75
Total 51989:									101.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
51990									
02/20	02/07/20	51990	21993	MEURET, THOMAS	JAN2020	REFUND OVERPAYMENT MEURET	1	10-00-21000-000-000	146.92
Total 51990:									146.92
51991									
02/20	02/07/20	51991	21224	MI-TECH SERVICES INC	32060340	TRANSPORT WAY SVCS 4-1 TO 1/5	1	40-07-57353-215-000	837.00
Total 51991:									837.00
51992									
02/20	02/07/20	51992	11720	NTC	NTC 2020PILT	NTC 2020 PILT	1	10-00-43660-000-000	70.08
Total 51992:									70.08
51993									
02/20	02/07/20	51993	19978	SCAFFIDI MOTORS INC	793116	DAVE VAN MAINTENANCE	1	60-03-53766-241-000	57.19
02/20	02/07/20	51993	19978	SCAFFIDI MOTORS INC	793116	DAVE VAN MAINTENANCE	2	61-03-53606-241-000	57.18
Total 51993:									114.37
51994									
02/20	02/07/20	51994	14430	SCHOFIELD, CITY OF	DEC 2019	ALLOCATED TOTALS TO MUNICIPALITY: DEC 2019	1	10-00-24425-000-000	3,493.30
Total 51994:									3,493.30
51995									
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: PUB ENTITY LIAB INS-VILLAGE	1	10-01-51540-513-000	7,587.63
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: PUB ENTITY LIAB INS-STREETS	2	10-01-51540-513-000	345.62
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: PUB ENTITY LIAB INS-WATER UTILITY	3	60-03-53780-513-000	104.75
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2019: AUTO INS-STREETS	4	10-01-51540-512-000	3,084.62
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: AUTO INS-PARK	5	10-01-51540-512-000	261.58
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: AUTO INS-WATER UTILITY	6	60-03-53780-512-000	238.49
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: AUTO INS-SEWER UTILITY	7	61-03-53613-512-000	303.41
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: AUTO INS-BLDG INSP	8	10-01-51540-512-000	295.82
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: AUTO INS-GENERAL/TRVERSE	9	10-01-51540-512-000	70.08
02/20	02/07/20	51995	20611	SPECTRUM INSURANCE GROUP	FEB2020	Q1 2020: WORKERS COMP INS	10	10-00-21540-000-000	13,846.00
Total 51995:									26,138.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount	
51996	02/20	02/07/20	51996	18220	STATE OF WI - COURT FINES	DEC 2019	ALLOCATED TOTALS TO COURT: DEC 2019	1	10-00-45111-000-000	2,735.10
Total 51996:									2,735.10	
51997	02/20	02/07/20	51997	15780	SUN PRINTING INC	109697	PRINT AND DESIGN FOR NEWSLETTER	1	10-06-56945-312-000	3,328.00
	02/20	02/07/20	51997	15780	SUN PRINTING INC	109697	MAILING OF NEWSLETTER	2	10-06-56945-311-000	1,850.26
Total 51997:									5,178.26	
51998	02/20	02/07/20	51998	21996	WAGNER, JUILE A	JAN2020	OVERPAYMENT FOR 192-2808-154-0977	1	10-00-21901-000-000	36.00
Total 51998:									36.00	
51999	02/20	02/07/20	51999	17500	WAUSAU AWARDS & ENGRAVING INC	JAN2020	NAME PLATE BADGE WHEATON	1	10-06-56900-310-000	29.50
Total 51999:									29.50	
52000	02/20	02/07/20	52000	17520	WAUSAU/CENTRAL WISCONSIN CVB	Q4 2019	ROOM TAX: 4TH QTR 2019	1	29-06-56729-590-000	77,702.50
Total 52000:									77,702.50	
52001	02/20	02/07/20	52001	20419	WEDA	JOB-2019-55	EMPLOYMENT LISTING - ASSISTANT PLANNER POSITION	1	10-06-56900-321-000	50.00
Total 52001:									50.00	
52002	02/20	02/07/20	52002	18090	WESTON, TOWN OF	DEC 2019	ALLOCATED TOTALS TO MUNICIPALITY: DEC 2019	1	10-00-24410-000-000	455.60
Total 52002:									455.60	
52003	02/20	02/07/20	52003	18620	WI RURAL WATER ASSOC	W1850	WATER INDUSTRY MEMBERSHIP	1	60-03-53780-325-000	45.00
Total 52003:									45.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
52004									
02/20	02/07/20	52004	21785	WISCONSIN DEPARTMENT OF REVEN	2019FEE MAN PRO	2019 MUNICIPAL FEE FOR ASSESSMENT OF MANUFACTURI	1	10-01-51530-279-000	5,606.97
Total 52004:									5,606.97
90026									
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	HARLYN L/S: 11/27-12/26/2019	1	61-03-53610-222-000	187.10
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	FOX ST L/S: 11/27-12/26/2019	2	61-03-53610-222-000	256.22
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	FOX ST L/S: 11/27-12/26/2019	3	61-03-53610-224-000	19.31
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	JELINEK/MESKER L/S: 11/27-12/26/2019	4	61-03-53610-222-000	508.89
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	JELINEK/MESKER L/S: 11/27-12/26/2019	5	61-03-53610-224-000	23.15
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	KATHLEEN L/S: 11/27-12/26/2019	6	61-03-53610-222-000	20.74
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	EC RIVER L/S: 11/27-12/26/2019	7	61-03-53610-222-000	16.86
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	EC RIVER L/S: 11/27-12/26/2019	8	61-03-53610-224-000	.34
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	TANYA L/S: 11/27-12/26/2019	9	61-03-53610-222-000	88.27
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	BUS PK SOUTH L/S: 11/27-12/26/2019	10	61-03-53610-222-000	3.61
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	EVERGREEN POINTE L/S: 11/27-12/26/2019	11	61-03-53610-222-000	64.09
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	PARK TERRACE L/S: 11/27-12/26/2019	12	61-03-53610-222-000	39.80
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	RYAN ST L/S: 11/27-12/26/2019	13	61-03-53610-222-000	27.08
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	HERITAGE HILLS L/S: 11/27-12/26/2019	14	61-03-53610-222-000	42.98
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	ROSS AVE L/S: 11/27-12/26/2019	15	61-03-53610-222-000	149.75
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	ROSS AVE L/S: 11/27-12/26/2019	16	61-03-53610-224-000	21.25
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	COLLEEN/MESKER L/S: 11/27-12/26/2019	17	61-03-53610-222-000	253.30
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Dec201	COLLEEN/MESKER L/S: 11/27-12/26/2019	18	61-03-53610-224-000	21.25
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	HARLYN L/S: 12/27-1/27/2020	1	61-03-53610-222-000	189.59
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	FOX ST L/S: 12/27-1/27/2020	2	61-03-53610-222-000	610.46
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	FOX ST L/S: 12/27-1/27/2020	3	61-03-53610-224-000	23.09
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	JELINEK/MESKER L/S: 12/27-1/27/2020	4	61-03-53610-222-000	1,369.12
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	JELINEK/MESKER L/S: 12/27-1/27/2020	5	61-03-53610-224-000	22.33
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	KATHLEEN L/S: 12/27-1/27/2020	6	61-03-53610-222-000	55.19
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	EC RIVER L/S: 12/27-1/27/2020	7	61-03-53610-222-000	246.57
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	EC RIVER L/S: 12/27-1/27/2020	8	61-03-53610-224-000	19.25
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	TANYA L/S: 12/27-1/27/2020	9	61-03-53610-222-000	168.16
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	BUS PK SOUTH L/S: 12/27-1/27/2020	10	61-03-53610-222-000	55.97
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	EVERGREEN POINTE L/S: 12/27-1/27/2020	11	61-03-53610-222-000	66.56
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	PARK TERRACE L/S: 12/27-1/27/2020	12	61-03-53610-222-000	37.07
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	RYAN ST L/S: 12/27-1/27/2020	13	61-03-53610-222-000	239.74
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	HERITAGE HILLS L/S: 12/27-1/27/2020	14	61-03-53610-222-000	70.18
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	ROSS AVE L/S: 12/27-1/27/2020	15	61-03-53610-222-000	143.90
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	ROSS AVE L/S: 12/27-1/27/2020	16	61-03-53610-224-000	18.88
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	COLLEEN/MESKER L/S: 12/27-1/27/2020	17	61-03-53610-222-000	245.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
02/20	02/05/20	90026	18990	WISCONSIN PUBLIC SERVICE	2457-00012 Jan 20	COLLEEN/MESKER L/S: 12/27-1/27/2020	18	61-03-53610-224-000	19.66
Total 90026:									5,304.24
Grand Totals:									203,575.78

Dated _____

Finance Committee Chairperson _____

Report Criteria:
Report type: GL detail

Report Criteria:

- Manual checks included
- Supplemental checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
01/26/2020	PC	01/31/2020	51690	HACKBARTH,LINDA J	5011	Supplemental	01-00-11110-	73.88
01/26/2020	PC	01/31/2020	51932	HACKBARTH,LINDA J	5011		01-00-11110-	73.88-
Grand Totals:			<u>2</u>					<u>.00</u>

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE: Board of Trustees / February 17, 2020

DESCRIPTION: Ordinance No. 20-002: An Ordinance Amending Chapter 66 Solid Waste, Creation of Sec. 66.121. Weston Yard Materials Recycling Center & Sec. 66.123 Compliance Assurance Plan (CAP) and Renumbering of Secs. 66.121 Through Secs. 66.123.

FROM: Jennifer Higgins, Director of Planning and Development / Zoning Administrator
Valerie Parker, Planning Technician

QUESTION: Should the BOT accept the amendment of Chapter 66 Solid Waste as recommended by the Public Works & Utility Committee and staff?

Background

This summer, following some issues of people illegally dumping materials at our Ryan Street yard materials site, we were requested by Public Works Staff to modify our Solid Waste ordinance to specifically address this topic. Also, it was noticed that we do not have the State required Compliance Assurance Plan within this ordinance, and so it has been added.

ATTACHED DOCS: Draft Ordinance No. 20-002

COMMITTEE ACTION: Public Works & Utility Committee recommended approval at their 2/10/2020 meeting.

FISCAL IMPACT: The cost of the publication of the required ordinance.

RECOMMENDATION: Planning Technician and Director/Zoning Administrator recommends approval.

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I Move to Approve/Deny Ordinance No. 20-002.

ADDITIONAL ACTION: Action taken on Ordinance – 02/17/2020 (BOT)

Approved Ordinance sent to Daily Herald for Publication (Staff)

Chapter 66 Updated and placed online (Staff)



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN

ORDINANCE NO. 20-002

AN ORDINANCE AMENDING CHAPTER 66 *SOLID WASTE*, CREATION OF SEC. 66.121. WESTON YARD MATERIALS RECYCLING CENTER & SEC. 66.123 COMPLIANCE ASSURANCE PLAN (CAP) AND RENUMBERING OF SECS. 66.121 THROUGH SECS. 66.123

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

SECTION 1: The following subsections of Chapter 66 Solid Waste are hereby amended and renumbered to read as follows:

Sec. 66.121. Weston Yard Materials Recycling Center.

Depositing of items by commercial business and/or non-residents of the Village of Weston is prohibited.

- (a) Brush and tree limb deposit site. No dumping of rocks, dirt, stumps, treated lumber, building materials and landscaping materials (such as landscaping timbers, concrete blocks, etc.).
- (b) Grass, plant, and leaf deposit site. No dumping of plastic or other non-biodegradable bags or containers.

Sec. 66.121~~2~~. Residential Composting.

- (a) Composting in all residential zoning districts shall be conducted within an enclosed container not to exceed five-feet by five-feet by five-feet for lots less than forty-thousand (40,000) square feet and two (2) five-foot by five-foot by five-foot containers for lots forty thousand (40,000) square feet to one hundred twenty thousand (120,000) square feet. Containers shall be of a durable material including, but not limited to, rot-resistant wood or a commercially purchased composting unit which will provide for adequate aeration. Containers shall be constructed and maintained in a structurally sound manner.
- (b) The compost container(s) shall be located in the rear yard no closer than ten (10) feet to any rear or side property line nor closer than twenty(20) feet to any habitable building, other than the resident(s)' own home.

- (c) Only grass clippings, leaves, weeds that have not gone to seed, non-diseased plants, trimmings less than one-fourth inch in diameter, straw, sawdust, wood ashes, fruit or vegetable scraps, coffee grounds, egg shells, paper, and commercially available compost ingredients may be placed in the compost container(s). Meat, bones, fat oils, grease, dairy products, feces, plastics or synthetic fibers shall not be placed in the compost container(s).
- (d) Compost materials shall be layered, aerated, moistened, turned, managed and covered during inclement weather to promote effective decomposition of the materials in a safe, secure and sanitary manner.
- (e) All compost containers and/or compost materials not in compliance with this section shall be declared a public nuisance and are subject to enforcement and abatement as provided in Sec. 66.122 of this Ordinance.

Sec. 66.123. Compliance Assurance Plan (CAP).

Purpose: This policy will establish standard guidelines that will lead to compliance with the Village of Weston's Recycling Ordinance.

The Planning & Development Department is responsible for enforcing the Village of Weston's recycling ordinance. Village of Weston's staff and personnel shall follow the guidelines identified in this Compliance Assurance Plan (CAP) in response to issues associated with recycling and solid waste. This plan is intended to meet the requirements of s. NR 544.04 (9g), Wis. Adm. Code, as well as Village of Weston's recycling ordinance.

Example 1:

Problem: Property found to have no methods for recycling in place.

Compliance Strategy:

1st Response: Recycling coordinator shall send a letter to property owner reminding them of the requirement to comply with local recycling ordinances. Other educational materials will also be provided as needed.

2nd Response: Recycling coordinator shall send a letter to property owner giving them 30 days to comply with local recycling ordinances. Copy of letter shall be sent to citation officer.

After 30 days has passed, recycling coordinator shall inspect property to determine if property is in compliance with ordinance. If found to be non-compliant, citation officer shall issue the property owner a citation per code.

Example 2:

Problem: Unacceptable materials found mixed with recyclables.

Compliance Strategy: Recycling route driver shall notify resident by tagging the recycling cart and leave at curb.

Continued occurrences shall result in letter issued by the recycling coordinator. If compliance is not achieved, citation officer shall issue a citation per code.

Example 3:

Problem: Recyclable materials found in trash.

Compliance Strategy: Garbage route driver shall collect material and leave current recycling educational materials.

Continued occurrences shall result in letter issued by the Recycling coordinator. If compliance is not achieved, citation officer shall issue a citation per code.

Sec. 66.12~~24~~. Enforcement.

- (a) For the purpose of ascertaining compliance with the provisions of this Ordinance, any authorized officer, employee or representative of the Village or the Everest Metro Police Department may inspect recyclable materials separated for recycling, post-consumer waste intended for disposal, recycling collection sites and facilities, collection vehicles, collection areas of multiple-family dwellings and non-residential facilities and properties, and any records relating to recycling activities, which shall be kept confidential when necessary to protect proprietary information. No person may refuse access to any authorized officer, employee or authorized representative of the Village or the Everest Metro Police Department who requests access for purposes of inspection, and who presents appropriate credentials. No person may obstruct, hamper or interfere with such an inspection.
- (b) Any person who violates a provision of this Ordinance may be issued a citation by the Village or the Everest Metro Police Department to collect forfeitures. The issuance of a citation shall not preclude proceeding under any other ordinance of law relating to the same or any other matter. Proceeding under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this section.
- (c) Penalties for violating this Ordinance may be assessed as follows:
 - (1) Any person who violates a provision of this Ordinance, except Section 66.116, may be required to forfeit not less than \$10.00 nor more than \$1,000.00 for each violation.
 - (2) Any person who violates Section 66.116 may be required to forfeit \$50.00 for a first violation, \$200.00 for a second violation, and not more than \$2,000.00 for a third or subsequent violation;

- (3) The forfeiture and penalties provided in this section shall not be construed as prohibiting other methods of enforcing this Ordinance, including, but not limited to, penalties provided for in Sec. 1.111, injunctions and other forms of relief available to the Village.

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

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

Dated the 17th day of February 2020

WESTON VILLAGE BOARD

By: _____
Wally Sparks, its President

Attest:

Sherry Weinkauff, its Clerk

APPROVED: _____

PUBLISHED: _____

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Village Board – 2/17/2020
Description:	Resolution No. 2020-002 for special assessments for street and utility improvements for the Weston School East Neighborhood Reconstruction Project
From:	Michael Wodalski, Director of Public Works
Question:	Should the Village Board adopt Resolution 2020-002 to initiate the Special Assessment process to reconstruct the streets and utility mains for the Weston School East Neighborhood?

Background

The Village of Weston’s [Special Assessment Ordinance](#) was updated in January of 2019. There is one part of the Weston School East Neighborhood that is still to be assessed for all property owners which is their Drive Approach. Per section 78.119 of the Village’s Municipal Code: *“One hundred percent of the drive approach costs will be assessed to the property owner on all new construction and street reconstruction projects based on an actual square foot measurement.”*

There is also one property that is located adjacent to the powerlines that currently does not have sewer service. At this time we are leaving the language in for sewer extension in case this property does decide to have sewer extended to their property.

The attached resolution authorizes staff to move forward with creating a special assessment report and holding a special assessment hearing, which is being tentatively to be held as part of the Public Works Committee Meeting in March.

Attached Docs:	- Resolution 2020-002
Committee Action:	Public Works Recommended adoption of Res 2020-002
Fiscal Impact:	Estimates are not completed yet for the driveway approaches, but those costs would be 100% assessed and thus reduce the Village’s overall cost on the project.
Recommendation:	Staff recommendation is to recommend approval of the resolution

Recommended Language for Official Action

I move to approve of Resolution 2020-002.

Or, Something else

Additional action: If approved, write Engineer’s Report and schedule Public Hearing

**VILLAGE OF WESTON, WISCONSIN
RESOLUTION NO. 2020-002**

A RESOLUTION, declaring intent to levy special assessments under municipal police power pursuant to Wis. Stat. §66.0703 and §13.05 of the Municipal Code of the Village of Weston.

BE IT RESOLVED by the Board of Trustees for the Village of Weston

1. The governing body hereby declares its intention to exercise its police power under Wis. Stat. §66.0703, to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvements:

Drive Approach Construction
Sewer Main and Laterals

2. The governing body hereby further declares its intention to follow the alternate to the procedures prescribed by Wis. Stats. 66.0703(8)(c), (8)(d) and (8)(e), as allowed in §78.114 of the Municipal Code of the Village of Weston.
3. The property to be assessed lies within the following described assessment district:

All properties with frontage on: 1) South Timber St between Ross Ave and Sternberg Ave; 2) Sunset St north of Sternberg Ave; 3) Arrow St north of Sternberg Ave; 4) Von Kanel St between Sternberg Ave and Corozalla Dr; and 5) Kennedy Ave.
4. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements. The properties against which the assessments are proposed are benefited by the contemplated public work and improvement.
5. The governing body determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
6. The municipal engineer shall prepare a report which shall consist of:
 - a. Preliminary plans and specifications for the improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. Schedule of proposed assessments.
7. When the report is completed, the municipal engineer shall file a copy of the report with the Village Clerk for public inspection.
8. Upon receiving the report of the responsible officer or body, the Village Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, (including a small map thereof), the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a Class 1 notice under Ch. 985, Stats., and a copy shall be mailed, at least 10 days before the

hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

9. The hearing shall be conducted in the Board Room at the Weston Municipal Center, 5500 Schofield Avenue, Weston WI 54476 at a time set by the clerk in accordance with Wis. Stat. §66.0703(7)(a).
10. When the governing body finally determines to proceed with the work or improvements, it shall approve the plans and specifications therefore and adopt a resolution directing such work or improvement be carried out in accordance with the report as finally approved.
11. The governing body shall adopt the final resolution to levy the special assessments either (1) before the work is carried out, or (2) after the work has been completed and actual project costs have been determined. The final resolution shall list the cost of the special assessment levied against each property benefited by the improvement. The Village Clerk shall publish the final resolution as a Class 1 notice under Ch. 985, Wis. Stat., in the assessment district and a copy of such resolution shall be mailed to every interested person whose post office address is known or can be ascertained with reasonable diligence.
12. When the final resolution is published, all awards, compensation and assessments arising therefrom are deemed legally authorized and made, subject to the right of appeal under Wis. Stat. §66.0703(12).
13. The assessment against any parcel may be paid in cash or in annual installments, the number of which shall be determined at the public hearing of the proposed assessments.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON, at a regular meeting thereof, this 17 day of the month of February 2020.

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

By: _____
WALLY SPARKS, President

ATTEST:

By: _____
SHERRY WEINKAUF, Clerk

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Village Board – 2/17/2020
Description:	Zinser Street Utility Extension – Change Order #1
From:	Michael Wodalski, Director of Public Works
Question:	Should the Village Board approve Change Order #1 for an increase in contract price of \$3,685.00?

Background

The change order being requested is for the additional time and materials related to:

- Installation of adjusting rings on the existing sanitary manhole that was not initially planned, however they had deteriorated to a point where replacement was necessary,
- Installation of a new 12” water valve and valve box,
- Extra time required for digging around communication lines not initially shown on the plan set.

Staff concurs with the recommendation letter from Becher Hoppe as several items initially proposed by the contractor were negotiated down or completely out of the change order.

Attached Docs:	- Becher Hoppe letter and associated Change Order Documents
Committee Action:	Public Works Recommended Approval on 2/10/20
Fiscal Impact:	There is a net increase to the construction cost of \$3,685.00
Recommendation:	Staff recommendation is to approve the Change Order

Recommended Language for Official Action

I move to approve Change Order #1 for the Zinser St Utility Extension Project.

Or, Something else

_ Additional action:



330 N. 4th Street, Wausau, WI 54403-5417
715-845-8000 | becherhoppe.com

February 3, 2020

Mr. Michael Wodalski, PE
Director of Public Works
Village of Weston
5500 Schofield Ave
Weston, WI 54476

Subject: Zinser Street Utility Extension – Change Order #1

Dear Michael:

Enclosed herewith is a change order associated with Jake's Excavating & Landscaping LLC for work on the Zinser Street Utility Extension. The change order is for the addition of plastic adjusting rings, installation of a new 12" water valve and valve box and extra time for communication lines not shown on the plan set.

I agree with the requested change order items.

Sincerely,

A handwritten signature in black ink that reads "Matthew Patterson". The signature is fluid and cursive, with the first and last names being the most prominent.

Matthew Patterson, PE
Project Engineer

MRP/III

Enclosures

cc: Josh Swenson, Village of Weston Utility Superintendent



Jake's Excavating & Landscaping LLC

N10633 Lake Road
Ironwood, MI 49938
(906)285-7109

Change Order 1 – Zinser Street & Western Ave. Intersection
Approved by Inspector on-site

1. 10" of plastic adjusting rings
Adjust existing manhole = \$150
1-Chimney Seal = \$235
1-Tube glue = \$25
1 Hour each x 2 laborers @ \$85/hour each = \$170
Total = \$580
2. Install new 12" water valve supplied by City. Jake's Excavating supplied labor and mega lugs and gaskets.
1 Hour each x 2 laborers @ \$85/hour each = \$170
2 Mega lugs and gaskets = \$250
1 Hour large excavator = \$185
1 New 12" valve box and base = \$250
Total = \$855
3. 1 new valve box and base for existing valve
Total = \$250
4. ~~Remove existing and dispose of old 14" x 23" elliptical pipe 48" @ \$12/foot = \$576~~
~~Purchase and install new 14" x 23" elliptical pipe 48" @ \$65/foot = \$3120~~
~~Total = \$3696~~
5. North end of Zinser Street intersection – 4 communication lines that needed to be crossed to install Sewer that created conflicts digging. These were not shown or indicated on drawings, as per specs. This resulted in a liability for Jake's and extra time.
\$500 ~~\$1000~~ per line crossing @ 4 lines = ~~\$4000~~ \$2000
Total = ~~\$4000~~ \$2000

CHANGE ORDER 1 TOTAL = ~~\$9381.00~~ \$3685.00

CHANGE ORDER

No: 1

PROJECT:	Zinser Street Utility Extension		
DATE OF ISSUANCE:	January 9, 2020	EFFECTIVE DATE:	January 9, 2020
OWNER:	Village of Weston	OWNER's Contract No.:	N/A
ENGINEER:	Becher-Hoppe Associates, Inc. Wausau, WI	ENGINEER'S Contract No.:	2019.025
CONTRACTOR:	Jake's Excavating & Landscaping LLC Ironwood, MI		

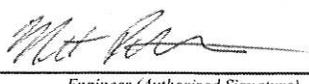
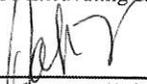
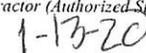
You are directed to make the following changes in the Contract Documents.

Description: 1. Provide and install 10" of plastic adjusting rings, install new 12" water valve (supplied by Village of Weston), install and supply mega lugs and gaskets for 12" valve, supply and install new valve box for existing valve, and work around 4 communications lines that were not located on plan sheets.

Reason for Change Order: 1. The village requested the 10" of plastic adjusting rings, installation of the new 12" water valve, new valve box. The communication lines were not located on the plan sheets, resulting in unexpected extra time to work around the communications lines.

Attachments: Jakes Excavating & Landscaping LLC Change Order 1

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
\$196,909.75	Substantial Completion: November 15, 2019
	Ready for final payment: November 29, 2019
	<i>days or dates</i>
Net change from previous Change Orders No. 1 to No. 2	Net change from previous Change Orders No. 0 to No. 0
\$0.00	0
	<i>days</i>
Contract Price prior to this Change Order	Contract times prior to this Change Order
\$196,909.75	Substantial Completion: November 15, 2019
	Ready for final payment: November 29, 2019
	<i>days or dates</i>
Net Increase of this Change Order	Net Increase of this Change Order
\$3,685.00	
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
\$200,594.75	Substantial Completion: November 15, 2019
	Ready for final payment: November 29, 2019
	<i>days or dates</i>

RECOMMENDED:	APPROVED:	ACCEPTED:
Becher-Hoppe Associates, Inc.	Village of Weston	Jake's Excavating & Landscaping LLC
By: 	By: _____	By: 
<i>Engineer (Authorized Signature)</i>	<i>Owner (Authorized Signature)</i>	<i>Contractor (Authorized Signature)</i>
Date: January 9, 2020	Date: _____	Date: 

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Village Board – 2/17/2020
Description:	3-year service agreement with Primadata/Bayside Printing for printing and mailing of utility bills
From:	Michael Wodalski, Director of Public Works Theresa Coleman, Utility Clerk
Question:	Should the Village Board approve the 3-Year Service Agreement with Primadata/Bayside Printing to outsource Utility Bill Printing and Mailing?

Background

The Village has historically printed its own utility bills which has taken the utility clerk anywhere from 2-3 days to complete each month (at a minimum it is 24 days a year spent printing and sorting mail). As we have been looking to streamline and make staff functions more productive, staff began looking at options to outsource billing and free up more time for staff to work on other higher-level tasks as opposed to printing and sorting mail.

Staff reached out to several companies throughout 2019 to see what services are offered and who would be able to print and mail the 2,000+ bills the utility sends out every month. The Village has found that Primadata, LLC and Bayside Printing, LLC in conjunction can perform the necessary tasks. Primadata works with our existing utility billing software and can convert the exported files into a bill which Bayside Printing will print and mail. Bayside printing is located in Green Bay and prints and mails utility bills for many other communities in Wisconsin. Their location near the Green Bay Post Office also means that mail is sent and delivered in a timely manner.

As far as costs go, the current paper we use for our bills costs \$0.105 / sheet and postage is \$0.479 / sheet making the total cost for each utility bill \$0.584 / sheet. Per the attached agreement, the cost per bill is \$0.156 with then postage at \$0.40 / bill making the total cost with Bayside \$0.556 / sheet. Thus, there is actually a decrease in cost per utility bill of \$0.028 / sheet. With roughly 27,000 bills sent in a year, there is an anticipated savings of \$756. In addition to the cost of the sheets, we also incur a cost of roughly \$250 for toner each month, which is an additional \$3,000 a year.

The savings in postage, printing and toner is beneficial, but the biggest benefit would be the amount of staff time freed up. It would amount to 24 workdays, (192 work hours) of staff time that will no longer be spent printing, sorting and mailing bills.

Another benefit is Bayside Printing can print on the backside of the utility bill, so if we have utility rate updates, online billing information, etc. that we want to make sure we're communicating with our residents/customers, there isn't a need to make a separate mailing, which also saves staff time and money.

The attached agreement also incorporates the recommended changes from Attorney Yde.

REQUEST FOR CONSIDERATION

Attached Docs: - 3 Year Service Agreement with Primadata/Bayside Printing
- Sample Bill

Committee Action: Public Works Recommended Approval

Fiscal Impact: - Yearly decrease in net cost estimated at \$3,756/yr and ~192 hours of staff time will be freed up per year.

Recommendation: Staff recommendation is to approve the contract with Primadata/Bayside Printing

Recommended Language for Official Action

I move to approve the 3 Year Service Agreement with Primadata/Bayside Printing for utility bill printing and mailing.

Or, Something else

Additional action:

Contract start date: 1/30/2020

3 Year Service Agreement Primadata/Bayside Printing/Village of Weston

Project Name: Utility Bills

Primadata, LLC and Bayside Printing, LLC (collectively, "Service Provider") will supply the **Village of Weston** ("Customer") will accept exclusively from Service Provider all of the Service Items listed in the text of this Agreement. Customer agrees to pay Service Provider for all services rendered on a net thirty (30) basis. Customer warrants that it is not subject to any existing Agreement for the processing services described within this Agreement. Service Provider guarantees that it will provide print and mail services based on services described within the contents of the Agreement.

Customer agrees and acknowledges the following as an Agreement to services rendered for the period of three (3) years with a one (1) year extension option. Sixty (60) day prior notice is required for forfeiture of one (1) year extension option. If Customer believes Service Provider has consistently failed to provide quality of goods and services as described within the Agreement, Customer may terminate this Agreement without penalty provided that Customer first gives Service Provider written notice detailing such service deficiencies and if Service Provider fails to resolve such deficiencies within sixty (60) days after notice. Service Provider shall provide Sixty (60) day prior notice before terminating the agreement. Any additional expenses incurred by the Village for the remainder of the agreement due to the early termination of the agreement by Service Provider shall be paid for by Service Provider until the end of the agreed upon contract period. If Customer terminates the Agreement for reasons other than service deficiencies, the penalty is \$95.00/month for any remaining months left on the Agreement. Customer concerns shall be presumed resolved unless Customer gives Service Provider a second written notice detailing the continuing deficiencies within ten (10) days after the expiration of such sixty (60) day resolution period. Customer may then cancel this Agreement provided that all previous balances due to Service Provider are paid, for all services rendered

Service Provider assumes there will be one (1) mail stream, with no splits, multiple mail groups, or stock changes. The quoted statements would be a monthly statement run and is requiring a three (3) year processing commitment between all Parties.

Service Provider will invoice this project on a monthly basis. The full scope of work is laid out below and priced according to the previously received quote from Service Provider. In addition, the attached Implementation Plan (Schedule A) has additional job specs and details.

Scope of Work

Item

Acct #1920

Description

PROCESSING

Utility Bills

Monthly

SETUP/PRINT/FOLD/INSERT/METER/MAIL

Print Black 1/1 from client supplied PDF on Service Provider 8.5x11 - 24# white stock w/ perf inserted into Service Provider #10 double window envelopes (maximum 9 sheets of paper per envelope)

Delivery Service

First Class Presort Mail

Electronic submission of Paperwork & Deliver to Post Office

<u>Item</u>	<u>Price / Description</u>
Initial One Time Setup	\$0.00 (Waived with signed Agreement)
Statement Page 1	\$0.1560/each – base on 2000 records The unit price per record could vary depending on the quantity not dropping below 1500 or exceeding 3000 records.
Additional Images	\$0.0400/image
Flat	\$0. 65 /each – Additional cost per piece of 9x12 (includes the cost of envelope)
Inserting - Service	\$0. 0200 /each – based on 2000 records.
Inserting - Printing	To be quoted at time of production
Postage	Postage as incurred and invoiced separately, requires postage account to be setup.

Optional Services

Messages (On-serts)	\$0.00/each (as long as message fits message area)
No Mails	\$ 0.00 /run
Special Pulls	\$ 0.00 /run

Notes

- 1) Optional Services are not included in the total cost.
- 2) As of July 1 1998, all addresses on any discount rate first class mail must have been exposed to NCOA updating or ancillary endorsement readings on the outer front read area of the mailing envelopes.
- 3) Any provided stock must be pre-authorized to meet equipment specifications.
- 4) Any developmental program work not listed in the specifications or the quote, but necessary for the job, will be billed accordingly. Programming services for calculation and lookup tables, custom reports multiple versions, author changes, non-standard data, etc. are charged at **\$125.00** per hour.
- 5) Postage prices are subject to change according to USPS.

Production schedules

Production schedules will be established and followed by both the Customer and Service Provider. In the event that production schedules are not adhered to by the Customer, delivery

dates will be subject to renegotiations. There will be no liability or penalty for delivery due to state of war, riot, civil disorder, fire, strikes, accidents, action of government or civil authority, acts of God, or other causes beyond the control of the Service Provider. In such cases, schedules will be extended by an amount of time equal to delay incurred.

Alterations/Corrections

Customer alterations include all work performed in addition to the original specifications. All such work will be charged at the Service Provider's current rates.

Customer Furnished Materials

Materials furnished by Customer or their suppliers are verified by delivery tickets. The Service Provider bears no responsibility for discrepancies between delivery tickets and actual counts. Customer supplied paper must be delivered according to specifications furnished by the Service Provider. These specifications will include correct weight, thickness, pick resistance, and other technical requirements. Artwork, film, color separations, special dies, tapes, disks, or other materials furnished by the Customer must be usable by the Service Provider without alteration or repair. Items not meeting this requirement will be repaired by the Customer, or by the Service Provider at the Service Provider's current rates.

Outside Purchases

Unless otherwise agreed in writing, all outside purchases as requested or authorized by the Customer, are chargeable.

Terms/Claims/Liens

Payment is net thirty (30) calendar days from date of invoice. Claims for defects, damages or shortages must be made by the Customer in writing no later than ten (10) calendar days after services are rendered. If no such claim is made, the Service Provider and the Customer will understand that the job has been accepted. Postage invoices will be sent by Service Provider after each mailing. Payment terms for postage invoices is "due on receipt".

Personal or Economic Rights

The Customer also warrants that the work does not contain anything that is libelous or scandalous, or anything that threatens anyone's right to privacy or other personal or economic rights. The Customer will, at the Customer's sole expense, promptly and thoroughly defend the Service Provider in all legal actions on these grounds as long as the Service Provider:

- Promptly notifies the Customer of the legal action.
- Gives the Customer reasonable time to undertake and conduct a defense.

The Service Provider reserves the right to use his or her sole discretion in refusing to print anything he or she deems illegal, libelous, scandalous, improper or infringing upon copyright law.

Storage/Warehousing

The Service Provider will retain tangible paper materials until the related end product has been accepted by the Customer. The Service Provider is not liable for any loss or damage to stored material beyond what is recoverable by the Service Provider's fire and extended insurance coverage. Any unused tangible paper materials will be returned to Customer, at Customer's expense, or destroyed upon termination of the Agreement.

Security

Services included in this Agreement may or may not involve the transfer of nonpublic personal information between the Parties. This information is the property of Customer and will be used only for the purposes set forth in this Agreement. All information will be rendered with a high

degree of care to protect the security, integrity and confidentiality of the information. All information will either be returned to Customer or destroyed (not retained) upon completion of the work or, in any event, upon termination of the Agreement.

Under some limited circumstances, the further transfer of information may be needed to accomplish the purposes for which Customer has contracted Service Provider. If a transfer of the information by Service Provider to a third party is required and permitted, Service Provider agrees that:

- a. Customer is not a party to the Agreement with the third party.
- b. Service Provider will use caution and prudence in the selection of responsible third parties as permitted under this term.
- c. Service Provider will obtain an Agreement from the third party it selects that the third party will use a high degree of care to protect the security, integrity and confidentiality of the information, use the information only for the purposes agreed upon, not transfer the information further, return or destroy the information to Service Provider upon either the completion of the work, or in any event, not later than the termination of the Agreement for services.

Any and all information disclosed by Customer shall be deemed to be confidential information. Service Provider shall not use Customer information for any purpose other than as reasonably necessary to fulfill the terms of this Agreement, and shall not disclose Customer information to any third party person without the prior written consent of Customer. Service Provider shall not make Customer information available to any employees, contractors, or agents of Service Provider except those with a need to know. Service Provider shall implement appropriate measures to ensure the security and confidentiality of all Customer information in its possession from time to time, including protecting against any anticipated threats or hazards to the security or integrity of the Customer information. Upon written and reasonable notice from Customer to Service Provider, Service Provider will provide access to Service Provider premises during regular business hours to audit compliance with this section. Upon written request from Customer, Service Provider shall supply, from time to time, written certification of compliance with this section. Service Provider agrees to take appropriate action for all security breaches, including but not limited to, incidents of unauthorized access to or misuse of any Non-Public Personal Information (as these terms are defined in the Privacy Regulations issued pursuant to the Gramm-Leach-Bliley Act), and shall notify Customer of any such security breach immediately, not to exceed twenty four (24) hours from time of discovery. In addition, Service Provider agrees to observe applicable state and federal law in the use and retention of confidential information. The Parties agree that this is a material term of the Agreement.

Liability

The Service Provider's liability will be limited to the replacement of, and postage for, any errors in printing, storing, sorting and mailing of statements or loss of inserts to the statements. The loss of Private Member Data due to a breach, whether internal or external, can cause severe reputation damage to both the Service Provider and the Customer. Service Provider will maintain Cyber Liability insurance coverage in the amount of at least \$1,000,000 to aid in rectifying and repairing member and Customer confidence. To help limit the effects of a breach, Service Provider will remove all Customer's data from their systems (including backup systems) within one hundred twenty (120) days of mailing of the statements. This includes data files and all files generated for each specific print job. Customer retains the right to audit Service Provider with twenty four (24) hour notice to determine compliance with this provision. Service Provider and Customer agree to notify each other in a timely manner should either become aware of a data breach.

Limitation of Liability with Respect to Village

Notwithstanding any other article herein to the contrary, this Agreement shall not be construed in any way so as to waive the Village's immunity from liability and/or limitation of damages as set forth within any Federal, State, or local statute, ordinance, rule or regulation including, but not limited to, the limits of liability, and statute of limitations, as set forth within Section 893.80 through 893.82 of the Wisconsin State Statutes.

Indemnification

The Customer agrees to indemnify and hold harmless Service Provider for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright infringement involving work produced from data provided by Customer. Service Provider must notify Customer of any such action within five (5) business days of knowledge of such action. Service Provider agrees to indemnify and hold harmless Customer for all liability, damages, and attorney fees that may be incurred in any legal action connected with copyright infringement involving software, processes and machinery used in the production of documents for Customer.

Dispute Resolution

The Parties will attempt to resolve any dispute or claim arising from or in connection with this Agreement by appropriate internal means, including referral to each Parties senior management. Before either Party may bring any action or other proceeding, such Party will promptly notify the other Party in writing of the dispute or claim. No action will be brought until: (a) the respective key personnel for each Party conduct a study of the dispute or claim; (b) a meeting between the Parties, including at least one representative of senior management, is held at a mutually convenient time and place as soon as practicable to try to resolve the dispute; and (c) if after such meeting takes place, one of the Parties sends a letter to the other stating it is unable to resolve the matter in dispute. Thereafter, the Parties may, by mutual consent, seek to resolve any disputes by the use of mediation and/or binding or non-binding arbitration. Unless the Parties agree otherwise in writing, neither Party waives its right to seek the remedies otherwise available to it under this Agreement by pursuing alternative dispute resolution such as mediation or arbitration.

Recognition B: Parties of Adequacy of Terms of Agreement

The Parties agree that their negotiations have led each Party to an understanding of the business needs and requirements of the other Party in connection with the services to be provided under this Agreement. Each of the Parties acknowledges that the terms of this Agreement adequately define and provide for its business needs and requirements in connection with the services to be provided under this Agreement.

Relationship of the Parties

No employment, partnership, or agency relationship or joint venture is created by reason of this Agreement. Neither Party is authorized to bind the other to any Agreement or contract with any third party.

Assignment Agreement for Benefit of Parties Only

This Agreement will be binding upon and will inure to the benefit of the Parties hereto and their successors and permitted assigns. Notwithstanding the above, neither Party may assign this Agreement without the prior written consent of the other Party. This Agreement and all of its provisions and conditions are for the sole and exclusive benefit of the Parties to this Agreement and their successors and permitted assigns.

Entire Agreement: Amendment: Waiver

Each of the Parties acknowledges that it has reviewed this Agreement and understands its terms and conditions. This Agreement (including the Attachments) represents the complete understanding of the Parties with respect to the matters set forth in this Agreement and supersedes any and all previous representations, statements, or promises, whether verbal or in writing. The Parties specifically affirm the limitations in respect of warranties and remedies set forth in this Agreement and agree that no other warranties or promises have been made except for such express warranties made. This Agreement may not be modified, altered, amended, or changed except by mutual agreement of the Parties in writing. No failure by either Party to insist upon strict performance of any term of this Agreement will act as a waiver of such Parties right to upon strict performance of such term at a later time or to insist upon strict performance of any other term of this Agreement.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin as if it were negotiated, executed and performed entirely within the State of Wisconsin. The jurisdiction and venue for any dispute under this agreement shall be the circuit court for Marathon County, State of Wisconsin.

Entire Agreement: Amendment: Waiver

Each of the Parties acknowledges that it has reviewed this Agreement and understands its terms and conditions. This Agreement (including the attached Schedules) represents the complete understanding of the Parties with respect to the matters set forth in this Agreement and supersedes any and all previous representations, statements, or promises, whether verbal or in writing. The Parties specifically affirm the limitations in respect of warranties and remedies set forth in this Agreement and agree that no other warranties or promises have been made except for such express warranties made. This Agreement may not be modified, altered, amended, or changed except by mutual agreement of the Parties in writing. No failure by either Party to insist upon strict performance of any term of this Agreement will act as a waiver of such Parties right to insist upon strict performance of such term at a later time or to insist upon strict performance of any other term of this Agreement.

Notices

All notices and other communications required or permitted by this Agreement shall be in writing and will be effective when delivered to the addresses for the Parties set forth in the first paragraph of this Agreement by hand or by a nationally recognized overnight courier services (costs prepaid).

Counterparts: Electronic Signatures

This Agreement may be executed in any number of counterparts, and each shall be deemed an original with all such counterparts constituting one and the same instrument. A manual signature on this Agreement, an image of which shall have been transmitted electronically, will constitute an original signature for all purposes.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

Village of Weston

By: _____

Print Name: _____

Title: _____

Date: _____

Primadata, LLC

By: Steve Hurning

Print Name: Steve Hurning

Title: CFO

Date: 10-1-2019

Bayside Printing LLC

By: Michelle Jossie

Print Name: Michelle Jossie

Title: OWNER

Date: 10-1-2019

Utility Service Invoice



Anytown Utilities / Finance Dept
123 Main St, Anytown USA 12345



Bill Date: 08/28/2015
Billing Period: 06/01/2015 to 08/31/2015
Account No: 17-0020100.00
Service Address: 12 BROADWAY AV
Due Date: 09/21/2015
Amount Due: \$155.64



*****AUTO**5-DIGIT 12345 1/1/1

JOHN Q PUBLIC
12 BROADWAY AV
APT 5
ANYTOWN, USA 12345-4321

A Late Payment Charge of 1% Per Month After Due Date

Meter No.	Current Reading	Previous Reading	Usage In Hundreds	Service	ERU"s	Amount
Read Dates 12345678	08/07/2015 1925	05/04/2015 1840	85	WATER USAGE		\$49.39
			85	WATER METER BASE		21.00
			-25	SEWER USAGE		27.12
				SUMMER SEWER CR2		
				SEWER METER BASE		21.83
				PUB FIRE PROTECTION		15.30
				STORMWATER CHARGE	1.00	21.00



Last Payment Amount: \$161.93CR Total Current Charges \$155.64
Last Payment Date: 06/10/2015

Total Amount Due \$155.64

Anytown Water Utility found high levels of lead in drinking water in some homes. Lead can cause serious health problems. For more information please call the Anytown Water Utility at 555-123-5555 or visit <http://www.ci.anytown.us/departments/water-dep>.

Account No: 17-0020100.00
Service Address: 12 BROADWAY AV



Due Date: 09/21/2015
Amount Due: \$155.64



Please enter amount paid: _____

JOHN Q PUBLIC
12 BROADWAY AV
APT 5
ANYTOWN, USA 12345-4321

City of Anytown Utility Service Costs

Volume Charges per Thousand Gallons			
Rate Steps		Water Rate	Sewer Rate
First	50,000	\$3.48	\$7.45
Next	450,000	\$2.97	\$7.45
Next	500,000	\$2.84	\$7.45
Over	1,000,000	\$1.75	\$7.45

Quarterly Base Meter Rates		
Meter Size	Water	Sewer
5/8"	\$23.37	\$40.75
3/4"	\$23.37	\$40.75
1"	\$26.73	\$56.47
1-1/4"	\$31.91	\$67.22
1-1/2"	\$44.54	\$83.34
2"	\$85.35	\$115.60
3"	\$133.60	\$191.30
4"	\$204.12	\$407.21
6"	\$304.31	\$568.50
8"	\$408.22	
10"	\$623.46	
12"	\$816.45	

Public Fire Protection Charge	
Meter Size	Quarterly charge
5/8"	\$31.60
3/4"	\$31.60
1"	\$79.04
1-1/4"	\$116.92
1-1/2"	\$155.87
2"	\$249.88
3"	\$467.60
4"	\$790.47
6"	\$1,577.24
8"	\$2,523.58
10"	\$3,781.67
12"	\$5,043.45

Quarterly Storm Water Rates 1 Equivalent Run-off Unit (ERU) = 3,000 impervious square feet		
Residential Type	ERU/dwelling unit	Charge
Single Family	1	\$10.00
Duplex	.5	\$5.00
Multifamily	.4	\$4.00

Utilities payment options

- Cash
- Check*, money order or cashier's check
- Debit card or credit card
- ACH withdrawal from a Checking or Savings Account

Late Charge

- A 3% late charge will be applied to your bill if payment is received after the payment due date.

STOP THE LEAKS!

If your water bill seems high, check immediately for leaks in your system. A dripping faucet or other unsuspected leaks may be the cause of a high bill. WATER WASTE AT 40 POUNDS OF PRESSURE:

- A 1/32" leak wastes 170 gallons in 24 hours
- A 1/16" leak wastes 970 gallons in 24 hours
- A 1/8" leak wastes 3600 gallons in 24 hours

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	Village Board, February 17, 2020
DESCRIPTION:	Discussion and Possible Approval to Pay Off Intercity ATC Loan (TIF)
FROM:	Jessica Trautman, Finance Director
QUESTION:	Should the Village Board approve paying off the ATC Loan (2018A) - \$2,000,000 in principal and approx. \$33,529 in interest with current funds in Tax Increment Finance District #1 (TIF #1) on 2/27/2020?

Background

On August 27, 2018 the Village of Weston issued a General Obligation Promissory Note to Intercity State Bank for \$2,000,000. The proceeds went toward the purchase of the poles for the ATC line relocation. The intention was to refinance the note when we issued debt for the Camp Phillips project. Currently we do not plan on issuing debt in the foreseeable future for any TIF #1 project.

The amount of cash that TIF #1 has as of 2/13/2020 is \$7,157,657. Estimated fund balance at the end of 2019 is \$3,991,369, we estimate adding \$773,502 to that in 2020.

From a financial standpoint, it does not make sense to keep the loan outstanding while we are earning less than 2% on the cash in the bank and paying over 3% for debt we can financially afford to pay off.

Attached Docs:	2019 Estimated Balance Sheet for Fund 21, 2020 Budget for Fund 21, a copy of the payment schedule of the 2018A GO Note.
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Committee Action:	Finance Committee 2/17/2020
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FISCAL IMPACT:	Will reduce the fund balance in TIF #1 by approximately \$1,288,092 (2021 principal payment less Aug interest payment). The 2020 budget already included \$659,239 for principal and \$86,198 for interest.
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Recommendation:	Staff recommends approval.
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RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I approve/do not approve paying off the 2018A GO Note to Intercity State Bank that was issued for the ATC pole purchase.

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

2018 A

ATC Loan

Date: 08/16/2018

Intercity State Bank

3.28%

Page 1

Funding Date: 08/27/2018 Compounding: U.S. Rule Principal: \$2,000,000.00
 First Payment Date: 02/27/2019 Period: Actual/360 Payment Schedule: Irregular

Payment Number	Payment Date	Elapsed Days	Payment Amount	Interest Amount	Principal Reduction	Outstanding Balance	Equity Built
1	02/27/2019	184	\$33,528.89	\$33,528.89	\$0.00	\$2,000,000.00	\$0.00
2	08/27/2019	181	\$32,982.22	\$52,982.22	\$0.00	\$2,000,000.00	\$0.00
3	02/27/2020	184	\$33,528.89	\$33,528.89	\$0.00	\$2,000,000.00	\$0.00
4	08/27/2020	182	\$33,164.44	\$33,164.44	\$0.00	\$2,000,000.00	\$0.00
5	09/27/2020	31	\$169,686.11	\$5,648.89	\$164,037.22	\$1,835,962.78	\$164,037.22
6	10/27/2020	30	\$169,686.11	\$5,018.30	\$164,667.81	\$1,671,294.97	\$328,705.03
7	11/27/2020	31	\$169,686.11	\$4,720.48	\$164,965.63	\$1,506,329.34	\$493,670.66
8	12/27/2020	30	\$169,686.11	\$4,117.30	\$165,568.81	\$1,340,760.53	\$659,239.47
2020	Totals:		\$811,948.88	\$152,709.41	\$659,239.47		
9	01/27/2021	31	\$169,686.11	\$3,786.90	\$165,899.21	\$1,174,861.32	\$825,138.68
10	02/27/2021	31	\$169,686.11	\$3,318.53	\$166,367.78	\$1,008,493.54	\$991,506.46
11	03/27/2021	28	\$169,686.11	\$2,572.78	\$167,113.33	\$841,380.21	\$1,158,619.79
12	04/27/2021	31	\$169,686.11	\$2,376.43	\$167,309.68	\$674,070.53	\$1,325,929.47
13	05/27/2021	30	\$169,686.11	\$1,842.46	\$167,843.65	\$506,226.88	\$1,493,773.12
14	06/27/2021	31	\$169,686.11	\$1,429.81	\$168,256.30	\$337,970.58	\$1,662,029.42
15	07/27/2021	30	\$169,686.11	\$923.79	\$168,762.32	\$169,208.26	\$1,830,791.74
16	08/27/2021	31	\$169,686.11	\$477.92	\$169,208.19	\$0.07	\$1,999,999.93
2021	Totals:		\$1,357,468.88	\$16,728.42	\$1,340,760.46		
Grand Totals:			\$2,169,437.76	\$169,437.83	\$1,999,999.93		

This amortization schedule is provided to you for your convenience. The amortization may include estimates based upon information provided by you. Actual terms of credit offered by us may vary from this amortization schedule. The outstanding balance shown above will vary from your actual outstanding balance owed to the Bank because of the timing of payments.

VILLAGE OF WESTON
 BALANCE SHEET
 DECEMBER 31, 2019

TIF #1/SPECIAL REVENUE FUND

ASSETS

21-00-11312-011-000	CASH-MONEY MARKET #601228	5,938,417.00	
21-00-11326-084-000	ABBY BANK CD	250,000.00	
21-00-12110-000-000	R/E PROPERTY TAXES RECEIVABLE-	3,469,031.90	
21-00-13300-000-000	INTEREST RECEIVABLE	2,627.44	
	TOTAL ASSETS		9,660,076.34

LIABILITIES AND EQUITY

LIABILITIES

21-00-21111-000-000	VOUCHERS PAYABLE	1,865.00	
21-00-21700-000-000	ACCRUED PAYROLL	7,919.00	
21-00-21700-151-000	ACCRUAL-SOCIAL SECURITY	1,038.71	
21-00-21700-152-000	ACCRUAL-WIS RETIREMENT	1,120.00	
21-00-21700-156-000	ACCRUAL-WORKERS COMP	4,148.00	
21-00-26120-000-000	DEFERRED REVENUE-TAX LEVY	1,653,168.97	
	TOTAL LIABILITIES		5,668,707.12

FUND EQUITY

21-00-34300-000-000	UNRESERVED/UNDESIGNATED FUND B	1,362,495.79	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	2,628,873.43	
	BALANCE - CURRENT DATE	2,628,873.43	
	TOTAL FUND EQUITY		3,991,369.22
	TOTAL LIABILITIES AND EQUITY		9,660,076.34

PRELIMINARY

VILLAGE OF WESTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020

TIF #1/SPECIAL REVENUE FUND

ACCOUNT NO	ACCOUNT TITLE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
21-00-41120-000-000	TAX INCREMENTS	.00	.00	5,400,000.00	5,400,000.00	.0
	TOTAL TAXES	.00	.00	5,400,000.00	5,400,000.00	.0
<u>INTERGOVERNMENTAL REVENUES</u>						
21-00-43310-000-000	FED AIDS-BLD AMER BONDS REBATE	.00	.00	23,450.00	23,450.00	.0
21-00-43430-000-000	STATE SHARED TAXES-EXEMPT COM	.00	.00	30,190.00	30,190.00	.0
	TOTAL INTERGOVERNMENTAL REVENUES	.00	.00	53,640.00	53,640.00	.0
<u>MISCELLANEOUS REVENUE</u>						
21-00-48110-001-000	INTEREST-INVESTMENTS	.00	6,158.64	1,000.00	(5,158.64)	615.9
	TOTAL MISCELLANEOUS REVENUE	.00	6,158.64	1,000.00	(5,158.64)	615.9
<u>TRANSFERS IN</u>						
21-00-49227-000-000	TRANSFER FROM SPEC REV-CDA/TIF	.00	.00	20,394.00	20,394.00	.0
	TOTAL TRANSFERS IN	.00	.00	20,394.00	20,394.00	.0
	TOTAL FUND REVENUE	.00	6,158.64	5,475,034.00	5,468,875.36	.1

VILLAGE OF WESTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020

TIF #1/SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ECON DEV/TIF #1-ADMIN & P</u>					
21-06-56721-110-000	.00	11,334.56	176,674.00	165,339.44	6.4
21-06-56721-139-000	.00	.00	250.00	250.00	.0
21-06-56721-151-000	.00	850.33	13,515.00	12,664.67	6.3
21-06-56721-152-000	.00	764.56	11,921.00	11,156.44	6.4
21-06-56721-154-000	.00	2,174.89	27,555.00	25,380.11	7.9
21-06-56721-155-000	.00	37.69	500.00	462.31	7.5
21-06-56721-156-000	.00	61.66	930.00	868.34	6.6
21-06-56721-167-000	.00	.00	1,104.00	1,104.00	.0
21-06-56721-213-000	.00	.00	950.00	950.00	.0
21-06-56721-218-000	.00	.00	9,847.00	9,847.00	.0
21-06-56721-225-000	.00	.00	600.00	600.00	.0
21-06-56721-279-000	.00	.00	150.00	150.00	.0
21-06-56721-290-000	.00	.00	40,000.00	40,000.00	.0
21-06-56721-310-000	.00	.00	100.00	100.00	.0
21-06-56721-324-000	.00	595.00	1,225.00	630.00	48.6
21-06-56721-325-000	.00	.00	2,550.00	2,550.00	.0
21-06-56721-329-000	.00	.00	5,000.00	5,000.00	.0
21-06-56721-334-000	.00	.00	800.00	800.00	.0
21-06-56721-336-000	.00	.00	2,300.00	2,300.00	.0
21-06-56721-346-000	.00	.00	100.00	100.00	.0
21-06-56721-390-000	.00	.00	200.00	200.00	.0
21-06-56721-531-000	.00	.00	1,541,848.00	1,541,848.00	.0
	.00	15,818.69	1,838,119.00	1,822,300.31	.9
<u>PRINCIPAL-TIF/LOC REPAYMENTS</u>					
21-08-58001-610-000	.00	.00	150,000.00	150,000.00	.0
	.00	.00	150,000.00	150,000.00	.0
<u>TRANSFER TO DEBT SERV-EXI</u>					
21-09-59230-900-000	.00	.00	2,585,988.00	2,585,988.00	.0
	.00	.00	2,585,988.00	2,585,988.00	.0
<u>DEPARTMENT 59240</u>					
21-09-59240-900-000	.00	.00	127,425.00	127,425.00	.0
	.00	.00	127,425.00	127,425.00	.0
	.00	15,818.69	4,701,532.00	4,685,713.31	.3

VILLAGE OF WESTON
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2020

TIF #1/SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	.00	(9,660.05)	773,502.00	783,162.05	(1.3)

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	Board of Trustees, February 17, 2020
DESCRIPTION:	Reduce receivable related to SAFER budget deficit
FROM:	Jessica Trautman, Finance Director
QUESTION:	Should the Village Board approve reducing the SAFER receivable by \$95,924 using fund balance?

Background

On July 1, 2019, the Village Board approved reconciling the SAFER budget deficit with Rib Mountain, with the Village's portion being \$479,620.

The recommendation was to pay off the Village's portion by decreasing fund balance by \$95,924 over 5 years, but the recommendation itself was not approved in July.

Attached Docs:	Minutes and packet information from July Board meeting on topic
Committee Action:	7/1/19 Village Board approved reconciling SAFER budget deficit 2/17/20 Finance Committee
FISCAL IMPACT:	Will reduce the amount of unassigned fund balance and increase Village expenditures by \$95,924.
Recommendation:	Staff recommends approval.

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I approve/do not approve reducing the SAFER receivable by \$95,924 using fund balance.

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

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

41. Proposal to Reconcile SAFER Budget Deficit with the Town of Rib Mountain

Sparks said when SAFER started back in 2013 there were some significant start-up expense in the first couple of years. These expenses were not reviewed by the SAFER Board. The deficit amount at the end of 2017 was \$644,620. The Village's portion is approximately \$446,000 and the Town of Rib Mountain's portion is approximately \$216,000 to \$224,000. The Town's response was that they felt they only owed \$110,000. The former administration expensed a lot of money to the SAFER district without it going before the SAFER Board for consideration. At the time the Village was serving as the fiscal agent for SAFER. They since have their own fiscal agent. After a recent meeting the proposed compromise results in Rib Mountain being responsible for \$165,000 and the Village being responsible for the balance of \$479,620. Ermeling added that SAFER's budgets in the past were not realistic.

Motion by Maloney, second by Ermeling to approve reconciling the SAFER budget deficit with the Town of Rib Mountain with the compromise being \$165,000 (25.60%) for Rib Mountain and \$479,620 (74.4%) for the Village of Weston. Q/Zeyghami would still like to see the ski hill add \$1 to their ticket price. He feels we should approach them again. Sparks asked Chief Savage to put this on the next SAFER agenda.

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

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

42. Proposal to Modify the Draft Intergovernmental Agreement with the Town of Weston for Reconstruction of Ross Avenue from River Bend Road to Kersten Road by Sharing the Cost of the Round-a-bout on a 50%-50% basis.

Motion by Maloney, second by Zeyghami to approve the intergovernmental agreement with the Town of Weston. Q/Maloney said it would behoove us to enter into an agreement with a 50/50 cost share. This is working with our neighbors in a good way. Sparks agrees. Sparks, Ermeling and Zeyghami agree that a round-a-bout will improve safety.

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

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	Board of Trustees, July 1, 2019
DESCRIPTION:	Proposal to Reconcile SAFER Budget Deficit with the Town of Rib Mountain
FROM:	Keith Donner, Administrator Wally Sparks, Village President
QUESTION:	Should the Village of Weston Reconcile the SAFER Operating Budget Deficit by Agreement with the Town of Rib Mountain?

Background

On Monday June 24, Village President, Wally Sparks, Village Administrator, Keith Donner, and Finance Director Jessica Trautman, met with Town of Rib Mountain officials and SAFER Fire Chief, Matt Savage, regarding the SAFER Operating Budget Deficit. The total amount that SAFER owed the Village as of the end 2017 was \$644,620. This accumulated deficit was monies transferred to SAFER operations by the Village of Weston from the start-up of SAFER in 2014 through the end of 2017. (See summary from packet for 6/17/19 meeting of the Board of Trustees). Based on the formula for funding SAFER between the Town of Rib Mountain and Village of Weston, Rib Mountain's share of the deficit is between \$216,334 and \$224,515. In the letter from Rib Mountain Administrator, Gaylene Rhoden, dated May 24, 2019, Rib Mountain indicated their feeling responsible only for \$110,163. The letter referenced start-up costs and failure to communicate the deficit in a timely manner to allow for corrective action to take place as the reasons for the lesser amount. After discussion it was agreed that each representative would bring a proposed compromise of "splitting the difference" to the respective boards for consideration. The proposed compromise would result in the Town being responsible for \$165,000 (25.60%) and the Village being responsible for the balance of \$479,620 (74.4%).

It is recommended that the Village obligation be funded by fund balance over 5 years, decreasing our fund balance \$95,924 each year. There is also the option of budgeting for a part of this amount every year.

Attached Docs:	Materials from June 17, 2019, Board of Trustees meeting packet.
Committee Action:	None; Discussed at June 17, 2019, meeting of the Board of Trustees
FISCAL IMPACT:	\$95,942 annually for 5 years.
RECOMMENDATION:	Agree in principle to the Rib Mountain obligation of \$165,000 through adoption of a joint resolution or agreement between the Town of Rib Mountain and the Village of Weston, subject to agreement by the Town of Rib Mountain Board of Supervisors

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

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

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Board of Trustees, June 17, 2019
Description:	SAFER Operating Budget Deficit
From:	Keith Donner, P.E., Administrator
Question:	What position should the Village take on money owed to SAFER by Rib Mountain for operating budget deficits from 2013 through 2016?

Background

On May 24 I received a telephone call from Gaylene Rhoden, Administrator for the Town of Rib Mountain, to advise me she was sending a letter to my attention, notifying the Village of Weston of Rib Mountain's perspective on an accumulated operating budget deficit for the SAFER District. The letter is attached to this report along with other backup documents related to the SAFER District and agreements with/between the Town of Rib Mountain and Village of Weston.

As a brief summary:

In 2013 the Village of Weston and Town of Rib Mountain signed a Memorandum of Understanding regarding the creation of the SAFER District. The MOU included a statement that each municipality would keep separate budgets for their Fire/EMS services for calendar year 2013 (MOU #2) and that Weston would cover certain initial start-up costs (MOU #4, #5, #7). Also, the Village agreed to assume duties of payroll and HR functions (MOU #6).

In June 2013, the formation of SAFER was formalized through the original charter agreement in June 2013.

The SAFER District began operating in 2014.

The Charter agreement was amended in September 2016.

Between the latter part of 2013 and through the end of 2016 the Village of Weston served as the fiscal agent for the SAFER District. The change of fiscal agent was included in the 2016 Amendment to the Charter agreement. Throughout this period and into 2017, SAFER built up an operating deficit for various reasons (which need further explanation/discussion). The total deficit at the end of calendar year 2017 was \$644,620.12.

Under the terms of the Charter and Amendment it was the Fiscal Agent's responsibility to supply a statement to the parties for any payments due. It is my understanding there was no notification provided through 2017.

In 2018 at the November 12th meeting of the SAFER Board of Directors, there was discussion of the 1. SAFER debit to Weston and 2. The percentage of the debt to be assigned to Weston & Rib Mountain. Both items included a request from Chairman Opal of Rib Mountain for documentation, and mention of a need for further discussion with the Town of Rib Mountain before making any decisions. Jessica Trautman provided detail backup of the expenses for Rib Mountain, also attached to this e-mail.

The Village of Weston Board discussed this briefly at a December 2018 meeting, but I have not found the discussion in minutes yet.

It is my understanding that the Town of Rib Mountain then had the situation reviewed by their legal counsel.

That brings us to the letter received from the Town of Rib Mountain as referenced above.

REQUEST FOR CONSIDERATION

In the letter from Rib Mountain, Administrator Rhoden suggested arranging a meeting to discuss the situation. There was brief discussion at the SAFER Board meeting on Tuesday, June 11. The direction given by the SAFER board was to schedule a meeting between the Administrator and Chief Elected Official of each municipality along with the Fire Chief and Finance Directors of each municipality. The meeting has been set up for June 24th.

This item was not on the June 3 BOT meeting agenda with the absence of 3 Trustees.

Attached Docs: 5/24/19 Letter to Village of Weston from Town of Rib Mountain
Summary of expenses incurred by SAFER and paid by Weston
MOU between Rib Mountain and Weston for creating SAFER
2013 SAFER Charter
2016 SAFER Charter

Prior Review: Staff.

FISCAL IMPACT: Reimbursement of \$216,334 to Village of Weston?

Recommendation: While the deficit is technically with the SAFER District, the costs are ultimately the responsibility of Weston and Rib Mountain and the percentage of responsibility of each party for payment appears to me to be part of the Charter. I do not think any of the listed expenses can be argued as not being relevant to the SAFER operation. In talking to Administrator Rhoden, she agrees with this in principle. However, the counter argument she makes is there could have been steps taken to correct the situation had there been more timely notice and therefore, less accumulated deficit overall. The meeting

Recommended Language for Official Action

None

Additional action: To be determined.



TOWN OF RIB MOUNTAIN

Where Nature, Family & Sport Come Together

www.townofribmountain.org

3700 North Mountain Road
Wausau, Wisconsin 54401
(715) 842-0983
Fax(715) 848-0186

May 24, 2019

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

Re: Financial Obligations of Town of Rib Mountain for Start Up for SAFER District

Dear Keith:

I am writing on behalf of the Town of Rib Mountain ("Town") with regard to financial obligations that the Town of Rib Mountain may owe to the Village of Weston as a result of expenditures that the Village of Weston may have advanced to SAFER over the past several years.

We have received a request for reimbursement of a prorated share of funds that the Village of Weston has apparently paid to the SAFER District. The Town Board is disappointed to learn that the Village of Weston did not discuss these expenditures with the Town prior to authorizing them, or communicate this information to the Town within a reasonable time after they were made.

The Town believes that it would have the right to deny the reimbursement of a portion of these expenditures because the Village of Weston failed to cooperate with the Town in the expenditure approval process, as was anticipated in the spirit of the Safer District Charter. The Town is, however, sensitive to the fact that the benefits of the SAFER District to both the Village of Weston and the Town are immeasurable. Because of this, the Town proposes that the Village of Weston and the Town work together to reconcile any disparity in the financial support previously given to SAFER.

Upon close review of the financial statements that were provided, it is clear that the expenditures authorized by the Village of Weston, without approval by the Town, are for the most part, substantiated. It is unclear, however, whether certain expenditures are related to startup costs that

would be subject to the Memorandum of Understanding reached by the Parties when the SAFER District was established.

Based on the calculations completed by the Town Finance Director, the Town believes that it actually owes the Village of Weston a total dollar amount of \$110,163.12. Based on the nature of the Village of Weston's request for reimbursement and the underlying failure of the Village of Weston to cooperate with the Town, it is the Town's position that this amount should be significantly reduced.

Unfortunately, the Town has not budgeted for any expenditures that have been requested for reimbursement at this time. The Town would request that the Village of Weston work together to reach a mutually-beneficial timeline for the repayment of any amount that the parties agree is owed by the Town to the Village of Weston.

At this time, the Town requests that representatives from the Town meet with representatives from the Village of Weston to discuss this matter in more detail. Please contact my office to schedule a time for the parties to meet and discuss the potential financial obligations that the Town may have to the Village of Weston with regard to expenditures that the Village of Weston made to the SAFER District.

Thank you for your time and attention to this matter. We look forward to the resolution of this matter.

Sincerely,



Gaylene Rhoden, ICMA-CM
Administrator

cc: Nicole Dunbar (via e-mail)
Chief Matt Savage (via e-mail)

**SUMMARY OF EXPENDITURES BY THE VILLAGE OF WESTON FOR SAFER
OPERATION AND FACILITY MAINTENANCE TO BE REIMBURSED TO THE
VILLAGE OF WESTON**

2013 THROUGH 2017

	2014	2015	2016	2017	Total
Due to Weston	\$ 280,628.55	\$ 574,286.43	\$ 525,182.32	\$ 644,620.12	\$ 644,620.12
change		\$ 293,657.88	\$ (49,104.11)	\$ 119,437.80	
	36.11%	33.72%	32.43%	33.56%	
Rib	\$ 101,334.97	\$ 99,021.44	\$ (15,924.46)	\$ 40,083.33	\$ 224,515.28
	63.89%	66.28%	67.57%	66.44%	
Weston	\$ 179,293.58	\$ 194,636.44	\$ (33,179.65)	\$ 79,354.47	\$ 420,104.84
		using only 2017 % only		\$ 644,620.12	
				33.56%	
		Rib		\$ 216,334.51	
				66.44%	
		Weston		\$ 428,285.61	

The intention is not to have Rib Mountain pay SAFER by the end of the year,
the intention is for the municipalities to agree on a percentage.

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Board of Trustees, February 17, 2020
Description:	Approve Weston Avenue Corridor Plan Project Scope.
From:	Keith Donner, Administrator Michael Wodalski, Director of Public Works Jennifer Higgins, Director of Planning and Development
Question:	Should the Board of Trustees approve an agreement with MDRoffers to complete a Corridor Plan for Weston Avenue.

Background

The [2018 TID 1 Project Plan Amendment](#) outlined several future TIF eligible reconstruction projects for Weston Avenue in Table 1: *Potential Infrastructure and Related Project Costs Assignable to TID #1* of the TID Plan Amendment. As part of the reconstruction of the street, a corridor plan looking at future transportation needs and future land uses is needed. The Weston Avenue Corridor Plan is needed to be completed regardless of what happens with Camp Philips Centre as it will help the Village Board set the future development along this corridor so the PC and staff can implement that future vision.

We have received a quote from MDRoffers to complete the Corridor Plan. It includes AECOM on the project as a sub to MDRoffers. AECOM (lead employee Ryan Barz) will be specifically working on Task 6 Conceptual Roadway Alternatives and Task 7 Preferred Weston Avenue Roadway Concept but will be involved in most other tasks as well.

Attached Docs:	Work Order #16: Weston Avenue Corridor Plan
Committee Action:	PC/CDA/BOT approved Project in TID 1 Project Plan Amendment – 2018 Plan Commission has been discussing the need for a Weston Ave Corridor Plan now that we are nearing completion of Schofield Avenue Corridor Plan.
FISCAL IMPACT:	Not to exceed \$50,000 – will be funded through TIF 1 as Weston Ave reconstruction was listed as a project in the TID 1 project plan amendment from 2018
Recommendation:	Administrator and Directors recommend approval.

Recommended Language for Official Action

I move to approve Work Order #16 with MDRoffers to complete the Weston Avenue Corridor Plan to be completed on a time and material basis with a budget not to exceed \$50,000.

REQUEST FOR CONSIDERATION

Additional action: Begin working with MDRoffers on Corridor Plan. (Staff and Plan Commission)

Resolution to recommend adoption of Plan as Volume 3 of Comp Plan (Plan Commission)

Public Hearing and final approval and adoption as a Supplemental Plan in Volume 3 of the Comprehensive Plan (Board of Trustees)



January 31, 2020

Work Order Number 16: Weston Avenue Corridor Plan

This Work Order is made under the terms and conditions established in the Agreement for Current Planning Services dated January 8, 2015 ("Agreement") between the Village of Weston, Wisconsin and MDROffers Consulting LLC, with MDROffers Consulting's hourly rates per the September 10, 2018 letter from Mark Roffers to Jennifer Higgins. All capitalized terms contained herein have the meaning set forth in the Agreement.

Section A Scope of Services

MDROffers Consulting LLC agrees to provide the Consultant Services described in Attachment A, subcontracting required engineering services in Attachment A to a civil engineering firm approved by the Director of Public Works. The Village will provide the Village Services described in Attachment A.

Section B Schedule

Services in this Work Order commence from date of execution and are in effect for 18 months thereafter.

Section C Costs

All Consultant Services described in Section A will be completed on a time and materials basis with the budget for this Work Order not to exceed \$50,000.

IN WITNESS WHEREOF, the parties entered this Work Order as of the latest date noted below.

Village of Weston, Wisconsin

By:

Signature of Authorized Representative Date

Printed Name Title

MDROffers Consulting LLC

By:



Mark Roffers, Member Date

1/31/2020

Attachment A
Scope of Services
Weston Avenue Corridor Plan

Consultant Services

- Task 1. Joint Committee Meetings. The Consultant will attend, facilitate, and provide digital materials for up to four meetings of a Village committee, which will provide policy direction and oversight. The purposes of these meetings will be to advise the scope of the project, present draft materials and gather input, hear public comments, consider different conceptual road design and land use options, and recommend and approve the Weston Avenue Corridor Plan. The meetings will be held in conjunction with other Consultant trips to Weston whenever practical. The Village may form an ad hoc committee with members from the Public Works and Utility Committee, Plan Commission, Community Development Authority, and Parks and Recreation Committee.
- Task 2. Stakeholder Interviews. The Consultant will conduct up to 12 hours of interviews including major property and business owners, transportation agencies, and utilities. The purpose of the interviews will be to discuss the overall approach to this Project, gain a more detailed understanding of future development interests and opportunities, uncover transportation and utility issues and opportunities, and obtain input on the draft corridor plan concepts. The consultant will work with Village staff to arrange interviews. Interviews will be scheduled in conjunction with the project kick-off/brainstorm meeting or another Consultant visit.
- Task 3. Public Meetings. The Consultant will attend, facilitate, and provide digital materials for a project kick-off/brainstorm meeting, preliminary results/feedback meeting, and public hearing. Meetings will be supported by a digital PPT presentation/summary that evolves over course of project. One or more of these meetings may be part of a special joint committee meeting, beyond those included in Task 1. The Consultant will provide invitation letters and notices on Village letterhead to be distributed by Village staff.
- Task 4. Complete Inventory Work and Integrate Past Plans and Studies. The Consultant will understand and incorporate into conceptual options and the plan the following issues: wastewater collection, water distribution, hydrology, geotechnical, and other technical studies; drainage issues (particularly from about ¼ mile west of Zinser Road

to Highway J); and Village and developer plans including those for Camp Phillips Centre, the Transport Way extension, Business and Technology Park South, and all elements of the village Comprehensive Plan. The idea is to integrate and build from such work and identify gaps to fill, rather than to duplicate or replace such efforts (except where necessary).

- Task 5. Conceptual Corridor Development Opportunities. The Consultant will explore and relay economic, community development, land use, recreation, transportation, and other options and opportunities relative to the position of the Weston Avenue corridor in the village and region. The Consultant will then refine land use, (re)development, and urban design advice for the Weston Avenue corridor, using its maps and illustrations, and with reference to conceptual design alternatives for the roadway developed under Task 6. The corridor planning area will generally be between and incorporate Highways 29, Highway X, the eastern village limits, and a line generally ¼ mile south of Weston Avenue.
- Task 6. Conceptual Weston Avenue Roadway Alternatives. The Consultant will explore, analyze, and illustrate up to three different alternative design options for Weston Avenue within the corridor planning area, reflecting different future function and levels of improvement. Each option will include at least one roadway cross-section and consider environmental conditions, right-of-way needs, roadway design, “urban” vs. “rural” solutions, bike and pedestrian accommodations, lighting, landscaping, other issues and enhancements. The Consultant will prepare one draft and one final version of each option in digital format. The Consultant will also suggest basic design parameters for Ryan Street, including recommend right-of-way width and access control.
- Task 7. Preferred Weston Avenue Roadway Concept. Based on technical evaluation and stakeholder and joint committee input, the Consultant will identify and refine a preferred conceptual design for Weston Avenue. This preferred conceptual design will recognize engineering opportunities and limitations, but will not be to the level of engineering design for future bidding or construction of the improvements. The preferred design will be included in the corridor plan.
- Task 8. Corridor Plan Preparation. The Consultant will prepare one staff review draft, one joint committee review draft, one public hearing draft, and one final draft of the Weston Avenue Corridor Plan document to include the results of the above plus an implementation strategy. Format, graphic design, and maps will be similar to the

Schofield Avenue Corridor Plan. The Weston Avenue Corridor Plan will also include, or be supplemented with, a detailed scope, cost estimate, phasing, and potential funding for the next recommended steps for engineering design and reconstruction of Weston Avenue and Ryan Street.

Task 9. Project Management. The Consultant will engage in village staff communications and up to four village staff meetings, coordination among the consultant team, and minor “firefighting” assignments. The Consultant will prepare, maintain, and manage execution of a detailed and customized schedule for required meetings, hearings, and document production, as well as required public notices and approval resolution and ordinance. The Consultant will also advise village staff on the preparation of base maps for the corridor plan, and on the provision of other “Village Services” as listed below.

Village Services

To support the completion of this Project and the Consultant Services listed above, the Village will complete the following:

1. Provide digital base mapping for the consultant to complete opportunities, options, and concept and development plan maps for the Weston Avenue Corridor Plan.
2. Make copies and distribute all materials, with the advice of the Consultant. The Consultant to provide digital versions of required documents, which at the end of the project will be provided in original file format.
3. Mail and post all required hearing and meeting notices and assist the Consultant as requested with meeting logistics, including agendas, locations, invitations, and minutes.
4. Review and advise changes to all draft and final plan materials.
5. Process approval of the Weston Avenue Corridor Plan as a detailed element of the village’s Comprehensive Plan.
6. Complete other assignments as indicated as “village staff” assignments in the Consultant Services section of this attachment.