



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
Weston Municipal Center Board Room  
5500 Schofield Avenue, Weston, WI 54476  
*The Public may attend the meeting virtually. See the instructions under  
Public Comments below.*

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**Monday, September 21, 2020, at 6:00 p.m.**

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

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

**AGENDA ITEMS**

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

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

**Join Zoom Meeting by Computer (audio only meeting to make comments):**

<https://zoom.us/j/98130492436>

**Join Zoom Meeting by Phone (audio only meeting to make comments):**

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 981 3049 2436

To join the **live access only** meeting (no comments accepted here) please visit [https://www.youtube.com/channel/UCFxfhgqCP66X4E2\\_vRX2c3SA](https://www.youtube.com/channel/UCFxfhgqCP66X4E2_vRX2c3SA) (this is for viewing purposes only).

**BOARD OF TRUSTEES NOMINATIONS AND APPOINTMENT OF VICE-PRESIDENT**

4. Nominations
5. Appointment

**PRESENTATION**

6. Jon Wallenkamp – Draft Presentation for Municipal Facilities

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

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**MINUTES FROM PREVIOUS MEETINGS.**

7. [8/10/2020 Special Board of Trustees Meeting](#)
8. [8/17/2020 Board of Trustees Meeting](#)

**REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS**

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

**REPORTS FROM DEPARTMENTS**

22. [Administrator](#)
23. [Clerks](#)
24. [Finance](#)
25. Fire/EMS
26. [Parks & Recreation](#)
27. [Plan/Dev](#)
28. [Police](#)
29. [Public Works](#)
30. [Technology](#)

**WORK PRODUCT TRANSMITTALS**

31. [August Building Permits](#)

**CONSENT AGENDA**

32. Requests to pull items out of consent consideration
33. [Vouchers – 53040-53084, 53085-53104\(p/r\), 53105-53202, and 90033.](#)
34. [Slide Repairs at Aquatic Center](#)
35. [Painting of Restrooms and Shelters](#)
36. [Machmueller Shelter Roof Replacement](#)
37. Action on consent agenda items

**ORDINANCES**

38. [Ordinance No. 20-013: An Ordinance to Amend Figure 5.02\(2\) and Section 94.12.08\(4\) within Chapter 94 of the Municipal Code, Affecting Hard or Gravel Surface Setbacks.](#)

**RESOLUTIONS**

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

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39. Resolution No. 2020-012 to approve Compliance Maintenance Annual Report (CMAR) for Weston Sewer Utility and Submit to the Wisconsin Department of Natural Resources
40. Resolution No. 2020-013 to approve combining Wards 1-13 into one reporting unit for voting purposes

**UNFINISHED BUSINESS**

41. Discussion and action on formation of an Ad-Hoc Building Committee

**NEW BUSINESS**

42. Committee Meeting Schedule
43. Class B Beer License for AmericInn, 4115 Barbican Ave
44. Class B Beer and Class B Liquor License for El Charro, 1711 Schofield Ave
45. Trick-or-Treating
46. Motion to RECIND action taken by the Village Board at its June 1, 2020 meeting of the Board as follows:  
*Motion by Maloney second by Fiene to terminate the agreement with SAFER.*
47. Norcon Land Purchase and Development Agreement
48. Change Order #1 for Utility Improvement Project on Frontage Road & Evergreen St
49. Change Order #1 for Weston School Neighborhood East Reconstruction Project
50. 2020 Sanitary Sewer Manhole Lining Project
51. Ice Rinks and Warming House
52. Agreement with Joe Buska to allow private driveway within R.O.W. of future extension of Connie Lane
53. Routes to Recovery Update
54. Handbook for Elected and Appointed Officials
55. 2021 Marathon County Responsible Units of Recycling Cooperative Waste Reduction, Reuse, and Recycling Education Program Agreement.

**ATTORNEY REFERRALS**

**MOVE TO CLOSED SESSION PER 19.85(1)(e)**

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.

- Tommy Docks land purchase
- SBA Towers Lawsuit
- Discussion of possible land purchase(s)

And

**MOVE TO CLOSED SESSION PER 19.85(1)(g)**

Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

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- SBA Towers Lawsuit

**RECONVENE TO OPEN SESSION**

**POSSIBLE ACTION ON CLOSED SESSION ITEMS**

- Tommy Docks land purchase
- SBA Towers Lawsuit
- Discussion of possible land purchase(s)

**REMARKS FROM TRUSTEES**

**REMARKS FROM THE PRESIDENT**

**FUTURE ITEMS**

Next meeting date(s):

- October 19, 2020, Board of Trustees Regular Meeting at 6:00 p.m.
- November 16, 2020, Board of Trustees Regular Meeting at 6:00 p.m.

**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL  
OCTOBER 19, 2020 @ 6:00 P.M.**

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

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**Monday, August 10, 2020, at 5:30 P.M.**

- 1. Board of Trustee Meeting called to order by President Maloney**  
President Maloney called the meeting to order at 5:31 p.m.
- 2. Pledge Allegiance to the Flag**
- 3. Roll Call by Clerk**

<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>NO</b>
<b>White, Loren</b>	<b>YES</b> (joined by zoom audio)
<b>Ziegler, Jon</b>	<b>YES</b> (joined by phone)

**NEW BUSINESS**

- 4. Discussion and Action on Process to Fill Vacant Trustee Seat**
  - **Meet with all or only nominated candidates, format of meeting, vote on appointment, other?.**

Maloney asked the Board members if they would like to interview all Trustee candidates or just the candidates nominated at the last meeting. He also said he spoke with Fred Schuster, one of the candidates, and Fred is no longer interested in the Trustee position. Maloney said we can still invite him to the interviews in case he changes his mind. Ermeling would like to interview all the candidates because there are some that she does not know. White said he is fine with interviewing all candidates if other members would like to do that. Ziegler is also fine with interviewing all candidates. He suggested 10-minute interviews and making the decision after completion of the interviews. Fiene and Maloney are also fine with interviewing all candidates. Maloney pointed out that there are six candidates. He also suggested doing all the interviews at the next regular board meeting and seat that person for the meeting. White said that person would need to be sworn in at the meeting. This item will be the first item of business on the agenda. White asked if the interviews would be held in open session. Maloney said yes. There was a short discussion about the five interview questions. The Board members agreed to ask the questions at the meeting and not provide the questions ahead of time. Ziegler said the questions should be asked individually without the other candidates in the board room. Candidates will be interviewed alphabetically by last name and asked to come to the meeting at 6:00 p.m.

***Motion by Ermeling, second by Fiene to hold Trustee interviews in open session at the next regular Board meeting, with this being the first item on the agenda; candidates will be interviewed alphabetically and asked to remain outside of the room until it is their turn to interview; and the Trustee will be seated that night.***

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

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**Yes Vote: 5 No Votes:0 Abstain:0 Not Voting: 1 Result: Pass**

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>-</b>
<b>Ziegler, Jon</b>	<b>YES</b>

**REMARKS FROM TRUSTEES**

Fiene said with more businesses extending their work from home programs he would like to see a discussion on this at the next meeting. Donner said it is still allowed if employees need to. Maloney feels this is at the discretion of the Administrator and the Directors. Ermeling feels it is more efficient for the employees to be working at the Municipal Center.

**REMARKS FROM THE PRESIDENT**

No comments.

**ADJOURN**

***Motion by Fiene, second by Ziegler to adjourn the meeting at 5:46 p.m.***

**Yes Vote: 5 No Votes:0 Abstain:0 Not Voting: 1 Result: Pass**

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>-</b>
<b>Ziegler, Jon</b>	<b>YES</b>

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

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**Monday, August 17, 2020, at 6:00 p.m.**

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

<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>
<b>Ziegler, Jon</b>	<b>YES</b>

**TRUSTEE CANDIDATE INTERVIEWS TO FILL THE RECENTLY VACATED SEAT**

- 4. 10-minute interview for each candidate**  
Administrator Donner stated there were 3 candidates present for interviews. Maloney said candidates will be called to interview in alphabetical order.

Candidates interviewed:  
Steven Cronin  
Sheng Khang  
Steve Meinel

- 5. Trustee nominations**

***Ziegler nominated Meinel for the Trustee seat. White nominated Sheng Khang.*** Maloney closed the nominations.

Roll call of nominations.

<b>Ermeling, Barb</b>	<b>Meinel</b>
<b>Fiene, Nate</b>	<b>Meinel</b>
<b>Maloney, Mark</b>	<b>Meinel</b>
<b>Xiong, Yee</b>	<b>Meinel</b>
<b>White, Loren</b>	<b>Khang</b>
<b>Ziegler, Jon</b>	<b>Meinel</b>

**Meinel Vote: 5 Khang vote: 1**

Maloney thanked the candidates for attending the interviews.

- 6. Possible action on Trustee appointment and administer Oath of Office**

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

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Clerk Weinkauff administered the Oath of Office to Steve Meinel.

**PUBLIC COMMENTS**

There were no public comments.

**PUBLIC HEARING**

**7. Open Hearing and hear comments**

- **Amendment to Chapter 74 Subdivision Ordinance Figure 6.06(1): Minimum Public Street Design Requirements**

Maloney opened the hearing at 6:32 p.m. He asked if there were any comments. Donner said the necessity of sidewalks, on a short street that had no prospect of being extended, came up at a special assessment hearing for the Weston School neighborhood. After reviewing the zoning code, and other areas of the municipal code, these amendments are intended to allow for some discretion if there is no prospect of having a street extended. Donner referred to these as collector and local streets. Public Works Director Wodalski pointed out that the main change for a collector or local street is that a wider pavement section would be allowed. The requirement for sidewalks could be waived on local streets. Maloney asked if there were any comments. There were none. He closed the hearing at 6:36 p.m.

**8. Acknowledge Resolution No. 2020-PC-002: A Resolution Recommending Adoption of an Amendment to Chapter 74 Subdivision Ordinance Figure 6.06(1): Minimum Public Street Design Requirements.**

*Motion by White, second by Fiene to acknowledge Resolution No. 2020-PC-002 as adopted by the Plan Commission. Q/* Xiong asked about the impact on renovations to Weston Elementary School. Maloney said it will impact the east neighborhood. Ermeling said she likes this because the Village has had subdivisions built, in the past, that really need sidewalks. White asked Wodalski about the sidewalks being assessed against the property owners. Wodalski said sidewalks are currently not assessed based on the Village's Special Assessment Ordinance. White has concerns that sidewalks might not get installed for people that want it. Wodalski said the final decision to install any sidewalks in the Village can be made by the Board.

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

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Meinel, Steve</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>YES</b>

**VILLAGE OF WESTON, WISCONSIN**  
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Ziegler, Jon YES

9. Discussion and action on Ordinance No. 20-011: An Ordinance to Amend Figure 6.06(1) Minimum Public Street Design Requirements of Chapter 74 Subdivision Regulations

*Motion by Xiong, second by Fiene to approve Ordinance No. 20-011.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**MINUTES FROM PREVIOUS MEETINGS.**

10. 8/3/2020 Board of Trustees

*Motion by Ziegler, second by Xiong to approve the minutes.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS**

11. Community Development Authority
12. Everest Metro Police Commission
13. Extraterritorial Zoning
14. Finance
15. Human Resources
16. Joint Review Board
17. Parks & Recreation
18. Plan Commission
19. Public Works
20. SAFER
21. Tourism

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

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**22. Zoning Board of Appeals**

*Motion by Xiong, second by Ermeling to acknowledge the reports/minutes.*

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

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Meinel, Steve</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>YES</b>
<b>Ziegler, Jon</b>	<b>YES</b>

**REPORTS FROM DEPARTMENTS**

**23. Administrator**

Donner said the Aquatic Center was closed a week early due to a loss in operating expenses. He said the YMCA has agreed to reduce their fee \$5,000 for management of the pool. Staff continues to work on the Municipal facility public relations material. The Safety Building remodel project has started. There are some trailers parked by the Safety building and staff is working to get those moved off site to allow for more space. There is a company interested in purchasing the ATC power lines.

**24. Clerks**

No comments.

**25. Finance**

Trautman said there were some vouchers marked as voided, but the checks were issued. Staff was testing a new signature line for the checks and that is why it showed the same check numbers both issued and voided.

**26. Fire/EMS**

Savage said several staff members were able to attend some high-level training that is offered very rarely.

**27. Parks & Recreation**

Osterbrink said the Aquatic Center was closed a week early due to lack of attendance and loss in operating expenses. There was higher attendance this last weekend. Maloney and Xiong thanked everyone for all their work with the opening of the Aquatic Center.

**28. Plan/Dev**

No comments.

**29. Police**

Captain Schulz said their two new hires are both in field training. Construction has started at the Safety Building. The department is looking into the purchase of body cams. Fiene asked if the Covid pandemic has affected the department. Schulz said it has not really affected operations.

**30. Public Works**

**VILLAGE OF WESTON, WISCONSIN**  
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Wodalski reported the Weston School neighborhood project is underway. The completion date is October 3<sup>rd</sup>. Schofield Avenue work is halfway done. Several equipment has been auctioned off and the Village received \$31,000 more than planned. The DOT indicates Business 51 work is expected to begin late September or early October. Xiong suggested any money received for selling equipment go back to the Public Works Department.

- 31. Technology**  
No comments.

**WORK PRODUCT TRANSMITTALS**

- 32. July Building Permits**

*Motion by Fiene, second by Ermeling to acknowledge the July Building permits.*

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

- 33. July Budget Status Report**

*Motion by Ermeling, second by Ziegler to acknowledge the July Budget Status Report.*

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**CONSENT AGENDA**

- 34. Requests to pull items out of consent consideration**  
**35. Vouchers – 52959-53039**  
**36. Action on consent agenda items**

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

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*Motion by White, second by Ermeling to approve Consent Item #35.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**ORDINANCES**

37.    **Ordinance No. 20-012: An ordinance to amend Article II Village Board, Section 2.207 Regular Meetings**

*Motion by Fiene, second by Meinel to approve Ordinance No. 20-012.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**RESOLUTIONS**

38.    **Resolution No. 2020-010: A Resolution to approve Addendum No. 3 to Stone Gate Condominiums**

*Motion by White, second by Ziegler to approve Resolution No. 2020-010.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

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

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39. **Resolution No. 2020-011: A Resolution to Acknowledge Discharge of Lis Pendens on Property in the SW1/4 of the SE1/4 of Section 23, T28N, R8E, on Zinser Street.**

Donner explained the history on this property. He said no documentation has been found to confirm the Village Board had approved or acknowledged the discontinuation of effort to acquire the storm water drainage easement. Staff is asking the Board to acknowledge the records related to the proposed acquisition of the stormwater drainage easement on the referenced property and affirms the discharge of the Lis Pendens filed with Marathon County.

***Motion by Ziegler, second by Meinel to approve Resolution No. 2020-011.***

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

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Meinel, Steve</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>YES</b>
<b>Ziegler, Jon</b>	<b>YES</b>

**NEW BUSINESS**

40. **Award Wayfinding sign project**

***Motion by White, second by Xiong to approve the bid from Finishing Touch for the cost of \$68,368.00 (plus permits and fees) paid for with the Village of Weston Room Tax.*** Q/Xiong thought the CVB was supposed to have money to help pay for this. Donner said the source of this was when the Village was not a member of the CVB. The money at that time was retained by the Village. White said this should not eliminate the CVB from contributing toward this project or future projects. Xiong would like the Village to work with the CVB and see what they can contribute so we don't have to use the whole \$68,368. Donner said the other issue is that the Village can't retain these funds forever.

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

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Meinel, Steve</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>

**VILLAGE OF WESTON, WISCONSIN**  
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Xiong, Yee	NO
Ziegler, Jon	YES

**41. Changes to Committee appointments**

Maloney recommends the appointments as listed below:

Community Development Authority: Steve Meinel (Vice-Chair -2020-2021 term)

Commissioner of Weeds: Steve Meinel (2020-2021 term)

Everest Metro Joint Finance: Nate Fiene (2020-2021 term)

Finance Committee: Steve Meinel (Vice-Chair -2020-2021 term)

Metropolitan Planning Organization: Mark Maloney (2020-2021 term)

Plan Commission: Loren White (Vice-Chair -2020-2021 term) and change Steve Meinel from citizen to Trustee

***Motion by White, second by Fiene to approve the appointments except for the Trustee Vice-President.***

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

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Fiene, Nate</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Meinel, Steve</b>	<b>YES</b>
<b>White, Loren</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>YES</b>
<b>Ziegler, Jon</b>	<b>YES</b>

Maloney said the Trustee Vice-President will be on next months agenda for approval.

**42. Discussion and possible action on use of Routes to Recovery Funds or possible transfer to other governmental units.**

Donner said a decision on this does not need to be decided tonight. The Village of Weston is eligible for \$250,000 for Covid related expenses. Staff is working on the requirements. This is all subject to audit. Whatever funds are not used must go back to the state. One option for use of unspent funds is for local governments to transfer their unused allocation to other local units of government such as counties, other municipalities, or school districts, etc. Staff would have to verify which units of government are eligible for receiving the Village's unused funds. Maloney and White are in favor of transferring to others the unspent funds. The Board will decide either at the September or October meeting who they would consider transferring the unspent funds to. Staff needs a better sense of how much the Village will be requesting for reimbursement.

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

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**43. Swiderski Development Agreement**

***Motion by Fiene, second by White to approve the Swiderski Development agreement.*** Q/White asked if this complies with the Village's complete street policy specifically the underground utilities. Wodalski said there is no policy for that. He said the MPO is looking at creating some kind of policy or ordinance for this.

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**44. Award Callon Avenue sewer and water extension contract**

***Motion by White, second by Ziegler to award the Callon Ave Sewer and Water Extension Construction Contract to Kruczek Construction for a bid price of \$264,264.64.***

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**45. REI construction services agreement for Swiderski Callon Avenue project**

***Motion by Ermeling, second by Meinel to approve the proposal from REI for construction services for the Callon Ave/Swiderski Utility Extensions for a price of \$23,500.***

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	YES

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

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Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

46. Award the Frontage Rd and Evergreen St utility improvement construction contract

*Motion by White, second by Fiene to award the Frontage Rd & Evergreen St Utility Improvement Project to Advance Construction for a bid price of \$186,186.00.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

47. Construction services agreement from Mi-Tech Services for the Frontage Rd and Evergreen St utility improvement project

*Motion by Fiene, second by Ziegler to approve the proposal from Mi-Tech Services for construction services for the Frontage Rd & Evergreen St Utility Improvement Project for an estimated price of \$30,500.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

48. Class B Beer and Liquor license for Weston Soccer, LLC

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

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*Motion by Xiong, second by Fiene to approve the Class B Beer and Liquor license for Weston Soccer, LLC.*

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

**49. Handbook for Elected and Appointed Officials**

Maloney said this is something that Trustee White worked on and continues to update it. White explained what he used to put together the handbook. He used four different sources for the parliamentary procedures section. He has worked on this for 3 years. Xiong supports this, but with the contingency of having a Rules Review Committee. White suggested having it reviewed by the Village attorney. Ermeling also supports this. Maloney feels there are enough guidelines out there, but this is a Board decision to make. Maloney also feels this should be authored here. He asked White to provide a recent copy to the Clerk and she will distribute paper copies to the Board.

**REMARKS FROM TRUSTEES**

Fiene said if people have concerns with the Post Office delivering their absentee ballot, they can drop it off in a Ballot Box, which will be placed in front of the Municipal Center. He also offered to witness anyone's absentee certificate envelope if they need that done.

**REMARKS FROM THE PRESIDENT**

**50. Discussion of items on 08/12/2020 meeting of SAFER Board**

Maloney said SAFER would like the Village to vote on the SAFER agreement again.

**51. Discuss consideration of formation of Building Committee**

Maloney asked the Board to think about having a committee. He would like things to be more transparent. Xiong supports having a building committee that includes citizens of the community.

**FUTURE ITEMS**

Next meeting date(s):

- September 21, 2020, Board of Trustees Regular Meeting at 6:00 p.m.
- October 19, 2020, Board of Trustees Regular Meeting at 6:00 p.m.

**ADJOURN**

Maloney adjourned the meeting at 7:58 p.m.

**Village of Weston, Wisconsin**  
**OFFICIAL PROCEEDINGS OF THE PLAN COMMISSION AND**  
**JOINT VILLAGE & TOWN EXTRATERRITORIAL ZONING COMMITTEE**

held on Monday, September 14, 2020, at 6:00 p.m., in the Board Room, at the Municipal Center

**AGENDA ITEMS.**

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- 1. Meeting called to order by Plan Commission (PC) Chair & President Mark Maloney.**
- 2. Meeting called to order by Extraterritorial Zoning (ETZ) Committee Chair Milt Olson.**
- 3. Roll Call of Village PC by Secretary Parker.**

Roll call indicated 7 Plan Commission members present.

<u>Member</u>	<u>Present</u>
Maloney, Mark	YES
Cronin, Steve	YES
Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES
White, Loren	YES

- 4. Roll Call of Joint Village & Town ETZ by Secretary Parker.**

Roll call indicated 6 ETZ members present.

<u>Member</u>	<u>Present</u>
Olson, Milt	YES
Meinel, Steve	YES
Christiansen, Randy	YES
Cronin, Steve	YES
Guerndt, Gary	YES
Hull, Mark	YES

Village Staff in attendance: Donner, Higgins, Wodalski, Wheaton, Chartrand, Tatro and Parker.

There were 3 audience members present in-person, and 2 audience members present through Zoom.

- 5. Approve minutes from the August 10, 2020 PC Meeting. (PC)**

***Motion by Gau, second by Cronin: To approve the August 10, 2020 PC Meeting Minutes.***

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	YES
Cronin, Steve	YES
Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES

**6. Approve minutes from the June 23, 2020 ETZ Meeting (ETZ)*****Motion by Hull, second by Meinel: To approve the June 23, 2020 ETZ Meeting Minutes.***

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS

<u>Member</u>	<u>Present</u>
Olson, Milt	YES
Meinel, Steve	YES
Christiansen, Randy	YES
Cronin, Steve	YES
Guerndt, Gary	YES
Hull, Mark	YES

**COMMUNICATIONS****7. Opportunity for citizens to be heard.****8. Written communications received.****PUBLIC HEARING – ETZ & PC****9. Public Hearing – Discussion and recommendation to the BOT on a proposed amendment to Figure 5.02(2) and Section 94.12.08(4) within Chapter 94 of the Municipal Code, affecting hard or gravel surface setbacks. (PC & ETZ)****a. Open Public Hearing.**

Maloney opened the public hearing at 6:01 p.m.

**b. Presentation by Staff.**

Higgins stated this topic was discussed at a previous meeting. Some instances in the business park zoning districts where they have contractor yards where they have a fence right up to the property lines. It does not make sense to require the 5-foot green space setback on the inside of the privacy fence. This amendment will allow gravel right up to the privacy fence. If there is no privacy fence or if the privacy fence comes down, the green space setback would be required. The change is the hard surface setback when there is a fence.

**c. Public Hearing/Public Comment Period.**

None.

**d. Close Public Hearing.**

Maloney closed the hearing at 6:03 p.m.

**e. Discussion by Plan Commission and ETZ Members.**

Higgins clarified to Cronin this allows gravel up to fence. Higgins stated in the situations where they have a fence up to the property lines (as fences do not have setback requirements).

Hull asked if this only pertains to LI and GI Zoning Districts; or does this also include the B3 and BP Zoning Districts. Higgins stated it just applies when there is gravel, but would apply in those districts too. Higgins stated anytime there is a fenced yard area. Hull commented the language in the figure states "...any land inside of a fenced yard area in an industrial district". He just wants clarification if this is only for LI and GI, or if it also includes the BP districts. He commented it could slip into the BP or B-3 in industrial use, where a fence is required. Higgins stated this is for in the industrial park, and does not think it would include the BP districts, and there are really only a few.

White pointed out that those details are called out in Figure 5.02(s), under Hard or Gravel Surface, it references footnote "(c)", and in his opinion, it appears to call out all of those zoning districts. Hull feels then that you would not need the language "...in an industrial district." In footnote "(c)".

Hull stated to make this clearer, if it is only meant for the LI or GI districts, it should specifically state that in the footnote, and not state "...in an industrial district.". White stated if it is meant to cover all the districts, then that language ("...in an industrial district.") should be removed all together.

Gau stated to call out the specific "in the LI or GI district". Guerndt questioned why we only want to have for these two. Gau stated to look at those B-Districts, and whether we want to see this throughout our community. Jordan feels we should include all of those, since it would be in a shielded fence.

Cronin stated it does not specifically say "shielded" fence.

Geurndt recommends to include all of those districts and require the fence needs to be a shielded fence.

White stated should be an opaque fence. He also stated, based on discussion, it would be good to include language for "LI and GI", to single out those two.

There was further discussion on whether to include the B-Districts or not. A raise-hand vote showed 4 (White, Gau, Hull, Olson) were in support of just the LI and GI Districts; while the other 6 (Maloney, Jordan, Meinel, Guerndt, Cronin, Christiansen) were in favor of allowing this for all the districts (INT, B-1, B-2, B-3, BP, LI, GI, RM).

**f. Recommendation from Staff.**

Higgins stated staff gave recommendation in their report.

**g. Action and Recommendation to the Village Board by Plan Commission.**

***Motion by Guerndt, second by Meinel: to recommend approval of the proposed ordinance amendment, but including in the description "opaque fenced yard", and removal of text "in an industrial district" within the footnote of Figure 5.02(2). Gau voted no.***

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	YES
Cronin, Steve	YES
Gau, Duane	NO
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES
White, Loren	YES

**h. Action and Recommendation to the Village Board by the ETZ Committee.**

***Motion by Christiansen, second by Meinel: to recommend approval of the proposed ordinance amendment, but including in the description “opaque fenced yard”, and removal of text “in an industrial district” within the footnote of Figure 5.02(2).***

Yes Vote: 6      No Votes: 0      Abstain: 0      Not Voting: 0      Result: PASS

<u>Member</u>	<u>Present</u>
Olson, Milt	YES
Meinel, Steve	YES
Christiansen, Randy	YES
Cronin, Steve	YES
Guerndt, Gary	YES
Hull, Mark	YES

**ADJOURN ETZ**

**10. Remarks from ETZ Members.**

None.

**11. Adjourn ETZ.**

***Motion by Guerndt, second by Christiansen to adjourn ETZ at 6:21 p.m.***

**PUBLIC HEARING – PC**

**12. Public Hearing – Discussion and action on a request by Mitchell Bauer, Davel Engineering & Environmental, Inc., to amend the June 11, 2018, Conditional Use Permit for the East Gate Apartments, 6905, 7007, 7103, 7205 Schofield Avenue to reduce the amount of elevated material on the exterior of the buildings. (Project #20200264)**

**a. Open Public Hearing.**

Maloney opened the hearing at 6:22 p.m.

**b. Presentation by Applicant.**

John Davel, Davel Engineering & Environmental, 1164 Province Terrace, Menasha, was present. Davel explained how in 2018, he came before us initially, representing Pre-3, on this project. Pre-3 (Premier) hired Nicolet Lumber for the project, and Nicolet Lumber hired him. They brought the initial plans in 2018, and after the first review, the Village had a number of requests – curb and gutter, sidewalks, trails, certain % of masonry on the building, etc. Premier chose to withdraw the project, as those requirements added extra expense that they felt could not be justified by the amount of rent they felt they could get for the apartments. A year later, they changed their stance, after re-analyzing the costs, and came back agreeing to those additional requirements. A new architecture (Terry Banuzak) was hired to work with Davel Engineering through the initial design process, site plan review, and conditional use process. Architectural plans were drawn up and approved by the Plan Commission. Prior to the start of construction, Nicolet Lumber hired a different architect (Lloyd Carpenter Architecture) to pick up the project where Banuzak had left off and do the detailed work required to get the State plans approved. It was through this transition where the plan changed. Nicolet is willing to take full responsibility for what happened, but can offer no explanation, other than the fact that there was miscommunication between the two architects. Carpenter felt that he was in compliance with the Village and what was wanted. Tonight Davel is here to review what was done and listen to PC’s thoughts on what should be done to fix this situation. He stated in comparison of the two plans, the original plan had 37.2% brick, excluding the windows and doors, the remaining coverage was two different types of vinyl siding; a 2:1 ratio of typical dutch slab siding (21%) and a shake style of siding (42%) that was on the garage ends of each

building. On Carpenter's plan, the percent of masonry increased to 47.8%. They went higher up with the masonry, and there is only one type of siding (dutch slab). Davel feels this is more of a reduction in material, rather than a change in material.

**c. Public Hearing/Public Comment Period.**

No comments.

**d. Written Correspondence.**

No comments.

**e. Close Public Hearing.**

Maloney closed the hearing at 6:28 p.m.

**f. Discussion by Commissioners.**

Jordan stated it is not all Dutch slab as the gables have some sort of vertical siding. Wheaton stated per Carpenter, it was a vinyl board and batton.

Maloney stated he had originally received a lot of calls as a trustee on this project back when it came through the first time for approvals. He saw some of the concept plans, he envisioned a deeper contrast. He feels it looks all one color. This is not what he told the residents they would see.

Guerndt questioned if they did the calculations. Davel stated the areas of the materials were provided by the two different architects. Guerndt states the original plan shows 72%, there is a 4% difference on the front. The garage sides are 100%. New plan is 62%, and between the front and back, the same amount of siding. Shouldn't there be a 4% difference and asked shouldn't it be around 55%? Guerndt stated the e-mail shows the back side, not the front side. Right and left elevations are the garages. Are we adding any square footage on back of garage? Wheaton stated the 62% is by garages. The one that was approved was 100%.

Maloney stated he expected what was approved to be built. Maloney stated he was quite disappointed. Maloney stated he sold the idea to the community that they would be happy with this. He is not sure if any of the vacancy there is due to the outside.

Meinel questioned how we did not catch this sooner. Higgins stated this was found when the applicant deemed the site complete and contacted us for the completion inspection in order to get their completion surcharge deposit returned. Maguire found the issue the issue during the inspection. Meinel is concerned of what other items that may have been missed.

Guerndt commented on how the after-the-fact sidewalk was put in along Ryan Street. He stated the approved plan should have been what was constructed. Guerndt stated the shake siding is 3 times the cost of regular siding.

Jordan stated he thought it was going to have more brick. He does not see any difference between this and the Swiderski apartments, though it is different from what was approved. Jordan commented the minimum requirement is close to meeting the requirements.

Guerndt stated if we hold one person accountable, we need to hold everyone accountable.

There was discussion of when this originally came in for rezone, how the Board Room was full of residents from the neighborhood adjacent to the project. Gau feels the neighborhood was misled and we need to stick with what was approved.

Guerndt commented on the operational plan, how initially the rents were going to be \$850, and now they are \$1,250 rents.

Cronin questioned if there were any complaints? Maloney commented he received calls a while back on the appearance. Higgins stated there were calls during the construction. She stated staff does not have the time or capacity to be on site every day watching the project.

The members feel \$1,250 in rent is a bit high for this area.

White was surprised to see full brick. Guerndt stated the walls are 2x4, not 2x6, with 1" styrofoam.

Maloney questioned if we make them change the siding, and if they can reuse the siding elsewhere. Meinel stated we need to stick with the fact that when they came back for approval, they acknowledged the requirements. He was not aware of the controversy over this project initially. He feels it should be finished the way it was approved. Gau stated tonight we either approve or deny their conditional use permit.

**g. Staff Report.**

Staff recommends not favoring the amendment and to leave as is.

**h. Action by Plan Commission.**

***Motion by Gau, Second by Meinel, to deny the amendment to the Conditional Use Permit #20180032, to allow a reduction of elevated material on the exterior of the buildings to 59.7% and 60.2% respectively. Jordan & White are opposed.***

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	YES
Cronin, Steve	YES
Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	NO
Meinel, Steve	YES
White, Loren	NO

White wondered what the process is to be compliant. Maloney stated will need to work with staff to get it to what they agreed to build. Higgins stated they have the ability to appeal to Village Board. Maloney thanks Davel for coming in and appreciates his honesty.

**13. Public Hearing – Discussion and action on a request by Justin Petroske requesting a Conditional Use Permit at 5709 Willard Street to allow a proposed Accessory Structure (for Residential Use) exceeding 15 feet in height, on a property within the SF-L (Single Family Residential – Large Lot) Zoning District. The building is proposed to be 2,400 square feet and up to 19-feet high. (Project #20200294)**

**a. Open Public Hearing.**

Maloney opened the hearing at 6:58 p.m.

**b. Presentation by Applicant.**

Justin Petroske, 5709 Willard Lane, was present stating he moved here 2.5 years ago. His current the detached garage came down in snowstorm this past year. He and his wife are outside enthusiasts and are

looking for a place to store their recreational items and to have a wood working shop. Tatro stated this is 513 feet from street, and a fully wooded lot. Wheaton stated the garage will be no closer to road than principal structure. Petroske stated he has just over 12 acres.

**c. Public Hearing/Public Comment Period.**

None.

**d. Written Correspondence.**

Wheaton stated e-mail comments were received by Joan Gumz and Barb Ermeling. Both were concerned a commercial business may take place. He has a work truck that he brings home. Needed the height for vehicles.

**e. Close Public Hearing.**

Maloney closed the hearing at 7:04 p.m.

**f. Discussion by Commissioners.**

Meinel stated he does not see this being an issue with being so far from road.

Gau commented with this being a conditional use, it is strictly in residential, so would not allow for a business.

**g. Staff Report.**

Wheaton commented on the code requirements, and staff is in favor. He would have to come back if he wanted to run a home business.

**h. Action by Plan Commission.**

***Motion by Guerndt, Second by Meinel, to approve Conditional Use Permit #20200294.***

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	YES
Cronin, Steve	YES
Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES
White, Loren	YES

**UNFINISHED BUSINESS**

**14. Project #20200127 – Discussion and Action on request by Jim Pinsonneault, Patriot Auto, for a Conditional Use Permit to allow an Outdoor and Vehicle Repair and Maintenance Use within the B-2 (Highway Business) Zoning District, at 3702 Schofield Avenue. (PIN 192-2808-174-0883)**

**a. Presentation of Final Staff Report & Staff Recommendation.**

Donner stated this originally came before PC in June. At that time, we have had some meetings with the applicant in follow-up. In hindsight, staff brought this to PC too soon, as it was not ready for a presentation. Between then and now, there has been a lot back and forth, and now Pinsonneault is trying to come in with a complete site plan submittal. Donner stated this has been a long, drawn out process and acknowledged there has been some mis-communications due to the COVID situation. There have been some commentary from Pinsonneault, made in some of our meetings and via email, that certain requirements of our code and our site plan review process would not be met or even submitted. Staff's analysis of this site plan submittal is that it is

not complete, as some things have not provided, i.e., acknowledgement on existing trees to be counted in landscaping and how addressed if not survived; a request for a color rendering of the facility for sense of appearance, and so there was commentary that they were not going to submit to us.

Higgins stated the complete staff report is in the packet. Also included is the marked-up site plan. She asked the applicant to provide what they wanted us to look at as their final submittal, as over the course of a few months, we have received a number of plans, which came from different contractors, and it was difficult for staff to know what to review. Higgins stated we completed our final review, but there are still some issues, and the site plan still does not meet code. She stated staff talked to Pinsonneault about concerns with the lighting plan, as a portion of the parking lot is not lit, like it should be. She pointed out the different plans to be adjusted. Higgins received a new rendering (attached) late this morning. She stated staff received the stamped plan, but you could not read the percentages, and part of the information was cut off the page. This plan does now include the Key Notes, and they actually labeled the different materials and what the colors will be. Staff had a question on what the west elevation will be, as it is mis-labeled. Staff does not want to assume anything, as anything approved and attached to that conditional use is going to go along with this property. She stated 20 years down the road someone comes in, they will want to have a copy of the site plans, so we want to be sure they are correct and the ones used for the project in the end.

Gau stated he recalls Pinsonneault in attendance of our Schofield Avenue Corridor Plan meeting, and how he asked specifically about a vehicle repair maintenance shop, and PC said no problem. Gau gives him credit for trying. He can see where staff is having difficulty in this trying to meet our code. From his opinion, he would like to see him have a business there, but would like to make sure the plans meet requirements. Gau stated the conditions need to be met.

Jim Pinsonneault, 5002 Arrow Street, was present. He stated his intent is to comply with the zoning code.

Maloney stated he does not feel that is Pinsonneault's intent. He feels Pinsonneault has been kicking and screaming all the way. Maloney commented on how through all the e-mails between Pinsonneault and staff, how staff have been nothing but professional and respectful and how Pinsonneault has been communicating to staff sarcastically, and made a claim in one of those messages that staff cannot read. Maloney feels Pinsonneault does not care about what our ordinance states, as Pinsonneault went so far as to make a call to Madison to see if it was correct. Maloney stated staff should not have to put up with this. Maloney commented on how Pinsonneault has claimed that he will not provide color renderings, even though our code requires it.

Pinsonneault stated the zoning code does not mandate him to make a 3-D color rendering, if we were mandating that he do that, he would. He stated he has provided everything that is required, and that the code does not state he has to have a 3-D color rendering. He stated the colors were noted on his plans since the beginning. He stated they have changed some of the metal panel call-outs, but with one that is higher end in architecture. He met with staff in August, and was asked to add a parking lot light on the corner of Mount View Avenue and Schofield Avenue, and was suggested by Tatro to contact WPS to hang a light off of the light pole to take care of the lighting issue. He contacted WPS and worked with his electrician to get a lighting specification, which was forwarded to staff to look at. Now he feels the requirements changed.

Higgins stated the staff report has been part of this review the entire time. She stated Brian Karlen is familiar with our code, and how it is not staff's job to design the site for Pinsonneault. Higgins stated how staff has given Pinsonneault some suggestions early on, but Pinsonneault chose not to use those. She stated how this is a greenfield, a clean slate to design this property.

Pinsonneault commented on the light pole, and how after multiple reviews he was never told he needs more lighting. He commented on how staff should have known he was moving his dealership to this new site, and how at the last minute was told his parking requirements are different because he plans to bring his auto sales there, and it was not listed in his operational plan.

Maloney stated he is nervous about this project, not knowing what the finished plan will be. He commented on how this has changed so much; first with the military park, to a future addition for a tenant, and now with the car sales. He stated this is Schofield Avenue, and he wants it to look good. Maloney feels Pinsonneault's responses were very disrespectful to staff.

Pinsonneault stated he does not think the process is user friendly, or makes common sense.

Cronin brought up the recommendation with staff's conditions, and asked if Pinsonneault thinks there are things in there that are unreasonable.

Pinsonneault stated he agrees with Condition #1. He questioned with Condition #2, if the whole lot has to be lit? Higgins stated the code requires adequate lighting, and how the parking lot should not be at 0, and full photometrics needs to be supplied. Gau stated if Pinsonneault wants to be there then he needs to comply and work with staff. Higgins stated PC needs to make a decision on the elevations. Pinsonneault stated the elevations meet code. Maloney and Gau wants to see color. Higgins read the techniques that are required under the approved building materials section of the code. This section also needs to be met regardless of the building materials section.

Gau would like to see the business here, but he feels the plan does not meet code.

Maloney wants a development agreement, to make sure what is approved will be done.

Pinsonneault did not know about these denials until the meeting packet was published to the public. Cronin stated if Pinsonneault can meet those requirements, he is in favor. Guerndt stated this is overwhelming, and how Pinsonneault has been somewhat defiant. He wants to see him build, but needs some cooperation. It's the location, being in the Schofield Avenue Corridor. Guerndt also understands how much money Pinsonneault is spending and how he still does not know if he can be there.

Higgins stated how some communities have boards that do architectural review. Donner stated one thing that should be emphasized, this is a conditional use permit. It is clearly stated in the code - no variations from the code. Donner stated we should not have brought this to them in June as it was not ready.

#### **b. Discussion and Action by Plan Commission.**

***Motion by White, Second by Gau, to approve Conditional Use Permit, Project #20200127, to allow an Outdoor and Vehicle Repair and Maintenance Use within the B-2 (Highway Business) Zoning District, at 3702 Schofield Avenue, with the following conditions: 1) Used car sales is restricted to no more than 10 vehicles for sale at one time; 2) updated lighting plan; 3) updated parking lot plan; 4) updated building elevations; and 5) subject to an executed development agreement. Question: Donner stated in Section 94.16.06(8)(a) Review Criteria for Conditional Use Permit, it stated the "Village may require a written agreement from the applicant in a form prescribed by the Village Attorney", legal council can help us. Guerndt questioned who will approve the plans. It was stated that these plans will come back to PC. Guerndt asked if we could give him some guidance. The members then went through the conditions: #1 Pinsonneault is in agreement. #2, Updated lighting plan. Higgins stated he needs one on the west end and verification of that. #3, Updated parking lot plan. Higgins stated the front parking spaces had not dimensions (parallel parking stalls). Pinsonneault commented the plan is measured to scale, but he will have Vreeland call those out. #4 updating building elevations. Gau stated the plans that were presented today are hard to see. Donner stated he earlier furnished a plan from a different designer, which was shown to PC in June. There was an expectation to see something similar. The earlier one included a color rendering. Higgins stated this will be seen on 3 sides from the road, and the north elevation is a wall with a door, and we need to know if this is what PC wants to see here. Gau***

*commented on how when the next building to the north comes in, this is what they will see, and how Pinsonneault's building will establish the standard for the next development. Higgins stated how Schierl Tire had to conform to the Damon Farber guidelines near the hospital. Cronin asked about a fence along the north side. There was some discussion, and Pinsonneault clarified there will only be a 30-foot long fence around the enclosure. From the end of enclosure going west they have a vertical metal to break it up. There was some discussion there will be concealed fasteners on that panel. West side was going to be an expansion, but not proposing that side or the north side now. Guerndt questioned if they could add windows to the north side, or if that would be detrimental to the costs. Pinsonneault stated he has no objection to the cost of the window, but has objection to letting natural light into the building. He stated with the precise work (to find a fuel vapor leak) they do, they can't have natural light in the building. Tatro stated they could consider artificial windows, similar to what Cricket Wireless has. White feels there will not be any sunlight getting into the north windows. Gau understands Pinsonneault's concerns, and thinks it would be a good idea for him to consider artificial windows to break it up. Guerndt questioned on the front side if there are any bump-outs or offsets. Karlen described the designed bump-outs: 5" for veneer, 1.5" for FW panel, and 4" of horizontal panel. So only a change of elevations by a few inches of material. Guerndt asked if he talked to Samuels about doing a color rendering, which would help out. Pinsonneault agreed to do a 2D color rendering. Pinsonneault commented how they added a parapet and added brick and changed the panel on the southwest corner. Pinsonneault is planning for a sign on the wall above the door. He currently is not proposing a pole/monument sign at this time. Higgins stated a monument would be okay, but is not sure a pole sign would work there. He should design a place for street signage on the site plan to avoid problems later. Guerndt offered some suggestions on the parapet and ways to dress the front of the building up. Pinsonneault is not in favor of the canopy over the door. He can't vision the angle brackets that Guerndt was stating. Jordan feels the north side is okay, with what Pinsonneault has, plus we don't know what will go on that side. Gau questioned that Pinsonneault is okay with discussion so far. The last requirement for #5 is the developer agreement. Cronin questioned if we should add a timeline? It was stated this will be up to Pinsonneault. Maloney stated he is not in favor of the metal panels and garage doors in front. They were fine with the east side, but with adding the wrapping from the front there. It was stated the west side is okay. Guerndt, Meinel, and Jordan are okay with the north side. Maloney is opposed.*

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	NO
Cronin, Steve	YES
Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES
White, Loren	YES

**STAFF REPORTS**

**15. Acknowledge Report re: August 2020 Staff-Approved Certified Survey Maps and Site Plans.**

***Motion by Gau, Second by Cronin: To Acknowledge Item 15.***

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	YES
Cronin, Steve	YES

Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES
White, Loren	YES

**16. Acknowledge Report re: August 2020 Building Permits.**

***Motion by Guerndt, Second by Gau: To Acknowledge Item 16.***

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	YES
Cronin, Steve	YES
Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES
White, Loren	YES

**17. Acknowledge Report re: August 2020 New Business Occupancy Permit Issuance.**

***Motion by Guerndt, Second by White: To Acknowledge Item 17.***

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

<u>Member</u>	<u>Voting</u>
Maloney, Mark	YES
Cronin, Steve	YES
Gau, Duane	YES
Guerndt, Gary	YES
Jordan, Joe	YES
Meinel, Steve	YES
White, Loren	YES

**MISCELLANEOUS**

**18. Next Meeting Date**

**a. Monday, October 12, 2020 @ 5pm – Joint Meeting with Public Works & Utility Committee re: Weston Avenue Corridor Plan Project**

**b. Monday, October 12, 2020 @ 6pm – Regular Meeting.**

**19. Remarks from Staff, Committee, and Commission Members.**

Donner stated we'll be talking about the Municipal Facility project on Monday at the Board Meeting. He pointed out Maloney wants the Board to discuss the creation of a building committee to oversee the project. Donner commented there seems to be a resolution of the outlots reserved for right-of-way in Wandering Springs. He met with one of the property owners, Joe Buska, and Buska will sign a quit claim deed. This is now an issue between Buska, a private owner and Gold Key. We can take a stance of a common law dedication if necessary to get resolution. There could be 50 homes constructed in that south property there. Donner stated he was told by Stan Budleski he needs to connect with Connie Budleski about it.

Guerndt commented on how East Gate came back with the knowing and ability to do the work that way. If staff wants to make more reasonable costs for rentals, we can't have all of these restrictions. Staff corrected, it is the Plan Commission and Board that need to direct these changes. Staff is just following the code and approved plans of the Village. Higgins reminded them that many of the current restrictions were added in the 2015 and subsequent code amendments to get the Board and Plan Commission comfortable with allowing multi-family developments again. Up until a few years ago, staff had been directed not to bring multifamily

projects to the PC and Board and during the 2016 comprehensive plan update process adding additional multifamily lands to the future land use map and zoning map was frowned upon by the elected officials in place at the time.

Higgins stated we need to discuss multi-family and update the comprehensive plan and zoning ordinance. She commented on how the Schofield Avenue plan was to come through last April, but due to COVID, it has been postponed.

There was discussion about utilities being extended to allow for residential development. Donner discussed the main extension policy, which will be shared with PC. Higgins stated we can pick a week in October to discuss all of this. She stated we can get PC and BOT together on this. Higgins commented how now might be the time to go back through and make changes to the Code. Donner stated we can talk at the October meeting about adding flexibility into the code.

Guerndt would like these unfinished topics stay on the agenda. When suggestion comes in, it should be on the agenda. Maloney suggested we could meet on Oct. 5<sup>th</sup>.

Gau stated Guerndt is talking nuts and bolts, and he would like to see an overall plan on where development can go.

Jordan stated Wausau Supply is paying a minimum wage of \$20/hour. He feels rents over \$850 is too much.

White commented on how he and Jordan were involved with the previous zoning code changes. There was some discussion on the Life is Good property, and how the proposed development wanted subsidies.

## **ADJOURNMENT**

### **20. Adjournment of PC**

**Motion by Duane, Second by Meinel: to adjourn at 8:47 p.m.**

Mark Maloney, Plan Commission Chair and Village President  
Jennifer Higgins, Director of Planning & Development  
Valerie Parker, Recording Secretary

# PATRIOT AUTO REPAIR, LLC

## ELEVATION COMPLIANCE CERTIFICATION

3702 SCHOFIELD AVENUE  
WESTON, WI 54476



www.samuelsgroup.net  
CORPORATE OFFICE  
311 Financial Way, Suite 300  
Wausau, WI 54401  
phone 715.842.2222 fax 715.848.8088  
KIRWA OFFICE  
2929 Woodson Parkway  
Suite 200  
West Dea Moines, IA 50206  
phone 616.288.0467 fax 616.288.0471

### CERTIFICATION OF COMPLIANCE

Building Elevations for: **Patriot Auto Repair, LLC** (See Attachment A)  
3702 Schofield Avenue  
Weston, WI 54476

Provided on behalf of: **Jim Pinsonneault**

Section 94.10 of the Zoning Ordinance for the Village of Weston establishes standards for building and site design. Section 94.10.01 states that "The purpose of this Article is to establish regulations that address the exterior design and appearance of new buildings and their relationship to other structures, hard surface areas, landscaping areas, and other required design elements on the same building site or adjoining building sites. . . . The Design Standards for Multi-Family and Non-Residential Buildings are established in section 94.10.03. Development Standards for Large (floor areas over 25,000 square feet) Retail and Commercial Service are described in a different section.

Buildings shall meet the design requirements in this Section to the extent determined practical by the applicable site plan approval authority. All proposed new construction and additions shall require building elevations stamped by an architect licensed in the State of Wisconsin, except for certain uses or as otherwise approved by the Plan Commission or Edmuntson Zoning Committee.

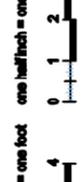
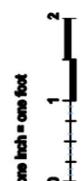
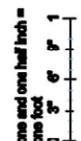
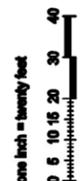
The Building Elevations referenced above meet the following requirements of the ordinance when marked by an "X":

- ☑ (1) Floor area is <25,000 square feet
- ☑ (2) Building is not converted from a Residential Building. (Project is new construction.)
- ☑ (3) Elevations are stamped by the licensed Wisconsin Architect, signatory to this certification.
- ☑ (4) The building size and mass has been designed with consideration of the buildings, public ways, and places to which it is visually related. The relative proportion of the building to its neighboring existing buildings, to pedestrians, or to other existing buildings will be maintained or enhanced by this new building.
- ☑ (5) Changes in building material, color, and texture occur at points related to the massing and overall design concept for the building. The building will be visually compatible with like buildings, public ways, and places meeting this standard in its directional character. The building facade is a cohesive element ensuring a favorable relationship with buildings, public ways and places that similarly meet this standard.
- ☑ (6) The Building Design Proportions are compatible with other visually related, compliant elements:
  - ☑ (6a) Width to height of front elevation.
  - ☑ (6b) Width to height of windows.
  - ☑ (6c) Relationship of solid to voids in front facade.
  - ☑ (6d) Relationship of open space between this new building and adjoining buildings.
  - ☑ (6e) Relationship of entrances and other projections to sidewalks.
- ☑ (7) Materials relate to prevailing material already used on recently constructed buildings in area.
- ☑ (7a) The street facade(s) have 90% coverage in approved masonry and metals. Non-public coverage; 40%.
- ☑ (7b) Vinyl, Dryvit, EIFS, plaster products are not used. The metal panels have concealed fasteners.
- ☑ (7c) Natural wood is not used.
- ☑ (7d) Facade is less than 200 feet in length.
- ☑ (7e) This is not a multi-family building.
- ☑ (7f) This building provides human scale, interest and variety by incorporating two of the following:
  - ☑ Variation in building form
  - ☑ Emphasis of building entry through details and material differences.
  - ☑ Variation in materials, express joints and details, and texture to break up building forms.
- ☑ (7g) This is not an industrial building.
- ☑ (e) Metals and non-occurance materials are not used on the facade exposed to the street(s).

Authorizing Signature: Daniel J. Roarty Date: \_\_\_\_\_ Architect, Wisconsin License #86546

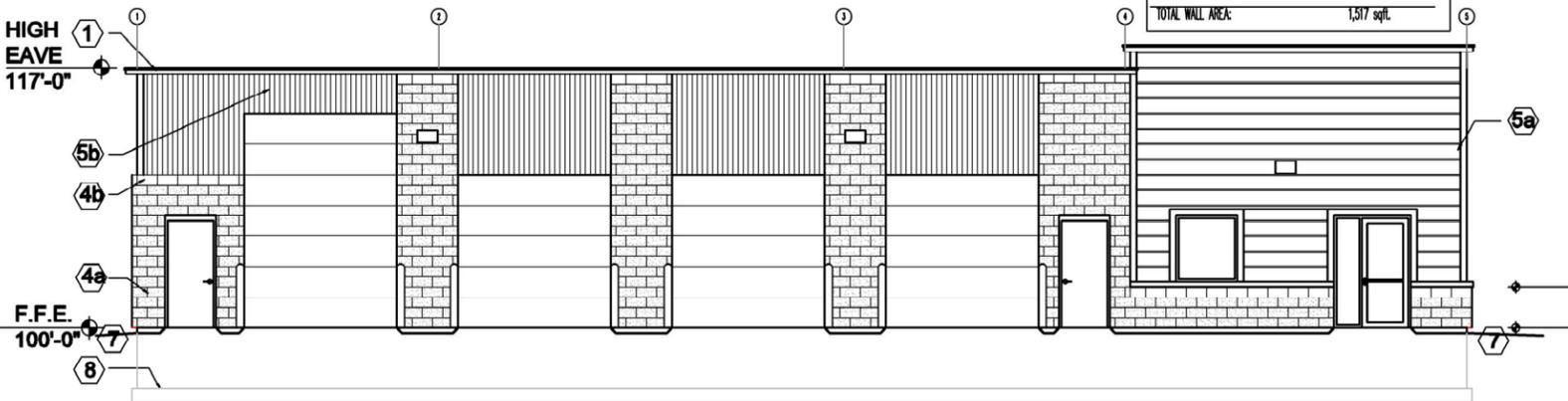
### KEY NOTES

- ① BUTLER MR-24 SEAMED-ON-ROOF PANELS
- ② LINE OF ROOF BEYOND
- ③a BUTLER CONTOURED HIGH EAVE TRIM
- ③b BUTLER CONTOURED LOW EAVE TRIM
- ④a PAINTED, SPLIT FACE CMU (COLOR: REQUISITE GRAY, SW 7023)
- ④b (1) COURSE SMOOTH FACE CMU
- ⑤a McELROY 24 GA. MEGA-RIB HORIZONTAL WALL PANELS W/EXPOSED FASTENERS (COLOR: ROMAN BLUE)
- ⑤b McELROY FW PANEL - 12" INVERTED PLANK. (COLOR: SLATE GRAY)
- ⑥ BUTLER 26 GA. SHADOWWALL WALL PANELS, (COLOR: COOL GREYSTONE)
- ⑦ GRADE
- ⑧ LINE OF FOUNDATION



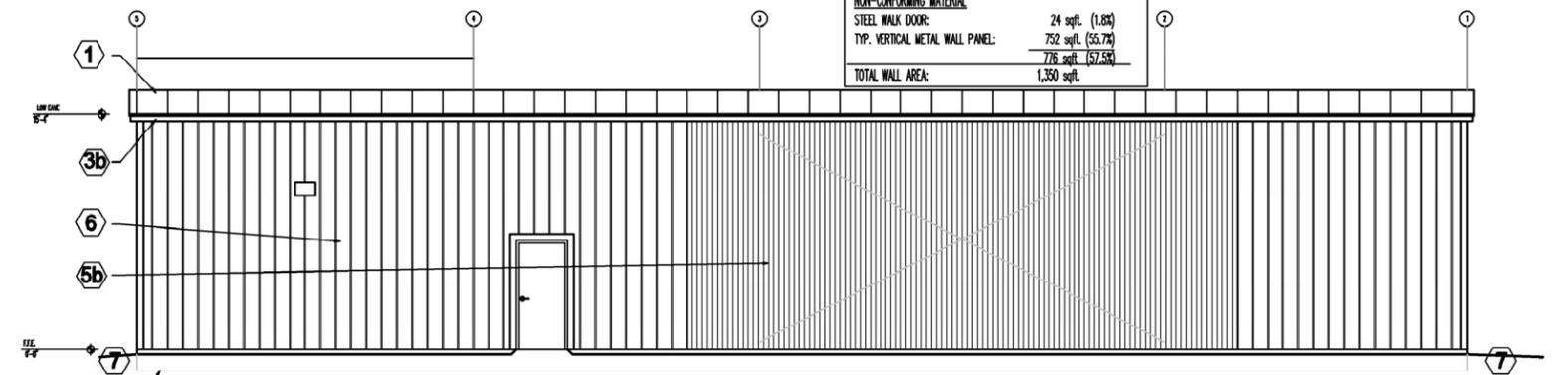
UPGRADE CONFORMING MATERIAL	
SPLIT FACE MASONRY VENEER:	296 sqft. (19.5%)
ARCHITECTURAL HORIZONTAL METAL PANEL:	678 sqft. (44.7%)
GLASS WINDOWS / DOOR:	54 sqft. (3.6%)
	1028 sqft. (67.8%)
NON-CONFORMING MATERIAL	
STEEL OVERHEAD DOORS:	440 sqft. (29.0%)
STEEL WALK DOOR:	49 sqft. (3.2%)
	489 sqft. (32.2%)
<b>TOTAL WALL AREA:</b>	<b>1,517 sqft.</b>

UPGRADE CONFORMING MATERIALS	
SPLIT FACE MASONRY VENEER:	155 sqft. (21.7%)
ARCHITECTURAL HORIZONTAL METAL PANEL:	315 sqft. (44.0%)
GLASS WINDOWS:	52 sqft. (7.3%)
	522 sqft. (73.0%)
NON-CONFORMING MATERIALS	
TYP. VERTICAL METAL WALL PANEL:	193 sqft. (27.0%)
<b>TOTAL WALL AREA:</b>	<b>715 sqft.</b>

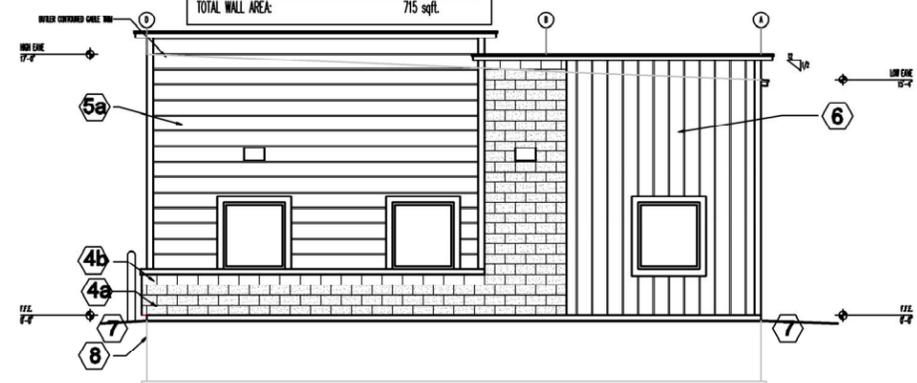


1 SCHEME #2c - SOUTH ELEVATION  
ASB 3/16" = 1'-0" (Printed 100% on 36" x 24" Sheets)  
(Not To Scale if printed on 17" x 11" Paper)

UPGRADE CONFORMING MATERIAL	
McELROY FW PANEL	574 sqft. (42.5%)
NON-CONFORMING MATERIAL	
STEEL WALK DOOR:	24 sqft. (1.8%)
TYP. VERTICAL METAL WALL PANEL:	752 sqft. (55.7%)
	776 sqft. (57.5%)
<b>TOTAL WALL AREA:</b>	<b>1,350 sqft.</b>

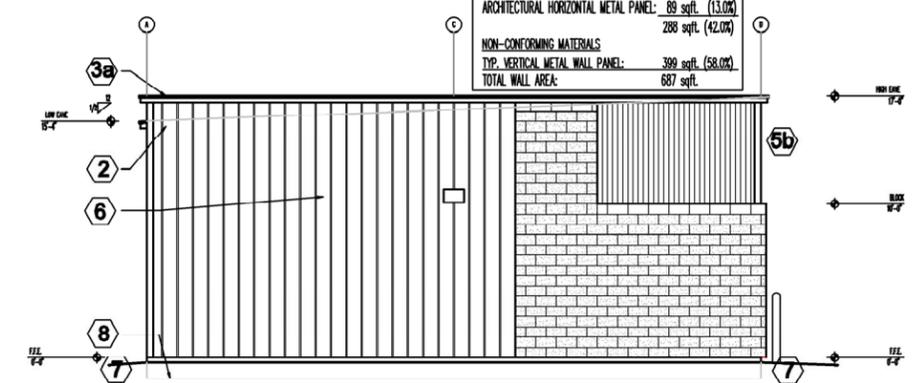


4 SCHEME #2a - NORTH ELEVATION  
ASB 3/16" = 1'-0" (Printed 100% on 36" x 24" Sheets)  
(Not To Scale if printed on 17" x 11" Paper)



2 SCHEME #2a - EAST ELEVATION  
ASB 3/16" = 1'-0" (Printed 100% on 36" x 24" Sheets)  
(Not To Scale if printed on 17" x 11" Paper)

UPGRADE CONFORMING MATERIALS	
SPLIT FACE MASONRY VENEER:	199 sqft. (29.0%)
ARCHITECTURAL HORIZONTAL METAL PANEL:	89 sqft. (13.0%)
	288 sqft. (42.0%)
NON-CONFORMING MATERIALS	
TYP. VERTICAL METAL WALL PANEL:	399 sqft. (58.0%)
<b>TOTAL WALL AREA:</b>	<b>687 sqft.</b>



3 SCHEME #2c - WEST ELEVATION  
ASB 3/16" = 1'-0" (Printed 100% on 36" x 24" Sheets)  
(Not To Scale if printed on 17" x 11" Paper)

I HEREBY CERTIFY THAT THESE ELEVATIONS COMPLY WITH THE VILLAGES OF WESTON ZONING ORDINANCE 94.10.03. I AM A LICENSED ARCHITECT AND DO NOT HAVE ANY FINANCIAL OR RESPONSIBILITY BEYOND THE SCOPE OF MY PROFESSIONAL OBLIGATIONS. I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF WISCONSIN. I HAVE COME FORWARD AND SUBMITTED FOR YOUR REVIEW WITH THESE ELEVATIONS, STRUCTURAL, MECHANICAL, PLUMBING, ELECTRICAL, AND ANY OTHER DESIGN, ENGINEERING OR CALCULATION REQUIRED FOR THIS PROJECT IN MY OPINION.

STRUCTURE	DATE
DANIEL J. ROARTY, ARCHITECT, WI 86546	

ISSUED FOR:	DATE
CERTIFICATION	2020-08-25

**PATRIOT AUTO REPAIR**  
**ELEVATION CERTIFICATION**  
(Compliance with Villages of Weston 94.10.03)  
3702 SCHOFIELD AVENUE  
WAUSAU, WI 54476

### ELEVATION CERTIFICATION SHEET

DATE: AUGUST 25, 2020  
PROJECT NUMBER: T90 7260D  
DRAWN BY: DJR  
CHECKED BY:  
TIMESTAMP: 20200825 09:41 AM  
© Copyright 2020

**VILLAGE OF WESTON, WISCONSIN  
KEITH DONNER, ADMINSTRATOR  
REPORT TO THE BOARD OF TRUSTEES  
#2020-09-03 FOR SEPTEMBER 18, 2020**

I underestimated my time to prepare for my current trip and getting prepped for this Monday's Finance and Board meetings. So, the couple of items I have on the agenda coming from me have no other background in the packet. (I have also been reminded I am on a short vacation to visit my daughter and new grandson)

1. **Routes to Recovery** – The thought of pursuing broad band expansion is not supported by Routes to Recovery so we are back to looking into efforts with either the School District or the County to maximize our use of available funds. Jessica Trautman filed our reimbursement request for the September 1 -15 submittal period.
2. **2021 Budget** – A joint Finance and BOT meeting precedes our regular meeting on Monday.
3. **Muzynoski Request to Vacate Dominika Street** – Attorney Yde and I met with Joe Buska again and Joe is agreeable to sign a quit claim deed for the west 33 feet of Outlot 1 as long as he can have access to his lot through the R.O.W. that will become the extension of Connie Lane. He would not be held responsible for costs to extend the street. This would normally be the responsibility of the prospective developer to the south or the Village if we would be so inclined. The lot already has utility service and frontage on 2 future street R.O.W.'s. The latest 4 or 5 attempts to contact Stan or Connie Budleski have not been returned.

**VILLAGE OF WESTON, WISCONSIN**  
**JESSICA TRAUTMAN, FINANCE DIRECTOR**  
**MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES**  
**#2020-09 FOR September 2020**

**1. ITEMS OF SPECIAL NOTE**

- We are in the middle of the 2021 budget, let me know if you have any questions during this process. There is a lot of information and we do our best to highlight and explain what we can.

**2. WORK PLAN PROJECTS**

- The audited Financial statements are done, they will be in the next packet. If you would like a copy ahead of time let me know!
- August month end is complete and in the packet.
- The department continues to work on writing up a policy manual, procedural manual, and updating the look to our budget book.
- The Department submitted the 1<sup>st</sup> claim for the Routes to Recovery Grant, it was for approx. \$34,000
- Working with Administrator and Public Works Director on our 2020 borrowing, we are looking to include projects from 2021 since the borrowing is taking place so late in the year. We have included the Financial Plan prepared by Ehlers in the packet.
- Working on preparing the Recycling grant application numbers for Valerie

**3. IDENTIFIED NEEDS**

- Suggestions for budget process? Let us know what you are thinking!

**4. MISCELLANEOUS COMMENTS / ISSUES**

- None

**VILLAGE OF WESTON, WISCONSIN**  
**SHAWN OSTERBRINK, PARK DIRECTOR**  
**MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES**  
**#2020-06 FOR AUGUST 2020**

**1. ITEMS OF SPECIAL NOTE**

- There is one item on the agenda that the board needs to act on and three items that need to be acknowledged.
  - Item #1 is a decision on opening the outdoor ice rinks and warming house for the 2021 season.
  - Items #2,3 and 4 is to acknowledge moving forward with the repairs to the slides at the pool, roof replacement at Machmueller and the restroom and shelter painting.

**2. WORK PLAN PROJECTS**

- CIP Items – Continue to work with contractors and suppliers on 2020 projects and planning for 2021 projects. The pool surface project will start this fall (exact start date has not been determined) and be completed in spring of 2021. The parking lot crack seal, sealcoating and painting was completed in early September. Shelter and restroom painting started in early September and should be completed the week of September 21. The purchase of the one-ton truck was awarded to Fred Mueller and the box and plow was awarded to Scott's Heavy Truck and Trailer. Checked with Fred Mueller in early September if a build date has been set for the truck and there has not been one. They are still hopeful we will receive in late October. They will keep us informed once a build date is set. Once it arrives it will be taken to Scott's for the installation of the plow and dump box. The slide repairs on the aquatic center slide start tub will take place this winter and the other repairs will either be done this fall or next spring, depending on our fall weather.

**3. IDENTIFIED NEEDS**

**4. MISCELLANEOUS COMMENTS / ISSUES**

- Aquatic Center – The Aquatic Center closed on August 16<sup>th</sup>. The village has received invoices for administration in June, administration in July, wages from June 30<sup>th</sup> through July 18 and supplies for the season. Payment has been made for June and Finance is working on processing the July invoice. Staff is working on preparing the 2021 budget.
- Mask Order – Staff continued to monitor all information and take appropriate measures as needed. The parks have remained open except the restroom facilities

and park shelter rentals. Discussion on the outdoor skating rinks and warming house are on the agenda for Monday evening.

- Park Work - Staff has been mowing parks and landscape, prepping and painting ball diamonds, mulching, weeding, watering, spraying weeds in landscape beds, ball diamonds, emptying garbage, equipment maintenance, repairs and various other projects.
- Weston Warming House – Staff is working with the Wisconsin Department of Natural Resources to designate this facility obsolete since it is over 20 years old. This is the age that they consider as the useful life of a facility. If the National Park Service agrees to this request this facility will be able to be removed and the village will no longer be tied to the federal grant requirements. One contingency on this request is if approved this area at Weston Elementary would never be eligible for federal grant funds again. The WDNR is going to proceed with the paperwork to consider this property obsolete. **The WDNR have informed us that they have not received any update from the National Park Service on this project.**
- Eau Claire River Trail – **On Tuesday, July 28<sup>th</sup> the Eau Claire River Walking Trail suffered some extensive damage. The railings on the boardwalk at the Brook Court entrance were ripped off, the trail is washed out in several areas and some of the bridge approaches are washed out and need to be repaired. Staff has contacted our insurance company regarding the railings and to date we have received one estimate. We are currently waiting for a second estimate to arrive. Once received we will forward to our insurance company for review.**

**VILLAGE OF WESTON, WISCONSIN**  
**JENNIFER HIGGINS, DIRECTOR OF PLANNING & DEVELOPMENT**  
**MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES**  
**#2020-09 FOR SEPTEMBER 2020**

**1. ITEMS OF SPECIAL NOTE**

- Meeting Agenda Items
  - Ordinance No. 20-013 Zoning Ordinance Amendment re: gravel and hard surface setback when fence present.
  - Recycling Consolidation Grant Agreement with Marathon County Solid Waste.
  - August building permits.

**2. WORK PLAN PROJECTS**

**Address number on homes Project** – in progress – Wheaton has the letters ready to go. We are just waiting on the Chapter 14 updates to determine if the address number size will change. We received the ordinance back with planned amendments from Mark Roffers and staff is currently reviewing it.

**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 in February. 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 provided staff a draft and is now in the process of reviewing it prior to it going through the review process.

**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 – 2021 project
- Draft Land Development Handbook – 2021 Project

**Entryway/Wayfinding Sign Project** – In progress.

- Local sign contractor, Finishing Touch (Kronenwetter) was awarded the project in August. Tom is currently working with them on final sign design and installation locations.

**Park Fee Impact Analysis and Subdivision Ordinance Revisions** – in progress – we discussed at the May PC meeting. Staff was directed to look at adding a fee for parkland improvements. The scope of the project has been revised and staff will come back with the requested change to have two fees. The two fees will equal the cost of the current fee, they just want it split in half so some can go to parkland purchase and the other half to parkland upgrades. Staff in July with Mark Roffers to discuss further. Additional follow up was to take place with Shawn and Michael.

**Refuse and Recycling** – Nothing new to report here.

**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 2019. 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. May need to look at scheduling the public hearing at a different location as our facility would not hold the number of people who attended the last meeting in 2019 with social distancing requirements.

**Weston Avenue Corridor Plan** – In progress. Joint meeting of the PC/Public Works Committee is scheduled for 5pm on Oct 14<sup>th</sup> to discuss further.

**Zoning Code update project** – In progress – will continue to bring changes identified as time allows. Mark Roffers provided me with Planned Unit Development (PUD) language that we will be reviewing as staff and then bringing to the PC/BOT at an upcoming meeting.

### **3. IDENTIFIED NEEDS**

- None at this time.

### **4. MISCELLANOUS COMMENTS / ISSUES**

- .

# 2020 BUILDING PERMITS

## 1. Monthly Building Permit Stats

The Dept. issued 100 building permits in August 2020 with an estimated permit valuation of \$2,876,502. All permits were issued in the Village of Weston. The Dept. collected \$19,310 in total permit fees for the month. There were 2 new housing starts and a new manufactured home added in August. Manufactured homes now need to be considered under the single-family numbers per how the state recognizes them. Please note that the report does show Special Assessment Reports (26 were completed) with an added permit value of \$1040.00 for the reports to be completed.

As of 8/31/2020, in 2020 the Department has issued 809 permits and collected \$130,940 in permit fees for the 3 jurisdictions. 781 permits issued in the Village and the Valuation of the 781 permits issued in the Village so far in 2020 is \$22,162,286.

[2020 Building Permits Issued to Date](#)

[Weston Housing Unit Totals \(1990-2019\)](#)

### 2020 Building Permits Issued to Date – (Village only)

Date:	Single Family	Duplex	Multi-Family				Commercial	Total All Permits Issued
			4	6	8	12+		
January	1	-	-	-	-	-	7	40
February	4	-	-	-	-	-	7	70
March	1	-	-	-	-	-	22	100
April	-	-	-	-	-	-	13	88
May	4	-	-	-	-	-	4	126
June	2	-	-	-	-	-	23	146
July	0	-	-	-	-	-	9	105
August	3	-	-	-	-	-	7	100
<b>Total</b>	<b>12</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>92</b>	<b>775</b>
<b>Totals through August of each year</b>								

2018	14	3	-	-	-	-	124	657
2017	16	5	2	-	-	-	138	627
2016	19	1	-	-	-	-	158	466
2015	16	4	1	-	-	-	136	431
2014	10	-	4	3	4	-	201	446
2013	7	-	-	-	-	-	131	369
2012	9	-	-	-	-	-	135	421
2011	9	-	-	-	-	-	71	303
2010	22	-	-	-	-	-	61	382
2009	14	3	-	1	1	4	14	276
2008	15	3	-	-	-	6	21	178

**VILLAGE OF WESTON, WISCONSIN**  
**SHERRY WEINKAUF, CLERK/EMPLOYEE RESOURCE MANAGER**  
**MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES**  
**#2020-9 FOR SEPTEMBER 2020**

**1. ITEMS OF SPECIAL NOTE**

- **November 3<sup>rd</sup> Election** – Ballots are here. Staff is currently working on all the absentee ballot requests. We have approximately 3,000 ballots to mail.

Staff ordered a ballot drop box. We have received a lot of inquiries as to whether we will have a drop box for ballots. We have always had a drop box, but it will no longer work for ballots because it is not big enough. Staff will be installing the new drop box on the sidewalk next to the Municipal Center entrance walkway. We will also submit for reimbursement under the Routes to Recovery grant.

In-person absentee voting will begin on October 20<sup>th</sup> and end October 30<sup>th</sup>.

Staff has been busy responding to election questions by phone and email. We recently sent out some election information on our social media sites to address the most common questions.

I recently submitted the expenditure report for the WEC Cares grant. My report has been accepted from the WEC Financial Department. The grant amount received was \$9,569.80.

Staff is working with Group Health to set up the coaching/bio-metric appointments for our Wellness program.

**2. WORK PLAN PROJECTS**

- Continue to train Renee on Payroll/HR duties.
- Completed my Department Budget.

**3. IDENTIFIED NEEDS**

**4. MISCELLANEOUS COMMENTS / ISSUES**

- Renee and I recently attended some virtual payroll classes with Civic Systems.
- Next week I will attend a virtual Wisconsin Elections Cyber Tabletop exercise

# Everest Metro Police Department Stats

## August 2020

### Case Number Stats

		City	Town	Village	Total
51.15/51.45 - HCC COMM	0	1	0	4	5
AGENCY ASSIST	0	1	0	1	2
ALL OTHER OFFENSES	1	1	0	5	7
ANIMAL CRUELTY	0	0	0	1	1
ASSAULT - AGGRAVATED	0	1	0	0	1
ASSAULT - SIMPLE	0	2	0	5	7
ASSAULT - THREAT / INTI	0	0	0	1	1
BLACKMAIL / EXTORTION	0	0	0	1	1
BURGLARY/BREAKING &	0	1	0	4	5
CDTP - DESTRUCTION/DI	0	4	0	7	11
COUNTERFEITING / FOR	0	0	0	1	1
CRASH TPD	1	4	1	14	20
CRASH TPI	0	2	0	5	7
DEATH INVESTIGATION -	0	2	0	1	3
DISORDERLY CONDUCT	2	3	0	8	13
DRUG /NARCOTIC VIOLA	1	1	0	3	5
DRUG /NARCOTIC VIOLA	0	2	0	2	4
EM LOST/FOUND PROPE	0	0	0	2	2
FAMILY OFFENSES, NON	0	0	0	1	1
FRAUD - CREDIT CARD	0	0	0	1	1
FRAUD - FALSE PRETEN	0	0	0	2	2
LIQUOR LAW VIOLATION	0	1	0	1	2
MISCELLANEOUS INVE	0	1	0	5	6
MOTOR VEHICLE THEFT	0	0	0	2	2
NON REPORTABLE	0	2	0	3	5
OPERATING WHILE REVC	0	1	0	1	2
OWI / DUI - DRIVING /OPE	0	0	0	4	4
PORNOGRAPHY/OBSCEN	0	0	1	1	2
PROBATION VIOLATION -	0	1	0	4	5
RESISTING/OBSTRUCTIN	0	1	0	1	2
RUNAWAY	0	0	0	3	3

### CAD Stats

	Total
	2
City	353
Other	20
Town	33
Village	986
Total	1,394

### Accidents

	TPD	TPI	Total
City	5	2	7
Village	10	5	15
Total	15	7	22

### Citations

	ELCI	NTC	Total
	0	1	1
City	36	7	43
Town	1	0	1
Village	46	10	56
Total	83	18	101

### Warnings

	Total
City	16
Town	1
Village	26
Total	43

		City	Town	Village	Total
SEXUAL ASSAULT - FORC	0	0	0	2	2
SEXUAL ASSAULT - FORC	0	0	0	2	2
SEXUAL ASSAULT - FORC	0	0	0	1	1
SEXUAL ASSAULT NONF	0	0	2	0	2
STOLEN PROPERTY OFF	0	0	0	1	1
THEFT - ALL OTHER THE	0	1	0	4	5
THEFT - FROM BUILDING	0	1	0	1	2
THEFT - FROM MOTOR V	0	1	0	1	2
THEFT - SHOPLIFTING	0	0	0	4	4
TRAFFIC ELCI NOT REPO	1	0	0	4	5
WARRANT ARREST - 739	0	1	0	3	4
WEAPONS LAW VIOLATIC	0	0	0	1	1
WRITTEN WARNING	1	0	0	0	1
<b>Total</b>	<b>7</b>	<b>36</b>	<b>4</b>	<b>118</b>	<b>165</b>

BULLETIN FROM 08/01/2020 00:00:00 TO 08/31/2020 23:59:59

Case Types: (LW) Incident, (AR) Arrest, (FC) Field Contact, (TC) Citation/Summons, (OR) Ordinance, (TA) Accident, (DB) Miscellaneous Events

Printed: 10:59, September 3, 2020, Thursday

Page #: 1

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20001793 <i>Motor Vehicle Theft - No Consent</i>	On August 1, 2020, it was reported that a motorcycle was stolen from the 2300 block of Discher Street in the Village of Weston. The motorcycle was entered as stolen. This case is active.	
LW 20001794 <i>Non Reportable</i>	On 8/1/2020 at 1:00 pm, a motorola cell phone was turned into the Everest Metro Police Department found at Bloedal Avenue and Pine Parks Street. It was logged into property.	
LW 20001802 <i>Drug /narcotic Violations - Equipment /paraphernalia</i>	On 08/01/20, an adult male was arrested near the 1400 block of Neupert Avenue for a felony warrant and Possession of Drug Paraphernalia.	
LW 20001804 <i>Cdtp - Destruction/damag e/vandalism Of Property</i>	On 8-2-2020, officers responded to the 3700 block of Weston Pines Lanes in the Village of Weston for a reported domestic incident. A male subject was subsequently placed under arrest for domestic related Disorderly Conduct and Criminal Damage to Property.	
LW 20001812 <i>Death Investigation - Non Suspicious</i>	Officers responded to the 7600 block of Feith Ave for a pulse-less, non-breathing person. The person was later determined to be deceased of non-suspicious causes.	
LW 20001829 <i>Theft - From Motor Vehicle (not Parts)</i>	There was theft of various hand tools from a vehicle in the 6600 block of Lawndale Street.	
LW 20001835 <i>Miscellaneous Investigation</i>	On August 4, 2020 information was received from the Kronenwetter Police Department regarding concerns for an ex-employee of a business located within the 9000 block of Weston Avenue. This investigation is ongoing.	
LW 20001842 <i>Family Offenses, Nonviolent</i>	On 08/05/2020, a 4 year old male was at St. Clare`s Emergency Room and was found to have cocaine in his system. This case will remain active and will be forwarded to Marathon County Department of Social Services.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20001843 <i>Owi / Dui - Driving /operating Under The Influence</i>	On 08-05-2020, a single vehicle crash occurred in the area of Ross Avenue and Sandy Lane. Investigation into the crash was completed and one person was arrested for operating a motor vehicle while impaired.	
LW 20001844 <i>Liquor Law Violations</i>	Liquor Law Violations was reported on 08/06/2020.	
LW 20001854 <i>Crash Tpi</i>	An injury accident happened in the 1200 block of Schofield Avenue.	
LW 20001855 <i>Burglary/breaking &amp; Entering</i>	On 08/07/2020 officers took a report of a burglary that took place in the 2900 block of Joseph Avenue in the village of Weston A ps4, two ps4 controllers, keys to a vehicle, headphones, and two cell phones were reportedly stolen. This case is considered cleared by arrest.	
LW 20001863 <i>Assault - Simple</i>	On 08/07/2020, officers responded to a 911 hang up call in the 2000 block of Joseph Avenue in the village of Weston. A male individual was subsequently taken into custody. The male subject was charged with Possession of Methamphetamine, Possession of Drug Paraphernalia, Simple Battery, Resisting Arrest, Burglary, Possession of Stolen Property, and Probation Violations. This case is considered cleared by arrest.	
LW 20001883 <i>Theft - Shoplifting</i>	On August 10, 2020, a theft of grocery items occurred at the 2000 block of Schofield Avenue. This case is active.	
LW 20001888 <i>Owi / Dui - Driving /operating Under The Influence</i>	Following a two vehicle crash at the intersection of Sternberg Avenue and Aspen Street, one adult female was arrested for OWI (1st). This case is cleared by arrest.	
LW 20001901 <i>Assault - Threat / Intimidation / Stalking</i>	On 8-12-2020 an officer was dispatched to a possible stalking complaint in the 1400 block of Oak Avenue in the Village of Weston.	
LW 20001895 <i>Probation Violation - 90z</i>	On 8/12/2020 officers investigated a complaint of possible attempted arson in the 4900 block of Aspen Street in the village of Weston. A male was subsequently arrested for negligent handling of burning material, reckless endangering the safety of others and probation violation.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20001896 <i>Burglary/breaking &amp; Entering</i>	On 08/12/2020 a report was taken in the 4000 block of Schofield Avenue in the Village of Weston in regards to a possible burglary. Approximately \$40 worth of property was reported stolen. This case is considered active pending follow up.	
LW 20001902 <i>Motor Vehicle Theft - No Consent</i>	A motor vehicle was reported stolen from a driveway in the 6200 block of Setter Road.	
LW 20001916 <i>51.15/51.45 - Hcc Commitment</i>	On 08/13/2020 a female was transported to Northcentral Health Care for a mental health commitment after statements of self-harm were made. This case is cleared by commitment.	
LW 20001918 <i>Assault - Simple</i>	On 08/13/2020 at approximately 0100 hours, a male committed an act of domestic abuse in the 3600 block of Schofield Avenue in the Village of Weston. Contact has not yet been made with this male. This case is active.	
LW 20001921 <i>51.15/51.45 - Hcc Commitment</i>	It was reported that a male party in the 6000 block of Birch Street in the Village of Weston was mentally unstable and in need of a mental evaluation. A mental health commitment was subsequently authorized for this male. This case is considered closed.	
LW 20001922 <i>Non Reportable</i>	On August 15, 2020 at approximately 7:20 pm, a three year old child was located unsupervised in the 3000 block of Schofield Avenue. Information will be forwarded to social services.	
LW 20001931 <i>Burglary/breaking &amp; Entering</i>	On 08-15-2020, a report of a burglary that occurred in the 8400 Block of Schofield Avenue was received. This case is currently under investigation.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20001939 <i>Em Lost/found Property</i>	On 08/16/2020 at approximately 10:17 pm a female reported her purse missing from her residence in the 8000 block of Birch Street in the Village of Weston. The case will remain active as there is follow up needed.	
LW 20001945 <i>Fraud - Credit Card</i>	A victim reported that unknown persons obtained their debit card account number. Suspects then used the account number and obtained money through World Remit.	
LW 20001949 <i>Owi / Dui - Driving /operating Under The Influence</i>	On 8/17/2020 officers were dispatched to the 8100 block of Schofield Avenue for a reported vehicle crash. No individuals were injured and one male was arrested and cited for OWI.	
LW 20001950 <i>Runaway</i>	On 08/17/2020 between approximately 2130 hours and 2307 hours, two males left a group home they were living at in the 3000 block of Horizon Court in the Village of Weston. The males were unable to be located and were entered as missing persons. This case is inactive.	
LW 20001953 <i>Crash Tpd</i>	On 08/18/2020, a two vehicle crash occurred in the 3000 block of Schofield Avenue in the Village of Weston. Vehicle 1 was entering the lane of travel and turned left into vehicle 2, which was traveling westbound. No injuries were reported.	
LW 20001954 <i>Fraud - False Pretense/swindle/c on Game</i>	On 08/18/2020, a report was taken of a money scam. Approximately \$1800 USD is reported as missing after completion of the scam. This case is considered active pending follow up.	
LW 20001955 <i>All Other Offenses</i>	On August 18, 2020 officers took a report of a restraining order violation. Information was collected and found that both parties were in violation. Information was referred to the District Attorney's Office for review.	
LW 20001957 <i>Disorderly Conduct</i>	On 08-19-2020 at approximately 0219 hours, a male and a female engaged in a physical altercation with three males at a business on the 5600 block of Business Highway 51 in the Village of Weston. The male and the female have not yet been located. This case remains active pending further investigation.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20001956 <i>Pornography/obscene Material</i>	On 08/18/2020, a report was taken in regards to a possible nonconsensual recording of a minor in the Village of Weston. This case is active pending further investigation.	
LW 20001959 <i>Theft - Shoplifting</i>	On 08/19/2020 at 12:22pm, one male subject and one female subject committed retail theft on the 4100 block of Schofield Avenue in the Village of Weston. This case remains active pending identification of the suspects.	
LW 20001964 <i>Sexual Assault - Forcible Rape</i>	On 08/20/20 an adult female reported a sexual assault that happened in the Village of Weston. Further follow up is needed.	
LW 20001966 <i>Cdtp - Destruction/damage/vandalism Of Property</i>	On 08/20/20 at about 10:44 am, I responded to the 4300 block of Schofield Avenue for a report of domestic violence and damage to a vehicle. As a result, a 39 year old male was referred to the District Attorney's Office for charges.	
LW 20001970 <i>Cdtp - Destruction/damage/vandalism Of Property</i>	On 08-20-2020, a property damage complaint was investigated on the 4200 Block of Barbican Avenue in the Village of Weston. This case remains active pending further investigation.	
LW 20001974 <i>Crash Tpd</i>	There was a traffic crash in the area of STH 29/Camp Phillips Road. A crash report was completed.	
LW 20001975 <i>Burglary/breaking &amp; Entering</i>	A report of theft from a storage unit in the 4300 block of Schofield Avenue was taken.	
LW 20001977 <i>Miscellaneous Investigation</i>	On 08/21/2020 at approximately 3p.m., it was reported that a juvenile female may potentially be engaged in sexual relations with an adult male in his 30's. Officers spoke with the reporting party and the juveniles parents and were informed of their concerns for the friendship between the adult male and the juvenile female. The case is considered active pending further investigation.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20001982 <i>Runaway</i>	On 08/21/2020 at approximately 1915 hours, a male left a residence in the 3000 block of Horizon Court in the Village of Weston. This male was unable to be located at his current location or his destination was unknown. He was entered as a missing person on 08/22/2020. This case is active.	
LW 20001978 <i>Crash Tpd</i>	A vehicle ran into another vehicle in a parking lot in the 4000 block of Schofield Avenue in the Village of Weston.	
LW 20001979 <i>Assault - Simple</i>	Possible child abuse was reported in the 3000 block of Winding Ridge Way in the Village of Weston.	
LW 20001980 <i>Theft - Shoplifting</i>	There was theft of gas and merchandise from a business in the 4100 block of Barbican Avenue.	
LW 20001987 <i>Agency Assist</i>	On 08/23/2020, Everest Metro Police Department officers were requested by Yorkville Illinois Police Department to take a runaway male juvenile into custody. The juvenile was located in the 4000 block of Barbican Avenue and transported to Marathon County Shelter for later release to a legal guardian. This case is considered closed.	
LW 20001991 <i>Animal Cruelty</i>	On August 23, 2020, officers received a complaint of a firearm discharged in the 6300 block of Birch Street. All parties were identified and a citation was issued.	
LW 20001992 <i>Assault - Simple</i>	On 08/23/2020, a vehicle had been sprayed with an oily substance on the driver side door handles. The driver touched the material and said it burned. The material is believed to be pepper spray. An investigation is to follow.	
LW 20001994 <i>Crash Tpi</i>	On 08/23/2020 at approximately 2037 hours, a male on a bicycle crashed into a vehicle at the intersection of Schofield Avenue and Camp Phillips Road in the Village of Weston. The male was transported to the hospital due to his injuries. A crash report was completed.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20001997 <i>Miscellaneous Investigation</i>	Three small children were found to be outside near the roadway in the 4000 block of Mesker Street in the Village of Weston. A parent was located inside a nearby residence. This case is considered closed and is to be forwarded to the Marathon County Department of Social Services.	
LW 20001998 <i>Theft - Shoplifting</i>	On 08/23/2020, two unidentified males entered a business within the 2700 block of Schofield Avenue in the Village of Weston and took without paying for approximately \$1,500 in merchandise. The case is to remain active pending further investigation.	
LW 20002008 <i>Disorderly Conduct</i>	On 08/25/2020 at about 5:38 a.m. a victim reported being physically assaulted in the 6000 block of Feith Avenue by her boyfriend that she resides with. The suspect will be taken into custody.	
LW 20002009 <i>Crash Tpd</i>	On 08-25-2020 I was dispatched to the 1800 block of Heuss Avenue in reference a traffic crash.	
LW 20002010 <i>Sexual Assault - Forcible Fondling</i>	On 08/25/2020 at about 5:38 a.m. a sexual assault was reported to have happened in the 6000 block of Feith Avenue involving juveniles as the victim and offender. Social Services was notified.	
LW 20002011 <i>Owi / Dui - Driving /operating Under The Influence</i>	On 08/25/2020, a male subject was taken into custody for Operating While Intoxicated following a traffic stop in the area of Stone Ridge Drive and Westview Blvd in the Village of Weston. This case is cleared by arrest.	
LW 20002016 <i>Cdtp - Destruction/damage/vandalism Of Property</i>	On August 26, 2020 damage to buildings and property was reported at Machmueller Park in the Village of Weston which would have occurred between August 21, 2020 and August 26, 2020.	
LW 20002017 <i>Counterfeiting / Forgery / Using / Uttering</i>	On August 26, 2020, officers responded to the 2900 block of Schofield Avenue for a counterfeit bill that was received.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
LW 20002023 <i>Crash Tpi</i>	I responded to a traffic crash with injuries at the intersection of Jelinek Avenue and Birch Street.	
LW 20002025 <i>Crash Tpd</i>	On 08/27/2020 a two vehicle property damage only crash occurred at the 5800 block of Camp Phillips Road. Units 1 and 2 were removed from the scene by the drivers.	
LW 20002029 <i>51.15/51.45 - Hcc Commitment</i>	On 08/27/2020, an adult male had a mental health crisis. Northcentral Healthcare authorized a Chapter 51.15 hold on the male individual. This case is considered cleared by commitment.	
LW 20002049 <i>Probation Violation - 90z</i>	On 08/29/2020, an officer performed a traffic stop on a vehicle for expired registration on the 5500 block of Business Highway 51. The investigation led to the male operator being taken into custody for two confirmed warrants, a probation hold. He was also cited for operating after revocation second offense, license restriction violation, nonregistration of motor vehicle, and no insurance.	
LW 20002073 <i>Assault - Simple</i>	Officers were dispatched to a fight in the 1800 block of Bloedel Avenue. Parties were identified and charges forwarded to the District Attorney`S Office.	
TA BRL0CR2L1D	On 08/01/2020 at 1500, an accident occurred on CAMP PHILLIPS RD at SCHOFIELD AV.	
TA BRL0JJ8VR2	On 08/01/2020 at 1905, an accident occurred on SCHOFIELD AV	
TA BRL04PZ82M	On 08/05/2020 at 1640, an accident occurred on SCHOFIELD AV at FOX ST.	
TA BRL0JFSSJC	On 08/05/2020 at 2259, an accident occurred on ROSS AV at SANDY LN.	
TA BRL04PZ82Q	On 08/06/2020 at 1020, an accident occurred on SCHOFIELD AV at NORMANDY ST.	

Case #	Description	(A)ttempted, (C)ompleted, (F)elony, (M)isdemeanor
TA BRL0JH1TR2	On 08/06/2020 at 1535, an accident occurred on SCHOFIELD AV at FOX ST.	
TA BRL0BW4SNF	On 08/07/2020 at 1104, an accident occurred on SCHOFIELD AV at FOX ST.	
TA BRL0JFSSJD	On 08/07/2020 at 1653, an accident occurred on STATE RD 29 at CAMP PHILLIPS RD.	
TA BRL0CR2L1F	On 08/08/2020 at 1455, an accident occurred on SCHOFIELD AV at ENTERPRISE WAY.	
TA BRL04PZ82N	On 08/08/2020 at 2047, an accident occurred on GREENHECK DR at ALDERSON ST.	
TA BRL0BW4SNH	On 08/10/2020 at 1207, an accident occurred on SCHOFIELD AV at NORMANDY ST.	
TA BRL0JJ8VR3	On 08/11/2020 at 2130, an accident occurred on STERNBERG AV at ASPEN ST.	
TA BRL04PZ82R	On 08/14/2020 at 1030, an accident occurred on SCHOFIELD AV	
TA BRL0JJ8VR4	On 08/17/2020 at 2257, an accident occurred on ZINSER ST at SCHOFIELD AV.	
TA BRL0JFSSJF	On 08/18/2020 at 1540, an accident occurred on SCHOFIELD AV at GLAD ST.	
TA BRL0JH1TR4	On 08/21/2020 at 0554, an accident occurred on CAMP PHILLIPS RD at STATE RD 29.	
TA BRL0BTWRH5	On 08/22/2020 at 0923, an accident occurred on SCHOFIELD AV at CAMP PHILLIPS RD.	
TA BRL0JJ8VR5	On 08/23/2020 at 2035, an accident occurred on SCHOFIELD AV at CAMP PHILLIPS RD.	

**VILLAGE OF WESTON, WISCONSIN**  
**MICHAEL WODALSKI, DIRECTOR OF PUBLIC WORKS**  
**MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES**  
**#2020-08 FOR AUGUST 2020**

**1. ITEMS OF SPECIAL NOTE**

- Nothing this month.

**2. WORK PLAN PROJECTS**

- CIP Projects

- Weston School Neighborhood: Change Order #1 for a time extension is in the packet. The underground utilities are installed completely on S Timber and Sunset with the Sanitary installed on Arrow. The concrete shoulder has been poured on S Timber and Kennedy between S Timber and Sunset with sidewalk work currently ongoing in the area. The next few weeks will see utilities finish up on Arrow St and begin installation on Von Kanel with the street building on Sunset to start likely this coming week and Arrow to follow. The contractor does have two crews working along with the concrete crew trying to get the project finished as soon as possible.
- Ryan St River Crossing: Discussion was held at the 9/14/20 Public Works Committee Meeting regarding the potential special assessments for water and sewer extension on the street. A letter was sent to all the potentially impacted residents along the corridor this past week. Survey is planned to begin as early as next week on this project.
- Crestwood Acres Addition Reconstruction: A letter was mailed out this past month to the residents and survey work is nearly completed. I have only heard from two residents regarding the project, however it appears Trustee Fiene is fielding a fair amount of calls from residents.
- Public Safety Building Renovations: The parking lot has been graded and some of the curb poured. Work on the interior is ongoing, most of the new underground plumbing is in place and the walls are up for the new evidence room and armory.
- Tanya/Tricia Lift Station: Becher-Hoppe is working on preliminary design.

- Callon Ave Utility Extension: The work on Callon Ave in conjunction with the SC Swiderski project started this past week. They should have the sanitary sewer and new watermain installed within the next week or so.
- Frontage and Evergreen Utility Replacements: The watermain replacement work on Evergreen started last week. The contractor is predicting to be complete on Evergreen next week and will be starting Frontage after that. Change Order #1 is in the packet regarding the need for better backfill material.
- Water Master Plan Study: We are setting up a meeting with AECOM near the end of September to go over the draft final report.
- Storm Water Model and Plan Update: Strand is currently working on updating our storm water model based on the new Wisconsin River basin requirements.
- 2020 Street Maintenance:
  - CPR will likely be back near the end of the month/early October to complete further concrete repairs on Schofield Ave from X to Mesker.
  - The asphalt overlays on Sternberg (S Timber to Von Kanel) and Alta Verde are yet to be completed.

### **3. IDENTIFIED NEEDS**

- Nate is working with staff to create more mobile applications and using iPads to identify infrastructure needs/work orders and keep track of work completed.

### **4. MISCELLANOUS COMMENTS / ISSUES**

- Staff has been working on making repairs to water valves and manholes deemed to be plow hazards.
- Failed storm water inlets are being repaired.
- Street Sweeping and rural mowing continue.
- Some storm sewer cleaning is taking place in curb and gutter areas.
- Digger's Hotline tickets have increased with TDS now installing service lines.

**VILLAGE OF WESTON, WISCONSIN**  
**NATHAN CROWE, TECHNOLOGY SERVICES DIRECTOR**  
**MONTHLY DEPARTMENT REPORT TO THE BOARD OF TRUSTEES**  
**#2020-9 FOR September 2020**

**1. ITEMS OF SPECIAL NOTE**

- Video Surveillance

With the new ballot box being installed out front for absentee ballots, we will be installing another camera out front to monitor the ballot box. The existing system has room to expand so adding an additional camera was a minimal expense. Scott Tatro and Roman Maguire will be helping out with the installation.

- GIS

- A couple additional apps have been implemented recently. Members from the street crew wanted to be able to track where plow obstacles existed so they could be fixed before the upcoming winter. They are using an iPad to mark any inlets, manholes, or valves that are obstacles. They will also be using the iPad to log when they are fixed.

We've also added capability for the crew to log what sewer mains are being televised. I'm in the process of getting something set up so they can attach the video files right to the sewer main in GIS so it can be easily accessed in the future.



**VILLAGE OF WESTON, WISCONSIN  
AGENDA ITEM COVER SHEET / REQUEST FOR CONSIDERATION**

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**DESCRIPTION:** Report re: August 2020 Building Permits

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**FROM:** Jennifer Higgins, Director of Planning & Development  
Scott Tatro, Building Inspector  
Roman Maguire, Property Inspector

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**FOR REVIEW BY:** Plan Commission, 9/14/2020  
Board of Trustees, 9/21/2020

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**POLICY QUESTION:** Should the PC & BOT acknowledge the August 2020 building permits issued as submitted by the Department?

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**ISSUE-IN-BRIEF:** Monthly report from the Planning & Development Department – Building Inspections Division.

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**FISCAL IMPACT:** **2020 Building Permits to date (8/31/2020)**  
**809 total permits issued (781 Village, 13 Town, 15 Rothschild)**  
**\$130,940 in permit fees received with a valuation of \$24,488,862**  
**In the Village of Weston-**  
**781 permits**  
**\$136,925 in permit fees received**  
**\$22,162,286 in permit valuation**

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**GUIDANCE:** Director and Inspectors recommend the BOT acknowledge the report and place on file.

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**PRIOR REVIEW:** No previous public review.

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**REQUEST:** Acknowledge and place on file.

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**Is there an additional briefer with this agenda item?**

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

**August 2020 Building Permits Issued Report**

**August 2020 Permit Total Report Code**

# Permits Issued

*Date From 08/01/2020 and Date To 08/30/2020 and Jurisdiction Village of Weston*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
<b>Village of Weston</b>								
202001277	Accessory	5715 HIGH RIDGE CIR, WESTON	1922808152009 6	KEVIN L KAPFHAMER KARLA J KAPFHAMER			08/27/2020	\$1,000 \$30.00
202001235	Accessory	5511 JEAN ELLEN ST, WESTON	1922808164007 1	GARY M SCHMIT JR			08/19/2020	\$3,500 \$60.00
202001220	Accessory	6112 TRICIA AV, WESTON	1922808152005 9	TROY L CARR NICOLE P CARR			08/17/2020	\$10,000 \$120.00
202001211	Accessory	4606 CREST RIDGE AV, WESTON	1922808212013 4	JASON MARCOUX ANGELINA PYKA	1991		08/14/2020	\$5,000 \$140.00
202001208	Commercial Building	5303 MESKER ST, WESTON	1922808164099 0	VILLAGE OF WESTON	Scherrer Construction Co., Inc.		08/13/2020	\$1,746,000 \$0.00
202001239	Deck	5802 NORMANDY ST, WESTON	1922808183102 1	JOEY TESCH JILL TESCH			08/21/2020	\$1,500 \$75.00
202001200	Deck	8209 HEEREN ST, WESTON	1922808281099 5	CORY A KUFAHL AMANDA D KUFAHL			08/12/2020	\$2,000 \$75.00
202001278	Deck	1715 FOOTHILL AV, WESTON	1922808191013 6	CHRISTOPHER A WOODWARD			08/28/2020	\$3,500 \$75.00
202001267	Deck	3706 RIVER MEADOW DR, WESTON	1922808094026 6	BENJAMIN STROMBERG LINDSAY STROMBERG			08/26/2020	\$5,000 \$75.00
202001161	Deck	8407 CASTLEBERRY CIR, WESTON	1922808293007 1	CHRISTOPHER L JELEN			08/04/2020	\$19,000 \$75.00
202001203	Demolition	9212 CALLON AV, WESTON	1922808242095 5	ANNA M BABICKY	Tito Inc.		08/13/2020	\$100.00
202001216	Driveway	5109 SUNSET ST, WESTON	1922808162002 5	KYLE C JANSEN KIRSTEN J JANSEN			08/16/2020	\$7,413 \$35.00
202001213	Driveway	No Address	No address	No Address			08/14/2020	\$3,500 \$25.00
202001186	Electrical	9303 CAMP PHILLIPS RD, WESTON	1922808321097 7	LEWIS PROPERTIES I LLC	K&M Electric, Inc.		08/10/2020	\$1,200.00
202001221	Electrical	7315 ZINSER ST, WESTON	1922808234098 9	EAU CLAIRE RIVER LLC	PGA INC -- ELECTRICAL		08/17/2020	\$1,270.00
202001167	Electrical	7102 COMMERCE DR, WESTON	1922808221013 2	Wausau supply Co.	Atlas Electric		08/05/2020	\$3,200.00
202001177	Electrical	6207 RYAN ST, WESTON	1922808221002 8	DORIS STUBBE MCCOY			08/07/2020	\$55.00

# Permits Issued

*Date From 08/01/2020 and Date To 08/30/2020 and Jurisdiction Village of Weston*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation	
202001225	Electrical	6310 LABRADOR RD, WESTON	1922808202001 4	ANNETTE NINNEMANN BRIAN MINDEMAN	TLD CONSTRUCTI ON LLC		08/17/2020	\$55.00	
202001268	Electrical	3110 SANDGATE CT, WESTON	1922808293005 9	BARBARA M GOTTSCHALK	PGA INC -- ELECTRICAL		08/26/2020	\$55.00	
202001265	Electrical	8402 CALLON AV, WESTON	1922808144098 3	ANTHONY R SKRZYPCHAK			08/26/2020	\$55.00	
202001272	Electrical	5515 JEAN ELLEN ST, WESTON	1922808164007 2	DAVID BURAZIN JANICE M BURAZIN	Moore Electric		08/27/2020	\$55.00	
202001232	Electrical	4311 SCHOFIELD AV, WESTON	1922808163094 3	RJS VENTURE INC	Disher Electric Inc.		08/19/2020	\$55.00	
202001240	Excavation	6207 RYAN ST, WESTON	1922808221002 8	DORIS STUBBE MCCOY	Wisconsin Public Service Corporation		08/21/2020	\$75.00	
202001237	Excavation	5415 WILLOW ST, WESTON	1922808184014 4	ROBERT D SCHWARTZ MONA L SCHWARTZ	Wisconsin Public Service Corporation		08/20/2020	\$75.00	
202001210	Excavation	6001 MESKER ST, WESTON	1922808164010 7	T & A HOFFMANN LLC	Wisconsin Public Service Corporation		08/13/2020	\$75.00	
202001159	Excavation	3203 CECIL ST, WESTON	1922808082001 3	SAMANTHA FEDROWITZ OLIVER POST	Wisconsin Public Service Corporation		08/03/2020	\$75.00	
202001164	Excavation	9212 CALLON AV, WESTON	1922808242095 5	ANNA M BABICKY	Wisconsin Public Service Corporation		08/04/2020	\$75.00	
202001222	Fence	6806 LANG LN, WESTON	1922808154099 0	INCREDIBLE BANK	Sillars Hardscape & Remodeling		08/17/2020	\$500	\$30.00
202001171	Fence	3104 NORMA AV, WESTON	1922808173009 2	SHARON A MORIEN			08/06/2020	\$1,500	\$30.00
202001194	Fence	6006 THOMAS AV, WESTON	1922808152097 7	JOEL C GROHMAN MARY C GROHMAN			08/11/2020	\$3,000	\$30.00
202001165	Fence	3205 ROSS AV, WESTON	1922808172091 8	GER LOR YEE MOUA			08/04/2020	\$5,000	\$30.00
202001273	Fence	3508 WALLEYE DR, WESTON	1922808101004 9	KOU XIONG			08/27/2020	\$6,000	\$30.00
202001205	Fence	3003 WEILAND AV, WESTON	1922808172008 4	DENYON HOMES INC			08/13/2020	\$7,000	\$30.00

# Permits Issued

*Date From 08/01/2020 and Date To 08/30/2020 and Jurisdiction Village of Weston*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
202001217	General	3002 BARCLAY WAY, WESTON	1922808172005 4	DENYON HOMES INC	Trim Crafters, LLC		08/17/2020	\$270,000 \$100.00
202001193	General	6209 VON KANEL ST, WESTON	1922808211094 8	GREEN TREE CONSTRUCTION			08/11/2020	\$800 \$35.00
202001189	General	3306 BEVERLY LN, WESTON	1922808084002 3	TONG VANG			08/10/2020	\$1,000 \$35.00
202001190	General	6302 BECKY BLVD, WESTON	1922808221002 4	JAMES A KACHEL LORALEI L KACHEL			08/11/2020	\$1,500 \$35.00
202001169	General	6003 ERIC ST, WESTON	1922808173015 3	QUADE PATRYCJA	Leisure Rooms		08/06/2020	\$8,860 \$35.00
202001202	Home Improvement	6003 RIVER PINES CT, WESTON	1922808103008 1	EDWARD C FOX III	Knutson Construction		08/13/2020	\$3,000 \$75.00
202001183	Home Improvement	4804 CREST RIDGE AV, WESTON	1922808212014 0	STEVE BRANDSMA			08/10/2020	\$5,000 \$195.00
202001214	Home Improvement	6112 TRICIA AV, WESTON	1922808152005 9	TROY L CARR NICOLE P CARR			08/14/2020	\$30,000 \$385.00
202001218	Home Improvement	3302 MONTE CARLO DR, WESTON	1922808322017 5	SUE A HILGEMANN	HOIDA BUILDERS		08/17/2020	\$100,000 \$305.00
202001233	Home Improvement	4906 ANNABELLE CT, WESTON	1922808211000 6	TRIM CRAFTERS LLC	Trim Crafters, LLC		08/19/2020	\$10,000 \$235.00
202001276	HVAC	2109 BLOEDEL AV, WESTON	1922808184022 9	ROBERT L KLUENDER	Merrill Sheet Metal		08/27/2020	\$3,000 \$40.00
202001275	HVAC	4808 AUGUSTINE AV, WESTON	1922808163099 8	SARA L GARINGER	Merrill Sheet Metal		08/27/2020	\$6,054 \$30.00
202001182	Interior Remodel	2904 WEILAND AV, WESTON	1922808172006 3	DENYON HOMES INC	Denyon Homes		08/10/2020	\$3,000 \$140.00
202001201	Lateral	5009 QUIRT SANN DR, WESTON	1922808172009 4	DENYON HOMES INC	ADVANTAGE PLUMBING PLUS LLC		08/12/2020	\$545.00
202001230	Lateral	3308 MONTE CARLO DR, WESTON	1922808322021 0	WYLY D SCHEIBE VICTORIA M SCHEIBE	HOIDA BUILDERS		08/19/2020	\$1,270.00
202001219	Minor Home Improvement	6802 ALTA VERDE ST, WESTON	1922808191012 9	JAMES R HUBER KAREN A HUBER			08/17/2020	\$2,500 \$50.00
202001173	Minor Home Improvement	5109 SUNSET ST, WESTON	1922808162002 5	KYLE C JANSEN KIRSTEN J JANSEN			08/06/2020	\$2,500 \$50.00
202001198	Minor Home Improvement	6102 TRICIA AV, WESTON	1922808152006 2	CRISPIN P LUEBBE MICHELLE E DIRK-LUEBBE			08/12/2020	\$4,000 \$50.00
202001215	Minor Home Improvement	4515 AUGUSTINE AV, WESTON	1922808163005 9	TOULEE MOUA MAI XIONG MOUA			08/15/2020	\$5,000 \$50.00

# Permits Issued

*Date From 08/01/2020 and Date To 08/30/2020 and Jurisdiction Village of Weston*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
202001160	Minor Home Improvement	1819 EVEREST AV, WESTON	1922808191009 7	MARLENE F SCHAETZL			08/03/2020	\$5,000 \$50.00
202001224	Minor Home Improvement	5504 GORDON ST, WESTON	1922808174091 0	BETH A CHAMPAN	T&T SANCHEZ ROOFING		08/17/2020	\$10,000 \$50.00
202001162	Minor Home Improvement	5808 ISAIAH ST, WESTON	1922808102008 8	NICHOLAS J KRAUSE LAURA B KRAUSE	Oakwood Exteriors LLC		08/04/2020	\$10,800 \$50.00
202001176	Minor Home Improvement	5002 SUNSET ST, WESTON	1922808162005 7	GEORGE L PERGOLSKI ELIZABETH L PERGOLSKI			08/07/2020	\$14,000 \$50.00
202001195	Minor Home Improvement	10103 STANDING OAK DR, WESTON	1922808323002 7	JOHN LAWLER LYNN LAWLER			08/11/2020	\$16,275 \$50.00
202001252	Occupancy	2717 SCHOFIELD AV, WESTON	2912906251097 2	EASTBAY INC ACCTS PAYABLE	UltraCom Wireless		08/24/2020	\$50.00
202001264	Plumbing	5303 MESKER ST, WESTON	1922808164099 0	VILLAGE OF WESTON	Wisconsin Mechanical Solutions		08/26/2020	\$0.00
202001174	Plumbing	2717 SCHOFIELD AV, WESTON	1922808173017 7	Markovich Properties Inc.	E. B. Sommers, Inc.		08/07/2020	\$100.00
202001206	Plumbing	4310 AUGUSTINE AV, WESTON	1922808163002 5	SEAN P MCCUE KRISTY E MCCUE	Mad City Windows & Baths		08/13/2020	\$30.00
202001199	Plumbing	2717 SHEPHERD LN, WESTON	1922808202004 4	LAURA CAHAK	Tundraland Home Improvements		08/12/2020	\$30.00
202001170	Resurface	5104 SHIRLEY AV, WESTON	1922808281000 4	PAUL T WIRKUS SUSAN M WIRKUS			08/06/2020	\$35.00
202001180	Special Assessment	9004 BIRCH ST, WESTON	1922808293095 8	KEN HEFFRON JULIE HEFFRON	County Land and Title Co.		08/07/2020	\$40.00
202001253	Special Assessment	2903 WEILAND AV, WESTON	1922808172007 9	MICHAEL L MATTISON LYNDA L MATTISON	County Land and Title Co.		08/25/2020	\$40.00
202001254	Special Assessment	9909 SIBERIAN DR, WESTON	1922808322000 7	ROGER C WANTA REVOCABLE TRUST	County Land and Title Co.		08/25/2020	\$40.00
202001255	Special Assessment	3203 FOXTAIL CT, WESTON	1922808202017 6	DEAN M HOIDA	County Land and Title Co.		08/25/2020	\$40.00
202001242	Special Assessment	4504 KELLYLAND ST, WESTON	1922808161013 1	RAYMOND M GOGA JULIE ANN GOGA	Runkel Abstract & Title Co		08/21/2020	\$40.00
202001243	Special Assessment	3108 TAPPE DR, WESTON	1922808102022 6	KOURTNEE M MCDONALD	Runkel Abstract & Title Co		08/21/2020	\$40.00

# Permits Issued

*Date From 08/01/2020 and Date To 08/30/2020 and Jurisdiction Village of Weston*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
202001178	Special Assessment	4109 LAHR AV, WESTON	1922808092099 5	GEORGIANA IOZZO	County Land and Title Co.		08/07/2020	\$40.00
202001244	Special Assessment	3802 SCHOFIELD AV, WESTON	1922808174099 6	IRENE W DRAKE	Runkel Abstract & Title Co		08/21/2020	\$40.00
202001245	Special Assessment	2406 COUNTRY CREEK LN, WESTON	1922808322013 4	ERIK BEITZEL	Runkel Abstract & Title Co		08/21/2020	\$40.00
202001179	Special Assessment	5502 HEWITT AV, WESTON	1922808094010 9	JAMES P ALBRIGHT GERALDINE S ALBRIGHT	County Land and Title Co.		08/07/2020	\$40.00
202001241	Special Assessment	5102 CHEROKEE ST, WESTON	1922808151002 5	NICHOLAS R POLAK COURTNEY M POLAK	Midwest Title Group		08/21/2020	\$40.00
202001209	Special Assessment	9506 VENETIAN WAY, WESTON	1922808322016 6	INCREDIBLE BANK	Knight Barry Title - QTax		08/13/2020	\$40.00
202001260	Special Assessment	1829 DALEY AV, WESTON	1922808191011 1	ALEX M KERSEMEIER AMBER JAEGER	County Land and Title Co.		08/25/2020	\$40.00
202001248	Special Assessment	6002 BIRCH ST, WESTON	1922808173016 5	RICHARD R BENDER DAWN M BENDER	Runkel Abstract & Title Co		08/21/2020	\$40.00
202001259	Special Assessment	9503 WOODLAND DR, WESTON	1922808332099 4	BRYAN D GAJEWSKI	County Land and Title Co.		08/25/2020	\$40.00
202001192	Special Assessment	6609 PENINSULA LN, WESTON	1922808241000 4	STUART E LEBO JR	County Land and Title Co.		08/11/2020	\$40.00
202001247	Special Assessment	2609 E NEUPERT AV, WESTON	1922808173011 8	ANDREW STRAUB ALIA E HALL	Runkel Abstract & Title Co		08/21/2020	\$40.00
202001258	Special Assessment	2904 WEILAND AV, WESTON	1922808172006 3	DENYON HOMES INC	County Land and Title Co.		08/25/2020	\$40.00
202001191	Special Assessment	4311 AUGUSTINE AV, WESTON	1922808163004 7	TYLER J BRODER	Midwest Title Group		08/11/2020	\$40.00
202001226	Special Assessment	4304 FLORLANA LN, WESTON	1922808084004 2	KEVIN R KALENSKE MARY E KALENSKE	Midwest Title Group		08/18/2020	\$40.00
202001256	Special Assessment	5511 CHERRY ST, WESTON	1922808184013 0	MARY L SIKONIA	County Land and Title Co.		08/25/2020	\$40.00
202001257	Special Assessment	3516 NORTHWESTERN AV, WESTON	1922808081096 9	RONALD C ANDREAS SHERRY L ANDREAS	County Land and Title Co.		08/25/2020	\$40.00
202001246	Special Assessment	7014 RIVER TRAIL DR, WESTON	1922808154016 8	SHADOW HILLS HOMES LLC	Runkel Abstract & Title Co		08/21/2020	\$40.00

# Permits Issued

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Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
202001261	Special Assessment	9102 WINDEMERE PL, WESTON	1922808293000 4	RYAN S STEVER KAYLA A STEVER	County Land and Title Co.		08/25/2020	\$40.00
202001207	Special Assessment	3725 WESTON PINES LN, WESTON	1922808174090 1	WESTON PINES APTS-WAUSAU DBA PREMIER REAL ESTATE	CHICAGO TITLE INSURANCE COMPANY		08/13/2020	\$40.00
202001249	Special Assessment	6011 HIGH RIDGE CIR, WESTON	1922808152010 2	DANIEL R KLUEVER JACKIE S KLUEVER	Runkel Abstract & Title Co		08/21/2020	\$40.00
202001250	Sprinkler	5106 LOOK ST, WESTON	1922808172006 4	DENYON HOMES INC	Sprinkler Pete		08/24/2020	\$3,800 \$50.00
202001228	Well	6707 VON KANEL ST, WESTON	1922808211096 2	PERRY E LODHOLZ KRISTINE K LODHOLZ			08/19/2020	\$135.00
202001197	Well	4715 CHADWICK ST, WESTON	1922808162001 1	BRUCE M GAJEWSKI	Mr.		08/12/2020	\$195.00
202001196	Well	1818 LAGUNA AV, WESTON	1922808191007 8	MARY E ROHMEYER			08/11/2020	\$135.00
202001172	Well	2507 RADTKE AV, WESTON	1922808172003 5	RYAN D MOOTZ PENNY L MOOTZ			08/06/2020	\$135.00
202001270	Well	5610 MOYER AV, WESTON	1922808161005 2	GERALD J NELSON GLORIA D NELSON			08/26/2020	\$135.00
202001158	Well	5903 TRICIA AV, WESTON	1922808152003 0	THOMAS C HUBBARD			08/02/2020	\$135.00
202001238	Well	5402 ROXANN DR, WESTON	1922808094014 2	DAVID R MCCRACKEN ANGEL D MCCRACKEN			08/20/2020	\$135.00
202001229	WUBPA	6300 BIRCH ST, WESTON	1922808201099 6	MHWI COLONIAL GARDENS OF WESTON LLC	Colonial Gardens MHP LLC.	1,248	08/19/2020	\$30,000 \$240.00
202001227	WUBPA	3106 HAMPTON AV, WESTON	1922808082005 5	MARK SICKINGER SARAH SICKINGER	Green Tree Construction Inc.	1,400	08/18/2020	\$200,000 \$2,565.00
202001234	WUBPA	3002 BARCLAY WAY, WESTON	1922808172005 4	DENYON HOMES INC	Trim Crafters, LLC	1,720	08/19/2020	\$300,000 \$2,815.00

# Permits Issued

*Date From 08/01/2020 and Date To 08/30/2020 and Jurisdiction Village of Weston*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
							Village of Weston Permits	100
							Village of Weston Permits	\$19,310
							Village of Weston Permits	\$2,876,502
							<b>Total Permits Issued</b>	<b>100</b>
							<b>Total Permits Fees</b>	<b>\$19,310</b>
							<b>Total Permits Valuation</b>	<b>\$2,876,502</b>
							<b>Total Finished Sq Ft</b>	<b>4,368</b>

## Permit Total Report Code

*Issued From 08/01/2020 and Issued To 08/31/2020 and Jurisdiction Village of Weston*

Type	Report Code	Jurisdiction	No of Permits	Total Valuation	Fees Paid
<i>Accessory</i>					
	101 - Residential Accessory Building	Village of Weston	3	\$14,500	\$210.00
	902 - Residential Non-Structural Remodel	Village of Weston	1	\$5,000	\$140.00
<i>Commercial Building</i>					
	202 - Commercial Addition/ Build Out/ Remodel	Village of Weston	1	\$1,746,000	\$0.00
<i>Deck</i>					
	103 - New Residential Deck	Village of Weston	5	\$31,000	\$375.00
<i>Demolition</i>					
	800 - Demolition of Principal Structure	Village of Weston	1		\$100.00
<i>Driveway</i>					
	112 - Residential Driveway Resurfacing	Village of Weston	1	\$7,413	\$35.00
	111 - New Residential Driveway/Driveway Addition	Village of Weston	1	\$3,500	\$25.00
<i>Electrical</i>					
	700 - Commercial Electrical	Village of Weston	3		\$5,670.00
	702 - Residential Electrical	Village of Weston	6		\$330.00
<i>Excavation</i>					
	300 - Excavation	Village of Weston	5		\$375.00
<i>Fence</i>					
	108 - New Fence or Alteration (Residential)	Village of Weston	6	\$23,000	\$180.00
<i>General</i>					
	115 - Early Start (Residential)	Village of Weston	1	\$270,000	\$100.00
	104 - Residential Deck Repair	Village of Weston	4	\$12,160	\$140.00
<i>Home Improvement</i>					
	105 - 1&2 Family Interior Remodel	Village of Weston	5	\$164,000	\$1,215.00
	902 - Residential Non-Structural Remodel	Village of Weston	1	\$10,000	\$235.00
<i>HVAC</i>					
	604 - Residential HVAC Replacement	Village of Weston	2	\$9,054	\$70.00
<i>Interior Remodel</i>					

## Permit Total Report Code

*Issued From 08/01/2020 and Issued To 08/31/2020 and Jurisdiction Village of Weston*

Type	Report Code	Jurisdiction	No of Permits	Total Valuation	Fees Paid
	902 - Residential Non-Structural Remodel	Village of Weston	1	\$3,000	\$140.00
<i>Lateral</i>					
	503 - Residential Lateral	Village of Weston	2		\$1,815.00
<i>Minor Home Improvement</i>					
	901 - Residential Exterior Remodel	Village of Weston	10	\$73,075	\$500.00
<i>Occupancy</i>					
	750 - Non-Residential Zoning	Village of Weston	1		\$50.00
<i>Plumbing</i>					
	500 - Commercial Plumbing	Village of Weston	2		\$100.00
	502 - Residential Plumbing	Village of Weston	3		\$100.00
<i>Resurface</i>					
	112 - Residential Driveway Resurfacing	Village of Weston	1		\$35.00
<i>Special Assessment</i>					
	910 - Special Assessment	Village of Weston	26		\$1,040.00
<i>Sprinkler</i>					
	110 - In-Ground Irrigation System	Village of Weston	2	\$7,475	\$100.00
<i>Well</i>					
	310 - Well Certification, Serviced Area	Village of Weston	7		\$1,005.00
<i>WUBPA</i>					
	100 - New Home Construction	Village of Weston	4	\$700,000	\$8,240.00
<b>Total</b>			<b>105</b>	<b>\$3,079,177</b>	<b>\$22,325.00</b>

# REQUEST FOR CONSIDERATION

**Public Mtg/Date:** Board of Trustees, September 21, 2020

**Description:** Village Vouchers from 8/10/20-9/13/20

**From:** Jessica Trautman, Finance Director

**Question:** Should the Board of Trustees approve payment of Village expenditures (vouchers) for the period of 8/10/20-9/13/20 in the amount of \$1,122,267.31 and manual payroll checks totaling \$2,906.09?

Check numbers were 53040-53084 and 53105-53202 and 90033.

Manual payroll check numbers were: 53085-53104. These checks show a voided line on the report, but checks were actually issued.

## Background

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

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

Accounts numbers are set up as follows:

XX-XX-XXXXX-XXX-XXX

Fund, Department, Function, Object, Project

The following is the Fund number with the Fund title:

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

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

**Committee Action:** None.

**FISCAL IMPACT:** \$1,125,173.40 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 8/10/20-9/13/20.**

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
<b>53040</b>									
08/20	08/14/20	53040	21724	BRZEZINSKI, TYRENA	879409	EBT TOKENS	1	81-06-56940-349-000	11.00
Total 53040:									11.00
<b>53041</b>									
08/20	08/14/20	53041	21367	CASE, TONI	879410	F/M TOKENS - DEBIT	1	81-06-56940-349-000	280.00
Total 53041:									280.00
<b>53042</b>									
08/20	08/14/20	53042	19882	CELLCOM	557383	SKERVEN: WATER HOTSPOT - 370-3222: 6/21-7/20/2020	1	60-03-53740-225-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	KRAUSE: WATER HOTSPOT - 370-3314: 6/21-7/20/2020	2	60-03-53740-225-000	262.62
08/20	08/14/20	53042	19882	CELLCOM	557383	DIETSCH: WATER HOTSPOT - 370-3467: 6/21-7/20/2020	3	60-03-53740-225-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	SEWER: IPAD FOR GIS - 370-6193: 6/21-7/20/2020	4	61-03-53610-226-000	6.31
08/20	08/14/20	53042	19882	CELLCOM	557383	WATER: IPAD FOR GIS - 370-6193: 6/21-7/20/2020	5	60-03-53740-226-000	6.31
08/20	08/14/20	53042	19882	CELLCOM	557383	WATER UTILITY IPAD 1 - 846-0189: 6/21-7/20/2020	6	60-03-53740-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	WATER UTILITY - 846-0190: 6/21-7/20/2020	7	60-03-53740-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	SEWER UTILITY 2 - 846-0191: 6/21-7/20/2020	8	61-03-53610-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	SEWER UTILITY IPAD 2 - 846-0194: 6/21-7/20/2020	9	61-03-53610-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	STREETS IPAD 2 - 846-0216: 6/21-7/20/2020	10	10-03-53310-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	TRUSTEE ZIEGLER IPAD 4 - 846-0274: 6/21-7/20/2020	11	10-01-51101-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	BUILDING INSPECT MIFI - 846-0459: 6/21-7/20/2020	12	10-02-52400-225-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	BORTH: SEWER HOTSPOT - 846-0589: 6/21-7/20/2020	13	61-03-53610-225-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	MAGUIRE: MIFI 6620 - 846-0596: 6/21-7/20/2020	14	10-02-52400-225-000	2.62
08/20	08/14/20	53042	19882	CELLCOM	557383	PLAN DEV IPAD - 846-2136: 6/21-7/20/2020	15	10-06-56900-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	ROMAN: MIFI - 846-2443: 6/21-7/20/2020	16	10-02-52400-225-000	66.24
08/20	08/14/20	53042	19882	CELLCOM	557383	POOL IPAD - 846-2451: 6/21-7/20/2020	17	22-05-55420-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	POOL IPAD - 846-2452: 6/21-7/20/2020	18	22-05-55420-226-000	12.62
08/20	08/14/20	53042	19882	CELLCOM	557383	STREETS IPAD - 846-2453: 6/21-7/20/2020	19	10-03-53310-226-000	12.62
Total 53042:									520.78
<b>53043</b>									
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	CLEAN RUGS/MATS	1	10-01-51600-290-000	612.52
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	PAPER PRODUCTS & AIR FRESHENER	2	10-01-51600-344-000	274.11
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	HAND SOAP/SHOP RAGS/TOWELS/ETC	3	10-03-53310-344-000	1,310.77
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST- HUERTH: UNIFORM MAINT/RNTL	4	10-03-53310-162-573	30.60
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - LAKE: UNIFORM MAINT/RNTL	5	10-03-53310-162-574	40.30
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - BLAREK: UNIFORM MAINT/RNTL	6	10-03-53310-162-572	36.80
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	SWR - SKERVEN: UNIFORM MAINT/RNTL	7	61-03-53613-162-592	43.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - VLIESTRA: UNIFORM MAINT/RNTL	8	10-03-53310-162-582	25.65
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - YONKER: UNIFORM MAINT/RNTL	9	10-03-53310-162-584	54.00
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - SKRZYPCHAK: UNIFORM MAINT/RNTL	10	10-03-53310-162-578	38.50
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	BI- TATRO: UNIFORM MAINT/RNTL	11	10-02-52400-162-000	33.75
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	BI- MAGUIRE: UNIFORM MAINT/RNTL	12	10-02-52400-162-000	51.10
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - SUCHOMSKI: UNIFORM MAINT/RNTL	13	10-03-53310-162-580	27.60
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	P - FALKOWSKI: UNIFORM MAINT/RNTL	14	10-05-55200-162-594	20.45
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - PLATTA: UNIFORM MAINT/RNTL	15	10-03-53310-162-577	49.70
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	W - DIETSCHKE: UNIFORM MAINT/RNTL	16	60-03-53780-162-588	58.70
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - VON SCHRADER: UNIFORM MAINT/RNTL	17	10-03-53310-162-581	21.15
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	W - BORTH: UNIFORM MAINT/RNTL	18	60-03-53780-162-586	36.85
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST- SCHMIDT: UNIFORM MAINT/RNTL	19	10-03-53310-162-570	48.10
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	ST - LENHARD: UNIFORM MAINT/RNTL	20	10-03-53310-162-575	53.55
08/20	08/14/20	53043	5720	CINTAS	12709045 JUL 2020	W - KRAUSE: UNIFORM MAINT/RNTL	21	60-03-53780-162-590	38.35
08/20	08/14/20	53043	5720	CINTAS	1901469679	WATER UTILITY ANNUAL UNIFORM PURCHASES	1	60-03-53780-162-000	275.00
08/20	08/14/20	53043	5720	CINTAS	1901469679	SEWER UTILITY ANNUAL UNIFORM PURCHASES	2	61-03-53613-346-000	275.00
08/20	08/14/20	53043	5720	CINTAS	1901469679	STREETS ANNUAL UNIFORM PURCHASES	3	10-03-53310-162-000	348.00
08/20	08/14/20	53043	5720	CINTAS	1901469679	PARKS ANNUAL UNIFORM PURCHASES	4	10-05-55200-346-000	406.00
Total 53043:									4,209.70
<b>53044</b>									
08/20	08/14/20	53044	3570	DALE'S WESTON LANES INC	SE-08112020	LUNCH/SUPPER FOR ELECTION WORKERS	1	10-01-51440-310-000	539.40
08/20	08/14/20	53044	3570	DALE'S WESTON LANES INC	SE-08112020	WESTON LANES ROOM RENTAL	2	10-01-51440-310-000	200.00
Total 53044:									739.40
<b>53045</b>									
08/20	08/14/20	53045	3940	DIGGERS HOTLINE INC	200746301 PP2	JUNE 2020	1	60-03-53780-290-000	940.80
08/20	08/14/20	53045	3940	DIGGERS HOTLINE INC	200746301 PP2	JUNE 2020	2	61-03-53613-290-000	940.80
Total 53045:									1,881.60
<b>53046</b>									
08/20	08/14/20	53046	6040	GREEN LAWN UNDERGROUND	20-08808	IRRIG START UP & REPAIRS: FOX ST	1	10-03-53317-245-000	1,015.99
08/20	08/14/20	53046	6040	GREEN LAWN UNDERGROUND	20-08809	IRRIG REPAIRS TDS	1	10-00-13610-000-000	103.85
08/20	08/14/20	53046	6040	GREEN LAWN UNDERGROUND	20-08810	IRRIG START UP & REPAIRS: SCHOFIELD AVE	1	10-03-53317-245-000	768.75
Total 53046:									1,888.59

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
<b>53047</b>									
08/20	08/14/20	53047	8460	K-TECH KLEENING SYSTEMS INC	8455	AQUATIC CENTER CLEANING SUPPLIES COVID	1	22-05-55420-344-000	264.60
08/20	08/14/20	53047	8460	K-TECH KLEENING SYSTEMS INC	8455	ELECTIONS COVID	2	10-01-51440-310-000	38.25
Total 53047:									302.85
<b>53048</b>									
08/20	08/14/20	53048	9810	MARATHON COUNTY HEALTH DEPT	20072918	1 BAC-T SAMPLES	1	60-03-53730-294-000	11.00
08/20	08/14/20	53048	9810	MARATHON COUNTY HEALTH DEPT	20080302	POOL SAMPLE	1	22-05-55420-279-000	14.00
08/20	08/14/20	53048	9810	MARATHON COUNTY HEALTH DEPT	20080308	1 BAC-T SAMPLES	1	60-03-53730-294-000	11.00
08/20	08/14/20	53048	9810	MARATHON COUNTY HEALTH DEPT	20080312	PRIVATE WELL SAMPLE (1 BAC-T)	1	60-03-53775-294-000	22.00
08/20	08/14/20	53048	9810	MARATHON COUNTY HEALTH DEPT	20080415	5 BAC-T SAMPLES	1	60-03-53730-294-000	55.00
08/20	08/14/20	53048	9810	MARATHON COUNTY HEALTH DEPT	20080419	1 BAC-T SAMPLES	1	60-03-53730-294-000	11.00
08/20	08/14/20	53048	9810	MARATHON COUNTY HEALTH DEPT	20080420	PRIVATE WELL SAMPLE (1 BAC-T)	1	60-03-53775-294-000	22.00
Total 53048:									146.00
<b>53049</b>									
08/20	08/14/20	53049	20887	MARTELLE WATER TREATMENT INC	20262	AQUADENE - 535 GALLONS	1	60-03-53730-366-000	6,547.00
Total 53049:									6,547.00
<b>53050</b>									
08/20	08/14/20	53050	10390	MIDWEST TESTING LLC	5122	METER TESTING	1	60-03-53743-290-000	2,820.00
Total 53050:									2,820.00
<b>53051</b>									
08/20	08/14/20	53051	21224	MI-TECH SERVICES INC	32066768	LANDFILL MONITORING JULY 2020	1	18-03-53631-215-000	784.00
08/20	08/14/20	53051	21224	MI-TECH SERVICES INC	32066774	CEDAR CREEK INTERCEPTOR ACCESS ROAD ENVIRONMEN	1	61-00-18700-826-323	2,395.25
Total 53051:									3,179.25
<b>53052</b>									
08/20	08/14/20	53052	21686	PRO-WEST & ASSOCIATES	004282	GIS SUPPORT FOR WATER VALVE APP	1	60-03-53750-290-000	63.60
Total 53052:									63.60
<b>53053</b>									
08/20	08/14/20	53053	13390	REINDERS INC	1843720-00	EQUIPMENT PARTS	1	10-05-55210-242-000	637.05

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 53053:									637.05
<b>53054</b>									
08/20	08/14/20	53054	20795	RIVER VIEW CONSTRUCTION INC	57131	LAWN MOWING: BUSINESS PARK JULY 2020	1	40-06-56771-290-000	1,520.00
08/20	08/14/20	53054	20795	RIVER VIEW CONSTRUCTION INC	57132	LAWN MOWING: BERM	1	40-06-56771-290-000	200.00
08/20	08/14/20	53054	20795	RIVER VIEW CONSTRUCTION INC	57133	LAWN MOWING: BUSINESS PARK BERM	1	40-06-56771-290-000	165.00
08/20	08/14/20	53054	20795	RIVER VIEW CONSTRUCTION INC	57134	LAWN MOWING: WELLS/TOWER/LIFT STATIONS	1	60-03-53710-247-611	1,168.00
Total 53054:									3,053.00
<b>53055</b>									
08/20	08/14/20	53055	13840	ROTHSCHILD, VILLAGE OF	DEC2019	EXCAVATION PERMIT: FOREST AND HEMLOCK	1	60-03-53761-290-000	253.75
Total 53055:									253.75
<b>53056</b>									
08/20	08/14/20	53056	14650	SECURITY FENCE & SUPPLY CO INC	2020-37850	BLOEDEL WELL FENCE	1	60-00-18310-000-000	8,293.00
Total 53056:									8,293.00
<b>53057</b>									
08/20	08/14/20	53057	22065	STUHR, PAM	879411	F/M TOKENS - EBT	1	81-06-56940-349-000	4.00
08/20	08/14/20	53057	22065	STUHR, PAM	879411	F/M TOKENS - DEBIT	2	81-06-56940-349-000	10.00
08/20	08/14/20	53057	22065	STUHR, PAM	879411	F/M TOKENS - ASPIRUS	3	81-00-13611-000-000	10.00
Total 53057:									24.00
<b>53058</b>									
08/20	08/14/20	53058	21673	TIAA COMMERCIAL FINANCE INC	7395419	CONTRACT #20283922: KYOCERA COPIER LEASE- AUG 2020	1	10-01-51450-280-000	193.08
Total 53058:									193.08
<b>53059</b>									
08/20	08/14/20	53059	19929	UTILITY SERVICE CO INC	513844	Q3 2020 MAINT CONTRACT - BUSINESS PK TANK	1	60-03-53760-290-000	1,632.53
Total 53059:									1,632.53
<b>53060</b>									
08/20	08/14/20	53060	17130	VIKING ELECTRIC SUPPLY	S003842047.001	LAMPS	1	10-01-51600-355-000	67.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 53060:									67.80
<b>53061</b>									
08/20	08/14/20	53061	19070	WI STATE LABORATORY OF HYGIENE	641041	FLOURIDE TESTING- JUL 2020	1	60-03-53730-294-000	26.00
Total 53061:									26.00
<b>53062</b>									
08/20	08/14/20	53062	21468	WIN-911 SOFTWARE	232XT280-202086	ALARM CALLING SOFTWARE FOR SCADA	1	60-03-53780-286-000	495.00
Total 53062:									495.00
<b>53063</b>									
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	HARLYN L/S: 6/24-7/24/2020	1	61-03-53610-222-000	149.10
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	FOX ST L/S: 6/24-7/24/2020	2	61-03-53610-222-000	16.00
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	FOX ST L/S: 6/24-7/24/2020	3	61-03-53610-224-000	2.22
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	KATHLEEN L/S: 6/24-7/24/2020	4	61-03-53610-222-000	30.68
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	EC RIVER L/S: 6/24-7/24/2020	5	61-03-53610-222-000	192.18
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	EC RIVER L/S: 6/24-7/24/2020	6	61-03-53610-224-000	18.71
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	TANYA L/S: 6/24-7/24/2020	7	61-03-53610-222-000	64.81
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	BUS PK SOUTH L/S: 6/24-7/24/2020	8	61-03-53610-222-000	57.95
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	EVERGREEN POINTE L/S: 6/24-7/24/2020	9	61-03-53610-222-000	8.63
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	PARK TERRACE L/S: 6/24-7/24/2020	10	61-03-53610-222-000	40.75
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	RYAN ST L/S: 6/24-7/24/2020	11	61-03-53610-222-000	210.52
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	HERITAGE HILLS L/S: 6/24-7/24/2020	12	61-03-53610-222-000	60.07
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	ROSS AVE L/S: 6/24-7/24/2020	13	61-03-53610-222-000	92.93
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	ROSS AVE L/S: 6/24-7/24/2020	14	61-03-53610-224-000	12.35
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	COLLEEN/MESKER L/S: 6/24-7/24/2020	15	61-03-53610-222-000	173.43
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2457-00012 JUL 20	COLLEEN/MESKER L/S: 6/24-7/24/2020	16	61-03-53610-224-000	19.23
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00132 JUL 20	ROGAN: 6/21-7/22/2020	1	10-05-55210-222-000	3.74
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00132 JUL 20	ROBINWOOD: 6/21-7/22/2020	2	10-05-55210-222-000	37.94
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00132 JUL 20	WIFI @ KEN PK: 6/21-7/22/2020	3	10-05-55210-222-000	3.45
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	FOREMOST WELL/TOWER: 6/22-7/23/2020	1	60-03-53720-222-000	1,970.76
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	MESKER WELL: 6/22-7/23/2020	2	60-03-53720-222-000	652.58
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	MESKER WELL: 6/22-7/23/2020	3	60-03-53720-224-000	17.33
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	WTP/STERNBERG WELL: 6/22-7/23/2020	4	60-03-53720-222-000	1,458.04
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	WTP/STERNBERG WELL: 6/22-7/23/2020	5	60-03-53730-222-000	1,458.04
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	WTP/STERNBERG WELL: 6/22-7/23/2020	6	60-03-53720-224-000	16.91
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	WTP/STERNBERG WELL: 6/22-7/23/2020	7	60-03-53730-224-000	16.91
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	EVEREST TOWER: 6/22-7/23/2020	8	60-03-53740-222-000	71.65

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08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	ALTA VERDE WELL: 6/22-7/23/2020	9	60-03-53720-222-000	1,236.69
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	ALTA VERDE WELL: 6/22-7/23/2020	10	60-03-53720-224-000	17.33
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	BUS PARK TOWER: 6/22-7/23/2020	11	60-03-53740-222-000	35.82
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	BLOEDEL WELL: 6/22-7/23/2020	12	60-03-53720-222-000	1,696.21
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	BLOEDEL WELL: 6/22-7/23/2020	13	60-03-53720-224-000	20.87
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	SUMMIT TOWER: 6/22-7/23/2020	14	60-03-53740-222-000	27.05
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	RIPPLING CREEK WELL: 6/22-7/23/2020	15	60-03-53720-222-000	1,334.58
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00134 JUL 20	RIPPLING CREEK WELL: 6/22-7/23/2020	16	60-03-53720-224-000	19.79
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	COMM CTR - IRRIG : 6/23-7/23/2020	1	10-03-53317-222-000	189.42
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BARBICAN AVE - IRRIG : 6/23-7/23/2020	2	10-03-53317-222-000	87.25
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	ENT. WAY - TRAF LIGHTS: 6/23-7/23/2020	3	10-03-53311-222-000	211.53
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	COMM CTR - ST LIGHTING: 6/23-7/23/2020	4	10-03-53420-222-000	215.09
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BARBICAN AVE - ST LIGHTING: 6/23-7/23/2020	5	10-03-53420-222-000	407.76
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	ENT WAY FNTN - ST LIGHTING: 6/23-7/23/2020	6	10-03-53420-222-000	84.78
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	VILLAGE - ST LIGHTING: 6/23-7/23/2020	7	10-03-53420-222-000	13,639.36
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	ROSS - TRAF LIGHTS : 6/23-7/23/2020	8	10-03-53311-222-000	196.11
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	LANDFILL: 6/23-7/23/2020	9	18-03-53631-222-000	225.71
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	VALDRES/BARBICAN - IRRIG: 6/23-7/23/2020	10	10-03-53317-222-000	84.78
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	SCHOF/CHERRY - IRRIG : 6/23-7/23/2020	11	10-03-53317-222-000	87.56
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	MINISTRY - ST LIGHTING: 6/23-7/23/2020	12	10-03-53420-222-000	423.98
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	SHOREY - WARNING SIREN: 6/23-7/23/2020	13	10-02-52910-222-000	92.73
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	EVEREST/CP - TRAF LIGHTS: 6/23-7/23/2020	14	10-03-53311-222-000	216.44
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	ST CLARE'S PUMP - IRRIG: 6/23-7/23/2020	15	10-03-53317-222-000	87.35
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	MINISTRY - IRRIG : 6/23-7/23/2020	16	10-03-53317-222-000	87.46
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	EVEREST - WARNING SIREN: 6/23-7/23/2020	17	10-02-52910-222-000	91.91
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BIRCH/WESTON - ST LIGHTING: 6/23-7/23/2020	18	10-03-53420-222-000	301.95
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BIRCH/SCHOF - ST LIGHTING : 6/23-7/23/2020	19	10-03-53420-222-000	345.64
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	RECYCLE SHED: 6/23-7/23/2020	20	10-03-53312-222-000	101.67
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	WESTON/CTYX - TRAF LIGHTS : 6/23-7/23/2020	21	10-03-53311-222-000	404.71
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	ALDERSON/SCHOF - ST LIGHTING : 6/23-7/23/2020	22	10-03-53420-222-000	275.38
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	NORMANDY/SCHOF - ST LIGHTING: 6/23-7/23/2020	23	10-03-53420-222-000	279.99
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	CAMP PHIL - FLASH SIGN: 6/23-7/23/2020	24	10-03-53311-222-000	86.89
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BIRCH/WESTON - TRAF LIGHTS : 6/23-7/23/2020	25	10-03-53311-222-000	148.89
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	CROSS POINTE - ST LIGHTING: 6/23-7/23/2020	26	10-03-53420-222-000	454.77
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	STONE RIDGE - IRRIG: 6/23-7/23/2020	27	10-03-53317-222-000	84.78
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	HOWLAND AVE - ST LIGHTING: 6/23-7/23/2020	28	10-03-53420-222-000	163.73
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	SHOREY - ST LIGHTING: 6/23-7/23/2020	29	10-03-53420-222-000	106.35
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BUS PK - ST LIGHTING: 6/23-7/23/2020	30	10-03-53420-222-000	1,373.61
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	CTY RD J-SIGN - ST LIGHTING : 6/23-7/23/2020	31	10-03-53420-222-000	95.46
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	ALDERSON/SCHOF - TRAF LIGHTS : 6/23-7/23/2020	32	10-03-53311-222-000	143.52
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BIRCH/SCHOF - TRAF LIGHTS: 6/23-7/23/2020	33	10-03-53311-222-000	143.57

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08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	CP/SCHOF - TRAF LIGHTS: 6/23-7/23/2020	34	10-03-53311-222-000	155.46
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	SCHOFIELD - TRAF LIGHTS: 6/23-7/23/2020	35	10-03-53311-222-000	145.89
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	ZINSER - WAY FINDING SIGNS: 6/23-7/23/2020	36	10-03-53420-222-000	112.27
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	RICKYVAL - WAY FINDING SIGNS: 6/23-7/23/2020	37	10-03-53420-222-000	104.89
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	RYAN - WAY FINDING SIGNS: 6/23-7/23/2020	38	10-03-53420-222-000	86.07
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	WESTON/PROG - WAY FINDING SIGNS: 6/23-7/23/2020	39	10-03-53420-222-000	98.06
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	MUSKIE - WARNING SIREN: 6/23-7/23/2020	40	10-02-52910-222-000	92.73
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	JELINEK - SPEED SIGN: 6/23-7/23/2020	41	10-03-53311-222-000	90.72
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	WINDSOR DR - AERATOR: 6/23-7/23/2020	42	63-03-53655-222-000	96.05
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	BIRCH - PED BRIDGE LIGHTING: 6/23-7/23/2020	43	10-03-53420-222-000	195.93
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	MUN CTRELECTRIC: 6/23-7/23/2020	44	10-01-51600-222-000	1,077.21
08/20	08/14/20	53063	18990	WISCONSIN PUBLIC SERVICE	2484-00166 JUL 20	MUN CTRNATURAL GAS: 6/23-7/23/2020	45	10-01-51600-224-000	98.35
Total 53063:									34,539.01
<b>53064</b>									
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221329	7/14-8/6/2020 LAND SALE IN BUSINESS PARK	1	40-06-56740-212-000	4,199.50
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221330	7/15-8/7/2020 VACANT PRESIDNET POSITION	1	10-01-51300-212-000	518.00
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221330	7/15-8/7/2020 BRIEFER	2	10-01-51300-212-000	293.50
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221330	7/15-8/7/2020 GENERAL	3	10-01-51300-212-000	333.00
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221331	7/18-8/6/2020 PATRIOT AUTO	1	10-01-51300-212-000	832.50
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221331	7/18-8/6/2020 SAFETY BUILDING CONTRACT	2	45-02-52110-212-000	92.50
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221331	7/18-8/6/2020 WANDERING SPRINGS	3	10-01-51300-212-000	92.50
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221332	7/29-8/6/2020 CVB QUESTIONS	1	29-06-56729-212-000	647.50
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221337	7/21/20 A HELLROOD SPECIAL EVENT PERMIT	1	10-01-51300-212-000	222.00
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221337	8/3 FACE COVERING IN PARKS QUESTION	2	10-01-51300-212-000	536.50
08/20	08/14/20	53064	19951	YDE LAW FIRM, S.C.	221338	7/31/2020 SBA TOWERS	1	10-01-51300-212-000	37.00
Total 53064:									7,804.50
<b>53065</b>									
08/20	08/20/20	53065	310	AFLAC	111958	PAYROLLS: JUL 2020	1	10-00-21561-000-000	2,554.53
Total 53065:									2,554.53
<b>53066</b>									
08/20	08/20/20	53066	11160	CORE & MAIN LP	M84856	FIELD LOCK GASKETS	1	60-03-53761-251-000	760.69
08/20	08/20/20	53066	11160	CORE & MAIN LP	M729481	WATER WORKS PARTS - INVENTORY PIPES, GASKETS, TOP	1	60-03-53761-251-000	3,580.50
08/20	08/20/20	53066	11160	CORE & MAIN LP	M764526	16 - 3/4S IPERL	1	60-00-18413-000-000	6,108.39
08/20	08/20/20	53066	11160	CORE & MAIN LP	M776959	FIELD LOCK GASKETS	1	60-03-53761-251-000	760.69

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Total 53066:									9,688.89
<b>53067</b>									
08/20	08/20/20	53067	20932	DENYON HOMES	5106 LOOK ST	OCC SUR REFUND: 5106 LOOK ST	1	10-00-21120-000-000	1,000.00
Total 53067:									1,000.00
<b>53068</b>									
08/20	08/20/20	53068	4420	ELECTION SYSTEMS/SOFTWARE INC	1148383	DS200 VOTING MACHINE TAPE	1	10-01-51440-310-000	53.37
Total 53068:									53.37
<b>53069</b>									
08/20	08/20/20	53069	4840	FAHRNER ASPHALT SEALERS LLC	8300006621	2020 GSB-88 SEALING PROJECT	1	10-03-53310-236-000	66,042.00
Total 53069:									66,042.00
<b>53070</b>									
08/20	08/20/20	53070	20369	FERGUSON WATERWORKS #1476	0308292-1	C.B. 28" GRATES & 12" HDPE BANDS	1	63-03-53655-360-000	1,917.00
08/20	08/20/20	53070	20369	FERGUSON WATERWORKS #1476	CM029174	RETURN NEENAH FRAMES & GRATES 2-32900009 & 2-32900	1	63-03-53655-360-000	1,020.00
Total 53070:									897.00
<b>53071</b>									
08/20	08/20/20	53071	20785	GOVERNMENTJOBS.COM INC	INV-15635	NEOGOV LICENSE FEES	1	10-01-51450-286-000	15,368.35
Total 53071:									15,368.35
<b>53072</b>									
08/20	08/20/20	53072	21187	GROUP HEALTH COOPERATIVE	SEPT2020	HEALTH INSURANCE FOR SEPT 2020	1	10-00-21530-000-000	43,965.44
Total 53072:									43,965.44
<b>53073</b>									
08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT SERVICES-VILLAGE	1	10-01-51521-213-000	1,538.27
08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT SERVICES-TIF #1	2	21-06-56721-213-000	162.55
08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT SERVICES-TIF #2	3	26-06-56726-213-000	162.55
08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT - CDA/TIF #1 REVIEW	4	27-06-56727-213-000	329.07
08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT - CDA/TIF #2 REVIEW	5	28-06-56728-213-000	166.52
08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT SERVICES-WATER	6	60-03-53771-213-000	1,086.31

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08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT SERVICES-SEWER	7	61-03-53612-213-000	995.13
08/20	08/20/20	53073	21642	HAWKINS ASH	3118855	2019 AUDIT SERVICES-STORMWATER	8	63-03-53652-213-000	269.60
Total 53073:									4,710.00
<b>53074</b>									
08/20	08/20/20	53074	19804	HOIDA, DEAN	3305 BELLAGIO D	OCC SUR REF:3305 BELLAGIO DR	1	10-00-21120-000-000	1,000.00
Total 53074:									1,000.00
<b>53075</b>									
08/20	08/20/20	53075	20526	JERRY'S CLEANING	JUL2020	CLEANING SERVICES: JULY 2020	1	10-01-51600-216-000	600.00
Total 53075:									600.00
<b>53076</b>									
08/20	08/20/20	53076	21128	LOKRE DEVELOPMENT	1611 SCHOFIELD A	COMPLETION SURCHARGE REFUND: 1611 SCHOFIELD AVE	1	10-00-21120-000-000	5,000.00
Total 53076:									5,000.00
<b>53077</b>									
08/20	08/20/20	53077	21224	MI-TECH SERVICES INC	32066991	FRONTAGE AND EVERGREEN WATERMAIN DESIGN	1	60-03-53780-215-000	3,961.00
Total 53077:									3,961.00
<b>53078</b>									
08/20	08/20/20	53078	10520	SECURIAN FINANCIAL GROUP INC	SEPT2020	VOW PREMIUM: SEPT 2020	1	10-00-21531-000-000	1,197.69
Total 53078:									1,197.69
<b>53079</b>									
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	VARIOUS OFFICE SUPPLIES	1	10-01-51450-310-000	186.88
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	DISC DRIVE FOR PUBLIC MEETING VIDEO BACKUP	2	10-01-51450-314-000	94.99
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	MICROFIBER CLOTH FOR UTILITY	3	60-03-53780-310-000	19.99
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	ENVELOPE SEALER AND PENS	4	10-01-51450-310-000	36.93
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	MINERAL OIL	5	60-03-53764-349-000	219.90
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	ID BADGE HOLDERS	6	10-01-51450-310-000	54.95
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	WEBCAM FOR JUDGE	7	10-01-51450-314-000	49.90
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	ONE TOUCH PHONE FOR VESTIBULE WINDOW	8	10-01-51450-314-000	159.90
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	GLOVES FOR ELECTIONS	9	10-01-51440-310-000	29.95
08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	REFILL INK SET	10	10-01-51450-310-000	4.90

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08/20	08/20/20	53079	21247	SYNCHRONY BANK/AMAZON	JUL2020	ADDRESS LABELS	11	10-01-51450-310-000	55.90
Total 53079:									914.19
<b>53080</b>									
08/20	08/20/20	53080	20501	TRIM CRAFTERS LLC	5104 LOOK ST	OCCUPANCY SURCHG REF: 5104 LOOK ST	1	10-00-21120-000-000	1,000.00
Total 53080:									1,000.00
<b>53081</b>									
08/20	08/20/20	53081	4260	UNEMPLOYMENT INSURANCE	JUL2020	4/25/20-5/2/20 UI EXP-C HUCKBODY	1	18-03-53637-125-000	218.72
Total 53081:									218.72
<b>53082</b>									
08/20	08/20/20	53082	16890	VAN ERT ELECTRIC COMPANY INC	44639	LOOP DETECTOR REPAIR - ROSS AND CR-X	1	10-03-53311-290-000	1,299.14
08/20	08/20/20	53082	16890	VAN ERT ELECTRIC COMPANY INC	44648	TRAFFIC SIGNAL REPAIR - SCHOFIELD AVE AND CR-X	1	10-03-53311-290-000	3,281.93
Total 53082:									4,581.07
<b>53083</b>									
08/20	08/20/20	53083	21285	VOLM COMPANIES INC	8050717-00	GALVANIZED STEEL CULVERT PIPES & BANDS	1	63-03-53655-360-000	1,086.74
Total 53083:									1,086.74
<b>53084</b>									
08/20	08/20/20	53084	17500	WAUSAU AWARDS & ENGRAVING INC	AUG2020	NAME PLATE: PRESIDENT/TRUSTEE	1	10-01-51101-312-000	9.00
Total 53084:									9.00
<b>53105</b>									
09/20	09/03/20	53105	670	A M LEONARD INC	CI20090179	BLADE GRINDING WHEEL	1	10-05-55210-390-000	76.86
Total 53105:									76.86
<b>53106</b>									
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	198616	IRRIGATION REPAIR	1	10-05-55210-245-000	5.55
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	198725	SHOP SUPPLIES	1	10-05-55210-390-000	8.97
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	199233	SHOP SUPPLIES	1	10-05-55210-390-000	95.79
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	199233	BRUSH FOR AQ. CTR.	2	22-05-55420-390-000	8.09
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	200101	IRRIGATION PARTS MUNICIPAL CENTER	1	10-05-55210-245-000	21.72

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09/20	09/03/20	53106	250	ACE HARDWARE CENTER	921105FC	FINANCE CHARGE	1	10-01-51520-317-000	4.08
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	921106FC	FINANCE CHARGE	1	10-01-51520-317-000	6.50
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	921107FC	FINANCE CHARGE	1	10-01-51520-317-000	.80
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	950889FC	FINANCE CHARGE	1	10-01-51520-317-000	5.86
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	950890FC	FINANCE CHARGE	1	10-01-51520-317-000	1.87
09/20	09/03/20	53106	250	ACE HARDWARE CENTER	950891FC	FINANCE CHARGE	1	10-01-51520-317-000	1.02
Total 53106:									160.25
<b>53107</b>									
09/20	09/03/20	53107	2500	ADVANCE AUTO PARTS	2763-387819	PARTS FOR TRUCKS #6, 122, 12	1	10-05-55210-241-000	109.70
Total 53107:									109.70
<b>53108</b>									
09/20	09/03/20	53108	20528	ADVANCED DISPOSAL SERVICES	D20000726011	GARBAGE	1	18-03-53620-297-000	36,733.68
09/20	09/03/20	53108	20528	ADVANCED DISPOSAL SERVICES	D20000726011	RECYCLING (4879)	2	18-03-53635-297-000	11,530.96
Total 53108:									48,264.64
<b>53109</b>									
09/20	09/03/20	53109	22024	BAYSIDE PRINTING, LLC	137529	BAYSIDE PRINTING 07-20 BILLS	1	60-03-53771-312-000	152.93
09/20	09/03/20	53109	22024	BAYSIDE PRINTING, LLC	137529	BAYSIDE PRINTING 07-20 BILLS	2	61-03-53612-312-000	152.93
09/20	09/03/20	53109	22024	BAYSIDE PRINTING, LLC	137529	BAYSIDE PRINTING 07-20 BILLS	3	63-03-53652-312-000	152.93
Total 53109:									458.79
<b>53110</b>									
09/20	09/03/20	53110	1520	BEAVER OF WISCONSIN INC	103560	PRESSURE WASHER SOAP	1	10-03-53310-351-000	362.50
Total 53110:									362.50
<b>53111</b>									
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	CLEAN RUGS/MATS	1	10-01-51600-290-000	485.84
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	PAPER PRODUCTS & AIR FRESHENER	2	10-01-51600-344-000	359.62
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	HAND SOAP/SHOP RAGS/TOWELS/ETC	3	10-03-53310-344-000	1,022.24
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST- HUERTH: UNIFORM MAINT/RNTL	4	10-03-53310-162-573	24.48
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - LAKE: UNIFORM MAINT/RNTL	5	10-03-53310-162-574	32.24
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - BLAREK: UNIFORM MAINT/RNTL	6	10-03-53310-162-572	29.44
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	SWR - SKERVEN: UNIFORM MAINT/RNTL	7	61-03-53613-162-592	34.52
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - VLIESTRA: UNIFORM MAINT/RNTL	8	10-03-53310-162-582	20.52

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09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - YONKER: UNIFORM MAINT/RNTL	9	10-03-53310-162-584	43.20
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - SKRZYPCHAK: UNIFORM MAINT/RNTL	10	10-03-53310-162-578	30.80
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	BI- TATRO: UNIFORM MAINT/RNTL	11	10-02-52400-162-000	27.00
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	BI- MAGUIRE: UNIFORM MAINT/RNTL	12	10-02-52400-162-000	40.88
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - SUCHOMSKI: UNIFORM MAINT/RNTL	13	10-03-53310-162-580	22.08
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	P - FALKOWSKI: UNIFORM MAINT/RNTL	14	10-05-55200-162-594	16.36
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - PLATTA: UNIFORM MAINT/RNTL	15	10-03-53310-162-577	39.76
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	W - DIETSCHKE: UNIFORM MAINT/RNTL	16	60-03-53780-162-588	46.96
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - VON SCHRADER: UNIFORM MAINT/RNTL	17	10-03-53310-162-581	16.92
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	W - BORTH: UNIFORM MAINT/RNTL	18	60-03-53780-162-586	29.48
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST- SCHMIDT: UNIFORM MAINT/RNTL	19	10-03-53310-162-570	38.48
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	ST - LENHARD: UNIFORM MAINT/RNTL	20	10-03-53310-162-575	42.84
09/20	09/03/20	53111	5720	CINTAS	12709045 AUG 202	W - KRAUSE: UNIFORM MAINT/RNTL	21	60-03-53780-162-590	30.68
Total 53111:									2,434.34
<b>53112</b>									
09/20	09/03/20	53112	21604	COLEMAN, THERESA	AUG2020	COLEMAN MILEAGE - AUGUST 2020	1	60-03-53780-334-000	67.28
09/20	09/03/20	53112	21604	COLEMAN, THERESA	AUG2020	COLEMAN MILEAGE - AUGUST 2020	2	61-03-53613-334-000	67.27
Total 53112:									134.55
<b>53113</b>									
09/20	09/03/20	53113	21845	CONDON OIL CO INC	JUL 2020	FUEL: BLDG INSPECTOR - JUL2020	1	10-02-52400-351-000	143.79
09/20	09/03/20	53113	21845	CONDON OIL CO INC	JUL 2020	FUEL: STREET DEPT - JUL2020	2	10-03-53310-351-000	3,397.97
09/20	09/03/20	53113	21845	CONDON OIL CO INC	JUL 2020	FUEL: SEWER - JUL2020	3	61-03-53610-351-000	741.55
09/20	09/03/20	53113	21845	CONDON OIL CO INC	JUL 2020	FUEL: WATER - JUL2020	4	60-03-53780-351-000	390.68
09/20	09/03/20	53113	21845	CONDON OIL CO INC	JUL 2020	FUEL: PARKS - JUL2020	5	10-05-55210-351-000	670.93
09/20	09/03/20	53113	21845	CONDON OIL CO INC	JUL 2020	FUEL: METRO - JUL2020	6	10-00-14510-000-000	3,297.92
09/20	09/03/20	53113	21845	CONDON OIL CO INC	JUL 2020	FUEL: HOLDING ACCOUNT - JUL2020	7	10-00-16110-000-000	675.99-
Total 53113:									7,966.85
<b>53114</b>									
09/20	09/03/20	53114	3220	CONTROL CONCEPTS TECH	483520-001	#106 HYDRAULIC HOSES FOR DITCHING BUCKET	1	10-03-53310-353-000	166.00
09/20	09/03/20	53114	3220	CONTROL CONCEPTS TECH	483977-001	4 IN 1 BUCKET HYD HOSE	1	10-03-53310-353-000	58.17
Total 53114:									224.17
<b>53115</b>									
09/20	09/03/20	53115	11160	CORE & MAIN LP	M777544	REPAIR CLAMP AC PIPE	1	60-03-53761-251-000	127.75

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Total 53115:									127.75
<b>53116</b>									
09/20	09/03/20	53116	21536	CROSS POINTE INC	SEPT2020	CROSS POINTE SETTLEMENT - PAYMENT 3	1	21-08-58001-610-000	150,000.00
Total 53116:									150,000.00
<b>53117</b>									
09/20	09/03/20	53117	7180	DEX MEDIA LLC	AUG2020	ADVERTISING CONTRACT	1	10-01-51450-326-000	39.27
Total 53117:									39.27
<b>53118</b>									
09/20	09/03/20	53118	21755	DIETRICH VANDERWAAL S.C.	2389	SEX OFFENDER ORDINANCE REVIEW	1	10-01-51300-212-000	45.00
Total 53118:									45.00
<b>53119</b>									
09/20	09/03/20	53119	3940	DIGGERS HOTLINE INC	200 7 46301	JULY 2020	1	61-03-53613-290-000	453.60
09/20	09/03/20	53119	3940	DIGGERS HOTLINE INC	200 7 46301	JULY 2020	2	60-03-53780-290-000	453.60
Total 53119:									907.20
<b>53120</b>									
09/20	09/03/20	53120	4900	FARRELL EQUIPMENT & SUPPLY CO	INV0000000112112	MILWAUKEE CAULK GUN	1	10-03-53310-314-000	329.99
09/20	09/03/20	53120	4900	FARRELL EQUIPMENT & SUPPLY CO	INV0000000112470	SPRAYER FOR ASPHALT REJUVENATOR	1	10-03-53310-314-000	129.99
Total 53120:									459.98
<b>53121</b>									
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH328556	TORQUE WRENCH CALIBRATION	1	10-03-53310-353-000	171.22
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH328618	SHOP TOOLS 6MM TAP	1	10-03-53310-353-000	10.41
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH328626	SHOP SUPPLIES	1	10-03-53310-390-000	18.45
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH328920	PPE NITRITE GLOVES AND DUST MASK	1	10-03-53310-161-000	38.81
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH328920	PUSH BROOMS	2	10-03-53310-314-000	45.01
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH328920	SHOP SUPPLIES	3	10-03-53310-390-000	29.32
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH329023	#24 LIGHT BAR HARDWARE	1	10-03-53310-353-000	14.20
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH329130	#24 LIGHT BAR HARDWARE	1	10-03-53310-353-000	13.52
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH329130	SHOP SUPPLIES	2	10-03-53310-390-000	2.62
09/20	09/03/20	53121	4910	FASTENAL COMPANY	WISCH329175	#38A SNOW PLOW WING	1	10-03-53312-353-000	29.61

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Total 53121:									373.17
<b>53122</b>									
09/20	09/03/20	53122	5490	GANNETT WISCONSIN MEDIA	0004311024	SUBDIVISION CODE ORDINANCE PUBLISHING FEE	1	10-03-53310-321-000	58.32
Total 53122:									58.32
<b>53123</b>									
09/20	09/03/20	53123	21632	GREEN VALLEY SEPTIC	MT1908	RYAN ST - PORTABLE TOILET RENTAL	1	18-03-53636-290-000	135.00
09/20	09/03/20	53123	21632	GREEN VALLEY SEPTIC	MT1909	TOILET RENTAL: FARMERS MARKET	1	81-06-56940-299-000	135.00
Total 53123:									270.00
<b>53124</b>									
09/20	09/03/20	53124	6950	HORST DISTRIBUTING INC	86002-000	#143 MOWER PARTS	1	10-05-55210-242-000	157.17
09/20	09/03/20	53124	6950	HORST DISTRIBUTING INC	86194-000	#143 REPAIR	1	10-05-55210-242-000	410.37
Total 53124:									567.54
<b>53125</b>									
09/20	09/03/20	53125	21230	ILLINOIS MUTUAL	SEP2020	AUG 2020 PAYROLLS(PAYS SEPT 2020 PREMIUM	1	10-00-21537-000-000	348.82
Total 53125:									348.82
<b>53126</b>									
09/20	09/03/20	53126	20580	KIMBALL MIDWEST	8138860	SHOP SUPPLIES ANTI-SEIZE	1	10-03-53310-390-000	21.02
09/20	09/03/20	53126	20580	KIMBALL MIDWEST	814568	SHOP SUPPLIES ELECTRICAL CONNECTORS	1	10-03-53310-390-000	201.49
09/20	09/03/20	53126	20580	KIMBALL MIDWEST	8172326	PAVEMENT MARKING PAINT	1	10-03-53310-230-000	283.68
09/20	09/03/20	53126	20580	KIMBALL MIDWEST	8172326	SHOP SUPPLIES	2	10-03-53310-390-000	161.40
09/20	09/03/20	53126	20580	KIMBALL MIDWEST	8188828	SHOP SUPPLIES GRINDING DISC	1	10-03-53310-390-000	56.12
Total 53126:									723.71
<b>53127</b>									
09/20	09/03/20	53127	21288	KUENY ARCHITECTS LLC	5065	ARCH SERV - MUN CTR BLDG	1	41-07-57141-290-000	33,586.55
09/20	09/03/20	53127	21288	KUENY ARCHITECTS LLC	5066	ARCH SERV - SAFETY BUILDING RENO	1	45-02-52110-215-000	4,050.00
Total 53127:									37,636.55

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53128	09/20	09/03/20	53128	12810	LEGALSHIELD	SEPT2020	DUES: AUG 2020	1	10-00-21566-000-000	146.45
Total 53128:									146.45	
53129	09/20	09/03/20	53129	9080	LINCOLN CONTRACTORS SUPPLY IN	M95726	ALTA VERDE STORM SEWER PROJECT	1	63-03-53655-371-000	31.56
Total 53129:									31.56	
53130	09/20	09/03/20	53130	9200	LONDERVILLE STEEL ENTERPRISES	575610	#24 LIGHT BAR METAL	1	10-03-53310-353-000	188.60
Total 53130:									188.60	
53131	09/20	09/03/20	53131	22081	LUDVIK, ALICIA	AUG2020	MUNI COURT PMT FOR ROTHSCHILD	1	10-00-21000-000-000	124.00
Total 53131:									124.00	
53132	09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20081224	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20081301	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00	
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20081306	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00	
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20081308	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00	
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20081709	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00	
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20081923	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00	
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20082002	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00	
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20082407	1 BAC-T SAMPLES	1	60-03-53775-294-000	22.00	
09/20	09/03/20	53132	9810	MARATHON COUNTY HEALTH DEPT	20082514	5 BAC-T SAMPLES	1	60-03-53730-294-000	55.00	
Total 53132:									231.00	
53133	09/20	09/03/20	53133	9910	MARATHON COUNTY TREASURER	AUG2020	ALLOCATE COURT TOTALS TO COUNTY: JULY 2020	1	10-00-45111-000-000	1,143.90
Total 53133:									1,143.90	
53134	09/20	09/03/20	53134	21860	MARCO TECHNOLOGIES	INV7860846	CONTRACT COP5943-03: KYOCERA- B/W 7/15-8/14	1	10-01-51450-280-000	20.43
09/20	09/03/20	53134	21860	MARCO TECHNOLOGIES	INV7860846	CONTRACT COP5943-03: KYOCERA- COLOR7/15-8/14	2	10-01-51450-280-000	236.75	

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Total 53134:									257.18
<b>53135</b>									
09/20	09/03/20	53135	21947	MCCOY CONSTRUCTION & FORESTR	125275	2020 CIP PURCHASE - FRONT END LOADER	1	44-07-57324-814-000	59,884.00
09/20	09/03/20	53135	21947	MCCOY CONSTRUCTION & FORESTR	125279	2020 CIP PURCHASE - WING AND PLOW FOR END LOADER	1	44-07-57324-814-000	39,000.00
Total 53135:									98,884.00
<b>53136</b>									
09/20	09/03/20	53136	10050	MENARDS INC	64378	ALTA VERDE STORM SEWER PROJECT	1	63-03-53655-371-000	17.92
Total 53136:									17.92
<b>53137</b>									
09/20	09/03/20	53137	21416	MUNICIPAL WELL & PUMP INC	17109	FLOW SWITCHES	1	60-03-53720-247-631	1,108.00
Total 53137:									1,108.00
<b>53138</b>									
09/20	09/03/20	53138	11300	NEUMAN POOLS INC	SEPT2020	POOL RESURFACING - 20% DOWN PAYMENT	1	41-07-55420-829-000	44,755.00
Total 53138:									44,755.00
<b>53139</b>									
09/20	09/03/20	53139	12290	PEMBER COMPANIES INC	JUL2020	HARLYN LIFT STATION	1	61-00-18432-000-000	52,250.00
Total 53139:									52,250.00
<b>53140</b>									
09/20	09/03/20	53140	12770	POWERPLAN	1995270	#35 FLOOD LIGHT	1	10-03-53310-353-000	95.08
Total 53140:									95.08
<b>53141</b>									
09/20	09/03/20	53141	2330	PRESTO CALL	87560-081720	ANSWERING SERVICE: 8/17-9/13/2020	1	60-03-53780-290-000	85.25
09/20	09/03/20	53141	2330	PRESTO CALL	87560-081720	ANSWERING SERVICE: 8/17-9/13/2020	2	61-03-53613-290-000	85.25
Total 53141:									170.50

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53142	09/20	09/03/20	53142	13390	REINDERS INC	1843720-01	PARTS FOR #20 AND #115	1	10-05-55210-242-000	17.28
Total 53142:									17.28	
<b>53143</b>	09/20	09/03/20	53143	19978	SCAFFIDI MOTORS INC	79555	DEF	1	10-03-53310-353-000	159.00
Total 53143:									159.00	
<b>53144</b>	09/20	09/03/20	53144	14430	SCHOFIELD, CITY OF	AUG2020	ALLOCATED TOTALS TO MUNICIPALITY: JULY 2020	1	10-00-24425-000-000	4,415.30
Total 53144:									4,415.30	
<b>53145</b>	09/20	09/03/20	53145	20892	SCOTTS HEAVY TRUCK	8037	#38A NEW WING AND REPAIR PARTS	1	10-03-53312-353-000	8,631.55
Total 53145:									8,631.55	
<b>53146</b>	09/20	09/03/20	53146	18220	STATE OF WI - COURT FINES	AUG2020	ALLOCATED TOTALS TO COURT: JULY 2020	1	10-00-45111-000-000	2,620.80
Total 53146:									2,620.80	
<b>53147</b>	09/20	09/03/20	53147	15580	STRATEGIC INSIGHTS INC	20PLAN-IT-166	PLAN-IT CIP LICENSE	1	10-01-51450-286-000	750.00
Total 53147:									750.00	
<b>53148</b>	09/20	09/03/20	53148	15780	SUN PRINTING INC	114006	POST CARD MAILING FOR MOVING POLLING LOCATION	1	10-01-51440-312-000	896.00
09/20	09/03/20	53148	15780	SUN PRINTING INC	114006	POST CARD MAILING FOR MOVING POLLING LOCATION	2	10-01-51440-311-000	1,225.64	
Total 53148:									2,121.64	
<b>53149</b>	09/20	09/03/20	53149	20240	TRUCK EQUIPMENT INC	914726-00	#38 STORBE LIGHTS, HARWARE FOR PLOW WIRING	1	10-03-53310-353-000	143.30
09/20	09/03/20	53149	20240	TRUCK EQUIPMENT INC	915758-00	#28 BRAKE CHAMBER	1	18-03-53635-353-000	38.80	
09/20	09/03/20	53149	20240	TRUCK EQUIPMENT INC	915965-00	#24 STROBE LIGHT BAR HARDWARE	1	10-03-53310-353-000	6.42	
09/20	09/03/20	53149	20240	TRUCK EQUIPMENT INC	915965-00	#60C DUMP BOX AIR LINE	2	10-03-53310-353-000	4.32	

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Total 53149:									192.84
<b>53150</b>									
09/20	09/03/20	53150	17530	WAUSAU CHEMICAL CORPORATION	INV-308273	AQ CTR POOL CHEMICALS	1	22-05-55420-366-000	324.00
Total 53150:									324.00
<b>53151</b>									
09/20	09/03/20	53151	18090	WESTON, TOWN OF	AUG2020	ALLOCATED TOTALS TO MUNICIPALITY: JULY 2020	1	10-00-24425-000-000	595.20
Total 53151:									595.20
<b>53152</b>									
09/20	09/03/20	53152	20788	WOODSON YMCA	2020	AQUATIC CENTER ADMINISTRATION	1	22-05-55420-290-000	10,000.00
Total 53152:									10,000.00
<b>53153</b>									
09/20	09/04/20	53153	21793	WI DEPT OF SAFETY & PROFESSION	AUG2020	MAGUIRE PLUMBING TEST	1	10-02-52400-173-000	40.00
Total 53153:									40.00
<b>53154</b>									
09/20	09/11/20	53154	250	ACE HARDWARE CENTER	198775	MUNICIPAL CENTER REPAIRS	1	10-01-51600-390-000	6.59
09/20	09/11/20	53154	250	ACE HARDWARE CENTER	198877	MUNICIPAL CENTER REPAIRS	1	10-01-51600-390-000	8.98
09/20	09/11/20	53154	250	ACE HARDWARE CENTER	199101	MUNICIPAL CENTER REPAIRS	1	10-01-51600-390-000	12.98
Total 53154:									28.55
<b>53155</b>									
09/20	09/11/20	53155	530	AMERICAN ASPHALT OF WISCONSIN	5300050905	HOWLAND AVE & PARK RIDGE CULVERT REPAIRS	1	63-03-53655-360-000	391.18
Total 53155:									391.18
<b>53156</b>									
09/20	09/11/20	53156	21838	ASPIRUS CLINICS INC	86753	BLAREK: DRUG TEST	1	10-03-53310-164-000	68.25
09/20	09/11/20	53156	21838	ASPIRUS CLINICS INC	86753	PLATTA: DRUG TEST	2	10-03-53310-164-000	103.25
Total 53156:									171.50

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<b>53157</b>									
09/20	09/11/20	53157	20081	ASSOCIATED TRUST COMPANY	5067368	2004B ANNUAL FEES	1	28-08-58401-551-000	525.00
09/20	09/11/20	53157	20081	ASSOCIATED TRUST COMPANY	5067369	2017A TRUST FEES	1	27-08-58401-551-000	612.00
Total 53157:									1,137.00
<b>53158</b>									
09/20	09/11/20	53158	21647	BECHARD, MARK	879436	FARMERS MARKET TOKENS: DEBIT	1	81-06-56940-349-000	25.00
Total 53158:									25.00
<b>53159</b>									
09/20	09/11/20	53159	20264	BROCK WHITE COMPANY	14146864-00	4" LADTECH ADJUSTING RINGS-SANITARY MANHOLES	1	61-03-53603-349-000	1,150.89
Total 53159:									1,150.89
<b>53160</b>									
09/20	09/11/20	53160	19882	CELLCOM	686788	SKERVEN: WATER HOTSPOT - 370-3222: 7/21-8/20/2020	1	60-03-53740-225-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	KRAUSE: WATER HOTSPOT - 370-3314: 7/21-8/20/2020	2	60-03-53740-225-000	262.62
09/20	09/11/20	53160	19882	CELLCOM	686788	DIETSCHE: WATER HOTSPOT - 370-3467: 7/21-8/20/2020	3	60-03-53740-225-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	SEWER: IPAD FOR GIS - 370-6193: 7/21-8/20/2020	4	61-03-53610-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	WATER: IPAD FOR GIS - 370-6193: 7/21-8/20/2020	5	60-03-53740-226-000	6.31
09/20	09/11/20	53160	19882	CELLCOM	686788	WATER UTILITY IPAD 1 - 846-0189: 7/21-8/20/2020	6	60-03-53740-226-000	6.31
09/20	09/11/20	53160	19882	CELLCOM	686788	WATER UTILITY - 846-0190: 7/21-8/20/2020	7	60-03-53740-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	SEWER UTILITY 2 - 846-0191: 7/21-8/20/2020	8	61-03-53610-226-000	512.61
09/20	09/11/20	53160	19882	CELLCOM	686788	SEWER UTILITY IPAD 2 - 846-0194: 7/21-8/20/2020	9	61-03-53610-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	STREETS IPAD 2 - 846-0216: 7/21-8/20/2020	10	10-03-53310-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	TRUSTEE ZIEGLER IPAD 4 - 846-0274: 7/21-8/20/2020	11	10-01-51101-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	BUILDING INSPECT MIFI - 846-0459: 7/21-8/20/2020	12	10-02-52400-225-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	BORTH: SEWER HOTSPOT - 846-0589: 7/21-8/20/2020	13	61-03-53610-225-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	PLAN DEV IPAD - 846-2136: 7/21-8/20/2020	14	10-06-56900-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	ROMAN: MIFI - 846-2443: 6/21-7/20/2020	15	10-02-52400-225-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	POOL IPAD - 846-2451: 7/21-8/20/2020	16	22-05-55420-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	POOL IPAD - 846-2452: 7/21-8/20/2020	17	22-05-55420-226-000	12.62
09/20	09/11/20	53160	19882	CELLCOM	686788	STREETS IPAD - 846-2453: 7/21-8/20/2020	18	10-03-53310-226-000	12.62
Total 53160:									964.53
<b>53161</b>									
09/20	09/11/20	53161	5720	CINTAS	1901540725	DISINFECTING WIPES FOR POLLING PLACE	1	10-01-51440-310-000	469.95

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Total 53161:									469.95
<b>53162</b>									
09/20	09/11/20	53162	21660	CLARK DIETZ INC	429085	WESTON SCHOOL NEIGHBORHOOD RECONSTRUCTION CO	1	61-00-18700-826-395	20,793.55
Total 53162:									20,793.55
<b>53163</b>									
09/20	09/11/20	53163	11520	COMPASS MINERALS AMERICA	665997	SALT	1	10-03-53312-235-000	6,267.96
09/20	09/11/20	53163	11520	COMPASS MINERALS AMERICA	666444	SALT	1	10-03-53312-235-000	12,699.43
09/20	09/11/20	53163	11520	COMPASS MINERALS AMERICA	666967	SALT	1	10-03-53312-235-000	36,633.05
09/20	09/11/20	53163	11520	COMPASS MINERALS AMERICA	668942	SALT	1	10-03-53312-235-000	38,670.59
09/20	09/11/20	53163	11520	COMPASS MINERALS AMERICA	669386	SALT	1	10-03-53312-235-000	47,769.12
09/20	09/11/20	53163	11520	COMPASS MINERALS AMERICA	670444	SALT	1	10-03-53312-235-000	12,860.22
Total 53163:									154,900.37
<b>53164</b>									
09/20	09/11/20	53164	4020	D&L SIGNS LLC	11683	BUSINESS PARK MONUMENT SIGN UPDATE	1	21-06-56721-329-000	1,120.00
09/20	09/11/20	53164	4020	D&L SIGNS LLC	13083	BUSINESS PARK FLAG POLE REPAIR	1	40-06-56771-290-000	451.80
Total 53164:									1,571.80
<b>53165</b>									
09/20	09/11/20	53165	20369	FERGUSON WATERWORKS #1476	0308292-2	NEENAH 5901-0004 28" STORM GRATE	1	63-03-53655-371-000	297.00
09/20	09/11/20	53165	20369	FERGUSON WATERWORKS #1476	0311494	REED RD ROTHSCHILD - SANITARY MANHOLE 1.5 INCH RISE	1	61-03-53603-349-000	1,113.00
Total 53165:									1,410.00
<b>53166</b>									
09/20	09/11/20	53166	20307	FRAAZA ROCKS & SAND	5544	MULCH FOR LANDSCAPE	1	10-05-55210-365-000	2,100.00
Total 53166:									2,100.00
<b>53167</b>									
09/20	09/11/20	53167	5490	GANNETT WISCONSIN MEDIA	0004336931	ATV/UTV ORDINANCE PUBLICATION	1	10-03-53310-321-000	21.68
Total 53167:									21.68

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<b>53168</b>									
09/20	09/11/20	53168	21187	GROUP HEALTH COOPERATIVE	OCT2020	HEALTH INSURANCE FOR OCT 2020	1	10-00-21530-000-000	43,965.44
Total 53168:									43,965.44
<b>53169</b>									
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02388891	3250 CAUS SODA LIQ, 550 HFS ACID, 52 SOD HYPOCHLOR	1	60-03-53730-366-000	1,889.78
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02388892	3250 CAUS SODA, 52 SOD HYPOCHLOR	1	60-03-53730-366-000	1,535.04
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02388893	3250 CAUS SODA, 52 SOD HYPOCHLOR	1	60-03-53730-366-000	1,535.04
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02388894	260 SOD HYPOCHLOR	1	60-03-53730-366-000	949.20
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02392568	260 SOD HYPOCHLOR	1	60-03-53730-366-000	949.20
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02392569	1950 CAUS SODA, 52 SOD HYPOCHLOR	1	60-03-53730-366-000	989.04
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02392570	3250 CAUS SODA, 550 HFS ACID, 52 SOD HYPOCHLOR	1	60-03-53730-366-000	1,790.79
09/20	09/11/20	53169	20205	HYDRITE CHEMICAL CO	02392571	3250 CAUS SODA	1	60-03-53730-366-000	1,365.00
Total 53169:									11,003.09
<b>53170</b>									
09/20	09/11/20	53170	21990	JAKE'S EXCAVATING & LANDSCAPING	AUG2020	ZINSER ST. UTILITY EXT. - STREETS	1	42-00-21120-000-000	8,427.49
09/20	09/11/20	53170	21990	JAKE'S EXCAVATING & LANDSCAPING	AUG2020	ZINSER ST. UTILITY EXT. - 8,427.49 WAS SET UP FOR RETAIN	2	42-07-57336-290-457	5,927.49-
Total 53170:									2,500.00
<b>53171</b>									
09/20	09/11/20	53171	20526	JERRY'S CLEANING	AUG2020	CLEANING SERVICES: AUG 2020	1	10-01-51600-216-000	600.00
Total 53171:									600.00
<b>53172</b>									
09/20	09/11/20	53172	21522	KUE, YENG	879430	F/M TOKENS - EBT	1	81-06-56940-349-000	17.00
09/20	09/11/20	53172	21522	KUE, YENG	879430	F/M TOKENS - ASPIRUS	2	81-00-13611-000-000	5.00
Total 53172:									22.00
<b>53173</b>									
09/20	09/11/20	53173	21859	LEE, CHENG	879418	EBT TOKENS	1	81-06-56940-349-000	10.00
09/20	09/11/20	53173	21859	LEE, CHENG	879418	DEBIT TOKENS	2	81-06-56940-349-000	25.00
09/20	09/11/20	53173	21859	LEE, CHENG	879418	ASPIRUS TOKENS	3	81-00-13611-000-000	68.00
Total 53173:									103.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
<b>53174</b>									
09/20	09/11/20	53174	21179	LEE, CHIA	879425	F/M TOKENS - EBT	1	81-06-56940-349-000	11.00
09/20	09/11/20	53174	21179	LEE, CHIA	879425	F/M TOKENS - DEBIT	2	81-06-56940-349-000	20.00
09/20	09/11/20	53174	21179	LEE, CHIA	879425	F/M TOKENS - ASPIRUS	3	81-00-13611-000-000	43.00
Total 53174:									74.00
<b>53175</b>									
09/20	09/11/20	53175	21695	LEE, NHIA	879432	FARM MKT TOKENS: EBT	1	81-06-56940-349-000	55.00
09/20	09/11/20	53175	21695	LEE, NHIA	879432	FARM MKT TOKENS: DEBIT	2	81-06-56940-349-000	30.00
09/20	09/11/20	53175	21695	LEE, NHIA	879432	FARM MKT TOKENS: ASPIRUS	3	81-00-13611-000-000	95.00
Total 53175:									180.00
<b>53176</b>									
09/20	09/11/20	53176	21555	LEE, TONG	879431	FARMERS MKT TOKEN: EBT	1	81-06-56940-349-000	29.00
09/20	09/11/20	53176	21555	LEE, TONG	879431	FARMERS MKT TOKEN: DEBIT	2	81-06-56940-349-000	40.00
09/20	09/11/20	53176	21555	LEE, TONG	879431	FARMERS MKT TOKEN: ASPIRUS	3	81-00-13611-000-000	10.00
Total 53176:									79.00
<b>53177</b>									
09/20	09/11/20	53177	21181	LEE, TOU	879419	F/M TOKENS - EBT	1	81-06-56940-349-000	5.00
09/20	09/11/20	53177	21181	LEE, TOU	879419	F/M TOKENS - DEBIT	2	81-06-56940-349-000	25.00
09/20	09/11/20	53177	21181	LEE, TOU	879419	F/M TOKENS - ASPIRUS	3	81-00-13611-000-000	39.00
Total 53177:									69.00
<b>53178</b>									
09/20	09/11/20	53178	20380	LOR, PAO YEE	879422	DEBIT TOKENS	1	81-06-56940-349-000	30.00
Total 53178:									30.00
<b>53179</b>									
09/20	09/11/20	53179	10150	MEVERDEN MATERIALS INC	AUG2020	ROBIN ST DITCH RESTORATION	1	63-03-53655-360-000	152.93
Total 53179:									152.93
<b>53180</b>									
09/20	09/11/20	53180	22003	PRIMADATA LLC	51723	PRIMADATA POSTAGE 09-01	1	60-03-53771-311-000	225.69
09/20	09/11/20	53180	22003	PRIMADATA LLC	51723	PRIMADATA POSTAGE 09-01	2	61-03-53612-311-000	225.69

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09/20	09/11/20	53180	22003	PRIMADATA LLC	51723	PRIMADATA POSTAGE 09-01	3	63-03-53652-311-000	225.69
Total 53180:									677.07
<b>53181</b>									
09/20	09/11/20	53181	12970	PUBLIC SERVICE COMMISSION	912-I-06420	ADVANCE ASSESSMENT	1	60-03-53780-208-000	96.20
Total 53181:									96.20
<b>53182</b>									
09/20	09/11/20	53182	21058	QUADIENT FINANCE USA, INC.	JUL2020	POSTAGE - AUG 2020	1	10-01-51450-311-000	5,238.67
Total 53182:									5,238.67
<b>53183</b>									
09/20	09/11/20	53183	13390	REINDERS INC	2418826-00	IRRIGATION PARTS FOR KENNEDY	1	10-05-55210-245-000	66.47
09/20	09/11/20	53183	13390	REINDERS INC	2418826-01	IRRIGATION PARTS FOR KENNEDY	1	10-05-55210-245-000	88.60
Total 53183:									155.07
<b>53184</b>									
09/20	09/11/20	53184	13420	RENT-A-FLASH OF WI INC	72124	1 - RIGHT TURN ONLY SIGN	1	10-03-53310-363-000	29.04
Total 53184:									29.04
<b>53185</b>									
09/20	09/11/20	53185	13530	RIB MTN METROPOLITAN SEWERAGE	AUG2020	RIB MOUNTAIN O & M 07-20	1	61-03-53610-227-000	69,671.32
09/20	09/11/20	53185	13530	RIB MTN METROPOLITAN SEWERAGE	AUG2020	RIB MOUNTAIN DEBT SERVICE 07-20	2	61-08-53614-614-000	9,546.99
Total 53185:									79,218.31
<b>53186</b>									
09/20	09/11/20	53186	20700	ROTHMEYER, MARY	879435	FARMERS MARKET TOKENS- DEBIT	1	81-06-56940-349-000	60.00
Total 53186:									60.00
<b>53187</b>									
09/20	09/11/20	53187	21348	SANTANDER LEASING LLC	2522438	MINI EXCAVATOR - LEASE PMT #9	1	30-08-58160-612-000	6,460.61
09/20	09/11/20	53187	21348	SANTANDER LEASING LLC	2522438	MINI EXCAVATOR - LEASE PMT #9 - INTEREST	2	30-08-58360-622-000	194.62

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Total 53187:									6,655.23
<b>53188</b>									
09/20	09/11/20	53188	14370	SCHMIDT, GREGORY	QTR 3 -2020	ASSESSOR SERVICES - 3RD QTR 2020	1	10-01-51530-218-000	9,450.00
Total 53188:									9,450.00
<b>53189</b>									
09/20	09/11/20	53189	20915	SENSENEG, ALMA	879434	F/ M TOKENS - EBT	1	81-06-56940-349-000	9.00
09/20	09/11/20	53189	20915	SENSENEG, ALMA	879434	F/ M TOKENS - DEBIT	2	81-06-56940-349-000	15.00
Total 53189:									24.00
<b>53190</b>									
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: PUB ENTITY LIAB INS-STREETS	1	10-01-51540-513-000	358.17
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: PUB ENTITY LIAB INS-VILLAGE	2	10-01-51540-513-000	7,863.30
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: PUB ENTITY LIAB INS-WATER UTILITY	3	60-03-53780-513-000	108.54
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: AUTO INS-STREETS	4	10-01-51540-512-000	3,085.62
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: AUTO INS-PARK	5	10-01-51540-512-000	262.58
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: AUTO INS-WATER UTILITY	6	60-03-53780-512-000	239.48
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: AUTO INS-SEWER UTILITY	7	61-03-53613-512-000	303.41
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: AUTO INS-BLDG INSP	8	10-01-51540-512-000	295.82
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: AUTO INS-GENERAL/TRVERSE	9	10-01-51540-512-000	70.08
09/20	09/11/20	53190	20611	SPECTRUM INSURANCE GROUP	Q4 2020	Q4 2020: WORKERS COMP INS	10	10-00-21540-000-000	13,843.00
Total 53190:									26,430.00
<b>53191</b>									
09/20	09/11/20	53191	21816	STRAND ASSOCIATES INC	0162791	STORMWATER QUALITY MANAGEMENT PLAN UPDATE	1	63-03-53652-215-000	15,540.00
Total 53191:									15,540.00
<b>53192</b>									
09/20	09/11/20	53192	21673	TIAA COMMERCIAL FINANCE INC	AUG2020	CONTRACT #20283922: KYOCERA COPIER LEASE- AUG 2020	1	10-01-51450-280-000	386.16
Total 53192:									386.16
<b>53193</b>									
09/20	09/11/20	53193	21735	VANG, HOUA	879413	F/M TOKENS: EBT	1	81-06-56940-349-000	20.00
09/20	09/11/20	53193	21735	VANG, HOUA	879413	F/M TOKENS: DEBIT	2	81-06-56940-349-000	5.00

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09/20	09/11/20	53193	21735	VANG, HOUA	879413	F/M TOKENS: ASPIRUS	3	81-00-13611-000-000	44.00
Total 53193:									69.00
<b>53194</b>									
09/20	09/11/20	53194	17180	VLIETSTRA, RANDY	AUG2020	CLOTHING ALLOW-VLIETSTRA: BOOTS	1	10-03-53310-346-582	192.01
Total 53194:									192.01
<b>53195</b>									
09/20	09/11/20	53195	21524	VUE, JULIA	879420	F/M TOKENS - EBT	1	81-06-56940-349-000	2.00
09/20	09/11/20	53195	21524	VUE, JULIA	879420	F/M TOKENS - DEBIT	2	81-06-56940-349-000	10.00
09/20	09/11/20	53195	21524	VUE, JULIA	879420	F/M TOKENS - ASPIRUS	3	81-00-13611-000-000	18.00
Total 53195:									30.00
<b>53196</b>									
09/20	09/11/20	53196	21363	VUE, TOU LEE	879423	FARMERS MKT TOKENS - EBT	1	81-06-56940-349-000	14.00
09/20	09/11/20	53196	21363	VUE, TOU LEE	879423	FARMERS MKT TOKENS - DEBIT	2	81-06-56940-349-000	15.00
09/20	09/11/20	53196	21363	VUE, TOU LEE	879423	FARMERS MKT TOKENS - ASPIRUS	3	81-00-13611-000-000	7.00
09/20	09/11/20	53196	21363	VUE, TOU LEE	879424	FARMERS MKT TOKENS - EBT	1	81-06-56940-349-000	11.00
09/20	09/11/20	53196	21363	VUE, TOU LEE	879424	FARMERS MKT TOKENS - ASPIRUS	2	81-00-13611-000-000	10.00
Total 53196:									57.00
<b>53197</b>									
09/20	09/11/20	53197	17530	WAUSAU CHEMICAL CORPORATION	INV-308314	AQ CTR CHEMCIALS	1	22-05-55420-366-000	744.80
Total 53197:									744.80
<b>53198</b>									
09/20	09/11/20	53198	21543	WEAVER, ESTHER	879433	F/M TOKENS - EBT	1	81-06-56940-349-000	31.00
09/20	09/11/20	53198	21543	WEAVER, ESTHER	879433	F/M TOKENS - DEBIT	2	81-06-56940-349-000	45.00
Total 53198:									76.00
<b>53199</b>									
09/20	09/11/20	53199	20614	WISCONSIN LIFTING SPECIALISTS	20-F3187	LIFTING CRANE	1	41-07-55420-829-000	7,390.90
Total 53199:									7,390.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
<b>53200</b>									
09/20	09/11/20	53200	22066	YANG, LINDA	879417	F/M TOKENS - EBT	1	81-06-56940-349-000	22.00
09/20	09/11/20	53200	22066	YANG, LINDA	879417	F/M TOKENS - DEBIT	2	81-06-56940-349-000	10.00
09/20	09/11/20	53200	22066	YANG, LINDA	879417	F/M TOKENS - AAPIRUS	3	81-00-13611-000-000	37.00
Total 53200:									69.00
<b>53201</b>									
09/20	09/11/20	53201	21365	YANG, MAY KUE	879427	F/M TOKENS - DEBIT	1	81-06-56940-349-000	5.00
09/20	09/11/20	53201	21365	YANG, MAY KUE	879427	FARM MKT: ASPIRUS	2	81-00-13611-000-000	4.00
Total 53201:									9.00
<b>53202</b>									
09/20	09/11/20	53202	20483	YANG, SOUA	879426	FARMERS MARKET TOKENS - EBT	1	81-06-56940-349-000	15.00
09/20	09/11/20	53202	20483	YANG, SOUA	879426	F/M TOKENS: DEBIT	2	81-06-56940-349-000	15.00
Total 53202:									30.00
<b>90033</b>									
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	ZOOM LICENSE FOR MEETINGS	1	10-01-51450-286-000	210.90
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	SECURITY CERTIFICATE FOR GIS WEBSITE	2	10-01-51450-289-000	159.98
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	NEW HOSE ASSEMBLY FOR THE VACUUM	3	10-01-51600-390-000	26.87
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	WHEATON APA TRAINING - HOUSING FOR DIVERSITY	4	10-06-56900-157-000	30.00
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	FACE MASKS FOR STAFF AT THE AQUATIC CENTER DUE TO	5	22-05-55420-346-000	195.11
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	NAPKINS	6	10-01-51450-390-000	10.98
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	CANVA DESIGN SOFTWARE FOR REICH	7	10-01-51420-310-000	119.40
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	941 PROCESSING FOR VOW	8	10-01-51460-286-000	8.50
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	941 PROCESSING FOR EMPD	9	10-01-51460-286-000	8.50
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	DRIVER SUPPORT SOFTWARE FOR PRINTER	10	10-01-51420-310-000	9.99
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	GARBAGE CANS FOR SANTIZING WIPES-COVID 19	11	10-01-51440-310-000	63.24
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	COFFEE/CREAMER/PLATES	12	10-01-51450-390-000	118.96
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	INTERIOR CAR CLEANING DUE TO FARM MKT GARBAGE	13	81-06-56940-349-000	110.72
08/20	08/19/20	90033	21761	U.S. BANK CORPORATE PAYMENT SY	4279 AUG 2020	DONNER - PE ETHICS CLASS	14	60-03-53780-157-000	175.00
Total 90033:									1,248.15
Grand Totals:									1,122,267.31

Dated \_\_\_\_\_

Finance Committee Chairperson \_\_\_\_\_

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Report Criteria:

Report type: GL detail

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Report Criteria:

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

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
08/23/2020	PC	08/28/2020	53085	CHECK, JAMES W	177		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53085	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53086	WILLE, TRICIA	366		01-00-11110-	140.00-
08/23/2020	PC	08/28/2020	53086	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53087	PAGEL, PRESTON K	639		01-00-11110-	115.00-
08/23/2020	PC	08/28/2020	53087	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53088	KNAK, SHIRLEY	713		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53088	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53089	HIGGINS, JULIA	1189		01-00-11110-	90.00-
08/23/2020	PC	08/28/2020	53089	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53090	JAGODZINSKI, ANNE	1988		01-00-11110-	125.00-
08/23/2020	PC	08/28/2020	53090	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53091	LE PAGE, NATHAN J	2261		01-00-11110-	147.59-
08/23/2020	PC	08/28/2020	53091	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53092	ZAJICHEK,DANIEL G	2980		01-00-11110-	167.75-
08/23/2020	PC	08/28/2020	53092	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53093	SCHWANTES,CARLA J	3352		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53093	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53094	IRWIN,LAURENCE	5168		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53094	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53095	MATHIES,JOAN E	6292		01-00-11110-	167.75-
08/23/2020	PC	08/28/2020	53095	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53096	WILLETT, KARA E	6299		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53096	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53097	MILLER, REBECCA L	7443		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53097	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53098	LAMPING, GLENN J	7616		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53098	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53099	ROUSH,SARA A	7678		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53099	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53100	RASMUSSEN,KRISTINE A	7739		01-00-11110-	167.75-
08/23/2020	PC	08/28/2020	53100	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53101	RONDEAU,LAVERNE M	8155		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53101	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53102	MODRZEJEWSKI,ROGER D	8800		01-00-11110-	147.75-
08/23/2020	PC	08/28/2020	53102	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53103	SCHUSTER,KATHLEEN E	9089		01-00-11110-	167.75-
08/23/2020	PC	08/28/2020	53103	Void			01-00-11110-	
08/23/2020	PC	08/28/2020	53104	MATHIES, MACKENZIE	9535		01-00-11110-	140.00-
08/23/2020	PC	08/28/2020	53104	Void			01-00-11110-	

Grand Totals: 40

2,906.09-

Checks were not actually voided. They were marked as voided due to a signature file correction that was made prior to printing the checks. Checks were cut using the above numbers.

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

---

<b>Public Mtg/Date:</b>	<b>Public Works Committee – 9/14/2020 Board of Trustees – 9/21/2020</b>
<b>Description:</b>	<b>Repairs to drop slide starter tub and open flume slide at aquatic center.</b>
<b>From:</b>	<b>Shawn Osterbrink, Director of Parks, Recreation &amp; Forestry</b>
<b>Question:</b>	<b>Acknowledge that Fischer Brothers, LLC. has been authorized to repair the starter tub on the drop slide along with gelcoat repairs where the tub bolts to the slide and maintenance to the open flume waterslide that includes gelcoat, caulking, re-coating of thin areas, bolting down start tub and fixing grating that is moving at the top of the slide tower.</b>

---

**Background**

The starter tub on the drop slide is cracked inside the tub and is chipping where it bolts to the slide. The open flume slide needs some minor maintenance including re-caulking all seams, bolt down starter tub, fixing grating, gelcoat repair that include coating thin areas and spot buffing. The cost for these projects is \$8,925 and is budgeted in the CIP as a 2020 project at \$10,000.

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**Attached Docs:** Estimate for starter tub rebuild and maintenance to open flume slide.

---

**Committee Action:** Acknowledged at the 9/14/20 Public Works Committee meeting.

**Fiscal Impact:** \$8,925.00

**Recommendation:** N/A

**Recommended Language for Official Action**

**I move to acknowledge that Fischer Brothers LLC. has been authorized to complete slide repairs for \$8,925.00.**

---

Additional action:



# Quotation

Date	Quote #	Quote Expires
9/2/2020	11725	10/02/2020

**Village of Weston  
5500 Schofield Ave  
Weston, WI 54476**

<b>TERMS</b>	<b>35% with PO, Balance Due Net 15</b>	
	Project	PO No
	Starter Tub Removal/R...	

Description	Total
Remove starter tub of dropslide, haul to Restoration shop. Rebuild and restore gelcoat surface of entire starter tub, then reinstall. Perform gelcoat repairs on interior surface of dropslide, on the seam where the starter tub bolts up to slide.	2,175.00

To indicate acceptance of quoted work, sign and print below  
By: \_\_\_\_\_

**Total     \$2,175.00**

\_\_\_\_\_ Date

Please print

**Fischer Bros. LLC**  
4750 W Park Avenue

Phone: 715-861-5232  
Cell: 715-214-8152  
Email: deb@watersliderestoration.com  
www.watersliderestoration.com



# Quotation

Date	Quote #	Quote Expires
9/2/2020	11727	10/02/2020

**Village of Weston  
5500 Schofield Ave  
Weston, WI 54476**

<b>TERMS</b>	<b>35% with PO, Balance Due Net 15</b>	
	Project	PO No
	<b>Interior Maintenance</b>	

Description	Total
Perform minor maintenance on interior of open flume waterslide. <ul style="list-style-type: none"> <li>• 7-10 small gelcoat repairs</li> <li>• Recaulk all seams</li> <li>• Spot buffing to remove dark smudges</li> </ul>	6,750.00

To indicate acceptance of quoted work, sign and print below  
By: \_\_\_\_\_

**Total     \$6,750.00**

\_\_\_\_\_ Date

Please print

**Fischer Bros. LLC**  
4750 W Park Avenue

Phone: 715-861-5232  
Cell: 715-214-8152  
Email: deb@watersliderestoration.com  
www.watersliderestoration.com

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Public Works Committee – 9/14/2020 Board of Trustees – 9/21/2020</b>
<b>Description:</b>	<b>Painting of restrooms and shelter at Kennedy and shelter at Machmueller Park.</b>
<b>From:</b>	<b>Shawn Osterbrink, Director of Parks, Recreation &amp; Forestry</b>
<b>Question:</b>	<b>Acknowledge that Omni Glass and Paint, LLC. has been authorized to paint both restrooms and the shelter at Kennedy and the shelter at Machmueller Park.</b>

---

**Background**

Last year the village started the process of having the park shelters and restrooms at the parks painted. The restrooms and shelters were assessed by staff and given a priority on which order they should be painted. Last year the shelter at Sandhill and restroom at Kellyland were painted. Based on the order of priority for painting the next ones on the list are the shelter and restrooms at Kennedy and shelter at Machmueller. Omni Glass and Paint submitted a proposal for these painting projects, and they came in slightly less expensive than last year for both the shelter at Machmueller and the restroom painting on the west side of Kennedy. The painting of the Kennedy restroom on the east side is more expensive as both the inside and outside are getting painted and the shelter at Kennedy has more paintable surface than the one at Machmueller. The total cost for painting of all four facilities is \$13,505.00. There is \$10,000 budgeted in the CIP for these painting projects and additional funds budgeted in the parks general fund budget in both the building maintenance and contracted services account that are designated for painting in 2020.

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<b>Attached Docs:</b>	<b>Proposal from Omni Glass and Paint.</b>
<b>Committee Action:</b>	<b>Acknowledged at the 9/14/20 Public Works Committee meeting.</b>
<b>Fiscal Impact:</b>	<b>\$13,505.00</b>
<b>Recommendation:</b>	<b>N/A</b>

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**Recommended Language for Official Action**

**I move to acknowledge that Omni Glass and Paint has been authorized to complete the painting of shelters and restrooms for \$13,505.00.**

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

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Additional action:

**OMNI GLASS & PAINT,LLC.**

3530 OMNI DRIVE \* OSHKOSH, WISCONSIN 54904 \* COMPANY ID #1100807

PHONES:  OSHKOSH (920) 233-3333 FAX: (920) 236-7890

GREEN BAY (920) 434-7772

SCHOFIELD (715) 355-8938

**PAINT PROPOSAL #P20-286**

**Date: September 9, 2020**

To: Village of Weston

Project: Village of Weston Shelters and Bathrooms  
Weston, WI

1. This proposal super-cedes any previously given, either written or verbal, and is valid for 45 days only, unless extended at our option.
2. Subject to provision contained on this or any attached sheets making up this proposal OMNI GLASS & PAINT, INC. proposes to furnish materials and/or labor described below, for sums stated:

**Base Bid Labor, Materials and Equipment to complete the following:**

**Shelters:**

- Pressure wash and prep all steel and wood throughout
- Apply two coats of Pro Industrial DTM Acrylic to all steel columns, Beams and wood Ceiling

**Bathrooms:**

- Pressure wash and spot prime throughout
- Apply two coats of Pro Industrial DTM Acrylic through out
- Prep and paint existing Hollow metal doors and frames

**Kennedy park:**

Shelter.....\$3,450.00  
 East Bathroom Int & Ext.....\$3,980.00  
 West Bathroom Int.....\$2,950.00

**Mackmueller Park:**

Shelter.....\$3,125.00

Thank you for the opportunity to quote this project.

If you have any questions, please feel free to contact me at your convenience.

Chris Komorowski, Project Manager PH: 715-355-8938 Cell: 715-551-6354 ckomorowski@omnigp.com:

**IMPORTANT – PLEASE READ**

- Terms are Net 10 Days from date of invoice
- Past due accounts are subject to interest at the rate of 1-1/2% per month (18% annually)
- Retainages (when allowed) are due immediately upon payment from owner
- All materials used are under warranty by the manufacturer. Warranties may vary by manufacturer. Omni Glass & Paint, LLC. does not warranty materials
- Quotation excludes any overtime unless otherwise noted
- All workmanship is warranted for one year from date of installation
- It is understood that if you use your own contract form, the conditions of this quotation fully apply, unless specifically written out and mutually agreed upon
- Backcharges for any services not specifically agreed to in writing, and/or backcharges of any other nature for delays to the project caused by conditions beyond our control will not be honored and is not part of this quotations
- Seller reserves the right to stop work or delivery whenever an account is in arrears, without recourse by affected parties
- Certain species of wood have limitations to the achievable color range due to their heartwood and sap wood content. Should a color selection require dying or pre-staining to achieve a narrow color range or depth of color, these steps can be provided at an additional charge. Omni does not include dying or pre-staining wood unless specifically noted in the project documents.

Accepted \_\_\_\_\_ OMNI GLASS & PAINT, INC.Date

By \_\_\_\_\_

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

---

<b>Public Mtg/Date:</b>	<b>Board of Trustees – 9/21/2020</b>
<b>Description:</b>	<b>Roof replacement of shelter at Machmueller Park</b>
<b>From:</b>	<b>Shawn Osterbrink, Director of Parks, Recreation &amp; Forestry</b>
<b>Question:</b>	<b>Acknowledge that Stuarts Contracting Services has been authorized to replace the roof on the Machmueller Park shelter.</b>

---

### **Background**

The shelter at Machmueller Park has been losing a significant amount of shingles over the past three years. Last year funds were budgeted to replace the roof, but we were unable to secure a contractor that could complete the project prior to the end of the year. It was elected to defer the project to 2020 and carry the funds over from the 2019 Park Operations Budget to 2020 to complete the project. There was \$6,300 carried over to complete this project. The village received two proposals to replace with snap loc metal roofing. Proposals are \$5,800 from Feelgood Carpentry and Design and \$5,350 from Stuarts Contracting Services.

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**Attached Docs:** Proposals from Feelgood Carpentry and Stuarts.

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**Committee Action:**

**Fiscal Impact:** \$5,350.00

**Recommendation:** N/A

### **Recommended Language for Official Action**

**I move to acknowledge that Stuarts Contracting Services has been authorized to replace the roof at Machmueller Park \$5,350.00.**

---

Additional action:

# Proposal

Page # \_\_\_\_\_ of \_\_\_\_\_ pages

**Stuart Taube**  
**Contracting Services**  
6211 Camp Phillips Road  
Weston, WI 54476  
715-370-5800

PROPOSAL SUBMITTED TO: <i>Village of Weston.</i>	JOB NAME	JOB #
ADDRESS <i>5500 Schofield ave</i>	JOB LOCATION	
<i>Weston, WI. 54476</i>	DATE	DATE OF PLANS
PHONE # <i>715-<del>244-2608</del></i>	FAX #	ARCHITECT

We hereby submit specifications and estimates for: *ROOF AT MACHMUELLER PARK.*

- 1. Remove existing shingles and drip edge on approx 22'x46' Conopy building.*
- 2. We will install new 30# felt over wood roof deck.*
- 3. STUARTS cont. SERVICES Will install the new hidden fastener snap lock metal for system. owners choice of color.*
- 4. We will install new drip edge, new pans, new rake metal and new ridge cap metal and closure pc. all part of same metal roof system purchased from MENARDS.*
- 5. All trash will be picked up and hauled away.*

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of: \$ *5,350.00* Dollars  
\$ *Total for labor and mat.*

with payments to be made as follows: \_\_\_\_\_

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

*Stuart Taube*  
STUARTS cont. SERVICES.

Note — this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

# Proposal

Page No.

of

Pages

## Feelgood Carpentry & Design LLC

1029 South 9th Ave  
Wausau, WI 54401  
715-845-0818

1063

PROPOSAL SUBMITTED TO <b>VILLAGE OF WESTON</b>		PHONE <del>10-24-19</del>	DATE <b>10-24-19</b>
STREET		JOB NAME <b>REROOF</b>	
CITY, STATE and ZIP CODE		JOB LOCATION <b>MACHMUELLER PARK</b>	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

**REROOF PARK SHELTER AT MACHMUELLER PARK. REMOVE EXISTING ROOFING TO ROOF DECK. INSTAL PRO ARMOR FELT. OPTIONS TO INCLUDE:**

- ① **DECRA SHINGLES - METAL SHINGLES - \$ 7800<sup>00</sup>**
- ② **SNAP LOCK METAL ROOFING - \$ 5800<sup>00</sup>  
ADD \$ 600<sup>00</sup> FOR FAN FOLD**
- ③ **DURATION SHINGLES CONVENTIONAL ROOF - \$ 4280**

**We Propose** hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: \_\_\_\_\_ dollars (\$ \_\_\_\_\_).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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

---

**Public Mtg/Date:** Board of Trustees – 9/21/2020

---

**Description:** Ordinance No. 20-013: An Ordinance to Amend Figure 5.02(2) and Section 94.12.08(4) within Chapter 94 of the Municipal Code, Affecting Hard or Gravel Surface Setbacks.

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**From:** Jennifer Higgins, Director of Planning & Development

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**Question:** Should the Board of Trustees approve an amendment to Figure 5.02(2) and Sec. 94.12.08 affecting hard or gravel surface setbacks in non-residential zoning districts where an opaque fenced in gravel/hard surface parking area is present?

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**Background**

We recently had a project in the business park where they had a large contractor yard which was going to be fenced in, to the property line. The current code requires a 5 ft hard or gravel surface setback to the property line regardless of it being fenced. In these types of situations, it didn't make sense to require the greenspace where it would not be seen yet would need to be maintained. Staff worked with Mark Roffers to determine the appropriate sections of the code that needed to be amended to allow for the gravel/hard surface to go to the fence line and therefore the property line in these types of situations where they are fenced in.

Staff had recommended this only be relevant in the industrial districts. The Plan Commission amended the recommendation to include all commercial/industrial districts. Staff has made this adjustment, per the PC, by stating all "non-residential" zoning districts. This would mean all those districts found on Fig. 5.02(2) including INT, the B1, B2, B3, BP, LI, GI and RM districts.

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**Attached Docs:** Draft Ordinance Amendment.

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**Committee Action:** Plan Commission held a public hearing on 9/14/2020. No one spoke in opposition. The Plan Commission made a recommendation to the Board to approve with some changes differing from those presented by staff in the meeting packet.

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**Fiscal Impact:** TBD.

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

**Recommendation:** Director recommends approval.

**Recommended Language for Official Action**

**I move to recommend Approval/Denial of the proposed ordinance amendments.**

**Additional action:** Ordinance Adoption (Board of Trustees)  
Ordinance Publication (Staff)  
Update Chapter 94 with amendments (Staff)



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**

**ORDINANCE NO. 20-013**

**AN ORDINANCE TO AMEND FIGURE 5.02(2) AND SECTION 94.12.08(4) WITHIN CHAPTER 94 OF THE MUNICIPAL CODE, AFFECTING HARD OR GRAVEL SURFACE SETBACKS**

WHEREAS, the Village of Weston is authorized to prepare, amend and adopt a zoning ordinance under Wis. Stats. §§ 62.23 and 61.35; and

WHEREAS, the Village recreated Chapter 94 in March 2015 to serve as the Village's zoning ordinance and the Village's extraterritorial zoning ordinance for the portions of the Town of Weston defined as the extraterritorial zoning area; and

WHEREAS, the Village has determined that requiring an interior side and rear yard hard or gravel surface setback within industrial zoning districts, when inside of a fenced area in such districts, creates unnecessary labor in parts of the Village where the aesthetic, stormwater management, and other values of such setbacks are fewer; and

WHEREAS, the Joint Town and Village of Weston Extraterritorial Zoning Committee and the Village Plan Commission held a joint public hearing on this ordinance, on September 14, 2020, in compliance with Wis. Stat. § 62.23; and

WHEREAS, following such hearing, the Village Plan Commission has recommended enactment of the zoning ordinance amendments contained herein for applicability within the Village limits; and

WHEREAS, following such hearing, the Joint Town and Village of Weston Extraterritorial Zoning Committee has recommended enactment of the zoning ordinance amendments contained herein for applicability within the extraterritorial zoning area; and

WHEREAS, following such hearing the Village Board considered public comments and the recommendations of said Commission and Committee; and

WHEREAS, the Village Board finds the proposed amendments contained herein are reasonable, consistent with the Village Comprehensive Plan, and in the public interest.

NOW, THEREFORE, the Village Board of Weston, Marathon County, Wisconsin, does ordain as follows:

**SECTION 1:** Figure 5.02(2): *Non-residential District Setback and Height Standards* the Village of Weston Municipal Code is hereby amended to provide as follows:

Figure 5.02(2): Non-residential District Setback and Height Standards

Zoning District	Minimum Setbacks (ft) (b)						Minimum Building Separation (ft)	Maximum Building Height (stories/ft, whichever is greater)	
	Principal Building to Front and Street Side Lot Lines (a)	Principal Building to Interior Side Lot Line	Principal Building to Rear Lot Line	Accessory Building to Interior Side/Rear Lot Line (a) (d)	Hard or Gravel Surface (c)			Principal Buildings	Accessory Buildings
					Front or Street Side	Interior Side or Rear			
INT Institutional	20	8	20	3	15	10	10	3/45	1/20
B-1 Neighborhood Business	10	6	10	3	10	5	10	3/45	1/20
B-2 Highway Business	30	12	20	6	15	10	10	3/45	1/20
B-3 General Business	30	12	20	6	15	10	10	3/45	1/20
BP Business Park	30	12	20	10	15	10	10	4/60	1/20
LI Light Industrial	30	12	20	10	10	5	10	2/30	1/20
GI General Industrial	40	15	30	10	10	5	10	4/60	2/35
RM Rural Mix	50	30	20	40	15	10	10	3/45	2.5/35

- (a) See Section 94.4.09(1) for standards related to detached accessory buildings located within front yard areas, minimum separation requirements associated with detached accessory structures, and other standards associated with detached accessory structures.
- (b) Additional setbacks may be required along zoning district boundaries for bufferyards, if required for a particular land use in Article 4 or Section 94.11.02(3)(d).
- (c) Includes all gravel and hard surfaces as defined in Section 94.17.04. This setback ~~excludes~~ does not apply to intrusions ~~required~~ for driveway and pedestrian way entrances ~~from streets; and permitted or required for cross access~~ driveways, and pedestrian ways, ~~and~~ ; ~~shared driveways; and shared~~ parking lots that are shared or provide cross-access between lots; or any land inside of an ~~fenced~~ opaque fenced yard area in an industrial within the non-residential districts.
- (d) Front and street side yard setbacks for accessory structures as the same as the minimum front and street side setback for the principal structure.

SECTION 2: Section 94.12.08(4) of the Village of Weston Municipal Code is hereby amended to provide as follows:

(4) **Distance from Property Line.** The distance from an access drive or parking lot to the property line shall not be less than the minimum associated setback for hard ~~and landscaped~~ or gravel surface areas in Figures 5.01(2) and 5.02(2), except ~~in the case of~~ approved shared driveways, shared parking lots, and cross-access ways, or as otherwise exempted in such figures.

SECTION 3: The amendments effectuated by this Ordinance shall apply within the municipal limits of the Village and within its extraterritorial zoning jurisdiction in the Town of Weston.

SECTION 4: 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 5: EFFECTIVE DATE. This ordinance shall take effect upon approval and publication.

Dated the 21st day of September, 2020

WESTON VILLAGE BOARD

By: \_\_\_\_\_  
Mark Maloney, its President

Attest:

\_\_\_\_\_  
Sherry Weinkauf, its Clerk

APPROVED: \_\_\_\_\_

PUBLISHED: \_\_\_\_\_

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

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**Public Mtg/Date:** Board of Trustees – 09/21/2020

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**Description:** Resolution 2020-012 to Approve Compliance Maintenance Annual Report (CMAR) for Weston Sewer Utility and Submit to the Wisconsin Department of Natural Resources

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**From:** Michael Wodalski, Director of Public Works  
Keith Donner, Administrator  
Josh Swenson, Utility Superintendent

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**Question:** Should the Board of Trustees Adopt Resolution 2020-012 to Approve the Compliance Maintenance Annual Report (CMAR) for Weston Sewer Utility and Submit to the Wisconsin Department of Natural Resources?

### Background

The Compliance Maintenance Annual Report (CMAR) is an annual self-evaluation-reporting requirement for publicly and privately owned domestic wastewater treatment works. The purpose of the CMAR is to evaluate the wastewater treatment system for problems or deficiencies. Management, operation and maintenance activities are described. The Village is to identify proposed actions to prevent violations of WPDES permits and water quality degradation. The CMAR program also encourages actions that promote the awareness and responsibility for wastewater collection and treatment needs, maximize the useful life of wastewater treatment systems through improved operation & maintenance as well as initiate formal planning, design and construction for system upgrades.

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**Attached Docs:** Resolution 2020-012 to Approve 2019 CMAR

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**Committee Action:** Public Works Recommended the Board Adopt the Resolution and File the CMAR.

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**Fiscal Impact:** None

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**Recommendation:** Director Recommends Adoption of the Resolution and Filing the CMAR.

### Recommended Language for Official Action

**I move to Adopt Resolution 2020-012 to Approve the Compliance Maintenance Annual Report (CMAR) for Weston Sewer Utility and Submit to the Wisconsin Department of Natural Resources.**

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Additional action:



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**

**RESOLUTION NO. 2020-012**

**A RESOLUTION TO  
APPROVE THE COMPLIANCE MAINTENANCE ANNUAL REPORT  
(CMAR) FOR WESTON SEWER UTILITY AND SUBMIT TO THE  
WISCONSIN DEPARTMENT OF NATURAL RESOURCES**

**WHEREAS**, it is requirement under a Wisconsin Pollutant Discharge Elimination System (WPDES) permit issued by the Wisconsin Department of Natural Resources to file a Compliance Maintenance Annual Report (CMAR) for its wastewater collection system under Wisconsin Administrative Code NR 208; and

**WHEREAS**, it is necessary to acknowledge that the governing body has reviewed the Compliance Maintenance Annual Report (CMAR); and

**WHEREAS**, it is necessary to provide recommendations or an action response plan for all individual Compliance Maintenance Annual Report (CMAR) section grades (of "C" or less) and/or an overall grade point average (<3.00); and

**WHEREAS**, the no immediate critical problems or deficiencies of the wastewater collection system are identified in the Compliance Maintenance Annual Report (CMAR).

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Village of Weston that to maintain a high level of service, the following recommendations or actions will be taken:

1. Annually review utility rates and revenue requirements.
2. Continue the annual collection system maintenance program.
3. Update and implement the capital improvement program.
4. Annually evaluate and adjust goals set forth in Capacity, Management, Operation, and Maintenance (CMOM) Program.

**PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON**, at a regular meeting thereof, this 21<sup>st</sup> day of the month of September, 2020.

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

By: \_\_\_\_\_  
MARK MALONEY, President

ATTEST

By: \_\_\_\_\_  
MICHAEL WODALSKI, Director of Public Works

FILED:

By: \_\_\_\_\_  
SHERRY WEINKAUF, Clerk

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Joshua Swenson"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="715-241-2637"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="jswenson@westonwi.gov"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&amp;M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 0-2 years ago (0 points)</p> <p>○ 3 or more years ago (20 points)</p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 1-2 years ago (0 points)</p> <p>○ 3 or more years ago (20 points)</p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 100%;" type="text" value="383,251.89"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="22,083.79"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="405,335.68"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>		\$	<input style="width: 100%;" type="text" value="383,251.89"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 100%;" type="text" value="22,083.79"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="405,335.68"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.00"/>	
<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>		\$	<input style="width: 100%;" type="text" value="383,251.89"/>														
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 100%;" type="text" value="22,083.79"/>														
3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="405,335.68"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.00"/>														

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 405,335.68

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 405,335.68

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Retained engineering firm for a system planning study - evaluating interceptor capacity, infiltration/inflow, capital improvements needs.	80,000	2018
2	Began to systematically assess condition of a percentage of mains and manholes each year. Interceptor sewers were completed in 2017. Will resume for other parts of system based on engineering study.	100,000	2017
3	Replacement of Harlyn lift station.	300,000	2020
4	Replacement of Tricia/Tanya lift station.	300,000	2021
5	Ryan St. River Crossing. Expansion of existing sewer system	510,000	2021
6	Cedar Creek Interceptor access road. Needed to access section of pipe that has not been inspected in decades.	325,000	2021
7	Weston School Addition Reconstruction. Improvements to streets and watermain as well as sanitary sewer lines and manholes.	235,000	2020
8	Crestwood Acres Reconstruction will address needed water and drainage upgrades as well as upgrading all sanitary pipe and manholes.	450,000	2021

## 5. Financial Management General Comments

None

## ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

6.1.1 Enter the monthly energy usage from the different energy sources:

## COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
<b>January</b>	31,019	38
<b>February</b>	29,783	36
<b>March</b>	28,845	37
<b>April</b>	25,369	33
<b>May</b>	22,428	16
<b>June</b>	17,203	14
<b>July</b>	8,111	16
<b>August</b>	16,919	43
<b>September</b>	17,082	26
<b>October</b>	19,112	40
<b>November</b>	23,236	40
<b>December</b>	27,571	36
<b>Total</b>	<b>266,678</b>	<b>375</b>
<b>Average</b>	<b>22,223</b>	<b>31</b>

6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

Describe and Comment:

## 6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Plan to incorporate SCADA for collection system into system for water utility dependent on recommendations in engineering study.

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 2019

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

#### 1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

#### 1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

#### 1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

1. Develop a regular maintenance program that includes sewer televising and manhole inspections.
2. Jet-clean and televise approximately one-sixth of the sewer system each year.
3. Improve communications with customers about the sewer use ordinance and keep the public informed about current topics and issues such as illicit discharges and water use reduction practices.
4. Develop an Overflow Emergency Response Plan that lays out steps to take in the event that there is a sewer backup and overflow, or any other sewer system emergency.
5. Develop a standard employee training system so that each employee working on the system has been trained in a similar fashion, allowing employees to work more efficiently with one another.
6. Address the interdependency of the Village of Weston, Village of Rothschild, and City of Schofield sewer systems with formal agreements.
7. Develop a Capital Improvement Plan to address deficiencies in the sewer collection system.
8. Get the operations staff State-certified in the Collection Systems operator sub-class.
9. Develop a sewer collection system Operation and Maintenance manual.

Did you accomplish them?

- Yes
- No

If No, explain:

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

Not all goals were met however the Village will continue to work on completing and implementing goals set forth in CMOM. Below is a summary of our CMOM goals that need to be addressed.

3. Improve communications with customers about the sewer use ordinance and keep the public informed about current topics and issues such as illicit discharges and water use reduction practices.
  - Currently utilizing social media to pass along information regarding illicit discharges. Is even more important with more people working from home.
4. Develop an Overflow Emergency Response Plan that lays out steps to take in the event that there is a sewer backup and overflow, or any other sewer system emergency.
  - Overflow Emergency Response Plan is addressed in Chapter 8 of the CMOM. There are a series of rules operations staff follows but needs to be put into a formal document.
5. Develop a standard employee training system so that each employee working on the system has been trained in a similar fashion, allowing employees to work more efficiently with one another.
  - No formal training system has been put in place. It is an intention to have something created during the fall/winter of 2020.
6. Address the interdependency of the Village of Weston, Village of Rothschild, and City of Schofield sewer systems with formal agreements.
  - Update to formal agreements need to be worked on.
8. Get the operations staff State-certified in the Collection Systems operator sub-class.
  - Need to work toward getting state certified.
9. Develop a sewer collection system Operation and Maintenance manual.
  - The O&M manual has been started and will continue to be worked on.

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2017-06-21

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

Operation and Maintenance [NR 210.23 (4) (d)]  
Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]    
What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]    
Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]    
 Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	35	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	7	% of system/year
Manhole inspections	35	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation		

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

Private sewer inspections	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer I/I removal	<input type="text" value="0"/>	% of system/year
River or water crossings	<input type="text" value="0"/>	% of private services
	<input type="text" value="0"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text" value="None"/>		

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="48"/>	Total actual amount of precipitation last year in inches
<input type="text" value="32"/>	Annual average precipitation (for your location)
<input type="text" value="105"/>	Miles of sanitary sewer
<input type="text" value="13"/>	Number of lift stations
<input type="text" value="9"/>	Number of lift station failures
<input type="text" value="2"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="5"/>	Number of complaints
<input type="text" value="1.169"/>	Average daily flow in MGD (if available)
<input type="text" value="45.16"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.69"/>	Lift station failures (failures/year)
<input type="text" value="0.02"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.05"/>	Complaints (number/sewer mile)
<input type="text" value="38.6"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **				
Date	Location	Cause	Estimated Volume (MG)	
None reported				

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

<div data-bbox="133 205 1461 260" style="border: 1px solid black; height: 26px;"></div> <p>5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please describe:</p> <div data-bbox="133 438 1461 493" style="border: 1px solid black; height: 26px;"></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div data-bbox="121 535 1461 590" style="border: 1px solid black; padding: 2px;">None Known</div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div data-bbox="121 632 1461 686" style="border: 1px solid black; padding: 2px;">Lining of Manholes and Pipe.</div>
---

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

## Grading Summary

WPDES No: 0047341

<b>SECTIONS</b>	<b>LETTER GRADE</b>	<b>GRADE POINTS</b>	<b>WEIGHTING FACTORS</b>	<b>SECTION POINTS</b>
Financial	A	4	1	4
Collection	A	4	3	12
<b>TOTALS</b>			<b>4</b>	<b>16</b>
<b>GRADE POINT AVERAGE (GPA) = 4.00</b>				

### Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

# Compliance Maintenance Annual Report

Weston Sewage Collection System

Last Updated: Reporting For:  
8/27/2020 **2019**

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Village of Weston

Date of Resolution or  
Action Taken:

2020-08-25

Resolution Number:

2020-012

Date of Submittal:

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):**

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### **ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS**

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

**G.P.A. = 4.00**

**VILLAGE OF WESTON**

**RESOLUTION NO. 2020-013**

**A RESOLUTION**, authorizing the combining of wards for voting purposes in the Village of Weston.

**WHEREAS**, there are currently four reporting units in the Village of Weston that include Wards 1,2,4,5 - Wards 3,8, - Wards 6,7 and Wards 9-13; and

**WHEREAS**, the Village Board is authorized under Section 5.25(3) of the Wisconsin Statutes to combine two or more wards for election reporting purposes; and

**WHEREAS**, it is the opinion of Village staff that combining Wards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 into one reporting unit, for future elections, will allow for more efficiency with issuing ballots to voters;

**WHEREAS**, this would not include elections of Marathon County Supervisors who represent 38 districts in Marathon County; and

**WHEREAS**, elections that include Marathon County Supervisors will require another resolution to combine wards based on supervisory districts; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees that the Village Clerk is authorized to combine wards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13 into one reporting unit for future elections held in the Village of Weston, with the exception of elections that include Marathon County Supervisors; and

**BE IT FURTHER RESOLVED**, this resolution shall take effect and be in force from and after its passage.

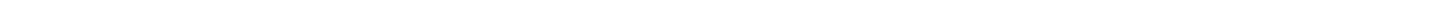
**PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WESTON**, on the 21st day of September 2020.

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

By: \_\_\_\_\_  
Mark Maloney, Village President

ATTEST:

By: \_\_\_\_\_  
Sherry Weinkauff, Village Clerk



# 2020

## Village of Weston Meeting Schedule

### JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### MAY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### JULY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**First Monday of each Month**  
Open to schedule meetings as needed

**Second Monday of each Month**  
Public Works 4:30 Plan Commission 6:00

**Third Monday of each Month**  
Finance 4:30 Board of Trustees 6:00  
**Tourism 1st mo. of ea. Qtr. before Finance**

**Fourth Monday of each Month**  
Open to schedule meetings as needed

**Park & Rec and Human Resources**  
Meets as Needed

**Zoning Board of Appeals and Joint Review Board**  
Meets as Needed

**Community Development Authority (CDA)**  
Meets as Needed

May 25 and September 7 - No Meetings

5500 Schofield Avenue  
Weston, WI 54476

715-359-6114  
westonwi.gov



# REQUEST FOR CONSIDERATION

**PUBLIC MTG/DATE:** BOARD OF TRUSTEES, SEPTEMBER 21<sup>ST</sup>, 2020

**DESCRIPTION:** NEW CLASS B BEER LICENSES FOR THE 2020/2021 LICENSING TERM FOR AMERICINN OF WESTON.

**FROM:** SARAH FLORY, DEPUTY CLERK

**QUESTION:** SHOULD THE BOARD OF TRUSTEES APPROVE THE NEW CLASS B BEER LICENSE 2020/2021 LICENSING TERM FOR AMERICINN OF WESTON 4115 BARBICAN AVE WESTON, WI 54476?

## BACKGROUND

VILLAGE STAFF RECEIVED THE ATTACHED ALCOHOL APPLICATION FOR AMERICINN OF WESTON. THE AGENT APPOINTED IS RAJSHREE PATEL. STAFF SENT THE APPLICATION TO EVEREST METRO POLICE DEPARTMENT FOR BACKGROUND CHECK ON ALL AGENT/MEMBERS. ALL BACKGROUND CHECKS HAVE BEEN APPROVED. THE PUBLICATION REQUIREMENT HAS BEEN MET. THE LICENSE FEE WILL BE PRO-RATED.

**ATTACHED DOCS:** EVOLVE REPORT

**COMMITTEE ACTION:** N/A

**FISCAL IMPACT:** NONE

**RECOMMENDATION:** CLERK RECOMMENDS APPROVAL

## RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

**I MOVE TO APPROVE THE NEW CLASS B BEER LICENSE FOR AMERICINN OF WESTON 4115 BARBICAN AVE. WESTON, WI 54476 FOR THE 2020/2021 LICENSING TERM.**

**ADDITIONAL ACTION:** MAIL OUT APPROVED LICENSE'S



**BOT Date 09/21/2020**

License ID	License Type	Name	Business	Premise Desc	Begin Dt	End Dt	EMPD Approval	CLPS	BOT
21066	9022 - Class B Beer New	Patel, Rajshree	AmericInn of Weston	Hotel	07/01/2020	06/30/2021	Yes		

# REQUEST FOR CONSIDERATION

<b>PUBLIC MTG/DATE:</b>	BOARD OF TRUSTEES, SEPTEMBER 21 <sup>ST</sup> , 2020
<b>DESCRIPTION:</b>	NEW CLASS B BEER & LIQUOR LICENSES FOR THE 2020/2021 LICENSING TERM FOR EL CHARRO II LLC.
<b>FROM:</b>	SARAH FLORY, DEPUTY CLERK
<b>QUESTION:</b>	SHOULD THE BOARD OF TRUSTEES APPROVE THE NEW CLASS B BEER & LIQUOR LICENSE 2020/2021 LICENSING TERM FOR EL CHARRO II LLC, 1711 SCHOFIELD AVE WESTON, WI 54476?

## BACKGROUND

VILLAGE STAFF RECEIVED THE ATTACHED ALCOHOL APPLICATION FOR EL CHARRO II LLC. THE AGENT APPOINTED IS SANTOS ROMAN MONTOYA. STAFF SENT THE APPLICATION TO EVEREST METRO POLICE DEPARTMENT FOR BACKGROUND CHECK ON ALL AGENT/MEMBERS. ALL BACKGROUND CHECKS HAVE BEEN APPROVED. THE PUBLICATION REQUIREMENT HAS BEEN MET. THE LICENSE WILL BE PRO-RATED. EL CHARRO II, LLC WAS GIVEN A 60 DAY PROVISIONAL RETAIL LICENSE ON 8/28/2020.

<b>ATTACHED DOCS:</b>	EVOLVE REPORT
<b>COMMITTEE ACTION:</b>	N/A
<b>FISCAL IMPACT:</b>	NONE
<b>RECOMMENDATION:</b>	CLERK RECOMMENDS APPROVAL

## RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

**I MOVE TO APPROVE THE NEW CLASS B BEER & LIQUOR LICENSE FOR EL CHARRO II, LLC 1711 SCHOFIELD AVE. WESTON, WI 54476 FOR THE 2020/2021 LICENSING TERM.**

<b>ADDITIONAL ACTION:</b>	MAIL OUT APPROVED LICENSE'S
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**BOT Date 09/21/2020**

License ID	License Type	Name	Business	Premise Desc	Begin Dt	End Dt	EMPD Approval	CLPS	BOT
<b>9103 - Class B Beer &amp; Liquor New</b>									
21152	9103 - Class B Beer & Liquor New	Montoya, Santos Roman	El Charro II, LLC	Bar Area	07/01/2020	06/30/2021			

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

**Revised September 21, 2020**

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

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

To: Clerk, Village of Weston

From: Trustee Loren White  
Trustee Barbara Ermeling

Date: September 9, 2020

Reference: Request to have item placed on the September 21, 2020 meeting of the Board of Trustees.

Per Section 2.206. Generally, of Chapter 2 Administration of the Municipal Code of the Village of Weston

**“Sec. 2.206. Generally.**

The board shall be vested with all the powers of the village not specifically given some other officer. A majority of the members shall constitute a quorum, but a less number may adjourn from time to time. The president shall preside at all meetings when present. In the president's absence the board may select another trustee to preside. Regular meetings shall be held at such time as may be prescribed by bylaws. Special meetings may be called by any two trustees in writing, filed with the village clerk, who shall thereupon seasonably notify all the trustees of the time and place of the meetings in the manner directed by the bylaws. All meetings shall be open to the public. The board shall keep a record of all its proceedings, and the board shall cause the proceedings to be posted in the manner under Wis. Stat. § 985.02(2). The proceedings for the purpose of publication shall include the substance of every official action taken by the board. Nothing in this section shall be construed as requiring the republication of any proceeding, ordinance or other matter or thing that has already been published according to law; nor shall anything in this section be construed to relieve the village from publishing any proceeding, ordinance or other matter or thing required by law to be published. Notwithstanding the provisions of Wis. Stat. § 985.08(4), the fee for any such publication shall not exceed the rates specified in Wis. Stat. § 985.08(1). The board has power to preserve order at its meetings, compel attendance of trustees and punish nonattendance, and it shall be judge of the election and qualification of its members. The president and board may by a three-fourths vote of all the members of the board determine that an annual salary be paid the president and trustees. Salaries heretofore established shall so remain until changed by ordinance and shall not be increased or diminished during their terms of office.”

We are not requesting a Special Meeting but instead would ask that the following be placed on the above listing meeting's agenda.

To wit: Motion to RECIND\* action taken by the Village Board at it's June 1, 2020 meeting of the Board as follows:

**Motion by Maloney second by Fiene to terminate the agreement with SAFER.** Q/ Xiong asked for clarification. Maloney said if we terminate this evening, we will still be under contract with SAFER through 2021. Q/Xiong said so if they choose to renegotiate with the Village, we would continue discussions with them. Maloney said absolutely. Sparks said his preference is we negotiate on what needs to be changed and keep SAFER going. Fiene said this has brought him nothing but sorrow but he could not, in good conscious, let the board know of the complete failure. Ermeling asked Sparks if he had a plan on the proposed changes. Sparks said yes because they have asked questions in the past and challenged things multiple times. Sparks said he ran for President because there are issues to fix and this is one of them. We have to do what is right for the community. He would like to see paramedic service remain in Weston. He is unsure what this will look like, but hopefully we can make it work with SAFER. There must be changes. Ermeling asked what changes need to be made to make things work with SAFER. Sparks said first we need someone with government finance experience, and second changes in leadership. Xiong said a letter should be drafted to SAFER. Fiene said it is his intent to attend SAFER meetings and if other trustees want to attend to make sure the Village Clerk is notified so she can provide a notice of quorum. Donner said the dispute resolution process involves a meeting of the Administrator, Chief elected official of each municipality, and the Fire Chief. This should be followed by mediation and arbitration. Donner said this may be above the level of a dispute. Maloney also said SAFER may be looking for different legal counsel. Sparks said going through the dispute resolution may be an appropriate avenue and should be one of the first steps.

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

Trustee	Voting
Sparks, Wally	YES
White, Loren	NO
Ermeling, Barb	NO
Ziegler, Jon	YES
Maloney, Mark	YES
Xiong, Yee	YES
Fiene, Nate	YES

Signed: Loren White 9/9/2020  
Trustee Date

Barb Ermeling 9/9/2020  
Trustee Date

**\*Rescinding. Previously adopted main motions – i.e. ordinances or resolutions – can be rescinded.**

- a. The **“motion to rescind”** existing legislation, policy, or resolution is a main motion and can be made only when notice has been properly issued, the action is on the meeting agenda, and when no other business is pending.

- b. The effect of the “**motion to rescind**” is to nullify a previously adopted policy, ordinance, or resolution.
- c. The “**motion to rescind**” can be made by and seconded by any member.
- d. There is no time limit restriction on when a “**motion to rescind**” a previously adopted policy, ordinance, or resolution is in order.
- e. If a measure is passed that enters the group into a contractual arrangement with an outside party, the group must be careful that “rescinding” and possible reversal of the initial decision does not violate the rights of the contractual partner.

# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Village Board – 9/21/2020</b>
<b>Description:</b>	<b>Utility Improvement Project on Frontage Rd &amp; Evergreen St – Change Order #1</b>
<b>From:</b>	<b>Michael Wodalski, Director of Public Works Josh Swenson, Utility Superintendent</b>
<b>Question:</b>	<b>Should the Village Board Approve Change Order #1 for the Utility Improvement Project on Frontage Rd &amp; Evergreen St?</b>

---

## Background

The Village of Weston owns the sanitary sewer and watermain within the Village of Rothschild boundaries on Frontage Rd & Evergreen St. Earlier this year the Village of Rothschild notified us they were planning to repave those roads. This area is prone to watermain breaks due to poor pipe bedding and aging pipe. The decision was made to replace the watermain prior to the paving to save the water utility the future cost of having to replace pavement if/when further repairs to the main need to be made.

Change Order #1 for this project is for the need to utilize granular/sand backfill above the watermain. We knew the pipe bedding material would need to be replaced, but as construction began, it has been determined the material above the watermain should not be used as backfill material. A cost of \$12.75/ton for removing the existing material and installing new material is being proposed by the contractor. The overall cost increase of the change order is \$10,582.50 which staff recommends approving.

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**Attached Docs:** - Change Order documents from Mi-Tech

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**Committee Action:** - N/A

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**Fiscal Impact:** - Total increase in the contract is \$10,582.50 bringing the new total to \$186,186. This project is being paid for by the utility cash reserves.

---

**Recommendation:** Staff recommends approving the Change Order

## Recommended Language for Official Action

**I move to approve Change Order #1 as presented with an increase in contract cost of \$10,582.50 for the additional backfill material.**

**Or, Something else**

---

Additional action:

# CHANGE ORDER

No. 1

DATE OF ISSUANCE: September 14, 2020 EFFECTIVE DATE: September 14, 2020

PROJECT: Village of Weston Utility Improvement Project Frontage Road & Evergreen Street

OWNER Village of Weston CONTRACT: Weston Utility Improvement Project Frontage Road & Evergreen Str

OWNER'S Contract No. N/A DATE OF CONTRACT September 3, 2020

CONTRACTOR Advance Construction, Inc. ENGINEER'S PROJECT NO.: 10205

The Contract Documents are modified as follows upon execution of this change order.

Description: This change order includes the addition of a new pay item for the project for backfill. The new bid item shall be Bid Item # 35 Backfill and will be paid on a per ton basis at \$12.75 per ton for new backfill provided. The unit price for this item shall include the cost of removing existing unsuitable material from the project, from within the water main excavation area, under roadway pavement and where directed by the Owner/Engineer, hauling and disposing of this material in accordance with applicable regulations, and for providing new granular backfill for the proposed water main in these locations.

The following bid item will be added to the project by this change order.

Bid Item #	Item	Estimated Quantity	Unit	Total Cost
35	Backfill	830 Ton	\$12.75	\$10,582.50

Purpose of Change Order: The purpose of this change order is to add an item for granular backfill to the project to replace unsuitable material within the excavation area under roadway pavement and to haul away and dispose of unsuitable material.

Attachments: (list documents supporting change): See attached email from contractor providing listed unit price.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price  <b>\$186,186.00</b>	Completion Date Original Contract Times: Substantial Completion: <u>October 16, 2020</u> Ready for final payment: <u>October 23, 2020</u>
Net change from previous Change Orders  \$0.00	Net change from previous Change Orders  0 days
Contract Price prior to this Change Order  <b>\$186,186.00</b>	Contract Times Prior to this Change Order Substantial Completion: <u>October 16, 2020</u> Ready for final payment: <u>October 23, 2020</u>
Net Increase of this Change Order  \$10,582.50	Net Increase (decrease) of this Change Order  0 days
Contract Price with all approved Change Orders  <b>\$196,768.50</b>	Contract Time with all approved Change Orders Substantial Completion: <u>October 16, 2020</u> Ready for final payment: <u>October 23, 2020</u>

RECOMMENDED: By <u>Alex J. Saunders</u> Engineer (Authorized Signature) Date <u>September 14, 2020</u>	ACCEPTED: By _____ Owner (Authorized Signature) Date _____	ACCEPTED: By <u>[Signature]</u> Contractor (Authorized Signature) Date <u>9/16/2020</u>
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# REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Village Board – 9/21/2020</b>
<b>Description:</b>	<b>Weston School Neighborhood East Reconstruction Project – Change Order #1</b>
<b>From:</b>	<b>Michael Wodalski, Director of Public Works Josh Swenson, Utility Superintendent</b>
<b>Question:</b>	<b>Should the Village Board Approve Change Order #1 for the Weston School Neighborhood East Reconstruction Project?</b>

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## Background

The Village of Weston is reconstructing the streets on S Timber, Sunset, Arrow, Von Kanel and Kennedy this year. As the contractor began installing new utilities (Water, Sanitary Sewer and Storm Sewer) on Sunset St. they encountered private utilities that needed to be adjusted, primarily communication lines and gas lines.

This has slowed the contractor's progress to the point where they will not be able to meet the original completion date of 10/2 and they have asked for a 6-week extension to be completed by 11/13. Due to the longer time it will take to finish the work, the substantial completion definition is proposing to be changed as well as several items such as site restoration may not be accomplished yet this year and will need to wait until spring. However, all underground piping will be installed, and the roads will be paved by the 11/13 date.

The Change Order is only asking for a change in completion date and there is no change to the cost of the project.

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**Attached Docs:** - Change Order documents from Clark Dietz, Inc.

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**Committee Action:** - N/A

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**Fiscal Impact:** - No change in contract price.

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**Recommendation:** Staff recommends approving the Change Order

## Recommended Language for Official Action

**I move to approve Change Order #1 as presented with a change in Substantial Completion date from 10/2/2020 to 11/13/2020; the Ready for Final Payment date change from 10/16/2020 to 5/28/2021 and the change to 15.03.A of the General Conditions regarding the Substantial Completion Definition.**

**Or, Something else**

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Additional action:



Recommended by Engineer (if required)		Authorized by Owner
By:	Tonia Westphal, PE	
Title:	WI Northern Area Manager	
Date:	09/17/2020	
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Village Board – 9/21/2020</b>
<b>Description:</b>	<b>Recommendation for Manhole Rehabilitations</b>
<b>From:</b>	<b>Josh Swenson, Utility Superintendent Michael Wodalski, Director of Public Works</b>
<b>Question:</b>	<b>Should the Village Board approve a contract with Northern Pipe to rehab 14 Sanitary Sewer Manholes for a total cost of \$30,053.80?</b>

## Background

In early August 2020 Village staff had solicited proposals from various contractors to provide manhole rehabilitation services for 14 sanitary sewer manholes along Alta Verde, Normandy and Lawndale. Rehabilitation services include cleaning manhole, chemical prep of concrete, seal leaks, repair damaged areas and finish with a spincast & hand trowel corrosion resistant concrete liner from bench to rings.

There are 5 manholes that, in addition to the rehabilitation services above, will have repairs done to rebuild their bench and channels to assist in proper drainage and flow.

The proposed work will improve the structural integrity of these manholes and provide an extra layer of protection against infiltration as well. One of the goals that is identified in the CMOM plan is to inspect and rehabilitate manholes on a more regular basis.

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**Attached Docs:** - Manhole Rehab Proposal

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**Committee Action:**

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**Fiscal Impact:** Manhole repair budget has \$43,821 remaining for the year

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**Recommendation:** Staff recommends approving the work for \$30,053.80

## Recommended Language for Official Action

**I Recommend approving Northern Pipe to repair the above listed Manholes for a total price of \$30,053.80.**

**Or, Something else**

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Additional action:



# Quote

1772 S Vandenberg Road  
 Green Bay, WI 54311  
 Phone (920) 655-8049  
 Fax (920) 468-7207  
 adamtierney@northernpipeinc.com  
 www.northernpipeinc.com

Date	Quote #
9/9/2020	511

Village of Weston  
 5500 Schofield Ave  
 Weston, WI 54476

Quote Good Thru	Payment Terms	Sales Rep		
10-1-2020	Net 30	AWT		
Description	Unit of Measure	Quantity	Unit Price	Total
Village of Weston 2020 Manhole Rehabilitation				
Mobilization and Demob of Equipment and Crew	LS	1	0.00	0.00
Full Manhole Rehabilitation - 1/2" thick F-170 Corrosion Resistant Lining (14 manholes) *Clean manhole *Prep manholes by hydroblasting chemicals, debris and loose concrete *Seal Leaks (if any) *Repair damaged areas prior to applying F-170 *Apply 1/2" Sauereisen F-170 Corrosion Resistant Concrete Liner *Application by spincast & hand trowel finish *Concrete liner will run the entire interior of manhole (bench to rings)	VF	131.15	212.00	27,803.80
Manhole Bench and Channel Repair (5 manholes) * Alta Verde JDC160 *Alta Verde JDC149 *Alta Verde JDC166 *Lawndale JKS132 *Normandy JKS124	Each	5	450.00	2,250.00
Before and after pictures will be provided to customer following completion.				
Project slated for 2020 completion. If approved, please sign and return.				

Please notify Northern Pipe, Inc. within 30 days if the quotation is accepted and the above prices will be honored.

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

<b>Total</b>	<b>\$30,053.80</b>
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### Manhole Repairs for 2020

	<b>Rim</b>	<b>Invert</b>	<b>Depth (ft)</b>
<b>Alta Verde</b>			
1 Alta Verde/El Segundo MH – 1649 – JDC164 (Photo)	1202.6	1191.2	11.40
2 Alta Verde/Monterey MH – 1650 – JDC144 (Photo)	1202.4	1192.1	10.30
3 Alta Verde/Everest MH – 1652 – JDC108 (No photo)	1203.5	1194	9.50
4 Alta Verde/Daley MH – 1653 – JDC160 (Photo)	1205.3	1197.57	7.73
5 Alta Verde/Heuss MH – 1674 – JDC149 (Photo)	1210.3	1200.9	9.40
6 Alta Verde/Foothill MH – 1676 – JDC122 (Photo)	1218.41	1209	9.41
7 Alta Verde/Highland MH – 1675 – JDC166 (Photo)	1234.97	1224.15	10.82
<b>Normandy</b>			
8 Normandy/Foothill MH – 1672 – JKS124 (Photo)	1206.7	1197.7	9.00
<b>Lawndale</b>			
9 Lawndale/El Segundo MH – 1620 – JKS157 (Photo)	1195.2	1186.81	8.39
10 Lawndale/Monterey MH – 1623 – JKS107 (Photo)	1202	1192.68	9.32
11 Lawndale/Laguna MH – 1626 – JKS145 (Bad Photo)	1202	1192.68	9.32
12 Lawndale/Everest MH – 1635 – JKS141 (Photo)	1202.9	1193.38	9.52
13 Lawndale/Daley MH – 1642 – JKS156 (Photo)	1204.2	1195.58	8.62
14 Lawndale/Heuss MH – 1645 – JKS132 (Photo) (101")	0	0	8.42

131.15 VF

**YELLOW HIGHLIGHTED NEED BENCH AND CHANNEL REPAIRS**



9

1

10

2

11

3

12





VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
5500 SCHOFIELD AVENUE, WESTON, WI 54476  
REQUEST FOR CONSIDERATION

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<b>Public Mtg/Date:</b>	<b>Board of Trustees – 9/21/2020</b>
<b>Description:</b>	<b>Outdoor Ice-Skating Rinks for 2020-21 Season</b>
<b>From:</b>	<b>Shawn Osterbrink, Director of Parks, Recreation &amp; Forestry</b>
<b>Question:</b>	<b>Should the village offer outdoor ice-skating rinks and warming house during the 2020-21 season?</b>

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**Background**

As we plan for the upcoming winter season the village will need to decide if we will offer outdoor ice-skating and the warming house this winter. Due to having to install the hockey rink prior to the ground freezing and hiring staff we are presenting this request now.

Staff feels that there are two options that should be considered. As we currently don't know what the status of any orders or where the virus will be in late December and early 2021 staff is proposing to either just open the outdoor rinks and offer no warming house or to open as usual offering the warming house. Due to size of the facility and if there would be a mask order in place staff and patrons would have to wear masks when inside the building.

Costs associated with operating the rink and warming house as usual would include wages for 29 hours a week for approximately 9 weeks x \$11.00 per hour = \$2,871, electricity \$1,200, gas \$850, supplies \$556 and telephone \$318. The electricity and gas costs are associated with the entire year, the supplies and phone cover the 2020-21 season and part of the 2021-22 season and wages are just for the 2020-21 season. The second option would be to just open the rink with no warming house. Opening this way would remove the cost of labor, telephone and most of the supply costs. Electricity and gas costs would be reduced but not totally go away as we would still heat the building to keep the plumbing from freezing but would keep at a lower temperature and we would still propose running the rink lights on the timer that is currently installed.

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<b>Attached Docs:</b>	<b>None</b>
<b>Committee Action:</b>	<b>No prior review.</b>
<b>Fiscal Impact:</b>	<b>Cost reduced if warming house not opened. All costs are budgeted if warming house is opened.</b>
<b>Recommendation:</b>	<b>Staff recommends opening the rink with no warming house due to the uncertainty of the upcoming season.</b>

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**Recommended Language for Official Action**

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

**I move to approve opening the outdoor ice-skating rink and warming house for the 2020-21 season.**

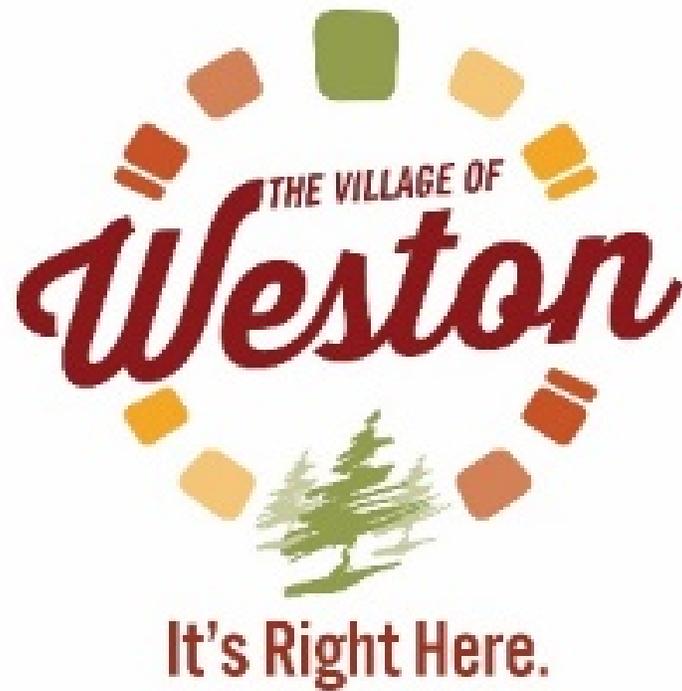
**I move to approve opening the outdoor ice-skating rink with no warming house for the 2020-21 season.**

**I move to approve not opening the outdoor ice-skating rink for the 2020-21 season.**

**Or, something else.**

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Additional action:



**HANDBOOK**

**FOR**

**ELECTED AND APPOINTED VILLAGE OFFICIALS**

HANDBOOK for ELECTED AND APPOINTED  
VILLAGE OFFICIALS

TABLE OF CONTENTS

**Chapter 1 Board of Trustee, Committee, Commission, Boards and Authorities Descriptions**

- Sec. 1.01. Authority of Elected/Appointed Officials.
- Sec. 1.02. Village Board.
- Sec. 1.03. Standing Committees.
  - Sec. 1.03.1. Finance Committee.
  - Sec. 1.03.2. Human Resources Committee.
  - Sec. 1.03.3. Public Works and Utility Committee.
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  - Sec. 1.03.5. Community Development Authority/Economic Development.
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- Sec. 1.05. Intergovernmental Committees.
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- Sec. 1.06. Committee of the Whole
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- Sec. 3.02. Communication and Confidentiality.
- Sec. 3.03. Management of Requests through the Administrator.
- Sec. 3.04. Off-Duty Conduct.
- Sec. 3.05. Political Activities.
- Sec. 3.06. Respect for Individual Differences.
- Sec. 3.07. Drug Free Workplace and Substance Abuse Policy.
- Sec. 3.08. Reasonable Accommodation of an Elected/Appointed Officials with a Disability.
- Sec. 3.09. Code of Conduct for Elected and Appointed Officials.

## **Chapter 4 Ethics**

Adapted from ETHICS TRAINING FOR LOCAL GOVERNMENT OFFICIALS  
Attorney Matt Yde  
June 2, 2015

- Sec. 4.01.** Ethics Policy.
- Sec. 4.02.** Wisconsin State Statute § 19.59 State Ethics Code.

### CRIMINAL STATUTES

- Sec. 4.03.** Wisconsin State Statute § 946.13 Private Interest in a Public Contract Prohibited.
- Sec. 4.04.** Wisconsin State Statute § 946.12 Misconduct in Office.
- Sec. 4.05.** Wisconsin State Statute § 946.10 Bribery.
- Sec. 4.06.** Wisconsin State Statute § 175.10 Selling Items to Public Employees.
- Sec. 4.07.** Wisconsin State Statute § 946.14 Purchasing Claims at Less Than Full Value.
- Sec. 4.08.** Wisconsin State Statute § 946.18 Misconduct Sections Apply to All Public Officers.

### WISCONSIN GOVERNMENT ACCOUNTABILITY BOARD GUIDELINES

- Sec. 4.09.** Citizen's Guide to Standards of Conduct for Local Government Officials.
- Sec. 4.10.** Mitigating Conflicting Interest: Private Interests vs. Public Responsibilities.
- Sec. 4.11.** How to Withdraw from Official Action.
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### Bibliography

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- Sec. 5.02.** Municipal Center Rules.
- Sec. 5.03.** Sexual Harassment.
  - Sec. 5.03.01.** Sexual Harassment Policy Purpose.
  - Sec. 5.03.02.** Policy Statement.
  - Sec. 5.03.03.** Types of Conduct Covered by this Policy.
  - Sec. 5.03.04.** Responding to Harassment.
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- Sec. 8.05.**      Exceptions to the Open Meetings Law.
- Sec. 8.06.**      Meeting must be accessible in order to be considered open.
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## Bibliography

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Chapter 1

**BOARD OF TRUSTEES. COMMITTEE, COMMISSION,  
BOARDS AND AUTHORITIES DESCRIPTIONS**

[Sec. 1.01. Authority of Elected/Appointed Officials.](#)

[Sec. 1.02. Village Board.](#)

[Sec. 1.03. Standing Committees.](#)

[Sec. 1.03.1. Finance Committee.](#)

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[Sec. 1.05.1. Everest Metropolitan Police Department/Everest Metropolitan Municipal Court Joint Finance Committee.](#)

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[Sec. 1.05.4. SAFER Fire Commission.](#)

[Sec. 1.06. Committee of the whole.](#)

[Sec. 1.07. Revolving loan fund committee.](#)

[Sec. 1.08. Limited scope or special purpose committees.](#)

**Sec. 1.01. Authority of Elected/Appointed Officials.** All powers granted to villages are vested in their governing bodies. A village governing body can Thus, unless the governing body has delegated authority to one of its members to take certain action on behalf of the village, individual members of a governing body have no authority to make purchases, enter into contracts, give direction to village officer and employees, conduct investigations, bring suit or make any binding legal commitment on behalf of the village.

The duties of the Village Board are specifically enumerated in Wis. Stat. § [61.34](#) “Except as otherwise provided by law, the village board shall have the management and control of the village property, finances, highways, streets, navigable waters, and the public service, and shall have power to act for the government and good order of the village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment, and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.”

**Sec. 1.02 Village Board.**

- a. Meetings are held in the Village of Weston Hall Board Room at 6:00 p.m. on the third Monday of the month. Any regular meeting falling on a legal holiday shall be rescheduled at the preceding meeting. Village Municipal Code **Sec. 2.207**.
- b. **Special Meetings.** Special meetings of the board may be called by the president at such times as he may appoint by oral or written notice of the purpose and time thereof to each member, which notice shall be given within a reasonable time prior to the meeting. Village Municipal Code **Sec. 2.208**.

- c. The trustees of the Village shall constitute a board to be designated “Village Board of Weston,” four of whom shall constitute a quorum, except when otherwise provided by law. The president may administer oaths and affidavits in all matters pertaining to the affairs of the Village. Meetings of the board shall be held at the municipal center unless the expected attendance may require a larger venue or exigent circumstances require that it be held elsewhere.
- d. **President.** The president shall be by virtue of the office a trustee and preside at all meetings of the board and have a vote as trustee, sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted or authorized by the board and all orders drawn on the treasury except as provided by Wis. Stat. § [66.0607](#). The president shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the president shall deem necessary, who for the time being shall possess all the powers and rights of constables. The president shall have charge of the village jail, which the president shall conduct in the manner provided in Wis. Stat. § [62.09 \(13\) \(c\)](#); but the president may delegate this duty to the constable or any police officer of the Village
- e. **Powers of Village Board.**
  1. Except as otherwise provided by law, the village board shall have the management and control of the village property, finances, highways, streets, navigable waters, and the public service, and shall have power to act for the government and good order of the village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment, and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.
  2. The village board, in behalf of the village, may join with other villages or cities in a cooperative arrangement for executing any power or duty in order to attain greater economy or efficiency, including joint employment of appointive officers and employees.
  3. The board will appoint a Vice President who will discharge the duties of the President if they are temporarily incapacitated because of physical or mental disability.
  4. **Acquisition and Disposal of Property.**
    - a Except under Wis. Stat. § [61.34\(3\)\(b\)](#). The village board may acquire property, real or personal, within or outside the village, for parks, libraries, recreation, beautification, streets, water systems, sewage or waste disposal, harbors, improvement of watercourses, public grounds, vehicle parking areas, and for any other public purpose.
    - b Acquire, improve and beautify real property within or contiguous to the village, by means other than condemnation, for industrial sites.
    - c Construct, own, lease and maintain buildings on such property for instruction, recreation, amusement and other public purposes.
    - d May sell and convey such property.
    - e Condemnation shall be as provided by Wis. Stats Chapter [32](#).
    - f May not use the power of condemnation to acquire property for the purpose of establishing or extending a recreational trail; a bicycle way, as defined in Wis. Stat. § [340.01 \(5s\)](#); a bicycle

- lane, as defined in Wis. Stat. § [340.01 \(5e\)](#); or a pedestrian way, as defined in Wis. Stat. § [346.02 \(8\) \(a\)](#).
- g Confirming all powers granted to the village board and in furtherance thereof, the board is expressly authorized to acquire by gift, purchase or condemnation under Wis. Stat. Chapter [32](#) any and all property rights in lands or waters, including rights of access and use, negative or positive easements, restrictive covenants, covenants running with the land, scenic easements and any rights for use of property of any nature whatsoever, however denominated, which may be lawfully acquired for the benefit of the public or for any public purpose, including the exercise of powers granted under Wis. Stats. §§ [61.35](#) and [62.23](#); and may sell and convey such easements or property rights when no longer needed for public use or protection.
5. **Village Finances.** The village board may:
- a Levy and provide for the collection of taxes and special assessments;
  - b Refund any tax or special assessment paid, or any part thereof, when satisfied that the same was unjust or illegal;
  - c Manage the village finances.
  - d The village board may loan money to any school district located within the village or within which the village is wholly or partially located in such sums as are needed by such district to meet the immediate expenses of operating the schools thereof, and the board of the district may borrow money from such village accordingly and give its note therefor. No such loan shall be made to extend beyond August 30 next following the making thereof or in an amount exceeding one-half of the estimated receipts for such district as certified by the state superintendent of public instruction and the local school clerk. The rate of interest on any such loan shall be determined by the village board.
6. **Construction of Powers.** For the purpose of giving to villages the largest measure of self-government in accordance with the spirit of [Article XI, section 3](#), of the Wisconsin State Constitution it is hereby declared that this chapter shall be liberally construed in favor of the rights, powers and privileges of villages to promote the general welfare, peace, good order and prosperity of such villages and its inhabitants.
7. **Adjournments.** Any regular or special meeting of the board may be adjourned by a majority of the members present at a board meeting. Village Municipal Code **Sec. 2.209**.
8. **Meetings Shall Be Public.** Except as provided in Wis. Stat. § [19.85](#), all regular meetings of the Board shall be open and public, and all its procedures shall be recorded by the Village Clerk or under their authorization in record books kept for that purpose. Village Municipal Code **Sec. 2.210**.
9. **Call to Order.** The President shall promptly call each meeting of the Board to order at the hour fixed for the holding of such meeting. In case of the absence of the President, the senior Trustee shall call the meeting to order, and the Trustees present shall elect one of their number president pro tem. Village Municipal Code **Sec. 2.211**.
10. **Attendance; Leave of Absence.** No member of the Board, the Village Clerk, the Chief of Police or designee whose duty it shall be to attend a Board meeting shall absent themselves from the meetings of the Board unless for illness or other good cause without first having obtained an authorized absence. Village Municipal Code **Sec. 2.212**.

Participation of Trustees, Committee members, Commission Members and Authority Members by phone or other communication means in a meeting of the full board, committee, commission or authority will generally not be permitted, unless a special meeting has been called by the Board President, Committee Chair, Commission Chair or Authority Chair for the purpose of considering one agenda item and the public has been afforded comparable access as required by law. In addition, attendance by phone or other communication means may be permitted by a Resolution of the Board to “Suspension of the Rules” of attendance of this Section 102. e 10. for a period of time during a:

- a. National Disaster such as a pandemic,
- b. State Declaration of a disaster or pandemic,

In general, the Resolution so enacting the “Suspension of the Rule” of attendance effective shall contain a termination date or require reapproval in order to remain in effect. Under no terms shall the Resolution have an indeterminate date for cessation of said Resolution.

A vote to approve a “Resolution to suspend the rules” requires a two-thirds affirmative vote by the Village Board. (See Chapter 10. Rules of Order).

11. **Board of Trustees Vacancies.** The Village President shall fill Village Board vacancies pursuant to Wis. Stats. § [17.24](#), or successor statutes.
  - a. A posting of the vacancy shall be made on the Village’s website and at the Village Hall for at least thirty (30) days stating said vacancy and the procedure outlined to apply for the position.
  - b. At the close of the posting time period the President shall convene the, Village Clerk and Village Administrator to assist in the interview process of candidates for a vacancy on the Board.
  - c. Said meetings shall comply with the Wisconsin Open Meetings Law.
  - d. Although meetings shall be open to the public, candidates shall be sequestered during the interview process to minimize the risk of unfair advantage.
12. **Disturbance, how suppressed.** Whenever any disturbance or disorderly conduct shall occur in board meetings or rooms or halls adjacent to such meetings, the President or other presiding officer of the Board shall have power and authority by and with the aid of the Chief of Police or designee in attendance upon the meeting of the Board to cause the meeting to be cleared of all persons except members and officers of the Board. Village Municipal Code **Sec. 2.213**.

### **Sec. 1.03. Standing Committees.**

- a. **Appointments.** The President appoints standing committees of the Village, subject to confirmation by the Board. The appointments to each Committee will be made at the first Village Board meeting in May. Standing committees shall review such matters as may be referred to them by the Board and shall submit recommendations for Board action. The Administrator and President, except where the President is designated a member of a Committee, shall serve on each committee as ex officio members.
- b. **Conflicting provisions.** While this section represents guidelines detailing committee roles and responsibilities, the provisions regarding the Administrator shall prevail in any area in which a

conflict arises. In any instance where statutes may conflict with these provisions, the statutes shall apply.

c. **Membership.** Unless otherwise noted, each committee shall consist of five members, two of which shall be Village Trustees. The President shall not serve as the chairperson of any committee, unless expressly designated by law.

d. **Established.** The following committees have been established:

1. **Finance Committee.**

- a. Present the annual budget to the Board first in temporary form for a public hearing, and in final form for board approval. To enable the committee to prepare the budget, all budget requests shall be filed with the Administrator in a timely fashion to allow the Administrator to prepare a recommended budget for consideration by the committee.
- b. Monitor expenditures, supervise collection of accounts and coordinate and investigate village borrowing.
- c. Review requests for non-budgeted or emergency expenditures and make recommendations to the full Board.
- d. Review any proposed changes in Village insurance coverage and risk management programs.
- e. Recommend establishment of user and license fees.
- f. Coordinate Village requests for grant funding.
- g. Make recommendations on the issuance and conditions of issuance of licenses and franchises.
- h. Supervise the cable television franchise and conduct negotiations relating to such franchise.
- i. In cooperation with the Administrator, recommend Board consideration of policies and procedures regarding the financial operations of the Village and the delivery of services to the public.
- j. Consider any other matter the Board may refer.

2. **Human Resources Committee.**

- a. Advise the board regarding potential and pending litigation involving the Village.
- b. In cooperation with the Administrator, recommend for Board consideration policies and procedures regarding personnel issues of the Village.
- c. Oversee the selection of contract services for labor negotiation services.

- d. Monitor, in cooperation with the Administrator, the general personnel policies for the Village, including such things as sick leave, vacations, holidays and leaves of absence.
- e. In cooperation with the Administrator, review and make recommendations for additions and deletions of positions to the Board and make recommendations regarding disciplinary actions involving Village employees.
- f. Make recommendations to the Board for establishment of a village safety program and, after such a program is in place, supervise such program.
- g. Act on all matters so enumerated in the Village of Weston Employee Policy and Procedure Manual as being assigned to the Human Resources Committee.
- h. Consider any other matter the Board may refer.

**3. Public Works and Utility Committee.**

- a. Review and recommend a property and infrastructure budget to the Administrator and Finance Committee.
- b. In cooperation with the Administrator, recommend Board consideration of appropriate policies and procedures regarding public works, utility operations, property and buildings operations and the delivery of services to the public.
- c. Coordinate the Village's refuse collection activities.
- d. Recommend actions regarding use and maintenance of Village streets.
- e. Review and finalize the annual capital improvements program.
- f. Review bidding documents and requests for proposals for capital projects for public works projects. Review contractor proposals and bids for all authorized public works construction, and recommend contract awards to the Board for appropriate action.
- g. Be responsible for the construction and maintenance of all Village streets and sidewalks, the operation and maintenance of all sewer and water systems, and make appropriate recommendations to the board regarding the operation, maintenance and improvements to such systems.
- h. Develop and recommend policies and guidelines for public works projects and activities such as special assessments.
- i. Review and approve any unusual requests for use of village buildings.
- j. Review and recommend any proposed changes, improvements, remodeling, additions, etc., to the municipal building, other village buildings or other property.
- k. Recommend policy guidelines regarding public improvements.
- l. Mediate disputes between property owners and the Village regarding public improvements.

- m. Review bidding documents and requests for proposals (RFPs) for municipal building projects. Review contractor proposals and bids for all authorized municipal building construction and recommend contracts to the board for appropriate action.
- n. Review traffic and pedestrian safety matters and recommend needed action for Board approval.
- o. Develop emergency operation plans.
- p. Consider any other matter the Board may refer.

4. **Parks and Recreation Committee.**

- a. Prepare and maintain long-range plans for parks and recreational facilities.
- b. Recommend the acquisition, purchase, acceptance by gift, sale or such other disposition of property and/or equipment to the Board for appropriate action.
- c. Prepare and submit grant applications to the appropriate agencies for the acquisition and development of parks and recreational facilities.
- d. Operate and maintain the Village park and recreational trail system.
- e. Review and recommend a parks and recreation budget to the Administrator and Finance Committee.
- f. In cooperation with the Administrator, recommend Board consideration of policies and procedures regarding parks and parkway operations and the delivery of such services to the public.
- g. In cooperation with the Community Development Authority govern, manage, improve and care for all public parks and parkways located within the Village.
- h. Consider any other matter the Board may refer.

5. **Community Development Authority/Economic Development.**

- a. **Need.** The Village declares that a need for blight elimination, slum clearance, urban renewal programs and community development projects and housing projects exists in the Village of Weston.
- b. **Creation.** Pursuant to Wis. Stat. § [66.1335](#) the Village hereby creates a housing and community development authority which shall be known as the “Community Development Authority” of the Village of Weston. It is a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects.
- c. **Powers and Duties.** The Community Development Authority has all powers, duties and functions set out in Wis. Stats. §§ [66.1201](#) and [66.1333](#) for housing and redevelopment authorities. As to all housing projects initiated by the Community Development Authority it shall proceed under Wis. Stat. § [66.1201](#). As to all projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs the Community

- Development Authority shall proceed under Wis. Stats. §§ [66.1105](#), [66.1301](#) to [66.1329](#), [66.1331](#), or [66.1337](#) as determined appropriate by the Village Board on a project by project basis.
- d. ***Appointment of Members.*** The Village President shall, with the confirmation of the Board, appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as Commissioners of the Community Development Authority. Two (2) of the Commissioners shall be members of the Board and shall serve during their term of office as Board trustees. The terms of non-Board members shall be four (4) years.
  - e. Consider any other matter the Board may refer.
6. **Plan Commission.** Village Municipal Code Chapter 62 Planning Commission.
- a. Wis. Stat. § [62.23](#) is adopted by reference, and the planning commission shall have all the powers, authority, functions and duties enumerated by statute. Village Municipal Code **Sec. 62.100.**
  - b. The planning commission shall consist of the persons required by Wis. Stat. § [62.23\(1\)](#). The citizen members shall be persons of recognized experience and qualifications. Village Municipal Code **Sec. 62.101.**
  - c. The planning commission shall have power and authority to employ experts and a staff and to pay for their services and such other expenses as may be necessary and proper, not exceeding in all the appropriation that may be made for the commission and approval of the board upon recommendation or placed at its disposal through gift and subject to any ordinance or resolution enacted by the board. Village Municipal Code **Sec. 62.103.**
  - d. It shall be the function and duty of the planning commission to make and adopt a master plan for the physical development of the village, including the extraterritorial jurisdiction. The master plan with the accompanying maps, plats, charts and descriptive and explanatory matter shall show the commission's recommendations for such physical development and may include, among other things, without limitation because of enumeration, general location, character and extent of streets, highways, freeways, street grades, roadways, walks, bridges, viaducts, parking areas, tunnels, public places and areas, parks, parkways, playgrounds, sites for public buildings and structures, airports, pierhead and bulkhead lines, waterways, routes for railroads, street railways and buses, and the general locations and extent of sewers, water conduits and other public utilities, whether privately or publicly owned, the acceptance, widening, narrowing, extension, relocation, removal, vacation, abandonment or change of use of any of the foregoing public ways, grounds, places, spaces, buildings, properties, utilities, routes or terminals, the general location, character and extent of community centers and neighborhood units, the general character, extent and layout of the replanning of blighted districts and slum areas and a comprehensive zoning plan. Village Municipal Code **Sec. 62.104.**
  - e. The commission may amend, extend or add to the master plan or carry any part or subject matter into greater detail.
  - f. The commission may adopt rules for the transaction of business.
  - g. It shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record.

- h. The commission shall be further empowered to do and perform all of the functions set out in the Village of Weston Municipal Code **Chapters 74** and **94**.

**Chapter 74 Subdivision Regulations.**

- 1 Land Suitability Assessments.
2. Review of Concept Plans.
3. Review plats for conformance with applicable plans, ordinances, and statutes and shall forward its recommendation on the preliminary plats to the Village Board. The Commission's recommendation shall be to approve, approve with conditions, or reject the plat and shall include the reasons for rejection if that is the recommended action.
4. Plan Commission shall review CSM(s) for conformance with Chapter 74 and all other applicable ordinances and statutes, and shall, within 45 days from the date of a complete application submittal, recommend Village Board approval, conditional approval, or rejection of the CSM(s). The Commission shall transmit such map along with its recommendations to the Village Board, including reasons for a recommended rejection or any conditions on a recommended approval.
5. Plan Commission shall establish the exact right-of-way or pavement width on each street.
6. In case of any violation of Chapter 74 the Plan Commission institute appropriate action or proceeding to enjoin a violation of Chapter 74. Village Municipal Code **Sec. 74.11.01**.

**Chapter 94 Zoning.**

1. Recommend unlisted land uses.
2. Multi-Family resident(s) approval of detached garage off-street parking.
3. Community Garden structures approval.
4. Spacing of Community Living Arrangement structure(s) changes.
5. Solid Waste Disposal, Composting, and/or Recycling Facility approval of daily trucking activity temporary increases.
6. Detached Accessory Structure (for Residential Use). Approval of more than one detached garage, except for a multi-family residential development.
7. May impose additional limitations on the percentage of the property and/or buildings that may be devoted to the occupation.
8. Approve that a Residential Business may employ up to one employee living off-site, provided an immediate family member residing on site is the principal owner and operator of the business.

9. Residential Business. May prohibit or limit the on-site sale of items or products produced or enhanced on the premises.
10. Approve exceeding the 120-day limit to Temporary Outdoor Sales via a site plan.
11. Waive or modify applicable building and site design, landscaping, and performance standards within Articles 10 through 12. D Design Overlay District.
12. Approve a waiver or modification to one or more of the requirements where it finds such requirement(s) would create practical difficulties in the development of the site and compensating design elements are incorporated. D Design Overlay District.
13. Amended or supplement plans from time to time under the site plan approval procedures in **Sec. 94.16.09**. D WC Weston Center Overlay District.
14. Amended or supplement plans from time to time under the site plan approval procedures in **Sec. 94.16.09**. D R Renaissance Development Overlay.
15. Approve/deny, set or modify any Conditional Use Permit application in a WHP Wellhead Protection Area Overlay District.
16. Under Article 7 Chapter 94, the Plan Commission:
  - a Oversees the functions of the office of the zoning administrator; and
  - b Reviews and advise the Village Board on all proposed amendments to Chapter 94 maps and text.
17. This Plan Commission shall not:
  - a Grant variance to the terms of the ordinance in place of action by the Board of Zoning Appeals; or
  - b Amend the text or zoning maps in place of official action by the Village Board.
18. Review appeals of permit denials.
19. May affirm, modify, or withdraw the determination of unsuitability based on site restriction(s).
20. May permit more than one structure per lot in other districts where more than one structure is needed for the orderly development of the parcel.
21. Where additional structures are permitted, may impose additional yard requirements, landscaping requirements, or parking requirements, or require a minimum separation distance between principal structures.
22. May require the construction of a buffer between dissimilar zoning districts or dissimilar uses to screen the dissimilar activities from view. The specific design of which shall be approved in order to sufficiently provide attractive visual screening and in a maintained fashion during all seasons if landscaped or with

attractive view and design from adjacent properties and right-of-way if screened by architectural wall or fence.

23. Conduct public hearing(s) for Conditional Uses and their accessory uses considered as special uses requiring review, public hearing, and approval in accordance with **Sec. 94.16.06** of Chapter 94.
24. Give great weight to the protection of public safety and welfare when considering the appropriateness of Temporary Uses in accordance with **Sec. 94.4.10** of Chapter 94 that an approved permitted or conditional use desires to add to their operations for a limited time and a limited scope but would not necessarily be a permitted or conditional use of its own accord.
25. Shoreland Setback. Areas within shorelands as defined by Article 8 of Chapter 94 article shall be no closer than 75 feet to the ordinary highwater mark of a navigable body of water and two feet above the experienced highwater mark unless a smaller setback is approved by the Plan Commission.
26. Approve, and the sub divider shall record private restrictions over the subdivision to increase variety and reduce monotony in the design, materials, and colors of Single-Family Detached and/or Two-Family Dwellings. Once recorded, such restrictions may be removed or amended only upon the subsequent approval of the Plan Commission.
27. Unless otherwise approved by the Plan Commission, all proposed new construction and building additions shall require building elevations stamped by an architect licensed in the State of Wisconsin, all such elevations shall demonstrate compliance with Section 94 by showing the calculated percentages of all proposed exterior materials.
28. Determining building location. Where buildings are proposed to be distant from a public street, the overall development design shall include smaller buildings on pads or secondary lots closer to the street.
29. Determining building materials. Exterior building materials shall be of comparable aesthetic quality on all sides. Building materials such as glass, brick, tinted and decorative concrete block, wood, stucco, and exterior insulation and finish systems (EIFS) shall be used, Decorative architectural metal with concealed fasteners or decorative tilt-up concrete panels may be approved if incorporated into the overall design of the building.
30. Approve or deny exceptions for Large Retail and Commercial Service Development Standards for Facilities and Associated Features requirements. **Sec. 94.10.04.**
31. Conduct pre-application conference(s) for a rezone to a N Neighborhood District.
32. Upon submission of a complete rezoning petition and the General Development Plan, the Plan Commission shall hold a public hearing on the application and the General Development Plan and thereafter recommend to the Village Board that the petition and plan be approved as submitted, approved with modifications and/or conditions, referred for further consideration, or denied approval.

33. Upon submission of a Specific Implementation Plan(s), the Plan Commission shall review the same to determine if the plan(s) is in compliance with the approved General Development Plan, applicable provisions of this Article 14, and any other provisions of Chapter 94 that are applicable to the proposed development. The Plan Commission shall thereafter act to approve the Specific Implementation Plan(s) as submitted, approve with modification and/or conditions, or deny approval.
34. Review and recommend to the Village Board any Village Board proposed adoption by ordinance, amendments to the zoning regulations of Chapter 94. An amendment to the zoning regulations may be initiated by the Plan Commission.
36. The Plan Commission shall hold a public hearing on all proposed amendments to the zoning regulations. Following the public hearing, and after consideration of comments provided therein, the Plan Commission shall review the proposed amendments to the zoning regulations and shall within 45 days of the public hearing make a recommendation to the Village Board that the application be granted as requested, modified, or denied. If the Commission fails to make a recommendation within this timeframe, the proposed amendment shall be forwarded to the Village Board without recommendation.
37. Amendments to the Official Zoning Map (Rezoning) often called “rezonings” or “zoning map amendments,” shall first be subject to the review and recommendation of the Plan Commission when the Village Board, by ordinance, amends the Official Zoning Map of this Chapter 94. An amendment to the Official Zoning Map may be initiated by the Plan Commission.
38. The Plan Commission shall hold a public hearing on all proposed amendments to the Official Zoning Map. Following the public hearing, and after consideration of comments provided therein, the Plan Commission or Committee shall review the proposed amendment to the Official Zoning Map and shall within 45 days of the public hearing make a recommendation to the Village Board that the application be granted as requested, modified, or denied.
39. Conduct a Public Hearing for all Conditional Use Permits. Within 60 days after the public hearing, or an extension of said period requested in writing or electronic format by the applicant and granted by the Commission or Committee, the Plan Commission shall take final action on the conditional use permit request. The Commission or Committee may approve the conditional use as originally proposed, may approve the proposed conditional use with conditions or modifications, or may deny approval of the proposed conditional use and include reasons for denial. Any action to approve or amend the proposed conditional use permit requires a majority vote of Commission or Committee members in attendance.
40. Termination of an Approved Conditional Use. Once a conditional use permit is granted, no erosion control permit, site plan approval, certificate of occupancy, zoning permit, or building permit shall be issued for any development that does not comply with all requirements of the conditional use permit and this Chapter. Any conditional use found not to be in compliance with the terms of this Chapter or the approved conditional use permit shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use permit may be revoked for such a violation by the Plan

Commission, following the procedures outlined for original granting of a conditional use permit.

41. Extension on the time limits on the Development of Conditional Use shall require formal approval by the Plan Commission based upon a showing of acceptable justification.
42. Conduct pre-application conference(s) for a Site Plan.
43. Recommend to the Zoning Administrator land uses that do not appear to be encompassed by an existing land use category (Unlisted Land Uses).
44. Initiate a Request for an Interpretation.
45. Approval of a Comprehensive Plan amendment schedule, with the intent to adopt any Comprehensive Plan amendments in that annual amendment cycle by February of the following year.
46. Adopt by Resolution, the recommendation to approve the amendment of the Comprehensive Plan and may recommend the amendment with modification.
47. The Village Plan Commission, together with its other duties under Wisconsin Statutes and Chapter 62 of the Weston Municipal Code, shall with reference to this Chapter 94, have the following duties and responsibilities within the Village limits:
  - a. Review and consider final site plan approval as provided in this Chapter, or consider appeals to Zoning Administrator action on a site plan, where provided under **Sec. 94.16.09**.
  - b. Conduct public hearings for applications to amend the provisions of this Chapter 94 including the Official Zoning Map, conditional use permits, and General Development Plans within an N zoning district.
  - c. Approve or deny conditional use permit applications.
  - d. Review and make recommendations to the Village Board regarding approval of any General Development Plan for an N district, and approve or deny Specific Implementation Plans associated with an N district.
  - e. Review and advise the Village Board on all applications for text amendments to the zoning regulations, and to all amendments to the Official Zoning Map.
  - f. Assist the Zoning Administrator in the performance of his or her duties as specified in this Chapter.
  - g. Review and advise on conceptual development plans for potential future applications under this Chapter.
- j. The commission shall advise the board on policies for building inspection services and on revisions in the village's building, health and safety codes.
- k. The commission shall also supervise the village inspection services and community development departments.

7. **Weston Tourism Commission** (the “Commission”).

- a. **Membership** shall consist of five members. All members shall be adult residents of the Village of Weston. At least one of the members shall represent the Wisconsin hotel and motel industry.
- b. **Appointments.** Members of the Commission shall be appointed by the Village President and confirmed by a majority vote of the members of the Village Board who are present when the vote is taken. Members shall serve for a one-year term, at the pleasure of the appointing official, and may be re-appointed. The Commission shall, from among its members, elect a chairperson, vice chairperson, and secretary.
- c. **Meetings.**
  - 1 All meetings of the Commission shall be at the call of the Chairperson or upon written request of any two (2) members directing the Secretary to hold such meetings.
  - 2 Three (3) members present at the meeting shall constitute a quorum.
  - 3 Notice of the time and place of all Commission meetings shall be posted in accordance with Wisconsin State Statutes.
  - 4 The Commission shall keep minutes of its proceedings and shall keep other pertinent records that may come into the Commission’s possession. Commission records are subject to the Wisconsin Public Records Law, subject to the confidentiality requirements of the Wisconsin Room Tax Statute. The Chairperson or his/her designee shall be designated to serve as custodian of the Commission’s records.
  - 5 The Commission shall have the power to make such rules and regulations as may be required for the ordinary conduct of its business.
- d. **Powers and Duties.**
  - 1 The Commission shall have the powers and duties conferred upon it by Wis. Stat § [66.0615](#). All Room Tax revenue provided to the Commission shall be spent on tourism promotion and tourism development within the Village of Weston including, but not limited to, marketing projects, transient tourist information services and tangible municipal development activities.
  - 2 Any contract entered into by the Commission shall not be valid and enforceable until approved by the Village Board.
  - 3 The Commission shall provide an annual report to the Village Board itemizing the amounts and purposes for which the Room Tax revenues were allocated.

**Sec. 1.04. Special Committees.**

1. **Board of Review.** The duties and functions of the Village Board of Review shall be as prescribed by statute, particularly as set forth in Wis. Stat. §§ [70.46](#) and [70.47](#).
  - a. **Time and Place of Meetings:** The Board of Review shall meet annually on the second Monday of May at the municipal center. The board shall proceed as outlined in Wis. Stat. § [70.47](#).

- b. **How constituted.** The Trustees of the Village shall comprise the Village Board of Review.
  - c. **Clerk.** The Village Clerk/Human Resource Director shall be the village clerk of the Board of Review and keep an accurate record of all proceedings.
  - d. **Compensation.** The members of the Board of Review, except members who are full-time employees or officers of the Village, shall receive such compensation as shall be established by the board. It shall be the duty of the Village Assessor to attend the sessions of the Board of Review.
2. **Zoning Board of Appeals. Sec. 94.7.11(3).** The Zoning Board of Appeals (ZBA), created under Wis. Stat. § [62.23\(7\)\(e\)](#), for villages, is hereby authorized or shall be appointed to act for the purposes of this article. The ZBA shall exercise the powers conferred by Wisconsin Statutes and adopt rules for the conduct of business. The zoning administrator may not be the secretary of the ZBA.
- a. Powers and duties. the ZBA shall:
    - 1 Appeals. Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this article.
    - 2 Boundary Disputes. Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map.
    - 3 Variances. Hear and decide, upon appeal, variances from the ordinance standards.
3. **Extraterritorial Zoning Committee. Sec. 94.16.16.(2)** Extraterritorial Zoning Committee Duties. Within the ETZ Area, the Extraterritorial Zoning Committee shall have the same duties under Chapter 94 as the Village Plan Commission has within the Village limits within the extraterritorial zone.
- a. Wis. Stat. § [62.23](#) is adopted by reference, and the extra-territorial zoning committee shall have all the powers, authority, functions and duties enumerated by statute. Village Municipal Code **Sec. 62.100.**
  - b. The Extraterritorial Zoning Committee shall consist of the persons required by Wis. Stat. § [62.23\(1\)](#). The citizen members shall be persons of recognized experience and qualifications. Village Municipal Code **Sec. 62.101.**
  - c. The Extraterritorial Zoning Committee shall have power and authority to employ experts and a staff and to pay for their services and such other expenses as may be necessary and proper, not exceeding in all the appropriation that may be made for the Extraterritorial Zoning Committee and approval of the board upon recommendation or placed at its disposal through gift and subject to any ordinance or resolution enacted by the board. Village Municipal Code **Sec. 62.103.**
  - d. The Extraterritorial Zoning Committee may adopt rules for the transaction of business.
  - e. It shall keep a record of its resolutions, transactions, findings and determinations, which record shall be a public record.
  - f. The Extraterritorial Zoning Committee shall be further empowered to do and perform all of the functions set out in the Village of Weston Municipal Code Chapters 74 and 94 within the extraterritorial zone.

## **Chapter 74 Subdivision Regulations.**

- 1 Land Suitability Assessments.
2. Review of Concept Plans.
3. Review plats for conformance with applicable plans, ordinances, and statutes and shall forward its recommendation on the preliminary plats to the Village Board. The Extraterritorial Zoning Committee's recommendation shall be to approve, approve with conditions, or reject the plat and shall include the reasons for rejection if that is the recommended action.
4. Extraterritorial Zoning Committee shall review CSM(s) within the extraterritorial zone for conformance with Chapter 74 and all other applicable ordinances and statutes, and shall, within 45 days from the date of a complete application submittal, recommend Village Board approval, conditional approval, or rejection of the CSM(s). The Extraterritorial Zoning Committee shall transmit such map along with its recommendations to the Village Board, including reasons for a recommended rejection or any conditions on a recommended approval.
5. Extraterritorial Zoning Committee shall establish the exact right-of-way or pavement width on each street within the extraterritorial zone.
6. In case of any violation of Chapter 74 within the extraterritorial zone, the Extraterritorial Zoning Committee institute appropriate action or proceeding to enjoin a violation of Chapter 74. Village Municipal Code **Sec. 74.11.01.**

## **Chapter 94 Zoning.**

1. Recommend unlisted land uses.
2. Multi-Family resident(s) approval of detached garage off-street parking.
3. Community Garden structures approval.
4. Spacing of Community Living Arrangement structure(s) changes.
5. Solid Waste Disposal, Composting, and/or Recycling Facility approval of daily trucking activity temporary increases.
6. Detached Accessory Structure (for Residential Use). Approval of more than one detached garage, except for a multi-family residential development.
7. May impose additional limitations on the percentage of the property and/or buildings that may be devoted to the occupation.
8. Approve that a Residential Business may employ up to one employee living off-site, provided an immediate family member residing on site is the principal owner and operator of the business.
9. Residential Business. May prohibit or limit the on-site sale of items or products produced or enhanced on the premises.
10. Approve exceeding the 120-day limit to Temporary Outdoor Sales via a site plan.

11. Waive or modify applicable building and site design, landscaping, and performance standards within Articles 10 through 12. D Design Overlay District.
12. Approve a waiver or modification to one or more of the requirements where it finds such requirement(s) would create practical difficulties in the development of the site and compensating design elements are incorporated. D Design Overlay District.
13. This Extraterritorial Zoning Committee shall not:
  - a. Grant variance to the terms of the ordinance in place of action by the Board of Zoning Appeals; or
  - b. Amend the text or zoning maps in place of official action by the Village Board.
14. Review appeals of permit denials.
15. May affirm, modify, or withdraw the determination of unsuitability based on site restriction(s).
16. May permit more than one structure per lot in other districts where more than one structure is needed for the orderly development of the parcel.
17. Where additional structures are permitted, may impose additional yard requirements, landscaping requirements, or parking requirements, or require a minimum separation distance between principal structures.
18. May require the construction of a buffer between dissimilar zoning districts or dissimilar uses to screen the dissimilar activities from view. The specific design of which shall be approved in order to sufficiently provide attractive visual screening and in a maintained fashion during all seasons if landscaped or with attractive view and design from adjacent properties and right-of-way if screened by architectural wall or fence.
19. Conduct public hearing(s) for Conditional Uses and their accessory uses considered as special uses requiring review, public hearing, and approval in accordance with **Sec. 94.16.06** of Chapter 94.
20. Give great weight to the protection of public safety and welfare when considering the appropriateness of Temporary Uses in accordance with **Sec. 94.4.10** of Chapter 94 that an approved permitted or conditional use desires to add to their operations for a limited time and a limited scope but would not necessarily be a permitted or conditional use of its own accord.
21. **Shoreland Setback.** Areas within shorelands as defined by Article 8 of Chapter 94 article shall be no closer than 75 feet to the ordinary highwater mark of a navigable body of water and two feet above the experienced highwater mark unless a smaller setback is approved by the Extraterritorial Zoning Committee.
22. Approve, and the sub divider shall record private restrictions over the subdivision to increase variety and reduce monotony in the design, materials, and colors of Single-Family Detached and/or Two-Family Dwellings. Once recorded, such restrictions may be removed or amended only upon the subsequent approval of the Extraterritorial Zoning Committee.
23. Unless otherwise approved by the Extraterritorial Zoning Committee, all proposed new construction and building additions shall require building elevations stamped by an architect

- licensed in the State of Wisconsin, all such elevations shall demonstrate compliance with Section 94 by showing the calculated percentages of all proposed exterior materials.
24. Determining building location. Where buildings are proposed to be distant from a public street, the overall development design shall include smaller buildings on pads or secondary lots closer to the street.
  25. Determining building materials. Exterior building materials shall be of comparable aesthetic quality on all sides. Building materials such as glass, brick, tinted and decorative concrete block, wood, stucco, and exterior insulation and finish systems (EIFS) shall be used, Decorative architectural metal with concealed fasteners or decorative tilt-up concrete panels may be approved if incorporated into the overall design of the building.
  26. Approve or deny exceptions for Large Retail and Commercial Service Development Standards for Facilities and Associated Features requirements. **Sec. 94.10.04.**
  27. Conduct pre-application conference(s) for a rezone to a N Neighborhood District.
  28. Upon submission of a complete rezoning petition and the General Development Plan, the Extraterritorial Zoning Committee shall hold a public hearing on the application and the General Development Plan and thereafter recommend to the Village Board that the petition and plan be approved as submitted, approved with modifications and/or conditions, referred for further consideration, or denied approval.
  29. Upon submission of a Specific Implementation Plan(s), the Extraterritorial Zoning Committee shall review the same to determine if the plan(s) is in compliance with the approved General Development Plan, applicable provisions of this Article 14, and any other provisions of Chapter 94 that are applicable to the proposed development. The Extraterritorial Zoning Committee shall thereafter act to approve the Specific Implementation Plan(s) as submitted, approve with modification and/or conditions, or deny approval.
  30. Review and recommend to the Village Board any Village Board proposed adoption by ordinance, amendments to the zoning regulations of Chapter 94.
  31. The Extraterritorial Zoning Committee shall hold a public hearing on all proposed amendments to the zoning regulations within the extraterritorial zone. Following the public hearing, and after consideration of comments provided therein, the Extraterritorial Zoning Committee shall review the proposed amendments to the zoning regulations and shall within 45 days of the public hearing make a recommendation to the Village Board that the application be granted as requested, modified, or denied. If the Extraterritorial Zoning Committee fails to make a recommendation within this timeframe, the proposed amendment shall be forwarded to the Village Board without recommendation.
  32. Amendments to the Official Zoning Map (Rezoning) often called “rezonings” or “zoning map amendments,” shall first be subject to the review and recommendation of the Plan Commission and the Extraterritorial Zoning Committee when the Village Board, by ordinance, amends the Official Zoning Map of this Chapter 94. An amendment to the Official Zoning Map may be initiated by the Extraterritorial Zoning Committee.
  33. The Extraterritorial Zoning Committee shall hold a public hearing on all proposed amendments to the Official Zoning Map. Following the public hearing, and after consideration of comments provided therein, the Plan Commission and Extraterritorial Zoning Committee shall review the proposed amendment to the Official Zoning Map and

- shall within 45 days of the public hearing make a recommendation to the Village Board that the application be granted as requested, modified, or denied.
34. Conduct a Public Hearing for all Conditional Use Permits within the extraterritorial zone. Within 60 days after the public hearing, or an extension of said period requested in writing or electronic format by the applicant and granted by the Extraterritorial Zoning Committee, the Extraterritorial Zoning Committee shall take final action on the conditional use permit request. The Extraterritorial Zoning Committee may approve the conditional use as originally proposed, may approve the proposed conditional use with conditions or modifications, or may deny approval of the proposed conditional use and include reasons for denial. Any action to approve or amend the proposed conditional use permit requires a majority vote of Extraterritorial Zoning Committee members in attendance.
  35. Termination of an Approved Conditional Use. Once a conditional use permit is granted, no erosion control permit, site plan approval, certificate of occupancy, zoning permit, or building permit shall be issued for any development that does not comply with all requirements of the conditional use permit and this Chapter. Any conditional use found not to be in compliance with the terms of this Chapter or the approved conditional use permit shall be considered in violation of this Chapter and shall be subject to all applicable procedures and penalties. A conditional use permit may be revoked for such a violation by the Extraterritorial Zoning Committee, following the procedures outlined for original granting of a conditional use permit.
  36. Extension on the time limits on the Development of Conditional Use shall require formal approval by the Extraterritorial Zoning Committee based upon a showing of acceptable justification.
  37. Conduct pre-application conference(s) for a Site Plan.
  38. Recommend to the Zoning Administrator land uses that do not appear to be encompassed by an existing land use category (Unlisted Land Uses).
  39. Initiate a Request for an Interpretation.
  40. The Extraterritorial Zoning Committee, together with its other duties under Wisconsin Statutes and Chapter 62 of the Weston Municipal Code, shall with reference to this Chapter 94, have the following duties and responsibilities within the extraterritorial zone:
    - a Review and consider final site plan approval as provided in this Chapter, or consider appeals to Zoning Administrator action on a site plan, where provided under **Sec. 94.16.09**.
    - b Conduct public hearings for applications to amend the provisions of this Chapter 94 including the Official Zoning Map, conditional use permits, and General Development Plans within an N zoning district.
    - c Approve or deny conditional use permit applications.
    - d Review and make recommendations to the Village Board regarding approval of any General Development Plan for an N district, and approve or deny Specific Implementation Plans associated with an N district.
    - e Review and advise the Village Board on all applications for text amendments to the zoning regulations, and to all amendments to the Official Zoning Map.

- f Assist the Zoning Administrator in the performance of his or her duties as specified in this Chapter.
  - g Review and advise on conceptual development plans for potential future applications under this Chapter.
- e. ***President to designate chairpersons; other appointments.*** The President shall designate the chairperson of each standing committee. All committee appointments except designation of chairperson shall be subject to confirmation by a majority vote of the Board.
- f. ***Chairperson to designate a Trustee to discharge members' duties.*** In the absence of a meeting quorum the Chairperson may appoint a Village Trustee to discharge a committee member's duties.
- g. ***Term of office.*** Unless otherwise noted, the term of office for each committee shall be for three years, and shall become effective after appointment at the first Village Board meeting in May. Terms of office for Village Trustees shall be one year of their elected term.
- h. ***Meetings.*** Each standing committee shall meet as necessary to accomplish the responsibilities of each committee. All committee meetings shall convene at the municipal building unless otherwise noticed.

**Sec. 1.05. Intergovernmental Committees and Commissions.** The following are committees and commissions formed during the creation of municipality partnerships. While not committee or commissions of the Village of Weston, the Village President makes appointments to these committees and commissions with approval of the Board of Trustees.

**1.**

**Everest Metro Police Department Joint Finance Committee.** (hereinafter the "Police Finance Committee")

- a. **Selection of Police Finance Committee Members.** The Police Finance Committee shall consist of seven (7) members, three appointed by the City of Schofield, one appointed by the Town of Weston and three appointed by the Village of Weston. The current members shall continue their appointed terms. All members shall be elected officials of the Municipalities. Vacancies shall be filled by the appointing municipality and the new appointee shall serve the unexpired term.
- b. **Quorum.** A majority of the members shall be deemed a quorum for conducting business.
- c. **Terms.** Members shall be appointed to serve two-year terms
- d. **Officers.** The members shall elect a chair and vice-chair annually at the first meeting in September. Officers so elected shall hold office until replacements are duly elected and qualified.
- e. **Official Action.** The act of a majority of the members present at a meeting in which a quorum is present shall be the act of the Police Finance Committee.
- f. **Meetings.** Meetings shall be held, as required, upon the call of the chair or upon the written request of at least two (2) members. Notice of a meeting shall be given to the members in writing not less than 24 hours prior to the meeting.

- g. **Powers.** The Police Finance Committee shall have the following duties:
1. Establishing the operating budget of the EMPD;
  2. To conduct all labor negotiations with EMPD employees and their representatives;
  3. In case of the death, disability, resignation or discipline or termination of the police chief for cause, to work with the Police Commission to designate an interim police chief until a new police chief is appointed by the Commission;
  4. To negotiate and approve or reject mutual aid agreements with other police departments;
  5. To loan, purchase, encumber, sell or lease real property in the name of the EMPD, for the purposes of the EMPD, upon such terms and conditions as it deems appropriate;
  6. To own, hire, rent, lease, purchase, encumber and sell vehicles, equipment, services or other personal property or supplies for EMPD purposes, upon such terms and conditions as it deems appropriate;
  7. To contract and provide police protection services to or for other neighboring communities upon such terms and conditions as it deems appropriate;
  8. To secure insurance for the EMPD, including, without limitation, fire and casualty, liability, worker's compensation and errors and omissions coverage; and
  9. To exercise such additional powers as are authorized by law and as are reasonably necessary to effectuate the purposes of the EMPD.

**Everest Metro Municipal Court Joint Finance Committee.** (hereinafter "Court Finance Committee") shall consist of the same members as the Police Finance Committee. Sections IV 1-6 shall be applicable to the Court Finance Committee. The Court Finance Committee shall have the following duties:

- a. **Selection of Municipal Court Finance Committee Members.** The Municipal Court Joint Finance Committee shall consist of same members as appointed to the Everest Metropolitan Police Department Joint Finance Committee.
- b. **Quorum.** A majority of the members shall be deemed a quorum for conducting business.
- c. **Terms.** Members shall be appointed to serve two-year terms.
- d. **Officers.** The members shall elect a chair and vice-chair annually at the first meeting in September. Officers so elected shall hold office until replacements are duly elected and qualified.
- e. **Official Action.** The act of a majority of the members present at a meeting in which a quorum is present shall be the act of the Municipal Court Finance Committee.
- f. **Meetings.** Meetings shall be held, as required, upon the call of the chair or upon the written request of at least two (2) members. Notice of a meeting shall be given to the members in writing not less than 24 hours prior to the meeting.
  1. Establishing an operating budget of the EMMC.
  2. To conduct all labor negotiations with the EMMC employees;

3. To contract and provide municipal court services to other neighboring communities upon such terms and conditions as it deems appropriate;
  4. To secure insurance for the EMMC, including, without limitation, fire and casualty, liability, worker's compensation and errors and omissions coverage;
  5. To ensure that the judge is provided with an office or appropriate work space, and that the courtroom is an adequate facility in an area separate from the police department; and
  6. To exercise such additional powers as are authorized by law and as are reasonably necessary to effectuate the purposes of the EMMC.
- 2. Everest Metro Police Commission.** (hereinafter "the Commission").
- a. **Selection of Commissioners.** The Commission shall consist of seven (7) members, three appointed by the City of Schofield, one appointed by the Town of Weston and three appointed by the Village of Weston. The current members shall continue their appointed terms. Members shall not be elected officials of the Municipalities, members of other municipal bodies, or employees of the Municipalities. Vacancies shall be filled by the appointing municipality and the new appointee shall serve the unexpired term.
  - b. **Quorum.** A majority of the members shall be deemed a quorum for conducting business.
  - c. **Terms.** Members shall be appointed to serve three-year terms with such appointment to be made between the last Monday of April and the first Monday of May, pursuant to Wis. Stat. §§ [61.65\(3g\)](#) and [62.13\(1\)](#).
  - d. **Officers.** Members shall elect a President, Vice President, and Secretary annually at the first meeting after the first Monday of May. Officers so elected shall hold office until replacements are duly elected and qualified.
  - e. **Official Action.** The act of a majority of the members present at a meeting in which a quorum is present shall be the act of the Commission.
  - f. **Meetings.** Meetings shall be held as required, but at least once during each calendar year. Meetings shall be held upon the call of the President or upon the written request of at least two (2) members. Notice of a meeting shall be given to the members in writing not less than 24 hours prior to the time of the meeting.
  - g. **Powers.** The Commission shall have the following duties:
    1. Appoint a police chief for Everest Metro;
    2. Determine the classifications of subordinates for Everest Metro, with advice from the Police Chief.
    3. Approve the appointment of subordinates to the classifications in Everest Metro, as appointed by the Police Chief.
    4. Exercise all authority conferred upon the Commission by law, expressly recognizing that the Commission does not maintain "Optional Powers" as defined by Wis. Stat. § [62.13\(6\)](#).
    5. Authority to hire, discharge, and discipline employees as provided by Wis. Stat. § [61.65](#).

6. Approve policies and standards and act as a liaison between the EMPD and the Municipalities.
7. Schedule meetings on a regular basis.

**Sec. 1.05.3. SAFER Board of Directors.** The District shall be governed by the South Area Fire and Emergency Response District Board of Directors (hereinafter "the Board").

- a. **Board Members and Terms of Office.** The Board shall consist of five (5) members. The Rib Mountain Town Board Chairperson or his/her designee and the Village of Weston President or his/her designee shall serve as members during their elected terms of office. The Village of Weston and Town of Rib Mountain shall each designate one additional citizen member no later than April 30<sup>th</sup>. The length of terms shall be one year from June 1 to May 31 annually. Members shall serve at the pleasure of the municipality that appointed him/her. The Board members shall mutually agree upon a fifth Board member no later than April 30<sup>th</sup> who shall be a resident of the areas served by the District and whose length of term shall be one year from June 1 to May 31 annually.

**Future Board Expansion:** If a new municipality joins the District, then the chief elected official (or his/her designee) of the new municipality shall be added as a Director and join the Board. At such time as a sixth member municipality joins the District, the Village of Weston and the Town of Rib Mountain shall each designate one additional member to the Board

- b. **Quorum.** A majority of the voting members of the Board shall constitute a quorum.
- c. **Official Action.** Except as expressly provided in this Charter, an act of a majority of the voting members of the Board present at a meeting in which a quorum is present shall be the act of the Board.
- d. **Meetings.** Meetings of the Board shall be held at least once each calendar quarter and otherwise at the call of the Chair or upon the written request of at least two (2) voting members of the Board. Notice of a meeting of the Board shall be given to the members in writing not less than 24 hours prior to the time of the meeting.
- e. **Voting Requirements Exception.** The affirmative vote of all five (5) voting Board members shall be required for:
  1. The purchase or sale of any asset having a value in excess of \$50,000;
  2. The abandonment or relocation of any fire station; and
  3. Any amendments to the Charter.
- f. **Officers.** The Board shall elect a Chair and a Vice Chair. These Officers shall serve until the first meeting of the Board occurring after January 1, 2015, at which meeting their successors shall be elected. Thereafter the officers shall be elected at the first meeting of the Board occurring after April 30<sup>th</sup> of each year, and officers elected shall hold office until their successors are duly elected and qualified.
- g. **Compensation.** No compensation shall be paid to the members of the Board for their services, but they may be reimbursed for actual necessary expenses incurred if so authorized by the Board, and if funds are contained within the approved budget.
- h. **Powers.** Except as limited by this Charter or amendments hereto, the Board shall have all the power and duties authorized under the Wisconsin Statutes relating to the operation of the District. Such powers shall include, but not be limited to, the following:

1. In case of the death, disability, resignation or discipline or termination of the Fire Chief for cause, to designate an interim Fire Chief until a new Fire Chief is accepted by the Commission.
2. To negotiate and approve or reject mutual aid agreements with other fire departments and to authorize execution of such agreements.
3. To own, purchase, encumber, sell, or lease real property in the name of the Department, for the purposes of the Department, upon such terms and conditions as it deems appropriate.
4. To own, hire, rent, lease, purchase, encumber and sell vehicles, equipment, services or other personal property or supplies for Department purposes, upon such terms and conditions as it deems appropriate.
5. To adopt bylaws, procedures, personnel rules: and operating policies and rules.
6. To contract to provide fire protection services or ambulance services or both to or for other Municipalities or portions of other Municipalities upon such terms and conditions as it deems appropriate.
7. To establish rates of pay and fringe benefits for the Fire Chief and other employees and members of the Department.
8. No more often than annually to establish a uniform fee for fire inspections within the Municipalities and primary service area of the Department to be paid by the property owner. In addition to the uniform fee, a mileage rate may be charged for inspections.
9. To establish annually a base fee to be paid by each municipality in the District.
10. To establish annually a uniform rate per call to be charged for fire services provided outside the primary service area.
11. To establish a uniform rate per call to be charged to each individual for ambulance services provided within the primary service area; a uniform rate per call to be charged to each individual for ambulance services provided outside the primary service area; mileage rates to be charged for use of department vehicles; and rates to be charged for supplies expended.
12. To designate a depository for Department funds
13. To secure insurance for the Department including, without limitation, fire and casualty, liability, workers' compensation, and errors and omissions coverage.
14. To sue and be sued in accord with state law.
15. To designate an official newspaper for required publications by the District.
16. To exercise such additional powers as are authorized by law and as are reasonably necessary to effectuate the purposes of the District and to the exercise of the authorities granted by this Charter.

**Sec. 1.05.4. SAFER Fire Commission.** The Municipalities hereby created and established a Commission ("the Commission") as provided by Wis. Stat. § [61.65](#).

- a. **Selection of Commissioners.** The Commission shall have five (5) members. Two commissioners shall be selected by the Village of Weston President and two commissioners shall be selected by the

Town of Rib Mountain Chairman with approval by their respective elected Boards. One commissioner appointed by Rib Mountain shall serve for five (5) years. One Weston commissioner appointment shall serve for four (4) years. One Commissioner appointment by Rib Mountain shall serve for three (3) years. One Commissioner appointment selection by Weston shall serve for two (2) years. A fifth commissioner shall be jointly selected by the Village President and Town Chairman who shall serve a one (1) year term and may be reappointed by the Commissioners for unlimited additional terms. Thereafter all terms will be for a two (2) year period. Vacancies shall be filled by appointment for any unexpired term by the appointing municipality in the same manner as original appointments are made.

Three (3) Commissioners shall be selected by majority vote of the Board at an organizational meeting of the Board which shall take place during the month of June, annually. Commissioners shall be nominated by members of the Board and approved by a majority vote. The Commissioners will be selected from eligible citizens of the Municipalities, or from citizens of the municipalities served by fire/ems service contracts with the District. The length of terms shall be for one (1) year from July 1<sup>st</sup> to June 30<sup>th</sup> or until a successor is duly appointed and may be reappointed for unlimited terms thereafter.

- b. **Quorum.** A majority of the members of the Commission shall constitute a quorum.
- c. **Official Action.** The act of a majority of the members of the Commission present at a meeting in which a quorum is present shall be the act of the Commission.
- d. **Meetings.** Meetings of the Commission shall be held as required, but at least once during each calendar year. Meetings of the Commission shall be held upon the call of the Chair or upon the written request of at least two (2) members of the Commission. Notice of a meeting of the Commission shall be given to the members in writing not less than 24 hours prior to the time of the meeting.
- e. **Officers.** As soon as practicable after the initial appointments, the Commission shall elect a Chair, Vice Chair and Secretary. The Secretary need not be a member of the Commission. Officers shall thereafter be elected at the first meeting of the Commission occurring after January 1 of each year. An officer so elected shall hold office until the replacements are duly elected and qualified
- f. **Compensation.** No compensation shall be paid to members of the Commission for their services, but they may be reimbursed for actual necessary expenses incurred if so authorized by the Board.
- g. **Powers.** The Commission is to be subject to the provisions of Wis. Stats. §§ [62.13 \(2\)](#) to [\(12\)](#), exclusive of [\(6\)](#), pertaining to a board of police or fire commissioners or to appointments, promotions, suspensions, removals, dismissals, reemployment, compensation, rest days, exemptions, organization and supervision of departments, contracts and audits to the extent that the provisions apply to 2nd and 3rd class cities.

**Sec. 1.06. Committee of the whole.** The president may call for a meeting of the entire Board as a Committee of the Whole for the discussion on any matter. The president shall be chairperson of the Committee of the Whole.

**Sec. 1.07. Revolving loan fund committee.** A revolving loan fund committee is established composed of seven citizen members who shall be responsible for the management of the village's revolving loan program, consistent with state requirements.

**Sec. 1.08. Limited scope or special purpose committee(s).** Committee(s) established and organized by the board to accomplish a specific task or duty as a temporary committee. When that task or duty

has been completed and reports thereupon delivered to the Board of Trustees those committee shall be disbanded.

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## Chapter 2

### AUTHORITY OF ELECTED AND APPOINTED OFFICIALS

[Sec. 2.01. Authority of Elected and Appointed Officials.](#)

[Sec. 2.02. Compatibility of Offices and Positions.](#)

[Sec. 2.03. Ineligibility for any Position Created During Term of Office.](#)

[Sec. 2.04. Disclosure of Confidential Information.](#)

**Sec. 2.01. Authority of Elected/Appointed Officials.** All powers granted to villages are vested in their governing bodies. A village governing body can thus, unless the governing body has delegated authority to one of its members to take certain action on behalf of the village, individual members of a governing body have no authority to make purchases, enter into contracts, give direction to village officer and employees, conduct investigations, bring suit or make any binding legal commitment on behalf of the village.

The duties of the Village Board are specifically enumerated in Wis. Stat. § [61.34](#) “Except as otherwise provided by law, the village board shall have the management and control of the village property, finances, highways, streets, navigable waters, and the public service, and shall have power to act for the government and good order of the village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment, and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.”

**Sec. 2.02. Compatibility of Offices and Positions.**

The same person cannot hold two public offices or an office and a position where one post is superior to the other. This does not apply to sitting on multiple committees but does exclude an employee from serving on the Board of Trustees, Committee, Commission, Board or Authority unless specifically authorized by state law.

**Exceptions to the Compatibility in Office Rules.** Volunteer fire fighters, emergency medical technicians or first responders whose annual compensation from one or more of those positions, including fringe benefits, does not exceed the amount specified in Wis. Stat. § [946.13\(2\)\(a\)](#) (currently \$15,000 per year) may also hold an elective office in the Village. Also, local governing body members can serve on both the Village Board and County Board simultaneously without a conflict.

**Sec. 2.03. Ineligibility for Any Position Created During Term of Office.** Except as expressly authorized by statute, no member of the Village Board shall, during the term for which the member is elected, be eligible for any office or position created during that term. The member is also ineligible for any office or position where the Village Board selects the candidate. This subsection does not apply to a member of the Village Board who resigns before the position is created.

**Sec. 2.04. Disclosure of Confidential Information.** No elected/appointed official shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall s/he use the information to advance the financial or other private interest of him/herself or others.

## Chapter 3

### CODE OF CONDUCT

- [Sec. 3.01. Conduct Guidelines.](#)
- [Sec. 3.02. Communication and Confidentiality.](#)
- [Sec. 3.03. Management of Requests through the Administrator.](#)
- [Sec. 3.04. Off-Duty Conduct.](#)
- [Sec. 3.05. Political Activities.](#)
- [Sec. 3.06. Respect for Individual Differences.](#)
- [Sec. 3.07. Drug Free Workplace and Substance Abuse Policy.](#)
- [Sec. 3.08. Reasonable Accommodation of an Elected and Appointed Officials with a Disability.](#)
- [Sec. 3.09. Code of Conduct for Elected and Appointed Officials.](#)

#### **Sec. 3.01. Conduct Guidelines.**

We expect our elected and appointed officials to follow conduct that will protect the interests and safety of all elected and appointed officials and the Village and present a professional image to all customers and guests. It is not possible to list all the forms of behavior that are considered unacceptable in the Village Hall, but the following are examples of infractions of rules of conduct by elected and appointed officials,

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

- a. Discourteous conduct.
- b. Falsification of Village records in any form, embezzlement, or failure to follow internal control or security procedures.
- c. Theft or inappropriate, unauthorized removal or possession of Village, elected and appointed official's, or coworker's property; use of Village equipment or supplies for personal projects.
- d. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty.
- e. Boisterous or disruptive activity in the Village Hall.
- f. Improper, careless, negligent, destructive, or unsafe use or operation of Village equipment.
- g. Disrespectful conduct.
- h. Deliberate statements or actions detrimental to the Village; knowingly spreading false reports intended to disrupt relationships among elected and appointed officials, employees and/or between employees and the Village of Weston.
- i. Sexual or other forms of harassment.
- j. Unprofessional conduct at outside events where the elected and appointed official is representing the Village of Weston; such as courses, seminars, and community events.
- k. Smoking within the Village building or Village vehicles.

- l. Unauthorized disclosure of business secrets or confidential business or customer's information.
- m. Unauthorized entrance to the Village other than to report for meetings, or to conduct business.
- n. Violation of personnel policies.
- o. Deliberate or excessive waste of materials.
- p. Using abusive or offensive language with elected and appointed officials, citizens or employees.
- q. Acceptance of gratuities or influence designed to affect the Village's response to the public or special interest groups.

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

**Sec. 3.02. Communication and Confidentiality.** Communication is a joint responsibility shared by the Village, elected and appointed officials and all employees. No information concerning the internal operations of the Village, including but not limited to the release of records of the Village, may occur by staff except through, and with the permission of, the Administrator or individual Department Director if designated by the Administrator.

Elected and appointed officials are not covered by this section but should remain mindful of the confidentiality of closed session meeting matters and attorney-client privileges. If requests for information are received by elected and appointed officials from any person, then the elected and appointed official may and should answer if the answer is known, again remaining mindful of the confidentiality of closed session meeting matters and attorney-client privileges and/or direct that individual to the Administrator or Department Director for a further response to that inquiry.

Because of an elected and appointed official's responsibilities at the Village, an elected and appointed official, may have access to confidential medical, social, resident, personnel or other sensitive information. This may include information concerning a resident's financial status, the Village's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the Village. All elected and appointed officials are responsible for protecting the confidentiality of this information.

The Village's custodian of records is responsible for the disclosure of records pursuant to request for records under Wisconsin's Public Records Law. Unless directed by the Village's custodian of records, elected and appointed officials, shall not act as the Village's custodian of records or disseminate information.

The Village acknowledges the right of elected and appointed officials' duty; to speak out on issues and its employees, as citizens in a democratic society; to speak out on issues of public concern. When those issues are related to the Village, however, the elected and appointed official's expression must be balanced against the interests of the Village.

**Sec. 3.03. Management of Requests through the Administrator.**

Any elected and appointed official who receives non-routine directives or requests from any individual citizen, business representative or other elected and appointed official are to immediately report such directive or request Administrator. No specific directives or request from such persons are to be fulfilled.

Village elected and appointed officials are asked to route non-routine request through supervisory staff, Department Directors, and the Administrator.

**Sec. 3.04. Off-Duty Conduct.** Although elected and appointed officials are “on duty” at all times, in most instances the Village will not be involved in elected and appointed officials conduct unless they are violations of Wisconsin Ethics Statute § [19.59](#), Wisconsin Criminal Statutes or Wisconsin Governmental Accountability Board Guidelines.

In most instances, the Village will not be involved in elected and appointed official’s “off duty” conduct. The Village will take appropriate action if the targeted “off-duty” conduct interferes with an employee’s ability to perform on the job, or that such conduct affects public confidence in the Village’s ability to perform its mission, or is a violation of Municipal Ordinance, State or Federal Law.

**Sec. 3.05. Political Activities.**

Applicants for employment and employees may not be required to contribute to any political fund nor render any political service to any person or party at any time.

No person nor employee shall be hired, promoted, suspended, demoted nor dismissed for refusing to do so.

Employees are prohibited from displaying political materials in the workplace

Candidates and elected and appointed Village Officials or their representatives and employees are not prohibited from doing or saying anything related to participation in political campaigns, clearly stating that such is personal in nature and does not represent an “official” position of the “Village of Weston” so long as they do not use Village resources for that purpose .

**Sec. 3.06. Respect for Individual Differences.**

- a. Our elected and appointed officials, and employees have the right to work in an environment free from harassment. Any elected and appointed official, or employee who harasses another elected and appointed official, or employee on the basis of their race, creed, marital status, pregnancy, color, national origin, ancestry, disability, sex, age, or sexual preference (except where sex or age is a bona fide occupational qualification), or other legally protected class will be subject to disciplinary action up to and including termination.

Elected and appointed officials may not be disciplined under this section but may be disciplined under Wis. Stat. § [17.13](#). Elected Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

- b. Department Directors are expected to take timely and appropriate action when they know or have reason to know that harassing behavior or discrimination is occurring. A consultation with the Employee Resources Manager is required. Management employees are expected to take action to stop inappropriate behavior whether or not an employee files an internal complaint if the conduct is known to management and is clearly unwelcome.
- c. Employees should report any incidents in violation of this policy to the appropriate supervisor or the Employee Resources Manager.

**Sec. 3.07. Drug Free Workplace and Substance Abuse Policy.**

It is the policy of Village to create a drug free workplace. The use of controlled substances or alcohol is inconsistent with the behavior expected of elected and appointed officials and employees, subjects all elected / appointed officials, employees and visitors to our facilities to unacceptable safety risks, and undermines Village's ability to operate effectively and efficiently. In this regard, the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance in the workplace or while engaged in Village business is strictly prohibited.

Employees who violate any aspect of this policy may be subject to disciplinary action, up to and including termination. At its discretion, Village may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Elected and appointed officials may not be disciplined under this section but may be disciplined under Wis. Stat. § [17.13](#). Elected Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

### **Sec. 3.08. Reasonable Accommodation of an Elected and Appointed Officials with a Disability.**

When it is determined that an elected and appointed official cannot perform the essential functions of his/her position due to a physical limitation or medical condition, reasonable efforts will be made to accommodate the elected and appointed official.

In determining what accommodation is necessary and reasonable the Employee Resources Manager will meet with the elected and appointed official to better understand their accommodation request and they shall consider:

- a. The nature and extent of the disability.
- b. The geographic location(s) in which the meeting is normally performed.
- c. The nature and cost of the accommodation needed to perform the essential meeting functions.
- d. The financial resources of the Village.
- e. The impact of the accommodation on the operation of the Village.

Each request for accommodation shall be handled on a "case-by-case" basis considering the individual set of facts and circumstances.

A final decision on accommodation shall be made by the Employee Resources Manager after consultation with the Administrator.

### **Sec. 3.09. Code of Conduct for Elected and Appointed Officials.**

- a. **Introduction.** It is the policy of the Village Board of the Village of Weston to uphold and promote respectful, fair and honest behavior in carrying out their public duties. The purpose of this section is to ensure that all elected and appointed officials have clear guidelines for carrying out their responsibilities in their relationships with each other, with staff and citizens of the community.
- b. **Elected and Appointed Official Conduct with Each Other.** The Village Board has a responsibility to establish the policies for the Village and in so doing, to promote conduct which is beneficial for the effective governance of the Village. While there may be a large diversity in background and point of view on the Village Board, the common goal is the Board shall be to preserve and protect health, safety and welfare of the citizens of and visitors to the Village of Weston. The following Rules of

Conduct are therefore established to promote the effective administration of the Village in order to achieve this purpose.

c. **Rules of Conduct.**

1. **Use civility and decorum in discussions and debates.** While every board, commission, committee and authority member have the right to his/her individual opinion, that opinion should be respected by the other members of the group. Board, commission, committee and authority members shall not be hostile, degrading or defamatory in their communications with their peers.
2. **Village President Responsibility.** It is the responsibility of the Village President/ Committee Chairperson(s) to keep order during the course of debate following the Village rules of order of this Handbook for Elected and Appointed Officials. Board, commission, committee and authority members shall be respectful of the President/Chairperson of the meeting in his/her attempt to maintain order and follow the items listed on the Agenda.
3. **Interactions between Elected and Appointed Officials and Staff.** Governance of the Village requires the cooperative efforts of both elected and appointed officials, who set policy, and Village staff, who implement and administer those policies. In light of this, the following policies should be followed:
  - a. Village Board Members and Appointed Officials shall treat staff as professionals and shall treat them with respect.
  - b. Village Board Members and Appointed Officials shall not demean or personally attack staff. Concerns with the performance of a staff member should be directed to the Department Director, or the Village Administrator.
  - c. Village Board Member and Appointed Officials only have the power that they possess in acting collectively, but do not have individual authority with respect to directing Village staff concerning the performance of the duties of those staff members. Notwithstanding for foregoing, a Trustee or Appointed Official may request Village staff to provide information regarding Village operations and/or background information on issues that might affect the Village.
4. **Elected and Appointed Officials Conduct Towards the Public.** One of the principles of representative government in this country is that our form of government is of the people and for the people. Therefore, it is important during Village Board, Committee, Commission and Authority meetings that no sign of partiality, prejudice or disrespect are shown to members of the public in this forum. Elected and appointed officials should convey to the public their respect and appreciation for the public's participation, input and opinions, even those with whom they may disagree, as well as from persons who may not necessarily be respectful of them. Members of the public should be welcomed in speaking in front of the Board/Body and Board/Body Members should commit their full attention to the speakers, regardless of the speaker's point of view.
5. **Conduct Outside Public Meetings.** Elected and appointed officials may be requested to explain a Village Board or other body's action or to give opinions about an issue as they meet and talk with constituents in the community. It is appropriate to give information on Village policies, unless the action came out of a "closed session" discussion or when based upon confidential advice by the Village Attorney or Village Consultants. No representations or commitment shall be made to the public regarding promises of official action by the Village unless the Village Board has specifically gone on record making such representations. Members of the Board and other bodies should make clear in their discussions with constituents that opinions being shared are their personal ones and not necessarily those of the Village Board or other body as a whole.

6. **Enforcement.** In the event that any party believes that there has been a violation of these rules of conduct, that party may submit a complaint to the Village Clerk's Office, outlining the facts surrounding the incident; the rule that was allegedly violated; and the identification of any witnesses to the event(s) which gave rise to the complaint. (see **APPENDIX A** Chapter 7).

Upon receipt of such a complaint, the Village Clerk, in consultation with the Village Attorney, shall advise the member of the Board or other Body who is the subject of the complaint and request that said person provide a response to the allegation. In the event that the complainant and the Trustee or Appointed Official who is the subject of the complaint are able to reconcile the matter, no further action will be taken. However, the complaint will be maintained in the file for such purpose by the Village Clerk. In the event that they complainant and the subject of the complaint are not able to reconcile the matter, Village staff will interview witnesses to the incident, if necessary, in order to understand the context of the complaint, and then the matter will be scheduled for a hearing before the Village Board. The subject of the complaint shall be recused from participating and deliberating at such meeting. Following the completion of testimony, the Board may dismiss the complaint or make findings regarding the legitimacy of the charg(es) being made. If the Board determines that the charge is substantiated, it may take action to censure the Trustee or Appointed Official or to take action as may be permitted by law.

Elected and appointed may be disciplined under Wis. Stat. § [17.13](#). Elected Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#). The Trustee or Appointed Official who is the subject of the complaint shall have the right to representation and shall have notice of the charge, as well as a period if not less than thirty (30) days to prepare for any hearing before the Village Board.

## Chapter 4

### ETHICS

Adapted from ETHICS TRAINING FOR LOCAL GOVERNMENT OFFICIALS  
Attorney Matt Yde  
June 2, 2015

[Sec. 4.01. Ethics Policy.](#)

[Sec. 4.02. Wisconsin State Statute § 19.59 State Ethics Code.](#)

#### CRIMINAL STATUTES

[Sec. 4.03. Wisconsin State Statute § 946.13 Private Interest in a Public Contract Prohibited.](#)

[Sec. 4.04. Wisconsin State Statute § 946.12 Misconduct in Office.](#)

[Sec. 4.05. Wisconsin State Statute § 946.10 Bribery.](#)

[Sec. 4.06. Wisconsin State Statute § 175.10 Selling Items to Public Employees.](#)

[Sec. 4.07. Wisconsin State Statute § 946.14 Purchasing Claims at Less Than Full Value.](#)

[Sec. 4.08. Wisconsin State Statute § 946.18 Misconduct Sections Apply to All Public Officers.](#)

#### WISCONSIN GOVERNMENT ACCOUNTABILITY BOARD GUIDELINES

[Sec. 4.09. Citizen's Guide to Standards of Conduct for Local Government Officials.](#)

[Sec. 4.10. Mitigating Conflicting Interest: Private Interests vs. Public Responsibilities.](#)

[Sec. 4.11. How to Withdraw from Official Action.](#)

[Sec. 4.12. Acting in a Private Capacity.](#)

[Sec. 4.13. Receipt of Food, Drink, Favors, Services, Etc.](#)

#### Bibliography

##### **Sec. 4.01. Ethics Policy.**

Integrity is expected and required of every Village Trustee, Commissioner, Committee Member, Authority Member, Board Member and all employees. Integrity is an essential element of every transaction with other employees, Village representatives, suppliers, and customers. Integrity is equally important in the accuracy of our public relations, in the recording of our business transactions and in the performance of our service.

The Village is committed to conducting its business affairs in accordance with the law and the highest ethical standards at all times. The reputation we enjoy is determined by the example set by management and the character and good judgment of each employee and Village representative. All employees and Village representatives are expected to conduct themselves in the highest ethical manner.

- a. Employees and Village representatives are to treat others with respect without regard to race, gender, color, religion, national origin, age, disability, sexual orientation or marital status.
- b. Employees and Village representatives are to perform their duties with honesty and integrity.
- c. Employees and Village representatives are to exercise independent judgment free from any outside influence.
- d. Employees and Village representatives are to do their utmost to comply with all applicable laws and regulations of federal, state, and local governments.

- e. Employees and Village representatives are encouraged to promptly report any discriminatory behavior, sexual harassment, illegal activities, or other violations of this code.
- f. Management will take reasonable measures to protect the reporting employee from any retaliatory, harassing or abusive behavior.
- g. Management at all levels is responsible for adherence to these principles and will vigorously pursue all appropriate remedies where these principles are violated.

A conflict of interest is a situation in which an official's, or employee's private interest, usually of a financial or economic nature, conflicts with or raises a reasonable question of conflict with the official's or employee's public duties and responsibilities or may reflect unfavorably on the reputation of the Village. Conflicts of interest in public contracts are addressed in Wis. Stat. § [19.59](#). As representatives of the Village, officials and employees are obligated to place the interest of the Village, in any transaction involving the Village, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise to their Department Director, Employee Resources Manager, or the Administrator.

If you become aware of any violation of this code or are uncertain as to the appropriate action that should be taken, we encourage you to promptly report the situation to your Department Director or the Administrator.

**Sec. 4.02. Wisconsin State Statute § [19.59](#) State Ethics Code.**

- A. **Applicability** Wis. Stat. § [19.59](#) applies to all “local public officials,” including the following:
- 1. All elected officials of the Village
  - 2. The Village Administrator
  - 3. An appointive office or position of the Village or other local governmental unit in which the person serves for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor.
  - 4. A governing body or the executive or administrative head of the local government unit in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of the ministerial action or a position filled by an independent contractor.

Wis. Stat § [19.42\(8\)](#) defines “*ministerial action*” as “an action that an individual performs in a given state of facts in a prescribed manner in obedience to the mandate of legal authority, without regard to the exercise of the individual's own judgment as to the propriety of the action being taken.” In other words, if the position does not require the exercise of discretion when making decisions, the position is not subject to the State Ethics Code.

## B. Non-applicability.

Police and fire chiefs are not subject to Wis. Stat. § 19.59 because they do not serve for a specified term, and they do not serve at the pleasure of the appointing authority.

The State Ethics Code does not apply to members of a local committee appointed under Wis. Stat. § [289.33\(3\)\(d\)](#) as part of a solid waste siting resolution.

## C. Cannot use public position for financial gain.

Wisconsin State Statute § [19.59](#) Code of ethics for local government officials, employees and candidates.

(1)

- (a) No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated (see note). A violation of this paragraph includes the acceptance of free or discounted admissions to a professional baseball or football game by a member of the district board of a local professional baseball park district created under Subchapter III of Wisconsin State Statute, Chapter 229 or a local professional football stadium district created under Subchapter IV of Wisconsin State Statute, Chapter 229. This paragraph does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required by Wisconsin State Statute Chapter 11. This paragraph does not prohibit a local public official from obtaining anything of value from the Wisconsin Economic Development Corporation or the Department of Tourism, as provided under Wis. Stat. § 19.56 (3) (f).

Wis. Stat. § 19.59 Continued:

- (b) No person may offer or give to a local public official, directly or indirectly, and no local public official may solicit or accept from any person, directly or indirectly, anything of value (see note) if it could reasonably be expected to influence the local public official's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official. This paragraph does not prohibit a local public official from engaging in outside employment.

Note: This provision does not prohibit a local public official from using his/her title or prestige of his/her office to obtain campaign contributions that are permitted and reported as required by Wis. Stat. [Chapter 11](#).

Wis. Stat. § [19.42\(1\)](#) defines “*anything of value*” as “any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the state, fees and expenses which are permitted and reported under Wis. Stat. § [19.56](#), political contributions which are reported under Wis. Stat. [Chapter 11](#), or hospitality extended for a purpose unrelated to state business by a person other than an organization.

Wis. Stat. § 19.59 Continued:

- (br) No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any committee registered under Wisconsin State Statute Chapter 11, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.
- (c) Except as otherwise provided in par. (d) no local public official may:
1. Take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.

Wis. Stat. § [19.42\(7\)](#) defines “*immediate family*” as “an individual’s spouse” and an individual’s “relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than ½ of his... support from the individual or from whom the individual receives, directly or indirectly, more than ½ of his...support.”

Wis. Stat. § 19.59 Continued:

2. Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

Wis. Stat. § [19.42\(11\)](#) defines “*organization*” as “any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust or any other legal entity other than an individual or body politic.”

Finally, Wis. Stat. § [19.42\(2\)](#) defines “*associated*,” when used with reference to an organization, as including any organization which “an individual or a member of his...immediate family is a director, officer or trustee, or owns or controls, directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity or of which an individual or a member of his or her immediate family is an authorized representative or agent.”

#### **D. Cannot offer or accept gifts to influence local public officials.**

Wis. Stat. § [19.59\(1\)\(b\)](#) states that “no local public official may solicit or accept...anything of value if it could reasonably be expected to influence the local public official’s vote, official actions or judgment, or could reasonably be considered a reward for any official action or inaction on the part of the local public official.” This provision does not prohibit a local public official from engaging in outside employment.

#### **E. Cannot promise to act or refrain from acting in exchange for a political contribution.**

Wis. Stat. § [19.59\(1\)\(br\)](#) states that no local public official or candidate may: “give, or offer a promise to give, or withhold, or promise to withhold, his or her vote or influence, or promise to refrain from taking official action with respect to any proposed or pending matter in consideration of or upon condition that, any other person make or refrain from making a political contribution, or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under Wis. Stat. [Subchapter V Chapter 11](#), or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office.”

#### **F. Cannot take action affecting the public official’s financial interest or use office or position for private benefit.**

Wis. Stat. § [19.59\(c\)1](#) states that no local public official may “take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.”

Wis. Stat. § [19.59\(c\)2](#) provides that no local public official may use his office or position in a way that “produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official’s immediate family either separately or together, or an organization with which the official is associated.”

However, the above provisions do not prohibit an official from taking any action concerning the lawful payment of salaries/benefits, reimbursement of actual and necessary expenses, or with respect to any proposal to modify a municipal ordinance.

G. **Any individual may request an advisory opinion.** Pursuant to Wis. Stat. § [19.59\(5\)\(a\)](#), “any individual...may request...an advisory opinion regarding the propriety of any matter to which the person is or may become a party.” In addition, “any appointing officer, with the consent of a prospective appointee, may request...an advisory opinion regarding the propriety of any matter to which the prospective appointee is or may become a party.” A municipal ethics board, if one exists, or municipal attorney “shall review a request for an advisory opinion and may advise the person making the request.”

1. An advisory opinion may be used as a defense. If the material facts are as stated in the opinion request, an ethics opinion supporting a local public official’s conduct is prima facie evidence of intent to comply with Wis. Stat. § [19.59](#).
2. An advisory opinion can be requested in writing Wis. Stat. § [19.59\(5\)\(a\)](#).
3. The identity of a person requesting the advisory opinion and the individuals or organizations mentioned in the opinion are confidential. Wis. Stat. § [19.59\(5\)\(a\)](#). However, pursuant to Wis. Stat. § [19.59\(5\)\(b\)](#), the ethics board or attorney issuing the advisory opinion may make a summary of the opinion public with the consent of the individual requesting the advisory opinion or the organization or governmental body on whose behalf it is requested, after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. Furthermore, a person who makes or purports to make public the substance of any portion of an advisory opinion requested by or on the behalf of the person, waives the confidentiality of the request and of any records obtained or prepared by the ethics board or attorney in connection with the request for an advisory opinion.
4. You may not obtain an ethics opinion from the Government Accountability Board. Only an attorney for a local governmental unit or state-wide association of local government units may request the Government Accountability Board to issue an opinion concerning the interpretation of Wis. Stat. § [19.59](#). The Government Accountability Board “shall review such a request” and “may advise” the person making the request. In other words, the Government Accountability Board is required to review the request but may not provide an advisory opinion.

H. **Consequences for violation the State Ethics Code.** Pursuant to Wis. Stat. § [19.59\(7\)](#), any person who violates the State Ethics Code may be required to forfeit not more than \$1000 for each violation. In addition, if the court determines that the accused violated the political contribution prohibition, the court may order the accused to forfeit an amount equal to the amount or value of any political contribution, service or other thing of value that was wrongfully obtained. If no political contribution, service or other thing of value is obtained, the court may order the accused to forfeit an amount equal to the maximum contribution authorized under Wis. Stat. § [11.1101\(1\)](#) for the office held or sought by the official, whichever amount is greater.

1. Pursuant to Wis. Stat. § [19.59\(8\)\(a\)](#), the district attorney of any county where any violation occurs may pursue an action in the name and on the behalf of the state. If the district attorney fails to commence an action within 20 days after receiving a verified complaint or if the district attorney refuses to commence such an action, the person making the complaint may petition the attorney general to act upon the complaint. If the district attorney prevails in such action, the court shall award any forfeiture recovered together with reasonable costs to the county wherein the violation occurred. If the attorney general prevails in such an action, the court shall award any forfeiture recovered together with reasonable costs to the state.

No complaint alleging a violation of the political contribution prohibition may be filed within 120 days before a general or spring election, or during the period commencing on the date of the order of the special election under Wis. Stat. § [8.50](#), and ending on the date of that election, against a candidate who files a declaration of candidacy to have his name appear on the ballot at that election period.

CRIMINAL STATUTES

**State Crimes for Public Officials and Employees.**

**Sec. 4.03. Wisconsin State Statute § 946.13 Private Interest in a Public Contract Prohibited. (Felony)**

Wis. Stat. § 946.13 prohibits any public officer or public employee from having any private interest in a public contract. Pursuant to Wis. Stat. § 946.13(1)(a), any public officer or public employee who in the officer's or employee's private capacity, negotiates or bids for or enters into a contract in which the officer or employee has a private pecuniary interest, direct or indirect, is guilty of a Class I felony, if at the same time the officer or employee is authorized or required by law to participate in the officer's or employee's capacity as such officer or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the officer's or employee's part.

Pursuant to Wis. Stat. § 946.13(1)(b), any public officer or public employee who, in the officer's or employee's capacity as such officer or employee, participates in the making of a contract in which the officer or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion in the officer's or employee's part, is guilty of a Class I felony. Subsection (1)(b) does not apply to a public officer or public employee if his private pecuniary interest is not more than 2% of the outstanding capital stock of a corporate body involved in such contract. Wis. Stat. § 946.13(5).

The above prohibitions in (1)(a) and (1)(b) do not apply to any of the following:

- a. Contracts that do not involve receipts and disbursements aggregating more than \$15,000 in any year.
- b. Contracts involving the deposit of public funds in public depositories.
- c. Contracts involving loans made pursuant to Wis. Stat. § 67.12 [temporary borrowing and borrowing on promissory notes].
- d. Contracts for the publication of legal notices provided such notices are published at a rate not higher than that prescribed by law.
- e. Contracts for the issuance to a public officer or employee of tax titles, tax certificates, or instruments representing an interest in, or secured by, any fund consisting in whole or in part of taxes in the process of collection, provided such titles, certificates, or instruments are issued in payment of salary or other obligations due such officer or employee.
- f. Contracts for the sale of bonds or securities issued by a political subdivision of the state; provided such bonds or securities are sold at a bonafide public sale to the highest bidder and the public officer or employee acquiring the private interest has no duty to vote upon the issuance of the bonds or securities.
- g. Contracts with, or tax credits or payments received by public officers or employees for wildlife damage claims or abatement under Wis. Stat. § 29.889, for farmland preservation, soil and water resource management, soil erosion control, animal waste management, and non-point source water pollution abatement.

- h. Any public officer or public employee, who receives compensation for the officer's or employee's services, exclusive of advances or reimbursements for expenses, of less than \$10,000 per year, merely by reason of his being a director, officer, employee, agent or attorney of or for a state or national bank, savings bank or trust company, or any holding company thereof. However, this exception shall not apply to any such person whose compensation by such financial institution is directly dependent upon procuring public business. Compensation determined by longevity, general quality of work or the overall performance and condition of such financial institution shall not be deemed compensation directly dependent upon procuring public business. Wis. Stat. § [946.13 \(7\)](#).
- i. Contracts or transactions made or consummated or bonds issued under Wis. Stat. § [66.1103](#) [Industrial Development Revenue Bonds]. Wis. Stat. § [946.13 \(8\)](#).
- j. To the member of a local committee appointed under Wis. Stat. § [289.33\(7\)\(a\)](#) acting as a member of that committee in negotiation, arbitration or ratification of agreements under Wis. Stat. § [289.33](#) [Local Landfill Siting Committee]. Wis. Stat. § [946.13\(9\)](#).
- k. Member of a local workforce development board established under [\\*29 USC 2832](#) or to a member of the council on workforce investment established under [\\*29 USC 2821](#). Wis. Stat. § [946.13\(10\)](#).

\*Editor's note: §§2831 to 2833. Repealed. Pub. L. 113-128, title V, §511(a), July 22, 2014, 128 Stat. 1705

- 1. Contracts entered into in violation of Wis. Stat. § [946.13](#) are void pursuant to Wis. Stat. § [946.13\(3\)](#), a contract entered into in violation of Wis. Stat. § [946.13](#) is void and the political subdivision incurs no liability thereon. The only exception to this rule is if the contract creates a public debt as defined by Wis. Stat. § [18.01\(4\)](#) and the requirements of Wis. Stat. § [18.14\(1\)](#) have been met.
- 2. **Penalty** for violating Wis. Stat. § [946.13](#). The current penalties for a Class I felony include a fine not to exceed \$10,000 or imprisonment not to exceed 3 years and 6 months, or both. Wis. Stat. § [939.50\(3\)\(i\)](#).

#### **Sec. 4.04. Wisconsin State Statute § [946.12](#) Misconduct in Office.**

Pursuant to Wis. Stat § [946.12](#), any public officer or public employee who does any of the following is guilty of a Class I felony:

- a. Intentionally fails or refuses to perform a known mandatory, nondiscretionary, ministerial duty of the officer's or employee's office or employment within the time or manner required by law; or
- b. In the officer's or employee's capacity as such officer or employee, does an act which the officer or employee knows is in excess of the officer's or employee's lawful authority; or
- c. Whether by an act of commission or omission, exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's position with intent to obtain a dishonest advantage for the officer or employee or another; or
- d. Intentionally falsifies an entry in an account or record book or return, certificate, report or statement; or
- e. Intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law.

1. **Penalty.** Any public officer or public employee who violates Wis. Stat. § [946.12](#) is guilty of a Class I felony, which is punishable by a fine not to exceed \$10,000 or imprisonment not to exceed 3 years and 6 months, or both. Wis. Stat. § [939.50\(3\)\(i\)](#).

**Sec. 4.05. Wisconsin State Statute § [946.10](#) Bribery.**

Pursuant to Wis. Stat. § [946.10\(2\)](#), any public officer or public employee who directly or indirectly accepts or offers to accept any property or any personal advantage, which the officer or employee is not authorized to receive, pursuant to an understanding that the officer or employee will act in a certain manner in relation to any matter which by law is pending or might come before the officer or employee in the officer's or employee's capacity or that the officer or employee will do or omit to do any act in violation of the officer's or employee's lawful duty, is guilty of a Class H felony.

1. **Penalty.** A Class H felony, which is punishable by a fine not to exceed \$10,000 or imprisonment not to exceed 6 years, or both. Wis. Stat. § [939.50\(3\)\(h\)](#).

**Sec. 4.06. Wisconsin State Statute § [175.10](#) Selling Items to Public Employees.**

Wis. Stat. § [175.10](#) prohibits any political subdivision or member or officer of the Village Board from selling to any employees of the Village any article, material, product or merchandise of whatsoever nature, excepting meals, public services and such specialized appliances and paraphernalia as may be required for the safety or health of the employees. This prohibition shall not apply to any department, officer, or employee while engaged in any recreational, health, welfare, relief, safety or educational activities furnished by this State or any political subdivision thereof.

1. **Penalty.** Any person violating Wis. Stat. § [175.10](#) shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than \$100 or more than \$500 or by imprisonment in the county jail not less than 30 days nor more than 90 days, or both. Wis. Stat. [175.10\(2\)](#).

**Sec. 4.07. Wisconsin State Statute § [946.14](#) Purchasing Claims at Less Than Full Value.**

Pursuant to Wis. Stat. § [946.14](#), any public officer or public employee who in a private capacity directly or indirectly intentionally purchases for less than full value or discounts any claim held by another against the Village or against any public fund is guilty of a Class I felony.

1. **Penalty.** Violating Wis. Stat. § [946.14](#) is a Class I felony, which is punishable by a fine not to exceed \$10,000 or imprisonment not to exceed 3 years and 6 months, or both. Wis. Stat. § [939.50\(3\)\(i\)](#).

**Sec. 4.08. Wisconsin State Statute § [946.18](#) Misconduct Sections Apply to All Public Officers.**

Wis. Stats. §§ [946.10](#) to [946.17](#) apply to public officers, whether legally constituted or exercising powers as if legally constituted.

WISCONSIN GOVERNMENT ACCOUNTABILITY BOARD GUIDELINES

<https://elections.wi.gov/taxonomy/term/31>

The Wisconsin Government Accountability Board has prepared three publications to assist with the interpretation of Wisconsin standards for local official conduct.

**Sec. 4.09. Citizen's Guide to Standards of Conduct for Local Government Officials.**

[https://elections.wi.gov/sites/default/files/publication/66/spo\\_on\\_line\\_tutorial\\_ppt\\_72964.ppt](https://elections.wi.gov/sites/default/files/publication/66/spo_on_line_tutorial_ppt_72964.ppt)

In general, a local public official should not:

- a. Act officially in the matter in which the official is privately interested,
- b. Use government position for private financial benefit,
- c. Accept transportation, lodging, food, beverages, anything else of more than token value offered because the official holds a government position,
- d. Solicit or accept rewards or items or services likely to influence the official,
- e. Offer or provide influence in exchange for campaign contributions,
- f. Be financially interested in a government contract the value of which exceeds \$15,000 and for which the official is authorized to take some discretionary action.

**Sec. 4.10. Mitigating Conflicting Interest: Private Interests vs. Public Responsibilities.**

In a representative democracy, the representatives are drawn from society, and therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government. Standards of conduct for public officials need to distinguish between those minor and inconsequential conflicts that are unavoidable in a free society and those conflicts which are substantial and material.

- A. **Making Policy.** When a local public official or a board, commission or other body of which an official is a member is called upon to propose or to act on an ordinance or to promulgate or issue a general policy, the official may participate in that action, even though the action will affect the official, a member of the official's immediate family, or an organization with which the official is associated, as long as:
  1. The official's action affects a whole class of similarly-situated interests;
  2. Neither the official's interests, the interest of a member of the official's immediate family, nor the interest of the business or organization with which the official is associated is significant when compared to all affected interests in the class; AND
  3. The action's effect on the interest on the official, of a member of the official's immediate family, or of the related business or organization is neither significantly greater nor less than upon other members of the class.
- B. **Applying Policy.** Local public officials should not, in an official capacity, participate in or perform any discretionary action with respect to the making, grant, or imposition of an award, sanction, permit, license, zoning change, contract, offer of employment or agreement in which the official or a member of the official's immediate family or business or organization with which the official is associated has a substantial financial interest, direct or indirect. In addition, local public officials

should not, in an official capacity, participate in a matter affecting a business or organization from which the official or a member of the official's immediate family receives substantial compensation or income.

**Sec. 4.11. How to Withdraw from Official Action.** When a matter in which a public official should not participate comes before a board, commission, or other body of which the official is a member, the official should leave that portion of the body's meeting involving discussion, deliberations, or votes related to that matter and ask that the body's minutes reflect the absence, in other words recuse themselves. The body's remaining members may review the matter and take whatever action they find appropriate.

**Sec. 4.12. Acting in a Private Capacity.** Usually, a local public official should not, in a private capacity, apply, negotiate, bid for, or receive any award, sanction, permit, license, zoning change, contract, offer of employment, or agreement in which the official has a private financial interest, direct or indirect, if the official is authorized to perform in regard to it any government function requiring the exercise of discretion, even if the official does not participate in the governmental action or exert any influence on his own behalf.

**Sec. 4.13. Receipt of Food, Drink, Favors, Services, Etc.**

A. Local public officials should not accept:

1. Items or services offered because of public position.
2. Items that could influence judgment.
3. Rewards for official action.
4. Transportation or traveling accommodations.

B. However, public officials may accept and retain:

1. Items and services which are offered for a reason unrelated to the recipient's holding a public position and which could not reasonably be expected to influence an official's vote, official actions or judgments, nor reasonably be considered a reward for any official action or inaction;
2. Expenses provided by or for the benefit of the local governmental unit, not for a private benefit; and
3. Items of insubstantial value.

C. To analyze a situation in which a public official is offered items or services, the public official should ask the following questions:

1. With the respect to the item or service offered:
  - a. Is it being offered because of my public position?
  - b. Is it of more than nominal or insignificant value?
  - c. Is it primarily for my personal benefit rather than for the benefit of my local unit of government?

If you answered “yes” to all 3 questions, you may not accept the item or service.

2. Would it be reasonable for someone to believe that the item or service is likely to influence my judgment or actions or that it is a reward for passed action?

If you answer “yes”, you may not accept the item or service.

#### Bibliography:

Wisconsin Statutes Section 19.59 at <https://docs.legis.wisconsin.gov/statutes/statutes/19/III/59>

Wisconsin Legislative Documents at <https://docs.legis.wisconsin.gov/statutes/>

DRAFT

Chapter 5

**PROHIBITED BEHAVIOR AND CONDUCT**

[Sec. 5.01. Anti-Bullying.](#)

[Sec. 5.02. Municipal Center Rules.](#)

[Sec. 5.03. Sexual Harassment.](#)

[Sec. 5.03.01. Sexual Harassment Policy Purpose.](#)

[Sec. 5.03.02. Policy Statement.](#)

[Sec. 5.03.03. Types of Conduct Covered by this Policy.](#)

[Sec. 5.03.04. Responding to Harassment.](#)

[Sec. 5.03.05. Complaint and Investigation Procedures.](#)

[Sec. 5.03.06. Retaliation and/or Reprisal.](#)

[Sec. 5.03.07. Education and Questions.](#)

[Sec. 5.04. Weapons and Firearms.](#)

[Sec. 5.05. Workplace Violence.](#)

**Sec. 5.01. Anti-Bullying.**

The Village is committed to providing our employees and customers with a respectful, healthy, and safe work environment that is free from bullying. Bullying is unacceptable and will not be tolerated.

- a. Bullying is malicious repeated behavior that a reasonable person would consider to be offensive, degrading, humiliating, or threatening. Bullying may be directed toward one employee, a group of employees, or customers. Some examples include but are not limited to: screaming at someone, condescending and belittling comments, name calling or ridiculing, derogatory remarks or insults, undermining or impeding others' work, or unwarranted harsh and persistent criticism of work. This includes cyber bullying which is bullying using social media, website materials, e-mails, texting, and cell phones.
- b. The Village expects all officials and employees who experience bullying or who see others being bullied to report it as soon as possible to the appropriate supervisor, manager, Department Director, or an Employee Resources Department staff member. Officials and Management employees are expected to take action to stop workplace bullying.
- c. Any reports of workplace bullying will be treated seriously and investigated promptly. Officials and employees are expected to cooperate with an investigation and provide truthful information. The complainant will be updated on the outcome of the investigation. Confidentiality will be maintained during the investigation to the fullest extent possible.
- d. Officials and Employees who participate in workplace bullying, retaliate against an official or employee who reports bullying, or make a false accusation of bullying will be subject to disciplinary or other appropriate action up to and including termination.

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

- e. Questions regarding this policy or a specific situation should be directed to the Employee Resources Manager.

**Sec. 5.02. Municipal Center Rules.**

The establishment of written work rules is one way in which officials and employees can be informed of required behavior and expectations. When work rules are initially developed or substantially revised, department and/or individual meetings should be conducted to discuss and explain the rules.

Communicating in person provides officials and employees an opportunity to ask questions and helps to ensure better understanding. It is suggested that written copies of the work rules be given to all affected employees. No official or employee shall participate in the following:

- a. Theft from the Village, other employees, or visitors.
- b. Fighting or involvement that leads to violence.
- c. Falsifying reports, records, or information.
- d. Unauthorized possession of a weapon while at the Municipal Center or other Village facilities.
- e. Gambling while at the Municipal Center or other Village facilities.
- f. Consuming, possessing, or being under the influence of illegal drugs while at the Municipal Center or other Village facilities.
- g. Consuming, possessing alcoholic beverages, or having an alcohol concentration of .02 or greater, and misuse of legal drugs while at the Municipal Center or other Village facilities.
- h. Conviction of a criminal offense related to Wis. Stat. § [19.59](#).
- i. Divulging confidential information.
- j. Failing to report an injury or incident concerning an official, employee, visitor, or any other person on Village property.
- k. Damaging Village property.
- l. Horseplay and practical joking.
- m. Smoking in prohibited areas.
- n. Using abusive or profane language.
- o. Harassing behavior.
- u. Policy violations.

Participation in these behaviors may result in disciplinary action up to and including termination of employment. Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

**Sec. 5.03. Sexual Harassment.**

**Sec. 5.03.01. Sexual Harassment Policy Purpose.**

- a. This policy is formulated to protect elected, appointed officials, and employees against unsolicited and unwelcome sexual overtures or conduct either physical or verbal. It prohibits misconduct that may upset official/employee morale and interfere with official/employees' work and efficiency, regardless of whether there is any economic impact resulting from such misconduct.
- b. Sexual harassment is prohibited under [Title VII of the Civil Rights Act of 11064 \(42 USC 2000e\)](#), and some forms of such misconduct may subject violators to civil liability and/or criminal prosecution, as well as disciplinary action up to and including discharge.
- c. **Violation of this Sexual Harassment Policy by elected and appointed officials.** Under Wis. Stat. § [17.13](#). Officers of towns, town sanitary districts, villages, school districts, and technical college districts may be removed as follows:
  1. Appointive officers. Except as provided in Wis. Stat. § [60.30 \(1e\) \(c\)](#) and [\(f\)](#), any appointive village, town, town sanitary district, school district and technical college district officer, by the officer or body that appointed him or her, at pleasure. Removal of any such officer by a body shall be by a majority vote of all the members thereof.
  2. Elective village officers. Any elective village officer by a majority vote of all the members of the village board, because of continued physical inability to perform the duties of office or gross neglect of duty.
  3. All officers. Any village, town, town sanitary district, school district or technical college district officer, elective or appointive, including those embraced within 1. and 2., by the judge of the circuit court of the circuit wherein the village, town, town sanitary district, school district or technical college district is situated, for cause.

**Sec. 5.03.02. Policy Statement:** Officials and employees shall be provided an environment free of any forms of sexual and other harassment, and persons found to be in violation of this policy shall be dealt with through the disciplinary process or other appropriate means. This policy applies to work-related social activities.

**Sec. 5.03.03. Types of Conduct Covered by this Policy:**

- a. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.
- b. The policy prohibits subtle pressure for sexual favors, including implying or threatening that an employee's cooperation of a sexual nature (or refusal thereof) will have any impact on the person's employment, job assignment, wages, promotion, or on any other conditions of employment or future job opportunities.
- c. The policy prohibits other behaviors that are not welcomed by officials/employees and are personally offensive, including but not limited to: sexual flirtations or propositions, sexually-related comments, display or possession of sexually suggestive objects or pictures on Village property or in Village vehicles, any uninvited physical contact, or any conduct that would create a hostile environment for the official/employee including e-mails, text messages, or other communication methods.

**Sec. 5.03.04. Responding to Harassment:** If an official/employee experiences harassment or sees others being harassed, it is suggested officials/employees discuss the inappropriate behavior with the harasser. If officials/employees are uncomfortable, feel threatened, or unsuccessful in their discussion with the harasser, officials/employees should begin the Complaint Procedure. **Sec. 5.03.05.**

**Sec. 5.03.05. Complaint and Investigation Procedures:** An official/employee should initiate action on a complaint of sexual harassment by notifying any of the following (other than the alleged harasser): 1) Their immediate supervisor; or 2) their Department Director or the next level of management above their immediate supervisor; or 3) the Employee Resources Manager.

- a. We prefer that the official/employee submit a written summary of their complaint. However, Employee Resources will investigate all complaints. Supervisory or management employees who receive an oral complaint are directed to record the date and time the complaint was received and to keep summary notes of the alleged misconduct and people involved and immediately contact the Employee Resources Manager.
- b. All complaints shall be thoroughly investigated. Officials/Employees are expected to cooperate with the investigation and provide truthful information. A formal report which summarizes findings may be prepared. A copy of the investigation report may be provided to the complainant and a copy shall be kept on file.
- c. Confidentiality shall be maintained during the investigation to the fullest extent possible.
- d. An Official/employee found in violation of this policy shall be subject to disciplinary action up to and including termination for employees. Officials under Wis. Stat. § [17.13](#).
- e. An Official/employee who is found to have knowingly made a false accusation of sexual harassment will be subject to disciplinary action up to and including termination. Officials under Wis. Stat. § [17.13](#).

**Sec. 5.03.06. Retaliation and/or Reprisal:** An official/employee who engages in or assists in retaliation and/or reprisal against an official/employee who files a complaint or against anyone assisting in the investigation will be subject to disciplinary action up to and including termination. Officials under Wis. Stat. § [17.13](#)

**Sec. 5.03.07. Education and Questions:** All officials/employees shall have the opportunity to attend an educational program on sexual harassment and this policy. Regular employees, Trustees, Committee Members, Commission Members, Authority members managers are required to attend one of these sessions. These educational sessions shall be coordinated by the Employee Resources Manager.

#### **Sec. 5.04. Weapons and Firearms.**

a. **Definitions:**

1. **Employee** - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of the Village.
2. **Weapon** - Including but not limited to any type of knife, electric weapon, and firearm whether or not a permit is obtained, or any item subjecting the person to prosecution for violation of Wis. Stats. [Chapter 941 Crimes Against Public Health and Safety Subchapter III, Weapons](#). or successor statutes. Mace or pepper spray, as allowed by state law, is not to be considered a prohibited weapon provided the spray is only for personal defense.

3. **Workplace** - All Village-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by Village employees in an official capacity for the Village. State law allows employees to have weapons/firearms in their vehicles if parked on Village property. The Village will require those employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for Village business purposes.
- b. Officials and employees who have been granted permission under **Sec. 54.102.(b) Firearms and Weapons Restricted Where Prohibited. Article I. In General. Chapter 54. Offenses and Miscellaneous Provisions** of the Municipal Code are exempt from **Sec. 13.06. Weapons and Firearms (3)**. of this Chapter 13 Elected and Appointed Officials Expectations.
- c. Village employees are prohibited from carrying weapons when conducting Village business. Furthermore, the possession, use, or threat of use of a weapon is prohibited in the workplace by employees.
- d. Village employees are prohibited from being in possession of dangerous or unauthorized materials, such as explosives on the premises, weapons, or firearms, in the workplace and possession of weapons or firearms on the premises without a permit.

### **Sec. 5.05. Workplace Violence Zero Tolerance Policy and Procedure.**

The Village maintains a zero-tolerance policy towards violence in the workplace. All violent behavior including threats, references or jokes of violence, is inappropriate in the workplace, on both the part of employees and customers, and will not be tolerated. All officials shall notify the Administrator and employees shall notify their supervisor of any workplace violence which they have witnessed, experienced, become aware of or in any way have knowledge of. Violations of this policy shall lead to disciplinary action up to and including termination and may also result in criminal prosecution. Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

#### **a. Definitions:**

1. **Employee** - All regular full-time, regular part-time, limited benefit employees, seasonal employees, temporary employees, volunteers, elected and appointed officials of The Village.
2. **Workplace** - All Village-owned or leased property, including vehicles and mobile equipment, and any other property where work is being performed by Village elected, appointed officials, and employees in an official capacity for the Village. State law allows employees to have weapons/firearms in their vehicles if parked on Village property. The Village will require those elected, appointed officials and employees to lock weapons/firearms in their vehicle and to keep them out of plain sight. Employees are prohibited from having weapons/firearms in their vehicle if they are using their vehicle for Village business purposes.
3. **Workplace Violence** - Any act of written, verbal, or physical aggression that occurs in the workplace intended to physically harm an individual or could cause a reasonable person to be in fear of imminent physical harm. It also involves the intentional non-authorized destruction or abuse of property. Examples of workplace violence may include but are not limited to: harassment, obscene phone calls, threats (direct or implied), references or jokes of violence, stalking, unauthorized possession or inappropriate use of weapons, assault, battery, robbery, kidnapping, murder, bomb threats, arson. Workplace violence does not include the use of reasonable force in the defense of oneself or others.

- b. **General Background:** The Village recognizes that workplace violence is a growing concern nationally that needs to be addressed by all employers. Officials and employees of the Village should be provided with a work environment which is reasonably safe from harm. However, due to the need to allow public access to Village facilities and services and the nature of certain officials' employees' work, the Village cannot guarantee the protection of officials, employees or customers against acts of violence. The Village may, however, regulate and direct the conduct of its officials, employees and customers when possible in an effort to minimize the frequency and severity of violent incidents.
- c. **Exceptions to Weapons Prohibition:** The weapons prohibition policy does not apply to employees who are armed in the line of duty, such as Law Enforcement Officers, except in designated restricted areas unless otherwise directed by the Chief of Police. Also, employees required to utilize knives or similar tools on the job within the normal scope of their employment are not considered to be in violation of this policy.

Officials and employees who have been granted permission under **Sec. 54.102.(b) Firearms and Weapons Restricted Where Prohibited. Article I. In General. Chapter 54. Offenses and Miscellaneous Provisions** of the Municipal Code are exempt from **Sec. 13.06. Weapons and Firearms (3)**. of this Chapter 13 Elected and Appointed Officials Expectations.

- d. Reporting Procedures:
1. Non-Emergency: If the individual is not violent and no immediate threat is present, but the individual is acting in a suspicious or hostile aggressive manner, then employees should contact the Administrator.
  2. Emergency: If it is reasonable to believe that an individual is acting in a manner that is of immediate threat to you or others, employees should contact the Police Department by calling 9-1-1.
- e. Restraining Orders: Elected and appointed officials and employees who are seeking or have obtained restraining orders or injunctions against abusive persons shall notify; the Administrator if elected or appointed official, or their supervisor if they are an employee so that appropriate measures can be taken to facilitate prudent safety measures within the workplace. When a protective or restraining order lists Village workplaces as being protected areas, elected and appointed officials must provide a copy of the petition and declarations to the Administrator. Employees must provide their supervisor with a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.
- f. Alternatives to Reporting Workplace Violence to Your Supervisor: If an elected or appointed official or employee is not comfortable reporting incidents of workplace violence to the Administrator or their supervisor the elected/appointed official or employee may instead report it to their Department Director, a supervisory employee in the Police Department, the Employee Resources Manager, or the Administrator.
- g. Report to Employee Resources Manager: Trustees receiving employee reports of workplace violence or that have knowledge of information of an internal or non-emergency nature which may affect the security of the Village and its assets shall report such incidents to Administrator. The Administrator shall complete a confidential memorandum and submit it to the Employee Resources Manager. Such memorandum should include:
1. Description in detail of what happened, where it happened, and when it happened.
  2. Identity of persons committing the threat or violent behavior.

3. Identity of persons against whom the threat was made or violent behavior directed.
4. Identity of persons reporting or witnessing the threat or violent behavior.
5. Observations that would make you believe that the individual intends to follow through on a threat.
6. How the matter was resolved or suggestions for minimizing the risk of a violent act based on the information available.

If it appears that the incident will require immediate attention, a verbal report shall be made to Employee Resources Manager and then followed up with a confidential written memorandum. Although every effort will be made to keep reports and records that are made and kept pursuant to this policy confidential, the reports and records may be subject to public disclosure under Wisconsin's Public Records Law.

For those cases where it appears that criminal activity may be involved, no elected/appointed official or employee should take any action that would jeopardize the outcome of any investigation. Do not change anything at the scene of a violent incident until properly documented by those in authority.

- h. False Reports: Allegations and/or reports of workplace threats will be taken seriously. Elected and appointed officials or employees intentionally making false reports will be subject to discipline up to and including terminations.

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

- i. Investigations and Resolutions: The Employee Resources Manager will receive, evaluate, intervene, and respond to reports of workplace violence with the assistance of a "Threat Management Team" as appropriate. Threat Management Team members may include personnel from the Police Department, Village Attorney's Office, Administrator, Employee Resources Manager, and the Department Director of the affected department as well as any outside agencies that may provide assistance to the Village on the matter.

Privacy rights will be observed in the event of the need to investigate workplace violence incidents. Only those individuals with a clear need to know of the potential risk will be notified in cases where a person is perceived to be a threat to others. Anonymity of elected and appointed officials and employees reporting violence or threats of violence will be maintained during the investigation to the greatest extent possible by those investigating and resolving the complaint. However, there is no right to or guarantee of anonymity since it is often necessary to make the elected and appointed official or employee or customer against whom the allegation has been made aware of the complaint in order to ascertain the facts.

Retaliation and/or reprisal against an elected and appointed official or employee who genuinely reports threats of workplace violence in good faith is in violation of this policy. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including termination of employment.

Crisis counseling to elected and appointed officials or employees and their families victimized by workplace violence may be provided.

- j. Consequence of Policy Violation: Employees who violate this policy are subject to discipline up to and including termination and may also result in criminal prosecution. A mandatory referral to the Employee Assistance Program may also be a condition of an employee's action plan.

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

- k. Employee Assistance Program: The Village maintains an Employee Assistance Program (EAP) which provides help to elected/appointed officials and employees who experience personal or family problems. At such times, your EAP is there to provide professional, confidential help within the limit of the law for you and members of your immediate family, free of charge. The EAP is just a phone call away anytime 24 hours a day through a toll-free telephone number (1-800-540-3758). Information brochures are available through Employee Resources Department.

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Chapter 6

**EMPLOYER-EMPLOYEE RELATIONS**

[Sec. 6.01. The Role of Government.](#)

[Sec. 6.02. Staff Use and Misuse.](#)

[Sec. 6.03. President.](#)

[Sec. 6.04. Village Board.](#)

[Sec. 6.05. Committees, Commissions, Boards and Authorities.](#)

[Sec. 6.06. Village Administrator.](#)

[Sec. 6.07. Department Heads.](#)

[Sec. 6.08. Assessor.](#)

[Sec. 6.09. Village Attorney.](#)

**Sec. 6.01. The Role of Government.** For the smooth operation of the Village government, the Village employs a hierarchical system of management. The Village Board has the ultimate authority within the Village to hire, dismiss and set policy, except in regard to sworn members of the Everest Metropolitan Police Department, and employees of S.A.F.E.R. Fire District for which authority under Wisconsin State Statute, falls under their own governing Police or Fire Commissions. In addition, the Everest Metropolitan Municipal Court judge has the authority to hire, dismiss and set policy for its employees and staff. The role of each level of government is outlined below under the categories of supervision, setting policy, hiring, dismissal, and discipline.

**Sec. 6.02. Staff Use and Misuse.**

Employees of the Village of Weston are hired to perform various jobs that benefit the Village of Weston. Those tasks are dictated by Village Policy, Missions and the policies and missions of their departments. Trustees, individual committee/commission/board/authority members or other departments should not interfere with the task that the employees are set out to accomplish. Their work is directed by their Department Head. The work of the Department Head is directed by the Village Administrator. If you have questions about the work being done by a Village employee or have a request for a project, you should contact the appropriate Department Head. They will provide you with an answer regarding their employee's work. They will also inform you of whether their department can perform your project request or not. They will likely refer you to the Village Administrator or appropriate committee/commission if your project request is not within their normal duties.

**Sec. 6.03. President.** While the top executive position of the Village, has no direct supervision of any Village employee. The President does work closely with the Village Administrator, but the true authority of the Village rests with the Village Board of Trustees. The President has no individual authority to hire, dismiss, or discipline employees or authority to expend any municipal funds. The President makes appointments to all committees (Village of Weston Municipal Code **Sec. 2.214. Standing committees**), subject to confirmation by the Village Board of Trustees. The President shall designate the chairperson of each standing committee. All committee appointments except designation of chairperson shall be subject to confirmation by a majority vote of the Board. The President shall not serve as the chairperson of any committee, unless expressly designated by law.

- a. Under the Village of Weston Municipal Code, Chapter 2 Administration ARTICLE II VILLAGE BOARD, DIVISION 1 GENERALLY **Sec. 2.201. President.** The president shall be by virtue of the office a trustee, and shall preside at all meetings of the board, and have a vote as trustee. The president shall sign all ordinances, rules, bylaws, regulations, commissions, licenses and permits adopted or authorized by the board and all orders drawn on the treasury except as provided by Wis. Stat. § [66.0607](#). The president shall maintain peace and good order, see that the ordinances are

faithfully obeyed, and in case of disturbance, riot or other apparent necessity appoint as many special marshals as the president shall deem necessary, who for the time being shall possess all the powers and rights of constables. The president shall have charge of the village jail, which the president shall conduct in the manner provided in Wis. Stat. § [62.09\(13\)\(c\)](#); but the president may delegate this duty to the constable or any police officer of the village.

- b. Under the Village of Weston Municipal Code, **Chapter 2 Administration ARTICLE II VILLAGE BOARD, DIVISION 2 MEETINGS Sec. 2.206. Generally.** The board shall be vested with all the powers of the village not specifically given some other officer. A majority of the members shall constitute a quorum, but a less number may adjourn from time to time. The president shall preside at all meetings when present. In the president's absence the board may select another trustee to preside. Regular meetings shall be held at such time as may be prescribed by bylaws. Special meetings may be called by any two trustees in writing, filed with the village clerk, who shall thereupon reasonably notify all the trustees of the time and place of the meetings in the manner directed by the bylaws. All meetings shall be open to the public. The board shall keep a record of all its proceedings, and the board shall cause the proceedings to be posted in the manner under Wis. Stat. § [985.02\(2\)](#). The proceedings for the purpose of publication shall include the substance of every official action taken by the board. Nothing in this section shall be construed as requiring the republication of any proceeding, ordinance or other matter or thing that has already been published according to law; nor shall anything in this section be construed to relieve the village from publishing any proceeding, ordinance or other matter or thing required by law to be published. Notwithstanding the provisions of Wis. Stat. § [985.08\(4\)](#), the fee for any such publication shall not exceed the rates specified in Wis. Stat. § [985.08\(1\)](#). The board has power to preserve order at its meetings, compel attendance of trustees and punish nonattendance, and it shall be judge of the election and qualification of its members. The president and board may by a three-fourths vote of all the members of the board determine that an annual salary be paid the president and trustees. Salaries heretofore established shall so remain until changed by ordinance and shall not be increased or diminished during their terms of office.
- c. Under the Village of Weston Municipal Code, Chapter 2 Administration ARTICLE II VILLAGE BOARD, DIVISION 2 MEETINGS **Sec. 2.211. Call to order.** The President shall promptly call each meeting of the Board to order at the hour fixed for the holding of such meeting. In case of the absence of the President, the Vice President or senior Trustee shall call the meeting to order, and the Trustees present shall elect one of their number president pro tem. **Sec. 2.215. Committee of the whole.** The president may call for a meeting of the entire board as a committee of the whole for discussion on any matter. The president shall be chairperson of the committee of the whole.

**Sec. 6.04. Village Board.** Trustees acting alone have no more authority than any other citizen of the Village. Acting together as the Village Board, Trustees, including the Village President have the authority to set department policy, hire, dismiss and discipline employees. The Village Administrator answers directly to the Village Board and carries out all legal requests made by the Village Board. Every action of the Village must be approved by the Village Board. Most operating policies are already set and approved by the Village Board. The Board also adopts the annual budget which lays out the spending priorities for the Village. (See Village of Weston Municipal Code, **Chapter 2 Administration, Article II Village Board, Division 1, Generally and Division 2, Meetings.**

**Sec. 6.05. Committees, Commission, Boards, and Authorities.** A commissioner, committee members, zoning board or authority member acting alone has no more authority than any other citizen of the Village. A Commission, Committee, Zoning Board or Authority acting together has the authority to set department policy, which the Village Board can overrule.

- a. Committees; Village Municipal Code **Sec. 2.214(d)**
  1. **(1) Finance**
  2. **(2) Human Resources**
  3. **(3) Public Works and Utility**
  4. **(4) Parks and Recreation**
  5. Village Municipal Code **Chapter 2 Administration, Sec. 2.216 Revolving Loan Fund Committee**
  6. Village Municipal Code **Chapter 94 Zoning Sec. 94.16.16: Extra-territorial Zoning Committee.**
- b. Boards:
  1. Village Municipal Code **Chapter 94 Zoning, Sec. 94.16.17: Zoning Board of Appeals.**
  2. Village Municipal Code **Chapter 2 Administration, Article IV Board of Review.**
- c. Authority Village Municipal Code **Chapter 2 Administration, Sec.2.214(d) (6) Community Development Authority**
- d. Commissions;
  1. Village Municipal Code **Chapter 62. And Sec. 94.16.16: Village Plan Commission**
  2. Village Municipal Code **Chapter 78. Sec. 78.103(c) Weston Tourism Commission.**

**Sec. 6.06. Village Administrator.** The Village administrator reports to the Village Board. The Village Administrator has the authority to hire general full-time employees as provided for in the budget. The Village Administrator has no authority to hire or dismiss Department Heads, although the Village Administrator will make a recommendation to the Village Board on the hiring and dismissal of Department Heads. General full-time employees of the Village may only be terminated by approval of the Village Board. The Village Administrator is responsible for the discipline of Department Heads. The Village Administrator has authority to set department policy, subject to change by the Village Board.

See Village Municipal Code **Chapter 2 Administration, ARTICLE III OFFICER AND EMPLOYEES, DIVISION 2 ADMINISTRATOR.**

**Sec. 6.07. Department Heads.** Department Heads report to the Village Administrator. Department Heads are responsible for the discipline of employees in their respective departments. Department Heads do not have the authority for the hiring of full-time employees, although they will make recommendation to the Village Administrator. Only the Village Board has the authority to dismiss a full-time employee. Department Heads have the authority to set department policy, subject to change by the Village Administrator or Village Board.

- a. Department Heads;
  1. **Clerk/ Employee Resources Manager** Village Municipal Code **Chapter 2 Administration, ARTICLE III OFFICER AND EMPLOYEES, DIVISION 3.**
  2. **Finance Director/Treasurer** Village Municipal Code **Chapter 2 Administration, ARTICLE III OFFICER AND EMPLOYEES, DIVISION 4.**
  3. **Assessor** Village Municipal Code **Chapter 2 Administration, ARTICLE III OFFICER AND EMPLOYEES, DIVISION 5.**

4. **Director of Public Works and Utilities Village Municipal Code Chapter 2 Administration, ARTICLE III OFFICER AND EMPLOYEES, DIVISION 7.**
5. **Director of Planning and Development.**
6. **Park Superintendent.**
7. **Director of Technology Services.**

**Sec. 6.08. Assessor.** Village Municipal Code **Chapter 2 Administration, ARTICLE III OFFICER AND EMPLOYEE, DIVISION 5.** The Village Assessor shall be appointed by the Village Board. The assessor is a state certified professional whose duties are to discover, list, and place a value on all taxable real and personal property in the village, in a uniform manner. The assessor is not involved in the collection of the property tax.

Wisconsin Law requires that property assessments be based on fair market value. Estimating the market value of property is a matter of determining the price a typical buyer would pay for the property in its present condition. Some factors the assessor considers are: what similar properties are selling for, what it would cost to replace the property, what rent it may earn, as well as any other factors that affect its value. It is important to remember that the Assessor does not create this value, but rather interprets what is happening in the real estate market.

**Sec. 6.09. Attorney.** Village Municipal Code, **Chapter 2 Administration, ARTICLE III OFFICER AND EMPLOYEE, DIVISION 6.** Under **Sec. 2.316. Appointment.** The Village Attorney shall be appointed by the Board. The attorney need not be a resident of the Village.

The duties of the Village Attorney are set forth by contract; however, in general, it is the responsibility of the Village Attorney to render to the Village and its authorized officials all legal advice they may require and to represent the Village and its authorized officer in all matter that may be pending or that may be instituted in any court(s) in the State of Wisconsin and the United States and before all administrative agencies and department of the government brought by or against the Village. In addition, it is the responsibility of the Village Attorney to examine abstracts of title, prepare contracts and undertake collections, draft ordinances, prosecute ordinance violations and to render legal opinions and all other legal services that the Village may require. The only exceptions to this are municipal traffic violations, labor matters and the defense of matters which are covered by insurance which the Village does provide for separately. It is important to understand that the role of the Village Attorney is not to represent any public official individually but rather, the Village as a whole.

## PUBLIC COMMUNICATIONS

[Sec. 7.01. Disclosure of Confidential Information.](#)

[Sec. 7.02. Media Relations.](#)

[Sec. 7.02.01. Purpose.](#)

[Sec. 7.02.02. Policy.](#)

[Sec. 7.02.03. Outward Contact with Media.](#)

[Sec. 7.02.04. Requests for Official Village Position or Response.](#)

[Sec. 7.02.05. Request to Department Directors Regarding Subject Matter Expertise.](#)

[Sec. 7.02.06. Personal Speech.](#)

[Sec. 7.02.07. Enforcement.](#)

**Sec. 7.01. Disclosure of Confidential Information.** No official or employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Village, nor shall s/he use the information to advance the financial or other private interest of him/herself or others.

**Sec. 7.02. Media Relations.**

**Sec. 7.02.01. Purpose.** The Village of Weston needs to be able to communicate accurately, effectively and consistently with a variety of diverse audiences including the media. The Administrator is the primary and official liaison to the media be that, newspapers, magazines, newsletters, online publications, television, and other types of media. Questions from the media should be handled with tact. Information should be kept to your area of jurisdiction and should not disclose any information discussed in closed session nor any information which has been provided by legal counsel under Wis. Stat. § [905.03](#) “Attorney-Client privilege”. If you are unsure about the appropriate response to an inquiry, refer the press to the appropriate Department Director or the Village Administrator.

**Sec. 7.02.02. Policy.** Communication is a joint responsibility shared by the Village Trustees, Commissioners, Committee Members, Authorities, Boards and all employees. No information concerning the internal operations of the Village, including but not limited to the release of records of the Village, may occur except through, the Administrator or individual Department Director if designated by the Administrator. If requests for information are received by employees, whether on or off duty, from any person, then the employee is required to politely decline to provide such information and to direct that individual to the Administrator or Department Director for a response to that inquiry.

Because of a Village Trustee’s, Commissioner’s, Committee Member’s, Authority’s, Board’s and employee’s responsibilities at the Village, a Village Trustee, Commissioner, Committee Member, Authority, Board and employee may have access to confidential medical, social, resident, personnel or other sensitive information. This may include information concerning a resident’s financial status, the Village’s business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the work unit without the permission of the Administrator or his/her designee. All officials and employees are responsible for protecting the confidentiality of this information.

The Village’s custodian of records is responsible for the disclosure of records pursuant to request for records under Wisconsin’s Public Records Law. Unless directed by the Village’s custodian of records, officials and employees shall not act as the Village’s custodian of records or disseminate information.

The Village acknowledges the right of its Village Trustees, Commissioners, Committee Members, Authorities, Boards and employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the Village, however, the Village Trustees, Commissioners, Committee Members, Authorities, Boards and employee's expression must be balanced against the interests of the Village. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that his or her expression represents personal views and not necessarily those of the Village.

**Sec. 7.02.03. Outward Contact with Media.** Village Trustees, Commissioners, Committee Members, Authority Members, Board Members that seek to generate external media coverage about a program, event or plan should first contact the Administrator. Employees that seek to generate external media coverage about a program, event or plan must first contact the Administrator. Employee's failure to comply with this policy will be considered actionable behavior and could result in disciplinary action up to and including suspension or termination.

If an event attracts media interest, all press releases and statements to the media will be routed through, approved and disseminated by the Administrator. It is the responsibility of each Department Director to implement procedures to comply with this policy.

**Sec. 7.02.04. Requests for Official Position or Response.**

All inquiries seeking an official Village response or a statement on behalf of the Village should be directed to the Administrator. Village officials should consult with the Village President or Administrator prior to releasing a statement on behalf of the Village. No Department Director, Supervisor, or employee may make "official" statements on behalf of the Village without consultation with, and express authorization from the Administrator. Department Directors whom have a particular expertise with and about a particular issue are encouraged to respond directly to the inquiry subsequent to doing so shall inform the Administrator of the contact and the information provided.

**Sec. 7.02.05. Request to Department Directors Regarding Subject Matter Expertise.** The Village is proud of its Department Directors and staff expertise and scholarship in a vast array of subjects and disciplines. Department Directors, and expert staff are encouraged to provide subject-specific commentary based on their scholarship or expertise in their professional field.

When Department Directors, and expert staff are contacted for the professional expertise, they are encouraged and expected to notify the Administrator that a media representative has made contact. The Administrator facilitates accurate, ethical and timely news coverage of significant programs and the achievements of Department Directors, and expert staff. The Administrator is available at all time to consult with Department Directors and expert staff about the most effective ways to work with the media.

If you are unsure of whether a question or request for comment from the media concerns your expertise or seeks a Village official position, refer the press to the appropriate Department Director of the Village Administrator.

**Sec. 7.02.06. Personal Speech.** Nothing in this policy is intended to restrict the freedom of Trustees, Commissioners, Committee Members, Authorities, Boards and employees to engage in their personal involvement in community activities. Nothing in this policy is intended to affect individual's rights to express personal opinions of Village or non-Village actions and policies. Nothing in this policy is intended to restrict individuals from commenting on matters of public concern implicating and employer's official dishonesty, deliberately unconstitutional action, other serious wrongdoing or threats to health and safety. When speaking or writing as a citizen, Trustees, Commissioners, Committee Members, Authorities, Boards and employees should exercise appropriate restraint, show respect for the opinions of others and should make every effort to indicate that he/she does not speak for the Village.

**Sec. 7.02.07. Enforcement.**

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#). Village employees, supervisors, department directors and the administrator violation of this policy may result in appropriate disciplinary measures in accordance with Village Employee Policies and Procedures Handbook.

DRAFT

Chapter 8

**OPEN MEETING/OPEN RECORD REQUIRMENTS**

[Sec. 8.01. Declaration of Policy.](#)

[Sec. 8.02. Open Meetings Law.](#)

[Sec. 8.03. Application of Open Meeting Laws.](#)

[Sec. 8.04. Deciding Whether any Governmental Meeting is Taking Place.](#)

[Sec. 8.05. Exceptions to the Open Meetings Law.](#)

[Sec. 8.06. Meeting must be accessible in order to be considered open.](#)

[Sec. 8.07. Open Records Law.](#)

[Bibliography](#)

**Sec. 8.01. Declaration of Policy.** The State of Wisconsin has had a long-standing commitment to supporting access to governmental meetings and records. For example, Wis. Stat. § [19.18](#) reaffirms [Article IV, Section X](#) of the Constitution of the State of Wisconsin that access to governmental meetings must be provided except when the public welfare requires secrecy.

**Sec. 8.02. Open Meetings Law.** A general description of the policy of open governmental meetings is set forth in Wis. Stat. Chapter 19, specifically Wis. Stat. § [19.81](#) et seq. (and following).

**Sec. 8.03. Application of Open Meetings Law.**

- a. The open meetings law applies only to “governmental bodies.” Governmental bodies include municipal public entities such as the Village Board, Committees, Commissions and Authorities.
- b. The law only applies to gatherings of a public entity where there is a purpose to engage in governmental business and the number of the members present is sufficient to determine the governmental bodies course of action. (i.e. a quorum).
- c. If members do not conduct business, the gathering does not constitute a meeting however.
- d. The courts have held that a governmental body is engaged in governmental business even when it is simply hearing information from a third party.

**Sec. 8.04. Deciding Whether any Governmental Meeting is Taking Place.** In deciding whether any governmental meeting is taking place, the following rules apply:

- a. A quorum of any governmental body, board, committee, commission or authority must be present.
- b. When the gathering of individuals is less than a quorum, the requirements under the law may still be triggered if that group could block action, e.g. where a super majority is required for passage. This is referred to as a negative quorum.
- c. If a quorum, or where appropriate a negative quorum is attending the meeting of another governmental body, the meeting must be noticed for all boards, committees, commissions and authorities.
- d. Telephone conference calls amongst members of the governmental body if the requisite number are involved would be considered a meeting.

e. **Walking Quorum.**

1. A meeting can be deemed to exist if members of the governmental body gather in small groups or members, each of which may be less than a quorum either passively or explicitly for the purpose of acting or sharing information sufficient to reach a quorum under the law.
2. The presumption is that any of the aforementioned gatherings would be considered a meeting. The presumption can only be overcome if it can be established that the group did not gather information to discuss or act on business within the authority of the governmental body.
3. Exchange of substantive e-mails to solicit opinions or discuss ideas on an issue to come before the municipal body would be considered a walking quorum and thus, a meeting. While the simple exchange of information would not be considered a meeting, the court will look at the reason for the communication, whether responses were solicited and received, the number of people receiving the e-mail, the time frame the e-mails were exchanged and the number of communications. In short, save the questions and comments for the meeting.

**Sec. 8.05. Exceptions to the open meeting law.**

Limited exceptions exist to the requirement that public meetings be conducted in the presence of the public. Those exceptions are specifically set forth in Wis. Stat. § [19.85\(1\)](#). Those exceptions include the following circumstances:

- a. Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.
- b. Considering dismissal, demotion, licensing or discipline of any public employee. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This section and Section 6. do not apply to any such evidentiary hearing or meeting where the employee requests that an open session be held.
- c. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- d. Considering strategy for crime detection or prevention.
- e. 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.
- f. Deliberating by the council on unemployment insurance in a meeting at which all employer members of the council or all employee members of the council are excluded.
- g. Deliberating by the council on worker's compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.
- h. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where Wis. Stat. § [19.85\(1\)\(b\)](#) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

- i. Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- j. Consideration of requests for confidential written advice from the elections commission under Wis. Stat. § [5.05 \(6a\)](#) or the ethics commission under Wis. Stat. §. [19.46 \(2\)](#).
- k. If the issue before the governmental body does not fall clearly within one of these exceptions, the matter should be dealt with in open session.

**Sec. 8.06. Meetings must be accessible in order to be considered open.**

- a. The meeting must be held in a location reasonably accessible to members of the public and open to all citizens always during the course of the meeting.
- b. The meeting must be conducted in a facility which gives reasonable access, including sufficient space to accommodate the anticipated public interest in the meeting.
- c. The Americans with Disability Act prohibits municipalities from discriminating against persons with disabilities in the delivery of government services programs and activities and pursuant to the open meetings law, the attorney general has concluded that local governmental bodies are allowed to use meeting places which are reasonably accessible with assistance to persons with disabilities.

**Sec. 8.07. Open Records Law.**

Wisconsin Law states that unless otherwise prohibited by law, any person or entity which submits a request to inspect a record or to receive a copy of a record is entitled to that access, therefore, the general rule is that unless there is a specific reason to preclude access to a record, the access should be provided.

**a. Exceptions**

1. The custodian of the record must perform a balancing test which compares the public's right to have access to public records with the privacy rights or other interests of those who are the subject of the record.
2. The exception to the open meetings law set forth in Wis. Stat. § [19.85](#) are indicative of public policy and that may be used as grounds for denying access if the legal custodian demonstrates a needs to restrict public access.
3. Records which contain personally identifiable information relating to an individual may be precluded from access where disclosure would endanger that person's life or safety, reveal the identity of a confidential informant, endanger security at a correctional institution, child care institution, mental health institute, secured group home center for the developmentally disabled.
4. Law enforcement records in the context of an ongoing litigation are deemed exempt from disclosure.
5. Computer programs, trade secrets.
6. Identities of applicants for public positions except final candidates.

7. Juvenile records.
8. Medical records in the context of HIPPA.
9. By order of a court of competent jurisdiction.
10. [Woznicki vs Erickson 192 Wis. 2d 710, 531 N.W.2d 465](#)
  - a) In 1996, the courts carved out an exception to the public records law for public employee records. The courts require that the subject of those records be notified and allowed a reasonable amount of time to challenge the release of the records before the records can be made public.
  - b) Subsequent cases expanded this requirement to basically all municipal record custodians and not just municipal employees, but others whose privacy or reputation interest may be impacted by disclosure of the record.
11. [Wisconsin Act 47](#)

In 2013 the Legislature of the State of Wisconsin enacted an amendment to the public record law. The law modified the obligations of the municipality in responding to such record requests Wis. Stat. § [196.137\(2\)](#) et. seq.
12. The municipality is specifically precluded from providing the following kinds of employee information except to the employee him/herself Wis. Stat. § [19.35\(1\)\(am\)](#).
  - a) Records relating to a current investigation of possible criminal offense(s) committed or possible misconduct connected with employment prior to disposition of the investigation by the employee;
  - b) CDL drug/alcohol background checks;
  - c) Letters of reference for that employee;
  - d) Information pertaining to the employee's employment examination except an examination score if score is allowed to be released. Any portion of a test document except that the employee may see a cumulative total score for either a section of the test document or for the entire test document;
  - e) Interview notes and ranking documentation;
  - f) Materials used by the Village for staff management planning, including judgments for recommendations concerning future salary increases and other wage treatment, promotions, and job assignments or other comments for ratings used for the Employer's planning purposes;
  - g) Information of a personal nature about a person other than the employee if disclosure of that information would constitute a clear and warranted invasion of the other person's privacy;
  - h) Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding. [Wis. Stat. § [103.13\(6\)](#)].

- i) Information including home address, home electronic email address, home telephone number, or social security number unless authorized by the employee.
13. The following types of records require that a notice be provided to the employee that a request has been received prior to the actual release of such information. Wis. Stat. § [19.356\(2\)\(a\)](#)
- a) A record containing information relating to an employee that is created or kept by the authority and that is the result of an investigation into a disciplinary matter involving the employee or possible employment-related violation by the employee of a statute, ordinance, rule, regulation, or policy of the employee's employer.
  - b) A record obtained by the authority through a subpoena or search warrant.
  - c) A record prepared by an employer other than an authority, if that record contains information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information.

Further under Wis. Stat. § [19.356\(2\)\(a\)](#)

- d) The authority shall, before permitting access and within 3 days after making the decision to permit access, serve written notice of that decision on any record subject to whom the record pertains, either by certified mail or by personally serving the notice on the record subject. The notice shall briefly describe the requested record and include a description of the rights of the record subject.
  - e) Within 5 days after receipt of a notice a record subject may provide written notification to the authority of his or her intent to seek a court order restraining the authority from providing access to the requested record.
  - f) Within 10 days after receipt of a notice under Wis. Stat. § [19.356\(2\)\(a\)](#) a record subject may commence an action seeking a court order to restrain the authority from providing access to the requested record. If a record subject commences such an action, the record subject shall name the authority as a defendant. Notwithstanding Wis. Stat. § [803.09](#), the requester may intervene in the action as a matter of right. If the requester does not intervene in the action, the authority shall notify the requester of the results of the proceedings.
  - g) An authority shall not provide access to a requested record within 12 days of sending a notice pertaining to that record. In addition, if the record subject commences an action, the authority shall not provide access to the requested record during pendency of the action. If the record subject appeals or petitions for review of a decision of the court or the time for appeal or petition for review of a decision adverse to the record subject has not expired, the authority shall not provide access to the requested record until any appeal is decided, until the period for appealing or petitioning for review expires, until a petition for review is denied, or until the authority receives written notice from the record subject that an appeal or petition for review will not be filed, whichever occurs first.
14. With respect to local officials they also are required to receive the notice within the three days of the decision to release the record and then have five days to supplement the record with written comments and documentation.

15. In summary, the law further defines specific records which cannot be released and those which are subject to the notification requirements previously indicated under *Woznicki vs Erickson* and the cases that followed it.

**b. Access to electronic records.**

1. In general, electronic records are treated in the same manner as all other types of public records. They are subject to the same restrictions and definitions as to whether they constitute a public record in the first instance.
2. E-mails, floppy discs, CDs, DVDs, thumb drives, SD cards, hard drives on personal computers all would be subject to the open records law. While the municipality may impose reasonable restrictions on the manner of access to the record, reasonable access must still be maintained.
3. The law does not require that the municipality sort the records to look for particular pieces of information nor the format or medium in which it was received.
4. Electronic records are subject to the same kind of document preservation requirements that other public records are.
5. As with other types of records, notes, drafts or records prepared for colleagues before a policy is established or purely personal documents all would not be considered public records unless e-mail or other electronic documents of these types or sorts also be precluded from disclosure.

**c. Redaction of Record Responses.**

A custodian of a records has the obligation to provide as much of the record as is possible, even if some elements of the record need to be redacted to accomplish this purpose. Obviously, the process of redaction of words, phrases, or section of a record can be time consuming; however, if the response to a record request is challenged, the court will look to whether the custodian made every effort to supply as much of the document as would be possible within the scope of the limits placed on releasing the record. Recent court decisions have concluded that the cost of redaction must be borne by the record custodian and cannot be passed along to the record requester. In many instances, this would primarily be a cost in terms of the time spent by the record custodian in doing the redaction; however, it can also be a cost that the record custodian would incur if the record, for example, would be a digital one such as a video where faces of some persons in the video may need to be blocked in order to avoid the disclosure of the identity of juveniles, for example.

**d. State of Wisconsin Public Records Board Wis. Stat. § [16.61](#)**

The state of Wisconsin Department of Administration does have a Public Records Board, whose function is to establish policy for the management and retention of public records. That agency establishes rules for the State with respect to such matters; however, policies adopted by the Wisconsin Public Records Board do not specifically apply to records in custody of the Village of Weston unless application is made to the State regarding the desire of a local records custodian to adopt some of the State's policies, that permission can be granted by the Public Records Board and therefore, allow for local public record entities to utilize the standards established on the State level.

**For example**, digital surveillance records can be erased and that space may be immediately used for the recording of more data, unless the custodial entity has reason to believe that a claim under

Wis. Stat. [Chapter 893](#) may be made against the entity based upon what the digital record has captured. In that event, the record must be at least maintained for a period of 120 days, which is consistent with the Notice of Claims provision under Wis. Stat. [Chapter 893](#). Even if there is belief that a claim could be made, if no one follows through with submitting such claim within the 120-day period, then the record can be erased and the digital media reused.

The example above is one where the adoption of a State record retention policy may significantly limit the Village's retention responsibilities for a particular form of record. The cost of record retention can be substantial, particularly when dealing with digital records and therefore, the State policy should be consulted as evaluations are made as to these kinds of ongoing record retention responsibilities.

The Village of Weston has adopted a records policy under Municipal Code, Chapter 2 **Administration, ARTICLE V PUBLIC RECORDS.**

- e. The Wisconsin Open Meetings and Public Records Law imposes important duties and responsibilities upon local governments. The presumption is that local governments must be open and accessible to the public. Limitations on this policy are very narrowly defined because transparent government is the best way to ensure clean and efficient government.

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## Chapter 9

### PROCEDURES FOR RUNNING PUBLIC MEETINGS

[Sec. 9.01. Presiding Officers.](#)

[Sec. 9.02. Quorum.](#)

[Sec. 9.03. Actions by Less Than a Quorum.](#)

[Sec. 9.04. Voting.](#)

[Sec. 9.05. Abstaining From Voting.](#)

[Sec. 9.06. Public Participation.](#)

[Sec. 9.07. Authority of the “Chair.”](#)

#### [Bibliography](#)

**Sec. 9.01 Presiding Officers.** The Village President is the presiding officer at all Village Board Meetings. In the absence of the President, the Vice President, so elected by the board of Trustees under the Village of Weston Municipal Code **Sec. 2.202. Powers.** Chapter 2 **ADMINISTRATION, Article II Village Board,** Division 1 Generally, shall be the presiding officer. If both the President and Vice President are absent the board shall select a presiding officer to conduct the meeting.

**Other presiding chairs, and vice-chairs of committees, commissions, and authorities** are appointed by the President of the Village, subject to confirmation by the Board. The appointments to each Committee will be made at the first Village Board meeting in May.

Each committee, commission, or authority shall select a presiding officer to preside over any meeting when the chair and vice-chair are absent.

**Sec. 9.02. Quorum.** A quorum is the minimum number of members that may meet and transact business. There must be a quorum of the member body’s [present](#) in order for the meeting to progress. If not, then the meeting may not proceed. In other words, at least one more than half i.e.

3 of 5            requires two of three to vote aye or the motion fails  
4 of 7            requires three of four to vote aye or the motion fails  
5 of 9            requires three of five to vote aye of the motion fails  
etc.

In calculating quorum requirements, answers with fractions are rounded up to the next whole number, although a lesser number can constitute a quorum for the purposes triggering the open meeting law (i.e. a negative quorum or a walking quorum).

A **quorum** of the members must be present to do business in the name of the group.

1. If less than a quorum is present, then any action taken is not binding on the entire group.
2. Personal liability may be incurred by members who number fewer than a quorum but who act as though for the group.
3. If not specifically stated a quorum is a “majority” of the members.
  - a) Not reduced for a vacant seat.
  - b) Not reduced for a member who has a “conflict of interest”
  - c) and has not been included on deliberation on any issue.

4. **Presence** in the same room constitutes attendance. Further, if that member does not vote on an issue s/he is regarded as having abstained.
5. **Teleconference participation** in meetings may be permitted only when the public's right to monitor the proceedings is not compromised. Otherwise it would be a violation of Wisconsin's Open Meeting Laws.

**Closed sessions.** Meetings of local government may be held in closed session under specific, limited circumstances. (Wis. Stat. § [19.85\(a\) – \(j\)](#))

In the event that the Chair of a Committee, Commission, or Authority recognizes that there will not be or is not a quorum of members present they may, under:

Village Municipal Code **Chapter 2, Section 2.214(f)**

- (1) ***Chairperson to designate a Trustee to discharge member's duties.*** In the absence of a meeting quorum the Chairperson may appoint a Village Trustee to discharge a committee member's duties.

**“Negative Quorum.”** A negative quorum is a number of members less than a quorum, but by voting in a block can prevent the passage of an item before the governing body. For example, some items require more than a majority vote, they may require a two-thirds, three-quarters or unanimous vote. If there are seven members present, three members can constitute a negative quorum by discussing how they would vote on any item requiring a greater than majority vote. Even though three members do not constitute a quorum of the Board, they do make up a negative quorum which is in violation of the open meeting law Wis. Stat. [Chapter 19 SubChapter V](#) Open Meetings of Governmental Bodies.

**“Walking Quorum.”** walking quorum” is a series of gatherings among separate groups of members of a governmental body, each less than quorum size, who agree, tacitly or explicitly, to act uniformly in sufficient number to reach a quorum. A walking quorum may produce a predetermined outcome and thus render a publicly-held meeting a mere formality. The Wisconsin Supreme Court has commented that any attempt to avoid the appearance of a meeting through the use of a walking quorum is subject to prosecution under the open meetings law. Furthermore, the requirements of the open meetings law cannot be circumvented by using an agent or surrogate to poll the members of governmental bodies through a series of individual contacts. The series of gatherings need not be face-to-face. For example, phone calls, email exchanges, and other electronic messaging may suffice.

The essential feature of a “walking quorum” is the element of agreement among members of a body to act uniformly in sufficient numbers to reach a quorum. Where there is no such tacit or express agreement, exchanges among separate groups of members may take place without violating the open meetings law. Thus, the signing, by members of a body, of a document asking that a subject be placed on the agenda of an upcoming meeting likely does not constitute a “walking quorum” where the signers have not engaged in substantive discussion or agreed on a uniform course of action regarding the proposed subject. In contrast, where a majority of members of a body sign a document that expressly commits them to a future course of action, a court could find a walking quorum violation.

A “walking quorum” robs the public of the chance to offer input into the discussion and hear how the public official has come to their decisions.

1. **A quorum of the Village Board** is a majority of the members. Four of seven.
2. **Super Majority.** If there are business items on the agenda and a particular item requires a “super majority” by ordinance and there are insufficient members present to provide for a “super majority”, the matter must be deferred/postponed until there are sufficient number of

members present to provide a “super majority” and in order to take action all members present must either vote in the affirmative or the negative.

**Sec. 9.03. Actions by Less Than a Quorum.** Any action taken by a governing body at a meeting without a lawful quorum is null and void. Therefore, a governing body may not take any action without a quorum except as specifically authorized. Wis. Stat. § [61.32](#) authorizes a quorum of a municipalities governing body to compel the attendance of absent members

**Sec. 9.04. Voting.** Under Wis. Stat. § [19.88](#):

1. Unless otherwise specifically provided by statute, no secret ballot may be utilized to determine any election or other decision of a governmental body except the election of the officers of such body in any meeting.
2. Except as provided in sub. 1. above, in the case of officers, any member of a governmental body may require that a vote be taken at any meeting in such manner that the vote of each member is ascertained and recorded. (See also **Rules of Order, Division of the Assembly**)
3. The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in Wis. Stat. [Chapter 19 SubChapter II.](#)
4. You have the option of not voting, however each vote is in the best interest of the member and the Board, Committee, Commission, or Authority.
5. A vote to pass requires at least the majority of affirmative votes of the quorum present.
6. A vote by less than a quorum of members does not allow official action to be taken on any item.
7. **Tie votes** means an equal number of votes in favor and opposed. Most boards, commissions, committees and authorities have odd number membership in order to avoid a tie. However, when the board commission, committee or authority has enough members to conduct business and there are an even number present then there is a possibility of a “tie vote”. Tie votes mean the issue fails. In effect, the tie vote helps those voting no.

**Sec. 9.05. Abstaining From Voting.** Abstaining means “not to vote” therefore a “non-vote” cannot be counted for nor against. Abstaining can affect an issue particularly when the vote is qualified in some way, such as when a majority of those present or a majority of the entire membership is required. If the majority is determined by those present. In the Village Board instance, a majority is 4 of 7 trustees if during a vote 3 vote in favor and 3 vote against and 1 abstains the issue is lost because it takes 4 votes to pass. In this case the abstention helps those voting no.

**A member has the right to abstain from voting** whenever she/he so desires.

1. Compelling a vote violates a person’s First Amendment Rights.
2. Compelling an explanation for abstaining violates a person’s First Amendment Rights. [[Wrzeski v. City of Madison](#), 588 F. Supp. (W.D. Wis 1983)]
3. An abstention is not a vote.

**Roll Call Votes** When responding to a “roll call” vote with “**here**” or “**present**” a member only indicates her/his presence, which may be useful in establishing the presence of a quorum at the time the vote was taken. If the vote for passage is a majority (or some other proportion) of the members present or of the

total membership, an abstention has the effect of voting “no” in that it reduces the pool of possible “yes” votes.

Must abstain from voting on an issue in which s/he has a conflict of interest. (see Wis. Stat. § [19.59](#))

1. A real or perceived personal or pecuniary (money or other objects of value) interest.
2. A personal connection to the issue being considered (a personal or familial).

Any Village Board Member, Committee Member, Commission Member, Member of an Authority may abstain from voting on any question before the body of the meeting after notifying the Chair of the intention to abstain. The member will notify the Chair as soon as a conflict becomes apparent to the member. Once the Chair has been notified of a conflict, the member shall not enter into any discussion about the issue and if possible **recuse** him/herself and leave the meeting table and sit in the audience until the issue has been dealt with by the remaining members. Any member will be counted as **voting present** and the member abstaining shall not be considered for purposes of evidencing the existence of a quorum.

**Sec. 9.06. Public Participation.** The open meeting law is concerned only with the public’s **right to be present** at the meeting of a governmental body. It does not imply a right of the public to participate in the conduct of government business or speak at meetings. Therefore, a governmental body may prohibit the public from speaking or set conditions, such as limiting the amount of time a member of the public has to address the governing body. Historically, the Village Board has allowed public comments at its meetings, and meetings of Committees, Commissions and Authorities generally limiting the length of time a person may be allowed to speak, the number of times a person may be allowed to speak, and/or the total amount of time allotted to the public to speak concerning a particular issue. There is often tension between the desire to be responsive to constituents and the need to run meetings effectively and efficiently.

**Public Participation at Hearings.** Although the public is not entitled to participate in a meeting, a public “hearing” is different because it is specifically designed to allow the public to have input into a given matter during the hearing. This participation right typically ends when the “hearing” is closed and the body of the committee is discussing the matter, unless during deliberations a member of the body has question for a member of the public. The chair conducting the hearing is advised to announce near the end of the hearing that no further comment from the public is normally allowed and that if there are/is further comment the chair should be notified.

Although a governmental body does not have to allow members of the public to participate in the meeting, a governmental body must make reasonable effort to accommodate any person desiring to record, film or photograph meetings. This does not permit recording or filming that interferes with conduct of the meeting.

**Sec. 9.07. Authority of the Chair.** If the chairperson is a member of the group, s/he has all the rights of participation as any other member. The chairperson’s right to vote, if s/he is a member of the group, may not be abridged, except in the case of conflict of interest, whether or not s/he is presiding at the time of the vote.

- a. The member-chairperson’s right to participate in deliberations by making or seconding motions or entering into the discussion may not be abridged, but s/he may be required to vacate the chair to exercise those rights. The President may not make or second motions during a Board of Trustees meeting, however the President’s right to enter into the discussion(s) and vote may not be abridged.
- b. The **chairperson** is responsible for administering the group’s deliberations.

1. Gatekeeper of ideas.
  2. Oversees the agenda.
  3. Announces issues, makes sure members comments are relevant to the issue.
  4. States motions and seconds for clarity and makes the issue owned by the members.
  5. Regulates member's participation in the deliberations.
  6. Recognizes members who wish to participate in the discussion.
  7. Expected to seek balance in the debate.
  8. Expected to keep member's remarks relevant to the issue.
- c. Expected to make it clear to the members when a decision is being made, whether the decision is being made by voting or unanimous consent.
  - d. When a vote is taken, must ask for votes on each side even though the outcome is clearly evident.
  - e. Announces the outcome of the vote. When on a ballot, stating both the affirmative and negative vote **count**.
  - f. When the voting is by voice only, the announcement is subject to a motion of "**division of assembly**" which requires that the vote be retaken in a visible form.
  - g. The **chairperson** is obliged to respond to member's reasonable requests and inquires.
    1. Substantive information on the issue.
    2. Advice as to proper procedure.
    3. Provisions for personal comfort.
  - h. Obligated to **respond** to each inquiry as fully as possible, provided the interests of the rest of the members are not unduly compromised.
  - i. **Explain**, if unable to respond to the request, or belief it is not in the best interest of the group.
  - j. The **chairperson** must rule on points of order. Deciding on motions of "**point of order**" after hearing the point. Decide whether the member is correct and changes in procedure are warranted.
    1. If a member believes the chairperson's response is inadequate s/he may motion to "**appeal from the decision of the chair**".
    2. The **appeal**, if seconded, leads to a vote as to whether or not to alter the chair's decision. A majority of those voting would be required to uphold the appeal and change the decision.
  - k. The **chairperson** oversees committees and is often, *ex officio*, a member of a committee.

Weston Municipal Code **Chapter 2 Sec. 2.214. Standing committees.**

(a) **Appointments.** The President appoints standing committees of the Village, subject to confirmation by the Board. The appointments to each Committee will be made at the first Village Board meeting in May. Standing committees shall review such matters as may be referred to them by the Board and shall submit recommendations for Board action. The Administrator and President, except where the President is designated a member of a Committee, shall serve on each committee as ex officio members.

1. The **chairperson** is generally regarded as the spokesperson of the group, being careful to separate her/his own opinions from those of the group.

Bibliography:

Larmer, Larry E. A Guide to Parliamentary Procedure for Local Governments in Wisconsin, Dubuque, Iowa: Kendall/Hunt Publishing Company, 1998.

Wisconsin Legislative Documents at <https://docs.legis.wisconsin.gov/statutes/>

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Chapter 10

**RULES OF ORDER**

- [Sec. 10.01. Introduction.](#)  
[Sec. 10.02. Preparing for a Meeting.](#)  
[Sec. 10.03. Interruption of a Speaker.](#)  
[Sec. 10.04. Introducing a Motion.](#)  
[Sec. 10.05. Discussing and Debating a Motion.](#)  
[Sec. 10.06. Amending a Motion.](#)  
[Sec. 10.07. Subsidiary Motions: Postpone Indefinitely, Refer to a Committee, Postpone to a Specific Time, Limit or Extend the Limits of Debate, Close Debate \(Move the Previous Question or Call for the Question\), Table or Lay on the Table.](#)  
[Sec. 10.08. Privileged Motions: Set an Adjourned Meeting \(or “fix the time to which to adjourn”\), Adjourn, Recess, Request a Privilege, Call for the Orders of the Day.](#)  
[Sec. 10.09. Incidental Motions: Parliamentary Inquiry, Request Information, Point of Order, Division of Assembly, Division of the Question, Appeal from the Decision of the Chair, Consider by Paragraph or Seriatim \(in series\), Suspend the Rules, Withdraw a Motion, Object to Consideration.](#)  
[Sec. 10.10. Reopening a Previously Decided Motion. Motions: To Rescind, To Reconsider.](#)  
[Sec. 10.11. Compound Motions.](#)  
[Sec. 10.12. Rules of Decision Making and Voting.](#)  
[Sec. 10.13. Minutes of the Village Board and Other Committees, Commissions and Authorities.](#)  
[Sec. 10.14. Ordinances.](#)  
[Sec. 10.15. Resolutions.](#)  
[Sec. 10.16. Proclamations.](#)

[Bibliography](#)

[APPENDIX A](#)

**Sec. 10.01. Introduction.** Principals of parliamentary procedure:

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence.
3. All members have equal rights, privileges and obligations. One of the chairperson’s main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally, for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members majority and minority should be the concern of every member, for a person may be in a majority on one question, but in minority the on the next.

6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting, and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and by good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat an issue.

Some rules of procedure are mandatory for local governments such as Wisconsin "Open Meetings Law". Local governments may create their own rules within the bounds of higher laws. Local governments may designate a manual or procedure to follow in situations not covered by higher law or their own rules. Local governments may decide on procedures in instances not covered by higher law, their own rules, or their designated manual of procedures.

Before embracing or enacting a specific "rules of order" a governmental body must do its research:

Which "rules of order?" Not only that, but what version, and hence any subsequent edition? As an example, most people know "Robert's Rules of Order Newly Revised" but don't know that it is now (2020) in its 12<sup>th</sup> edition. September, 2020.

If a certain "rules of order" without limitations are adopted, the governmental body is bound to follow all the rules contained therein. Many of which may not be applicable nor desirable.

Some "rules of order" may contradict Wisconsin's Open Meeting and Open Records Laws. In which case Wisconsin's Open Meeting and Open Records Laws must be complied with.

**Sec. 10.02. Preparing for Meetings.** By far the most important thing a chairperson can do to ensure a successful meeting is to do his/her homework. The chair should become thoroughly familiar with all the business to be dealt with at the meeting, including any reports to be made by committees or task forces, any motions already submitted by members or groups of members, and insofar as is possible, any "new" business likely to be introduced. Such preparation will enable the person to "stay on top of things" while chairing the meeting, and to anticipate most of the questions likely to be asked, information needed, etc. The chair should also ensure that key people needed by the meeting will attend the meeting.

The Village President, in consultation with the Village Administrator and members of Village staff as appropriate, shall establish the agenda for Village Board meetings with the provisions of the Village of Weston Municipal Code **Chapter 2 Administration DIVISION 2 MEETINGS**. Any member of the board may request that a matter be placed on the agenda for a following Village Board meeting by requesting it be done under "Comments from Trustees"

**Special Meetings:** Special meetings may be called by any two trustees in writing, filed with the Village Clerk, who shall thereupon seasonably notify all the trustees of the time and place of the meetings in the manner directed by the bylaws (Village of Weston Municipal Code **Chapter 2 Administration DIVISION 2 MEETINGS, Sec. 2.206 Generally**)

**Regular Meetings:** The regular meetings of the board shall be held at the municipal center on the third Monday, of each month at 6:00 p.m. Any regular meeting falling on a legal holiday shall be rescheduled at the preceding meeting. (Village of Weston Municipal Code **Chapter 2 Administration DIVISION 2 MEETINGS, Sec. 2.207 Regular Meetings**)

**Special Meetings Called by the President:** Special meetings of the board may be called by the president at such times as s/he may appoint by oral or written notice of the purpose and time thereof to each member, which notice shall be given within a reasonable time prior to the meeting. (Village of Weston Municipal Code **Chapter 2 Administration DIVISION 2 MEETINGS, Sec. 2.208 Special Meetings**)

- a. **Agenda:** The agenda consists of the items of business to be discussed by a meeting. In the case of the Village of Weston's Board, Committees, Commissions and Authorities a designated person is charged with the responsibility for preparing the agenda. The person preparing the agenda can, of course, seek assistance with the task. The agenda can be amended either before or after it is posted as long as the final agenda is posted (Wis. Stat. § [19.84](#)) no later than 24 hour prior to the meeting date and time unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

Any member of the Board of Trustees may request that a matter be placed on the Agenda by the Monday of the week preceding the Village Board Meeting at 12:00 p.m. All items presented by Village Board members to be added to the Agenda shall contain a statement indicating the action that is requested by the Village Board and the rationale for the action. Any request for the addition of a matter to the Village Board Agenda may be accepted from a Trustee up to the Wednesday of the week preceding the Village Board Meeting at 12:00 p.m. However, no staff research will be provided and the Trustee making the request will be responsible for leading the discussion of the topic. Village staff may edit Agenda submissions in order to ensure compliance with the State of Wisconsin Open Meetings Law or other applicable statutory requirements. In the event the aforementioned deadlines for the submission of a matter to the Village Board Agenda would occur on a legal holiday, the deadline shall be 12:00 p.m. of the business day immediately preceding such holiday.

**Closed Session.** In the event there is a desire for a matter to be placed on the Agenda in "Closed Session" which are only allowed for specific reasons listed in Wis. Stat. § [19.85](#), one Trustee shall be required to request such action and s/he shall consult with the Village Administrator and Village Attorney as to whether adequate statutory basis exists for the Closed Session for the subject desired. Under these circumstances, no action shall be taken on an action item coming out of Closed Session unless so stated in the posted agenda as taking action on matters discussed in Closed Session. If not so stated, any action arising from a Closed Session may be taken up at the next regularly scheduled Board meeting following the meeting at which the Closed Session is requested. However, that action must be noticed in accordance with Wis. Stat. § [19.84](#)

1. Members of the group must have a reasonable opportunity to place matters on the agenda.
2. The order in which items on the agenda are taken up for consideration may be changed by 2/3 of the members voting. (5 members for the Village Board).
3. New items may not be added to the agenda for action later in the same meeting.
4. New items added to the agenda of an adjourned meeting must be included in the notice of the adjourned meeting.

In no case may a governmental body act on any items not listed in the "official" agenda.

- b. **Notice of meetings must be provided to all members and to the public.** Wis. Stat. § [19.84](#)

Must contain:

Time, place, and;

Business to be conducted sufficiently specific to inform any interested party.

Terms to avoid:

"Reports."

"Unfinished Business."

“New Business.”

“Other business that may come before the body,” unless there follows a more specific description.

- c. **Time or order specific agenda item(s)** must be taken out at the time indicated on the “notice” and agenda unless two-thirds of the members agree to take it up at a different time. Requires a motion to (“**suspend the rules**”).
- d. The times during a meeting that are set aside for public input should be clearly identified on the agenda.
  - 1) May be invited on particular items.
  - 2) May be invited at a particular time during a meeting on any item on the agenda.
  - 3) Providing opportunity for public comment during any “hearing” is required.

**Sec. 10.03. Interruption of a Speaker.** When any member is speaking, no member shall engage in private discourse or in any way interrupt the speaker except as to a question of order.

**Sec. 10.04. Introducing a Motion.**

- a. A motion comes from an individual member. It is not necessary to have a motion before a discussion can begin. It often evolves that a motion will grow out of a discussion. The subject matter that the motion relates to, if not the motion itself, must be on the public notice and agenda of the meeting. If the subject matter or motion is not listed on the meeting’s public notice and agenda, the group may not deliberate the motion, but may agree to add it to a later meeting’s notice and agenda so that proper notice can be issued.
  1. **Motions are required for substantive matters of business.** “Substantive” matters are official actions of the group as it makes decisions in the form of ordinances and resolutions that affect the community. “Procedural” issues may be decided by unanimous consent
  2. **Motions must be worded clearly** and their effects must not leave the group in an ambiguous situation. If necessary, the group should take the time to allow the maker of the motion to work out the wording that reflects what s/he means. The expression “**so moved**” should be avoided and the motion being made should be repeated by the recording secretary before being seconded. Until there is a second, the motion is still “owned” by the maker and as such may be withdrawn, changed or restated. Other members and the chair should give sufficient time for the maker of the motion to allow for such action before seconding and formally stating the motion as made.
  3. “**Negative motions**” **should be avoided if possible.** Motions typically propose that the group take a particular action and, if voted down, the group does not take action. If a motion is worded in the negative, i.e. that the group not take an action, it does not follow that the defeat of the motion requires the group to take action. If they cannot be avoided, care should be taken that the group understands the effect of the motion’s passage or defeat. To avoid ambiguity, motions expressed in the negative should be ruled “out of order” and every effort made to express the motion in the affirmative.
  4. **Motions that propose that the group not consider certain issues** or “wash their hands” of certain situations are to be avoided if possible. It is better to let an issue “die” by not making any motions either in favor or opposed.

5. **Motions to “reaffirm”** existing legislation, policy, or resolution should be avoided if at all possible. It creates ambiguity.
  6. **Motions to “accept” or “approve” informational reports should be avoided.** They are unnecessary. If the group agrees by motion or unanimous consent to “accept” or “approve” a report, it is agreeing to the accuracy of the report’s content and conclusions or to any recommendation(s) the report may contain. The group should **“acknowledge”** the reports in a carefully worded motion to that effect.
- b. **Most motions must be “seconded”**. Motions that do not require a “second”, usually take the form of:
- Requests.
  - Orders.
  - Inquires.
  - and Points of Order.
- c. Must be seconded by a person other than the person who makes the motion. The seconder of a motion may not necessarily be in favor of the motion, nor is s/he committed to vote for it or argue for it. The function of a second is to certify that at least one other member regards a motion worthy of discussion. After having been moved and seconded, motions are to be put to the group by the chair who states the motion (e.g. “It has been moved and seconded that...”) which thus becomes pending.
- d. If **discussion** begins even though the motion has not been seconded, the members have *de facto*, seconded the motion and the motion is in order. Clarification questions should not be taken as *de facto* seconds.
- e. Once discussion has begun on a motion, “withdrawing” a second is of no consequence. The motion is still in order and pending.
- f. When a motion has been made, seconded, and then stated by the chairperson, it then belongs to the group. Now referred to as **“pending”** and must be disposed of by the group.
- g. When a motion is pending, it is the only item that can be discussed and other subject matter not relevant to the motion is out of order except for motions:
- h. If discussion begins on a motion, without the motion having been stated by chairperson, the motion is regarded as having *de facto* become **pending**.
- i. Once a motion becomes pending, its maker cannot withdraw it without permission of the group. Such permission is ordinarily granted by unanimous consent, but if the withdrawal is controversial, permission to withdraw must be put to a vote with a majority of the votes cast favoring withdrawal. **“withdraw a motion”**.
- j. Once a motion becomes **pending**, it can be changed only with the consent of the group. Often made by unanimous consent but if the change is controversial, it may require a formal **“motion to amend”** with a second and a majority vote needed to approve the change.
- k. **Motions must be in order.**
1. Motions that propose substantive decisions such as resolutions and ordinances are **not in order** if they are not clearly listed on the notice for the meeting.

2. Motions that substantially propose the same thing as previously decided motion are “out of order”. If it seems desirable to revisit an issue previously decided, a motion to “**reconsider**” would be in order based upon new information or insight.
1. A motion is **not in order** if another motion of higher ranking is pending before the group. **Main motions** (e.g. resolutions and ordinances) are lowest in rank and cannot be made when any other motion is pending. Motions to:
  - Reconsider (only during the same meeting).
  - Rescind.
  - Take from the Table.are regarded at main motions.
- m. **Subsidiary motions** apply to the handling of main motions and are in order when a main motion is pending but not when a privileged motion is pending. Subsidiary motions are ranked in relation to each other in accordance to the list below. Any motion listed lower on the list is **not in order** when any one of those listed above it is pending:
  - Table (or “lay on the table”) to take from the table later at the same meeting.
  - Close debate (or “move the previous question”, or “call for the question”).
  - Limit or Extend Debate.
  - Postpone to Specific Time.
  - Refer to Committee.
  - Amend.
  - Postpone Indefinitely. (to “kill” a motion)
- n. **Privileged motions** have to do with important aspects of the event of the meeting itself. Any privileged motion can be made while a main motion or a subsidiary motion is pending. Privileged motions are ranked in relation to each other in accordance with the list below. Any motion listed lower on the list is **not in order** when any one of those listed above it is pending:
  - Set an Adjourned Meeting (or “fix the time to which to adjourn”).
  - Adjourn.
  - Recess.
  - Request a Privilege.
  - Call for the Orders of the Day.
- o. **Incidental motions** are situation specific. They have no rank among themselves but when an incidental motion is relevant to the immediate situation, it is in order when a motion of another class or even another incidental is pending. Incidental motions are not motions in the customary sense, but are requests, inquires, orders, and appeals:
  - Parliamentary Inquiry

Request Information

Point of Order

Division of Assembly

Division of the Question

Appeal from the Decision of the Chair

Consider by Paragraph or Seriatim (in series)

Suspend the Rules

Withdraw a Motion

Object to Consideration

**Sec. 10.05. Discussing and Debating a Motion.** It is customary to permit the member who has offered the motion to speak on its behalf before opening the discussion to others. The group may limit the speaking time devoted to a pending motion. The group may limit the total time devoted to the motion, or it may limit the number of times a single member may speak on the motion, or it may limit the amount of time a member may speak each time s/he addresses the motion. The group may establish any and all of these limits as it sees fit, however the group may “**suspend the rules**”, if there are any standing rules, at any time by the approval of a motion to do so by a two-thirds affirmative vote.

Each member shall be allowed to speak on any issue following the above limits. No member should be permitted to speak on a pending issue twice unless all other members whom have not yet spoken and wish to do so get an opportunity to do so.

A motion to “**close debate**”, “**move the previous question**”, or “**call for the question**” is out of order when and if there are members whom have not spoken on an issue and wish to do so or if any member objects to the motion. After satisfying member’s opportunity to speak on an issue, a motion to “**close debate**”, “**move the previous question**”, or “**call for the question**” is in order. The motion requires a second and must be voted on and approved by a two-thirds vote. If it fails discussion and debate continues.

- a. The **rules of discussion and debate** may apply whether or not a motion is pending. The rules of discussion and debate are administered by the **chairperson**, subject to appeal and include:
  1. Recognizing when members wish to speak.
  2. Enforcing time limits.
  3. Administering other rules of discussion and debate the group may have.
- b. Rulings of the **chairperson** which a member feels are unfair or incorrect may be **appealed (from the decision of the chair)**.

Comments made during the discussion and debate of a motion must be relevant. Comments that are not related to the subject matter or impact of the decision to be made should be ruled **out of order** by the chairperson. Every member is entitled to speak on every motion. Is it **out of order** to close debate before every member who wishes to speak on an issue has a chance to do so.

**Sec. 10.06. Amending a Motion.**

**Amend** Proposes to change the wording and/or action proposed by the pending motion. If the “motion to amend” is passed, the pending motion is altered accordingly and is then subject to further deliberation and/or amendment.

1. Adopting a “motion to amend” does not pass the motion to which it applies.
  2. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
  3. **Is open to discussion and debate.** If the motion to which it applies is debatable.
  4. **Can be amended.** With limitation as to procedure.
  5. **Requires a majority of the votes cast for adoption,** unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.
  6. **Can be reconsidered** later in the same meeting.
- a. Some motions are amendable.
    1. Motions that can be qualitatively or quantitatively varied.
    2. Motions that cannot be qualitatively or quantitatively varied are not amendable.
    3. Once a motion is pending only the group, not the motion’s maker, may amend it. It is a group decision.
  - b. Amendments must be germane to the action proposed in the pending motion.
    1. If the relevance of the proposed amendment to the pending motion is not clear the group may decide whether to admit it.
    2. The chair may rule a proposed amendment out of order on the grounds that it is not germane to the pending motion, subject to appeal.
    3. If the chair is in doubt as to the germaneness of a proposed amendment, s/he may put the issue of germaneness to the group to decide by its vote.
    4. A group’s decision that an amendment is germane does not mean that the amendment has been adopted.
  - c. It may be in order even though it is hostile to the action proposed in which the amendment to which it applies.
  - d. An amendment is in order even if its effect would be to alter the main motion in such a way that the amended motion would propose action different from, and even at odds with, the motion to which it applies.
  - e. An amendment is “**out of order**” if its exact effect can be achieved by voting against the pending motion to which it applies.
  - f. A motion may be amended any number of times during the course of deliberation.
  - g. Amendments themselves can be amended prior to being fully decided.

- h. To prevent deliberations from becoming too complex, only one amendment to an amendment (secondary amendment) may be pending at one time. Once a secondary amendment has been decided, any additional secondary amendment that raises a new issue is in order.
- i. Motions may be amended by inserting word(s), striking word(s), and striking and inserting word(s).
- j. Motions may be amended by substituting an entire restatement of the motion i.e. a substitute motion. The substitute motion must be germane to the topic area but may propose a course of action quite different from the original motion.
- k. Passing a motion to amend, to amend the amendment, or to amend by substitution does not pass the main motion.
- l. If the motion to amend or substitute passes, the amended or substitute motion is then pending. If the motion to amend or substitute fails, discussion returns to the motion that was pending when the failed motion to amend or substitute was made.
- m. Previously adopted main motions – i.e. ordinances or resolutions can be amended.
- n. The motion to amend existing legislation, policy, or resolution is a main motion and can only be made when “notice” has been duly provided and when no other business is pending.

**Sec. 10.07. Subsidiary Motions; Postpone Indefinitely, Refer to a Committee, Postpone to a Specific Time, Limit or Extend the Limits of Debate, Close Debate (Move the Previous Question or Call for the Question), Table or Lay on the Table.** A subsidiary motion is a motion which proposes ways to handle other motions prior to or instead of voting on them directly.

- a. Apply to and take precedence over pending **main motions**.
- b. Subsidiary motions that also apply to higher ranking motions and to other subsidiary motions as well;
  - 1. Amend
  - 2. To Limit or Extend Limits of Debate
  - 3. Close Debate
- c. **Subsidiary motion** that can be applied to some previously decided **subsidiary motions**;
  - 1. Reconsider

**Postpone Indefinitely** Stops deliberations on a pending **main motion** with no expectation that the group will ever take up the matter again. If passed, the motion to which it applies is simply dropped from deliberation as though it had been voted down.

- 1. If the issue comes up again, the “motion to postpone indefinitely” will have to be “reconsidered” or the **main motion** will have to be reintroduced on the agenda in a later noticed meeting.
- 2. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
- 3. **Is open to discussion and debate.** Which can include the merits of the **main motion** to which it applies.

4. **Is not amendable.** Unless otherwise specified, **requires a majority of the votes cast for passage.**
5. **An affirmative vote on the motion to postpone indefinitely can be reconsidered** later in the meeting. A negative vote cannot be reconsidered.

**Refer to a Committee.** Proposes that a pending motion and any pending amendments be delegated to a committee for consideration.

1. Specific instructions should be in the **motion to refer**:
  - a The committee to which the issue will be delegated.
  - b When to report.
  - c What specifically to consider.
2. If referring to a “special committee,” the **motion to refer** should either contain the names of the persons to comprise the committee or specify how they are to be selected.
3. If passed, the issue in its present state is sent to the committee and the parent body stops deliberating on the issue until the committee reports.
4. Matters referred to a committee are made “orders of the day” for the meeting in which the report is due.
5. If a motion does not specify the time when the committee is to report, the committee should plan to report at the next regular meeting.
6. If the parent body desires to bring the matter back to itself prior to the time of the committee report, or if the parent body is dissatisfied with the committee’s progress, it may move to “discharge the committee” which brings the matter back to the parent body.
7. If the referred matter is brought back to the parent body by “discharging the committee”, the parent body cannot deliberate the matter at that time unless it is noticed and on the agenda.
8. If it is not noticed and on the agenda, the parent body will have to delay consideration until a later meeting so that proper notice can be issued.
9. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
10. **Is open to discussion and debate.** If the motion to which it applies is debatable.
11. **Can be amended.**
12. **Requires a majority of the votes cast for adoption,** unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.
13. **Can be reconsidered** but only before the committee actually takes up the referred matter. Thereafter, the parent body must “discharge the committee” if it desires to deliberate the matter itself prior to the committee report.

**Postpone to Specified Time.** Is used when a group wants to set the issue aside temporarily but definitely wants it to come back to their attention in the future.

1. If passed, the matter is set aside in its present form but is ordered to return to the group's attention at the specified time. If not at the same meeting, the matter must be noticed and on the agenda of the meeting during which the matter will be discussed.
2. If passed, the matter is set aside in its present form but is ordered to return to the group's attention at the specified time. If at the same meeting the group fails to take the matter up at the specified time, that lack of action would be a violation that could be corrected by the privileged motion "call for the orders of the day." The matter must be noticed and on the agenda of the meeting during which the matter will be discussed. The issue may be postponed again.
3. If the matter is to return to the group later at the same meeting, the hour or place on the agenda should be specified in the motion to postpone.
4. If the matter is to be return to the group at a later meeting, the date and time of the meeting should be specified.
5. The group may also specify the particular time of day or placement on the agenda of the postponed issue.
6. The date and time should be specific not just a "later date," to do so would insufficiently prescribe exactly when the matter is supposed to be brought back.
7. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
8. **Is open to discussion and debate.** If the motion to which it applies is debatable.
9. **Can be amended** by altering the time at which the postponed matter is to be brought back.
10. **Requires a majority of the votes cast for adoption,** unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.
11. **Can be reconsidered** in the same meeting in which it was initially decided.

**Limit or Extend Limits of Debate.** If no other rules are in place, this motion may be used to alter limit(s) on deliberation of a particular issue(s) or a particular meeting.

1. Is a "subsidiary motion" and as such:
  - a Is a "subsidiary motion" if made while another motion is pending.
  - b If made while a series of motions is pending, as in the case of a pending motion and a pending amendment to that motion, the motion will only apply to the immediately pending motion unless it clearly specifies that all pending motions are to be affected.
  - c If made while no motions are pending, but is intended to apply to issue(s) to be taken up later in a meeting, it is a "main motion." It should clearly specify motion(s) to which it is intended to apply.
2. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
3. **Is not open to discussion and debate.**
4. **Can be amended** by proposing extension(s) or limitation(s) of different time intervals.

5. **Requires a majority of the votes cast for adoption**, unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.
6. **Can be reconsidered** in the same meeting in which it was initially decided.

**Close Debate (Move the Previous Question, Call for the Question).**

Is a group decision to end discussion on the pending issue(s) and vote on them immediately.

1. If made when a series of motions is pending, as in the case of a “main motion” and an immediately pending amendment, the motion to “close debate” will only apply to debate on the amendment unless the motion specifically includes all pending motions.
2. The effect of the motion to “close debate” is to preclude and further discussion and debate on the motion(s) to which it applies and to order that those matters be put to an immediate vote.

**NOTE:** the decision to “close debate” is a group decision and one member cannot, by “calling the question” order that discussion stopped. It may be regarded as a motion but it would still need to be approved by the group either by unanimous consent or by a two-thirds vote.

3. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
4. **Is not open to discussion and debate.**
5. **Is not amendable.**
6. **Requires a two-thirds of the votes cast for adoption**, unless otherwise specified, even if the motion to which it applies requires a larger proportion or a larger pool of members.

**Table (Lay on the Table).** Is a group decision to set aside a pending “main motion” and any adhering “subsidiary motions” without specifying whether or when the motion shall be taken up again.

**NOTE:** The Village of Weston uses “table” to put aside issues with the intent of taking them up again at the same meeting.

1. Was originally intended to enable the group to set aside a pending matter in order to respond to an unexpected but very important issue.
2. To use this motion for other purposes, perhaps instead of the “motion to postpone indefinitely” as a way to “kill” a proposal, is inappropriate.
3. Unlike the “motion to postpone indefinitely, the motion to “table” is not debatable. If the motion is used to try to “kill” a “main motion” the group would be prevented from discussing the “main motion.”
4. The “motion to table” cannot apply to pending “subsidiary motions” without applying to the “main motion” to which they adhere.
5. If a motion is tabled, further group action is required to take it from the table. The motion to take a tabled matter from the table may be made later in the same meeting during which it was tabled (Village of Weston) or in the next regular meeting. After the next regular meeting, the tabled motion must be renewed again as long as the action is noticed and on the agenda.

6. **Requires a second.** Should discussion begin without a second, the motion should be regarded as *de facto* seconded.
7. **Is not open to discussion and debate.**
8. **Is not amendable.**
9. **Requires a majority of the votes cast for adoption,** unless otherwise specified.
10. **Cannot be reconsidered.**

**Sec. 10.08. Privileged Motions:** Motions which do not relate to the pending question but have to do with matters of such urgency or importance that, without debate, they are allowed to interrupt the consideration of anything else.

- a. **Do not apply to other motions that are immediately pending.**
- b. **Raise matters of such potentially high importance that they are entitled to take precedence over pending “main” and “subsidiary motions.”**
- c. **“Subsidiary motions” to amend can be applied to some pending “privileged motions” provided they contain a variable which is subject to amending.**
- d. Have a ranking among themselves, some “privileged motions” will take precedence over others.
- e. Listed below in reverse order of precedence those described first will yield to those described later.

**Call for the Orders of the Day.** Is used by a member to point out that s/he believes the agenda is not being followed or that a general or specified order for the current meeting is being neglected.

1. The chair, if s/he agrees the call is accurate, must take action to bring the proper matter before the group.
2. The chair, if s/he disagrees, will rule accordingly, **subject to appeal.**
3. If the chair believes that there exists a good reason to depart from the **orders of the day**, s/he may put the matter to a vote of the group.
4. Two-thirds of those voting must agree to depart from the **orders of the day.**
5. **Need not be seconded.**
6. **Is not open to discussion and debate.**
7. **Cannot be amended.**
8. **No vote is taken unless** the group decides to depart from the orders of the day, in which case **two-thirds of those voting must agree.**
9. **Cannot be reconsidered.**

**Raise a Question of Privilege.** Enables a member to interrupt pending business, other than business specifically relating to one of the three privileged motion ranking above it. With a request or motion s/he believes to be urgent to justify immediate attention. Such as:

1. Behavior of on-lookers be controlled.
2. Or some aspect of discomfort, such as room temperature be attended to.
3. If the chair believes the request is simple and noncontroversial, s/he may order it fulfilled, subject to an appeal of other member(s)
4. If the chair believes the request is not sufficiently urgent, s/he may deny the delay, subject to appeal.
5. The chair may also ask that the request be put in the form of a motion, thus leaving it to the group to decide whether to grant the request.
6. If the request is put in the form of a motion, it would be a **main motion** with all the characteristics of such.
7. **Need not be seconded.**
8. **Is not open to discussion or debate.**
9. **Is not amendable.**
10. **Is ruled by the chair**, subject to appeal, unless the request is put in motion form.
11. The chair's decision **cannot be reconsidered.**

**Recess.** A group decision to take an intermission in the meeting for a specified period of time. "Recess" means the group intends to reconvene at a later point within the same time span the meeting might normally occupy.

1. The motion or decision should specify when the meeting will reconvene.
2. When reconvened, the group resumes its business at the point at which it recessed.
3. If a "recess" is provided for in a printed agenda, the chair simply announces that the time for "recess" has arrived and declares when the meeting will reconvene.
4. Cannot be made while there is pending motion; motion to adjourn, or motion to set the time to which to adjourn.
5. Can be made when any other motion is pending.
6. Can be made when no other motion is pending, in which case it is a "main motion," not a privilege one, and has the characteristics of that class.
7. **Requires a second.**
8. **Is not open to discussion and debate.**
9. **Can be amended** as to when the group will reconvene.

10. **Requires a majority of the votes cast for adoption**, unless otherwise specified.

11. **Cannot be reconsidered.**

**Adjourn.** A group decision to close the meeting immediately, even though business may be pending.

1. It is **in order** as a “privileged motion” only when the provision for the next meeting has been made, when no time for adjourning the present meeting has been determined, and if the motion itself does not specify the time at which or to which the meeting will be adjourned.
2. Is a **main motion** if:
  - a When no provision is made for the next meeting.
  - b When the time for adjourning the present meeting has already been determined.
  - c When the motion includes the time at which or to which meeting will be adjourned.
  - d When made under any one of the above conditions, “the motion to adjourn” has the characteristics of the class of “main motions” and is **out of order** when other business is pending.
3. May **not be made** while a vote is being taken.
4. Business that is pending when the meeting adjourns is taken up under “unfinished business” at the next regular to adjourned meeting, properly noticed and on the agenda.
5. If the time for adjournment of the present meeting is set on the agenda, the chair announces that the time for adjournment has arrived and, if the group is ready to adjourn, **no** motion to adjourn is required. The group may, however, by 2/3 of the votes cast, decide not to adjourn at the prescribed time.
6. **Requires a second.**
7. **Is not open to discussion and debate.** However, while a motion to adjourn is pending, it is **in order** to point out;
  - a Business that should be taken care of before adjournment.
  - b Make special announcements.
  - c Move to reconsider an item of business at the next meeting.
  - d Move to set a time to meet before the next scheduled meeting.
- 8 **Is not amendable.**
9. **Requires a majority of the votes cast for adoption**, unless otherwise specified.
10. **Cannot be reconsidered.** But may be made again after the next agenda item has been taken up.

**Set the Time to Which to Adjourn.** The customary purpose is to continue business the group, for whatever reason, does not want to do in the present meeting, but does want to attend to before the next regular meeting.

1. Does not adjourn the present meeting, but says in effect, “When we adjourn we will adjourn to a specified time.”
2. The meeting created by this motion, if passed, is called an adjourned meeting.
3. If made when no business is pending, it is a **main motion** and has the characteristics as such.
4. Can be made and passed during a meeting at which no quorum is present.
5. As a **privileged motion**, the motion to set the time to which to adjourn takes precedence over any other business.
6. This motion takes precedence over a “motion to adjourn” so that adjournment will not prevent the group’s attention to matters that should not wait for the next regular meeting.
7. **Requires a second.**
8. **Is not open to discussion and debate.**
9. **Can be amended** as to the time and place of the adjourned meeting.
10. **Requires a majority of the votes cast for adoption**, unless otherwise specified.
11. **Can be reconsidered.**

**Sec. 10.09. Incidental Motions:** Respond to specific situations. Generally speaking, if they are relevant to the situation, they are **in order** and take precedence over any matter that may be pending.

1. No rank and are situationally relevant. If so, it is **in order** when other motions, including another **incidental motion**, are pending.
2. The first five are not proposals that the group make a particular decision to take a particular action. Rather, they are mechanisms that members can use to protect their rights of participation.

**Parliamentary Inquiry.** Is used to exercise a member’s right to be informed of the proper procedures for initiating action or otherwise responding to the deliberation of the issue at hand.

1. It does not require a second and may interrupt proceedings.
2. The chair is required to respond to the best of her/his ability and may consult with appropriate counsel, or with the group before responding.
3. The response of the chair to an inquiry is not subject to appeal. However, a member believing the chairperson to be in error may act contrary to the chairperson’s response and, if ruled **out of order**, may then appeal the chair’s ruling.
4. **Does not require a second.**
5. **Is not open to discussion and debate.**
6. **Is not amendable.**

7. **Is not decided by vote;** rather, the chair responds with an opinion.
8. **Cannot be reconsidered.**

**Request for Information.** Is used to exercise a member’s right to be as fully informed as possible on the substance of the issue at hand.

1. The chair is required to respond to the best of her/his ability and may consult with appropriate counsel, or with the group before responding.
2. The response of the chair to an inquiry is not subject to appeal.
3. **Does not require a second.**
4. **Is not open to discussion and debate** except to clarify the request and to consult briefly with others as needed.
5. **Is not amendable.**
6. **Is not decided by vote;** rather, the chair responds with an opinion.
7. **Cannot be reconsidered.**

**Point of Order.** When a member believes that something procedurally incorrect is transpiring, s/he is said to “rise” to a **point of order.**

1. A member is entitled, without a second, to point out the perceived procedural impropriety and the **chair** is required to respond with a ruling that the member is either correct or incorrect.
2. The **chair** is required to respond with a ruling that the member is either correct or incorrect.
3. If the **chair** rules that a member is incorrect, any member may appeal from the chair’s decision.
4. Any member may appeal under a motion to “**appeal from the Decision of the chair**” the decision as to what constitutes proper procedure is decided by the group and a majority of those voting can overturn the chair’s ruling. A tie vote sustains the chairperson’s ruling.
5. **Does not require a second.**
6. **Is not open to discussion and debate** other than to explain the manner in which the procedures are perceived to be incorrect.
7. **Is not amendable.**
8. Usually **is not decided by vote;** rather, the chair rules in response to the point.
  - a The chair may, however, simply put the issue of the correctness of the procedure to a vote of the group, in which case the decision is made by a majority of the votes cast.
  - b Alternately, the chair may rule and her/his ruling may be appealed, in which case a majority of votes cast a required to overrule.
9. **Cannot be reconsidered.**

**Division of the Assembly.** Applies only when a voice vote has been taken. A member, upon hearing the chairperson's announcement of the outcome, may require that the vote be taken again in some visible form, usually a show of hands.

1. Does not require that the votes thus taken be counted.
2. The "call for a division of the assembly" should not be confused with the right of any member of local government in Wisconsin to require that a vote be taken in such a manner that the votes of each member be known and made a part of the record.
  - a Is an option contained in the Open Meetings Law and is to be ordered prior to the vote.
  - b A "division" is relevant only after a voice vote has been taken, and does not require that each member's vote be made part of the record.
3. **Does not require a second.**
4. **Is not open to discussion and debate.**
5. **Is not amendable.**
6. **No vote is taken and no ruling is made;** the chair is required to retake a vote in some visible manner.
7. **Cannot be reconsidered.**

**Division of the Question (Separation).** Applies to a motion or resolution which may propose two or more actions. If the proposals could be adopted independently of each other, they may be separated and acted on individually.

1. A motion or resolution is divided (or separated) at the request of a single member whether the several parts relate to the same subject or not.
2. Can be divided by separating as many of the different parts as desired.
3. Each part, so divided is deliberated and voted on individually, and the adoption or defeat of any part(s) has no bearing in the outcome of deliberation on the other parts.
4. **Does not require a second.**
5. **Is not open to discussion and debate.**
6. **There is nothing to amend.**
7. **No vote is taken;** the chair orders the separation at the request of any member.
8. **Cannot be reconsidered.**

**Appeal from the Decision of the Chair.** When a member believes the chair has made an incorrect ruling, the member may "**appeal from the decision of the chair.**" If the appeal is seconded, the matter is put to a vote of the group with a majority of the votes cast required to overturn the chair's decision.

1. **Requires a second.**

2. **Is open to discussion and debate** unless it concerns a ruling having to do with the order of business or the rules of debate, or unless the immediately pending question is undebatable.
3. **Is not amendable.**
4. **Requires a majority** of the votes cast to overrule the decision of the chair.
5. **Can be reconsidered.**

**Consider by Paragraph (Seriatim).** When a single motion or resolution contains one or more parts that are not totally independent of each other and which *in toto* comprise a single document, it is often convenient to focus on the parts, clauses, section, or paragraphs one at a time. To do this the group agrees to take up each part separately for purposes of debate and amendment.

1. Although the parts are debated and amended separately, no final decision to adopt or reject any one part is made until all have been separately debated and/or amended.
2. Subsidiary motions to **postpone indefinitely, refer to a committee, postpone to a specific time, or table** cannot be applied to any one part separately.
3. If any of these actions are desirable, they must be applied to the entire motion or resolution.
4. After the group has considered each of the separate parts, the entire document becomes pending. The document as a whole, or any one part, is open to debate and further amendment.
5. At the conclusion of the deliberations, a single vote is taken on the entire document.
6. **Requires a second.**
7. **Is not debatable.**
8. **Can be amended** as to the specification of the parts to be considered separately.
9. **Requires a majority of the votes cast for adoption**, unless otherwise specified.
10. **Cannot be reconsidered.**

**Suspend the Rules.** A group may find that one of its rules, or a rule in its manual of procedure prevents it from doing what it wants to do at the time.

1. If the rule is not necessary to protect the interest of absent members or the public and is not a statutory provision, it may be suspended with the consent of two-thirds of those voting.
2. Action taken to alter the order of items on the published agenda is a variation of suspending the rules (rule of order).
3. **Requires a second.**
4. **Is not open to discussion and debate.**
5. **Is not amendable.**

6. **Requires approval of two-thirds of those voting for passage.** Unless otherwise specified.
7. **Cannot be reconsidered.**

**Withdraw a Motion.** The person wishing to “withdraw” a motion, cannot do unilaterally after the motion has been stated by the chair.

1. The maker of the motion must request consent of the group to withdraw the motion.
2. Permission is usually granted by unanimous consent. However, if the withdrawal is controversial, formal group action, i.e., a vote may be necessary.
3. **Does not require a second to seek unanimous consent;** does require a second if unanimous consent has not been obtained and a vote to grant permission will be necessary.
4. **Is not subject to discussion and debate.**
5. **Is not amendable.**
6. **Requires approval of two-thirds of those voting for passage.** Unless otherwise specified.
7. **A negative vote can be reconsidered.**

**Object to Consideration.** A member of the group may believe that a particular matter that is about to be introduced is not appropriate issue for the group’s deliberation. The perceived impropriety would usually be that the issue is outside the group’s sphere of influence or jurisdiction.

1. Once deliberation of an issue has begun, it is too late to object to its consideration.
2. Raising the objection can be done by a single member without a second; however, to sustain the objection, i.e. to agree not to consider the matter, requires a two-thirds vote.
3. **Does not require a second.**
4. **Is not subject to discussion and debate** other than to explain the reasons for the objection.
5. **Is not amendable.**
6. **Requires approval of two-thirds of those voting for passage.** Unless otherwise specified.
7. **The vote sustaining the objection can be reconsidered; the vote denying the objection cannot be reconsidered.**

**Sec. 10.10. Reopening a Previously Decided Motion.** In some instances, motions once decided can be reconsidered or rescinded.

“**Reconsideration**” means to reopen an issue that the group has previously decided. The earlier decision may have been either to adopt or to defeat a motion. Deciding to reconsider an earlier decision is to reopen the issue as though it has never been decided in the first place.

- a. Subject to full discussion.
- b. Subject to amendment.

- c. or other action that would have been in order during its original deliberation.
- d. The issue under consideration will then be decided with either the same outcome or a different outcome from the original decision.
- e. Under parliamentary law, an action can be “reconsidered” only in the same meeting in which it was originally decided.
- f. The “**motion to reconsider**” must be made by someone who voted with the prevailing side when the previous motion was decided.
- g. If it is not possible to determine whether the maker of the motion to reconsider voted with the prevailing side, the motion should be permitted if it is otherwise in order.
- h. The “**motion to reconsider**” may be seconded by any member, regardless of how s/he voted, or if s/he abstained, when the original motion was decided.
- i. **Types of motions which may be reconsidered:**
  - 1. Main motion.
  - 2. An affirmative vote to “postpone indefinitely”.
  - 3. Amend.
  - 4. Refer to a committee before the committee begins consideration of the referred matter.
  - 5. Postpone to a specific time.
  - 6. The unexecuted portion of a decision to limit or extend debate.
  - 7. Closing debate (“**previous question**”) before voting on the main question begins.
  - 8. Set an adjourned meeting.

**Rescinding. Previously adopted main motions – i.e. ordinances or resolutions – can be rescinded.**

- a. The “**motion to rescind**” existing legislation, policy, or resolution is a main motion and can be made only when notice has been properly issued, the action is on the meeting agenda, and when no other business is pending.
- b. The effect of the “**motion to rescind**” is to nullify a previously adopted policy, ordinance, or resolution.
- c. The “**motion to rescind**” can be made by and seconded by any member.
- d. There is no time limit restriction on when a “**motion to rescind**” a previously adopted policy, ordinance, or resolution is in order.
- e. If a measure is passed that enters the group into a contractual arrangement with an outside party, the group must be careful that “rescinding” and possible reversal of the initial decision does not violate the rights of the contractual partner.

**Rescinding. Previously adopted main motions – i.e. ordinances or resolutions – can be rescinded.**

1. The “**motion to rescind**” existing legislation, policy, or resolution is a main motion and can be made only when notice has been properly issued, the action is on the meeting agenda, and when no other business is pending.
2. The effect of the “**motion to rescind**” is to nullify a previously adopted policy, ordinance, or resolution.
3. The “**motion to rescind**” can be made by and seconded by any member.
4. There is no time limit restriction on when a “**motion to rescind**” a previously adopted policy, ordinance, or resolution is in order.
5. If a measure is passed that enters the group into a contractual arrangement with an outside party, the group must be careful that “rescinding” and possible reversal of the initial decision does not violate the rights of the contractual partner.

**Sec. 10.11. Compound Motions.** Compound motions can be divided and their parts considered separately. When considering a motion or resolution by seriatim or paragraph, the separate parts are discussed individually, and may be amended by group action, but not finally adopted. After each part has been considered separately, the whole document is open for further discussion, amendment, and adoption.

- a. The group may decide - either by unanimous consent or by passing the incidental motion to “**divide the question**” - to consider and decide on independent parts of a compound motion separately.
- b. To be considered separately, the parts of the motion must be independent so that adoption or defeat of one part does not logically affect deliberation on other part(s).
- c. The group may decide - either by unanimous consent or by passing the incidental motion to “**consider by paragraph or seriatim\***” – separate parts of complex motions, such as those in resolution form.

\* Seriatim - One after another in a series

**Sec. 10.12. Rules of Decision-Making and Voting.**

- a. Local governments should avoid a process that requires that they achieve “**consensus**” or **unanimity**.
  1. “Consensus” as an outcome and consensus as a process are not the same.
  2. “Consensus” as an outcome means that the participants to a deliberation are in general agreement. This state of general agreement may be a result of any deliberative process.
  3. “Consensus” as a process requires that deliberations be pursued until a decision is reached that is not unacceptable to any of the individual members.
  4. An unqualified commitment to consensus as a process is not appropriate for local governments.
  5. A consensus process may be too time consuming.
  6. Group members may find it difficult to represent the wishes of their constituents at the same time they are committed to a consensus process of deliberation.
- b. **Some decisions may be made by unanimous consent.** Unanimous consent is a form of group decision making in which no vote is taken. The chair asks the group if there is any objection to a certain course of action or decision. If none, the chair “orders” the action to be taken or decision made.
  1. If a member(s) objects, the decision or action can still be taken or made, but only through a formal vote.

2. “Unanimous consent” is a valid form of decision-making unless some other form is explicitly required.
  3. “Unanimous consent” as a decision-making process is useful expediency for routine or apparently noncontroversial decisions.
  4. “Unanimous consent” is not an appropriate mode of decision-making for ordinances, resolutions, and other substantive and important local government decisions that are best conducted through open, counted, and recorded voting.
  5. When taken, the chairperson asks for both the affirmative (“aye”) and the negative (“no”) responses to the question of whether the motion shall be passed.
  6. The chair, hearing the responses, rules that either the ayes or noes prevail, i.e. whether or not the motion passes.
  7. The chair, if unsure of the voice vote, may take the votes in a visible and/or counted form.
  8. Any member may order that the votes be retaken in a visible form by moving for a “**call for a division of the assembly**” or “**division**”
  9. Voice voting is not the preferred form of decision-making for ordinances, resolutions, and other substantive and important local government decisions that are best made by visible, counted and recorded voting.
- c. **Most local government decisions should be made by a counted vote.**
1. Taken by raising hands.
  2. Taken by roll call. Wis. Stat. § [19.88\(3\)](#)
  3. Counted ballot.
  4. or Machine.
  5. Chair announces the result of the counted vote stating whether the motion passes or fails. Stating the number of votes for each side.
  - 6.. The outcome as well as the number of votes should be made a part of the record of the meeting.
- d. **Some votes require that a record of each member’s vote be kept.**
1. Wisconsin’s Open Meeting Law provides that any member may require a vote to be taken in such a manner that the vote of each member is known and entered into the record of the meeting. Wis. Stat. § [19.88\(2\)](#)
  2. The group’s own rules may require that recorded votes be taken on some issues.
  3. Recorded votes must be taken on decisions to close the meeting to the public. Wis. Stat. § [19.85\(1\)](#)
  4. Recorded votes may be taken by machine, by calling the roll (Wis. Stat. § [19.88\(3\)](#)), or by signed ballots.
  5. If recorded votes are taken by signed ballots, the ballots of each member must be disclosed at the end of the voting process and entered into the record of the meeting.
- e. **Secret ballots are not permitted in local government voting except when electing officers of the group.** Wis. Stat. § [19.88\(1\)](#)
- f. **More than a majority of the votes cast may be required to pass a measure.**
1. On selected issues, the proportion of votes needed to pass the measure may be more than a majority. For example, two-thirds, three-fourths, or some other proportion may be required by statute, the group’s own rules, or its parliamentary manual.

2. On selected issues, the proportion or number of members voting that would be more than simply the number of votes cast - e.g., a majority (or larger proportion) of the members present or of the total number of members – may be required by statute or the group’s own rules.
3. **Caution:** Given the possibility of absences and abstentions, a small minority could pass motions binding on the entire group. If the motion in question is not a main motion (i.e. does not involve a resolution or ordinance) and affects only those members assembled for this meeting this low threshold required for passage may be appropriate.
4. However, when exercising the governance function of passing resolutions and ordinances, such power in the hands of a small minority may be undesirable.
5. Statutes or group rules may require higher thresholds for passage by requiring that more than a majority favor the issue and/or that more members than simply those voting be taken into account such as:
  - a the votes cast,
  - b the members present,
  - c total membership,
  - d or a specific number needed to pass.
  - e in determining the number of votes required to pass particular measures:
    - 1 familiar with statutory requirements for the particular unit of government,
    - 2 familiar with the group’s own rules,
    - 3 when the main motion is an ordinance or resolution a quorum must vote,
    - 4 abstention is not a vote.
- g. **Negative votes must be called for.** No matter how one-sided the outcome may appear following the call for affirmative votes, negative votes must be called for.
- h. **Members must be present to vote.**
  1. In person or by telecommunication means.
  2. May not vote by “proxy” or “absentee ballot”.
- i. **A member may change her/his vote before the result is announced.**
  1. Members have the right to change their vote.
  2. After the vote is announced the member must obtain permission of the group to change her/his vote.
- j. A member has the right to abstain from voting whenever she/he so desires.

**Sec. 10.13. Minutes of the Village Board and Other Committees, Commissions and Authorities.** Minutes of the Village Board and other Committees, Commissions and Authorities shall be maintained in accordance with the requirements of Wisconsin law. However, notwithstanding the foregoing, minutes shall be in summary fashion; but in all cases where a motion or resolution is recorded in the minutes, the name of the member moving the same shall be entered into the minutes, as well as a record of the vote on the motion.

**Sec. 10.14. Ordinances.** Generally, an ordinance is a local law of a municipal corporation, duly enacted by the proper authorities, prescribing general, uniform and permanent rules of conduct relating to the corporate powers of the municipality. A simple or ordinary ordinance, as opposed to a charter

ordinance, is used to effect most local legislative actions. Wisconsin State Statutes sometimes require exercise of village powers by enactment of ordinances.

In general, the Village Board should use an ordinary ordinance when amending, repealing or modifying an existing ordinance; or required by state law; or the act is of general application and intended to be reasonably permanent; or public notice (publication and inclusion in the local code of ordinances or ordinance book) is deemed desirable.

Only the Village Board can direct that ordinances be drafted unless a delay in adopting an ordinance would jeopardize the public health, safety or welfare. Any proposed changes to existing codes or new ordinances will be discussed before the Village Board. The Village Board may then direct the Village Attorney, Village Clerk or Village Administrator to draft the legislation,

**Sec. 10.15. Resolutions.** Resolutions are generally less permanent enactments than ordinances. Resolutions commonly deal with matters of a special or temporary character. A resolution ordinarily denotes something less solemn or formal than, or not rising to the dignity of, an ordinance. They seldom, if ever, contain penalties and are the most common form of legislation employed by governing bodies to deal with special matters not affecting the general public such as granting special privileges, expressing opinions or communicating with other governmental units or departments or agencies of the municipality. Resolutions are brought to the board in writing.

A resolution should be used when amending, repealing or modifying an existing resolution; or required by state law; or the action is temporary in nature, or not of general public concern; or the act is an order or directive relating primarily to internal municipal governmental affairs; or the act confirms previous action of a municipal officer or body not properly authorized by the governing body; or the act is an order or directive requiring a specified officer, agency or person to comply therewith.

**Sec. 10.16. Proclamations.** An act that formally declares to the general public that the Village Board has acted in a particular way. A written or printed document issued by the Village President which sets out such a declaration by the government. The act of causing some Village matters to be published or made generally known. A written or printed document in which are contained such matters, issued by the Village; as the president's proclamation. A proclamation does not have the force of law.

DRAFT

RULES OF ORDER PROMPTS

To:	You Say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn at a fixed time	"I move to adjourn at (time)"	No	Yes	No	No	Majority
Adjourn, when agenda items are completed	"I move to adjourn"	No	Yes	No	No	Majority
Recess, for personal need	"I move for a recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp. etc.	"I raise a point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something <u>until later in the same meeting</u>	"I move we table it." or "Move to table"	No	Yes	No	No	Majority
End debate	"I move the previous question" or "I call for the question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move to postpone until, (meeting date or next meeting)" or "I move to defer"	No	Yes	Yes	Yes	Majority
Postpone consideration and send to a committee"	"I move to refer to (name of committee)"	No	Yes	Yes	Yes	Majority
Postpone consideration of something with the intent to "kill" it	"I move to postpone indefinitely"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended." or "I move to amend"	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You Say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No		Chair decides
Request information	"Point of information"	Yes	No	No		None
Ask for a vote by actual count to verify voice vote	"I call for a division of the assembly"	Must be done before new motion	No	No		None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No		2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No		
Reconsider something already disposed of at the same meeting	"I move we now (or later) reconsider out action relative to..."	Yes	Yes	Only if original motion was debatable		Majority
Rescind action done at a previous meeting	"I move to rescind (ordinance #, resolution #) acted on (date)..."	No	Yes	Only if original motion was debatable		Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No		2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes		Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege)

## PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to formal discussion without a motion being on the floor.

### Obtaining and assigning the floor.

The Village President has requested that a member raise his/her hand when no one else has the floor or raise his/her hand waiting for the current speaker to finish.

The President or Chair recognizes the member by last name stating Mr. Mrs. (Last name).

### How the motion is brought before the assembly.

1. Discussion about any item(s) listed on the official agenda may begin before the formal introduction of a motion. After discussion or if there is none...
2. The member makes the motion: *I move that (or "to")...*
3. Another member seconds the motion, (if the motion requires a second): *I second the motion or second.*
4. The President or Chair states the motion: *It is moved and seconded that...* At this time the action belongs to the assembly for discussion and possible action. *Are you ready for the question or on the question.*

### Consideration of the Motion.

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor by raising a hand.
3. The maker of a motion has the first right to the floor if s/he claims it properly.
4. Debate must be confined to the merits of the motion.
5. All members who wish to speak must be given the opportunity to speak, particularly before a member who has previously spoken is allowed to speak again.
6. Calling for the Question, or a Motion to Close Debate is out of order if there are members who wish to speak and have not yet had the opportunity to do so.
7. Calling for the Question or a motion to close debate must be seconded, and voted on with at least 2/3 of the assembly voting in favor to do so, or by the Chair if no one seeks the floor for further debate.

**The Chair puts the motion to a vote.**

1. The Chair asks: *Are you ready for the question?* If no one raises their hand to claim the floor, the Chair proceeds to take the vote.
2. The Chair says: *The question is on the adoption of the motion that... All those in favor, say "Aye".* (Pause for response.) *All opposed, say "Aye".* (Pause for response). *Those abstaining please say "Aye."* The Chair must call for both affirmative and negative votes on a motion.

**The Chair announces the result of the vote.**

1. *The motion is carried or*
2. *The motion is fails or*
3. *The motion fails from a tie vote.*

**WHEN DEBATING YOUR MOTIONS**

1. Listen to the other side.
2. Focus on issues, not personalities.
3. Avoid questioning motives.
4. Be courteous.

## HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

### MAIN MOTION

You want to propose action on an agenda item for the group.

After recognition, make a main motion.

Member, "I move that \_\_\_\_\_" it is best to avoid the term "So Moved"

### AMENDING A MOTION

You want to change some of the wording that is being discussed.

After recognition, "Madame/Mr. Chairman/President, I move that the motion be amended by adding the following words \_\_\_\_\_."

After recognition, "Madame/Mr. Chairman/President, I move that the motion be amended by striking out the following words \_\_\_\_\_."

After recognition, "Madame/Mr. Chairman/President, I move that the motion be amended by striking out the following words, \_\_\_\_\_ and adding in their place the following words \_\_\_\_\_."

### REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

After recognition, "Madame/Mr. Chairman/President, I move that the question be referred to \_\_\_\_\_ committee for further investigation.

### POSTPONE/DEFER TO DEFINITE DATE, TIME, MEETING

You want the assembly to have more time to consider the question under discussion and you want to postpone/defer it to a definite date, time, or meeting and have it come up for further consideration.

After recognition, "Madame/Mr. Chairman/President, I move to postpone/defer the question until (date, time, meeting)."

### POSTPONE INDEFINITELY (with intent to kill it)

You want to kill a motion that is being discussed unless a formal motion is made to reconsider the original motion to postpone indefinitely. ("Kill" the question)

After recognition, "Madame/Mr. Chairman/President, I move to postpone the question indefinitely."

### POSTPONE INDEFINITELY (with intent to gauge vote)

You are against the question just proposed at all and want to learn who is for or against the motion by the vote on this motion

After recognition, "Madame/Mr. Chairman/President, I move to postpone the motion indefinitely."

### PREVIOUS QUESTION, CALL FOR THE QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

After recognition, "Madame/Mr. Chairman/President, I move the previous question or I call for the question."

### **LIMIT DEBATE**

You think discussion is getting long, but you want to give reasonable length of time for consideration of the question. (This is relevant only if the assembly has formal rules about debate.)

After recognition, "Madame/Mr. Chairman/President, I move to limit discussion to two minutes per speaker."

### **RECESS**

You want to take a break for a while.

After recognition, "Madame/Mr. Chairman/President, I move to recess for ten minutes."

### **ADJOURNMENT**

You want the meeting to end. (Out of order when there are items remaining on the agenda)

After recognition, "Madame/Mr. Chairman/President, I move to adjourn."

### **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, find that you have changed your mind.

After recognition, "Madame/Mr. Chairman/President, I ask permission to withdraw my motion."

### **CALL FOR ORDER OF THE DAY**

After beginning of the meeting or at any time during the meeting the chair is not following the order of the posted agenda.

Without recognition, you "Call for orders of the day."

### **SUSPEND THE RULES**

The agenda has been posted and as the meeting progresses, it becomes apparent that certain item(s) listed on the agenda need immediate attention.

After recognition, "Madame/Mr. Chairman/President, I move to suspend the rules and take up item \_\_\_\_\_ at this time."

### **POINT OF (PERSONAL) PRIVILEGE**

The noise from the audience or outside the meeting has become so great that you are having trouble hearing, or some other personal comfort measure i.e. room too cold/warm, etc. needs seeing to.

Without recognition, "Point of personal privilege."

Chairman/President, "State your point.:"

Member: "There is too much noise, I can't hear, or I am too cold/warm."

### **COMMITTEE OF THE WHOLE**

An item on the agenda proposes an issue which will likely involve extensive discussion or is contentious and may be the object of member's attempt to kill it by various maneuvers.

Committee of the whole suspends the rules and allows open and free discussion of the issue by all members including the President/Chair.

After recognition, "Madame/Mr. Chairman/President, I move that the assembly go into a committee of the whole."

### **POINT OF ORDER**

It is obvious that the meeting is not following proper rules.

Without recognition, "I rise to a point of order," or "Point of order."

### **POINT OF INFORMATION**

You are wondering about some of the facts under discussion, such as clearer explanation of the facts, source of the facts, etc.

Without recognition, "Point of information."

### **POINT OF PARLIAMENTARY INQUIRY**

You are confused about some of the meeting rules.

Without recognition, "Point of parliamentary inquiry."

### **APPEAL FROM THE DECISION OF THE CHAIR**

Without recognition after a decision by the chair. "I appeal from the decision of the chair."

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## CITIZEN COMPLAINT PROCEDURES

[Sec. 11.01. Policy Statement.](#)

[Sec. 11.02. Purpose.](#)

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[Sec. 11.08. Formal Complaints.](#)

### [APPENDIX](#)

**Sec. 11.01. Policy Statement.** Employees, Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers acting on behalf of the Village of Weston are expected to conduct themselves and perform their duties in a responsible and professional manner. Any complaints from members of the public regarding the conduct of Village Employees, Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers will be addressed according to this policy.

**Sec. 11.02. Purpose.** The purpose of this policy is to outline the Village's Informal Complaint resolution and to establish a record keeping procedure for Formal Complaints for members of the public regarding the conduct of Employees, Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers.

Elected Officials and Volunteers, while not employees of the Village, are also expected to conduct themselves in accordance with established Village standards.

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

The Village will endeavor, first and foremost, to resolve complaints regarding Employees, Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers informally. In those situations where a member of the public is not satisfied with an informal resolution they may follow the Formal Complaint process.

The Village's expectations regarding the general behavior of Employees, Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers are outlined in various State of Wisconsin Statutes, Village of Weston Municipal Codes, Village of Weston Employee Personnel Policies and Procedures Handbook and this Handbook.

**Sec. 11.03. Scope.** All full-time, part-time, seasonal, and contract employees, Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers acting on behalf of the Village are covered by this handbook.

All employees and members of the general public, visitors to Village facilities, and individuals conducting business with, or performing work on behalf of the Village, Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers are required to adhere to this handbook.

In general, complaints should be handled by the person who receives the complaint and, in a prompt, courteous manner. For a residential yard complaint, the Village Taxpayer Engagement Coordinator. If

you cannot resolve the problem yourself, direct the person to the appropriate department or supervisor. Unresolved complaint may be directed up the chain-of-command until the complaint is resolved or all avenues have been exhausted. The final forum for any complaint is to appear before the Village Board.

Complaints concerning the Everest Metropolitan Police Department or the SAFER Fire District shall be directed to the appropriate department as these joint departments are not under the purvey of the Village but have their respective governing Chief's, Board of Directors/Joint Finance Committees, and Commissions.

**Sec. 11.04. Exceptions.** This policy does not address:

- a. Situations that are of concern to the complainant but which are outside of the control of the Elected Officials, Committee Members, Commission Members, Authority Members, Volunteers or employee, such as service levels, resource allocations or department policies.
- b. Internal employee complaints.
- c. Complaints from the public alleging violations of Federal/State Statutes, or Village of Weston Municipal Code. These should be reported to and investigated by the Everest Metropolitan Police Department.

**Sec. 11.05. Definitions:** for the purposes of this chapter:

***Complaint*** means an allegation made by a member of the public regarding misconduct on the part of Elected Officials, Committee Members, Commission Members, Authority Members and Volunteers, or Village employee. The complaint can be either formal or informal.

***Designated Village Official*** (Designate) means the Village employee assigned the responsibility of addressing and responding to a formal complaint.

***Employee*** means all Elected Officials, Committee Members, Commission Members, Authority Members, Volunteers and employees acting on behalf of the Village.

***Formal Complaint*** means a complaint that has not been successfully resolved through the informal complaint resolution process as outlined in the chapter. The complainant has chosen to formalize the complaint by completing a Village Public Complaint Form (**APPENDIX A**)

***Frivolous or Vexatious*** means the complaint is initiated with malicious intent or is part of a pattern of conduct by the complainant that amounts to an abuse of the formal complaint process.

***Informal Complaint*** means a complaint that has been received by the Village, either by telephone, e-mail, postal mail, or in person, which has not been submitted on a Public Complaint Form.

***Investigator*** means the person(s) responsible for examining the circumstances of a complaint.

***Manager*** includes the administrator, a department director, or any employee acting in a supervisory capacity and authorized to handle complaints from the public.

***Misconduct*** means a breach of the Village's expectations of acceptable employee conduct as outlined in various Village Municipal Codes, Policies and Procedures related to Elected Officials, Committee Members, Commission Members, Authority Members, Volunteers and employees.

**Sec. 11.06. Complaint Procedure.**

- a. The Village will receive complaints from the public related to a perceived breach of any of the Village's by-laws, agreements, policies and procedures and rules and regulations related to Elected Officials, Committee Members, Commission Members, Authority Members, Volunteers and employees, conduct.
- b. In order to protect the privacy of individuals with respect to personal information all complaints are to be handled in accordance with Wis. Stat. § [19.35\(1\)\(am\)1.](#)

**Sec 11.07. Informal Complaints.** While an individual may wish to immediately file a formal, written complaint with the Village, issues raised by members of the public regarding the conduct of Elected Officials, Committee Members, Commission Members, Authority Members, Volunteers and employees, whether received in person or by telephone, should be resolved by the Village President, (or Village Vice President if the complaint is concerning the Village President), if it concerns a Department Head, the Village Administrator, if the complaint concerns an employee, the Department Head, or employee at the point of contact, if possible, prior to a Formal Complaint being made.

- a. **Existing Processes:** Departments within the Village that experience a high degree of employee/customer interaction, such as Code Enforcement and Nuisance Complaints, have established complaint and informal resolution processes in place. These informal resolution processes may continue to the point that a customer wishes to pursue a formal, written complaint. Where no informal complaints process exists, the informal process in this policy will apply. All formal complaints regarding employee conduct must be submitted on the Formal Complaint Form ([APPENDIX A](#))
- b. **Onsite Complaints:** A member of the public may approach an employee with a complaint about an Elected Official, Committee Member, Commission Member, Authority Member, Volunteer or employee. The complainant may be directed to the Village President, (or the Village Vice President if the complaint is concerning the Village President), if the complaint is concerning an Elected Official, Committee Member, Commission Member, Authority Member, if the complaint is about a volunteer, or employee, the volunteer's/employee's direct manager if they are onsite. If no manager is available, the employee receiving the complaint will take basic contact information and advise the complainant that the appropriate person will contact them within (number) business days. In the case of the Village President s/he may not be readily available. The employee receiving the complaint will advise the complainant that the matter will be referred to the Village President (or the Village Vice President if the complaint is concerning the Village President) for complaints concerning an Elected Official, Committee Member, Commission Member, Authority Member. If a Director/Supervisor is available they should attempt to defuse the situation and come to an informal resolution. Informal resolution of an onsite complaint may involve simply bringing the complainant and the subject Employee together to hear each other's concerns.

If the complainant wishes to escalate their concern to the Village President (or the Village Vice President if the complaint is concerning the Village President), if the complaint is concerning an Elected Official, Committee Member, Commission Member, Authority Member, Employee's direct Supervisor or the Department Director, but does not want to launch a Formal Complaint, the employee who is involved in the initial discussion will forward the complainant's name, contact information, a brief description of the incident and a request for a call back to the appropriate individual. The complainant will be advised that they will be contacted within (number) business days.

If the complaint is about an Elected Official, Committee Member, Commission Member, Authority Member, the complainant will be advised that the Administrator will contact them within (number) days.

- c. **Complaints Received in Person:** Should a complainant wish to file a complaint in person at the Office of the Village Clerk, they will be offered the option of having the Village President, (or the Village Vice President if the complaint is concerning the Village President), if the complaint is concerning an Elected Official, Committee Member, Commission Member, Authority Member, Department Director, or Administrator where appropriate, call them within (number) business days to discuss their concern. If the complainant agrees, the Clerk or designated staff will obtain their name and contact information and immediately forward this information to the appropriate individual. If the complainant advises that they wish to lodge a Formal Complaint they will be advised of the procedure.
- d. **Complaints Received by Mail and E-mail:** Written and e-mail complaints received by the Village will be considered to be informal if they are not on a Formal Complaint form. If an informal complaint is sent to a general Village postal address or e-mail address or has been misdirected, the recipient will forward the complaint to the Village President, (or the Village Vice President if the complaint is concerning the Village President), if the complaint is concerning an Elected Official, Committee Member, Commission Member, Authority Member, or appropriate Department Director or Administrator where appropriate. Department Directors who receive a complaint letter or e-mail regarding the conduct of an Employee who reports to them should attempt to resolve the complaint following the Informal Complaint resolution process. If the complaint cannot be resolved informally, the complainant will be advised of the Formal Complaint process.

If the complaint concerns an Elected Official, Committee Member, Commission Member, Authority Member, the complainant will be forwarded to the Village President, (or the Village Vice President if the complaint is concerning the Village President), if the complaint is concerning an Elected Official, Committee Member, Commission Member, Authority Member,.

- e. **Complaints Received by Telephone:** Directors/Supervisors receiving complaints by telephone will conduct an informal discussion with the complainant with the intention of resolving the issue. Other Village staff who receive telephone complaints will attempt to put the caller in contact with the appropriate Director, Supervisor or Village President, (or the Village Vice President if the complaint is concerning the Village President), if the complaint is concerning an Elected Official, Committee Member, Commission Member, Authority Member. The Village President, Vice President, or Director/ Supervisor/Administrator is not available, the employee will obtain the complainant's contact information, provide the Village President, Vice President, Director's/Supervisor's/Administrator's name and advise the complainant that they will receive a call back within (number) business days.
- f. **Role of the Village President. Vice President Administrator, Director or Supervisor.** The Village President, Village Vice President, Administrator, Directors, Supervisors receiving a complaint will gather and review any preliminary information available and attempt to resolve the issue informally through separate discussions with the complainant and the Elected Official, Committee Member, Commission Member, Authority, Volunteer, employee involved. The Village President, Village Vice President, Administrator, Directors, Supervisors may choose to involve Employee Resources Manager at this point if they require their assistance and/or guidance, however are required to involve their departmental Human Resources representative prior to taking any disciplinary action against Village staff. Village President, (or the Village Vice President if the complaint is concerning the Village President), if the complaint is concerning an Elected Official, Committee Member, Commission Member, Authority Member,

Village President, Village Vice President, Administrator, Directors, Supervisors must ensure that all staff involved in the resolution of the complaint are aware of their responsibility to keep the issue confidential and respect the privacy rights of all parties involved.

The details of Informal Complaints should be noted as soon as possible and may include such information as when and where the alleged misconduct occurred, who was involved and the names of any witnesses. These notes may be required if a Formal Complaint is eventually filed.

- h. **Records of Informal Complaints:** Complaints that are informally resolved to the complainant's satisfaction will not be tracked. However, any records pertaining to the resolution of Informal Complaints, including but not limited to notes, e-mails and letters, are to be transferred to the Employee Resources Manager and be maintained in accordance with established Records Retention Policy under Municipal Code Chapter 2 Administration, Article V. Public Records.
- g. **Unresolved Complaints:** If the issue cannot be resolved informally or the complainant requests an investigation into the alleged misconduct, a formal complaint form must be submitted. (see [APPENDIX A](#))

#### **Sec. 11.08. Formal Complaints.**

- a. **Formal Complaints** against Elected Official, Committee Member, Commission Member, Authority Member, Volunteer or employee must be submitted to the Office of the Village Clerk via postal mail, e-mail or in person using the Public Complaints Form (see [APPENDIX A](#)).

The Clerk or designated staff, is solely responsible for:

- Receiving and date stamping the complaint,
- Ensuring it is completed and signed,
- Creating and maintaining a record of all formal complaints received for statistical purposes, and
- Indicating who the complaint was forwarded to.

This information may be used to verify or demonstrate the number of Formal Complaints received by the Village and to monitor complaint resolution progress. The Office of the Village Clerk will provide a summary to Village Board on an annual basis.

Once the Formal Complaint is logged, a confidential copy of the complaint will be forwarded via inter-office mail to the Village President if it concerns and Elected Official, Committee Member, Commission Member, Authority Member, (or the Village Vice President if the complaint is concerning the Village President) with the original going to the appropriate designee according to the Investigation of Complaints section of this policy.

- b. **Details of Complaint.**  
The complaint should provide details of the grounds of the complaint, factual information of when and where the incident occurred, and a description of what happened. All complaints must be signed by the complainant. In the case of a complaint made on behalf of a person under 18 years of age, a parent or legal guardian may sign; in the case of a person with a disability, their Support Person may sign on their behalf in their presence.
- c. **Complaints Not Considered.**  
Anonymous complaints will not be considered.

Complaints should be made as soon as possible following the incident. Complaints filed 90 days or more after the incident will only be investigated if the Village President, Village Vice President, Administrator or Director of the department to which the Elected, Appointed Official or Employee reports determines that circumstances exist to reasonably justify the extension.

**d. Investigation of Complaint.**

All Formal Complaint forms with the details of the complaint and any attachments will be forwarded to the appropriate designated Village Official (the designate) as follows:

Complaints against Village Board Trustees to the Village President (or the Village Vice President if the complaint is concerning the Village President),

Complaints regarding a citizen member of committees, commissions, authorities, board to the Village President,

Complaints regarding Village employees, including Supervisors, to the Director of the person's department,

Complaints regarding a Director to the Village Administrator, and

Administrator complaints are referred to the Village President.

The designate or their appointed delegate will assume responsibility for the complaint at this point.

The designate will review the complaint with the Employee's Supervisor or Director. The designate, in consultation with the Employee Resources Manager may assign an investigator suitable to the circumstances of each complaint.

If the investigator deems the complaint to be frivolous or vexatious it will not be pursued. The designate, in consultation with Employee Resources Manager, will advise the complainant, in writing, of the investigator's decision and the reasons for it and copy the Administrator and the applicable Director/Supervisor.

Upon completion of the investigation, the investigator will present a confidential written report which will include the allegations and the investigator's findings. This report will be discussed with the designate who, in consultation with Employee Resources Manager, Department Director, Administrator, Village President or Vice President will take any necessary action, which may include disciplinary action and/or the imposition of an assessment period.

The designate or their delegate, in consultation with Employee Resources Manager, will provide both the complainant and those alleged in the complaint with a written response which either:

Revealed a violation of the Village policies regarding conduct and appropriate corrective action will be taken, or

Revealed that no violation took place and the matter is closed.

Details of any disciplinary action taken will not be released to the complainant. A confidential copy of the decision will be forwarded to the Administrator. The original will be sealed and maintained in accordance with current practices.

The designate will also advise the Village Clerk's office as soon as possible that the complaint process is complete and the date the file was closed. This information will be added to the existing record.

**e. Deadline for Complaint Resolution.**

Every effort will be made to investigate and respond to complaints within 30 days of receipt of the Formal Complaint by the Village Clerk.

If the investigation into the complaint is not complete within 30 days, the Designate will advise the complainant or their guardian, in writing, of the status of the investigation and the expected time frame for a response.

In cases where the complaint cannot be resolved within 30 days, the designate will endeavor to have the complaint resolved no later than 60 days following receipt of the complaint.

**f. Withdrawal of a Formal Complaint.**

A complainant may withdraw a Formal Complaint by writing to the Village Clerk's office. The designate may continue the investigation if they believe further investigation is warranted.

Formal Complaints that are withdrawn will be included in data collection with the status of "withdrawn" clearly indicated.

DRAFT

DRAFT



VILLAGE OF WESTON ELECTED AND APPOINTED OFFICIAL  
CITIZEN COMPLAINT

The Village will receive complaints from the public related to a perceived breach of any of the Village’s by-laws, agreements, policies and procedures and rules and regulations related to Elected and Appointed official’s conduct.

In order to protect the privacy of individuals with respect to personal information all complaints are to be handled in accordance with Wis. Stat. § [19.35\(1\)\(am\)1.](#)

Departments within the Village that experience a high degree of employee/customer interaction, such as Code Enforcement and Nuisance Complaints, have established complaint and informal resolution processes in place. These informal resolution processes may continue to the point that you wish to pursue a formal, written complaint.

Where no informal complaint process exists, the Village’s informal complaint process will apply. All formal complaints regarding employee conduct must be submitted on this Formal Complaint Form. Complaints concerning the Everest Metropolitan Police Department or the SAFER Fire District are directed to the appropriate department as these joint departments are not under the purvey of the Village but have their respective governing Chiefs, Board of Directors/Joint Finance Committees, and Commissions.

Your First Name	Last Name	MI
*		
Address	City	State
Contact Phone Number:		

\* NOTE:  
Anonymous complaints will not be considered.  
Complaints should be made as soon as possible following the incident. Complaints filed 90 days or more after the incident will only be investigated if the Administrator or Director of the department to which the Employee reports determines that circumstances exist to reasonably justify the extension.

Incident Details:

Date	Time	Location
Name of person complaint is about, if known. If unknow description.		

Please briefly describe what happened (use additional sheet if necessary)

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Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chapter 12

**USE OF TECHNOLOGY**

- [Sec. 12.01. Technology Use Policy.](#)
- [Sec. 12.02. Business Purpose.](#)
- [Sec. 12.03. Elected/Appointed Official Responsibility.](#)
- [Sec. 12.04. Appropriate Use.](#)
- [Sec. 12.05. Inappropriate Use.](#)
- [Sec. 12.06. Conduct.](#)
- [Sec. 12.07. Telephone Use.](#)

**Sec. 12.01. Technology Use Policy.**

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

**Sec. 12.02. Business Purpose:**

All information technology (IT) resources including servers, storage devices, PCs, laptops, cell phones, smart phones, PDAs, networking equipment, networking circuits and capacity, telephone systems, e-mail, messaging systems, video systems and Internet access owned, rented or leased by Village are business tools to be used in accordance with our mission of public service. Except as prohibited by this or another more restrictive department policy and with management approval, limited and reasonable use of these tools for occasional elected/appointed official personal purposes is permitted as long as it does not result in any additional cost or interfere with work productivity and follows all guidelines in this policy. Personal use must be done during the employee's unpaid time off.

**Sec. 12.03 Elected/Appointed Official Responsibility:**

- a. Elected/Appointed officials are responsible for appropriate use of information technology resources in accordance with this policy or more restrictive department policy. In addition to complying with all laws and policies, elected and appointed officials are expected to adhere to the highest ethical standards when conducting business.
- b. Elected/Appointed officials are advised to exclusively use their Village assigned e-mail address for official Village business purposes only and should refrain from using such address for other personal or business communications. Under Wisconsin Open Records Laws even your personal or business e-mail is open to request for copies if you are using those addresses to conduct Village business. Your personal and business e-mail accounts are not accessible if exclusively used for personal or business purposes.

Schill v. Wisconsin Rapids School District, [2010 WI 86](#), [327 Wis. 2d 572](#), [786 N.W.2d 177](#), [08-0967](#)

**Sec. 12.04. Appropriate Use:**

The use of and access to Village-owned information technology resources is limited to employees and officers of the Village assigned access to said resources. It is intended for official purposes associated with the performance of governmental or agency functions in the name of and on behalf of the Village. Consequently, all data and information shall be and shall remain the property of the Village and shall not belong to the individual employee or officer. The use of information technology resources for limited personal use is a privilege which may be revoked at any time by management if its use is deemed inappropriate. The Village will monitor the use of information technology resources.

**Sec. 12.05 Inappropriate Use:**

Inappropriate use of information technology resources, including inappropriate personal use, may result in revocation of privileges, job-related discipline up to and including termination of employment.

Elected and appointed officials may not be disciplined under this chapter but may be disciplined under Wis. Stat. § [17.13](#). Elected and Appointed Officials are also subject to action under Wis. Stat. § [Subchapter III of Chapter 19](#), Wis. Stats. §§ [19.41](#) and [19.59](#)

Uses that are prohibited include, but are not limited to:

- a. Accessing resources or altering data without explicit management authorization.
- b. Intentionally deleting or damaging data.
- c. Copying, sending and removing information that is confidential or is not an open record to unauthorized users outside of the office or network.
- d. Intentionally introducing a computer virus.
- e. Engaging in illegal activities as defined by State and Federal law or local ordinance.
- f. Wagering, betting or selling chances.
- g. Transmitting threatening, abusive, obscene, lewd, profane, or harassing material.
- h. Viewing, reading or accessing any sexually explicit sites or materials that are pornographic.
- i. Attempting to evade, disable, or bypass any security provisions of systems or the network.
- j. Obtaining unauthorized access to any computer system, including a personal or home system without the express authorization.

**Sec. 12.06. Conduct:**

Use of the Internet, e-mail and the telephone requires conformance to a professional standard of conduct. Elected/Appointed officials and employees are to conduct themselves as representatives of the Village and must show consideration and respect to others. It is the responsibility of each official and employee to ensure that use of the Internet, e-mail and the telephone is done responsibly and economically, and that access does not adversely affect his or her productivity.

**Sec. 12.07. Telephone Use Policy.**

Village telephones are for business purposes. Telephone calls may be monitored and/or recorded by the Village for business purposes. Incoming and outgoing personal phone calls are to be kept to a minimum and should not interfere with or prevent us from providing quality service to our customers. Personal long-distance phone calls are not allowed.

Our mail system and letterhead are for business purposes only and are not to be used for personal use. Anything more should be discussed with the Administrator.

Village supplies are for business use only and may not be used for personal reasons or taken home. This includes but is not limited to all office supplies.

Authority of Elected/Appointed Officials Sec. 1.01.	Chapter 1	1
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Citizen Complaint Procedures, Policy Statement Sec. 11.01.	Chapter 11	1
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Employer-Employee Relations, Village Board Sec. 6.04.	Chapter 6	2
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Ethics, Criminal Statutes, Wisconsin State Statute § 175.10 Selling Items to Public Employees Sec. 4.06.	Chapter 4	8
Ethics, Criminal Statutes, Wisconsin State Statute § 946.14 Purchasing Claims at Less Than Full Value Sec. 4.07.	Chapter 4	8
Ethics, Criminal Statutes, Wisconsin State Statute § 946.18 Misconduct Sections Apply to All Public Officers Sec. 4.08.	Chapter 4	8
Ethics, Wisconsin State Statute § 19.59 State Ethics Code Sec. 4.02.	Chapter 4	2
Ineligibility for any Position Created During Term of Office Sec. 2.03.	Chapter 2	1

Intergovernmental Committee, Everest Metropolitan Police Department Joint Police Commission Sec. 1.05.2.	Chapter 1	22
Intergovernmental Committee, Everest Metropolitan Police Department/Everest Metropolitan Municipal Court Joint Finance Committee Sec. 10.5.1.	Chapter 1	21
Intergovernmental Committee, SAFER Board of Directors Sec. 1.05.3.	Chapter 1	22
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Procedures for Running Public Meetings, Public Participation Sec. 9.06.	Chapter 9	4
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## ACKNOWLEDGEMENT

I acknowledge having received a copy of the Handbook for Elected and Appointed Village of Weston Officials and I agree to read and become familiar with its contents.

I understand that all policies, rules, and regulations reference in the Handbook may be changed from time to time.

I further understand that only the Village Board has the authority to adopt revisions to the policies in this Handbook.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this statement within two (2) weeks of receipt to the Village of Weston Clerk.

Distributed on: \_\_\_\_\_

Returned on: \_\_\_\_\_

# REQUEST FOR CONSIDERATION

<b>Public Mtg/Date:</b>	Board of Trustees, September 21, 2020
<b>Description:</b>	Approval of 2021 Marathon County Responsible Units of Recycling Cooperative Waste Reduction, Reuse, and Recycling Education Program Agreement.
<b>From:</b>	Jennifer Higgins, Director of Planning and Development / Zoning Administrator  Valerie Parker, Planning Technician
<b>Question:</b>	Should the Board of Trustees Approve signing the Marathon County Responsible Units of Recycling Cooperative Waste Reduction, Reuse, and Recycling Education Program Agreement?

## Background

This Agreement with MCSWD allows the Village to be eligible for bonus money offered for the 2021 recycling grant cycle and is in addition to the RU Basic Recycling Grant being offered to municipalities who work with MCSWD, through an agreement, on a recycling education and outreach program operation by MCSWD.

<b>Attached Docs:</b>	Marathon County Responsible Units of Recycling Cooperative Waste Reduction, Reuse, and Recycling Education Program Agreement
<b>Committee Action:</b>	Discussion and Action for 2021 Agreement with MCSWD.
<b>FISCAL IMPACT:</b>	Calculated at a per capita basis. In 2020, the Village received a total of \$78,650.44 in recycling grant monies, which consisted of \$74,532.76 from the general recycling grant and \$4,117.68 from this consolidation grant.
<b>Recommendation:</b>	Director recommends approval of signing the 2021 agreement with Marathon County Solid Waste Department.

## Recommended Language for Official Action

**I move to recommend approval of signing the Marathon County Responsible Units of Recycling Cooperative Waste Reduction, Reuse and Recycling Education Program Agreement.**

**Additional action:** Execution of an agreement prior to 09/22/20 (BOT/Staff)



[marathoncountysolidwaste.org](http://marathoncountysolidwaste.org)

## Marathon County Solid Waste Department

R18500 E. Hwy 29, Ringle WI 54471

Director: 715-573-3165  
Operations Manager: 715-551-5864  
Administrative Office: 715-446-3101 X100

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### MEMORANDUM

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**TO:** COOPERATIVE RECYCLING EDUCATION PARTICIPATING MUNICIPALITY  
**FROM:** MELEESA JOHNSON  
**SUBJECT:** COOPERATIVE PROGRAM FOR DNR RECYCLING BONUS GRANT  
**DATE:** AUGUST 18, 2020

Since 2013 the Solid Waste Department (SWD) has helped connect towns and villages interested in cooperating on their recycling education and outreach programs. This service of the SWD is open to any municipality that submits a DNR Recycling Basic Grant and conducts an Effective Recycling Program (as defined by Wisconsin Statute). The Cooperative Recycling Education Program has brought in much needed dollars to local recycling programs; these dollars are in addition to the Basic Grant dollars. To learn more about the grant, please see information on DNR's website: <https://dnr.wisconsin.gov/aid/Consolidation.html>

We are proud of this work and enjoy being a valuable resource to the Marathon County community. The SWD program and its resources will compliment your existing program. Our goals are to:

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

If you wish to participate you will need to approve and sign the attached agreement. I will then provide each of the participants the names of the other participating RUs so you will have that information for your recycling grant application. Keep a copy of the agreement and send a copy back to me by September 18, 2020. The copy may be e-mailed, mailed or faxed.

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

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

[meleesa.johnson@co.marathon.wi.us](mailto:meleesa.johnson@co.marathon.wi.us)  
715-573-3165

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

*To Satisfy Eligibility for Recycling Consolidation Grant--Calendar Year 2020*

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

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

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

**Description of Effective Recycling Program Component**

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

**Describe Each Responsible Unit's Responsibilities**

Each Responsible Unit will do the following:-

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

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

**Benefits of a Cooperative Education Program**

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

**Cooperative Agreement Effective Dates**

January 1, 2021 through December 31, 2021

**Cooperative Agreement Termination**

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

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

For the Responsible Unit of Recycling:

\_\_\_\_\_  
Signature & title of Authorized Representative

\_\_\_\_\_  
Date

For the Marathon County Solid Waste Department

  
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Meleesa Johnson Director-SWD

August 18, 2020