

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

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**Monday, January 18, 2016, at 6:00 p.m.**

**A. Opening of Session.**

1. Meeting called to order by President pro tempore White at 6:00 p.m.
2. Pledge of Allegiance to the Flag.
3. Clerk will take attendance and roll call.

Roll call indicated 6 Board of Trustees' members present.

Trustee	Present
Ermeling, Barb	NO
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	YES

Village Staff in attendance: Guild, Jacobs, Higgins, Weinkauff, Hodell, Wodalski, Osterbrink, Crowe, and Lenhard. Everest Metro Chief Sparks and SAFER Fire Chief Savage, and Committee member Don Penza were also in attendance

**4. Request for silencing of cellphones and other electronic devices.**

White requested the silencing of cellphones.

**B. Correspondence and comments from the public.**

**5. Comments from the public on issues, or matters which the Board of Trustees has oversight over.**

Guild publicly recognized Donna Stroik. She has accepted the position of Deputy Finance Director and will begin with the Village on February 10<sup>th</sup>.

**C. Presentations.**

**6. Presentation of 2014 Comprehensive Annual Financial Report Award from GFOA.**

Guild presented the 2014 Comprehensive Annual Financial Report Award from GFOA to the Board and recognized Jacobs for his efforts.

**D. Consent Business Items.**

7. Approve meeting minutes from November 30<sup>th</sup>, 2015.
8. Approve meeting minutes from December 7<sup>th</sup>, 2015.
9. Approve meeting minutes from December 21<sup>st</sup>, 2015.
10. Approve Ordinance No. 16-001 which rezones .25 acres or the west 85 feet of Lot 4, Block 1 of Pine Park Addition from SF-S with WHP-A to B-3 with D-CC and WHP-A.

*Motion by Schuster, second by Schmutzler to approve Consent Items C7 to C10.*

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

Trustee	Voting
Ermeling, Barb	-
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	YES

**E. Reports from Committees, including draft meeting minutes (if any).**

11. Community Life, and Public Safety;
12. Community Development Authority;
13. Everest Metro Public Safety
14. Finance;
15. Parks and Recreation;
16. Personnel;
17. Plan Commission;
18. Property & Infrastructure;

- 19. South Area Fire District;
- 20. Zoning Board of Appeals;

*Motion by Ostrowski, second by Ziegler to acknowledge committee reports/minutes (Items E17, E18 and E19).*

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

Trustee	Voting
Ermeling, Barb	-
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	YES

**F. Reports from Departments**

**21. Building & Facilities.**

Guild said staff will be signing a contract to proceed with moving forward on a building needs assessment. Staff plans to have some inexpensive remodeling done so that the Clerk can be moved to the front office area. He also talked about the need for more space.

**22. Clerk.**

Weinkauff reported she recently trained some of the office staff to do accounts payable. She said the biometric screenings will be held for employees in February. She will begin working on total compensation statements in February. She is also working on W2 reconciliations. A primary election will be held on February 16<sup>th</sup>.

**23. Fire & EMS.**

Savage said staff is finishing up on some year-end work. The department is working on strategic planning. Staff is also attending some leadership development training. Granite Peak is keeping the department really busy.

**24. Finance.**

Jacobs reported there are two weeks left of tax collection. He is working with his intern to get things caught up in the Finance Department. He will begin working on a RFP for audit services.

**25. Parks & Recreation.**

Osterbrink reported that Mroczenski completed lifeguard instructor training. The ice rinks have been open for two weeks. There was a short discussion on lifeguard pay and retaining them. The entire area struggles with trying to find and recruit lifeguards. He talked about the possibility of our staff certifying lifeguards in the future.

**26. Planning & Development.**

Higgins said new construction for single family has increased, while the commercial construction is down. Building Inspector Tatro is back to work. She gave an update on the recruitment process for an Assistant Building Inspector. Staff is also working with Mount Olive on their parking lot.

**27. Police.**

Sparks gave an update on their recruitment for a clerical employee and police officer. He also talked about the law enforcement accreditation program.

**28. Public Works & Utilities.**

Donner gave an update on the recruitment process for a Utility Maintenance Worker/Operator. Staff is working on an employment offer. Staff will be holding interviews this coming Friday for the vacant Park and Public Works Maintenance Worker. He will work with the Administrator on the restructuring of the services division. He gave an update on some upcoming lift station projects.

**29. Taxpayer Relations.**

Hodell said she is working with the Administrator on the Village's 20-year anniversary celebration to take place in March. She also reported she is working with the Public Works department on sidewalk clearing. She has several court cases coming up for property maintenance issues.

**30. Technology Services.**

Crowe showed members how to access the agenda meeting packets through their email. He reported the update to Office 365 went fairly well.

**G. Regular New Business**

**31. Approve recommendation from Parks Director for 2016 Concession Stand Operator and authorize Administrator/Attorney to execute a contract/lease agreement for fy2016 through fy2018.**

Osterbrink said staff recommendation is to award the concession stand lease to Steven and Janessa Cronin.

*Motion by Schuster, second by Berger to approve 2016 Concession Stand Operator and authorize Administrator/Attorney to execute a contract/lease agreement for fy2016 through fy2018, per staff recommendation.*

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	-
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	YES

**32. Approve recommendation from Public Works Director to create an intergovernmental cooperation agreement between the Town of Rib Mountain and the Village.**

*Motion by Ziegler, second by Ostrowski to create an intergovernmental cooperation agreement between the Town of Rib Mountain and the Village.*

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	-
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	YES

**H. Report from the Administrator.**

**33. Acknowledge Hiring of Donna Stroik as Deputy Finance Director, with appointments as a Deputy Treasurer and Deputy Clerk of the Village of Weston.**

*Motion by Schmutzler, second by Zielger to Acknowledge Hiring Donna Stroik as Deputy Finance Director, with appointments as a Deputy Treasurer and Deputy Clerk of the Village of Weston, per staff recommendation*

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	-
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	YES

**34. Convene into closed session under Wisconsin State Statutes 19.85 (1) (c) for the purpose of considering the employment of the Administrative Specialist/Deputy Clerk (materials for this agenda item will not be included in the meeting packet, but will instead be transmitted to Board members via email).**

**35. Reconvene into Open Session.**

The Board of Trustees did not convene to closed session.

**36. Recommendation to create a new position entitled Administrative Specialist – Finance Department and place the position on Grade on the Carlson Dettmann Pat Matrix. Recommendation to authorize Administrator to begin recruitment and selection process for this position.**

Guild explained how funds would be transferred from the Clerk’s budget to the Finance budget for the proposed fulltime Administrative Specialist position. White asked about cross training. Guild said this person would be able to help in all departments if needed.

**37. Motion by Berger, second by Ostrowski to create a new position entitled Administrative Specialist – Finance Department and place the position on Grade G of the Carlson Dettmann Pat Matrix, and authorize the Administrator to begin recruitment and selection process for this position.**

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

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	-
Berger, Scott	YES
Ostrowski, Kevin	YES
Schuster, Fred	YES
Ziegler, Jon	YES
White, Loren	YES
Karen Schmutzler	YES

**38. Update on searches and recruitments.**

Guild referred to the employee organizational chart and pointed out the vacancies. He said employment offers have been made to a couple of the positions. Guild said the South Area Business Association will be recognizing the 20-year anniversary of the Village of Weston this coming Thursday. He also reminded the Board about the 20-year anniversary celebration to be held on March 11<sup>th</sup> at Dale's Weston Lanes.

- I. Remarks from Trustees** (No Board action will be taken for this agenda item).  
Schmutzler indicated she would be absent from the Board of Trustee meetings all of February and the first meeting in March.
- J. Remarks from the President** (No Board actions will be taken for this agenda item).  
White said he recently made some proposed changes to chapter 18 of the Municipal Code and forwarded to the Village Clerk.
- K. Discuss items to be included for next agenda** (No Board actions will be taken for this agenda item).  
No comments.
- L. Set next regular meeting date for Mon, February 1, 2016.**
- M. Adjourn.**  
White adjourned the meeting at 6:53 p.m.

Sherry Weinkauff, Village Clerk