



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

Monday, February 17, 2020, at 6:00 p.m.

AGENDA ITEMS

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

| Trustee | Present |
|--------------------|----------------|
| Ermeling, Barb | YES |
| Fiene, Nate | YES |
| Maloney, Mark | NO |
| Sparks, Wally | YES |
| Xiong, Yee | YES |
| Zeyghami, Hooshang | YES |
| Ziegler, Jon | NO |

PUBLIC COMMENTS

There were no public comments

MINUTES FROM PREVIOUS MEETINGS

- 4. 2/3/2020 Board of Trustees**

Motion by Xiong second by Zeyghami to approve the 2/3/2020 Board of Trustees minutes,

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

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



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REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS

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

REPORTS FROM DEPARTMENTS

17. Administrator

Donner stated he has been in contact with FDG and they are planning on attending the March 2nd Board meeting regarding the developer's agreement for the Camp Phillips Centre. He also talked about how there has been some confusion with the roles of the CDA and how there seems to be overlap and duplication of the CDA and Plan Commission. Donner stated Trautman, Higgins, and he had a conversation with Greg Johnson of Ehlers (who teams with Rebecca Speckhard - bond counsel from Quarles and Brady) and they are looking at having a special meeting between the CDA, Plan Commission, and Village Board on March 10th at 5:00 p.m

Donner explained that John Wallenkamp was originally expected to be here this week for a design progress meeting for the Public Safety Building but, will now be coming next week. Donner would also like to come up with a plan to get the information out to the public on the new facilities. Donner also mentioned that information came out on the master plan revisions for Rib Mt. State Park. Commentary on the Park master plan is getting intertwined with the related efforts that are being made on Granite Peak's expansion, the expanded use of the private sector benefits that come from having the park with the hiking trails, cross country skiing etc.

Zeyghami stated that he would like to see the document Ehlers has before the meeting, so the Board has a chance to review it.

18. Clerks

Hodell commented that staff was setting up for elections and that the polls are open from 7:00 am to 8:00 pm on Tuesday.



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19. Finance

Trautman stated that a tax updated was included in the packet. Sparks had a question on why there was such a big jump from 2018 to 2019 on the unpaid special assessment figures. Trautman stated it was the way the Marathon County system reports it. She also stated garbage was added to it and that some of the unpaid special assessments from 2018 actually went into postponed taxes.

20. Fire/EMS

Finke stated the SAFER Annual report was included in the packet.

21. Parks & Recreation

Osterbrink stated that he is still in discussion with the YMCA and County regarding the Aquatic Center Management and he hopes to have discussion at the next Parks and Rec meeting. He also stated the CVB is looking to move the Pond Hockey Tournament to Weston.

22. Plan/Dev

Nothing additional. Zeyghami inquired about the next CDA meeting. Higgins stated it is scheduled for March 3 at Melron for a tour March 3. She also stated there is going to be a joint meeting with the CDA, Plan Commission, and Village Board on March 10 to define the roles. Fiene asked what are the goals of the ROW (road right-of-way ordinance? Higgins stated they are working on that

23. Police

Chief Schulz stated they are very busy with some major investigations. He also stated they hired a new administrative assistant.

24. Public Works

Wodalski stated the street department is in the process of getting as much snow removed as they can. They are also working through options for a summer street maintenance and asphalt plan. Fiene asked about Ross Ave. and how is the evaluation coming on what it to be done. Wodalski stated that he is waiting to get quotes back. He does feel that they should be able to get some of the road done, but not all of it at this time

25. Technology

Crowe stated that there was a compromised email account of a staff member last week along with a ransom wear which encrypted the files on server.



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Crowe was able to get things up and running within a few hours and no files were lost. Crowe is also working on get something in writing on what

the protocol is if it would happen again. Ermeling stated she would like to have a waring email to not open it emails that may be compromised. Crowe stated a follow-up email was sent but will make sure that everyone is included.

WORK PRODUCT TRANSMITTALS

There were no work product transmittals

CONSENT AGENDA

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

Motion by Fiene second by Xiong to approve consent item 27.

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

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

ORDINANCES

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

Motion by Fiene second by Ermeling to amend ordinance Chapter 66 Solid Waste, Creation of Sec. 66.121. Weston Yard Materials Recycling Center & Sec.66.123 Compliance Assurance Plan (CAP) and



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Renumbering of Secs.66.121 Through Secs. 66.123. Q/Ermeling asked if this was just a housekeeping item. Higgins stated Parker noticed we didn't

have the State required Compliance Assurance Plan included with the ordinance. The illegal dumping at the Ryan Street materials site was also addressed.

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

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

RESOLUTIONS

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

Motion by Xiong second by Zeyghami to approve Resolution No. 2020-002 to initiate the Special Assessment process to reconstruct the streets and utility mains for the Weston School East Neighborhood

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

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



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NEW BUSINESS

32. Change Order #1 for the Zinser Street utility extension project

Motion by Zeyghami second by Ermeling to change Order#1 for the Zinser Street utility extension project.

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

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

33. 3-year service agreement with Primadata/Bayside Printing for printing and mailing of utility bills

Motion by Zeyghami second by Fiene to approve 3-year service agreement with Primadata/Bayside Printing for printing and mailing of utility bills.

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

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

34. Payoff of ATC loan with Intercity

Motion by Ermeling second by Zeyghami to approve payoff of the ATC loan with Intercity. Q/Sparks asked if we pay this off and the Camp Phillips Centre doesn't go can we sell the steel and where would the funds go? Trautman stated the funds would go back into the TIF.



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

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

35. Reduce receivable related to the SAFER cash deficit by 1/5th

Motion by Ermeling second by Zeyghami to reduce receivable related to the SAFER cash deficit by 1/5th. Q/ Trautman stated that when this happened, SAFER was supposed to pay it back gradually and that’s why it wasn’t expensed at the time. Normally each municipality would have paid the shortfall and expensed it during that year. The Finance Committee stated they couldn’t approve it because it wasn’t according to accounting principles. Trautman explained that it is just an expense in our books and that no cash would be leaving the Village and we just need to know how to recognize it.

Sparks asked if it would be beneficial to discuss this issue with the auditors to determine what the best course of action would be, and if they should put this decision off until staff can speak to the auditors.

Motion by Fiene second by Xiong to amend the motion to table this until the next meeting

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

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

All in favor of the original motion as amended.



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

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

36. Proposal from MD Roffers to Create a Corridor Plan for Weston Avenue

Motion by Xiong second by Fiene to approve proposal from MD Roffers to create a Corridor Plan for Weston Avenue Q/: Zeyghami asked what the cost would be to have this corridor plan done. Sparks stated the cost is not to exceed \$50,000

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

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

37. Office closure days

Motion by Fiene second by Xiong to approve office closure dates of Presidents Day and Veterans day based on need, articulated to the Board and publicized to the public in advanced. Q/: Donner stated that with the previous administration it was decided that in 2019, Martin Luther King Day and Veterans Day were chosen as in-service days to go along with what banks and the Federal Government have as office closure days.

A lengthy discussion was had as to whether to continue to have those days as office closure days or if other days would make more sense. Sparks stated



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to let staff, determine what days would work best for them, but it would have to be based on need, and approved by the board. Ermeling stated that Martin Luther King Day is during tax season, so it would make more sense to be closed on Presidents Day. Xiong would like to have set days or a plan based on need and determined by staff. Fiene would like the days determined by the Board and be consistent year to year.

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

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

CLOSED SESSION

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

Motion by Zeyghami second by Xiong to convene into closed session at 7:01 p.m.

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

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



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RECONVENE FROM CLOSED SESSION

Motion by Fiene second by Xiong to reconvene into open session.

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

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

POSSIBLE ACTION ON CLOSED SESSION ITEMS

38. 2020 Employee compensation for Administrator

Motion Xiong by second by Fiene to approve 2020 Employee compensation for Administrator of 3% which would start with the next pay period.

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

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

REMARKS FROM TRUSTEES

Fiene stated there was a Hmong concern over the deportation of Hmong.

REMARKS FROM THE PRESIDENT



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FUTURE ITEMS

Next meeting date(s):

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

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

Motion Fiene by second by Ermeling to adjourn the meeting at 7:26 p.m.

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

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