



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

May 21, 2018, at 6:00 p.m.

AGENDA ITEMS

- 1. Board of Review called to order by President Ermeling at 6:00 p.m.**
Ermeling called the Board of Review to order at 6:00 p.m.

Roll call indicated 7 Board of Trustee members present.

Trustee	Present
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Wally Sparks	YES
Mark Maloney	YES
Yee Xiong	YES

- 2. Adjourn Board of Review until 6/18/2018 @ 4:00 p.m.**

Motion by Maloney, second by Ostrowski to adjourn the Board of Review to Monday, June 18th at 4:00 p.m.

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

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

- 3. Meeting called to order by President Ermeling at 6:05 p.m.**
Ermeling called the regular Board of Trustees meeting to order at 6:05 p.m.
- 4. Pledge Allegiance to the Flag.**
- 5. Roll Call by Clerk.**
Roll call indicated 7 Board of Trustee members present.

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Trustee	Present
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Wally Sparks	YES
Mark Maloney	YES
Yee Xiong	YES

6. Public Comments.

No comments.

7. Minutes from the previous meetings.

- 04/16/2018
- 04/30/2018 and Closed Session
- 05/04/2018 Closed Session

Motion by Zeyghami, second by Maloney to approve the 4/16, 4/30 and 5/4 minutes, contingent on staff correcting the 4/16 minutes to reflect that Zeyghami was absent and did not vote.

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

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

PRESENTATIONS

8. Health Insurance Presentation by Spectrum Insurance Group.

Both Clark Thelig and Cory Toth, with Spectrum Insurance Group, were present. Thelig reported the Village signed a 2017/2018 contract with Group Health Cooperative for a not to exceed 20% renewal rate on the employee health insurance. He also reported the loss ratio has subsided and is at a normal range. Toth reviewed the current health insurance plan options being offered to the employees. She also reviewed the medical plan options offered by Anthem Blue Cross Blue Shield, Security Health and United Health Care. The next step is to have the employees fill out a medical health questionnaire and submit to the providers to get an actual health insurance quote for the Village/Metro employees. She will also submit medical census information to get Affordable Care Act rates.

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REPORTS FROM BOARDS, COMMITTEES, COMMISSIONS

9. Community Development Authority.
10. Everest Metro Public Safety.
11. Extraterritorial Zoning.
12. Finance.
13. Human Resources.
14. Parks & Recreation.
15. Plan Commission.
16. Public Safety.
17. Public Works.
18. SAFER.
19. Tourism.

There was a brief discussion on the Village working with investment firms.

Motion by Ziegler, second by Xiong to acknowledge items 12, 15, 17 and 18.

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

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

REPORTS FROM DEPARTMENTS

20. **Clerks.**
No comments.
21. **Finance.**
No comments.
22. **Fire/EMS.**
No comments.
23. **Legal.**
No comments.
24. **Parks & Recreation.**
Osterbrink reported staff is currently filling the pool. Seasonal Aquatic Center employees will begin work with the Village this week. The well at Yellow Banks park tested high in nitrates and will have to be resampled before opening to the public.
25. **Plan/Dev.**
No comments.
26. **Police.**

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- No comments.
27. **Public Works.**
Donner presented the Uni-directional flushing map to the Board members and explained how the map is updated daily.
28. **Technology.**
No comments.

Motion by Zeyghami, second by Ostrowski to acknowledge the Department Reports.

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

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

WORK PRODUCT TRANSMITTALS

29. **Acknowledge March 2018 Budget Status Report for the General Fund.**
30. **Acknowledge information for uni-directional flushing of the water distribution system.**
31. **Acknowledge letter re: cross connection control compliance inspections.**

Motion by Sparks, second by Ziegler to acknowledge the Work Product Transmittals.

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

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

CONSENT AGENDA

32. **Requests to pull items out of consent consideration.**
Ermeling requested items 40 and 41 be pulled out of consent.

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33. Award the 2018 Asphalt Project to American Asphalt.
34. Award the 2018 Chip Seal Project to Scott Construction, Inc.
35. Award the 2018 Crack Seal Project to Precision Sealcoating.
36. Award the 2018 GSB-88 Seal Project to Fahrner Asphalt Sealers.
37. Approve the 2018 surface maintenance plan.
38. Approve changing the parking regulations on Birch St near the STH 29 Pedestrian bridge to allow vehicles parking in select areas.
39. Approve the proposed Utility Leak Adjustment policy.
40. Deny Operator License for Mason Capps.
41. Deny Operator License for Tori Fredrick.
42. Class A Beer and Class A Liquor license for Riiser Fuels, LLC – Rstore #46, 4101 Schofield Ave. (May – June 2018).
43. Class B Beer and Class B Liquor license for Down the Hill, Inc – Down the Hill Bar, 1903 Cut-off Rd. and Wasabi, LLC – Wasabi Grill & Sushi Bar, 3703 Schofield Ave. (July 2018 – June 2019).
44. Cigarette License for Riiser Fuels, LLC – Rstore #46, 4101 Schofield Ave. (May – June 2018)
45. Approve appointment of Samantha Fisher as new agent for Basil, LLC, 2106 Schofield Ave.
46. Approve appointment of Jacqueline Koppa as new agent for The Store #59, 6606 County Road J.
47. Approve the write-off accounts receivable as recommended by staff.
48. Approve Vouchers 47724 to 48094.
49. Action on consent agenda items.

Motion by Maloney, second by Zeyghami to approve consent items 33 to 39 and 42 to 48.

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

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

50. **Action on items pulled from consent.**
(40) Deny Operator License for Mason Capps.
(41) Deny Operator License for Tori Fredrick.

Motion by Maloney, second by Sparks to deny items 40 and 41.

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

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

RESOLUTIONS

51. Resolution No. 2018-031 to approve a Purchasing Card Policy.

Motion by Maloney, second by Zeyghami to approve Resolution No. 2018-031.

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

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

52. Resolution No. 2018-032 to approve allowing truck traffic on Northwestern Avenue to access the Kraft Plant during the 2019 reconstruction of Townline Road.

Motion by Ostrowski, second by Ziegler to approve Resolution No. 2018-032.

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

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

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53. Resolution No. 2018-033 to amend the Village Fee Schedule.

Motion by Maloney, second by Zeyghami to approve Resolution No. 2018-033.

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

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	NO
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Wally Sparks	YES
Mark Maloney	YES
Yee Xiong	YES

REMARKS FROM ADMINISTRATOR

54. Ordinance No 2018-014 to amend Section 78.103 (C) regarding the qualifications of membership on the Weston Tourism Commission. Guild said the ordinance is being amended to change commission member language.

Motion by Maloney, second by Sparks to approve Ordinance No. 2017-014.

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

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

REMARKS FROM TRUSTEES

55. Discussion regarding practice of internal email communications and use of BCC to prevent walking quorums.

There was a brief discussion on sending emails to the Board of Trustees using blind carbon copy (Bcc:) Staff explained how using Bcc: can prevent a walking quorum. It was indicated when the board members receive an email they want to know who else received the same email. It was decided that when staff send an email using Bcc: they will include this in the text area of the email.

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Motion by Maloney, second by Sparks to approve staff include the Bcc: in the text area of any email sent to officials.

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

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

EXECUTIVE SESSION

- 56. Convene into closed session under Wisconsin Statute 19.85(1)(c) to discuss and consider the performance of the village administrator."**
- 57. Reconvene into open session. Act on closed session items.**

The Board did not convene to closed session.

Motion by Sparks, second by Ostrowski to table convening into closed session because the notice was not properly posted. Sparks reviewed the Attorney General's Open Meetings Law compliance guide.

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

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

REMARKS FROM THE PRESIDENT

FUTURE ITEMS

- 58. Next meeting date(s):**
- | | |
|----------------------------|------------------------|
| - Jun 18, 2018 @ 4:00 p.m. | Board of Review |
| - Jun 18, 2018 @ 6:00 p.m. | Regular Meeting |
| - Jul 16, 2018 @ 6:00 p.m. | Regular Meeting |
| - Jul 30, 2018 @ 6:00 p.m. | Special Budget Meeting |

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- Aug 20, 2018 @ 6:00 p.m. Regular Meeting
- Sep 17, 2018 @ 6:00 p.m. Regular Meeting
- Oct 15, 2018 @ 6:00 p.m. Regular Meeting
- Oct 29, 2018 @ 6:00 p.m. Special Budget Meeting
- Nov 19, 2018 @ 6:00 p.m. Regular Meeting
- Dec 17, 2018 @ 6:00 p.m. Regular Meeting

Ziegler said he will attend the May 24th closed session meeting by phone.

59. Announcements.

- **May 09, 2018 @ 11:30 a.m. All Staff Luncheon**
It was indicated the next All Staff Luncheon is scheduled for June 13th.
- **Jun 08, 2018 @ 06:00 p.m. All Officials/Employee Spring Picnic**

**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL
JUNE 18, 2018 @ 6:00 P.M.**

Motion by Sparks, second by Zeyghami to adjourn the meeting at 7:07 p.m.

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

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