

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

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**Monday, June 17, 2019, at 6:00 p.m.**

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

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

**PUBLIC COMMENTS**

No comments.

**PRESENTATION**

No presentations.

**MINUTES FROM PREVIOUS MEETINGS.**

4. **5/20/2019 Board of Trustees**
5. **6/3/2019 Board of Trustees**

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

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

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

**WRITTEN CORRESPONDENCE**

- 6.

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

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

***Motion by Ermeling, second by Maloney to acknowledge the Department reports.***

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

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

**REPORTS FROM DEPARTMENTS**

20. **Administrator**  
Donner reported he attended a SAFER meeting last Tuesday to discuss the budget deficit. There is another meeting scheduled for next week. He also said he would be on vacation the first week in July.
21. **Clerks**
  - a. **Board of Review Update**  
Weinkauf said, at this point, there are no objections. Open book is scheduled for tomorrow. She wanted the Board to know that she contacted Attorney Yde and asked him to tentatively schedule attending Board of Review on June 25<sup>th</sup>. If there are no objections, she will ask him not to attend.
22. **Finance**
  - a. **2020 Budget**  
No comments.
23. **Fire/EMS**  
Savage reported the SAFER call volume is trending upward. They are 50 calls ahead of last year at this time.

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**24. Parks & Recreation**

Osterbrink reported the Aquatic Center is open. Swim lessons also started today. He has one staff member out on FMLA. There was a short discussion on the maintenance of the Eau Claire River trail.

**25. Plan/Dev**

**a. Refuse and Recycling**

Higgins introduced Economic Development Coordinator, Thomas Chartrand. She said he first day was June 10<sup>th</sup>. A compost workshop will be held at the end of the month at the Farmers Market. Zeyghami asked about recycling material. Higgins said there are still uses for it and it does not go to china.

**26. Police**

Chief Schulz reported he has five employees out on FMLA. He gave an update on a recent drug overdose. He said the crime rate is tracking the same as last year.

**27. Public Works**

Wodalski reported Norcon started work on Scofield Avenue. Staff is currently working on storm sewer adjustments, mowing, sweeping and trail repairs. Donner said staff met with DOT to discuss Bus. 51. They are proposing to mill and re-pave in 2020 or 2021 and replacing the pavement in 2025/2026.

**28. Technology**

No comments.

**WORK PRODUCT TRANSMITTALS**

**29. Acknowledge May 2019 budget status report – All Funds**

*Motion by Maloney, second by Fiene to acknowledge the May 2019 budget status reports.*

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

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

**30. Acknowledge May Cash Summary**

*Motion by Ermeling, second by Maloney to acknowledge the May Cash Summary.*

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

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

**31. Acknowledge May 2019 Building Permits**

*Motion by Maloney, second by Xiong to acknowledge the May 2019 building permits.*

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

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

**CONSENT AGENDA**

32. Requests to pull items out of consent consideration.
33. **Renew 2019/2020 Adult Oriented Establishment License for Secrets II.**
34. **Renew 2019/2020 Class A Beer and Liquor, Class B Beer and Liquor, Class B Beer and Reserve Liquor, Class B Beer and Class C Wine Licenses (business listing attached).**
35. **Renew Cigarette Licenses for the 2019/2020 Licensing Term (business listing attached).**
36. **Renew 2019/2020 Commercial Animal Establishment License for Ace Hardware.**
37. **Renew Playful Paws Kennel License for the 2019/2020 Licensing Term.**
38. **Renew Mobile Food Vendor Licenses for the 2019/2020 licensing term (business listing attached).**
39. **Renew Mobile Home Park Licenses for the 2019/2020 Licensing Term.**
40. **Approve New Operator Licenses and Operator License Renewals for the 2019/2020 Licensing Term (listing attached).**
41. **Renew Pawn Broker, Secondhand Article Dealers and Secondhand Jewelry Dealers License for the 2019/2020 Licensing Term (business listing attached).**
42. **Renew Salvage Licenses for the 2019/2020 Licensing Term (business listing attached).**
43. **Approve Weights & Measures Licenses for the 2019/2020 Term (listing attached).**

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- 44. Approve Vouchers 50495 – 50560
- 45. Action on consent agenda items

*Ermeling requested item 37 get pulled out of consent.*

*Motion by Maloney, second by Fiene to approve consent items 33 to 36 and 38 to 44.*

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

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

- 46. Action on items pulled from consent

*Motion by Ermeling, second by Xiong to approve consent item 37, contingent on paying the personal property tax.*

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

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

**ORDINANCES**

There were no ordinances to consider.

**RESOLUTIONS**

- 47. **Resolution 2019-020: A resolution to approve the Compliance Maintenance Annual Report (CMAR) for Weston Sewer Utility and Submit to the Wisconsin Department of Natural Resources**

Wodalski said the purpose of the CMAR is to evaluate the wastewater treatment system for problems or deficiencies.

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*Motion by Maloney, second by Zeyghami to approve Resolution 2019-020.*

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

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

48. Resolution 2019-021: A resolution to temporarily lower the speed limit on Northwestern Avenue from 35 MPH to 25 MPH during the 2019 construction season.

*Motion by Zeyghami, second by Xiong to approve Resolution 2019-021.*

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

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

#### UNFINISHED BUSINESS

49. Meeting Schedule

*Motion by Maloney, second Fiene by to approve the meeting schedule change for the Finance Committee. Q/ Sparks said the Public Safety Committee/Nuisance Committee will be on the next Board agenda.*

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

Trustee	Voting
Spark, Wally	YES
Zeyghami, Hooshang	YES
Ermeling, Barb	YES
Ziegler, Jon	YES
Maloney, Mark	YES

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Xiong, Yee	YES
Fiene, Nate	YES

**NEW BUSINESS/UNFINISHED BUSINESS**

**50. Strategy for capital borrowing including municipal facilities.**

Donner said the last time this was talked about we did not talk about the financial impact. The Finance Committee recommends staff look into a 20-year general obligation loan, rather than the 40-year Rural development loan. Sparks said it's important to know what the impact on the tax rate will be. Fiene said we definitely need a new municipal center and a facelift for the public safety building. Donner said there are improvements included in the 2019-2020 CIP plan for the Public Safety building. Sparks said he would like to see the whole financial picture for both the proposed municipal facilities and the Camp Phillips Centre projects. Ermeling said the Camp Phillips Centre project uses a different funding source. Sparks said it is important to also share that with the public. Sparks asked Donner to bring back a timeline. There was a short discussion on the placement of the Municipal Court. There was also a short discussion on the facility layout.

**51. Camp Phillips Centre – MOU renewal with Forward Development Group.**

Donner said the Memorandum of Understanding (MOU) expired on June 11<sup>th</sup>. Forward Development Group (FDG) would like to renew it. There will need to be modifications made to the MOU. He also spoke with the Village Attorney and it was determined the MOU is not a legally binding document. Donner will follow up with FDG. Zeyghami suggested adding development agreement language. Donner said there is no urgency to get this approved. No action was taken.

**52. Contract amendment with JSD for the Camp Phillips Centre project.**

Donner said the most recent amendment to the contract was in December of 2018. JSD will forward another amendment to the contract as the wetland permitting process is taking time. No action was taken.

**53. Proposed sale of Village property for Marcott Property access.**

Donner Mitchell (Buck) Marcott owns a 40-acre parcel abutting the west side of the Village's material processing facility. The parcel includes a 16.5 foot strip of land for access to Ryan Street, which was taken from the nominal 40 acres now owned by the Village. Staff is suggesting Mr. Marcott be allowed to acquire an additional 43.5 ft. of property from the Village on the condition the Village is granted a perpetual easement over the 43.5 ft. to continue its activities on the material processing site.

***Motion by Maloney, second by Ermeling to approve transferring 43.5 ft. of property from the south boundary of the Village property on Ryan Street to Marcott for \$1.00, on the conditions Mr. Marcott grants the Village a perpetual easement for its ongoing operations, and Marcott is responsible for necessary legal fees and documents. Q/ Ermeling said if***

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they decide to put a driveway in, they would be responsible for the maintenance.

**54. Ryan Street pulverizing and paving contract**

*Motion by Ermeling, second by Maloney to award the 2019 Ryan Street pulverization and paving project to American Asphalt for a total price of \$162,260.70.*

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

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

**55. Sanitary Sewer Capacity, Management, Operation and Maintenance (CMOM) Program**

Wodalski said the purpose of the CMOM is to develop a long-term plan for operating and maintaining a sewage collection system.

*Motion by Maloney, second by Xiong to adopt the Capacity Management Operation Maintenance (CMOM) Program as submitted.*

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

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

**56. SAFER operating budget deficit**

Sparks said there will be another meeting to discuss the budget deficit with the hopes of coming up with a resolution.

**REMARKS FROM TRUSTEES**

Zeyghami asked about the deadline for the wayfinding project. Higgins said staff is finishing up with the project. The plan needs to go before the CDA and Plan



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Commission. Zeyghami asked if it would be complete by the end of summer. Higgins said staff should be able to get it done by then.

Fiene thanked the audience members for attending.

**REMARKS FROM THE PRESIDENT**

**57. Parliamentary Procedures/Meeting Conduct**

Sparks said former Trustee White created a 30-page condensed version of parliamentary procedures. Sparks will share this with the Board members to review.

**FUTURE ITEMS**

**58. Next meeting date(s):**

- June 25, 2019 @ 4:00 p.m. Board of Review
- July 1, 2019 @ 6:00 p.m.
- July 15, 2019 @ 6:00 p.m.

**ADJOURN.**

*Motion by Xiong, second by Maloney to adjourn the meeting at 7:25 p.m.*

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

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