

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

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June 18, 2018, at 6:00 p.m.

1. **Meeting called to order by President Ermeling at 6:03 p.m.**  
Ermeling called the regular Board of Trustees meeting to order at 6:05 p.m.
2. **Pledge Allegiance to the Flag.**
3. **Roll Call by Clerk.**  
Roll call indicated 7 Board of Trustee members present.

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

4. **Public Comments.**  
No comments.
5. **Minutes from the previous meetings.**
  - **05/21/2018**
  - **05/24/2018 Closed Session**
  - **06/07/2018 Closed Session**

***Motion by Zeyghami, second by Sparks to approve the 5/21, 5/24 and 6/7 minutes.***

**PRESENTATIONS**

6. **Presentation by Staff re: Food Truck Rally.**  
**Discussion and possible action on Food Truck Rally.**  
Donner and Weinkauff explained the proposed event to the Board of Trustees. It was indicated Nick O'brien, with You Are Here, has put a lot of work into the event at this point. The Village has already paid him for his services. The hope is that we would have sponsors to help pay for any additional costs, which staff feels would be very minimal. Xiong said this should not have been paid for out of the Room Tax Fund since the event would most likely not attract any hotel stays. Trautman said the expense could be moved and said 30% of the funds can be spent however the village sees fit. Xiong also has concerns with staff planning and working the event. He feels this is not the role of staff members. Maloney also has concerns with staff working the event. He also has concerns with the authority to expense \$3000 without first

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going before a committee. Osterbrink said it does not sound like there will be a lot of set-up for this event. The electrical needs will need to be addressed. He thought maybe 4 hours of staff time on Friday, before the event, and 4 hours the day of the event. There was a short discussion on how events are handled in other communities. Wehner said it is important to create a sense of place for residents in Weston. Sparks said this item should have come before a committee or the Board. It is not appropriate to use staff for these events. We need to consider our priorities when planning events like this. He also agrees that room tax funds should not have been used for this. Ermeling is also concerned with using staff as well. Staff should only be handling the permits for this event. She would be fine with using room tax funds if it were budgeted for previously. Ermeling suggested having a non-profit organization work the event. O'Brien explained the proposal and indicated he was working with the administrator on this item. Zeyghami feels the Village should move forward with the event. There was a short discussion on sponsorship. O'Brien said the event can be held off until sponsorship is confirmed. He feels the additional costs will be around \$1,000. Xiong is supportive if there are no additional costs to the Village. Ziegler agrees with Zeyghami the event should move forward. Ziegler said staff is positive about this. O'Brien said he may need to put more hours in to coordinate the event for a different day. Some of the sponsorship money may be needed to pay for his time. Ziegler said to move forward using staff time but determine what the actual cost for using staff time is, so we know for the future. Ermeling agreed that staff time needs to be tracked. Maloney said this includes all the meetings, preparation time and working the day of the event. Sparks does not want to see the Village use anymore Village funds for the event. Zeyghami and Ziegler asked O'Brien to put a contract together, include the estimated cost of the project and bring back to the Board for consideration. Maloney offered to help O'Brien with the contract. Higgins asked if the food trucks would be charged to be at the event. O'Brien said there would be no cost to them for the first event. There was a short discussion on the location of the event, issuing a picnic/beer license to a non-profit organization and sponsorship for the event. It was indicated sponsorship money would be collected by the Village and expenses paid out of that.

***Motion by Zeyghami, second by Ziegler to move forward with the event and have Nick O'Brien, with You are Here, provide the Village with a scope of service, included in a contract, for the event to be held at the site adjacent to the Weston Municipal Center (Farmers Market Park), contingent on sponsorship money covering any additional expenses. Q/Donner said there may need to be work done by staff on this event between now and the time of the board meeting.***

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

**Trustee**

**Voting**

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

**7. Presentation by Judy Pagryzinski re: ATV/UTV use on County Highway J from the Eau Claire River, south to the The Store gas station.**

Judy Pagryzinski, R3626 Bluejay Lane, Ringle, indicated she is the president of the Rural Riders Club, which was newly formed last year. There have been no incidents in Ringle where some of the roadways have been opened to ATV's and UTV's. Opening a route from County Road J, from the Eau Claire River, south to The Store gas station will bring more business to Weston. There is no liability to the Village. The ATV's and UTV's must follow strict rules. The speed limit is 35mph. Marathon County is fine with this. There are other County roads already open for this kind of use. The Rural Riders Club will sign the route for the Village. Police Chief Schulz does not have any issues with this. Donner said if a County Highway is 35mph or less the County cannot prohibit ATV/UTV use, and a municipality would need to allow for this through the creation of an ordinance.

***Motion by Sparks, second by Maloney to approve staff draft an ordinance, take to the Public Safety Committee for discussion, and bring back to the Board of Trustees for final consideration.***

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

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

**REPORTS FROM BOARDS, COMMITTEES, COMMISSIONS**

- 8. Community Development Authority.**
- 9. Everest Metro Public Safety.**
- 10. Extraterritorial Zoning.**
- 11. Finance.**
- 12. Human Resources.**
- 13. Parks & Recreation.**
- 14. Plan Commission.**

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- 15. Public Safety.
- 16. Public Works.
- 17. SAFER.
- 18. Tourism.
- 19. Zoning Board of Appeals.

*Motion by Sparks, second by Ostrowski to acknowledge items 8, 11-16, and 18-19, contingent on correcting the spelling of Yee Xiong in the Parks and Recreation Committee meeting minutes.*

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.
- 21. Finance.
- 22. Fire/EMS.
- 23. Legal.
- 24. Parks & Recreation.
- 25. Plan/Dev.
- 26. Police.

Schulz reported the Police Department is in the process of hiring another police officer. There were 957 calls for month of May for the Village of Weston.

- 27. Public Works.
- 28. Technology.

*Motion by Ostrowski, second by Ziegler 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

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Mark Maloney	YES
Yee Xiong	YES

**WORK PRODUCT TRANSMITTALS**

29. Acknowledge May 2018 Budget Status Report – All Funds.

*Motion by Maloney, second by Zeyghami to acknowledge the May 2018 Budget Status Report – All Funds.*

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**

30. Requests to pull items out of consent consideration.
31. Renew 2018/2019 Adult Oriented Establishment License for Secrets II.
32. Renew 2018/2019 Class A Beer and Liquor, Class B Beer and Liquor, Class B Beer and Reserve Liquor, Class B Beer and Class C Wine Licenses.
33. Approve New Class B Beer and Reserve Class B Liquor license for Masgay, LLC, DBA as Tine and Cellar, 3806 Schofield Avenue, Weston.
34. Approve New Class B Beer and Liquor for Location Location Homes, LLC, DBA The Palms Supper Club, 5912 Bus. Highway 51 S, Weston.
35. Approve New Class A Beer and Liquor for Riiser Fuels, LLC, DBA Rstore #46, 4101 Schofield Ave, Weston.
36. Renew Cigarette Licenses for the 2018/2019 Licensing.
37. Renew 2018/2019 Commercial Animal Establishment License for Ace Hardware.
38. Renew Hotel/Motel Licenses for the 2018/2019 Licensing Term.
39. Renew Playful Paws Kennel License for the 2018/2019 Licensing Term.
40. Renew Mobile Food Vendor Licenses for the 2018/2019 licensing term.
41. Renew Mobile Home Park Licenses for the 2018/2019 Licensing Term.
42. Approve New Operator Licenses and Operator License Renewals for the 2018/2019 Licensing Term.
43. Renew Pawn Broker, Secondhand Article Dealers and Secondhand Jewelry Dealers License for the 2018/2019 Licensing Term.
44. Renew Salvage Licenses for the 2018/2019 Licensing Term.
45. Approve Weights & Measures Licenses for the 2018/2019 Term.

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46. Approve the Amended Site Plan for Badgerland Overhead Door, 8008 Progress Way. (Project 20180034)
47. Acknowledge Schofield Ave concrete pavement repairs near Alderson St due to extreme heat.
48. Acknowledge concrete pavement and storm sewer repairs on Schofield Ave near Von Kanel St due to extreme heat.
49. Approve Proposal from OMNI Glass & Paint to Repair and Seal Exterior Concrete Block Walls at Water Treatment Plant.
50. Agreement with Payment Service Network (PSN) for Utility Administration Services.
51. Approve the purchase of the zonal OCR extension for Smart Search Software.
52. Approve Amending Ordinance Article III – Tobacco, Smoking, and Prohibited Substances – Sec. 54.300 – Smoking or Electronic delivery devices prohibited in certain areas. Public Safety approved on May 29<sup>th</sup>.
53. Amending Solid Waste Ordinance Sec. 66.111 - Responsibilities of Residential Unit Owners and Occupants
54. Approve Vouchers 48095-48276.
55. Action on consent agenda items.
56. Action on items pulled from consent.

*Motion by Zeyghami, second by Ziegler to approve consent items 31 to 54, contingent on Arrow Bar, Antlers Archery, El Charro, Stillwater Landing, Shanghai Gill and The Jim paying their personal property tax before license is issued.*

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

## RESOLUTIONS

57. Resolution 2018-034 to Approve Compliance Maintenance Annual Report (CMAR) for Weston Sewer Utility and Submit to the Wisconsin Department of Natural Resources.

Donner explained the proposed resolution which is to approve the self-assessment of where the Village stands with the CMAR for Weston Sewer Utility. The Village will adopt a Capacity, Management, Operation, and Maintenance (CMOM), proceed with the sewer system engineering evaluation in 2018, annually review utility rates and revenue requirements, continue the

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annual collection system maintenance program and update and implement the capital improvement program. This was approved by the Public Works and Utility Committee.

***Motion by Ziegler, second by Maloney to approve Resolution 2018-034, per the recommendation of the Public Works and Utility Committee.***

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

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

**NEW BUSINESS**

**58. Discussion and possible action on leasing the former Crane Meadows Golf Course driving range back to Crane Meadows.**

Sparks said the new owners are interested in leasing the former Crane Meadows Golf Course driving range. Daniel Weilep, 4703 Indigo Dr., Wausau, said he would like to maintain and use it again for a driving range. He would pay for any lease costs. He would like to make it into a profitable venture allowing the Village to collect some revenue from it. Maloney feels this is a great gesture. Weilep said the Village would not have any upkeep on the property. Maloney suggested the Village not receive any profits this year. Higgins said it fits the zoning and said a zoning permit application will need to be applied for. There was a short discussion on the crop lease for the former Mashuda property. Sparks said they are also willing to pay the Village attorney to put together a lease on the property. He also said there should be a 30-day termination clause included in the lease. Donner suggested adding liability language into the contract. Weilep said he would add this property to their insurance and provide the Village proof of insurance. Ermeling suggested Weilep put together a proposal and send to the Village Attorney. Maloney said he would like this acted on tonight. Sparks suggested the lease amount be \$800, since that is the lease amount for the other crop lease the Village has in place. Weilep would be more than happy to pay \$800.

***Motion by Sparks, second by Ostrowski to have Weilep meet with the Village attorney, pay for the legal costs of creating a lease, pay for any Village permits, include a 30-day termination clause in lease, include insurance language, beginning next year the annual lease fee will be \$800 and this will be an open-end lease until terminated by either party.***

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

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

- 59. Discussion and possible action on granting a temporary easement for the purpose of constructing storm water outfalls and allowing the PGA property on the east side of Zinser to drain to the pond on Village property (commonly known as the Mashuda Property) for storm water peak flow control.**

Wodalski explained PGA has plans for a future office/shop building on part of the property they purchased from the Village (commonly known as the Mashuda property). Currently there are stockpiles dirt on the parcel and the DNR has requested them to get the site stabilized. PGA is requesting the Village grant a temporary construction easement for grading along the west side of the existing pond. They are exploring the option of utilizing the Village pond for their stormwater peak flow control. Wodalski said the pond can handle it. Zeyghami is concerned about allowing the pond to be used for flood control as suspended solids would be carried into the pond due to the on-site ponds not being able to control the larger rain events. Wodalski commented with this being Village property and the property owner asking for permission, the Village could still require additional performance standards to account for a higher-level storm event to further protect the pond from suspended solids. Zeyghami questioned if the DNR would even allow the pond to be used for flood control as it is spring fed. Wodalski commented the applicant has submitted their plan to the DNR and as part of that review it will be determined from the DNR's perspective as to whether this type of drainage arrangement can be made. Wodalski will check with the DNR to make sure they are ok with the pond being used for flood control before the Village will sign off on the easement document.

- 60. Approve contract with Mi-Tech for wetland permitting assistance and access design for sanitary sewer access along the Cedar Creek interceptor route west of Sandhill Dr.**

Wodalski said staff would like access to the Cedar Creek interceptor route west of Sandhill for maintenance. The Village will need to go through the permitting process with the DNR for access. Staff is seeking the assistance of Mi-Tech to help with wetland permitting process.

***Motion by Xiong, second by Ostrowski to approve a contract with Mi-Tech for wetland permitting assistance and access design for sanitary***



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*sewer access along the Cedar Creek interceptor route west of Sandhill Dr., not to exceed \$8,500.*

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

61.    **Accept Draft Water Rates as Recommended by PSC and Allow PSC to Schedule Public Hearing.**

*Motion by Ostrowski, second by Maloney to accept draft water rates as recommended by PSC and allow PSC to schedule a public hearing.*

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

62.    **Contract Amendment with JSD Professional Services, Inc., for Additional Work on Transportation Impact Analysis as Required by Wisconsin DOT.**

Donner gave some background on this item.

*Motion by Zeyghami, second by Ziegler to approve a contract amendment with JSD Professional Services, Inc., for additional work on a Transportation Impact Analysis as required by Wisconsin DOT.*

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

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES

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Ziegler, Jon	YES
Wally Sparks	YES
Mark Maloney	YES
Yee Xiong	YES

**63. Deny Operator License for Peyton Stefan.**

*Motion by Sparks, second by Xiong to deny the Operator license for Peyton Stefan, per the recommendation of the Police Department.*

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

**64. Deny Operator License Keyanna Sather.**

*Motion by Sparks, second by Xiong to deny the Operator license for Keyanna Sather, per the recommendation of the Police Department.*

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**

Ziegler said he will call in for the next regular meeting on July 16<sup>th</sup>

Xiong said he will be absent on July 16<sup>th</sup>. Xiong also commented he would like to see the Village investigate getting a device that notifies the President when someone wishes to speak at a meeting. Staff will explore and bring some ideas back to the Board for possible discussion and consideration.

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Sparks would like to begin having budget retreats again. Staff will bring back some dates to the Board of Trustees to consider.

**REMARKS FROM THE PRESIDENT**

Ermeling said the Attorney would like to meet with the Board next week Wednesday for a special meeting. Ziegler and Sparks will attend by phone.

**FUTURE ITEMS**

65. Next meeting date(s):
- |                            |                        |
|----------------------------|------------------------|
| - Jul 16, 2018 @ 6:00 p.m. | Regular Meeting        |
| - 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        |
66. Announcements.  
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**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL JULY 16, 2018 @ 6:00 P.M.**

***Motion by Maloney, second by Ziegler to adjourn the meeting at 8:12 p.m.***

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

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