

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

Monday, July 1, 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 | NO (excused) |
| Maloney, Mark | YES |
| Xiong, Yee | YES |
| Fiene, Nate | YES |

PUBLIC COMMENTS

No comments.

PRESENTATION

No presentations.

MINUTES FROM PREVIOUS MEETINGS.

4. **6/17/2019 Board of Trustees**

Motion by Maloney, second by Zeyghami to approve the minutes.

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

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

WRITTEN CORRESPONDENCE

5. **Search for Candidates to Fill Vacancy on Rib Mountain Metropolitan Sewerage District Board.**
Sparks said a member of the Rib Mountain Metropolitan Sewerage District Board has resigned. He said if the Board of trustees have any

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recommendations on a replacement to please let him know. Ermeling said the replacement should be a Weston resident.

REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS

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

Motion by Ermeling, second by Xiong to acknowledge the reports/minutes.

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

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

REPORTS FROM DEPARTMENTS

19. **Administrator**
Donner was absent from the meeting.
20. **Clerks**
No comments.
21. **Finance**
No comments.
22. **Fire/EMS**
No comments.
23. **Parks & Recreation**
Osterbrink reported there was an accident and some things were damaged at the canoe/kayak launch on Ross Ave. He submitted a claim to the Village's insurance company. He also reported he interviewed with Channel 7 regarding National Park and Recreation month.
24. **Plan/Dev**

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- a. **Refuse and Recycling**
No comments.
- 25. **Police**
Chief Schulz was absent from the meeting.
- 26. **Public Works**
Wodalski reported on the concrete pavement maintenance work currently being done on Schofield Avenue.
- 27. **Technology**
No comments.

WORK PRODUCT TRANSMITTALS

No comments.

CONSENT AGENDA

- 28. **Requests to pull items out of consent consideration.**
- 29. **Renew 2019/2020 Class B Beer for Premier Sports**
- 30. **Approve Operator Licenses**
- 31. **Approve Vouchers 50561 – 50700**
- 32. **Action on consent agenda items**

Motion by Xiong, second by Fiene to approve consent items 29 to 31.

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

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

- 33. **Action on items pulled from consent**
No items pulled from consent.

ORDINANCES

No ordinances to consider.

RESOLUTIONS

No resolutions to consider.

UNFINISHED BUSINESS

- 34. **Discussion and Possible Action on Changing Public Safety Committee Roles and Responsibilities or Discontinuation of the Same**
Sparks said staff made some suggestions for the roles and responsibilities of the Public Safety Committee to be disbursed to other committees. Some of

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these roles and responsibilities already have oversight by other committees or commissions of the Everest Metro Police Department and SAFER. He said in the past the Public Safety meetings have been cancelled quite often. He feels the Board should discontinue the committee. There may still be some ordinance issues relating to oversight by the Public Safety Committee and staff will have to try and work those out. Fiene said he originally voted against this, but in talking with Fire Chief Savage, Police Chief Schulz and Sparks, has since changed his mind. While the Public Safety Committee has served an important role in the past, we need to evolve and serve the most good with our limited resources. He now supports disbanding the committee and, in its place, create a nuisance committee. Sparks said it would be appropriate for staff to come back with a proposal of what kind of oversight on nuisance issues that a nuisance committee would have. Higgins pointed out that there are two proposed ordinances going before both the Plan Commission and Public Works. She explained the proposed changes on the process with nuisance enforcement.

Motion by Fiene, second by Maloney to disband the Public Safety Committee.

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

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

Motion by Fiene, second by Maloney to amend the original motion, contingent on following staff recommendations as it relates to other committees absorbing the roles and responsibilities of the Public Safety Committee. Q/Higgins said the Plan Commission will discuss the proposed roles and responsibilities at their next meeting.

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

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

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NEW BUSINESS/UNFINISHED BUSINESS

35. **Disallowance of Judy Gavitt Claim from 6/4/19 - #WN000371920066**

Motion by Ermeling, second by Maloney to disallow the claim for Judy Gavitt.

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

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

36. **Training agreement with the UW Stevens Point for a business writing workshop.**

Motion by Maloney, second by Xiong to approve the training agreement with the UW Stevens Point for a business writing workshop.

Fiene said the training will help with uniform standards on all Village correspondence. This is also designed to help staff with their professional writing. The workshop will be held November 11th. Xiong asked where this came from. It was indicated Human Resources Committee member Schuster requested it. There was a short discussion on how many employees would be able to attend and if this could be offered to employees of SAFER and Everest Metro Police Department. Staff will contact UW Stevens Point and find out if there are any limitations on attendance.

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

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

37. **Amendment to Sec. 10.03(6) Cellular phone stipend reimbursement.**

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Fiene said this allows employees to use just one phone instead of two. Ermeling said originally this was not offered to employees that were always working at their desks and not out in the field.

Motion by Maloney, second by Fiene to approve the amendment to Sec. 10.03(6) -Cellular phone stipend reimbursement of the employee handbook.

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

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

- 38. Amendment to Sec. 7.04 Flexible Work Arrangements, Sec.12.03(1)&(2) Insurances, Sec.13.03(1),(2),&(5) holidays, and Sec.13.04(2)&(4) Paid-time off of the Employee Personnel Policies and Procedure Handbook.**

Fiene said this proposed flexible work arrangement was requested by one employee. The Village does not have a policy in place. He said there will be no change to how residents are served. The Department Director will review all requests and final approval will come from the Village Administrator. This is a good way to ensure retention and be an attractive employer.

Motion by Maloney, second by Zeyghami to approve the amendment to Sec. 7.04 Flexible Work Arrangements, Sec. 12.03(1)&(2) Insurances, Sec.13.03(1),(2),&(5) holidays, and Sec.13.04(2)&(4) Paid-time off of the Employee Personnel Policies and Procedure Handbook. Q/Ermeling said in the past we had employees work in the evening hours and then come in late during the day. They were not available to staff or the public. She said this did not work well. Maloney said this would be left to the discretion of the Department Director and Administrator. His original concern was the possibility of having to hire more staff to cover the hours not be worked by someone on a flexible work arrangement. This is not the case here and the Village will not lose any money. It is a good idea if we can offer more flexibility to the employees. Sparks pointed out there are no benefits offered to anyone working less than 30 hours. If employees are approved for a flexible work arrangement they will have to pay more towards their health and dental premiums. The Village will not pay more by offering this benefit. Fiene also added that there is a six-month trial period for each arrangement, and it would be reviewed annually.

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

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

39. Write-off of approximately \$1,865.71 in accrued interest receivable on personal property taxes and \$7,316.24 on the principal portion of delinquent personal property taxes.

Motion by Maloney, second by Ermeling to approve the write-off of accrued interest receivable on personal property taxes and on the principal portion of delinquent personal property taxes.

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

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

40. Budget transfer moving \$730.61 from 10-06-56900-336-000 to 10-06-56900-812-000.

Motion by Maloney, second by Zeyghami to approve the budget transfer.

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

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

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41. Proposal to Reconcile SAFER Budget Deficit with the Town of Rib Mountain

Sparks said when SAFER started back in 2013 there were some significant start-up expense in the first couple of years. These expenses were not reviewed by the SAFER Board. The deficit amount at the end of 2017 was \$644,620. The Village's portion is approximately \$446,000 and the Town of Rib Mountain's portion is approximately \$216,000 to \$224,000. The Town's response was that they felt they only owed \$110,000. The former administration expensed a lot of money to the SAFER district without it going before the SAFER Board for consideration. At the time the Village was serving as the fiscal agent for SAFER. They since have their own fiscal agent. After a recent meeting the proposed compromise results in Rib Mountain being responsible for \$165,000 and the Village being responsible for the balance of \$479,620. Ermeling added that SAFER's budgets in the past were not realistic.

Motion by Maloney, second by Ermeling to approve reconciling the SAFER budget deficit with the Town of Rib Mountain with the compromise being \$165,000 (25.60%) for Rib Mountain and \$479,620 (74.4%) for the Village of Weston. Q/Zeyghami would still like to see the ski hill add \$1 to their ticket price. He feels we should approach them again. Sparks asked Chief Savage to put this on the next SAFER agenda.

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

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

42. Proposal to Modify the Draft Intergovernmental Agreement with the Town of Weston for Reconstruction of Ross Avenue from River Bend Road to Kersten Road by Sharing the Cost of the Round-a-bout on a 50%-50% basis.

Motion by Maloney, second by Zeyghami to approve the intergovernmental agreement with the Town of Weston. Q/Maloney said it would behoove us to enter into an agreement with a 50/50 cost share. This is working with our neighbors in a good way. Sparks agrees. Sparks, Ermeling and Zeyghami agree that a round-a-bout will improve safety.

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

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

43. **Authorize Staff to Begin Recruitment for Fleet Foreman Position and Process for Filling Anticipated Vacancy for Mechanic Position.**

Motion by Maloney, second by Zeyghami to begin recruitment for Fleet Foreman position and process for filling anticipated vacancy for Mechanic position.

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

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

44. **Discussion and Possible Action on Feedback to the Wisconsin Department of Transportation Proposal for Paving/Repaving of Business Highway 51 from STH 29 through Rothschild, Weston and Schofield to Depot Street.**

Zeyghami said the Department of Transportation (DOT) is proposing to resurface Business Highway 51, and a couple years later come back and reconstruct it. We should not accept this. It is wasting taxpayer money. He recommends the Village pass another resolution and make a recommendation to the DOT to reconstruct the road and bring it up to standard. Sparks said there will be a meeting between the three communities affected by this and asked Zeyghami to attend. Wodalski said one of the comments made by the DOT is that their design process will include acquiring real estate. They figure it would be 4 to 5 years before they would have all the real estate acquired. The meeting between the three communities will be held on July 18th.

REMARKS FROM TRUSTEES

Fiene commented that he hopes everyone has a safe and happy Independence Day.

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REMARKS FROM THE PRESIDENT

Sparks said he would like to discuss TIF expenses at the August Board of Trustees meeting. He would like to see some formality put in place. Higgins said the CDA has considered these items in the past. She would also like to see a more formal process put in place.

FUTURE ITEMS

1. Next meeting date(s):
 - July 15, 2019 @ 6:00 p.m.
 - August 5, 2019 @ 6:00 p.m.
2. July 9, 2019, from 11:30 – 1:00 PM; SABA local government luncheon – hosted by the Village of Weston

ADJOURN.

Motion by Maloney, second by Fiene to adjourn the meeting at 7:06 p.m.

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

| Trustee | Voting |
|---------------------------|---------------|
| Spark, Wally | YES |
| Zeyghami, Hooshang | YES |
| Ermeling, Barb | YES |
| Ziegler, Jon | 1 |
| Maloney, Mark | YES |
| Xiong, Yee | YES |
| Fiene, Nate | YES |