



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
ATTENTION – NOTICE OF PUBLIC MEETING**

Meeting: **BOARD OF TRUSTEES MEETING**

Date: **Monday, March 02, 2020 @ 6:00 P.M.**

Location: **Weston Municipal Center, 5500 Schofield Avenue, Weston,**

Members: **Barb Ermeling, Nate Fiene, Mark Maloney, Wally Sparks [P],
Yee Xiong, Hooshang Zeyghami [VP] and Jon Ziegler**

RSVP: **Sherry Weinkauf, Clerk**
sweinkauf@westonwi.gov
(715) 359-6114

Trustees should indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum by sending an RSVP to the assigned staff advisor(s).

PLEASE NOTE THE FOLLOWING INFORMATION:

This notice was posted at the Municipal Center and was emailed to local media outlets on 2/25/2020 @ 3:55 p .m. Wisconsin State Statutes require all agendas for Board, Commission, and meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993).

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114, so any necessary arrangements can be made to accommodate each request.



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

The following items were listed on the agenda in the village Clerk's office, in accordance with Chapter 2 of the village's Municipal Code and will be ready for your consideration, during the 23rd legislative session of the Board of Trustees, on **Monday, March 2, 2020, at 6:00 p.m.** in the Board Room, at the Weston Municipal Center.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. If a quorum of other government bodies are present this would constitute a meeting pursuant to "State of Wisconsin ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993)". Therefore, no official actions other than those of the BOARD OF TRUSTEES shall take place.

Wisconsin State Statutes require all agendas for Board, Commission, and Committee meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any item on this agenda may be discussed or acted upon.

AGENDA ITEMS

1. Board of Trustees Meeting called to order by President Sparks
2. Pledge Allegiance to the Flag
3. Roll Call by Clerk
 - Ermeling, Fiene, Maloney, Sparks {p}, Xiong, Zeyghami {vp}, Ziegler

PUBLIC COMMENTS

MINUTES FROM PREVIOUS MEETINGS.

4. [2/17/2020 Board of Trustees](#)

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](#)
 - Municipal Facilities Planning



VILLAGE OF WESTON, WISCONSIN

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

18. Clerks
19. Finance
20. Fire/EMS
21. Parks & Recreation
22. Plan/Dev
23. Police
24. Public Works
25. Technology

WORK PRODUCT TRANSMITTALS

CONSENT AGENDA

26. Requests to pull items out of consent consideration.
27. [Approve Vouchers – 52005-52088 and 90027 and manual payroll checks – 52089-52106](#)
28. [Acknowledge “Ad-Hoc” Tele-Commuting Agreement for Valerie Parker, Planning & Development Department Technician](#)
29. [Approve Operator licenses.](#)
30. Action on consent agenda items

ORDINANCES

RESOLUTIONS

OLD BUSINESS

31. [Reduce receivable related to the SAFER cash deficit by 1/5th](#)

NEW BUSINESS

32. [Recommendation to Develop a 3-Year Contract with the YMCA for Weston Aquatic Center Management](#)
33. [Contract Amendment with JSD Professional Services for Camp Phillips Centre wetland permit process.](#)

PRESENTATION

34. Forward Development Group re: Camp Phillips Centre Project
 - Discussion and Possible Action by the Board of Trustees regarding Camp Phillips Centre presentation by Forward Development Group

REMARKS FROM TRUSTEES

REMARKS FROM THE PRESIDENT

FUTURE ITEMS



VILLAGE OF WESTON, WISCONSIN

OFFICIAL MEETING AGENDA OF THE BOARD OF TRUSTEES

Next meeting date(s):

- 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.
- April 6, 2020, Board of Trustees Regular Meeting at 6:00 p.m.

**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL
March 16, 2020 @ 6:00 P.M.**



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



VILLAGE OF WESTON, WISCONSIN

OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

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.



VILLAGE OF WESTON, WISCONSIN

OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

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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OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

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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OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

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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OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES

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



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

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

<u>Revenue</u>	Standby Fee	Admin Fee	EMS Revenue	Totals
Kronenwetter	\$ 39,370.89	\$ 12,150.00	\$ 93,268.23	\$ 144,789.12
Easton	\$ 6,059.39	\$ 1,800.00	\$ 8,213.95	\$ 16,073.34
Weston	\$ 3,686.90	\$ 1,000.00	\$ 28,896.35	\$ 33,583.25
Ringle	\$ 9,331.79	\$ 3,050.00	\$ 20,601.09	\$ 32,982.88
Gunther	\$ 3,359.81	\$ 650.00	\$ 4,995.18	\$ 9,004.99
Stettin	\$ 15,047.15	\$ 2,600.00	\$ 15,216.56	\$ 32,863.71
Marathon	\$ 5,685.49	\$ 1,700.00	\$ 29,780.34	\$ 37,165.83
Totals	\$ 82,541.42	\$ 22,950.00	\$ 200,971.70	\$ 306,463.12
Total Revenue Per Call	\$ 667.68			
<u>Direct Costs-Per Call</u>				
Wages	\$ 35.00			
Fuel	\$ 15.00			
Maintenance	\$ 7.08			
EMS Supplies	\$ 20.24			
Total	\$ 77.32			
<u>Total Costs-Per Call</u>				
85% of total costs	\$ 851.00			

**VILLAGE OF WESTON, WISCONSIN
KEITH DONNER, ADMINSTRATOR
REPORT TO THE BOARD OF TRUSTEES
#2020-03-01 FOR MARCH 02, 2020**

1. PROJECTS

- **Camp Phillips Centre** – Forward Development Group will be in attendance for a presentation and discussion with the Board on Monday.
- **2020 – 2024 CIP** – Wodalski has revised the CIP for several project schedule scenarios. I will have Ehlers provide us some updated scenarios for capital project borrowing and repayment as we continue the CIP process and prepare for upcoming meetings.
- **Community Development Authority Roles and Responsibilities** – The special meeting of the CDA, Plan Commission, and the Board of Trustees has been scheduled for Tuesday, March 10, to hear a presentation by Greg Johnson of Ehlers and Rebecca Speckhard (bond counsel from Quarles and Brady) on the roles and responsibilities of the CDA.
- **Muzynski Request for Street Vacation** – I spoke to Joe Buska on Tuesday. Planning & Development is gathering some information about what needs to happen to assure the access for public streets is in place for the southeast and southwest corners of the Wandering Springs West Subdivision to the south. Will attempt to set up a meeting with Stan Budleski and Joe Muzynski next week.
- **Meetings with Local Municipal Leaders re: Intergovernmental Cooperation** – A reminder of the Doodle poll was sent to the group this week. The highest level of response as of today is 11 people for Wednesday, March 11 at 2:30.
- **Municipal Facilities Planning** – Jon Wallenkamp and Greg Johnson can be available for an open house and presentations about the municipal facilities on March 19th. We will be preparing materials for the event. Trustee Zeyghami and I met representatives of Eckert Wrecking at the building on Tuesday to view the construction and content. They are planning to provide us an estimate for demolition of the building.
- **Comprehensive Plan Update** – We have been communicating with Mark Roffers on the schedule for the Weston Avenue corridor plan.
- **Site Plan Activity**
 - **Lewis Construction** - ...Plan Dev and Public Works are looking into questions about the existing private wastewater systems and wells on the property to compare replacements with public water and sewer extensions. This is in follow up to our discussion with REI about the prospect of sanitary sewer and water crossing the property to provide service to the existing buildings and future development with the added benefit of eliminating the Heritage Hills Subdivision wastewater pumping station. This is something which was originally looked at in 2015. We should consider participation.
 - **S.C. Swiderski** - ...has been in contact with Public Works regarding site plan layout and utility service.
 - **Metro Animal Hospital (Birch Street)** – Nothing new on this that I am aware of.

2. MISCELLANEOUS COMMENTS / ISSUES

- I attended a meeting of the Central Wisconsin Human Resources Group at Rib Mountain on Thursday. A lot of legal issues discussed.
- Letters and the Public Hearing Notice for the Weston Elementary School neighborhood street reconstruction Special Assessments have been mailed out. The Public hearing is scheduled for March 10.
- The Finance Department is preparing for the annual audit.
- Gary Guerndt contacted me earlier today to discuss development of the former Fernwood Subdivision property (approx. ¼ mile west of Ryan, north of Weston Avenue) and also that he is interested in acquiring additional land on the east side of Zinser Street. I did not have a chance to follow up before writing this report.

REQUEST FOR CONSIDERATION

Public Mtg/Date: Board of Trustees, March 2, 2020

Description: Village Vouchers from 2/10/20-2/23/20

From: Jessica Trautman, Finance Director

Question: Should the Board of Trustees approve payment of Village expenditures (vouchers) for the period of 2/10/20-2/23/20 in the amount of \$7,680,062.89?
Check numbers were 52005-52088 and 90027.
Manual payroll check numbers were 52089-52106 in the amount of \$2,979.23. Voided checks were 52107-52125.

Background

Vouchers were received by the Finance Department from various departments during the period for payment. All invoices were reviewed for proper authorized approval by a department manager or supervisor prior to processing for payment. All payments made by phone or ACH are numbered in a 9XXXX series.

Manual payroll checks were entered and approved by the Clerk Department.

Attached Docs: Check register for accounts payable and payroll check register

Committee Action: None.

FISCAL IMPACT: \$7,683,042.12 across various funds and departments.

Recommendation: Finance Director recommends approval.

Recommended Language for Official Action

I move to approve vouchers and manual payroll checks from 2/10/20-2/23/20.

Additional action: None.

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
52005									
02/20	02/14/20	52005	2500	ADVANCE AUTO PARTS	2763-371530	#8 FILTERS	1	10-03-53310-353-000	50.75
02/20	02/14/20	52005	2500	ADVANCE AUTO PARTS	2763-371558	DEF	1	10-03-53310-351-000	183.80
02/20	02/14/20	52005	2500	ADVANCE AUTO PARTS	2763-371602	#14 FILTERS	1	10-03-53312-353-000	100.67
02/20	02/14/20	52005	2500	ADVANCE AUTO PARTS	2763-371602	#26 FILTERS	2	10-03-53312-353-000	25.42
02/20	02/14/20	52005	2500	ADVANCE AUTO PARTS	2763-371605	#6 TUNE UP PARTS	1	10-05-55210-241-000	188.14
02/20	02/14/20	52005	2500	ADVANCE AUTO PARTS	2763-372103	FOX ST LIFT STATION HEATER HOSES,ANTIFREEZE,SUPPLI	1	61-03-53610-359-000	94.84
02/20	02/14/20	52005	2500	ADVANCE AUTO PARTS	2763-372103	FOX ST LIFT STATION HEATER HOSES,ANTIFREEZE,SUPPLI	2	61-03-53610-349-000	39.31
Total 52005:									682.93
52006									
02/20	02/14/20	52006	4290	AECOM TECHNICAL SERVICES INC	2000315826	WATER MASTER PLAN UPDATE	1	60-03-53780-215-000	5,575.55
Total 52006:									5,575.55
52007									
02/20	02/14/20	52007	21999	BESSETTE, ALEX J	M CT OVRPMT RE	REFUND BOND	1	10-00-21000-000-000	124.00
Total 52007:									124.00
52008									
02/20	02/14/20	52008	21118	CASPER'S TRUCK EQUIPMENT	0042399-IN	#8 SNOW PLOW PIN	1	10-03-53312-353-000	21.96
Total 52008:									21.96
52009									
02/20	02/14/20	52009	21604	COLEMAN, THERESA	JAN2020	MILEAGE REIM: JAN 2020	1	61-03-53613-334-000	88.47
02/20	02/14/20	52009	21604	COLEMAN, THERESA	JAN2020	MILEAGE REIM: JAN 2020	2	60-03-53780-334-000	88.47
Total 52009:									176.94
52010									
02/20	02/14/20	52010	3220	CONTROL CONCEPTS TECH	478987-001	FITTINGS FOR HYD TEST GAUGE SHOP TOOLS	1	10-03-53310-353-000	27.72
Total 52010:									27.72
52011									
02/20	02/14/20	52011	3450	CUMMINS NPOWER	F9-19756	SAFETY BLDG GENERATOR PREVENTATIVE MAINT	1	10-02-52199-355-000	861.53

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Total 52011:									861.53
52012									
02/20	02/14/20	52012	16140	D.A. MACPHERSON INC	19686	#26 GRADER BLADES	1	10-03-53312-353-000	1,540.00
Total 52012:									1,540.00
52013									
02/20	02/14/20	52013	20932	DENYON HOMES	3005 WEILAND AV	OCC SUR REFUND: 3005 WEILAND AVE	1	10-00-21120-000-000	1,000.00
Total 52013:									1,000.00
52014									
02/20	02/14/20	52014	7180	DEX MEDIA LLC	FEB2020	ADVERTISING CONTRACT: JAN 2020	1	10-01-51450-326-000	39.27
Total 52014:									39.27
52015									
02/20	02/14/20	52015	3940	DIGGERS HOTLINE INC	200246301	FEB 2020	1	60-03-53780-290-000	757.60
02/20	02/14/20	52015	3940	DIGGERS HOTLINE INC	200246301	FEB 2020	2	61-03-53613-290-000	757.60
Total 52015:									1,515.20
52016									
02/20	02/14/20	52016	4900	FARRELL EQUIPMENT & SUPPLY CO	INV0000000107512	12 CANS FLUID FILM	1	10-03-53310-390-000	105.00
Total 52016:									105.00
52017									
02/20	02/14/20	52017	4910	FASTENAL COMPANY	WISCH322480	SHOP SUPPLIES	1	10-03-53310-390-000	31.61
Total 52017:									31.61
52018									
02/20	02/14/20	52018	21511	FIRST SUPPLY LLC-WAUSAU	89838-00	CIRCULAR SAW AND IMPACT SET	1	60-03-53740-314-662	241.59
Total 52018:									241.59
52019									
02/20	02/14/20	52019	5390	FRED MUELLER AUTOMOTIVE INC	233081	#6 SHIFT CABLE	1	10-05-55210-241-000	64.54

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02/20	02/14/20	52019	5390	FRED MUELLER AUTOMOTIVE INC	233146	#8 PARK SOLENOID	1	10-03-53310-353-000	26.10
Total 52019:									90.64
52020									
02/20	02/14/20	52020	20952	GRAY MANUFACTURING CO INC	897995	WIRELESS LIFTS COVERS	1	10-03-53310-353-000	653.76
Total 52020:									653.76
52021									
02/20	02/14/20	52021	7140	HYDROCORP	0056104-IN	CROSS CONNECTION CONTROL INSPECTION: JAN 2020	1	60-03-53762-256-000	1,350.00
Total 52021:									1,350.00
52022									
02/20	02/14/20	52022	21740	ISTATE TRUCK CENTER	C271029078:01	#69 EGR PARTS	1	10-03-53312-353-000	1,331.71
02/20	02/14/20	52022	21740	ISTATE TRUCK CENTER	C271029125:01	#69 STEERING ARM U-JOINT	1	10-03-53312-353-000	27.68
02/20	02/14/20	52022	21740	ISTATE TRUCK CENTER	C271029186:01	#69 EGR COOLER PARTS	1	10-03-53312-353-000	13.97
Total 52022:									1,373.36
52023									
02/20	02/14/20	52023	20526	JERRY'S CLEANING	JAN2020	CLEANING SERVICES: JAN 2020	1	10-01-51600-216-000	600.00
Total 52023:									600.00
52024									
02/20	02/14/20	52024	20580	KIMBALL MIDWEST	7723164	RUST PREVENTER SHOP SUPPLIES	1	10-03-53310-390-000	15.98
Total 52024:									15.98
52025									
02/20	02/14/20	52025	9080	LINCOLN CONTRACTORS SUPPLY IN	M65734	PARTNER SAW PARTS	1	10-03-53310-353-000	53.54
02/20	02/14/20	52025	9080	LINCOLN CONTRACTORS SUPPLY IN	M65735	3" WATER PUMP HOSE FITTINGS	1	10-03-53310-353-000	149.40
Total 52025:									202.94
52026									
02/20	02/14/20	52026	9910	MARATHON COUNTY TREASURER	JAN 2020	ALLOCATE COURT TOTALS TO COUNTY: JAN 2020	1	10-00-45111-000-000	1,017.00

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Total 52026:									1,017.00
52027									
02/20	02/14/20	52027	11070	NAPA AUTO PARTS - WESTON	752258	#32 HEATER HOSE-WINTER BREAK DOWN	1	10-03-53312-353-000	10.59
02/20	02/14/20	52027	11070	NAPA AUTO PARTS - WESTON	752267	#10 AMBER LIGHT BULBS	1	10-03-53312-353-000	17.94
Total 52027:									28.53
52028									
02/20	02/14/20	52028	19860	NORTHERN LAKE SERVICE INC	372821	WATER TESTING: UCMR SE2	1	60-03-53730-294-000	4,540.00
02/20	02/14/20	52028	19860	NORTHERN LAKE SERVICE INC	372823	WATER TESTING: UCMR SE2	1	60-03-53730-294-000	280.00
Total 52028:									4,820.00
52029									
02/20	02/14/20	52029	19643	O'REILLY AUTO PARTS	3845-306017	#6 TUNE UP PARTS	1	10-05-55210-241-000	16.97
Total 52029:									16.97
52030									
02/20	02/14/20	52030	20597	PETDATA	2/2020 PAWS/PRO	FEB 2020- PAWS & PROTECT LICENSING PROGRAM	1	10-00-21000-000-000	185.00
Total 52030:									185.00
52031									
02/20	02/14/20	52031	12770	POWERPLAN	1966971	#32 FILTERS AND COOLANT HOSE	1	10-03-53312-353-000	312.70
Total 52031:									312.70
52032									
02/20	02/14/20	52032	13530	RIB MTN METROPOLITAN SEWERAGE	JAN2020	O&M DUE: JAN 2020	1	61-03-53610-227-000	67,507.61
02/20	02/14/20	52032	13530	RIB MTN METROPOLITAN SEWERAGE	JAN2020	DEBT SERVICE JAN 2020	2	61-08-53614-614-000	9,251.21
Total 52032:									76,758.82
52033									
02/20	02/14/20	52033	20471	RIESTERER & SCHNELL INC	1698458	#61 STROBE LIGHT	1	10-05-53656-353-000	47.36
Total 52033:									47.36

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52034									
02/20	02/14/20	52034	21997	SAMSE, EMILY	2/2020 COURT OV	DUPLICATE PAYMENT TO MUNICIPAL COURT	1	10-00-45111-000-000	508.90
Total 52034:									508.90
52035									
02/20	02/14/20	52035	19978	SCAFFIDI MOTORS INC	178416	#60 ELECTRICAL REPAIRS	1	10-03-53312-353-000	165.11
02/20	02/14/20	52035	19978	SCAFFIDI MOTORS INC	74050	#10 SUSPENSION ARMS AND BELT TENTIONER	1	10-03-53312-353-000	1,816.90
02/20	02/14/20	52035	19978	SCAFFIDI MOTORS INC	74050	#9 BELT TENSIONER	2	10-03-53312-353-000	320.92
Total 52035:									2,302.93
52036									
02/20	02/14/20	52036	14430	SCHOFIELD, CITY OF	JAN 2020	ALLOCATED TOTALS TO MUNICIPALITY: JAN 2020	1	10-00-24425-000-000	5,627.11
Total 52036:									5,627.11
52037									
02/20	02/14/20	52037	14490	SCHOFIELD, CITY OF	FEB2020	QTR 1 2020: 11/30/19-2/03/20	1	61-03-53610-223-000	26,322.48
Total 52037:									26,322.48
52038									
02/20	02/14/20	52038	18220	STATE OF WI - COURT FINES	JAN 2020	ALLOCATED TOTALS TO COURT: JAN 2020	1	10-00-45111-000-000	3,116.61
Total 52038:									3,116.61
52039									
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	USB EXTENSION PORTS	1	10-01-51450-310-000	22.08
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	3 WIRED KEYBOARD MOUSE COMBOS	2	10-01-51450-310-000	44.97
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	WATER - FIBER ADAPTOR FOR WTP SWITCH	3	60-03-53780-314-000	10.03
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	4 LAPTOP DOCKING STATIONS	4	10-01-51450-314-000	657.94
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	10 PACK OF DISPLAY PORT CABLES	5	10-01-51450-310-000	85.53
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	HI RES MONITORS FOR WHEATON	6	10-06-56900-809-000	539.98
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	10 PACK DVI TO DISPLAY PORT ADAPTORS	7	10-01-51450-310-000	59.99
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	LENOVO LAPTOP POWER CORDS	8	10-01-51450-310-000	101.92
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	ERGONOMIC KEYBOARDMOUSE COMBO FOR WHEATON	9	10-01-51450-310-000	45.99
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	STANDING MATS FOR PLANNING DEPT	10	10-06-56900-310-000	79.90
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	STANDING DESK FOR WHEATON	11	10-06-56900-314-000	495.00
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	VACCUUM BAGS	12	10-01-51600-344-000	35.16
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	TONER FOR PLOTTER	13	10-01-51460-310-000	379.75

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02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	FLOODLIGHT FOR WATER UTILITY	14	60-03-53766-352-000	59.64
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	FLOODLIGHT FOR WATER UTILITY	15	61-03-53606-352-000	59.63
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	STORAGE BINS FOR WELL HOUSES	16	60-03-53761-349-000	172.23
02/20	02/14/20	52039	21247	SYNCHRONY BANK/AMAZON	JAN2020	WIRE CONNECTORS FOR WATER UTILITY	17	60-03-53766-352-000	34.99
Total 52039:									2,884.73
52040									
02/20	02/14/20	52040	16460	TRUCK COUNTRY OF WISCONSIN IN	X205260231:01	#69 EGR VALVE	1	10-03-53312-353-000	851.84
Total 52040:									851.84
52041									
02/20	02/14/20	52041	20240	TRUCK EQUIPMENT INC	885633-00	#9 SPREADER LIGHT	1	10-03-53312-353-000	37.70
02/20	02/14/20	52041	20240	TRUCK EQUIPMENT INC	886201-00	#9 BACK UP ALARM	1	10-03-53312-353-000	30.08
Total 52041:									67.78
52042									
02/20	02/14/20	52042	21744	UNITED STRUCTURES INC.	12797	COLD SHED ROOF REPAIRS	1	10-03-53310-247-000	405.00
Total 52042:									405.00
52043									
02/20	02/14/20	52043	16710	USA BLUE BOOK	131499	BOTTLE BRUSH, TEST TUBES, CHL. KIT	1	60-03-53730-349-000	209.70
Total 52043:									209.70
52044									
02/20	02/14/20	52044	19929	UTILITY SERVICE CO INC	500088	Q1 2020 MAINT CONTRACT - BUSINESS PK TANK	1	60-03-53760-290-000	1,632.53
Total 52044:									1,632.53
52045									
02/20	02/14/20	52045	16890	VAN ERT ELECTRIC COMPANY INC	38970	TRAFFIC LIGHT REPAIR AT ALDERSON AND SCHOFIELD AVE	1	10-03-53311-290-000	8,436.99
Total 52045:									8,436.99
52046									
02/20	02/14/20	52046	22000	WATER QUALITY INVESTIGATIONS	1119_52	WELL #2 INVESTIGATION	1	60-03-53780-215-000	821.25

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Total 52046:									821.25
52047									
02/20	02/14/20	52047	18090	WESTON, TOWN OF	JAN 2020	ALLOCATED TOTALS TO MUNICIPALITY: JAN 2020	1	10-00-24410-000-000	298.80
Total 52047:									298.80
52048									
02/20	02/14/20	52048	19070	WI STATE LABORATORY OF HYGIENE	623838	FLOURIDE TESTING- JAN 2020	1	60-03-53730-294-000	26.00
Total 52048:									26.00
52049									
02/20	02/14/20	52049	21998	WILLIAMS, ANDREW	2/2020 COURT OV	DUPLICATE PAYMENT TO MUNICIPAL COURT	1	10-00-45111-000-000	376.82
Total 52049:									376.82
52050									
02/20	02/14/20	52050	21927	YANG, NOU	JAN2020	FARMERS MARKET TOKENS	1	81-06-56940-349-000	11.00
02/20	02/14/20	52050	21927	YANG, NOU	JAN2020	FARMERS MARKET TOKENS	2	81-00-13611-000-000	5.00
Total 52050:									16.00
52051									
02/20	02/14/20	52051	19350	ZIENTARA FLEET EQUIPMENT INC	01108823P	SHOP SUPPLIES: BRAKE CLEANER	1	10-03-53310-390-000	85.92
Total 52051:									85.92
52052									
02/20	02/14/20	52052	3680	DC EVEREST SCHOOL DISTRICT	FEBTAX - DCE	FEB SETTLEMENT TAX COLLECTIONS	1	10-00-24610-000-000	3,303,216.63
Total 52052:									3,303,216.63
52053									
02/20	02/14/20	52053	9910	MARATHON COUNTY TREASURER	FEBTAX-COUNTY	FEB SETTLEMENT TAX COLLECTIONS	1	10-00-24310-000-000	1,541,549.51
Total 52053:									1,541,549.51
52054									
02/20	02/14/20	52054	11720	NTC	FEBTAX -NTC	FEB SETTLEMENT - TAX COLLECTIONS	1	10-00-24510-000-000	416,855.66

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Total 52054:									416,855.66
52056									
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	241-7732-RYAN ST L/S: FEB	1	61-03-53610-225-000	61.50
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	241-7946-AQ CTR: FEB	2	22-05-55420-225-000	41.38
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	241-8810-E/C RIVER L/S: FEB	3	61-03-53610-225-000	61.50
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	241-9268-HERITAGE HILLS L/S: FEB	4	61-03-53610-225-000	54.44
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-0054-EVERGREEN POINTE L/S: FEB	5	61-03-53610-225-000	61.50
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-0746-PARK TERRACE L/S: FEB	6	61-03-53610-225-000	54.12
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-0954-ROSS AVE L/S: FEB	7	61-03-53610-225-000	71.15
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-4506-COLLEEN L/S: FEB	8	61-03-53610-225-000	65.67
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-4719-TANYA/TRICIA L/S: FEB	9	61-03-53610-225-000	84.45
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-5218-KATHLEEN L/S: FEB	10	61-03-53610-225-000	113.52
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-5287-HARLYN L/S: FEB	11	61-03-53610-225-000	65.67
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	355-5649-BUSINESS PARK L/S: FEB	12	61-03-53610-225-000	61.50
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	359-9922-LANDFILL: FEB	13	18-03-53631-225-000	66.06
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	159-0047-LATE FEES: FEB	14	10-01-51520-317-000	38.89
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	359-6114-VOW: FEB	15	10-01-51450-225-000	682.13
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	359-6114-EMPD: FEB	16	10-00-14510-000-000	315.97
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	359-6114-TOW: FEB	17	10-00-14410-000-000	25.09
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	359-6114-MUN CT: FEB	18	10-00-14530-000-000	25.09
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	359-6114-WATER: FEB	19	60-03-53780-225-000	37.91
02/20	02/19/20	52056	20024	FRONTIER	159-0047 FEB 2020	359-6114-SEWER: FEB	20	61-03-53613-225-000	37.87
Total 52056:									2,025.41
52057									
02/20	02/21/20	52057	2500	ADVANCE AUTO PARTS	2763-371155	#88 UTILITY VAN STARTER	1	61-03-53606-352-000	105.48
02/20	02/21/20	52057	2500	ADVANCE AUTO PARTS	2763-371155	#88 UTILITY VAN STARTER	2	60-03-53766-352-000	105.47
02/20	02/21/20	52057	2500	ADVANCE AUTO PARTS	3763-371592	CHAD STARTER MOTOR CORE CREDIT	1	60-03-53766-352-000	30.50-
02/20	02/21/20	52057	2500	ADVANCE AUTO PARTS	3763-371592	CHAD STARTER MOTOR CORE CREDIT	2	61-03-53606-352-000	30.50-
Total 52057:									149.95
52058									
02/20	02/21/20	52058	20528	ADVANCED DISPOSAL SERVICES	D20000713776	RECYCLING (4879)	1	18-03-53635-297-000	11,521.29
02/20	02/21/20	52058	20528	ADVANCED DISPOSAL SERVICES	D20000713776	95 GALLON CARTS (4881)	2	18-03-53620-297-000	36,664.19
02/20	02/21/20	52058	20528	ADVANCED DISPOSAL SERVICES	WT0000007362	WASTE OIL/GARBAGE FROM YARD WASTE SITE	1	10-03-53310-390-000	514.33

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Total 52058:									48,699.81
52059									
02/20	02/21/20	52059	530	AMERICAN ASPHALT OF WISCONSIN	5300048460	2019 RYAN ST PAVING-AMERICAN ASPHALT EPOXY STRIPIN	1	42-07-53310-290-000	7,187.00
Total 52059:									7,187.00
52060									
02/20	02/21/20	52060	21805	AMERICAN CONSERVATION & BILLIN	10776	AQUAHAWK MONTHLY MARCH 2020	1	61-03-53613-290-000	440.00
02/20	02/21/20	52060	21805	AMERICAN CONSERVATION & BILLIN	10776	AQUAHAWK MONTHLY MARCH 2020	2	60-03-53780-290-000	440.00
Total 52060:									880.00
52061									
02/20	02/21/20	52061	1530	BECHER-HOPPE ASSOC INC	21852	ZINSER ST UTILITY CONSTRUCTION ADMINISTRATION	1	60-00-18700-827-457	330.00
02/20	02/21/20	52061	1530	BECHER-HOPPE ASSOC INC	21852	ZINSER ST UTILITY CONSTRUCTION ADMINISTRATION	2	61-00-18700-826-457	330.00
Total 52061:									660.00
52062									
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042509-IN	FLASHLIGHTS FOR SHOP	1	10-03-53310-353-000	38.34
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042609-IN	#17 TRUCK BUILD ADDITIONS	1	44-07-57324-814-000	606.00
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042612-IN	FLASHLIGHT FOR SHOP	1	10-03-53310-353-000	76.68
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042613-IN	WESTERN SNOW PLOW CUTTING EDGES	1	10-03-53312-353-000	711.18
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042615-IN	#85 SNOW PLOW HARNES	1	10-03-53312-353-000	215.87
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042615-IN	WESTERN SNOW PLOW PARTS	2	10-03-53312-353-000	623.28
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042622-CM	#17 TRUCK BUILD CREDIT	1	10-03-53312-353-000	2,693.00
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042623-IN	CIP-TRUCK 17 BODY AND ACCESSORY BUILD	1	44-07-57324-814-000	92,197.00
02/20	02/21/20	52062	21118	CASPER'S TRUCK EQUIPMENT	0042661-IN	#17 TRUCK BUILD ADDITIONS	1	44-07-57324-814-000	1,708.00
Total 52062:									93,483.35
52063									
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		1	10-01-51600-290-000	612.52
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		2	10-01-51600-344-000	156.74
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		3	10-03-53310-344-000	1,372.37
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		4	10-03-53310-162-573	30.60
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		5	10-03-53310-162-574	40.30
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		6	10-03-53310-162-572	36.80
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		7	61-03-53613-162-592	43.15

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		8	10-03-53310-162-582	25.65
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		9	10-03-53310-162-584	54.00
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		10	10-03-53310-162-578	38.50
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		11	10-02-52400-346-001	33.75
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		12	10-02-52400-346-002	51.10
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		13	10-03-53310-162-580	27.60
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		14	10-05-55200-162-594	20.45
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		15	10-03-53310-162-577	49.70
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		16	60-03-53780-162-588	58.70
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		17	10-03-53310-162-581	12.75
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		18	60-03-53780-162-586	36.85
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		19	10-03-53310-162-570	46.70
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		20	10-05-55200-162-596	17.44
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		21	10-03-53310-162-575	53.55
02/20	02/21/20	52063	5720	CINTAS	12709045 JAN 2020		22	60-03-53780-162-590	38.35
Total 52063:									2,857.57
52064									
02/20	02/21/20	52064	3450	CUMMINS NPOWER	F9-19591	FOX ST LS TANK HEATER	1	61-03-53601-242-000	350.03
Total 52064:									350.03
52065									
02/20	02/21/20	52065	20914	CUSTOM CREDENTIALS	4432	ID CARD: WHEATON	1	10-06-56900-312-000	8.75
Total 52065:									8.75
52066									
02/20	02/21/20	52066	4620	E O JOHNSON COMPANY	INV708216	SERVICE CALL FOR FOLDING MACHINE	1	10-01-51450-290-000	180.00
Total 52066:									180.00
52067									
02/20	02/21/20	52067	4600	ENVIRONMENTAL PLANT SERV INC	13972	ASBESTOS WATERMAIN DISPOSAL	1	60-03-53761-290-000	648.76
Total 52067:									648.76
52068									
02/20	02/21/20	52068	21511	FIRST SUPPLY LLC-WAUSAU	90074-00	2 1/4 GAUGE	1	60-03-53740-314-662	6.57

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52068:									6.57
52069									
02/20	02/21/20	52069	5370	FRANCE PROPANE SERVICE INC	119674	PROPANE FOR ICE SURFACING MACHINE	1	10-05-55210-351-000	60.06
Total 52069:									60.06
52070									
02/20	02/21/20	52070	21632	GREEN VALLEY SEPTIC	MT1153	RYAN ST - PORTABLE TOILET RENTAL	1	18-03-53636-290-000	130.00
Total 52070:									130.00
52071									
02/20	02/21/20	52071	21187	GROUP HEALTH COOPERATIVE	MAR2020	HEALTH INSURANCE FOR MARCH 2020	1	10-00-21530-000-000	46,369.80
Total 52071:									46,369.80
52072									
02/20	02/21/20	52072	20205	HYDRITE CHEMICAL CO	02329716	CHEMICAL FOR WELLS WATER	1	60-03-53730-366-000	529.04
02/20	02/21/20	52072	20205	HYDRITE CHEMICAL CO	02329717	CHEMICAL FOR WELLS WATER	1	60-03-53730-366-000	690.04
02/20	02/21/20	52072	20205	HYDRITE CHEMICAL CO	02329718	CHEMICAL FOR WELLS WATER	1	60-03-53730-366-000	690.04
02/20	02/21/20	52072	20205	HYDRITE CHEMICAL CO	02329719	CHEMICAL FOR WELLS WATER	1	60-03-53730-366-000	869.12
Total 52072:									2,778.24
52073									
02/20	02/21/20	52073	7170	INTERCITY STATE BANK	FEB2020	PAY OFF ACT LOAN - PRINCIPAL	1	30-08-58164-612-000	2,000,000.00
02/20	02/21/20	52073	7170	INTERCITY STATE BANK	FEB2020	PAY OFF ACT LOAN - PRINCIPAL	2	30-08-58364-622-000	33,164.44
Total 52073:									2,033,164.44
52074									
02/20	02/21/20	52074	19567	LINDER ELECTRIC MOTORS INC	59665	FOX ST. LS FAN MOTOR	1	61-03-53601-242-000	77.48
Total 52074:									77.48
52075									
02/20	02/21/20	52075	9810	MARATHON COUNTY HEALTH DEPT	20020407	5 BAC-T SAMPLES	1	60-03-53730-294-000	55.00
02/20	02/21/20	52075	9810	MARATHON COUNTY HEALTH DEPT	20021109	5 BAC-T SAMPLES	1	60-03-53730-294-000	55.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
Total 52075:									110.00
52076									
02/20	02/21/20	52076	21860	MARCO TECHNOLOGIES	INV7316754	CONTRACT COP5943-03: KYOCERA- B/W USAG1/15-2/14/202	1	10-01-51450-280-000	37.34
02/20	02/21/20	52076	21860	MARCO TECHNOLOGIES	INV7316754	CONTRACT COP5943-03: KYOCERA- COLOR USAG1/15-2/14	2	10-01-51450-280-000	211.09
Total 52076:									248.43
52077									
02/20	02/21/20	52077	21220	REICH, HEATHER	FEB2020	REICH - MILEAGE REIMBURSEMENT	1	10-01-51420-334-000	23.06
Total 52077:									23.06
52078									
02/20	02/21/20	52078	19838	RHYME BUSINESS PRODUCTS LLC	AR367434	MONTHLY B&W USAGE: 1/11-2/10	1	10-01-51450-280-000	3.31
02/20	02/21/20	52078	19838	RHYME BUSINESS PRODUCTS LLC	AR367434	MONTHLY COLOR USAGE: 1/11-2/10/2020	2	10-01-51450-280-000	174.49
Total 52078:									177.80
52079									
02/20	02/21/20	52079	21915	ROMANOWSKI, LEAH	FEB2020	ROMANOWSKI - MILEAGE REIMBURSEMENT	1	10-01-51420-334-000	23.69
Total 52079:									23.69
52080									
02/20	02/21/20	52080	21408	RON CHRISTIANSEN TRUCKING INC	FEB2020	RON CHRISTIANSEN TRUCKING - SNOW HAULING 1-29 & 1-3	1	10-03-53312-290-000	1,215.00
Total 52080:									1,215.00
52081									
02/20	02/21/20	52081	10520	SECURIAN FINANCIAL GROUP INC	MAR2020	VOW PREMIUM: MARCH 2020	1	10-00-21531-000-000	1,021.60
Total 52081:									1,021.60
52082									
02/20	02/21/20	52082	15970	TATRO, SHAUN	FEB2020	REIMB: WINTER CODE UPDATES - LODGING - TATRO	1	10-02-52400-336-000	164.00
Total 52082:									164.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
52083									
02/20	02/21/20	52083	16310	TOTAL ENERGY SYSTEMS LLC	339604	ROSS AVE LIFT STATION MAINT	1	61-03-53601-242-000	1,135.00
02/20	02/21/20	52083	16310	TOTAL ENERGY SYSTEMS LLC	339605	MESKER/COLLEEN LIFT STATION MAINT	1	61-03-53601-242-000	1,135.00
Total 52083:									2,270.00
52084									
02/20	02/21/20	52084	20240	TRUCK EQUIPMENT INC	885188-00	SPARE FLINK SNOW PLOW CYLINDER	1	10-03-53312-353-000	799.05
Total 52084:									799.05
52085									
02/20	02/21/20	52085	17130	VIKING ELECTRIC SUPPLY	S003382663.001	LAMPS FOR EMPD	1	10-00-14510-000-000	67.80
Total 52085:									67.80
52086									
02/20	02/21/20	52086	22001	WARD, MARK	2/2020 COURT OV	OVERPAYMENT OF FINE	1	10-00-45111-000-000	65.41
Total 52086:									65.41
52087									
02/20	02/21/20	52087	18490	WI PUBLIC SERVICE	2877053943	NEUPERT 12/27-1/27	1	10-05-55340-222-000	3.10
Total 52087:									3.10
52088									
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23157	12/8-12/9/2019 AT&T LEASE	1	10-01-51300-212-000	240.50
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23158	12/16-12/30 SUTTON LAND PURCHASE	1	40-06-56740-212-000	851.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23159	12/11-12/30 G&B PRODUCE PROPERTY	1	41-07-57141-290-000	1,147.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23160	12/10-1/6 BRIEFER	1	10-01-51300-212-000	178.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23160	12/10-1/6 KUENY CONTRACT	2	41-07-57141-290-000	692.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23160	12/10-1/6 MARCOTT	3	10-01-51300-212-000	721.50
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23161	12/1- ZINSER PROJECT	1	10-01-51300-212-000	37.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23182	1/13-1/15 SBA TOWERS	1	10-01-51300-212-000	3,020.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	23182-1	1/16-2/10/2020 SBA TOWERS	1	10-01-51300-212-000	4,004.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	24006	1/15-2/3 CAMP PHILLIPS CENTRE	1	40-07-57354-212-000	1,702.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	24007	1/17-2/1/2020 BRIEFER	1	10-01-51300-212-000	256.50
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	24007	1/17-2/1/2020 KUENY CONTRACT	2	41-07-57141-290-000	351.50
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	24007	1/17-2/1/2020 PRIMADATA/BAYSIDE AGREEMENT	3	60-03-53780-212-000	185.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	24007	1/17-2/1/2020 PRIMADATA/BAYSIDE AGREEMENT	4	61-03-53613-212-000	185.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	24008	1/17/2020 - PERSONNEL	1	10-01-51300-212-000	222.00
02/20	02/21/20	52088	19951	YDE LAW FIRM, S.C.	24009	1/30 - UHAUL	1	10-01-51300-212-000	92.50
Total 52088:									13,885.50
90027									
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	SKERVEN - WRWA CONF 3/17-3/20	1	60-03-53780-325-000	200.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	KRAUSE - WRWA CONF 3/17-3/20	2	60-03-53780-325-000	200.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	SKERVEN - WRWA CONF 3/17-3/20 CONV FEE	3	60-03-53780-325-000	5.10
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	KRAUSE - WRWA CONF 3/17-3/20 CONV FEE	4	60-03-53780-325-000	5.10
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	CHARTRAND - WEDA GOV CONF 2/5-2/7	5	21-06-56721-325-000	350.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	CHARTRAND - WEDA GOV CONF HOTEL	6	21-06-56721-336-000	368.01
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	ADOBE ACROBAT LICENSE - HIGGINS	7	10-01-51450-286-000	179.88
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	ADOBE ACROBAT LICENSE - HIGGINS	8	10-01-51450-286-000	189.77
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	ADOBE ACROBAT LICENSE - WEINKAUF	9	10-01-51450-286-000	215.09
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	BATTERY BACKUP FOR MESKER/JELINEK	10	61-03-53601-349-000	76.99
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	ADOBE ACROBAT LICENSE - HIGGINS	11	10-01-51450-286-000	190.52
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	4/16/20 CHAMBER EXPO BOOTH	12	21-06-56721-329-000	375.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	HIGGINS 1/21/2020 SABA ANNUAL MEETING & LUNCHEON	13	10-06-56900-325-000	15.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	CHARTRAND 1/21/2020 SABA ANNUAL MEETING & LUNCHEON	14	21-06-56721-325-000	15.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	DONNER 1/21/2020 SABA ANNUAL MEETING & LUNCHEON	15	10-01-51410-325-000	15.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	APA DUES - WI & NATIONAL - WHEATON	16	10-06-56900-324-000	99.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	NFPA CODE BOOK TATRO/MAGUIRE	17	10-02-52400-322-000	58.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	BUILDING CODE BOOK - STATE OF WI - TATRO/MAGUIRE	18	10-02-52400-322-000	26.84
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	TRITTIN NATIONAL GFOA CONFERENCE	19	10-01-51520-325-000	420.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	TRAUTMAN NATIONAL GFOA CONFERENCE	20	10-01-51520-325-000	420.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	TRITTIIN AND TRAUTMAN WGFOA MEMBERSHIP DUES FOR	21	10-01-51520-324-000	50.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	TRAUTMAN INVESTMENT TRAINING	22	10-01-51520-325-000	85.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	REICH - WMCA DUES	23	10-01-51420-324-000	65.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	COFFEE CREAMER, KNIVES, AND SCISSORS	24	10-01-51450-390-000	34.32
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	WELLNESS SNACKS	25	10-01-51450-399-000	11.98
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	REICH, ROMANOWSKI, HODELL AND FLORY - WOMEN'S LEA	26	10-01-51420-325-000	300.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	FALKOWSKI - WOMEN'S LEADERSHIP CONF.	27	10-05-55200-325-000	75.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	TRAUTMAN AND TRITTIN - WOMEN'S LEADERSHIP CONF.	28	10-01-51520-325-000	150.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	HIGGINS - WOMEN'S LEADERSHIP CONF.	29	10-06-56900-325-000	75.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	HODELL - FARMERS MARKET CONFERENCE	30	81-06-56940-390-000	363.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	PAPER BOWLS, CREAMER	31	10-01-51450-390-000	69.04
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	COFFEE	32	10-01-51450-390-000	35.92
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	QTRLY EXPRESS BUS TAXPAYER LICENSE FOR 941'S	33	10-01-51460-286-000	9.95
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	PROCESS 941'S - QUARTERLY EXPRESS FEE FOR METRO	34	10-01-51460-286-000	7.95
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	PROCESS 941'S - QUARTERLY EXPRESS FEE FOR VILLAGE	35	10-01-51460-286-000	7.95

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Inv Seq	Invoice GL Account	Check Amount
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	WEINKAUF - WMCA DUES	36	10-01-51420-324-000	65.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	FLORY - WMCA DUES	37	10-01-51420-324-000	65.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	BINS FOR BADGER BOOKS	38	10-01-51440-819-000	304.08
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	THIS WEEK IN WESTON	39	10-01-51450-289-000	50.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	SWENSON - WRWA WATER OPERATOR TRAINING CLASS	40	60-03-53780-325-000	125.00
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	SWENSON - WRWA WATER OPERATOR TRAINING CLASS CO	41	60-03-53780-325-000	4.95
02/20	02/17/20	90027	21761	U.S. BANK CORPORATE PAYMENT SY	4279 JAN 2020	WODALSKI - 2020 APWA MEMBERSHIP DUES	42	10-03-53100-324-000	223.00
Total 90027:									5,241.68
Grand Totals:									7,680,062.89

Dated _____

Finance Committee Chairperson _____

Report Criteria:
 Report type: GL detail

Report Criteria:

Manual checks included
Supplemental checks included
Void checks included
[Report]. Check Number = 50000-59999

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
02/23/2020	PC	02/28/2020	52089	CHECK, JAMES W	177		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52090	TREUTEL,JANCI C	321		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52091	BENDICKSON,CHARLOTTE	685		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52092	OLSON,BARBARA	1286		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52093	SPACHER,MARCIA L	1536		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52094	ZAJICHEK,DANIEL G	2980		01-00-11110-	183.25-
02/23/2020	PC	02/28/2020	52095	SCHWANTES,CARLA J	3352		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52096	IRWIN,LAURENCE	5168		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52097	ZELL,PAMELA	5411		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52098	MARSHALL,GAYLE A	6202		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52099	MATHIES,JOAN E	6292		01-00-11110-	171.63-
02/23/2020	PC	02/28/2020	52100	HELKE,EUGENE D	7032		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52101	ZENK,SCOTT	7260		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52102	RASMUSSEN,KRISTINE A	7739		01-00-11110-	167.75-
02/23/2020	PC	02/28/2020	52103	RONDEAU,LAVERNE M	8155		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52104	NELSON,JANICE M	8312		01-00-11110-	151.08-
02/23/2020	PC	02/28/2020	52105	MODRZEJEWSKI,ROGER D	8800		01-00-11110-	151.63-
02/23/2020	PC	02/28/2020	52106	SCHUSTER,KATHLEEN E	9089		01-00-11110-	183.25-
02/23/2020	PC	02/28/2020	52107	HAAS-FOLZ,DOLRES M	9138		01-00-11110-	151.08-
02/23/2020	PC	02/28/2020	52108	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52109	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52110	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52111	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52112	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52113	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52114	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52115	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52116	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52117	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52118	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52119	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52120	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52121	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52122	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52123	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52124	Void			01-00-11110-	
02/23/2020	PC	02/28/2020	52125	Void			01-00-11110-	
Grand Totals:			<u>38</u>					<u>2,979.23-</u>

VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN
5500 SCHOFIELD AVENUE, WESTON, WI 54476
REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	HUMAN RESOURCES COMMITTEE – 02/24/2020
DESCRIPTION:	ACKNOWLEDGE “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN
FROM:	KEITH DONNER, ADMINISTRATOR SHERRY WEINKAUF, EMPLOYEE RESOURCES MANAGER JENNIFER HIGGINS, DIRECTOR OF PLANNING & DEVELOPMENT
QUESTION:	SHOULD THE HUMAN RESOURCES COMMITTEE ACKNOWLEDGE AN “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN?

BACKGROUND

Chapter 7 of the Village of Weston Employee Personnel Policy and Procedures Handbook (Handbook) is titled “Work Scheduling.” The chapter is attached. Section 7.11 addresses “Telework and Telecommuting.”

Valerie Parker is currently contending with a personal medical issue which is resulting in an unpredictable work schedule for various reasons. Ms. Parker has requested to be allowed to work from home on an as-needed basis during this time of unknown length. The Administrator and Employee Resources Manager interpret this situation as one which allows an “Ad-Hoc” arrangement for tele-commuting. The arrangement has been approved.

COMMITTEE ACTION:	NONE PREVIOUSLY. COMMITTEE CAN ADVISE AS TO THEIR INTERPRETATION OF THE SITUATION.
FISCAL IMPACT:	NONE
RECOMMENDATION:	ACKNOWLEDGE THE “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN NONE;

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I MOVE TO ACKNOWLEDGE THE “AD-HOC” TELE-COMMUTING AGREEMENT FOR VALERIE PARKER, PLANNING & DEVELOPMENT DEPARTMENT TECHNICIAN NONE;

OR,

SOMETHING ELSE

Are there additional reference documents which have been attached to this report?



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

Employee Name: Valerie Parker Department Planning & Development

Home Phone: [REDACTED] Cell Phone: Same

Home FAX: — Work Phone: 715-241-2607

Remote Workplace Address: [REDACTED]

Remote Workplace is: Employee Residence Other Location

Remote Workplace Schedule (days and hours of work): TBD

Equipment provided by the Village for use at remote workplace:

Description	ID Number
Laptop computer	STN104

Any conditions for the remote workplace agreed upon by the employee and supervisor:

Valerie will keep track of her time on her time sheet and request MLB for times she is unable to work. We are hoping this is only for a few days to a week. If it is longer we will come up with a more detailed plan of action.

My signature below indicates that I have read and accepted the terms and conditions defined in the Village of Weston Telecommuting Agreement

Signed: Valerie Parker Date: 02-05-2020

I agree that this employee may telecommute or work at a designated remote work location as identified in the terms and conditions of this agreement.

Department Head Signature: Jennifer Higgins Date: 2/6/2020



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

As a Village of Weston telecommuting employee, I understand and agree to the following:

- 1) I agree to perform services for the Village of Weston as a telecommuting employee. I understand that this agreement is voluntary and may be suspended or terminated at any time, by the Village or me, with or without cause. I agree to report to my Village work location as required by my Department Head and/or supervisor, for department meetings, training, etc.
- 2) I agree that my duties, obligations, responsibilities and conditions of employment with the Village remain unchanged. My salary and benefits remain unchanged.
- 3) I agree that my work hours, overtime compensation (if any), Paid Time Off (PTO), Medical Leave Bank, and other terms and conditions of employment will conform with the Village of Weston Personnel Policies and Procedures Manual and any applicable union contract.
- 4) I agree to restrict use of Village-provided equipment, software, data, supplies and furniture, located in my remote work site, to the same policies that apply to campus-based equipment.
- 5) I agree to designate a remote work space. The work space will accommodate any equipment to be used in my work and I will protect the work space from any hazards and dangers that could affect the equipment and me.
- 6) I agree to abide by the Village's policies covering information, security, software, licensing and data privacy as well as the requirements of applicable state and federal government statutes.
- 7) In the event of equipment malfunction, I agree to notify my Department Head and/or supervisor as soon as practical. If the malfunction precludes me from working on my work assignment, I understand that I will be assigned other work and/or work location.
- 8) With advance notice, I agree that authorized Village representatives can make on site visits to my remote work location to determine that the work area is suitable, safe, and free from hazards and to maintain, repair, inspect, or retrieve University owned equipment, software, data, and/or supplies.
- 9) I agree to be liable for injuries to members of my family or any other persons at my home work location.
- 10) I understand that my remote work space is considered an extension of my Village space and, therefore, I am governed by the provisions of workers compensation. **If I have a job-related accident during my remote work hours, I will report it to my Department Head and/or supervisor or other authorized Village representative within 24 hours.**
- 11) I agree that any software, products, documents, reports or data created as a result of my work-related activities are owned by the Village.
- 12) I agree to return all Village-owned equipment, software, products, supplies, documents and data if I leave my employment with the Village or are requested to do so by my supervisor. I agree to reimburse the Village for any of the foregoing which is not returned. I further understand that if I leave Village employment, any monies owed will be deducted from monies due me.
- 13) I agree to comply with all state laws, municipal ordinances and Village, including the Telecommuting Policy and the campus electronic communication policies. I understand that failure to comply may result in loss of telecommuting privileges and/or disciplinary measures up to and including dismissal.

Termination of Telecommuting Agreement

Whenever possible, the Department Head or the Board of Trustees will give the employee at least two weeks' notice before terminating a telecommuting agreement. However, a Department Head or the Board of Trustees may suspend an agreement at any time without notice.

CHAPTER 7

WORK SCHEDULING

Sec. 7.01.	Work Schedules.
Sec. 7.02.	Time Keeping.
Sec. 7.03.	Payroll.
Sec. 7.04.	Flexible Work Arrangements.
Sec. 7.05.	Shift Differential.
Sec. 7.06.	Overtime.
Sec. 7.07.	Called-into-Work.
Sec. 7.08.	Stand-By and On-Call.
Sec. 7.09.	Jury Duty.
Sec. 7.10.	Severe Weather.
Sec. 7.11.	Telework and Telecommuting.

Sec. 7.01. Work Schedules.

- (1) The normal workday shall commence at 8:00 a.m. and end at 4:30 p.m. with a ½ hour unpaid lunch period. A Department Director may determine a different start and end time to better serve the public and/or to meet operational needs. The workday for full-time employees will generally be considered eight (8) hours and the work week will generally be considered forty (40) hours. The work week shall begin at 12:00 a.m. on Monday and run through 11:59 p.m. on the following Sunday.
- (2) Work schedules for employees vary throughout the Village organization. Scheduled hours of work are set by the Village. Supervisors will advise employees of their individual work schedules. Staffing needs and operation demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.
- (3) The Village places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the department. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the job is completed, work day ends, or the employee is relieved from duty.
- (4) An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before their shift. Departments may have their particular requirements.
- (5) Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the Village reviews each employee for wage changes or promotion. Absenteeism is defined as the practice of regularly staying away from work without good reason. Two or more unexcused tardiness incidents constitute habitual tardiness or a pattern of tardiness and will be considered excessive.
- (6) Employees assigned to restricted duty shall work the hours and days when work is available within their restrictions and adequate supervision can be provided.

- (7) A Department Director, based on operational necessity, budget allocation, and grant funding (if applicable) has the authority to allow an employee to combine paid time off hours with time actually worked to exceed his/her normally scheduled hours.

Sec. 7.02. Time Keeping.

All non-exempt employees must accurately record time worked on a time card for payroll purposes and are required to record their own time at the beginning and end of each work period, and before and after any unpaid break. Employees must record their time whenever they leave the building for any reason other than Village business or with prior approval from the supervisor. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card is strictly prohibited and may be grounds for immediate termination.

No work shall be performed by employees prior to their clocking or logging in at the start of their work day, during their lunch break when they are clocked out, or after they have clocked out at the end of their work day. No one in the Village of Weston has the authority to ask, or encourage, or insinuate that you should work off the clock.

Employees may use paid-time off in units of 1 hour/60 minutes.

Sec. 7.03. Payroll.

Village employees shall participate in the Village's direct deposit program and are paid on a bi-weekly basis. The payroll workweek begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day prior to the bank holiday.

The Village of Weston is required to make certain deductions from your paycheck each time one is prepared. This includes federal income taxes and your contribution to Social Security, where applicable and as required by law. These deductions will be itemized on your payroll statement. The amount of the deductions may depend on your earnings and the information you furnish on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to Employee Resources Manager immediately to ensure proper credit for tax purposes. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes. Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the Village is ordered to make such deductions.

The Village reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible for you to authorize the Village to make additional deductions from your paycheck for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible).

Every effort is made to avoid errors in an employee's paycheck. If you believe an error has been made or you have a question about your pay, notify Employee Resources Manager immediately. If you believe your pay has been improperly docked, notify Employee Resources Manager immediately. The Village will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

Sec. 7.04. Flexible Work Arrangements .

All requests for flexible work arrangements will be considered on a case-by-case basis taking into consideration specific organization and department needs.

Alternative work schedule options:

- Flextime; an employee works their standard eight-hour work day, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
- Reduction of FTE; .9 FTE is 36 hours worked in a week, .8 FTE is 32 hours worked in a week and .75 FTE is 30 hours worked in a week. The employee's set scheduled starting and ending times must be pre-approved by the Department Director. Pay and benefits would be reduced according to hours worked in a week. To see how the reduction will affect benefits refer to Sec. 12.03 Insurances, Sec. 13.03 Holidays and Sec. 13.04 Paid-Time off.

The Department Director will determine if an employee's request for a flexible work arrangement is in the best interest of the department, the Village of Weston and the employee by assessing the impact this would have on providing services to the public. The Administrator will have final approval of all flexible work arrangements.

There will be a six-month trial period to assess the impact of the flexible work arrangement. The six-month trial period may end at any time if it is determined the arrangement will not be successful. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by the Administrator, Department Director or Employee Resources Manager. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her Department Director and Employee Resources Manager.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. The following conditions must be met for a flexible work schedule to be approved: The employee must be in good standing, meet all performance expectations in his or her current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing disruption in serving the public.

This policy is in addition to any arrangement a disabled employee may request as a reasonable accommodation under the Americans with Disabilities' Act or similar state law. Employees who believe they need a flexible work arrangement due to a disability must contact the Employee Resources Manager.

Sec. 7.05. Shift Differential for Non-Exempt Employees.

Any non-exempt employee who's assigned to work a schedule that requires four (4) or more work hours after 5:00 p.m. shall receive forty-five cents per hour (\$0.45/hour) in addition to their regular hourly rate. For any regular employee who's assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive sixty cents per hour (\$0.60/hour) in addition to their hourly rate. No differential shall be paid for an employee working overtime.

Sec. 7.06. Overtime.

- (1) Overtime work begins to accrue for non-exempt employees after the completion of 40 hours actual time worked.
- (2) Prior approval by supervision or management must be obtained for all overtime hours worked. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of Village service. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.
- (3) Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's hourly rate of pay. Overtime is defined as any hours worked in excess of 40 hours per week. Hours worked on Saturday or Sunday for work that is not regularly scheduled is considered overtime and shall be compensated at one and one (1 ½) times.
- (4) **Non-Exempt Staff:** The Village non-exempt staff will be eligible for overtime payment (time and one-half) according to the Fair Labor Standards Act requirements.

Administrative Specialists
Arborist / Forester
Fleet Lead
Fleet Maintenance Worker
Municipal Maintenance Worker
Parks Maintenance Worker
Street Lead
Utility Maintenance Worker
Utility Lead
Interns
Seasonal

- (5) **Exempt Staff:** The Village exempt staff will not be eligible for overtime unless listed in the Professional/Administrative overtime option.

Administrator
Aquatic Center Manager
Assistant to the Administrator
Assistant Planner
Building Inspector/Building Manager
Clerk/Employee Resources Manager
Deputy Finance Director/Treasurer
Deputy Director of Public Works and Utilities
Finance Director/Treasurer
Parks, Recreation and Forestry Director
Planning and Development Director
Property Inspector
Public Works and Utilities Director
Taxpayer Engagement Coordinator
Technology Service Director

- (6) The Village Administrator may declare an emergency during periods of disruption resulting from accidents, acts of God, or events of crisis proportions. Department Directors will notify employees by any means available and may instruct them to deploy from home, job, or any other place for the purpose of alleviating such emergency situations. Failure to report to duty under these circumstances may be grounds for disciplinary action.

Sec. 7.07. Call Time Pay.

When employees of the Services Division, which includes Fleet, Park, Streets and Utilities called in to work from home, after the completion of their regular scheduled shift, they shall receive a minimum of two hours of their regular rate (defined as Call Time Pay). Upon arrival from call in, the employee's eight-hour day begins.

If an employee is called in (by pager or phone) they will receive Call Time Pay only if they physically respond to the call or document in writing that the issue was mitigated by phone. In addition, response to additional calls within the first two hours of response to the first call cannot be claimed as a separate call-in event.

All employees are subject to call-in at any time during any day of the year as the needs of the public may require call-in to maintain public health, safety and welfare. Employees put on notice of an impending event, such as an anticipated snow storm, will be compensated for Call Time Pay, whether the event occurs or not. If said overtime is scheduled the day before or during the regular shift, the employee will not receive Call Time Pay.

Sec. 7.08. On Call Pay / Stand-By Duty.

Utility employees shall be assigned weekly standby duty on a rotation basis in order to respond to events occurring outside the workday. The employee designated for standby duty is required to carry a pager and to take a service vehicle home Monday through Sunday night of the designated week. The employee will be compensated \$300.00 per week to carry the pager. The employees shall remain alcohol free during the week he / she carries a pager. During an employee's standby week, he/she shall perform required equipment checks and water quality sampling/testing between 7:00 a.m. and 10:00 a.m. on Saturday, Sunday and any holiday that falls within that week and shall be compensated a minimum of four (4) hours worked each day at the rate of one and one-half times his/her regular hourly rate for work on those days.

A Public Works employee may be assigned weekly standby duty to serve as first responder for events occurring outside the workday. The employee designated to standby duty is required to carry a pager and may take a service vehicle home Monday through Sunday night of the designated week. The employee will be compensated \$150.00 per week to carry the pager. The employee shall remain alcohol free during the week s/he carries the pager.

Sec. 7.09. Jury and Witness Duty.

An employee, when subpoenaed in connection with Village business or called upon to serve jury duty, shall receive the regular rate of pay for such time actually required to be in court based upon the employee's standard (scheduled) work day, excluding shift differential. The employee must return any compensation, less mileage payment, received through Jury Pay or Witness Fee to the Village. If an employee is excused from jury duty, on a particular day, he/she shall return to work, if there are two (2) or more hours remaining in the work day.

Sec. 7.10. Severe Weather.

Employees are expected to report to work at their regularly scheduled time regardless of weather conditions. Any employee experiencing difficulty in complying with this directive shall immediately call and advise the supervisor of the problem. If the employee is unable to contact the supervisor, the employee shall leave the message with the department secretary or whomever else the employee is able to contact in the department.

Employees not reporting to work or employees who are permitted to leave early due to an inclement weather may use paid time off or may take leave without pay with Department Director approval. Medical Leave Bank time may not be used. Employees must obtain approval from their supervisors before leaving the work site.

Village buildings will not close in inclement weather. Offices and departments must maintain at least the minimum staff required to provide essential services to the public. Department Directors shall determine who may be allowed to leave due to inclement weather.

Sec. 7.11. Telework and Telecommuting.**(1) Definitions.**

- (a) **Telecommuting** - means to work part of the approved work schedule at home on a regularly scheduled basis rather than at a designated Village location; short term temporary work-at-home arrangements are not considered telecommuting (See **Ad-Hoc**). See item (12)

- (b) **Extended Work Place** - means an environment in which technology provides the Village employee with a portable office or office in a location other than at the municipal center.
- (c) **Eligible Employee** - means an employee regularly scheduled to work 20 or more hours per week who has completed the Telecommuting Agreement.
- (d) **Telecommuting Agreement** - is a document that describes a specific alternative off-site work arrangement agreed to between the employee and the department head.(Appendix 7-A)
- (e) **Core Hours** - means those hours during which the employee must be available for contact, if appropriate.

(2) **Approval.**

Before implementing a telecommuting agreement in a department, the Administrator and Department Head must present that department's written plan for telecommuting to the Human Resources Committee for their review, modification, denial and/or approval. Thereafter the Board of Trustees shall review the findings of the Human Resources Committee, modifying, denying and/or approving it.

Before implementing a telecommuting agreement with the Village Administrator, the Administrator must present that plan to the Board of Trustees who shall review the findings of the Human Resources Committee, modifying, denying and/or approval.

(3) **Employee Selection Criteria and Conditions.**

The department head will review each telecommuting request on a case-by-case basis. A formal request must be initiated by the employee. The department head will consider the unique circumstances of each request in light of the factors listed below:

- (a) Needs of the department or unit
- (b) Employee's work duties and the ability to measure work performed
- (c) Availability and costs of needed equipment
- (d) Adequate work space at the employee's home or other off-site location
- (e) Employee's current and past job performance
- (f) Employee's work skills; such as time management, organizational skills, self-motivation, and the ability to work independently
- (g) Effect on customer service
- (h) Effect on the rest of the work group, unit or department
- (i) Other items deemed necessary and appropriate by the department head

Telecommuting is a prerogative of the Village, not an entitlement of employees. It is approved on a case-by-case basis consistent with the mission of the Village and the respective department or unit. For example, since many of the services provided to residents, businesses, and visitors by and through our employees must necessarily be delivered at the Municipal Center, such as permitting, site plan review, utility and tax payments, etc. these functions could not be considered for telecommuting arrangement. Each telecommuting arrangement will be cost-justified and will be reviewed for continued mutual benefit at the start of each call year.

Telecommuting is not a substitute for dependent care.

(4) Employee Characteristics.

The best telecommuters are strong performers with a high knowledge of the job and who are self-disciplined, highly motivated, and comfortable working alone. It is recommended that telecommuters have the following set of characteristics regardless of their reasons for wanting to telecommute:

- (a) Proven ability to perform and high level of job knowledge
- (b) Self-motivation, self-discipline, self-direction
- (c) A desire to make telecommuting work
- (d) Above average work skills including good planning, efficient time management, high level of communication skills, and ability to establish and meet clear standards and objectives
- (e) A high degree of comfort working alone

(5) Department Head and Supervisor Characteristics.

The role of the managing supervisor is critical to the success of the telecommuting arrangement. It is recommended that the managing supervisor have the following traits:

- (a) An open, positive attitude toward telecommuting
- (b) A mutual trust and respect in on-going relationships with the telecommuter
- (c) Good organizational and planning skills
- (d) The ability to establish clear objectives and measurements of the job
- (e) Provide regular feedback
- (f) Facilitate an open channel of communication
- (g) Use innovative and flexible approaches to supervising employees

(6) Compensation and Benefits.

Telecommuting is a management tool allowing for flexibility in work options. It does not change the basic terms and conditions of employment. Compensation and benefits will be as set forth in Village policy or union contract, whichever applies. The telecommuter's salary, job responsibilities, and Village benefits do not change as a result of telecommuting.

(7) Telecommunicating Agreement.

A Telecommuting Agreement (see Appendix 7-A of this Chapter) is required and must be signed by the Administrator, Department Head and the telecommuter. The agreement shall be pending and not be in full force and effect until reviewed and approved by the Human Resources Committee, and thereafter by the Board of Trustees. The telecommuting employee agrees to defend and indemnify the Village against any claims arising out of the home work location. A copy of the approved final Agreement will be provided to the Employee Resource Manager and filed in the employee's official personnel file.

(8) Work Schedule and Overtime.

The work schedule and core hours of the telecommuting employee will be determined by the department head and will be documented in the telecommuting agreement.

The working of overtime and/or accrual of compensatory time will be subject to the same rules and regulations as are in place at the designated Village work location.

The department head or designee may make on-site visits to the telecommuter's work location.

(9) Performance Measurements.

The telecommuting employee will be measured against objectives and results mutually agreed to by the employee, Department Head, and/or the supervisor who normally conducts the performance evaluations.

(10) Equipment and Information Security.

- (a) Village provided equipment, if any, at home is not an entitlement of telecommuting employees. Depending on the job, equipment needs for telecommuters will vary and are determined by the Department Head.
- (b) Telecommuting employees using Village provided computer hardware and software to perform their jobs must abide by the Village's policies covering information security, software licensing and data privacy.
- (c) Maintenance of Village-owned equipment will be performed by a Village technician. Generally, the employee will be responsible for bringing the equipment to the employer designated repair location. Necessary maintenance and repairs on Village equipment will be performed at the Village's expense.
- (d) Maintenance and repair of employee-owned equipment is the responsibility of the employee. The Village is not liable for such equipment even if the employee is engaged in Village work at the time of malfunction.
- (e) Employees must return all Village-owned equipment to the Village when requested by their Department Head, or when employment is terminated.

(11) Expenses.

- (a) Long distance telephone calls and/or fax transmissions for conducting Village business will be reimbursed upon verification of the expense.
- (b) Basic office supplies shall be obtained through the normal departmental procurement procedures.
- (c) Any other expense reimbursement related to telecommuting requires prior approval by the Department Head.
- (d) Any costs related to remodeling and/or furnishing the work space shall be non-reimbursable and the responsibility of the employee.
- (e) Normal household expenses such as heating and electricity shall be non-reimbursable.

(12) Ad-hoc Telecommuting:

The Village permits occasional "ad hoc" telecommuting on an individual basis whereby employees are allowed to perform normal job duties and responsibilities through the use of computers or other telecommunications, at home or another place apart from the employee's usual place of work. Telework requests will be considered on an individual basis to determine if the employee has the necessary skills and abilities to be a telecommuter and if the specific duties and responsibilities to be done as telework can be achieved and measured.

Telework requests should be discussed with your immediate supervisor and Department Director. The Department Director should contact the Administrator to discuss the telework plan. An official telework agreement outlining work hours, duties, outcomes, communications, equipment, etc. must be signed by the telecommuter, the telecommuter's Department Director, and the Employee Resource Manager, prior to beginning telework.

APPENDIX A



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

As a Village of Weston telecommuting employee, I understand and agree to the following:

- 1) I agree to perform services for the Village of Weston as a telecommuting employee. I understand that this agreement is voluntary and may be suspended or terminated at any time, by the Village or me, with or without cause. I agree to report to my Village work location as required by my Department Head and/or supervisor, for department meetings, training, etc.
- 2) I agree that my duties, obligations, responsibilities and conditions of employment with the Village remain unchanged. My salary and benefits remain unchanged.
- 3) I agree that my work hours, overtime compensation (if any), Paid Time Off (PTO), Medical Leave Bank, and other terms and conditions of employment will conform with the Village of Weston Personnel Policies and Procedures Manual and any applicable union contract.
- 4) I agree to restrict use of Village-provided equipment, software, data, supplies and furniture, located in my remote work site, to the same policies that apply to campus-based equipment.
- 5) I agree to designate a remote work space. The work space will accommodate any equipment to be used in my work and I will protect the work space from any hazards and dangers that could affect the equipment and me.
- 6) I agree to abide by the Village's policies covering information, security, software, licensing and data privacy as well as the requirements of applicable state and federal government statutes.
- 7) In the event of equipment malfunction, I agree to notify my Department Head and/or supervisor as soon as practical. If the malfunction precludes me from working on my work assignment, I understand that I will be assigned other work and/or work location.
- 8) With advance notice, I agree that authorized Village representatives can make on site visits to my remote work location to determine that the work area is suitable, safe, and free from hazards and to maintain, repair, inspect, or retrieve University owned equipment, software, data, and/or supplies.
- 9) I agree to be liable for injuries to members of my family or any other persons at my home/work location.
- 10) I understand that my remote work space is considered an extension of my Village space and, therefore, I am governed by the provisions of workers compensation. **If I have a job-related accident during my remote work hours, I will report it to my Department Head and/or supervisor or other authorized Village representative within 24 hours.**
- 11) I agree that any software, products, documents, reports or data created as a result of my work-related activities are owned by the Village.
- 12) I agree to return all Village-owned equipment, software, products, supplies, documents and data if I leave my employment with the Village or are requested to do so by my supervisor. I agree to reimburse the Village for any of the foregoing which is not returned. I further understand that if I leave Village employment, any monies owed will be deducted from monies due me.
- 13) I agree to comply with all state laws, municipal ordinances and Village, including the Telecommuting Policy and the campus electronic communication policies. I understand that failure to comply may result in loss of telecommuting privileges and/or disciplinary measures up to and including dismissal.

Termination of Telecommuting Agreement

Whenever possible, the Department Head or the Board of Trustees will give the employee at least two weeks' notice before terminating a telecommuting agreement. However, a Department Head or the Board of Trustees may suspend an agreement at any time without notice.

Created 03/05/2018



VILLAGE OF WESTON TELECOMMUTING AGREEMENT

Employee Name: _____ Department _____

Home Phone: _____ Cell Phone: _____

Home FAX: _____ Work Phone: _____

Remote Workplace Address: _____

Remote Workplace is: _____ Employee Residence _____ Other Location

Remote Workplace Schedule (days and hours of work): _____

Equipment provided by the Village for use at remote workplace:

Description	ID Number
-------------	-----------

Any conditions for the remote workplace agreed upon by the employee and supervisor:

My signature below indicates that I have read and accepted the terms and conditions defined in the Village of Weston Telecommuting Agreement

Signed: _____ Date: _____

I agree that this employee may telecommute or work at a designated remote work location as identified in the terms and conditions of this agreement.

Department Head Signature: _____ Date: _____

Created 03/05/2018

This page reserved for the purpose of printing.

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	BOARD OF TRUSTEES, MARCH 2, 2020
DESCRIPTION:	OPERATOR LICENSES
FROM:	SARAH FLORY, DEPUTY CLERK
QUESTION:	SHOULD THE BOARD OF TRUSTEES APPROVE THE LICENSES FOR: LATAUSHIA MUGGE, AMBER RICHTER, SHARON VERBANAC, EMILY WALBER?

BACKGROUND

OPERATOR LICENSE APPLICATIONS WERE RECEIVED FOR: NANCY HINZ, LATAUSHIA MUGGE, AMBER RICHTER, SHARON VERBANAC, EMILY WALBER BY THE VILLAGE AND SUBMITTED TO THE EVEREST METRO POLICE FOR THE BACKGROUND CHECKS. ALL APPLICANTS WERE GIVEN A PROVISIONAL LICENSE. CHIEF SCHULTZ COMPLETED BACKGROUND CHECKS AND RECOMMENDS APPROVAL OF REGULAR LICENSES FOR ALL APPLICANTS. THE APPLICANTS HAVE MET ALL THE QUALIFICATIONS TO HOLD OPERATOR LICENSES IN THE VILLAGE OF WESTON.

ATTACHED DOCS:	EVOLVE REPORT
COMMITTEE ACTION:	N/A
FISCAL IMPACT:	NONE
RECOMMENDATION:	CLERK RECOMMENDS APPROVAL.

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I MOVE TO APPROVE THE NEW OPERATOR LICENSES: LATAUSHIA MUGGE, AMBER RICHTER, SHARON VERBANAC, EMILY WALBER.

ADDITIONAL ACTION:	MAIL OUT APPROVED LICENSES.
---------------------------	-----------------------------



BOT Date 03/02/2020

License ID	License Type	Name	Business	Premise Desc	Begin Dt	End Dt	EMPD Approval	CLPS	BOT
9010 - Bartender/Operator New									
19510	9010 - Bartender/Operator New	Mugge, LaTaushia Rena	Big Dan & Space's Kelly Club		07/01/2019	06/30/2020	Yes		
19522	9010 - Bartender/Operator New	Richter, Amber Rose	The Store #60		07/01/2019	06/30/2020	Yes		
19545	9010 - Bartender/Operator New	Verbanac, Sharon	The Store #59		07/01/2019	06/30/2020	Yes		
19544	9010 - Bartender/Operator New	Walber, Emily	The Store #60		07/01/2019	06/30/2020	Yes		

Total Licenses

4

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	Board of Trustees, March 02, 2020
DESCRIPTION:	Reduce receivable related to SAFER budget deficit
FROM:	Jessica Trautman, Finance Director
QUESTION:	Should the Village Board approve reducing the SAFER receivable by \$95,924 using fund balance?

Background

On July 1, 2019, the Village Board approved reconciling the SAFER budget deficit with Rib Mountain, with the Village's portion being \$479,620.

The recommendation was to pay off the Village's portion by decreasing fund balance by \$95,924 over 5 years, but the recommendation itself was not approved in July.

UPDATE FOR MARCH BOARD MEETING: This was brought to the Finance Committee and Board on February 17. After concern from one of the Committee members the Village Board recommended staff to discuss it with our auditor. On February 26th I talked with Kevin from Hawkins Ash CPAs. His viewpoint is that the original amount is set up as a receivable, the Board has the right to determine how the receivable will be settled, so if it is over 5 years, that is fine.

Attached Docs:	Minutes and packet information from July Board meeting on topic
Committee Action:	7/1/19 Village Board approved reconciling SAFER budget deficit 2/17/20 Finance Committee voiced concern 2/17/20 Village Board directed Finance Director to discuss with auditor
FISCAL IMPACT:	Will reduce the amount of unassigned fund balance and increase Village expenditures by \$95,924.
Recommendation:	Staff recommends approval.

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

I approve/do not approve reducing the SAFER receivable by \$95,924 using fund balance.

Are there additional reference documents which have been attached to this report?

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

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

REQUEST FOR CONSIDERATION

PUBLIC MTG/DATE:	Board of Trustees, July 1, 2019
DESCRIPTION:	Proposal to Reconcile SAFER Budget Deficit with the Town of Rib Mountain
FROM:	Keith Donner, Administrator Wally Sparks, Village President
QUESTION:	Should the Village of Weston Reconcile the SAFER Operating Budget Deficit by Agreement with the Town of Rib Mountain?

Background

On Monday June 24, Village President, Wally Sparks, Village Administrator, Keith Donner, and Finance Director Jessica Trautman, met with Town of Rib Mountain officials and SAFER Fire Chief, Matt Savage, regarding the SAFER Operating Budget Deficit. The total amount that SAFER owed the Village as of the end 2017 was \$644,620. This accumulated deficit was monies transferred to SAFER operations by the Village of Weston from the start-up of SAFER in 2014 through the end of 2017. (See summary from packet for 6/17/19 meeting of the Board of Trustees). Based on the formula for funding SAFER between the Town of Rib Mountain and Village of Weston, Rib Mountain's share of the deficit is between \$216,334 and \$224,515. In the letter from Rib Mountain Administrator, Gaylene Rhoden, dated May 24, 2019, Rib Mountain indicated their feeling responsible only for \$110,163. The letter referenced start-up costs and failure to communicate the deficit in a timely manner to allow for corrective action to take place as the reasons for the lesser amount. After discussion it was agreed that each representative would bring a proposed compromise of "splitting the difference" to the respective boards for consideration. The proposed compromise would result in the Town being responsible for \$165,000 (25.60%) and the Village being responsible for the balance of \$479,620 (74.4%).

It is recommended that the Village obligation be funded by fund balance over 5 years, decreasing our fund balance \$95,924 each year. There is also the option of budgeting for a part of this amount every year.

Attached Docs:	Materials from June 17, 2019, Board of Trustees meeting packet.
Committee Action:	None; Discussed at June 17, 2019, meeting of the Board of Trustees
FISCAL IMPACT:	\$95,942 annually for 5 years.
RECOMMENDATION:	Agree in principle to the Rib Mountain obligation of \$165,000 through adoption of a joint resolution or agreement between the Town of Rib Mountain and the Village of Weston, subject to agreement by the Town of Rib Mountain Board of Supervisors

RECOMMENDED LANGUAGE FOR OFFICIAL ACTION

Are there additional reference documents which have been attached to this report?

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Board of Trustees, June 17, 2019
Description:	SAFER Operating Budget Deficit
From:	Keith Donner, P.E., Administrator
Question:	What position should the Village take on money owed to SAFER by Rib Mountain for operating budget deficits from 2013 through 2016?

Background

On May 24 I received a telephone call from Gaylene Rhoden, Administrator for the Town of Rib Mountain, to advise me she was sending a letter to my attention, notifying the Village of Weston of Rib Mountain's perspective on an accumulated operating budget deficit for the SAFER District. The letter is attached to this report along with other backup documents related to the SAFER District and agreements with/between the Town of Rib Mountain and Village of Weston.

As a brief summary:

In 2013 the Village of Weston and Town of Rib Mountain signed a Memorandum of Understanding regarding the creation of the SAFER District. The MOU included a statement that each municipality would keep separate budgets for their Fire/EMS services for calendar year 2013 (MOU #2) and that Weston would cover certain initial start-up costs (MOU #4, #5, #7). Also, the Village agreed to assume duties of payroll and HR functions (MOU #6).

In June 2013, the formation of SAFER was formalized through the original charter agreement in June 2013.

The SAFER District began operating in 2014.

The Charter agreement was amended in September 2016.

Between the latter part of 2013 and through the end of 2016 the Village of Weston served as the fiscal agent for the SAFER District. The change of fiscal agent was included in the 2016 Amendment to the Charter agreement. Throughout this period and into 2017, SAFER built up an operating deficit for various reasons (which need further explanation/discussion). The total deficit at the end of calendar year 2017 was \$644,620.12.

Under the terms of the Charter and Amendment it was the Fiscal Agent's responsibility to supply a statement to the parties for any payments due. It is my understanding there was no notification provided through 2017.

In 2018 at the November 12th meeting of the SAFER Board of Directors, there was discussion of the 1. SAFER debit to Weston and 2. The percentage of the debt to be assigned to Weston & Rib Mountain. Both items included a request from Chairman Opal of Rib Mountain for documentation, and mention of a need for further discussion with the Town of Rib Mountain before making any decisions. Jessica Trautman provided detail backup of the expenses for Rib Mountain, also attached to this e-mail.

The Village of Weston Board discussed this briefly at a December 2018 meeting, but I have not found the discussion in minutes yet.

It is my understanding that the Town of Rib Mountain then had the situation reviewed by their legal counsel.

That brings us to the letter received from the Town of Rib Mountain as referenced above.

REQUEST FOR CONSIDERATION

In the letter from Rib Mountain, Administrator Rhoden suggested arranging a meeting to discuss the situation. There was brief discussion at the SAFER Board meeting on Tuesday, June 11. The direction given by the SAFER board was to schedule a meeting between the Administrator and Chief Elected Official of each municipality along with the Fire Chief and Finance Directors of each municipality. The meeting has been set up for June 24th.

This item was not on the June 3 BOT meeting agenda with the absence of 3 Trustees.

Attached Docs: 5/24/19 Letter to Village of Weston from Town of Rib Mountain
Summary of expenses incurred by SAFER and paid by Weston
MOU between Rib Mountain and Weston for creating SAFER
2013 SAFER Charter
2016 SAFER Charter

Prior Review: Staff.

FISCAL IMPACT: Reimbursement of \$216,334 to Village of Weston?

Recommendation: While the deficit is technically with the SAFER District, the costs are ultimately the responsibility of Weston and Rib Mountain and the percentage of responsibility of each party for payment appears to me to be part of the Charter. I do not think any of the listed expenses can be argued as not being relevant to the SAFER operation. In talking to Administrator Rhoden, she agrees with this in principle. However, the counter argument she makes is there could have been steps taken to correct the situation had there been more timely notice and therefore, less accumulated deficit overall. The meeting

Recommended Language for Official Action

None

Additional action: To be determined.



TOWN OF RIB MOUNTAIN

Where Nature, Family & Sport Come Together

www.townofribmountain.org

3700 North Mountain Road
Wausau, Wisconsin 54401
(715) 842-0983
Fax(715) 848-0186

May 24, 2019

Mr. Keith Donner
Village Administrator
Village of Weston
5500 Schofield Avenue
Weston, WI 54476

Re: Financial Obligations of Town of Rib Mountain for Start Up for SAFER District

Dear Keith:

I am writing on behalf of the Town of Rib Mountain ("Town") with regard to financial obligations that the Town of Rib Mountain may owe to the Village of Weston as a result of expenditures that the Village of Weston may have advanced to SAFER over the past several years.

We have received a request for reimbursement of a prorated share of funds that the Village of Weston has apparently paid to the SAFER District. The Town Board is disappointed to learn that the Village of Weston did not discuss these expenditures with the Town prior to authorizing them, or communicate this information to the Town within a reasonable time after they were made.

The Town believes that it would have the right to deny the reimbursement of a portion of these expenditures because the Village of Weston failed to cooperate with the Town in the expenditure approval process, as was anticipated in the spirit of the Safer District Charter. The Town is, however, sensitive to the fact that the benefits of the SAFER District to both the Village of Weston and the Town are immeasurable. Because of this, the Town proposes that the Village of Weston and the Town work together to reconcile any disparity in the financial support previously given to SAFER.

Upon close review of the financial statements that were provided, it is clear that the expenditures authorized by the Village of Weston, without approval by the Town, are for the most part, substantiated. It is unclear, however, whether certain expenditures are related to startup costs that

would be subject to the Memorandum of Understanding reached by the Parties when the SAFER District was established.

Based on the calculations completed by the Town Finance Director, the Town believes that it actually owes the Village of Weston a total dollar amount of \$110,163.12. Based on the nature of the Village of Weston's request for reimbursement and the underlying failure of the Village of Weston to cooperate with the Town, it is the Town's position that this amount should be significantly reduced.

Unfortunately, the Town has not budgeted for any expenditures that have been requested for reimbursement at this time. The Town would request that the Village of Weston work together to reach a mutually-beneficial timeline for the repayment of any amount that the parties agree is owed by the Town to the Village of Weston.

At this time, the Town requests that representatives from the Town meet with representatives from the Village of Weston to discuss this matter in more detail. Please contact my office to schedule a time for the parties to meet and discuss the potential financial obligations that the Town may have to the Village of Weston with regard to expenditures that the Village of Weston made to the SAFER District.

Thank you for your time and attention to this matter. We look forward to the resolution of this matter.

Sincerely,



Gaylene Rhoden, ICMA-CM
Administrator

cc: Nicole Dunbar (via e-mail)
Chief Matt Savage (via e-mail)

**SUMMARY OF EXPENDITURES BY THE VILLAGE OF WESTON FOR SAFER
OPERATION AND FACILITY MAINTENANCE TO BE REIMBURSED TO THE
VILLAGE OF WESTON**

2013 THROUGH 2017

	2014	2015	2016	2017	Total
Due to Weston	\$ 280,628.55	\$ 574,286.43	\$ 525,182.32	\$ 644,620.12	\$ 644,620.12
change		\$ 293,657.88	\$ (49,104.11)	\$ 119,437.80	
	36.11%	33.72%	32.43%	33.56%	
Rib	\$ 101,334.97	\$ 99,021.44	\$ (15,924.46)	\$ 40,083.33	\$ 224,515.28
	63.89%	66.28%	67.57%	66.44%	
Weston	\$ 179,293.58	\$ 194,636.44	\$ (33,179.65)	\$ 79,354.47	\$ 420,104.84
		using only 2017 % only		\$ 644,620.12	
			33.56%		
		Rib		\$ 216,334.51	
			66.44%		
		Weston		\$ 428,285.61	

The intention is not to have Rib Mountain pay SAFER by the end of the year,
the intention is for the municipalities to agree on a percentage.

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Board of Trustees – 3/2/2020
Description:	Recommendation to Develop a 3-Year Agreement with the YMCA for Weston Aquatic Center Management
From:	Shawn Osterbrink, Director of Parks, Recreation & Forestry Keith Donner, Village Administrator
Question:	Should the Board of Trustees approve moving forward with the Development of a 3-year Agreement with the YMCA for Weston Aquatic Center Management?

Background

With the departure of former AC Manager, Brad Mroczenski in early January, there is a need to determine the course for 2020 so recruitment of seasonal lifeguard staff can proceed. Village staff has explored 3 options for addressing the Management and Administration of the Aquatic Center (AC) for the 2020 summer season. The 3 options are discussed in the attached staff report provided for the Park and Recreation Committee and HR Committee on February 24. The 2 committees have endorsed the staff recommendation to work with the YMCA to develop a 3-year contract.

The YMCA did not provide a written proposal but verbally stated that they would manage the entire facility except for the maintenance/repair of the physical assets of the facility. Below is a list of some of the items they would be responsible for but is not meant to be all inclusive.

1. Recruitment, hiring and onboarding of staff.
2. Coordinating with Village for the purchase of uniforms, equipment and supplies.
3. Coordinate pre-season schedule for facility.
4. Coordinate and complete re-certification of staff if necessary and training, including (bloodborne pathogens, lifeguard, first aid, CPR, AED, swim lessons, pre-season and in season in-services, desk and slide attendant).
5. Scheduling of lifeguard staff, front desk and slide attendants for all open hours of facility, pre-season and in-season rentals, trainings, and swim lessons from May 30th to August 23rd, 2020. Dates for 2021 and 2022 have not been determined.
6. Work with Village to comply with all necessary regulations and documentation for Health Department, Virginia Graeme Baker, Safety Data Sheets and ATCP 76, which includes daily logbook, fecal accident reports, monthly swimming pool report, and death, injury and illness reports.
7. Opening/Closing/Security of facility. To include weather related, fecal accidents, minimum patron count closings, etc.
8. Rule/Policy enforcement.
9. Water testing 2 times daily.
10. Daily cash handling, credit cards, pass sales, and deposits.

REQUEST FOR CONSIDERATION

11. Daily maintenance to include garbage, deck cleaning/straightening, restrooms cleaning (cleaning fixtures, floors disinfecting, garbage, etc).
12. Monthly reports and evaluation of budget status.
13. Operating and training staff on all software programs/operating systems.
14. Work with outside groups to coordinate their events and schedule appropriate staff. Coordinate with concession operators.
15. Continue existing programming and sponsorships, evaluate and propose new programming and coordinate with village.

By partnering with another agency for this service, the Park and Public Works maintenance functions provided by the former AQ Manager in the off-season are proposed to be performed by seasonal employees.

Attached Docs:	Staff Report/RFC from Park and Recreation Committee 2/24/2020 meeting. Wausau/Marathon County Parks proposal. YMCA proposal.
----------------	---

Committee Action:	Park and Recreation Committee and HR Committee recommended drafting a 3-year agreement with the YMCA for management of the aquatic center.
-------------------	--

Fiscal Impact:	Based on the first-year cost of \$35,000 for the 2020 season, the cost for the management function will be \$3,777 higher than the budgeted amount. The proposal to have the guards be employees of the YMCA would result in a reduction of just over \$4,000 for workman's compensation so, year one should be budget neutral and some savings will be realized in subsequent years.
----------------	---

Recommendation:	Authorize staff to develop a 3-year agreement with the YMCA for management of the aquatic center.
-----------------	---

Recommended Language for Official Action

I move to approve drafting a three-year agreement with the YMCA for management of the aquatic center.

I move to not approve drafting a three-year agreement with the YMCA for the management of the aquatic center.

Or, something else.

Additional action:

YMCA Proposal

- 3-year agreement
- 1st year cost of \$35,000
- 2nd year cost of \$30,000
- 3rd year cost of \$30,000 + 2% = \$30,600

Staff and manage aquatic center day to day operations.

All employees would be YMCA employees but paid at village rates for these positions.

Village to reimburse YMCA for actual staffing costs on top of administrative costs listed above.

Marathon County Proposal for 2020 Weston Pool Management Assistance
2/21/20

Position	Location	Co/	Job	Start	End	Hrly	Weeks	Hrs	Wages	W/Fringes
Manager	Weston	Co	24	1 May	15 Sep	\$18.99	20	700	\$13,293	\$15,000
Rec Super	Wausau	Co	24	1 May	30 Sep	\$36.00	21	100	\$ 3,600	\$ 5,200
Oper Superv	Wausau	Co	12	1 May	Aug 28	\$30.00	16	25	\$ 750	<u>\$ 1,000</u>
										\$21,200

Admin

FTE Fringe 44.63%
Seasonal Fringe 13.58%

Supplies

Printing/Duplication \$100

\$21,300

These expenses are based upon the manager working 10 to 20 hours per week the first two weeks in May, 40 hours in mid-May and 50 hours a week, for the last week of May, and first two weeks of June. After that, the schedule settles to 40 hours per week until the last week of August and into September, where hours taper off as reports are completed.

Support from the Recreation Superintendent is calculated at 10 hours per week and include support for the seasonal hiring process, swim lesson instructor guidance, and staff in-service scheduling and formats.

Hours of support from the Operations Supervisor are weighted for mid-May to mid-June, with limited contact as needed throughout the remaining season.

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Park & Recreation Committee – 2/24/2020
Description:	Management of the Weston Aquatic Center
From:	Shawn Osterbrink, Director of Parks, Recreation & Forestry Keith Donner, Administrator
Question:	Possible options for moving forward for future management of the Weston Aquatic Center.

Background

Staff has met with different groups and discussed options for future management of the Aquatic Center. These options include possible partnerships with Wausau/Marathon County Parks, YMCA, Wausau and D.C. Everest Schools, Marathon Swim Association and Darwin E. Smith Aquatic Center. Contact with other organizations has only drawn interest from Wausau/Marathon County and the YMCA so, we have continued discussions with them on various options for operating the facility.

We also drafted a job announcement and are currently recruiting for a direct replacement of the previous manager. We currently have three applicants for the position. The current applicants do not have any aquatics background but do have some management experience however, their indicated salary requirements are too high for the off-season duties.

The current options that are available are:

- 1) Hire our own seasonal manager with the intention to build back the capabilities we had with our former Aquatic Center Manager.** A direct replacement would manage the pool and, also, work as a Public Works Maintainer the remainder of the year. We realize we have been fortunate to have had an employee in this position with the willingness, skills, and abilities to perform the wide variety of duties the situation requires. To duplicate this situation will require us to work with the county and YMCA to fill gaps in the operation, such as lifeguard training, until we have restored the capabilities in-house. The risk and future vulnerability with the direct replacement scenario is being in a similar situation unless there is back-up capability created at the same time. A direct replacement would also be expected to serve as a Public Works and Parks Maintainer in the off-season.

- 2) Contract with the YMCA who would like to take over the entire management of the facility along with staffing the facility.** The village would still be responsible for all the general maintenance of the facility, repairs, upgrades, etc. The YMCA currently partners with the City of Mosinee for their pool/aquatic center management. Dependent on the cost, we could lose capacity for Public

REQUEST FOR CONSIDERATION

Works and Park maintenance if we are unable to hire a full-time employee for the full year. An option would also be hiring seasonal help for summer and winter maintenance.

- 3) Contract with Wausau/Marathon County who would hire a manager for the facility and oversee this individual.** They would work directly with the manager and provide other support and oversight of the operation, but all the other employees would be village employees. Replacing Public Works and Park Maintenance capacity would involve the same issues as with the YMCA partnership.

Preferred Option

At the time of preparing this report all cost proposal information was not received. Staff is leaning toward either the partnership with the YMCA or Wausau/Marathon County. These partnerships provide the Village some relief from having to fully develop the specialized expertise in-house which would otherwise be necessary. The partnerships with either Wausau/Marathon County could develop relationships which could lead to a higher level of cooperation in the future with park maintenance and operation and/or recreational program development. Staff expects to have better information for further discussion at the Park Meeting on Monday. Ideally, we would be able to bring in a new Public Works and Park Maintainer on a full-time, annual basis, and increase our overall operation and maintenance capacity working within the existing budgets. Alternatively, if we are not able to do so, we would consider reliance on seasonal help for both summer and winter.

Attached Docs: **None**

Committee Action: **No previous review.**

Fiscal Impact: **The goal is to work toward, at worst, a fiscally neutral option between the Aquatic Center budget and the Village general fund budget.**

Recommendation: **Pending evaluation of proposals from the YMCA and Wausau/Marathon County**

Recommended Language for Official Action

To Be Determined

Additional action:

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Board of Trustees, March 2, 2020
Description:	Contract Amendment with JSD Professional Services for the Camp Phillips Centre project.
From:	Keith Donner, P.E., Administrator
Question:	Should the Village approve a contract amendment with JSD Professional Services for work performed on planning and permitting for the Camp Phillips Centre project?

Background

JSD Professional Services has been performing a variety of engineering tasks to obtain various approvals for the Camp Phillips Centre development. Obtaining approval for wetland disturbances and mitigation is the most critical issue to resolve before any other activities can proceed. Wetland delineation and individual permit submittal has involved many meetings over a 2 to 3 - year period. The most recent amendment to JSD's contract was in July 2019, which was projected to take the permit application process through an anticipated public hearing in August or September 2019. As has been a recurring theme in this process, the DNR continues to have issues it wants resolved before declaring the application to be "complete." This occurred again after the submittals in late summer 2019 which were intended to have the application considered complete but, which DNR did not agree. JSD continued work toward the complete application. JSD informed me in mid-December of their request for compensation for additional services in the amount of \$35,000. Their documentation supports \$35,000 in cost but, they indicate they would only bill the Village 85% of this amount (\$30,000) with the balance billed if the wetland permit is taken to public hearing. The e-mail correspondence and backup documentation are attached.

Attached Docs:	Contract Amendment E-mails from JSD re: December 2019 Contract Amendment and related e-mails Summary of JSD contract amounts to date Detail of hours and tasks from JSD
Prior Review:	None
FISCAL IMPACT:	Additional \$35,000 on JSD contract.
Recommendation:	Approve contract amendment with JSD for Camp Phillips Center in the amount of \$35,000 for effort to complete the public hearing process for wetlands disturbance. JSD is requesting payment on 85% of the total, or, \$29,750, with the balance to be billed as the permit is taken to public hearing.

Recommended Language for Official Action

Proposed Motion: I move to approve the contract amendment with JSD for Camp Phillips Center in the amount of \$35,000 for effort to complete the public hearing process for wetlands disturbance.

Or I move to approve the contract amendment with JSD for Camp Phillips Centre in the amount of \$29,750.

Additional action:	To be determined
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December 16, 2019

Mr. Keith Donner, Administrator
Village of Weston
5500 Schofield Avenue
Weston, WI 54476-4333

Subject: **Professional Consulting Services**
Camp Phillips Road Corridor Planning
Village of Weston, Wisconsin
JSD Project No. 15-6918

Dear Mr. Donner:

REQUEST FOR ADDITIONAL SCOPE OF WORK

At this time, JSD Professional Services, Inc. (JSD) is requesting a contract modification for additional work identified above and beyond the original scope of work outlined in our original proposal dated August 27, 2015, revised on November 13, 2018 and June 14, 2019. We have identified the task below to track the additional effort on a time and materials basis as follows:

Task 5.2C: WDNR/USACE Individual Permit Application Preparation

T&M NTE (INCREASE) \$35,000.00

Based on the original Individual Permit application submitted July 2018, additional documentation and coordination has been requested of JSD to date by the Village of Weston to continue project work efforts.

Details of additional efforts as requested include:

Individual Permit (IP):

- Coordination with Village of Weston Legal Counsel and Consultants
- Meeting and coordination with WDNR and USACE Staff on permit review
- Revision to Individual Permit Materials in response to a WDNR Supplemental Information request dated September 10, 2019
- Revision to Individual Permit Materials in response to a USACE Supplemental Information request dated September 18, 2019
- Revised PAA site design, Street A design and stormwater modeling
- Revised on-site and off-site cost estimating and financial information coordination

Anticipated Schedule:

- December 2019 – Documentation Prepared & Re-submission of Individual Permit (IP) materials
- January 2020 – 30 day timeline of WDNR and USACE Review of Revised IP Materials
- Jan.-Feb. 2020 – WDNR IP Public Hearing
- February 2020 – 30 day timeline after Public Hearing for Permit Decision

Based on recent conversations with WDNR staff as of fall 2019, a tentative schedule is anticipated for the Individual Permit (IP) resubmission of materials as noted. The additional documentation and coordination efforts as outlined will be provided through January 15, 2020.

Efforts as described herein are to be billed on a time and materials basis not to exceed the noted amount without prior written authorization from the Village of Weston.

AUTHORIZATION

Thank you for your continued confidence in our capabilities and this opportunity to provide additional services in support of your project. We value and look forward to continuing our working relationship with you.

Please indicate your acceptance of this change in scope by signing the *Client's Authorized Signature* line below and returning the signed letter back to JSD to authorize the additional services and confirm our understanding of your needs.

Please do not hesitate to contact me if I can provide additional information and assistance.

Sincerely,

JSD Professional Services, Inc.

Village of Weston



Justin Frahm, ASLA
Project Consultant

Client's Authorized Signature / *Date*

cc: Dave Jenkins, JSD

Memorandum

To: Keith Donner, Village of Weston Administrator
From: Justin Frahm, JSD Professional Services, Inc.
Re: Camp Phillips Centre Development – Contract #15-6918 12/16/19 Task 05.2C Increase Review
JSD Project #: 15-6918
Date: January 10, 2020
cc: Whitney Schmidt, JSD; Melanie Wishart, JSD; Dave Jenkins, JSD

Per the request for information regarding the contract amendment submitted to the Village of Weston on December 16, 2019, the JSD project team is providing additional detail to outline the scope of work associated with Task 05.2C of contract 15-6918 and the two most recent task increases.

This task is titled 'WDNR/USACE Individual Permit Application Preparation' for the Camp Phillips Centre development project located in the Village of Weston.

Original Task 05.2C Amendment – IP Application Amendment (March 15, 2018)**T&M NTE \$100,000**

- Weekly staff & agency project coordination (2016-October 2018)
- Meeting attendance, preparation & coordination
 - WDNR & USACE
 - Village Staff & Public Informational Meetings
- Initial Artificial Wetland Exemption application, preparation & coordination
 - AWE application prior to legislative changes (July 2018)
 - Supplemental Documentation Requests
 - AWE site visit & coordination
 - 0.02 acres granted as AWE by WDNR on May 4, 2016
- Wetland Specialist Assistance – WESLIE Engineering
 - Meeting attendance & reimbursables
 - Individual Permit preparation assistance & review
- Initial Individual Permit preparation & submission (May-July 2018)
 - Site planning, application materials, exhibits
 - Individual Permit submittal (July 13, 2018)

Task 05.2C Amendment Increase #1 (November 14, 2018)**T&M NTE \$50,000**

- Weekly staff & agency project coordination (November 2018-January 2019*)
 - *Permit coordination efforts through January 31, 2019
- Additional Meeting Attendance, Preparation & Coordination
 - WDNR & USACE
 - Village Staff meetings
- Individual Permit Supplemental Requests
 - WDNR – August 2018
 - USACE – September 2018
 - Individual Permit document revisions, exhibits & response

- Revised Artificial Wetland Exemption coordination & preparation (November 16, 2018)
 - WDNR Artificial Wetland Exemption (post July 2018 legislative changes)
 - Agency and Village Staff coordination, mapping and documentation
 - 2.56 Acres granted as AWE by WDNR on March 11, 2019
- **Public Hearing meeting preparation & attendance (August 2019* – see below)**

Task 05.2C Amendment Previous Increase #2 (June 14, 2019)**T&M NTE \$50,000**

- Staff and WDNR / USACE Agency project coordination (January 2019-September 2019)
- Additional Artificial Wetland Exemption coordination and request for review (April 2019)
 - Supplemental documentation requests
 - AWE site visit and coordination (April 24, 2019)
 - 3.69 Acres granted as AWE by WDNR on April 25, 2019
- Additional Meeting Attendance, Preparation and Coordination
 - WDNR and USACE Review Meeting May 24, 2019
- Individual Permit Re-Engagement Materials (June 21, 2019)
 - Coordination with Developer and Village Staff for review
 - Re-Engagement Memo and revised exhibits
 - Additional Practicable Alternatives Analysis (PAA)

Task 05.2C Amendment Pending Increase #3 (December 16, 2019)**T&M NTE \$35,000**

- Staff and WDNR / USACE Agency additional project coordination (October 2019-January 2020)
 - Assistance with Retailer Letter coordination with Village Legal, Agency Staff and Project Team
- Individual Permit Supplemental Materials requested by WDNR (September 3, 2019)
 - Coordination with Developer and Village Staff for review
 - Revisions to Street A infrastructure, Stormwater Management and Site Design
 - Revisions and comprehensive updates to Practicable Alternatives Analysis (PAA)
 - Comment response to supplemental information request letter
- Individual Permit Supplemental Materials requested by USACE (September 18, 2019)
 - Coordination with Developer and Village Staff for review
 - Revisions to Street A infrastructure, Stormwater Management and Site Design
 - Revisions and comprehensive updates to Practicable Alternatives Analysis (PAA)
 - Comment response to supplemental information request letter
- Additional Meeting Attendance, Preparation & Coordination
 - WDNR and USACE Review Meeting September 23, 2019 (WDNR & USACE Meeting)
 - **Village Public Informational Meeting (to be scheduled)**
 - **WDNR Public Hearing (to be scheduled)**

From: [Justin Frahm](#)
To: [Keith Donner](#); [Whitney Schmidt](#)
Cc: [Melanie Wishart](#); [Dave M. Jenkins](#)
Subject: Re: AS Letter for Village of Weston - Camp Phillips Road Corridor Planning, Weston, WI (JSD #15-6918)
Date: Monday, January 20, 2020 12:51:46 PM
Attachments: [2020-01-20_JSD Memo_Contract 15-6918_Task 5.2C_Increase Review.pdf](#)

Keith:

See attached for an updated summary of the latest amendment and representative estimated labor hours for scope of work item as defined.

The Village Informational and Public Haring time has been rolled forward with the latest amendments. This time is included in the latest amendment as previous amendment allowances have been utilized and time frames elapsed.

To date, approximately 85% of this requested task amendment (\$35k increase) has been utilized for the latest IP submissions with the remaining 15% (~30 hours) to be held and carried forward for coordination and attendance at the the Village Public Informational and WDNR Public Hearing meetings. Please note, this task total assumes limited additional requests will be made given the current status of the IP documents and previous requests. If additional, significant agency requests are made, this work may be subject to additional services.

Please let me know if you have any additional questions and/or let me know if you would like to further discuss ahead of this evening.

Thanks,

Justin Frahm
Project Consultant



JSD Professional Services, Inc.

Engineers · Surveyors · Planners

Wausau Regional Office
7402 Stone Ridge Drive, Suite 4
Weston, WI 54476
715.298.6330 phone
608.220.7583 direct cell
715.298.6326 fax

Madison Regional Office
161 Horizon Drive, Suite 101
Verona, WI 53593

Time Records by Task						
15-6918 Village of Weston - Camp Phillips Rd/Weston Ave Neighborhood Planning, Weston WI						
Status	Date	Activity	Employee	Units/Hours	Amount	Notes
05.2C WDNR/USACE Individual Permit Application Preparation						
310-Project Consultant				68.75	11,296.25	
Billab	07/02/19	1-Office	Justin Frahm	0.50	80.00	.50 hour prepare memorandum for IP task and amendments
Billab	07/05/19	1-Office	Justin Frahm	3.00	480.00	11:30-2:30 pm prepare memorandum for contract review
Billab	07/10/19	1-Office	Justin Frahm	1.00	160.00	2:00-3:00 pm ATC Update call for coordination of site construction permits
Billab	07/10/19	1-Office	Justin Frahm	0.50	82.50	1:30-2:00 pm billing / invoicing
Billab	07/12/19	1-Office	Justin Frahm	5.00	800.00	8:00-9:30 am print materails for WDNR-USACE meeting to review permit re-engagement materials 9:30-11:45 am WDNR-USACE meeting at WDNR offices to review permit re-engagement efforts 11:45-12:00 pm return travel 3:00-4:00 pm phone call with Dave and Team email update
Billab	07/18/19	1-Office	Justin Frahm	1.00	165.00	8:00-9:00 am review of updated planning exhibits for Option 1-F with JSD team
Billab	07/19/19	1-Office	Justin Frahm	1.50	247.50	2:30-4:00 pm collate, prepare and send updated planning exhibits to Village staff
Hold	07/26/19	1-Office	Justin Frahm	1.00	165.00	3:00-4:00 pm coordination with DMJ regarding resubmittal of IP materials for coordination with FDG
Hold	07/31/19	1-Office	Justin Frahm	1.00	165.00	2:00-3:00 pm review of retailer criteria memo for IP; submit comments to Margaret Blum at FDG
Hold	08/01/19	1-Office	Justin Frahm	1.00	165.00	2:30-3:30 pm coordination call with Margaret Blum for retailer criteria memorandum
Hold	08/05/19	1-Office	Justin Frahm	1.00	165.00	1:30-2:30 pm phone call with Dennis Steinkraus and Margaret Blum on CPC next steps for IP & Schedule
Hold	08/06/19	1-Office	Justin Frahm	0.50	82.50	8:30-9:00 am billing / invoicing call with Melanie Wishart
Hold	08/07/19	1-Office	Justin Frahm	1.00	165.00	2:00-3:00 pm confirmation of submittal requirements for IP
Hold	08/08/19	1-Office	Justin Frahm	1.00	165.00	8:00-9:00 am confirmation of schedule with WDNR and FDG; communication with Margaret Blum
Hold	08/09/19	1-Office	Justin Frahm	2.00	330.00	1:30-2:00 pm 3:00-4:30 pm prepare transmittal letter and materials for submission to WDNR
Hold	08/12/19	1-Office	Justin Frahm	1.00	165.00	9:00-10:00 am conference call for CPC with FDG Team
Hold	08/16/19	1-Office	Justin Frahm	1.50	247.50	2:00-3:00 pm conference call with FDG regarding retailer disclosure status 4:45-5:15 pm phone call with Keith Donner regarding retailer disclosure
Hold	08/19/19	1-Office	Justin Frahm	1.50	247.50	9:00-9:30 am set up meeting / call invite with team 2:30-3:30 pm phone call with Buck Sweeney, FDG & Village for retailer disclosure criteria related to IP
Hold	08/21/19	1-Office	Justin Frahm	3.00	495.00	12:00-1:00 pm prepare updated vegetation clearing memo and incorporate in IP submission materials 2:00-4:00 pm prepare updated IP memorandum and materials for supplemental submission to WDNR completed on 08/21
Hold	08/26/19	1-Office	Justin Frahm	0.50	82.50	4:30-5:00 pm retail disclosure memo coordination

Hold	09/09/19	1-Office	Justin Frahm	0.50	82.50	12:00-12:30 pm review Retailer Interest Memo from FDG and make mark-up
Hold	09/13/19	1-Office	Justin Frahm	1.00	165.00	2:00-3:00 pm phone call with Keith Donner and Buck Sweeney to review status of IP letter of incompleteness
Hold	09/18/19	1-Office	Justin Frahm	0.50	82.50	2:00-2:30 pm review of Request for additional information from United States Army Corps of Engineers
Hold	09/20/19	1-Office	Justin Frahm	3.00	495.00	1:00-2:00 pm phone call with Village of Weston and Buck Sweeney to review Notice of Incompleteness Letter 2:00-4:00 pm prepare and coordinate preliminary response to comments for IP meeting with WDNR on 09/23
Hold	09/23/19	2-Field	Justin Frahm	2.00	330.00	2:00-2:30 pm print materials and travel to WDNR meeting at Rib Mountain WDNR Service Center 2:30-4:00 pm meeting with WDNR and USACE regarding Camp Phillips Centre Notice of Incompleteness
Hold	09/26/19	2-Field	Justin Frahm	0.50	82.50	11:00-11:30 am viewing corridor mark-up and distribution to the team
Hold	10/04/19	1-Office	Justin Frahm	1.50	247.50	7:30-8:00 am Retailer review items for correspondence with team 2:00-3:00 pm communication and correspondence with Buck Sweeney
Hold	10/07/19	1-Office	Justin Frahm	0.50	82.50	3:00-3:30 pm Call with Buck Sweeney and Village staff to review retailer status
Hold	10/15/19	1-Office	Justin Frahm	1.00	165.00	11:00-12:00 pm response for retailer confirmation requirements to Axley / Village of Weston per WDNR response on 'commitments / contracts'
Hold	10/18/19	1-Office	Justin Frahm	0.50	82.50	3:30-4:00 pm call with Keith Donner re: status of retailer confirmation information
Hold	10/22/19	1-Office	Justin Frahm	1.00	165.00	8:00-9:00 am correspondence with USACE & WDNR for responses to comments
Hold	10/30/19	1-Office	Justin Frahm	1.00	165.00	4:00-5:00 pm prepare final draft responses to comments for WDNR-USACE request for additional information
Hold	11/01/19	1-Office	Justin Frahm	3.00	495.00	8:00-9:00 am 3:00-3:30 pm 4:00-5:00 pm finalize USACE draft response to comments and provide for review to the Village of Weston
Hold	11/14/19	1-Office	Justin Frahm	1.00	165.00	8:00-9:00 am coordination of response to comments for WDNR/USACE supplemental requests & phone call with Keith Donner
Hold	11/22/19	1-Office	Justin Frahm	1.00	165.00	4:00-5:00 pm phone call with Keith Donner to discuss status of IP resubmission
Hold	12/10/19	1-Office	Justin Frahm	1.00	165.00	9:00-10:00 am coordination and follow-up with Keith Donner and Buck Sweeney for retailer confirmation letter and IP status
Hold	12/11/19	1-Office	Justin Frahm	1.00	165.00	10:00-11:00 am billing / invoicing review
Hold	12/16/19	1-Office	Justin Frahm	0.50	82.50	3:30-4:00 pm prepare AS-Letter and coordinate with Whitney Schmidt for delivery to the client
Hold	12/17/19	1-Office	Justin Frahm	1.00	165.00	3:00-4:00 pm invoice review with team
Hold	12/18/19	1-Office	Justin Frahm	2.00	330.00	3:00-5:00 pm IP resubmission correspondence with project team, prepare resubmission materials
Hold	12/19/19	1-Office	Justin Frahm	3.00	495.00	2:00-5:00 pm prepare WDNR transmittal, cover letter and documentation for IP resubmission on behalf of the Village of Weston
Hold	12/20/19	1-Office	Justin Frahm	4.00	660.00	10:00-11:00 am 12:00-3:00 pm prepare USACE resubmission of IP materials
Hold	12/23/19	1-Office	Justin Frahm	1.00	165.00	12:30-1:00 pm follow-up for IP with Keith Donner and current wetland delineation maps
Hold	12/24/19	1-Office	Justin Frahm	1.00	165.00	12:00-1:00 pm IP permit follow-up

Hold	01/03/20	1-Office	Justin Frahm	1.00	165.00	7:00-8:00 am TIA follow-up with MSA per request of Village of Weston
Hold	01/07/20	1-Office	Justin Frahm	2.00	330.00	3:00-5:00 pm prepare additional documentation for AS-Letter efforts as requested by the Village of Weston
Hold	01/08/20	1-Office	Justin Frahm	0.50	82.50	10:30-11:00 am invoice / billing review
Hold	01/09/20	1-Office	Justin Frahm	1.00	165.00	11:00-12:00 pm coordinate updated TIA review schedule with MSA
Hold	01/13/20	1-Office	Justin Frahm	1.25	206.25	9:00-9:15 am conference call with FDG for project updates 1:30-2:30 pm conference call with Dennis Steinkraus and Keith Donner regarding status of agency responses for IP
Hold	01/20/20	1-Office	Justin Frahm	1.50	247.50	11:00-12:30 am additional documentation for AS-Letter to Village of Weston for Task 05.2C Increase
Hold	01/27/20	1-Office	Justin Frahm	0.50	82.50	8:00-8:30 am follow-up with WDNR for Notice of Incompleteness response to Keith Patrick
460-Staff Engineer				82.00	10,227.50	
Billab	07/16/19	1-Office	Carley Jones	1.00	120.00	Updated Wetland Tables
Billab	07/17/19	1-Office	Carley Jones	3.50	420.00	Updating Wetland Exhibits
Hold	08/20/19	1-Office	Carley Jones	8.00	1,000.00	Wetland Impacts Updates & Memo
Hold	08/21/19	1-Office	Carley Jones	5.00	625.00	Plan Updates and Wetland Graphics
Hold	09/09/19	1-Office	Carley Jones	1.00	125.00	Organizing Office and Files - per JLF
Hold	09/17/19	1-Office	Carley Jones	2.00	250.00	Phone Call with Eric, Looking through comments from Notice of Incompleteness, Responding to Notice
Hold	09/18/19	1-Office	Carley Jones	1.50	187.50	Notice of Incompleteness Response
Hold	09/20/19	1-Office	Carley Jones	1.75	218.75	Phone Call with Scott Weyandt
Hold	09/23/19	1-Office	Carley Jones	7.00	875.00	Exhibits for Discussion with DNR
Hold	09/24/19	1-Office	Carley Jones	0.25	31.25	Email to Melissa Yarrington
Hold	09/25/19	1-Office	Carley Jones	1.00	125.00	Culvert Calculation
Hold	09/26/19	1-Office	Carley Jones	4.00	500.00	Melissa Yarrington Call Revising Modeling
Hold	10/16/19	1-Office	Carley Jones	7.00	875.00	Responses to USACE and WDNR
Hold	10/17/19	1-Office	Carley Jones	4.00	500.00	USLE Watershed Maps
Hold	10/21/19	1-Office	Carley Jones	5.00	625.00	Wetland Graphic Updates
Hold	10/22/19	1-Office	Carley Jones	0.25	31.25	Area Calculation for Street A
Hold	10/23/19	1-Office	Carley Jones	8.00	1,000.00	Responses to Comments
Hold	10/24/19	1-Office	Carley Jones	7.00	875.00	Response to Comments
Hold	10/25/19	1-Office	Carley Jones	7.00	875.00	Reponse to Comments

Hold	10/29/19	1-Office	Carley Jones	1.00	125.00	Secondary Impacts
Hold	11/01/19	1-Office	Carley Jones	1.00	125.00	Invasive Specieese Writeup and Exhibit
Hold	11/27/19	1-Office	Carley Jones	0.50	62.50	Reviewing Exhibits
Hold	12/02/19	1-Office	Carley Jones	1.25	156.25	Attachements for WDNR and USACE Submittal
Hold	12/19/19	1-Office	Carley Jones	2.50	312.50	Wetland Exhibits
Hold	01/06/20	1-Office	Carley Jones	1.00	125.00	Stormwater Review Comments
Hold	01/24/20	1-Office	Carley Jones	0.50	62.50	Review Letter of Incompleteness
510-Staff Planner				61.50	7,612.50	
Billab	07/17/19	1-Office	Kurt Schmidt	6.75	810.00	Site plan edits - additional concept and options C, D, E, F rendering/exhibit updates
Billab	07/18/19	1-Office	Kurt Schmidt	8.25	990.00	Site plan edits - additional concept and options C, D, E, F rendering/exhibit updates
Billab	07/19/19	1-Office	Kurt Schmidt	4.75	593.75	Site plan edits - additional concept and options C, D, E, F rendering/exhibit updates
Hold	08/20/19	1-Office	Kurt Schmidt	7.25	906.25	update exhibits 1C D E F
Hold	09/23/19	1-Office	Kurt Schmidt	4.00	500.00	Camp Phillips Continued edits Wetland Impact Exhibit - 1F
Hold	10/22/19	1-Office	Kurt Schmidt	8.00	1,000.00	concept plan and wetland exhibit edits
Hold	10/23/19	1-Office	Kurt Schmidt	8.00	1,000.00	concept plan and wetland exhibit edits
Hold	10/24/19	1-Office	Kurt Schmidt	9.50	1,187.50	concept plan and wetland exhibits continued revisions
Hold	10/28/19	1-Office	Kurt Schmidt	0.50	62.50	file organization
Hold	12/06/19	1-Office	Kurt Schmidt	0.50	62.50	clearing area exhibits - send to dennis
Hold	12/19/19	1-Office	Kurt Schmidt	4.00	500.00	wetland impact exhibit edits
410-Senior Project Engineer				1.50	240.00	
Hold	07/29/19	1-Office	Paul Phillips	0.75	120.00	call with Justin to review plan updates for WDNR / ACOE wetland fill permit submittal
Hold	01/20/20	1-Office	Paul Phillips	0.75	120.00	coordination and review of spreadsheet / OPC with Justin
900-Office Support				3.25	243.75	
Hold	08/13/19	1-Office	Melanie Wishart	0.25	18.75	finalize invoice, update tracking spreadsheet, send invoice to client.
Hold	10/15/19	1-Office	Melanie Wishart	0.25	18.75	finalize billing, update tracking spreadsheet and send invoice to client either via usps or email
Hold	12/16/19	1-Office	Whitney Schmidt	0.50	37.50	AS letter for Task 5.2C - was going to be moved to 5.5 but staying on 5.2C - confirmed with Justin 12/16 finalized AS letter and sent to client Delete Signature from word doc, update Ajera and Jobs2

Hold	01/08/20	1-Office	Whitney Schmidt	0.25	18.75	Proof memo for Justin - memo is for summary of Task 05.2c efforts
Hold	01/08/20	1-Office	Whitney Schmidt	1.00	75.00	create spreadsheet to track contracts/AS letters and the invoices/billing organize admin folder
Hold	01/09/20	1-Office	Whitney Schmidt	0.50	37.50	finish spreadsheet to track contracts/AS letters and the invoices/billing finish organizing admin folder call Melanie to discuss
Hold	01/09/20	1-Office	Whitney Schmidt	0.25	18.75	Finish my edits to memo and send to Justin
Hold	01/10/20	1-Office	Whitney Schmidt	0.25	18.75	revised memo for Justin, added in summary from previous memo
470-Construction Project Engineer				1.00	145.00	
Hold	01/20/20	1-Office	Jeffrey Thieding	1.00	145.00	Received Justin's email with attached summary; reviewed. Contacted Justin for details concerning document and cost assumption analysis. Suggested changes to unit pricing suggested; seems 2 years behind actual costs for items bid in 2020.
Subconsultant					5,413.63	
	8/1/2019	Subconsultant	WESLIE Eng.		5,413.63	
TOTALS:				218.00	35,178.63	