



VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN MEETING AGENDA OF THE AD HOC Public Safety Building Renovations COMMITTEE

TO THE HONORABLE COMMITTEE CHAIR TRUSTEE, JASPER HARTINGER AND MEMBERS OF THE PUBLIC SAFETY BUILDING RENOVATIONS COMMITTEE: 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 at the meeting of the Public Safety Building Renovations Committee which has been scheduled for **MONDAY, APRIL 10, 2023 @ 5:00 P.M., in the First Floor Large Conference (Greeting) Room, at the Weston Municipal Center, 4747 Camp Phillips Road, Weston, WI.**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) might attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present at this meeting it would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). No official actions other than those of the Public Safety Building Renovations Committee shall take

Wisconsin State Statutes require all agendas for Committee, Commission, or Board 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.

Join Zoom Meeting by Computer:

<https://us06web.zoom.us/j/2379255777>

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Meeting ID: 237 925 5777

AGENDA ITEMS

1. Meeting called to Order by Committee Chair Jasper Hartinger
2. Roll Call.

Public Safety Building Renovations Committee: Hartinger, Cronin, Pinsonneault, Schulz, Finke, Tatro. Ex Officio, Donner, Wodalski, Maloney

3. [Committee Purpose](#)
4. [Review of Bid Results for Exterior Renovation of the Public Safety Building and Recommendation to Board of Trustees of Contract Award.](#)
5. Schedule next meeting date(s) to walk through building and revisit scope of interior improvements design:
 - a) Agenda and Date(s) To Be Determined
6. Remarks from Meeting Participants.

PUBLIC COMMENTS

ADJOURN

REQUEST FOR CONSIDERATION

Public Mtg/Date: Public Safety Building Renovations Committee, April 10, 2023

Description: Committee Purpose and Roster

From: Keith Donner, Administrator

Question: Review Board Action of February 6, 2023

Background

At the February 6th, 2023 meeting of the Board of Trustees Village President Maloney introduced the proposal to create an Ad Hoc committee to review and make recommendations to the Board of Trustees regarding the proposed exterior and interior renovations to the Village Public Safety Building. Action on the proposal was as follows:

NEW BUSINESS (on recording <https://youtu.be/RhiHlqh6JXs?t=599>)

5. Appointment of Building Committee for Improvements to the Public Safety Building

Motion by Fiene, second by Weiland to approve creation of the Public Safety Building Committee to provide recommendations to the Board of Trustees for moving forward with improvements to the Public Safety Building and providing project oversight. Members will be Jasper Hartinger, Steve Cronin, Chief Clay Schulz, Chief Josh Finke, Scott Tatro, and Jim Pinsonneault. Ex officio members would be Michael Wodalski and Keith Donner.

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

Attached Docs: Weston Municipal Code Chapter 2, Committees

Prior Review: N/A

FISCAL IMPACT: To be determined.

Recommendations: Acknowledge

Recommended Language for Official Action

Proposed Motion(s) –

Additional action: TBD

Chapter 2

ADMINISTRATION*

Article I. In General

Sec. 2.100. Fees and charges.

Article II. Village Board

Division 1. Generally

Sec. 2.200. How constituted.

Sec. 2.201. President.

Sec. 2.202. Powers.

Sec. 2.203. Acquisition and disposal of property.

Sec. 2.204. Village finances.

Sec. 2.205. Construction of powers.

Division 2. Meetings

Sec. 2.206. Generally.

Sec. 2.207. Regular meetings.

Sec. 2.208. Special meetings.

Sec. 2.209. Adjournments.

Sec. 2.210. Meetings shall be public.

Sec. 2.211. Call to order.

* **Cross References**--Any administrative ordinances of the village not in conflict or inconsistent with the provisions of this Code, including but not limited to letting contracts without bids and releasing persons from liability saved from repeal, § 1.110(2); Administration and Enforcement of building regulations, Chapter 14 Article III.; Civil Emergencies, Chapter. 22; Court, Chapter 26; Elections, Chapter 30; Law Enforcement; Chapter 42; Planning Commission, Chapter 62; Administration and Enforcement of Subdivision Regulations, Chapter 74 Article II.; Taxation and Special Assessments, Chapter 78; Utilities, Chapter 86; Administration and Enforcement of Zoning Regulations, Sec. 94.16.15; Zoning Board of Appeals, Sec. 94.16.13.

[Sec. 2.212. Attendance; leave of absence.](#)

[Sec. 2.213. Disturbance, how suppressed.](#)

Division 3. Committees

[Sec. 2.214. Standing committees.](#)

[Sec. 2.215. Committee of the whole.](#)

[Sec. 2.216. Revolving loan fund committee.](#)

[Sec. 2.217. Special committees.](#)

Article III. Officers and Employees

Division 1. Generally

[Sec. 2.300. Appointive officials.](#)

[Sec. 2.301. Filling of vacancies.](#)

Division 2. Administrator

[Sec. 2.302. Appointment, term of office and removal.](#)

[Sec. 2.303. Functions and duties.](#)

[Sec. 2.304. Cooperation.](#)

[Sec. 2.305. Compensation.](#)

[Sec. 2.306. Residency.](#)

Division 3. Clerk/Human Resource Director

[Sec. 2.307. Appointment.](#)

[Sec. 2.308. Duties.](#)

[Sec. 2.309. Compensation.](#)

Sec. 2.210. Meetings shall be public.

Except as provided in Wis. Stat. § [19.85](#), all regular meetings of the Board shall be open and public, and all its procedures shall be recorded by the Village Clerk or under their authorization in record books kept for that purpose.

(Code 1982, § 1.18(4); Ord. of 12-10-2011; Ord. of 6-21-2013)

Sec. 2.211. Call to order.

The President shall promptly call each meeting of the Board to order at the hour fixed for the holding of such meeting. In case of the absence of the President, the senior Trustee shall call the meeting to order, and the Trustees present shall elect one of their number president pro tem.

(Code 1982, § 1.18(5); Ord. of 12-10-2011; Ord. of 6-21-2013)

Sec. 2.212. Attendance; leave of absence.

No member of the Board, the Village Clerk, the Chief of Police or designee whose duty it shall be to attend a Board meeting shall absent themselves from the meetings of the Board unless for illness or other good cause without first having obtained an authorized absence.

(Code 1982, § 1.18(6); Ord. of 12-10-2011; Ord. of 6-21-2013)

Sec. 2.213. Disturbance, how suppressed.

Whenever any disturbance or disorderly conduct shall occur in board meetings or rooms or halls adjacent to such meetings, the President or other presiding officer of the Board shall have power and authority by and with the aid of the Chief of Police or designee in attendance upon the meeting of the Board to cause the meeting to be cleared of all persons except members and officers of the Board.

(Code 1982, § 1.18(7); Ord. of 12-10-2011; Ord. of 6-21-2013)

DIVISION 3 COMMITTEES

Sec. 2.214. Standing committees.

- (a) **Appointments.** The President appoints standing committees of the Village, subject to confirmation by the Board. The appointments to each Committee will be made at the first Village Board meeting in May. Standing committees shall review such matters as

may be referred to them by the Board and shall submit recommendations for Board action. The Administrator and President, except where the President is designated a member of a Committee, shall serve on each committee as ex officio members.

- (b) ***Conflicting provisions.*** While this section represents guidelines detailing committee roles and responsibilities, the provisions regarding the Administrator shall prevail in any area in which a conflict arises. In any instance where statutes may conflict with these provisions, the statutes shall apply.
- (c) ***Membership.*** Unless otherwise noted, each committee shall consist of five members, two of which shall be Village Trustees. The President shall not serve as the chairperson of any committee, unless expressly designated by law.
- (d) ***Established.*** The following standing committees are established:
 - (1) **Finance Committee.**
 - a. Present the annual budget to the Board first in temporary form for a public hearing, and in final form for board approval. To enable the committee to prepare the budget, all budget requests shall be filed with the Administrator in a timely fashion to allow the Administrator to prepare a recommended budget for consideration by the committee.
 - b. Monitor expenditures, supervise collection of accounts and coordinate and investigate village borrowing.
 - c. Review requests for non-budgeted or emergency expenditures and make recommendations to the full Board.
 - d. Review any proposed changes in Village insurance coverage and risk management programs.
 - e. Recommend establishment of user and license fees.
 - f. Coordinate Village requests for grant funding.
 - g. Make recommendations on the issuance and conditions of issuance of licenses and franchises.
 - h. Supervise the cable television franchise and conduct negotiations relating to such franchise.
 - i. In cooperation with the Administrator, recommend Board consideration of policies and procedures regarding the financial operations of the Village and the delivery of services to the public.

- j. Consider any other matter the Board may refer.

(2) Human Resources.

- a. Advise the board regarding potential and pending litigation involving the Village.
- b. In cooperation with the Administrator, recommend for Board consideration policies and procedures regarding personnel issues of the Village.
- c. Oversee the selection of contract services for labor negotiation services.
- d. Monitor, in cooperation with the Administrator, the general personnel policies for the Village, including such things as sick leave, vacations, holidays and leaves of absence.
- e. In cooperation with the Administrator, review and make recommendations for additions and deletions of positions to the Board and make recommendations regarding disciplinary actions involving Village employees.
- f. Make recommendations to the Board for establishment of a village safety program and, after such a program is in place, supervise such program.
- g. Act on all matters so enumerated in the Village of Weston Employee Policy and Procedure Manual as being assigned to the Human Resources Committee.
- h. Consider any other matter the Board may refer.

(3) Public Works and Utility Committee.

- a. Review and recommend a property and infrastructure budget to the Administrator and Finance Committee.
- b. In cooperation with the Administrator, recommend Board consideration of appropriate policies and procedures regarding public works, utility operations, property and buildings operations and the delivery of services to the public.
- c. Coordinate the Village's refuse collection activities.

- d. Recommend actions regarding use and maintenance of Village streets.
- e. Review and finalize the annual capital improvements program.
- f. Review bidding documents and requests for proposals for capital projects for public works projects. Review contractor proposals and bids for all authorized public works construction, and recommend contract awards to the Board for appropriate action.
- g. Be responsible for the construction and maintenance of all Village streets and sidewalks, the operation and maintenance of all sewer and water systems, and make appropriate recommendations to the board regarding the operation, maintenance and improvements to such systems.
- h. Develop and recommend policies and guidelines for public works projects and activities such as special assessments.
- i. Review and approve any unusual requests for use of village buildings.
- j. Review and recommend any proposed changes, improvements, remodeling, additions, etc., to the municipal building, other village buildings or other property.
- k. Recommend policy guidelines regarding public improvements.
- l. Mediate disputes between property owners and the Village regarding public improvements.
- m. Review bidding documents and requests for proposals (RFPs) for municipal building projects. Review contractor proposals and bids for all authorized municipal building construction and recommend contracts to the board for appropriate action.
- n. Review traffic and pedestrian safety matters and recommend needed action for Board approval.
- o. Develop emergency operation plans.
- p. Consider any other matter the Board may refer.

(4) Parks and Recreation Committee.

- a. Prepare and maintain long-range plans for parks and recreational facilities.

- b. Recommend the acquisition, purchase, acceptance by gift, sale or such other disposition of property and/or equipment to the Board for appropriate action.
- c. Prepare and submit grant applications to the appropriate agencies for the acquisition and development of parks and recreational facilities.
- d. Operate and maintain the Village park and recreational trail system.
- e. Review and recommend a parks and recreation budget to the Administrator and Finance Committee.
- f. In cooperation with the Administrator, recommend Board consideration of policies and procedures regarding parks and parkway operations and the delivery of such services to the public.
- g. In cooperation with the Community Development Authority govern, manage, improve and care for all public parks and parkways located within the Village.
- h. Consider any other matter the Board may refer.

(5) Community Development Authority.

- a. *Need.* The Village declares that a need for blight elimination, slum clearance, urban renewal programs and community development projects and housing projects exists in the Village of Weston.
- b. *Creation.* Pursuant to Wis. Stat. § [66.1335](#) the Village hereby creates a housing and community development authority which shall be known as the “Community Development Authority” of the Village of Weston. It is a separate body politic for the purpose of carrying out blight elimination, slum clearance, urban renewal programs and projects and housing projects.
- c. *Powers and Duties.* The Community Development Authority has all powers, duties and functions set out in Wis. Stats. §§ [66.1201](#) and [66.1333](#) for housing and redevelopment authorities. As to all housing projects initiated by the Community Development Authority it shall proceed under Wis. Stat. § [66.1201](#). As to all projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs the Community Development Authority shall proceed under Wis. Stats. §§ [66.1105](#), [66.1301](#) to [66.1329](#), [66.1331](#), or [66.1337](#) as determined appropriate by the Village Board on a project by project basis.

- d. ***Appointment of Members.*** The Village President shall, with the confirmation of the Board, appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as Commissioners of the Community Development Authority. Two (2) of the Commissioners shall be members of the Board and shall serve during their term of office as Board trustees. The terms of non-Board members shall be four (4) years.
- e. Consider any other matter the Board may refer.
- (e) ***President to designate chairpersons; other appointments.*** The President shall designate the chairperson of each standing committee. All committee appointments except designation of chairperson shall be subject to confirmation by a majority vote of the Board.
- (f) ***Chairperson to designate a Trustee to discharge members' duties.*** In the absence of a meeting quorum the Chairperson may appoint a Village Trustee to discharge a committee member's duties.
- (g) ***Term of office.*** Unless otherwise noted, the term of office for each committee shall be for three years, and shall become effective after appointment at the first Village Board meeting in May. Terms of office for Village Trustees shall be one year of their elected term.
- (h) ***Meetings.*** Each standing committee shall meet as necessary to accomplish the responsibilities of each committee. All committee meetings shall convene at the municipal building unless otherwise noticed.

[Ord. of 9-18-2000, § 1; Ord. of 5-21-2001(1), § 1; Ord. of 4-22-2011; Ord. of 12-10-2011; Ord. of 6-21-2013; Ord. of 02-21-2014; Ord. No. 15-007 of 6-16-2015; Amended via Ord. 15-012, 6-17-15; Ord. No. 15-030 of 12-09-2015; Ord. No. 18-001 of 01-20-2018; Ord. No. 18-010 of 03-29-2018; Ord. No. 19-009 of 8-21-2019; Ord. No. 20-006 of 5-12-2020]

Sec. 2.215. Committee of the whole.

The president may call for a meeting of the entire board as a committee of the whole for discussion on any matter. The president shall be chairperson of the committee of the whole.

(Ord. of 12-10-2011; Ord. 16-051, 12/22/2016)

Sec. 2.216. Revolving loan fund committee.

A revolving loan fund committee is established composed of seven citizen members who shall be responsible for the management of the village's revolving loan program, consistent with state requirements.

(Ord. of 12-10-2011)

Sec. 2.217. Special committees.

The president may, from time to time, appoint such special committees as he deems advisable or as provided for by motion or resolution by the board stating the number of members and object thereof to perform such duties as may be assigned to them.

ARTICLE III OFFICER AND EMPLOYEES*

DIVISION 1 GENERALLY

Sec. 2.300. Appointive officials.

- (a) **Term.** All appointive officials, except as otherwise provided, shall hold their office for the term of two years and until their successors are lawfully appointed and qualified.
- (b) **Filling of vacancies.** Vacancies in appointive offices shall be filled by appointment for the residue of the unexpired term by the appointing power and in the manner prescribed in this division for making regular full-term appointments.
- (c) **Certificate of appointment.** When an appointive official has filed the oath and bond as required, the village clerk/human resource director shall issue to him a certificate of appointment. If the appointment is to a commission, the appointee shall file the certificate with the secretary of the commission.

(Code 1982, §§ 1.03(2), 1.05(3), 1.06(2); Ord. of 12-10-2011)

Sec. 2.301. Filling of vacancies.

A vacancy shall occur in case of the dismissal or death of any official or in case of the removal of any officer from the Village, or when any officer elected or appointed in, for or from any part of the Village shall remove his residence without the limits of such Village, or when any official shall refuse or neglect for 20 days after notice of his election or appointment to qualify and enter upon the discharge of his duties.

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Public Safety Building Renovations Committee, April 10, 2023
Description:	Review of Bid Results for Exterior Renovation of the Public Safety Building and Recommendation to Board of Trustees of Contract Award.
From:	Keith Donner, P.E., Administrator
Question:	Does the Committee recommend that the Board of Trustees accept the low bid(s) for the proposed exterior improvements to the Public Safety Building?

Background

Bids for the exterior improvements to the Public Safety Building were opened on April 4th, 2023. The scope of the main proposed improvements consists of exterior concrete sealing and painting, metal panel painting, new decorative metal panel, and signage/lettering on the building. The scope of the work is the same as that for work that was bid in August 2022 with some slight modifications to the lettering/signage work and changes to the bid form, breaking out parts of the work for the Contractors to show the cost of some of the major components. The bid form allowed contractors to bid parts of the work as well as all work plus allow General Contractors to provide their cost to coordinate the work of all subcontractors.

A copy of the bid tabulation is attached. Bids were received from 4 firms. Findorff provided a bid for all items except Base Bid #4 (The Additions to Base Bid for managing Exterior Painting and Signage). Ellis Construction provided a bid for all items except Base Bid #3 (Signage). Omni Glass & Paint submitted a bid for only Base Bid #2 (Exterior Painting), and Finishing Touch Signs submitted a bid for only Base Bid #3 (Exterior Signage).

The Finishing Touch signage bid is for \$57,658 with a deduction of \$19,117 for an alternate allowed in the signage specification for a net cost on signage of \$38,541. The architect is verifying this item prior to our meeting.

Findorff's total for Base Bids 1 and 2 with Alternate 3 is \$565,552 (this bid is invalid though with the omission of Base Bid 4 (managing the subcontractors)).

Ellis's total for Base Bids 1 and 2 with Alternate 3 is \$552,600. Adding Base Bid #4 at a cost of \$4,800 arrives at a total of \$557,400 – still lower than Findorff regardless.

The apparent lowest cost is for Ellis performing all items except Base Bid #3 for \$557,400 and Finishing Touch performing Base Bid #3 (Signage) for \$38,541.

Total construction cost for the project extends to \$595,941.

Last August we received 4 bids for this same work. [The staff report and related information can be found in the linked cloud drive.](#)

Attached Docs:	Bids and related information in cloud drive folder Bid Tabulation
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REQUEST FOR CONSIDERATION

Prior Review: Numerous meetings

FISCAL IMPACT: To be determined

Recommendations: As summarized.

Recommended Language for Official Action

Proposed Motion: Recommend the Board of Trustees Award Contracts as follow:

Base Bids #1, #2 and #4, and Alternate #1 to Ellis Construction in the total amount of \$557,400.

Base Bid #3 for Exterior Signage to Finishing Touch Signs with the indicated deduct for a net amount of \$38,541

Additional action:

