

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

Monday, August 17, 2020, at 6:00 p.m.

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

Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Xiong, Yee	YES
White, Loren	YES
Ziegler, Jon	YES

TRUSTEE CANDIDATE INTERVIEWS TO FILL THE RECENTLY VACATED SEAT

- 4. 10-minute interview for each candidate**
Administrator Donner stated there were 3 candidates present for interviews. Maloney said candidates will be called to interview in alphabetical order.

Candidates interviewed:
Steven Cronin
Sheng Khang
Steve Meinel

- 5. Trustee nominations**

Ziegler nominated Meinel for the Trustee seat. White nominated Sheng Khang. Maloney closed the nominations.

Roll call of nominations.

Ermeling, Barb	Meinel
Fiene, Nate	Meinel
Maloney, Mark	Meinel
Xiong, Yee	Meinel
White, Loren	Khang
Ziegler, Jon	Meinel

Meinel Vote: 5 Khang vote: 1

Maloney thanked the candidates for attending the interviews.

- 6. Possible action on Trustee appointment and administer Oath of Office**

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Clerk Weinkauf administered the Oath of Office to Steve Meinel.

PUBLIC COMMENTS

There were no public comments.

PUBLIC HEARING

7. Open Hearing and hear comments

- **Amendment to Chapter 74 Subdivision Ordinance Figure 6.06(1): Minimum Public Street Design Requirements**

Maloney opened the hearing at 6:32 p.m. He asked if there were any comments. Donner said the necessity of sidewalks, on a short street that had no prospect of being extended, came up at a special assessment hearing for the Weston School neighborhood. After reviewing the zoning code, and other areas of the municipal code, these amendments are intended to allow for some discretion if there is no prospect of having a street extended. Donner referred to these as collector and local streets. Public Works Director Wodalski pointed out that the main change for a collector or local street is that a wider pavement section would be allowed. The requirement for sidewalks could be waived on local streets. Maloney asked if there were any comments. There were none. He closed the hearing at 6:36 p.m.

8. Acknowledge Resolution No. 2020-PC-002: A Resolution Recommending Adoption of an Amendment to Chapter 74 Subdivision Ordinance Figure 6.06(1): Minimum Public Street Design Requirements.

Motion by White, second by Fiene to acknowledge Resolution No. 2020-PC-002 as adopted by the Plan Commission. Q/ Xiong asked about the impact on renovations to Weston Elementary School. Maloney said it will impact the east neighborhood. Ermeling said she likes this because the Village has had subdivisions built, in the past, that really need sidewalks. White asked Wodalski about the sidewalks being assessed against the property owners. Wodalski said sidewalks are currently not assessed based on the Village's Special Assessment Ordinance. White has concerns that sidewalks might not get installed for people that want it. Wodalski said the final decision to install any sidewalks in the Village can be made by the Board.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES

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22. Zoning Board of Appeals

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

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

REPORTS FROM DEPARTMENTS

23. Administrator

Donner said the Aquatic Center was closed a week early due to a loss in operating expenses. He said the YMCA has agreed to reduce their fee \$5,000 for management of the pool. Staff continues to work on the Municipal facility public relations material. The Safety Building remodel project has started. There are some trailers parked by the Safety building and staff is working to get those moved off site to allow for more space. There is a company interested in purchasing the ATC power lines.

24. Clerks

No comments.

25. Finance

Trautman said there were some vouchers marked as voided, but the checks were issued. Staff was testing a new signature line for the checks and that is why it showed the same check numbers both issued and voided.

26. Fire/EMS

Savage said several staff members were able to attend some high-level training that is offered very rarely.

27. Parks & Recreation

Osterbrink said the Aquatic Center was closed a week early due to lack of attendance and loss in operating expenses. There was higher attendance this last weekend. Maloney and Xiong thanked everyone for all their work with the opening of the Aquatic Center.

28. Plan/Dev

No comments.

29. Police

Chief Schulz said their two new hires are both in field training. Construction has started at the Safety Building. The department is looking into the purchase of body cams. Fiene asked if the Covid pandemic has affected the department. Schulz said it has not really affected operations.

30. Public Works

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Wodalski reported the Weston School neighborhood project is underway. The completion date is October 3rd. Schofield Avenue work is halfway done. Several equipment has been auctioned off and the Village received \$31,000 more than planned. The DOT indicates Business 51 work is expected to begin late September or early October. Xiong suggested any money received for selling equipment go back to the Public Works Department.

- 31. Technology**
No comments.

WORK PRODUCT TRANSMITTALS

- 32. July Building Permits**

Motion by Fiene, second by Ermeling to acknowledge the July Building permits.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

- 33. July Budget Status Report**

Motion by Ermeling, second by Ziegler to acknowledge the July Budget Status Report.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

CONSENT AGENDA

- 34. Requests to pull items out of consent consideration**
35. Vouchers – 52959-53039
36. Action on consent agenda items

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Motion by White, second by Ermeling to approve Consent Item #35.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

ORDINANCES

37. **Ordinance No. 20-012: An ordinance to amend Article II Village Board, Section 2.207 Regular Meetings**

Motion by Fiene, second by Meinel to approve Ordinance No. 20-012.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

RESOLUTIONS

38. **Resolution No. 2020-010: A Resolution to approve Addendum No. 3 to Stone Gate Condominiums**

Motion by White, second by Ziegler to approve Resolution No. 2020-010.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

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39. **Resolution No. 2020-011: A Resolution to Acknowledge Discharge of Lis Pendens on Property in the SW1/4 of the SE1/4 of Section 23, T28N, R8E, on Zinser Street.**

Donner explained the history on this property. He said no documentation has been found to confirm the Village Board had approved or acknowledged the discontinuation of effort to acquire the storm water drainage easement. Staff is asking the Board to acknowledge the records related to the proposed acquisition of the stormwater drainage easement on the referenced property and affirms the discharge of the Lis Pendens filed with Marathon County.

Motion by Ziegler, second by Meinel to approve Resolution No. 2020-011.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

NEW BUSINESS

40. **Award Wayfinding sign project**

Motion by White, second by Xiong to approve the bid from Finishing Touch for the cost of \$68,368.00 (plus permits and fees) paid for with the Village of Weston Room Tax. Q/Xiong thought the CVB was supposed to have money to help pay for this. Donner said the source of this was when the Village was not a member of the CVB. The money at that time was retained by the Village. White said this should not eliminate the CVB from contributing toward this project or future projects. Xiong would like the Village to work with the CVB and see what they can contribute so we don't have to use the whole \$68,368. Donner said the other issue is that the Village can't retain these funds forever.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES

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Xiong, Yee	NO
Ziegler, Jon	YES

41. Changes to Committee appointments

Maloney recommends the appointments as listed below:

Community Development Authority: Steve Meinel (Vice-Chair -2020-2021 term)

Commissioner of Weeds: Steve Meinel (2020-2021 term)

Everest Metro Joint Finance: Nate Fiene (2020-2021 term)

Finance Committee: Steve Meinel (Vice-Chair -2020-2021 term)

Metropolitan Planning Organization: Mark Maloney (2020-2021 term)

Plan Commission: Loren White (Vice-Chair -2020-2021 term) and change Steve Meinel from citizen to Trustee

Motion by White, second by Fiene to approve the appointments except for the Trustee Vice-President.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

Maloney said the Trustee Vice-President will be on next months agenda for approval.

42. Discussion and possible action on use of Routes to Recovery Funds or possible transfer to other governmental units.

Donner said a decision on this does not need to be decided tonight. The Village of Weston is eligible for \$250,000 for Covid related expenses. Staff is working on the requirements. This is all subject to audit. Whatever funds are not used must go back to the state. One option for use of unspent funds is for local governments to transfer their unused allocation to other local units of government such as counties, other municipalities, or school districts, etc. Staff would have to verify which units of government are eligible for receiving the Village's unused funds. Maloney and White are in favor of transferring to others the unspent funds. The Board will decide either at the September or October meeting who they would consider transferring the unspent funds to. Staff needs a better sense of how much the Village will be requesting for reimbursement.

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43. Swiderski Development Agreement

Motion by Fiene, second by White to approve the Swiderski Development agreement. Q/White asked if this complies with the Village's complete street policy specifically the underground utilities. Wodalski said there is no policy for that. He said the MPO is looking at creating some kind of policy or ordinance for this.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

44. Award Callon Avenue sewer and water extension contract

Motion by White, second by Ziegler to award the Callon Ave Sewer and Water Extension Construction Contract to Kruczek Construction for a bid price of \$264,264.64.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

45. REI construction services agreement for Swiderski Callon Avenue project

Motion by Ermeling, second by Meinel to approve the proposal from REI for construction services for the Callon Ave/Swiderski Utility Extensions for a price of \$23,500.

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

Trustee	Voting
Ermeling, Barb	YES

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Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

46. Award the Frontage Rd and Evergreen St utility improvement construction contract

Motion by White, second by Fiene to award the Frontage Rd & Evergreen St Utility Improvement Project to Advance Construction for a bid price of \$186,186.00.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

47. Construction services agreement from Mi-Tech Services for the Frontage Rd and Evergreen St utility improvement project

Motion by Fiene, second by Ziegler to approve the proposal from Mi-Tech Services for construction services for the Frontage Rd & Evergreen St Utility Improvement Project for an estimated price of \$30,500.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

48. Class B Beer and Liquor license for Weston Soccer, LLC

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Motion by Xiong, second by Fiene to approve the Class B Beer and Liquor license for Weston Soccer, LLC.

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

Trustee	Voting
Ermeling, Barb	YES
Fiene, Nate	YES
Maloney, Mark	YES
Meinel, Steve	YES
White, Loren	YES
Xiong, Yee	YES
Ziegler, Jon	YES

49. Handbook for Elected and Appointed Officials

Maloney said this is something that Trustee White worked on and continues to update it. White explained what he used to put together the handbook. He used four different sources for the parliamentary procedures section. He has worked on this for 3 years. Xiong supports this, but with the contingency of having a Rules Review Committee. White suggested having it reviewed by the Village attorney. Ermeling also supports this. Maloney feels there are enough guidelines out there, but this is a Board decision to make. Maloney also feels this should be authored here. He asked White to provide a recent copy to the Clerk and she will distribute paper copies to the Board.

REMARKS FROM TRUSTEES

Fiene said if people have concerns with the Post Office delivering their absentee ballot, they can drop it off in a Ballot Box, which will be placed in front of the Municipal Center. He also offered to witness anyone's absentee certificate envelope if they need that done.

REMARKS FROM THE PRESIDENT

50. Discussion of items on 08/12/2020 meeting of SAFER Board

Maloney said SAFER would like the Village to vote on the SAFER agreement again.

51. Discuss consideration of formation of Building Committee

Maloney asked the Board to think about having a committee. He would like things to be more transparent. Xiong supports having a building committee that includes citizens of the community.

FUTURE ITEMS

Next meeting date(s):

- September 21, 2020, Board of Trustees Regular Meeting at 6:00 p.m.
- October 19, 2020, Board of Trustees Regular Meeting at 6:00 p.m.

ADJOURN

Maloney adjourned the meeting at 7:58 p.m.