

VILLAGE OF WESTON BOARD MINUTES
5500 SCHOFIELD AVENUE, WESTON, WI

MONDAY, JULY 21, 2008

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Schuster called the Village Board meeting to order at 6:07 p.m. Trustees present were White, Maloney, Jaeger, Ermeling, Ziegler and Schmutzler. Administrator Zuleger, Public Works Director Donner, Community Development Director Higgins, Taxpayer Relations Coordinator Hodell, Chief Vergin and Fire Chief Pierce were also present. There were 7 audience members present.

II. CONSIDERATION OF VILLAGE BOARD MINUTES

A. *M/S/P Ziegler/White: to approve the Village Board Minutes of 7/7/08 and place on file.

III. VISITOR

A. Mike Lensmire, CPA – Partner (Clifton Gunderson LLP)

1. 2007 Financial Audit Presentation – for the Village of Weston

Mike Lensmire, with Clifton Gunderson, indicated they are now under new auditing standards. He also reported there were no significant deficiencies in internal control. He was impressed with the Tone at the Top policy.

**M/S/P Ermeling/Jaeger to approve the 2007 financial audit.*

B. Brad Viegut – Director (Robert W. Baird & Company)

1. 2008 General Obligation Issue Recap

Mr. Viegut, with Robert W. Baird, reported 5 bids were received for the \$1,830,000 General Obligation Promissory Notes. UMB Bank, na was the winner with an interest rate of 3.943843. He also reviewed the Issue Summary and the Final Financing Plan.

2. Moody’s General Obligation (G.O.) Debt Bond Rating – “A1”

Mr. Viegut reviewed the opinion on the G.O. A1 rating issued to the Village by Moody’s.

3. Moody’s Water Utility Revenue Bond Rating Upgrade – “A2”

Mr. Viegut also reviewed the opinion on the Water Utility Revenue Bond rating upgrade from A3 to an A2.

4. Resolution #VW-09-08: Resolution Authorizing the Borrowing of \$1,830,000; Providing for the issuance and Sale of General Obligation Promissory Notes Therefor; and Levying a Tax in connection Therewith

**M/S/P Schmutzler/White: to approve Resolution #VW-09-08 authorizing the Borrowing of \$1,830,000; Providing for the issuance and Sale of General Obligation Promissory Notes Therefor; and Levying a Tax in connection Therewith.*

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Commercial Site Plan #CSIT-7-08-1023 – 81’ X 50’ Building Addition (Phase I) – Applied Laser Technologies, 8404 Venture Circle (United Structure)

**M/S/P Jaeger/White: to approve Commercial Site Plan #CSIT-7-08-1023 – 81’ X 50’ Building Addition (Phase I) – Applied Laser Technologies, 8404 Venture Circle (United Structure).*

B. Commercial Site Plan #CSIT-6-08-1015 – Revision to Site Plan – Reconfiguration of Parking Lot – Blue Green Gallery, 6202 Mesker Street (King-Wilkosz)

**M/S/P White/Maloney: to approve Commercial Site Plan #CSIT-6-08-1015 – Revision to Site Plan – Reconfiguration of Parking Lot – Blue Green Gallery, 6202 Mesker Street (King-Wilkosz).*

- C. **Residential Business Permit RBUS – 7-08-1204 – Licensed Family Daycare Home – 5113 Elm Street (Lao)**
**M/S/P Maloney/Ziegler: to approve Residential Business Permit RBUS – 7-08-1204 – Licensed Family Daycare Home – 5113 Elm Street (Lao). Q/Ermeling said this could not be denied because it was approved by Marathon County.*
- D. **Proposed Amendments to Village Fee Schedule**
1. **Permanent Sign Permit – \$0.75/SQ FT or fraction thereof, minimum fee of \$40 & Permit fee shall be computed on each face of such sign (old fee \$125/sign)**
**M/S/P Jaeger/White: to approve a Permanent Sign Permit fee of \$0.75/SQ FT or fraction thereof, minimum fee of \$40 & Permit fee shall be computed on each face of such sign.*
 2. **Face Replacement Sign Permit –**
 - a. **New Business-\$0.75/SQ FTR or fraction thereof, minimum fee of \$40 & Permit fee shall be computed on each face of such sign (old fee \$75/sign)**
**M/S/P Jaeger/White: to approve a face replacement sign permit fee of \$0.75/SQ FTR or fraction thereof, minimum fee of \$40 & Permit fee shall be computed on each face of such sign for a new business.*
 - b. **Existing Business – N/C – Permit Required (No name change, change in size or structural change)**
**M/S/P Jaeger/White: to approve the N/C fee for an existing business.*
 3. **Yard Sheds – Under 150 SQ FT– N/C - No permit required (old fee \$50)**
**M/S/P Jaeger/White: to approve that there be no charge and permit for a Yard Shed under 150 SQ FT.*
 4. **Yard Sheds – 150 SQ FT up to 200 SQ FT – \$50 - (old fee \$50 regardless of size)**
**M/S/P Jaeger/White: to approve a fee of \$50 for yard sheds that is 150 SQ FT up to 200 SQ FT.*
 5. **Garages – 200 SQ FT and over - \$100 (no fee change only a size change)**
**M/S/P Jaeger/White: to approve a fee of \$100 for a garage that is 200 sq. ft. and over.*
 6. **Swimming Pools (old fee \$50)**
 - a. **Above Ground – Portable & Wading – Removed Annually – N/C – No permit required**
**M/S/P Jaeger/Ziegler: to approve a N/C for an above ground swimming pool that is removed annually.*
 - b. **Above Ground – Permanent - \$50**
**M/S/P Jaeger/Ziegler: to approve a \$50 fee for an above ground permanent swimming pool.*
 - c. **In-ground - \$100**
**M/S/P Jaeger/Ziegler: to approve a \$100 fee for an in-ground swimming pool.*
 7. **Certificate of Occupancy – (old fee \$25)**
 - a. **New Construction**
 1. **One Family Residential - \$50**
**M/S/P Ermeling/Jaeger: to approve a \$50 fee for a one family residential certificate of occupancy.*
 2. **Two Family Residential (Duplex) – \$75**
**M/S/P Ermeling/Jaeger: to approve a \$75 fee for a two family residential certificate of occupancy.*
 3. **Multiple Family Residential (3+ unit buildings) - \$100 per building**
**M/S/P Ermeling/Jaeger: to approve a \$100 fee for a multiple family residential certificate of occupancy.*
 4. **Commercial & Industrial - \$150**
**M/S/P Ermeling/Jaeger: to approve a \$150 fee for a commercial and industrial certificate of occupancy.*
 - b. **Existing Structures**
 1. **One & Two Family Residential Building Addition- \$10**
**M/S/P Jaeger/Maloney: to approve a fee of \$10 for a One & Two Family Residential Building Addition.*
 2. **Multiple Family Residential Building Addition - \$ 25 Per Units involved in building permit**
**M/S/P Jaeger/Maloney: to approve a \$25 per unit multiple family residential building addition.*

3. **Commercial & Industrial**
 - a. **Change of use/owner - \$25**
**M/S/P Jaeger/Maloney: to approve a \$25 fee for a change of use/owner.*
 - b. **Building Addition - \$100**
**M/S/P Jaeger/Maloney: to approve a \$100 fee for a building addition.*
8. **Zoning Permit – Included in Certificate of Occupancy fee (old fee \$75)**
**M/S/P Maloney/Ziegler: to approve the fee be included in the certificate of occupancy fee.*
9. **Zoning Compliance Letter – (old fee \$50)**
 - a. **One & Two Family Residential - \$25**
**M/S/P Schmutzler/White: to approve a fee of \$25 for a one and two family residential zoning compliance letter.*
 - b. **Multiple Family Residential, Commercial and Industrial - \$50**
**M/S/P Schmutzler/White: to approve a \$50 fee for a multiple family residential, commercial and industrial zoning compliance letter.*
10. **Occupancy Surcharge – delete (Replaced by Completion Surcharge)**
 - a. **Residential - \$1000 – delete**
**M/S/P Jaeger/Ermeling: to approve deleting a \$1000 fee for a residential occupancy surcharge.*
 - b. **Commercial - \$5000 – delete**
**M/S/P Jaeger/Ermeling: to approve deleting a \$5000 fee for a commercial occupancy surcharge.*
11. **Completion Surcharge (new – Replaces Occupancy Surcharge)**
 - a. **Residential - \$1000**
**M/S/P Jaeger/Ermeling: to approve a fee of \$1000 for a completion surcharge.*
 - b. **Commercial & Industrial - \$5000**
**M/S/P Jaeger/Ermeling: to approve a fee of \$5,000 for a commercial and industrial completion surcharge.*
12. **Home Occupation Permit - \$10 (old fee \$100)**
**M/S/P Jaeger/Ermeling: to approve a fee of \$10 for a home occupation permit.*
13. **Residential Business Permit - \$25 (old fee \$200)**
**M/S/P Jaeger/Ermeling: to approve a fee of \$25 for a residential business permit.*
- E. **Birch-Alderson-Jelinek Reconstruction Project; Change Order Number 1**
**M/S/P Ziegler/Maloney: to approve Change Order number 1 in the amount of \$5,721 for the Birch-Alderson-Jelinek Reconstruction Project, per the recommendation of the Public Works and Utility Committee.*
- F. **Highland Avenue Project; Final Resolution for Special Assessments R-09-2008**
**M/S/P White/Zieger: to approve Final Resolution R-09-2008 for special assessments on the Highland Avenue Project, per the recommendation of the Public Works and Utility Committee.*
- G. **Engineering Services Contract with CWE, Inc. for Design and Bidding Services for Mount View West Area Reconstruction**
**M/S/P Ermeling/Jaeger: to approve the Engineering Services Contract with CWE, Inc. for Design and Bidding Services for Mount View West Area Reconstruction in the amount of \$88,740.*
- H. **Operator Licenses**
 1. **Tana Hunter, Nicole Thorn, Justin Szarkowitz, Ashley Zollpriester**
Zuleger said staff recommended the application for Justin Szarkowitz be denied, per the recommendation of the Police Chief.
**M/S/P Jaeger/Maloney: to approve the Operator licenses for Tana Hunter, Nicole Thorn and Ashley Zollpriester.*
- I. **Vouchers**
**M/S/P Ziegler/Schmutzler: to approve vouchers numbers 23775 to 23831.*
- VI. **COMMITTEE MINUTES**
 - A. **Public Works and Utility Committee Minutes**
**M/S/P Ziegler/Jaeger: to acknowledge the Public Works and Utility Committee Minutes of 07/07/2008 and place on file.*

- B. **Plan Commission Minutes**
*M/S/P Ziegler/Jaeger: to acknowledge the Plan Commission Minutes of 07/14/2008 and place on file.
- C. **Public Safety**
*M/S/P Ziegler/Jaeger: to acknowledge the Public Safety Committee Minutes of 06/19/2008 and place on file.

VII. DEPARTMENT REPORTS

- A. **Parks & Recreation Superintendent**
Osterbrink reported the Ross Avenue/Sandy Lane landscaping project is complete. Several trees were also replaced throughout the Village landscape.
- B. **Police Chief**
Vergin reported there would be a Police Commission meeting on July 24th and a Joint Finance Committee meeting on July 31^s. He also reported property crimes are on the rise.
- C. **Fire Chief**
 - 1. **Significant Fire and EMS incidents since last Board Meeting**
Pierce reported the Annual Report was completed by Captain Grod. The Public Safety reviewed the report and made changes.
Pierce also gave an update on a child that fell out of second story window in the Village. The current condition is unknown.
- D. **Director of Public Works**
 - 1. **Status of Projects**
 - 2. **Utility and Street Operations Report**
Donner reported the Alderson/Jelinek intersection is now open to traffic. The Machmueller Street project is going according to schedule.
- E. **Zoning Administrator/Community Development Director**
 - 1. **Update on Chapter 10 Animal Ordinance Revision Progress**
Higgins reported staff met with Paper Cities Kennel Club. Based on discussions from that meeting major changes were made to the animal ordinance. See document attached for proposed changes.

There was a short discussion on the proposed addition of the grandfather clause.

Zuleger commented that the Village does not want more than 2 dogs in a mobile home park because of density.

Ermeling asked about the animal fancier license, with up to 10 dogs, in a residential area. Higgins said they have to be licensed and show proof they are an animal fancier.

Schuster asked the Board to review the ordinance before the next Village Board meeting.
- F. **Taxpayer Relations Coordinator**
Hodell asked the Board to let her know if they can help with selling raffle tickets at Weston Fest. She will have the sign-up sheet available after the meeting.
- G. **Finance Director**
 - 1. **Accounting Software Conversion Update**
Jacobs reported the accounts payable and general ledger data will all be converted by the end of this week. The utility data will be converted sometime in August.
 - 2. **2009 Budget Timetable**
Jacobs reviewed the budget timetable with the Board. A preliminary 2009 budget will be available by the end of August.
- H. **Administrator's Report**
 - 1. **Economic Development Update**
Zuleger said he is working with Mc Devco on a medical manufacturing initiative. Three RFP's were sent out. He also reported the Teamster deal is being finalized. Four expansions are being worked on in the Business Park.

2. **Westonfest Events**
 - a. **Third Places Survey**
Zuleger's intern will be conducting third place surveys at Weston Fest and the Farmers Market.
 - b. **Taxpayer of the Year Award**
The Taxpayer of the Year award will be given to Hooshang Zeyghami.
 - c. **Skatepark Event**
Zuleger said contests will be held at the Skate Park Event, which is scheduled during Weston Fest. Staff is still trying to find a band. Culligan has agreed to donate water for the event. There will also be a special recognition to people who have donated to the park.
 3. **Board Retreat Update**
 - a. **Pre-Retreat Survey**
Zuleger did not have time to complete this survey.
 4. **Success Loop Project (24 Processes)**
Zuleger reported all of the success loops that staff completed have been put into a binder for the Board's review.
 5. **Salt Update**
Zuleger reported the Village should have enough salt to use this winter. Staff also has plans in place to use less.
- I. **Clerk's Report**
 1. **Payroll Conversion Update**
Weinkauff reported the trainer spent six days with staff. All payroll data was converted and posted in the new system.

VIII. TRUSTEE BUSINESS

- A. **Maloney**
None
- B. **White**
None
- C. **Jaeger**
None
- C. **Schmutzler**
None
- D. **Ziegler**
Ziegler asked the Board members who are concerned with having the Board packet computerized to not be. He also said the Village would receive the Target grant sometime in September.
- E. **Ermeling**
None

IX. PRESIDENT'S BUSINESS

- A. **Committee Appointments**
**M/S/P Ermeling/Maloney: to approve appointing Samantha Sutton to the Personnel Committee.*

X. ADJOURN

- *M/S/P Maloney/Ziegler: to adjourn the meeting at 7:07 p.m.*

Respectfully,

Sherry Weinkauff
Village Clerk