



**OFFICIAL MEETING PACKET OF THE  
COMMUNITY DEVELOPMENT  
AUTHORITY/ ECONOMIC  
DEVELOPMENT COMMITTEE**

**CHAIRPERSON: TRUSTEE HOOSHANG ZEYGHAMI  
PRESIDING**

**STAFF ADVISOR, JENNIFER HIGGINS, DIRECTOR OF PLANNING &  
DEVELOPMENT**

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This meeting of the Economic Development Committee / Community Development Authority, composed of seven members, being a combination of elected officials and appointed citizen members, will convene, during the 22nd session of the elected Board of Trustees, at Weston Municipal Center, which is located at 5500 Schofield Avenue on **Tuesday, April 9, 2019**, at 6 p.m.



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

- Meeting of: **COMMUNITY DEVELOPMENT AUTHORITY / ECONOMIC DEVELOPMENT COMMITTEE**
- Members: **Hooshang Zeyghami [C], Mark Maloney [VC], Scott Berger, Steve Winkels, Michelle Knopf, Todd Hagedorn, Dave Jelmeland, Barb Ermeling (ex-officio)**
- Staff: **Keith Donner, Jennifer Higgins & Jessica Trautman**
- Date: **Tuesday, April 9, 2019 @ 6:00 P.M.**
- Location: **Weston Municipal Center (5500 Schofield Ave) – Board Room**
- Agenda: **The agenda packet will be emailed out 3 days prior to the meeting and posted on the Village website at [www.westonwi.gov](http://www.westonwi.gov).**
- Attendance: **All Village officials are encouraged to attend. Commissioners, Department Directors, and guests, please 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 Administrative Support person:**
- RSVP: **Renee Hodell, CDA Secretary  
(715) 241-2608  
[rhodell@westonwi.gov](mailto:rhodell@westonwi.gov)**
- Questions: **Jennifer Higgins, Director of Planning & Development  
(715) 359-6114  
[jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov)**

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**This notice was posted at the Municipal Center and was e-mailed to local media outlets (Print, TV, and Radio) on 04/02/2019.**

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting to gather information. No actions to be taken by any other board, commission, or committee of the Village, aside from the Community Development Authority/Economic Development Committee. 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).

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.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act requires that meeting or material to be in accessible location or format must contact the Weston Municipal Center, by 12 noon the Friday prior to the meeting so any necessary arrangements can be made to accommodate each request.



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
OFFICIAL MEETING AGENDA OF THE COMMUNITY DEVELOPMENT  
AUTHORITY/ECONOMIC DEVELOPMENT COMMITTEE**

The Committee will hold a meeting on the date, time and location listed.

**TO THE HONORABLE TRUSTEE ZEYGHAMI AND SIX (6) APPOINTED MEMBERS OF THE COMMUNITY DEVELOPMENT AUTHORITY/ECONOMIC DEVELOPMENT 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 Committee's next regular monthly meeting on **Tuesday, April 9, 2019 @ 6:00 p.m.** at the Weston Municipal Center's Board Room.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. If there is a quorum of other government bodies 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 Community Development Authority 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.

1. Call to Order & Welcome by Chairperson Zeyghami.
2. Roll Call of CDA by recording secretary – Hooshang Zeyghami {C}, Mark Maloney {VC}, Scott Berger, Todd Hagedorn, Michelle Knopf, David Jelmeland, Stephen Winkels.
3. [Approval of minutes from March 12, 2019 Meeting.](#)
4. [Acknowledge Report: March 2019 Building Permits.](#)
5. [Discussion and Recommendation to the Board of Trustees on TIF/Economic Development Grant Policies.](#)
6. Discussion and Recommendation to the Board of Trustees on pursuing special legislation for TIF 2.

**FUTURE ITEMS**

7. Next meeting date(s):
  - a. Tues. May 14, 2019 @ 6:00 p.m. Regular Meeting
  - b. Tues. June 11, 2019 @ 6:00 p.m. Regular Meeting
  - c. Tues. July 9, 2019 @ 6:00 p.m. Regular Meeting
  - d. Tues. Aug. 13, 2019 @ 6:00 p.m. Regular Meeting



**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN  
OFFICIAL MEETING AGENDA OF THE COMMUNITY DEVELOPMENT  
AUTHORITY/ECONOMIC DEVELOPMENT COMMITTEE**

The Committee will hold a meeting on the date, time and location listed.

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- e. Tues. Sept. 10, 2019 @ 6:00 p.m.      Regular Meeting
  - f. Tues. Oct. 8, 2019 @ 6:00 p.m.      Regular Meeting
  - g. Tues. Nov. 12, 2019 @ 6:00 p.m.      Regular Meeting
  - h. Tues. Dec. 10, 2019 @ 6:00 p.m.      Regular Meeting
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- 8.    Remarks from Staff and Commission Members.
    - a.    Update on Recruitment of new Economic Development Coordinator position.
    - b.    Future business tours discussion.
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- 9.    Adjournment of CDA.



VILLAGE OF WESTON, WISCONSIN  
OFFICIAL MEETING MINUTES OF THE COMMUNITY DEVELOPMENT  
AUTHORITY/ECONOMIC DEVELOPMENT COMMITTEE

Held on Tuesday, March 12, 2019 in the Board Room, at the Municipal Center

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AGENDA ITEMS

1. **Call to Order & Welcome by Chairperson Zeyghami.**  
Community Development Authority Meeting was called to order by Chair Hooshang Zeyghami.
2. **Roll Call of CDA by recording secretary.**

*Roll call indicated 6 Community Development Authority members present.*

<u>Member</u>	<u>Present</u>
ZEYGHAMI, HOOSHANG	YES
MALONEY, MARK	YES
BERGER, SCOTT	NO – Excused
HAGEDORN, TODD	YES
JELMELAND, DAVID	YES
KNOPF, MICHELLE	YES
WINKELS, STEPHEN	YES

3. **Approval of minutes from January 8, 2019 Meeting.**

***Motion by Maloney, second by Hagedorn: to approve the minutes from the January 8, 2019, CDA Meeting.***

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

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES



**VILLAGE OF WESTON, WISCONSIN  
OFFICIAL MEETING MINUTES OF THE COMMUNITY DEVELOPMENT  
AUTHORITY/ECONOMIC DEVELOPMENT COMMITTEE**

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**4. Acknowledge Report: January and February 2019 Building Permits.**

***Motion by Maloney, second by Jelmeland: to acknowledge the January and February 2019 Building Permit report.***

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

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES

**5. Acknowledge Report: 2018 Draft Financials for TIF District # 1 and #2**

***Motion by Maloney, second by Knopf: to acknowledge the 2018 Draft Financials for TIF District # 1 and # 2.***

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

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES



**VILLAGE OF WESTON, WISCONSIN  
OFFICIAL MEETING MINUTES OF THE COMMUNITY DEVELOPMENT  
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**6. Discussion and Recommendation to the Board of Trustees on Wausau Supply Land Sale and Development Agreement for property located at 7010 Commerce Drive.**

*Higgins stated that Wausau Supply would like to exercise the "Right of First Refusal" for 7010 Commerce Drive that was agreed upon in 2015 when they purchased 7305 Commerce Drive.*

*She also stated that they originally had different ideas on how they wanted to use the property, but they now plan to attach this property to their headquarters to the east (located at 7102 Commerce Dr) to allow for expansion of the headquarters building to the west with a majority of the property being used for parking.*

*Winkles asked what the current value of the property is with inflation. Higgins stated the current price per acre is \$25,000/acre and the agreed upon purchase price is \$154,000 for just over 7 acres, so it is a few thousand dollars less. He also inquired if there was a detention pond. Higgins stated there is a detention pond but it is on the parcel to the west and is owned by the Village.*

***Motion by Maloney, second by Knopf: to recommend to the Board of Trustees the Wausau Supply Land Sale and Development Agreement for property located at 7010 Commerce Drive.***

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

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES



**VILLAGE OF WESTON, WISCONSIN  
OFFICIAL MEETING MINUTES OF THE COMMUNITY DEVELOPMENT  
AUTHORITY/ECONOMIC DEVELOPMENT COMMITTEE**

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**7. Discussion and Recommendation to the Board of Trustees on TIF/Economic Development Grant Policies.**

*Donner handed out an updated version of the Small Improvement Project Economic Development Grant Program Guidelines along with the original version, showing the changes trying to simplify things.*

*He talked about what would be considered “Grant Eligible Improvements”, including upgrading of the building façade, building expansion (over \$500,000) and aesthetic improvements. Donner also talked about a reimbursement at the completion of the project with a 50% match from the Village up to \$10,000.*

*Discussion was had about getting a sense of assessed value before approving anything and having a non-discrimination policy (following the federal guidelines). It was also asked about funding inside and outside of the TIF. Donner stated funding would be subject to availability of funds and currently there are no funds available outside the TIF.*

*There was also discussion on roof improvements, which would be considered maintenance and not be included, along with landscaping that could be included, and the selling of a building, and non-profits.*

*Zeyghami stated that everyone should write down their suggestions and comments and they can discuss them at the next meeting.*

**FUTURE ITEMS**

8. Next meeting date(s):
- |                                     |                 |
|-------------------------------------|-----------------|
| a. Tues. April 9, 2019 @ 6:00 p.m.  | Regular Meeting |
| b. Tues. May 14, 2019 @ 6:00 p.m.   | Regular Meeting |
| c. Tues. June 11, 2019 @ 6:00 p.m.  | Regular Meeting |
| d. Tues. July 9, 2019 @ 6:00 p.m.   | Regular Meeting |
| e. Tues. Aug. 13, 2019 @ 6:00 p.m.  | Regular Meeting |
| f. Tues. Sept. 10, 2019 @ 6:00 p.m. | Regular Meeting |
| g. Tues. Oct. 8, 2019 @ 6:00 p.m.   | Regular Meeting |
| h. Tues. Nov. 12, 2019 @ 6:00 p.m.  | Regular Meeting |





**VILLAGE OF WESTON, WISCONSIN  
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i. Tues. Dec. 10, 2019 @ 6:00 p.m. Regular Meeting

**9. Remarks from Staff and Commission Members.**

**a. Update on Recruitment of new Economic Development Coordinator position.**

Higgins stated there have been 25 applicants in which they have narrowed it down to 6 with 4 interviews set. Many were weeded out due to education requirements and work experience. Higgins, Donner, and Parker are scheduled to be part of the interviews. Maloney volunteered to also sit in on the interviews if needed.

Jelmeland asked what the Economic Development Coordinator would be working on. Higgins stated the person would be busy developing a retention program, developing a template for Developer's Agreements to be used on all site plans, fine tuning administration of the TIF polices the CDA has been working on and eventually the Housing Study.

Higgins is hoping to have someone in place by Mid-April prior to Chamber Business Expo on 4/25.

**b. Ideas for future business tours.**

Higgins stated that in the past the CDA committee has gone on tours of various Weston businesses and was looking for ideas for new businesses to tour. Some of the suggestions were:

Wausau Supply  
Cenflex  
Melron  
Crystal Finishing  
Tine and Cellar

Higgins was going to email the CDA Members a list of the facilities where they had done tours in the past.



**VILLAGE OF WESTON, WISCONSIN  
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Winkels asked about the status of the Southeast Quadrant (Camp Phillips Centre Development). Discussion was had on the wetlands, transmission lines, permits, etc. Donner stated that a conference call is scheduled for 3/13/19 with the team on what needs to be done to have things go forward.

**10. Adjournment of CDA.**

***Motion by Maloney, second by Winkels: to adjourn the meeting at 6:42 p.m.***

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

<u>Member</u>	<u>Voting</u>
Zeyghami, Hooshang	YES
Maloney, Mark	YES
Berger, Scott	----
Hagedorn, Todd	YES
Jelmeland, David	YES
Knopf, Michelle	YES
Winkels, Stephen	YES



**VILLAGE OF WESTON, WISCONSIN  
AGENDA ITEM COVER SHEET / REQUEST FOR CONSIDERATION**

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**DESCRIPTION:** Report re: March 2019 Building Permits

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**FROM:** Jennifer Higgins, Director of Planning & Development  
Scott Tatro, Building Inspector  
Roman Maguire, Property Inspector

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**FOR REVIEW BY:** Plan Commission, 4/8/2019  
CDA, 4/9/2019  
Board of Trustees, 4/15/2019

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**POLICY QUESTION:** Should the PC, BOT and CDA acknowledge the March 2019 building permits issued as submitted by the Department?

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**ISSUE-IN-BRIEF:** Monthly report from the Planning & Development Department – Building Inspections Division.

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**FISCAL IMPACT:** **March 2019**  
**44 total permits issued (43 Village, 0 Town, 1 Rothschild)**  
**\$12,094 in permit fees received from all 3 communities**  
**In the Village of Weston-**  
**\$11,549 in permit fees received**  
**\$3,424.601 in permit valuation**

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**GUIDANCE:** Director and Inspectors recommend the PC, BOT and CDA acknowledge the report and place on file.

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**PRIOR REVIEW:** No previous public review.

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**REQUEST:** Acknowledge and place on file.

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**Is there an additional briefer with this agenda item?**

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

**March 2019 Building Permits Issued Report**

# Permits Issued

Date From 03/01/19 and Date To 3/31/19

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
201900157	Lateral	7520 STONEFIELD TRL, ROTHSCHILD	1762808193014 4	JOEL D HAMERS JACQUELINE J HAMERS			03/20/2019	\$545.00
						176 Permits Issued		1
						176 Permits Fees		\$545
						176 Permits Valuation		

## Village of Weston

201900091	Accessory	6811 FEITH AV, WESTON	1922808221009 5	ROGER F ESKER ANN L ESKER	Legacy Sunrooms, LLC.		03/01/2019	\$40,400	\$200.00
201900138	Commercial Building	3511 CAMP PHILLIPS RD, WESTON	1922808092097 7	WAUSAU HOMES SCOUT CTR	SAC Wlreless, LLC		03/14/2019	\$56,000	\$100.00
201900169	Commercial Building	2806 SCHOFIELD AV, WESTON	1922808173099 2	ROUNDY'S INC CORPORATE OFFICES	Interstate CM Corp		03/22/2019	\$70,000	\$200.00
201900142	Electrical	4702 ROSS AV, WESTON	1922808162095 7	RICHARD DREWEK REVOCABLE TRUST			03/18/2019		\$55.00
201900113	Electrical	4510 CEDAR AV, WESTON	1922808163012 4	DARREN P ROWLANDS AMY R ROWLANDS	BEST-1 PLUMBING & HEATING INC		03/11/2019		\$30.00
201900125	Electrical	1710 LAGUNA AV, WESTON	1922808191003 5	VLADISLOV J LEGNER MARTHA LEGNER	Bauer Electric and Engineering, LLC.		03/12/2019		\$55.00
201900139	Electrical	5805 DELIKOWSKI ST, WESTON	1922808173097 0	RAINIER HOLDINGS LLC	Rainier Holdings LLC		03/15/2019		\$55.00
201900172	Electrical	3109 BRUCE DR, WESTON	1922808082005 7	MARK W ASPLUND CARRIE L ASPLUND			03/24/2019		\$55.00
201900195	Home Improvement	4708 CREST RIDGE AV, WESTON	1922808212013 8	SAMUEL C HALL EMILY R HALL			03/29/2019	\$13,000	\$245.00

# Permits Issued

*Date From 03/01/19 and Date To 3/31/19*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
201900187	HVAC	5106 CHADWICK ST, WESTON	1922808161008 0	SHAWN P CROSSEN	AFFORDABLE REFRIGERATI ON		03/28/2019	\$3,400 \$30.00
201900088	HVAC	4601 CAMP PHILLIPS RD, WESTON	1922808162096 0	RICHARD BENDER RENTALS	HURTIS HEATING & AIR		03/01/2019	\$2,150 \$100.00
201900104	HVAC	5305 BUSINESS HIGHWAY 51, WESTON	1922808183101 0	ECONOMY PACKING COMPANY %WALGREEN CO	Engineering Excellence		03/07/2019	\$16,500 \$100.00
201900166	HVAC	2707 SCHOFIELD AV, WESTON	1922808173095 8	DAYTON HUDSON CORP #364 PROPERTY TAX DEPT			03/21/2019	\$65,000 \$100.00
201900165	HVAC	6500 ALDERSON ST, WESTON	1922808191099 4	D C EVEREST AREA SCHOOL DISTRICT	Fore-Front Mechanical Inc.		03/21/2019	\$1,300,000 \$100.00
201900130	Interior Remodel	2907 WEILAND AV, WESTON	1922808172008 1	DENYON HOMES INC	Denyon Homes, LLC.		03/13/2019	\$4,000 \$140.00
201900176	Interior Remodel	5207 SCOTT ST, WESTON	1922808161012 6	PATRICK J SCHLOEMER MARY LOU SCHLOEMER			03/25/2019	\$5,000 \$100.00
201900120	Interior Remodel	4510 CEDAR AV, WESTON	1922808163012 4	DARREN P ROWLANDS AMY R ROWLANDS			03/11/2019	\$10,000 \$50.00
201900135	Interior Remodel	9802 LEXINGTON CT, WESTON	1922808321000 6	SETH S PAVLOVICH JENNIFER M PAVLOVICH	Sillars Hardscape & Remodeling		03/14/2019	\$10,000 \$170.00
201900160	Interior Remodel	9606 LEXINGTON CT, WESTON	1922808321000 3	KEVIN AUNER JENNIFER AUNER			03/20/2019	\$11,000 \$80.00
201900152	Interior Remodel	3412 S KRUEGER AV, WESTON	1922808174004 9	RT RIEHLE LLC			03/20/2019	\$12,000 \$140.00
201900133	Interior Remodel	6704 RIVER BEND RD, WESTON	1922808151005 0	NATHAN C WELLER KELLY M WELLER			03/14/2019	\$15,000 \$160.00
201900094	Interior Remodel	6206 JACQUELYN RD, WESTON	1922808221001 5	JAMES OTTO KELLY OTTO	6206		03/04/2019	\$40,000 \$110.00
201900089	Lateral	3009 BARCLAY WAY, WESTON	1922808172006 9	EVODIO P OLIVAREZ MARIA BUSTAMANTE GARCIA	Trim Crafters, LLC		03/01/2019	\$545.00
201900151	Minor Home Improvement	6803 LANG LN, WESTON	1922808154000 2	JOSHUA J KONKOL	Renewal of last years permit		03/19/2019	\$3,000 \$50.00
201900093	Minor Home Improvement	4906 CHADWICK ST, WESTON	1922808161006 7	FLOYDELL WILLIAMS SHARON J WILLIAMS	Dun-Rite Exteriors		03/04/2019	\$9,576 \$50.00

# Permits Issued

*Date From 03/01/19 and Date To 3/31/19*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation
201900185	Minor Home Improvement	5512 GLAD ST, WESTON	1922808173003 1	JANE A WIERZBA			03/27/2019	\$9,600 \$50.00
201900194	Multi Family	3605 CROSS POINTE BLVD, WESTON	1922808291003 8	BIRCHWOOD HIGHLANDS III	United construction		03/29/2019	\$1,140,000 \$3,683.10
201900137	Occupancy	7208 SYNERGY CT, WESTON	1922808234099 2	HSG PROPERTIES LLC C/O MIDLAND PLASTICS INC	Worldwide Packaging USA, LLC		03/14/2019	\$50.00
201900167	Occupancy	6303 SCHOFIELD AV, WESTON	1922808222012 4	GOLD KEY INVESTMENTS INC	Astia Health Clinical Services, S.C.		03/22/2019	\$50.00
201900109	Occupancy	3806 SCHOFIELD AV, WESTON	1922808174089 4	3910 SCHOFIELD AVEUE LLC			03/08/2019	\$50.00
201900143	Occupancy	3417 SCHOFIELD AV, WESTON	1922808174005 3	PROFESSIONAL RESOURCE DEVELOPMENT INC	Heartland Dental LLC		03/18/2019	\$50.00
201900168	Occupancy	2402 SARUS LN, WESTON	1922808322005 1	HAROLD ENGELBRIGHT GRETCHEN ENGELBRIGHT			03/22/2019	\$0.00
201900092	Plumbing	6206 LABRADOR RD, WESTON	1922808202000 6	PATRICIA J ZYWICKI	Tundraland Home Improvements		03/04/2019	\$30.00
201900112	Plumbing	4510 CEDAR AV, WESTON	1922808163012 4	DARREN P ROWLANDS AMY R ROWLANDS	BEST-1 PLUMBING & HEATING INC		03/11/2019	\$30.00
201900193	Plumbing	1410 FOOTHILL AV, WESTON	1922808192005 9	GENE A STURM JANET R STURM	Tundraland Home Improvements		03/29/2019	\$30.00
201900163	Plumbing	6312 ISAIAH ST, WESTON	1922808101000 6	XENG LO	Tundraland Home Improvements		03/21/2019	\$30.00
201900103	Sign	3807 SCHOFIELD AV, WESTON	1922808174087 9	GREEN APPLE LLC	D & L Signs, Inc.		03/06/2019	\$500 \$76.00
201900140	Sign	3806 SCHOFIELD AV, WESTON	1922808174089 4	3910 SCHOFIELD AVEUE LLC	Super Lettering & Signs Inc		03/18/2019	\$4,300 \$100.00
201900149	Sign	3910 SCHOFIELD AV, WESTON	1922808174089 4	3910 SCHOFIELD AVEUE LLC	Graphic House Inc		03/19/2019	\$6,500 \$50.00
201900174	Sign	4103 BARBICAN AV, WESTON	1922808212018 1	KWIK TRIP INC	Colortech of Wisconsin		03/25/2019	\$26,000 \$200.00

# Permits Issued

*Date From 03/01/19 and Date To 3/31/19*

Permit #	Templates	Permit Address	Parcel ID	Owner Name	Contractor	Finished Sq Ft	Issue Date	Valuation	
201900175	Sign	4103 BARBICAN AV, WESTON	1922808212018 1	KWIK TRIP INC	Colortech of Wisconsin		03/25/2019	\$50,000 \$75.00	
201900154	WUBPA	4805 FULLER ST, WESTON	1922808161096 0	JACOB J MEURETTE	JUST BUILD IT CONSTRUCTI ON LLC	1,460	03/20/2019	\$191,675 \$1,040.00	
201900090	WUBPA	3009 BARCLAY WAY, WESTON	1922808172006 9	EVODIO P OLIVAREZ MARIA BUSTAMANTE GARCIA	Trim Crafters, LLC	2,006	03/01/2019	\$310,000 \$2,935.00	
								Village of Weston Permits	43
								Village of Weston Permits	\$11,549
								Village of Weston Permits	\$3,424,601
								<b>Total Permits Issued</b>	<b>44</b>
								<b>Total Permits Fees</b>	<b>\$12,094</b>
								<b>Total Permits Valuation</b>	<b>\$3,424,601</b>
								<b>Total Finished Sq Ft</b>	<b>3,466</b>

# Permit Total Report Code

Issued From 03/01/19 and Issued To 3/31/19

Type	Report Code	Jurisdiction	No of Permits	Total Valuation	Fees Paid
<i>Accessory</i>					
	102 - Home Addition	Village of Weston	1	\$40,400	\$200.00
<i>Commercial Building</i>					
	202 - Commercial Addition/ Build Out/ Remodel	Village of Weston	2	\$126,000	\$300.00
<i>Electrical</i>					
	702 - Residential Electrical	Village of Weston	5		\$250.00
<i>Home Improvement</i>					
	105 - 1&2 Family Interior Remodel	Village of Weston	1	\$13,000	\$245.00
<i>HVAC</i>					
	604 - Residential HVAC Replacement	Village of Weston	1	\$3,400	\$30.00
	601 - Commercial HVAC Replacement	Village of Weston	4	\$1,383,650	\$400.00
<i>Interior Remodel</i>					
	902 - Residential Non-Structural Remodel	Village of Weston	8	\$107,000	\$950.00
<i>Lateral</i>					
	503 - Residential Lateral	Village of Weston	2		\$1,090.00
<i>Minor Home Improvement</i>					
	901 - Residential Exterior Remodel	Village of Weston	3	\$22,176	\$150.00
<i>Multi Family</i>					
	201 - New Multi Family (3+ Units) Construction	Village of Weston	1	\$1,140,000	\$3,683.10
<i>Occupancy</i>					
	750 - Non-Residential Zoning	Village of Weston	4		\$200.00
	758 - Residential Business	Village of Weston	1		\$0.00
<i>Plumbing</i>					
	502 - Residential Plumbing	Village of Weston	4		\$120.00
<i>Sign</i>					
	400 - Permanent Sign	Village of Weston	5	\$87,300	\$501.00
<i>WUBPA</i>					
	100 - New Home Construction	Village of Weston	2	\$501,675	\$3,975.00



# Permit Total Report Code

*Issued From 03/01/19 and Issued To 3/31/19*

Type	Report Code	Jurisdiction	No of Permits	Total Valuation	Fees Paid
Total			44	\$3,424,601	\$12,094.10

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

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<b>PUBLIC MTG/DATE:</b>	<b>COMMUNITY DEVELOPMENT AUTHORITY – 04/09/2019</b>
<b>DESCRIPTION:</b>	<b>CONSIDER SMALL IMPROVEMENT PROJECT ECONOMIC DEVELOPMENT GRANT POLICY</b>
<b>FROM:</b>	<b>KEITH DONNER, ADMINISTRATOR JENNIFER HIGGINS, DIRECTOR OF PLANNING AND DEVELOPMENT</b>
<b>QUESTION:</b>	<b>SHOULD THE VILLAGE ADOPT A SMALL IMPROVEMENT PROJECT ECONOMIC DEVELOPMENT GRANT POLICY?</b>

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**BACKGROUND**

Attached is the most recent version of the Small Improvement Project Economic Development Grant Policy. The Policy has been discussed at the January and March 2019 meetings of the Community Development Authority. The reference to a loan program has been removed. Comments made by the CDA in March have been incorporated in to the new version of the draft. The Village's Financial Consultant, Greg Johnson of Ehlers and Planning Consultant, Mark Roffers have reviewed again. Mark Roffers Comments are shown in red strikethrough. We may hear some more from Greg Johnson prior to Tuesday's meeting and may have some final edits at that time.

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<b>COMMITTEE ACTION:</b>	<b>NONE</b>
<b>FISCAL IMPACT:</b>	<b>UNDETERMINED. WITH MAXIMUM OF \$10,000 ON A PER PROJECT BASIS THE IMPACT IS DEPENDENT ON NUMBER OF PROJECTS IN ANY YEAR. SET AN ANNUAL CAP ON TOTAL?</b>
<b>RECOMMENDATION:</b>	<b>DIRECTOR OF PLANNING &amp; DEVELOPMENT AND ACTING ADMINISTRATOR RECOMMEND THE VILLAGE CONSIDER ADOPTING A SMALL IMPROVEMENT PROJECT ECONOMIC DEVELOPMENT GRANT POLICY FOR TID #1 AND TID #2 AND EVEN FOR CONSIDERATION OUTSIDE OF TID'S, IF POSSIBLE AND FINANCIALLY FEASIBLE</b>

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**RECOMMENDED LANGUAGE FOR OFFICIAL ACTION**

**I MOVE TO RECOMMEND APPROVAL OF THE PROPOSED SMALL IMPROVEMENT PROJECT ECONOMIC GRANT POLICY AND DIRECT STAFF TO TAKE THE POLICY TO THE BOARD OF TRUSTEES FOR THEIR FINAL APPROVAL.**

**SOMETHING ELSE?**

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

**VILLAGE OF WESTON, WI  
SMALL IMPROVEMENT PROJECT  
ECONOMIC DEVELOPMENT GRANT PROGRAM GUIDELINES**

The purpose of the Small Improvement Project Economic Development Grant Program is to encourage expansions to and visible upgrading of the exteriors of existing non-residential buildings. Eligible projects must produce visible improvements to building facades and/or other significant benefits to the Village. Projects within the Village's Tax Increment Districts (TIDs) are eligible; projects not within the TIDs may be eligible subject to the availability of funds.

The program provides funding for projects that will help maintain and enhance the overall attractiveness and commercial viability of the Village; as well as supporting the health and growth of individual businesses. It is also the Village Board's intent to support projects which meet Village comprehensive plan vision and goals and specific sustainable qualities and characteristics.

General Requirements

1. The Small Improvement Project Economic Development Grant Program applies to exterior facades, signs and architectural features of non-residential properties visible from the public right of way, to building expansions, and to other similar projects at the discretion of the Village.
2. Projects shall be completed within one (1) year of the grant approval date. The Village may allow completion extensions upon request of the applicant due to extenuating circumstances. The Village reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable Village zoning and other development requirements.
4. Projects shall be consistent with and further the stated vision, goals and objectives of the TID Project Plan(s) and the Village Comprehensive Plan, including the County Road X and Scofield Avenue Corridor Plans if applicable.
5. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Village.
6. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period.

7. Business must maintain the improvements for a period of five (5) years.  
If any business removes the improvements funded through the grant program for any reason within 5 years of receiving the grant, the business owner must repay the entire grant award in full within 30 days of removal.
  8. Work already completed before the grant approval date is not eligible.
  9. Priority will be given to contiguous properties applying at the same time.
  10. This is a reimbursable program. No funds will be awarded prior to completion of the project or pre-approved phases of the project.
  11. Funding will be considered within the limits of grant funds the Village Board has made available.
  12. No funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.
  13. Applicants who are delinquent with their property or personal property tax or have outstanding municipal code violations are not eligible until said issues are resolved.
  14. Minor changes to the project will require submittal and approval by the Village Director of Planning and Development. Significant project changes, as determined by the Village Director of Planning and Development, will require approval of the Village Board.
  15. The owner/applicant is responsible for verifying the project is being constructed within the bounds of the intended property. (Property lines may need to be verified at the applicant's cost.)
  16. Funding will be offered only if a binding agreement is executed between the entity requesting the funding and the Village. Each such agreement will be designed to assure completion of the project for which funding support is provided. Building expansion projects may require guarantee of reimbursement of Village funding through future property tax increment or otherwise.
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Grant Eligible Improvements: Grant eligible façade improvement projects must provide a more attractive appearance to the building, easily seen from a public street, or be a building expansion. The Village reserves the right to support other similar projects through this program. The maximum grant amount is \$10,000; however, an exceptional project may be considered for additional funding subject to approval by the Village Board. Additional funding information is on page 4.

#### Non-Eligible Improvements

- Interior improvements.
- Purchase of property.
- Construction of a new building.
- Fixtures and equipment.
- Removal without replacement of architecturally significant features and design elements.
- Any project that the Village determines is not consistent with the TID project plan or the Village Comprehensive Plan.
- Sidewalk repairs, unless necessitated by eligible façade improvements.
- Correction of code violations.
- Any roof repair or replacements.
- Other activities as designated by the Village Board.

#### Submittal Requirements

1. Program application completed and signed.
2. Design documents delineating the extent of work to be done.
3. Architectural plans, professionally drawn, and including the type, quality, and color of materials.
4. A state certified contractor must be used to complete the project.
5. A detailed cost estimate.
6. For building expansion projects, an estimate of total project value for property taxation purposes, verified by the manufacturing property assessor for the Wisconsin Department of Revenue for manufacturing buildings or the Village's assessor for other buildings.
7. Photographs of existing building demonstrating need for the project.
8. If the applying business is not the building owner, written property owner consent and proof of a signed, written lease agreement for a period of no less than one year at the time of application.
9. If the applying business is the building owner, proof of ownership for the building or property.

#### Funding Availability

Funds will be awarded Grant Eligible Improvements subject to availability. The property owner/business is expected to contribute a minimum of 50% of the project cost. \$10,000 is the maximum amount awarded per project by the Village. Each grant application will normally be considered and, if warranted, approved by the Community Development Authority, though the Village Board may authorize a grant exceeding \$10,000 if the

project provides exceptional benefits relative to the goals of the program.

Projects dependent on creating a tax increment within a Village TID will be evaluated based on the total tax rate for all taxing jurisdictions. Projects not eligible for TID assistance will be evaluated based on the Village of Weston's component of the tax rate.

Grants may be awarded only if the Village has adequate funds available for this program and considering the location of a project within or outside of a TID. The grant program will expire when the allocated TID project plan funds or other earmarked funds have been spent unless additional funding has been authorized by the Village Board, when the allowable TID expenditure period has expired, or when the Village Board chooses to eliminate or amend the program.

Each business approved for a grant will provide itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the grant program to the Village Director of Planning and Development or designee. After the Community Development Authority approves the reimbursement claim, the Village Treasurer will forward the payment directly to the contractor for outstanding bills eligible for payment, except as otherwise provided in a written agreement between the Village and applicant. Any remaining funds owed for invoices already paid by applicant shall be reimbursed directly to the applicant.

For further information on the Small Improvement Project Economic Development Grant Program please contact the Village Director of Planning and Development at (715) 241-2638 or email [jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov)

**SMALL IMPROVEMENT PROJECT  
ECONOMIC DEVELOPMENT GRANT APPLICATION FORM  
FOR CONSIDERATION**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_ I

am the (Circle one) of the business property: *Property Owner* or *Tenant*

If you are a tenant, please provide a written consent letter from the property owner, lease agreement, and complete the following information on the property owner.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

When does the lease expire? \_\_\_\_\_

If you are the property owner, please provide proof of ownership.

**Project Information**

Please submit a contractor's work proposal narrative, detailed cost estimate, and illustration with dimensions. Please briefly describe your project below.

Description of Project:

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Estimated cost (Contractor quote): \_\_\_\_\_

Anticipated start date of project: \_\_\_\_\_

Anticipated completion date of project: \_\_\_\_\_

**Improvement Program Rules**

Please initial each line after reading, understanding and agreeing to same:

Applicants must pay for a minimum of 50% of the project costs for projects where a grant is awarded. The maximum grant award shall not exceed \$10,000, unless additional funds have been approved for an exceptional project.

If a business removes improvements funded by the grant program within 5 years of receiving grant money, the grant must be repaid in full within 30 days of removal.

Applicants must receive a Notice to Proceed and secure all necessary permits before work may begin.

I have received the “Small Improvement Project Program Guidelines” \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please submit all paperwork to: Jennifer Higgins  
Director of Planning and Development  
5500 Schofield Avenue  
Weston, WI 54476

Phone: (715) 241-2638  
Email: [jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov)  
Website: [www.westonwi.gov](http://www.westonwi.gov)



**VILLAGE OF WESTON, WI  
SMALL IMPROVEMENT PROJECT  
ECONOMIC DEVELOPMENT GRANT PROGRAM GUIDELINES**

The purpose of the Small Improvement Project Economic Development Grant Program is to encourage expansions to and the visible upgrading and renewal of the exterior facades, signs and architectural features of the exteriors of existing non-residential buildings; Eligible projects must which are sufficient in scope to produce visible improvements to building facades, and building expansions or similar projects providing and/or other significant benefits in to the Village having impacts as outlined above. Projects within the Village's Tax Increment Finance Districts (TIDSTIDs) are eligible; as well as projects not within the TIDs may be eligible Districts subject to the availability of funds.

The program provides funding for projects that will help maintain and enhance the overall attractiveness and commercial viability of the Village; as well as supporting the health and growth of individual businesses. It is also the Village Board's intent to support projects which meet the Village comprehensive plan vision and goals and, support specific sustainable qualities and characteristics; and support the vision of the community.

General Requirements

1. The Small Improvement Project Economic Development Project Grant Program applies to exterior facades, signs and architectural features of non-residential properties; visible from the public right of way, to building expansions; and to other similar projects at the discretion of the Village.
2. Projects shall be completed within one (1) year of the grant approval date. In rare cases, likely due to extenuating circumstances, tThe Village may allow completion extensions upon request of the applicant due to extenuating circumstances. The Village reserves the right to eliminate project funding if not completed within the specified time period and is not obligated to granting time extensions.
3. Projects shall comply with all applicable Village zoning and other development standards and requirements.
4. Projects shall be consistent with and further the stated vision, goals and objectives of the TID Project Plan(s) and the Village Comprehensive Plan, including the County Road X and Scofield Avenue Corridor Plans if applicable.
5. Concurrent applications from the same applicant, unless for separate properties, shall not be allowed. An applicant may re-apply for another project after any existing project by the same applicant is completed to the satisfaction of the Village.

6. Total grant funding for any single property may not exceed two (2) grants within any four (4) year period.
7. Business must ~~agree to~~ maintain the improvements for a period of five (5) years. If any business removes the improvements funded through the grant program for any reason within 5 years of receiving the grant, they the business owner must repay the entire grant award in full within 30 days of removal.
8. Work already completed before the grant approval date is not eligible.
9. Priority will be given to contiguous properties applying at the same time~~er~~.
10. This is a reimbursable program. No funds will be awarded prior to completion of the project or pre-approved phases of the project.
11. Funding will be considered within the limits of grant funds the Village Board has made available.
12. No funding will be provided for purchased materials or labor provided personally by the applicant or any other party besides the contractor approved to complete the work.
13. Applicants who are delinquent with their property or personal property tax or have outstanding municipal code violations are not eligible until said issues are resolved.
14. Minor changes to the project will require submittal and approval by the Village Director of Planning and Development~~Administrator~~. Significant project changes, as determined by the Village ~~Administrator~~Director of Planning and Development, will require approval of the Village Board.
15. The owner/applicant is responsible for verifying the project is being constructed ~~on~~ their within the bounds of the intended property. (~~property~~ Property lines may need to be verified at the applicant's cost.)
16. Funding will be offered only if a binding agreement is executed between the entity requesting the funding and the Village. Each \$~~such~~ agreements will be designed to assure completion of ~~projects/initiatives~~ the project for which funding support is provided. Building expansion projects may require guarantee of reimbursement of Village funding through future property tax increment or ~~as otherwise guaranteed by the recipient of Village assistance.~~

Grant Eligible Improvements: Grant eligible façade improvement projects ~~are those which must~~ provide a more attractive ~~look~~ appearance to the building, ~~and are~~ easily seen from ~~the a public street, or be a~~. ~~Also included are~~ building expansions. The Village reserves the right to support other similar projects through this program. The maximum grant amount is \$10,000; however, an exceptional project may be considered for additional funding subject to approval by the ~~Community Development Authority or Village~~ Board ~~of Trustees~~. Additional funding information is on page 4.

### Non-Eligible Improvements

- Interior improvements.
- Purchase of property.
- Construction of a new building.
- Fixtures and equipment.
- Removal without replacement of architecturally significant features and design elements.
- Any ~~activity project that the Village determines that~~ is not consistent with the TID project plan ~~and program goals~~ or the Village Comprehensive Plan.
- Sidewalk repairs, unless necessitated by eligible façade improvements.
- Correction of code violations.
- Any roof repair or replacements ~~(unless roof replacements result in a significant upgrade in aesthetic appearance such as addition of a highly visible standing seam metal roof, as an example).~~
- Other activities as designated by the Village Board.

### Submittal Requirements

1. Program application completed and signed.
2. Design documents delineating the extent of work to be done.
3. Architectural plans, professionally drawn, and including the type, quality, and color of materials ~~and color~~.
4. A state certified contractor must be used to complete the project.
5. At least 1A detailed cost estimate.
6. For building expansion projects  ~~tied to creation of tax increment; an estimate of total project value for property taxation purposes, verified by evaluation of the incremental increase in assessed value to the property. For manufacturing property this requires an evaluation~~ by the manufacturing property assessor for the Wisconsin Department of Revenue for manufacturing buildings or. ~~For non-manufacturing property this requires an estimate by~~ the Village's assessor for other buildings.
7. Photographs of existing building demonstrating need for the project.
8. If the applying business is not the building owner, written property owner consent and ~~Those businesses that are tenants of commercial buildings are eligible if the property owner's consent is provided in writing. All applicants must show~~ proof of a signed, written lease agreement for a period of no less than one year at the time of application.
9. If the applying business is the building owner, If a business is not leasing, the

~~business must provide~~ proof of ownership for the ~~subject property building or property.~~

### Funding Availability

Funds will be awarded ~~by the Village Board for Grant~~ Eligible Improvements subject to availability. The property owner/business is expected to contribute a minimum of 50% of the project cost. \$10,000 is the maximum amount awarded per project by the Village. ~~Each grant application will normally be considered and, if warranted, approved by the Community Development Authority, though T~~the Village Board ~~and Community Development Authority reserve the right to may authorize a grant~~ exceeding ~~this amount~~ \$10,000 if ~~thea~~ project provides exceptional benefits relative to the goals of the program. ~~Grants may be awarded only if the Village has adequate funds available for this program.~~

Projects dependent on creating a tax increment within a Village TID's will be evaluated based on the total tax rate for all taxing jurisdictions. Projects not eligible for TID assistance will be evaluated based on the Village of Weston's component of the tax rate.

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~~The~~ Each business approved for a grant will provide itemized paid invoices for the project, and any outstanding bills which are also eligible for payment under the grant program to the Village staff Director of Planning and Development or designee. After the ~~Village Board~~ Community Development Authority approves the reimbursement claim, the Village Treasurer will ~~forwards~~ the payment directly to the contractor for outstanding bills eligible for payment, except as otherwise provided in a written agreement between the Village and applicant. Any remaining funds owed for invoices already paid by applicant shall be reimbursed directly to the applicant.

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ECONOMIC DEVELOPMENT GRANT APPLICATION FORM  
FOR CONSIDERATION**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_ I

am the (Circle one) of the business property: *Property Owner* or *Tenant*

If you are a tenant, please provide a written consent letter from the property owner, lease agreement, and complete the following information on the property owner.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

When does the lease expire? \_\_\_\_\_

If you are the property owner, please provide proof of ownership.

**Project Information**

Please submit a contractor's work proposal narrative, detailed cost estimate, and illustration with dimensions. Please briefly describe your project below.

Description of Project:

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Estimated cost (Contractor quote): \_\_\_\_\_

Anticipated start date of project: \_\_\_\_\_

Anticipated completion date of project: \_\_\_\_\_

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I have received the “Small Improvement Project Program Guidelines” \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please submit all paperwork to: Jennifer Higgins  
Director of Planning and Development  
5500 Schofield Avenue  
Weston, WI 54476

Phone: (715) 241-2638  
Email: [jhiggins@westonwi.gov](mailto:jhiggins@westonwi.gov)  
Website: [www.westonwi.gov](http://www.westonwi.gov)