



Village Board & Planning Commission
Meeting Minutes
Union Grove Municipal Center 925 15th Avenue
Monday, September 11, 2023

1. **Call to Order** - Douglas Nelson, Village Board President, called the meeting to order at 6:00 p.m.

2. **Roll Call**

President - Douglas Nelson. Trustees/Commissioners - Robert Funk, Daniel Maurice, Steve Nelson, Cory Bartlett, Barb Geschke, Aaron Alby, Tim DeGarmo. Staff Present - Michael McKinney (Administrator/Clerk) and Janine Carls (Deputy Clerk-Treasurer). Others Present – Jim Willkomm (Willkomm Development) and Steve Prochaska (Michael's Signs).

3. **Approval of Minutes**

Motion (S. Nelson, Funk) to approve the August 28, 2023, Village Board meeting minutes as presented, Motion Carried (MC).

4. **Approval of Financial Reports**

Motion (Funk, Maurice) to approve Financial Reports as presented, MC.

5. **Approval of Village Invoices**

Motion (Bartlett, S. Nelson) to approve Village invoices as presented in the amount of \$271,593.19, MC.

6. **Approval of Stormwater Invoices**

No stormwater invoices were presented for approval.

No formal action taken on this agenda item.

7. **Business - Discussion and possible action on the following:**

- a. **Class B weight restriction exemption renewal request related to the conditional use application approved on September 9, 2019, for the parcel located at 2505 65th Drive (Parcel ID # 194-03- 21-04-046-020) for the parking and storage of a semi-tractor, flatbed trailer and dump trailer for a business known as JV Trucking, LLC**

McKinney stated the original application was approved in 2019; no complaints have been made to date.

Motion (Alby, DeGarmo) to recommend approval of a one-year renewal of the Class B weight restriction exemption for JV Trucking, LLC, MC.

Motion (Maurice, Funk) to accept the Planning Commission's recommendation and to approve the one-year renewal of the Class B weight restriction exemption for JV Trucking, LLC, MC.

- b. **Site plan amendment request submitted by Willkomm Development, LLP (with Rosie Olle/Michaels Signs, Inc. as applicant/agent) for the parcel located at 820 S Sylvania Avenue (West Frontage Road) (Parcel ID # 194-03-21-13-011-000) in the B-3 (Commercial Service) Zoning District for the replacement of the existing 20-foot "Mobil" pole sign located at the northwest corner of this parcel with a 24-foot "Exxon" pole sign associated with a travel center known as "Racine PETRO"**

Jim Willkomm stated that this sign would be the first in the nation. It will be Mobil, not Exxon. Steve Prochaska stated that the sign is 4ft higher than the existing one, but overall, less square footage. McKinney stated that the Master Sign Plan Amendment is acceptable in place of a variance request.

No formal action taken on this agenda item.

- c. **Resolution 2023-25 Approving a site plan amendment request for the replacement of the existing 20-foot "Mobil" pole sign located at the northwest corner of the parcel located at 820 South Sylvania Avenue (West Frontage Road) with a new 24-foot "Mobil" pole sign associated with an existing travel center known as "Willkomm's Racine PETRO" at 820 South Sylvania Avenue (West Frontage Road), Sec. 13, T3N, R21E, Village of Yorkville, Racine County, Wisconsin (Parcel ID # 194-03-21-13-011-000); Willkomm Development, LLP, Owner; Rosie Olle/Michaels Signs, Inc., Applicant/Agent**

Motion (Alby, Geschke) to recommend adoption of Resolution 2023-25 as amended, MC.

Motion (Funk, Maurice) to accept the Planning Commission's recommendation and to adopt Resolution 2023-25 as amended, MC.

- d. **Ordinance 2023-09 Creating Section 2-2 of the Code of Ordinances of the Village of Yorkville, Racine County, Wisconsin, relating to responsible bidders and prequalification requirements.**

McKinney stated that this pertains to every public construction project and requires bidding contractors to pre-qualify every two years. McKinney/staff would verify form completion and send it to Pruitt's office for a full review. Discussed: financial disclosure confidentiality; detailed insurance coverage disclosure; additional costs to process forms; and waiving the standard specifications requirement until they are available.

Motion (Maurice, S. Nelson) to table Ordinance 2023-09 pending further review of the form related to insurance disclosure, standard specification requirements, and financial disclosure confidentiality, MC.

- e. **Ordinance 2023-10 Creating Section 2-60 of the Code of Ordinances of the Village of Yorkville, Racine County, Wisconsin, relating to consent agendas**

Motion (Maurice, Bartlett) to adopt Ordinance 2023-10 as presented, MC.

- f. **Administrator/Clerk, Treasurer, and Deputy Clerk-Treasurer job title reorganization**

McKinney recommended title changes to more accurately reflect the job each person is doing. Discussed required charter ordinance if changes are made and potential salary changes. Salaries will be reviewed at the September 25th Village Board meeting.

Motion (Funk, S. Nelson) to direct McKinney to draft a charter ordinance reorganizing the staff position titles as presented, MC.

- g. **Racine County Intergovernmental Cooperation Council Fire & EMS Municipal Subcommittee update**

Bartlett shared key takeaways from the August meeting and how we can use what we are learning from a county level in our decision-making processes. Reviewed a Fire Station-Location Analysis graphic.

No formal action taken on this agenda item.

- h. **Staab Construction Corporation pay requests #19 and #20 for the 2021 wastewater treatment facility improvement project**

McKinney stated that Hanson has recommended approval of both requests and confirmed all work is completed.

Motion (S. Nelson, Bartlett) to approve Staab Construction Corporation pay requests #19 and #20 for the 2021 wastewater treatment facility improvement project as presented, contingent upon Sewer and Water Commission approval, MC.

- i. **Wirth + Baynard 17806 Spring Street (CTH C) property maintenance legal services engagement letter**

This agenda item was not discussed as materials were not yet available.

No formal action taken on this agenda item.

- j. **2024 RYDE Racine public transit service agreement**

McKinney stated that the agreement reflected a 10% increase of \$1,000. Discussed ridership figures (up), bus route now stops at Aurora on the east side of the interstate, and the fact that last year's agreement had already included a 33% increase. McKinney to contact RYDE to question the increase.

Motion (Maurice, Funk) to approve the 2024 RYDE Racine public transit service agreement not to exceed the current rate of \$10,000, MC.

- k. **North Raynor Avenue culvert replacement proposal**

Discussed the proposal to install a 30" concrete culvert at \$20,270.00 on North Raynor Ave.

Motion (Funk, Maurice) to approve the Mutter Excavating, LLC North Raynor Avenue culvert replacement proposal as presented, MC.

- l. **Scheduling a fall tire and electronics collection event at the Village collection site (19040 Spring St)**

McKinney stated November 11th as the proposed date for this event.

Motion (Funk, S. Nelson) to schedule the fall tire and electronics collection event at the Village collection site (19040 Spring St) on November 11th, MC.

- m. **Temporary “Class B” alcohol license submitted by Julie Hubbard on behalf of the Greater Union Grove Area Chamber of Commerce to allow for the sale of wine at All Cut Up Salon, 4514 Jack Pine Lane, on Saturday, September 23, 2023, as part of the Greater Union Grove Area Chamber of Commerce’s Scarecrows & Spirits wine walk**

Motion (Maurice, S. Nelson) to grant a Temporary “Class B” alcohol license for the Greater Union Grove Area Chamber of Commerce “Scarecrows and Spirits” wine walk on September 23, 2023, MC.

- n. **Temporary Operator License application submitted by Dawna Hanson**

Motion (S. Nelson, Bartlett) to grant a temporary Operator License for Dawna Hanson for the “Scarecrows and Spirits” wine walk on September 23, 2023, MC.

- o. **2023-2024 annual Operator License application submitted by Samantha Faircloth**

Motion (Bartlett, S. Nelson) to grant an annual Operator License to Samantha Faircloth, MC.

8. Reports

- a. **Building Inspector’s Report**

Motion (Funk, Bartlett) to approve the Building Inspector’s Report as presented, MC.

- b. **Code Enforcement Officer’s Report**

Motion (Funk, S. Nelson) to approve the Code Enforcement Officer’s Report as presented, MC.

- c. **Engineers Report | No report**

- d. **Yorkville Stormwater Utility District Report | No report**

- e. **Roads/Public Works Committee Report**

Funk reported that micro-surfacing had been completed on Crystal Lane and Acorn Trail. Funk would like the roads commission and Carriker to meet with Racine County prior to winter. Dombrowski has started mowing.

- f. **Village President’s Report | No Report**

- g. **Administrator/Clerk’s Report | No Report**

9. Public Comments, Questions, and Suggestions | No comments

10. Adjournment

Motion (Maurice, Funk) to adjourn the meeting at 7:28 p.m., MC. The next scheduled Village Board meeting is September 25, 2023, at 6:00 p.m.

Respectfully submitted,

Janine Carls

Village Deputy Clerk-Treasurer