



Village Board Meeting Minutes

Union Grove Municipal Center 925 15th Avenue

Monday, September 25, 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. Staff Present - Michael McKinney (Administrator/Clerk), Janine Carls (Deputy Clerk-Treasurer). Others Present: Mark Madsen (Engineer) Rebecca Shepro (Attorney), Todd Dombrowski, Robin Christensen.

3. **Consent Agenda - approval of:**

- a. September 11, 2023, joint Village Board/Plan Commission meeting minutes
 - b. Village invoices in the amount of \$27,604.84
 - c. Issuance of 2023-2024 annual Operator Licenses to Amanda Peterson and Matthew Sullivan
- Motion (Funk, Maurice) to approve the Consent Agenda items as presented, Motion Carried (MC).*

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

a. **Willkomm Development LLP lighting relocation request**

Madsen stated that there is a storm sewer on this property for which no easement had yet been recorded and that his review of the original plan found that the light pole placement was on top of the storm sewer. Willkomm changed the location of the light poles.

No formal action taken on this agenda item.

b. **Willkomm Development LLP storm sewer easement agreement amendment request**

Discussed Willkomm's request to remove the provision that states that the owner of the property is responsible for replacing any improvements (e.g., pavement, bushes, lighting, etc.) in the event a repair is necessary. S. Nelson asked if this provision is consistent with recent easement agreements. Shepro confirmed that this language has been used consistently for the past few years. Madsen stated that Willkomm had amended the plans to shift the easement to center it over the storm sewer per our request. Shepro will ensure drawings are updated within the agreement.

Motion (S. Nelson, Bartlett) to retain the original storm sewer easement agreement language that was approved on August 25, 2023, and to relocate the proposed 20-foot storm sewer easement so that the easement is centered over the existing storm sewer infrastructure on this parcel, MC.

c. **2901 Oakhurst Lane/17235 2 Mile Road property boundary gap**

McKinney stated that this specific issue had been resolved when the trees in question were confirmed to be on the neighbor's property. However, gaps are common in Yorkville and discussion followed as to how to approach them. Shepro stated that generally, gaps are not assumed to belong to the municipality. Gap issues should be settled between affected landowners.

No formal action taken on this agenda item.

d. **Equipment purchase assistance request**

Todd Dombrowski reported that he will need to purchase a new tractor/mower at a considerable expense and requested the board consider a longer-term contract or assistance with the purchase. Discussed the benefits of a longer-term contract, deemed preferable to an assist. McKinney to work with Shepro to draft a new contract.

No formal action taken on this agenda item.

e. **2023-2024 property, liability, and workers compensation insurance proposal**

McKinney stated that the proposal reflects a 5.6% decrease from the prior year and that the services have been satisfactory.

Motion (Funk, Bartlett) to approve the 2023-2024 property, liability, and workers compensation insurance proposal as presented, MC.

5. Reports

a. Engineer's Report

Madsen requested an update on road decisions for 2024 and asked about the urgency of finishing the water tower access plans. McKinney and Maurice stressed the importance of expedited plans to obtain project bids. Roads will be determined at the end of the budget process. Madsen confirmed he can have a drone inspection completed on the water tower after T-Mobile removes its equipment.

b. Yorkville Stormwater Utility District Report

S. Nelson gave an update on drainage district assessments and breakdowns between Raymond (20%), Union Grove (36%), and Yorkville (43%). The total assessment is around 3.2 million with Yorkville's share being around 1.39 million. As Union Grove is proceeding with a lawsuit objecting to their assessment, the Drainage Commission will begin the project going as far as they are able to with the Yorkville and Raymond funding. Depending on the outcome of the lawsuit, a new assessment may be in order.

c. Roads/Public Works Committee Report

Funk reported that crack filling is completed. Funk confirmed availability for Roads Commission members to schedule a meeting with Racine County Highway staff during the day.

d. Village President's Report | No Report

e. Administrator/Clerk's Report

McKinney reported that no site plans have been scheduled for review at the October 9th meeting. He will be attending a Zoom meeting regarding intersection safety at Hwy 45 and Hwy A. Bartlett passed on a suggestion that had been made for Yorkville to consider requesting representation on the Union Grove's Park and Rec Commission. There has been no Yorkville representation since Lamping in 2014.

6. Public Comments, Questions, and Suggestions

Robin Christensen commented on UG Parks and Recreation.

7. Business – Discussion and possible action on the following:

a. 2024 General Fund annual budget

McKinney highlighted several line items in the general fund annual budget including general property tax, state share revenues, building permits, and salaries. Discussed questions related to Badger Books regarding security and potential maintenance costs that will be followed up on.

No formal action taken on this agenda item.

b. Scheduling a public hearing for presentation of the Village's 2024 General Fund, Tax Incremental District Fund, Sewer Utility Fund, Stormwater Utility Fund and Water Utility Fund annual budgets

Motion (S. Nelson, Funk) to schedule the 2024 budget public hearing on November 27, 2023, MC.

c. Scheduling a Village Board meeting for the purposes of approving the final 2023 payable 2024 tax levy and the Village's 2024 General Fund, Tax Incremental District Fund, Sewer Utility Fund, Stormwater Utility Fund and Water Utility Fund annual budgets

Motion (Maurice, Bartlett) to schedule the 2024 budget approval meeting on November 27, 2023, MC.

d. Closed Session: The Village Board may entertain a motion to go into CLOSED SESSION pursuant to Wisconsin Statutes Section 19.85(1)(c)* to evaluate employee performance data

Motion (Maurice, Bartlett) to go into CLOSED SESSION at 7:36 p.m. Roll Call - Funk, Yes; Maurice, Yes; D. Nelson, Yes; S. Nelson, Yes; Bartlett, Yes. Motion Carried.

Discussion pertained to the evaluation of employee performance data.

e. The Village Board shall RECONVENE INTO OPEN SESSION reserving the right to take action on the matters discussed in CLOSED SESSION and to move to the remaining meeting agenda as posted.

Motion (S. Nelson, Funk) to reconvene into an open session at 7:51 p.m., MC.

No formal action was taken on this agenda item.

8. Adjournment

Motion (S. Nelson, Funk) to adjourn the meeting at 7:52 p.m., MC. The next scheduled Village Board meeting is October 9, 2023, at 6:00 p.m.

Respectfully submitted,
Janine Carls
Village Deputy Clerk-Treasurer

* Wisconsin Statutes Section 19.85(1)(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.