



Village Board Meeting Minutes
Union Grove Municipal Center 925 15th Avenue
Monday, July 22, 2024

1. Doug Nelson called the meeting to order at 6:00 pm.

2. Roll Call

Village Trustees	Administration/Related	Community
Doug Nelson, Village President	Michael McKinney, Administrator	
Robert Funk	Janine Carls, Clerk	
Dan Maurice	Nick Carriker, Public Works Manager	
Steve Nelson	Michelle Stute, Finance Director	
Cory Bartlett	David Minch, Kerber Rose	

3. Consent Agenda - approval of:

- a. July 8, 2024, joint Village Board/Plan Commission meeting minutes
- b. \$29,962.70 - Village Invoices
- c. 2024-2025 Operator License applications (Bratz, Endemann, Gain, Henderson, Ludwig, Paul, Scheit)

Motion (S. Nelson, Bartlett) to approve the Consent Agenda items as presented, Motion Carried (MC).

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

a. 2023 annual financial report

McKinney pointed to audit highlights and a summary of end of year 2023 fund balance prepared by Stute. David Minch presented the financial report and the management communication letter. Minch stated the overall fund balance and noted that the TID should generate significant tax increment revenue in future years. From an operational standpoint, the general fund is in a very strong financial position. Minch anticipates the TID could be closed out in seven to nine years. Minch noted operating losses for both the sewer and water utilities and recommended monitoring the rate of return for the wastewater utility and considering rate increases. Municipalities are authorized to have five percent general outstanding general obligation dept of its equalized value. Yorkville’s margin for new indebtedness is a positive aspect; the Village is only at about 8 million outstanding and is authorized for a total of 46 million by state statute. Minch stated that the Village does a great job at putting together a conservative budget. He reviewed internal controls and identified three areas of weakness (due to limited staff with access to all aspects of the accounting) and recommended continued board awareness and review of receipts and disbursements. McKinney noted that we are pursuing a simplified rate increase with the Public Service Commission for the water utility and that the sewer utility had implemented a rate increase at the beginning of 2024 which will be monitored as to its impact. Stute noted that this last year the TID did pay off the general fund and the water utility funds owed and we are working on paying more towards the sewer with this year’s August tax settlement.

Motion (Maurice, Funk) to adopt the 2023 financial audit report as presented, MC.

b. Debt policy

McKinney stated that Stute had prepared a debt policy draft for consideration. Debt policies are looked at favorably by anyone issuing debt. This policy would limit the Village’s allowable debt to 50% of the amount permitted by state statute. Stute noted this policy that can be amended over time and that debt limits fluctuate yearly. Discussed other projects that could require bonding in the future. Stute stated that she did not anticipate needing to take a loan for stormwater (drainage district assessments) as it can be handled by special charge as we have been doing.

Motion (S. Nelson, Maurice) to adopt the debt policy as presented, MC.

c. Fire and EMS station facility land acquisition debt alternatives

McKinney noted current interest rates for financing through the Board of Commissioners of Public Lands or Community State Bank. He noted other potential projects to consider financing for including the well, lift station upgrades, Wastewater Treatment Plant expansion, UGYFD equipment, etc. He will send detailed forecasting spreadsheets to the Board for further review. No action was taken.

d. Request for a reduction of Irrevocable Standby Letter of Credit No. 1753 to secure obligations related to implementation of the Yorkshire Highlands subdivision development agreement

McKinney reviewed the original letter of credit which would be reduced by \$111,000.00 as indicated on the Reesman invoice. S. Nelson stated that the letter of credit protects the Village and should not be reduced until there is proof of payment of the Reesman invoice.

Motion (S. Nelson, Bartlett) to approve the reduction conditional upon proof of payment, MC.

e. Right-of-way occupancy permit application submitted by Spectrum Mid-America LLC for the installation of underground fiber infrastructure in the Village's right-of-way from 2009 Raymond Avenue (CTH U) and 17135 50th Road to 17110 50th Road

McKinney noted that due to various issues that have arisen right-of-way permits are being brought to the Village Board for review and approval. Maurice noted that parking was one of the main concerns he has and he would want to see a plan for parking included with this application.

Motion (Maurice, S. Nelson) to table this agenda item until a parking plan is submitted by Spectrum, MC.

f. Subject USCellular water tower cellular equipment upgrade request

McKinney stated that this was approved by the Sewer and Water Commission on July 16, 2024. It requires sign off by the utility and the Village. Pruitt and SEH had both recommended its approval.

Motion (Funk, Maurice) to approve the USCellular water tower upgrade request as submitted, MC.

g. Subject 51st Drive ditch restoration proposal

McKinney obtained this proposal on Funk's recommendation for smoothing out this ditch as the dirt piles have made mowing difficult for Two Ski's services. The proposal is \$650.00. Carriker will coordinate and communicate with Mutter and Two Ski's.

Motion (Maurice, Funk) to approve the ditch restoration proposal as presented, MC.

h. Subject Ordinance 2024-11 Amending Sections 38-111, 38-112, and 38-115 of the Code of Ordinances of the Village of Yorkville, Racine County, State of Wisconsin, pertaining to driveways and culverts

McKinney outlined changes which include: 1) treating temporary driveway permitting the same as permanent; 2) occupancy is not to be granted until the temporary driveway is out and restored and the permanent driveway is in; 3) Building Inspector must inspect in person and approve; 4) temporary drive does not count against the limit because it is to be removed.

Motion (Bartlett, Funk) to approve Ordinance 2024-11 as presented, MC.

i. Subject Ordinance 2024-12 Amending Section 14-102 of the Code of Ordinances for the Village of Yorkville, Racine County, State of Wisconsin, pertaining to operator's licenses

McKinney stated that he had reviewed this ordinance in detail, updating the language to coincide with current state statutes. Wisconsin statutes allow clerk approval of operator's licenses unless the application raises any concerns in which case the clerk can bring before the Village Board.

Motion (Maurice, Funk) to approve Ordinance 2024-12 as presented, MC.

5. Reports

a. Engineer's Report | No Report

b. Yorkville Stormwater Utility District Report | No Report

c. Roads/Public Works Committee Report

Funk noted that shouldering maintenance should be done soon. Bartlett stated that a list from the roads tour could be used to determine where to begin starting with roads in the worst conditions. The proposed budget is \$60,000. McKinney will provide the list to Racine County to begin.

d. Long Range Planning (LRP)

Maurice stated that LRP had met on July 9th to discuss the solar/wind integration into the comprehensive plan and recommended changes. Discussion on barndominiums continued. A container ordinance will be moved up to the Village Board for review/approval.

e. Union Grove/Yorkville Fire Commission

D. Nelson stated that the referendum wording was still being decided and a deadline is approaching. The next UGYFD Commission meeting is August 14.

f. Village President's Report | No report

g. Public Works Manager's Report

Carriker reported that Payne and Dolan had repaved Grandview PKWY, but striping had not been completed. It looks good. He recommended that when they strip, a stop bar should be painted on the road going southbound at the 4-way stop.

h. Clerk's Report

Carls reported that Union Grove had signed the letter to the Department of Natural Resources requesting removal of the trestle on 67th DR and it had been sent. She attended the University of WI Green Bay Clerk's Institute last week.

i. Administrator's Report

McKinney noted upcoming items for the August 12, 2024 Village Board and Planning Commission meeting.

1) Public Hearing: Storage Containers

2) Public Hearing: Minimum Square Footage for single family and two-family dwellings

3) Rezone and Conditional Use request for Kramsky at 14918 Washington Ave

6. Public Comments, Questions, and Suggestions

Maurice stated that he had heard there was a huge gathering at the "Take 5" retreat at 15125 Washington Ave. A neighbor's tree was cut down during the event for firewood. Funk noted that Durand Corners still needed to take care of the abandoned boat, overgrown grass, and trash.

7. Adjournment

Motion (S. Nelson, Bartlett) to adjourn the meeting at 7:30 pm, MC.

Respectfully submitted,
Janine Carls, Village Clerk

Village Board Meetings are normally held on the 2nd and 4th Mondays of each month. Schedules and agendas are available at villageofyorkville.com.