



Village Board Meeting Minutes
Union Grove Municipal Center 925 15th Avenue
Monday, November 24, 2025

1. **Call to Order**

Doug Nelson called the meeting to order at 6:00 p.m.

2. **Roll Call:** *Present and constituting a quorum the following Village Board Trustees were present: Village President Doug Nelson, Rob Funk, Dan Maurice, Steve Nelson, and Cory Bartlett. Staff present: Michael McKinney, Administrator, Janine Carls, Clerk, and Nick Carriker, Public Works Manager. Also present: Cassandra Glenn, Racine County Economic Development Corporation.*

3. **Consent Agenda** - Any item listed on the consent agenda for approval may be removed at the request of any member of the Board. The request does not require a second, is not discussed, and is not voted upon.

- a. November 10, 2025, joint Village Board/Plan Commission meeting minutes
- b. Village invoices
- c. Invoices recommended for payment by the Union Grove/Yorkville Fire Commission on November 12, 2025
 - 1. Wendel payment in the amount of \$15,952.17 for invoice 616501.01-17
 - 2. Wendel Payment in the amount of \$15,107.23 for invoice 615501A-4
 - 3. Pruitt, Ekes & Geary payment in the amount of \$632.43 for invoice 3613

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

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

a. Request for a reduction of Irrevocable Standby Letter of Credit No. 910009945, as amended, to secure obligations related to implementation of the Yorkville Meadows subdivision development agreement

McKinney stated that Village Attorney and Village Engineer reviewed this request and recommended reducing the LOC to \$63,200.00. Eligibility for additional reductions will take place on June 29, 2026, or when the sixth occupancy permit is issued, whichever comes first.

Motion (S. Nelson, Funk) to reduce the letter of credit to \$63,200.00, MC.

b. 2026 Racine County Economic Development Corporation economic development agreement

Cassandra Glenn presented the 2026 Racine County Economic Development agreement. Performance measurement numbers will be out in early 2026 and presented when available.

Motion (S. Nelson, Bartlett) to approve the Racine County Economic Development agreement, MC.

c. **Public Hearing** - The Village Board will hold a public hearing to present and hear public comment on the proposed 2026 budgets for the following funds: General Fund, Tax Incremental District Fund, Debt Service Fund, Sewer Utility Fund, Stormwater Utility Fund and Water Utility Fund

D. Nelson opened the public hearing at 6:33 p.m. and hearing no comments in favor of or opposed to, he closed the hearing at 6:33 p.m.

d. Resolution 2025-47 Setting 2026 employee compensation

Motion (S. Nelson, Bartlett) to approve Resolution 2025-47 as presented, MC.

e. Resolution 2025-48 Adopting the Village of Yorkville's 2025 payable 2026 property tax levy and 2026 budgets

Motion (Funk, Maurice) to adopt Resolution 2025-47 as presented, MC.

f. Resolution 2025-49 Amending sewer service charges for properties within Sewer Utility District No. 1 of the Village of Yorkville

McKinney stated the amendment reflects a 3% increase to both residential (raised to \$186.18) and commercial (raised to \$15.16/1000 gallons).

Motion (S. Nelson, Bartlett) to adopt Resolution 2025-49, amending sewer service charges, as presented, MC.

- g. Resolution 2025-50 Adopting a code enforcement policy for the Village of Yorkville

Carls highlighted key areas of the policy and the reasons for adopting a policy. Bartlett suggested that each entity represented in the scope of the policy be given a chance to review it and provide feedback.

Motion (S. Nelson, Maurice) to table until next meeting, MC.

- h. Resolution 2025-51 Adopting a non-traffic ordinance citation form for use by and within the Village of Yorkville

Carls stated that the citation forms currently used were outdated, used carbon copies, and were specific to traffic forfeitures. This form is clearer, includes information missing on the previous citation form, and focuses on ordinance rather than traffic violations. Attorneys Rebecca Shepro and Elaine Ekes as well as Allison Schwark, Code Enforcement Officer, contributed and approved. The Court Clerk received a copy for review.

Motion (S. Nelson, Bartlett) to adopt resolution 2025-51, adopting a non-traffic ordinance citation form, MC.

- i. Proposed ordinance revisions regarding Board of Review composition

Carls presented two options for revising the Board of Review composition. Option one is a mixed composition of Board members and Citizen members. Option two is composed of only Citizen members (Board members serve as alternates). Discussed pros and cons of each. The consensus is to move away from the current model (all board members) to a composition that included more citizen members.

Motion (S. Nelson, Bartlett) to go with the mixed composition, option one, and see how it works, MC.

- j. Ordinance 2025-16 Repealing Section 10-99(d) and amending Section 10-142(d) of the Code of Ordinances of the Village of Yorkville, County of Racine, State of Wisconsin, relating to building permit expirations

McKinney stated changes recommended at the last meeting were incorporated. Permits for new construction will expire in two years after work commences, all other permits will expire one year after work commences.

Motion (Bartlett, S. Nelson) to adopt Ordinance 2025-16 repealing Section 10-99(d) and amending Section 10-142(d) of the Code of Ordinances related to building permit expirations, MC.

- k. Racine County Public Works' 58th Road brush clearing/ditch cleaning estimate

McKinney reviewed the quote for \$4,500.00.

Motion (Funk, S. Nelson) to approve the estimate for brush clearing as presented, MC.

5. Reports

- a. Yorkville Stormwater Utility District Report – *No report*

- b. Roads/Public Works Committee Report – *Rob Funk*

Reminder to schedule a meeting with Racine County – McKinney will work on a late afternoon time. McKinney stated that plans for 67th Drive are underway. S. Nelson noted other items for consideration are new tile under 67th, ditch cleaning, and culvert modification on east side of 58th.

- c. Union Grove/Yorkville Fire Commission Report – *No report*

- d. Long-Range Planning/Ordinance Committee Report – *Dan Maurice*

Looking into height allowances on A-2 accessory buildings. Discussed heavy vehicles on our roads and the biggest discussion of the night was our potbellied pig ordinance which is deemed to be sufficient.

- e. Village President's Report – *No report*

- f. Public Works Report – *Nick Carriker*

Well #2: Water main from Well #2 to chemical feed building is tied-in but as designed it will be difficult to service. Municipal Well will be mobilizing on Wednesday to begin clearing the blockage. The driveway has considerable damage resulting from the installation of the water main and WE Energies gas line. **Lift Station Upgrades:** SEH is bringing the new Electrical Engineer Wednesday to put a punch list together.

g. Clerk's Report – Janine Carls

Mentioned exploring Yorkville partnering with Visit Racine County to celebrate America's 250th anniversary. Provided update on pending Land Disturbance and Pond maintenance permit applications. Updated status of warnings/citations for unpermitted buildings at 20614 Spring Street.

h. Administrator's Report – Mike McKinney

December 8th anticipated agenda items: solar facility review for 2817 Oakhurst Lane (residential 35 panel rooftop solar system); regularly scheduled site plan review for Pine Haven Enterprises / Nick Willkomm for existing clay mining operation on CTH KR; and a conditional use conditional use request for the property at 14034 58th Road (corner of 58th Road and West Frontage Road).

6. Public Comments, Questions and Suggestions – no comments

7. Adjournment

Motion (S. Nelson, Maurice) to adjourn at 7:29 p.m., 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.