



**Village Board Meeting Minutes**  
**Union Grove Municipal Center 925 15th Avenue**  
**Monday, April 27, 2026**

**1. Call to Order**

*Doug Nelson, Village President, called the meeting to order at 6:02 p.m.*

**2. Roll Call**

*Present and constituting a quorum the following Village Board Trustees were present: Village President Doug Nelson, Cory Bartlett, Rob Funk, Dan Maurice, and S. Nelson. Staff present: Michael McKinney, Administrator, Janine Carls, Clerk, Nick Carriker, Public Works Manager, Christopher Geary, Village Attorney, and Allison Schwark, Village Code Enforcement Officer. Also present: Julie Hubbard, Visit Racine County, and Cassandra Glen, RCEDC.*

**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. Village invoices
- b. Stormwater invoices
- c. Stark Pavement pay request # 2 (Final) for the 2024 59<sup>th</sup> Drive paving and drainage program project

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

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

- a. Introduction of Julie Hubbard, Yorkville representative to the Visit Racine County (VRC) Board

*Julie Hubbard introduced herself and asked the Village Board to outline expectations for her role representing Yorkville on the Visit Racine County (VRC) Board. She offered to provide a written monthly report and attend meetings quarterly. Carls will provide applicable dates and deadlines. The Board briefly discussed Yorkville places and events for VRC to feature, as well as development of a brochure.*

- b. 2025 Racine County Economic Development Corporation annual report

*Cassandra Glenn presented the RCEDC annual report, highlighting business outreach, workforce-support efforts, newsletter content contributions, and a Gateway Technical College referral to support development of a training program. She also noted a Yorkville resident serves on RCEDC's CEO Roundtable.*

- c. Resolution 2026-22 Affirming the Village of Yorkville's intention to join the Statewide Public Safety Interoperable Communication System

*McKinney stated that the Fire Department is not qualified to apply for this grant and requested that the Village apply on the department's behalf as a qualified municipality. He noted that, if awarded, the Village would be required to provide a 20% match, with the expectation that the Fire Department would fund the match. Funk noted that the Fire Department is required to switch to this system and that the grant funds would help purchase additional equipment.*

*Motion (Maurice, Bartlett) to adopt Resolution 2026-22, MC.*

- d. Building inspection services

*McKinney stated that the current building inspection contract is a joint agreement with the Village of Union Grove and Municipal Services, LLC; the contract expired in 2023 and auto-renews annually. He noted the agreement allows termination for any reason with 90 days' written notice. McKinney stated the Village of Union Grove recently requested a proposal from SAFEbuilt and ultimately decided not to contract with the firm. Geary noted the joint contract is not ideal and explained that if one party provides notice, the contract becomes invalid for all parties. McKinney stated the Village last solicited proposals five years ago.*

*D. Nelson granted Allison Schwark's request to speak. Schwark noted she has a good working relationship with the current Building Inspector. She does not recommend SAFEbuilt. Lastly, she stated Municipal Code Enforcement, LLC now offers building inspection services and would be willing to provide a proposal if requested. Board consensus was to solicit additional proposals for building inspection services.*

*Motion (S. Nelson, Funk) to request a proposal from Municipal Code Enforcement, LLC, MC.*

**e. East Branch Root River Canal cleanup at Braun Road**

*McKinney stated that he had contacted three different service providers for this project and had only received one quote back thus far for \$7,500.00. The Village had paid \$5,000.00 for a similar clean up in 2017, 80% of which was covered by a disaster declaration (no guarantee similar funding would be available now). Funk and Maurice noted that they believed Wilks had already cleaned up the area and recommended deferring action until this could be confirmed.*

*Motion (S. Nelson, Bartlett) to table this item until the next meeting, May 11, 2026, MC.*

**f. First Amendment to the Intergovernmental Agreement between the Village of Union Grove and the Village of Yorkville related to the 67th Drive project**

*McKinney stated the agreement was approved in March and the amendment updates right-of-way and easement acquisitions. He noted Union Grove will pay for two acquisitions and the remaining two will be split 72% Union Grove/28% Yorkville. Geary noted the tight timeline, but recommended waiting to solicit bids for the project until acquisition is complete, further noting that valuations may occur after acquisition if necessary.*

*Motion (Funk, S. Nelson) to approve the First Amendment to the Intergovernmental Agreement between the Village of Union Grove and the Village of Yorkville, MC.*

**g. Resolution 2026-23 Designating and appointing committee members and officials to various positions in Village of Yorkville government**

*This resolution appointed members to the Planning Commission, Sewer and Water Commission, Stormwater Commission, Fire Commission, Board of Appeals, and Sex Offender Residency Board of Appeals and officials to Building Inspection and Code Enforcement services. All were renewals; no new people were appointed.*

*Motion (Bartlett, S. Nelson) to approve Resolution 2026-23, MC.*

**h. Resolution 2026-24 Updating the fee schedule for fees established by Yorkville Village Board policy and various provisions of the Village of Yorkville Code of Ordinances**

*Carls explained that fee schedule update is specific to background check fees for Alcohol and Cigarette, Tobacco, Vape license applicants. An increase in the number of background checks necessary for these applications prompted the request. The fee aims to recover actual costs, including labor, and is in line with other municipalities' practices.*

*Motion (Maurice, S. Nelson) to approve Resolution 2026-24, MC.*

**5. Reports**

**a. Engineer's Report – No report**

*S. Nelson asked McKinney to confirm with the Village Engineer he has the updated drain tile across 67<sup>th</sup> Drive documented.*

**b. Yorkville Stormwater Utility District Report – S. Nelson**

*Racine County Board of Drainage Commissioners may be ready to appeal the Union Grove case in June. Cost for dredging has risen considerably. Consideration is being given to expanding canal banks further into the field within the allotted easements to help prevent future issues.*

c. Roads/Public Works Committee Report – R. Funk

*61<sup>st</sup> drive needs attention; McKinney reached out to Scott Maier with Racine County who suggested utilizing riprap until it can be attended too. Maurice recommended this for a future agenda.*

*51<sup>st</sup> and Hwy C; McKinney noted that Dave Mutter looked at this, but the water needs to recede before he can determine next steps.*

d. Village President’s Report – No report

e. Public Works Report – No report

f. Clerk’s Report – No report

g. Administrator’s Report – M. McKinney

- *No planning and zoning related items are scheduled for May 11.*
- *Daniels Sharpsmart Conditional Use request for expansion will be on the May 19<sup>th</sup> Sewer and Water Commission agenda, and the Village Board/Planning Commission June 11<sup>th</sup> agenda.*
- *Confirmed May 25<sup>th</sup> (Memorial Day) meeting will be rescheduled to Tuesday, May 26<sup>th</sup>, 2026.*

**6. Public Comments, Questions and Suggestions – No comments**

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

- a. **Closed Session:** The Village Board MAY entertain a motion to go into CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(g)\* to discuss 3400 South Sylvania Avenue (West Frontage Road)/14017 Durand Avenue (STH 11) property maintenance

*Motion (Maurice, S. Nelson) to go into closed session.*

*Roll Call: D. Nelson, yes; Bartlett, yes; Funk, yes; Maurice, yes; S. Nelson, yes. Motion Carried (MC).*

*Discussed 3400 South Sylvania Avenue (West Frontage Road)/14017 Durand Avenue (STH 11) property maintenance with Village’s Attorney and Code Enforcement Officer.*

- b. 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, Bartlett) to reconvene into open session, MC.*

*No further action taken.*

**8. Adjournment**

*Motion (S. Nelson, Funk) to adjourn at 7:34 p.m., MC.*

Respectfully submitted,  
Janine Carls, Clerk

*Village Board Meetings are normally held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. Schedules and agendas are available at [villageofyorkville.com](http://villageofyorkville.com).*

*\* Wisconsin Statutes Section 19.85(1)(g) - Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*