



Village Board & Planning Commission Joint Meeting Minutes

Union Grove Municipal Center 925 15th Avenue

Monday, May 11, 2026

1. **Call to Order** – Doug Nelson called the meeting to order at 6:00 p.m.

2. **Roll Call** - *Quorum present*

Village Board Members	Planning Commission Members	Staff Present
Doug Nelson – Present Cory Bartlett – Present Rob Funk – Present Dan Maurice – Present Steve Nelson – Present	Aaron Alby – Absent Tim DeGarmo – Present Barb Geschke – Present	Michael McKinney, Administrator Janine Carls, Clerk Nick Carriker, Public Works Tim Pruitt, Attorney

Also present: *Walt Lautner (Durand Corners, LLC) and Thomas Johnson (Union Grove High School).*

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.

- April 13, 2026, joint Village Board/Plan Commission meeting minutes, April 27, 2026 (Special) Village Board meeting minutes, and April 27, 2026, Village Board meeting minutes
- Financial reports
- Village invoices
- Building Inspector’s Report - report on building permits issued and other activity
- Code Enforcement Officer’s Report - report on activities and issues

Bartlett asked for item 3.e. to be removed from the consent agenda.

Motion (S. Nelson, Maurice) to approve all items except 3.e. on the consent agenda, Motion Carried (MC).

Bartlett inquired about a property listed on the code enforcement report that has been granted three extensions since March of 2024. Carls will follow up with the Code Enforcement Officer and report findings to the Village Board.

Motion (Bartlett, S. Nelson) to approve the Code Enforcement Officer’s report, MC.

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

- 3400 South Sylvania Avenue (West Frontage Road)/14017 Durand Avenue (STH 11) property maintenance

Discussed property maintenance concerns with Walt Lautner, representing Durand Corners, LLC., including dumping, building deterioration and safety. Lautner stated that they have considered placing piles of sand/dirt at the entrances. The Board discouraged this idea by noting that it would block access for emergency vehicles and recommended a gate/chain instead. Consensus was to request Lautner/Durand Corners to present a plan within 30 days to address the concerns.

Motion (Maurice, Bartlett) to request that Durand Corners, LLC, present a plan to address property maintenance concerns at the first Village Board meeting in June, MC.

- Building inspection services

The Board discussed the status of the current building inspection services contract and a recent proposal submitted by Municipal Code Enforcement (MCE). Key takeaways include:

- McKinney reviewed the MCE proposal and noted that while it might increase the Village’s share of fees, the contract language is vague and will require legal oversight.*
- The existing joint contract with Municipal Services, LLC, and the Village of Union Grove officially expired in 2023. It is currently operating under an implied continuation.*

- *The Board reached a consensus to initiate a full Request for Proposals (RFP) process, noting that the last RFP was conducted five years ago.*
- *If the RFP results in selecting a new vendor, the Village Attorney will review the agreement to ensure the service levels are comparable to the current standards.*

Motion (Bartlett, Funk) to start the "Request for Proposal" process to understand the options for building inspection services moving forward, MC.

- c. Union Grove High School 58th Road development agreement/Proposed widening of 58th Road at approach to South Colony Avenue (USH 45)

McKinney highlighted key agreement provisions including:

- 1. Sidewalks will not be required or installed as part of this project.*
- 2. The high school will be responsible for all costs associated with constructing the access driveway and widening 58th Road.*
- 3. If future traffic studies determine that additional improvements are necessary as a result of the high school's connection to 58th Road, the high school will bear the full cost of those improvements.*
- 4. Yorkville will be responsible for the maintenance and repair of the 58th Road turn lane onto USH 45.*
- 5. If the high school fails to maintain the improvements for which it is responsible, Yorkville may complete the necessary repairs and invoice the high school for the associated costs.*

The Board concurred with Pruitt's recommendations regarding provisions for the intersection construction, timing, and costs. Discussion with UGHS District Administrator Tom Johnson focused on future cost obligations (Item 3). A Traffic Impact Assessment has been completed and will be sent to Pruitt to determine whether a sunset clause is appropriate. Johnson requested that Pruitt draft the formal agreement reflecting the agreed-upon updates and confirmed that UGHS will pay the related attorney fees. Johnson stated he is authorized to approve the agreement once drafted. Given the project timeline, Johnson requested, and the Board agreed to, an expedited approval process.

Motion (S. Nelson, Bartlett) to approve the agreement subject to Attorney Tim Pruitt's revisions provided the cost for Pruitt's time be assessed to the school district, MC.

Motion (S. Nelson, Maurice) to authorize McKinney to complete the State Trunk Highway Connection application to connect to Highway 45 once the Development Agreement is signed by Union Grove High School, MC.

- d. East Branch Root River Canal cleanup at Braun Road

Funk recommended having Racine County clear the debris and sticks from the ditches and canal. He does not believe any restoration is needed and much of the debris is already cleared.

Motion (S. Nelson, Maurice) to have Racine County go to clear the ditches and canal, MC.

- e. Annual event permit application for Route 20

Carls presented the public event permit application for Route 20 and noted that the formal review will take place on June 8th. She explained that the new Public Event Ordinance and application differ significantly from the prior "annual event" process and questioned whether Route 20 may be better classified exempt as an established place of entertainment. Based on the discussion, Carls will work with Village Attorney Rebecca Shepro to consider ordinance amendments to clarify the classification.

No action taken.

- f. 2025-2026 annual Operator license application submitted by Britney Barker

Carls updated the Board on this application, noting that the applicant failed to disclose required information and may have pending charges. Despite several attempts to reach her by phone and email, the applicant hasn't responded. Carls mentioned she will give the applicant a bit more time to get in touch and will bring the item back to the Board for a final decision at a future meeting.

No action taken.

5. Reports

- a. Engineer's Report – No report
- b. Yorkville Stormwater Utility District Report – No report
- c. Roads/Public Works Committee Report – Robert Funk

Confirmed that McKinney had received one quote from Mutter for one of two failed culverts (one on 50th Road, the other on 63rd Drive) – this will be an agenda item at the next meeting. Funk noted that Racine County had been out to 61st for a clean out and riprap repair, but that there is a hole in the road they would like to repair tomorrow at an estimated cost up to \$2,500.00.

- d. Village President's Report – No report
- e. Public Works Report – Nick Carriker

A compressor for a three-year old air conditioning unit in the Wastewater Treatment Plant electrical room went out. Northern Mechanical will inspect and confirm whether it is under warranty.

- f. Clerk's Report – Janine Carls

Reminder that the Board of Review meeting will be held on June 1, 2026, at 6:00 p.m.

- g. Administrator's Report – Michael McKinney

Agenda items for the June 8th Village Board and Planning Commission meeting will include a conditional use request for Daniels Sharpsmart and a rezone request for Thompson at 740 Log Cabin Drive from R2 (Residential) to C2 (Conservation).

6. Public Comments, Questions and Suggestions – No Public 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 Wisconsin Statutes Section 19.85(1)(e)* to discuss a vacant parcel on 67th Drive (Parcel ID # 194-03-21-28-015-030) property appraisal and issues related thereto

Motion (Bartlett, S. Nelson) to go into Closed Session. Bartlett, yes; Funk, yes; Maurice, yes; S. Nelson, yes; D. Nelson, yes, MC.

Discussed a property appraisal for a vacant parcel on 67th Drive (Parcel ID # 194-03-21-28-015-030) and issues related thereto

- 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, all members still present; MC.

No further discussion or action.

8. Adjournment

Motion (S. Nelson, Bartlett) to adjourn at 7:26 p.m., MC.

Respectfully submitted,
Janine Carls, Clerk

Village Board Meetings are normally held on the 2nd and 4th Mondays of each month.

** Wisconsin Statutes Section 19.85(1)(e) - Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*