

**Village of Richfield**  
**4128 Hubertus Road, Hubertus, WI**  
**Village Board Meeting Minutes March 16, 2017**  
**7:00 pm**

**1. Call to Order/ Roll Call**

The meeting was called to order by Village President John Jeffords at 7:01 pm. A quorum of the Village Board was present. Present: Village Board of Trustees; Rock Brandner, Bill Collins, and Dan Neu

Also present: Village Administrator Jim Healy and Village Attorney John Macy

**2. Verification of Compliance with Open Meeting Law**

Village Administrator Healy verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

**3. Pledge of Allegiance**

**4. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding reports and discussion/action items on the agenda, only. Public comments are not a public hearing and are typically a one-way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the President.)**

Ms. Danah Zoulek, 609 Scenic Road, voiced her support for 3090 Polk St. and the property owner, Ms. Carla Whitcomb.

**5. CONSENT AGENDA**

- a. **Vouchers for Payment**
- b. **Treasurer's Report**
- c. **Meeting Minutes:**
  - i. **February 8<sup>th</sup> – Regular Meeting**
  - ii. **February 16<sup>th</sup>- Regular Meeting**
- d. **New Operator Licenses**
- e. **Resolution R2017-03-01, a Resolution to amend the Village's Fee Schedule**
- f. **Resolution R2017-03-02, a Resolution to Honor Cy Brehm- Eagle Scout**
- g. **Resolution R2017-03-03, a Resolution to Honor Nicolas Consiglio- Eagle Scout**
- h. **Resolution R2017-03-04, a Resolution regarding "Prairie Court"**

Motion by Trustee Neu to approve the Vouchers for Payment, Treasurer's Report, the Village Board Minutes from February 8, 2017 regular meeting, the Village Board Minutes from February 16, 2017 regular meeting, New Operator Licenses, Resolution R2017-03-01, Resolution R2017-03-02, Resolution R2017-03-03, Resolution 2017-03-04; Seconded by Trustee Brandner; Motion carried unanimously.

**6. DISCUSSION/ACTION ITEMS**

- a. **Discussion/Action regarding proposed IT upgrades at Village Hall per the adopted 2017 Village Budget**

Motion by Trustee Collins to direct the Village Administrator to execute upgrades to IT items outlined in the 2017 budget and proposal minus the \$1,400 itemized cost for the "Network Security Assessment" and the \$429 itemized cost for the "HPE Integrated Lights-Out Subscription"; Seconded by Trustee Neu; Motion carried unanimously.

**b. Discussion/Action regarding a contract for services with Kunkel Engineering Group-2017 PASER Update**

Motion by Trustee Neu to authorize the Village's Public Works Supervisor to execute an agreement with Kunkel Engineering Group to update the Village's 2017 PASER Ratings per the Village Engineer's letter dated February 28, 2017 for an amount not to exceed \$2,250; Seconded by Trustee Brandner; Motion carried unanimously.

**c. Discussion/Action regarding Ordinance O2017-03-01, an Ordinance for Rezoning from Mr. and Mrs. Glen Siegmann for property identified by Tax Key: V10\_087100B to rezone the property from LC, Lowland Conservancy to UC, Upland Conservancy**

Motion by Trustee Neu to approve Ordinance O2017-03-01, an Ordinance to rezone Tax Key: V10\_087100B from LC, Lowland Conservancy to UC, Upland Conservancy as described therein; Seconded by Trustee Brandner; Motion carried unanimously.

**d. Discussion/Action regarding Ordinance O2017-03-02, an Ordinance for Rezoning from Rasmus Nagel and Donna M. Nagel Living Trust for properties identified by Tax Keys: V10\_1313 and V10\_1314 to be rezoned from A-1, Exclusive Agricultural District to Rs-1b, Single Family Cluster/Open Space Residential District and A-2, General Agricultural District**

Motion by Trustee Neu to approve Ordinance O2017-03-02, an Ordinance to rezone Tax Keys: V10-1313 and V10-1314 as described therein subject to the following General and Specific Conditions of Approval:

**Specific Conditions of Approval:**

1. Proposed Certified Survey Map must be approved by the Village Board and filed at the Washington County Register of Deeds.
2. Within 12 months of the approval of the proposed CSM, the subdivider must file a Preliminary Plat for the proposed subdivision.

**General Conditions of Approval:**

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is

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subject to all remedies available to the Village, including possible cause for termination of this approval.

Seconded by Trustee Collins; Motion carried unanimously.

**e. Discussion regarding potential amendments to boating regulations on Bark Lake –  
Tow Ropes**

President Jeffords stated the Village was petitioned by the Bark Lake Association to amend its ordinances out of concern for boater safety.

Attorney John Macy stated the Village would need to obtain feedback from the Wisconsin Department of Natural Resources before moving forward with an ordinance amendment.

Village Administrator Healy stated that based on the direction Staff received from the Board that they would work to draft an ordinance and then forward it to the Wisconsin Department of Natural Resources for review and comment.

**f. Discussion/Action regarding the approval of a land division to create a One Lot  
Certified Survey Map (CSM) for the property with Tax Key: V10\_1313, Donna M.  
Nagel Survivors Trust**

Motion by Trustee Neu approve the Certified Survey Map for the property indicated by Tax Key:  
V10\_1313, subject to the General and Specific Conditions of Approval listed below:

**Specific Conditions of Approval:**

1. That the comments addressed by Village Engineer Michael Rubendall on his November 21, 2014 correspondence be addressed to his satisfaction.
2. On page 2 of the CSM, the signature block for “Interim Clerk” be replaced with “Administrator/Clerk”.
3. That the subject property, indicated by Tax Key: V10\_1313, be rezoned by ordinance to A-2, General Agricultural District.

**General Conditions of Approval:**

1. The subdivider shall satisfy all comments, conditions, and concerns of the Village Engineer, the Village Planner, and all reviewing, objecting and approving bodies, including, but not limited to, the Wisconsin Department of Commerce per Ch. 236, Wisconsin Statutes and Ch. Comm. 85, Wisconsin Administrative Code; Wisconsin Department of Administration per Ch. 236, Wisconsin Statutes; and Washington County.
2. The subdivider shall, on demand, reimburse the Village all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees, or any other fees owed to the Village; shall be placed upon the tax roll for the subject property if not paid within thirty (30) days of the billing by the Village, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also

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constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of this approval.  
Seconded by Trustee Collins; Motion passed unanimously.

**g. Discussion/Action regarding n extraterritorial CSM review in the Town of Polk for property identified by Tax Key: T9\_1063**

Motion by Trustee Neu to approve the proposed Certified Survey Map in the Town of Polk, as prepared by Donald J. Thoma, RLS, with a revision date of December 19, 2016, provide they receive all other necessary approvals; Seconded by Trustee Brandner; Motion passed unanimously.

**7. PUBLIC COMMENTS (...CONTINUED)**

**8. CLOSED SESSION**

**a. Discussion /Action to enter into Closed Session under Wis. Stats. 19.85(1)(g) update from legal counsel for the governing body who is rendering oral or written advice concerning strategy to be adopted by the governing body with respect to litigation in which it is or is likely to become involved. Village of Richfield v. Carla M. Whitcomb, Case No.: 16 CX 2**

Motion by Trustee Neu to enter into closed session; Seconded by Trustee Collins; Motion carried unanimously by voice vote.

**9. RECONVENE IN OPEN SESSION**

**a. Discussion/Action regarding matters addressed in Closed Session outlined above**  
Motion by Trustee Collins to reconvene in open session; Seconded by Trustee Neu; Motion passed by voice vote.

**10. ADJOURNMENT**

Motion by Trustee Brandner to adjourn the meeting at 9:43 PM; Seconded by Trustee Neu; Motion carried unanimously.

Respectfully Submitted,

Jim Healy  
Village Administrator