

**Village of Richfield**  
**4128 Hubertus Road, Hubertus, WI**  
**Village Board Meeting Minutes, June 17, 2021**  
**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 President John Jeffords and Board of Trustees; Dan Neu, Tom Wolff, and Rock Brandner.

Also Present: Village Administrator Jim Healy, Deputy Clerk Donna Cox, and Administrative Services Coordinator Katherine Gehl

Excused Absence: Trustee Bill Collins

**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:**

**Keith Schmitt, 4451 Elmwood Rd**, regarding item 6b. Mr. Schmitt is concerned about privacy and stated he would like to see trees and shrubs be placed on the property so that the lights are not shining in his windows.

**Ervin Wicklander, 600 STH 164**, regarding item 6b. Mr. Wicklander expressed concerns related to access to his property for future development.

**Danah Zoulek, 609 Scenic Road**, regarding item 7d. Ms. Zoulek stated that the policy has issues to begin with. Ms. Zoulek acknowledged that it is a good thing trying to change the policy but added that more needs to be done.

**Bob Lalk, 3670 Neuburg Ct**, regarding item 7d. Mr. Lalk stated that having citizens sign the complaint form isn't working and further noted that if you sit on the Board as a Trustee, you should be well-versed in the Village Code.

**Tom Steepy, 794 Ravine Ridge Dr**, regarding item 6b. Mr. Steepy noted for the record that he is opposed to the subdivision going in and that the additional traffic is an issue and concern.

## 5. CONSENT AGENDA

Motion by Trustee Wolff to approve the Vouchers for Payment, Treasurer's Report, Village Board Meeting Minutes from March 18, 2021, April 8, 2021, April 15, 2021, April 20, 2021, and June 3, 2021, Applications for New Operator's Licenses, Renewal Operator's License Applications, Alcohol Beverage License Renewal Applications, Renewal Unenclosed Premise Permit Applications, New Unenclosed Premise Permit Application, Coin Operated Machines License Renewal Applications, Cigarette and Tobacco Products License Renewal Applications, Target and Trapshooting License Renewal Applications all per their attached lists, and Contract with Five Star Fireworks for Richfield Days 2021; Seconded by Trustee Neu; Motion carried without objection.

## 6. PUBLIC HEARING

President Jeffords read aloud Items 6a & 6b.

### a. Discussion regarding the annual adoption of "Weights and Measures" pursuant to Chapter 363

- i. Open Public Hearing
- ii. Close Public Hearing

Administrator Healy introduced the establishment of "Weights and Measures" which is required by Village Code and Wisconsin State Statutes. It was discussed the Village received funds in excess of the budgeted \$2,400 due to the gas stations being audited by the State of Wisconsin. The owners of the gas stations in the Village had been unbeknownst to them underreporting the tiers of gas/diesel.

Motion by Trustee Wolff to Open the Public Hearing; Seconded by Trustee Neu; Motion carried by voice vote.

**Bob Lalk, 3670 Neuburg Ct**, Mr. Lalk stated that he believes the Village does not have a choice because it is required by law.

Motion by Trustee Neu to Close the Public Hearing; Seconded by Trustee Brandner; Motion carried by voice vote.

### b. Discussion regarding a proposed partial rezoning of subject property identified by Tax Key: V10\_117100B from A-1, Exclusive Agricultural District to Rs-1b, Single-Family Cluster/Open Space Residential District– *Tracy Weber, Petitioner*

- i. Open Public Hearing
- ii. Close Public Hearing

Administrator Healy introduced the petitioned rezoning and stated that it was consistent with the Village's adopted Future Land Use Map which showed this land as "Single Family".

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An overview of the proposal was discussed as a concept, and it was stressed the only matter before the Board was whether they felt rezoning the property to “Single Family” was appropriate.

Motion by Trustee Neu to Open the Public Hearing; Seconded by Trustee Wolff; Motion carried by voice vote.

**Todd Weik, Agent / Engineer** for petitioner Tracy Weber stated that by connecting with Ravine Ridge adds an element of safety in his opinion as there is a higher degree for emergency access. It was noted that there is roughly 40 acres of open space, approximately 31 lots will be proposed.

**Tom Steepy, 794 Ravine Ridge Dr**, Mr. Steepy is concerned about where the rezoning is going to occur to preserve as much of the existing landscape as possible.

**Ervin Wicklander, 600 STH 164**, Mr. Wicklander expressed concerns regarding easement access to his property.

**Mr. & Mrs. Finke, 763 Ravine Ridge Dr**, requested that the street name be pronounced correctly.

Motion by Trustee Wolff to Close the Public Hearing; Seconded by Trustee Brandner; Motion carried by voice vote.

## **7. DISCUSSION / ACTION ITEMS**

### **a. Discussion/Action regarding the annual adoption of “Weights and Measures” pursuant to Chapter 363**

Trustee Neu expressed concern that the Village was potentially collecting more than what the State of Wisconsin charges for their annual review.

Village Administrator Healy stated that he was not aware if the fee charged by the State will increase or not, but if it does, the matter can be brought back before the Board regarding the “excess funds”.

Motion by Trustee Wolff to approve the assessed weights and measures fees and direct Staff to administer the licensing process per Chapter 363 of the Village Code contingent on bringing this item back before the Village Board should there be extra funds; Seconded by Trustee Brandner; Motion carried 3-1 by voice vote; Trustee Neu opposed.

### **b. Discussion/Action regarding Ordinance O2021-06-01, An Ordinance for a partial rezoning of subject property identified by Tax Key: V10\_117100B from A-1, Exclusive Agricultural District to Rs-1b, Single-Family Cluster/Open Space Residential District– Tracy Weber, Petitioner**

Administrator Healy introduced this item and showed the area to be rezoned up on the overhead projector.

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Motion by Trustee Neu to approve Ordinance O2021-06-01, An Ordinance for the partial rezoning of the subject property identified by Tax Key: V10\_117100B from A-1, Exclusive Agricultural District and UC, Upland Conservancy District to Rs-1b, Single Family Cluster/Open Space Residential District and UC, Upland Conservancy District subject to the following specific conditions of approval:

Specific Conditions of Approval:

1. The Village Board approve both the Preliminary and Final Plat for the subject property within 18 months of the Ordinance adoption.

Seconded by Trustee Wolff; Motion carried without objection.

**c. Discussion/Action regarding an Extraterritorial Two-Lot and One (1) Out Lot CSM review in the Town of Polk for land identified by Tax Key: T9\_104800G-*Hoffman Bros Realty, LLC, Petitioner***

Administrator Healy introduced this item which is a CSM for a proposed business development in the Town of Polk. The CSM has already been approved by the Town.

Motion by Trustee Wolff to approve the petitioned Extraterritorial Two-Lot and One Out Lot Certified Survey Map Hoffman Bros Realty LLC, for property identified by Tax Keys: T9\_104800G in the Town of Polk, subject to the following conditions of approval:

Conditions of Approval:

1. That the applicant must meet all other conditions of approval issued by the Town or any other objecting / commenting governmental entity.

Seconded by Trustee Neu; Motion carried without objection.

**d. Discussion/Action regarding an amendment to the Village's adopted "Complaint Policy"**

President Jeffords introduced this item and discussed the potential modification to the Policy that would allow Village Board and Plan Commission members to submit complaints without having to fill out a Complaint Form.

Administrator Healy discussed the fact that internally, Staff would likely fill out the form for consistency purposes.

Motion by Trustee Brandner to accept the recommendation of Village Staff for the proposed amendment to the adopted Complaint Policy and to publish the revised version of the policy on the Village's website; Seconded by Trustee Wolff; Motion carried without objection.

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**e. Discussion/Action regarding a potential change in date for the regular July Village Board meeting**

Motion by Trustee Neu to change the date for the regularly scheduled Village Board meeting to July 22, 2021 at 7:00 PM; Seconded by Trustee Brandner; Motion carried without objection.

**8. PUBLIC COMMENTS – No Additional Comments**

**9. ADJOURNMENT:**

Motion by Trustee Wolff to adjourn the meeting at 8:31 PM; Seconded by Trustee Neu; Motion carried without objection.

Respectfully Submitted,

Jim Healy  
Village Administrator