

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes
April 21, 2022
7:00 PM

1. Call to Order/ Roll Call

The meeting was called to order by Village President John Jeffords at 7:00 PM. A quorum of the Village Board was present.

Present: Village President John Jeffords and Board of Trustees; Bill Collins, Dan Neu, and Tom Wolff

Excused Absence: None

Also Present: Village Administrator Jim Healy, Deputy Clerk Donna Cox, Administrative Services Coordinator Katherine Gehl, and Department of Public Works Supervisor Brett Thicke.

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. PRESENTATION

a. MS4 Annual Report Overview – Engineer Joe Pingel, Cedar Corporation

Joe Pingle, contracted Village Engineer from Cedar Corporation gave an overview of the Village's MS4 permit from the Wisconsin DNR and the mandates required of the community to improve stormwater quality. It was mentioned that an Ordinance amendment would be required regarding the maintenance of stormwater ponds and features for subdivisions which do not have stormwater management agreements with the Village. It was further noted that the Village is now in compliance with its MS4 permit requirements but that each year more will be asked of the Village and to be cognizant of it during budgeting time.

5. PUBLIC COMMENTS:

Jeff Gonyo, 2668 STH 164, Mr. Gonyo asked the Board to please consider appointing applicant Danah Zoulek to the vacant seat of Village Trustee. Mr. Gonyo stated that she is the most qualified of all applicants for the position and will serve the residents well and continue to challenge this Board.

Danah Zoulek, 609 Scenic Road, Ms. Zoulek stated that out of all the applicants being considered for the vacant Trustee seat, that she was the one to apply for the position. Ms. Zoulek stated that as a business owner in the community and as a veteran, she would best serve the community.

Shirley Schuster, 3239 Lower Woodland Dr, Mrs. Schuster advised the Board that she has been a Chief Election Inspector for the Village of Richfield for 31 years and requested that the Board consider increasing the wages for the Chief Election Inspectors and the Poll Workers to be more in line with the surrounding communities and the recent inflation. Ms. Schuster advised the Board that Deputy Clerk, Donna Cox was the best Clerk that she personally has ever worked under since being a Chief Election Inspector for both the Town and Village of Richfield.

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes
April 21, 2022
7:00 PM

Kathy Glueckstein, 5026 Hubertus Road, Mrs. Glueckstein echoed the same words above as Shirley Schuster and respectfully wanted to address all of the same concerns. It should be noted that Mrs. Glueckstein is also a long time Chief Election Inspector who has all of the same training and certification requirements. Mrs. Schuster and Mrs. Glueckstein composed and read from the same letter – which is summarized in the comments above.

6. CONSENT AGENDA

- a. Vouchers for Payment**
- b. Treasurer's Report**
- c. Applications for New Operator's Licenses**
- d. Meeting Minutes:**
 - i. March 17, 2022 – Village Board Meeting**
- e. Village Board Resolution R2022-04-01, A Resolution in Support of Town of Lisbon Incorporation**

Motion by Trustee Wolff to approve the Vouchers for Payment, Treasurer's Report, Applications for New Operator's Licenses (Per attached List), Minutes of the March 17th, 2022 Village Board Meeting and Resolution R2022-04-01, a Resolution in Support of Town of Lisbon Incorporation; Seconded by Trustee Neu; Motion passed 3-0 with Trustee Collins abstaining.

7. DISCUSSION/ACTION ITEMS

- a. Discussion/Action regarding an extraterritorial One-Lot Certified Survey Map (CSM) review in the Town of Lisbon for property identified by Tax Key: LSBT_0161999004 – Kwik Trip Inc., Petitioner**

Administrator Healy introduced Item 7a.

The Petitioner (Kwik Trip, Inc.) is requesting approval from the Village for a Certified Survey Map (CSM) to create an approximately 5.732-acre property in conjunction with a Conditional Use Permit (CUP) and Site Plan/Plan of Operation to construct a gas station and convenience store located at W260N9579 STH 164 at the intersection of STH 164 and CTH Q.

Motion by Trustee Collins to approve the petitioned extraterritorial One-Lot Certified Survey Map for Kwik Trip, Inc. at W260 N9579 STH 164 (Tax Key: LSBT0161999004) in the Town of Lisbon, subject to the following 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 passed without objection.

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes
April 21, 2022
7:00 PM

b. Discussion/Action regarding the vacant Village Board of Trustees seat

Village President John Jeffords questioned whether the advertisement for the vacancy was posted well enough and asked if the advertisement should be posted again for more people to apply and that by advertising in the Richfield Happenings Newsletter for another edition might be a good idea.

Trustee Wolff advised that he feels comfortable choosing an applicant at tonight's meeting - advising that the deadline has already passed for interested parties to submit their applications, resumes, and letters of interest and does not believe the deadline should be extended or additional advertising be done.

Trustee Collins stated that he does not feel prepared to make a decision tonight and would like to see more outside applicants apply. Trustee Collins advised that he would personally like to see another advertisement go in the May issue of the Richfield Happenings and then have interviews. Trustee Collins noted that he did not believe it would be a wise investment to hold a special election for the Trustee vacancy, but instead to appoint someone in May - but wants complete transparency for the residents.

Trustee Neu suggested making phone calls and having one on one discussions with the applicants prior to the meeting in May.

The Board discussed that a special election for the Trustee vacancy will not occur, the Clerk has been directed to place another advertisement in the May issue of the Richfield Happenings and on the Villages homepage of its website and that an appointment for the vacant Trustee seat will take place at the regularly scheduled May Village Board meeting.

c. Discussion regarding the Chapter 70 Zoning Code Recodification

Administrator Healy introduced Item 7c. Approximately one (1) month ago, the Plan Commission and Village Board were provided the finalized copy of the Chapter 70 Zoning Code Recodification. Previously, the Plan Commission and Village Board had been in possession of an earlier version which showed the accepted changes in MS Word Redline for a period of approximately 60 days. The night of the meeting, Village Staff intends to give a presentation to the Village Board regarding the process to adopt the Code, improvements to the Code, policy changes, and integration. At this time, Village Staff considers the Code to be in its "final form". Any sort of punctuation, spelling, and grammatical errors are being studied by Staff right now. These types of scrivener's errors will be corrected prior to any Village Board adoption.

Given the notice requirements for any Zoning Code modification, the Public Hearing is scheduled for May 19, 2022 at 7PM. At the Plan Commission meeting in April, discussion was had regarding how Village Staff ought to best communicate to the public the proposed changes which have been discussed since mid-2017. To date, the Village has had over 50 public meetings where the topic of the Zoning Code Recodification was either the sole topic of discussion or was a part of a meeting by the Plan Commission and/or Village Board. Additionally, the Village has been continuing to make updates to the Village's website by placing up-to-date drafts on the "landing page" for our website for the ease and convenience of the public. This matter has also been written about several times by our local Daily News and has been a frequent topic of discussion in our Village newsletter, the Richfield Happenings. With the latest copy of the Richfield Happenings hitting mailboxes

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes
April 21, 2022
7:00 PM

during the month of May, Staff would propose we utilize several full pages to help convey information to the public which is easy to digest, conveys how they can find out more information on the project, and gives Staff contact information for any 1:1 communication efforts.

8. PUBLIC COMMENTS (...Continued)

None.

9. CLOSED SESSION

- a. Discussion/Action to enter into Closed Session pursuant to Section 19.85(1)(c) of the Wis Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Full and Part-Time Village Staff**

Village President Jeffords read aloud Closed Session agenda Item 9a below.

Discussion/Action to enter into Closed Session pursuant to Section 19.85(1)(c) of the Wis Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Full and Part-Time Village Staff

Motion by Trustee Neu to enter into Closed Session per Wisconsin Stats.; Seconded by Trustee Wolff; Motion carried unanimously by voice vote.

10. RECONVENE IN OPEN SESSION

Motion by Trustee Wolff to Reconvene in Open Session at 10:15 PM; Seconded by Trustee Neu; Motion carried unanimously by voice vote.

- a. Discussion/Action regarding matters addressed in Closed Session outlined above**

Motion by Trustee Wolff to approve the proposed retention schedule of certain full and part-time employees for the Village of Richfield; Seconded by Trustee Neu; Motion passed without objection.

11. ADJOURNMENT

Motion by Trustee Wolff to adjourn the meeting at 10:20 PM; Seconded by Trustee Neu; Motion carried without objection.

Respectfully Submitted,

Jim Healy
Village Administrator