

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Village Board Meeting Minutes
August 25, 2022
7:00 PM

1. Call to Order/ Roll Call

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

Present: President Jeffords, Trustees Dan Neu, Bill Collins, Tom Wolff, Don Kriefall

Excused Absence: None

Also Present: Village Administrator Jim Healy and Administrative Services Coordinator Katherine Gehl

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

None.

5. CONSENT AGENDA

- a. **Vouchers for Payment**
- b. **Treasurer's Report**
- c. **Meeting Minutes**
 - i. **April 21, 2022 – Regular Meeting**
 - ii. **July 21, 2022 – Regular Meeting**
- d. **Applications for New Operator's Licenses**
- e. **Applications for Temporary Operator's Licenses**
- f. **Application for Temporary Class "B" Picnic License for the Richfield Volunteer Fire Company**
- g. **Application for Temporary "Class B"/Class "B" Picnic License for Richfield Days Parade Committee**
- h. **Application for Temporary "Class B"/Class "B" Picnic License for St. Gabriel Congregation**
- i. **Application for Temporary Class "B" Picnic License for Team Wisconsin Cycling**
- j. **Letter of Credit Reduction – Monches Highlands Subdivision**
- k. **Resolution R2022-08-02, A Resolution for Inclusion Under the Wisconsin Public Employers' Group Life Insurance Program**
- l. **Recycling Consolidation Grant Cooperative Agreement with the Town of Polk for Educational Materials**
- m. **Temporary Unenclosed Premises Permit Application for Basse's Taste of Country**

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Motion by Trustee Kriefall to approve the proposed Vouchers for Payment; Treasurer's Report; Village Board Meeting Minutes from April 21, 2022 & July 21, 2022; Applications for New Operator's Licenses per the attached list; Applications for Temporary Operator's Licenses per the attached list; Applications for Temporary "Class B" and or Class "B" Picnic Licenses per the attached list; a proposed Letter of Credit Reduction for Monches Highlands Subdivision pursuant to the Village Engineer's recommendation and letter dated August 17, 2022, Resolution R2022-08-02, A Resolution for Inclusion Under the Wisconsin Public Employers' Group Life Insurance Program; and a Recycling Consolidation Grant Cooperative Agreement with the Town of Polk for Educational Materials; Seconded by Trustee Wolff; Motion passed 4-0. Trustee Neu recused.

6. DISCUSSION/ACTION ITEMS

- a. Discussion/Action regarding Resolution R2022-08-01, A Resolution Authorizing a Referendum for the Village of Richfield to allow the Village to Exceed the State Imposed Levy Limit for Fire and EMS Services for the Richfield Volunteer Fire Company**

Trustee Neu recused himself from discussion and from voting due to his role as Fire Company President.

Administrator Healy introduced the agenda item. The Village has been in discussions with the RVFC to add a referendum on the ballot of the November election to help fund operational deficiencies. The amount the RVFC Chief and Fire Company President provided the Village was an amount of \$800,000. Since that time, the RVFC was made aware that members of their organization were looking to be represented by the West Bend Firefighters Union.

Administrator Healy read aloud a letter from the RVFC President Neu that was addressed to the Village Board. This letter stated that the RVFC cannot say with absolute certainty the amount that they would need to go to referendum for. Because of this, the Village Board felt it was not reasonable to ask the taxpayers of the community to support a referendum until the amount needed to resolve operational deficiencies could be determined by the Fire Company.

Motion by Trustee Wolff to accept the recommendation of the Richfield Volunteer Fire Company Board of Directors and not place on the November 8th ballot a referendum related to the Richfield Volunteer Fire Company; Seconded by Trustee Collins; Motion passed 4-0; Trustee Neu recused.

- b. Discussion/Action regarding the formation of an Agricultural Subcommittee**

President Jeffords introduced the agenda item and discussed the initial scope of the Subcommittee's work. The Village Board is asking the agricultural community to supply four (4) Richfield resident landowners and individuals actively farming to the Village Board to sit on an Agricultural Subcommittee. One (1) of these individuals will serve as an Alternate and will vote only in the absence of a fellow farmer. There will also be two (2) Trustees and (2) Plan Commissioners who will serve on the Subcommittee. The Board hopes to receive feedback for which individuals will be serving by the September Village Board meeting.

Administrator Healy explained that there is an upcoming meeting for the agricultural community to discuss who they would like to serve on the subcommittee.

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c. Discussion/Action regarding an Agreement between St. Augustine School Inc. and the Village of Richfield for private use of a Village prescribed street

Administrator Healy introduced the item. The Plan Commission recently approved the proposed site plan at St. Augustine School. The site plan includes resurfacing the parking lot at St. Augustine School. A boundary line relocation was done with the northern property to give St. Augustine School additional property, allowing for the expansion of the lot. The parking spots that run parallel to Plat Road infringe on the Village's right-of-way. At the recommendation of the Village Attorney, a legal instrument should be filed at the County Register of Deeds stating that we allow this use to exist. This will give the Village the ability to make changes/requests in the future if issues arise and also provides insurance protections for the Village. This parking lot is being surfaced using concrete, but Department of Public Works Supervisor (DPW) does not foresee an issue of matching to the concrete parking lot if Plat Road were to be re-paved with asphalt in the future.

Village President Jeffords stated this type of an agreement is imperative and should address the "right of access" as well as liability.

Administrator Healy stated that this proposed agreement addresses both of those concerns.

Motion by Trustee Wolff to accept the recommendation of the Village Attorney to approve the proposed Agreement between St. Augustine School Inc. and the Village of Richfield for the Private Use of a Village Prescribed Street pursuant to the terms and conditions contained therein for St. Augustine School located at 4908 Monches Road (Tax Key: V10 122100B); Seconded by Trustee Neu; Motion passed without objection.

d. Discussion/Action regarding the proposed 2023-2027 Capital Improvement Plan

Administrator Healy introduced the item. Administrator Healy explained the Equipment Replacement Policy Point System which assigns points to show the "condition" of equipment. The Equipment Replacement Plan for 2023 is expected to include the replacement of a Patrol Truck, the replacement of the John Deere Gator in 2024, the replacement of the F-250 Pickup Truck in 2025, and the replacement of the JD 6310 and the replacement of the JD 4720 with an F-550 in 2026. The capital fund addition is expected to be \$365,889 in 2023. Administrator Healy then went through the roads proposed to be done in 2023: Pleasant Hill Road from STH 164 to Hillside Road, St. Augustine Road from STH 167 to Hogsback Road, and the Lake Highlands Drive Subdivision. The Capital Improvement Plan (CIP) Administrative Committee made the recommendation to the Village Board to move up the replacement of the Village's fuel pump system from 2024 to 2023 based on the age of the current equipment and the issues that would arise should that system breakdown. The total cost for CIP projects in 2023 is expected to be \$1,842,467.

Motion by Trustee Wolff to approve the proposed 5-year Capital Improvement Plan, as presented; Seconded by Trustee Kriefall; Motion passed without objection.

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e. Discussion/Action regarding the extension of a contracted vehicle lease agreement for the Village's Building Inspection Department or the joint purchase of vehicle(s) from the existing lease agreement which expires September 1, 2022

Administrator Healy introduced the item. Village Staff attempted to reach out to the Village's of Sussex and Slinger who we have a shared agreement with the provide building inspection services to jointly purchase the Chevy Equinox's at 1/3 of the total cost for each community. Village Staff was not able to connect with the partnering Village's to agree to purchase the vehicles; therefore, Staff obtain pricing to extend the leases for another two (2) years at a price of \$374.18 per month, per vehicle.

Trustee Wolff inquired if a motion could be made to allow for the possibility of purchasing the vehicles should Staff hear back from the partnering villages before the lease agreement ends on August 31, 2022.

Village President Jeffords stated that rather than leasing the vehicles for another two (2) years, the smarter investment of the taxpayer dollars was to purchase the vehicles if the other communities were on-board.

Trustee Neu asked if the Village could purchase the vehicles and lease out the vehicles to the partnering villages.

Administrator Healy stated that was possible.

Village President Jeffords stated that in his opinion, the \$30,000 should not all be absorbed by the Village taxpayers.

Motion by Trustee Wolff to extend the leases of two (2) Chevy Equinox's for an additional two (2) years at \$374.18 per month, per vehicle, and to grant the Village Staff the option to purchase the two (2) vehicles should the two (2) communities (Sussex and Slinger) agree to pay for a third of the cost before September 1st; Seconded by Trustee Neu; Motion passed without objection.

f. Discussion/Action regarding the awarding of a contract for various road construction and road improvements projects proposed by the Village's Public Works Department

Administrator Healy introduced the item. DPW Supervisor Thicke is proposing these subdivision road improvements as the Village's Highway Improvement Plan came in under budget in 2022. To get as close to \$1.5M as possible, the DPW is seeking authorization for road projects on Nob Hill Drive E and Windemere Drive. DPW Supervisor Thicke is also looking at a guardrail project on Hubertus Road that he is in the process of receiving quotes for to utilize the balance of the unspent funds.

Motion by Trustee Neu to authorize Public Works Supervisor Thicke to execute an agreement with All Pro Asphalt Paving Inc. in the amount of \$15,800.00 for the asphalt repair of a section of Nob Hill Drive E and Merit Asphalt in the amount of \$2,975.00 for the asphalt repair of a section of Windemere Drive after sufficient notice, if determined necessary by the Village Attorney, has been published in the form of a Class I Notice in the Daily News or by posting on the Village's website; Seconded by Trustee Wolff ; Motion passed without objection.

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7. PUBLIC COMMENTS (...Continued)

None.

8. CLOSED SESSION

- a. **Discussion/Action to enter into Closed Session under Wis. Stats. 19.85(1)(e) deliberating or negotiation 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. – Intermunicipal agreement for the purchase of water and sewer infrastructure to service Northeast Corridor**

Village President Jeffords read aloud the Closed Session agenda item below.

Discussion/Action to enter into Closed Session under Wis. Stats. 19.85(1)(e) deliberating or negotiation 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. – Intermunicipal agreement for the purchase of water and sewer infrastructure to service Northeast Corridor

Motion by Trustee Collins to enter into Closed Session per Wisconsin Stats.; Seconded by Trustee Neu; Motion passed without objection by voice vote.

9. RECONVENE IN OPEN SESSION

Motion by Trustee Wolff to Reconvene in Open Session; Seconded by Trustee Neu; Motion passed without objection by voice vote.

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

Motion by Trustee Wolff to financially reinforce the fact that making the Northeast Corridor “shovel ready,” including but not limited to finding an optimal solution for providing water and sewer service to the corridor, is Richfield’s number 1 development priority. Specifically, to direct village staff to negotiate a contract with a third party consultant to perform a first phase of due diligence services as outlined in EDWC’s Rough Scope of Work for a Richfield – Jackson development partnership. Further, to authorize the allocation of up to \$150,000 for all necessary due diligence activities, including this first phase scope of work; Seconded by Trustee Kriefall; Motion passed without objection.

10. ADJOURNMENT

Motion by Trustee Wolff to adjourn the meeting at 9:35PM; Seconded by Trustee Neu; Motion passed without objection.

Respectfully Submitted,

Jim Healy
Village Administrator