

**Town of Somers  
7511 12th Street  
Somers, WI 53171**

**Town Work Session Meeting  
Agenda  
Tuesday, January 3, 2023  
5:15 p.m.**

<b>Town Board Work Session Meeting:</b>	
<b>Item #</b>	
1	Call to Order
2	Citizen Comments
3	Administrator's Report
4	Chair & Supervisor Reports
5	Review tentative agenda for Town Board meeting on January 10, 2023
6	Adjourn

I hereby certify that, as the designee of the chief elected official of the Town of Somers, I posted this notice of the January 3, 2023 Work Session Meeting & Agenda in 3 public places & Somers website.

Dated this 29<sup>th</sup> day of December 2022.

Brandi Baker, Clerk-Treasurer

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at 262-859-2822 with as much notice as possible. **Notice is hereby given that members of the Town Board may participate telephonically. Notice is hereby given that members of the Village Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken.**



**TOWN OF SOMERS  
TOWN BOARD  
WORK SESSION ITEM MEMORANDUM**

---

**WORK SESSION:** January 3<sup>rd</sup>, 2023

**TO:** Town Chair Molinaro and Town Supervisors

**FROM:** Jason J. Peters, Administrator

**AGENDA ITEM:** #3 Administrator's Report

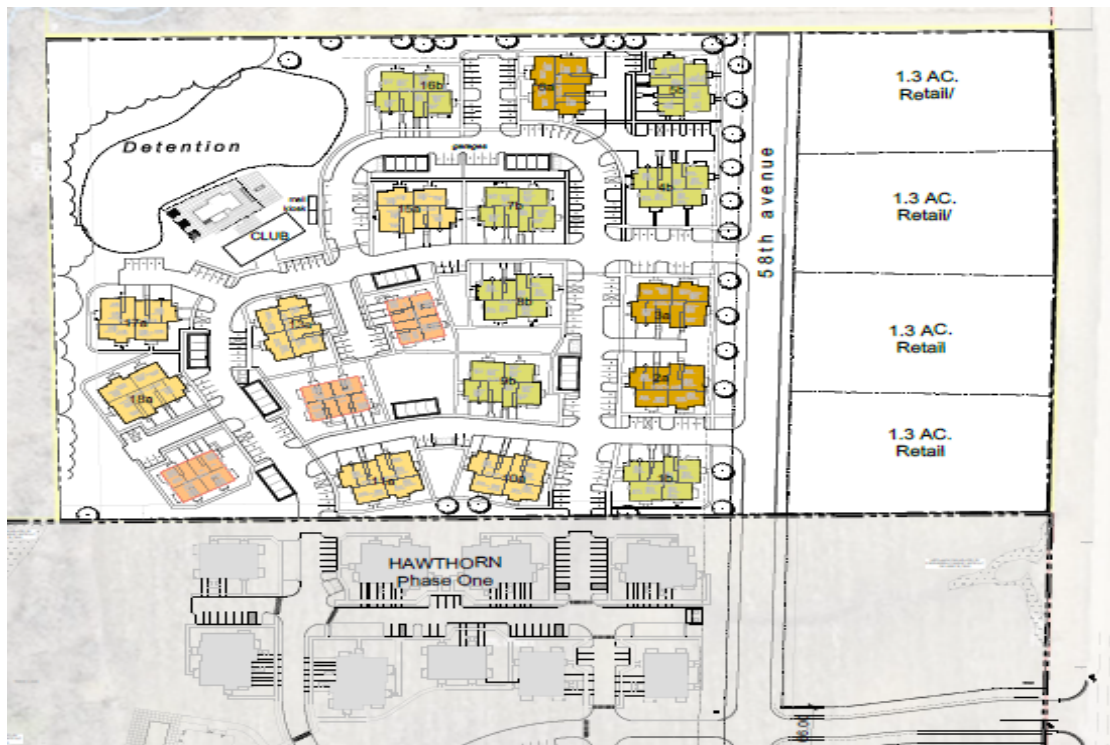
---

Below please find a bulleted summary of major issues that Administration has worked on since our December 6<sup>th</sup> Work Session. Please note the vast majority of these items are Village focused and this report is being provided to give leadership an overview of the activity at Village/Town Hall.

Development

- The Plan Commission met on December 12<sup>th</sup>, 2022 to review the following.
  - Request for a Certified Survey Map on Tax Parcel # 82-4-222-162-0125 (8311 12th St). This will serve to split the lot. The Plan Commission's recommendation was to approve (7-0).
  - Request from Grace35 LLC for a Comp Plan Amendment, Rezone and Site Plan/Exterior Fenestration approval on Tax Parcel # 82-4-222-161-0106 (1200 Village Centre Drive). This 40-bed CBRF (Community-Based Residential Facility)/assisted living facility was first presented to the Plan Commission for conceptual approval in June 2022. The Plan Commission's recommendation was to approve each request (7-0).
  - Request from Archives and Armory PMML Wisconsin LLC for Site Plan/Exterior Fenestration approval on Tax Parcel # 82-4-222-181-0201 (1487 120th Ave. / East Frontage Rd.). This firearms education center with indoor shooting lanes, classrooms and retail sales project came before the Plan Commission in September 2022 for concept review. The Plan Commission's recommendation was to approve (7-0).
  - Request from Ravine Park Partners for conceptual review of an extension of the Hawthorn Apartments development consisting of an additional 140 units & 4 commercial parcels along STH 31. This would be on Tax Parcel # 82-4-222-104-

0102 (just north of their current development). The Plan Commission was generally in favor of the project. The Developer should be bringing the project in for formal approval in the next few months.



- There are currently no items scheduled for the Plan Commission in January.
- On December 7<sup>th</sup>, Administrator Peters, Engineer Biwer and President Stoner met with the DOT to review access points on the East Frontage road from HWY 142 to CTH E.
- On December 8<sup>th</sup>, Administration, Planning/Zoning, President Stoner and Trustee Nelson met to review the principal, assessor and conditionals uses in our B-2 Business districts as compared to surrounding communities.
- On December 13<sup>th</sup>, Administrator Peters met with representatives from Mister Car Wash to assist them in some final matter regarding their Developer's Agreement. They plan on closing on the property in early 2023. The Developer's Agreement and all exhibits were sent to their representatives on December 16<sup>th</sup>.
- On December 13<sup>th</sup>, Administrator Peters attended his monthly updated meeting on Pritzker Archives & Memorial Park Center.
- On December 14<sup>th</sup>, Administrator Peters and Attorney Davison met with Ravine Park Partners to review the 2022 payment to them under developer's agreement for reimbursement for utility and road work for the Hawthorn Luxury Apartment project. This is a scheduled "PAYGO" payment from the TID #4.

- On December 15<sup>th</sup>, Administrator Peters, Engineer Biwer and President Stoner met with Becknell to receive an update on their plans for Phase II of their project on the East Frontage Road.
- On December 20<sup>th</sup>, Administrator Peters and President Stoner met with a franchise representative for a possible hotel near I-94. This was just a meeting to get know the franchise. A market feasibility study is being prepared. Once this is completed more meetings will be scheduled.

## Administration

- In early December, Public Works finished installing the new product on 100<sup>th</sup> Avenue to help reduce the bumps in the road. The Village will see how this holds up. If we are happy with the results, Public Works will continue going north in the Spring.
- On December 8<sup>th</sup>, Administrator Peters and Trustee Ostby met with State Assembly members Tip McGuire and Amanda Nedweski. We discussed levy limits, shared revenue and how we can work together to find ways to increase funding for public safety.
- On December 14<sup>th</sup>, Administrator Peters and Attorney Davison met with legal counsel for Nancy Lake in regard to her assessment lawsuit. The goal of the meetings was to find a solution to avoid going to trial for this matter. The meeting seemed to very productive.
- On December 14<sup>th</sup>, EMC (Village/Town insurance agent) conducted their yearly audit of our physical facilities.
- On December 15<sup>th</sup>, Administrator Peters and President Stoner met with representatives from the DNR's Water Diversion group. New rules are being proposed for diversion applications and amendments to applications. The group was seeking feedback from the Village on how we felt the process worked for our diversion.
- On December 16<sup>th</sup> and December 21<sup>st</sup>, interviews were held for the first of two Public Works I position that were authorized in the 2023 budget. These positions will serve to allow the new person to learn from the two individuals that will be retiring in late 2023. We believe we have found our person and will report to the Board when they have officially accepted the offer.



- The Collective Bargaining Agreement between the Village of Somers and the Somers Professional Firefighters IAFF Local 4831 that was approved at our December 13<sup>th</sup> Board meeting has been executed.
- Staffing updates.
  - Kevin Poirier will become the Village's new Assistant to the Administrator/Communication Specialist. He will start in early January. This position was created to fill the recently vacated Assistant to the Administrator.
  - Janet Martin, our Accounts Payable/Receivables Clerk, announced she will be retiring in early 2023. She has been a wonderful asset to the Village/Town and she will be truly missed. Her position was posted and we are expecting to conduct interview in early January.
  - Russ Nolen, our Building Inspector, announced that he will be retiring in early 2023. Mr. Nolen has overseen a tremendous amount of development over the past 5 years and his knowledge will be very hard to replace. Administration is looking into several options to fill this position.

#### Clerk

- The Village and Town received Tax Certifications at the end of November.
- Levy limit worksheet and the Statement of Taxes were both filed with DOR on December 15<sup>th</sup>.
- Tax Bill Verification was signed and to the County on December 2<sup>nd</sup>.
- Tax bills were ready on online December 8<sup>th</sup> and were mailed out that afternoon. The front office staff has been busy working hard on receipting incoming tax payments.

**Town of Somers  
7511 12th Street  
Somers, WI 53171**

**Town Board Meeting  
Tentative Agenda  
Tuesday, January 10, 2023  
5:15 p.m.**

<b>Town Board Meeting:</b>	
<b>Item #</b>	
1	Call to order
2	Pledge of Allegiance
3	Consent and Approval of Minutes of Town Board meeting on December 13, 2022
4	Correspondence: None
5	Citizens Comments
6	Chair and Supervisor Comments
7	Approval of Operator Licenses: None
8	Adjourn

I hereby certify that as the designee of the chief elected official of the Town of Somers, I posted this notice of the January 11, 2022 Town Board **Tentative** Meeting & Agenda in 3 public places.

Dated this 29<sup>th</sup> day of December 2022.

Brandi Baker, Clerk-Treasurer

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Clerk's Office at 262-859-2822 with as much notice as possible. **Notice is hereby given that members of the Town Board may participate telephonically. Notice is hereby given that members of the Village Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken.**