

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

**Town Work Session Meeting
Agenda
Tuesday, February 7th, 2023
5:15 p.m.**

Town Board Work Session Meeting:	
Item #	
1	Call to Order
2	Citizen Comments
3	Administrator's Report
4	Chair & Supervisor Reports
5	Review tentative agenda for Town Board meeting on February 14 th , 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 February 7th, 2023 Work Session Meeting & Agenda in 3 public places & Somers website.

Dated this 3rd day of February 2023.

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: February 7th, 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 January 3rd 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

- There was no January Planning Commission meeting.
- The Plan Commission will meet on February 13th, to discuss the following:
 - Concept review for a Compressed Natural Gas (CNG) fueling station, on Tax Parcel #82-4-222-041-0112. (For informational purposes only, this property is located on CTH KR, just east of the Canadian Pacific Railway).
 - Request for approval of a CSM to combine Tax Parcel #s 82-4-222-194-0101, 82-4-222-301-0050, 82-4-222-301-0040 & 82-4-222-301-0030 into one (1) 82.5470-acre parcel. This is for the Stream Realty project. (For informational purposes only, this property is located at 10610 Burlington Road.)
- Administrator Peters has been in recent contact with the development group for the Somersville project. They will be bringing back a revised CSM for the project. This is a positive sign for the project.
- Mister Carwash has closed on their land in Somers Market Center. On February 2nd their development agreement was executed and sent for recording. They will be applying for their building permits in the very near future.
- Staff has been working with the Becknell group to lay the framework for phase II of their warehousing project on the East Frontage Road.

- On January 12th, Planning, Engineering, Administration, and Building Inspector met to discuss the status of all the current warehouse/industrial projects taking place in the Village.
- January 12th, Planning, Engineering, and Administration met with engineer for the Stream Realty project on CTH S. The discussion was to review several options for the proposed Village road that will be built as a part of the project.
- On January 17th, Staff met with HSA the developer for the Highland Commerce Center of Somers regarding steps to take to ensure that the Village can issue building permits for their proposed “larger building.” If you recall, they were approved in December of 2022 for an approximately 750,000 square foot building that was expandable to 1,000,000 sq. ft. building. These conversations led to discussions with the DNR and FEMA due to possible flood plain issue. This matter will be discussed further as an agenda item.
- On January 23rd, Administration, Trustee Nelson and President Stoner met with Golden Oil regarding their potential project on CTH E near I-94. Golden Oil has a hotel interested in a portion of the property. We expect them to file for a concept meeting with the Plan Commission in the near future.
- On January 25th, the development agreement for Turn Key LLC’s CSM for the property on 12th Street was executed and sent for recording. The CSM was also executed and recorded. The property has now been split in two parcels.

Administration

- On January 3rd, Administrator Peters, Chief Andersen and President Stoner attend the swearing in ceremony for Sheriff David Zoerner.
- On January 9th, an open house was held at the County Building in Bristol for Shelly Billingsley, the new Director of Public Works & Development Services. President Stoner was in attendance.
- On January 11th, Engineering, Public Works and Administration met with Aryres Associates to wrap up some final items for our GIS project.
- Kevin Poirier, the Village/Towns new Assistant to the Administrator/Communications specialist first day on the job was January 16th. Mr. Poirier has jumped right into his new roll and has already updated the Village’s FOB system, created new photo IDs for staff, consultants and elected officials, created a new key tracking system, and started updating the Village/Town Hall’s physical asset inventory.
- On January 18th, Attorney Davison and Administrator Peters attended mediation for the Lake vs. Somers assessment matter. It was a positive mediation and we are hopeful that we have reached a resolution that will avoid further litigation. This will be brought to a closed session at the end of February.

- On January 20th our Fourth Quarter Newsletter was published on the website. It can be found using the following link: <https://www.somers.org/wp-content/uploads/2023/01/Newsletter-2022-Q4.pdf>
- As a part of the 2023 Budget the Board allowed Administration to hire an additional Public Works I employee to prepare for upcoming retirements. Interviews were held in late December. The first of two positions was offered to Patric Garcia. His first day with the Village/Town was on January 25th. The timing was perfect given the snow we recently received. Mr. Garcia is a welcomed addition to our team! The second position will be advertised in late May or early June.
- As you are aware, our Building Inspector will be retiring soon. The job has been posted on League's website, governmentjob.com, wisc.jobs.com, and our website. We have received one promising candidate at this time and an interview has been scheduled for this week.
- As you are also aware, Janet Martin our accounts payable/receivable clerk will be retiring in March. Clerk Baker, Accounting Manager Ealy and Administrator Peters interviewed several candidates on January 31st. We expect to make an offer to one of the candidates in the very near future.
- On January 23rd, Public Works took possession of a new Chevrolet 2500HD fleet (bare bones) pick-up truck. Public Works has already outfitted it with a plow and will add a light bar soon. This was ordered as a part of the 2022 CIP. It replaced a 2003 vehicle.



- Public Works has spent a better part of the last month cleaning and organizing their work areas. We have also moved another underused computer to Public Works that is now being used as workstation for the crew to check their email and enter work orders into our new tracking system. They have done a great job!

- On January 31st, Administration and President Stoner met with KABA Staff to give them an update on what is happening in the Village. They also gave us an updated on the efforts that are being taken to hire their next President and Vice President. We also discussed various ways that we can help communicate all the great things about Somers to those who may want to live and work here.
- On January 31st, Administration and Trustee Nelson held an “auditorium kickoff” meeting with Ryan Rudie, of Rudie Frank. Architecture. This is the firm that was hired to create a concept for refurbishing our Auditorium space to make it more user friendly for the public and elected officials.
- Over the past month, Staff has held several meetings with FEMA, the DNR, and SEWRPC regarding flood plain zoning. Coincidentally, Administration, Engineering, Planning and President Stoner had a “Community Assistance Contact” meeting scheduled with the DNR on February 2nd. This meeting is held by the DNR every few years to inquire if we have any questions regarding flood plain regulation and administration. Given the question we were having the Village requested that SEWRPC also attend the meeting. It was a very productive meeting. Administration will bring more information regarding this meeting to a future work session.
- On February 2nd, Administration, the Court, Chief Andersen, Deputy Chief Froeber, and President Stoner met with Sheriff Zoerner and his executive staff members to discuss law enforcement in the Village and the Town.

Clerk

- Tax Collection for 2022 finished its grace period Tuesday February 7, 2023. Any tax payments moving forward will be collected by the Kenosha County Treasurer.
- The Statewide Spring Primary Election will be held on February 21, 2023.

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7511 12th Street
Somers, WI 53171**

**Town Board Meeting
Tentative Agenda
Tuesday, February 14th, 2023
5:15 pm**

Town Board Meeting:	
Item #	
1	Call to order
2	Pledge of Allegiance
3	Consent and Approval of Minutes of Town Board meetings on January 10 th , 2023
4	Correspondence:
5	Citizens Comments
6	Supervisor Comments
7	Approval of Operator Licenses:
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 February 14th, 2023, Town Board Meeting & Agenda in 3 public places.

Dated this 3rd day of February 2023.

Brandi Baker, Clerk-Treasurer

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