

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

**Village Work Session Meeting
Agenda
Tuesday, May 2, 2023
5:30 p.m.**

Village Board Work Session Meeting:	
Item #	
1	Call to Order
2	Administrator's Report
3	Engineer's Report
4	President & Trustee Reports
5	Discussion on Assessment Contract & Revaluation
6	Review 2023 1 st Quarter Financials
7	Review and Discussion on Applications on Recurring Special Event Permits for Hawthorn Hollow and Jerry Smith
8	Discuss Fire Department request to create Social Media Account
9	Review and Discussion on proposed Ordinance 2023-011, an Ordinance to Repeal and Recreate Section 12.08(X) of the Code of Ordinances of the Village of Somers Regarding Penalties to be Imposed for the Violation of Various Sections of Chapter 12 of the Code of Ordinances
10	Review and Discussion on proposed Ordinance 2023-012, an Ordinance to Repeal and Create Section 9.25 of the Code of Ordinances of the Village of Somers Regarding Penalties and Forfeitures (Shoplifting)
11	Review and Discussion on proposed Ordinance 2023-013, an Ordinance to Repeal and Create Section 21.145 of the Code of Ordinances of the Village of Somers Relating to Parking and Storage Regulations in Certain Zoning Districts
12	Review and Discussion on proposed Ordinance 2023-014, an Ordinance to Create Section a Definition in Appendix "A" – Definitions to the Zoning Code of Village of Somers Relating to Shipping Containers
13	Review tentative agenda for Village Board meeting on May 9, 2023
14	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the May 2, 2023, Village Work Session & Agenda in 1 public place & on the Village website.

Dated this 28th day of April 2023.

Brandi Baker, Clerk-Treasurer

Requests from person 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 Village Board may participate telephonically. Notice is hereby given that members of the Town Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken**



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

WORK SESSION: May 2nd, 2023

TO: Village President Stoner and Village Trustees

FROM: Jason J. Peters, Administrator

AGENDA ITEM: #2 Administrator's Report

Below please find a bulleted summary of key issues that Administration has worked on since our April 5th Work Session:

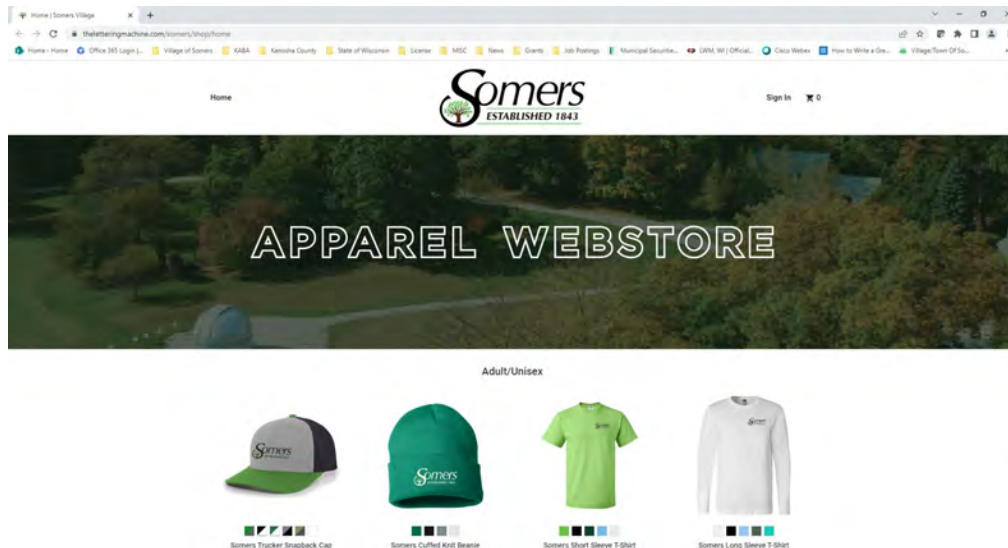
Development

- Plan Commission met on April 10th to review and discuss the following:
 - Arlo F and Jeanne L Funk Trust request to rezone and for a Certified Survey Map on Tax Parcel #82-4-222-073-0102. Both items are steps that need to be taken for the owner of the land to sell a portion of the property to Golden Oil for their proposed project that was reviewed on March 13th. Both requests were approved by the Plan Commission. This matter was subsequently approved by the Board on April 25th.
- Plan Commission will meet on May 8th to review and discuss the following:
 - Request by Mastercraft Builders for a CSM and rezone to create two single-family lots on Tax Parcel # 82-4-222-171-0040.
 - Request by Rossi Investments LLP on behalf of CAGE Engineering for rezoning, Conditional Use Permit, Certified Survey Map (land division), overall site, landscaping and lighting plans, and stormwater management plan for for a Compressed Natural Gas (CNG) fueling station, on Tax Parcel #82-4-222-041-0112.
 - Request by Hyslop Foundation Inc. for a Conditional Use Permit for Conditional Use Permit for Event Facilities with lodging, Living Quarters for Watchmen and Caretakers, and Summer Theaters and Amphitheaters or Band Shells in the PR-1 Park-Recreational Dist. on Tax Parcel #82-4-222-101-0323.

- Request by Land Quest Partners and Three Leaf Partners for conceptual review of a single- & multi-family residential development on Tax Parcel #82-4-222-201-0100 (Maple Crest Golf Course).
- On April 6th, Planning/Zoning, Administration, President Stoner, and Trustee Nelson met with a group of developers interested in the Maplecrest Site. They presented a concept to receive feedback from Staff. The concept will be presented to the Plan Commission at their May 8th meeting.
- On April 13th, Public Works, Administration and President Stoner held a meeting with Mastercraft and County Highways to review the possible driveway access for Mastercraft's proposed two single family lots on CTH E. Their proposed CSM will be presented to the Plan Commission at their May 8th meeting.
- On April 17th, Administrator Peters attended the Kenosha County Planning Directors Meeting. This is a quarterly meeting to discuss planning issues in the County and give each other updates on our communities.
- In early April, Staff worked with Stream Realty to finalize their development agreement for their project on CTH S. The developer's agreement was executed and recorded with the County on April 20th. They should be moving forward with grading in the near future.
- On April 20th, Planning/Zoning, Administration, President Stoner, and Trustee Nelson met with Becknell Industries to discuss their upcoming submission for Phase II of their project on the East Frontage Road.
- On April 24th and April 27th, meetings were held with HSA to discuss timelines for the installation of utilities for their project on CTH S. They hope to pull their building permits to go vertical in early May.
- On April 25th, Administration, President Stoner, and Trustee Nelson met with Golden Oil to discuss the status of a possible hotel at the NE corner of CTH E and East Frontage Rd.
- On May 1st, Trustee Nelson, Administrator Peters, and Assistant to the Administrator/Communication Specialist Poirier will attend Pleasant Prairie's Plan Commission meeting to review their proposed Highland Estates Master Concept Plan. This will be a residential project with a mix of residential types.

Administration

- The Village and Town of Somers have partnered with The Lettering Machine in Kenosha to create a webstore where people can order Somers branded apparel. The Lettering Machine also provides this service for the City of Kenosha, County of Kenosha, schools, and other businesses. The store is run and hosted by them. It can be accessed by using the following link: <https://theletteringmachine.com/somers/shop/home>. A link to the store has been added to the Somers website.



- On April 11th, a meeting was held with representatives from Paris, Somers, and Ehlers to review the Revenue Sharing language for the Paris/Somers Growth Area. Both municipalities felt it was a suitable time to meet as this area is now starting to develop. Based on the language of the agreement, Ehlers will be assisting both communities to create a system to account for the Village's costs and the revenue that needs to be shared.
- On April 13th, Administrator Peters took part in the newly created Kenosha County Broadband Commission meeting.
- On April 14th, Engineering, Public Works, Administration and President Stoner held a pre-construction meeting with Payne and Dolan for our 2023 paving project in Somers Estates. A public informational meeting was held for the neighborhood on April 26th. It was well attended. The project and a tentative schedule were presented. Administrator Peters has been in contact with Ehlers regarding our potential bonding for this project. They expect to have documentation for the potential sale regarding our May 9th Board Meeting.
- Over the past month Trustee Nelson and Administration have continued to work on the potential upgrades to the auditorium. We hope to have a set of plans to send out to bid in the near future.
- On April 21st, Administrator Peters received the fully executed agreement with Strand Associates to help create our Stormwater Utility CIP plan. A kickoff meeting has been scheduled with Village/Town staff. A public information meeting will also be held at some point in the near future.
- On April 24th, Administration attended the first ever National Zip Code Advocacy Work Group meeting. This Group will be working together to pass federal legislation to obtain our own unique zip codes. Below is a slide of the attendees:

ATTENDEE INTRODUCTION

Municipalities:

- Caledonia, Wisconsin
- Castle Pines, Colorado
- Centennial, Colorado
- Eastvale, California
- Estero, Florida
- Kinnelon, New Jersey
- Lone Tree, Colorado
- Miami Lakes, Florida
- Silver Cliff, Colorado
- Somers, Wisconsin
- Superior, Colorado

Legislative Representatives:

- Office of Congressman Ken Buck (CO-4)
- Office of Congressman Mario Diaz-Balart (FL-26)
- Office of Congresswoman Norma Torres (CA-35)
- Office of Senator Dianne Feinstein (CA)



- On April 28th, we heard from the office of U.S. Sen. Tammy Baldwin in regard to the Zip Code Boundary Review application. They have contacted the USPS on our behalf and ask to allow 30 days for the post office to reply.
- On April 25th, President Stoner, Trustee Ostby and Administrator Peters attended KABA's Annual Meeting of Investors. The keynote speaker was given by Michael Knetter, CEO of the University of Wisconsin Foundation.
- On April 26th, Accounting Manager Ealy submitted the Town and Village's SLFRF Compliance report. This is an annual report that documents our use of our allotted ARPA funds.
- On April 26th, Administration received the final set of data from our GIS project. This was a CIP item paid for with ARPA Funds. New sewer and water atlas maps have been created. The data will also be provided to Kenosha County IT to add to our GIS system.



- On April 27th, Engineering, Public Works, Administration and President Stoner held a pre-construction meeting with August Winters for our 45th Avenue and 63rd Avenue Lift Station projects. They do not anticipate work starting till later this summer. An informational meeting for the neighborhoods will be held once we have a firm date for when construction will begin.
- One item of concern to the Village and our insurance carrier has been and continues to be cybersecurity. Over the past year, Administration has worked with Kenosha County IT to implement a Multifactor Authentication (MFA) system. Staff began using this MFA system on April 28th. The Board will also be trained in this system.
- Usually in April the Villages Recycling Program Accomplishments and Actual Costs Annual report is due to the DNR. This is a requirement of the DNR Recycling grant we receive each year. Due to technical issues with the DNR's site, the deadline to file has been moved to May. Staff will be submitting when they reopen the site.
- Administration has completed the asset inventory of the Village/Town offices. The Fire department has completed its inventory of their offices and should be done with the Fire Stations inventory soon. Public Works asset inventory has been completed except for a few tool kits.
- **Reminder that the first ever Somers Community Day will be held on Saturday May 13 between 10 a.m. and 2 p.m. The Somers Village/Town Hall will be open to the public for tours.**

- Demonstrations have been scheduled as follows:
 - 10 a.m. Kenosha Sheriff Department K-9 unit
 - 11 a.m. fire extinguisher and fire prevention
 - 11:30 Flight for Life helicopter will be landing.
 - 12:30 first aid and hands-only CPR
 - 1 p.m. car extrication



- There will be a 50/50 raffle to support the Somers Fire & Rescue Association "Make the Difference" community outreach initiative.
- Festival Foods has donated a Milwaukee Brewers PlayBall home game experience for the June 18 game against the Pittsburgh Pirates at 1:10 p.m. The winning child (age between 6 and 14) will be able to go on the field before the game and opening the afternoon's game by shouting "Play Ball!" from the scoreboard, receive four field level game tickets and a free t-shirt.

Development Pipeline

Last updated: 04/28/2023

Name of Developer	Type of Development (Residential, Commercial, Industrial, Mixed Use)	Location	Date Engaged	Pre-Deve. Agree.	Current Zoning	Requested Zoning	Current Comp Plan	Comp Plan Requested	Neighbor. Plan	CSM or Plat	Public Improv. Needed	Est. Improv. Costs	Acres	Current Value	Est. Value	Build Out Year	Year Full Assessed on Tax Roll	TIF Dist.	Requested Assistance	Proposed Assistance	Assistance Committed	Plan Comm. Date	Board Final Approval	Devel. Agree. Date	Comp Plan Ord	NOTES
Akil Ajmeri 3308 Green Bay Road	Multi-Tenant Commercial Building w/ Ayra Liquor Store as anchor	Somers Market north of Jiffy Lube	1/7/2021	No	A-1	B-3	Commercial	Commercial	Southeast	No	No		0.95	\$375,000		2021	2022	2	N/A	N/A	N/A	3/8/2021 Concept				03/21 Plan Commission Meeting heard concept 02/22 Met w/ Developer, moving forward pending easement with RCG
Alliance Development	Chipotle	Somers Market	1/14/2022	Yes	B-4	B-4 w PUD	Commercial	Commercial	Southeast	N/A	N/A	N/A	1.1082			2022	2023	2	N/A	None	N/A	4/11/2022	Approved 05/10/2022	6/23/2022	N/A	01/22 Initial Meeting w/ Developers, Same Developers as Starbucks building 4/22 PC Recommended approval 4/22 Developer submitted updated plans based on PC 03/23 Final walk throughs done, occupancy should be granted soon
Bear Development Willow Creek	Multi-Family Townhouse Single Family	Hwy E by lift station	8/23/2018	Yes	R-9 A-2 C-1		High Density Residential Secondary Environmental Other Conservancy Land Non-farmed Wetland Street & Highway ROW		Somers Center East		Road Water Sewer		40.54	\$11,500				4								10/8/2018 Conceptual Presented to Plan Commission 01/2019 Bear updating plan, will come back to Plan Commission 04/2019 Bear has new plan & working with administration to bring to Plan Commission 05/2019 Met with Bear & Root Pike Win, TID 4 amendments to be made so 35% rule is followed 6/2019 TID 4 amends will go to JRB, Plan Commission & Board in July 19 8/13 TID Amendments Finalized, Developer hoping to Bring Plans in Fall 4/20 Spoke to Developer, bringing in new concept plan 11/20 Met w/ Developer, concept with single family & owner occupied duplexes
Becknell	Industrial/Warehouse	East Frontage	Spring 21	Yes	A-1	BP-1	Business/Industrial Secondary Environmental Other Conservancy	No	Kilborn	Yes	Road Water Sewer	\$800,000	132.1	\$294,600	\$60,000,000	Phase I 2022	Phase I 2023	6 3	Yes, offsite water main	\$460,000	\$460,000	9/13/201	09/28/2021 Comp, Zoning, Site 11/09/2021 DA	10/8/2021	N/A	4/21 Introductory meeting 7/21 Submitted materials 8/21 Weekly meetings regarding possible development agreement 09/13 Plan Commission Approved 9/28 Board Approved 10/05 Board will review DA 11/21 DA Approved 12/21 DA Executed by Village being recorded 06/22 Watermain should be completed in June 9/22 Building is completely vertical 03/23 Occupancy Granted, staff met with developer for Phase II
Bobcat Plus	Bobcat Dealership	Somers Expansion Area (West of 94)	Fall 2021	Yes	R-2 Paris	B-3	Commercial	Commercial	N/A IGA	Yes	Sewer Water		4.32	\$202,000		2023	2024	N/A	N/A	N/A	N/A	Plan Commission 10/10/2022	10/25/2022		N/A	9/21 1st intro meeting. Submitted letter requesting review by IGA 8/22 IGA Committee heard concept 9/22 Filed for Plan Commission meeting 10/22 Approved by IGA and Conditionally Approved by Board 12/22 Waiting for Final Plans submitting 02/23 Updated plans submitted 4/23 Waiting for final exhibits for DA
Blue Paint Development, LLC	Multi-Family	743 -769 Sheridan Road	Off & On Conversations since 2018	Yes	B-3	R-11, C-1 & PUD overlay	High-Density Res., PE	High-Density Res., PE	Lakeshore	N/A	N/A	N/A	5.57	\$724,000	\$27,000,000	2021	2022	N/A	N/A	N/A	N/A	Concept 5/11/2020 7/12/2021	09/28/2021 Zoning, Site	8/3/2022	N/A	04/20 Have had discussions with Developer over the past few years, suggested that he bring a concept to Plan Commission. Concept will be heard at 5/11/2020 PC 06/20 Developer held community meeting 12/20 Project has gone dormant, have not heard from Developer 04/21 received call from developer will be pursuing the project 05/21 Predevelopers executed, meeting with Developer, will be submitting for Plan Commission 07/21 Plan Commission recommendation to deny 07/21 Board Reviewed voted to deny 07/21 resubmitted alternate plan for Sept Plan Commission 09/13 Plan Commission Approved 9/28 Board Approved 9/28 Will need final engineering & DA 12/21 Draft of DA given to Developer 02/22 Updated exhibits submitted 03/22 DA will on April Agenda for Approval 4/22 Board approved DA 7/22 DA executed by Village

Kwik Trip (142)	Convenience Store	94 & Hwy 142	10/22/2018	Yes	A-1	B-3 A-1 R-2 PUD	Commercial Other Conservancy Land	N/A	Kilbourn South	YES	Street Water Sewer Lift Station	39.36	\$59,200		2022	2023	3	N/A	N/A	N/A	2/8/2021	2/23/2021	7/2/2021	N/A	8/13 Submitted Documents for Rezone & CSM, Will be heard in Oct 10/19 Waiting on FEMA, DOT, & Developer for documents 06/20 Meeting held will be moving forward with conversations with DOT 11/20 Developer working with staff for proposed easements & new site plan layout 12/20 Developer hopes to submit for February Plan Commission 02/21 Plan Commission & Board Approved 02/21 Need Final Exhibits for DA 04/21 Developer Agreement meeting 05/21 Updated exhibits submitted, 07/21 DA Executed 8/21 Building permits issued 6/22 August Opening
Mastercraft	45 lot single family	9027 12th Street	12/1/2020	Yes	A-2	R-4.5	Medium-Density Residential, Nonfarmed Wetland, Other Conservancy Land to be Preserved	Medium-Density Residential, Nonfarmed Wetland, Other Conservancy Land to be Preserved	Somers West	Plat	Sewer Water Roads	\$800,000	23.19	\$84,800	\$20,000,000						03/08/2021 Concept tabled until 04/12/2021 11/8/2021				12/20 Began discussion with Developer for Single homes 02/21 Concept Submitted 04/21 Concept meeting held, Developer will be submitting for rezoning 9/24 Plat Submitted for Nov Plan Commission 11/21 Board reviewed Plat 02/22 Board reviewed Water 03/22 Project on hold per Developer 4/22 Developer exploring other options for water 12/22 No new activity 03/23 Will be submitting to build two homes along CTH E
Ravine Park Partners Hawthorn Apt Phase II	Mixed Use Residential Multi-Family 140 Units 4Commercial Out Lots	Corner of E & 31	3/1/2022	Yes	A-2 C-1	R-11 B-3 C-1 PUD	Commercial Primary Environmental Corridor	High-Density Residential Commercial Primary Environmental Corridor	Pike Creek	CSM	Road Water Sewer	20.05	\$7,900	\$15,000,000	2024	2024						Concept 12/12/2022			1/23 Hope to submit for approvals in spring 4/23 Developer waiting on financing options, then will submit
Somersville EA & E	Multi-Family Duplexes & Apts 521 total units "Somersville"	EA & A	4/1/2020	Yes	R-4, R-5, R-8, R-9, C-1	R-11	Medium Density Residential Conservancy	High Density Residential	Somers Center West	CSM	N/A	N/A	66.8	\$15,200	\$60,000,000	2022	2023	N/A	N/A	N/A	N/A	11/9/2020	12/8/2020 CSM/Site Plan Conditionally Approved		06/20 held first official meeting w/ developer & his consultants 8/20 Concept Meeting Held 9/25 Plans Submitted for Nov 9th Plan Commission 11/20 Plan Commission, 1st work session 12/20 Conditionally Approved by Plan Commission & Board 03/21 Reaching final engineering for DA 05/21 meeting w/ engineering firm, expected updated exhibits soon 8/21 Exhibits nearing completion 10/21 Additional round of Engineer Comments given to Developer 02/22 Exhibits completed DA coming to Board in March 3/22 Developer reviewing DA 05/22 Meeting with Developer to discuss increase cost of project 9/22 No new activity 12/22 Email received regarding possible new CSM 02/23 Will be resubmitting w/ slightly lower unit count 4/23 possible June plan commission meeting

VILLAGE OF SOMERS
Engineer's Report
April 28, 2023

Somers Business Park (Groh's Development) – Project No. 220818

- This is the property east of the Darby Farms (HSA) development; the Developer is Stream Industrial Development Services. The developer's engineer is Pinnacle Engineering.
- Utilities for this site need to extend through the Darby Farms development. A public roadway is proposed to extend along the east edge of the development.
- We are expecting a plan submittal in the near future; the plan should include revisions to the retaining walls in the public right of way.

Golden Oil Sanitary Sewer Connection – Project No. 212153

- The developer is Golden Oil; the developer's design engineer is Excel Engineering.
- They are actively working on a revised plan submittal. They expect to be connected to municipal utilities within one year.

Savannah at Pike Creek– Project No. 201664

- This project is an approximately 65-acre townhouse development at the northwest corner of the intersection of CTH L (18th Street) and STH 31 (Green Bay Road). It also includes two outlots for future commercial development. The development will consist of both public and private infrastructure. The developer is the Stoneleigh Company. Developer's design and construction engineer is Kimley-Horn.
- The 24-inch water main is installed but not tested.
- Horizon Construction is expected to begin rough grading the site in the next 90 days.

Storm Water Utility Improvements: 56th Avenue and 12th Avenue – Project No. 220816

- Globe Contractors, Inc. is the Contractor.
- Globe needs to repair one driveway.

Becknell Development – Project No. 211386

- This project is an industrial spec building on a planned unit development with access to the East Frontage Road. The developer's design and construction engineer is Pinnacle Engineering.
- We are waiting for plans on the additional million square foot building on the north portion of the site.

Stormwater Pond Inventory and Sediment Collection – Project No. 210862

- This project is necessary to satisfy the requirements of the Village MS4 Permit. The Village needs to inventory the regulated stormwater ponds, collect, and test sediment samples, and plan for future sediment removal from the ponds.
- We provided survey datum, a draft pond inventory report, and direction to staff.

VILLAGE OF SOMERS
Engineer's Report
April 28, 2023

- Staff is currently considering alternate methods of determining sediment depth, including renting an unmanned boat to map the bottom of each pond and allowing the engineer to develop a bathymetric map.

Flint 94 Development— Project No. 211728

- This is the planned 3-building development west of I-94 and south of 12th St; The Developer is Flint 94 Commerce Center, LLC; their engineer is Pinnacle Engineering.
- Globe needs to restore the site for the offsite utility work; they need access from the Mission94 Firearms Center.
- Brinkmann is the general contractor for Flint 94; Townsend is the underground utility subcontractor. Townsend is done installing the onsite public sanitary sewer and water main. They should be done testing in the next two weeks.

45th Avenue and 63rd Avenue Sewage Pumping Station Replacements—Project No. 201061

- The project includes the replacement of the suction lift sewage pumping equipment with submersible design like the 7th Street LS on Sheridan Road. August Winter & Son, Inc is the Contractor.
- A preconstruction meeting was held on April 27, 2023. It will be unlikely that they will begin onsite work prior to August of 2023.
- The substantial completion date is June 30, 2024; the completion is August 31, 2024.

Bobcat at I-94 - Project No. 222334

- Rocco Castellano is the Architect; Pinnacle is the Engineer; Bukacek is the General Contractor.
- We are expecting a submittal for the public water main and sanitary sewer in the next month.

2023 Street Project - Somers Estates - Project No. 230308

- This project includes the rehabilitation of the pavement in Somers Estates. Payne & Dolan, Inc. is the Contractor.
- The public informational meeting was held earlier this week. The Contractor plans to begin construction the week of May 1st.
- The substantial and final completion dates are September 1, 2023, and December 29, 2023, respectively.

CNG Fueling Facility - Project No. 230400

- CT Realty is the developer, Cage is the engineer.
- Plans were recently received and are currently being reviewed.
- Fire protection will be provided by a dry hydrant manhole connected to the stormwater pond.
- Potable water will be provided by a well and holding tank.

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

WORK SESSION: May 2, 2023

TO: Village President Stoner and Board of Trustees

PREPARED BY: Brandi Baker, Clerk-Treasurer

AGENDA ITEM: #5 Discussion on Assessment Contract & Revaluation

BACKGROUND:

Associated Appraisals Consultants, Inc. currently serves as the Village Assessor through a contractual arrangement. The current contract will be expiring on December 31, 2023. Associated Appraisals Consultants, Inc. has supplied a proposed contract for 2024, 2025, 2026, 2027, and 2028. Our current contract year's price was \$25,000.00 for ongoing maintenance.

COMMENTS:

Associated Appraisal has proposed two options for Assessment Services for each year of the contract, with optional add-on revaluation assessment services. The first option is an ongoing maintenance, as done in years prior, would cost \$32,500.00. The second option would be the Full value maintenance and would cost \$45,000.00, this option would keep the Village's assessment values within 5-10% of the prior year equalized values each year of the contract.

The 2022 assessment year was the 1st year out of compliance (level of assessment was 84.81%) in accordance with sec. 70.05(5), Wis. Stats. the Village will be required to conduct a revaluation prior to or during the 2027 assessment year at the latest to avoid a state ordered reassessment for the 2028 assessment year which will cost 2-3 times the amounts provided above due to Wisconsin Department of Revenue oversight.

The last onsite full inspection revaluation for the Village occurred during the 2009 assessment year. As of the 2024 assessment year, it will have been 15 years since all parcels had an onsite inspection which is now outside the every 10 year recommendation by DOR.

In the year that the Village chooses to conduct the revaluation, the cost of the assessor services will vary dependent on which revaluation service the Village chooses, the prices are as follows:

- Interim Market Update Revaluation (IMU) \$66,500
- Exterior Revaluation \$165,500
- Full Revaluation \$199,500

Explanations of each type of service can be found in the attached Assessment Service Summary. Staff is seeking guidance from the Board as to how they wish to proceed.

ATTACHMENTS:

Assessment Services Summary

AAC 2024-2028 Maintenance Proposed Contract

AAC-Property-Record Questionnaire

ASSESSMENT SERVICES SUMMARY

Prepared for:

Village of Somers
Brandi Baker
Clerk

Associated Appraisal Consultants, Inc.

Fee Schedule

The figures below are based on 5 years of professional assessment services. Optional add-on assessment services for a revaluation would be in addition to the price of annual maintenance.

Assessment Services	2024 Assessment Year	2025 Assessment Year	2026 Assessment Year	2027 Assessment Year	2028 Assessment Year
MAINTENANCE	\$32,500	\$32,500	\$32,500	\$32,500	\$32,500
FULL VALUE MAINTENANCE	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
OPTIONAL ADD-ON REVALUATION ASSESSMENT SERVICES					
FULL INSPECTION REVALUATION	+\$160,000 (for each revaluation assessment year)				
EXTERIOR ONLY REVALUATION	+\$126,000 (for each revaluation assessment year)				
INTERIOR PRC QUESTIONNAIRE	+\$6,500 (for each exterior revaluation assessment year)				
INTERIM MARKET UPDATE	+\$30,000 (for each revaluation assessment year)				

Out-of-Pocket Expenses / Invoice Procedures

MAINTENANCE: The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, 2026, 2027, and 2028 assessment year(s). The maintenance contract will continue to have separate charges for postage and mailing services. The **Full value maintenance** option would keep the Village's assessment values within 5-10% of the prior year equalized values each year of the contract. This program is best implemented after an onsite inspection revaluation has occurred to ensure property records are current.

REVALUATION: Payment shall be made on a monthly basis for services and expenses incurred during a revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the municipality until completion of the revaluation and final adjournment of the Board of Review.

- The 2022 assessment year was the 1st year out of compliance (level of assessment was 84.81%) in accordance with sec. 70.05(5), Wis. Stats. The municipality will be required to conduct a revaluation prior to or during the 2027 assessment year at the latest to avoid a state ordered reassessment for the 2028 assessment year which will cost 2-3 times the amounts provided above due to Wisconsin Department of Revenue oversight etc.
- Municipality will be responsible for all postage and mailing services costs during the revaluation year and are estimated to cost \$4,000-\$7,000 +/- depending on the revaluation type chosen and how many introduction letters, record questionnaires, agricultural land use forms, assessment notices and other general correspondence letters are mailed.
- For budgeting purposes if the municipality were to conduct one of the revaluation options for the 2024 assessment year the estimated total cost would be as follows:

Maintenance	IMU Revaluation	Mailings	Total
\$32,500	+\$30,000	+\$4,000 +/-	= \$66,500 +/-
Maintenance	Exterior Revaluation	Mailings	Total
\$32,500	+\$126,000	+\$7,000 +/-	= \$165,500 +/-
Maintenance	Full Revaluation	Mailings	Total
\$32,500	+\$160,000	+\$7,000 +/-	= \$199,500 +/-

- Options to spread a revaluation cost over multiple years is available upon request and the amount(s) would be based on the revaluation type and assessment year chosen.

As identified on the annual assessor requirements chart (see attached) from the Wisconsin Department of Revenue (WIDOR), municipalities/assessors have a few guidelines or recommendations for annual assessment cycles.

Annual Review/Maintenance Option:

This type of assessment service is the minimum requirement for all municipalities. The annual review/maintenance cycle consists of copying the assessment roll from the previous year and updating assessment values taking into consideration the current level of assessment when changes are warranted. Examples of changes include new construction, combining or splitting of parcels, annexations, remodeling, demolition/razing, zoning changes, changes in tax classification, and any other occurrence that might affect market value or the physical attributes of the parcel. These changes may, or may not, result in a change in value; nonetheless each of these requires the Property Record Card (PRC) to be updated.

Full Inspection and Exterior Only Revaluation Options:

These types of assessment cycles are recommended when Property Record Card information is outdated or inaccurate, assessment uniformity and equity is poor, a full inspection or exterior only revaluation has not been conducted in 10 years and or a reassessment is required per Wis. Stats. 70.75. The last onsite full inspection revaluation for the Village occurred during the **2009** assessment year. As of the 2024 assessment year it will have been 15 years since all parcels had an onsite inspection which is now outside the every 10 year recommendation by DOR. ***We recommend the Village should plan for an onsite revaluation within the next three years to ensure up-to-date property records, which improves uniformity and equity.***

Positives

- Typically, a lesser cost for annual maintenance between revaluation years.
- Municipality can budget additional funds yearly towards a full or exterior revaluation.
- The real estate market dictates when to complete a revaluation.
- Each parcel is visited during the same assessment cycle/year thus ensuring equitable record collection and verification of the property record card.
- The municipality could pick up additional new construction or building improvements done without a permit which would increase the net new construction values and have a potential impact to your levy limit.
- Corrects inequities amongst individual property assessments and between classes of properties i.e.: residential, commercial, sum of 5,5m, 6 & G7 etc.
- Brings all major classes of property within 10 percent of full value in the same assessment year as required under state law, sec 70.05(5), Wis. Stats.

Negatives

- The municipality will experience a spike in cost due to services for revaluation work if every parcel were needed to be visited during one calendar year.
- Additional time spent on Open Book, Board of Review or other appeals due to larger swings in assessment value changes since the last revaluation.
- Slower reaction to market corrections/changes than more annual market updates through a full value maintenance program or interim market updates.
- Reactive approach rather than a proactive approach to real estate market changes.

Associated Appraisal has many municipalities that plan and budget for a full inspection or exterior only revaluation on different cycles (every 2, 4, 6, 10 years etc.) regardless of market conditions. Planned revaluation schedules allow them to stay in compliance with both WIDOR recommendations and Wis. Stats. 70.05(05). They see a great benefit of visiting each property during one calendar year or on a cyclical basis (some cases 20% or 25% visited per year) thus having all assessment parcel reviewed onsite regularly. Capturing PRC changes that may affect assessments is worth the additional scope of work and relating cost. In addition, by visiting each property during the same year they ensure that the records and values are looked at equitably and updated under the same market conditions.

Interim Market Update Revaluation:

This option works best when the property record card information is deemed reliable and a full inspection or exterior only revaluation has been completed within the last five (5) years and the overall assessment level shows an unacceptable degree of variance in some neighborhoods, property types or classes. This would be an option for the municipality if an onsite inspection revaluation had taken place within the past 5 to 10 years otherwise property record card information and building pictures would be outdated. The last IMU revaluation was conducted during the 2020 assessment year.

Positives

- Cost. This method is much less costly for the municipality than the full inspection or exterior only revaluation options as there would not be as many field inspections except in cases such as a parcel sale, building permit or a property owner requested a review which is common practice during a typical annual maintenance assessment year.
- The computer aided mass appraisal (CAMA) model would be reviewed and adjustments/calibrations would be made to all taxable parcels when deemed necessary to ensure all tax payers are assessed fairly and equitably.
- Corrects inequities between individual property assessments and between classes of properties i.e.: Residential, Commercial, Sum of 5,5m, 6 & G7 etc.
- Brings all major classes of property within 10 percent of full market value in the same year as required under state law (sec 70.05(5), Wis. Stats.)

Negatives

- This may delay onsite inspections of every parcel more frequently, which would create less reliable assessment property record data and or assessment values.
- It only works if the data being used for assessments is accurate and up to date.
- There would not be field inspections on every parcel, so changes made without a permit would not be captured.
- May lead to higher attendance at Open Book and or assessment value changes at Open Book due to corrections/updates to property records that were unknown due to lack of recent onsite inspections.

ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated or inaccurate, <u>or</u> assessment uniformity is poor <u>or</u> full revaluation hasn't been done in 10 years <u>or</u> assessment uniformity is poor <u>or</u> reassessment is required per statute 70.75.	Most PRC information can be verified by exterior inspection <u>and</u> full revaluation completed within past 6-9 years	PRC is deemed reliable <u>and</u> full revaluation completed within past 5 years <u>and</u> assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable <u>and</u> revaluation was completed within past 5 years <u>and</u> assessment level during previous assessment year is within acceptable parameters
Real Property affected	All Property	All Property	Changes identified in column D PLUS Analysis of problem strata Identified from pervious assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning
Land Study	On-site Inspection	On-site Inspection	As necessary	As necessary
Inspect Exterior	All Buildings	All Buildings If no changes, may use digital imaging technology to supplement field re-inspections with a computer-assisted office review.	Buildings w/changes	Buildings w/changes
Inspect Interior	All Buildings	Buildings w/changes	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required. Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes (Ch 7 and 9)	Required	Required	Required	Required
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment
Mail Notice of Change in Asmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Personal property assessment	Required	Required	Required	Required
Add omitted property to roll (70.44)	Required	Required	Required	Required
Correct errors in roll (70.43)	Required	Required	Required	Required
Hold open book / attend BOR (minimum 7 days between open book and BOR (70.47))	Required	Required	Required	Required

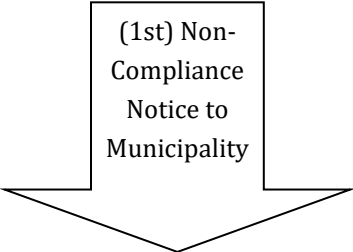
A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type

**Full Value Law
Wisconsin Statute 70.05
Village of Somers, Kenosha County**

Assessment Year

Action

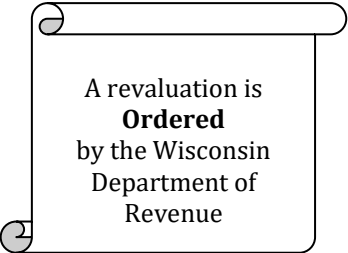
2022, 2023,
2025, **2025**
(4 Years out of compliance)



Wisconsin Department of Revenue will monitor the level of assessment for the municipality during the next assessment year.

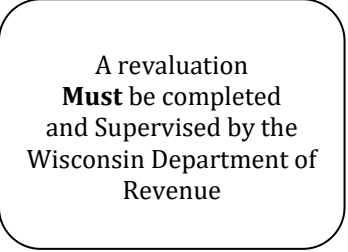
2026 (5 Years out of Compliance)	<p>(2nd) FINAL Notice to Municipality</p>	Wisconsin Department of Revenue will order a state supervised revaluation for the next assessment year if still out of compliance.
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2027
(6 Years out of Compliance)



Wisconsin Department of Revenue orders a complete revaluation if the municipality is still out of compliance. It will become a stated mandated reassessment the following year without action during the 2027 assessment year.

2028
(State Ordered Reassessment)



A complete reassessment will be conducted and supervised by the Wisconsin Department of Revenue (all costs will be billed to the municipality).

**CONTRACT FOR
MAINTENANCE
ASSESSMENT SERVICES**

Prepared for the
Village of Somers
Kenosha County

By

***Associated Appraisal
Consultants, Inc.***



**Appleton Office
W6237 Neubert Rd. | P.O. Box 291
Greenville, WI 54942-0291
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **Village of Somers, Kenosha County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract.

A. INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

B. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

C. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

D. APPROACH TO VALUE. Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

E. **ASSESSMENT NOTICES.** A notice of changed assessment as prescribed under §70.365, Wis. Stats., shall be mailed for each applicable taxable parcel or property whose assessed value has changed from the previous year. The notice form used shall be that prescribed and or approved for use by the Department of Revenue and include the time and place of when the open book conference(s) and board of review meeting(s) will be held. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail.

F. **OPEN BOOK.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The Assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide necessary staff to handle projected attendance.

G. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the Wisconsin Property Assessment Manual. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under §70.09 (3) (c), Wis. Stats. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue.

H. **BOARD OF REVIEW.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. If deemed necessary and mutually agreed upon by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

I. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

J. **MONTHLY MUNICIPAL PERMIT FEE.** Manufactured and Mobile home statement of monthly municipal permit fee calculations shall be completed. Assessor shall maintain an electronic copy of the property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year.

K. **OPEN RECORD REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including §70.35(3), Wis. Stats., regarding the personal property return, §70.47(7)(af), Wis. Stats., regarding income and expense information provided to the assessor and board of review; and §77.265, Wis. Stats., regarding the real estate transfer return.

L. **AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend Village meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

M. **MUNICIPALITY RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and property assessment records, sewer, and water layouts, permits, tax records, records of special assessments, plats, condominium documents, maps, and any other pertinent documents currently in the possession of the Municipality at no cost. If such records necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County Surveyor, Register of Deeds, or other sources at the Municipality's expense.

N. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, GIS related maps, or any other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

O. **MAILING SERVICES.** Municipality shall be responsible for the cost of all postage and mailing services. This cost includes, but is not limited to, personal property forms, notices of changed assessment, written requests to view property, questionnaires, and mailing of documents such as maps and assessment rolls. If Municipality requires Assessor to send any letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of all certified mail.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to §19.01, Wis. Stats., and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of Village Assessor as per §61.19, and §70.05(1), Wis. Stats., for the duration of this Contract and shall perform all statutory duties appertaining to such office. The

Assessor shall be considered a public officer and afforded the protection from civil liability under §895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor’s employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon alleged intentional or negligent acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under §74.35, and §74.37, Wis. Stats., and any circuit court claims, unless otherwise specified in this Contract.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with §70.05 and §73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor’s field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor’s employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor’s employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the **2024, 2025, 2026, 2027, and 2028** assessment year(s). The Assessor shall have completed all work under this agreement on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, the Assessor shall be paid for work completed as of the date of termination on a percentage basis in light of all work to be performed during the year of termination.

C. ENTIRE CONTRACT. This Contract contains the complete and entire Contract between the parties and may not be altered or amended except in writing, executed, making specific references to this Contract, by a duly authorized officer of the Assessor and by a duly authorized official of the Municipality.

D. AUTOMATIC RENEWAL. This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.


IV. COMPENSATION

- A.** The Municipality shall pay the Assessor **Thirty-Two Thousand Five Hundred Dollars (\$32,500.00)** for each of the 2024, 2025, 2026, 2027, and 2028 assessment year(s) for maintenance assessment services.
- B.** The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, 2026, 2027, and 2028 assessment year(s).
- C.** Renewal Adjustments: An increase of not more than five percent (5.0%) may be applied on an annual basis for each year of automatic renewal after 2028.
- D.** Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- E. Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and an eighth per parcel per month

(\$0.018 * 3,163 = \$56.93) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.018 per parcel.
*** Please initial yes or no to post data to the website. ***

Yes ___ No ___

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

04/07/2023

Date

Authorized Signature
Village of Somers

Date

Property Record Questionnaire

This questionnaire is necessary to assist the assessor's office in determining the attributes and condition of your property for assessment purposes. Please complete this form and provide any supporting documents to help determine your property's estimated fair market value. Download this form onto your computer; enter the requested information below, save a filled copy, and email the completed form including any supporting documents to the Assessor's office, the email address is prq.apraz@gmail.com

Property Information:

Municipality: _____
 Parcel Number: _____
 Property Address: _____

Return form to local assessor:
 Associated Appraisal Consultants, Inc.
 PO Box 440
 Greenville, WI 54942-0440

Phone: 920-749-1995
 Fax: 920-731-4158
 Email: prq.apraz@gmail.com



I. Provide the following information on your dwelling as of January 1, 2021.

	Bedroom(s)	Full Bath(s)	Half Bath(s)	Fireplace(s)
Quantity				

DWELLING – any building or portion of a building designed or occupied in whole or in part as a place of residence.

BEDROOMS – Refers to the total number of separate rooms designed to be used as bedrooms. If a room was designed to be a bedroom but is being utilized for some other purpose, such as a den, it must be included in this count.

FULL BATHS – Refers to the number of three-fixture bathrooms which include a sink, toilet and bathtub or shower stall.

HALF BATHS – Refers to the number of two-fixture bathrooms including only a sink and toilet.

II. Check the option below that BEST describes the condition rating of each dwelling component.

	Excellent	Good	Average	Fair	Poor
Mechanical System (HVAC, Electrical and Plumbing)					
Kitchen					
Bathroom(s)					
Interior					
Exterior (Roof, Siding & Windows)					

EXCELLENT – Brand new or like new condition; very attractive and or highly desirable.

GOOD – Well maintained, only minor deterioration visible; slightly less attractive and desirable.

AVERAGE – Normal wear and tear is apparent; average attractiveness and desirability.

FAIR – Noticeable deterioration but still usable; rather unattractive and undesirable.

POOR – Definite deterioration is obvious; undesirable and barely usable.

(Over)

III. Check the option below that **BEST** describes the overall condition of your dwelling:

	Excellent	Good	Average	Fair	Poor
Overall Dwelling					

EXCELLENT – Brand new or like new condition; very attractive and or highly desirable.

GOOD – Well maintained, only minor deterioration visible; slightly less attractive and desirable.

AVERAGE – Normal wear and tear is apparent; average attractiveness and desirability.

FAIR – Noticeable deterioration but still usable; rather unattractive and undesirable.

POOR – Definite deterioration is obvious; undesirable and barely usable.

IV. **BASEMENT FINISH:** should have a minimum of **two** of the following items present to be considered finished: *Finished walls, Finished flooring, Finished ceiling.*

FINISHED BASEMENT AREA: check the percentage of your basement that has finished area; for example, if your basement is 1,500 sq. ft. and 750 sq. ft. are finished, your dwelling has 50% finished basement area.

0% 25% 50% 75% 90% 100% Other %

Does the finished basement area have a walkout door or egress window(s)? **YES** **NO**

Provide any other relevant information regarding your dwelling that we should take into consideration. _____

Property Owner: _____ Date: _____

Phone Number: _____ Email: _____

I hereby affirm that the information provided is true and accurate to the best of my knowledge.

Thank you in advance for taking the time to fill out the questionnaire. If you have any questions or need assistance in completing this form please call 920-749-1995.



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

WORK SESSION: May 2, 2023

TO: Village President Stoner and Village Trustees

FROM: Tanya Ealy, Accounting Manager/Deputy Clerk-Treasurer

AGENDA ITEM: #6 Review 2023 1st Quarter Financials

COMMENTS:

Below is a summary of the spreadsheets that have been provided. Each spread sheet is being provided because we have found it helps when the rating agencies review our processes.

6a Dashboard

a. This summarizes the health of the General fund:

- The general fund balance projection is an unaudited projection with a balance of \$3.938 million. Our fund balance policy at 17% minimum requirement level requires to have \$1.042 million, 30% targeted amount of \$1.840 million and at 32% with reserves of \$1.963 million. This left us with the unaudited \$893K in excess reserves with 32% reserves by year end.
- Debt Statutory Limit is 5% of the Equalized value TID IN. The Village of Somers debt limit policy is 65% of the statutory limit. In 2022 based on our balance, we have \$27.1 million in GO debt capacity.
- Lifequest Fire and Ambulance receivable unaudited balance at the end of first quarter is \$358K. Our current allowance for receivable of \$779K should be adequate to cover further losses. This will be adjusted annually at the end of the year.

- Town and Village received first half of ARPA funding in June 2021 and is in a Governmental special revenue fund called GRANT FUND. We received the second half of the payment in June 2022. Wisconsin municipalities have until December 31, 2024, to obligate these funds, and December 31, 2026, to complete projects. Municipalities may use funds to cover eligible costs incurred during the period which started on March 3, 2021 and ends on December 31, 2024; as long as the award funds for the obligations incurred by December 31, 2024, are expended by December 31, 2026. We have spent a total of \$433876.87 of the Village's ARPA. The remaining about of \$435,339.73 for the Village and \$119,008.14 for the Town will be obligated by year end.

6b 2023 General fund balance projection spread sheet:

- b. This shows the audited balance of \$3.938 million. The village is projected to have a decrease of \$1.08 Million. This is due to funds being used for the CIP.

The top projected variances are:

- Increase in Intergovernmental revenue due to increase in Payment for Municipal services of \$201K out of which 90% is paid back to City of Kenosha and charged to the expense account.
- Ambulance funding is up \$32,787.97. This is due to the EMS ARPA additional grants.
- Public charge for services- Developer fees are up 51% from budget. We received fees from Groh's Development, Home Inspired LLC, Kenosha County Land Venture, Golden Oil, and Flint Acquisitions LLC.
- Miscellaneous Revenue is up due to revenue received from PW's totaled truck. These funds were used to acquire new truck.
- Village/Town Hall gas is projected to be \$11,690.48. We have used 55% of the budget in the 1st quarter.
- Fire Department equipment capital outlay is over \$12,070.75. The additional EMS grants will cover this.
- Building Inspections will be over due to extra spending on other supplies and expense and computer and website.

- Projecting an increase in Other General Government expenses by \$37K mainly due to increase in Liability Insurance projection and Engineering and legal fees. We purchased new vehicles.
- Public Works gas is projected to be \$10,085.80. We used 50% of the budget in the 1st quarter.

6c 2023 Unaudited General fund balance variance by appropriation:

- c. This shows the projected 2023 unaudited General fund balance variance by appropriation with the overall projected variance of \$10 thousand as of March.

6d General fund with notes:

- d. General fund revenue and expenditure with notes spread sheet by department totals (unaudited) shows budgets to actuals as of March 2023 with notes highlighting some of the major reasons for the variances.

6e Investment by Bank:

- e. This shows the bank balance as of 3/31/2023 with the balance of \$14.6 million in Tricity checking account, \$4.2 million in LGIP Village account, \$401K in LGIP Town account, and \$5.02 million in Pershing investment account.

6f TID executive summary:

- f. This shows the current year revenue and expenses as of March 2023 as well as from date of creation to March 2023 (includes Tawani LOC reallocation amount) with an outstanding debt balance from the borrowings from respective TIDs. Please note that the outstanding debt balance does not include any future borrowings.

6g Enterprise funds report:

- g. This shows the total revenue and expenditure as of March 2023 for Water fund, KR fund, UD#1 fund and Stormwater fund.

6h All funds report:

- h. This shows the total revenue and expenditure for each fund as of March 2023.

ATTACHMENTS:

6a Dashboard – 2023 first quarter

- r
- 6b General fund balance projection – 2023 first quarter
 - 6c 2023 General fund balance budgeted variance by appropriation unaudited
 - 6d General fund with notes – 2023 first quarter
 - 6e Investment by bank – 2023 first quarter
 - 6f TID Executive Summary – 2023 first quarter
 - 6g Enterprise funds report – 2023 first quarter
 - 6h All funds report – 2023 first quarter

Please note detailed revenue and expenditure reports for all funds are available at requests.

DASH BOARD

2023 FUND BALANCE (UNAUDITED)

	<u>Required amount at different levels</u>	<u>2023 fund balance projection (unaudited)</u>	<u>Excess reserves (unaudited)</u>
17% minimum fund balance requirement	1,042,978	2,856,954	1,813,976
30% targeted amount of fund balance	1,840,549	2,856,954	1,016,404
32% targeted amount with 2% reserve fund balance	1,963,252	2,856,954	893,701

DEBT LIMIT

<u>Year</u>	<u>Village of Somers Debt</u>				
	<u>Equalized value TID IN</u>	<u>5% statutory limit</u>	<u>policy - 65% of the statutory limit</u>	<u>Existing Principal outstanding</u>	<u>Excess Debt capacity</u>
2018	834,543,000	41,727,150	27,122,648	23,614,445	3,508,203
2019	896,046,600	44,802,330	29,121,515	21,372,392	7,749,123
2020	940,358,100	47,017,905	30,561,638	23,077,680	7,483,958
2021	1,021,021,500	51,051,075	33,183,199	9,930,000	23,253,199
2022	1,155,365,200	57,768,260	37,549,369	10,395,000	27,154,369

ARPA funding:

	<u>First Half of the payment – Received on 6/25/2021</u>	<u>Second Half of the payment – Received June 2022</u>	<u>Total</u>	<u>Activity</u>	<u>Remaining</u>	
Town’s portion of ARPA funding	\$59,504.07	\$59,504.07	\$119,008.15	\$0.00	\$119,008.15	Nothing spent in 2022.
Village’s portion of ARPA funding	\$438,090.24	\$438,090.24	\$876,180.47	\$ 433,876.87	\$442,303.60	
Total Town & Village ARPA funding	\$497,594.31	\$497,594.31	\$995,188.62	\$433,876.87	\$561,311.75	

Booked amount 2023

\$470,326.15	For \$119,008.15 Audio/Video CIP 2023 & \$ 351,318 Water Meter AMR Program CIP 2023
6963.88	Aryes/GIS final bill coming
<u>\$84,021.72</u>	

Available

Village/Town of Somers
General fund balance analysis for 2023 Financial year - first quarter
(Unaudited)

<u>ACCOUNT NUMBER</u>	<u>AMOUNT</u>	<u>MOST LIKELY AMOUNT</u>	<u>POTENTIAL AMOUNT</u>
2021 General fund unassigned balance (2022 is not closed yet)		3,093,221.00	3,938,789.48
<u>Items causing increase to the General Fund - unaudited</u>			
Intergovernmental revenue	101-43000 54,026.80		
Licenses and Permits	101-44000 182.00		
Public charges for services	101-46000 28,511.35		
Miscellaneous revenues	101-48000 20,377.88		
	<hr/>	103,098.03	103,098.03
<u>Items causing decrease to the General Fund - PROJECTED</u>			
Taxes	101-41000 (35,091.35)		
Municipal Court	101-51210 (3,993.50)		
Village/Town office	101-51410 (1,431.82)		
Elections	101-51430 (862.38)		
Village/Town Hall	101-51610 (8,489.52)		
Other General Government	101-51910 (3,734.97)		
Payments for Municipal Services	101-51913 (19,114.95)		
Fire Department	101-52210 (18,423.83)		
Building Inspections	101-52400 (1,273.18)		
Public Works	101-53100 (5,635.80)		
Solid Waste	101-53620 (1,582.52)		
		(99,633.82)	(99,633.82)
		<hr/>	<hr/>
2023 Net Revenue & Expenditures - projected and unaudited		3,464.21	3,464.21
		<hr/>	<hr/>
		3,096,685.21	3,942,253.69
Use of fund balance for a portion of 2023 CIP		(1,085,300.00)	(1,085,300.00)
2023 Projected General fund unassigned fund balance (unaudited)		2,011,385.21	2,856,953.69
2022 General fund balance percentage - Projected and Unaudited		33%	47%

2023 General fund by appropriation (unaudited)

<u>General fund categories</u>	<u>Department name</u>	<u>2023 Original Budgeted</u>	<u>2023 Amended Budgeted</u>	<u>2023 Projected General Fund year- end balance</u>	Over/(Under) Amended Budget
REVENUE					
	TAXES	3,688,162.00	3,688,162.00	3,653,070.65	(35,091.35)
	INTERGOVERNMENTAL	766,400.93	766,400.93	820,427.73	54,026.80
	LICENSES & PERMITS	543,232.08	543,232.08	543,414.08	182.00
	FINES & FORFEITURES	110,075.00	110,075.00	110,075.00	0.00
	PUBLIC CHARGES FOR SERVICES	584,190.00	584,190.00	612,701.35	28,511.35
	INTERGOVERNMENTAL CHARGES FOR SERVICES	0.00	0.00	0.00	0.00
	MISCELLANEOUS REVENUES + SPECIAL ASSESSMENTS	157,104.00	157,104.00	177,481.88	20,377.88
	INVESTMENT INCOME	200,000.00	200,000.00	200,000.00	0.00
	FINANCING SOURCES	86,000.00	86,000.00	86,000.00	0.00
	Total revenue	6,135,164.01	6,135,164.01	6,203,170.69	68,006.68
EXPENSES					
	General Government	1,217,248.49	1,206,589.13	1,244,216.27	37,627.14
	Public Safety	3,483,479.84	3,483,479.84	3,503,176.85	19,697.01
	Public Works	570,925.68	571,727.68	577,363.48	5,635.80
	Solid Waste	780,565.00	780,565.00	782,147.52	1,582.52
	Leisure/Recreation	20,790.00	20,790.00	20,790.00	0.00
	Planning and Development	62,155.00	65,360.00	65,360.00	0.00
	Transfer Out	0.00	0.00	0.00	0.00
	Total expenses	6,135,164.01	6,128,511.65	6,193,054.12	64,542.47
	Net revenue (expenses)			10,116.57	

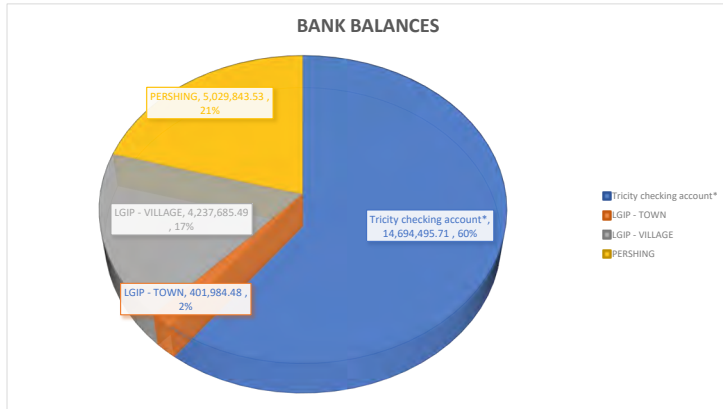
04/27/2023 REVENUE AND EXPENDITURE REPORT FOR SOMERS VILLAGE AND TOWN						
PERIOD ENDING 03/31/2023						
GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
41000 - TAXES		3,688,162.00	3,653,070.65	12,210.01	35,091.35	99.05
42000 - SPECIAL ASSESSMENTS		80,000.00	5,730.00	0.00	74,270.00	7.16
						Voluntary donation from Turn Key Real Estate
43000 - INTERGOVERNMENTAL		766,400.93	281,902.05	0.00	484,498.88	36.78
						Ambulance funding revenue has additional-EMS ARPA SUPP SFY2023 Payment #2; Fire/EMS Funding. Municipal payment came in over budget. 90% goes to the city
44000 - LICENSES & PERMITS		543,232.08	51,053.67	16,499.06	492,178.41	9.40
45000 - FINES AND FORFEITURES		110,075.00	38,998.35	10,641.54	71,076.65	35.43
46000 - PUBLIC CHARGES FOR SERVICES		584,190.00	136,889.68	38,119.95	447,300.32	23.43
						Developer Fees are higher than budgeted by \$28,511.35- Groh's Development, Home Inspired LLC, Kenosha County Land Venture, Golden Oil, Flint Acquisitions LLC
47000 - INTERGOVERNMENTAL CHARGES FOR SERVICES		0.00	0.00	0.00	0.00	0.00
48000 - MISCELLANEOUS REVENUES		277,104.00	152,968.74	46,347.27	124,135.26	55.20
						\$14,839.64 + \$7,000-Totaled PW Truck-Used for new truck.
49000 - FINANCING SOURCES		86,000.00	0.00	0.00	86,000.00	0.00
TOTAL REVENUES		6,135,164.01	4,320,613.14	123,817.83	1,814,550.87	70.42
51110 - VILLAGE BOARD		55,072.00	11,528.97	4,174.47	43,543.03	20.93
51120 - TOWN BOARD		25,836.00	5,464.86	1,987.23	20,371.14	21.15
51130 - CIVIC COMMITTEE		7,000.00	0.00	0.00	7,000.00	0.00
51210 - MUNICIPAL COURT		87,123.60	26,940.90	8,449.23	60,182.70	30.92
						Kathy was still under the family plan until the 1st of April
51410 - VILLAGE/TOWN OFFICE		274,497.51	63,342.87	26,907.56	211,154.64	23.08
						Postage at 50% used due to Elections and Plan Commission mailings. Travel is 53% expensed due to Tanya and Renee attending the Ehler's Conference
51420 - CLERK/TREASURER		73,634.00	16,778.87	5,797.22	56,855.13	22.79
51421 - LICENSE PUBLICATION FEES		1,000.00	0.00	0.00	1,000.00	0.00
51430 - ELECTIONS		13,150.25	6,208.01	5,528.68	6,942.24	47.21
						Equipment Capital Outlay over \$862.38- Election System & Software was underbudgeted by \$862.38. Yrly contract is \$1362.38
51510 - ASSESSOR		34,000.00	8,244.00	2,731.50	25,756.00	24.25
51520 - BOARD OF REVIEW		1,081.00	0.00	0.00	1,081.00	0.00
51610 - VILLAGE/TOWN HALL		62,850.00	20,491.91	9,039.99	42,358.09	32.60
						Gas is projected to be \$11690.48 for the year. (2922.62*4); Water and Sewer is at 48% due to the 2022 Tax Storm/Water charges
51910 - OTHER GENERAL GOVERNMENT		407,806.77	230,762.70	36,359.01	177,044.07	56.59
						The high % is due to Engineering -\$73,845.58 being over budget. Some of the balance will be offsetted by the developer fees. Liability insurance 36.49%- April payment was made at end of March. We also had a couple vehicles added after the contract was renewed. Lifequest collection fee for February is overstated by \$45000. Renee will fix.
51911 - UNION		1,000.00	0.00	0.00	1,000.00	0.00
51912 - INTERGOVERNMENTAL AGREEMENTS		0.00	0.00	0.00	0.00	0.00
51913 - PAYMENTS FOR MUNICIPAL SERVICES		162,000.00	0.00	0.00	162,000.00	0.00
51999 - CONTINGENCY		0.00	0.00	0.00	0.00	0.00
52100 - LAW ENFORCEMENT		775,000.00	124,005.90	0.00	650,994.10	16.00
52210 - FIRE DEPARTMENT		2,329,166.84	507,658.96	177,939.16	1,821,507.88	21.80
						Fire Prevention- Paid the National Fire Code Subscription \$1725.00. Equipment Capital Outlandy over \$12,070.75. The EMS grants will offset the overage.
52220 - FIRE COMMISSION		500.00	0.00	0.00	500.00	0.00
52230 - PUBLIC FIRE PROTECTION		217,000.00	54,269.25	54,269.25	162,730.75	25.01
52300 - AMBULANCE		0.00	0.00	0.00	0.00	0.00
52400 - BUILDING INSPECTIONS		146,813.00	42,925.37	21,626.78	103,887.63	29.24
						Wages are slightly higher due to Russ's payout. OSE is over but a credit of \$598.85, for the return of the UDC Building Permit Seals in April will offset the overage. \$400 in the Computer and Website account will be move to OSE. This will leave an overage of \$451.00 instead of \$851.00
53100 - PUBLIC WORKS		571,727.68	88,216.38	28,526.57	483,511.30	15.43
						Gas is projected to be \$10,085.80 for the year. (2521.45*4)
53620 - SOLID WASTE		780,565.00	195,615.15	65,031.41	584,949.85	25.06
						Payroll is slightly higher due to Patrick Garcia being allocated to this account in error. JE will be needed- Public Works #3
54100 - ANIMAL CONTROL		15,000.00	2,683.27	992.49	12,316.73	17.89
55200 - PARKS		3,588.00	443.01	443.01	3,144.99	12.35
55300 - RECREATION		17,202.00	1,763.18	633.23	15,438.82	10.25
56910 - PLAN COMMISSION		65,360.00	9,738.90	3,769.38	55,621.10	14.90
56920 - BOARD OF APPEALS		538.00	0.00	0.00	538.00	0.00
59100 - TRANSFER OUT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		6,128,511.65	1,417,082.46	454,206.17	4,711,429.19	23.12
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,135,164.01	4,320,613.14	123,817.83	1,814,550.87	70.42
TOTAL EXPENDITURES		6,128,511.65	1,417,082.46	454,206.17	4,711,429.19	23.12
NET OF REVENUES & EXPENDITURES		6,652.36	2,903,530.68	(330,388.34)	(2,936,878.32)	43,646.63

**VILLAGE OF SOMERS
CASH AND INVESTMENT REPORT 3/31/2023**

Account Type	Balance as of 3/31/2023	Interest rate	YTD interest	Accrued Interest	
				YTD	GF Interest
Tricity checking account*	14,694,495.71	4.375%	\$ 181,243.50	\$	\$ 87,217.30
LGIP - TOWN	401,984.48	4.62%	\$ 4,368.05	\$	\$ 8,365.38
LGIP - VILLAGE	4,237,685.49	4.62%	\$ 44,745.15	\$	\$ 21,383.86
PERSHING	5,029,843.53	3.54%	\$ 9,397.67	\$ 23,786.80	\$ 12,842.39
			\$ 239,754.37		\$ 129,808.93

Reinvested in April

*Average interest rate for the month



**2023 VILLAGE OF SOMERS
INVESTMENT INCOME**

MONTH	PERSHING	LGIP-V	LGIP-T	TOTALS
JAN	\$ 9,300.31	\$ 14,636.72	\$ 1,427.58	\$ 25,364.61
FEB	46.71	14,134.99	1,379.54	15,561.24
MAR	50.65	15,973.44	1,560.93	17,585.02
APR	-	-	-	-
MAY	-	-	-	-
JUN	-	-	-	-
JUL	-	-	-	-
AUG	-	-	-	-
SEP	-	-	-	-
OCT	-	-	-	-
NOV	-	-	-	-
DEC	-	-	-	-
2023 GT	9,397.67	44,745.15	4,368.05	58,510.87
1ST QTR	\$ 9,397.67	\$ 44,745.15	\$ 4,368.05	\$ 58,510.87
2nd QTR	-	-	-	-
3rd QTR	-	-	-	-
4th QTR	-	-	-	-

FEEES

MONTH	PERSHING	LGIP-V	LGIP-T	TOTALS
JAN	\$ 205.54			\$ 205.54
FEB	637.19			637.19
MAR	575.94			575.94
APR	-			-
MAY	-			-
JUN	-			-
JUL	-			-
AUG	-			-
SEP	-			-
OCT	-			-
NOV	-			-
DEC	-			-
2023 GT	1,418.67	-	-	1,418.67
1ST QTR	\$ 1,418.67	\$ -	\$ -	\$ 1,418.67
2nd QTR	-	-	-	-
3rd QTR	-	-	-	-
4th QTR	-	-	-	-

2023 MONTHLY BALANCES

MONTH	PERSHING	LGIP-V	LGIP-T
JAN	\$ 5,009,676.35	\$ 4,056,941.22	\$ 395,946.81
FEB	4,998,808.99	4,071,076.21	397,326.35
MAR	5,029,843.53	4,087,049.65	401,984.48
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			
YEARLY AVG	\$ 5,012,776.29	\$ 4,071,689.03	\$ 398,419.21

**VILLAGE OF SOMERS 1st QTR
REPORT 2023**

AVERAGE MONTHLY	PERSHING	LGIP-V	LGIP-T
1ST Q BEGIN BALANCE	\$ 5,009,676.35	\$ 4,056,941.22	\$ 395,946.81
1ST Q END BALANCE	5,029,843.53	4,087,049.65	401,984.48
AVERAGE BALANCE	5,012,776.29	4,071,689.03	398,419.21
INTEREST EARNED	9,397.67	44,745.15	4,368.05

Respectfully submitted,

VILLAGE OF SOMERS
TAX INCREMENT DISTRICT REPORTS

District No.	1	2	3	4	5	6	7	8	9	10	11	
Type	Industrial	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use	Mixed Use	
Creation Date	7/27/2015	9/30/2015	7/24/2018	7/24/2018	7/24/2018	7/24/2018	7/24/2018	7/24/2018	7/24/2018	7/24/2018	7/24/2018	
Dissolution Date	7/27/2035	9/30/2035	7/24/2038	7/24/2038	7/24/2038	7/24/2038	7/24/2038	7/24/2038	7/24/2038	7/24/2038	7/24/2038	
2023 Revenues and Expenses												
Revenues	\$ 985,730	\$ 1,300,049	\$ 41,193	\$ 626,177	\$ 6,730	\$ 18,648	\$ 46,071	\$ 1,049	\$ 3,446	\$ 23,380	\$ 882	Updated 3-31-23
Expenses	220,864	12,604	25,380	2,923	6,566	106,101	2,603	293	293	293	293	
Excess or Deficiency	\$ 764,866	\$ 1,287,445	\$ 15,813	\$ 623,254	\$ 164	\$ (87,454)	\$ 43,468	\$ 756	\$ 3,153	\$ 23,087	\$ 589	
Totals from Date of Creation to 12/31/22												
Revenues	\$ 21,346,773	\$ 19,489,305	\$ 1,285,770	\$ 1,588,619	\$ 118,579	\$ 14,057,912	\$ 106,815	\$ 237,487	\$ 7,779	\$ 50,336	\$ 2,212	
Expenses	16,880,205	16,116,230	1,583,438	636,310	201,709	14,275,236	22,044	468,458	19,382	28,314	19,364	
Excess or Deficiency	\$ 4,466,568	\$ 3,373,075	\$ (297,668)	\$ 952,309	\$ (83,130)	\$ (217,325)	\$ 84,770	\$ (230,971)	\$ (11,603)	\$ 22,022	\$ (17,152)	
Outstanding Debt	\$ 9,980,784	\$ 6,965,000	\$ 405,491	\$ -	\$ -	\$ 10,940,521	\$ -	\$ 235,446	\$ -	\$ -	\$ -	
Less Fund Balances												
TID Capital Projects Fund	840,182	(4,780)	(346,372)	(461,066)	(92,648)	(251,045)	(17,045)	(233,013)	(19,382)	(8,116)	(19,364)	Updated 3-31-23
TID Debt Service Fund	3,626,386	3,377,855	48,704	1,413,375	9,517	33,721	101,815	2,043	7,779	30,139	2,212	
Net Cost to be Recovered as of 12/31/23	\$ 5,514,216	\$ 3,591,925	\$ 703,160	\$ (952,309)	\$ 83,131	\$ 11,157,845	\$ (84,770)	\$ 466,416	\$ 11,603	\$ (22,023)	\$ 17,152	
Increment Information												
2019 Revenue	\$ 1,078,611	\$ 956,504	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
2020 Revenue	1,077,133	989,149	-	1,409	3,010	3,313	14,801	472	2,669	3,976	255	
2021 Revenue	1,011,945	942,859	-	2,301	-	735	18,136	216	2,317	3,034	72	
2022 Revenue	945,869	1,547,204	23,422	688,596	447	14,404	27,799	305	-	-	1,002	
2023 Revenue	909,045	1,238,192	25,282	626,177	6,060	15,266	41,071	1,049	3,446	23,125	882	Updated 3-31-23
Check - should be zero	0	(0)	0	(0)	0	(0)	0	(0)	0	(0)	0	
Expenditures	16,880,205	16,116,230	1,583,438	636,310	201,709	14,275,236	22,044	468,458	19,382	28,314	19,364	
Expenditure percent	92%	109%	6%	8%	1%	88%	0%	4%	2%	2%	0%	

04/28/2023

REVENUE AND EXPENDITURE REPORT FOR SOMERS VILLAGE AND TOWN
 PERIOD ENDING 03/31/2023

GL NUMBER	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	YTD BALANCE 03/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 601 - SOMERS WATER UTILITY						
Fund 601 - SOMERS WATER UTILITY:						
TOTAL REVENUES	1,564,442.00	1,564,442.00	360,555.12	77,015.29	1,487,426.71	4.92
TOTAL EXPENDITURES	1,603,779.52	1,605,473.52	82,223.77	211,927.22	1,393,546.30	13.20
NET OF REVENUES & EXPENDITURES	(39,337.52)	(41,031.52)	278,331.35	(134,911.93)	93,880.41	328.80
Fund 602 - K.R. SEWER DISTRICT						
Fund 602 - K.R. SEWER DISTRICT:						
TOTAL REVENUES	217,205.56	217,205.56	57,983.86	59,287.69	157,917.87	27.30
TOTAL EXPENDITURES	336,617.51	2,238,139.84	7,543.65	69,607.45	2,168,532.39	3.11
NET OF REVENUES & EXPENDITURES	(119,411.95)	(2,020,934.28)	50,440.21	(10,319.76)	(2,010,614.52)	0.51
Fund 603 - UTILITY DISTRICT #1						
Fund 603 - UTILITY DISTRICT #1:						
TOTAL REVENUES	2,779,489.00	2,779,489.00	620,435.03	135,816.94	2,643,672.06	4.89
TOTAL EXPENDITURES	4,013,508.70	2,266,644.73	105,652.30	454,247.51	1,812,397.22	20.04
NET OF REVENUES & EXPENDITURES	(1,234,019.70)	512,844.27	514,782.73	(318,430.57)	831,274.84	62.09
Fund 604 - STORMWATER UTILITY						
Fund 604 - STORMWATER UTILITY:						
TOTAL REVENUES	270,200.00	270,200.00	0.00	287,007.69	(16,807.69)	106.22
TOTAL EXPENDITURES	162,376.00	222,376.00	3,335.39	6,549.50	215,826.50	2.95
NET OF REVENUES & EXPENDITURES	107,824.00	47,824.00	(3,335.39)	280,458.19	(232,634.19)	586.44
TOTAL REVENUES - ALL FUNDS	4,831,336.56	4,831,336.56	1,038,974.01	559,127.61	4,272,208.95	11.57
TOTAL EXPENDITURES - ALL FUNDS	6,116,281.73	6,332,634.09	198,755.11	742,331.68	5,590,302.41	11.72
NET OF REVENUES & EXPENDITURES	(1,284,945.17)	(1,501,297.53)	840,218.90	(183,204.07)	(1,318,093.46)	12.20

GL NUMBER	2023		ACTIVITY FOR MONTH 03/31/23 INCR (DECR)	YTD BALANCE 03/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
	ORIGINAL BUDGET	2023 AMENDED BUDGET				
Fund 101 - GENERAL FUND						
Fund 101 - GENERAL FUND:						
TOTAL REVENUES	6,135,164.01	6,135,164.01	123,817.83	4,320,613.14	1,814,550.87	70.42
TOTAL EXPENDITURES	6,135,164.01	6,128,511.65	458,036.36	1,420,912.65	4,707,599.00	23.19
NET OF REVENUES & EXPENDITURES	0.00	6,652.36	(334,218.53)	2,899,700.49	(2,893,048.13)	43,589.05
Fund 201 - DRAINAGE FUND						
Fund 201 - DRAINAGE FUND:						
TOTAL REVENUES	0.00	0.00	185.71	520.22	(520.22)	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	185.71	520.22	(520.22)	100.00
Fund 202 - PARK FUND						
Fund 202 - PARK FUND:						
TOTAL REVENUES	0.00	0.00	237.07	664.07	(664.07)	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	504.50	(504.50)	100.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	237.07	159.57	(159.57)	100.00
Fund 204 - GRANT FUND						
Fund 204 - GRANT FUND:						
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
Fund 301 - DEBT SERVICE FUND						
Fund 301 - DEBT SERVICE FUND:						
TOTAL REVENUES	1,132,354.00	1,132,354.00	0.00	1,132,501.00	(147.00)	100.01
TOTAL EXPENDITURES	1,124,154.31	1,124,154.31	856.12	125,618.40	998,535.91	11.17
NET OF REVENUES & EXPENDITURES	8,199.69	8,199.69	(856.12)	1,006,882.60	(998,682.91)	12,279.52
Fund 302 - TID#1 DEBT SERVICE FUND						
Fund 302 - TID#1 DEBT SERVICE FUND:						
TOTAL REVENUES	909,044.70	909,044.70	17,450.39	961,381.28	(52,336.58)	105.76
TOTAL EXPENDITURES	679,366.78	679,366.78	0.00	217,096.25	462,270.53	31.96
NET OF REVENUES & EXPENDITURES	229,677.92	229,677.92	17,450.39	744,285.03	(514,607.11)	324.06
Fund 303 - TID#2 DEBT SERVICE FUND						
Fund 303 - TID#2 DEBT SERVICE FUND:						
TOTAL REVENUES	1,238,191.63	1,238,191.63	18,698.57	1,292,118.58	(53,926.95)	104.36
TOTAL EXPENDITURES	635,946.26	635,946.26	0.00	4,193.76	631,752.50	0.66
NET OF REVENUES & EXPENDITURES	602,245.37	602,245.37	18,698.57	1,287,924.82	(685,679.45)	213.85
Fund 304 - TID#3 DEBT SERVICE FUND						
Fund 304 - TID#3 DEBT SERVICE FUND:						
TOTAL REVENUES	25,281.74	25,281.74	0.00	25,281.74	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	25,281.74	25,281.74	0.00	25,281.74	0.00	100.00
Fund 305 - TID#4 DEBT SERVICE FUND						
Fund 305 - TID#4 DEBT SERVICE FUND:						
TOTAL REVENUES	626,177.32	626,177.32	0.00	626,177.32	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	626,177.32	626,177.32	0.00	626,177.32	0.00	100.00
Fund 306 - TID#5 DEBT SERVICE FUND						
Fund 306 - TID#5 DEBT SERVICE FUND:						
TOTAL REVENUES	6,059.64	6,059.64	0.00	6,059.64	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	6,059.64	6,059.64	0.00	6,059.64	0.00	100.00
Fund 307 - TID#6 DEBT SERVICE FUND						
Fund 307 - TID#6 DEBT SERVICE FUND:						
TOTAL REVENUES	15,265.60	15,265.60	0.00	15,265.60	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	15,265.60	15,265.60	0.00	15,265.60	0.00	100.00
Fund 308 - TID#7 DEBT SERVICE FUND						
Fund 308 - TID#7 DEBT SERVICE FUND:						
TOTAL REVENUES	41,071.22	41,071.22	0.00	41,071.22	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	41,071.22	41,071.22	0.00	41,071.22	0.00	100.00
Fund 309 - TID#8 DEBT SERVICE FUND						
Fund 309 - TID#8 DEBT SERVICE FUND:						
TOTAL REVENUES	1,049.28	1,049.28	0.00	1,049.28	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	1,049.28	1,049.28	0.00	1,049.28	0.00	100.00
Fund 310 - TID#9 DEBT SERVICE FUND						
Fund 310 - TID#9 DEBT SERVICE FUND:						
TOTAL REVENUES	3,446.33	3,446.33	0.00	3,446.33	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	3,446.33	3,446.33	0.00	3,446.33	0.00	100.00
Fund 311 - TID#10 DEBT SERVICE FUND						
Fund 311 - TID#10 DEBT SERVICE FUND:						
TOTAL REVENUES	23,125.31	23,125.31	0.00	23,125.31	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	23,125.31	23,125.31	0.00	23,125.31	0.00	100.00
Fund 312 - TID#11 DEBT SERVICE FUND						
Fund 312 - TID#11 DEBT SERVICE FUND:						
TOTAL REVENUES	881.76	881.76	0.00	881.76	0.00	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	881.76	881.76	0.00	881.76	0.00	100.00
Fund 401 - CAPITAL IMPROVEMENT						
Fund 401 - CAPITAL IMPROVEMENT:						
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,606,100.00	2,860,300.00	313,344.58	425,129.97	2,435,170.03	14.86
NET OF REVENUES & EXPENDITURES	(2,606,100.00)	(2,860,300.00)	(313,344.58)	(425,129.97)	(2,435,170.03)	14.86
Fund 402 - TAX INCREMENTAL DISTRICT #1						
Fund 402 - TAX INCREMENTAL DISTRICT #1:						
TOTAL REVENUES	0.00	0.00	3,724.49	24,348.75	(24,348.75)	100.00
TOTAL EXPENDITURES	16,814.23	16,814.23	1,548.35	3,767.35	13,046.88	22.41
NET OF REVENUES & EXPENDITURES	(16,814.23)	(16,814.23)	2,176.14	20,581.40	(37,395.63)	122.40
Fund 403 - TAX INCREMENTAL DISTRICT #2						
Fund 403 - TAX INCREMENTAL DISTRICT #2:						
TOTAL REVENUES	0.00	0.00	1,644.85	7,930.29	(7,930.29)	100.00
TOTAL EXPENDITURES	18,564.23	18,564.23	4,251.48	8,410.28	10,153.95	45.30
NET OF REVENUES & EXPENDITURES	(18,564.23)	(18,564.23)	(2,606.63)	(479.99)	(18,084.24)	2.59
Fund 404 - TAX INCREMENTAL DISTRICT #3						
Fund 404 - TAX INCREMENTAL DISTRICT #3:						
TOTAL REVENUES	0.00	0.00	15,911.25	15,911.25	(15,911.25)	100.00
TOTAL EXPENDITURES	35,185.58	35,185.58	4,541.17	25,380.01	9,805.57	72.13
NET OF REVENUES & EXPENDITURES	(35,185.58)	(35,185.58)	11,370.08	(9,468.76)	(25,716.82)	26.91
Fund 405 - TAX INCREMENTAL DISTRICT #4						
Fund 405 - TAX INCREMENTAL DISTRICT #4:						
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	14,964.23	14,964.23	1,074.47	2,923.01	12,041.22	19.53
NET OF REVENUES & EXPENDITURES	(14,964.23)	(14,964.23)	(1,074.47)	(2,923.01)	(12,041.22)	19.53
Fund 406 - TAX INCREMENTAL DISTRICT #5						
Fund 406 - TAX INCREMENTAL DISTRICT #5:						
TOTAL REVENUES	0.00	0.00	670.00	670.00	(670.00)	100.00
TOTAL EXPENDITURES	29,778.46	29,778.46	2,198.44	6,565.51	23,212.95	22.05
NET OF REVENUES & EXPENDITURES	(29,778.46)	(29,778.46)	(1,528.44)	(5,895.51)	(23,882.95)	19.80
Fund 407 - TAX INCREMENTAL DISTRICT #6						
Fund 407 - TAX INCREMENTAL DISTRICT #6:						
TOTAL REVENUES	0.00	0.00	3,382.00	3,382.00	(3,382.00)	100.00
TOTAL EXPENDITURES	35,185.58	35,185.58	4,028.67	106,101.13	(70,915.55)	301.55
NET OF REVENUES & EXPENDITURES	(35,185.58)	(35,185.58)	(646.67)	(102,719.13)	67,533.55	291.94
Fund 408 - TAX INCREMENTAL DISTRICT #7						
Fund 408 - TAX INCREMENTAL DISTRICT #7:						
TOTAL REVENUES	0.00	0.00	0.00	5,000.00	(5,000.00)	100.00
TOTAL EXPENDITURES	722.00	722.00	368.69	2,603.05	(1,881.05)	360.53
NET OF REVENUES & EXPENDITURES	(722.00)	(722.00)	(368.69)	2,396.95	(3,118.95)	331.99
Fund 409 - TAX INCREMENTAL DISTRICT #8						
Fund 409 - TAX INCREMENTAL DISTRICT #8:						
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	722.00	722.00	197.69	293.05	428.95	40.59
NET OF REVENUES & EXPENDITURES	(722.00)	(722.00)	(197.69)	(293.05)	(428.95)	40.59
Fund 410 - TAX INCREMENTAL DISTRICT #9						
Fund 410 - TAX INCREMENTAL DISTRICT #9:						
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	722.00	722.00	197.69	293.05	428.95	40.59
NET OF REVENUES & EXPENDITURES	(722.00)	(722.00)	(197.69)	(293.05)	(428.95)	40.59
Fund 411 - TAX INCREMENTAL DISTRICT #10						
Fund 411 - TAX INCREMENTAL DISTRICT #10:						
TOTAL REVENUES	0.00	0.00	87.87	254.83	(254.83)	100.00
TOTAL EXPENDITURES	722.00	722.00	197.69	293.05	428.95	40.59
NET OF REVENUES & EXPENDITURES	(722.00)	(722.00)	(109.82)	(38.22)	(683.78)	5.29
Fund 412 - TAX INCREMENTAL DISTRICT #11						
Fund 412 - TAX INCREMENTAL DISTRICT #11:						
TOTAL REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	722.00	722.00	197.69	293.05	428.95	40.59
NET OF REVENUES & EXPENDITURES	(722.00)	(722.00)	(197.69)	(293.05)	(428.95)	40.59
Fund 601 - SOMERS WATER UTILITY						
Fund 601 - SOMERS WATER UTILITY:						
TOTAL REVENUES	1,564,442.00	1,564,442.00	360,555.12	77,015.29	1,487,426.71	4.92
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NET OF REVENUES & EXPENDITURES	(39,337.52)	(41,031.52)	278,331.35	(134,911.93)	93,880.41	328.80
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NET OF REVENUES & EXPENDITURES	(119,411.95)	(2,020,934.28)	50,440.21	(10,319.76)	(2,010,614.52)	0.51
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TOTAL EXPENDITURES	4,013,508.70	2,266,644.73	105,652.30	454,247.51	1,812,397.22	20.04
NET OF REVENUES & EXPENDITURES	(1,234,019.70)	512,844.27	514,782.73	(318,430.57)	831,274.84	62.09
Fund 604 - STORMWATER UTILITY						
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TOTAL REVENUES	270,200.00	270,200.00	0.00	287,007.69	(16,807.69)	106.22
TOTAL EXPENDITURES	162,376.00	222,376.00	3,335.39	6,549.50	215,826.50	2.95
NET OF REVENUES & EXPENDITURES	107,824.00	47,824.00	(3,335.39)	280,458.19	(232,634.19)	586.44
TOTAL REVENUES - ALL FUNDS	14,988,449.10	14,988,449.10	1,224,784.04	9,066,781.22	42,018.84	60.49
TOTAL EXPENDITURES - ALL FUNDS	17,451,115.40	17,915,015.40	989,794.20	3,092,709.75	14,822,305.65	17.26
NET OF REVENUES & EXPENDITURES	(2,462,666.30)	(2,926,566.30)	234,989.84	5,974,071.47	(8,900,637.77)	204.13



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

WORK SESSION: May 2, 2023

TO: Village President Stoner and Village Trustees

FROM: Brandi Baker, Clerk-Treasurer

AGENDA ITEM: #7 Review and discuss Recurring Special Event Applications for Jerry Smith Farms and Hawthorn Hollow

BACKGROUND:

On January 24, 2023 The Village Board passed Ordinance No 2023-003 pertaining to Special Event permits. This created Recurring Special Event Permits to certain zoning located in the PR-1, A-2 or I-1 districts.

COMMENTS:

The above-mentioned establishments in the Village of Somers have submitted their Recurring Special Events applications. Applications are included.

Building Inspections & Fire Inspections of all locations have been successfully completed, and there are no outstanding issues reported.

Staff recommends applications to appear on the May 9th, 2023 Village Board agenda for approval.

ATTACHMENTS:

Jerry Smith Farms Application

Hawthorn Hollow Application



HAWTHORN HOLLOW
NATURE SANCTUARY AND ARBORETUM

Brandi Baker
Clerk - Treasurer
Village / Town of Somers
7511 12th Street, P.O. Box 197
Somers, WI 53171

March 24, 2023

Dear Ms. Baker,

Hawthorn Hollow has applied for a recurring special events permit. If granted this permit, could you please consider waiving the accompanying fees?

Hawthorn Hollow is owned and operated by the H. Chris Hyslop Foundation, a private 501c(3) non-profit organization. The now 90 acre Nature Sanctuary is comprised of 3 miles of trails meandering through the woods of the Pike River Valley, restored and remnant prairies, perennial gardens, a Nature Center, 3 Historic Buildings, the Heritage Farmstead, an Observatory, and a 12 acre Arboretum. Hawthorn Hollow hosts over 6,000 students a year with over 30 educational programs. All proceeds from these events provide funds to continue the maintenance operations of this treasured natural resource

Thank you very much,

A handwritten signature in black ink, appearing to read 'TJ Leveque', with a long, sweeping horizontal line extending to the right.

TJ Leveque
Executive Director
Hawthorn Hollow Nature Sanctuary and Arboretum
880 Green Bay Road
Kenosha, WI 53144
262-552-8196



OFFICE USE ONLY
 DATE FILED: _____
 INITIALS: _____

Village of Somers
 P.O. Box 197
 7511 - 12th Street
 Somers, WI 53171
 262-859-2822

Village of Somers Special Event Permit (Recurring)

Fee: \$ _____

On a separate sheet, list the dates of any proposed events, providing a description for each and specifying the proposed hours of operation.

Zoning District of Event Location: PR-1 **Note:** If the property is not located in the PR-1, A-2 or I-1 Zoning District, it is not eligible for a Recurring Special Event Permit.

Licensee Name: Hyslop Foundation, Inc
Corporation, Partnership, or Individual - Must be same name as beer/liquor license (if applicable)

Trade/Event Name: Hawthorn Hollow Nature Sanctuary & Arboretum

Trade/Event Address: 880 Green Bay Rd, Kenosha, WI 53144
Street Street Zip

If Licensee is a Corporation or LLC, list Agent's Full Name: Timothy Joel Leveque

List Date of Birth of Agent (If Corporation/LLC) or Individual: 11/06/1981

Address: 1904 30th Ave Kenosha WI 53140
Street City State Zip

Phone: 262-552-8196 Email: tj@hawthornhollow.org
(Correspondence will be via email if address is given)

Driver's License Number: WI L120-8108-1406-01
State Number

1. Have you ever received any **tickets** or been charged with any **crimes** or **felonies** in any state? **Yes** **No**
 If yes, provide: Charge, State, Date, Result (including pending charges).
(Examples: Speeding, WI, 5/8/2012, Guilty | Theft, FL, 5/22/2014, Dismissed | DUI, WI, 6/30/2017, Pending)

CHARGE	STATE	DATE	RESULT
Unlawful U/Y Turn-1st Offense	WI	09/30/2002	Dismissed

2. Have you ever had your **driver's license suspended or revoked in any state**? Yes No
 If yes, provide: Charge, State, Date

CHARGE	STATE	DATE

3. Have you ever served or been sentenced to serve time in **jail or prison in any state**? Yes No
 If yes, provide: Charge, State, Date

CHARGE	STATE	DATE

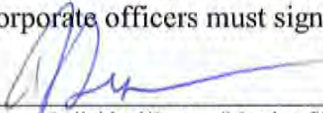
4. Have you ever, while operating a business or engaged in a profession, been convicted of any charges involving unfair trade practices, unethical conduct, or discrimination in any state? Yes No
 If yes, provide: Charge, State, Date Result (Include pending charges).

CHARGE	STATE	DATE	RESULT

5. List the name and address of all employers for which you have worked and/or businesses you have operated in the **past five (5) years**. Hawthorn Hollow Nature Sanctuary & Arboretum, 880 Green Bay Rd, Kenosha, WI 53144

6. Have you lived at your current home address for the **past five (5) years**? Yes No
 If no, please list all addresses which you have resided at in the past five (5) years.

READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge. False or incomplete answers will result in the denial/revocation of permit. (Individual applicants and each member of a partnership must sign; designed corporate officers must sign.)


 Individual/Partner/Member Signature

3/24/23
 Date

PLEASE NOTE: Attached as page 3 and 4 of the application is an **Operational and Security Plan**. This information is required. If not fully and accurately completed, the Special Event Permit application will be considered incomplete and will not proceed to any Committees for consideration until the information is provided.

PLEASE NOTE: Only the owner, lessee or licensee which has the exclusive right to possession of the property is eligible for a Recurring Special Events Permit. Any other person or entity seeking to hold a Special Event at a location which holds a Recurring Special Events Permit must apply for and receive a separate Single Day Special Event Permit

PLEASE NOTE: Special Events Permits confer no rights regarding alcohol licensing, which must be obtained by separate application and approval.

SPECIAL EVENT PERMIT: OPERATIONAL AND SECURITY PLAN INFORMATION

Operational Plan

Planned Hours* of Operation:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours: _____ to _____	Hours: _____ to _____	Hours: _____ to _____	Hours: _____ to _____	Hours: _____ to _____	Hours: _____ to _____	Hours: _____ to _____

*be sure to list AM or PM

Legal occupancy limit for the premises: _____ persons

Attach scale drawing of parking plan

Number of off-street parking spaces used to service the premises: _____ parking spaces

Description of the off-street parking spaces used to service the premises: _____

Describe the sound amplification equipment to be used (if any): _____

Identify any sound mitigation strategies to be implemented: _____

How will orderly appearance and operation of the establishment be maintained in regard to litter and noise: _____

Security Plan

Attach scale drawing of elements of Security Plan

Description of clothing to identify security personnel: _____

Are security personnel employees? If not, provide contact information for outside security firm: _____

Plan to handle control and clearance of the parking lot and public right-of-ways adjacent to licensed property during hours of operation and at closing time: _____

How will the entrance line be managed and controlled: _____

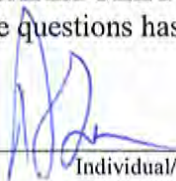
Will any security personnel be armed? Yes No If yes, provide individual names and addresses

Plan for unruly patrons, intoxicated patrons, and physical disturbances (including fights): _____

Underage drinking and fake ID plan: _____

Provide the first and last name of all management personnel: _____

READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge.



Individual/Partner/Member Signature

3/24/23

Date

SPECIAL EVENT PERMIT: OPERATIONAL AND SECURITY PLAN INFORMATION

Operational Plan

Planned Hours* of Operation:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours: 8 am To 5 pm	Hours: 8 am To 5 pm	Hours: 8 am To 5 pm	Hours: 8 am To 5 pm	Hours: 8 am To 5 pm	Hours: 8 am To 9 pm	Hours: 8 am To 5 pm

*be sure to list AM or PM

Legal occupancy limit for the premises: _____ persons

Attach scale drawing of parking plan: Attachment one is our Concert/Small Event Parking Plan, attachment two is our Art Fair Parking Plan, and attachment three is our Historic Building Emergency Access Plan.

Number of off-street parking spaces used to service the premises: 560 parking spaces

Description of the off-street parking spaces used to service the premises: Hawthorn Hollow has two parking lots on the premises, our Nature Center lot which holds 30 cars, and our Farm/Event lot which holds 25. In addition, we park cars diagonally at least 10 feet off the entrance road for concerts and other medium-sized events. For the art fair, we convert our arboretum meadow into a five-lane grass parking lot which can hold up to 375 cars with the required clearances.

Describe the sound amplification equipment to be used (if any): We use a 16-channel 1000 w Yamaha powered PA system with two 15-inch main speakers and two floor monitor speakers for the artist. For the art fair, we often have a second stage at the nature center with a second PA system donated for the day. Weddings often utilize a hired DJ who provides their own equipment.

Identify any sound mitigation strategies to be implemented: Volume is always kept as low as possible to reduce impact on neighbors and the general public. Wedding DJ's must set up so speakers face north-west, away from our closest neighbors. The amphitheater (concert location) naturally faces away from our neighbors as well. In the past, we have received no complaints from neighbors or the general public about noise levels from our events to the best of our knowledge.

How will orderly appearance and operation of the establishment be maintained in regard to litter and noise?: We provide numerous garbage and recycling receptacles placed throughout the event area, and these are monitored and emptied when needed. Refuse is then deposited in our garbage and recycling dumpsters, which are emptied once a week by our private sanitation vendor. See above for our noise mitigation plan.

Security Plan

Attach scale drawing of elements of Security Plan: See Attachment Four.

Description of clothing to identify security personnel: Security is provided by Hawthorn Hollow staff and a select group of vetted volunteers. All staff wear lanyards with identification cards attached, and volunteers wear a lanyard that states "volunteer". For the Walk in the Woods Art Fair, all staff and volunteers also wear a bright green t-shirt to make identification easier.

Are security personnel employees? If not, provide contact information for outside security firm: Yes, employees and volunteers.

Plan to handle control and clearance of the parking lot and public right-of-ways adjacent to licensed property during hours of operation and at closing time: The use of off-road diagonal parking spaces for the concert series allows for easy parking lot clearance once the event has concluded. For the art fair, we use numerous volunteers to direct and control parking, as well as enforcing one-way lanes throughout the arboretum lot. This, along with plentiful signage (over 20 different signs are used for art fair parking alone) has allowed us to control and clear the lot with ease.

How will the entrance line be managed and controlled: Our main concern is to keep the entrance line off of public roads, specifically Hwy 31. The actual point of entry, where patrons pay or give tickets, is set approximately 300 ft from the roadside, allowing a large number of vehicles to enter without disrupting traffic. If the line becomes too long, we can open up our Farm/Event parking lot as an additional point of entry, allowing more cars to enter. In the unlikely event that there is still a backup, we would forego entrance donation collection and allow cars to enter the event without stopping for tickets or payment, speeding up the process even more.

Will any security personnel be armed? If yes, provide individual names and addresses: No security personnel at Hawthorn Hollow will be armed.

Plan for unruly patrons, intoxicated patrons, and physical disturbances (including fights): If a patron is found to be unruly or seems to be causing a disturbance, they will be escorted by two security personnel to their vehicle and told to leave the premises (if they don't appear to be intoxicated or a threat to themselves or others). If a fight occurs, all parties will be separated and escorted off the property (again, if not intoxicated or a perceived threat). Patrons who appear to be intoxicated or unruly will not be served any alcohol, and if no other option is available, law enforcement will be asked to intervene. In over 30 years of events at Hawthorn Hollow, law enforcement has never had to intervene in any disturbance with our patrons.

Underage drinking and fake ID plan: When serving alcoholic beverages, we utilize a mandatory ID check and wristband policy for all purchasers. We will not sell any alcoholic beverages to anyone without a wristband (which indicates their ID has been checked and accepted), and we will confiscate any alcoholic beverages in the possession of anyone without a wristband. If an ID is found to be fraudulent, it will be confiscated and turned over to the proper authorities.

Provide the first and last name of all management personnel:

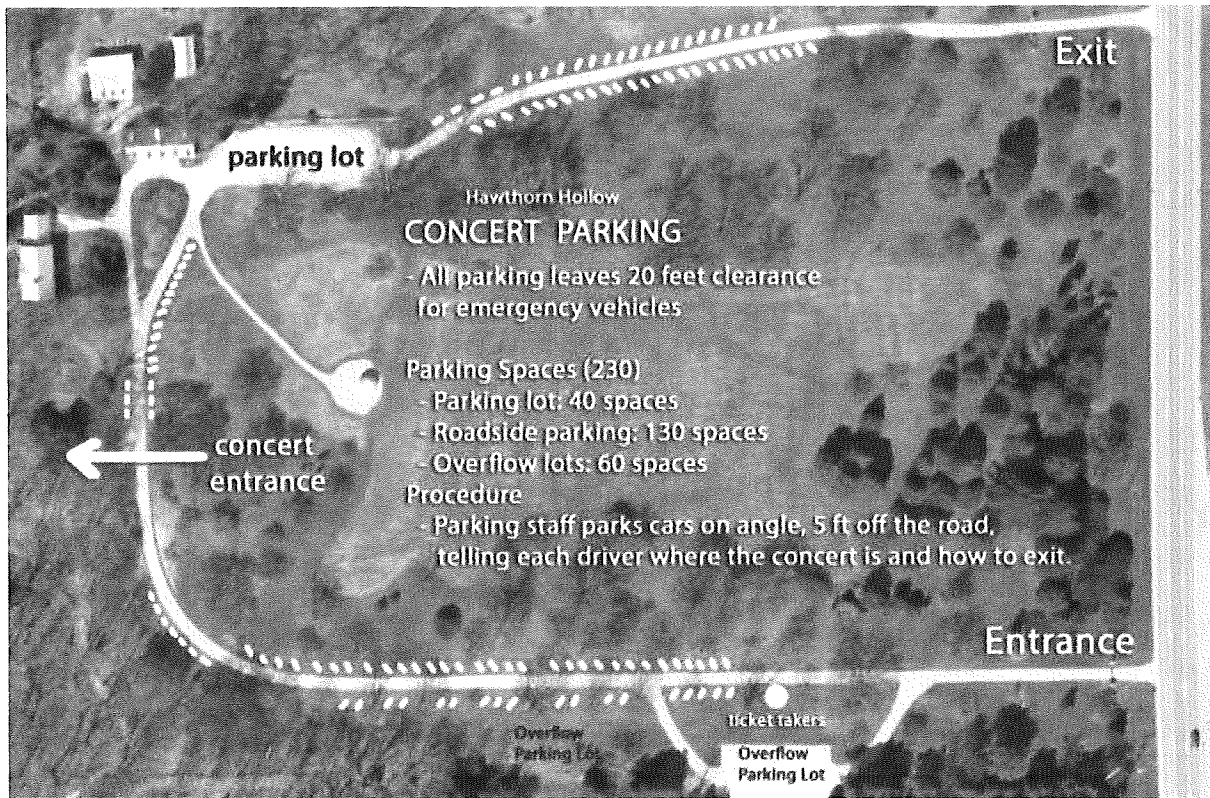
- Timothy J. Leveque, Executive Director
- Dr. William Parker, Observatory Director
- Emily Leonard, Ecologist
- Kailyn Palomares, Naturalist & Education Coordinator
- Laura Smith, Marketing & Rental Coordinator
- Chad Jocius, Observatory & Maintenance Manager
- Jeremy W. Haag, Event & Administrative Coordinator

READ CAREFULLY BEFORE SIGNING: Under penalty provided for by law, the undersigned states that each of the above questions has been truthfully answered to the best of his/her/their knowledge.

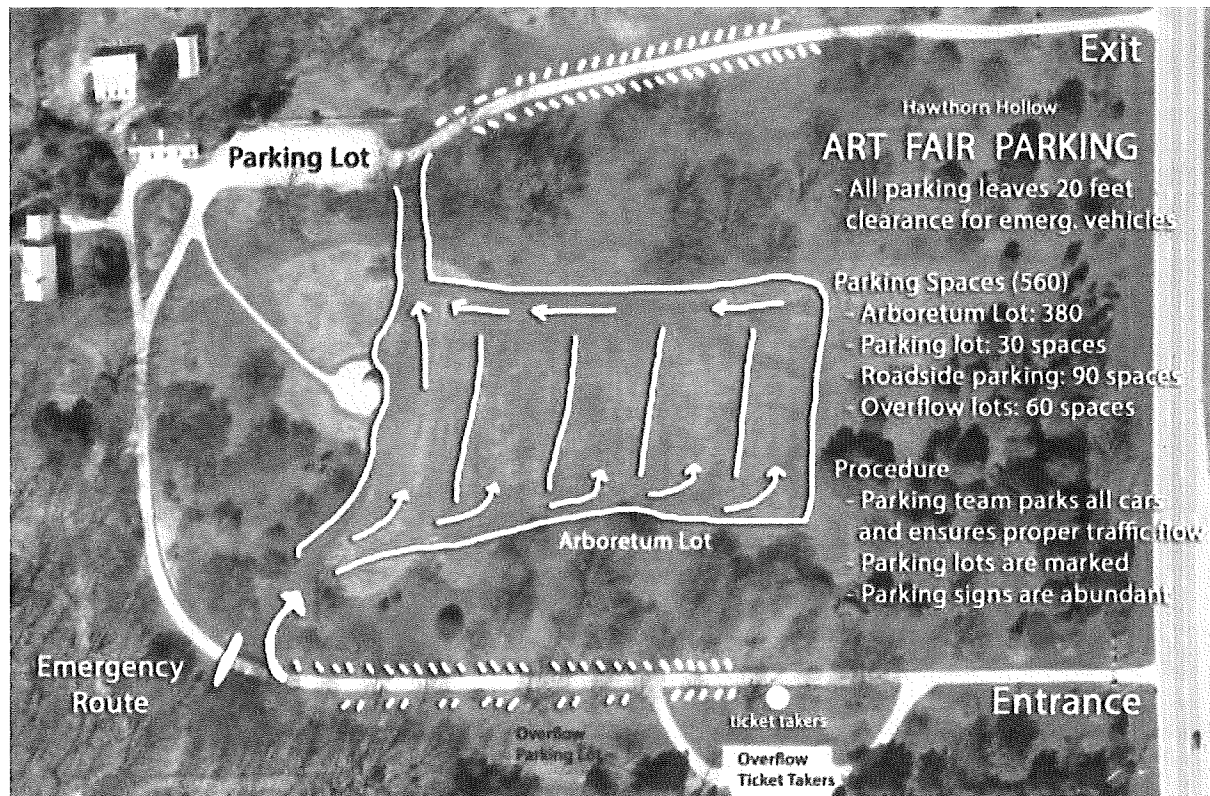
Individual/Partner/Member Signature

3/29/23
Date

Attachment One: Concert/Small Event Parking Plan



Attachment Two: Art Fair Parking Plan



Attachment Three: Historic Buildings Emergency Access Plan



Attachment Four: Gates & Camera Locations



Hawthorn Hollow 2023 Recurring Event Permit Events List

Date	Event Name	Description	Duration
5/13/2023	Birds & Plants	A bird walk & plant sale fundraiser, will include live amplified music (folk) and a bake sale.	9 am – 3 pm
6/23/2023	Pike River Benefit Concert Series 1	First in a series of fundraising concerts, will include live amplified music (jazz) and alcoholic beverages for sale.	5 pm – 9 pm
7/28/2023	Pike River Benefit Concert Series 2	Second in a series of fundraising concerts, will include live amplified music (folk/bluegrass) and alcoholic beverages for sale.	5 pm – 9 pm
8/18/2023	Pike River Benefit Concert Series 3	Third (and final) in a series of fundraising concerts, will include live amplified music (folk) and alcoholic beverages for sale.	5 pm – 9 pm
9/09/2023	Walk in the Woods Art Fair	Arts & crafts fundraiser, will include live amplified music (acoustic folk/bluegrass/jazz, etc), performance art, bake sale, and alcoholic beverages for sale.	10 am – 4 pm
10/08/2023	Harvest Hootenanny at the Heritage Farmstead	Harvest festival fundraiser for the heritage farmstead, will include live amplified music (folk/bluegrass), alcoholic beverages, kid's activities, and crafts.	10 am – 3 pm
10/20/2023	Haunted Trails of Haunted Hollow #1	Halloween night hike/storytelling event, includes amplified music & sound effects.	6 pm – 9 pm
10/27/2023	Haunted Trails of Haunted Hollow #2	Halloween night hike/storytelling event, includes amplified music & sound effects.	6 pm – 9 pm
10/28/2023	Haunted Trails of Haunted Hollow #3	Halloween night hike/storytelling event, includes amplified music & sound effects.	6 pm – 9 pm
12/02/2023	Holiday Boutique	Holiday wreath & craft sale, includes amplified holiday music.	9 am – 3 pm

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

Village and Town of Somers

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED INSURED FOR
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p>Named Insured: Hyslop Foundation, Inc. dba Hawthorn Hollow</p> <p>Endorsement Effective Date: 3/23/23</p>
--

SCHEDULE

<p>Name Of Person(s) Or Organization(s): Village and Town of Somers</p>
--

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization: Village and Town of Somers
--

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us of Section IV - Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p>Named Insured: Hyslop Foundation Inc dba Hawthorn Hollow</p> <p>Endorsement Effective Date: 3/23/23</p>
--

SCHEDULE

<p>Name(s) Of Person(s) Or Organization(s):</p> <p>Village and Town of Somers</p>
--

<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION ENDORSEMENT

This Endorsement modifies insurance provided under the following:

BUSINESSOWNERS POLICY
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

With respect to coverage provided by this Endorsement, the provisions of the Coverage Form apply unless modified by the Endorsement.

SCHEDULE

Name and address/contact information of Person(s) or Organization(s):

Village and Town of Somers
7511 12th St
Kenosha WI 53144

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The following Condition is added:

Notice Of Cancellation – Scheduled Person(s) or Organization(s)

- a. If we do not renew or cancel this policy, we will send advance written notice to the person(s) or organization(s) as shown in the SCHEDULE. The notice will be delivered by any method we choose, in the applicable timeframe specified in the policy's Cancellation Condition, any amendment to that Condition, or any other statutory timeframe requirements.
- b. Notice provided on this policy shall also apply as notice for any other Commercial Lines insurance policy or coverage part issued to the Named Insured by us.
- c. The notice is intended only to inform the person(s) or organization(s) named in the SCHEDULE in the event of a pending cancellation or non-renewal of coverage. Our failure to provide such advance notification will not:
 - (1) Change any policy cancellation or non-renewal effective date;
 - (2) Negate any cancellation or non-renewal of the policy; or
 - (e) Grant, alter, or extend any rights or obligations under any policy issued by us.

All other terms and conditions of this policy not in conflict with the terms and conditions of this Endorsement shall continue to apply.

Village of Somers
 P.O. Box 197
 7511 - 12th Street
 Somers, WI 53171
 262-859-2822

Village of Somers Special Event Permit (Recurring)

Fee: \$ 300

On a separate sheet, list the dates of any proposed events, providing a description for each and specifying the proposed hours of operation.

Zoning District of Event Location: A-2 **Note:** If the property is not located in the PR-1, A-2 or I-1 Zoning District, it is not eligible for a Recurring Special Event Permit.

Licensee Name: J. Smith FARMS, Inc.

Corporation, Partnership, or Individual - Must be same name as beer/liquor license (if applicable)

Trade/Event Name: Jerry Smith Farm

Trade/Event Address: 7150 18th ST. Kenosha, WI 53144
Street Zip

If Licensee is a Corporation or LLC, list Agent's Full Name: Amy Kristen Smith

List Date of Birth of Agent (If Corporation/LLC) or Individual: 01-24-1969

Address: 7150 18th ST Kenosha WI 53144
Street City State Zip

Phone: 262-620-0081 Email: AKSmith7150@gmail.com
(Correspondence will be via email if address is given)

Driver's License Number: WI S 530-0116-9524-04
State Number

1. Have you ever received any **tickets** or been charged with any **crimes** or **felonies** in any state? **Yes** **No**
 If yes, provide: Charge, State, Date, Result (including pending charges).
 (Examples: Speeding, WI, 5/8/2012, Guilty | Theft, FL, 5/22/2014, Dismissed | DUI, WI, 6/30/2017, Pending)

CHARGE	STATE	DATE	RESULT
Speeding	IL	1992	Guilty
Speeding	WI	1998	Guilty

SPECIAL EVENT PERMIT: OPERATIONAL AND SECURITY PLAN INFORMATION

Operational Plan

Planned Hours* of Operation:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours: <u>12 AM</u> to <u>9 pm</u>	Hours: <u>5 pm</u> to <u>9 pm</u>	Hours: <u>5 pm</u> to <u>9 pm</u>	Hours: <u>5 pm</u> to <u>9 pm</u>	Hours: <u>5 pm</u> to <u>9 pm</u>	Hours: <u>12 AM</u> to <u>9 pm</u>	Hours: <u>12 AM</u> to <u>9 pm</u>

*be sure to list AM or PM

Legal occupancy limit for the premises: 150 persons

Attach scale drawing of parking plan

Number of off-street parking spaces used to service the premises: 100 parking spaces

Description of the off-street parking spaces used to service the premises: parking lot east of warehouse & parking in front of country store.

Describe the sound amplification equipment to be used (if any): small bands, live music & Dj.

Identify any sound mitigation strategies to be implemented: small stage located in beer garden

How will orderly appearance and operation of the establishment be maintained in regard to litter and noise: We have our own staff for trash. Our property is monitored during event & day after event. Our grounds are always clean of trash. Noise - our music ends before 9pm and if we have great relationships with our entertainers, they are aware that we are in control of volume.

SECURITY PLAN

- Security plan will only be used for Co-Sponsored events that extend to outside the beer garden area. Depending on the size of the event 2-10 personal will be employed for the sole purpose of the crowd control or to intervene with anyone that appears to be disorderly.
- Parking lots are in front of the Country Store and to the East of our property
- Unruly patron will be given an initial warning and then will be asked to leave if they do not comply
- Patrons who are intoxicated are asked to leave. We will first determine if they have driven there, if so, an Uber is called
- Patrons presenting false ID will be recorded and confiscated
- Sheriff's Dept. will be notified if a situation escalated. Management will try to deescalate situation and remove said parties from the premise at different times so the problem does not continue outside premise
- Staff members (4-6 employees) will be on site
- Area is secured by fenced in enclosure
- Area has 2 exits

Operational Plan

- Beer Garden will open M-TH 5-9pm Fri-Sun 12-9pm
- Outside occupancy - 150
- Adequate parking in front of store & in our east parking lot

Music

- TBD

Management

- Amy Smith 262-620-0081
- Linda Timmons 262-705-8586

Event Schedule for 2023 @ Jerry Smith Farm

June- Babies on the Farm

10th, 11th, 17th & 18th DJ music

July- Chalk Fest

22nd-23rd live music

August- Sweet Corn Fest

12th-13th. Dj & live music

Sept- Oct Pumpkin Season

DJ music

Nov-Dec

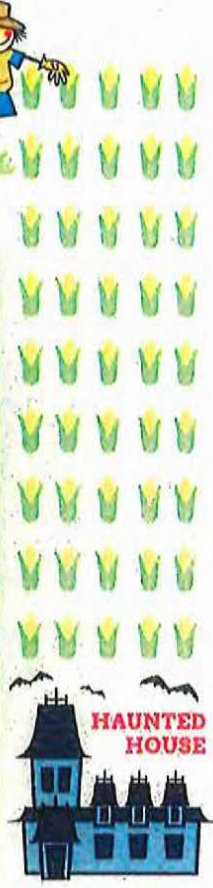
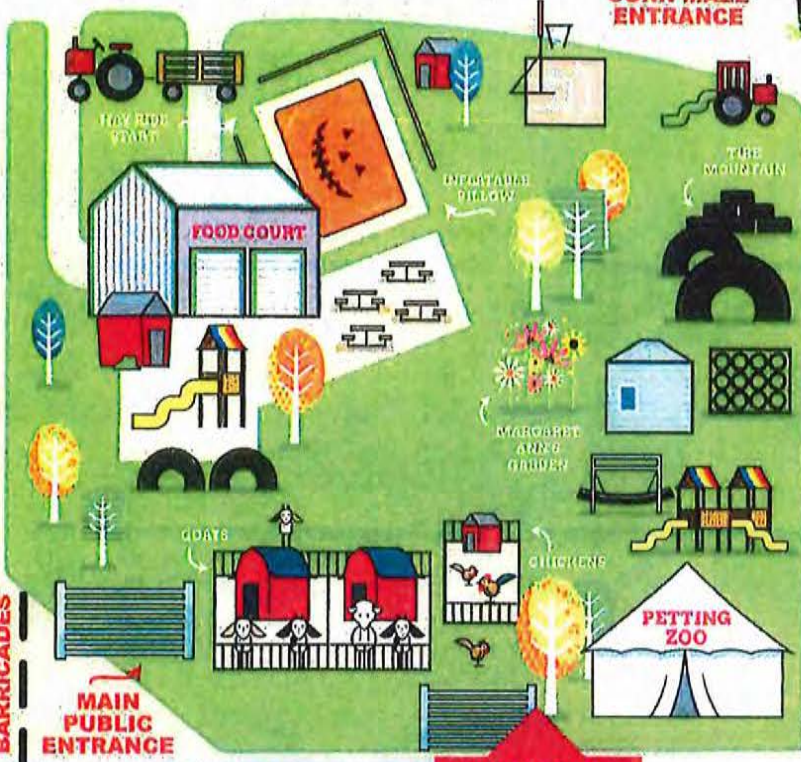
DJ -music

We are looking at having live music Fri, Sat & Sun at our beer garden throughout the summer months. During our events we do have security onsite that monitor guests as well as parking.



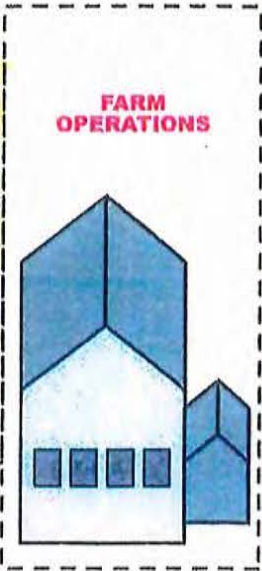
JERRY SMITH PUMPKIN FARM EMERGENCY RESPONDER MAP

ZONE A



MOVABLE BARRICADES

MAIN PUBLIC ENTRANCE



DIRT ROAD, ALTERNATIVE ACCESS

HWY EA



ZONE B

PARKING

PARKING

ZONE C

MOVABLE BARRICADES

MAIN PUBLIC ENTRANCE



18th St. (HWY L)

ZONE D

PARKING

SOMERS FIRE & RESCUE

**P.O. Box 197
Somers, WI 53171
(262-859-2277)**



CHIEF
Benjamin Andersen

To: President Stoner and Village Board Trustees

Request to discuss the Fire Department having a Social Media Account.

Somers Village Board I am asking for board approval for the Somers Fire Department to have an official social media presence. We currently only have a social media presence through either the Fireman's association or the Firefighters Union Facebook pages. While these accounts work for some things they are not under my control and authority which means they can post and promote things of their choosing and I have no control of it. I am looking for permission to have an official social media presence that I as the chief would have control of. This would be used for recruitment, public education, public relations, and public information. The Official page would never support any political parties or candidates and would be run under a department policy/procedure that would limit who can post and what can be posted. Today social media is the platform used most by people in the age range that we are targeting for recruitment. Many grants' applications require you to have a social media page that you can post about your grant award if awarded. These are just some of the reasons why I would ask for your permission to allow us as a fire department to have an official presence on social media. Firefighter Nico Celebre, our community outreach officer has been taking classes on social media usage for a public entity as well as reviewing policies and procedures from other organizations so that we are prepared if authorized to start our own account.

Thank you for your time and consideration on this topic. Please feel free to reach out to me with any questions or concerns you may have.

Chief Benjamin Andersen



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

WORK SESSION: May 2nd, 2023

TO: Village President Stoner and Board of Trustees

PREPARED BY: Jason J. Peters, Administrator

AGENDA ITEM: #9 Review and Discussion on proposed Ordinance 2023-011, an Ordinance to Repeal and Recreate Section 12.08(X) of the Code of Ordinances of the Village of Somers Regarding Penalties to be Imposed for the Violation of Various Sections of Chapter 12 of the Code of Ordinances

BACKGROUND:

Administration and the Clerk's office have reviewed the current regulations on Mobile Homes and Mobile Home Parks. Both are of the opinion that the fines do not currently serve as a large enough deterrent for noncompliance.

Section 12.08(X) currently reads as follows:

Penalties. Any person who shall fail to report the presence of a mobile home as require in subsection (Q) shall be subject to a forfeiture of \$25 for each failure to report a mobile home shall constitute a separate offense. Any person convicted of violating any other section of this chapter, shall, upon conviction thereof, pay a forfeiture of not less than \$50 nor more than \$100 for each violation and upon conviction of the same offense within a twelve-month period, shall pay a forfeiture of not less than \$100 or more than \$200 for such second violation, together with all costs and disbursements as provided by law and in the default of payment thereof, shall be confined in the County Jail for a period of not more than 30 days, each day a violation of this chapter shall occur, shall be a separate offense.

Nothing in this penalty section for action by the Village or a forfeiture shall prohibit the Village Board from proceeding under subsection (S) for revocation of license.

UPDATE:

On April 20th, Staff met with Attorney Davison to discuss the raising of these fines. Attorney Davison has drafted the attached proposed Ordinance that would serve to raise these fines. The proposed forfeiture now would be not less than \$500 nor more than \$1,000 for each violation and if they are convicted again within 12 months the forfeiture would be not less than \$2,000 nor more than \$5,000.

COMMENTS:

Staff is seeking direction from the Board on the proposed increase in fines.

ATTACHMENTS:

Proposed Ordinance No 2023-011

ORDINANCE NO. 2023-011

AN ORDINANCE TO REPEAL AND RECREATE SECTION 12.08(X)
OF THE CODE OF ORDINANCES OF THE VILLAGE OF SOMERS
REGARDING PENALTIES TO BE IMPOSED
FOR THE VIOLATION OF VARIOUS SECTIONS OF CHAPTER 12
OF THE CODE OF ORDINANCES

The Village Board of Trustees of the Village of Somers, Kenosha County,
Wisconsin, hereby repeals and recreates Section 12.08(X) of the Code of Ordinances of the
Village of Somers to read as follows:

(X) **Penalties.** Any person who shall fail to report the presence of a mobile home as required in subsection (Q) shall be subject to a forfeiture of Twenty-five (\$25.00) Dollars and each failure to report a mobile home shall constitute a separate offense. Any person convicted of violating any other section of this chapter, shall, upon conviction thereof, pay a forfeiture of not less than Five Hundred (\$500.00) Dollars nor more than One Thousand (\$1,000.00) Dollars for each violation and upon conviction of the same offense within a twelve (12) month period, shall pay a forfeiture of not less than Two Thousand (\$2,000.00) Dollars or more than Five Thousand (\$5,000.00) Dollars for such second violation, together with all costs and disbursements as provided by law and in the default of payment thereof, shall be confined in the County Jail for a period of not more than thirty (30) days, each day a violation of this chapter shall occur, shall be a separate offense.

Nothing in this penalty section for action by the Village or a forfeiture shall prohibit the Village Board from proceeding under subsection (S) for revocation of license.

Dated at Somers, Wisconsin, this ____ day of _____, 2023.

VILLAGE OF SOMERS

By: _____
George Stoner, President

Attest: _____
Brandi Baker, Clerk/Treasurer

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

WORK SESSION: May 2nd, 2023

TO: Village President Stoner and Board of Trustees

PREPARED BY: Jason J. Peters, Administrator

AGENDA ITEM: #10 Review and Discussion on proposed Ordinance 2023-012, an Ordinance to Repeal and Create Section 9.25 of the Code of Ordinances of the Village of Somers Regarding Penalties and Forfeitures (Shoplifting)

BACKGROUND:

The Village has seen an increase in the number of tickets written for shoplifting. President Stoner has request that the forfeitures for shoplifting be reviewed. Under the current Ordinance the fine would be \$187.

UPDATE:

On April 20th, Staff met with Attorney Davison to discuss the raising of these fines. Attorney Davison has drafted the attached proposed Ordinance that would serve to raise the fine for shoplifting. The proposed forfeiture now would be not less than Five Hundred (\$500.00) Dollars but not more than One Thousand (\$1,000.00) Dollars for the first offense and One Thousand (\$1,000.00) Dollars but not more than Two Thousand Five Hundred (\$2,500.00) Dollars for the second offense within one (1) year of conviction of the first offense.

COMMENTS:

Staff is seeking direction from the Board on the proposed increase in fines.

ATTACHMENTS:

Proposed Ordinance No 2023-012

ORDINANCE NO. 23-012

AN ORDINANCE TO REPEAL AND CREATE SECTION 9.25
OF THE CODE OF ORDINANCES OF THE VILLAGE OF SOMERS
REGARDING PENALTIES AND FORFEITURES

The Village Board of Trustees of the Village of Somers, Kenosha County, Wisconsin, hereby repeals and recreates Section 9.25 of the Code of Ordinances of the Village of Somers to read as follows:

9.25 PENALTIES AND FORFEITURES.

(A) Except for subsection 9.23 (Cruelty to animals), for which there shall be a penalty of One Hundred Eighty-seven (\$187.00) Dollars for a violation thereof, and except for violations for shoplifting written under §9.216 which shall be subject to subsection (B), below, other violations of the provisions of this Chapter shall be subject to the penalty provisions contained in §25.04 of the Code of Ordinances.

(B) Any person who shall be found guilty of a violation for shoplifting under §9.216 shall be subject to a forfeiture of not less than Five Hundred (\$500.00) Dollars but not more than One Thousand (\$1,000.00) Dollars for the first offense and One Thousand (\$1,000.00) Dollars but not more than Two Thousand Five Hundred (\$2,500.00) Dollars for the second offense within one (1) year of conviction of the first offense.

Dated at Somers, Wisconsin, this _____ day of _____, 2023.

VILLAGE OF SOMERS

By: _____

George Stoner, President

Attest: _____

Brandi Baker, Clerk/Treasurer



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

WORK SESSION: May 2nd, 2023

TO: Village President Stoner and Board of Trustees

PREPARED BY: Jason J. Peters, Administrator

AGENDA ITEM: #11 Review and Discussion on proposed Ordinance 2023-013, an Ordinance to Repeal and Create Section 21.145 of the Code of Ordinances of the Village of Somers Relating to Parking and Storage Regulations in Certain Zoning Districts

#12 Review and Discussion on proposed Ordinance 2023-014, an Ordinance to Create Section a Definition in Appendix “A” – Definitions to the Zoning Code of Village of Somers Relating to Shipping Containers

BACKGROUND:

As may recall in 2021, Trustee Nelson provided the Board a memorandum regarding the use of shipping containers as either permanent or temporary storage facilities.

UPDATE:

On April 20th, Planning/Zoning, Administration, Attorney Davison and Trustee Nelson met to discuss several options to finally address this issue. The attached proposed Ordinance No. 2023-013 will serve to forbid shipping containers in areas that are not zoned either A-1 or A-2. Current containers will be grandfathered in with the conditions stated.

Planning/Zoning has also suggested that a definition of shipping containers be added to our Zoning Code. Attorney Davison has drafted the attached proposed Ordinance No. 2023-014 to add the beforementioned definition.

COMMENTS:

Staff is seeking direction from the Board as to whether they wish to take further action on the proposed ordinances.

ATTACHMENTS:

Proposed Ordinance No 2023-013

Proposed Ordinance No 2023-014

ORDINANCE NO. 2023-013

AN ORDINANCE TO CREATE SECTION 21.145
OF THE CODE OF ORDINANCES OF THE VILLAGE OF SOMERS
RELATING TO PARKING AND STORAGE REGULATIONS
IN CERTAIN ZONING DISTRICTS

The Village Board of Trustees of the Village of Somers, Kenosha County, Wisconsin, hereby creates Section 21.145 of the Code of Ordinances of the Village of Somers relating to exterior storage regulations associated with exterior property maintenance to read as follows:

21.145 PARKING AND STORAGE REGULATIONS IN CERTAIN ZONING DISTRICTS.

(A) The regulations contained in this ordinance, Section 21.145, shall be applied to all zoning districts except A-1 and A-2 zoning districts.

(B) **Vehicle Parking and/or Storage in a Residential District.**

(1) Semi-truck cabs shall not be parked and/or stored on a parcel in any residential district for more than a total of four (4) days in a thirty (30) day period. A day is counted if the semi-truck cab is parked and/or stored for any length of time within in a normal twenty-four (24) hour day.

(2) The following vehicles shall not be parked and/or stored on a parcel in any residential district:

(a) Semi-trailers, tow trucks, garbage trucks, septic waste trucks and aerial lift trucks.

(b) Dump trucks, flatbed trucks, box trucks, panel trucks, high cube vans, and step vans with licenses rated for a gross weight equal to or greater than twelve thousand (12,000) pounds.

(c) Specialized construction type equipment and vehicles such as, but not limited to backhoes, bulldozers, bobcats, skid loaders, and chippers.

(3) Exceptions.

(a) One (1) dump truck, flatbed truck, box truck, panel truck, high cube van, or step van with licenses rated for a gross weight less than twelve thousand (12,000) pounds.

(b) One (1) local electrical power utility emergency response truck is permitted on a parcel with approval by the Department of Planning and Development.

(C) **Vehicle Parking and/or Storage in an Agricultural or Conservation District.**

(1) The following vehicles shall not be parked and/or stored on a parcel in any agricultural or conservation district:

(a) Tow trucks, garbage trucks, septic waste trucks and aerial lift trucks.

(b) Dump trucks, flatbed trucks, box trucks, panel trucks, high cube vans, and step vans with licenses rated for a gross weight equal to or greater than twelve (12,000) pounds, except when they are engaged in the production, storage, trucking and/or transport of products grown on the property.

(c) Specialized construction type equipment and vehicles such as, but not limited to backhoes, bulldozers, bobcats, skid loaders, and chippers, except when they are engaged in the production, storage, trucking and/or transport of products grown on the property.

(2) The following vehicles may be parked and/or stored on a parcel in any agricultural or conservation district.

(a) One (1) semi-truck cab and one (1) related semi-trailer is permitted to be parked and/or stored on a parcel for every resident of the parcel who is engaged in the profession of over-the-road transport, with a maximum of two (2). Verification of residency and profession may be required by the Department of Planning and Development.

(b) Semi-truck cabs and related semi-trailer parking and/or storage are permitted on a parcel when they are engaged in the production, storage, trucking and/or transport of products grown on the property, with a maximum total of four (4).

(c) No semi-trailer shall be used for storage or parked for any reason for more than thirty (30) days in a three hundred sixty-five (365) day period, except as stated in a and b. of this section.

(d) One (1) local electrical power utility emergency response truck is permitted on a parcel with approval by the Department of Planning and Development.

(D) **Temporary Portable Storage Containers.** A temporary portable storage container (such as, but not limited to, those available from PODS or U-Haul) is a purpose-built, fully enclosed, box-like container to provide residential property owners temporary storage space for home remodeling, relocating, fire and/or water damage; and cleaning out attics, basements, garages or other attached storage areas. A temporary portable storage container is not a storage shed, roll-off container, dumpster, cargo/shipping container or the trailer portion of a tractor-trailer.

(1) Temporary portable storage containers shall only be permitted on lots with a principal building or structure.

(2) Temporary portable storage containers shall not be used in conjunction with a home occupation or used as a principal use or principal building or structure.

(3) All temporary portable storage containers shall display the container provider's contact information. Signs shall not contain other advertising for any other product or services.

(4) Temporary portable storage containers shall not be inhabited.

(5) Containers may not be placed in any road right-of-way, vision triangle, sidewalk, and landscape or drainage easement.

(6) Due to the temporary nature of temporary portable storage containers, location in a driveway or yard may be acceptable.

(7) Temporary portable storage containers shall be permitted on a lot for a period not to exceed thirty (30) consecutive days within a six (6) month period. For extensive construction projects a written extension may be granted by Planning & Development.

(8) Maximum cumulative size of all temporary portable storage containers on a property may not exceed one hundred thirty (130) square feet.

(9) Portable storage containers may not exceed a height of eight and one-half (8½) feet. The height of such structures is measured from the lowest ground level adjacent to the structure to the top of the structure. Stacking of containers is prohibited.

(E) Shipping containers are prohibited in all zoning districts except A-1 and A-2.

(F) **Existing shipping containers:**

- (1) are "grandfathered" until such time as the container becomes a public nuisance or safety hazard. Then, the container, upon written notice from the Village, must be removed within ninety (90) days at owner's expense.
- (2) cannot be replaced.
- (3) cannot make any improvements other than paint, no additions, or alter size or shape of container. Exterior must be solid paint in a neutral color without advertising or a painted exterior that would be considered a nuisance or in conflict with similar colors of neighboring properties.
- (4) cannot connect or attach container to any other structure, permanent or temporary.
- (5) cannot be connected to electric, heat or plumbing.
- (6) must be removed when land or business is sold, subdivided, combined with another parcel or when the parcel changes current zoning classification.

(G) No commercial vehicle with a weight in excess of Eight Thousand (8,000) pounds, or twenty (20) feet in length, or having a height of more than eight (8) feet, shall be parked or stored in any of the above districts, except when rendering a service.

(H) No parking of any kind shall be allowed in the vision clearance area or vision clearance triangle of any property.

Dated at Somers, Wisconsin, this ____ day of _____, 2023.

VILLAGE OF SOMERS

By: _____
George Stoner, President

Attest: _____
Brandi Baker, Clerk/Treasurer

ORDINANCE NO. 2023-014

AN ORDINANCE TO CREATE A DEFINITION IN APPENDIX “A”-DEFINITIONS
TO THE ZONING CODE OF THE VILLAGE OF SOMERS RELATING
TO SHIPPING CONTAINERS

The Village Board of Trustees of the Village of Somers, Kenosha County,

Wisconsin, hereby creates the following definition to be placed in Appendix “A”-Definitions of
the Zoning Code of the Village of Somers relating to shipping containers to read as follows:

SHIPPING CONTAINERS

Trailers manufactured primarily for conveyance of goods and property; reusable transportation box
intended for use in unitized freight handling; trailers and/or shipping containers manufactured with or
without axles and wheels; cargo containers, railroad cars, truck vans, converted mobile homes, trailers,
recreational vehicles, bus bodies, cargo containers, steel cargo containers, shipping containers, freight
containers, cargo boxes, sea vans, vehicles and similar prefabricated items and structures originally built
for purposes other than the storage of goods and materials.

Dated at Somers, Wisconsin, this ____ day of _____, 2023.

VILLAGE OF SOMERS

By: _____
George Stoner, President

Attest: _____
Brandi Baker, Deputy Clerk/Treasurer

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

**Village Board Meeting
Tentative Agenda
Tuesday, May 9, 2023
5:30 p.m.**

Village Board Meeting:	
Item #	
1	Call to order
2	Pledge of Allegiance
3	Consent and Approval of Minutes of Regular meetings on April 25, 2023, Vouchers dated April 27, 2023 and May 4, 2023
4	Correspondence:
5	Citizens Comments
6	President and Trustee Comments
7	Action on Applications on Recurring Special Event Permits for Hawthorn Hollow and Jerry Smith
8	Action on proposed Ordinance 2023-011, an Ordinance to Repeal and Recreate Section 12.08(X) of the Code of Ordinances of the Village of Somers Regarding Penalties to be Imposed for the Violation of Various Sections of Chapter 12 of the Code of Ordinances
9	Action on proposed Ordinance 2023-012, an Ordinance to Repeal and Create Section 9.25 of the Code of Ordinances of the Village of Somers Regarding Penalties and Forfeitures (Shoplifting)
10	Action on proposed Ordinance 2023-013, an Ordinance to Repeal and Create Section 21.145 of the Code of Ordinances of the Village of Somers Relating to Parking and Storage Regulations in Certain Zoning Districts
11	Action on proposed Ordinance 2023-014, an Ordinance to Create Section a Definition in Appendix “A” – Definitions to the Zoning Code of the Village of Somers Relating to Shipping Containers
12	Approval of Operator’s Licenses: Caytlyn Militello
13	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the May 9, 2023, Village Board Meeting & **Tentative** Agenda in 1 public place & on the Village website.

Dated this 28th day of April 2023

Brandi Baker, Clerk-Treasurer

Requests from person 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 Village Board may participate telephonically. Notice is hereby given that members of the Town Board may be in attendance for the sole purpose of gathering information. A quorum may be present. However, no Board action will be taken**