

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

**Village Work Session Meeting
Agenda
Tuesday, March 5, 2024
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	Kenosha Sheriff Department Quarterly Report
6	Discuss appointing Samone Naylor as additional Deputy Clerk/Treasurer
7	Update and discussion on proposals for the Fire Department Needs Assessment Requests received Jan. 31, 2024
8	Review tentative agenda for Village Board meeting on March 12, 2024
9	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the March 5, 2024 Village Work Session & Agenda in 1 public place & on the Village website.

Dated this 1st day of March 2024.

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: March 5th, 2024

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 major issues that Administration has worked since our February 6th Work Session:

Development

- The Plan Commission met on February 12th to continue their review from December 11th of a residential development on Tax Parcel # 82-4-222-201-0100 (Maple Crest Golf Course):
 - “The Maples at Somers” proposal consists of both multi-family & single-family dwellings along with approximately 54.8 acres of open space, neighborhood parks, and a 3,000 sq. ft. clubhouse. The Plan Commission focused on the density of the multi-family and the size of the proposed lots for the PUD overlay. The Plan Commission requested that the Developer lower the density of the multi-family and bring the lowest size lot in the PUD to 9,000 sq ft. The Developer stated that they would see if this would work and will bring back another plan. As of the date of this memorandum, this matter will be brought back to the Plan Commission on April 8th.
- The March 11th Plan Commission meeting will be cancelled as there are no matters scheduled to be heard.
- On February 7th and February 20th, Administration held its monthly update calls with the Pritzker Military Archive Center and Mission 94. The Archive Center will soon be home to the entire military library and archive as their Michigan Avenue facility will be closing. Mission 94 is on track for a late spring or early summer opening. On February 26, Assistant to the Administrator Poirier was invited to the first tour of Mission 94 along with representatives of iHeart Radio. The Firearms Education Center is on schedule to open to the public officially this summer.



- On February 29th, Planning and Administration held their bi-monthly scheduled meeting with proposed developers. At this meeting, we met with a realtor looking into a potential lot split and a group out of Chicago looking to bring a housing development to Somers.
- On February 29th, a preconstruction meeting was held with Village Staff and Globe Contractors for the upcoming public utility work for Golden Oil's Kenosha Travel Plaza.
- Plans have been submitted to the Village for a multi-tenant building in Somers Market Center. This will be anchored by a Tropical Smoothie Café. Shoreland Lutheran High School has also submitted a request for a Comp Plan change, Rezone, and CSM so they can start to build storm water retention areas. These items will be heard at our April Plan Commission meeting.

Administration

- On February 8th, Staff met with Engineer Snyder to review our Water Conservation Plans that are mandated by the DNR and the PSC. One part of the plan will be a rebate program. This program has been modeled on that of other local communities but will need approval from the PSC.
- On February 8th, Administration, President Stoner, Trustee Fredrick, Building Inspector Seymour, Chief Andersen and the Sheriff's Department met with representatives from the Danish Brotherhood to discuss their bi-monthly bingo. As you may recall, we received several complaints due to overwhelming response to their event on February 2nd. We discussed parking plans, traffic control, and capacity of the building. Their event on February 16th was considerably smaller.
- On February 12th and March 1st, Administration, Chief Andersen, Trustee Ostby, Trustee Fredrick and Trustee Smith met to review and discuss the proposals for the Fire Department Needs Assessment received on January 31st. This matter will be on the agenda for March 5th Work Session.
- On February 12th, Staff met with Ehlers for an update on our investments and discuss possible changes to the portfolio.
- On February 13th, Administration met with Kenosha IT for our quarterly update meeting. We discussed the upcoming upgrade of our servers. This item was included in our 2024 CIP.

- On February 14th, Administrator Peters, Assistant to the Administrator Poirier, Building Inspector Seymour and Public Works Superintendent Kreye attended a training seminar in Waukesha regarding MS4 reporting.
- Public Works with minimal cost, refurbished one of their trailers that had not been in use due to its condition. This trailer is well over 20 years old. The trailer was repainted, and new wiring and boards were installed. To purchase a new trailer of this size would be in excess of \$15,000.



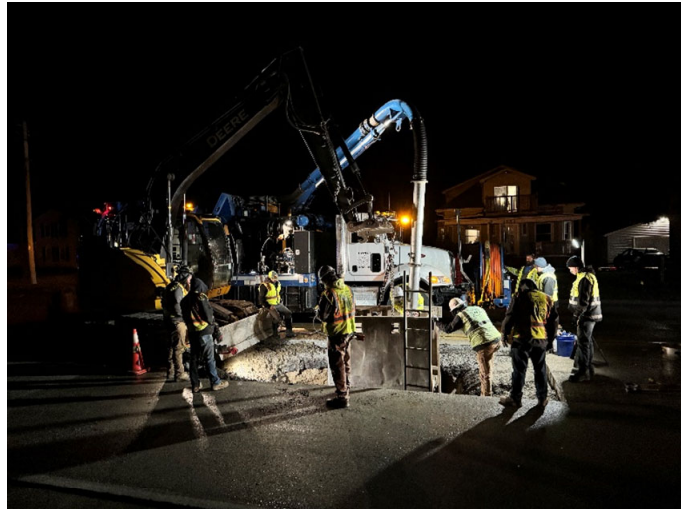
- On February 15th, Administration received notice from Clerk/Treasure Baker that she would be taking a position in Mount Pleasant. Her last day with the Village/Town will be April 5th. This will bring us through the Spring Election. The position has been posted on our website, our message board, the League of Wisconsin Municipalities, Municipal Treasurers Association of Wisconsin, Inc., the Wisconsin Municipal Clerks Association, Wisc.jobs, and Handshake (a national network of universities job board).
- On February 21st, Administration, Chief Andersen, Sheriff's Department, President Stoner, Trustee Nelson, Trustee Ostby and Trustee Harbach met with the DOT in regards to the possible reopening of the Westbound turn lane off of STH 31 to 35th Street. The DOT explained the safety studies they have completed and answered questions from the group. The DOT took these questions and will be getting back to the Village.
- On February 22nd, Administration and President Stoner hosted the new Chancellor of UW-Parkside. Dr. Lynn Akey previously served as the Vice President for Student Success, Analytics and Integrated Planning at Minnesota State University, Mankato. During our meeting we discussed development in the Village and how we could better work together. Dr. Akey was also given a tour of the Village/Town Hall and met most of our staff.

- On February 22nd, Administrator Peters and Public Work Superintendent Kreye attended a meeting regarding a new State Plan inventory culverts in Kenosha County. Culvert inventory
- On February 22nd, Administration, President Stoner, Sheriff's Department and Court Clerk Keisler met with loss the prevention team at Walmart for an update on steps they are taking to reduce the number of calls for service relating to shoplifting.
- On February 23rd, Administration, Accounting Manager Ealy, Account I Naylor, and Trustee Ostby met to discuss further strategy for our investments.
- On February 27th, the Somers Fire & Rescue Department and Building Inspector Seymour went to the Savannah at Pike Creek construction site to test out the Fire Department's new drone. The drone is equipped with a thermal camera in addition to a regular camera. This was an opportunity for Building Inspector Seymour to document the current construction site and for the Firefighters with their Pilot's license to test their skills.



- On February 28th, Administration, President Stoner, Chief Andersen and the Sheriff's Department met with a representative for Flock Cameras. As you may recall, our 2024 operating budget included the leasing of three of these license plate reader cameras. Based on this meeting, the Village entered into an agreement to install three of these cameras. Flock will obtain the necessary permits to install the cameras. This process should take a few months.
- On February 29th Public Works discovered a water main break in Sheridan Road. This is the first major break the Village has seen in some time. This was a difficult break fix as it was in the middle of Sheridan Road. Public Works did an excellent job of coordinating the repair of this main. This included finding a contractor within two hours of the break's discovery, informing the DOT, shutting down the road in a safe manner with the aid of the Sheriff's Department, and informing Fire of the situation. During this water main break Public Work used the new "crash trailer" with signal to ensure safety. Water north

of the 1300 block of Sheridan needed to be shut off at around 6 pm. Water was restored by 9:45 p.m. Around 11 p.m. traffic in both directions was reopened. The next morning a temporary concrete patch was installed on the road. This patch will need to be replaced in the Spring. All lanes are to reopen on the morning of Saturday March 2nd.

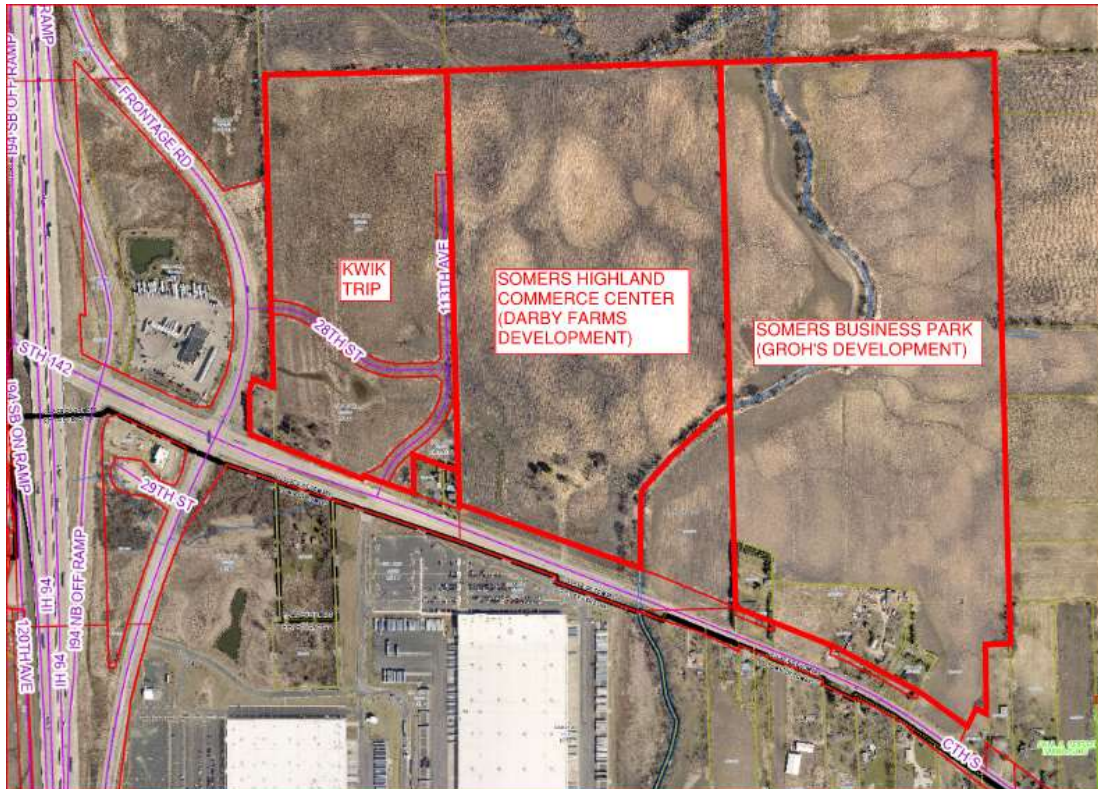


- The Fire & Rescue Department will be training Village/Town employees in CPR on March 22nd in the afternoon and March 25th in the morning. If Board Members would like to take part in the training, please let us know by March 15.

VILLAGE OF SOMERS
Engineer's Report
February 28, 2024

Darby Farms/Grohs Developments

- See the snip below. These projects impact each other because the water and sanitary extend from the I-94 East Frontage area. A more detailed description of each development follows.



Somers Highland Commerce Center (Darby Farms Development) – Project No. 212046

- This project is an industrial building on the property directly east of the Kwik Trip development. The developer is HSA Acquisitions. Developer's design and construction engineer is Pinnacle Engineering.
- On November 13, 2023, we issued a list of items to be completed before recommending acceptance of utilities. The floodplain Letter of Map Revision (LOMR) and Emergency Access Easement are the remaining items.

Somers Trade Center (Groh's Development) – Project No. 220818

- This is the property east of the Darby Farms (HSA) development; the Developer is Stream Industrial Development Services. Pinnacle is the developer's engineer.
- A public roadway is proposed to extend along the east edge of the development. There is no public bidding planned with this development.
- We are waiting for revised plans meeting the conditional recommendation of approval.

VILLAGE OF SOMERS
Engineer's Report
February 28, 2024

Golden Oil Sanitary Sewer Connection – Project No. 212153

- The Developer is Golden Oil; the developer's design engineer is Excel Engineering.
- The Developer obtained the required permits and wants this construction work completed prior to Memorial Day or after Labor Day in 2024.
- The pre-construction meeting is scheduled for 2/29/24.

Savanah 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 and their contractor is Horizon/Naperville Construction.
- The 24" water main from 18th Street to STH 31 has passed testing.
- All the public water main and sanitary sewer in the southern half of the site has been installed and is in the process of being tested.
- Asphalt binder is complete on the public roads.

Becknell Development Phase II – Project No. 211386

- This project is a 1-million square feet 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. There is no recent action on this project.
- We have inquired about the status of this project going forward but haven't received a response. This project will likely wait until 2024.

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.
- There is no recent action on this.
- We are looking at alternates to assist the Village with the necessary data collection.

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.
- The public improvements are installed.
- On January 29, 2024, we issued a list of items to be completed before recommending acceptance of utilities. Painting the public fire hydrants red and re-seeding topsoil piles are the remaining items.

VILLAGE OF SOMERS
Engineer's Report
February 28, 2024

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.
- We held a public informational meeting on February 15th; 4 citizens attended the meeting; all were from the 63rd Avenue area.
- The force main at 45th Avenue is installed and connected to the 14-inch; the Contractor plans to use this connection for their bypass pump.
- They plan to mobilize at 63rd Avenue in early March and will be working on both sites concurrently.
- The substantial completion date is June 30, 2024; the completion is August 31,2024.

CNG Fueling Facility – Project No. 230400

- CT Realty is the developer, Cage is the engineer.
- The plans are not approved. We sent a letter dated January 11, 2024, listing the outstanding items needed for final approval.

Golden Oil Development – North of 12th Street – Project No. 2325785

- Golden Oil's engineer Excel is preparing site and utility plans for upcoming Village review.
- We discussed floodplain requirements with their Engineer.

Water Diversion Reporting – Project No. 161104

- As required by the 2021 Water Diversion Approval, the Village must submit an annual report that includes:
 - The total amount of water diverted monthly to the approved diversion area.
 - The total amount of water sold quarterly to the approved diversion area.
 - The total monthly sewage flow from the diversion area.
 - The total consumptive use for the diversion area.
 - A description of any Conservation and Efficiency Measures (CEM) implemented and their impact.
- We recently obtained Year 2023 data from the Utility Clerk.
- A similar report for 2023 is due March 1, 2024.

Maplecrest Subdivision – Project No. 2326345

- Land-Quest is the developer, Manhard is the engineer.
- We provided review comments on November 6, 2023; these same comments remain following the recent planning commission meeting regarding Phase 1.

VILLAGE OF SOMERS
Engineer's Report
February 28, 2024

Maplecrest Regional Drainage – Project No. 2326474

- Project to improve regional drainage from Maplecrest to the Pike Creek.
- SEWRPC shared their design files for the South Branch Pike River Study which includes this area. Their study shows the 100-year floodplain elevation 2-feet lower than the existing FEMA maps. The reduced elevation still overtops CTH H.
- The elevation change will allow the Maplecrest subdivision to increase the useable storage in their pond by 2-feet.
- The SEWRPC calculations are approved by WDNR and FEMA but will not take effect for another 18 to 24 months.
- Regional stormwater improvements are still necessary to further reduce the floodplain elevation below CTH H and prevent flooding in the fields east of CTH H.

Shoreland Lutheran High School – Project No. 221315

- The design engineer is Excel Engineering.
- This phase of the project will construct all the necessary stormwater infrastructure; later phases will include the building addition and sport field relocation.
- Early in 2022 we instructed the design engineer to bring the entire site into compliance with the stormwater ordinance assuming the property was undeveloped.
- We are reviewing plans and calculations for stormwater improvements; the submitted information appears to meet our early 2022 request; they appear to be reducing the 100-year flow to 11th Street from 185 cubic feet per second to 5 feet per second.

2024 Roadway Improvements – Project No. 2400374

- The 2024 project includes 13th Avenue, 16th Place, and 25th Street.
- We are working on preliminary plans to review with the Village.

100th Avenue ARIP Application – Project No. 2400386

- We are assisting the Village with the WDOT Agriculture Road Improvement Program (ARIP) Application.
- The planned project is from CTH KR to CTH S.

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

WORK SESSION: March 5th, 2024

TO: Village President Stoner and Village Trustees

FROM: Jason J. Peters, Administrator

AGENDA ITEM: #5 Quarterly Meeting with Sheriff's Department per contract

BACKGROUND:

Our contract with the Kenosha County Sheriff's Department requires a representative from their office to attend a work session on a quarterly basis. The idea behind this meeting was to give the Board an opportunity to express any concerns or questions they may have regarding the service being provided. Lieutenant Gilley is scheduled to be in attendance on the 5th.

ATTACHMENTS:

None



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

WORK SESSION: March 5th, 2024

TO: Village President Stoner and Board of Trustees

PREPARED BY: Jason J. Peters, Administrator

AGENDA ITEM: #6 Discuss appointing Samone Naylor as additional Deputy Clerk/Treasurer

BACKGROUND:

With the upcoming departure of Clerk/Treasurer Baker, we do not have a backup for access to the Bank. Accounting Manager Tanya Ealy will need an additional person as a check and balance for our banking. Administration is requesting that Accountant I, Simone Naylor be approved as a Deputy Clerk/Treasurer. This will give her the ability to sign important documents in event that Ms. Ealy is unavailable.

COMMENTS:

Administration is requesting that this item be placed on our March 12th Board Meeting agenda for action.

ATTACHMENTS:

NONE

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

WORK SESSION: March 5th, 2024

TO: Village President Stoner and Board of Trustees
Plan Commission members

PREPARED BY: Jason J. Peters, Administrator

AGENDA ITEM: #7 Review and discuss the proposals for the Fire Department Needs Assessment Requests received Jan. 31, 2024.

BACKGROUND:

Listed in the Village of Somers 2023 and Long-Term Goals is the following:

- Outline plans for remodeling or rebuilding Fire Station 2
- Consider long term plans for Fire Station 3

In February of 2023, Chief Andersen had Keller Construction come to a Work Session to present to the Board, as it pertains to the evaluation of needs, planning and designing of a fire station. At that time the Board was undecided on how they wanted to proceed. The discussion seemed to focus on a more holistic study as it pertains to the Village's needs.

Trustee Ostby has been in contact with a leading provider of Fire Facilities and Personnel Needs assessments. Administration, Chief Andersen and Trustee Ostby met on October 9th to review a sample proposal and discuss what else should be included.

At our October 17th, 2023 the Board discussed whether to move forward with a possible Request for Proposals for a Needs Assessment for Current and Future Facilities and Fire/EMS personnel. At our Nov. 7th, 2023 Work Session, the Board instructed Administration to draft a Request For Proposals.

In January, nine proposals were received. At our February 6th Work Session the Board was provided with each proposal and a spreadsheet that summarized what was received. Electronic versions of each proposals can be viewed using the following link:
<https://www.somers.org/wp-content/uploads/2024/02/2024.02.06-Village-Work-Session-Materials.pdf>

At the beforementioned Work Session the Board requested that a group consisting of Administration, Chief Andersen and several Trustees review the proposals and report back the Board.

On February 12th, Administration, Chief Andersen, Trustee Ostby, Trustee Fredrick and Trustee Smith met to discuss the proposals. Based on this meeting, it was decided that Chief Andersen and Administrator Peters would call references for several of the submissions and report back to the group.

On March 1st, Administration, Chief Andersen, Trustee Ostby and Trustee Fredrick met to discuss our findings. The group discussed reference calls regarding the following submissions:

- McMahon Associated, Inc.
 - Administrator Peters spoke with Mount Pleasant regarding their recent experience with McMahon. Mount Pleasant spoke very highly of the study they had McMahon complete regarding their fire service with Caledonia, Sturtevant, and Mount Pleasant. They were very complementary of McMahon's work and gave them a glowing review. Chief Andersen also felt that their analysis of response calls was the best and therefore would come up with the most useful location(s) recommendation. Additionally, because of their engineering and architectural knowledge, they would be the most qualified to propose a solution for Station 2.
- FGMArchitects
 - Somers Fire & Rescue Chief Andersen reached out to the Caledonia Fire Department. They used FGMA when they built their new Fire Station. He found that their location analysis conquered with decisions priorly made and lacked in taking a more holistic view of the entire area.
- Plunkett Raysich Architects
 - Somers Fire & Rescue Chief Andersen reached out to the Pleasant Prairie Fire Department to get feedback. Like FGMA, they lack a holistic view when considering the best location for a fire station. Pleasant Prairie representatives also felt that some of their requests were overlooked in the final Fire Station building.

COMMENTS:

Based on our reference checks and review of the proposals, the group agreed that McMahon Associates was the best fit for the Village. The group felt that their analysis of response time, and fire location would give the Village the best information to plan for the future and that they could also be partners in building future facilities if needed. The purpose of our discussion on the 5th will be to seek guidance from the Board as to the next steps for our group and/or the Village.

ATTACHMENTS:

Summary of Proposals.

Fire Department Needs Assessment RPF Summary

Proposal #1							
Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
Public Consulting Group	Madison, WI	Yes	No	Yes	\$ 34,500	6 months	Would partner with Keller for Facilities Study

Proposal #2							
Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
BKV	Chicago, IL	Yes	Yes	Yes	\$ 53,100.00	6 months	Would partner with Triton for staffing review \$23,300

Proposal #3							
Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
FEH Design	Milwaukee, WI	Yes	Yes	Yes	\$ 128,000.00	6 months	Study broken into 4 parts Facilities \$20,810 Operational \$11,880 Staffing \$46,880 Conceptual Design \$48,430 Partnering with CPSM, Exclusive Provider for ICMA

Proposal #4							
Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
FGMA	Milwaukee, WI	Yes	Yes	Yes	\$ 93,000.00	8 months	Would partner with ASA for Staffing Assessment

Proposal #5							
Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
Kueny Architects	Pleasant Prairie, WI	Yes	Yes	Yes	\$ 23,375.00	Not specified	Worked with Salem Lakes on new 11,000 sq ft station

Proposal #6							
Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
McMahon	Neenah, WI	Yes	Yes	Yes	\$ 83,100.00	4 months	Part A Facilities Study Part B Operational Assessment \$70,300 Part C Staffing Assessment \$12,800 Operational Assessment for Mukwonago, Feasibility study for Mount Pleasant Sturtevant & Caledonia

Proposal #7							
Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes

MissionCIT	Shelton, CT	Yes	Yes	No	\$ 57,300.00	7 months	Facilities \$50,700 Organizational \$6600 high travel costs
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Proposal #8

Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
PRA	Milwaukee, WI	Yes	Yes	Yes	\$ 38,000.00	Not specified	Would work with MAS Professional Services Pleasant Prairie & South Shore Stations Would provide Site plans & elevations for additional \$16,500

Proposal #9

Firm	Location	Staffing Study	Facilities Study	Experience in WI	Proposed Fee	Estimated Time to Complete	Notes
Williams Architects	North Bay, WI	Yes	Yes	Yes	\$ 94,500.00	Not specified	Focused on Station #1 Manitou Incorporated would do staffing side & help with facilities study. Would work with Pinnacle Engineering, Bukacek Construction & Rocco Castellano. Staff is familiar with all these entities Existing conditions review \$14,000 Location Study \$42,000 Staffing Assessment \$4,500 Concept Plans \$22,000

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

**Village Board Meeting
Tentative Agenda
Tuesday, March 12, 2024
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 February 27, 2024, Vouchers dated February 29, 2024, and March 7, 2024
4	Correspondence:
5	Citizens Comments
6	President and Trustee Comments
7	Action on appointing Samone Naylor as additional Deputy Clerk/Treasurer
8	Approval of Operator's Licenses: Veronica Scalia
9	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the March 12, 2024, Village Board Meeting & Tentative Agenda in 1 public place & on the Village website.

Dated this 1st day of March 2024

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.**