

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

**Village Work Session Meeting  
Agenda  
Wednesday, April 3<sup>rd</sup>, 2024  
5:30 p.m.**

<b>Village Board Work Session Meeting:</b>	
<b>Item #</b>	
1	Call to Order
2	Administrator's Report
3	Engineer's Report
4	President & Trustee Reports
5	Discuss and review updated Conditional Use Permit Application from Hawthorn Hollow
6	Review and Discuss 2023 Annual Report from Chief Andersen
7	Continued discussion regarding the proposals for the Fire Department Needs Assessment Requests received Jan. 31, 2024.
8	Discuss Re-Appointment to the Board of Fire Commissioners
9	Discuss proposals for painting the west wing of the Village/Town Hall and fix cracks.
10	Presentation from Aurora Medical Center Kenosha
11	Review tentative agenda for Village Board meeting on April 9 <sup>th</sup> , 2024
12	Motion to convene in closed session per WI Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically Clerk/Treasurer successor (Roll call required)
13	Reconvene in Open Session (Roll call vote required)
14	The Village Board will not take action on items discussed in Closed Session
15	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 29<sup>th</sup>, 2024 Village Work Session & Agenda in 1 public place & on the Village website.

Dated this 29<sup>th</sup> 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**

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**WORK SESSION:** April 3<sup>rd</sup>, 2024

**TO:** Village President Stoner and Village Trustees

**FROM:** Jason J. Peters, Administrator  
Kevin Poirier, Assistant to the Administrator

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

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Below please find a bulleted summary of major issues that Administration has worked since our March 5<sup>th</sup> Work Session:

**REMINDER: DUE TO THE ELECTION ON APRIL 2<sup>nd</sup>, OUR WORK SESSION WILL BE HELD ON WEDNESDAY, APRIL 3<sup>rd</sup>**

Development

- There was no scheduled Plan Commission meeting in March.
- The Plan Commission will meet on April 8<sup>th</sup> to review the following:
  - Continued discussion on “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.
  - Review a multi-tenant building in Somers Market Center. This will be anchored by a Tropical Smoothie Café.
  - Review Shoreland Lutheran High School’s request for a Comp Plan change, Rezone, and CSM so they can start to build storm water retention areas.
- On March 6<sup>th</sup> and March 19<sup>th</sup>, Administration held its monthly update calls with the Pritzker Military Archive Center and Mission 94. Mission94 is on track to be complete this year. The Firearms Education Center is now hiring and accepting charter memberships. Education and construction update videos are available on their website. Find out more at [mission94firearms.com](http://mission94firearms.com).



- On March 7<sup>th</sup>, Planning Staff, Administration, and President Stoner held our regularly scheduled developer's meeting. We discussed a potential lot split with a resident.
- On March 7<sup>th</sup>, Administration and President Stoner attended a meeting with the senior leadership of UW-Parkside. They were seeking feedback from the Village regarding their future plans for their athletic facilities and possible development.
- J&M's Bar & Grill — The Downtown Somers bar and grill, located at 8013 12th Street, will reopen this spring after being closed almost two years following an electrical fire and a flood due to frozen water pipes.



- On March 18<sup>th</sup>, 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.

## Administration

- On March 6<sup>th</sup> and March 15<sup>th</sup>, Administration, Sheriff's Department and President Stoner held meetings with representatives from the Flock Camera systems. Flock is now in the process of obtaining the necessary permits for installation.
- On March 6<sup>th</sup>, Public Works excavated an area in the Whispering Meadows subdivision to repair a leaking copper water service. Impacted residents were notified before water was turned off and the repair was done in less than two hours.



- Over the weekend of March 9<sup>th</sup> & 10<sup>th</sup>, the Somers Fire & Rescue Department attended the 2024 Kenosha Area Chamber of Commerce Expo held at the University of Wisconsin — Parkside. The department's booth was busy all weekend. "It was a chance for us to interact with the public in a non-emergency setting and answer questions," said Somers Fire & Rescue Department Public Outreach Officer Nico Celebre.



- On March 10<sup>th</sup>, Administration, Clerk/Treasurer Baker, Accounting and Trustee Ostby met with representatives from Charles Schwab to discuss our investment strategy.
- Over the week of March 11<sup>th</sup>, Account Samone Naylor and Assistant to the Administrator Kevin Poirier attended a Human Resource for Small Communities workshop.
- Auditorium Updates
  - On March 8<sup>th</sup>, Administration met with the contractor to discuss plans for electrical outlets. This included adding outlets to the floor for our voting machines.
  - On March 15<sup>th</sup>, Administration met with AVI to discuss the logistics for the installing of the new audio-visual equipment.
  - On March 26<sup>th</sup>, Administration met with general contractor to review the materials for millwork.
- On March 13<sup>th</sup>, Administration, President Stoner, Trustee Harbach and Chief Andersen met with the DOT regarding the possible reopening of the north bound turn lane onto 35<sup>th</sup> Street.
- On March 13<sup>th</sup>, Administration, Superintendent Kreye, and Chief Andersen attended a preconstruction meeting for Kenosha County's upcoming repaving of Highway E from Sheridan Road to Wood Road. Kenosha County held a Public Information Meeting at the Village/Town Hall on the evening of March 27<sup>th</sup>.
- On March 14<sup>th</sup>, Administration met with our Zip Code group to review RFP from potential lobbyists to lobby on our behalf for FR 860. On March 27<sup>th</sup>, Administrator Peters sat on a panel that interviewed the top three firms.
- On March 18<sup>th</sup>, Public Works Foreman Josh Sullivan discovered a possible water main leak while testing the valve along Hwy JR. Once the leak was confirmed, the area was excavated. The valve's bonnet bolts were rusted out. The bolts were upgraded to stainless steel bolts and the leak was stopped. The water was off for about 2.5 hours and Kenosha County Petrifying Springs Park was the only area affected by the shutdown.
- On March 19<sup>th</sup>, the Village's annual permit to close CTH E for the 4<sup>th</sup> of July Parade was submitted to Kenosha County. It has since been granted.



- On March 21<sup>st</sup>, Somers Fire & Rescue Department conducted a prescribed burn at the University of Wisconsin – Parkside.



- On March 22<sup>nd</sup> and March 26<sup>th</sup>, the Somers Fire & Rescue Department held two cardiopulmonary resuscitation (CPR) classes for the staff. After this class, most employees were certified to perform CPR, use of automated external defibrillator (AED) and some chose to be certified in the use of Narcan. Judge Kupfer and Trustee Harbach also attended the training. The entire Public Works staff is now certified in CPR and AED.



- On March 23<sup>rd</sup>, the Somers Fire & Rescue Association held an Easter Egg Hunt. More than a 100 people attended despite the snowy condition. Organizers would like to thank local sponsors: Kwik Trip, Jerry Smith Farm, Culver's, Visit Kenosha, and Golden Oil.



- On March 25<sup>th</sup>, Administration interviewed a candidate for the Clerk/Treasurer position.
- On March 27<sup>th</sup>, the Village's Annual MS4 Compliance Report was officially submitted to the DNR.
- Over the Easter weekend, the new newsletter was published on our website. A hard copy is available at the Village/Town Hall.
- Clerk/Treasurer Brandi Baker's last day will be April 5.



7511 12th Street, Somers, Wisconsin, 53171

Issue 23: April 2024

### Snowy Easter Egg Hunt a success

The Easter's Bunny's bounty stood out on the fresh snow and made it easy for participants to find the thousand colorful eggs spread out in the park behind the Village/Town Hall during the Somers Fire & Rescue Association Easter Egg Hunt.

More than 100 people stopped by during the event and were offered refreshments and treats by dozens of volunteers on hand.

Children were able to turn their eggs in for prizes. "The event was an incredible success," said organizer Angie Lasecki. "We appreciate everybody braving the weather. We didn't expect snow, but it made the event more fun. We hope to see everyone next year."

Organizers thank local sponsors: Kwik Trip, Jerry Smith Farm, Culver's, Visit Kenosha and Golden Oil.

Anyone with feedback about the event is encouraged to reach out through the association's Facebook page.



Top, Lellani Arrzate, eight, of Kenosha, runs through the snow as she collects Easter Eggs during the Somers Fire & Rescue Association event on March 23, 2024. At left, Blake Baker, ten, trades her Easter Eggs for prizes.

### Somers Community Day date announced

After the success of the first Somers Community Day last year, the Somers Fire & Rescue Department will hold the event again on Saturday May 18.

Like last year, the Somers Village/Town Hall will be open to the public for tours and there will be demonstrations of life-saving measures like first aid, hands-only CPR, the proper way to use a fire extinguisher and other fire prevention devices.

The new inflatable smoke house will be on site for participants to experience being in a smoke-filled

room and the best way to safely get out.

New this year, there will be at last one food vendor.

There will be raffles to support the Somers Fire & Rescue Association "Make the Difference" initiative that offers CPR classes and promotes other life-saving measures.

"We see an amazing opportunity to create more of a partnership with our community," said Somers Firemedic Nico Celebre. "The "Make the Difference" initiative will raise our overall community health and wellness immensely."



From left, Somers Fire & Rescue Department Recruit Vanessa Ebbelston and Explorer Brianna Vranak help Kenzie Montney, of Somers, aim a firehose at a small cone during the Somers Community Day at the Village's Fire Station.

The Somers newsletter is published quarterly. You can find current and past newsletters in pdf format on our website at [www.somers.org/newsletters/](http://www.somers.org/newsletters/). Hard copies are available in the lobby of the Town/Village Hall.

# Development Pipeline

Last updated: 03/29/2024

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 08/23 Received call regarding possible new development
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 03/24 Spoke with developer regarding bringing this project back
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	IGA Concept 8/8/2022  IGA Meeting 10/10/2022  Plan Commission 10/10/2022	10/25/2022	5/24/2023	N/A	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 exhibitbts for DA 06/2023 Grading has begun 8/23 Walls are veritical. Bids for public utilities recieved 11/23 Utilities installed 02/24 Final payment on utilities, project nearing completion
CT Realty	Compressed Natural Gas Filling Station	CTH KR, just east of the Canadian Pacific Railway).	Spring of 2022	Yes	A-1	B-3	Business/Industrial	Business/Industria	N/A	Yes	N/A		19.4			2024	2025	7	N/A	N/A	N/A	Concept 02/13/2023	05/08/2023	5/23/2023	N/A	2/23 Concept Meeting, 3/23 revising site plan will resubmit 3/23 submitted materials 4/23 On May PC meeting 6/23 DA Sent to Developer 7/23 Final Engineering commenets being addressed 8/23 Staff working w/DOT on access issue 9/23 DOT issue worked out, Still working with Developer on DA 02/2024 Still waiting on DOT 03/24 On indefinate hold
CWP West Corp	Mister Car Wash	Somers Market	5/12/2022	Yes	B-4	B-4 w PUD	Commercial	Commercial	Southeast	N/A	N/A	N/A	2.1			2023	2024	2	N/A	None	N/A	8/8/2022	10/25/2022		N/A	8/22 Board reviewed at Work Session. Waiting on RCG to address property issues 9/22 Updated Exhibits, RCG to address problems in Oct 10/22 Approved by Board 12/22 DA Ready for Mister Car to Execute 2/23 DA Signed & Sent for recording 3/23 Building permits ready, just waiting on developer 8/23 Site work to begin in September 11/23 Site work & utilities installed 02/24 Building has gone vertical

Flint Development	Industrial 1.8 M sq ft 3 buildings	Somers Expansion Area (West of 94)	6/14/2021	Yes	A-1 Paris	BP-1	Commercial	Business/ Industrial	N/A IGA	Yes	Sewer Water	\$4,000,000	128.31	\$179,500	\$75,000,000	2022	2023	N/A	N/A	N/A	N/A	IGA 8/11/2021 Concept 11/17/2021 Approve 12/13/2021 02/08/2022 approved subject to DA 7/26/2022	7/21 1st intro meeting. Submitted letter requesting review by IGA 8/11 IGA Committee heard concept., 9/28 Developer planning on October submission for Dec Plan Commission 10/29 Submitted plans for Plan Commission & IGA 11/21 IGA approved use 3/22 Developer still reviewing offsite utilities 4/22 Developer working on DA 6/22 DA almost complete 6/22 Grading permit granted, DA will be signed once final Exhibits Oked 7/22 Grading began , DA executed & recorded 9/22 Public Improvements went out to Bid 3/23 Offsite utilities substantially complete 5/23 Building III walls are vertical 02/24 Final Punchlist items for final Occupancy	
Golden Oil	Convenience Store, Fast food, outlot for hotel	East Frontage	Late 2022	No	A-1	B-3	Business/Industrial	N/A	Kilborn Somers West	Yes	Sewer Water	\$40,000,000	62.02	\$17,300		2024	2025	8	Yes Incentives for Hotel			Concept 03.13.2023 CSM to Divide land & Rezone to A4 4/10/2023	4/23 Developer meet w/ staff for revised concept w/ less diesel pumps & status of hotel 6/23 Golden Oil closed on land, updated meeting on hotel 7/23 Meeting regarding utilities, meeting with potential hotel 02/24 Developer still moving forward	
Three Leaf Landquest	Residential Housing	Maple Crest Golf Club	Late 2022	Yes	PR-1	R-10 R-4 R-4.5 PUD	Park & Rec	med Wetland, Other Conservancy	CSM PLAT		N/A	N/A	161.55	\$1,450,200				N/A	N/A	N/A	N/A	Concept 05/8/2023  12/11/2023 02/12/2024	12/22 Began discussions w/Developer 04/23 submitted for conceptual review 5/23 PC Conceptual review 8/23 Hoping to submit for October PC Staff doing tour of Veridan Homes in Madison in Sept 9/23 Site visit, multiple meeting w/ developer regarding site pain 10/23 submitted for December plan commission 11/23 Plan Commission will be 12/11/2023 12/23 Resubmitted for 02/24 Plan Commission meeting 03/24 resubmitted plans for 04/24 Plan Commission	
HSA Commercial	Industrial 1 building up to 900K sq ft	Darby Lane Farms CTH S/142	8/18/2021	Yes	A-1	BP-1	Business/Industrial Other Conservancy Secondary Enviro	N/A	Kilbourn South	No	Sewer Water		65.18	\$90,300	\$50,000,000	2022	2023	3	N/A	N/A	N/A	11/8/2021 Rezzone 11/29/2021 Site Plan 12/14/2021	7/18/2022  5/10/2023 1st amend N/A	9/24 Submitted for November Plan Commission 12/21 Approved by Board, DA Completed 02/22 DA needs to be recorded 4/22 Developer confirmed that they will be 900K sq ft as opposed to 700k sq ft 6/22 Hope to break ground in fall 7/22 DA recorded 8/22 Grading began 11/22 Foundation Began 2/23 Bringing 1st Amend to DA to Board 4/23 Pre-Con for building to go vertical 5/23 1st Amend signed 06/23 Building has gone vertical 9/23 Meeting regarding Floodplain LOMR 10/23 Meeting for final items before occupancy 02/24 Temp Occupancy will be granted
NE2 Investments	Commerical Tropical Smoothie Café	Somers Market	Fall 2023	Yes	B-4	B-4 w PUD	Commercial	Commercial	Southeast	N/A	N/A	N/A	2.1	\$646,500		2024	2025	2	N/A	None	N/A	4/8/2024	02/24 Submitted for April PC Requesting CUP	
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	

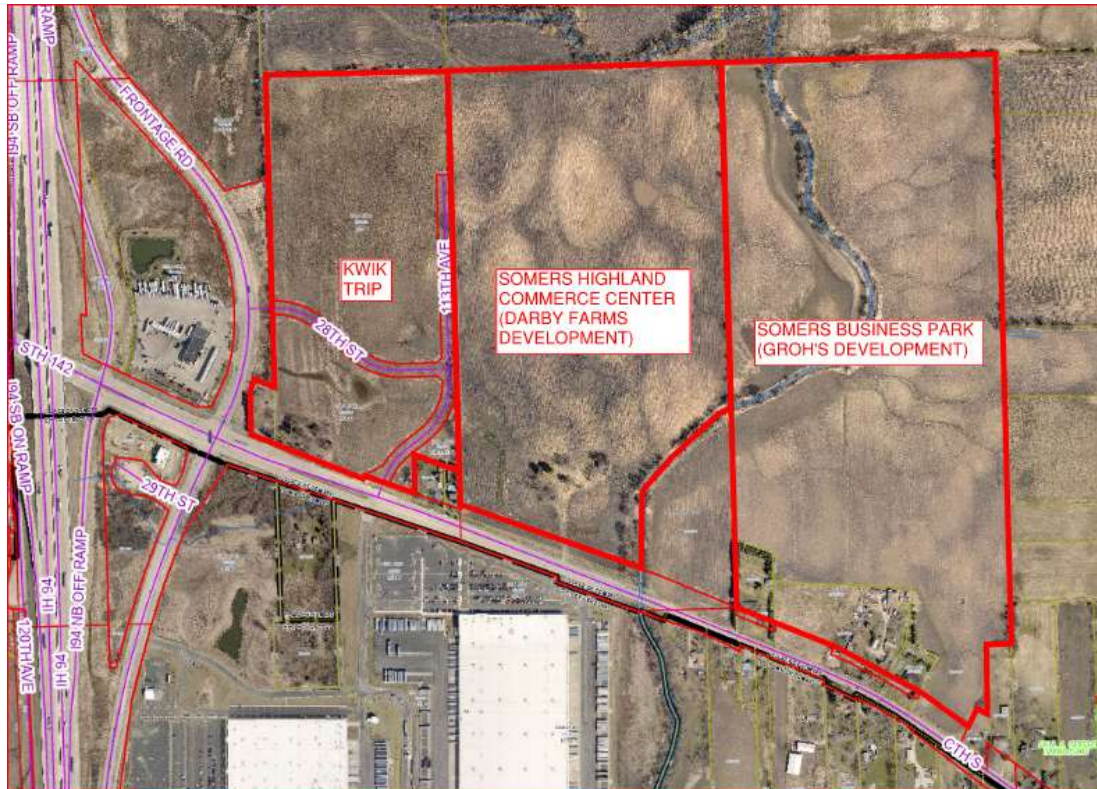


**VILLAGE OF SOMERS**  
**Engineer's Report**  
**March 26, 2024**

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**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) is the remaining item.
- The project's general contractor and engineer doesn't have a recent update on the LOMR from FEMA.

**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.

**VILLAGE OF SOMERS**  
**Engineer's Report**  
**March 26, 2024**

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- 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. No start date has been discussed; the developer says "it's to be determined".

**Golden Oil Sanitary Sewer Connection – Project No. 212153**

- The Developer is Golden Oil; the developer's design engineer is Excel Engineering.
- Golden Oil requested that the construction start after Labor Day after the contracts had been signed.
- We sent Golden Oil a letter on 3/13/24 discussing the status and the remaining items that need to be completed, see below.

March 13, 2024

Mr. Ted Gement  
Golden Oil LLC  
1170 22<sup>nd</sup> Avenue  
Somers, WI 53140

***Subject: Village of Somers – Golden Oil Public Utilities Project Status***

Dear Mr. Gement,

As requested on March 11, 2024, the Village directed Globe Contractors to start construction of the Golden Oil Public Utilities project after Labor Day 2024. The bidding documents gave the contractor a choice of completing construction prior to Memorial Day or beginning construction after Labor Day; this was done following the initial bid opening to attract additional bidders. We expect Globe Contractors to request additional money for the delay in their work, which is part of the project cost covered by the executed and recorded development agreement.

The following items need to be done within 60 days of the date of this letter:

- Golden Oil needs to provide a letter of credit to the Village per the developer's agreement.
- The easement on Golden Oil property needs to be signed and recorded.

**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.
- 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.
- The 24" water main in 60<sup>th</sup> Ave. and 16<sup>th</sup> Place has passed testing. And the 12" water main in 17<sup>th</sup> Street has passed testing.
- Asphalt binder is complete on the public roads.

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**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.
- As of today, there has been no response from Becknell on the status of Phase II.

**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 12<sup>th</sup> 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.

**45<sup>th</sup> Avenue and 63<sup>rd</sup> 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 7<sup>th</sup> Street LS on Sheridan Road. August Winter & Son, Inc is the Contractor.
- The Contractor is bypass pumping. The force main at 45<sup>th</sup> Avenue, wet well, and valve vault are in place.
- They plan to mobilize at 63<sup>rd</sup> Avenue in the near future.
- 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 12<sup>th</sup> Street - Project No. 2325785**

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

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**Water Tower Authority to Construct – Project No. 161104**

- We are preparing an application for a water tower on 100<sup>th</sup> Avenue, north of 12<sup>th</sup> Street.
- We are also preparing an application to offer rebates for low usage fixtures.

**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.

**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.
- The submitted information appears to meet our early 2022 request; they appear to be reducing the 100-year flow to 11<sup>th</sup> Street from 185 cubic feet per second to 5 feet per second.
- Review comments were sent to the school and their engineer on March 4, 2024.

**2024 Roadway Improvements – Project No. 2400374**

- The 2024 project includes 13<sup>th</sup> Avenue, 16<sup>th</sup> Place, and 25<sup>th</sup> Street.
- Tentative bid dates are 4/18/24 or 5/2/24.

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

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**WORK SESSION:** April 3<sup>rd</sup>, 2024

**TO:** Village President Stoner and Board of Trustees

**PREPARED BY:** Jason J. Peters, Administrator

**AGENDA ITEM:** #5 Discuss and review updated Conditional Use Permit Application from Hawthorn Hollow

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**BACKGROUND:**

In January of 2022, Staff met with representatives of Hawthorn Hollow to discuss their operations and proposed plans for the future. This meeting was spurred by Hawthorn approaching Somers Fire and Rescue to inquire about what steps would need to be taken to allow for one of the residences to be used as a short-term rental. The approximately 88-acre site is currently zoned PR-1 Park-Recreational Dist., C-2 Upland Resource Conservancy Dist., and C-1 Lowland Resource Conservancy Dist. Our discussion in January of 2022 focused on Hawthorn applying for a conditional use permit. The purpose of the CUP would be to memorialize the activities that are taking place on the property. In May of 2022, the Plan Commission heard Hawthorn Hollow's original request for a CUP. The Board subsequently reviewed this request at their May 17th, 2022 Work Session.

Based on this meeting, Planning, Administration, Clerk, Trustee Nelson, and Attorney Davison undertook the task of reviewing our zoning ordinance and special event permits to find a better way to address Hawthorn Hollow's current and proposed uses. In early 2023, updates to both the Zoning Ordinance and Special Event permits were passed by the Board. Based on these updates, Hawthorn Hollow re-applied for their Conditional Use Permit. The request is to allow for various private and public events with lodging on the property, to allow outdoor summer concerts, and to allow for living quarters for on-site watchmen/caretakers of the property.

The Plan Commission heard the above-mentioned request at their May 2022 meeting and held the requisite public hearing. One resident raised his concern regarding the possibility of music taking place past 9 p.m. The Plan Commission's recommendation was to approve the request for a CUP (7-0) with the caveat that outdoor music must cease at 9 p.m.

This was discussed at the Village Work Session on May 16, 2023, where it was requested that the CUP does not go on an agenda for approval until the Village receives sufficient documentation.

UPDATE:

Since 2023, Staff has worked with Hawthorn Hollow to get them to a place where they can resubmit their application. In September of 2023, Clerk/Treasurer Baker sent a letter to Hawthorn Hollow to provide guidance and set a March 31<sup>st</sup>, 2024 deadline. There has been a lot of back and forth through this process. In late February we received an updated site plan and application. The updated application and site plan are attached.

ATTACHMENTS:

September 2023 Letter

Updated Application

Updated Site Plan

Letter from Attorney Davison

September 22, 2023

T.J. Leveque, Executive Director

Over the past few years Hawthorn Hollow representatives have been meeting with Somers staff, Somers Fire and Rescue Department, and Kenosha County Planning and Zoning to work towards gaining compliance with current and future proposed operations. In March 2023, a Conditional Use Permit Application was submitted for Event Facilities with lodging, Living Quarters for Watchmen and Caretakers, and Summer Theaters and Amphitheaters or Band Shells. While reviewing this at the May 16, 2023, Village Work Session, Trustees referred to a memo dated 4.28.23 from Luke Godshall, Kenosha County Planning and Zoning. The six-page memo outlined various recommendations that Hawthorn Hollow would need to address to get the property into compliance.

The purpose of this letter is to outline the conditions that need to be fulfilled by Hawthorn Hollow to move forward to gain compliance along with a clear expected deadline. In order to approve the CUP, and to allow issuance of further Special Events and Temporary B liquor license, each of the below boxes must be completed with documentation and completed inspections no later than **MARCH 31, 2024**. In the event these actions are not completed fully by this deadline, no further special event permits, or liquor licenses will be issued by the Village.

**The following list is from Kenosha County Planning and Zoning Recommendation Letter**

**Event Facilities (with or without lodging) in the PR-1 District:**

- Sanitary Treatment tank set back correction and Parcels not served by public sanitary sewer shall be served by Private Onsite Wastewater Treatment Systems (POWTS) which meet all requirements of Chapter 15 of the Kenosha County Sanitary Code and Private Sewage System Ordinance, and Wis. Admin. Code § SPS 382- 385 and their corresponding design manuals regarding POWTS. Parcels not currently served by sanitary sewer and/or municipal water shall be required to connect to sanitary sewer and/or municipal water upon availability. Any building not so connected cannot be occupied.**
- Installation of Septic Tank which must be inspected and approved by the County Sanitarian**
- A two hundred (200) foot open buffer shall be provided on all sides of the property not abutting a public roadway. Outdoor event facilities shall not be permitted within this buffer area. Where possible, suitable landscaping shall remain or be grown within the buffer area.**

- A submitted landscape buffer plan, Landscape buffer plantings shall be provided along a property line where there is an abutting residence, and which are intended to screen views, lights, and noise from the operation.
- Parcels shall have frontage along a paved public road for direct access.
- Approvals from the Kenosha County Health Department on all facilities used for lodging associated with events located on the property.
- The applicant shall obtain all necessary health-related permits and assure that all necessary tests and inspections are conducted.
- Access by private easement must be formalized and be recorded in the Office of the Register of Deeds. Modifications of existing easements resulting from the proposed use(s) must be approved in writing by all easement parties.
- All ingress/egress driveways, internal circulation drives, and parking areas shall be located in such a manner to minimize traffic hazards associated with entering and exiting the public roadway as approved by Village Fire & Rescue.
- An updated parking plan reflecting that the parking areas may be either gravel or paved. Handicapped parking spaces shall be paved and meet all state standards. Sufficient parking spaces to accommodate the proposed use(s) shall be provided and shall be based on an overall plan that has been reviewed and approved by Village Fire & Rescue. Overflow parking on grass or hay areas may be permissible as approved by Village Fire & Rescue. Parking on public rights-of-way is not permitted.
- Parking must meet the requirements laid out in §ZN 3.06(3)(j) and (k).
- Clear building occupancy and site capacity limits
- Signage complying with §ZN 3.07. No on or off-premises signs, banners, or billboards shall be constructed, erected, or displayed without first obtaining proper permits from the State, Village, or local unit of government in which they are being located.
- Lighting to meet the following standards: Outdoor lighting shall consist of full cut-off luminaries and shall not exceed an illumination level of 0.5 foot-candles as measured at the property line. Lighting fixtures shall be shielded or directed in such a manner to prevent light from shining directly onto abutting rights-of-way and adjacent properties (cut-off type luminaries only). No protruding lenses are allowed, and lenses must be constructed so as to be parallel to the constructed yard grade. All security lighting shall be shielded and aimed so that illumination is directed only to the designated areas. General flood lighting fixtures shall be discouraged.

Summer theaters and amphitheaters or band shells in the PR-1 District:

- A detailed site plan shall be submitted to the Plan Commission along with the proposed hours of operation and seating capacity on the premises.
- At least one off-street hard parking space shall be provided for every three seats located within the theater, amphitheater, or band shell.
- The site shall have direct access to federal, state or Village highways.
- An application for a conditional use permit shall be accompanied by a report setting forth the proposed operation of the theater, amphitheater, or band shell.

- Ingress and egress to the site shall be determined with due regard to topography and public road and pedestrian traffic taking into consideration hills, curves, speed limits and vision clearance.
- Parking areas shall be maintained in a dust free condition and where paved, a stormwater drainage plan shall be submitted to the Plan Commission.
- Night lighting shall not be permitted to shine on adjacent property.
- State Inspection must be obtained on the elevator
- Proposals for water and sanitation facilities and emergency services shall be reviewed by the Plan Commission.

Living quarters for watchmen and caretakers in the M-2 District and PR-1 District:

- A detailed site plan shall be presented to the Plan Commission.
- Said living quarters shall not exceed 1,000 square feet.

The following are requirements by Village of Somers:

- Plat of Survey by a Surveyor as indicated on the Conditional Use Application
- Localized Site Plans for events held in different areas of the property
- Reinspection of all buildings, including farm barns and storage
- Detailed description for proposed uses for the Pike House
- Weight ratings for the bridge over the creek

We look forward to having all these non-compliance issues resolved, so we can move forward in the issuance of the Conditional Use Permit, along with all the permits and licensing that help fund all the events and educational programs that Hawthorn Hollow offer the community. In the absence of compliance, functionally most activities will no longer be able to be conducted.

In addition, it would appear that there will be significant changes to state statues regarding alcohol licensing which may dramatically impact Hawthorn Hollow activities including private parties and weddings. We would suggest that you consult with your legal counsel on these issues.

Please reach out to any of the Staff, Fire Department, or Kenosha County Planning for questions.

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

CC: Laura Smith, Marketing & Rentals Manager  
 Jeremy Haag, Event & Administrative Coordinator

Conditional Use Permit Application Packet  
Hyslop Foundation, Inc / Hawthorn Hollow

Contents

1. Application
  - a. Hawthorn Hollow Buildings attachment
  - b. Outdoor Entertainment and Storage attachment
2. Kenosha County Planning and Development Recommendation Letter Responses
  - a. Passed Septic Report /POWTS (recommendation 2)
  - b. Landscape buffer planting plan (recommendation 3c)
  - c. Operational and Security Plan (
  - d. Village Building Inspection report
  - e. Fire and rescue report (recommendation
  - f. Amphitheater Operation Report (recommendation 4d)



# COUNTY OF KENOSHA

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## Division of Planning and Development

### CONDITIONAL USE PERMIT APPLICATION

**(a) Property Owner's Name:**

Hyslop Foundation, Inc (Hawthorn Hollow)

Print Name: Timothy Leveque

Signature: 

Mailing Address: 880 Green Bay Road

City: Kenosha

State: WI

Zip: 53144

Phone Number: 262-552-8196

E-mail (optional): tj@hawthornhollow.org

Note: Unless the property owner's signature can be obtained in the above space, a letter of agent status signed by the legal property owner must be submitted if you are a tenant, leaseholder, or authorized agent representing the legal owner, allowing you to act on their behalf.

**(b) Agent's Name (if applicable):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**(c) Architect's Name (if applicable):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

**(d) Engineer's Name (if applicable):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

CONDITIONAL USE PERMIT APPLICATION

(e) Tax key number(s) of subject site:

39-6061420 parcel # 82-4-222-101-0323

Address of the subject site:

880 Green Bay Road Kenosha, WI 53144 & 914 Green Bay Road Kenosha, WI 53144

(f) Plan of Operation (or attach separate plan of operation)

Type of structure:

See Attachment "2024 Hawthorn Hollow Buildings"

Proposed operation or use of the structure or site:

See Attachment "2024 Hawthorn Hollow Buildings"

Number of employees (by shift): 7 year round / 10 seasonal staff

Hours of Operation: 8am-5pm March-October/ 8am-5pm Nov.-Dec. 24th / Closed Dec. 24-Mar 1

Any outdoor entertainment? If so, please explain: Yes. See Attachment "Outdoor Entertainment & Storage"

Any outdoor storage? If so, please explain: Yes. See Attachment "Outdoor Entertainment & Storage"

Zoning district of the property: PR-1

(g) Attach a plat of survey prepared by a land surveyor registered by the State of Wisconsin or site plan drawn to scale and approved by the Department of Planning & Development showing all of the information required under section 12.05-1(h)3 for a zoning permit. In addition, the plat of survey or site plan layout shall show the location, elevation and use of any abutting lands and the location and foundation elevations of structures within 50 feet of the subject site; soil mapping unit lines; ordinary high water mark, historic high water marks and floodlands on or within 50 feet of the subject premises, and existing and proposed landscaping.

**CONDITIONAL USE PERMIT APPLICATION**

For conditional use permit applications that are made within shoreland and floodland areas, such description shall also include information that is necessary for the County Planning, Development & Extension Education Committee to determine whether the proposed development will hamper flood flows, impair floodplain storage capacity, or cause danger to human, animal or aquatic life. This additional information may include plans, certified by a registered professional engineer or land surveyor, showing existing and proposed elevations or contours of the ground; fill or storage elevation; basement and first floor elevations of structures; size, location, and spatial arrangement of all existing and proposed structures on the site; location and elevation of streets water supply and sanitary facilities; aerial photographs, and photographs showing existing surrounding land uses and vegetation upstream and downstream; soil types and any other pertinent information required by either the Planning, Development & Extension Education Committee or the Office of Planning and Zoning Administration:

**(h)** The Kenosha County Department of Planning & Development may ask for additional information.

**(i)** The fee specified in Section 12.05-8 of this ordinance.

Request for Conditional Use Permit ..... \$780.00

(For other fees see the Fee Schedule)

<b>Hawthorn Hollow Buildings and Structures</b>				
<b>1 Teuscher House / Office</b>				
4 bedroom 2.5 bath 2 car attached				
2000 sq ft				
Offices				
<b>2 Nature Center / Studio Apartment / Boutique</b>				
1.5 bath				
700 / 700 / 50 sq ft (1450 sq ft)				
Events / Classes / Observatory Office, Lease Rental, Store front 15 hours a week?				
<b>3 Observatory</b>				
300 sq ft				
Classes/ Events/ Reserach				
1 porta potty				
<b>4 Sugar Shack</b>				
280 sq ft				
Maple sugar production / storage				
<b>5 Annex / 2 Car Garage</b>				
200/750 950 sq ft				
Storage / Gas vehicles and lawn equipment				
<b>6 Pike House</b>				
4,932 sq ft.	15 rooms	5 bedrooms	3.5 baths	
Daily or Event Rentals				
<b>7 Loft Aparment / Garage</b>				
500/500 (1000) sq ft				
Leased Rental				
<b>8 Pole Barn</b>				
1 bath				
2400 sq ft.				
Workshop / Tractor storage / Storage				
<b>9 3 Car Garage</b>				
504 sq ft				
Sign and other storage				
<b>10 Barn</b>				
980 sq ft				
1 Portapotty				
Farm equipment storage				
<b>11 Honey House</b>				
180 sq ft				
Honey production				



## Outdoor Entertainment and Storage

### Outdoor Entertainment

As part of our fundraising efforts, Hawthorn Hollow hosts several events that include outdoor entertainment, specifically live music.

- Birds and Plants
- Pike River Benefit Concert Series (3 per year)
- Walk in the Woods Art Fair
- Harvest Hootenanny

### Outdoor Storage

Hawthorn Hollow stores a variety of landscaping materials in our maintenance areas, in a private location out of the public's view.

- Plants/trees
- Gravel/bricks/hardscaping
- Fire wood
- Tractor attachments
- Seasonal outdoor décor

Kenosha County Planning Recommendation Letter responses 2024

Dear Somers Board of Trustees,

Below are Luke Godshall of Kenosha County Planning and Development’s recommendations, followed by Hawthorn Hollow’s responses, in his letter concerning the Hyslop Foundation’s Conditional Use Permit.

STAFF RECOMMENDATION:

Should the Plan Commission choose to recommend approval, staff would recommend the following conditions:

- 1. Subject to the information and site plan contained in the submitted conditional use permit application on March 24, 2023.
- 2. Subject to the property owner working with the County Sanitarian to correct an outstanding sanitary treatment tank setback issue, as determined by 2019 POWTS evaluation. Final Conditional Use Permit approval by the Village Board shall not be granted until this issue has been corrected to the satisfaction of the County Sanitarian.

*A new septic tank has been installed and the inspection has been passed. A copy of the passed inspection report (POWTS) is attached.*

- 3. Subject to the Conditional Use standards contained in Section ZN 5.03(8)(b)144 for Event Facilities (with or without lodging) in the PR-1 District:

- a. The minimum parcel size shall be ten (10) acres.  
*Hawthorn Hollow is compliant of the above. Hawthorn Hollow consists of 88 Acres.*

- b. A two hundred (200) foot open buffer shall be provided on all sides of the property not abutting a public roadway. Outdoor event facilities shall not be permitted within this buffer area. Where possible, suitable landscaping shall remain or grow within the buffer area.

*Hawthorn Hollow’s existing event facilities (1906 Pike River One Room School House, Nature Center Building, Sugar Shack) are within the buffer area. Hawthorn Hollow requests an exception for the removal of pre-existing buildings to comply with the 200ft buffer requirement.*

- c. Landscape buffer plantings shall be provided along a property line where there is an abutting residence, and which are intended to screen views, lights and noise from the operation. A landscape buffer planting plan shall be submitted with the application and approved by the Village Plan Commission and Board.

*All boundaries with abutting residences have plantings that screen views, lights, and noise. Plan/aerial is provided please see landscape buffer planting attachment.*

d. Parcels shall have frontage along a paved public road for direct access.

*Hawthorn Hollow has significant footage along Green Bay Road.*

e. Any facilities used for lodging must be associated with events on the property and receive necessary approvals from the Kenosha County Health Department.

*Hawthorn Hollow is not currently pursuing facilities used for lodging.*

f. Access by private easement must be formalized and be recorded or available for recording. Modifications of existing easements resulting from the proposed use(s) must be approved in writing by all easement parties. The Village of Somers may require easement(s) to allow site access by Village Fire & Rescue and/or law enforcement.

*Our neighbors (Greg and Amanda Pulda) have been advised not to provide a formal private easement. Hawthorn Hollow cannot require the Pulda's to provide a private easement. Hawthorn Hollow requests an exemption to any ordinance requirement that a private easement be provided.*

g. All ingress/egress driveways, internal circulation drives, and parking areas shall be located in such a manner to minimize traffic hazards associated with entering and exiting the public roadway as approved by Village Fire & Rescue.

*Procedures are in place to minimize traffic hazards and are depicted in Hawthorn Hollow's attached Special Event Permit Operational and Security plan, which has been approved by Village Fire & Rescue.*

h. The increase in traffic generated by the proposed use(s) shall not create a nuisance to nearby residents by way of traffic or noise.

*Procedures are in place to avoid traffic and noise nuisances to nearby residences. The venue sites are in secluded, wooded areas on the Hawthorn Property.*

i. Parking areas may be either gravel or paved. Handicapped parking spaces shall be paved and meet all state standards. Sufficient parking spaces to accommodate the proposed use(s) shall be provided and shall be based on an overall plan that has been reviewed and approved by Village Fire & Rescue. Overflow parking on grass or hay areas may be permissible as approved by Village Fire & Rescue. Parking on public rights-of-way is not permitted.

*Two designated handicap parking spots are situated in the main lot. We will continue to evaluate pavement options in 2024. 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. For parking plan, see attached Special Event Permit Operational and Security plan, which has been approved by Village Fire & Rescue.*

j. Parking areas of any type shall not be located within the required buffer area (200ft) and must meet the parking requirements of §ZN 3.06(3)(j) and (k).

*Our main parking lot is 143 feet from our northern property line. This is within the required 200 foot buffer. Hawthorn Hollow requests an exemption for continued use of existing parking lot.*

j(i)

Setback. Except for a single-family or two-family residence, parking spaces and driveways shall be a minimum of 20 feet from the established highway right-of-way, a minimum of 10 feet from all rear and side lot lines and a minimum of 75 feet from the Ordinary High Water Mark of a navigable water body. When abutting a residential district or a planned residential district (based on a Village's adopted Land Use Plan), driveways or parking lots shall be a minimum of 20 feet to the property line.

j(k)

Surfacing. All off-street parking areas for more than five vehicles shall be graded and surfaced with asphalt or concrete and properly drained.

*Hawthorn Hollow's parking lot is level, traffic bond, and well drained, but not concrete or asphalt. The cost of asphaltting would be prohibitive. Hawthorn Hollow requests an exemption to this ordinance.*

k. Building occupancy and site capacity limits, as determined by the Village Building Inspector and/or Village Fire & Rescue, shall not be exceeded for any event occurring on the property.

l. Signage shall comply with §ZN 3.07.

*All signage will be compliant with Kenosha County regulations.*

m. Any newly proposed or changed outdoor lighting shall consist of full cut off luminaries and shall not exceed an illumination level of 0.5 foot candles as measured at the property line. Lighting fixtures shall be shielded or directed in such a manner to prevent light from shining directly onto abutting rights-of-way and adjacent properties (cut-off type luminaries only). No protruding lenses are allowed, and lenses must be constructed so as to be parallel to the

constructed yard grade. All security lighting shall be shielded and aimed so that illumination is directed only to the designated areas. General flood lighting fixtures shall be discouraged.

*Hawthorn Hollow will comply with any new lighting regulations.*

n. No on or off-premise signs, banners, or billboards shall be constructed, erected, or displayed without first obtaining proper permits from the State, Village or local unit of government in which they are being located.

*Hawthorn Hollow understands that all signage will require proper permitting.*

o. Structures shall be inspected by Village Fire & Rescue and Building Inspector prior to the Village meetings and shall meet all Village Fire and Building Code standards prior to occupancy.

*Inspected by Village Building inspector and Village Fire and Rescue. Reports provided.*

p. Parcels not served by public sanitary sewer shall be served by Private Onsite Wastewater Treatment Systems (POWTS) which meet all requirements of Chapter 15 of the Kenosha County Sanitary Code and Private Sewage System Ordinance, and Wis. Admin. Code § SPS 382- 385 and their corresponding design manuals regarding POWTS. Parcels not currently served by sanitary sewer and/or municipal water shall be required to connect to sanitary sewer and/or municipal water upon availability.

*A POWTS has been prepared by Billingsley Engineering. For Sanitary inspection, see permits and license attachment.*

q. It is the responsibility of the applicant to comply with all State and local regulations regarding public health. This includes proper and adequate toilet and hand washing facilities, showering facilities, proper food preparation and serving conditions, adequate tested potable water, proper disposal of refuse and food by-products on a timely basis. The Kenosha County Division of Health requires permits and inspections to assure the event is conducted within laws of proper sanitation and health. The applicant shall obtain all necessary health-related permits and assure that all necessary tests and inspections are conducted.

*Hawthorn Hollow will provide whatever is necessary to comply with all state and local regulations regarding public health, including the availability of adequate toilet and handwashing facilities.*

r. Food vendors shall be licensed by the Kenosha County Health Department.

s. Amplified music and dancing may be permitted only within approved structures and/or areas of the property. Village noise ordinances shall be complied with. Amplified music shall be subject to applicable Village licensing requirements.

*Hawthorn Hollow will obtain event permits for all events requiring it and will comply with noise ordinances.*

t. The sale and consumption of alcoholic beverages on the premises is subject to applicable Wisconsin Statutes, Administrative Code provisions, and Village licensing requirements.

*Hawthorn Hollow will obtain all necessary special event permits and will comply with all Wisconsin statutes, administrative code provisions, and village licensing requirements.*

4. Subject to the Conditional Use standards contained in Section ZN 5.03(8)(b)130 for Summer theaters and amphitheaters or band shells in the PR-1 District:

a. A detailed site plan shall be submitted to the Plan Commission along with the proposed hours of operation and seating capacity on the premises.

*A detailed site plan has been prepared by Nielsen, Madsen, & Barber (civil engineers and surveyors) to address the labeling of buildings and trails, as well as indicators of distance requested by village administration and the Village of Somers Fire Department. For proposed hours of operation, please see application or the attached Special Event Permit Operational and Security plan.*

b. At least one off-street parking space shall be provided for every three seats located within the theater, amphitheater or band shell.

*Hawthorn Hollow has adequate off-street parking to comply with this ratio. Parking spaces are set forth on the attached Special Event Permit Operational and Security plan.*

c. The site shall have direct access to federal, state or Village highways.

*The site has direct access to state Hwy 31 – Green Bay Road.*

d. An application for a conditional use permit shall be accompanied by a report setting forth the proposed operation of the theater, amphitheater or band shell.

*Please see attached Amphitheater Operation Report*

e. Ingress and egress to the site shall be determined with due regard to topography and public road and pedestrian traffic taking into consideration hills, curves, speed limits and vision clearance.

*Ingress and Egress to Hawthorn Hollow is already in place, with clear sight lines and restricted speed limits of only 15 mph.*

f. Parking areas shall be maintained in a dust free condition and where paved, a stormwater drainage plan shall be submitted to the Plan Commission.

*Hawthorn Hollow cannot guaranty a dust free condition but the gravel access roads do contain traffic bond. A drainage plan does not appear to be necessary but will be addressed by Hawthorn Hollow if deemed so.*

g. Night lighting shall not be permitted to shine on adjacent property.

*Hawthorn Hollow will ensure that all night lighting will be directed downward or inward toward the site.*

h. Proposals for water and sanitation facilities and emergency services shall be reviewed by the Plan Commission.

i. Increased performance standards with respect to noise may be required as deemed necessary.

5. Subject to the Conditional Use standards contained in Section ZN 5.03(8)(b)62 Living quarters for watchmen and caretakers in the M-2 District and PR-1 District:

a. A site plan shall be presented to the Plan Commission.

*A site plan prepared by Nielsen, Madsen, & Barber (civil engineers and surveyors) will be presented.*

b. Not more than one such living quarters shall be permitted per parcel.

*Hawthorn Hollow is requesting an allowance for two(2) watchmen/caretakers living quarters on the parcel. This is due to size of property (88 acres) and layout of buildings. One living quarter is requested per address. This request is for security reasons as the various buildings, including some of valuable historic significance, are located on the North 40 acres of the parcel and the parcel itself is isolated.*

i. Note: Petitioner is requesting an allowance for two (2) watchmen/caretakers living quarters on the parcel.

c. Said living quarters shall not exceed 1,000 square feet.

d. Said conditional use permit terminates at such time as the aforementioned quarters are no

longer used as living quarters for watchmen or caretakers.

6. It is the responsibility of the applicant to assure and guarantee that the above conditions are fully complied with. This includes, but is not necessarily limited to, meeting conditions established herein, providing any applicable letters of credit, providing and following approved plans, obtaining permits prior to construction, making improvements, participating in coordination meetings with governmental officials, following established time frames, meeting deadlines, and providing additional information where deemed necessary. Any unauthorized deviation from the approved plans and conditions shall result in the issuance of a citation and/or applicable stop work order by the Village of Somers or other applicable agencies until the conditional use permit is brought back into compliance. Continued violation of the conditions as set forth herein shall result in a recommendation for revocation of the Conditional Use Permit.

7. Any substantial change or expansion of the submitted plan of operation, i.e., the addition and/or expansion of events, structures and/or uses not included in the submitted application, shall require the applicant to reapply for a Conditional Use Permit to the Village of Somers for its review and approval.

*Hawthorn Hollow will apply/re-apply for a conditional use permit to the village of Somers for its review and approval if it plans any substantial change or expansion of the submitted plan of operation.*

8. If property ownership and/or tenant shall happen to change it shall be the responsibility of the person(s) that signed these conditions to notify new owner and/or tenant of all above stated conditions of approval.

*Hawthorn Hollow will provide any necessary notification to successor property ownership and /or tenant(s) of all above stated conditions of approval should any occur.*

9. It is the total responsibility of the petitioner to assure and guarantee that the above stated conditions are fully complied with. Any deviation from the approved plans and conditions shall result in the issuance of a citation and associated stop work order until the project is brought back into compliance. Continuance of the project shall result in a recommendation for revocation of the Conditional Use Permit.

10. Subject to necessary zoning and/or building permits being issued for any proposed structures including principal & accessory structures, signage, fences, etc.

**PRIVATE ONSITE WASTE TREATMENT SYSTEMS  
(POWTS)  
INSPECTION REPORT  
(ATTACH TO PERMIT)**

County Kenosha County 19600-75 <sup>th</sup> Street Bristol, WI 53104-0520
Sanitary Permit No.: <i>23-00047</i>
State Plan Transaction ID#: <i>23-028</i>
Parcel Tax No.: <i>89-277-101-0323</i>

**GENERAL INFORMATION**

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)]

Permit Holder's Name: <i>Hyslop Foundation</i>	<input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town of: <i>Summers</i>	
CST BM Elev:	Insp BM Elev:	BM Description: <i>Down 5:11 Top Floor Shell</i>

**TANK INFORMATION**

TYPE	MANUFACTURER	CAPACITY
Septic		
Dosing		
Aeration		
Holding	<i>Crest</i>	<i>7500/7500</i>

**ELEVATION DATA**

STATION	BS	HI	FS	ELEV
Benchmark	<i>3.82</i>			
Bldg. Sewer		<i>103.82</i>	<i>8.14</i>	<i>95.68</i>
St/Ht Inlet		<i>↓</i>	<i>9.29</i>	<i>94.53</i>
St/Ht Outlet		<i>94.07</i>	<i>7.0</i>	<i>87.07</i>
Dt Inlet				
Dt Bottom				
Installation Contour				
Header/Man.				
Dist. Pipe				
Infiltrative Surface				
Final Grade	<i>103.83</i>	<i>5.15 →</i>	<i>98.67 →</i>	
<i>Top of Tank</i>	<i>103.83</i>	<i>9.75</i>	<i>94.07</i>	

**TANK SETBACK INFORMATION**

TANK TO	P/L	WELL	BLDG	Vent To Air Intake	ROAD
Septic					
Septic					
Dosing					
Aeration					
Holding	<i>&gt;50'</i>	<i>100'</i>	<i>41' shell 74'</i>		<i>17'</i>
ABS Cell			<i>75' Res</i>		Water OHWM

**DISPERSAL CELL INFORMATION**

DIMENSIONS	Width	Length	No of Cells

**PUMP / SIPHON INFORMATION**

Manufacturer		Demand
Model Number		GPM

**PROPOSED:**

Lift	Friction Loss	System Head	TDH	Ft
Forcemain	Length	Dia	Dist. To Well	

**INSTALLED:**

Lift	Friction Loss	System Head	TDH	Ft
Forcemain	Length	Dia	Dist. To Well	

**SOIL COVER**

Depth Over Cell Center	Depth Over Cell Edges	Depth of Topsoil	Seeded / Sodded <input type="checkbox"/> Yes <input type="checkbox"/> No	Mulched <input type="checkbox"/> Yes <input type="checkbox"/> No
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**COMMENTS:**

*12/21/23 Existing septic tanks abandoned  
chains, locks, float installed  
Alarm panel to be installed  
B.S. for proposed pavilion stubbed out 33' North of H.T.  
connected to a/c in front of shell/workshop.  
- replaced 2' of sch 40 pvc 48' south of house in driveway*

Plan revision required?  Yes  No Date \_\_\_\_\_ 35 of 147  
Use Other Side for Additional Information POWTS Inspector's Signature \_\_\_\_\_ Cert No \_\_\_\_\_

Top of tank

9.75 (94.07) (98" tall) 9+6" 15" Top from tank  
Pipe  
Bttm

Plumbing fixture leaking from one of the  
2 shed bldgs south of main house  
(APT)

Exit Tank Inlet = 9.3 (94.58')  
" " Pipe stubbed = 8.30 (95.58')

- Stubbed pipe under drive insulated 1" Foam insulated, 3' below surface
- BS from existing tanks to new HT insulated
- Eric will try to determine which bldg the leaky fixture is in. Property Mgr made aware
- Alarm panel to be installed in west shed bldg
- ~~Mound~~ has been used around tanks, now gone
- 55" soil cover over tank
- Pavilion to be built yet, NO construction started or site staking.

Sand  
stone

Top of grade 5.15 (Tank)

6+5' - Top of 6" outlet conveyance pipe between tanks  
7.0' (87.07')  
97.40

MAP TITLE

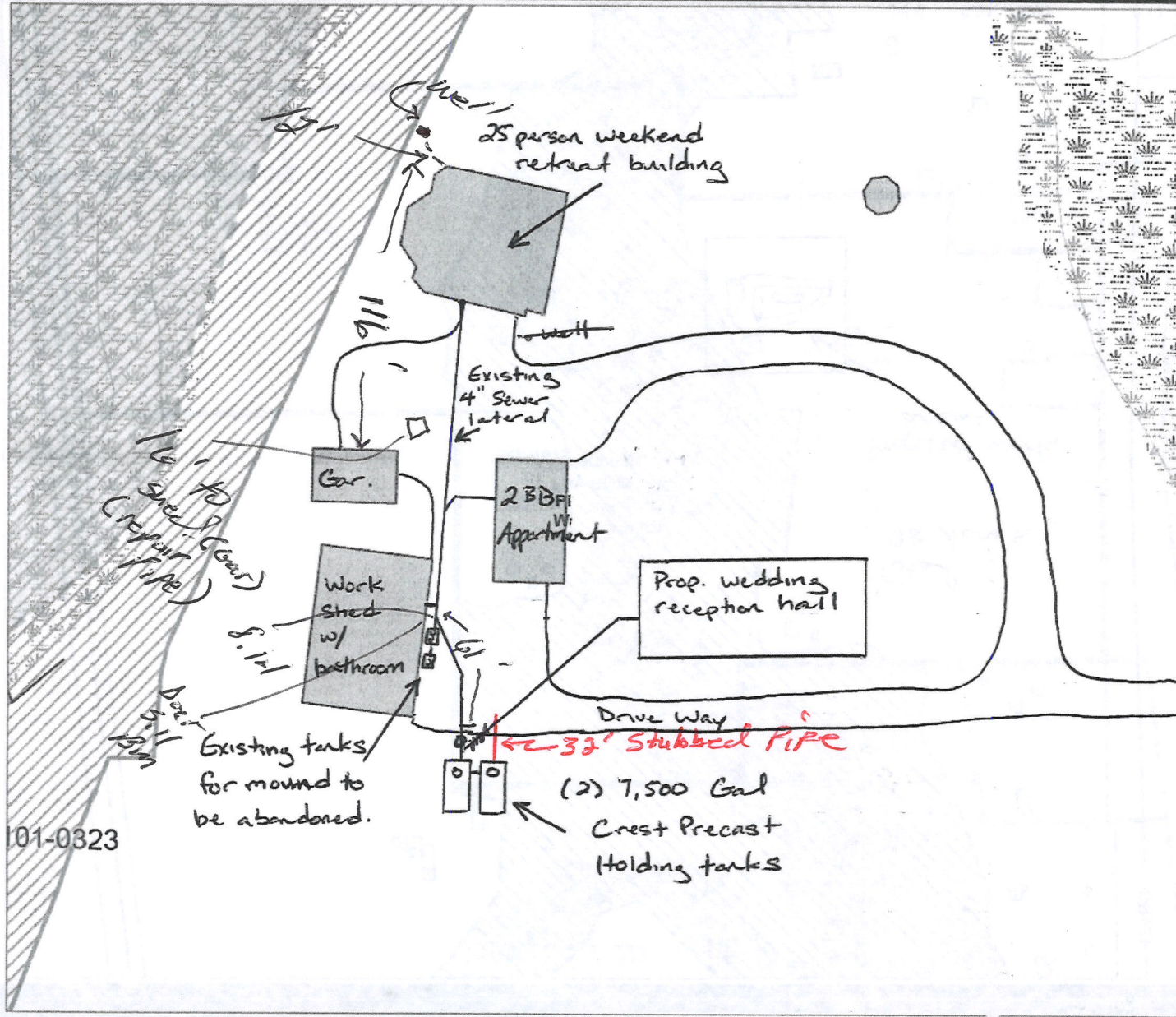
KENOSHA COUNTY  
INTERACTIVE MAPPING

Legend

Hyslop Foundation  
82-4-222-101-0323  
NW 1/4 S10 T2 R22 E  
Village of Somers

Billingsley Eng  
Eric Billingsley  
MP # 682918  
6-6-23

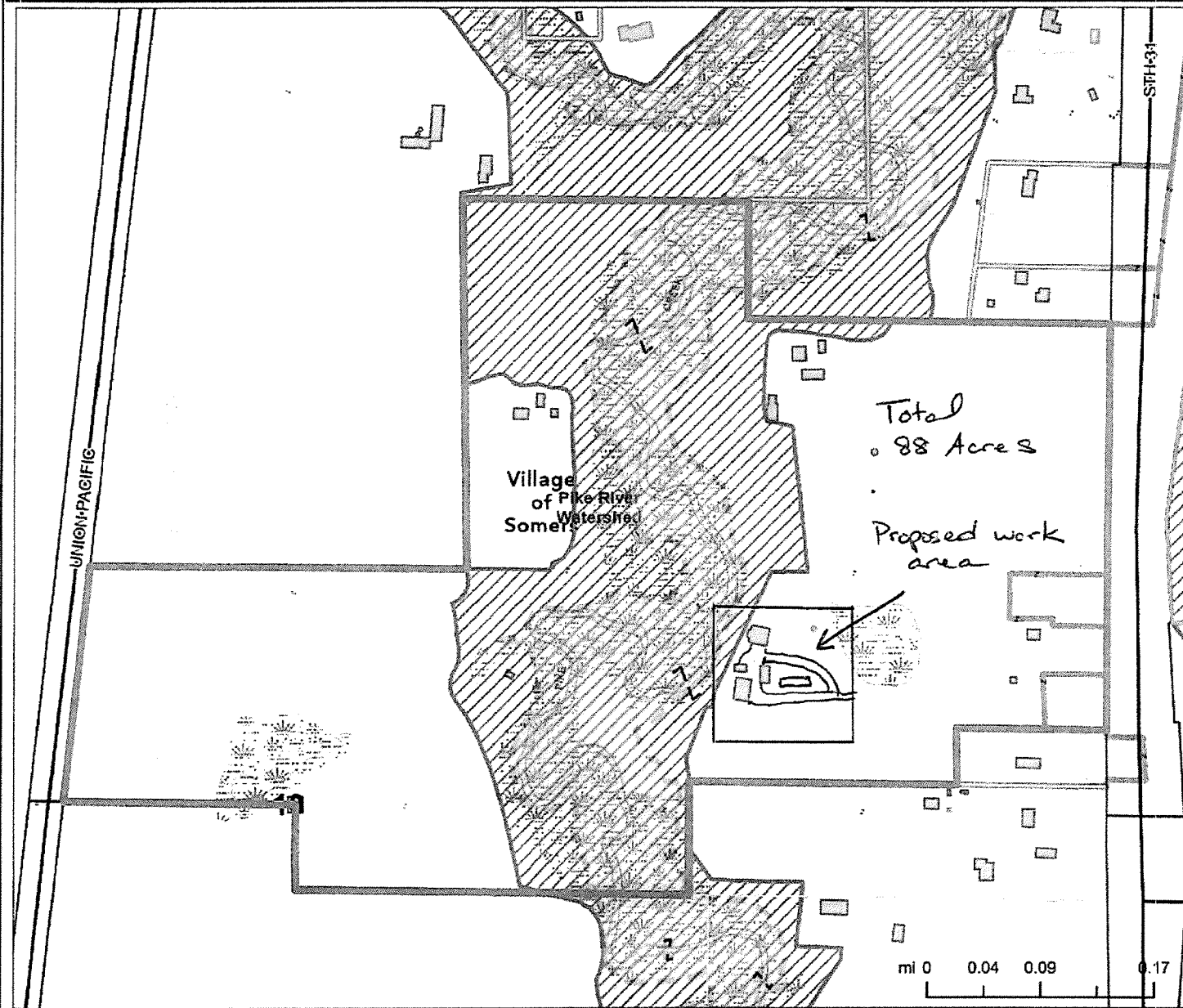
Scale 1" = 60'



01-0323

**DISCLAIMER** This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, data and information located in various state, county and municipal offices and other sources affecting the area shown and is to be used for reference purposes only. Kenosha County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact Kenosha County.

MAP TITLE



**KENOSHA COUNTY  
INTERACTIVE MAPPING**

Legend

Hystop Foundation  
880 Green Bay Rd  
Kenosha, WI 53144  
82-4-222-101-0323

Not to scale

**DISCLAIMER** This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, data and information located in various state, county and municipal offices and other sources affecting the area shown and is to be used for reference purposes only. Kenosha County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact Kenosha County.

**HOLDING TANK ANCHORING CALCULATIONS—(SOIL OR CONCRETE)**

Tank Manufacturer: Crest Tank Capacity: 7500  
Inside Tank Dimensions:  
Width: 88 in. \_\_\_\_\_ ft. Length: 218 in. \_\_\_\_\_ ft.  
Liquid Height: 86 in. \_\_\_\_\_ ft. Weight: 47,000 lbs.

**A. Calculate cubic feet of tank:**

86 in. high X 88 in. wide X 218 in. long = 1649824 cubic in.  
\_\_\_\_\_ cu. in. / 1728 = 954.76 cu. ft.

**B. Convert the displacement to the weight of water:**

955 cu. ft. ( from line A ) X 62.4 lbs. per cu. ft of water X 1.5 ( safety factor ) =  
89,365 lbs. of lift potential

**C. Weight needed to counter buoyancy:**

89,365 lbs. ( from line B ) - 47,000 lbs. (weight of tank) = 42,366 lbs. Needed  
to anchor tank

**D. Weight needed over tank, plus safety factor:**

100 in. ( tank cover width ) X 230 in. ( tank cover length ) / 144 = 159.72 sq. ft of  
cover X 0.083 ( 1 inch in one foot decimal ) = 13.26 cu. ft. space of 1 inch of tank cover

**E. Weight of 1 inch of space over entire tank cover:**

13.26 cu. ft. of space ( from line D ) X 110 lbs. / cu. ft. = 1458.26 lbs. / in. space above cover

**F. Inches of soil to counter buoyancy:**

42,366 lbs. ( from line C ) / 1458.26 lbs. / inch of soil ( from line E ) = 29.05 in. soil  
needed over tank cover

OR

42,366 lbs. ( from line C ) / 4050 lbs. Per cu. yd. = 10.46 yds. concrete needed over tank

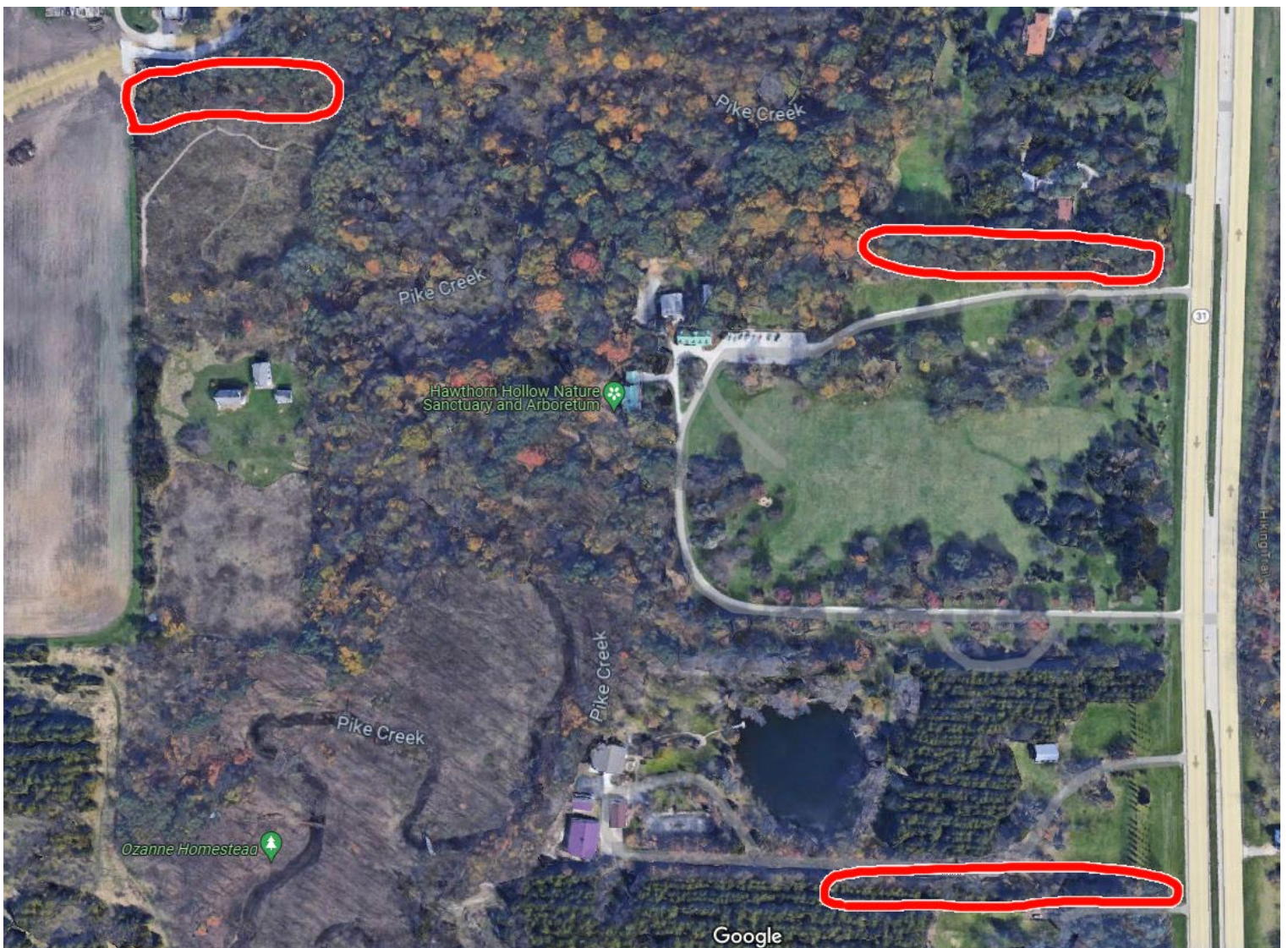
NOTE:

Use ( line E X Depth of soil cover ) formula after tank(s) installation to determine ACTUAL FINAL FIELD anchoring requirement

## Landscape Buffer Site Plan

3c. Landscape buffer plantings shall be provided along a property line where there is an abutting residence, and which are intended to screen views, lights and noise from the operation. A landscape buffer planting plan shall be submitted with the application and approved by the Village Plan Commission and Board.

Hawthorn Hollow has four abutting residences with adequate plantings to screen views along each of the boundaries. The image below highlights each area abutting residences.



**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

---

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**





7511 12th St | PO Box 197 | Somers, WI 53171

Ph: 262-859-2822 | Fax: 262-859-2331

[www.somers.org](http://www.somers.org)

Scott Seymour - Building Inspector

[sseymour@somer.org](mailto:sseymour@somer.org)

1/5/2024

Hawthorn Hollow  
880 Hwy 31  
Kenosha, WI 53144

### Building Inspection Report Conditional Use Permit Application

Inspections were conducted on all structures located on the property known as Hawthorn Hollow for the purpose of compliance with a Conditional Use Permit Application. All structures were found to be structurally sound, safe, and code compliant with the exception of:

1. The 1859 Town Hall Building – Currently under permit for new foundation. Once the work is completed the building can be open to the public.
2. The Pike House – The structure is currently permitted by Kenosha County as a Tourist Rooming House. As such, the structure is governed by the Commercial Building Code. The following must be addressed:
  - Numerous Electrical Code violations and concerns were noted and communicated to the Facility Manager.
  - Deck stairs are unsafe and need to be rebuilt.
  - Deck railing is unsafe and needs to be rebuilt.
  - The deck is NOT to be used until it can be evaluated by a Structural Engineer. Primary structural concerns are undersized posts with possible rotting at base of post, joist not installed with joist hangers, lack of lateral support.
  - There is currently no accessible entrance

The Pike House can be used during daylight hours only once the electrical violations have been corrected and inspected but may not be used for overnight sleeping.

Scott Seymour  
Building Inspector

Inspection No:	20230421115
Inspection Date:	04/21/2023
Inspection Time:	0
Inspected By:	PISULA, ADAM

**SOMERS FIRE & RESCUE  
FIRE INSPECTION REPORT**



**Inspection and Compliance Orders**

<b>Facility:</b>	Hawthorn Hollow-Administration Building	<b>Address:</b>	880 Green Bay Road		
<b>Phone:</b>	262-552-8196				
<b>Fax:</b>		<b>City:</b>	Somers		
<b>Email:</b>	lsmith@hawthornhollow.org	<b>State:</b>	WI	<b>Postal Code:</b>	53144

**Primary Contact**

<b>Contact:</b>	Smith, Laura	<b>Work:</b>	
<b>Email:</b>	lsmith@hawthornhollow.org	<b>Cell:</b>	

**Inspection Type:** Inspection - General

Violation Code	Days to Correct*	Violation	Notes	Location
----------------	------------------	-----------	-------	----------

**Inspection Notes:**

Continue to work on long term compliance goals, and applicable permits from the Village and or County. her service

<b>Owner/Rep. :</b> Laura Smith	
------------------------------------	--

\* Number of days to correct from date inspected.

A variance procedure is available. Please contact the inspector named for further assistance with this or any other matter.

## Amphitheater Operation Report 2/23/2024

Hawthorn Hollow Nature Sanctuary & Arboretum possesses an amphitheater on its property. This location is used for a number of functions that support Hawthorn Hollow's mission. Many of these events provide necessary fundraising revenue streams to fund Hawthorn Hollow's educational, environmental, and maintenance programs.

### Location

The Hawthorn Hollow amphitheater is located along a bend on the South Branch of the Pike River. Vehicle access is via the Old Mill Road, which is a gravel access road leading approx. 100 feet from the main Hawthorn Hollow access road. The amphitheater is also accessible by a number of walking trails leading to the main parking area as well as other locations within Hawthorn Hollow.

### Facilities

There are no permanent structures in the amphitheater. During events, temporary EZ-Up style tents are used for the concession stand. Portable toilets are rented and placed near the entrance to the amphitheater along the Old Mill Road. There are 18 permanent benches which hold between 6-10 people due to varying length. Temporary tables and seating are used in grassy and gravel areas, and many attendees bring their own seating.

### Events

The amphitheater is used for two major events every year; the Pike River Benefit Concert Series and the Walk in the Woods Art Fair. The Pike River Concert Series consists of three separate concerts, which take place on Friday evenings in June, July, and August. Since 2020, the attendance for each concert has been on average 190 attendees.

The Walk in the Woods Art Fair is Hawthorn Hollow's single largest event of the year. 60+ vendors sell their merchandise to the public throughout many of Hawthorn Hollow's locations. Usually the amphitheater holds 5-8 vendors, along with booths for area organizations such as the Kenosha Public Library, Root-Pike Watershed Initiative Network, and the International Crane Foundation, among others. Additionally a number of musicians play at the amphitheater during the event.

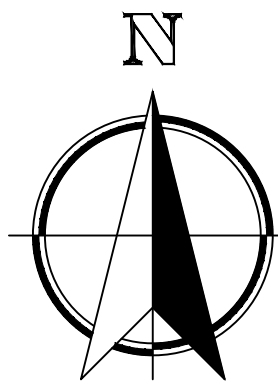
**Recurring Event Permits are obtained for each Hawthorn Hollow fundraising event that features live music and/or alcohol sales.**

### Additional Uses

The amphitheater is also used as a rental venue for private usage such as wedding ceremonies, celebration of life-type events, and other gatherings. Music is not allowed unless the renter obtains a Single-Use Event Permit through Somers. These events are monitored by Hawthorn Hollow staff to ensure all applicable rules and ordinances are adhered to.

The amphitheater is also used for many of Hawthorn Hollow's educational programs, including field trips, lectures, presentations, and workshops. Again, **no music or alcoholic beverages are allowed at any of these events unless it is covered by our anticipated Recurring Event Permit or a Single-Use Event Permit** obtained by the party renting the facility. Any event not hosted by Hawthorn Hollow staff is monitored closely for compliance.

N 89°26'49" E 2657.96  
2217.75  
NORTH LINE NORTHWEST 1/4 OF SECTION 10-2-22  
339.73  
NORTHWEST CORNER  
NORTHWEST 1/4  
SECTION 10-2-22  
NORTHWEST CORNER  
NORTHWEST 1/4  
SECTION 10-2-22  
NORTHWEST CORNER  
NORTHWEST 1/4  
SECTION 10-2-22



240' 240' 0' 120' 240'

SCALE 1" = 120'

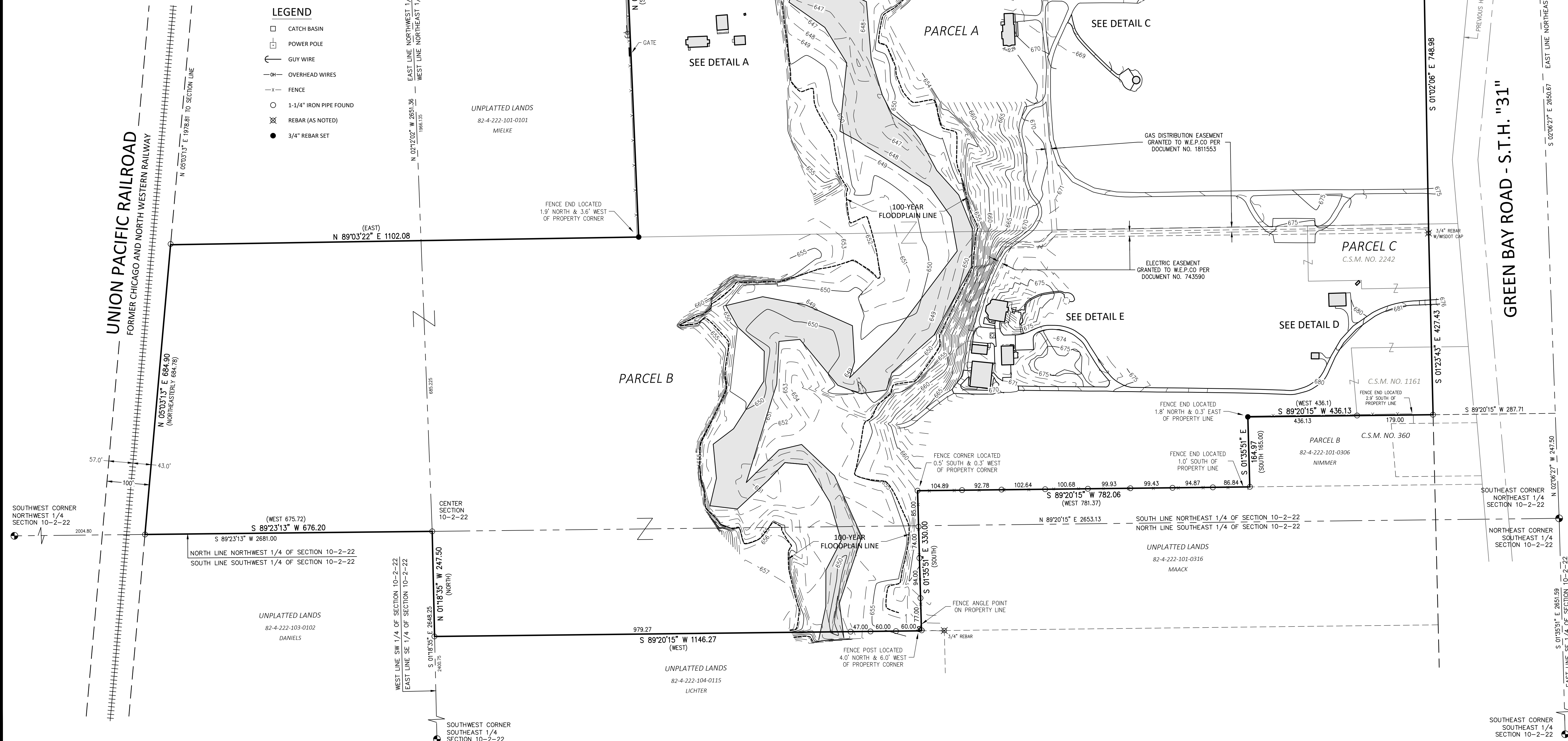
BEARINGS BASE: GRID NORTH, WISCONSIN STATE PLANE  
COORDINATE SYSTEM, SOUTH ZONE NAD 1983/2011

ALL ELEVATIONS REFER TO NAVD 1988(12)

\* SEE DETAILS AND LEGALS ON SHEET 2 \*

**LEGEND**

- CATCH BASIN
- POWER POLE
- GUY WIRE
- OVERHEAD WIRES
- FENCE
- 1-1/4" IRON PIPE FOUND
- REBAR (AS NOTED)
- 3/4" REBAR SET



Nielsen Madsen + Barber  
CIVIL ENGINEERS AND LAND SURVEYORS

1458 Horizon Blvd. Suite 200, Racine, WI. 53406  
Tele: (262)634-5588 Website: www.nmbssc.net

**PART OF THE NW 1/4, NE 1/4 &  
SE 1/4 OF SECTION 10 - 2 - 22**  
FOR  
**HAWTHORNE HOLLOW NATURE SANCTUARY**  
VILLAGE OF SOMERS, COUNTY OF KENOSHA, STATE OF WISCONSIN

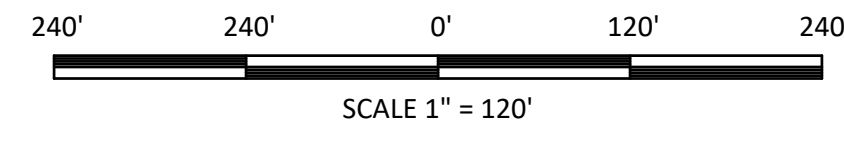
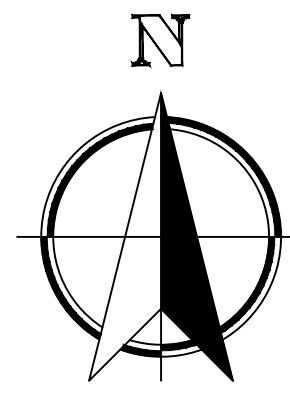
NO.	REVISION	BY	DATE

PROJ. MGR: MRM  
DRAFTED: CRL / SCB  
DATE: 2-14-2024  
CHECKED: MRM  
DATE: 2-14-2024

2023.0236.01

SHEET  
**1** OF **3**

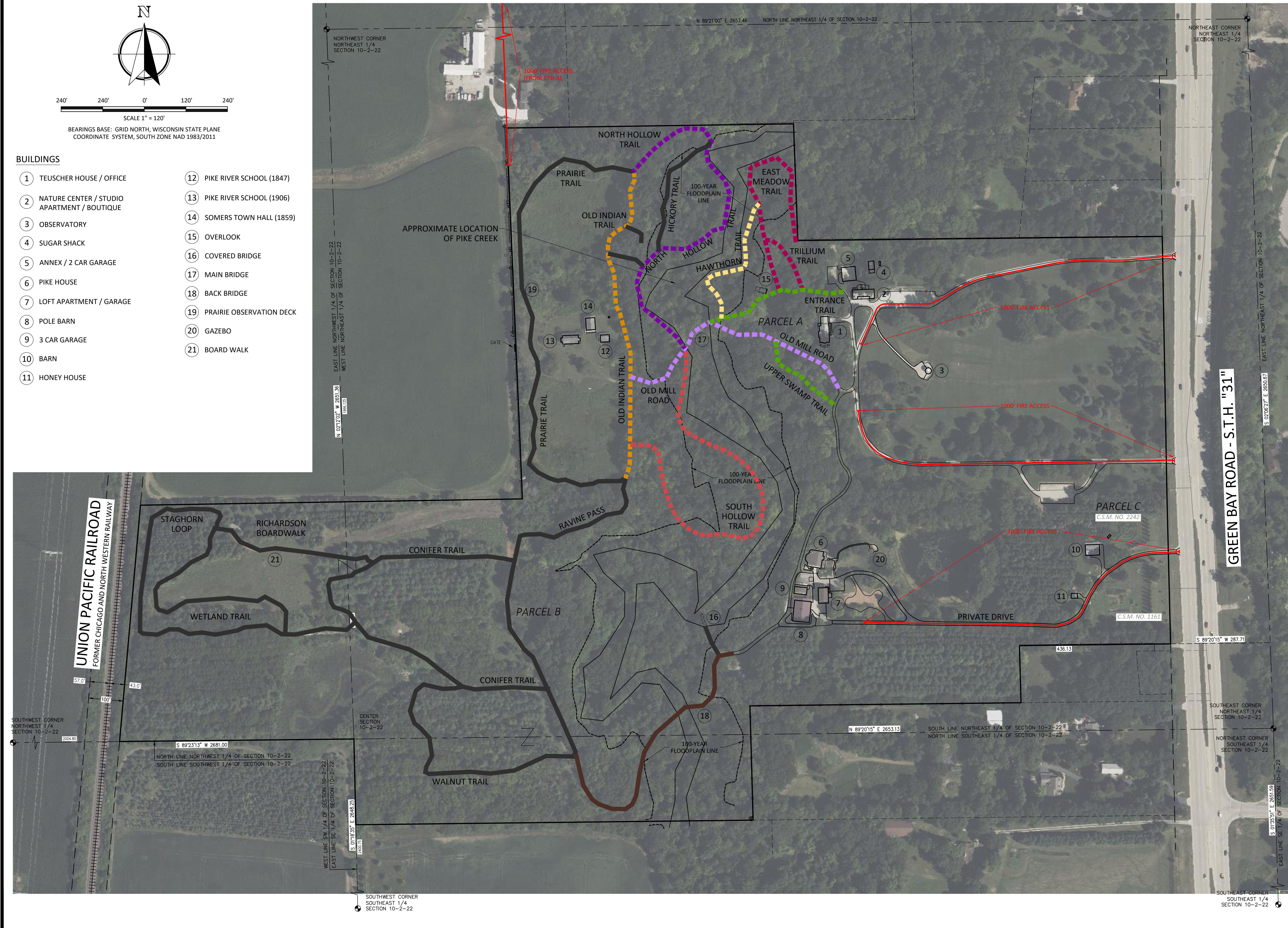




BEARINGS BASE: GRID NORTH, WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE NAD 1983/2011

**BUILDINGS**

- ① TEUSCHER HOUSE / OFFICE
- ② NATURE CENTER / STUDIO APARTMENT / BOUTIQUE
- ③ OBSERVATORY
- ④ SUGAR SHACK
- ⑤ ANNEX / 2 CAR GARAGE
- ⑥ PIKE HOUSE
- ⑦ LOFT APARTMENT / GARAGE
- ⑧ POLE BARN
- ⑨ 3 CAR GARAGE
- ⑩ BARN
- ⑪ HONEY HOUSE
- ⑫ PIKE RIVER SCHOOL (1847)
- ⑬ PIKE RIVER SCHOOL (1906)
- ⑭ SOMERS TOWN HALL (1859)
- ⑮ OVERLOOK
- ⑯ COVERED BRIDGE
- ⑰ MAIN BRIDGE
- ⑱ BACK BRIDGE
- ⑲ PRAIRIE OBSERVATION DECK
- ⑳ GAZEBO
- ㉑ BOARD WALK



GREEN BAY ROAD - S.T.H. "31"

UNION PACIFIC RAILROAD  
FORMER CHICAGO AND NORTH WESTERN RAILWAY



**Nielsen Madsen + Barber**  
CIVIL ENGINEERS AND LAND SURVEYORS  
1458 Horizon Blvd., Suite 200, Racine, WI. 53406  
Tele: (262)634-5588 Website: www.nmbssc.net

**PART OF THE NW 1/4, NE 1/4 & SE 1/4 OF SECTION 10 - 2 - 22**  
PLAT OF SURVEY WITH PARTIAL TOPOGRAPHY  
FOR  
**HAWTHORNE HOLLOW NATURE SANCTUARY**  
VILLAGE OF SOMERS, COUNTY OF KENOSHA, STATE OF WISCONSIN

NO.	REVISION	BY	DATE

PROJ. MGR: \_\_\_\_\_ MRM  
DRAFTED: \_\_\_\_\_ CRL / SCB  
DATE: 2-14-2024  
CHECKED: \_\_\_\_\_ MRM  
DATE: 2-14-2024

**2023.0236.01**  
SHEET **3** OF **3**

## ***DAVISON LAW OFFICE, LTD.***

---

Attorney Jeffrey J. Davison

1207 55th Street  
Kenosha, WI 53140  
Telephone No. (262) 657-5165  
Fax No. (262) 657-5517  
dmltd@sbcglobal.net

March 27, 2024

Hawthorn Hollow  
c/o TJ Leveque  
tj@hawthornhollow.com

Re: Request for Conditional Use Permit

Dear TJ:

I am writing to advise you that the issue of the various land use regulations which Hawthorn Hollow has not complied with will be on the Agenda for the WorkShop Session of the Village Board of the Village of Somers on April 3, 2024. This was removed from the March 19 WorkShop Session agenda as the Village did not receive a response to the e-mail of March 4 from the Village. In advance of that meeting, I believe that it is necessary that I recount what has occurred over the last several years concerning this situation.

Hawthorn Hollow has violated various land use regulations for many years. Approximately two years ago, the Village began working with Hawthorn Hollow to attempt to bring your organization into compliance with these land use regulations. In fact, the Village Board even amended its zoning ordinances, which benefited your organization, to allow for certain activities which would otherwise be prohibited pursuant to zoning laws and suggested that the zoning on some or all of the property be changed. Hawthorn Hollow declined this opportunity and instead sought a conditional use permit to obtain “exemptions” from Village ordinances.

After several meetings in person and numerous telephone conversations and e-mails, in which the Village administration attempted to work with Hawthorn Hollow, it became apparent that the organization did not understand the Village’s requests to come within compliance of land use restrictions which apply to the property. The Village is cognizant of the fact that the organization has expanded its footprint and is in need of obtaining additional funding in order to pursue its goals. However, the first precept which you must realize is that the Village cannot carve out an exception for any one individual or organization from adopted land use regulations.

In this regard, Hawthorn Hollow’s representatives were advised, both in writing and verbally, that there were various items which needed to be addressed either to expand or even to continue its existing operations. These items were memorialized in a memorandum from

the Kenosha County Division of Planning and Development, the Village's zoning administrators, on April 28, 2023. Following additional meetings, Hawthorn Hollow was advised, in writing, no further permits for special events, no further liquor licenses for events and no overnight occupancy for any of the buildings on the premises would be allowed unless all of the land use issues were resolved no later than March 31, 2024. In other words, the Village allowed Hawthorn Hollow to continue with its activities in violation of land use restrictions through its calendar year 2023 so as not to interrupt its fund raising activities, conditioned upon Hawthorn Hollow complying with all of the other issues related to the April 28, 2023 memo. This has not occurred.

Seemingly, the only significant accomplishment has been the remediation of the sanitation issue. This has been a long-standing problem and the Village acknowledges the efforts on the part of Hawthorn Hollow to take care of this problem. However, many of the remaining issues which are requested in the conditional use permit application cannot be resolved by a conditional use permit: the Village cannot "waive" or "exempt" one individual or organization from zoning restrictions, and if it did so, the Village would face lawsuits from other property owners as to why they also could not be "exempt". There are certain abilities to have the Village grant a conditional use permit for some but certainly not all of the requests in the application from Hawthorn Hollow for a conditional use permit. However, the applicant for a CUP must demonstrate that there is an unusual hardship which is not created by the applicant (a difficult hurdle to navigate), there is no impact upon the general public implementation of the CUP and that in the absence of either a variance or a conditional use permit, the property is essentially not usable. The adoption of 2017 Wisconsin Act 67 further impacts the ability of a municipality to grant CUPs.

There seems to have been a significant disconnect in the communications or understanding of what is required in order to comply with the land use regulations by Hawthorn Hollow. Although this has been spelled out many times, both verbally and in writing, I will reiterate what the current situation is and what the path forward may be for your organization. Failing to comply with requirements for a CUP by March 31, 2024 will result in the Village declining to review any further permits for activities located on the Hawthorn Hollow property which require either a special event permit or a temporary liquor license. So that this is entirely clear, that means that Hawthorn Hollow will not be able to have any of its own fundraisers or any private events which either has live or amplified music outdoors or at which alcohol will be sold. Furthermore, no activities will be allowed which provide for overnight lodging in any of the buildings on the premises even for events which do not require a special events permit or temporary liquor license. At this point I am not prepared to say that additional violations of land use regulations will be enforced by citation, but in the event of the activities which would require

Hawthorn Hollow  
March 27, 2024  
Page Three

either a special events permit or a temporary liquor license or overnight lodging occur, citations will be issued by the building inspector, Somers Fire Department or the Kenosha County Sheriff's Department, as appropriate.

Hawthorn Hollow has been a valuable asset to the Somers community. Should you have any questions concerning this issue, please do not hesitate to contact myself or Village Administrator Jason Peters. We look forward to seeing you at the meeting on April 3, 2024.

Very truly yours,

DAVISON LAW OFFICE, LTD.



Jeffrey J. Davison

JJD:tjj

cc: Jason Peters, Village Administrator  
Brandi Baker, Village Clerk/Treasurer  
Attorney Anthony Nudo  
Attorney Robert Kupfer  
All Members of the Village of Somers Board  
Scott Seymour, Village Building Inspector  
Kevin Poirier, Assistant to Village Administrator  
Luke Godshall, Kenosha County Zoning & Development



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

---

**WORK SESSION:** April 3<sup>rd</sup>, 2024

**TO:** Village President Stoner and Board of Trustees

**PREPARED BY:** Jason J. Peters, Administrator

**AGENDA ITEM:** #6 Review and Discuss 2023 Annual Report from Chief Andersen

---

**BACKGROUND:**

By Ordinance, the Fire Chief shall prepare an annual report for the Board. Attached please find Chief Andersen's annual report for 2023.

If the Board has any specific questions, please contact Chief Andersen before Wednesday's meeting.

**ATTACHMENTS:**

Chief Andersen's 2023 Annual Report

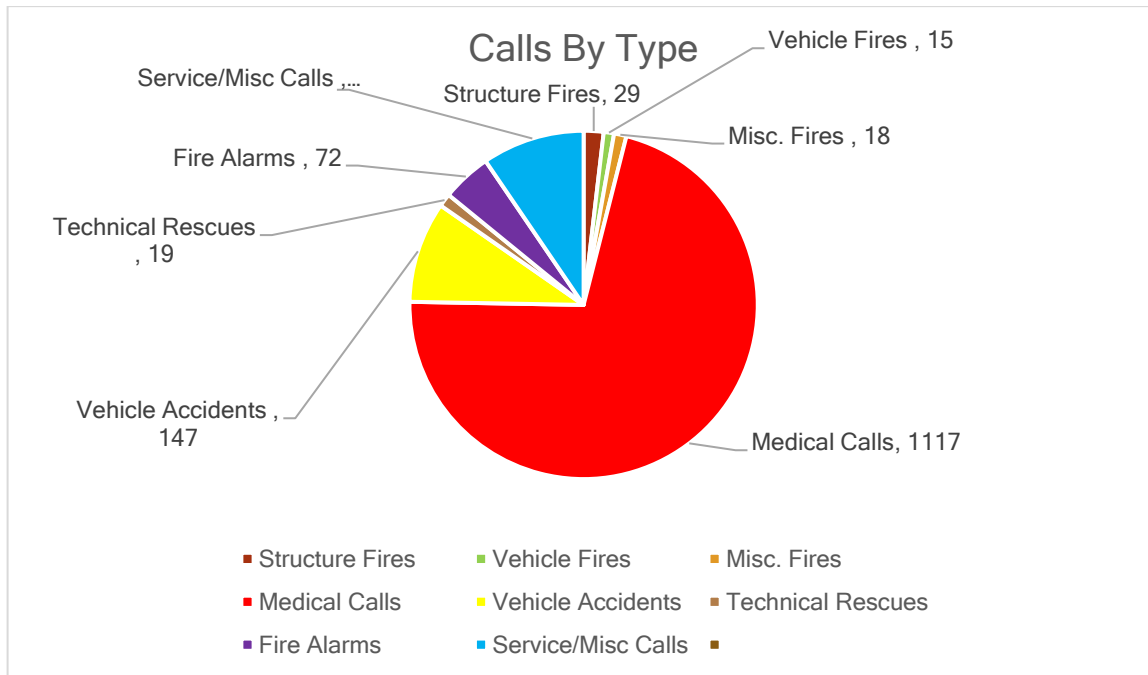


# ANNUAL REPORT 2023

Somers Fire Department



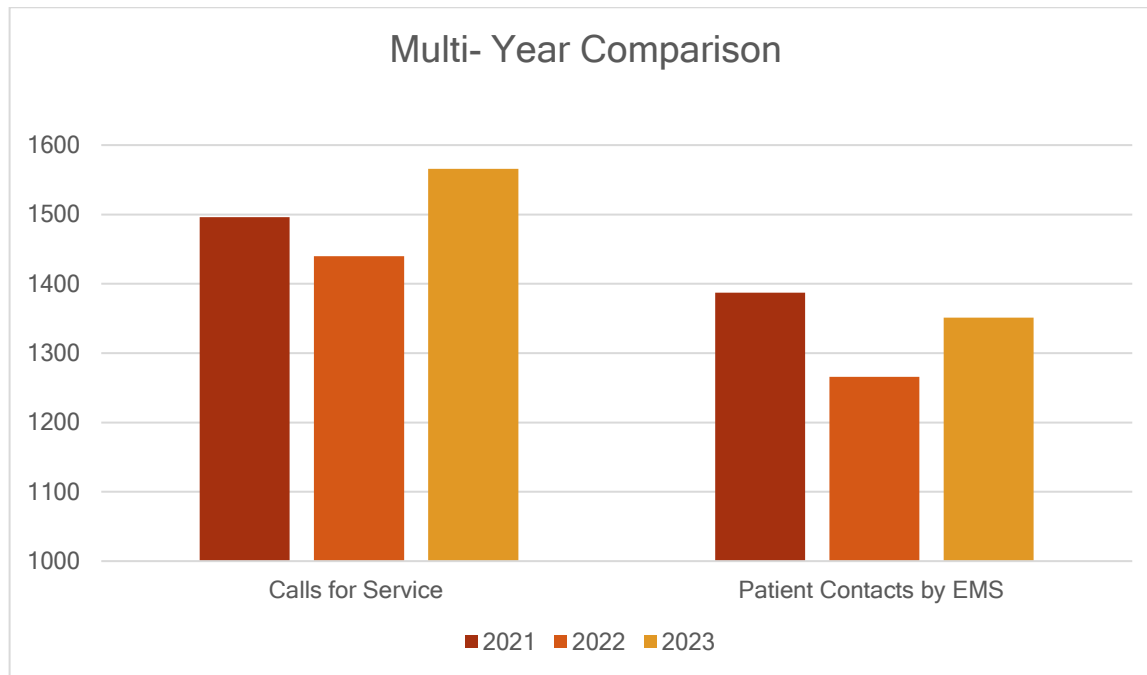
# CALLS FOR SERVICE 2023



Call Type	Calls for Service
Structure Fires	29
Vehicle Fires	15
Misc. Fires	18
Medical Calls	1117
Vehicle Accidents	147
Technical Rescues	19
Fire Alarms	72
Service/Misc Calls	149
<b>TOTAL</b>	<b>1566</b>

This chart and table breaks down our total calls by call type categories. 2023 was the first time in the 90 year history of the Fire Department that we had more than 1500 calls.

# CALL VOLUME & NUMBER OF PATIENT CONTACTS LAST 3 YEARS



	2021	2022	2023
Total Calls for Service	1496	1440	1566
Patient Contacts by EMS	1387	1266	1351

The chart above shows the total number of calls we went on and shows how many patients we contact with. Since some calls like car accidents count for one call, a lot of them we come in contact with multiple patients. 2021 was the tail end of the main period of COVID 2022 declined slightly and 2023 it rebounded with no specific cause other then community growth.

# STAFFING CHANGES

In 2023 we created a full-time Deputy Chief position. This second chief position allows for the Chief and Deputy Chief to alternate on call nights and weekends, so the chief isn't on call every day. The Deputy Chief also assisted with Administrative and operational duties within the fire department. The Deputy Chief Position was filled by Former Captain Jodin Froeber a 23 year veteran of the Somers Fire Department. The Promotion of Deputy Chief Froeber created an open line firefighter/Paramedic position which was fill by Jospeh Butts who has served as a Paid-on Call/Part Time Firefighter/Paramedic for the village for 4 years.

We have also continued to work on recruitment of new Paid-on Call/Paid on Premise Firefighter/EMTs. At the end of 2023 we had 51 Paid on Premise Members on the department. A lot of these individuals do not have any certifications, but we are working with local technical colleges to get them their EMT Basic and Firefighter 1 Certifications. Each of these members put in 48 hours a month at the station helping staff our fire department. Even those without certification can assist and have value to our department.

# 2023 ANNUAL TRAINING REPORT



During 2023 the Somers Fire & Rescue Training Division conducted numerous trainings in the areas of:

- Fire Suppression
- EMS (ALS & BLS)
- EMS License Refresher
- Hazardous Materials
- Water/Ice Rescue
- Special response (high angle, trench, collapse & confined space)
- Driver Operator (engines, aerial, tender & MED units)
- Injury Prevention

**A total of over 16,000 hours of training between all members took place in just 2023 alone.**

All of these trainings are done in order to stay compliant with Local, State and National standards. These standards are followed as a minimum.

- Wisconsin SPS-330
- NFPA 1001
- Wisconsin Department Health Services (Administrative Code DHS 110.07)

During 2023, two New Recruit Academies were run (spring & fall) for new members. The Academy is a total of 108 hours. During the Academy, members are trained in basic fire ground skills, department policy and procedures as well as general fire department operations. The Academy prepares members to complete the State of Wisconsin Firefighter 1/Hazmat Ops course. A total of 19 new members were taken on in 2023.

The Department must send members to local Technical Colleges (Gateway & MATC) for certification courses. These courses provide members with the entry or basic license requirements to operate on an emergency scene. Without these certifications or licenses, members cannot legally provide patient care, enter any hazardous environment such as a fire or drive fire apparatus. Over the last few years, State standards have made more stringent standards for licenses and emergency scene operations.

The courses are as followed:

Firefighter 1/Hazmat Ops: 140 Hours  
EMT-Basic: 180 hours  
Firefighter 2: 42 hours  
Fire Officer 1: 40 hours  
Driver Operator Pumper: 66 hours  
Driver Operator Aerial: 36 hours  
Paramedic (including clinical time) 1700 hours

The hours of training are mandatory for ALL active members of the Somers Fire & Rescue. This keeps the members trained to the highest possible standards and always up to date with the best practices for emergency incident mitigation and patient care. The hours of training also help in the areas of Grant application and acquisition as well as ISO ratings.

Somers Fire & Rescue members also trained on new equipment that was placed into service in 2023.

As we move into 2024, the training division will be busy with additional Recruit Academies, monthly fire & EMS trainings as well as training members on new equipment, newer and safer tactics and providing the Village of Somers with high quality members ready for any situation.

**Respectfully Submitted,  
Training Captain Aaron Strom**



Live Fire Training at Donated House

# 2023 FIRE PREVENTION REPORT

## 2023 Fire Prevention Report

During 2023 the department had forty-nine official public education events:

- Continued our door-to-door smoke alarm program. Crews targeted neighborhoods, identified as having a high risk for fire. They provided information on the smoke alarm program, and fire safety. In several homes, crews were able to perform on site safety checks and install new smoke alarms.
- During 2023 the department installed fifty smoke alarms and eight CO alarms.

	2023	2022	2021
Smoke Alarms Installed	50	70	66
CO Alarms Installed	8	4	6

- Annual fire safety education day at Somers Elementary School Grade K4 to 5.
- Annual fire safety education day at Busy Bees Daycare.
- First annual Somers Community Day open house with demonstrations, education and vendors.
- Eight Community CPR classes.
- Fire station tours for all age groups. These tours allow us to provide age-appropriate fire safety education.
- Fire safety and prevention class for UWP maintenance staff.
- Public education events throughout the community.
- Placed new Inflatable smoke house in service. This gives the department a improved way of teaching hands on fire safety education to the public. It is ADA compliant and appropriate for all ages. With this unit the department no longer relies on an outdated county shared smoke house trailer.
- Lt. Celebre, Head of Community outreach has coordinated, and taught most of the events listed, his report is also included.

Sincerely,

Lt. Adam Pisula

Fire Inspector & Public Education Officer

# Community Outreach Report

- “Make the Difference” Initiative was created in March of 2023
  - Public Health and Community Outreach initiative focused on various aspects of community health with the goal of informing the public and bettering patient outcomes.
  - Through fundraising at various events, the initiative raised money to purchase new CPR equipment for training. Also purchased manual CPR devices which were donated to Sheriff’s Deputies to improve the quality of first responder CPR they can provide.
  - Heavy focus was placed on providing community CPR/AED/First Aid classes to as many members of the public as possible. Total people trained for the year was approximately 110.
  - This initiative will continue in 2024.
- First Annual “Somers Community Day” took place on May 13<sup>th</sup>. This was a public event where our facilities were open to the public in an “open house” format. Apparatus and station tours were offered. Safety demonstrations were orchestrated. Local businesses and entities were present with informational booths.
  - The event was a great success and will be built upon/continue annually.
- Somers Fire & Rescue made several appearances attending public events throughout the year, interacting with the public regarding many different aspects of public safety.
  - Apparatus tours and personnel on hand to answer questions and speak with members of the public were offered and provided at all events.
  - Some of these events include Festival Foods seasonal events, Somers Elementary Special events, Gateway Technical College Summer Camp, Memorial Day Parades and events, PFFW Burn Camp, 1 Hope Back to School event.
- Lt. Celebre provided a presentation for an elderly group associated with the Kenosha County Sheriff’s Office on 10/18/2023 covering the topics of Home Fire Safety & Fall Prevention with material focused for the age group.
- Somers Fire & Rescue participated in the “Kenosha Expo” on 03/11/2023 and 03/12/2023, interacting with visitors in attendance. Information was provided on things such as the Department, Fire Safety & Prevention, Health & Wellness, and the “Make the Difference” Initiative.

Respectfully submitted.

Lt. Nico Celebre



Somers Community Day 2023

# Fire Inspection Report

## 2023 Fire Inspection Report

Throughout the year the following types of inspections were conducted.

- Regular Biannual Fire Inspections of all commercial properties and multi-family units.
- Re-Inspections of buildings when violations are found, until compliance is met.
- New sprinkler installation Inspections.
- New fire alarm installation inspections.
- New occupancy inspections.
- Underground flush tests.
- Construction site inspections.
- Special events inspections.
- Fire protection inspections. These include specific inspections of existing systems and building features, calculating occupancy load, and consultation with business owners about fire safety concerns.

	2023	2022	2021	2020
Total number of inspections performed	769	759	798	844
Total number of occupancies in the village/town	374	360	355	333
Total number of hours spent on inspections	465	463	490.5	470

2023	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct.	Nov	Dec	Total
Inspections	2	0	29	93	141	65	0	2	56	49	88	106	<b>631</b>
Re-Inspections	10	0	0	10	7	9	1	0	1	1	11	16	<b>66</b>
Occupancy	1	2	1	0	2	0	0	1	1	3	3	2	<b>16</b>
Sprinkler	3	1	3	0	0	0	1	3	2	1	3	2	<b>19</b>
Fire Alarm	1	1	1	0	0	0	0	1	1	1	0	1	<b>7</b>
Flush	1	0	0	0	0	1	1	0	2	1	1	1	<b>8</b>
Fire prevention/protection	0	4	1	0	0	1	4	0	0	3	1	1	<b>15</b>
Construction site	1	0	0	0	0	0	0	1	1	0	1	1	<b>5</b>
Special Events	0	0	0	0	0	0	1	1	0	0	0	0	<b>2</b>
<b>TOTAL</b>	<b>19</b>	<b>8</b>	<b>35</b>	<b>103</b>	<b>150</b>	<b>76</b>	<b>8</b>	<b>9</b>	<b>64</b>	<b>59</b>	<b>108</b>	<b>130</b>	<b>769</b>
Hours	12	8	22	54	83	40	7	7	40	37	85	70	465

## Grant Awards & Funding

In 2023 the Somers Fire Department was awarded a FEMA Assistance to Firefighter Grant (AFG) for a new Air fill station. This air fill station is used to fill the breathing air in our firefighting SCBA (Self Contained Breathing Apparatus), SCUBA Diving Air Tanks, and vehicle mount breathing air tanks like the one on our ladder truck. This unit can fill 3 bottles at a time and has a 75 ft hose to fill the tank on the ladder truck. This replaces a unit that was over 20 years old and was always breaking and it could only fill 2 tanks at a time. The Grant paid for \$71,184.76 of the total price which was \$74,744.00 so the village only had to pay the \$3559.24 portion of the cost which is a required matching funds part of the federal grant. The Department also applied for and received a Wisconsin DNR Fire Protection Grant which covered 50% of the cost of new protective hoods for all of our members and 4 new pagers for the department. The DNR grant paid for \$3200 of the \$6400 total cost and this was all equipment we were going to have to purchase anyway. The other large grant we were awarded was the Wisconsin EMS grant in which we were awarded just over \$64,000 for EMS related equipment.

The Somers Fire Rescue Association also received a grant from Union Pacific Railroad which allowed them to purchase a "Skid Unit" for one of the departments new UTVs. A skid unit is the slid in unit with water tank, pump and patient carrying platform. The Fire Rescue Association also purchase a pumping trainer device for the department at a cost of \$6500 that allows us to practice pumping of multiple hose lines and recycle the water so we can train all day and only use say 5000 gallons of water where if we were flowing hose lines out into the parking lot we could use a significantly more water.

We also received a couple of generous donations from citizens which allowed us to purchase additional public education and public outreach items to better promote fire safety and CPR in our community.

## New Equipment in 2023

In 2023 the Somers Fire Department was fortunate enough to receive multiple new pieces of equipment several which were obtained through the grants listed above. Below is a list of some of the new equipment for the department in 2023

- Inflatable Fire Safety Education House- used for public education events.
- Two Polaris UTVs - Used for off road rescue and firefighting operations.
- Four Battery powered ventilation fans - used to get smoke or other hazards out of buildings.
- Fire Chief Command Pickup Truck- used by the fire chief to respond to and control emergency scenes.
- Skydio X10 Drone with thermal imaging capabilities- will be used for search and rescue and well and fire scene monitoring
- Department Utility Pickup truck- replaces an old utility van. This truck will be used to pull trailers and will be used by fire inspectors when conducting inspections.
- Crash Attenuator trailer- this trailer will be used to block traffic for emergency scenes so our crews can work in a safe area.



Inflatable Fire Safety Education House

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

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**WORK SESSION:** April 3<sup>rd</sup>, 2024

**TO:** Village President Stoner and Board of Trustees

**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.

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**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 9<sup>th</sup> to review a sample proposal and discuss what else should be included.

At our October 17<sup>th</sup>, 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. 7<sup>th</sup>, 2023 Work Session, the Board instructed Administration to draft a Request For Proposals.

In January, nine proposals were received. At our February 6<sup>th</sup> 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 12<sup>th</sup>, 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 1<sup>st</sup>, Administration, Chief Andersen, Trustee Ostby and Trustee Fredrick met to discuss our findings. The group discussed reference calls regarding the following submissions:

- McMahan Associated, Inc.
  - Administrator Peters spoke with Mount Pleasant regarding their recent experience with McMahan. Mount Pleasant spoke very highly of the study they had McMahan complete regarding their fire service with Caledonia, Sturtevant, and Mount Pleasant. They were very complementary of McMahan'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.

At our March 5<sup>th</sup> Work Session the Board heard from our group that based on our reference checks and review of the proposals, the group agreed that McMahan 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. At this time the Board

requested that Chief Andersen further look into McMahon's work with other communities.

COMMENTS:

Chief Andersen has reviewed their McMahon's work in other communities and has interviewed Southshore's Chief on the work that was completed for their organization. Southshore's Chief was highly complementary of McMahon's work. Staff is seeking guidance from the Board as to what step they would like to take next. This could include requesting that representatives from McMahon attend a future work session or bringing this matter to a Board meeting for action. As a reminder the proposed fee from McMahon was \$83,100.00.

ATTACHMENTS:

Summary of Proposals.

McMahon's RFP submission

McMahon Fee Proposal

**Fire Department Needs Assessment RPF Summary**

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

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

<b>Proposal #3</b>							
<b>Firm</b>	<b>Location</b>	<b>Staffing Study</b>	<b>Facilities Study</b>	<b>Experience in WI</b>	<b>Proposed Fee</b>	<b>Estimated Time to Complete</b>	<b>Notes</b>
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

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

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

<b>Proposal #6</b>							
<b>Firm</b>	<b>Location</b>	<b>Staffing Study</b>	<b>Facilities Study</b>	<b>Experience in WI</b>	<b>Proposed Fee</b>	<b>Estimated Time to Complete</b>	<b>Notes</b>
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

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

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

## Fire Department Needs Assessment

Prepared for



KENOSHA COUNTY | WISCONSIN

January 29, 2024

Prepared By

Robert Whitaker, Senior Public Safety Team Leader  
Jeffrey R. Roemer, Public Safety Manager



## Fire Department Needs Assessment

Prepared for



KENOSHA COUNTY | WISCONSIN

Prepared By  
McMahon Associates, Inc. | NEENAH, WISCONSIN  
January 29, 2024

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Appendix:

Full Resumes

Drive Time and Incident Map

Drive Time Map

Incident Heat Map

Radius and Incident Map

Response Times w Drive Times 40



January 29, 2024

Village/Town of Somers  
Attn: Kevin Poirier, Village/Town Assistant to the Administrator  
7511 12<sup>th</sup> Street  
Kenosha, WI 53144

Dear Mr. Poirier,

We are pleased to submit a proposal for a Fire Department Needs Assessment for the Village and Town of Somers. Our teams’ passion for Public Safety and working with the fire service provides the basis for our interest in submitting this proposal. Municipal Consulting projects have become a major focus for McMahon Associates, Inc. (McMahon). Similar work in the past has included departments such as the Villages of Mukwonago, Germantown and Cities of Ripon and West Bend.

McMahon’s Public Safety & Municipal Management Group’s focus is on national and international public management consulting services. Most of our clients are public sector entities: municipalities, counties, tribes, or special districts. Our team of public safety and municipal management consultants are all senior level staff and are either current or former municipal management practitioners. MCMAHON’s service offerings also include geographic information services (GIS), architectural and engineering services. The combination of our architectural, engineering, GIS and public safety services make our firm an excellent choice for this project.

Thank you for the opportunity to submit this proposal. We pride ourselves on quality of work and on-going communication with stakeholders, staff, and boards throughout the project. If you have any questions or desire to schedule a meeting where we can present our proposal in more detail and answer any questions, please feel free to contact me at 414-232-1148 or by email at [rwhitaker@mcmgrp.com](mailto:rwhitaker@mcmgrp.com). We look forward to working with you on this important project!

Respectfully,  
McMahon Associates, Inc.

Robert Whitaker  
Senior Public Safety Team Leader

Jeffrey R. Roemer  
Public Safety Manager



McMahon provides public management consulting that provides professional, high quality public management consulting, project management, and other related services to organizations throughout the United States and abroad. Our consultants have served the needs of numerous municipalities throughout the United States and remain very active with several public safety and government related organizations including:

- Wisconsin City/County Management Association
- International City/County Management Association
- Wisconsin State Fire Chiefs Association
- International Association of Fire Chiefs
- International Association of Police Chiefs
- Association of Public Safety Communications Officials
- Professional Ambulance Association of Wisconsin
- National Emergency Number Association
- National Police Protection Association
- Wisconsin Society of Certified Public Managers
- Wisconsin State Police Chiefs Association
- Wisconsin Association of Public Safety Communications Officials

Our consultants possess in-depth knowledge of relevant aspects of public service, which includes administration, communications, organization, labor relations, human resources, economics, and standards. This knowledge allows us to provide clients with an intellectual and objective analysis of the information received. This information is then presented in an easily understood format, allowing policy boards to make knowledgeable and informed decisions.

Project progress is measured against an established work plan, timetables, budget, and list of deliverables. Project methodology includes frequently scheduled progress meetings to discuss progress as well as new or unanticipated issues. The work plans are focused, coordinated, and logical. Project team members are also available throughout the duration of the project.

Our approach to this project requires a clear understanding of the current Fire Departments organization, staffing, operations, facilities, administration, planning, and related concerns. The key elements of our methodology include:

- A clear understanding of the project background, complex issues involved, and the goals and objectives.
- A work plan that is comprehensive, well designed, practical, and provides for ample opportunity for client input.
- Sufficient resources and a commitment to successfully completing the project within the desired time frame and at a reasonable cost.

### **Client Input**

To develop a comprehensive Fire Department Needs Assessment and make specific recommendations, it is critical that we receive quality information from officials, staff, and members. Accordingly, our approach includes regular meetings with the Fire and Village/Town Administration, along with associated agencies that would have valuable information to communicate to the Department.

### **Practical Recommendations**

Our goal is to provide you with realistic recommendations for the administration and management of the fire department. These recommendations need to be based on sound practical standards and legal considerations.

### **Project Management**

A successful assessment and the provision of effective recommendations requires a special effort to ensure that all levels of the project receive adequate attention and those findings and recommendations are thoroughly coordinated. This is accomplished by the development and adherence to a project work plan, clear management team assignments, and frequent communications with Fire and Village/Town Administration.

### Project Kickoff

- Develop a project team of appropriate users and stakeholders to oversee and participate in the project. The project team will coordinate project schedules, evaluate findings and recommendations, and review and present the final documents.
- Prepare for and conduct Project Planning Meeting with McMahon Project Manager, the Project Team and key project personnel. The purpose of the meeting will be to define scope and mission, discuss the work plans, establish liaison responsibilities, coordinate project schedules, and confirm other general arrangements.

### Initial Assessment and Observations

- Obtain and review documentation pertaining to this project, such as existing fire department documentation, policies and procedures, detailed call volume statistics with related GIS locations of calls for service, community development plans, service contracts, surveys, capital improvement plans, and previous studies.

### Continued Assessment and Documentation

- Tour and assess fire department facilities. The walk-thru will assess:
  - Fire Department use of facilities
  - Fire Department workflow
  - Current conditions of facilities including building envelope, interior condition, life safety/building code items and accessibility.
  - Potential additions based on construction type.
  - Interviews with facility staff regarding age and condition of building systems such as HVAC, electrical and plumbing for life cycle costs or replacement.
  - Potential alternative site locations.
- Assess the current fire operations and begin to assess future needs by conducting interviews and on-site observations with representatives of the agency and related organizations. The interviews and observations will be held in both group and individual settings with personnel from the following areas:
  - ❖ Fire Department
    - Administration
    - Fire Officers
    - Fire Fighters
    - Dispatch
    - Fire Inspectors
  - ❖ Surrounding Fire Departments
  - ❖ Village/Town Officials
  - ❖ Economic Development

Interviews and observations will primarily focus on the following issues:

- ❖ Current fire operations, staffing and levels of service.
  - ❖ Fire service workload call volume and activity.
  - ❖ Fire operations and service effectiveness and expectations.
  - ❖ Current and anticipated budget issues.
  - ❖ Major equipment needs.
  - ❖ Economic development plans.
  - ❖ Facilities and workflow issues impacting facilities.
- Prepare for and facilitate a project status meeting to discuss the results of the interviews and on-site tours and observations and to review the next steps of the project.

### **Analysis, Performance Review and Recommendations**

Upon completion of assessment and documentation, the McMahon Team will review the information gathered from tours, assessments, and interviews. This will be the basis for developing the facilities and operational needs assessment.

- Fire department operational workflows, staffing and processes will be analyzed for efficiency, effectiveness, and compliance with accepted standards. This review will be based on the Commission of Fire Accreditation International categories and criteria. The performance indicators that will be examined include the following:
  - ❖ Governance and Administration
  - ❖ Assessment and Planning
  - ❖ Goals and Objectives
  - ❖ Financial Resources
  - ❖ Community Risk Reduction Programs
  - ❖ Physical Resources
  - ❖ Human Resources
  - ❖ Training and Competency
  - ❖ Essential Resources
  - ❖ External Systems Relationships
  - ❖ Health and Safety
- Determine any changes, or future trends, for public safety industry standards related to facilities and operational requirements. During the development of the assessment, McMahon will consider many factors and standards as a basis including:
  - ❖ State of Wisconsin Statutes and Administrative Code
  - ❖ National Highway Safety Traffic Administration (NHSTA)
  - ❖ Federal Emergency Management Association (FEMA)
  - ❖ Local Related Ordinances
  - ❖ Commission on Fire Accreditation International (CFAI)
  - ❖ National Fire Protection Association (NFPA)
  - ❖ American Institute of Architects (AIA)

- If requested by the Village/Town, McMahon will provide a staffing needs assessment for the Somers Fire Department (RFP Item C). The projected growth and level of service needs will be considered during the development of these recommendations to include:
  - ❖ Assessment of the organizational structure of the fire department
  - ❖ Evaluation of operational staffing levels
  - ❖ Evaluation of the appropriateness of staffing methods, numbers and distribution of personnel
  - ❖ Evaluation of the current paid-on-call/volunteer/career/part-time use
  - ❖ Review of firefighter/EMS staff distribution
  - ❖ Evaluation of department staffing levels compare to national standards
  - ❖ Evaluation of the effectiveness of call response
  - ❖ Recommended staffing options for current and anticipated community needs
  - ❖ Any other issues identified during the analysis
  
- Prepare for and facilitate a Recommendations Meeting to present preliminary findings and obtain feedback from the Project Team.

## Document Preparation and Review

- Fire Department Facilities Assessment (RFP Item A): Develop a comprehensive detailed facilities needs assessment as requested in the RFP. The assessment and accompanying report will include:
  - Maps showing response times and distance from the current stations to areas of the Village/Town.
  - Identification of deficiencies and areas of improvement for facilities, their locations, their compliance with industry safety standards and codes, future facility needs and the potential for facilities consolidation based on concentration, distribution, reliability and cost benefit. The facilities assessment report will also conceptual floor plan, architectural site plan and exterior elevations of:
    - Station 2 renovation or expansion
    - Station 2 replacement on current site
    - Station 2 replacement on a new site
    - Options for Station 1 renovation/expansion in current location with possibility of using the public works facility for extra space. This will include suggestions for relocation of the public works facility.
    - Options for Station 1 at the current location or a new site.
    - Options for future Station 3 including estimate of construction costs.
  - Probable cost estimates for all options above including site improvements, building costs and soft costs.
  - Existing Conditions Report of Stations 1 and 2 to include a review of existing mechanical, electrical and plumbing services and related equipment for use in determining how to proceed with the current facilities.
  - General Architectural and Structural Observations.
  
- Fire Department Operational Needs Assessment, utilizing the information provided by the documentation received, the interviews, and on-site observations. The Assessment will include an assessment of the current fire department efficiency and effectiveness, the

department's compliance with accepted standards and provide an overview of the fire department and its coverage area to include maps demonstrating response times from facilities to the Village/Town. (RFP Item B).

- If requested, list and describe the findings and recommendations regarding the staffing needs assessment using the scope identified this Proposal (RFP Item C).
- Assemble the Needs Assessment document(s) by performing a detailed quality assurance review of the document to ensure that the document meets the expectations of the Project Team and conforms to McMahon's standards.
- Prepare, produce, and deliver the draft of the Facilities and Operational Needs Assessment document(s) to the Project Team for review. Facilitate a Report Delivery Meeting to review content as well as schedules and expectations for the remaining project steps. If requested, preparation of the Staffing Needs Assessment will be included also.
- Facilitate a Needs Assessment Review Meeting with the Project Team approximately one (1) week after initial delivery to answer questions regarding the content of the Assessment. Make any changes to the Assessment based on the discussions at the Assessment Review Meeting. Produce and deliver final document copies to the Project Team. If requested, the facilitation of a meeting regarding the Staffing Needs Assessment will be included also.
- Facilitate a Needs Assessment review presentation for the governing body. If requested, facilitation of a presentation of the Staffing Needs Assessment will be included also.

## **ITEMS NOT INCLUDED IN THE SCOPE OF ARCHITECTURAL SERVICES**

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

1. Civil or Structural design or design services such as schematic design, design development, construction documents, construction services or any design services not identified above from any discipline.
2. Geotechnical Services including soil borings, geotechnical report, and services during construction.
3. Reproduction of plans and specifications (McMahon will invoice as a reimbursable expense if required).
4. Architects attendance at meetings in addition to one in person meeting and three virtual meetings. If required, meetings will be attended on a Time and Expense basis. (The limit of one in-person meeting and three virtual meetings is specific to the architectural team only – this does not apply to the remainder of the McMahon Team assigned to this project.)
5. Archaeological, historical, endangered/threatened species.

6. Sampling and testing of soil, air, groundwater, building materials, and/or other media on the subject property.
7. Design of new services and/or relocation/demolition of existing gas, electric, telephone, fiber, and cable; and coordination with the respective utility companies.
8. Applications for rezoning, Conditional Use Permit, and/or variances to the Zoning Ordinance.
9. Preparation of easement documents, development, and lease agreements.
10. Additional Renderings or animations outside of the scope identified in the Document Preparation and Review Section of this Proposal (additional services available with an additional agreement).
11. Submittals to local or state agencies.

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated October 25, 2023, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses.

### **Project Schedule**

McMahon has the staff available to begin this project immediately upon award. Based on our prior experience on similar projects, it is estimated that this analysis will take approximately three (3) months to complete Options A & B and one (1) additional month to complete Options C. This timeline is contingent upon data being readily available and in a format that facilitates analysis.

Personnel assigned to this project are selected from McMahon Associates, Inc. (McMahon). The Project Manager supervises the project team and clerical personnel support the team. The combined resources assure that the client receives the best possible combination of professional attention.

**Robert C. Whitaker – Senior Public Safety Team Leader**

Robert will work as the Project Manager and has over 30 years of experience in the fire, emergency medical and emergency management field. He currently works as a Fire & EMS Chief/Administrator of a consolidated fire and emergency services department in Wisconsin that is twice accredited by the Commission on Fire Accreditation International. During his tenure as Chief, he oversaw consolidation of three 911 PSAPs and implementation of a county-wide CAD2CAD Software System. Prior to his position as Fire Chief, he worked as a Deputy Chief of Administration, Battalion Chief of Operations and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire department needs assessments, fire service consolidation, joint governance structure and shared service initiatives. He holds a master's degree in Fire and Emergency Management from Oklahoma State University and is a licensed paramedic in the State of Wisconsin.

**Gerald W. Kudek – Public Safety Specialist II**

Gerald is an experienced and dedicated public safety professional with over 38 years of experience in the fire service. Starting as a paid-on-call firefighter, he advanced to a full time career and has served in every aspect of the fire department, from firefighter/EMT, Motor Pump Operator, Lieutenant in charge of Training, Battalion Chief, and to his last 10 years as Fire Chief. His strong leadership and relationship building skills were key as the department gained City Council approval of 9 new firefighter positions (without grant or referendum), as well as moving forward with new station construction and a station remodel. His areas of expertise include fiscal responsibility, problem solving, and innovative thinking.

**Kevin I. Bierce – Senior Public Safety Specialist**

Kevin will assist the Project Team with review of project specific information and processes as well advise on findings and recommendations. Chief Bierce has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions to include Assistant Chief, Division Chief of Prevention, Captain and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

### Kevin K. Kloehn – Public Safety Specialist

Kevin has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. He currently works as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver. Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department for 8 years in which he consolidated two (2) Fire Departments within a Community. Kevin has experience with two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

### Paul Boening – Public Management Specialist

Paul will assist the Project Team and is a local government official with over two decades of municipal experience. He is skilled at utilizing a team approach to work with elected officials, residents, business representatives and colleagues. Paul possesses comprehensive knowledge of public administration theory. He is adept at interdepartmental coordination and communication and has experience managing various projects. Paul is currently the Village Manager in Whitefish Bay, Wisconsin.

### Christine M. Mollett – Senior Architectural Designer

Christina has managed multi-million-dollar projects to successful completion and coordinated teams of consultants, engineers, and contractors to fulfill client's expectations of quality, budget, and deadline. She has worked on value engineering for million-dollar savings which allowed budget restricted projects to move forward. Christina has organized and documented projects and communications and performed efficient record keeping and filing. She has assessed products, materials, and processes both on site and documented to check compliance with specifications, state codes, and safety regulations. She has managed teams of contractors and subcontractors on multiple construction jobs in various stages of completion simultaneously. Christina has contributed to at least 30 projects over seven years as a project manager and working with other project managers to facilitate their needs including multiple fire station and municipal building projects.

### Sam Pociask – Senior Analyst

#### GIS IMPLEMENTATION MANAGEMENT

Built relationships with state, county, local governments, and regional planning commissions, and promoted data exchange opportunities where available. Created detailed work programs, monthly reports, and year end program assessment for Green Lake County.

Managed the integration of GPS field collected data into ATC system and library layers.

Worked with Oneida Nation GIS Staff to Implement Geodatabase Model for all GIS Data Utilized within the Tribe.

Coordinated GIS Application Development for Town of Lawrence, Village of Allouez, City of Brillion, Village of Belgium, City of Marion, Village of Kimberly, Town of Neenah, Village of Combined Locks, City of New London, Town of Hebron, City of Earlville, Town of Black Creek, Town of Grand Chute, and Village of Fox Crossing.

Integrated sanitary manhole field inspections with existing GIS system for the City of Oshkosh.

#### Mike Martin – Senior Architect

Mike is a licensed Architect with over 25 years of experience in his field. He has been involved in every aspect of programming, design, construction documents, and construction administration for large and small projects throughout his long career. Mike is very skilled at coordinating diverse issues and developing unique solutions to potential project barriers. He will be actively involved and engaged throughout the life of the project and will work closely with the Client.

#### Scott Manteuffel – Construction Services Project Manager

Scott is a Construction Project Manager with 30 years of construction experience and is the Construction Services Manager. He works closely with Design Team members to develop constructability solutions suited to each projects need.

#### Edward Erickson – Plumbing Design Engineer

Edward Erickson is a licensed plumbing systems designer with over 30 years of experience in the design of plumbing building systems for commercial, educational, industrial, and municipal facilities. Prior to accepting a position with McMahan Associates, Inc. Ed was designing, estimating and project managing at Bassett Mechanical in Kaukauna, WI. Ed has experience with sanitary drain, waste and vent, fire protection, storm drain and vent, acid resistant drain, waste and vent, domestic cold water, domestic hot water, domestic hot water recirculation, non-potable water, protected water, soft water, deionized water, reverse osmosis water, filtered water, steam and condensate, compressed air, natural gas, fuel oil, acids, medical gasses, vacuum and many other mediums for various types of building projects, including healthcare, educational, governmental, industrial wastewater and water treatment, maintenance garages, funeral homes, restaurants, bars, police departments, jails, utility companies, and much more. Ed has experience designing buildings to LEED levels as defined by customer.

#### Jill FitzSimons- Senior Electrical Engineer

is a licensed Electrical Engineer with over 20-years of experience in the design of electrical building systems for commercial and municipal facilities. Prior to accepting a position with McMahan Associates, Inc., Jill was an Associate Principal at Berg Engineering Consultants in Schaumburg, Illinois. Jill has experience with power, lighting and low voltage systems designs for various types of building projects, including Educational, Healthcare, Park/Recreational, Police Department, Auditoriums, Office, Maintenance Garages, and Senior Living Facilities. Jill has extensive experience with lighting replacement projects that update lighting to IES recommended levels, lighting power density, and controls meeting required Energy Codes.

#### Jeffrey R. Roemer – Public Safety Manager

Jeff will assist the Project Team with review of project specific information and processes as well advise on findings and recommendations. He has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMAHON. Jeff is a certified public manager and has been providing full time public safety management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into public management consulting. He has worked with over 300 public safety clients nationwide and internationally.

For all projects identified below, McMahon performed similar scope of services as described in the Scope and Methodology Sections of this Proposal.

#### VILLAGE OF GERMANTOWN

Project: Fire Management Counsel Services – included fire department needs assessment, facilities analysis and management counsel services during the period of a fire chief transition.

Steven Kreklow, Village Administrator

N112W1701 Mequon Road

Germantown, WI 53022

(262) 250-4775

#### VILLAGE & TOWN OF MUKWONAGO

Project: Fire Organizational Analysis - included a needs assessment that was ultimately used to identify fire department needs as part of a referendum for funding to sufficiently staff and operate the fire department.

Jeff Stein, Fire Chief

440 River Crest Ct Mukwonago, WI 53149

(262) 363-6420

#### CITY OF BARABOO, WI

Project: Fire Department Organizational Needs Assessment & Consolidation Feasibility Study which included an assessment of the fire department operations, apparatus, facilities, and staffing needs in addition to a feasibility study of the consolidation of the fire department and EMS department.

Kevin Stieve, Fire and EMS Chief

135 4<sup>th</sup> Street

Baraboo, WI 53913

608-356-3455

#### VILLAGES OF MOUNT PLEASANT, STURTEVANT, AND CALEDONIA

Project: Feasibility study of consolidation/options for additional shared services between the South Shore Fire Department and the Caledonia Fire Department. This study included facilities assessment, current operational assessment and identification of a staffing/deployment plan including cost analysis of a potential full consolidation of the two departments.

Maureen Murphy, Village Administrator

8811 Campus Drive

Mount Pleasant, WI 53406

262-664-7818

#### CITY OF BARABOO, WI

Project: Fire Department Organizational Needs Assessment & Consolidation Feasibility Study which included an assessment of the fire department operations, apparatus, facilities, and staffing needs in addition to a feasibility study of the consolidation of the fire department and EMS department.

Kevin Stieve, Fire and EMS Chief

135 4<sup>th</sup> Street

Baraboo, WI 53913

608-356-3455

#### RIPON AREA FIRE DISTRICT

Project: Strategic Planning, Organizational Analysis and Fire Management Counsel – project work included completing a strategic plan for the organization based on organizational needs analysis/assessment and providing management counsel to the fire administration team in the absence of a fire chief.

Ellen Sorensen, Board President

515 Aspen Street,

Ripon, WI 54971

920-745-2262

#### CITY OF WEST BEND

Project: Organizational, facilities and staffing analysis including GIS review of fire station locations and service demand (concentration, distribution, and reliability analysis). This project led to the city funding additional staffing in the fire department and re-evaluating the location of one of the cities' fire stations.

Jay Schambeau, City Administrator

1115 S. Main Street

West Bend, WI 53095

262-335-5171

# ROBERT C. WHITAKER

SENIOR PUBLIC SAFETY SPECIALIST

Robert has over 30 years of experience in the fire, emergency medical and emergency management field. He currently works as a Fire & EMS Chief/Administrator of a consolidated fire department in Wisconsin. Before his position as Chief, he worked as a Deputy Chief of Administration, Battalion Chief and Training Chief. Robert has worked as a consultant on a variety of public sector management projects, including multiple projects on fire service consolidation and shared service initiatives.

## PROJECTS

### FIRE & EMS SERVICE

City of Rice Lake, WI – Public Safety Study  
City of West Bend, WI – Fire Service Study  
City of Baraboo, WI – Fire Service Study  
Seymour (WI) Joint Fire Service Study  
Buchanan/Combined Locks/Harrison (WI) Joint Fire Service Study  
Village/Town of Mukwonago, WI – Fire & EMS Service Study  
West Bend, WI – Standard Operating Guidelines Update  
Peer Assessor for Center for Public Safety Excellence Fire Service Accreditation  
Extensive experience navigating challenging political and operational situations relating to fire and EMS service

### EMERGENCY MANAGEMENT

North Shore (WI) Joint Comprehensive Emergency Management Plan

Multitude of experiences in emergency operations centers and emergency management work relating to natural disasters, fires, mass casualties and pandemic related events.



rwhitaker@mcmgrp.com

### SPECIALIZED COMPETENCE

Fire Administration  
EMS Administration  
Emergency Management  
Public Management  
Consolidated/shared service

### ACADEMIC BACKGROUND

Master's degree- Fire & Emergency Management – Oklahoma State University  
Bachelor's degree – Fire Service Management – Southern Illinois University  
Credentialed Chief Fire Officer – Center for Public Safety Excellence

### PROFESSIONAL AFFILIATIONS

International Association of Fire Chief  
Wisconsin State Fire Chiefs Association  
International City/County Management Association  
Board of Directors – Wisconsin Policy Forum

# KEVIN I. BIERCE

SENIOR PUBLIC SAFETY SPECIALIST

Chief Bierce has been the Fire Chief for the City of Pewaukee Fire Department since 2008 where he oversees all emergency operations. Prior to becoming Chief, he worked in various positions to include Assistant Chief, Division Chief of Prevention, Captain and Lieutenant. As Division Chief of Inspections, Kevin worked to combine the building inspection department of two communities under the authority of the Fire Department to create the Building Services Division overseeing building, zoning, and plan review of all structures in the Village and City of Pewaukee. He is a licensed building official and serves by appointment of the Governor of Wisconsin on the Wisconsin Commercial Building Code Council, responsible for the oversight and review of the Wisconsin Building Codes.

Kevin also serves as the Past President of the Waukesha County Fire Chief Association and the Wisconsin State Fire Chiefs Association. He has been appointed to other numerous boards and committees at both the State and Local level.

He currently instructs both at the National and State level and is on Staff at both the Community College level and at the Wisconsin Emergency Services Academy at Volk Field, Wisconsin. He instructs in both Fire Prevention and Executive Fire Officer Development for both the Department of Defense and civilian agencies. As part of his commitment to education he also serves as a Wisconsin Technical School Representative providing evaluation of testing sites throughout Wisconsin.

Before his service as the Fire Service Chief, Bierce served in both the active and reserve components of the U.S. Army. Prior to his retirement his assignments included both company grade and field grade officer assignments including company command and brigade level staff positions. He continues to work with the military through his participation in both State and National Level preparedness operations, most recently serving as Incident Commander for Patriot North Exercise, one of the largest multi-agency Domestic Response Exercises in the Nation.

## PROJECTS

### FIRE SERVICE

Holmen WI – Management Counsel  
City of Lake Elmo MN – Organizational Study  
Village of Mukwonago WI – Organizational Study  
Town of Buchanan WI – Consolidation Study  
Didion Milling, Cambria WI – Fire and Life Safety

### PUBLIC MANAGEMENT

Kaukauna WI - Building Inspection Department



kbierce@mcm.com  
262-277-4227

### SPECIALIZED COMPETENCE

Fire Administration  
EMS Administration  
Emergency Management  
Incident Management Team Specialist

### ACADEMIC BACKGROUND

UW Stevens Point - Geology  
National Fire Academy  
United States Army Combined Arms Service and Staff College  
University of Texas Incident Command Course

### PROFESSIONAL AFFILIATIONS

International Association of Fire Chief  
National Fire Protection Association  
Wisconsin State Fire Chiefs Association  
National Fire Sprinkler Association

# GERALD W. KUDEK

PUBLIC SAFETY SPECIALIST II

Gerald is an experienced and dedicated public safety professional with over 38 years of experience in the fire service. Starting as a paid-on-call firefighter, he advanced to a full-time career and has served in every aspect of the fire department, from firefighter/EMT, Motor Pump Operator, Lieutenant in charge of Training, Battalion Chief, and to his last 10 years as Fire Chief.

His strong leadership and relationship building skills were key as the department gained City Council approval of 9 new firefighter positions (without grant or referendum), as well as moving forward with new station construction and a station remodel. His areas of expertise include fiscal responsibility, problem solving, and innovative thinking.

The combination of both a lengthy public safety career as well as his academic background has provided Gerald with skills essential in today's ever changing and challenging public safety environment. These skills include extensive knowledge in fire service administration, staff education and training, reports and proposals developed from sound data, problem solving and analysis, building relationships and mentoring, and policies and procedures.

In addition to his fire service career, Gerald enjoys serving on several non-profit boards. He has been past president of Leadership – West Bend, Volunteer Center of Washington County board of directors, as well as church and school leadership teams.



gkudek@mcmgrp.com  
262-573-5392

## ACADEMIC BACKGROUND

National Fire Academy – Executive Fire Officer Designation

Southern Illinois University – BS, Fire Service Management

Milwaukee Area Technical College- Associate of Applied Science degree, Fire Technology

University of Wisconsin – Washington County – Associate of Science Degree, Business Administration

## PROFESSIONAL AFFILIATIONS

International Association of Fire Chiefs  
International Society of Fire Service Instructors  
Wisconsin State Fire Chief's Association  
Southeast Wisconsin Incident Management Team

## AWARDS & RECOGNITION

Fire Fighter of the Year – 2001  
American Legion – 2<sup>nd</sup> District, WI  
Certificate of Achievement – 2012  
Scott Walker, Governor of Wisconsin  
Alumnus of the Year 2018  
University of Milwaukee – Washington County

# KEVIN K. KLOEHN

PUBLIC SAFETY SPECIALIST

Kevin has over 31 years of experience in the Fire, Emergency Medical, and Emergency Management field. He currently works as a Fire Chief of a consolidated fire department in Wisconsin. Before his position as Fire Chief, he worked as a Shift Commander/Battalion Chief, Captain, and Driver.

Prior to becoming a career Fire Chief, Kevin worked as a Fire Chief for a Volunteer Department in which he consolidated two (2) Fire Departments within a Community.

Kevin has experience on two (2) major Consolidation Projects, Strategic Planning, Emergency Operations Planning, and developing Training Plans for new Firefighters.

## PROFESSIONAL EXPERIENCE

### PROJECTS

- Village of Harrison – Fire Department Consolidation
- Village of Harrison – Strategic Plan
- Village of Harrison – Training Program for Fire Department
- Consolidation of Neenah-Menasha Fire Rescue
- Strategic Plan for Neenah-Menasha Fire Rescue
- Cancer Study for Neenah-Menasha Fire Rescue



kkloehn@mcmgrp.com

### SPECIALIZED COMPETENCE

- Fire Administration
- Emergency Management
- Public Management
- Consolidated/Shared Services

### ACADEMIC BACKGROUND

- Bachelors Degree – University of Phoenix
- Associates Degree – Fox Valley Technical College

### PROFESSIONAL AFFILIATIONS

- International Association of Fire Chiefs
- Wisconsin State Fire Chiefs Association

# PAUL M. BOENING

PUBLIC MANAGEMENT SPECIALIST

Paul is a local government official with over two decades of municipal experience. He is skilled at utilizing a team approach to work with elected officials, residents, business representatives and colleagues. Paul possesses comprehensive knowledge of public administration theory. He is adept at interdepartmental coordination and communication and has experience managing various projects. Paul is currently the Village Manager in Whitefish Bay, Wisconsin.

## PROFESSIONAL EXPERIENCE

### VILLAGE OF WHITEFISH BAY

#### Village Manager (2017 – Present)

Population – 14,000; Budget - \$17 million; 95 employees

Chief Executive responsible for all aspects of Village Government

#### Assistant Village Manager (2015 – 2017)

#### Manager's Assistant (2014 – 2015)

- Worked collaboratively with the Village Manager to efficiently organize and manage the day-to-day management of the Village
- Coordinated activities of the Village Manager's Office with departments and outside agencies
- Drafted ordinances, resolutions, and memos
- Responsible for coordination and permitting of all special events
- Participated in annual budget preparation process
- Maintained Village website
- Created job postings; participated in employee recruitment and selection
- Served as Village Representative to MADACC and Alternate Representative to North Shore Water Commission and ICC
- Served as acting Village Manager in the Manager's absence

### VILLAGE OF PEWAUKEE

#### Deputy Clerk (2000-2014)

- Performed various duties related to the Open Meetings, Open Records and Election Laws
- Entered biweekly payroll and prepared employee pay statements
- Processed license, sign permit and land development application
- Prepare, posted and distributed meeting agenda
- Managed/Edited Village website
- Assisted Village management team with various tasks and projects
- Drafter municipal ordinances, resolutions and zoning code amendments

### WAUKESHA COUNTY DEPT. OF ADMINISTRATION

#### Risk Management/Financial Services Intern (1999 – 2000)

- Assisted managers and other employees with departmental tasks and projects inputted, organized, and formulated data through the use of spreadsheet applications and other software programs



pboening@mcmgrp.com

### SPECIALIZED COMPETENCE

Municipal Administration  
Leadership  
Knowledge of public administration theory  
Planning, zoning and land development

### ACADEMIC BACKGROUND

University of South Dakota:  
Master of Public Administration

Carroll University:  
BA in Public Administration

### PROFESSIONAL AFFILIATIONS

Wisconsin City/County Management Association

# CHRISTINA M. MOLLETT

SENIOR ARCHITECTURAL DESIGNER

Christina has managed multi-million-dollar projects to successful completion and coordinated teams of consultants, engineers, and contractors to fulfill client's expectations of quality, budget, and deadline. She has worked on value engineering for million-dollar savings which allowed budget restricted projects to move forward. Christina has organized and documented projects and communications and performed efficient record keeping and filing. She has assessed products, materials, and processes both on site and documented to check compliance with specifications, state codes, and safety regulations. She has managed teams of contractors and subcontractors on multiple construction jobs in various stages of completion simultaneously. Christina has contributed to at least 30 projects over seven years as a project manager and working with other project managers to facilitate their needs including: planning, drafting, documenting, and project assessment. She has designed three storm shelters based on ICC 500 2014 standards, two for essential facilities. She has evaluated pay applications, projected schedules, and cost proposals and created short-form agreements and opinions of probable cost. Lastly, she has maintained professional client relations based on integrity and hard work to earn repeat business for McMahon Associates, Inc.

## PROJECTS

**Elizabethtown, KY – New Fire Station (9,800 SF)**

**Murray, KY – New Fire Station (12,700 SF)**

**Owensboro Fire Station #2, Owensboro, KY – Addition**

Cedars Historic Overlook Building, Kimberly, WI – Renovation

Faith Technologies Excellerate, Appleton, WI – New Facility

Focus Properties, Multiple WI Locations – Residential Renovations

Softec Technologies, Siren, WI – Feasibility Study & Addition

Tyson, Bowling Green, KY – New Facility

Caldwell County Regional Career Center, Princeton, KY –

Addition/Renovation

George Coon Public Library, Princeton, KY – Renovation

McLean County Historical Building, Calhoun, KY – Infill

Southern Star, Owensboro, KY – Office Expansion

Menominee Indian Tribe of Wisconsin, Legend Lake, WI – New Storm Shelter



cmollett@mcmgrp.com

920.751.4200 ext. 339

### ACADEMIC BACKGROUND

B.A. Architecture & B.A. English, University of Kentucky, Lexington - 2015

### SPECIALIZED COMPETENCE

Revit

Lumion

AutoCad

Rhino

ProCore

V-ray

Adobe Suite Specializing in Illustrator and

Photoshop

Excel

MS Office

PowerPoint

Google Docs

Zoom

WebEx

Comcheck

# SAM J. POCIASK

ASSOCIATE / SENIOR GIS ANALYST

## PROJECTS

### GIS IMPLEMENTATION MANAGEMENT

Built relationships with state, county, local governments and regional planning commissions, and promoted data exchange opportunities where available.

Created detailed work programs, monthly reports and year-end program assessment for Green Lake County.

Managed the integration of GPS field collected data into ATC system and library layers.

Worked with Oneida Nation GIS Staff to Implement Geodatabase Model for all GIS Data Utilized within the Tribe.

Coordinated GIS Application Development for Town of Lawrence, Village of Allouez, City of Brillion, Village of Belgium, City of Marion, Village of Kimberly, Town of Neenah, Village of Combined Locks, City of New London, Town of Hebron, City of Earlville, Town of Black Creek, Town of Grand Chute and Village of Fox Crossing. Integrated sanitary manhole field inspections with existing GIS system for the City of Oshkosh.

### GIS PROJECT MANAGEMENT

#### Belgium, WI

Coordinated Conversion of Existing AutoCAD Utility Maps to GIS Database Format

Developed Web-Based GIS System for Use by All Utility and Administrative Staff

Incorporated Record Drawing Information into GIS Allowing Easy User Access

#### Chilton, WI

Coordinated / Trained City Staff on GPS Field Data Collection Techniques

Generated GIS System Maps Based on Field Locates and Existing CAD Maps

Provided Easy to Use Mapping Application for Staff to Access

GIS Information Including Maintenance Records, Asset Photos and Aerial Photos

Created GIS Application for Managing Cemetery Burial Plots

#### Fox Crossing, WI

Coordinated Field GPS Collection of All Utility Assets by Fox Crossing

Utility Staff Members

Compiled Field GPS Data and Create Utility System GIS for Water, Stormwater

and Sanitary Sewer Systems

Provided Utility Staff Easy to Use Application and Advance Utility Maps for System Management



spociask@mcmgrp.com

920.751.4200 ext. 208

C: 920.540.5475

### SPECIALIZED COMPETENCE

GIS Implementation Management

GIS Project Management

Web-GIS Applications

Training

### ACADEMIC BACKGROUND

B.A., Environmental Biology / Minor - Chemistry -

St. Mary's University, Winona, MN

M.S., Resource Analysis / Emphasis G.I.S. - St.

Mary's University, Winona, MN

### TECHNOLOGY / SOFTWARE

GIS - ArcGIS Desktop 10.x (ArcInfo, ArcEditor, ArcView), ArcCatalog, ArcToolbox, ArcExplorer, ArcServer ArcPad, ArcReader, ArcGIS On-Line Extensions - Spatial Analyst, 3-D Analyst

Programming - Avenue, Visual Basic, SQL, HTML, Java

Other - Microsoft Office Suite, SPSS, Pathfinder,

TerraSync

# MICHAEL A. MARTIN, AIA

ASSOCIATE / SENIOR ARCHITECT

Mike is a licensed Architect with over 25 years of experience in his field. He has been involved in every aspect of programming, design, construction documents, and construction administration for large and small projects throughout his long career. Mike is very skilled at coordinating diverse issues and developing unique solutions to potential project barriers. He will be actively involved and engaged throughout the life of the project and will work closely with the Client.

## PROJECTS

### EXPERIENCE

Agropur, Little Chute, WI – New Wastewater Pretreatment Facility  
AirGas Inc., Elk Grove Village, IL – New Office & Manufacturing Facility  
AirGas Inc., Hammond, IN – Office Remodel & Manufacturing Facility  
AirGas Inc., Roseville, MN – New Office & Manufacturing Facility  
Baker Cheese, St. Cloud, WI – Building Addition & Façade Renovation  
Bay Area Granite & Marble, Appleton, WI – New Facility  
Clayton, Town of, Clayton, WI – New Water Distribution Booster Pump Facility  
Curwood Inc., Appleton, WI – Manufacturing Addition  
DEF LLC, Joplin, MO – New Food Processing Plant  
Gusmer Enterprises, Waupaca, WI – Facility Addition  
Holland, Town of, Holland, WI – Wastewater Treatment Facility Expansion  
Kettle Foods, Beloit, WI – New Warehouse  
Lactalis USA, Belmont, WI – New Wastewater Treatment Facility  
Land O' Lakes, Employee Wellness Center, Union Center, WI – Renovation  
Milprint Inc., Lebanon, PA – Manufacturing Addition  
Plach Automotive, New London, WI – Facility Upgrade  
Pollock Aquatic Center, Oshkosh, WI – New Recreation Center  
Sierra Pacific Windows, Medford, WI – Facility Addition  
St. Croix Tribe of Chippewa Indians, Hertel, WI  
New Casino  
New Amphitheater  
Renovation of Existing RV Building

### VALUE ADDED PERFORMANCE

25 Years of Design-Build and Design-Bid-Build Project Delivery Experience  
Existing Facility Analysis  
Space Programming  
Conceptual Design  
Construction Document Administration  
Design Coordination  
Construction Document Production  
Design Research & Analysis



mmartin@mcmgrp.com  
920.751.4200 ext. 327  
C: 920.229.9710

### ACADEMIC BACKGROUND

B.S. Communication with Minor in Architectural Studies, University of Wisconsin-Fox Valley & University of Wisconsin-Milwaukee – 2021

Building Information Modeling Education Program, Associated General Contractors of America – 2012

Associates Degree in Civil Engineering-Structural, Moraine Park Technical College – 2000

Graduate, United States Naval Construction Training Center, Gulfport, MS – 1996

### PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)  
Licensed Architect – State of Wisconsin

# SCOTT A. MANTEUFFEL

CONSTRUCTION SERVICES PROJECT MANAGER

Scott is a Construction Project Manager with 30 years of construction experience and is the Construction Services Group Manager. He works closely with Design Team members to develop constructability solutions suited to each project's need. He has Construction Management experience in the commercial, industrial, water/wastewater treatment, and agricultural facilities. He has a degree in Construction Management and vast experience working with other firms on many successful projects.

## PROJECTS

### CONSTRUCTION & PROJECT MANAGEMENT

Appleton Family Ice Center, Appleton, WI – Locker Rooms and Conference Room

- Project Management
- Construction Oversight

Big Ox, Nebraska – Renewable Energy Plant/Digester

- Project Management
- Construction Oversight

Brillion City Center, Brillion, WI – New City Hall

- Project Management
- Construction Oversight

Cedar Grove Sports Complex, Cedar Grove, WI – Pavilion and Baseball & Soccer Fields

- Construction Oversight

Heartland Properties, Madison, WI – Remodels

- Project Management
- Construction Oversight

Heartland Technology, Little Chute – Warehouse & Office Expansion

- Probable Cost Estimating
- Project Management
- Construction Oversight

Land O' Lakes, Inc., Hillsboro, WI – Cooler & Office Expansion

- Project Management

Land O' Lakes, Inc., Kiel, WI – Phase III Modernization

- Cost Estimating

Land O' Lakes, Inc., Kiel, WI – Phase III Expansion

- Project Management
- Construction Oversight

Land O' Lakes, Inc., Kiel, WI – Employee Welfare Remodel Cheese Plant

- Project Management
- Construction Oversight

Land O' Lakes, Inc., Kiel, WI – Phase IV

- Project Management
- Construction Oversight

Land O' Lakes, Melrose, WI – Cooler #5 Re-Roof

- Inspect Project Quality
- Construction Oversight



smanteuffel@mcmgrp.com  
920.751.4200 ext. 285  
C: 920.850.3351

### SPECIALIZED COMPETENCE

Construction / Project Management  
Commercial  
Industrial  
Cost Estimating

### ACADEMIC BACKGROUND

Associates Degree - ITT Technical College; 2007 – 2010

# SCOTT A. MANTEUFFEL

## **CONSTRUCTION & PROJECT MANAGEMENT**

Land O' Lakes, Pine Island, MN – Boiler Addition

Project Management

Construction Oversight

McMahon Associates, Inc., Neenah, WI – Office Remodel & Expansion

Project Management

Construction Oversight

# EDWARD C. ERICKSON, PSD

PLUMBING DESIGN ENGINEER

Edward Erickson is a licensed plumbing systems designer with over 30 years of experience in the design of plumbing building systems for commercial, educational, industrial and municipal facilities. Prior to accepting a position with McMahon Associates, Inc. Ed was designing, estimating and project managing at Bassett Mechanical in Kaukauna, WI. Ed has experience with sanitary drain, waste and vent, fire protection, storm drain and vent, acid resistant drain, waste and vent, domestic cold water, domestic hot water, domestic hot water recirculation, non-potable water, protected water, soft water, deionized water, reverse osmosis water, filtered water, steam and condensate, compressed air, natural gas, fuel oil, acids, medical gasses, vacuum and many other mediums for various types of building projects, including healthcare, educational, governmental, industrial wastewater and water treatment, maintenance garages, funeral homes, restaurants, bars, police departments, jails, utility companies, and much more. Ed has experience designing buildings to LEED levels as defined by customer.

## PROJECTS

### COMMERCIAL / PRIVATE SECTOR - PLUMBING DESIGN

Allouez Mall, Green Bay, WI – Plumbing and Fire Protection  
Avenue Mall, Appleton, WI – Plumbing and Fire Protection with Decorative Water Fall Between Escalators  
East Towne Mall, Green Bay, WI  
Embassy Suites, Green Bay, WI – 8 Story Hotel  
Embassy Suites, Bloomington, MN – 10 Story Hotel  
Howard Mall, Howard, WI – Plumbing and Fire Protection  
Laminations, Appleton, WI – Plumbing, Fire Protection and Process  
Play More Bar & Grille, Ashwaubenon, WI – Plumbing  
Port Plaza Mall, Green Bay, WI – Buildouts Plumbing and Fire Protection  
Replay Bar & Grille, Green Bay, WI – Plumbing  
Schneider National Headquarters, Ashwaubenon, WI – Plumbing, Fire Protection and Mechanical Coordination  
Wildlife Sanctuary Nature Center, Green Bay, WI – Plumbing

### INDUSTRIAL / MANUFACTURING / FOOD PROCESSING FACILITIES

Bellantoni Foods, Kaukauna, WI – Addition / Plumbing  
Moore's Foods, Fort Atkinson, WI – Addition / Plumbing, Utility & Vegetable Oil System  
Nestle Foods, USA, Jefferson, WI – Friskes® Pet Care Addition / Plumbing, Utility & Process Piping



erickson@mcmgrp.com  
920.751.4200 ext. 326

### ACADEMIC BACKGROUND

Associates Degree in Architectural Design – Ferris State College

### SPECIALIZED COMPETENCE

Design / Estimating Plumbing & Piping Systems  
Facility Audits  
Plumbing Design  
HVAC Design  
Compressed Air Design  
Medical Gasses Design

### PROFESSIONAL REGISTRATION

Plumbing Design Engineer – State of Wisconsin

# EDWARD C. ERICKSON, PSD

## **MUNICIPAL / GOVERNMENTAL / INSTITUTIONAL FACILITIES**

Allouez YMCA, Allouez, WI – Renovation  
Army Barracks, Sparta, WI – Plumbing Renovation  
Austin Straubel International Airport, Green Bay, WI – Ticketing & Terminal Renovation / Plumbing, HVAC, Fire Protection  
Bellevue YMCA, Green Bay, WI – New Building/Pool  
Downtown YMCA, Green Bay, WI – Renovation  
Four Seasons Tennis Club, Green Bay, WI – Bar Renovation  
Fox Cities Tennis Club, Appleton, WI  
Mitchell International Airport, Milwaukee, WI – Hangar Plumbing  
Nuclear Power Plant, Kewaunee, WI – Office Building / Lab Recreational Plumbing  
Racine, WI - Wastewater Treatment Facility Renovation / Plumbing  
Southwest High School, Green Bay, WI – Pool Renovation  
UW Camp Randall, Madison, WI – Sky Boxes, South End Zone, Locker Rooms and Plumbing Replacement  
UWGB, Green Bay, WI – Pool UV Disinfection  
VA Hospital, Iron Mountain, MI – Renovation  
Veterans Home, King, WI – Four-Story Plumbing Renovation/Replacement  
WE Energies, Milwaukee, WI – Photo Lab Plumbing

## **EDUCATIONAL / HIGHER LEARNING FACILITIES**

Brillion School District, WI – High School / Mechanical Coordination  
Green Bay Public School District, Green Bay, WI  
    East High School Renovations  
    Franklin Middle School Renovations  
    King Elementary School  
    Webster Elementary School Addition / Renovation  
    West High School Renovations  
Kaukauna Area School District, WI – High School & Middle School / Plumbing Design  
School District of Waupaca, Waupaca, WI – Waupaca High School

## **MEDICAL / HEALTHCARE FACILITIES**

AMC Hospital, Appleton, WI  
    9 Story Bed Tower  
    Surgery Renovation Plumbing and Medical Gases  
Bellin Hospital, Green Bay, WI  
    Hospital Renovation  
    Psychiatric Clinic  
Calumet Hospital, Chilton, WI – Addition and Renovation Plumbing and Medical Gases  
Encircle Health Cancer Center, Appleton, WI – Addition Plumbing and Medical Gases  
ThedaCare - Appleton Center, Appleton, WI  
    9-Story Bed Tower / Plumbing & Medical Gases  
    Cancer Center / Plumbing & Medical Gases  
St. Elizabeth Hospital, Appleton, WI - Four-Story Bed Tower / Plumbing & Medical Gases  
St. Mary's Hospital, Green Bay, WI – Renovation

# JILL A. FITZSIMONS, PE

SENIOR ELECTRICAL ENGINEER

Jill is a licensed Electrical Engineer with over 20-years of experience in the design of electrical building systems for commercial and municipal facilities. Prior to accepting a position with McMahon Associates, Inc., Jill was an Associate Principal at Berg Engineering Consultants in Schaumburg, Illinois. Jill has experience with power, lighting and low voltage systems designs for various types of building projects, including Educational, Healthcare, Park/Recreational, Police Department, Auditoriums, Office, Maintenance Garages, and Senior Living Facilities. Jill has extensive experience with lighting replacement projects that update lighting to IES recommended levels, lighting power density, and controls meeting required Energy Codes.

## PROJECTS

### COMMERCIAL / PRIVATE SECTOR

Boys & Girls Club, Menasha, WI - Building Addition  
Masters Gallery, Plymouth, WI - Building Addition & Remodel  
Evergreen Heights, Appleton, WI - Multi-Tenant Building with Restaurant & Retail

### MUNICIPAL / GOVERNMENTAL

Police Department, Bartlett, IL - Remodel  
Public Works, Machesney Park, IL - New Building  
Yellow and Green Parking Ramps, Appleton, WI - Re-lighting  
Town Hall, Grand Chute, WI - Parking Lot  
Fire Department, City of Chilton, WI – New Building  
City Hall and Police Department, City of Chilton, WI – Remodel  
City Hall and Police Department, Machesney Park, IL – Remodel and Addition

### RECREATIONAL

Camp Edwards YMCA, East Troy, WI - Recreation & Administration Building  
Treaty Park, Kimberly, WI - Park Lighting & Power  
Lombard Park District, Lombard, IL - Madison Meadow Athletic Center  
Cantigny Park, Wheaton, IL - Entrance

### EDUCATIONAL / HIGHER LEARNING FACILITIES

Homewood Flossmoor High School, Flossmoor, IL - Addition & Remodel  
Hononegah High School, Rockton, IL - Fieldhouse Addition  
West Chicago High School, West Chicago, IL - Addition & Remodel  
YMCA Fox West, Greenville, WI – Addition  
Appleton Area School District, Multiple buildings, Appleton, WI – Additions and Remodel  
Hilbert School District, Hilbert, WI – Addition and Remodel



jfitzsimons@mcmgrp.com  
920.751.4200 ext. 256  
C: 847.346.6074

### SPECIALIZED COMPETENCE

Lighting / Lighting Controls  
Power Distribution Design  
Fire Alarm Systems; Including Voice Evac  
Generators  
Intercom Systems  
Door Intercom Entry Systems/ Nurse Call Systems  
Intrusion Detection Systems  
Master Clock Systems  
Security Systems  
Voice Data Systems

### SOFTWARE APPLICATIONS

Revit  
Visual 2017 & Visual Professional  
AutoCAD  
Design Master  
EVAC-Ease  
Microsoft Word / Excel

### ACADEMIC BACKGROUND

B.S., Architectural Engineering / Specialized in Building Electrical Systems - Milwaukee School of Engineering – 2004

### PROFESSIONAL AFFILIATIONS

Illuminating Engineering Society (IES) - Member - Member  
National Society of Professional Engineers (NSPE) Member

### PROFESSIONAL REGISTRATIONS

State of Illinois  
State of Wisconsin  
State of Texas  
State of Montana

# JILL A. FITZSIMONS, PE

## **MEDICAL / HEALTHCARE FACILITIES**

Hinsdale Surgical Center, Hinsdale, IL - Ambulatory Care Center  
MacNeal Hospital, Berwyn, IL - Acute Care Rehab Remodel  
Rush University Medical Center, Rush South Loop, Chicago, IL - Medical Office  
ThedaCare Hospitals, New London, Berlin, Waupaca, WI - Pharmacies  
OrthoIllinois, Rockford, IL & McHenry, IL - Medical Offices  
ThedaCare Hospitals, Behavioral Health, Waupaca, WI – Remodel  
Baycare, Green Bay, WI – Multi-tenant multi-occupancy including MOB, hospital, and assembly.

## **ASSISTED LIVING FACILITIES**

Town Center Living Center, Machesney Park, IL - New Building  
Victory Centre of Bartlett, Bartlett, IL - New Buildings

## **RESIDENTIAL**

Wellington Residence, Chicago, IL - Penthouse Residence  
Lakeland University, Plymouth, WI – Residence Halls

# JEFFREY R. ROEMER

PUBLIC SAFETY MANAGER

Jeff has over 35 years of experience in public safety and is currently Public Safety Manager of the Public Safety & Municipal Management Group for McMAHON. He is a certified Public Manager and has been providing full time Public Safety Management consulting for the last 24 years. He worked as a Fire Chief, Police Chief, EMS Director, and Emergency Management Director before moving into Public Management Consulting. He has worked with over 300 public safety clients nationwide and internationally.

## PROJECTS

### FIRE SERVICE

City of Green Bay – Fire Chief  
City of De Pere – Fire Chief  
Village of Bellevue – Fire Chief  
Village of Suamico – Fire Chief  
Village of Johnson Creek – Fire Chief  
Lake County, Indiana – Regional Fire Study

### EMS SERVICE

Door County – EMS Director  
City of Baraboo – EMS Study  
Wheaton Franciscan Hospitals – Waterloo, IA – EMS Director  
Clarinda Regional Health Center – Iowa

### POLICE SERVICE

Village of Palmyra – Public Safety Director  
Village of Allouez – Public Safety Director  
Milwaukee Regional Medical Center – Public Safety Consultant  
Police Executive Research Forum – D.C. – Consulting

### EMERGENCY MANAGEMENT

State of Wisconsin – All Hazard Incident Management Team  
City of Green Bay – Emergency Management Director  
City of De Pere – Emergency Management Director  
Brown County, WI – Regional Incident Management Team  
Menominee Indian Tribe of Wisconsin – Consulting  
Bad River Tribe of Wisconsin – Consulting, exercises  
City of Chicago – Emergency Response Planning

### PUBLIC ADMINISTRATION

City of Janesville – Consulting  
Village of Mukwonago – Consulting  
Certified Public Manager Program – Training  
City of Superior, WI – Consulting

### SECURITY MANAGEMENT

Cross Point Community Church – Oconomowoc, WI – Safety Team Management  
Milwaukee Regional Medical Center – Security Team Coordination  
USO – Mitchell Field Airport – Consulting  
Qassim University, Buraydah, Saudi Arabia – Security Consulting  
McMahon Associates, Inc. – Security Analysis, Safety Team



jroemer@mcmgrp.com  
920-751-4200 EXT. 401

### SPECIALIZED COMPETENCE

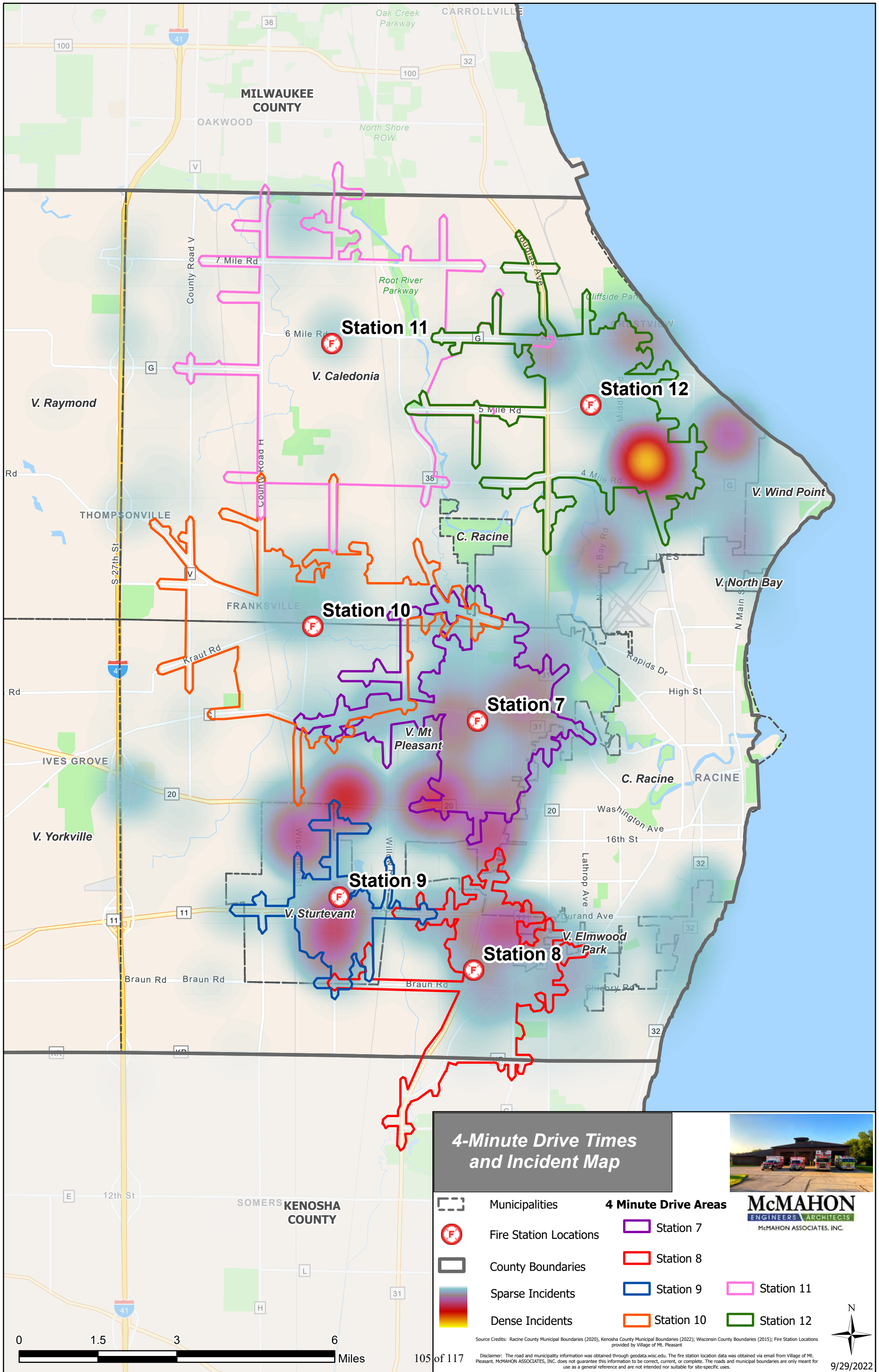
Fire Administration  
Police Administration  
EMS Administration  
Emergency Management  
Incident Management Team Specialist  
Project Management  
Vulnerability and Security Assessments  
Public Management  
Security – Safety Team Management

### ACADEMIC BACKGROUND

Associate Degree-Political Science – Northeast WI Technical College  
Executive Fire Officer Graduate – National Fire Academy  
Certified Public Manager – University of Wisconsin  
School of Police & Command Graduate – Northwestern University

### PROFESSIONAL AFFILIATIONS

Wisconsin Certified Public Managers Association  
International Association of Fire Chief  
Wisconsin City County Managers Association  
National Fire Protection Association  
Wisconsin State Fire Chiefs Association  
Western Lakes Fire Board



### 4-Minute Drive Times and Incident Map



**McMAHON**  
ENGINEERS ARCHITECTS  
McMAHON ASSOCIATES, INC.

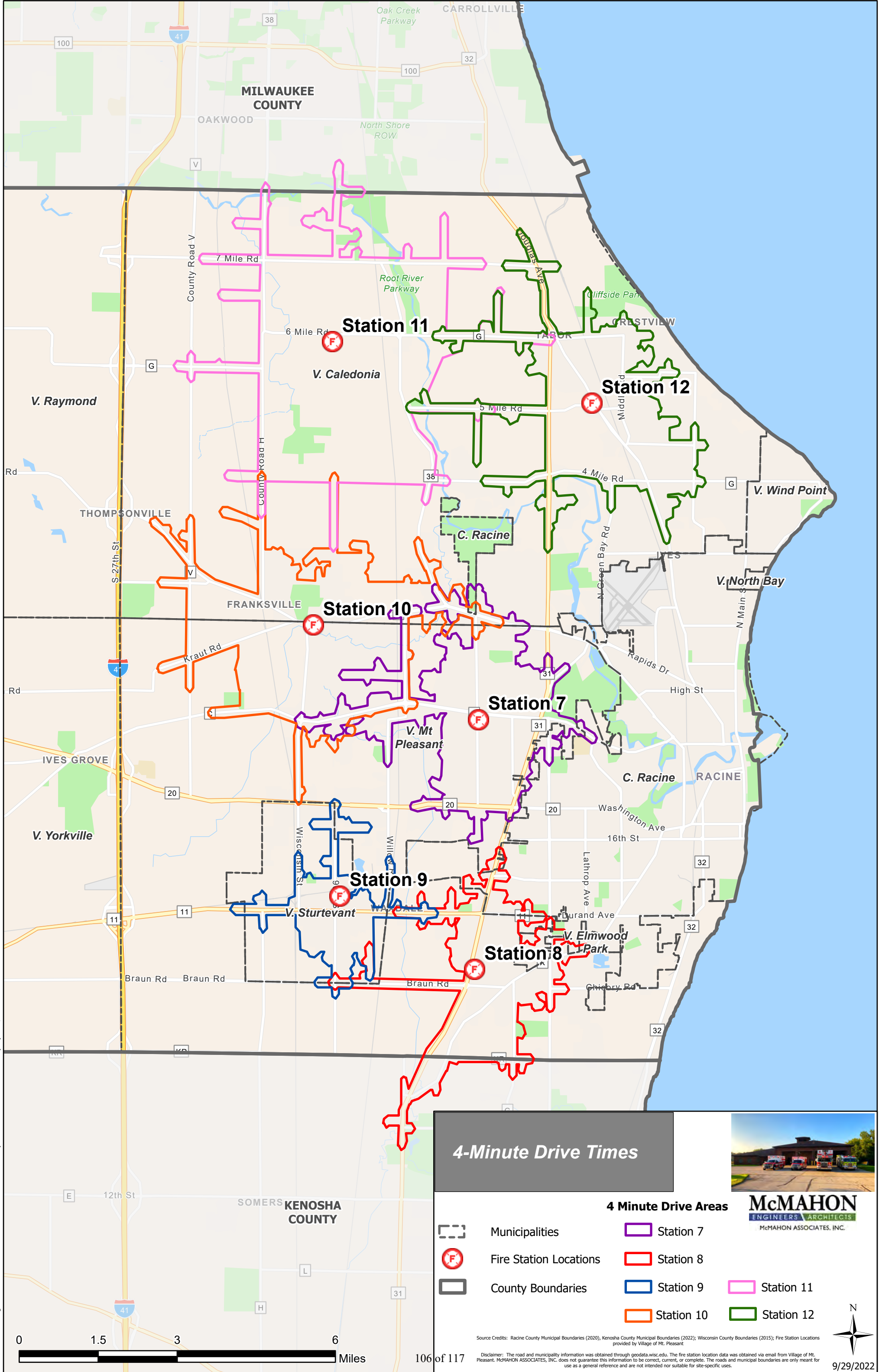
- |                        |                             |
|------------------------|-----------------------------|
| Municipalities         | <b>4 Minute Drive Areas</b> |
| Fire Station Locations | Station 7                   |
| County Boundaries      | Station 8                   |
| Sparse Incidents       | Station 9                   |
| Dense Incidents        | Station 10                  |
|                        | Station 11                  |
|                        | Station 12                  |

Source Credits: Racine County Municipal Boundaries (2020), Kenosha County Municipal Boundaries (2022); Wisconsin County Boundaries (2015); Fire Station Locations provided by Village of Mt. Pleasant

Disclaimer: The road and municipality information was obtained through geodata.wisc.edu. The fire station location data was obtained via email from Village of Mt. Pleasant. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The roads and municipal boundaries are only meant for use as a general reference and are not intended nor suitable for site-specific uses.



0 1.5 3 6 Miles

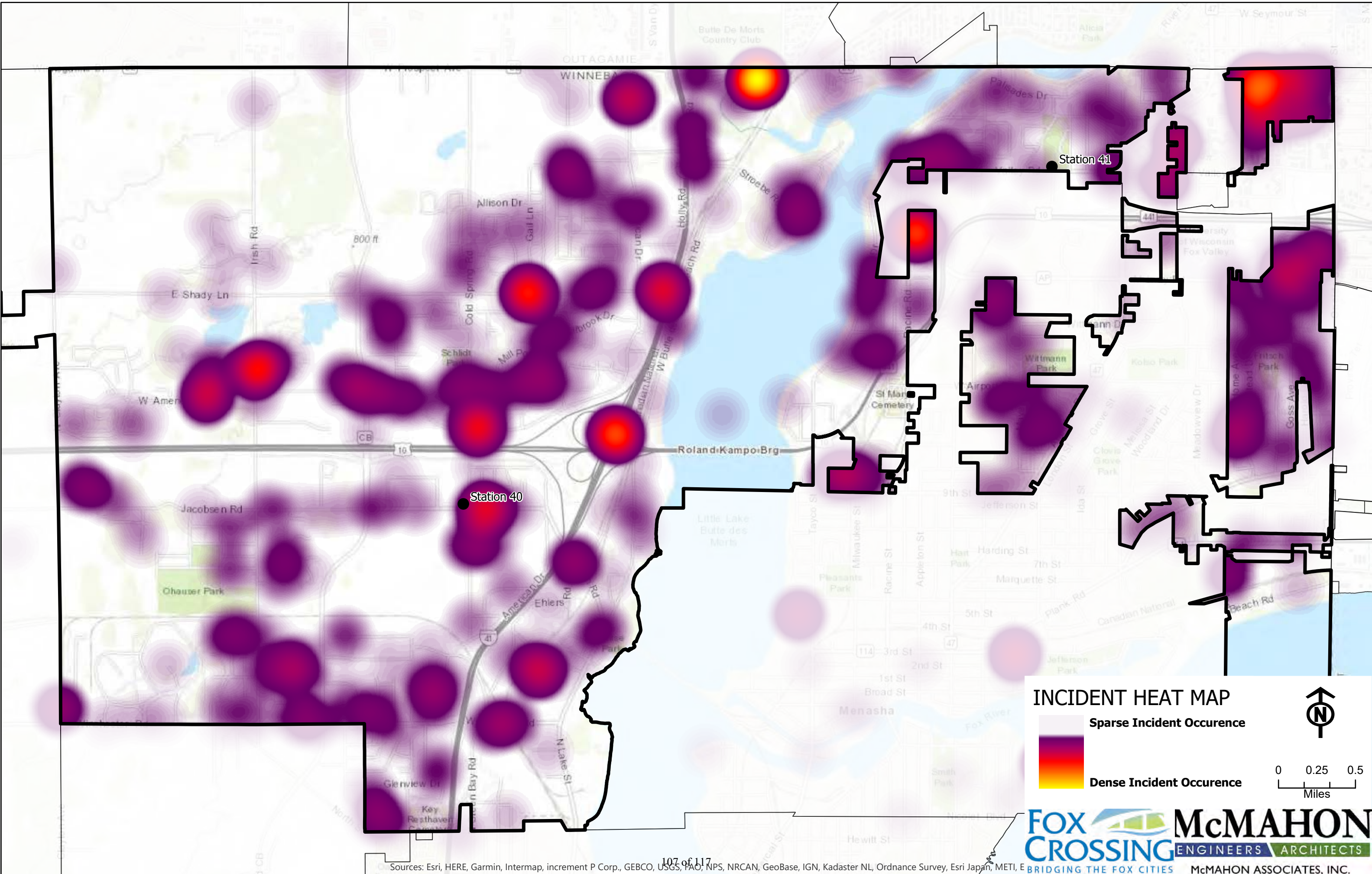


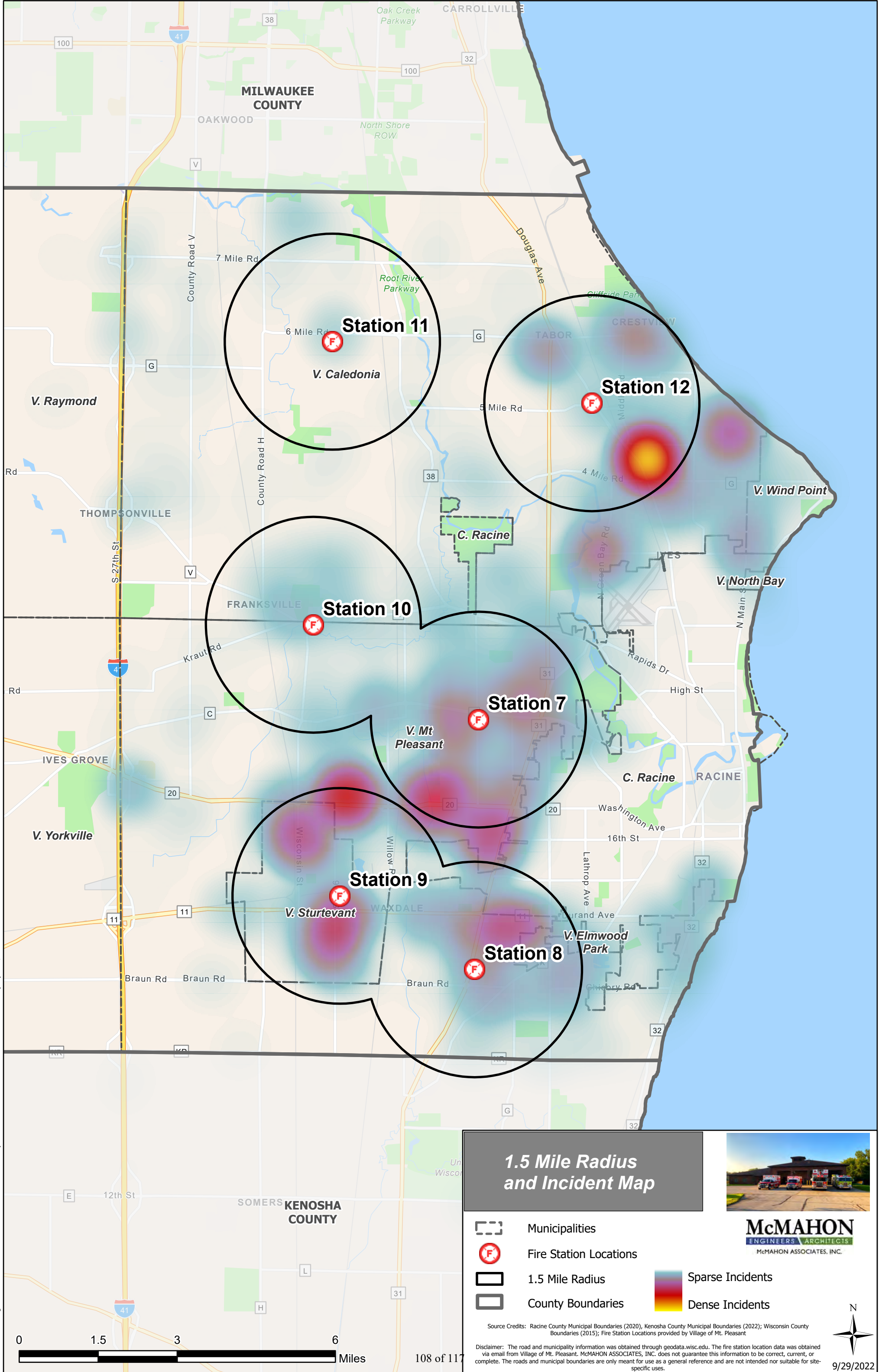
**McMAHON**  
ENGINEERS ARCHITECTS  
McMAHON ASSOCIATES, INC.

Source Credits: Racine County Municipal Boundaries (2020); Kenosha County Municipal Boundaries (2022); Wisconsin County Boundaries (2015); Fire Station Locations provided by Village of Mt. Pleasant

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






### 1.5 Mile Radius and Incident Map

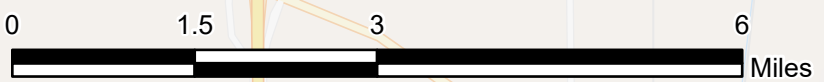


-  Municipalities
-  Fire Station Locations
-  1.5 Mile Radius
-  County Boundaries
-  Sparse Incidents
-  Dense Incidents



Source Credits: Racine County Municipal Boundaries (2020), Kenosha County Municipal Boundaries (2022); Wisconsin County Boundaries (2015); Fire Station Locations provided by Village of Mt. Pleasant

Disclaimer: The road and municipality information was obtained through geodata.wisc.edu. The fire station location data was obtained via email from Village of Mt. Pleasant. McMAHON ASSOCIATES, INC. does not guarantee this information to be correct, current, or complete. The roads and municipal boundaries are only meant for use as a general reference and are not intended nor suitable for site-specific uses.



# 2019 Incidents - Station 40 Responses

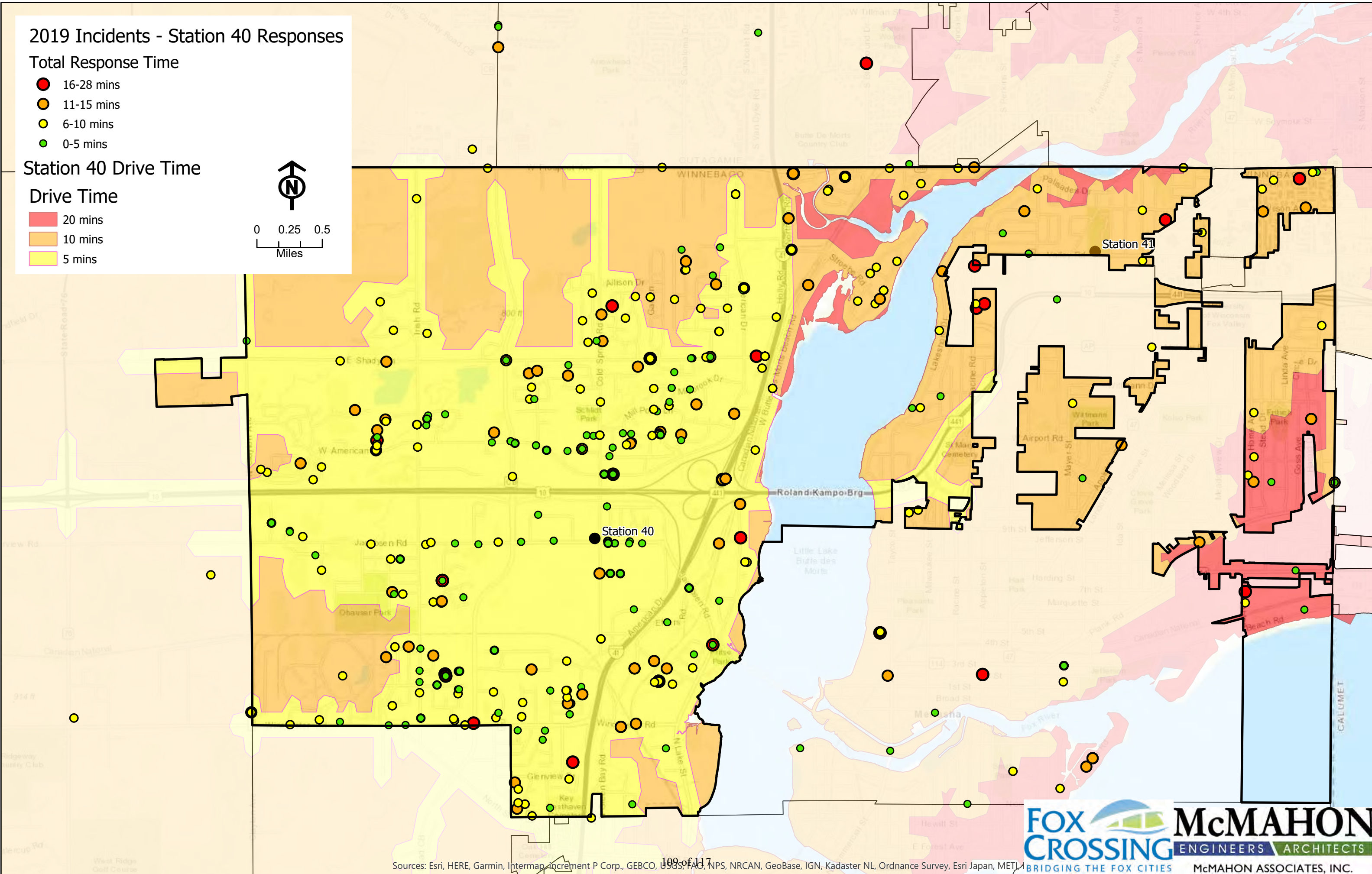
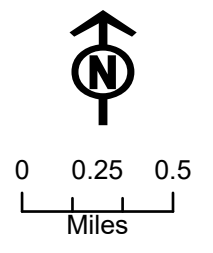
## Total Response Time

- 16-28 mins
- 11-15 mins
- 6-10 mins
- 0-5 mins

## Station 40 Drive Time

### Drive Time

- 20 mins
- 10 mins
- 5 mins



## Project Fee

McMahon Associates, Inc. proposes to provide the Scope of Services described in this Proposal for the Fire Department Needs Assessment as follows:

*Time & Expense estimated at: Options A & B: \$70,300.00\**  
*Option C: \$12,800*

*\*Assumes the City/Town has existing building plans of both locations to be used in reproducing building backgrounds for planning purposes. If the City/Town does not have existing building backgrounds or plans additional fees will be required.*

Upon acceptance of this Proposal, McMahon will prepare an Agreement incorporating the Scope of Services and terms outlined here. All services will be provided in accordance with our General Terms & Conditions, dated October 25, 2023, which will be incorporated into the Agreement for reference.

Invoices will be sent every month based on the previous months' time and expenses.



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

---

**WORK SESSION:** April 3<sup>rd</sup>, 2024

**TO:** Village President Stoner and Board of Trustees

**PREPARED BY:** Jason J. Peters, Administrator

**AGENDA ITEM:** #8 Discuss Re-Appointment to the Board of Fire Commissioners

---

**BACKGROUND:**

The Fire Commission has one commissioner whose term is set to expire. Fire Commission members serve a 5-year term or until a successor is named. Commissioner Jami Gram's term is set to expire on May 1<sup>st</sup>. Mrs. Gram is willing to serve another term. This term would be set to expire on May 1<sup>st</sup>, 2029.

**COMMENTS:**

Staff is requesting the re-appointment of Mrs. Gram be placed on the April 9<sup>th</sup> Board Meeting agenda.

**ATTACHMENTS:**

NONE



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

---

**WORK SESSION:** April 3<sup>rd</sup>, 2024

**TO:** Village President Stoner and Board of Trustees

**PREPARED BY:** Kevin Poirier, Assistant to the Administrator

**AGENDA ITEM:** #9 Discuss proposals for painting the west wing of the Village/Town Hall and fix cracks.

---

**BACKGROUND:**

The 2020 Capital Improvements Plan allocated \$110,000 for office improvements. The Village Board approved Phase I of the Office Improvement Project on July 14, 2020. Projects completed under this phase were the purchase of new office furniture, new cubicles, new upfront desks, and ADA compliant door openers.

In May of 2021, the Village Board approved the front counter remodel project. This project was completed in August of 2021.

In 2022, the lobby was repainted, carpet was installed, and the new Somers Mural was put into place. New furniture was installed in the Clerk/Treasurer office. This allowed the existing furniture to be repurposed to create a separate Municipal Court Office.

As of September 16th, 2023, \$73,896.73 of the \$110,000 has been spent, leaving \$36,103.57 for additional phases.

Administration would like to spend the balance of the funds on painting the exterior of the Village/Town Hall. The Public Works wing of the building is in desperate need of being repainted and some cracks that have appeared in the concrete need to be fixed. There is \$30,000 designated in the 2024 CIP for this purpose.

**UPDATE:**

This winter we had two painters come in for estimates. Both came in under the threshold requiring a bid. Administration would like the Board to pick one so we can get them scheduled and get the work done this spring/summer once temperatures allow for the project to start.

COMMENTS:

Administration recommends JDR painting as they are a sub-contractor for the Auditorium project and will be on site and included fixes to the walls and caulk replacement. If the board agrees, it will be placed on the March 26 Board Meeting agenda for action.

ATTACHMENTS:

Email from Nehl's painting

Estimate from JDR Painting

**From:** [Dale Nehls](#)  
**To:** [Kevin Poirier](#)  
**Subject:** Re: Painting project  
**Date:** Monday, October 9, 2023 8:35:48 AM  
**Attachments:** [image001.png](#)

---

Budget paint pricing for exterior repainting of concrete panels :  
12.405 sq. ft. total.  
13 overhead doors, 4 man doors w/ transoms.  
520' cap flashing  
Misc. concrete patching.  
power wash, apply two (2) coats of high grade exterior product.  
estimated budget pricing \$20.000

caulk/sealant @ expansion joints will need to be removed & replaced. Estimated budget cost of \$13 per lineal foot was quoted.  
This is an additional cost performed by another contractor.

Thank you,  
Dale A. Nehls

On Wednesday, October 4, 2023 at 02:51:10 PM CDT, Kevin Poirier <[kpoirier@somers.org](mailto:kpoirier@somers.org)> wrote:

Hello,

Following our phone conversation, let me know when you would be available to come in and take a look at the building we need to have repainted.

Thank you

**Kevin Poirier**

Village / Town of Somers  
Assistant to the Administrator  
Communications Specialist  
Phone: 262-859-2822  
Fax: 262-859-2331  
7511 12th Street, P.O. Box 197  
Somers, WI 53171



**JDR Painting, LLC**

4709 Green Bay Rd. Suite 100  
Kenosha, WI 53144

Phone # 262-925-2909      Cheri@jdrpaintingllc.com

# Proposal

Date	Estimate #
3/15/2024	23-0303

Submit To
Village of Somers 7511 12th Street Kenosha, WI

Job Location
Firehouse Exterior

Description	Total
Prep and paint exterior precast panels on of Fire house one color scheme to match new building  Scope- -Pressure wash exterior -Paint exterior 2 coats Hallman Lindsay Griptite Latex Exterior Waterproofing paint -Paint Roof cap -Paint metal siding on east side above roof	19,600.00
Paint 10 O/H garage doors 6 on west side and 4 on south side Excludes O/H garage doors on north east side of building	3,800.00
<b>Total</b>	<b>\$23,400.00</b>



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

---

**WORK SESSION:** April 3<sup>rd</sup>, 2024

**TO:** Village President Stoner and Board of Trustees

**PREPARED BY:** Jason J. Peters, Administrator

**AGENDA ITEM:** #10 Presentation from Aurora Medical Center Kenosha

---

**BACKGROUND:**

President Stoner has invited representatives from the Aurora Medical Center in Kenosha to do a presentation to the Board on how they are serving the greater Kenosha area. Donna Jamieson, President of Aurora Medical Center Kenosha and Jeff Benes, Manager Business Development Integrated Growth will be in attendance.

**ATTACHMENTS:**

NONE

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

**Village Board Meeting  
Tentative Agenda  
Tuesday, April 9<sup>th</sup>, 2024  
5:30 p.m.**

<b>Village Board Meeting:</b>	
<b>Item #</b>	
1	Call to order
2	Pledge of Allegiance
3	Consent and Approval of Minutes of Regular meetings on March 26, 2024 Vouchers dated March 27, 2024 and April 4 <sup>th</sup> , 2024
4	Correspondence:
5	Citizens Comments
6	President and Trustee Comments
7	Action on Re-Appointment of Jami Grams to the Board of Fire Commissioners (term to expire 05/01/2029)
8	Action on proposals for painting the west wing of the Village/Town Hall and fix cracks
9	Action on Operator's Licenses: Jason A. Peters,
10	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the April 9<sup>th</sup>, 2024 Village Board Meeting & Tentative Agenda in 1 public place & on the Village website.

Dated this 29<sup>th</sup> 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.**