

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

**Village Work Session Meeting
Agenda
Tuesday, June 3, 2025
5:30 p.m.**

Village Board Work Session Meeting:	
Item #	
1	Call to Order
2	Administrator's Report
3	Engineer's Report
3	President & Trustee Reports
4	Discuss proposed Village Ordinance 2025-003 to Repeal and Recreate Section ZN 4.08(1)(a)5b of the Code of Ordinance of the Village of Somers Relating to the Official Maps and Revisions.
5	<p>Discuss Plan Commission Recommendations (MapleCrest):</p> <ul style="list-style-type: none"> a. Request by MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests an amendment to the land use plan map for the Village of Somers (Map 80) as adopted in the Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 from "Park and Recreational", "Nonfarmed Wetland" and "Other Conservancy Land to be Preserved" to "Medium-Density Residential", "High-Density Residential", "Nonfarmed Wetland" and "Other Conservancy Land to be Preserved" on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. <i>(For information use only, the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street)).</i> b. MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests a rezoning from PR-1 Park-Recreational Dist. to R-5 Urban Single-Family Residential Dist., R-11 Multiple-Family Residential Dist., and PUD Planned Unit Development Overlay Dist. on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. <i>(For information use only,</i>

	<p><i>the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street).</i></p> <p>c. Request by MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests approval of a Certified Survey Map (dated 2/28/25 and prepared by James D. Baker of Manhard Consulting) to create one (1) 34.874-acre Lot, one (1) 7.421-acre Lot, one (1) 3.574-acre Lot, and one (1) 71.199-acre Lot, along with public right-of-way dedication, on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. <i>(For information use only, the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street).</i></p> <p>d. Request by MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requesting site plan review and exterior fenestration review on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. <i>(For information use only, the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street).</i></p>
6	Discuss Staffing Classification and Compensation Proposal from Public Administration Associates, LLC
7	Discuss the possibility of a Levy Limit Referendum for the purpose of Public Safety
8	Discuss and Review Special Event Permit application from J&M’s Bar and Grill – The special event will be in honor of an Employee’s 50th Birthday from 1 p.m. to 8 p.m., on June 14th located at 8013 12th Street, Kenosha, WI 53144
9	<p>a. Review and discuss proposed “Class A” and Class “A” Renewal Retail Alcohol Beverage License Applications</p> <p>b. Review and Discuss Class “B” and “Class B” Renewal Retail Alcohol Beverage License Applications</p>
10	Review and discuss Amusement Device License Applications
11	Review and Discuss Cigarette and Tobacco License Applications
12	Review and Discuss proposed Cabaret License Applications
13	Review tentative agenda for Village Board meeting on June 10, 2025.
14	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the June 3, 2025 Village Work Session & Agenda in 1 public place & on the Village website.

Dated this 30th day of May, 2025.

Wendy Burnette, Clerk-Treasurer

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



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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Village Trustees

FROM: Kevin Poirier, Assistant Administrator

AGENDA ITEM: #2 Administrator's Report

Below please find a bulleted summary of major issues that Administration has worked since our May 6, 2025 Work Session:

Development

- May 8, a bid opening was held for the public part of the water and sewer utilities to the Golden Oil travel center on Highway E. The lowest bidder was PTS Contractors for \$332,270.00. The contract was awarded at the
- Interim Village Administrator Chris Swartz and Assistant Administrator Poirier met with representatives of the Willow Creek development on May 8 to go over their proforma and TID incentives for the development. Ehlers is reviewing the documents.
- The Plan Commission reviewed the Willow Creek subdivision and an alternate plan for the Maplecrest development at their May 12 meeting.
- May 13, Administration met with Wangard Partners to discuss a potential multi-family development near the Festival Foods grocery store.
- May 15, Administration, President Stoner, Trustees Smith and Nelson and Senior Planer Luke Godshall met with representatives of New Life Church to discuss possible expansions on their site including the potential of adding a school. They also met with representatives of the Kenosha Country Club to discuss the addition of a structure for the carts on the property.
- May 15, Administration met with state representatives to discuss the possibility of applying for a TEA grant to add a railroad spur in the Village.

- May 19, Assistant Administrator Poirier updated the Public Works employee badges to help identify them and make the water meter upgrade smoother.
- May 20, Assistant Administrator Poirier met with representatives of the Pritzker Military Museum and Library as well as Mission 94. The Board's concern about the monument sign was raised and PMML representatives informed the staff that they were in the process of designing a sign for the entrance. They were directed to Senior Planner Godshall and Building Inspector Seymour.
- On May 22, Assistant Administrator Poirier attended a presentation by CARW talking about data centers in Wisconsin, the demands it puts on infrastructures and how municipalities have been able to attract them.
- The Village met with Clearwater Fiber on May 29. They install high speed fiber through communities.
- Interim Village Administrator Chris Swartz, Assistant Administrator Poirier, President Stoner, Trustees Smith and Nelson and Senior Planer Luke Godshall met with a developer to discuss the possibility of extending utilities to Highway KR. The tremendous cost of such a project would depend on incentives from TID 4.

Administration

- May 6, Administration met with the National ZIP Code Advocacy Coalition group to discuss the next steps to promote the Bills introduced in Congress. The Village of Somers is part of H.R. 3095 with 67 other municipalities.
- On May 8, Administration met with Kenosha County Information Technology Department to go over the necessary steps to convert the Somers website to its new ".gov" address. As you may recall, the Village was granted the www.somerswi.gov website. Administration is coordinating its release with that of the new website. All Somers email addresses are being converted to @somerswi.gov. Kenosha IT has already enabled the new address which will be made primary at some point in the future. We will request that you put a notice in your email signature at that time. Both emails will work during the transition. More information will be provided.
- Austin Schmidt joined the Public Works department on May 12.
- May 13, Interim Village Administrator Chris Swartz, Assistant Administrator Poirier, Trustee Ostby and Fire Chief Andersen met with representatives of Mueller Communications to discuss the possibility of hiring a Public Relations firm to help with a possible safety referendum.
- May 15, Administration held its quarterly meeting with Walmart.
- The Somers Fire & Rescue Department held a training burn May 4 on Highway KR. This is an opportunity for his staff to experience live fire condition in a controlled environment. Trustee Nelson stopped by the burn and was able to get her questions answered form Chief Anderson during the event.



- The third annual Somers Community Day was held on May 24. It was a very successful event featuring community partners tables. The Somers Fire department and Public Works department displayed all their equipment for residents to see. The Somers Fire Association cooked food, and later a Flight for Life helicopter landed in the park behind the Village/Town Hall. One of the crew members was a Somers Elementary School graduate.
- On May 22, letters to residents connected to the Seawall Lift Station were sent to remind them not to flush “flushable wipes” down the drain. As you know, they clog our lift stations and public works employee have had to pull the pump out three times a week to unclog them. A similar letter was provided to the management of Hawthorn Apartments. They will add it to their newsletter.



- On May 28, Office Staff and Utilities Manager Josh Fugate held a meeting to go over the steps necessary to schedule the residential meter replacement appointments.
- The Village held its quarterly meeting with the Sheriff's Office. Kenosha County Supervisor Grady attended. Discussions included traffic enforcement on Sheridan Road.
- On May 29, Administration met with representatives of First Park94. They reached out to the Village to inquire about reimbursement due to them from the TID.

VILLAGE OF SOMERS
Engineer's Report
May 28, 2025

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

- The developer is Stream Industrial Development Services. Pinnacle is the developer's engineer.
- A public roadway is proposed to extend along the east edge of the development. There is no public bidding planned with this development.
- We are waiting for revised plans, permits, temporary grading easements, and recorded CSM from the developer.

Golden Oil Sanitary Sewer Connection - Project No. 212153

- The Developer is Golden Oil; the developer's design engineer is Excel Engineering. The Contractor is Globe Construction.
- The public sanitary sewer is complete and tested.
- The remaining pay items are sewer televising, lawn restoration, retainage, and close out documentation.
- Globe has indicated that the lawn restoration on the east side of the Frontage Road will be completed the end of May or beginning of June.

Golden Oil Somers Gateway Development - Project No's. 2325743 and 2400875

- The Design Engineer is Excel Engineering; the onsite contractors are Keller and PTS Contractors.
- This development includes a convenience store and a Candlewood Suites Hotel.
- The WisDOT permit for work in the Frontage Road has not been received.
- When the grading is complete a Letter of Map Revision (LOMR) must be approved by WDNR and FEMA.
- Bids for the water main and sanitary sewer crossing CTH E were opened on May 22, 2025. PTS was low bidder and the Village Board approved the bid on May 27, 2025.

Savannah at Pike Creek - Phase II - Project No. 2500497

- Savannah at Pike Creek 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).
- Phase II is the 21-acre northern portion of the site. Both public and private infrastructure will be constructed as part of Phase II. The developer is the Stoneleigh Company. Developer's design and construction engineer is Kimley-Horn. Stoneleigh has indicated that The Walbec Group will be the general contractor and DK Contractors will be the underground utility contractor.
- Stoneleigh plans to complete infrastructure work before constructing buildings.
- Public utility construction is planned to begin the week of July 7, 2025.

Flint 94 Development - Project No. 211728

- This is the planned 3-building development west of I-94 and south of 12th St; The Developer is Flint 94 Commerce Center, LLC; their engineer is Pinnacle Engineering.
- On January 29, 2024, we issued a list of items to be completed before recommending acceptance of utilities; painting the public fire hydrants red is the remaining item. When this is completed, we will provide a letter recommending acceptance of the public utilities.

VILLAGE OF SOMERS
Engineer's Report
May 28, 2025

Water Tower Authority to Construct – Project No. 161104

- We formally requested the Authority to Construct from the Public Service Commission of Wisconsin; the water tower is planned on 100th Avenue, north of 12th Street.
- The Village needs to decide if they plan to fund this project with impact fees.

GIS Implementation – Project No. 2401442

- GIS data has been migrated to the Village account and an Administrative GIS map has been set up for the Village to view.
- We are working with the Village to create an MS4 permitting and outfall reporting app.

30th Avenue Sanitary Sewer – Project No. 2401761

- The Developer is the Wisconsin Apartment Investment Group, and the Engineer is Nielsen, Madsen & Barber.
- Parkside supposedly wants Orchard Court Apartments off their system.
- Nielsen, Madsen & Barber indicated that construction may not occur until the fall of 2025 or spring 2026.

Maplecrest Home Path Financial – Project No. 2500325

- The Developer is Home Path Financial, and the Engineer is Manhard.
- We had a kick-off meeting with the developer and engineer.
- The project was discussed at the May Plan Commission.

2025 Roadway Improvements – Project No. 2500381

- The project includes pulverizing and repaving Petrifying Springs Estates and 96th Avenue at CTH S.
- Payne & Dolan won the bid and plans to do the work this summer.
- There will be a public information meeting prior to construction.

Shoreland Lutheran High School – Project No. 221315

- The design engineer is Excel Engineering.
- We submitted an approval recommendation dated April 16, 2025.
- The Village decided to extend a water main from 100th Avenue to the School.
- Shoreland and the Village need to sign a developer's agreement.

Willow Creek – Project No. 2401633

- Bear Development LLC is the developer; the design engineer is Pinnacle Engineering. The project is located south of 12th Street on the east side of Pike Creek.
- We submitted review comments on 4/28/25.

Roers Development – Project No. 2500577

- The developer is Roers Companies, the design engineer is JSD Engineering. The project is located on the north side of 12th Street west of Fire Station 2 across the RR tracks.
- We are working with the developer on conceptual utility plans.

VILLAGE OF SOMERS
Engineer's Report
May 28, 2025

Water System Needs Assessment – Impact Fee – Project No. 2500046

- This will enable the Village to recover the cost of the future water tower without raising water rates.
- Our proposal is waiting for Village action.
- The engineering and legal costs should be recovered by the fee.

12th Street Water Main – Project No. 2500618

- We are currently preparing a proposal to extend water main between the Post Office and 100th Avenue; a portion of the route is within the pavement.
- A pump and valve in the Village building will allow the transfer of water between pressure zones.
- This should act as a second source of supply for the water system west of CTH H and the Canadian Pacific Railroad enabling TID 3 and TID 6 to share the cost with Shoreland Lutheran and the property owners on the route.

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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Board of Trustees

PREPARED BY: Kevin Poirier, Assistant Administrator

REVIEWED BY: Wendy Burnette, Clerk-Treasurer

AGENDA ITEM: #7 Discuss proposed Village Ordinance 2025-003 to Repeal and Recreate Section ZN 4.08(1)(a)5b of the Code of Ordinance of the Village of Somers Relating to the Official Maps and Revisions.

BACKGROUND:

In 2022, the Village of Somers, along with several other municipalities, applied for a Letter of Map Revision (LOMR) from the Federal Emergency Management Agency to revise several FIRM panels along the South Branch of the Pike River. This LOMR utilizes new river models developed as part of a program to provide updated flood hazard mapping in conjunction with the Southeast Wisconsin Regional Planning Commission (SEWRPC).

New maps were created updating the 100-year flood mark. Residents were notified and FEMA allowed a time for public review and comment on the new maps. The public comment window now being closed, municipalities need to adopt the new maps.

A Public Hearing was held at the May 12 Plan Commission meeting. The Plan Commission recommended the approval of the new maps.

UPDATE:

Attorney Jeff Davison and Kenosha County Planner Luke Godshall collaborated on proposed Ordinance 2025-003.

COMMENTS:

Should the Board agree, this item will be placed on the agenda for the June 10 Board meeting.

ATTACHMENTS:

Marked Plan Commission minutes from May 12

FEMA Letter dated July 25, 2025

FEMA Letter of Map Revision

Proposed Ordinance 2025-003



Village of Somers
Proceeding from the Village Plan
Commission Meeting
May 12, 2025

1. Call to Order

Chairman Stoner called the meeting to order at 5:30 p.m.

Present:

- Chairman George **Stoner**
- Commissioner Troy **Steege**
- Commissioner Vinnie **Chambers**
- Commissioner Don **Boxx**
- Commissioner Michael **DeLuca**

Absent:

- Commissioner Gregg **Thompson**
- Alternate Pat Juliana
- Commissioner Jerry **Romanowski**

Staff present in person: Assistant Administrator Kevin Poirier, Deputy Clerk Treasure Eugenia Lara, Chief Ben Anderson
Village Trustees: Ben Harbach, Jackie Nelson, Joe Smith
Kenosha County Planners: Andy Buehler
Others: Gregg Sinnen, Luke Zoning, Brett Engineer

2. Pledge of Allegiance

Chairman Stoner led everyone in the Pledge of Allegiance.

3. Approve Minutes of March 10, 2025 Meeting

Commissioner Donald Boxx moved to approve to the minutes.
Seconded by Commissioner Troy Steege.
Motion carried. 5-0 vote.

4. Correspondence

None

5. Citizen Comments

None

6. Discussion and Action on Changing the mode of delivery documents to Plan Commissioners to e-delivery only and recommending that the Village Board update Ordinances accordingly.

Admin Assistant Poirier requesting the change of delivery of documents to Plan Commissioners. It takes a significant amount of time from staff.

Commissioner Donald Boxx asked what the Trustees are doing.

Admin Assistant Poirier stated that the Trustees do online.

Commissioner Troy Steege is okay with online documents to be sent through email.

Commissioner Michael Deluca is not in favor of having to print out documents.

Chairman George Stoner mentioned that if someone would like a copy of packet to contact Kevin and he will make sure to get the information out to who would like a hard copy.

7. FEMA Maps

Public Hearing and Action on proposed Village Resolution regarding FEMA's recent Letter of Map Revision and proposed Ordinance to Repeal and Recreate Section ZN 4.08(1)(a) 5b of Code of Ordinance of the Village of Somers Relating to the Official Map and Revisions.

Commissioner Donald Boxx motion to accept FEMA letter of Map Revision.
Seconded by Commissioner Troy Steege
Motion carried 5-0 vote.

Chairman George Stoner mentioned FEMA went through entire area and revised flood plain. If anyone would like to see this Admin Assistant Kevin could give you a copy.

8. Rezoning

Public Hearing and Action on Request by Berwick Properties Inc, 4011 80th St, Kenosha, WI 53142(Owner), Daniel Szczap, Bear Development, LLC, 4011 80th St., Kenosha, WI 53142 (Agent); requesting approval of a **rezoning from R-9 Multiple-Family Residential Dist., C-1 Lowland Resource Conservancy Dist., and A-2 General Agricultural Dist. to R-5 Urban Single-Family Residential Dist. & C-1 Lowland Resource Conservancy Dist., on Tax Parcel #s 82-4-222-151-0560, 82-4-222-151-0561, 82-4-222-151-0563, located in the NE 1/4 of Section 15, T2N, R22E, Village of Somers. (For information use only the**

property fronts Highway E (12th Street) and wraps south along the creek behind the Pike Creek Lift Station).

Commissioner Donald Boxx moved to motion for rezoning.
Seconded by Commissioner Troy Steege
Motion carried. 5-0 vote.

S.R. Mills Bear Development, not much of a change, other than importing some dirt converted into single family homes. Had some two-family homes but had some purchase ground water issues and ducts can only do slab on grade. Mitigated that as best as we can. I still have some engineering work from Prelim to final. Assuming we can get to the prelim Plat. I appreciate the staff efforts to move forward thank you.

9. **Preliminary Plat (land division)**

Public Hearing and Action on Request by Berwick Properties Inc, 4011 80th St, Kenosha, WI 53142 (Owner), Daniel Szczap, Bear Development, LLC. 4011 80th St., Kenosha, WI 53142 (Agent); requesting approval of a **preliminary plat (dated March 20, 2025, and prepared by John P. Konopacki of Pinnacle Engineering Group), on Tax Parcel #'s 82-4-222-151-0560, 82-4-222-151-0561, 82-4-222-151-0563, located in the NE 1/4 of Section 15, T2N, R22E, Village of Somers. (For information use only the property fronts Highway E (12th Street) and wraps south along the creek behind the Pike Creek Lift Station).**

Commissioner Donald Boxx motion to approve the Preliminary Plat and Rezoning.
Seconded by Commissioner Michael DeLuca
Motion carried. 5-0 vote.

S.R. Mills gave handouts on what homes could look like, not exactly. Homes that have been constructed in the last 24-36 months in Paddock Lake, Union Grove and Pleasant Prairie. Lot house packages prices jump 13,500 sq ft and 83ft wide to 3 car garages. It's a step up from Paddock Lake and Salem ranging from 525,000-700,000. We can do any house plan. This has been a long time since Somers single family with basements.

Commissioner Donald Box had a question regarding the exterior finishes.

S. R. Mills 15% stone/brick in front and high-grade vinyl and many people like the variety of vinyl packages. Pictures that you have in front of you will be similar to the homes that will be built.

Commissioner Donald Boxx questioned the elevation change, what looks like a mountain of fill that was brought in and what will be the increase.

S.R. Mills dirt fill would be spread out and not be so dramatic as it is currently, and the elevation would be 3-4ft on average. We had a water table issue on a 1/3 of this site about 6ft, and by pushing back a little. We can pull it out of the water table so we can do full basements.

Chairman George Stoner there were water issues in that area because Hawthorne put apartments there, they were unable to do basements because of that.

Daniel Szczap of Willow Creek the water issues or soil issues NE is on SW.

Commissioner Donald Boxx, it's refreshing not to have to consider PUD in subdivision finally.

Commissioner Troy Steege as far as zoning everything complies. It is a great package excited for the single-family homes.

Commissioner Michael DeLuca everything is good, and we need Single family homes.

Chairman Stoner mentioned the only concerns that he has is all utilities will be on back of homes not in the front. That is what is asked of all homes with a 10ft walking path of gravel along sewer. The Vision of the Village Hwy E from 31st St by Walmart and some point in time that is where sewer goes. Requirement of all subdivisions. People can stay off Green Bay Road and other road that connects. It only makes sense and if we can work that it would be great.

S.R Mills mentioned this shouldn't be a problem, but some homeowners may complain but understand. We may have a little push back from the owners for having a path in their backyard. You have an easement for the sewer which makes sense.

Chairman George Stoner a 50ft easement. If you have a problem with, WE Energies have them, come and talk to me at the Village and we will set up a meeting at the Village Hall.

S.R. Mills we may have to render it a little bit due we have some PC and Wetlands and things, but we can figure it out.

Chairman George Stoner mentioned S.R we have had a phenomenal relationship so far and I am really excited for this subdivision.

S.R. Mills great so are we.

Chairman George mentioned that the board as well is very receptive of things but may have some concerns in certain areas, but it is 100% better than what we have seen at first. Not that it was better, but we took the duplexes away and now have single family homes and there is a big need for that. I have visited two subdivisions that were single family homes. As soon as those have gone up, they are gone. There is a need for that. I appreciate all you have done and the partnership with the Village. I hope it continues, and I know it will.

S.R. Mills mentioned like wise.

10. Comprehensive Plan Amendment

Public hearing and Action on Request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), request an amendment to the land use plan map for the Village of Somers (Map 80) as adopted in the Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 from “Park and Recreational”, “High-Density Residential”, “Nonfarmed Wetland” and “Other Conservancy Land to be Preserved “ on Tax Parcel #82-4-222-201-0100, located in located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Ken Frank- 1435 W. Capitol Drive, Brookfield, WI of Home Path Financial we are asking for three things.

1. Revision (Comp Plan & Revision from the Park Recreation to Medium density residential and High residential)
2. CSM Land Division to 4 lots
3. Change to current PR-1 zoning current land division to R5 zoning and R11 zoning for a multi-family section or piece with PUD overlay

The existing site is 161 acres formally Maple Crest Golf Club, located SW corner of Hwy H and 18th Street 2 acres low grade wetland and existing 1 acre pond on site will remain. 4 buildings that will be removed from some scattered low quality wooded areas that will be impacted. In the final land plan, it will shake out. History on site it has been brought to the Village in the past several years. Last proposal last spring of 2024 was voted to approve by the Village and Plan Commission. Generally, in conformance to that overall density 4.4 unit to acre. 230 single-family detached homes, 46 twin homes, 276 residential lots in total. The multi-family that proposed 443 apartment units had variation with PUD 9000sq ft lots 14ft total side yard separation 5 & 9 ft. The open space was approximately 34%. So, what we are bringing forth to you tonight is generally in conformance to that some differences but for the most part is consistent to that. What is on the screen is an early version.w23

Admin Assistant Kevin Poirier mentioned that what was being viewed has not been seen by the Village Board and believe they will like it.

Ken Frank mentioned he has been around for 30 years and have multiple divisions. We are currently building in Somers as well as numerous other sites. 24 communities around southeast are of Wisconsin, those are some of the communities we are in. Some of the developments we are in doing from dirt through vertical. Prior proposal from PR-1 to and 8 4 holding 276 single-family and 443 apartments. What we are proposing is rezoning PR-1 to R5 and R-11 with PUD overlay. We are asking for 4 deviations with an overlay. Minimum lot size 9,000 from 10,000 ft. We are dropping 1000 sq ft. 75ft frontage to go to

64ft and asking for front yard setbacks to go from 30ft to 20ft. The last variance we are to go to 7ft side yard totaling the 14. Which was approved from the prior project. We do have a foot of slop in those setbacks for the larger product. For our product it will effectively be 16ft. between buildings. We just like to have a little bit of wiggle room for layout extra for errors or mistakes that might occur. The other part with the setbacks there were some discussions earlier concerned with the 7ft, and I did include as exhibits and back part of presentation there are only two instances that they would come close to 16ft separation between buildings. One if the building was built in 3 consecutive lots. Which we wouldn't do just doesn't make sense. To build the same unit next to each other. It's really to accommodate the much larger product on part of site rather than having to restrict it to a certain percentage of lots. That ask on deviations.

We came up with a plan and this was submitted 60 days ago that is in your packet so we can discuss to be on today's agenda. We have been working with the Village to come up with a better plan. Zoning and variances have not changed. Everything asking tonight is the same. Regardless, land plan is preferable all the things being asked and act on tonight will remain. None of that has changed. Eric will be go over more of site but this is currently what we have honed in on with staff and others in the Village. We think it is a better plan. There are fewer single-family units on it we laid out a general concept of the multi-family site. Right now the multi-family site we are at 250 units versus the 443 that was originally planned for that. We are asking for R11 zoning on there, which would allow 400. We are not a multi-family developer. We will build 8-unit buildings that cluster buildings on the screen. 88 of those we will build. We would build roughly 150 common entry buildings. Asking for R11 to leave options open for a multi-family developer. We don't build that product. We want to market to those folks. Would like to move this alternate plan into workshop.

Eric Issacs project manager of Manhart Consultants. Trying to tweak the prior plans. The lighter color yellow lots interior those will be the Pathway series that is being offered those are the smaller of the lots but there is a mix of 2-3 cars shown. The Orange in color are the Flagship series that are found on the perimeter South a little on East and Southwest of the area are the bigger models. Duplexes remaining on the Northend. The multifamily portion is just a conceptional layout that can prove out what is possible. What could be there and its function amongst the single portion on the site. On the interior sidewalks along all right ways and showing a path currently navigating from current access point off 18th street and 88th South binds around wetland and ponds and backs interior to site and connecting back into the network . Realistically people can walk quite a way as far as they would like to walk. Interior on the site and beneath the proposed retention pond currently proposed a dog park there. Which is connected by a trail, also navigating around the pond and getting people from East to West and North to South are all taken care of by the paths. There is a proposed club house for the single-family portion of the site and a clubhouse for the multifamily to have their own. Landscaping that was added is a conceptional landscaping but a realistic of potentially be there adding tree and shrubs and making landscaping layout pop. Landscaping islands in the center. On the rear yards of all Pathway series a lot of green and open yards will be big.

Ken Frank regarding product. 37 Flagship products around perimeter better known as the premium lots 2,000 to 3,000 sq ft. 234 Pathway single-family 1450sq ft and 22 Ranch Villas duplex 1600 sq ft all with garages.

Chairman George Stoner asked the lot sizes along if all had garages.

Eva Fryer – Stepping Stone Homes, Division President all have garages and the biggest of the buildings are the Flagship series at 2,000 to 3,000 sq ft.

Ken Frank mentioned this revised land plan. One of the ways we have made it work is to get rid of the 4 Plexes that the unit that looks like a long town home with all the garage doors. We introduced as part of the multi-family this stacked 4 unit building which we call and 8 plex. We are currently building that one and show you a few elevations, all single-entry units garages, that is what we are looking at for the multi-family site. We don't build the bigger building but guess that you probably in the range of 150-200 of the total units for multi-family site. Probably about 150 for the bigger buildings. Again, I want to leave that zoning somewhat flexible so we can have those types of buildings some flexibility.

Chairman George Stoner I like the look of those 8 units, and I understand that. The units that are on the other side. The right-hand side up at the top. Apartment building George likes everything but the cluster in corner not a friend.

Ken Frank mentioned those are the common hallway building duplexes. Common entry buildings are like an apartment. We are not building those. We would be building 8 plexes and the single-family detached products. This is just to prove out what a multi-family site would look like. It is well below the R-11, which allows 450 units in there we are considerably below that.

Chairman George Stoner I personally like the whole layout except that one section and have a big concern. I can envision what it looks like, but I am not a friend of that. If it was more of the 8 units that is more attractive to me, and I understand the philosophy that you must have on that. I am not in propionate to the long hallways in between.

Ken Frank we can work on these on the workshop level we are just asking for the zoning and comp plan overlay and PUD.

Chairman George Stoner had the same concerns as Chris Interim Administrator and Andy in planning and zoning is out there now. We usually don't pre zone anything until we see the product.

Andy B planning from Kenosha County we would not rezone without knowing product. Just seen today not saying that it would not be good for the Village. Once zoning is granted it been granted. Zoning is the biggest card what will be built there.

Chairman George Stoner if given zoning forgets the blank area the 8 units would go there. What was presented is that they can't change and put high rises because it falls in zoning.

Andy B planning That area is not a plat so what you see is what you are going to get. Once R11 is there the density could be utilized from low end that they are proposing to a high end as it was mentioned and in previous developers and anything in between. Up for everyone to discuss. Even with last proposals worked with using PUD overlay for entire property to allow for flexibility and in the future areas that were not being developed. Which in this case was flip flopped The residential areas but then we were not going to zone those areas those would be left for A4 because we did not know enough about them. That is just the recommendations to the Plan Commission and up to you to decide.

Commission Troy Steege would be in position to qualify how we would look at this. Potentially we would be acting on zoning or looking at a plan only for the single family duplex by keeping the zoning for the upper west corner as is right now until there is a plan on how everything is going to be developed.

Andy B, that is correct, that is how we would recommend that.

Commissioner Michael DeLuca, for lack of experience and all technicalities would a conditional use permit in that section limit what would could be done and control what could be built?

Andy B, a conditional use, is not a part a village code for multi-family. In some communities but not the Village Avenue. But it could be if it was available.

Chairman George Stoner protect the Village we could zone all single family and duplexes and zone for that and leaving the upper portion to A4. Until someone comes up with a plan and says this is what we want there. Then decides and rezone A4 to protect the Village.

Commissioner Michael DeLuca still move project along tonight is not a bad thing we can change later.

Ken Frank This is what we would like to get out to the workshop before it goes to the board. Address issues and concerns.

Andy B Concerns should be addressed prior to the board so proper language goes to the agenda. If you want the A4 there Its not possible they are not asking for it. Then it will be left to PR-1 which in one sense is okay but not practical. To move forward you could but Village would have to take additional action to A4. From a standpoint now it's kind of being introduced. It's new for all to digest. Maybe that is an area that will remain, or Plan Commission will have the ability change it to A4. Work out and figure out what that might be and everyone is comfortable at this point.

Commissioner Michael DeLuca a lot of things need to be worked out its moving to the next level.

Commissioner Donald Boxx is this just broad base or are we just on item 10?

Chairman George We are talking about the entire project.

Andy B if you keep this in mind the Plan Commission is the recommendation to the board. With the conversation and some are present sitting here. They are understanding your concerns, those are things that can be worked on and through.

Commissioner Donald Boxx, you mentioned a couple of things regarding setbacks why ask for things that you wouldn't do?

Ken Frank, We need that for larger units and don't want to drop those. Would like flexibility to put units on any lots within that subdivision. That can be put as additional condition 7 and 7 can't exceed certain dimensions or less than 16 or 14 ft. Restrictions can be put. We just don't want to build those two units on any lot within the subdivision. We still have a foot of slop for errors and mistakes.

Commissioner Donald Boxx, you mentioned several times precedent referring to prior developers plan for the land. But several months ago, several commissioners expressed their concerns about variance and specific lots size and setbacks. How did you mitigate our concerns.

Ken Frank trying to get apartment count down and add more single detached family homes. It's a map game to make site work. Dropped 200 apartments and added single family detached products.

Commissioner Donald Boxx as I recall the concern, I heard was minimum lot sq ft and setbacks not for multi-family but for single family residential. You're not trying to hear what the Village is asking. Asking for a variance front yard 20ft not acceptable.

Commissioner Vinnie Chambers Flagship front entry and front setbacks.

Chairman George Depth of garage 24-25ft and comprise 25ft.

Admin Assistant Kevin Poirer Bear Development is a TID District and will be asking for help of the Village.

Commissioner Boxx is rejecting all and not in agreement.

Ken Frank if the Village put money, then we can do a lot. Address variances.

Andy B apologizes for the misunderstanding.

Commissioner Michael DeLuca would like to see this project moving forward. We will learn as we go forward. I would like to make this happen.

Commissioner Vince Chambers appreciates and wants to see single family communities growing. Agrees to move project forward and being smart about it. Negotiating and agreeing. We may not all agree but learn and keep it going. Concerned for the front setbacks and willing to compromise.

Commissioner Troy Steege agrees and disagrees with agreeing to move forward suggest isolating the deviations. Is in between.

Chairman George Stoner 20-30ft front, separation, side by side does not want homes like Chicago not comfortable with apartments. What is the consensus does not want to pre-zone without knowing end result and leave it up to the Village Board.

Commissioner Donald Boxx would like to see more specifically on this plan deviates from our five and will not vote unless there is a better understanding of variances request come into play.

Andy B point comprehensive plan and corner to change. Rezone everything except R11 require setback 25ft.

Commissioner Michael DeLuca moved to approve comprehensive Plan Amendment.

Second by Commissioner Vinnie Chambers
Motion carried 4-0 vote
Commissioner Donald Chambers Abstain

11.Rezone

Public Hearing and Action on request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), request a rezoning from PR-1 Park Recreational Dist. to R-5 Urban Single-Family Residential Dist., R-11 Multiple-Family Residential Dist. and PUD Planned Unit Development Overlay Dist. On Tax Parcel #82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Chairman George Stoner amends the motion to have PUD changed to a minimum front yard setback of 25ft.

Seconded by Commissioner Michael DeLuca
Motion carried 4-0 votes.
Commissioner Donald Boxx Abstain

12. Certified Survey Map:

Public Hearing and Action on Request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests approval of a Certified Survey Map (dated 2/28/25 and prepared by James D. Baker of Manhard Consulting) to create one (1) 34.874-acre Lot, one (1) 7.421-acre Lot, one (1) 3.574-acre Lot, and one (1) 71.199-acre Lot, along with public right-of-way dedication, on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Commissioner Michael DeLuca motion to carry Certified Survey Map.

Seconded by Commissioner Troy Steege
Commissioner Donald Boxx
Abstain
Motion carried 4-0 votes.

13. Site Plan Review & Exterior Fenestration:

Discussion and Action on Request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requesting site plan review and exterior fenestration review on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. *(For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))*

Commissioner Michael DeLuca motion to discuss action on request **dated 5/8/2025** Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requesting site plan review and exterior fenestration review on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. *(For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))*

Chairman George Stoner mentioned only concerns were walking trails and detention ponds. My biggest concern is 18th street now is the time to fix this. Update sewer and water prior to Village counsel.

Second by Commissioner Troy Steege
Commissioner Donald Boxx No
Motion carried 4-1 votes

14. Adjourn

Chairman George moved to adjourn at 7:22 p.m.
Seconded by Commissioner Boxx.
Motion carried 5-0 votes.

Drafted May 15, 2025.

These minutes are not official until approved by the Plan Commission. Submitted by Deputy Clerk/Treasurer Eugenia Lara.



Federal Emergency Management Agency

Washington, D.C. 20472

March 7, 2025

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

George Stoner
President, Village of Somers
P. O. Box 197
Somers, WI 53171

IN REPLY REFER TO:

Case No.: 23-05-0545P
Community Name: Village of Somers, WI
Community No.: 550406
Effective Date of
This Revision: July 25, 2025

Dear George Stoner:

The Flood Insurance Study (FIS) report and Flood Insurance Rate Map (FIRM) for your community have been revised by this Letter of Map Revision (LOMR). Please use the enclosed annotated map panels revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals issued in your community.

Additional documents are enclosed that provide information regarding this LOMR. Please see the List of Enclosures below to determine which documents are included. Other enclosures specific to this request may be included as referenced in the Determination Document. If you have any questions regarding floodplain management regulations for your community or the National Flood Insurance Program (NFIP) in general, please contact the Consultation Coordination Officer for your community. If you have any technical questions regarding this LOMR, please contact the Director, Mitigation Division of the Department of Homeland Security's Federal Emergency Management Agency (FEMA) in Chicago, Illinois, at (312) 408-5500, or the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP). Additional information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

Sincerely,

Patrick "Rick" F. Sacbbit, P.E.
Chief, Engineering Services Branch
Risk Analysis, Planning, and Information Directorate | Resilience

Enclosures:

Letter of Map Revision Determination Document
Annotated Flood Insurance Rate Map
Annotated Flood Insurance Study Report

cc: The Honorable David Bogdala
Mayor, City of Kenosha

The Honorable John P. Steinbrink
President, Village of Pleasant Prairie

The Honorable Samantha Kerkman
Kenosha County Executive

Jason J. Peters, JD/MPA
Administrator, Village of Somers

Rich Schroeder
Deputy Director of City Development
City of Kenosha

Rob Hanson
Community Development Director
Village of Pleasant Prairie

Andy M. Buehler
Director of Planning and Development
Kenosha County

Zijia Li
Southeastern Wisconsin Regional Planning Commission

Laura K. Herrick, P.E., CFM
Chief Environmental Engineer
Southeastern Wisconsin Regional Planning Commission

Sarah Rafajko, CFM
State NFIP Coordinator
Wisconsin Department of Natural Resources



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION DETERMINATION DOCUMENT

COMMUNITY AND REVISION INFORMATION	PROJECT DESCRIPTION	BASIS OF REQUEST
<p>COMMUNITY</p> <p style="text-align: center;">Village of Somers Kenosha County Wisconsin</p> <hr/> <p>COMMUNITY NO.: 550406</p>	<p>CULVERT</p>	<p>1D HYDRAULIC ANALYSIS BASE MAP CHANGES FLOODWAY HYDROLOGIC ANALYSIS UPDATED TOPOGRAPHIC DATA</p>

IDENTIFIER	2022 South Branch Pike River Watershed PMR	APPROXIMATE LATITUDE AND LONGITUDE: 42.616, -87.893 SOURCE: Other DATUM: NAD 83
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ANNOTATED MAPPING ENCLOSURES	ANNOTATED STUDY ENCLOSURES																					
<table style="width: 100%; border-collapse: collapse;"> <tr><td>TYPE: FIRM*</td><td>NO.: 55059C0066D</td><td>DATE: June 19, 2012</td></tr> <tr><td>TYPE: FIRM</td><td>NO.: 55059C0067D</td><td>DATE: June 19, 2012</td></tr> <tr><td>TYPE: FIRM</td><td>NO.: 55059C0068D</td><td>DATE: June 19, 2012</td></tr> <tr><td>TYPE: FIRM</td><td>NO.: 55059C0069D</td><td>DATE: June 19, 2012</td></tr> <tr><td>TYPE: FIRM</td><td>NO.: 55059C0088D</td><td>DATE: June 19, 2012</td></tr> <tr><td>TYPE: FIRM</td><td>NO.: 55059C0181D</td><td>DATE: June 19, 2012</td></tr> <tr><td>TYPE: FIRM</td><td>NO.: 55059C0182D</td><td>DATE: June 19, 2012</td></tr> </table>	TYPE: FIRM*	NO.: 55059C0066D	DATE: June 19, 2012	TYPE: FIRM	NO.: 55059C0067D	DATE: June 19, 2012	TYPE: FIRM	NO.: 55059C0068D	DATE: June 19, 2012	TYPE: FIRM	NO.: 55059C0069D	DATE: June 19, 2012	TYPE: FIRM	NO.: 55059C0088D	DATE: June 19, 2012	TYPE: FIRM	NO.: 55059C0181D	DATE: June 19, 2012	TYPE: FIRM	NO.: 55059C0182D	DATE: June 19, 2012	<p>DATE OF EFFECTIVE FLOOD INSURANCE STUDY: April 11, 2024</p> <p>PROFILES: 58P-61P, 71P-73P, 73P(a), 75P-76P, 76P(a), 79P, 82P-83P, 126P</p> <p>SUMMARY OF DISCHARGES TABLE: 9</p> <p>FLOODWAY DATA TABLE: 23</p>
TYPE: FIRM*	NO.: 55059C0066D	DATE: June 19, 2012																				
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TYPE: FIRM	NO.: 55059C0182D	DATE: June 19, 2012																				

Enclosures reflect changes to flooding sources affected by this revision.

* FIRM - Flood Insurance Rate Map

FLOODING SOURCES AND REVISED REACHES	See Page 2 for Additional Flooding Sources
South Branch Pike River - from the confluence with the Pike River to approximately 1,550 feet upstream of Highway 50	

SUMMARY OF REVISIONS				
Flooding Source	Effective Flooding	Revised Flooding	Increases	Decreases
South Branch Pike River	Zone AE	Zone AE	YES	YES
	Zone X (unshaded)	Zone X (shaded)	YES	NONE
	BFEs*	BFEs	NONE	YES
	No Floodway	Floodway	YES	NONE

* BFEs - Base (1-percent-annual-chance) Flood Elevations

DETERMINATION

This document provides the determination from the Department of Homeland Security's Federal Emergency Management Agency (FEMA) regarding a request for a Letter of Map Revision (LOMR) for the area described above. Using the information submitted, we have determined that a revision to the flood hazards depicted in the Flood Insurance Study (FIS) report and/or National Flood Insurance Program (NFIP) map is warranted. This document revises the effective NFIP map, as indicated in the attached documentation. Please use the enclosed annotated map panels revised by this LOMR for floodplain management purposes and for all flood insurance policies and renewals in your community.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbibit, P.E.
 Chief, Engineering Services Branch
 Risk Analysis, Planning, and Information Directorate | Resilience



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION DETERMINATION DOCUMENT (CONTINUED)

OTHER FLOODING SOURCES AFFECTED BY THIS REVISION

FLOODING SOURCES AND REVISED REACHES

School Tributary - from the confluence with South Branch Pike River to just downstream of 88th Avenue
 School Tributary North Branch - from the confluence with School Tributary to approximately 3,090 feet upstream of the confluence with School Tributary
 Somers Branch - from the confluence with South Branch Pike River to just downstream of 12th Street
 Tributary to Somers Branch - from the confluence with Somers Branch to approximately 2,530 feet upstream of the Railroad
 Unnamed Tributary to South Branch Pike River - from the confluence with South Branch Pike River to approximately 2,200 feet upstream of 88th Avenue

SUMMARY OF REVISIONS

Flooding Source	Effective Flooding	Revised Flooding	Increases	Decreases
School Tributary	BFEs	BFEs	YES	YES
	No Floodway	Floodway	YES	NONE
	Zone AE	Zone AE	YES	YES
	Zone X (unshaded)	Zone X (shaded)	YES	NONE
	Zone A	Zone AE	YES	YES
	No BFEs	BFEs	YES	NONE
School Tributary North Branch	No BFEs	BFEs	YES	NONE
	No Floodway	Floodway	YES	NONE
	Zone A	Zone AE	YES	YES
	Zone X (unshaded)	Zone X (shaded)	YES	NONE
Somers Branch	BFEs	BFEs	YES	YES
	No Floodway	Floodway	YES	NONE
	Zone AE	Zone AE	YES	YES
	Zone X (unshaded)	Zone X (shaded)	YES	NONE
	Zone A	Zone AE	YES	YES
	no BFEs	BFEs	YES	NONE
Tributary to Somers Branch	BFEs	BFEs	YES	YES
	No Floodway	Floodway	YES	NONE
	Zone AE	Zone AE	YES	YES
	Zone X (unshaded)	Zone X (shaded)	YES	NONE
	Zone A	Zone AE	YES	YES
	No BFEs	BFEs	YES	NONE
Unnamed Tributary to South Branch Pike River	BFEs	BFEs	YES	YES
	No Floodway	Floodway	YES	NONE
	Zone AE	Zone AE	YES	YES
	Zone X (shaded)	Zone X (shaded)	YES	YES
	Zone X (unshaded)	Zone X (shaded)	YES	NONE
	Zone A	Zone AE	YES	YES
	No BFEs	BFEs	YES	NONE

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbibit, P.E.
 Chief, Engineering Services Branch
 Risk Analysis, Planning, and Information Directorate | Resilience 23-05-0545P



Federal Emergency Management Agency
Washington, D.C. 20472

**LETTER OF MAP REVISION
DETERMINATION DOCUMENT (CONTINUED)**

OTHER COMMUNITIES AFFECTED BY THIS REVISION

CID Number: 550209 **Name:** City of Kenosha, Wisconsin

AFFECTED MAP PANELS			AFFECTED PORTIONS OF THE FLOOD INSURANCE STUDY REPORT
TYPE: FIRM	NO.: 55059C0181D	DATE: June 19, 2012	DATE OF EFFECTIVE FLOOD INSURANCE STUDY: April 11, 2024 PROFILES: 58P-61P, 01P SUMMARY OF DISCHARGES TABLE: 9 FLOODWAY DATA TABLE: 23
TYPE: FIRM	NO.: 55059C0182D	DATE: June 19, 2012	
TYPE: FIRM	NO.: 55059C0183D	DATE: June 19, 2012	
TYPE: FIRM	NO.: 55059C0184E	DATE: March 7, 2017	

CID Number: 550523 **Name:** Kenosha County (Unincorporated Areas), Wisconsin

AFFECTED MAP PANELS			AFFECTED PORTIONS OF THE FLOOD INSURANCE STUDY REPORT
TYPE: FIRM	NO.: 55059C0181D	DATE: June 19, 2012	DATE OF EFFECTIVE FLOOD INSURANCE STUDY: April 11, 2024 PROFILES: 58P-61P, 01P SUMMARY OF DISCHARGES TABLE: 9 FLOODWAY DATA TABLE: 23
TYPE: FIRM	NO.: 55059C0182D	DATE: June 19, 2012	
TYPE: FIRM	NO.: 55059C0184E	DATE: March 7, 2017	

CID Number: 550613 **Name:** Village of Pleasant Prairie, Wisconsin

AFFECTED MAP PANELS			AFFECTED PORTIONS OF THE FLOOD INSURANCE STUDY REPORT
TYPE: FIRM	NO.: 55059C0183D	DATE: June 19, 2012	DATE OF EFFECTIVE FLOOD INSURANCE STUDY: April 11, 2024 PROFILES: 58P-61P SUMMARY OF DISCHARGES TABLE: 9 FLOODWAY DATA TABLE: 23
TYPE: FIRM	NO.: 55059C0184E	DATE: March 7, 2017	
TYPE: FIRM	NO.: 55059C0192E	DATE: March 7, 2017	

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbbit, P.E.
Chief, Engineering Services Branch
Risk Analysis, Planning, and Information Directorate | Resilience



Federal Emergency Management Agency
Washington, D.C. 20472

**LETTER OF MAP REVISION
DETERMINATION DOCUMENT (CONTINUED)**

COMMUNITY INFORMATION

APPLICABLE NFIP REGULATIONS/COMMUNITY OBLIGATION

We have made this determination pursuant to Section 206 of the Flood Disaster Protection Act of 1973 (P.L. 93-234) and in accordance with the National Flood Insurance Act of 1968, as amended (Title XIII of the Housing and Urban Development Act of 1968, P.L. 90-448), 42 U.S.C. 4001-4128, and 44 CFR Part 65. Pursuant to Section 1361 of the National Flood Insurance Act of 1968, as amended, communities participating in the NFIP are required to adopt and enforce floodplain management regulations that meet or exceed NFIP criteria. These criteria, including adoption of the FIS report and FIRM, and the modifications made by this LOMR, are the minimum requirements for continued NFIP participation and do not supersede more stringent State/Commonwealth or local requirements to which the regulations apply.

We provide the floodway designation to your community as a tool to regulate floodplain development. Therefore, the floodway revision we have described in this letter, while acceptable to us, must also be acceptable to your community and adopted by appropriate community action, as specified in Paragraph 60.3(d) of the NFIP regulations.

NFIP regulations Subparagraph 60.3(b)(7) requires communities to ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained. This provision is incorporated into your community's existing floodplain management ordinances; therefore, responsibility for maintenance of the altered or relocated watercourse, including any related appurtenances such as bridges, culverts, and other drainage structures, rests with your community. We may request that your community submit a description and schedule of maintenance activities necessary to ensure this requirement.

COMMUNITY REMINDERS

We based this determination on the 1-percent-annual-chance (base) flood discharges computed in the submitted hydrologic model without considering subsequent changes in watershed characteristics that could increase flood discharges. Future development of projects upstream could cause increased flood discharges, which could cause increased flood hazards. A comprehensive restudy of your community's flood hazards would consider the cumulative effects of development on flood discharges subsequent to the publication of the FIS report for your community and could, therefore, establish greater flood hazards in this area.

Your community must regulate all proposed floodplain development and ensure that permits required by Federal and/or State/Commonwealth law have been obtained. State/Commonwealth or community officials, based on knowledge of local conditions and in the interest of safety, may set higher standards for construction or may limit development in floodplain areas. If your State/Commonwealth or community has adopted more restrictive or comprehensive floodplain management criteria, those criteria take precedence over the minimum NFIP requirements.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

Patrick "Rick" F. Sacbbit, P.E.
Chief, Engineering Services Branch
Risk Analysis, Planning, and Information Directorate | Resilience



Federal Emergency Management Agency
Washington, D.C. 20472

**LETTER OF MAP REVISION
DETERMINATION DOCUMENT (CONTINUED)**

We will not print and distribute this LOMR to primary users, such as local insurance agents or mortgage lenders; instead, the community will serve as a repository for the new data. We encourage you to disseminate the information in this LOMR by preparing a news release for publication in your community's newspaper that describes the revision and explains how your community will provide the data and help interpret the NFIP maps. In that way, interested persons, such as property owners, insurance agents, and mortgage lenders, can benefit from the information.

We have designated a Consultation Coordination Officer (CCO) to assist your community. The CCO will be the primary liaison between your community and FEMA. For information regarding your CCO, please contact:

Mary Beth Caruso
Director, Mitigation Division
Federal Emergency Management Agency, Region V
536 South Clark Street, Sixth Floor
Chicago, IL 60605
(312) 408-5500

STATUS OF THE COMMUNITY NFIP MAPS

We will not physically revise and republish the FIRM and FIS report for your community to reflect the modifications made by this LOMR at this time. When changes to the previously cited FIRM panels and FIS report warrant physical revision and republication in the future, we will incorporate the modifications made by this LOMR at that time.

The corporate limits for your community have changed because of annexations. A portion of the revision area that is shown to be within Unincorporated Areas of Kenosha County on the effective FIRM panels is now within the Village of Somers. We have not reflected these corporate limits changes in this LOMR.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

A handwritten signature in black ink, appearing to read "Rick Sacbibit".

Patrick "Rick" F. Sacbibit, P.E.
Chief, Engineering Services Branch
Risk Analysis, Planning, and Information Directorate | Resilience



Federal Emergency Management Agency

Washington, D.C. 20472

LETTER OF MAP REVISION DETERMINATION DOCUMENT (CONTINUED)

PUBLIC NOTIFICATION OF REVISION

A notice of changes will be published in the *Federal Register*. This information also will be published in your local newspaper on or about the dates listed below, and through FEMA's Flood Hazard Mapping website at https://www.floodmaps.fema.gov/fhm/bfe_status/bfe_main.asp

LOCAL NEWSPAPER

Name: *Kenosha News*

Dates: March 20, 2025 and March 27, 2025

Within 90 days of the second publication in the local newspaper, any interested party may request that we reconsider this determination. Any request for reconsideration must be based on scientific or technical data. Therefore, this letter will be effective only after the 90-day appeal period has elapsed and we have resolved any appeals that we receive during this appeal period. Until this LOMR is effective, the revised flood hazard determination presented in this LOMR may be changed.

This determination is based on the flood data presently available. The enclosed documents provide additional information regarding this determination. If you have any questions about this document, please contact the FEMA Mapping and Insurance eXchange toll free at 1-877-336-2627 (1-877-FEMA MAP) or by letter addressed to the LOMC Clearinghouse, 3601 Eisenhower Avenue, Suite 500, Alexandria, VA 22304-6426. Additional Information about the NFIP is available on our website at <https://www.fema.gov/flood-insurance>.

A handwritten signature in black ink, appearing to read "Rick F. Sacbbit".

Patrick "Rick" F. Sacbbit, P.E.
Chief, Engineering Services Branch
Risk Analysis, Planning, and Information Directorate | Resilience

23-05-0545P

102-I-A-C

Table 9: Summary of Discharges (continued)

Flooding Source	Location	Drainage Area (Square Miles)	Peak Discharge (cfs)				
			10% Annual Chance	4% Annual Chance	2% Annual Chance	1% Annual Chance	0.2% Annual Chance
Kilbourn Road Ditch	At confluence with Des Plaines River	23.7	944	*	1,430	1,670	*
Kilbourn Road Ditch	At 75th Street / State Highway 50	22.3	883	*	1,340	1,550	*
Kilbourn Road Ditch	Downstream of County Highway S	17.1	656	*	1,110	1,370	*
Kilbourn Road Ditch	Upstream of County Highway A	9.0	406	*	634	772	*
Mud Lake Outlet	At confluence with Dutch Gap Canal	2.4	90	*	117	128	*
Nelson Creek	At confluence with Sorenson Creek	0.7	119	*	208	236	*
Nelson Creek	At County Hwy KR	0.4	140	*	225	255	*
New Munster Creek	At State Highway 83	7.8	431	638	839	1,181	2,088
New Munster Creek	At County Highway KD	7.0	433	639	841	1,191	2,043
New Munster Creek	At confluence approximately 900 feet upstream of 368th Avenue	5.3	423	598	917	1,280	2,026
New Munster Creek	At 376th Avenue	1.2	86	132	176	230	364
New Munster Creek	Approximately 5,000 feet upstream of 376th Avenue	0.6	25	49	73	103	182
Peterson Creek	At County Highway W (Fox River Road)	12.6	405	*	630	730	1,000
South Branch Pike River	At confluence with Pike River	18.9	804	973	1,101	1,231	1,546
South Branch Pike River	Upstream of Confluence of School Tributary	16.2	689	849	975	1,107	1,438

Revised Data

*Data not available

REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025

Table 9: Summary of Discharges (continued)

Flooding Source	Location	Drainage Area (Square Miles)	Peak Discharge (cfs)				
			10% Annual Chance	4% Annual Chance	2% Annual Chance	1% Annual Chance	0.2% Annual Chance
South Branch Pike River	Upstream of Confluence of Somers Branch	14.3	597	756	885	1,024	1,388
South Branch Pike River	Upstream of Confluence of Unnamed Tributary to South Branch Pike River	12.5	584	752	892	1,044	1,467
South Branch Pike River	Upstream of Confluence of Airport Branch	11.2	320	368	404	441	584
Pike River	At confluence with Lake Michigan	50.8	2,430	*	3,560	4,130	*
Pike River	Approximately 3,200 Feet upstream of confluence With Lake Michigan (RM 0.61)	50.1	2,431	*	3,560	4,130	*
Pike River	At County Highway Y	39.4	2,260	*	3,510	4,170	*
Pleasant Prairie Tributary	At confluence with Des Plaines River	*	385	*	509	562	*
Powers Lake Tributary	At Powers Lake Outlet (Powers Lake Road)	2.9	21	27	31	35	51
Powers Lake Tributary	At County Highway P	1.4	54	58	60	61	67
Powers Lake Tributary	Approximately 600 feet upstream of County Highway P	0.6	44	56	66	76	103
Salem Branch Brighton Creek	At confluence with Brighton Creek	7.0	286	*	456	543	*
School Tributary	At confluence with South Branch Pike River	2.7	279	377	455	536	736
School Tributary North Branch	At confluence with School Tributary	1.2	83	126	172	218	338
Silver Lake Outlet	At County Highway B	6.4	105	*	150	170	220
Silver Lake Outlet	At County Highway F	6.0	55	*	75	85	110

*Data not available

REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025

Table 9: Summary of Discharges (continued)

Flooding Source	Location	Drainage Area (Square Miles)	Peak Discharge (cfs)				
			10% Annual Chance	4% Annual Chance	2% Annual Chance	1% Annual Chance	0.2% Annual Chance
Somers Branch	At confluence with South Branch Pike River	1.97	211	247	273	299	358
Somers Branch	Upstream of confluence of Tributary to Somers Branch	0.9	197	264	321	384	560
Sorenson Creek	At confluence with Pike River	3.2	630	*	1,010	1,080	*
Sorenson Creek	At County Highway KR	2.0	720	*	1,150	1,240	*
Tributary to Somers Branch	At confluence with Somers Branch	0.6	148	184	211	243	320
Union Grove Industrial Tributary	At confluence with Des Plaines River	2.6	163	*	456	557	*
Unnamed Tributary to Center Lake	At outlet	0.9	200	*	369	453	673
Unnamed Tributary to South Branch Pike River	At confluence with South Branch Pike River	2.0	125	180	228	283	438
Unnamed Tributary No. 1 to Center Creek	At confluence with Center Creek	*	168	*	308	383	*
Unnamed Tributary No. 1 to Des Plaines River	At Wisconsin State Boundary	4.3	270	*	500	629	*
Unnamed Tributary No. 1 to Hooker Lake	At confluence with Hooker Lake	0.7	104	*	192	241	*
Unnamed Tributary No. 1 to Kilbourn Road Ditch	At confluence with Kilbourn Road Ditch	0.2	30	*	45	55	*
Unnamed Tributary No. 1 to Salem Branch Brighton Creek	At confluence with Salem Branch Brighton Creek	2.4	155	*	269	329	*

Revised Data

Revised Data

Revised Data

*Data not available

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Table 23: Floodway Data (continued)

LOCATION		FLOODWAY				1% ANNUAL CHANGE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)			
CROSS SECTION	DISTANCE ¹	WIDTH (FEET)	SECTION AREA (SQ. FEET)	MEAN VELOCITY (FEET/SEC)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE	
PETERSON CREEK A-F	*	*	*	*	*	*	*	*	*
SOUTH BRANCH PIKE RIVER									
A	465	89	303	4.1	645.5	641.4 ²	641.4	0.0	
B	3,242	332	527	2.1	647.2	647.2	647.2	0.0	
C	5,498	129	382	2.9	650.9	650.9	650.9	0.0	
D	7,673	238	555	2.0	654.1	654.1	654.1	0.0	
E	9,220	193	445	2.5	656.5	656.5	656.5	0.0	
F	10,462	44	192	5.3	658.9	658.9	658.9	0.0	
G	11,478	58	285	3.6	661.6	661.6	661.6	0.0	
H	13,506	54	315	3.3	664.8	664.8	664.8	0.0	
I	15,335	54	236	4.4	666.4	666.4	666.4	0.0	
J	16,221	43	237	4.4	667.6	667.6	667.6	0.0	
K	16,908	98	323	3.2	668.7	668.7	668.7	0.0	
L	17,362	56	285	3.7	669.3	669.3	669.3	0.0	
M	18,079	139	263	4.0	670.2	670.2	670.2	0.0	
N	19,154	95	344	3.0	671.2	671.2	671.2	0.0	
O	21,197	318	542	0.8	671.9	671.9	671.9	0.0	
P	22,490	84	268	1.6	672.1	672.1	672.1	0.0	
Q	23,442	80	341	1.3	672.3	672.3	672.3	0.0	
R	24,650	98	291	1.5	672.6	672.6	672.6	0.0	
S	25,948	451	1991	0.1	673.4	673.4	673.4	0.0	
T	27,200	184	465	0.5	673.4	673.4	673.4	0.0	

¹Feet above confluence with Pike River

²Elevation computed without consideration of backwater effects from Pike River

*Data not available

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FEDERAL EMERGENCY MANAGEMENT AGENCY
KENOSHA COUNTY, WI
AND INCORPORATED AREAS

FLOODWAY DATA
FLOODING SOURCE: PETERSON CREEK - SOUTH BRANCH PIKE RIVER

TABLE 23

Table 23: Floodway Data (continued)

LOCATION		FLOODWAY				1% ANNUAL CHANCE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)		
CROSS SECTION	DISTANCE ¹	WIDTH (FEET)	SECTION AREA (SQ. FEET)	MEAN VELOCITY (FEET/SEC)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE
U	29,360	38	140	1.7	673.8	673.8	673.8	0.0
V	29,991	30	114	1.3	674.0	674.0	674.0	0.0
W	31,106	28	100	1.7	674.8	674.8	674.8	0.0
X	33,415	24	60	2.8	677.5	677.5	677.5	0.0
Y	34,620	235	320	0.2	679.4	679.4	679.4	0.0
Z	35,793	137	171	0.5	679.7	679.7	679.7	0.0
AA	36,444	270	403	0.0	679.8	679.8	679.8	0.0
AB	37,791	25	10	1.3	680.6	680.6	680.6	0.0
AC	38,777	28	28	0.1	681.9	681.9	681.9	0.0

¹Feet above confluence with Pike River

*Data not available

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FEDERAL EMERGENCY MANAGEMENT AGENCY
KENOSHA COUNTY, WI
AND INCORPORATED AREAS

FLOODWAY DATA

FLOODING SOURCE: SOUTH BRANCH PIKE CREEK

TABLE 23

Table 23: Floodway Data (continued)

LOCATION		FLOODWAY				1% ANNUAL CHANGE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)			
CROSS SECTION	DISTANCE	WIDTH (FEET)	SECTION AREA (SQ. FEET)	MEAN VELOCITY (FEET/SEC)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE	
SOMERS BRANCH	910 ¹	43	90	3.3	658.5	658.5	658.5	0.0	
	2,520 ¹	60	77	3.9	663.8	663.8	663.8	0.0	
	3,350 ¹	198	169	1.8	667.2	667.2	667.2	0.0	
	3,742 ¹	82	140	2.1	668.8	668.8	668.8	0.0	
	4,390 ¹	56	99	3.0	671.4	671.4	671.4	0.0	
	5,970 ¹	32	81	3.7	674.9	674.9	674.9	0.0	
	6,425 ¹	39	69	1.8	676.4	676.4	676.4	0.0	
	7,355 ¹	22	32	3.9	680.9	680.9	680.9	0.0	
	8,301 ¹	69	62	2.0	685.9	685.9	685.9	0.0	
	9,577 ¹	21	42	3.0	690.0	690.0	690.0	0.0	
	10,110 ¹	20	47	2.7	691.2	691.2	691.2	0.0	
	10,605 ¹	9	44	1.8	692.2	692.2	692.2	0.0	
	10,870 ¹	250	888	0.1	693.3	693.3	693.3	0.0	
	11,470 ¹	26	28	2.9	693.8	693.8	693.8	0.0	
	12,477 ¹	235	190	2.0	698.6	698.6	698.6	0.0	
	13,253 ¹	89	104	3.7	703.5	703.5	703.5	0.0	
TRIBUTARY TO SOMERS BRANCH	71 ²	24	53	4.6	676.1	676.1	676.1	0.0	
	790 ²	130	116	2.1	680.7	680.7	680.7	0.0	
	1,780 ²	47	62	3.9	683.8	683.8	683.8	0.0	
	3,050 ²	31	50	4.8	689.7	689.7	689.7	0.0	

¹Feet above confluence with South Branch Pike River

²Feet above confluence with Somers Branch

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FEDERAL EMERGENCY MANAGEMENT AGENCY

KENOSHA COUNTY, WI
AND INCORPORATED AREAS

FLOODWAY DATA

FLOODING SOURCE: SOMERS BRANCH - TRIBUTARY TO SOMERS BRANCH

TABLE 23

Table 23: Floodway Data (continued)

LOCATION		FLOODWAY				1% ANNUAL CHANCE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)			
CROSS SECTION	DISTANCE	WIDTH (FEET)	SECTION AREA (SQ. FEET)	MEAN VELOCITY (FEET/SEC)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE	
SORENSEN CREEK									
A	1954 ¹	*	*	*	600.0 ²	*	*	*	*
B	3274 ¹	*	*	*	600.3	*	*	*	*
C	4488 ¹	*	*	*	603.0	*	*	*	*
D	6072 ¹	*	*	*	605.3	*	*	*	*
E	7762 ¹	*	*	*	610.4	*	*	*	*
F	8131 ¹	*	*	*	611.4	*	*	*	*
TRIBUTARY TO SOMERS BRANCH A-B									
UNION GROVE INDUSTRIAL TRIBUTARY									
A	729 ³	*	*	*	707.6	REVISED DATA	*	*	*
B	950 ³	*	*	*	708.1	*	*	*	*
C	1,505 ³	*	*	*	710.0	*	*	*	*
D	2,276 ³	*	*	*	713.3	*	*	*	*
E	4,166 ³	*	*	*	721.0	*	*	*	*
F	5,428 ³	*	*	*	728.9	*	*	*	*
G	6,046 ³	*	*	*	735.2	*	*	*	*
H	6,574 ³	*	*	*	739.0	*	*	*	*

¹Feet above confluence with Pike River

³Feet above confluence with Des Plaines River

²Includes backwater effects from Pike River

*Data not available

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TABLE 23

FEDERAL EMERGENCY MANAGEMENT AGENCY
KENOSHA COUNTY, WI
 AND INCORPORATED AREAS

FLOODWAY DATA
 FLOODING SOURCE: SORENSON CREEK - UNION GROVE INDUSTRIAL TRIBUTARY

Table 23: Floodway Data (continued)

LOCATION		FLOODWAY				1% ANNUAL CHANCE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)			
CROSS SECTION	DISTANCE	WIDTH (FEET)	SECTION AREA (SQ. FEET)	MEAN VELOCITY (FEET/SEC)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE	
SCHOOL TRIBUTARY	980 ¹	165	258	2.1	646.7	646.7	646.7	0.0	
	1,730 ¹	127	295	1.8	650.5	650.5	650.5	0.0	
	2,440 ¹	73	180	3.0	652.4	652.4	652.4	0.0	
	3,435 ¹	88	150	3.6	656.9	656.9	656.9	0.0	
	4,720 ¹	58	109	4.9	662.7	662.7	662.7	0.0	
	6,320 ¹	114	98	5.5	668.5	668.5	668.5	0.0	
	6,570 ¹	72	434	1.2	673.3	673.3	673.3	0.0	
	8,828 ¹	89	93	4.1	677.8	677.8	677.8	0.0	
	9,810 ¹	21	65	5.8	683.1	683.1	683.1	0.0	
	10,850 ¹	24	66	5.1	686.6	686.6	686.6	0.0	
	12,395 ¹	28	70	4.8	692.0	692.0	692.0	0.0	
	13,330 ¹	77	29	1.5	698.3	698.3	698.3	0.0	
	14,400 ¹	44	48	3.5	706.5	706.5	706.5	0.0	
	16,380 ¹	33	35	4.0	713.3	713.3	713.3	0.0	
SCHOOL TRIBUTARY NORTH BRANCH	60 ²	25	45	4.9	692.7	692.7	692.7	0.0	
	524 ²	29	153	1.4	698.9	698.9	698.9	0.0	
	2,410 ²	117	76	2.2	703.0	703.0	703.0	0.0	

¹Feet above confluence with South Branch Pike River

²Feet above confluence with School Tributary

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FEDERAL EMERGENCY MANAGEMENT AGENCY
KENOSHA COUNTY, WI
AND INCORPORATED AREAS

FLOODWAY DATA
FLOODING SOURCE: SCHOOL TRIBUTARY - SCHOOL TRIBUTARY NORTH BRANCH

TABLE 23

Table 23: Floodway Data (continued)

LOCATION		FLOODWAY				1% ANNUAL CHANCE FLOOD WATER SURFACE ELEVATION (FEET NAVD88)			
CROSS SECTION	DISTANCE	WIDTH (FEET)	SECTION AREA (SQ. FEET)	MEAN VELOCITY (FEET/ SEC)	REGULATORY	WITHOUT FLOODWAY	WITH FLOODWAY	INCREASE	
UNNAMED TRIBUTARY TO CENTER LAKE									
A	356 ¹	570	287	1.8	744.3	742.8 ²	742.8	0.0	
B	993 ¹	87	99	5.1	747.6	747.6	747.6	0.0	
C	1,365 ¹	78	163	3.1	749.9	749.9	749.9	0.0	
D	2,137 ¹	17	97	9.6	754.3	754.3	754.3	0.0	
E	2,595 ¹	288	511	0.7	758.6	758.6	758.6	0.0	
F	3,539 ¹	51	62	5.8	759.6	759.6	759.6	0.0	
UNNAMED TRIBUTARY TO SOUTH BRANCH PIKE RIVER									
A	835 ³	345	971	0.3	673.9	673.9	673.9	0.0	
B	5,035 ³	41	109	2.6	676.4	676.4	676.4	0.0	
C	5,177 ³	23	118	1.3	680.2	680.2	680.2	0.0	
D	5,440 ³	205	335	0.5	680.3	680.3	680.3	0.0	
E	8,050 ³	265	1446	0.1	686.1	686.1	686.1	0.0	
							↙ REVISED DATA		

¹Feet above mouth at Center Lake Inlet

²Elevation computed without consideration of backwater effects from Center Lake

³Feet above confluence with South Branch Pike River

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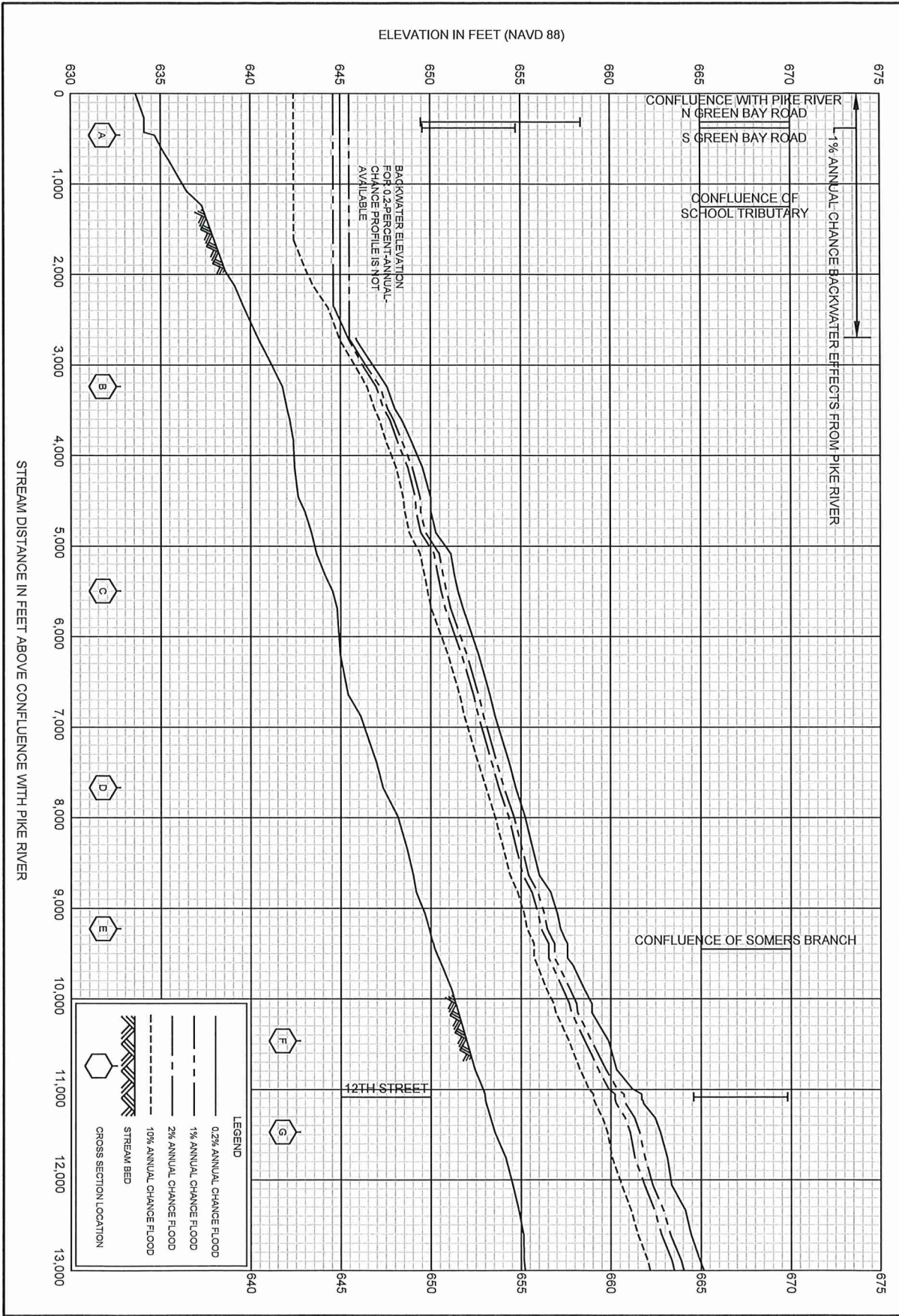
FEDERAL EMERGENCY MANAGEMENT AGENCY

KENOSHA COUNTY, WI
AND INCORPORATED AREAS

FLOODWAY DATA

FLOODING SOURCE: UNNAMED TRIBUTARY TO CENTER LAKE - UNNAMED TRIBUTARY TO SOUTH BRANCH PIKE RIVER

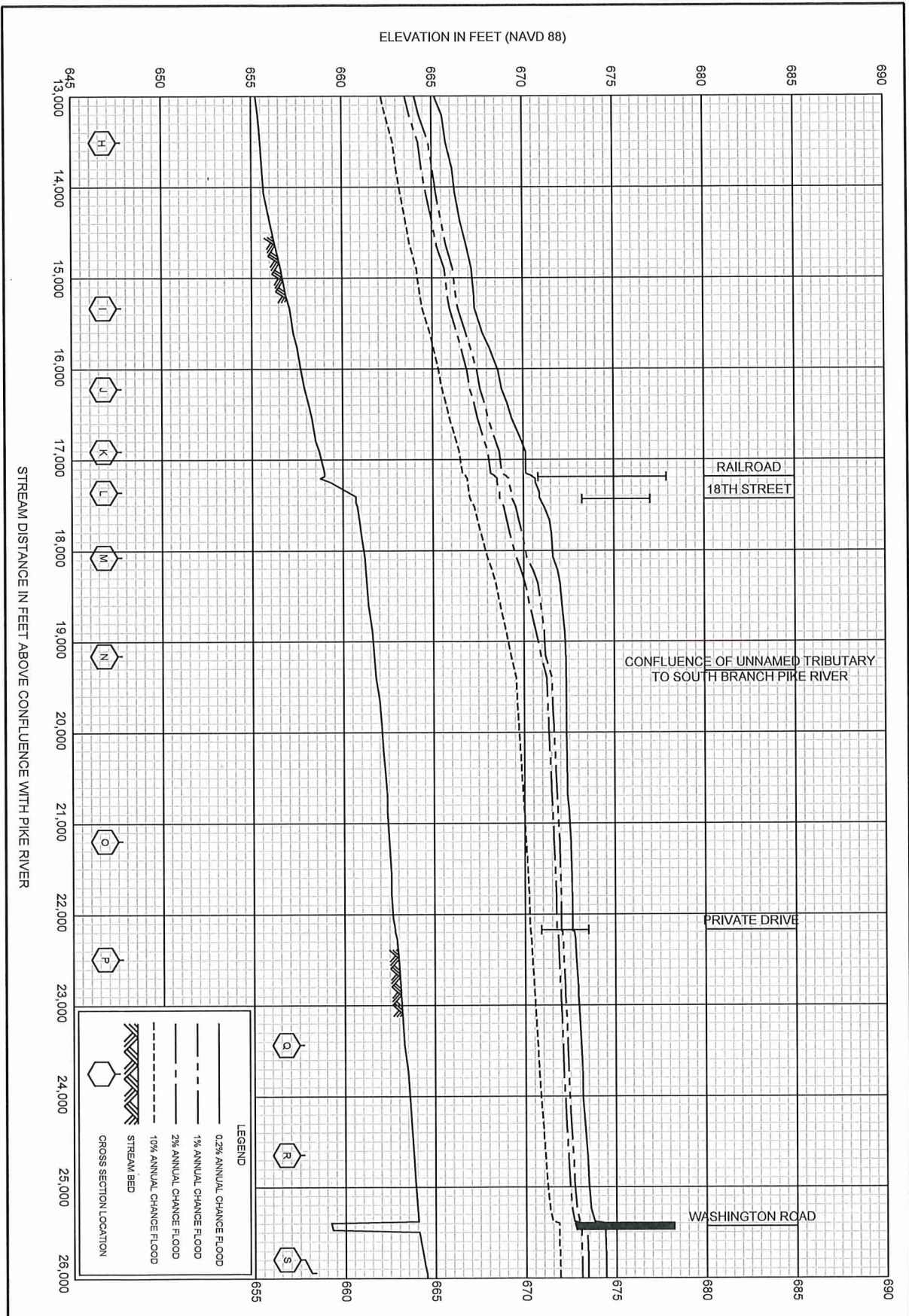
TABLE 23



FEDERAL EMERGENCY MANAGEMENT AGENCY
KENOSHA COUNTY, WI
 AND INCORPORATED AREAS

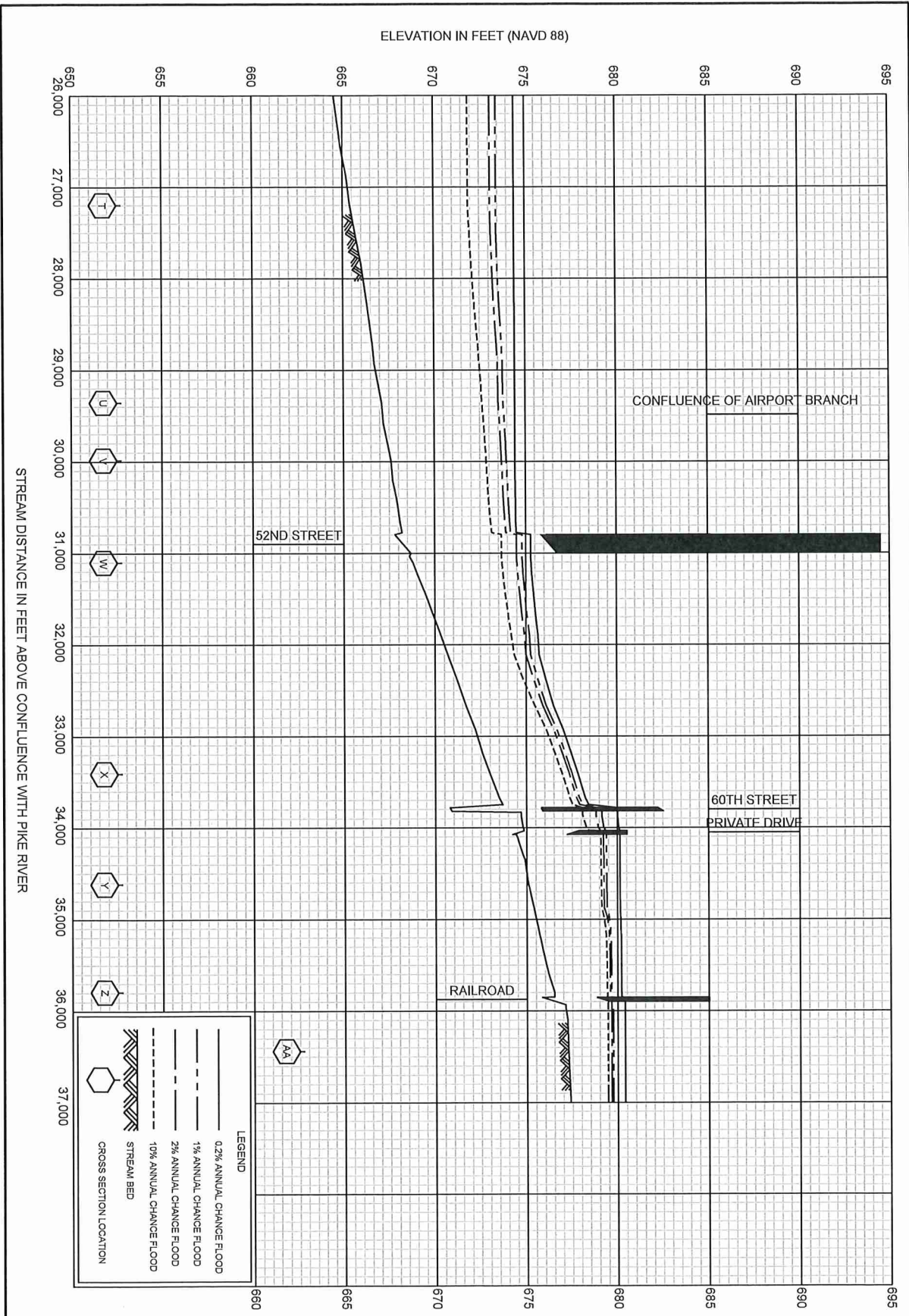
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SOUTH BRANCH PIKE RIVER

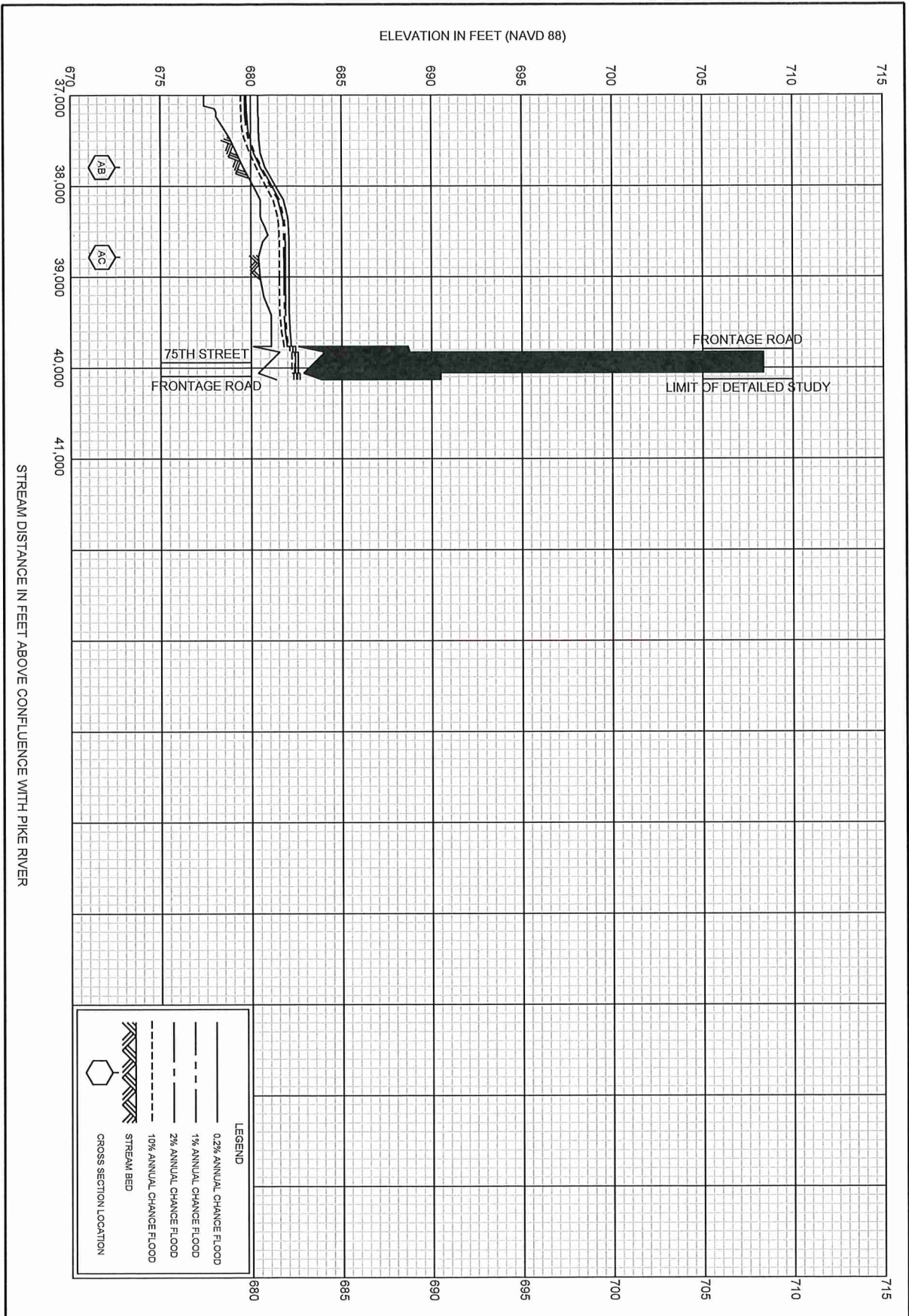
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 FEDERAL EMERGENCY MANAGEMENT AGENCY
 KENOSHA COUNTY, WI
 AND INCORPORATED AREAS

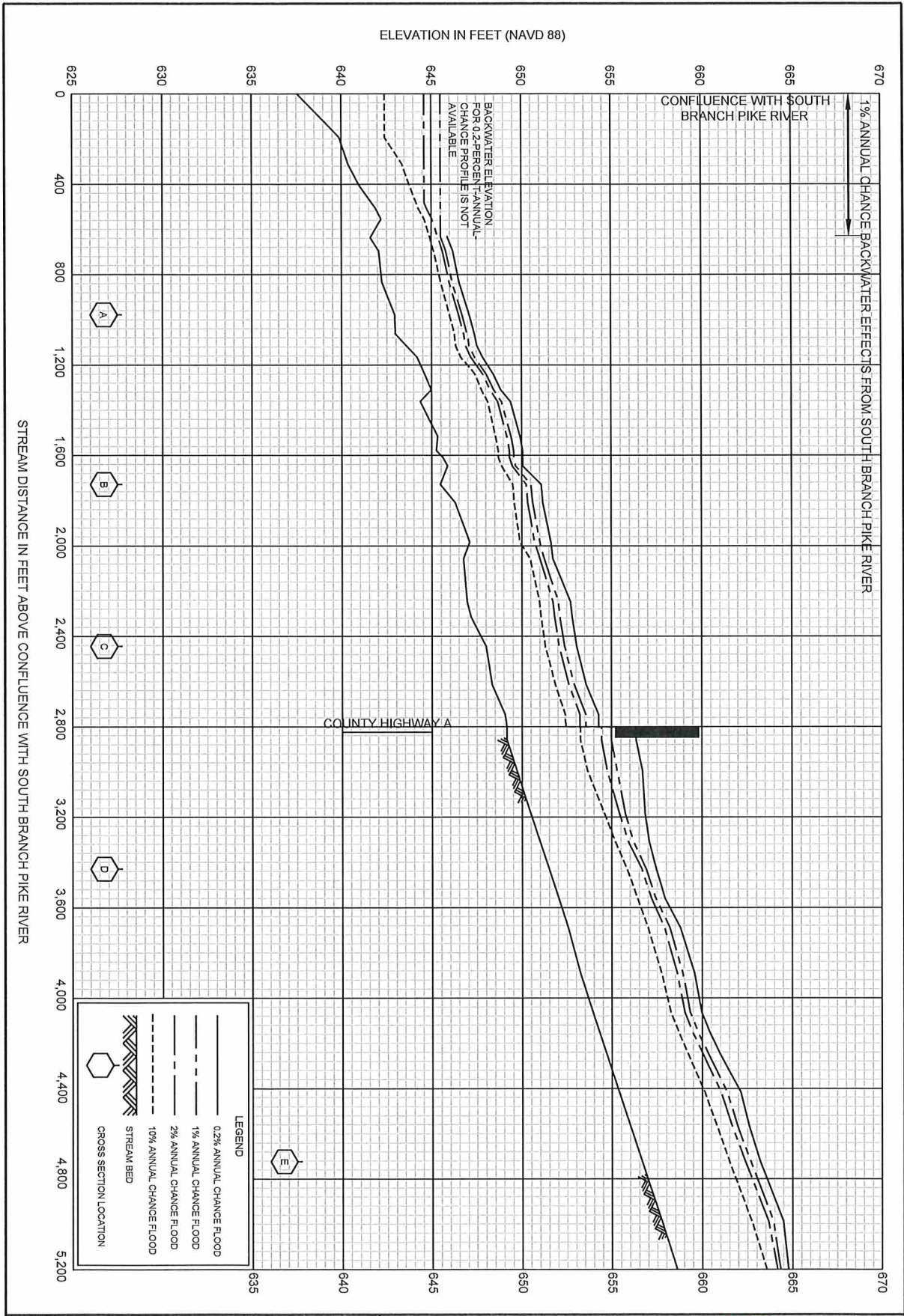
FLOOD PROFILES
 SOUTH BRANCH PIKE RIVER
 REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025

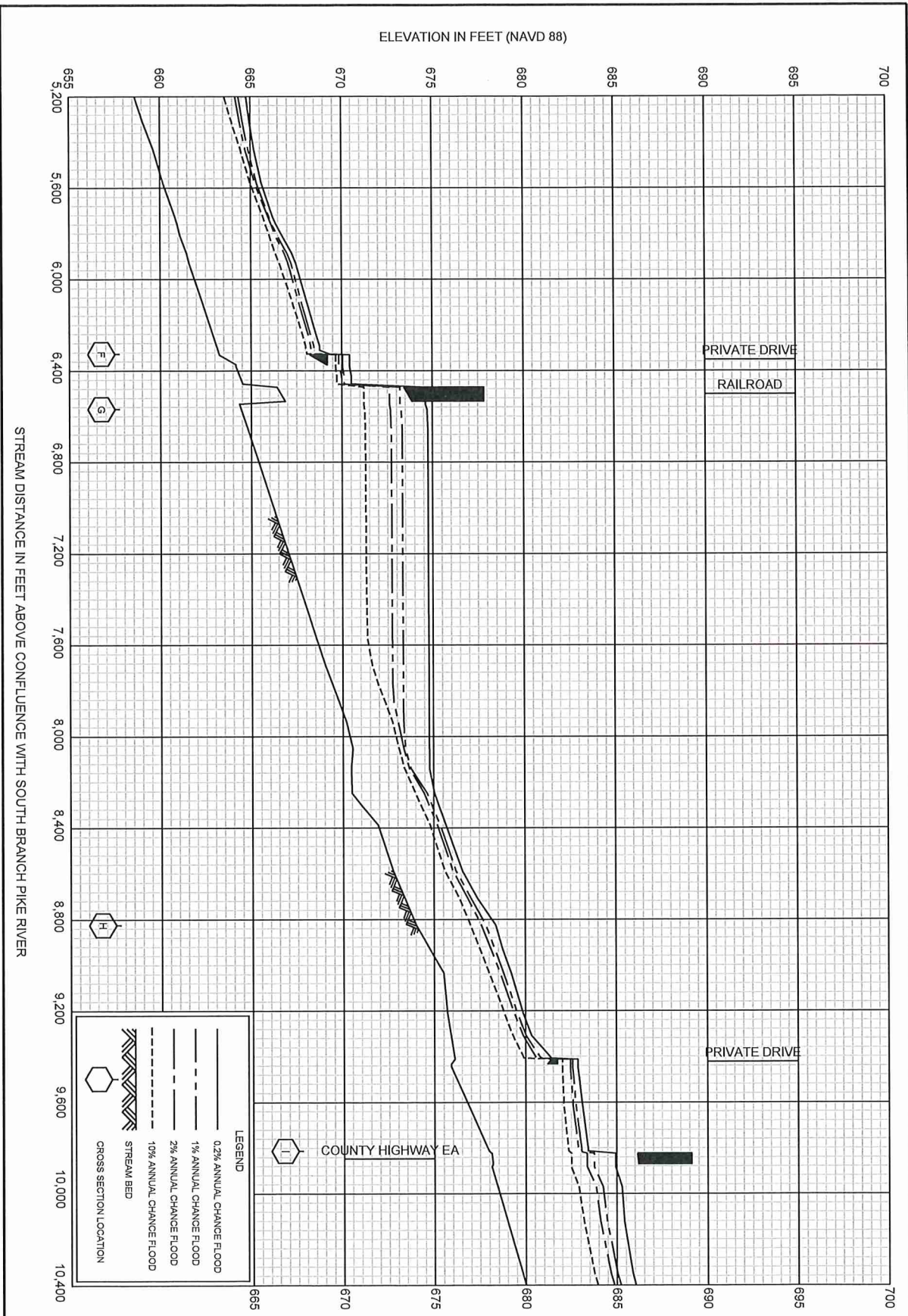




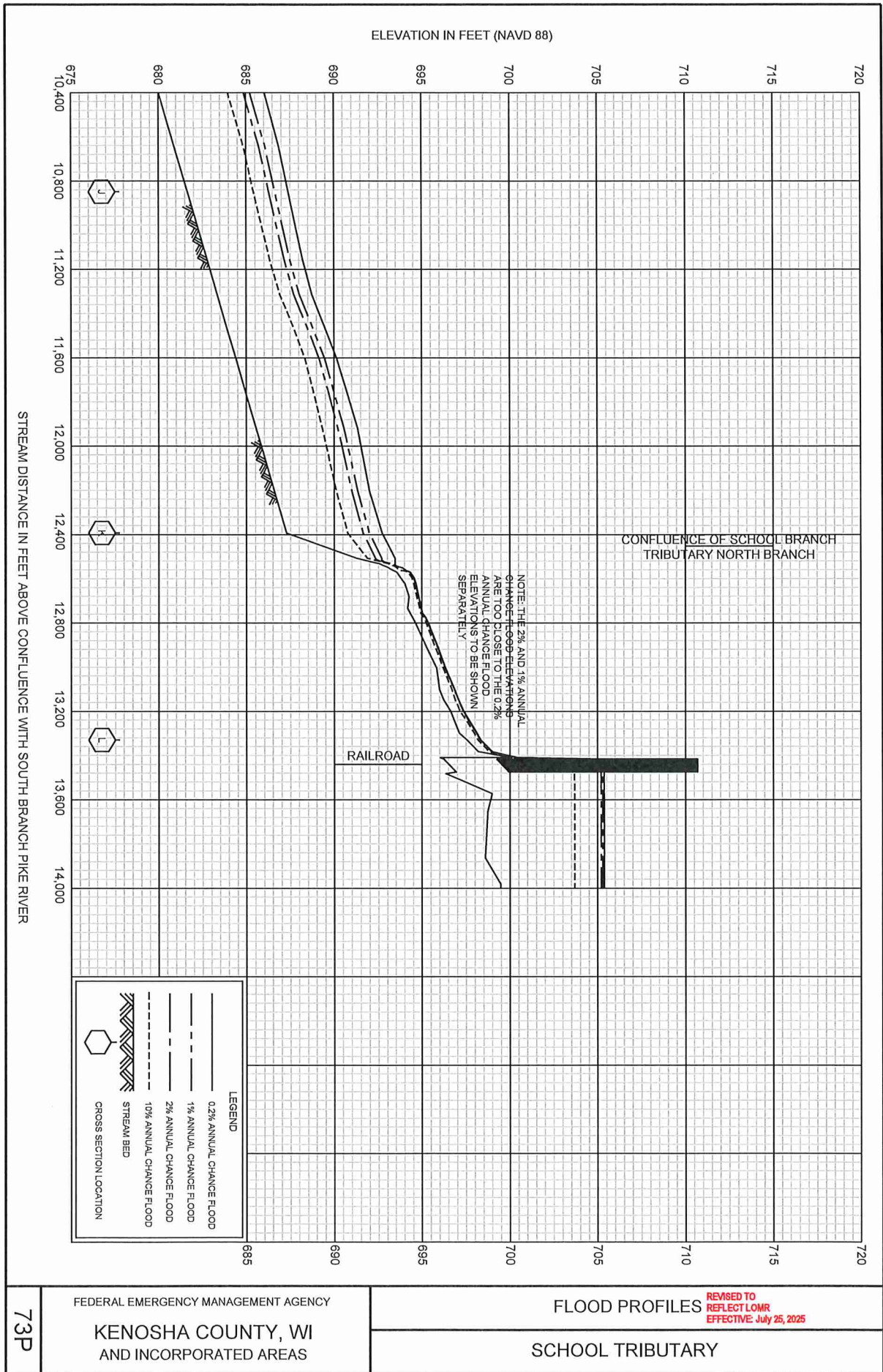
LEGEND

- 0.2% ANNUAL CHANGE FLOOD
- - - 1% ANNUAL CHANGE FLOOD
- - - 2% ANNUAL CHANGE FLOOD
- - - 10% ANNUAL CHANGE FLOOD
- STREAM BED
- ⬠ CROSS SECTION LOCATION





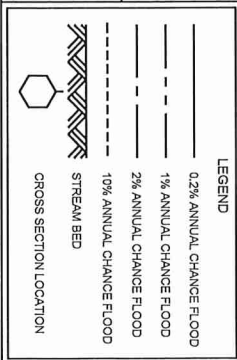
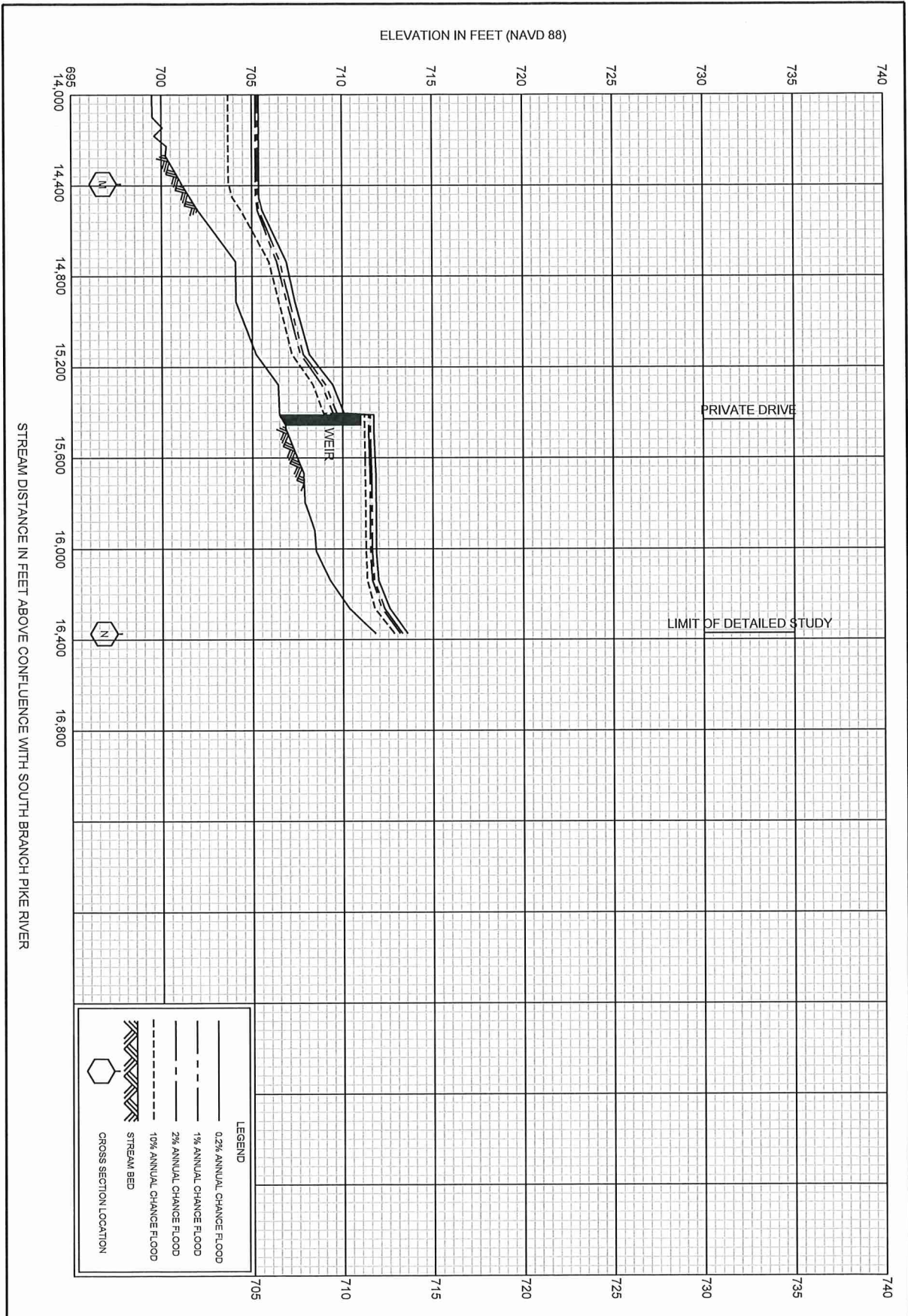
72P	FEDERAL EMERGENCY MANAGEMENT AGENCY KENOSHA COUNTY, WI AND INCORPORATED AREAS	FLOOD PROFILES <small>REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025</small> SCHOOL TRIBUTARY
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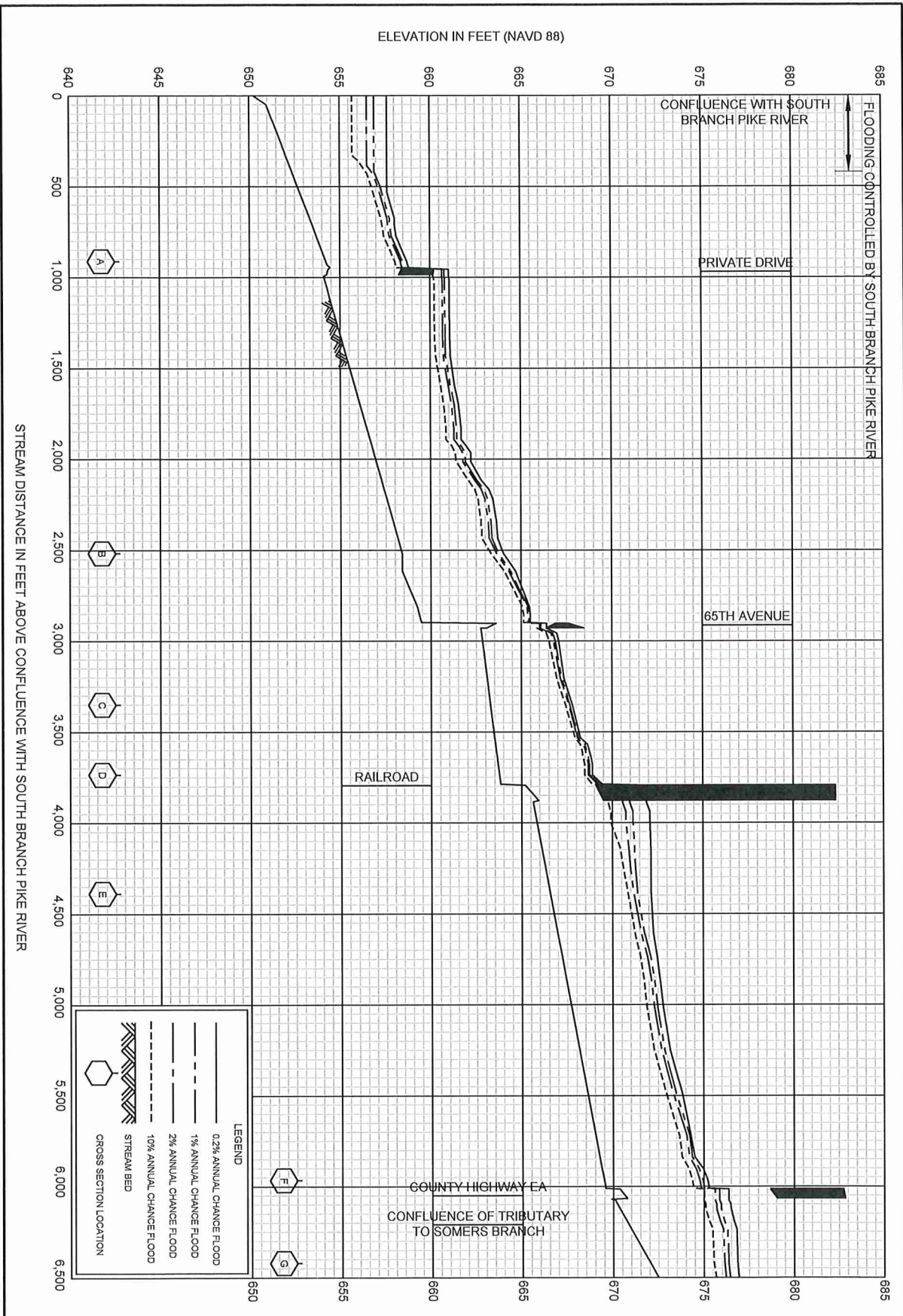


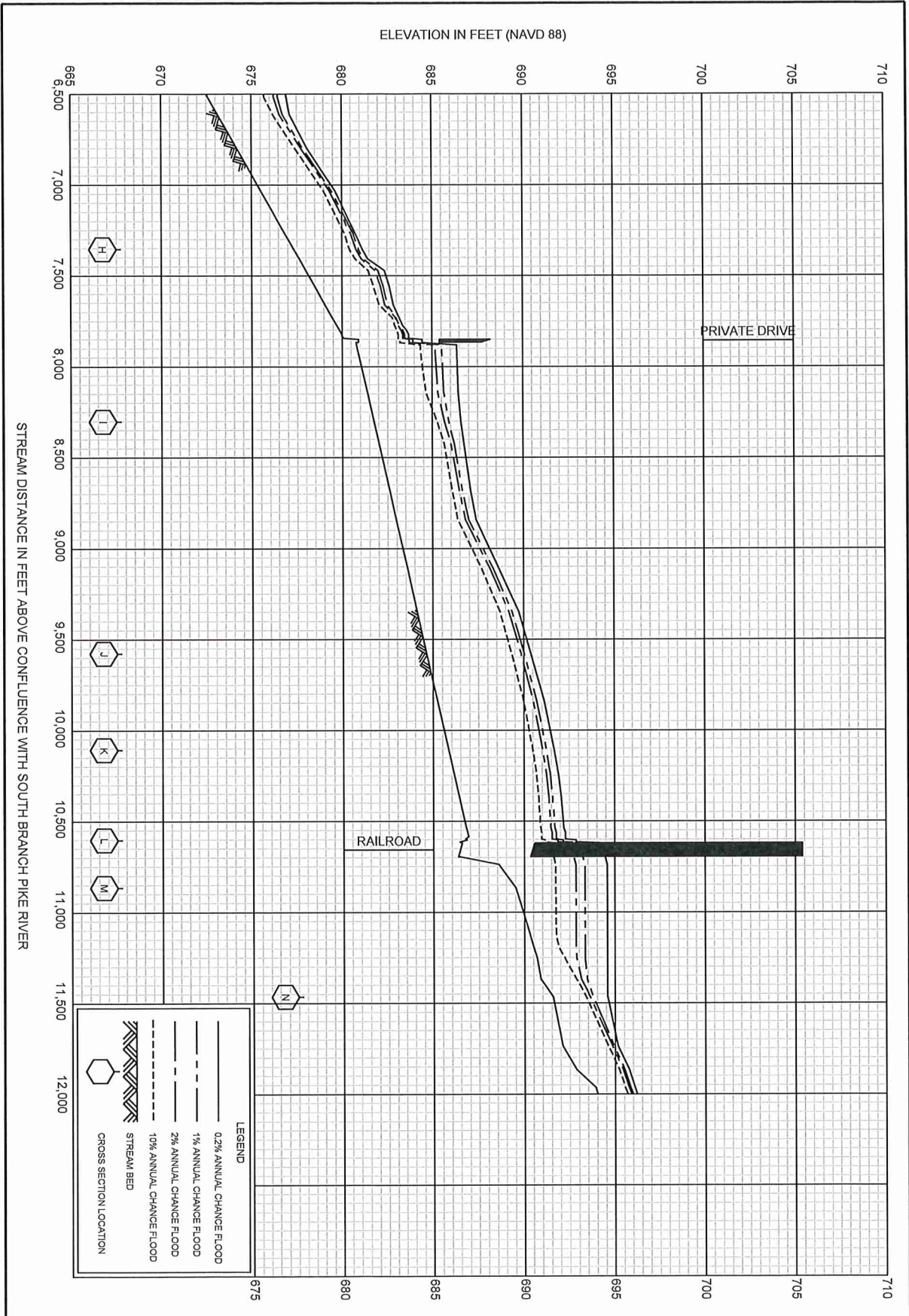
FEDERAL EMERGENCY MANAGEMENT AGENCY
 KENOSHA COUNTY, WI
 AND INCORPORATED AREAS

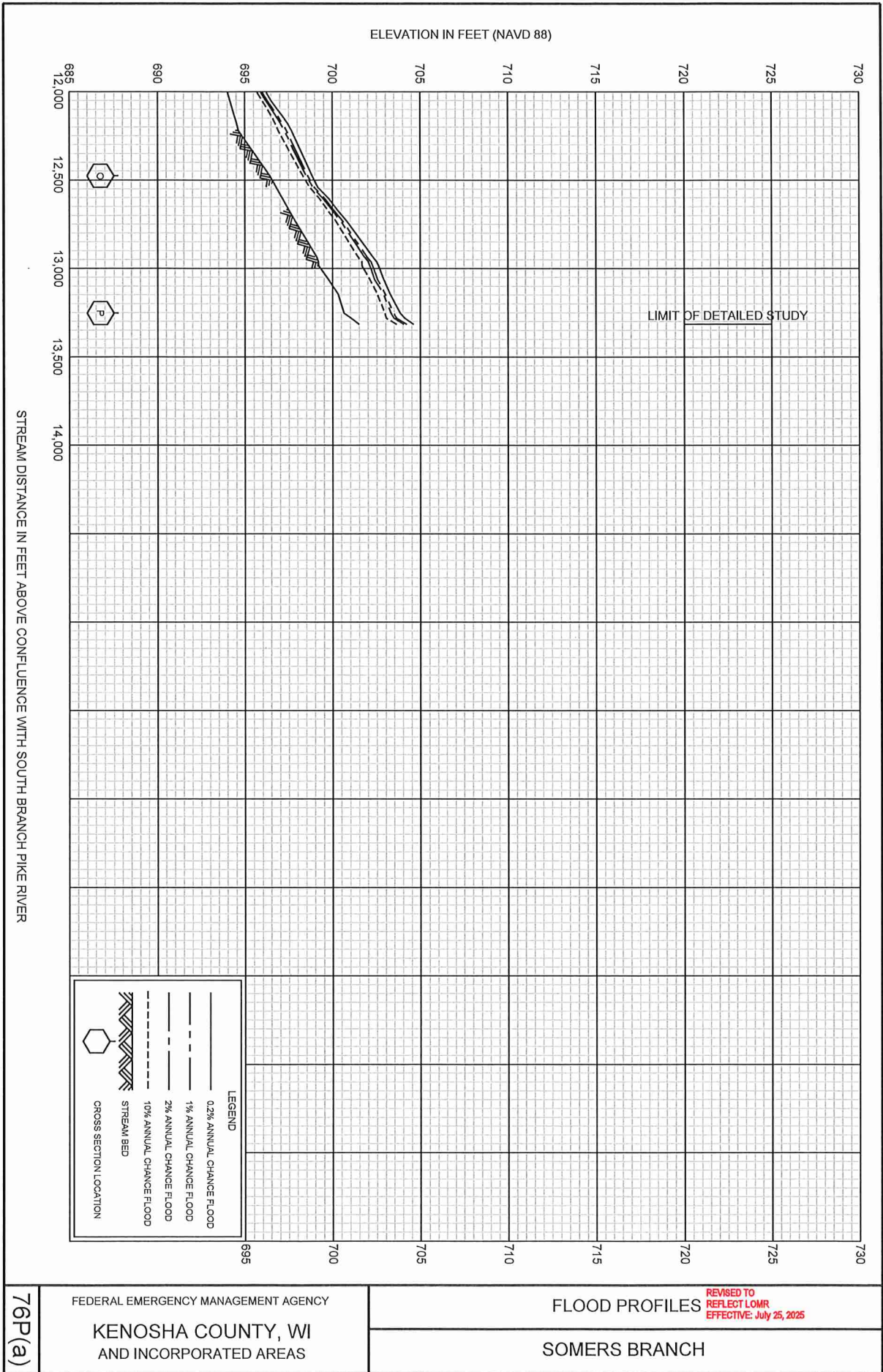
FLOOD PROFILES REVISED TO REFLECT LOMR EFFECTIVE July 25, 2025
 SCHOOL TRIBUTARY

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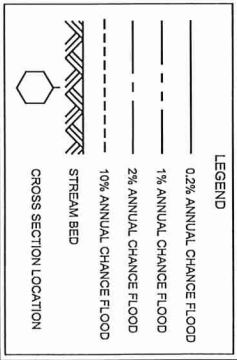
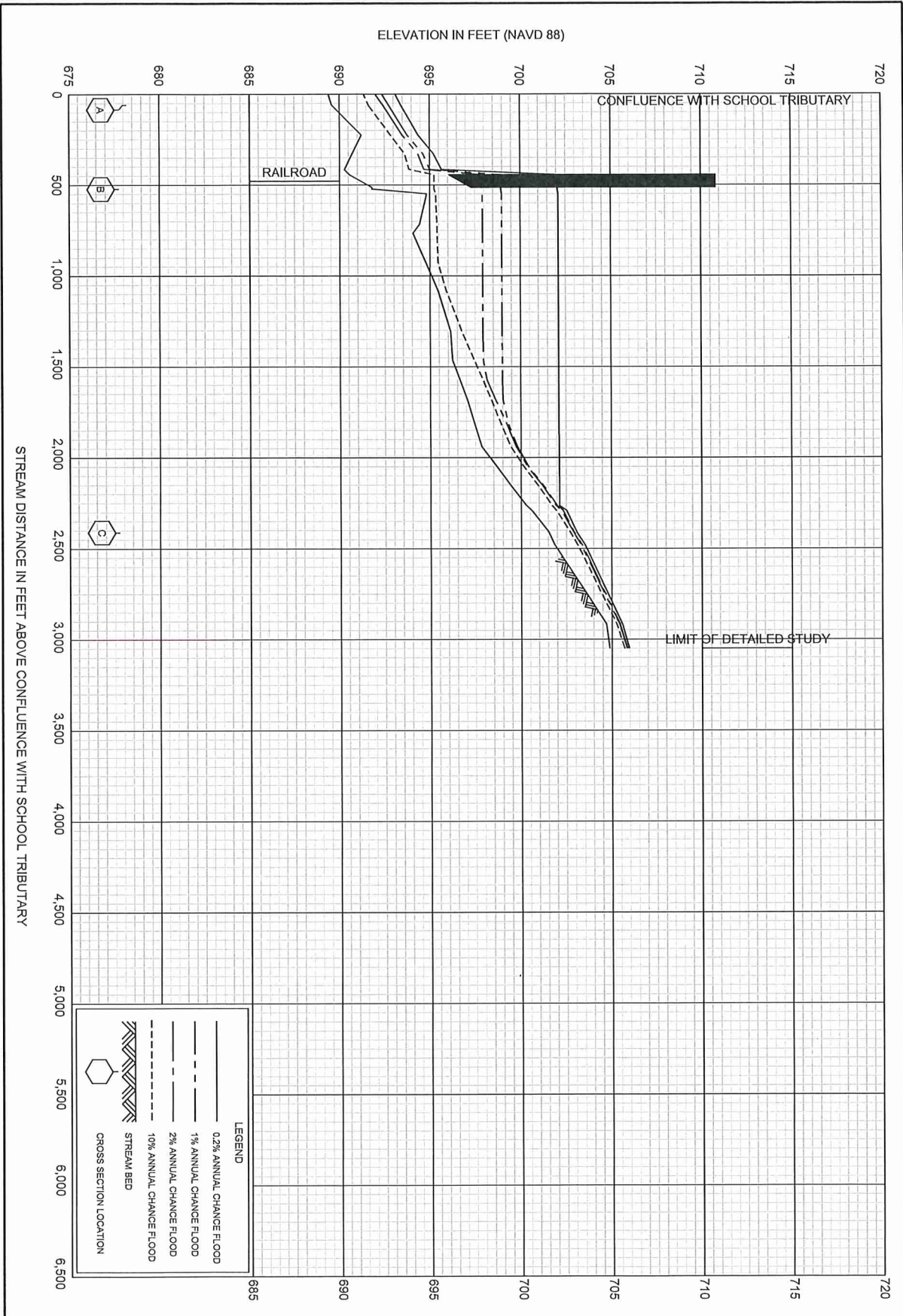




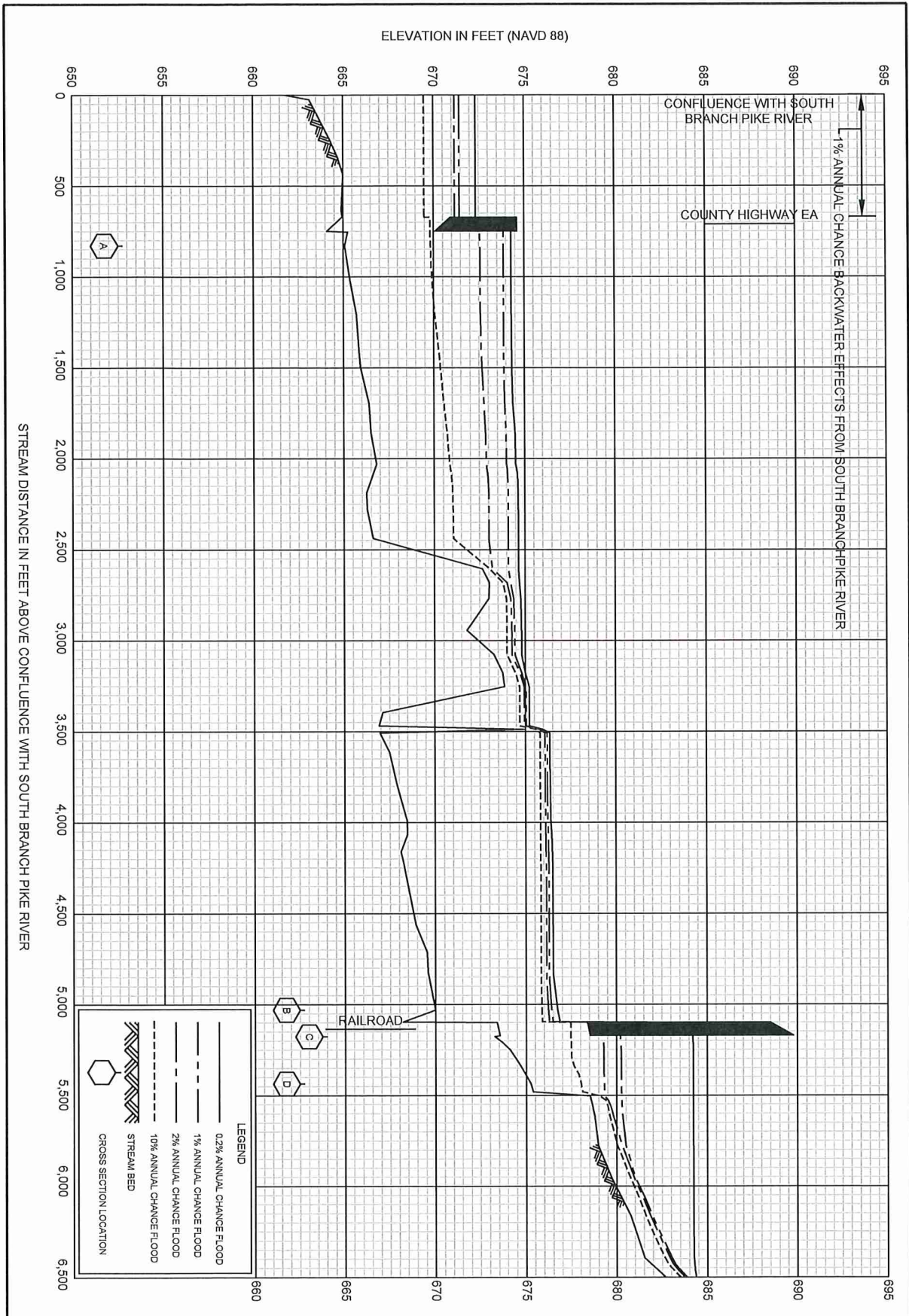
FEDERAL EMERGENCY MANAGEMENT AGENCY
KENOSHA COUNTY, WI
 AND INCORPORATED AREAS

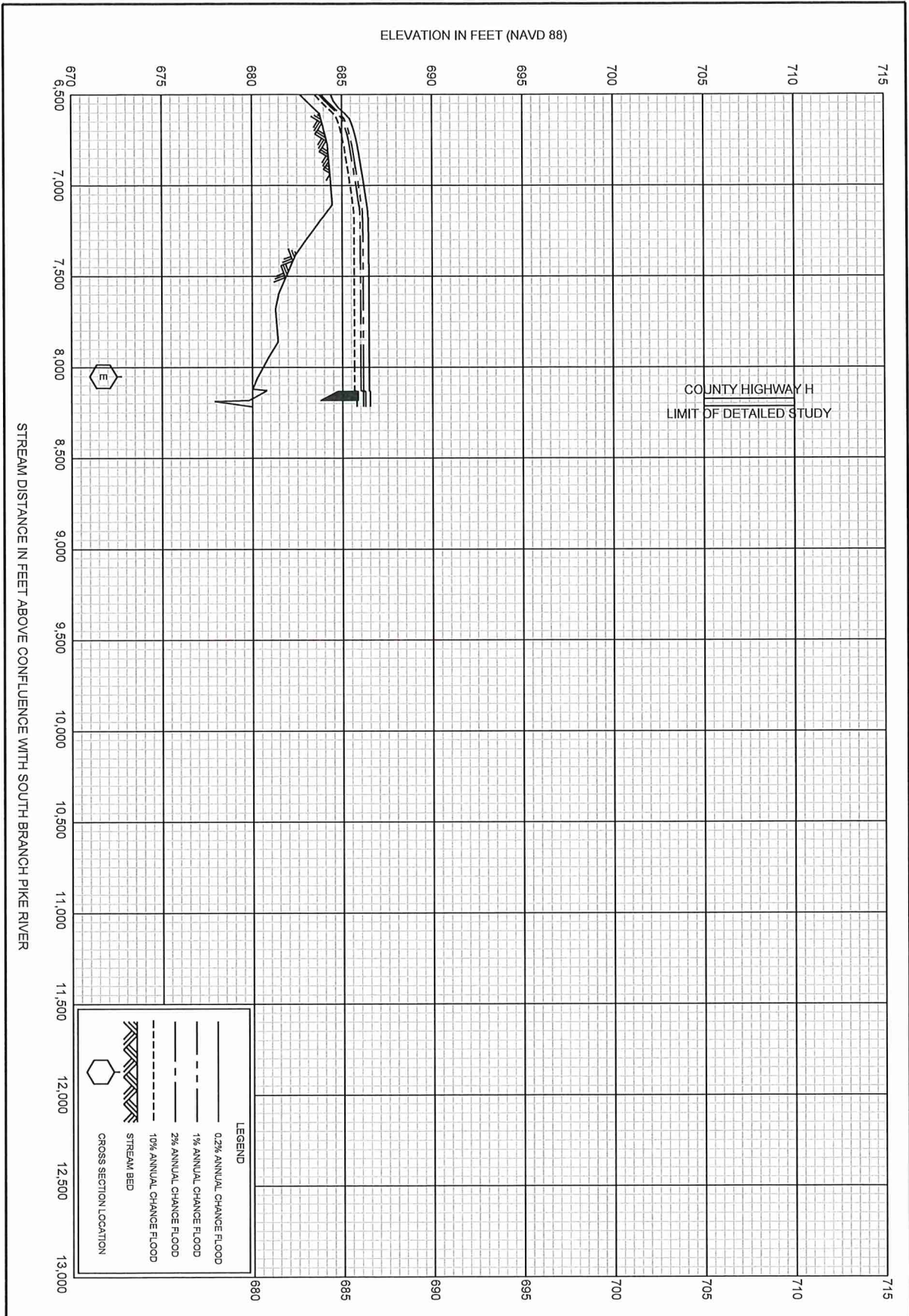
FLOOD PROFILES REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025

SOMERS BRANCH

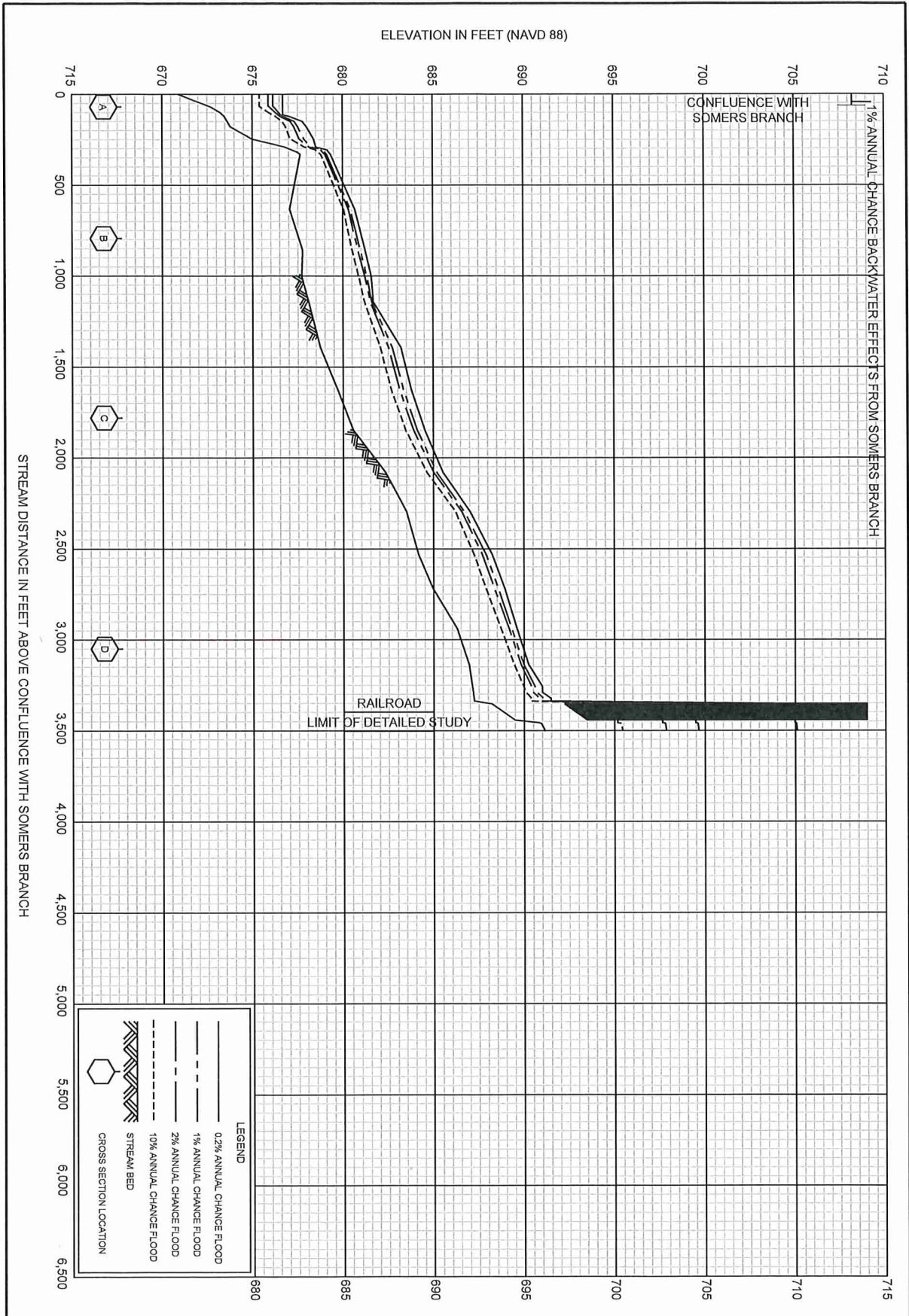


79P	FEDERAL EMERGENCY MANAGEMENT AGENCY	FLOOD PROFILES <small>REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025</small>
	KENOSHA COUNTY, WI AND INCORPORATED AREAS	SCHOOL TRIBUTARY NORTH BRANCH





83P	FEDERAL EMERGENCY MANAGEMENT AGENCY KENOSHA COUNTY, WI AND INCORPORATED AREAS	FLOOD PROFILES <small>REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025</small>
	UNNAMED TRIBUTARY TO SOUTH BRANCH PIKE RIVER	

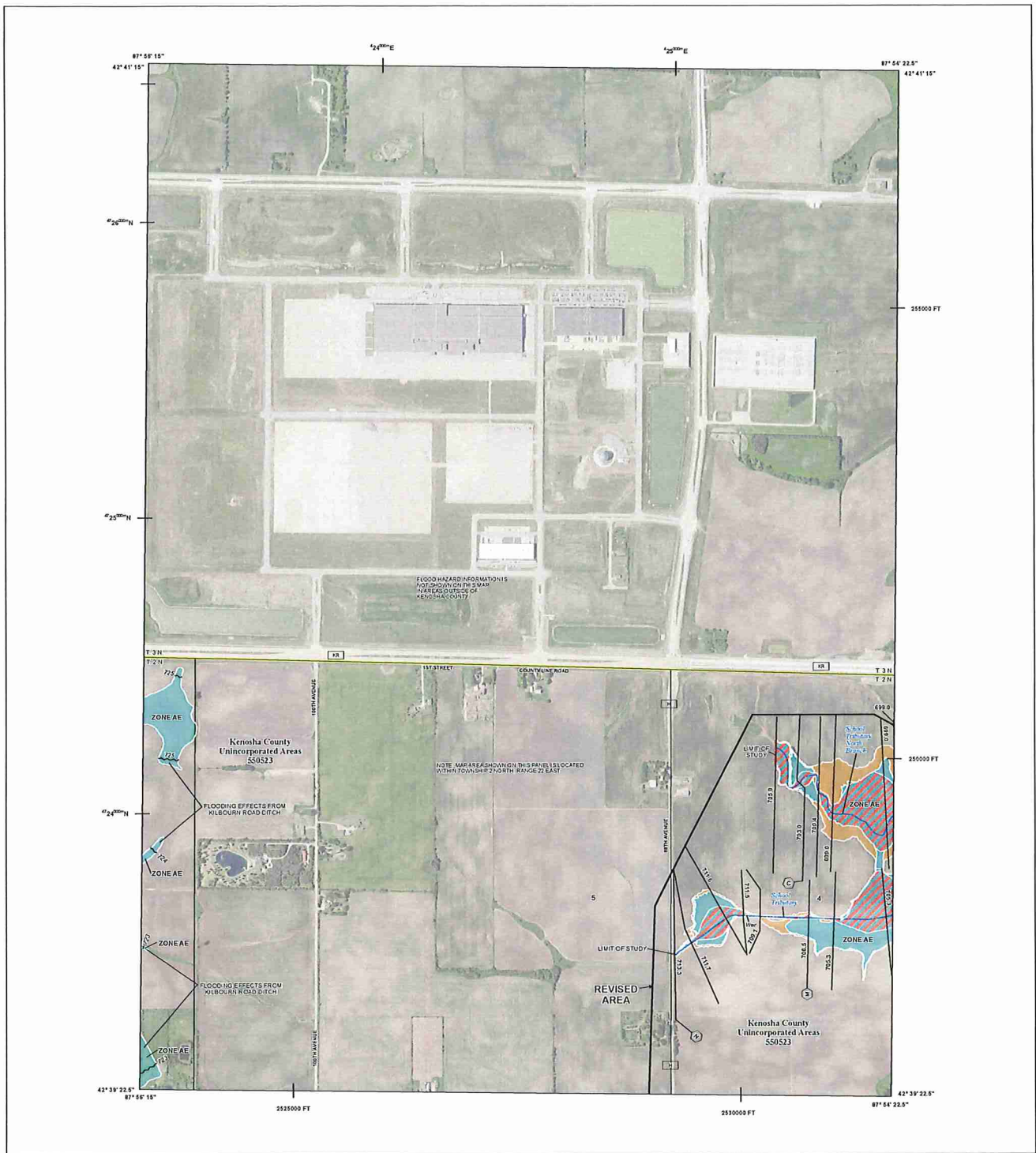


126P

FEDERAL EMERGENCY MANAGEMENT AGENCY
 KENOSHA COUNTY, WI
 AND INCORPORATED AREAS

FLOOD PROFILES
 REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025

TRIBUTARY TO SOMERS BRANCH



FLOOD HAZARD INFORMATION

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

- SPECIAL FLOOD HAZARD AREAS**
 - Without Base Flood Elevation (BFE) Zone A
 - With BFE or Depth Zone AE, AD, AH, VE, AR
 - Regulatory Floodway
 - 0.2% Annual Chance Flood Hazard, Areas of 1% Annual Chance Flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
 - Future Conditions 1% Annual Chance Flood Hazard Zone X
 - Area with Reduced Flood Risk due to Levee See Notes, Zone X
 - Area with Flood Risk due to Levee Zone D
- OTHER AREAS OF FLOOD HAZARD**
 - NO SCREEN Area of Minimal Flood Hazard Zone X
 - Area of Undetermined Flood Hazard Zone D
- OTHER AREAS**
 - Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
- GENERAL STRUCTURES**
 - Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Transect
 - Coastal Transect Baseline
 - Profile Baseline
 - Hydrographic Feature
 - Base Flood Elevation Line (BFE)
- OTHER FEATURES**
 - Limit of Study
 - Jurisdiction Boundary

NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Mapping Insurance Exchange at 1-877-FEMA-MAP (1-877-364-2677) or visit the FEMA Flood Map Service Center website at msc.fema.gov. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities applying for an adjacent FIRM panel must obtain a current copy of the adjacent panel as well as the current FIRM index. These may be ordered directly from the Flood Map Service Center at the number listed above.

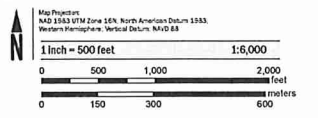
For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction. To determine if flood insurance is available to the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-685-6200.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP).

NOTE: AIRBORNE IMAGERY DATED 2022 WAS OBTAINED FROM NAIP.

Local vertical monuments were used to create this map. To obtain current monument information, please contact the Information Services Branch of the National Geospatial Survey at (202) 713-3162 or visit the website at <http://www.ngs.noaa.gov>.

SCALE



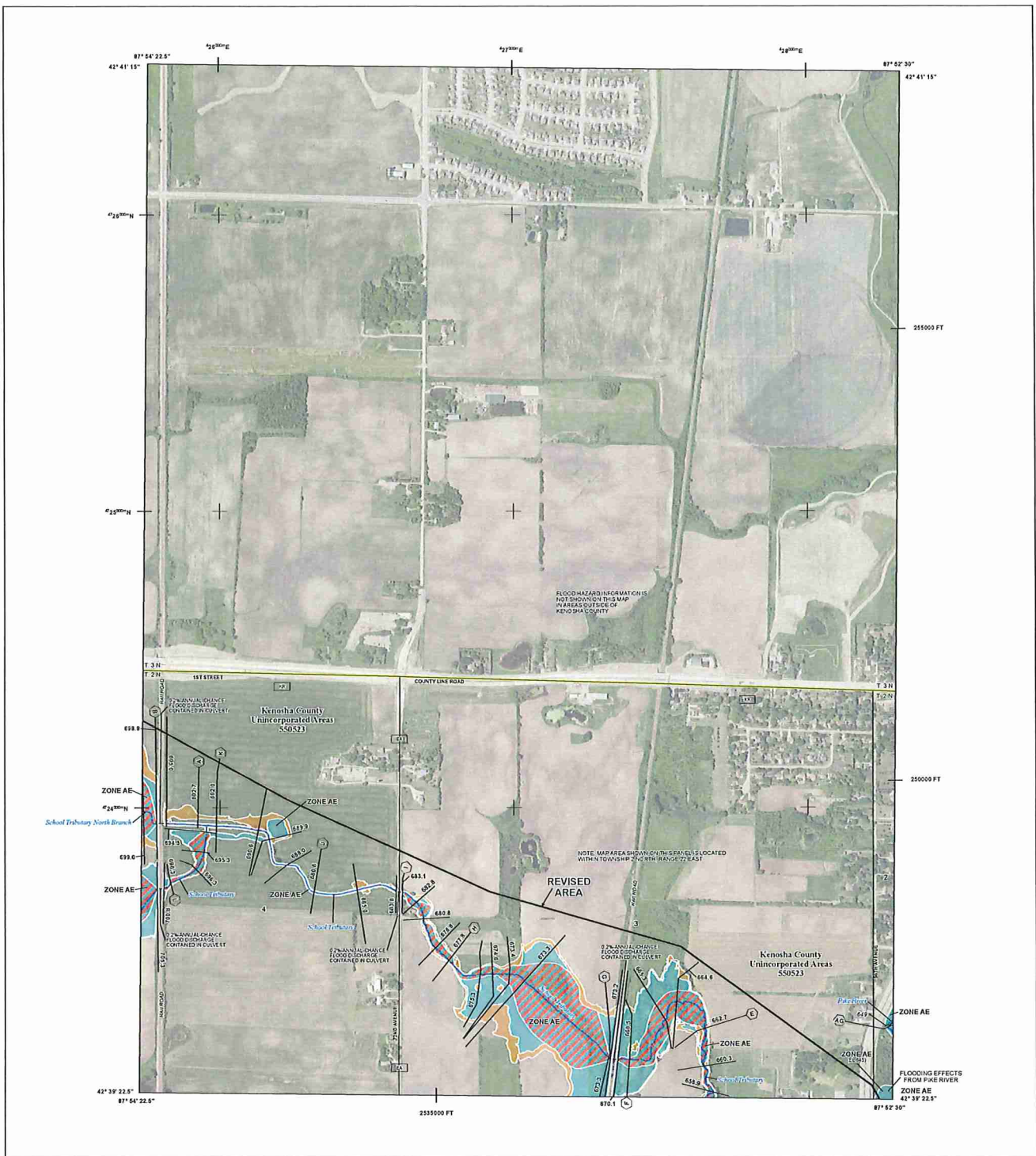
PANEL LOCATOR



**NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP**
 KENOSHA COUNTY, WISCONSIN
 and Incorporated Areas
 PANEL 66 of 331

COMMUNITY	NUMBER	PANEL SUFFIX
KENOSHA COUNTY	550523	0066 D

REMOVED TO PREVENT LOSS OF EFFECTIVE DATE
 EFFECTIVE DATE
 JUNE 19, 2012



FLOOD HAZARD INFORMATION

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT. THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

- SPECIAL FLOOD HAZARD AREAS**
 - Without Base Flood Elevation (BFE) Zone X, V, A99
 - With BFE or Depth Zone AE, AO, AH, VE, AR
 - Regulatory Floodway
 - 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
 - Future Conditions 1% Annual Chance Flood Hazard Zone X
 - Area with Reduced Flood Risk due to Levee See Notes, Zone X
 - Area with Flood Risk due to Levee Zone D
- OTHER AREAS OF FLOOD HAZARD**
 - NO SCREEN Area of Minimal Flood Hazard Zone X
 - Area of Undetermined Flood Hazard Zone D
- OTHER AREAS**
- GENERAL STRUCTURES**
 - Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
 - Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Transsect
 - Coastal Transsect Baseline
 - Profile Baseline
 - Hydrographic Feature
- OTHER FEATURES**
 - Base Flood Elevation Line (BFE)
 - Limit of Study
 - Jurisdiction Boundary

NOTES TO USERS

For information and questions about the Flood Insurance Rate Map (FIRM), available products associated with the FIRM, including historic versions, the correct map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP), in general, please call the FEMA Mapping Insurance Exchange at 1-877-FEMA-MAP (1-877-336-2277) or visit the FEMA Flood Map Service Center website at www.fema.gov. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of the map. Many of these products can be ordered or obtained directly from the website.

Communities receiving land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM data. These may be ordered directly from the Flood Map Service Center at the number listed above.

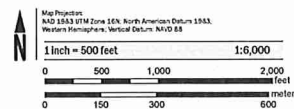
For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction. To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6622.

Basic map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP).

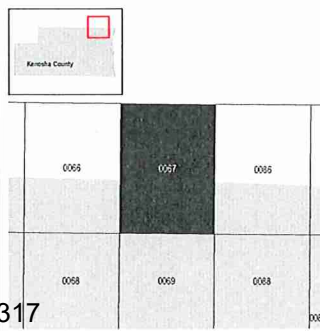
NOTE: AIRCENAP IMAGERY DATED 2022 WAS OBTAINED FROM NAIP.

Local vertical monuments were used to create this map. To obtain current monument information, please contact the Information Services Branch of the National Geospatial Survey at (301) 713-3342 or visit the website at <http://www.ngs.noaa.gov/>

SCALE



PANEL LOCATOR



FEMA National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP

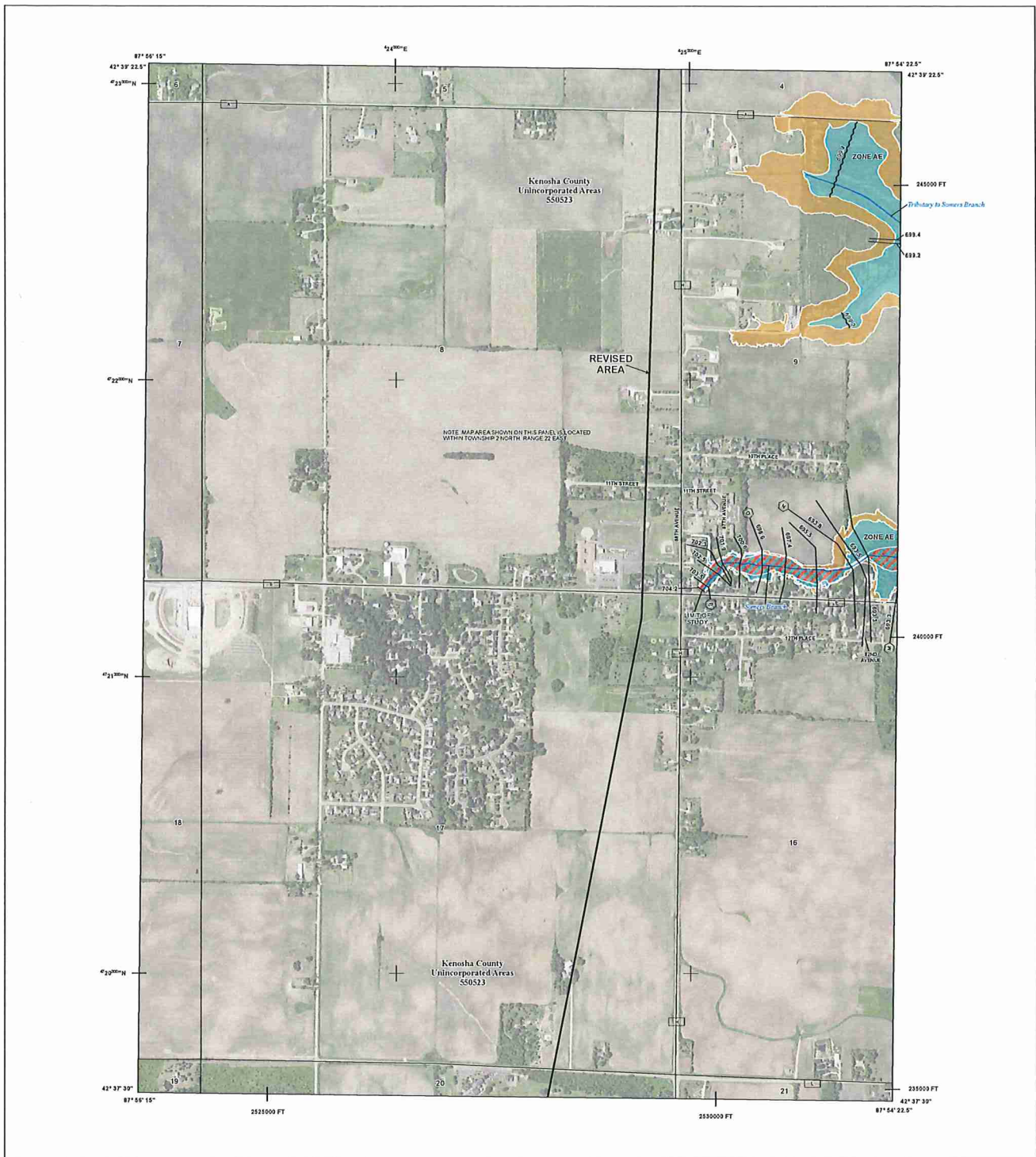
KENOSHA COUNTY, WISCONSIN
and Incorporated Areas

PANEL 67 OF 331

COMMUNITY NUMBER PANEL SUFFIX
KENOSHA COUNTY 550523 0067 0

REVISOR TO PREVIOUS EDITION EFFECTIVE: JULY 20, 2023

VERSION NUMBER 2.1.3.0
MAP NUMBER 55058C0067D
EFFECTIVE DATE JUNE 19, 2012



FLOOD HAZARD INFORMATION

SEE THIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

- SPECIAL FLOOD HAZARD AREAS**
 - Without Base Flood Elevation (BFE) Zone A, Zone B, Zone C, Zone D, Zone E, Zone F, Zone G, Zone H, Zone I, Zone J, Zone K, Zone L, Zone M, Zone N, Zone O, Zone P, Zone Q, Zone R, Zone S, Zone T, Zone U, Zone V, Zone W, Zone X, Zone Y, Zone Z
 - Regulatory Floodway
 - 0.2% Annual Chance Flood Hazard, Areas of 1% Annual Chance Flood with average depth less than one foot or with drainage areas of less than one square mile Zone A
 - Future Conditions 1% Annual Chance Flood Hazard Zone A
 - Area with Reduced Flood Risk due to Levee See Notes, Zone X
 - Area with Flood Risk due to Levee Zone D
- OTHER AREAS OF FLOOD HAZARD**
 - NO SCREENED Area of Minimal Flood Hazard, Zone X
 - Area of Undetermined Flood Hazard, Zone D
- OTHER AREAS**
 - Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
- GENERAL STRUCTURES**
 - Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Transect
 - Coastal Transect Base Line
 - Profile Base Lines
 - Hydrographic Feature
 - Base Flood Elevation Line (BFE)
- OTHER FEATURES**
 - Limit of Study
 - Jurisdiction Boundary

NOTES TO USERS

For information and questions about the Flood Insurance Rate Map (FIRM), available products associated with the FIRM including historic systems, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Mapping Insurance Exchange at 1-877-FEMA-MAP (1-877-362-6271) or visit the FEMA Flood Map Service Center website at msc.fema.gov. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of the map. Many of these products can be ordered or obtained directly from the website.

Communities wishing to obtain an adjacent FIRM panel must obtain a current copy of the adjacent panel as well as the current FIRM data. These may be ordered directly from the Flood Map Service Center at the number listed above.

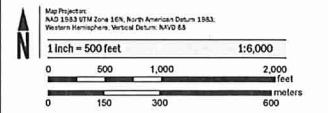
For community and courthouse map dates refer to the Flood Insurance Study Report for the jurisdiction. To determine if flood insurance is available in the community, contact your insurance agent or call the National Flood Insurance Program at 1-800-438-6423.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP).

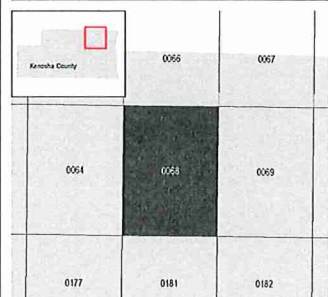
NOTE: BASEMAP IMAGERY DATED 2022 WAS OBTAINED FROM NAIP.

Local vertical monuments were used to create this map. To obtain current monument information, please contact the Information Services Branch of the National Geospatial Survey at (202) 713-2142 or visit the website at <http://www.ngs.noaa.gov/>

SCALE



PANEL LOCATOR



FEDERAL EMERGENCY MANAGEMENT AGENCY

National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM

FLOOD INSURANCE RATE MAP

KENOSHA COUNTY, WISCONSIN

and Incorporated Areas

PANEL 68 or 331

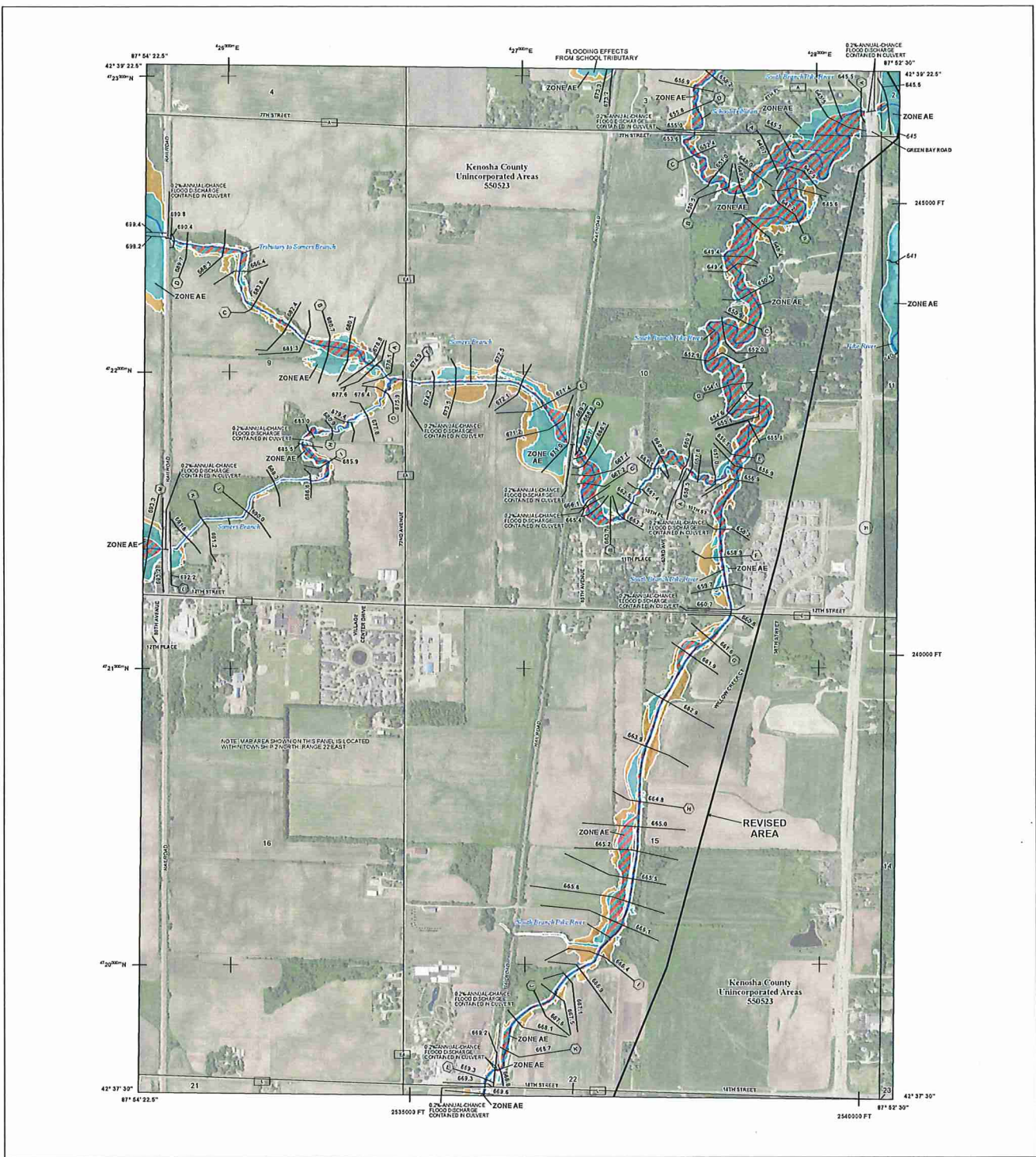
COMMUNITY NUMBER PANEL SUFFIX
 KENOSHA COUNTY 550523 0068 D

REQUIRED TO REFLECT LOMA EFFECTIVE JULY 16, 2018

VERSION NUMBER
2.1.3.0

MAP NUMBER
55059C0068D

EFFECTIVE DATE
JUNE 19, 2012



FLOOD HAZARD INFORMATION

SEE FIRM REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT
THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

- SPECIAL FLOOD HAZARD AREAS**
 - Without Base Flood Elevation (BFE) Zone A, V, S, X
 - With BFE or Depth Zone AE, AO, AH, VE, AR
 - Regulatory Floodway
 - 0.2% Annual Chance Flood Hazard, Areas of less than one foot with average depth less than one square mile Zone X
 - Future Conditions 1% Annual Chance Flood Hazard Zone A
 - Area with Reduced Flood Risk due to Levee See Notes, Zone X
 - Area with Flood Risk due to Levee Zone D
- OTHER AREAS OF FLOOD HAZARD**
 - Area of Minimal Flood Hazard Zone X
 - Area of Undetermined Flood Hazard Zone D
- OTHER AREAS**
 - Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
 - Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Transect
 - Coastal Transect Baseline
 - Profile Baseline
 - Hydrographic Features
 - Base Flood Elevation Line (BFE)
- OTHER FEATURES**
 - Limit of Study
 - Jurisdiction Boundary

NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products, associated with the FIRM, including historic versions, the correct map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Mapping Insurance Exchange at 1-877-FEMA-MAP (1-877-336-2127) or via the FEMA Flood Map Service Center website at msc.fema.gov. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities desiring land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM book. These may be ordered directly from the Flood Map Service Center at the number listed above.

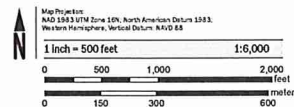
For community and countywide map dates refer to the Flood Insurance Study Report for the jurisdiction. Flood Insurance Programs at 1-800-358-6020.

Best map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP).

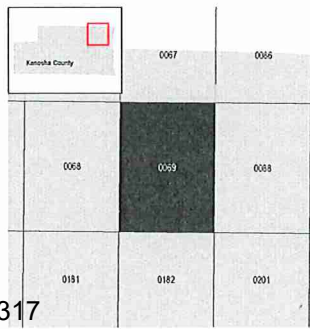
NOTE: AIRBORNE IMAGERY DATED 2022 WAS OBTAINED FROM NAIP.

Local vertical monuments were used to create this map. To obtain current monument information, please contact the Information Services Branch of the National Geospatial Survey at (303) 713-3242 or visit the website at <http://nwis.ngs.noaa.gov/>

SCALE



PANEL LOCATOR



FEMA
National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP
KENOSHA COUNTY, WISCONSIN
 and Incorporated Areas
 PANEL 69 of 331

Panel Contents

COMMUNITY	NUMBER	PANEL	SUFFIX
KENOSHA COUNTY	550523	0069	D

REVISED TO REFLECT LATEST HYDROGRAPHIC DATA

VERSION NUMBER
2.1.3.0
MAP NUMBER
5505SC0069D
EFFECTIVE DATE
JUNE 19, 2012



SCALE
 NOTE: BASEMAP IMAGERY WAS OBTAINED FROM NAIP IN 2022.



NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP
KENOSHA COUNTY, WISCONSIN
 and Incorporated Areas
PANEL 88 OF 331

Panel Contains:

COMMUNITY	NUMBER	PANEL SUFFIX
KENOSHA, CITY OF	550209	D
KENOSHA COUNTY	550523	D

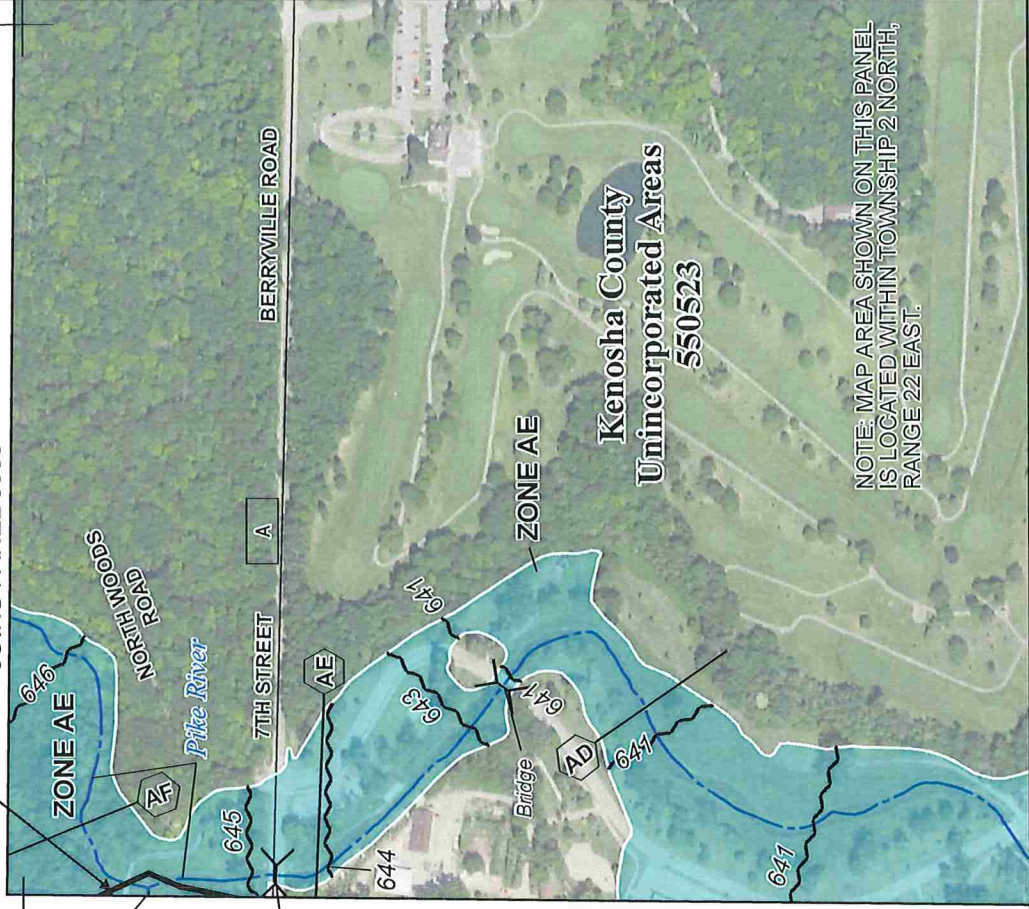
REVISED TO REFLECT LOMR EFFECTIVE: July 25, 2025

VERSION NUMBER
 2.1-3.0
 MAP NUMBER
 55059C0088D
 EFFECTIVE DATE
 JUNE 19, 2012

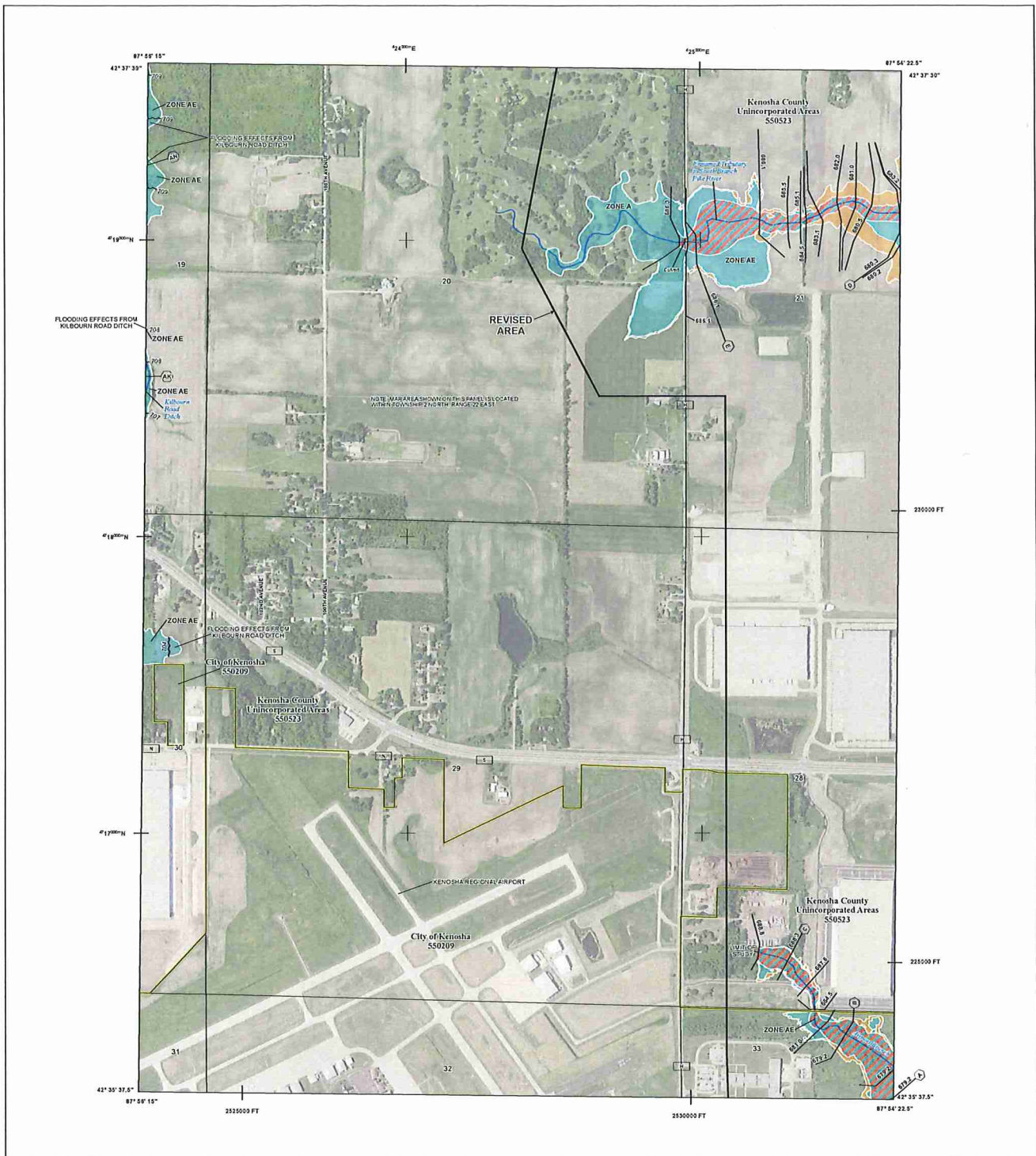
REVISED AREA

87° 52' 30"
 42° 39' 22.5"

426000mE



NOTE: MAP AREA SHOWN ON THIS PANEL IS LOCATED WITHIN TOWNSHIP 2 NORTH, RANGE 22 EAST.



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR PANEL LAYOUT
 THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING
 DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT
[HTTPS://MFC.FEMA.GOV](https://mfc.fema.gov)

- SPECIAL FLOOD HAZARD AREAS**
 - Without Base Flood Elevation (BFE) With BFE at Depth Zone AE, AD, AH, VE, AR
 - Regulatory Floodway
 - 0.2% Annual Chance Flood Hazard, Areas of 1% Annual Chance Flood with average depths less than one foot or with drainage areas of less than one square mile Zone A
 - Area with Reduced Flood Risk due to Levee See Notes, Zone X
 - Area with Flood Risk due to Levee Zone D
- OTHER AREAS OF FLOOD HAZARD**
 - Area of Minimal Flood Hazard Zone X
 - Area of Undetermined Flood Hazard Zone D
- OTHER AREAS**
 - Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
- GENERAL STRUCTURES**
 - Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Travers
 - Coastal Travers Baseline
 - Profile Baseline
 - Hydrographic Feature
 - Base Flood Elevation Line (BFE)
- OTHER FEATURES**
 - Limit of Study
 - Jurisdiction Boundary

NOTES TO USERS

For information and questions about the Flood Insurance Rate Map (FIRM), available products are located with the FIRM Industry website, the current map date for each FIRM panel, time to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Mapping Insurance Exchange at 1-877-FEMA-MAP (1-877-362-6261) or visit the FEMA Flood Map Service Center website at mfc.fema.gov. Available products may include, but are not limited to: Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of the map. Many of these products can be ordered or obtained directly from the website.

Communities having land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM data. These maps are ordered directly from the Flood Map Service Center at the National Flood Insurance Program at 1-800-638-6620.

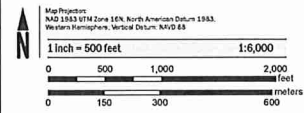
For community and countywide map dates refer to the Flood Insurance Study Report for the jurisdiction. To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP).

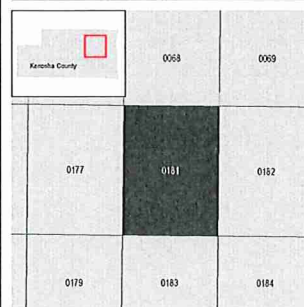
NOTE: BASEMAP IMAGERY DATED 2022 WAS OBTAINED FROM NAIP.

Local vertical datums were used to create this map. To obtain current monument information, please contact the Information Services Branch of the National Geospatial Survey at (202) 713-2142 or visit the website at <http://www.ngs.noaa.gov/>.

SCALE



PANEL LOCATOR



National Flood Insurance Program

**NATIONAL FLOOD INSURANCE PROGRAM
 FLOOD INSURANCE RATE MAP**

KENOSHA COUNTY, WISCONSIN
 and Incorporated Areas

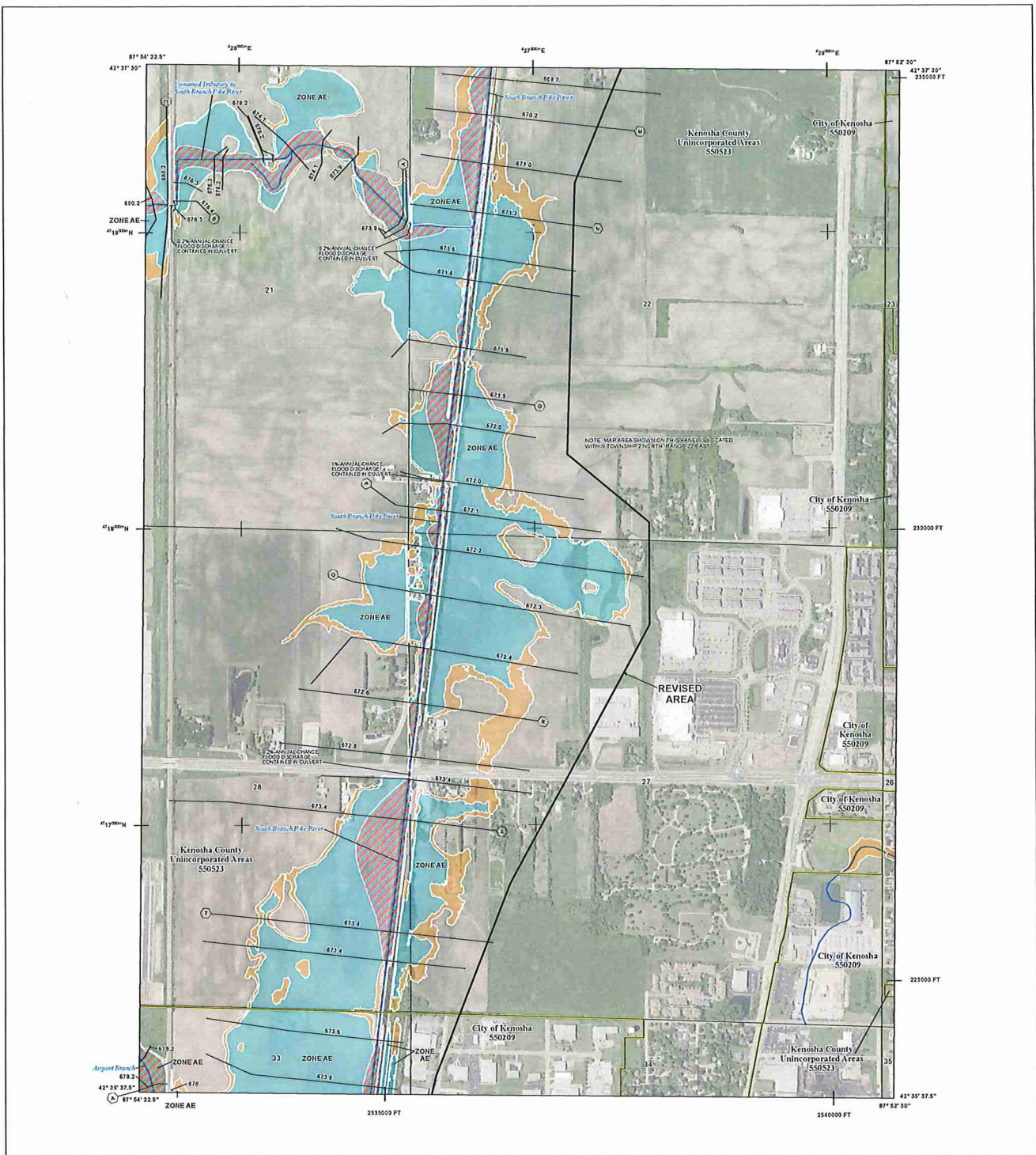
PANEL 181 of 331

Community: KENOSHA CITY OF
 Kenosha County

Number: 850029
 850523

Panel Suffix: 0181
 0181

VERSION NUMBER: 2.1.3.0
 MAP NUMBER: 5509C0181D
 EFFECTIVE DATE: JUNE 19, 2012



FLOOD HAZARD INFORMATION

SEE REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT. THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://msc.fema.gov)

- SPECIAL FLOOD HAZARD AREAS**
- Without Base Flood Elevation (BFE) Zone A-1
 - With BFE or Depth Zone AE, AO, AH, VE, AR
 - Regulatory Floodway
 - 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone A
 - Future Conditions 1% Annual Chance Flood Hazard Zone A
 - Area with Reduced Flood Risk due to Levee See Notes X
 - Area with Flood Risk due to Levee Zone D
- OTHER AREAS OF FLOOD HAZARD**
- Area of Minimal Flood Hazard Zone X
 - Area of Undetermined Flood Hazard Zone D
- OTHER AREAS**
- Channel, Culvert, or Storm Sewer
 - Levee, Dike, or Floodwall
- GENERAL STRUCTURES**
- Cross Sections with 1% Annual Chance Water Surface Elevation
 - Coastal Transact
 - Coastal Transact Baseline
 - Profile Baseline
 - Hydrographic Feature
 - Base Flood Elevation Line (BFE)
 - Limit of Study
 - Jurisdiction Boundary
- OTHER FEATURES**

NOTES TO USERS

For information and questions about the Flood Insurance Rate Map (FIRM), available products associated with the FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Mapping Insurance Exchange at 1-877-FEMA-MAP (1-877-368-2617) or visit the FEMA Flood Map Service Center website at msc.fema.gov. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or viewed directly from the website.

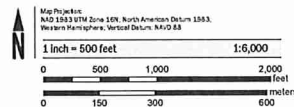
For community and countywide map data refer to the Flood Insurance Study Report for this jurisdiction. Flood Insurance Program at 1-800-368-5623.

Base map information shown on this FIRM was provided in digital format by the USDA National Agriculture Imagery Program (NAIP).

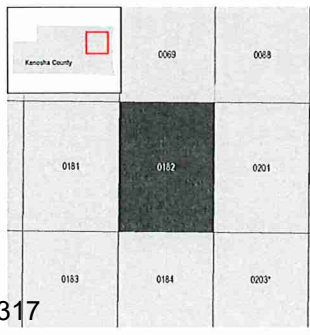
NOTE: AIRBORNE IMAGERY DATED 2022 WAS OBTAINED FROM NAIP.

Local vertical monuments were used to create this map. To obtain current monument information, please contact the Information Services Branch of the National Geospatial Survey at (313) 713-3242 or visit the website at <http://www.ngs.noaa.gov/>

SCALE



PANEL LOCATOR



**NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP**
KENOSHA COUNTY, WISCONSIN
and Incorporated Areas
PANEL 182 OF 331

COMMUNITY	NUMBER	PANEL	SUFFIX
KENOSHA, CITY OF	550209	0182	D
KENOSHA COUNTY	550523	0182	D

REVISED TO REFLECT LEVEE EFFECTIVE JULY 26, 2024

VERSION NUMBER
2.1.3.0
MAP NUMBER
55059C0182D
EFFECTIVE DATE
JUNE 19, 2012

ORDINANCE NO. 2025-003

AN ORDINANCE TO REPEAL AND RECREATE SECTION ZN 4.08(1)(a)5b
OF THE CODE OF ORDINANCES OF THE VILLAGE OF SOMERS
RELATING TO OFFICIAL MAPS AND REVISIONS

The Village Board of Trustees of the Village of Somers, Kenosha County, Wisconsin, hereby repeals and recreates Section ZN 4.08(1)(a)5b of the Code of Ordinances of the Village of Somers relating to the official maps and revisions to read as follows:

- b) Official Maps & Revisions. Special Flood Hazard Areas (SFHA) are designated as zones A, A1-30, AE, AH, AO, VE, V1-30, or V on the Flood Insurance Rate Maps (FIRMs) based on flood hazard analyses summarized in the Flood Insurance Study (FIS) listed in subsec. 1) below. Additional flood hazard areas subject to regulation under this ordinance are identified on maps based on studies approved by the DNR. These maps and revisions are on file in the office of the Village of Somers Clerk.
- 1) Official Maps : Based on the Flood Insurance Study (FIS):
- a) Flood Insurance Rate Map (FIRM), panel numbers (55059C0062D, 55059C0064D, 55059C0066D, 55059C0067D, 55059C0068D, 55059C0069D, 55059C0086D, 55059C0087D, 55059C0088D, 55059C0177D, 55059C0181D, 55059C0182D and 55059C0201D, dated 06/19/2012.
 - b) Flood Insurance Rate Map (FIRM), panel number 55059C0184E, dated 03/17/2017.
 - c) Flood Insurance Rate Map (FIRM), panel numbers 55059C0089E, 55059C0091E, 55059C0093E, 55059C0202E dated 4/11/2024.
 - d) Flood Insurance Study (FIS) for Kenosha County, dated 4/11/2024.
 - e) Letter of Map Revision Case No. 22-05-3273P, effective 8/16/2023.
 - f) Letter of Map Revision Case No. 17-05-6202P, effective

DAVISON LAW OFFICE, LTD.

1207 55th Street, Kenosha, Wisconsin 53140
Telephone No. (262) 657-5165 Fax No. (262) 657-5517 E-mail: dmltd@sbcglobal.net
64/317

06/14/2021.

- g) Letter of Map Revision Case No. 23-05-0545P, effective July 25, 2025.

Approved by: The DNR and FEMA

Dated at Somers, Wisconsin, this _____ day of _____, 2025.

VILLAGE OF SOMERS

By: _____
George Stoner, President

Attest: _____
Wendy Burnette, Clerk/Treasurer

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

WORK SESSION: May 20, 2025

TO: Village President Stoner and Board of Trustees

PREPARED BY: Kevin Poirier, Assistant Administrator

AGENDA ITEM: #5 Discuss Plan Commission Recommendations (MapleCrest):

- a. Request by MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests an amendment to the land use plan map for the Village of Somers (Map 80) as adopted in the Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 from "Park and Recreational", "Nonfarmed Wetland" and "Other Conservancy Land to be Preserved" to "Medium-Density Residential", "High-Density Residential", "Nonfarmed Wetland" and "Other Conservancy Land to be Preserved" on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. *(For information use only, the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street).*
- b. MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests a rezoning from PR-1 Park-Recreational Dist. to R-5 Urban Single-Family Residential Dist., R-11 Multiple-Family Residential Dist., and PUD Planned Unit Development Overlay Dist. on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. *(For information use only, the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street).*
- c. Request by MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path

Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests approval of a Certified Survey Map (dated 2/28/25 and prepared by James D. Baker of Manhard Consulting) to create one (1) 34.874-acre Lot, one (1) 7.421-acre Lot, one (1) 3.574-acre Lot, and one (1) 71.199-acre Lot, along with public right-of-way dedication, on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. *(For information use only, the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street)).*

- d. Request by MapleCrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requesting site plan review and exterior fenestration review on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. *(For information use only, the property is the site of the former MapleCrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street)).*

BACKGROUND:

The MapleCrest Golf Course property has been on the market for a few years. Three separate developers tried to build a subdivision on the parcel, none were able to make the numbers work.

Home Path contacted the Village in December of 2024. They submitted a concept for a subdivision for the property that included a mix of single-family homes and multi-family. They would be the developers of the single-family lots. They presented their first concept to the Plan Commission in February.

UPDATE:

The proposal in front of you tonight is an alternate presented the night of the May 12 Plan Commission meeting. The necessary public hearing for the Land Use Plan Amendment and Rezoning were held

The Plan Commission recommended approval the Land Use Plan Amendment (4-0, Commissioner Boxx abstained). The rezoning was limited to only the single-family portion of the development and was recommended (4-0, Commissioner Boxx abstained). The Certified Survey Map was recommended (4-0, Commissioner Boxx abstained). The site plan review and exterior fenestration was recommended (4-1, Commissioner Boxx voted against).

The Plan Commission also recommended larger setbacks.

Home Path updated its plans and changed the setbacks in the front yard to 30 ft for its smaller Pathway Homes and 25 on the Flagship Homes, which are larger.

A revised Site Plan shows the lots not meeting the 10,000 sq ft minimum.

COMMENTS:

The new plan presented to the Plan Commission has not been reviewed by either Planning and Zoning or Engineers.

ATTACHMENTS:

Home Path Cover Letter

Concept Engineering Plans

Concept Site Plan

Concept Multi-Family Layout

Stormwater Report

Setbacks exhibit

Plan Commission Presentation

Reply to Trustee Nelson letter dated April 16, 2025

Minutes from the May 12 Plan Commission



May 30, 2025

Kevin Poirier, Assistant Administrator
Village / Town of Somers
7511 12th Street, P.O. Box 197
Somers, WI 53171

Re: The Streets of Maplecrest – Board Workshop Submittal

Dear Mr. Poirier,

Please consider the following revised and additional documents as they relate to Plan Commission comments/conditions of motion to move the referenced project to Village Board workshop;

- Revised Concept Engineering
- Revised Concept Site Plan
- Concept Schematic for MF site
- Concept Stormwater Report
- Single-Family Side Yard Setback Exhibit
- Rendered site plan that was presented as an alternative at Plan Commission on 5/12/25
- Copy of Home Path's reply to Trustee Nelson's questions/comments

Please keep in mind that the Plan Commission recommended to approve the rezoning of the 34.9 acres in the NW corner of the subject property with the condition that it would be zoned A4 Ag Holding district instead of the requested R11. We would like consideration during workshop deliberations to not seek the A4 district and instead reduce our requested R11 zoning district ask to an R9 zoning district. All potential future units would be single-entry units. These units would likely be a combination of +/- 1,300sf to 1,800sf units in 8-unit buildings, +/- 700sf to 1,200sf in 8-unit buildings, and +/- 700sf to 1,200sf in 16-unit buildings. We would anticipate no more than 230 to 250 total units to be constructed within the proposed 34.9 acre multiple-family portion of the project site which equates to a potential density of 6.6-7.2 du/ac (1.5-2.1 du/ac less than permitted in R9).

We have had the site preliminarily delineated by an assured delineator. Per state regulations, delineations are not considered official until mid-April depending on temperatures and precipitation each spring. At this point in time, we had already submitted the application package. For this spring, the weather pushed back the allowable delineation conditions more than normal. Additionally, for this site the wetlands cannot be fully delineated until the site tile drainage is repaired, which we are in the process of doing now. We don't anticipate consequential changes in the land plan from here, but we will be seeking impact relief and will likely be mitigating through bank credits. The true impact to delineated wetlands cannot be fully determined at this time, but we are anticipating approximately 2 to 3 acres of impacted wetlands based on preliminary investigations by the assured delineator.

As proposed, only 42% of the detached single-family lots are less than 10,000sf. The Pathway series 2-car lots are the only lots that have lot areas requiring the deviation request to reduce the minimum lot size to 9,000sf. The proposed Flagship series lots have been revised to provide a deeper lot which now makes all of the lot areas for this lot type exceed the minimum lot area per R-5 code (in other words, the deviation request would no longer apply to these lots).

5116 N 126th St
Butler, WI 53007
www.myhomepath.com
[Facebook.com/HomePathFinancial](https://www.facebook.com/HomePathFinancial)

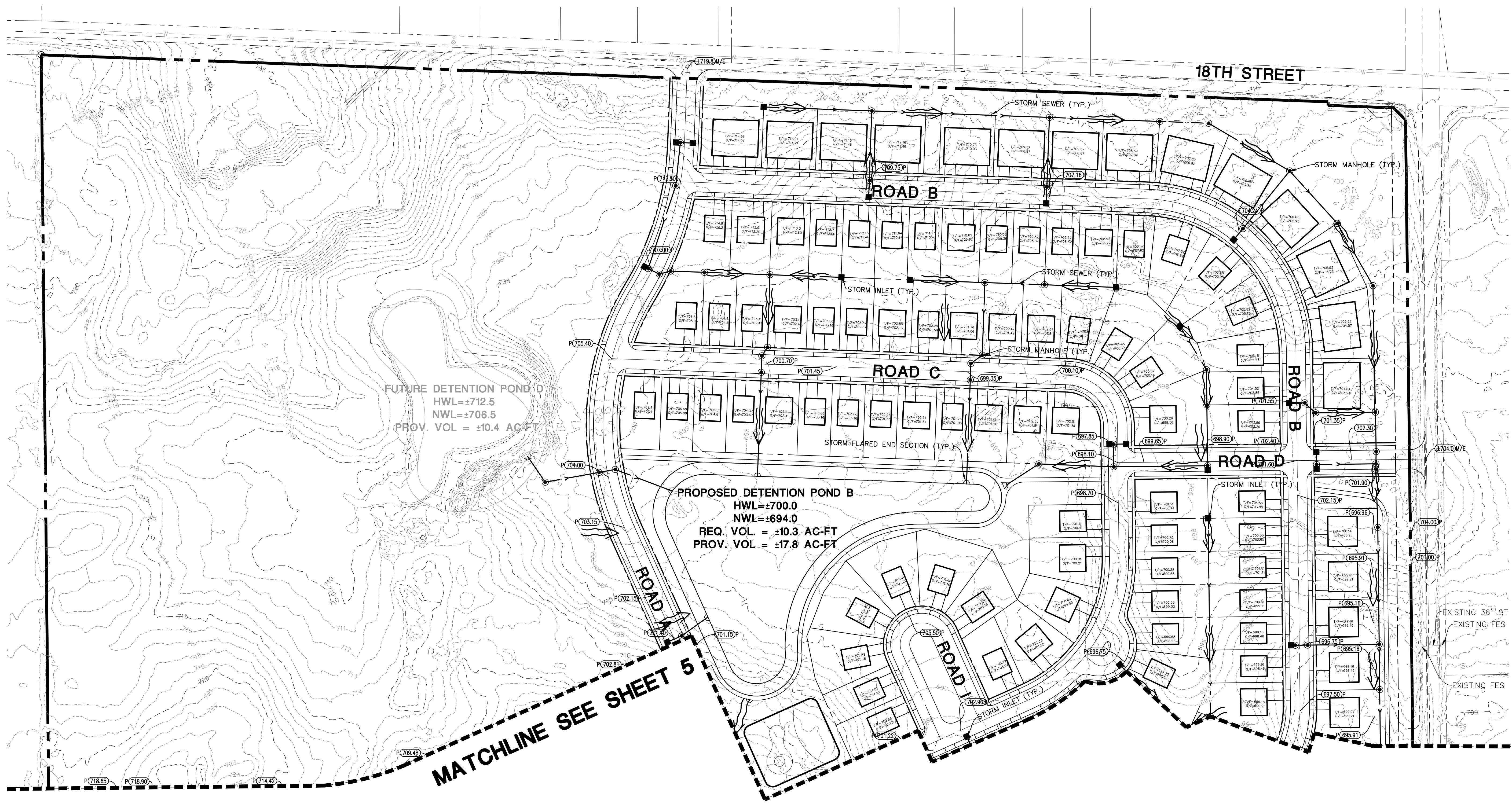


All setback deviation requests remain the same. However, we have revised the Pathway series lots to provide 30 foot FY setbacks which meets R-5 code. The Flagship series lots now provide a 25 foot FY setback which is only a 5 foot reduction from the code requirement instead of the originally proposed 10 foot reduction from the code requirement. The supplement the side yard setback request, it is helpful to note that no two buildings will be closer than 17-18 feet building to building. This would only occur when two of the widest models are located next to each other, all other combinations of buildings would result in greater building to building separation. Internal anti-monotony standards will ensure that placement of the same models next to each other will not happen, which avoids building to building separation less than the 17-18 feet mentioned above. Additionally, these standards limit the proximity of the same models within a defined grouping of homes, ensuring minimum building to building separation as described is implemented. In summary, the requested 7 foot internal side yard setback is necessary to account for all desired models on all lots and includes construction tolerances of 1 foot provided on each side of the foundation to avoid having to pin foundations. The 7 foot internal side yard setback will not result in 14 feet building to building separation.

Please note that the staff report comment for Section ZN 4.03(6)(g)3 incorrectly states, “Petitioner requests a minimum side yard setback of not less than 7 feet from the ***right-of-way of all other roads***” This should only refer to interior side yard setbacks from interior lot lines, not rights-of-way.

With this submittal, we believe we have addressed all staff comments, all Plan Commission comments, and Trustee Nelson’s comments. We look forward to a productive workshop and moving this project forward.

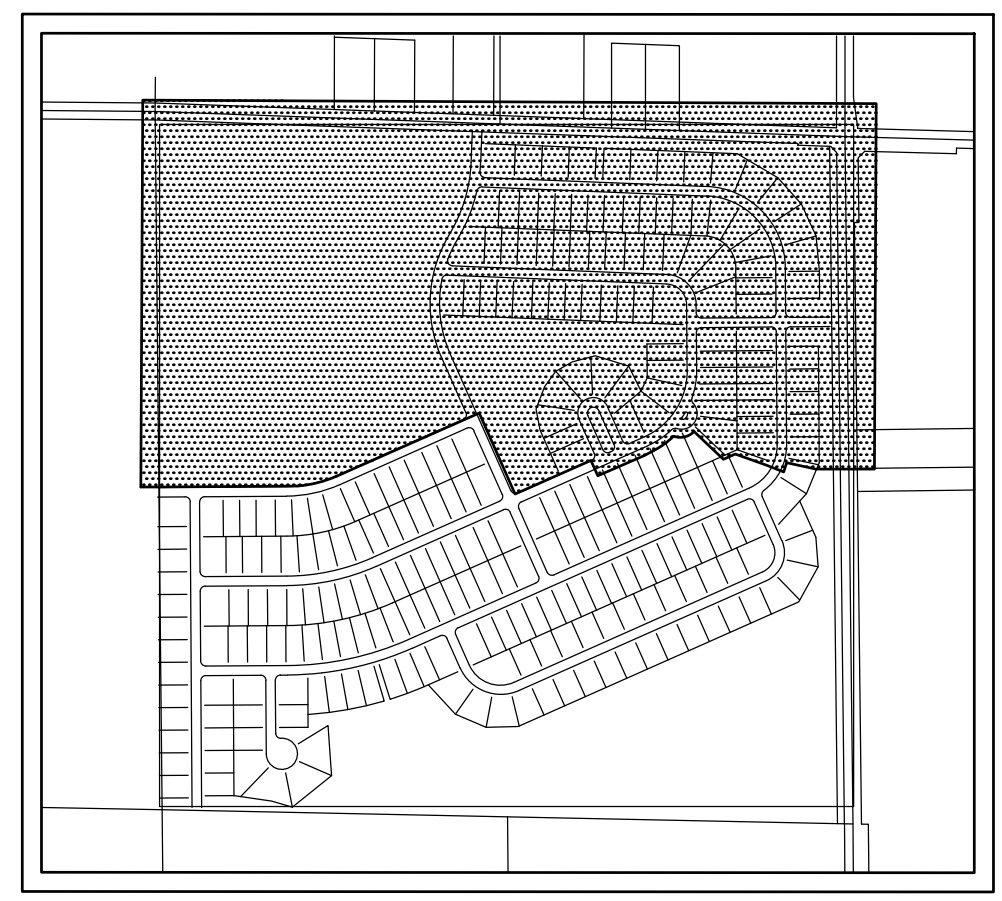
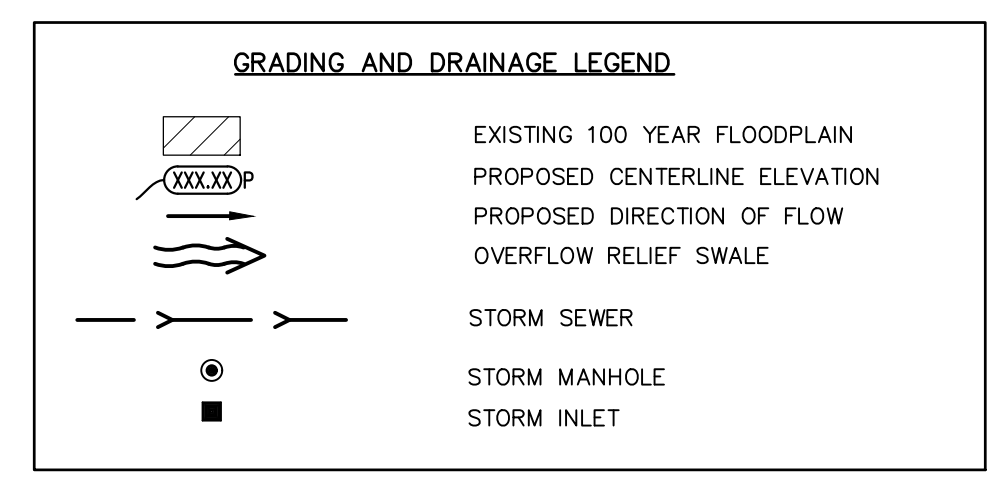
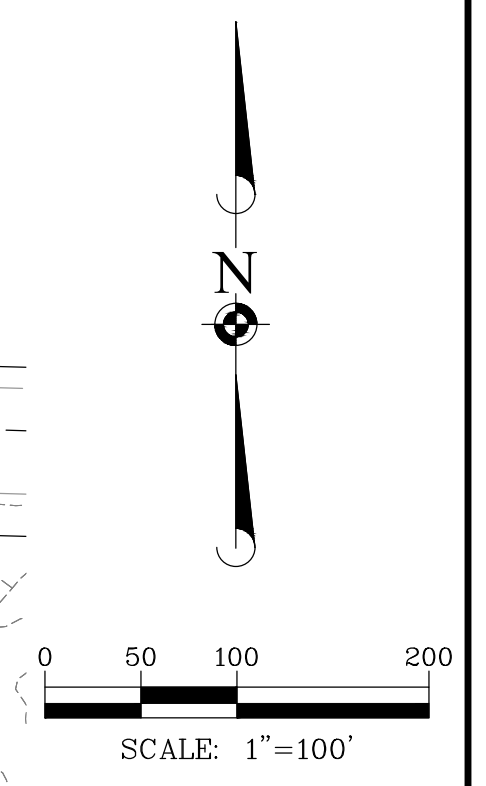
Respectfully Submitted,
Home Path Financial, LP
Ken Frank
Director of Land and Development



FUTURE DETENTION POND D
 HWL = ±712.5
 NWL = ±706.5
 PROV. VOL. = ±10.4 AC-FT

PROPOSED DETENTION POND B
 HWL = ±700.0
 NWL = ±694.0
 REQ. VOL. = ±10.3 AC-FT
 PROV. VOL. = ±17.8 AC-FT

MATCHLINE SEE SHEET 5



KEY MAP

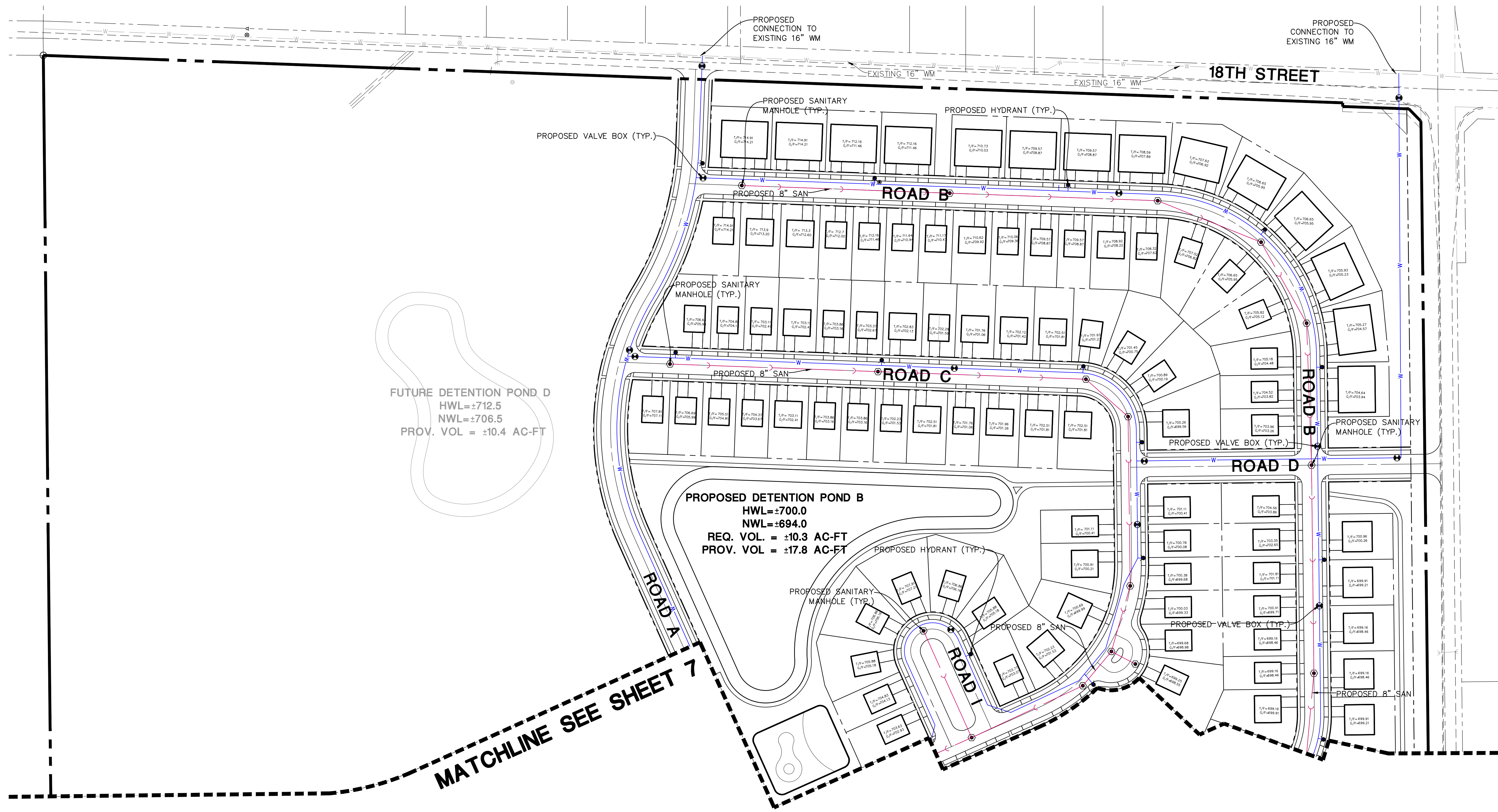
DATE	
REVISIONS	

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STREETS OF MAPLECREST
 VILLAGE OF SOMERS, WISCONSIN
 GRADING AND STORM SEWER PLAN - A

PROJ. MGR.: JMI
 PROJ. ASSOC.: ZJW
 DRAWN BY: CJM
 DATE: 05/29/2025
 SCALE: 1"=100'
 SHEET
4 OF **8**
 HFPSOW01

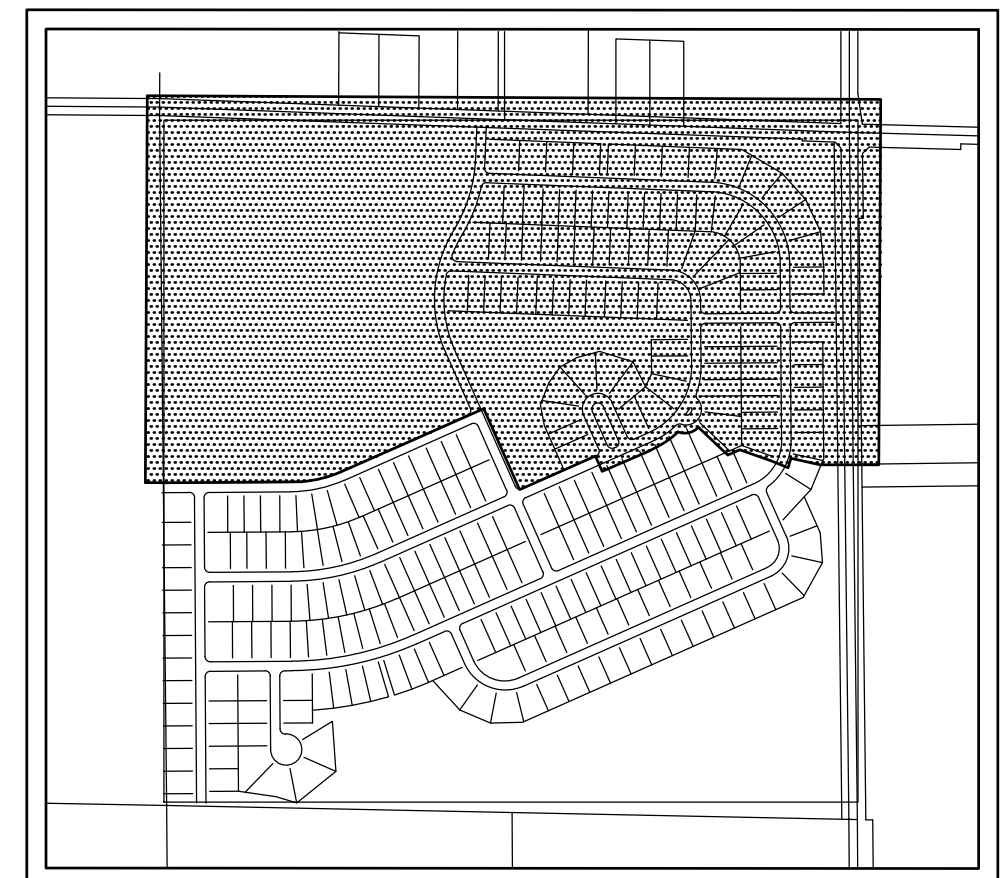
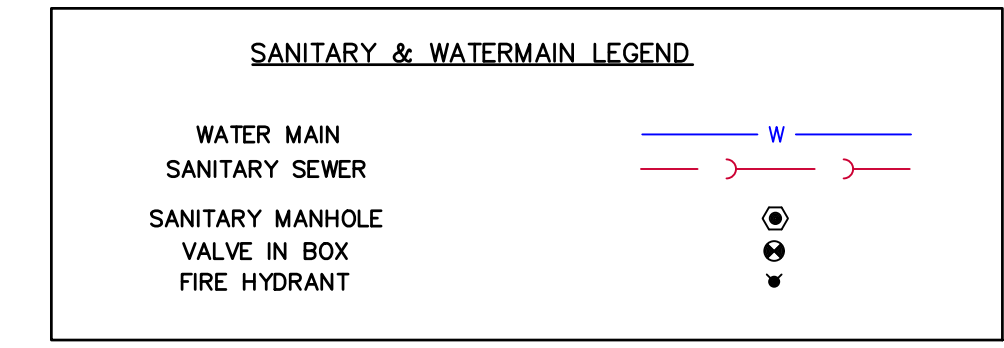
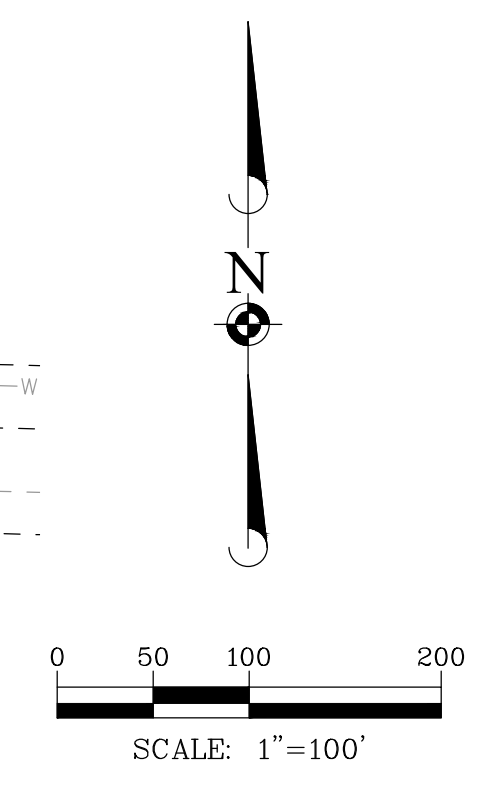
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FUTURE DETENTION POND D
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 NWL=±706.5
 PROV. VOL = ±10.4 AC-FT

PROPOSED DETENTION POND B
 HWL=±700.0
 NWL=±694.0
 REQ. VOL. = ±10.3 AC-FT
 PROV. VOL = ±17.8 AC-FT

MATCHLINE SEE SHEET 7



KEY MAP

DATE	
REVISIONS	

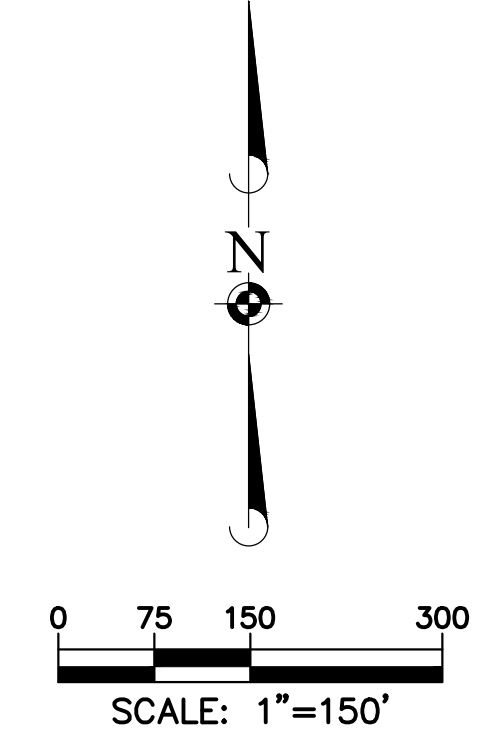
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STREETS OF MAPLECREST
 VILLAGE OF SOMERS, WISCONSIN
 SANITARY AND WATERMAIN PLAN - A

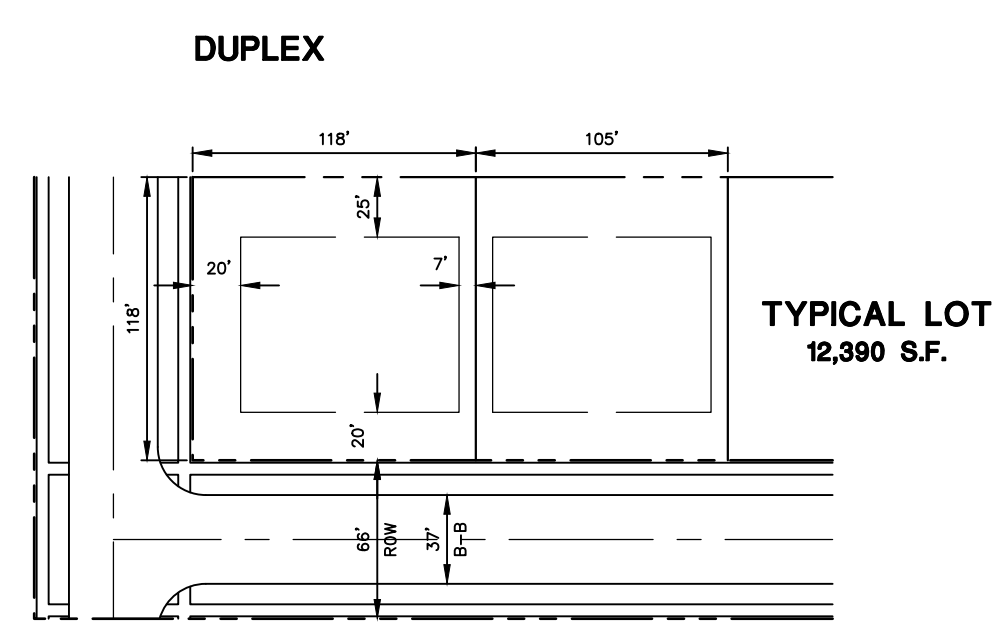
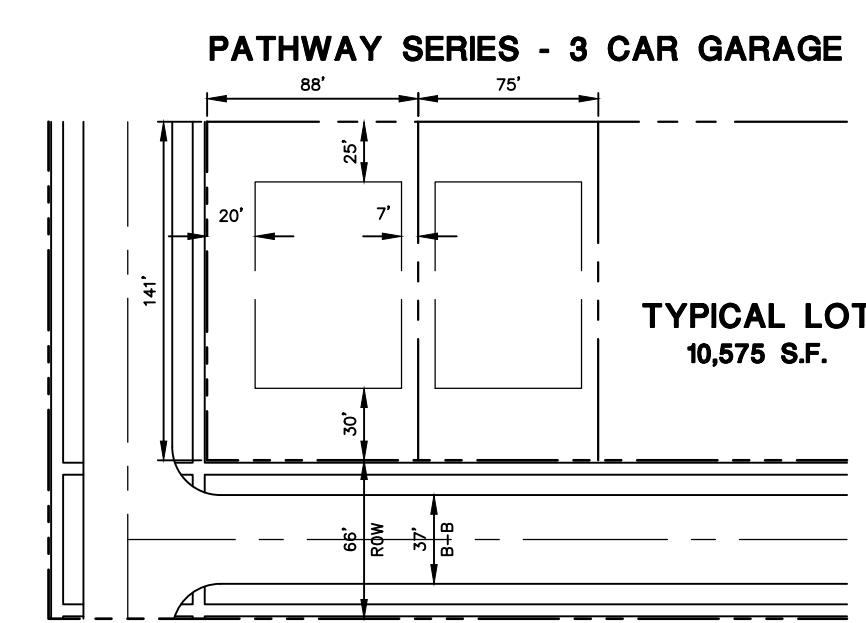
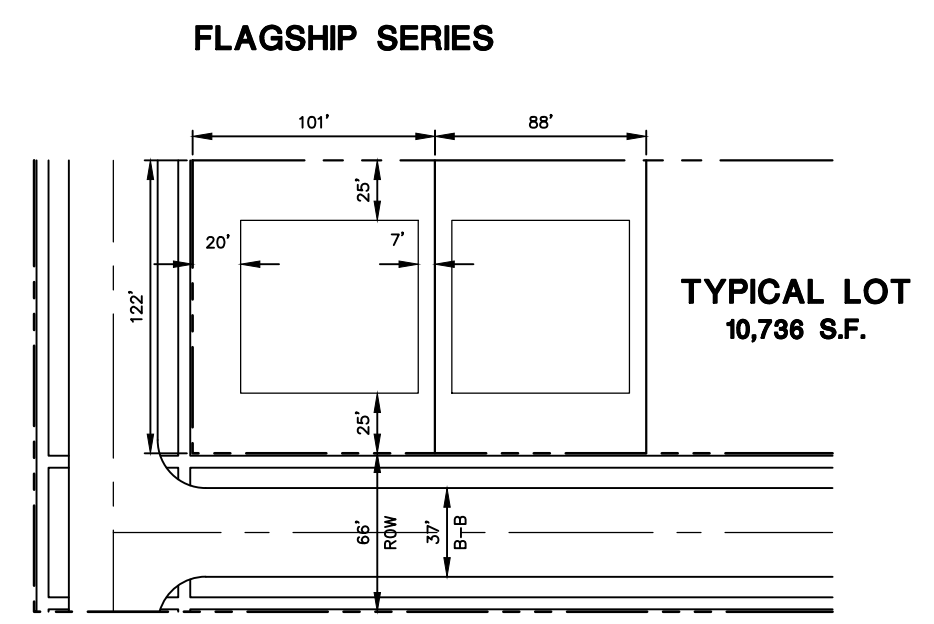
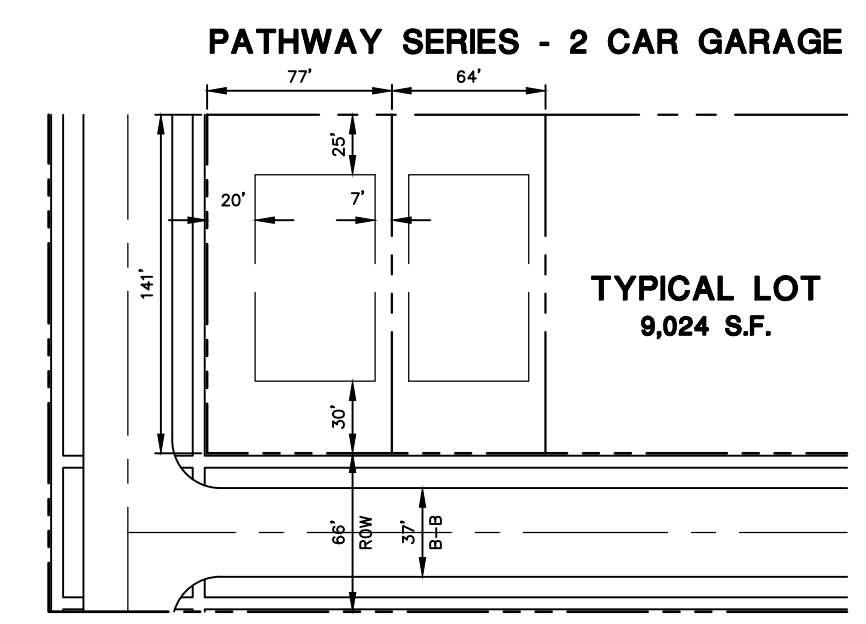
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 PROJ. ASSOC.: ZJW
 DRAWN BY: CJM
 DATE: 05/29/2025
 SCALE: 1"=100'

SHEET
6 OF **8**
 HFPSOW01

July 29, 2025 - 1:50 Draw Name: P:\Highwood\1\Maplecrest\Sanitary\Sanitary and Watermain Plan.dwg Updated By: czasz



SITE DATA		
TOTAL PROJECT SITE	161.7 AC	
CTH-H R.O.W. DEDICATION	1.6 AC	
SINGLE-FAMILY LOTS	66.9 AC	
MULTIPLE-FAMILY DEVELOPMENT	34.9 AC	
OPEN SPACE/STORM	34.8 AC	
INTERNAL RIGHT OF WAY	23.5 AC	
PROPOSED ZONING CLASSIFICATIONS		
R-5 URBAN SINGLE-FAMILY RESIDENTIAL PUD		
R-11 MULTIPLE-FAMILY RESIDENTIAL DISTRICT		
PREVIOUSLY APPROVED LOT COUNT		
SINGLE-FAMILY	296	
DUPLEX	244	
	52	
R-5 SINGLE-FAMILY PUD		
TOTAL AREA	125.2 AC	
TOTAL UNIT COUNT	285	
PATHWAY SERIES	191	
FLAGSHIP SERIES	66	
DUPLEX	28	
DENSITY	2.28 DU/AC	
R-11 MULTIPLE-FAMILY (12.4 DU/AC)		
TOTAL AREA	34.9 AC	
ZONING SUMMARY		
ZONING CLASSIFICATION	ORD R-5	PROP R-5 PUD
SETBACKS		
FRONT	30'	20'
REAR	25'	25'
SIDE	10'	7'
CORNER SIDE	30'	20'
MINIMUM LOT AREA	10,000 SF	9,000 SF
MINIMUM LOT WIDTH	75'	64'
108 LOTS <10,000 S.F. CODE MINIMUM		



TYPICAL LOT DETAIL 1"=80'

DRAWN BY: _____
 REVISIONS: _____
 DATE: _____

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THE STREETS OF MAPLECREST
 VILLAGE OF SOMERS, WISCONSIN
 CONCEPTUAL SITE PLAN

PROJ. MGR.: JMI
 PROJ. ASSOC.: ERI
 DRAWN BY: DC
 DATE: 5/29/2025
 SCALE: 1"=150'
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1
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**MAPLECREST SUBDIVISION
CONCEPTUAL STORMWATER
MANAGEMENT REPORT**

SOMERS, WISCONSIN

**PREPARED BY:
MANHARD CONSULTING
333 E. BUTTERFIELD RD
LOMBARD, ILLINOIS 60148**

MAY 29, 2025

1

□ **NARRATIVE**

2

□ **EXISTING CONDITIONS**

- EXISTING CONDITIONS DRAINAGE EXHIBIT
- PONDPACK EXISTING CONDITIONS MODEL OUTPUT
- DEPRESSION I DRAWDOWN ANALYSIS

3

□ **PROPOSED CONDITIONS**

- PROPOSED CONDITIONS DRAINAGE EXHIBIT
- PONDPACK PROPOSED CONDITIONS MODEL OUTPUT
- DEPRESSION I DRAWDOWN ANALYSIS

INTRODUCTION

This report presents calculations and documentation for the design of the stormwater facilities for the redevelopment of Maplecrest Country Club in Somers, Wisconsin. The total on-site area is approximately 161.7 acres. The site is located at the southwest corner of 88th Avenue (CTH-H) and 18th Street. The purpose of this stormwater report is to provide the results of preliminary studies for stormwater detention, conveyance facilities and best management practices as well as show the benefits that the proposed project will have to the existing flooding issues experienced at 88th Ave (County Highway H (CTH-H)). The report was conducted according to the Village of Somers Development Standards.

PROJECT DESCRIPTION

The proposed development is bounded by 88th Avenue to the east, and 18th Street to the north. Farmland lies to the west and south boundaries of the site. The proposed site will consist of future multi-family buildings in the NW corner of the site and single-family lots elsewhere. It should be noted that the proposed modeling assumed the fully developed multifamily development and associated detention basin (Pond C). The site currently exists as functioning 18-hole golf course with a depression in the southeast corner which frequently floods and causes damage to CTH-H.

FEMA FLOODPLAIN

The Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map, effective June 19, 2012 shows that the project site does contain regulatory floodplain in the southeast portion of the site as Zone A. This FEMA Zone A appears to end at the east side of County Highway H with an elevation of 688.4. Based on the Kenosha County topography, this 100-year flood elevation of 688.4 results in the Highway being inundated with as much as 3.4 feet of water over the pavement during a 100-year storm event. However, an updated HEC-RAS model for a LOMR which will be imminently effective, shows the 100-year water surface profile to be 686.27 at County Highway H. Although the LOMR is not currently effective, Manhard Consulting has been directed to use the BFE for compensatory storage calculations purposes.

RAINFALL DATA AND HYDROLOGIC ANALYSIS

Existing and proposed conditions hydrologic modeling was performed using hydrograph routing methodology to determine the peak flows, volumes, and high-water elevations. Bentley

PondPack was utilized to run critical duration analysis using the 2024 SEWRPC rainfall distribution and NOAA Atlas 14 Rainfall-Depth-Duration Frequency Tables for Somers, Wisconsin for the 1, 2, 3, 6, 12, 24, and 48-hour storm durations. The 2024 SEWRPC distribution was chosen over the MSE3 distribution due to the large amount of offsite, upstream area tributary to the site. The timing and addition of the offsite and onsite hydrographs is better represented by the SEWRPC distribution rather than MSE3, and the floodplain that occupies the southeast corner of the site is driven by volume given the large depression that straddles CTH-H. The SEWRPC distribution is typically used floodplain modeling, and therefore relevant to the hydrology modeling of the site.

EXISTING CONDITIONS

OVERVIEW

The project site currently functions as an 18-hole golf course in good condition. The site drains from the northwest to the southeast into a depression interconnected by a 36" culvert under County Highway H. The gravity overflow from the depression is located on the property east of County Highway H where it overtops and eventually reaches the Pike River. Even during small storm events (1-year frequency), the depression overtops. This results in constant, long term inundation which causes frequent damage to County Highway H.

There are several offsite drainage areas to the north, south, east, and west of the site that drain through the subject parcel. The offsite areas and their respective drainage patterns are depicted on the Existing Conditions Drainage Exhibit included with this report. The proposed land plan accommodates these drainage paths with bypass pipes & culverts to convey the water safely through the site.

PondPack was used to determine the total offsite flow being conveyed to the site and the existing onsite flows in order to determine the proposed release rates. Calculations and exhibits are included with this report.

ONSITE WETLANDS, DEPRESSIONAL AREAS, AND PONDS

Hey and Associates has completed a Preliminary Wetland Delineation for the site and the boundaries of the wetlands are shown on the overall exhibit. Based on the proposed site plan, some wetlands are intended to be impacted. Next steps include providing a formal wetland delineation to the Wisconsin Department of Natural Resources (WDNR) and Army Corps. It is

the opinion of Hey & Associates that many of the wetlands were manmade for the golf course and will be ultimately exempt. These issues will be addressed during the final engineering phase of the project.

The project site currently contains multiple existing depressional areas and ponds. Stormwater storage disturbed by proposed site grading will be compensated at a 1:1 ratio in the proposed detention basins. Depressional areas & ponds were modeled in the existing conditions PondPack model to determine the storage impacted. The total existing depressional storage to be compensated for in the proposed conditions is 0.54 ac-ft

PROPOSED CONDITIONS

The proposed development will be served by three stormwater management basins. Stormwater conveyance to the basins will be done via swales and storm sewer designed per the requirements of the Village of Somers Development Standards. Based on previous feedback from the village regarding flooding problems on the project site and neighboring site, the total detention volume is sized assuming a zero-release condition from site development area for the 100-year 24-hour design storm (~62 ac-ft). This storage will be provided in the three detention basins (Pond A, B, and C) which discharge in series from Pond C to Pond B to Pond A before ultimately discharging to the existing depression at the southeast corner of the site (On-Dep-Area-I). Per discussions with the Village, the depression will be excavated at the south end where it appears fill was placed in the past. This area will also serve to provide compensatory storage for any regulatory floodplain fills placed for the site development. As mentioned previously, the southeast depression does not have a gravity outlet which results in frequent, long term inundation around CTH H. As such, a proposed 36" reinforced concrete pipe will extend from the onsite southeast depression and extend through the eastern offsite property where it will discharge just upstream of the 60" culvert beneath the railroad. Previous feedback from the Village suggested the stormwater detention basin in the southeast corner of the site (Pond A) be oversized by 30% in order to help reduce flooding occurring in the existing condition on 88th Avenue (CTH H). A more conservative, yet simplified, approach was taken by instead providing storage for the total 100-year, 24-hour development runoff to the proposed ponds. This allows attenuation of onsite runoff volume (as well as some offsite) before discharging to the southeast depression (Depression I), thus reducing the peak water surface elevation and inundation time of the depression. The drawdown plots of the existing and proposed depression are provided in this report. The plots show the existing depression remains full up to 684.38 and can only drain via

infiltration and evaporation. The proposed plot shows the depression draws down to normal in approximately 72 hours after the 100-year 24-storm. The peak water surface elevation is shown to drop from 686.14 to 685.91 in the proposed condition. This is attributed to the 36" diameter bypass pipe, the compensatory storage provided within the depression, and the detention storage provided upstream.

The development will provide compensatory floodplain storage by re-grading the open area in the southeast to verify a no-rise condition in the regional FEMA floodplain elevation. The proposed detention basins will exceed the required 1:1 ratio for compensatory storage of the existing FEMA floodplain in the 0-10 year event and in the 10-100 year event utilizing a "swap basin". See Tab 4 for preliminary compensatory storage cross sections.

TOTAL SUSPENDED SOLIDS AND INFILTRATION

The proposed development shall meet the project requirements as stated in the Village of Somers Development Standards, which include Best Management Practices (BMP's) for total suspended solids and infiltration. The proposed development plan utilizes multiple best management practices including disconnected greenspace, berms, and wet bottom detention basins to promote water quality and infiltration into the ground prior to leaving the site.

TOTAL SUSPENDED SOLIDS (TSS)

BMP's shall be designed, installed, and maintained to control Total Suspended Solids carried in runoff from the post-construction site as required by the Wisconsin Administrative Codes NR 216 and NR 151. The project site is classified as a new land development and is therefore required by ordinance to meet 80% TSS reduction.

Total suspended solids in each proposed basin will be removed through a combination of onsite catch basins located at each entry point to the basin, as well as a restrictor orifice at the outlet structure of the basins. The basins will be a wet bottom basin, which will also contribute to TSS removal.

WinSLAMM will be used to analyze the site and to determine the proposed basins will remove at least 80% of total suspended solids during final engineering. The WinSLAMM Model will also analyze tributary offsite flows per the guidance provided on the WDNR's website. These calculations will be provided with the final engineering submittal.

INFILTRATION

Infiltration basins will be examined in accordance with Wisconsin Administrative Code NR 151. Stormwater Management facilities are governed by the Wisconsin Department of Natural Resources Conservation Practice Standard 1002 (Site Evaluation for Storm Water Infiltration) during the final engineering phase. Based on the review of the Kenosha County Soils Survey, we would expect this site to be exempt from infiltration. This will be confirmed with actual geotechnical reports during the final engineering phase of the project.

STORM SEWER AND SURFACE FLOW

STORM SEWER

The proposed storm sewer system will be designed to provide conveyance for the 10-year storm event as required by the Village of Somers Development Standards and Wisconsin DOT Facilities design manual. This will include capturing and routing the 10-year storm event utilizing NOAA Atlas 14 rainfall data and the rational method. Storm sewer design calculations as well as data tables and profiles showing hydraulic grade lines will be provided during final engineering.

SURFACE FLOW

Storm events in excess of the 100-year storm will be conveyed to the basins via overland flow while maintaining 1' from freeboard from adjacent building. Overland flow routes are shown in the Grading Plan of the drawings.

SOIL EROSION AND SEDIMENT CONTROL


The proposed development will be designed to comply with all Village of Somers and Wisconsin DNR soil erosion and sediment control measures. Please refer to the Soil Erosion and Sediment Control Plan in the drawings for details.

CONCLUSION

The proposed detention design and compensatory storage design are shown to meet the Village of Somers stormwater standards. The proposed design will improve current flooding issues at CTH-H as well as the adjacent properties. This Stormwater Report is submitted for review and concurrence. Questions or comments regarding this stormwater study and report should be directed to Kevin Shea at (630) 925-1031 or by email at kshea@manhard.com.

Sincerely,

MANHARD CONSULTING, LTD.

A handwritten signature in black ink, appearing to read 'Kevin Shea', is written over a horizontal line.

Kevin Shea

Water Resource Project Manager

Existing Conditions - 10yr & 100yr 24hr

Project Summary

Title

Engineer

Company

Date

1/19/2021

Notes

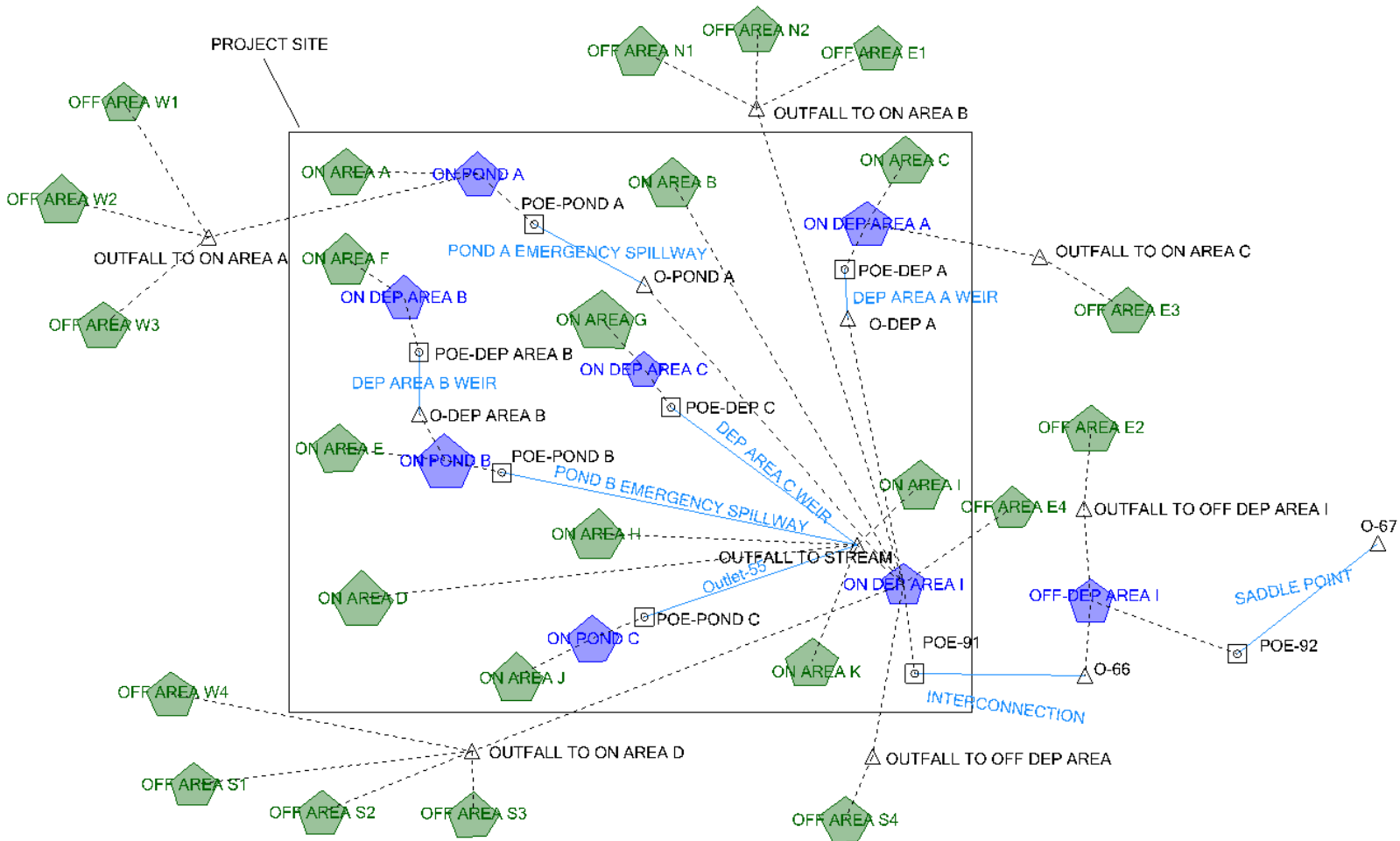


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	Time-Depth Curve, 10 years (SEWRPC 010yr - 24hr)	8

Existing Conditions - 10yr & 100yr 24hr

Subsection: Master Network Summary

Catchments Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)
ON AREA A	SEWRPC 010yr - 24hr	10	2.967	650.000	5.447
ON AREA A	SEWRPC 100yr - 24hr	100	6.209	649.000	11.258
ON AREA B	SEWRPC 010yr - 24hr	10	6.980	660.000	12.218
ON AREA B	SEWRPC 100yr - 24hr	100	14.607	655.000	25.613
ON AREA C	SEWRPC 010yr - 24hr	10	0.176	654.000	0.314
ON AREA C	SEWRPC 100yr - 24hr	100	0.367	653.000	0.654
ON AREA D	SEWRPC 010yr - 24hr	10	6.700	730.000	11.102
ON AREA D	SEWRPC 100yr - 24hr	100	14.021	686.000	23.148
ON AREA E	SEWRPC 010yr - 24hr	10	1.737	650.000	3.196
ON AREA E	SEWRPC 100yr - 24hr	100	3.634	649.000	6.596
ON AREA F	SEWRPC 010yr - 24hr	10	0.293	650.000	0.539
ON AREA F	SEWRPC 100yr - 24hr	100	0.613	649.000	1.113
ON AREA G	SEWRPC 010yr - 24hr	10	0.117	649.000	0.217
ON AREA G	SEWRPC 100yr - 24hr	100	0.246	649.000	0.447
ON AREA H	SEWRPC 010yr - 24hr	10	0.343	649.000	0.636
ON AREA H	SEWRPC 100yr - 24hr	100	0.719	648.000	1.310
ON AREA I	SEWRPC 010yr - 24hr	10	0.954	654.000	1.700
ON AREA I	SEWRPC 100yr - 24hr	100	1.997	653.000	3.549
ON AREA J	SEWRPC 010yr - 24hr	10	0.239	651.000	0.436
ON AREA J	SEWRPC 100yr - 24hr	100	0.500	650.000	0.903
ON AREA K	SEWRPC 010yr - 24hr	10	0.372	650.000	0.682
ON AREA K	SEWRPC 100yr - 24hr	100	0.778	650.000	1.410
OFF AREA N1	SEWRPC 010yr - 24hr	10	12.874	672.000	21.535

Existing Conditions - 10yr & 100yr 24hr

Subsection: Master Network Summary

Catchments Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)
OFF AREA N1	SEWRPC 100yr - 24hr	100	23.615	663.000	38.843
OFF AREA N2	SEWRPC 010yr - 24hr	10	2.739	648.000	4.914
OFF AREA N2	SEWRPC 100yr - 24hr	100	5.024	648.000	8.696
OFF AREA E1	SEWRPC 010yr - 24hr	10	0.188	648.000	0.338
OFF AREA E1	SEWRPC 100yr - 24hr	100	0.344	648.000	0.597
OFF AREA E2	SEWRPC 010yr - 24hr	10	13.495	653.000	23.634
OFF AREA E2	SEWRPC 100yr - 24hr	100	26.429	652.000	45.043
OFF AREA E3	SEWRPC 010yr - 24hr	10	0.074	648.000	0.133
OFF AREA E3	SEWRPC 100yr - 24hr	100	0.135	648.000	0.234
OFF AREA E4	SEWRPC 010yr - 24hr	10	0.205	648.000	0.369
OFF AREA E4	SEWRPC 100yr - 24hr	100	0.376	648.000	0.652
OFF AREA S1	SEWRPC 010yr - 24hr	10	4.019	650.000	7.182
OFF AREA S1	SEWRPC 100yr - 24hr	100	7.373	648.000	12.733
OFF AREA S2	SEWRPC 010yr - 24hr	10	1.867	648.000	3.349
OFF AREA S2	SEWRPC 100yr - 24hr	100	3.424	648.000	5.926
OFF AREA S3	SEWRPC 010yr - 24hr	10	1.383	648.000	2.488
OFF AREA S3	SEWRPC 100yr - 24hr	100	2.537	648.000	4.398
OFF AREA S4	SEWRPC 010yr - 24hr	10	15.004	653.000	26.398
OFF AREA S4	SEWRPC 100yr - 24hr	100	27.522	650.000	47.063
OFF AREA W1	SEWRPC 010yr - 24hr	10	4.209	653.000	7.405
OFF AREA W1	SEWRPC 100yr - 24hr	100	7.720	650.000	13.202
OFF AREA W2	SEWRPC 010yr - 24hr	10	4.416	650.000	7.867
OFF AREA W2	SEWRPC 100yr - 24hr	100	8.100	648.000	13.962

Existing Conditions - 10yr & 100yr 24hr

Subsection: Master Network Summary

Catchments Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)
OFF AREA W3	SEWRPC 010yr - 24hr	10	0.690	648.000	1.246
OFF AREA W3	SEWRPC 100yr - 24hr	100	1.267	648.000	2.200
OFF AREA W4	SEWRPC 010yr - 24hr	10	23.216	670.000	39.037
OFF AREA W4	SEWRPC 100yr - 24hr	100	42.586	661.000	70.354

Node Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)
OUTFALL TO ON AREA D	SEWRPC 010yr - 24hr	10	30.485	651.000	51.156
O-67	SEWRPC 010yr - 24hr	10	45.831	876.000	60.957
O-67	SEWRPC 100yr - 24hr	100	171.197	691.000	311.494

Pond Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)	Maximum Water Surface Elevation (ft)	Maximum Pond Storage (ac-ft)
ON POND A (IN)	SEWRPC 010yr - 24hr	10	12.282	649.000	21.946	(N/A)	(N/A)
ON POND A (OUT)	SEWRPC 010yr - 24hr	10	10.532	652.000	21.772	709.15	2.011
ON POND A (IN)	SEWRPC 100yr - 24hr	100	23.296	649.000	40.605	(N/A)	(N/A)
ON POND A (OUT)	SEWRPC 100yr - 24hr	100	21.547	651.000	40.443	709.23	2.166
ON DEP AREA A (IN)	SEWRPC 010yr - 24hr	10	0.249	649.000	0.443	(N/A)	(N/A)
ON DEP AREA A (OUT)	SEWRPC 010yr - 24hr	10	0.023	1,446.000	0.075	694.03	0.236
ON DEP AREA A (IN)	SEWRPC 100yr - 24hr	100	0.502	648.000	0.885	(N/A)	(N/A)
ON DEP AREA A (OUT)	SEWRPC 100yr - 24hr	100	0.276	794.000	0.554	694.12	0.270

Existing Conditions - 10yr & 100yr 24hr

Subsection: Master Network Summary

Pond Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)	Maximum Water Surface Elevation (ft)	Maximum Pond Storage (ac-ft)
ON POND B (IN)	SEWRPC 010yr - 24hr	10	1.947	721.000	3.390	(N/A)	(N/A)
ON POND B (OUT)	SEWRPC 010yr - 24hr	10	1.347	739.000	2.613	686.21	0.760
ON POND B (IN)	SEWRPC 100yr - 24hr	100	4.165	650.000	7.668	(N/A)	(N/A)
ON POND B (OUT)	SEWRPC 100yr - 24hr	100	3.565	653.000	7.536	686.33	0.854
ON POND C (IN)	SEWRPC 010yr - 24hr	10	0.239	651.000	0.436	(N/A)	(N/A)
ON POND C (OUT)	SEWRPC 010yr - 24hr	10	0.239	651.000	0.436	0.00	0.000
ON POND C (IN)	SEWRPC 100yr - 24hr	100	0.500	650.000	0.903	(N/A)	(N/A)
ON POND C (OUT)	SEWRPC 100yr - 24hr	100	0.500	650.000	0.903	0.00	0.000
ON DEP AREA B (IN)	SEWRPC 010yr - 24hr	10	0.293	650.000	0.539	(N/A)	(N/A)
ON DEP AREA B (OUT)	SEWRPC 010yr - 24hr	10	0.210	731.000	0.413	689.01	0.114
ON DEP AREA B (IN)	SEWRPC 100yr - 24hr	100	0.613	649.000	1.113	(N/A)	(N/A)
ON DEP AREA B (OUT)	SEWRPC 100yr - 24hr	100	0.530	654.000	1.080	689.05	0.129
ON DEP AREA C (IN)	SEWRPC 010yr - 24hr	10	0.117	649.000	0.217	(N/A)	(N/A)
ON DEP AREA C (OUT)	SEWRPC 010yr - 24hr	10	0.099	655.000	0.208	686.45	0.022
ON DEP AREA C (IN)	SEWRPC 100yr - 24hr	100	0.246	649.000	0.447	(N/A)	(N/A)
ON DEP AREA C (OUT)	SEWRPC 100yr - 24hr	100	0.227	653.000	0.438	686.50	0.027
ON DEP AREA I (IN)	SEWRPC 010yr - 24hr	10	58.598	653.000	100.293	(N/A)	(N/A)
ON DEP AREA I (OUT)	SEWRPC 010yr - 24hr	10	54.755	742.000	82.408	685.71	13.282
ON DEP AREA I (Reverse)	SEWRPC 010yr - 24hr	10	0.000	2.000	0.000	(N/A)	(N/A)

Existing Conditions - 10yr & 100yr 24hr

Subsection: Master Network Summary

Pond Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)	Maximum Water Surface Elevation (ft)	Maximum Pond Storage (ac-ft)
ON DEP AREA I (IN)	SEWRPC 100yr - 24hr	100	171.037	651.000	290.724	(N/A)	(N/A)
ON DEP AREA I (OUT)	SEWRPC 100yr - 24hr	100	167.192	660.000	282.928	686.14	17.890
ON DEP AREA I (Reverse)	SEWRPC 100yr - 24hr	100	0.000	2.000	0.000	(N/A)	(N/A)
OFF-DEP AREA I (IN)	SEWRPC 010yr - 24hr	10	68.250	737.000	101.346	(N/A)	(N/A)
OFF-DEP AREA I (Reverse)	SEWRPC 010yr - 24hr	10	0.000	2.000	0.000	(N/A)	(N/A)
OFF-DEP AREA I (OUT)	SEWRPC 010yr - 24hr	10	45.831	876.000	60.957	685.04	30.423
OFF-DEP AREA I (IN)	SEWRPC 100yr - 24hr	100	193.620	658.000	327.551	(N/A)	(N/A)
OFF-DEP AREA I (Reverse)	SEWRPC 100yr - 24hr	100	0.000	2.000	0.000	(N/A)	(N/A)
OFF-DEP AREA I (OUT)	SEWRPC 100yr - 24hr	100	171.197	691.000	311.494	685.63	39.989

Existing Conditions - 10yr & 100yr 24hr

Subsection: Time-Depth Curve

Return Event: 100 years

Label: SEWRPC - 2024

Storm Event: 100yr - 24hr

Scenario: SEWRPC 100yr - 24hr

Time-Depth Curve: 100yr - 24hr	
Label	100yr - 24hr
Start Time	0.000 min
Increment	72.000 min
End Time	1,440.000 min
Return Event	100 years

CUMULATIVE RAINFALL (in)

Output Time Increment = 72.000 min

Time on left represents time for first value in each row.

Time (min)	Depth (in)	Depth (in)	Depth (in)	Depth (in)	Depth (in)
0.000	0.00	0.16	0.28	0.40	0.55
360.000	0.77	1.10	1.66	2.46	3.31
720.000	3.99	4.47	4.77	4.98	5.14
1,080.000	5.27	5.38	5.49	5.59	5.71
1,440.000	5.84	(N/A)	(N/A)	(N/A)	(N/A)

Existing Conditions - 10yr & 100yr 24hr

Subsection: Time-Depth Curve

Return Event: 10 years

Label: SEWRPC - 2024

Storm Event: 10yr - 24hr

Scenario: SEWRPC 010yr - 24hr

Time-Depth Curve: 10yr - 24hr	
Label	10yr - 24hr
Start Time	0.000 min
Increment	72.000 min
End Time	1,440.000 min
Return Event	10 years

CUMULATIVE RAINFALL (in)

Output Time Increment = 72.000 min

Time on left represents time for first value in each row.

Time (min)	Depth (in)	Depth (in)	Depth (in)	Depth (in)	Depth (in)
0.000	0.00	0.10	0.18	0.26	0.36
360.000	0.50	0.71	1.07	1.58	2.12
720.000	2.57	2.87	3.06	3.20	3.30
1,080.000	3.39	3.46	3.53	3.59	3.66
1,440.000	3.75	(N/A)	(N/A)	(N/A)	(N/A)

Existing Conditions - 10yr & 100yr 24hr

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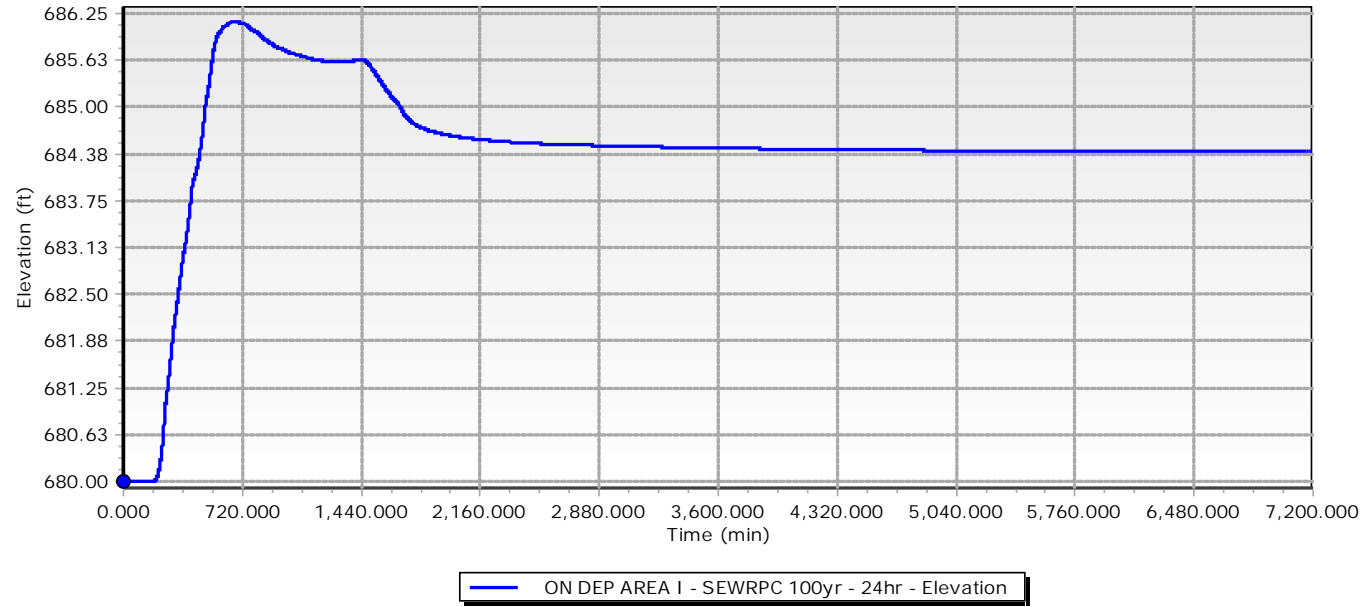
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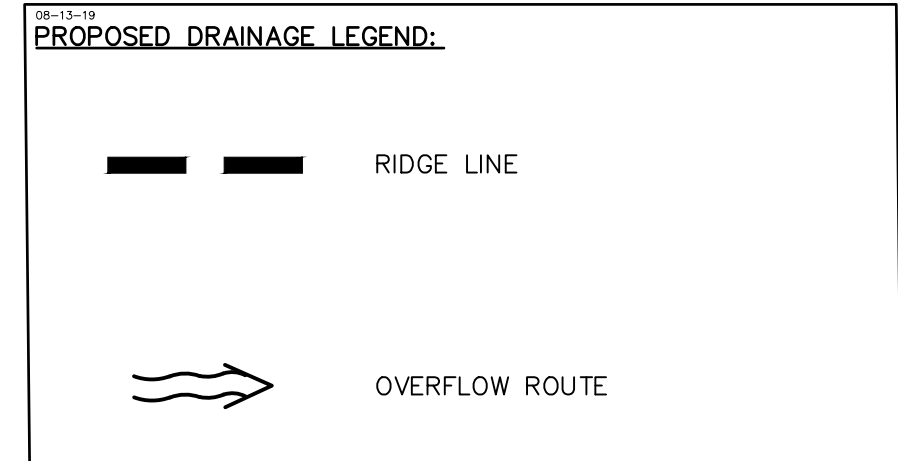
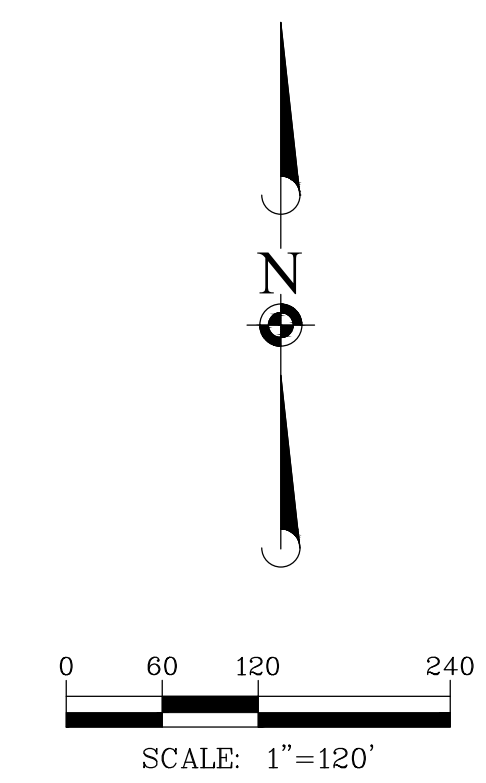
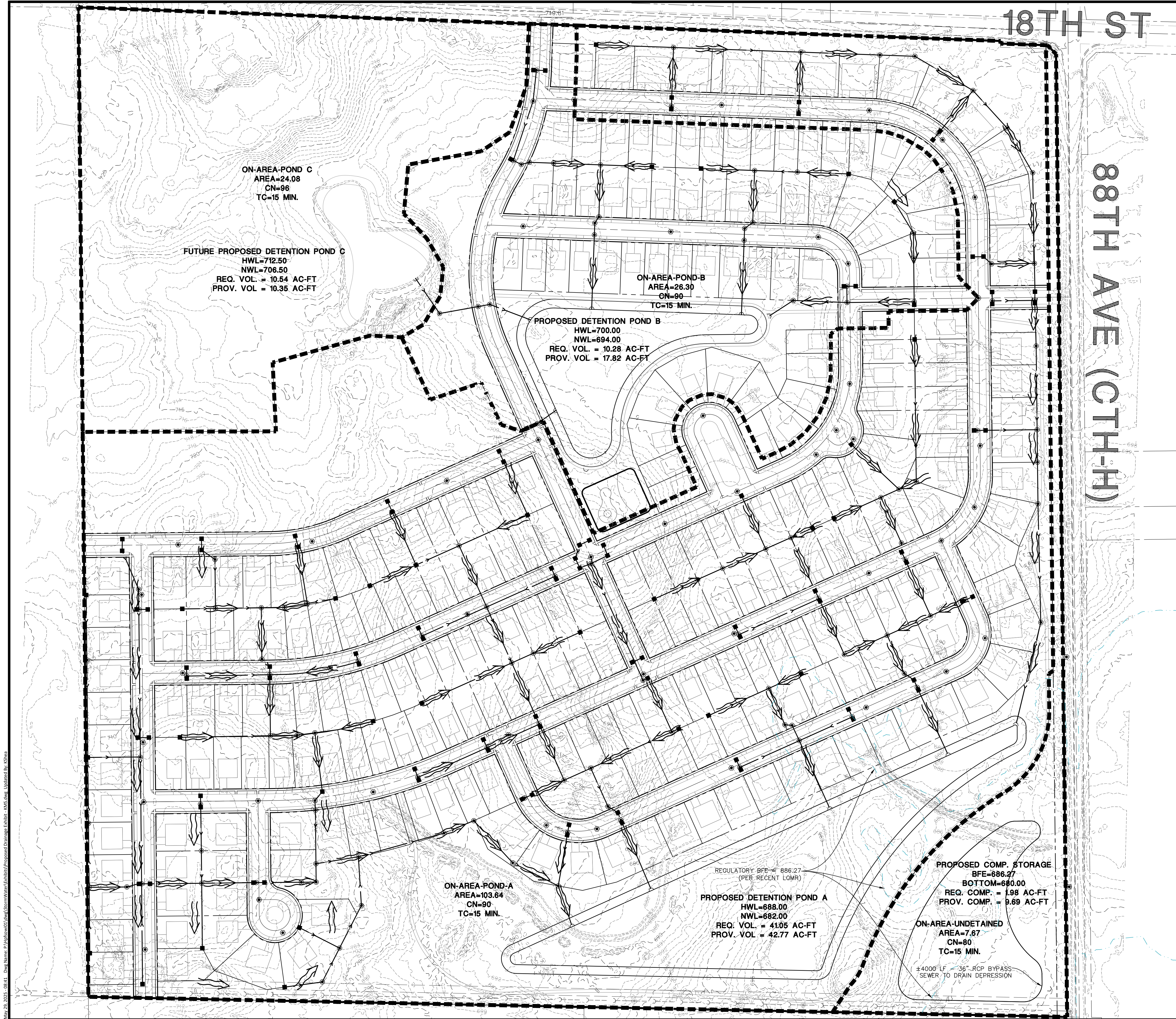
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SEWRPC - 2024 (Time-Depth Curve, 10 years (SEWRPC 010yr - 24hr))...8

SEWRPC - 2024 (Time-Depth Curve, 100 years (SEWRPC 100yr - 24hr))...7

Depression I Drawdown Curve (100yr 24hr Storm)





NOTE: OFFSITE DRAINAGE AREAS/PATTERNS ARE MAINTAINED FROM EXISTING CONDITIONS

DATE	
REVISIONS	

Manhard CONSULTING
 Manhard Consulting, Inc. 1000 Wisconsin Ave., Suite 1000, Madison, WI 53706
 Civil Engineers • Surveyors • Water Resource Engineers • Wetland & Wetwater Engineers
 Construction Managers • Environmental Scientists • Landscape Architects • Planners

MAPLECREST SUBDIVISION
 VILLAGE OF SOMERS, WISCONSIN
 PROPOSED CONDITIONS DRAINAGE EXHIBIT

PROJ. MGR.: KMS
 PROJ. ASSOC.: KMS
 DRAWN BY: KMS
 DATE: 05/29/25
 SCALE: 1"=120'

SHEET
PROP
 HPF.SOM01

July 29, 2025 - 08:41 Draw Name: P:\Highway\100\StormWater\Exhibits\Proposed Drainage Exhibit - KMS.dwg Updated By: KShea

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INFORMATIONAL EXHIBIT - NOT FOR CONSTRUCTION

Proposed Conditions - 100yr 24hr Master Summary

Project Summary

Title
 Engineer
 Company
 Date 1/19/2021

Notes

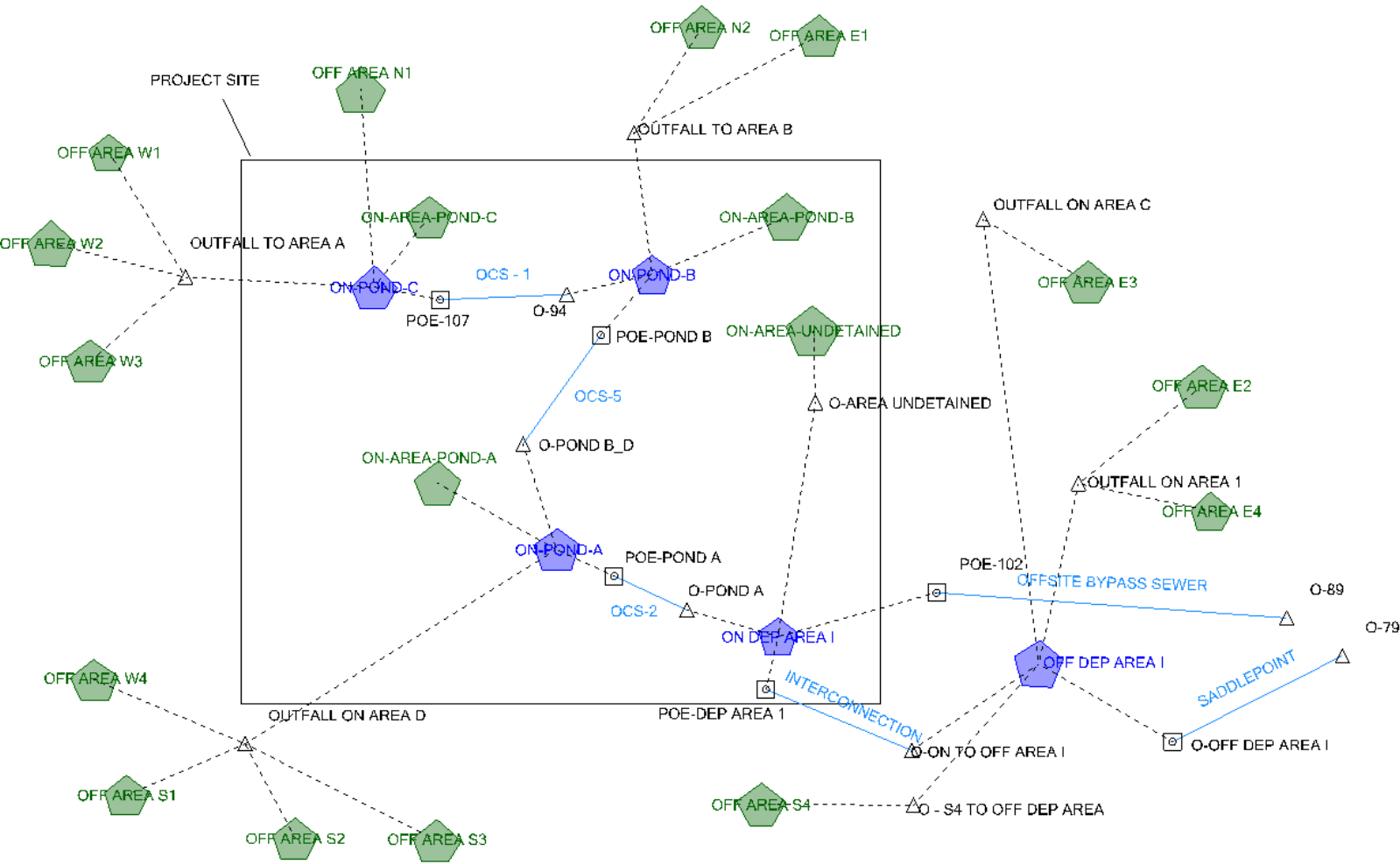


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Proposed Conditions - 100yr 24hr Master Summary

Subsection: Master Network Summary

Catchments Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)
OFF AREA N1	SEWRPC 010yr-24hr	10	12.874	672.000	21.479
OFF AREA N1	SEWRPC 100yr-24hr	100	23.615	671.000	38.733
OFF AREA N2	SEWRPC 010yr-24hr	10	2.739	648.000	4.914
OFF AREA N2	SEWRPC 100yr-24hr	100	5.024	648.000	8.696
OFF AREA E1	SEWRPC 010yr-24hr	10	0.188	648.000	0.338
OFF AREA E1	SEWRPC 100yr-24hr	100	0.344	648.000	0.597
OFF AREA E2	SEWRPC 010yr-24hr	10	14.408	653.000	25.233
OFF AREA E2	SEWRPC 100yr-24hr	100	26.429	652.000	45.043
OFF AREA E3	SEWRPC 010yr-24hr	10	0.074	648.000	0.133
OFF AREA E3	SEWRPC 100yr-24hr	100	0.135	648.000	0.234
OFF AREA E4	SEWRPC 010yr-24hr	10	0.205	648.000	0.369
OFF AREA E4	SEWRPC 100yr-24hr	100	0.376	648.000	0.652
OFF AREA S1	SEWRPC 010yr-24hr	10	4.019	650.000	7.182
OFF AREA S1	SEWRPC 100yr-24hr	100	7.373	648.000	12.733
OFF AREA S2	SEWRPC 010yr-24hr	10	1.867	648.000	3.349
OFF AREA S2	SEWRPC 100yr-24hr	100	3.424	648.000	5.926
OFF AREA S3	SEWRPC 010yr-24hr	10	1.383	648.000	2.488
OFF AREA S3	SEWRPC 100yr-24hr	100	2.537	648.000	4.398
OFF AREA S4	SEWRPC 010yr-24hr	10	15.004	653.000	26.398
OFF AREA S4	SEWRPC 100yr-24hr	100	27.522	650.000	47.063
OFF AREA W1	SEWRPC 010yr-24hr	10	4.209	653.000	7.405
OFF AREA W1	SEWRPC 100yr-24hr	100	7.720	650.000	13.202
OFF AREA W2	SEWRPC 010yr-24hr	10	4.416	650.000	7.867
OFF AREA W2	SEWRPC 100yr-24hr	100	8.100	648.000	13.962
OFF AREA W3	SEWRPC 010yr-24hr	10	0.690	648.000	1.246
OFF AREA W3	SEWRPC 100yr-24hr	100	1.267	648.000	2.200
OFF AREA W4	SEWRPC 010yr-24hr	10	23.216	670.000	39.037
OFF AREA W4	SEWRPC 100yr-24hr	100	42.586	661.000	70.354
ON-AREA-POND-C	SEWRPC 010yr-24hr	10	6.391	648.000	10.423
ON-AREA-POND-C	SEWRPC 100yr-24hr	100	10.540	648.000	16.649
ON-AREA-POND-B	SEWRPC 010yr-24hr	10	5.880	648.000	10.207
ON-AREA-POND-B	SEWRPC 100yr-24hr	100	10.279	648.000	17.188
ON-AREA-POND-A	SEWRPC 010yr-24hr	10	23.170	652.000	39.796
ON-AREA-POND-A	SEWRPC 100yr-24hr	100	40.507	648.000	67.289
ON-AREA-UNDETAINED	SEWRPC 010yr-24hr	10	1.174	650.000	2.146
ON-AREA-UNDETAINED	SEWRPC 100yr-24hr	100	2.325	648.000	4.150

Node Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)
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Proposed Conditions - 100yr 24hr Master Summary

Subsection: Master Network Summary

Node Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)
O-79	SEWRPC 010yr-24hr	10	14.333	1,447.000	20.039
O-79	SEWRPC 100yr-24hr	100	98.771	820.000	173.828
O-89	SEWRPC 010yr-24hr	10	106.303	1,338.000	26.470
O-89	SEWRPC 100yr-24hr	100	120.030	797.000	28.271

Pond Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)	Maximum Water Surface Elevation (ft)	Maximum Pond Storage (ac-ft)
ON-POND-C (IN)	SEWRPC 010yr-24hr	10	28.580	650.000	47.734	(N/A)	(N/A)
ON-POND-C (OUT)	SEWRPC 010yr-24hr	10	28.580	799.000	30.455	711.06	7.861
ON-POND-C (IN)	SEWRPC 100yr-24hr	100	51.243	650.000	84.106	(N/A)	(N/A)
ON-POND-C (OUT)	SEWRPC 100yr-24hr	100	51.243	656.000	82.863	712.74	10.854
ON-POND-A (IN)	SEWRPC 010yr-24hr	10	90.861	654.000	110.035	(N/A)	(N/A)
ON-POND-A (OUT)	SEWRPC 010yr-24hr	10	90.861	987.000	41.320	687.05	35.969
ON-POND-A (IN)	SEWRPC 100yr-24hr	100	163.131	652.000	196.905	(N/A)	(N/A)
ON-POND-A (OUT)	SEWRPC 100yr-24hr	100	163.132	734.000	178.476	688.22	44.551
ON DEP AREA I (IN)	SEWRPC 010yr-24hr	10	92.035	988.000	41.843	(N/A)	(N/A)
ON DEP AREA I (OUT)	SEWRPC 010yr-24hr	10	91.840	1,282.000	38.759	684.90	13.567
ON DEP AREA I (Reverse)	SEWRPC 010yr-24hr	10	0.000	0.000	0.000	(N/A)	(N/A)
ON DEP AREA I (IN)	SEWRPC 100yr-24hr	100	165.457	734.000	181.332	(N/A)	(N/A)
ON DEP AREA I (OUT)	SEWRPC 100yr-24hr	100	165.251	793.000	173.645	685.91	18.816
ON DEP AREA I (Reverse)	SEWRPC 100yr-24hr	100	0.000	0.000	0.000	(N/A)	(N/A)
OFF DEP AREA I (IN)	SEWRPC 010yr-24hr	10	38.704	721.000	39.290	(N/A)	(N/A)

Proposed Conditions - 100yr 24hr Master Summary

Subsection: Master Network Summary

Pond Summary

Label	Scenario	Return Event (years)	Hydrograph Volume (ac-ft)	Time to Peak (min)	Peak Flow (ft ³ /s)	Maximum Water Surface Elevation (ft)	Maximum Pond Storage (ac-ft)
OFF DEP AREA I (Reverse)	SEWRPC 010yr -24hr	10	-23.477	2,395.000	-12.867	(N/A)	(N/A)
OFF DEP AREA I (OUT)	SEWRPC 010yr -24hr	10	14.333	1,447.000	20.039	684.81	27.402
OFF DEP AREA I (IN)	SEWRPC 100yr -24hr	100	123.209	791.000	201.437	(N/A)	(N/A)
OFF DEP AREA I (Reverse)	SEWRPC 100yr -24hr	100	-23.526	2,630.000	-12.987	(N/A)	(N/A)
OFF DEP AREA I (OUT)	SEWRPC 100yr -24hr	100	98.771	820.000	173.828	685.36	35.738
ON-POND-B (IN)	SEWRPC 010yr -24hr	10	37.386	721.000	42.421	(N/A)	(N/A)
ON-POND-B (OUT)	SEWRPC 010yr -24hr	10	37.206	896.000	32.525	697.15	9.342
ON-POND-B (IN)	SEWRPC 100yr -24hr	100	66.890	652.000	108.517	(N/A)	(N/A)
ON-POND-B (OUT)	SEWRPC 100yr -24hr	100	66.704	792.000	70.387	700.17	18.408

Proposed Conditions - 100yr 24hr Master Summary

Subsection: Time-Depth Curve

Return Event: 100 years

Label: SEWRPC-2024

Storm Event: 100yr - 24hr

Scenario: SEWRPC 100yr-24hr

Time-Depth Curve: 100yr - 24hr

Label	100yr - 24hr
Start Time	0.000 min
Increment	72.000 min
End Time	1,440.000 min
Return Event	100 years

CUMULATIVE RAINFALL (in)

Output Time Increment = 72.000 min

Time on left represents time for first value in each row.

Time (min)	Depth (in)	Depth (in)	Depth (in)	Depth (in)	Depth (in)
0.000	0.00	0.16	0.28	0.40	0.55
360.000	0.77	1.10	1.66	2.46	3.31
720.000	3.99	4.47	4.77	4.98	5.14
1,080.000	5.27	5.38	5.49	5.59	5.71
1,440.000	5.84	(N/A)	(N/A)	(N/A)	(N/A)

Proposed Conditions - 100yr 24hr Master Summary

Subsection: Time-Depth Curve

Return Event: 10 years

Label: SEWRPC-2024

Storm Event: 10yr-24hr

Scenario: SEWRPC 010yr-24hr

Time-Depth Curve: 10yr-24hr

Label	10yr-24hr
Start Time	0.000 min
Increment	72.000 min
End Time	1,440.000 min
Return Event	10 years

CUMULATIVE RAINFALL (in)

Output Time Increment = 72.000 min

Time on left represents time for first value in each row.

Time (min)	Depth (in)	Depth (in)	Depth (in)	Depth (in)	Depth (in)
0.000	0.00	0.10	0.18	0.26	0.36
360.000	0.50	0.71	1.07	1.58	2.12
720.000	2.57	2.87	3.06	3.20	3.30
1,080.000	3.39	3.46	3.53	3.59	3.66
1,440.000	3.75	(N/A)	(N/A)	(N/A)	(N/A)

Proposed Conditions - 100yr 24hr Master Summary

Index

M

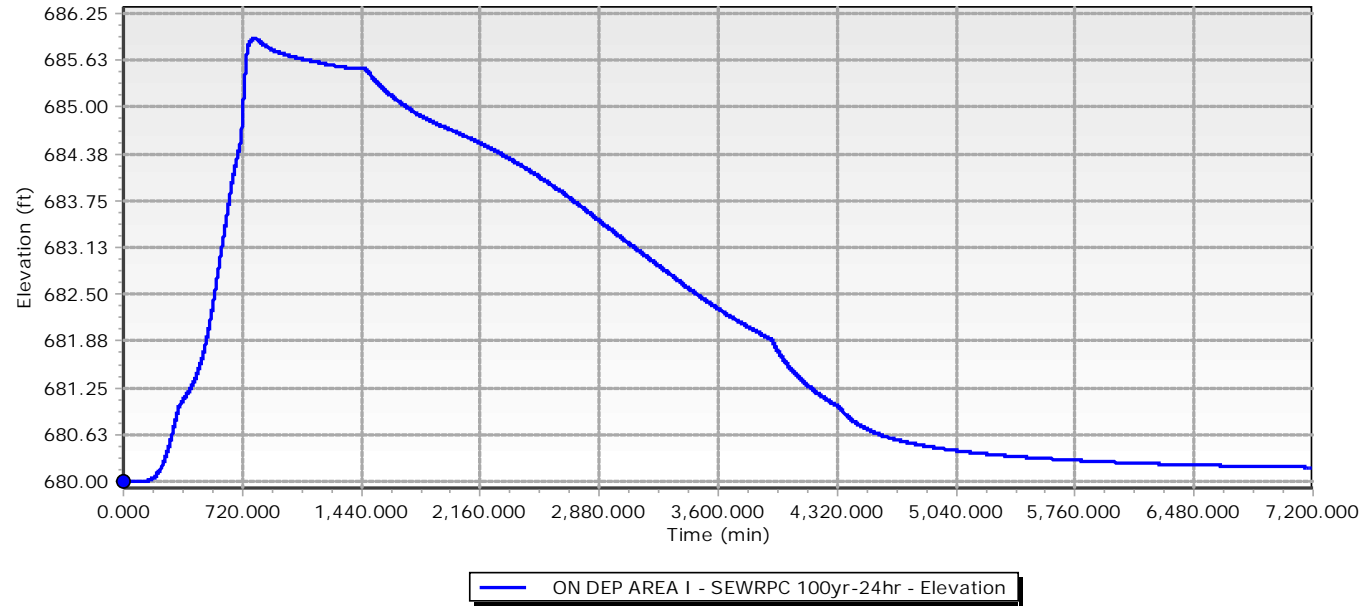
Master Network Summary...2, 3, 4

S

SEWRPC-2024 (Time-Depth Curve, 10 years (SEWRPC 010yr-24hr))...6

SEWRPC-2024 (Time-Depth Curve, 100 years (SEWRPC 100yr-24hr))...5

Depression I Drawdown Curve (100yr 24hr Storm)



Home Path Financial



Who We Are

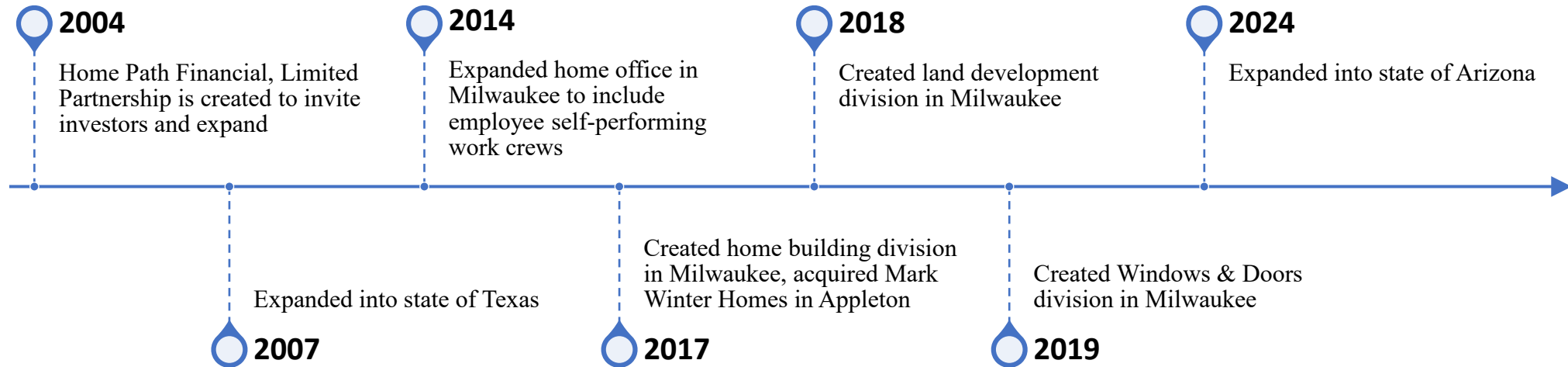
For over 30 years the President of Home Path Financial (HPF), Jeff Kleiner, has been discovering, buying, improving, renting, managing, and selling residential homes in the US.

We currently have the following divisions in our HPF Family of Companies:

- [Stepping Stone Homes, Inc](#) – New Construction Home Builder in Greater Milwaukee
- [Mark Winter Homes, LLC](#) – New Construction Home Builder in Fox Valley/Appleton
- [Home Path Land Management](#) – Residential Land Development
- [Home Path Remodeling, LLC](#) – Residential Remodeling
- [Home Path Property Management, LLC](#) – Property Management
- [Home Path Window & Doors, LLC](#) – Window & Door Installation
- [Home Path Investments](#) – Investor Driven Profit Center



Company Milestones



Holdings



Single Family Parade of Homes Model Menononee Falls, WI

Currently, HPF has 24 communities in various stages of development and/or home building. We focus on residential product lines of Single-Family, Single-Family Built-To-Rent (BTR's), Duplexes, Condos, and Multi-family 4 and 8 unit buildings. Beyond these projects, HPF owns and self manages approximately 600 rental units in the Wisconsin market.

Current Community Portfolio

- Ancient Oaks, Sussex
- Ava Woods, Kenosha
- Canopy Hill, Union Grove
- Cobblestone Meadows, Muskego
- Edgewood Meadows, Mukwonago
- Edgewood Preserve, Menomonee Falls
- Harvest Creek, Hartford
- Heritage Park North, Germantown
- Hickorywood Farms, Oconomowoc
- Landings at Bain Station, Pl. Prairie
- Morning Meadows, Jackson
- Prairie Creek Ridge, Oconomowoc
- Prairie Pathways, Franksville
- Quiet Meadows, Johnson Creek
- Riverwoods, Kenosha
- Ryan Meadows, Franklin
- Seven Pines, Germantown
- Sommersfield, Menomonee Falls
- Summit at Bain Station, Pl. Prairie
- Tamarind, Menomonee Falls
- The Enclave at Waterford Landing, Waterford
- Villas at Morning Meadows, Jackson
- Western Hills West, Hartford
- Woodfield Trail, Franklin

Development

- Ava Woods, Kenosha – 18 single family lots
- Cobblestone Meadows, Muskego – 16 duplex condo lots/homes
- Edgewood Preserve, Menomonee Falls – 44 single family lots
- Heritage Park North, Germantown – 35 single family lots
- Morning Meadows, Jackson – 94 single family and duplex lots
- Riverwoods, Kenosha – 36 single family lots
- Sommersfield, Menomonee Falls - 29 single family lots
- Summit at Bain Station, Pl. Prairie - 18 duplex condo lots/homes
- Tamarind, Menomonee Falls – 130 single family lots
- The Enclave at Waterford Landing – Waterford - 25 single family lots
- Bain Station, Pleasant Prairie – 106 units of duplex and multifamily
- Harvest Creek, Hartford – 41 single family lots
- Fairway Meadows, Hartford – 101 single family lots



Sommersfield, Menomonee Falls



Tamarind, Menomonee Falls



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The Villas at Morning Meadows, Jackson



Edgewood Preserve, Menomonee Falls

The Summit at Bain Station, Pleasant Prairie



Riverwoods, Kenosha



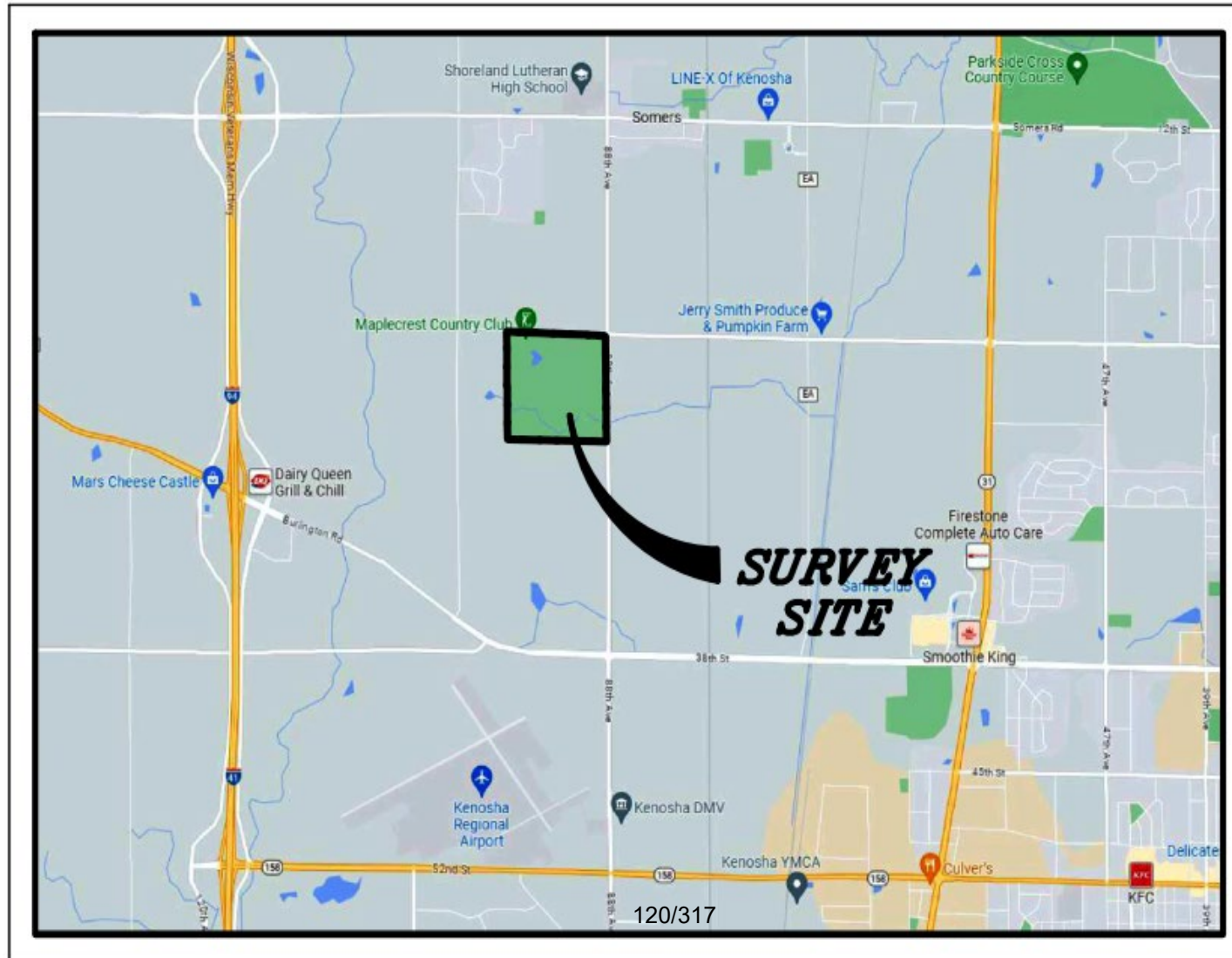
119/317

The Enclave at Waterford Landing



Cobblestone Meadows, Muskego

Subject Property



History

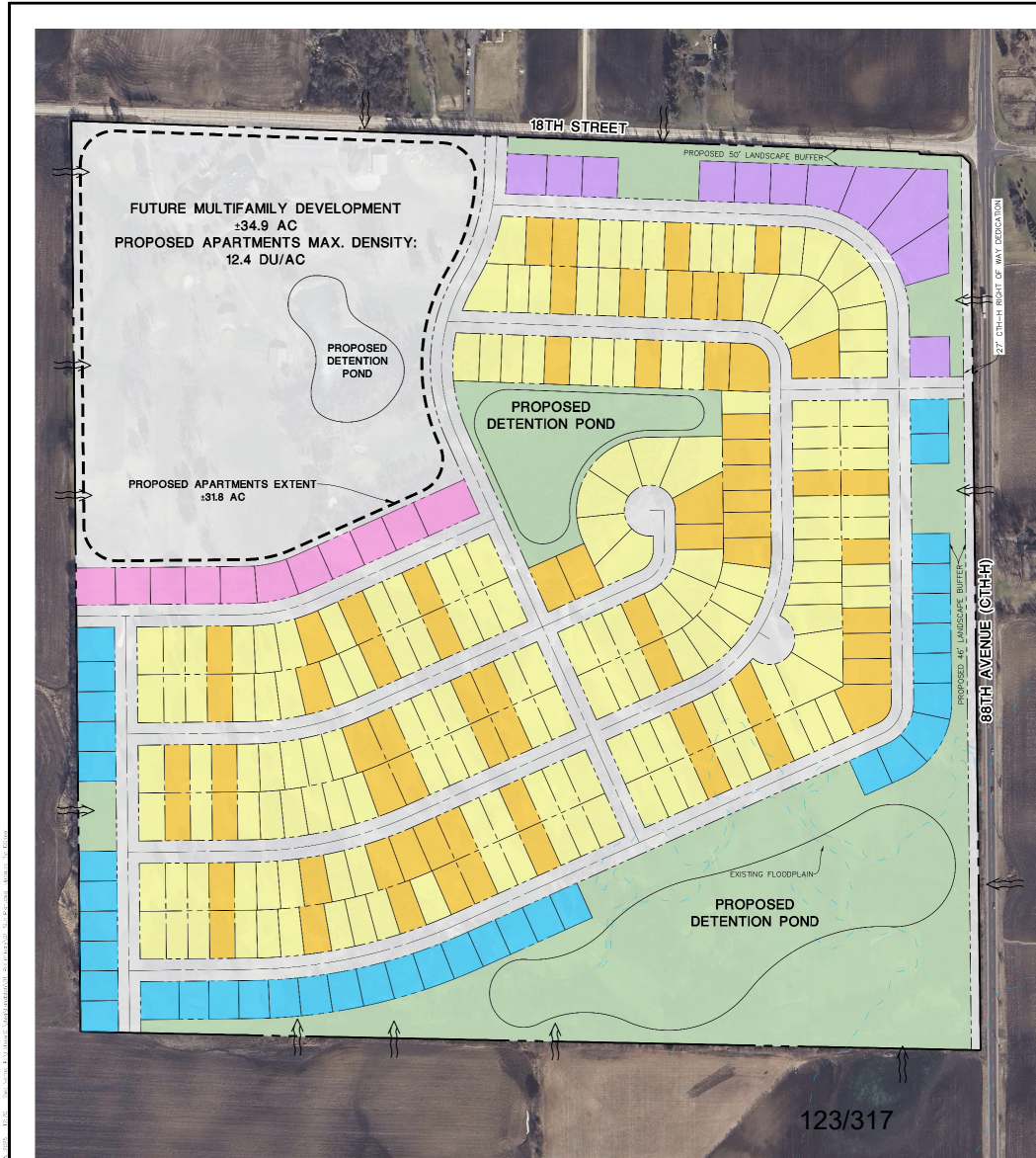
Spring of 2024 PC and CC unanimously approved;

- Re-zone from PR-1 to A-4 holding district with PUD for future R-5 SFD, and Comp Plan Amendment
- 276 SF and twin home units with 4.4 DU/AC density
- 443 apartment units with 13 DU/AC density
- 9,000 sf minimum SF lot size
- 14' total side separation (side yard setback to setback)
- 34% Open space w/MF site^{121/317}

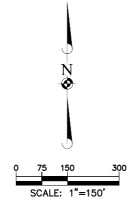
Current Petition

- Re-zone from PR-1 to R-5 and R-11(Multifamily portion only)
 - Planned Unit Development Overlay District over proposed R-5 portion of site
- Comprehensive Plan Map Amendment
 - Park and Recreational to Medium and High-Density Residential
- Proposed R-5 Single-Family PUD
 - 271 SF detached lots and 22 duplex units
 - 293 total units (2.34 DU/AC)
 - R-5 permits 4.4 DU/AC
 - 9,000 sf minimum SF lot size
 - 14' total side separation (side yard setback to setback)
- Targeting +/-250 Units on Multifamily portion of site
- 36% Open space w/MF site assumptions – 19% without

Proposed Site Plan



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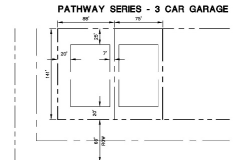
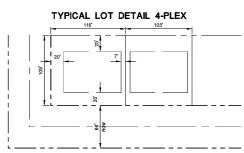
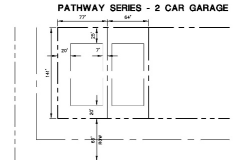
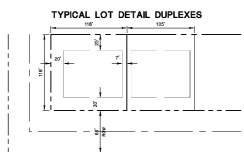


LEGEND

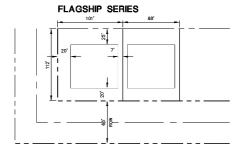
- FOURPLEX LOTS
- DUPLEX LOTS
- PATHWAY SERIES 2-CAR GARAGE LOTS
- PATHWAY SERIES 3-CAR GARAGE LOTS
- FLAGSHIP SERIES LOTS
- OPEN SPACE
- FLOODPLAIN
- OFFSITE FLOWS ENTERING SITE

SITE DATA

TOTAL PROJECT SITE	161.7 AC
C144 R.O.W. DEDICATION	1.9 AC
SINGLE FAMILY LOTS	68.5 AC
MULTIFAMILY DEVELOPMENT	34.9 AC
OPEN SPACE/STORM	32.8 AC
INTERNAL RIGHT OF WAY	23.9 AC
PROPOSED ZONING CLASSIFICATIONS	
R-5 URBAN SINGLE-FAMILY RESIDENTIAL PUD	
R-11 MULTIPLE-FAMILY RESIDENTIAL DISTRICT	
PREVIOUSLY APPROVED LOT COUNT	
SINGLE FAMILY	298
DUPLEX	244
	52
R-5 SINGLE-FAMILY PUD	
TOTAL AREA	125.2 AC
TOTAL UNIT COUNT	283
PATHWAY SERIES	234
2-CAR GARAGE	164
3-CAR GARAGE	70
FLAGSHIP SERIES	37
DUPLEX	22
DENSITY	2.34 DU/AC
R-11 MULTIPLE-FAMILY (12.4 DU/AC)	
TOTAL AREA	34.9 AC
FOURPLEX	
AREA	3.1 AC
UNIT COUNT	44
FUTURE APARTMENTS	
TOTAL AREA	31.8 AC
BUILDABLE AREA	29.9 AC
MAX. UNITS	363
OVERALL MAX. UNITS AT 12.4 DU/AC	407
ZONING SUMMARY	
ZONING CLASSIFICATION	ORD R-5 PROP R-5 PUD
SETBACKS	
FRONT	30' 20'
REAR	25' 25'
SIDE	10' 7'
CORNER SIDE	30' 20'
MINIMUM LOT AREA	10,000 SF 9,000 SF
MINIMUM LOT WIDTH	75' 64'



TYPICAL LOT DETAIL 1"=80'



Manhard CONSULTING
 2000 Industrial Road, Suite 100, Waukesha, WI 53186
 Telephone: 262.533.8800
 Fax: 262.533.8801
 Email: info@manhardconsulting.com
 Website: www.manhardconsulting.com

STREETS OF MAPLECREST
VILLAGE OF SOMERS, WISCONSIN
CONCEPT SITE PLAN

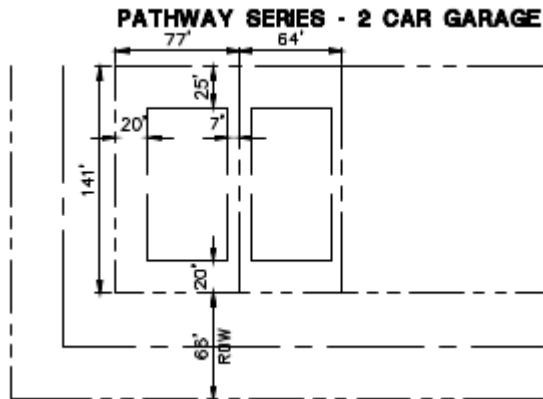
SHEET
1
 HPF.S0W01

Multi Family Potential Site Concept

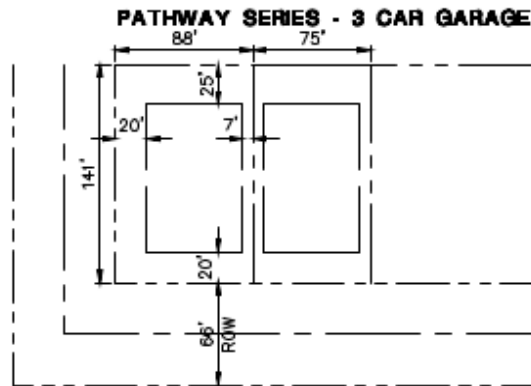


R-5 PUD Bulk Regulations

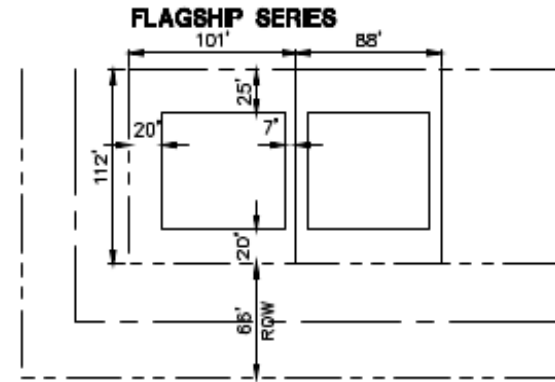
R-5 Bulk Regulations	R-5 Ordinance Requirement	Requested Departure
Minimum Lot Area	10,000 SF	9,000 SF
Minimum Lot Width	75'	64'
Front/Corner Side Yard	30'	20'
Interior Side Yard	10'	7'



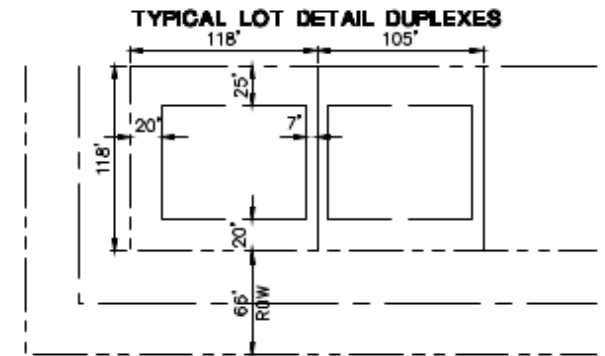
Min. Lot Size – 9,024 SF



Min. Lot Size – 10,575 SF



Min. Lot Size – 9,856 SF



Min. Lot Size – 12,390 SF

Comparison

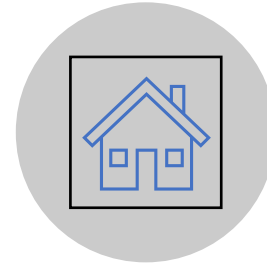
Current petition vs previously approved plan

- 50 more Detached Single Family and 24 fewer twin homes
- Proposed targeted apartment count is 88 single entry units and 162 common entry units (250 total apartments) -vs- previously approved 443 units

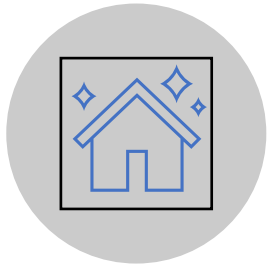
Home Product Offering



37 Flagship Single Family - Our estate plans command a higher price point due to its premium features and appeals to buyers seeking luxury amenities. Our flagship homes start at 1825 SF and go as large as 3000 SF. These homes include 2 or 3 car garages, full basements with plumbing rough-in, open concept living with spacious kitchens including large islands, separate mud rooms off garage entry and separate primary on suites with spacious walk-in closets.



234 Pathway Single Family - Priced competitively to appeal to first-time homebuyers or those looking for a more affordable option. Our Pathway plans start at 1450 SF and go as large as 2500 SF. These homes include a 2 car garage, basement, open concept living with spacious kitchens including islands, separate primary on suites and many other great amenities.



22 Ranch Villa Paired Homes – Side-by-side ranch-style villa homes with 1,500 to 1,600 square feet feature 2 spacious bedrooms, 2 bathrooms, and an attached two-car garage. Spacious kitchen comes w/ island and solid surface countertops, maple-stained cabinets, and LG Appliances.

Single Family Detached - Flagship



Home Product Offering-Pathway

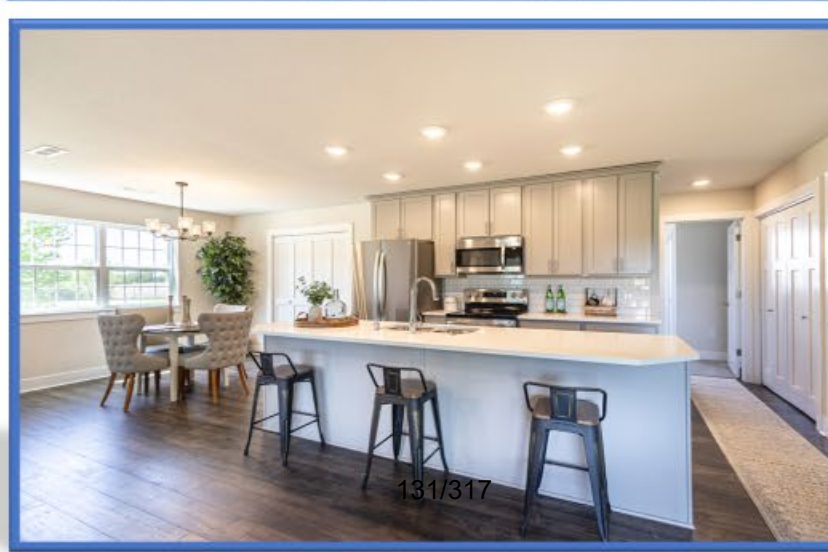
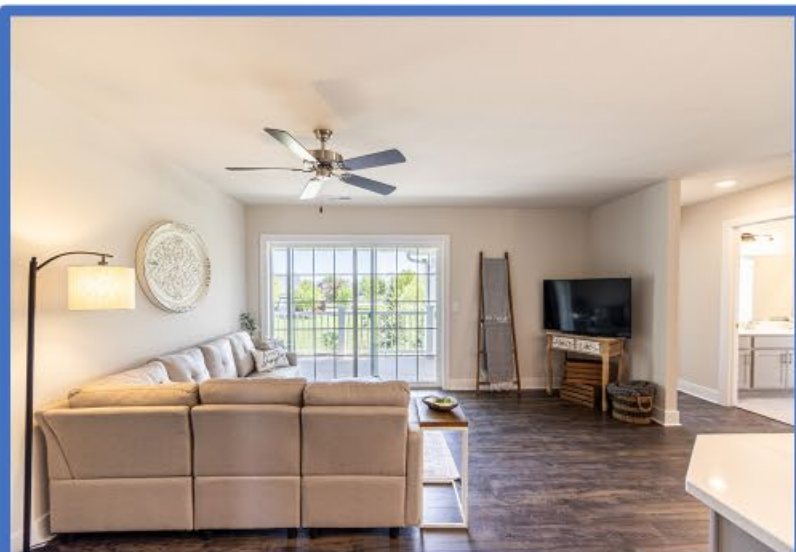


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Home Product Offering-Ranch Villas



Multifamily 4-Plex



Exterior Pallets

ACCENT SIDING - SILVER GRAY
MAIN SIDING - SILVER GRAY
SHINGLES - HARVARD SLATE
SHUTTERS
STONE - WEATHERLEDGE PORTLAND SMOKE
GARAGE - DRIFTWOOD
WINDOWS
FRONT DOOR - IRON ORE
TRIM

Options to be added:

- Wood Tone Garage

SHINGLES: IKO Cambridge Harvard Slate
SIDING: Mastic Ovation Silver Gray
ACCENT SIDING (NO VERTICAL): Mastic Ovation Silver Gray
GARAGE DOOR: CHL Driftwood
FRONT DOOR: SW7069 Iron Ore
TRIM: White
STONE: Prestige Weatherledge Portland Smoke
SHUTTERS (Style Varies Per Plan): Black
WINDOWS: White (All Elevations)
POSTS/PEDIMENTS (If Applicable): White (Match Trim)
SOFFIT/FASCIA/GUTTER: White
SERVICE DOOR (If Applicable): White (Match Trim)

COLOR DISCLAIMER:
Actual colors may vary. This is due to the fact that every computer monitor has a different capability to display colors, printers print slightly differently, and that everyone sees these colors differently. We try to edit our photos to show the colors as life-like as possible, but please understand that actual color may vary slightly from your monitor. We cannot guarantee that the color you see accurately represents the true color of the product.

STEPPING STONE HOMES
CAMELLIA 2.0 - V
Job # 1000 0-00-000

ACCENT SIDING - NATURAL SLATE
MAIN SIDING - NATURAL SLATE
SHINGLES - DUAL BLACK
SHUTTERS
STONE - CHARCOAL WEATHERLEDGE
GARAGE - DARK OAK
WINDOWS
FRONT DOOR - TRICORN BLACK
TRIM

Options to be added:

- Solar Defense Siding & Accent Siding
- Wood Tone Garage

SHINGLES: IKO Cambridge Dual Black
SIDING: Mastic Solar Defense® Natural Slate
ACCENT SIDING (May Be Vertical - Per Plan): Mastic Solar Defense® Natural Slate
GARAGE DOOR: CHL Dark Oak *
FRONT DOOR: SW6258 Tricorn Black
TRIM: White
STONE: Prestige Weatherledge Charcoal
SHUTTERS (Style Varies Per Plan): Mastic Black
WINDOWS: White (All Elevations)

COLOR DISCLAIMER:
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STEPPING STONE HOMES
BLUE OAK
Job # 1000 0-00-000

ACCENT SIDING - VINTAGE DUBLIN
MAIN SIDING - VINTAGE DUBLIN
SHINGLES - DUAL BLACK
SHUTTERS
STONE - THIN VENEER BRICK WHITE ONYX
GARAGE - WHITE
WINDOWS
FRONT DOOR - IRON ORE
TRIM

Options to be added:

- Carvedwood Deep Siding

SHAKE NOT AVAILABLE

SHINGLES: IKO Dual Black
SIDING: Mastic Carvedwood® Vintage Dublin
ACCENT SIDING (May Be Vertical): Mastic Carvedwood® Vintage Dublin
GARAGE DOOR: CHL White
FRONT DOOR: SW7069 Iron Ore
TRIM: White
STONE: Prestige Thin Veneer Brick White Onyx
SHUTTERS (Style Varies Per Plan): Black
WINDOWS: White (All Elevations)
POSTS/PEDIMENTS (If Applicable): White (Match Trim)
SOFFIT/FASCIA/GUTTER: White
SERVICE DOOR (If Applicable): White (Match Trim)

COLOR DISCLAIMER:
Actual colors may vary. This is due to the fact that every computer monitor has a different capability to display colors, printers print slightly differently, and that everyone sees these colors differently. We try to edit our photos to show the colors as life-like as possible, but please understand that actual color may vary slightly from your monitor. We cannot guarantee that the color you see accurately represents the true color of the product.

STEPPING STONE HOMES
VINTAGE DUBLIN - V
Job # 1000 0-00-000

ACCENT SIDING - MISTY SHADOW
MAIN SIDING - WHITE
SHINGLES - HARVARD SLATE
SHUTTERS
STONE - WEATHERLEDGE PORTLAND SMOKE
GARAGE - WHITE
WINDOWS
FRONT DOOR - IRON ORE
TRIM

Options to be added:

- Carvedwood Deep Accent Siding
- Vertical & Horizontal Only
- Shake is not an Upgrade
- Black Windows
- Front Elevation Only

SHINGLES: IKO Cambridge Harvard Slate
SIDING: Mastic Ovation White
ACCENT SIDING (May Be Vertical/Shake): Mastic Carvedwood® Misty Shadow
GARAGE DOOR: CHL White
FRONT DOOR: SW7069 Iron Ore
TRIM: White
STONE: Prestige Weatherledge Portland Smoke
SHUTTERS (Style Varies Per Plan): Black
WINDOWS: Black (Front Elevation Only)
POSTS/PEDIMENTS (If Applicable): White (Match Trim)
SOFFIT/FASCIA/GUTTER: White
SERVICE DOOR (If Applicable): White (Match Trim)

COLOR DISCLAIMER:
Actual colors may vary. This is due to the fact that every computer monitor has a different capability to display colors, printers print slightly differently, and that everyone sees these colors differently. We try to edit our photos to show the colors as life-like as possible, but please understand that actual color may vary slightly from your monitor. We cannot guarantee that the color you see accurately represents the true color of the product.

STEPPING STONE HOMES
BIRCH - V
Job # 1000 0-00-000

Multi Family 8-Plex



Requested Action

- Act/vote on current petition to advance project to Village Board Workshop
 - Rezoning with PUD overlay district
 - Comprehensive Plan Map Amendment
- Provide comments/conditions based on site plan associated with petition and/or alternative site plan prepared since official submittal
 - PUD departure requests remain the same



April 16, 2025

Re: Comment/Questions
Maplecrest Project

Trustee Nelson,

In response to your written questions submitted as a result of the March 10th Plan Commission meeting, we offer the following responses;

- ‘developer to provide a list of what the covenants will allow and prohibit’ in general we will be looking at covenant restrictions such as those in our Woodfield Trail project, which can be found at the following link [Sample CCR's for Detached Single Family](#). This sample is for our single family detached product. Since this project is proposed as a multi-use PUD, the CCR’s will be modified accordingly to address the different nuances specific to each product line. There would likely be one master association and multiple sub-associations.
- ‘Off-Street Walkways’; we intend to have a walking path amenity within the project, and should have a preliminary landscape plan detailing that for the upcoming PC meeting showing that, and other potential amenities. I would expect most of the specifics of that would be worked out in workshops prior to village board.
- ‘Off-Leash Dog Park’; we are not opposed to this amenity, however it would be driven largely by the minimum lot size. The current 9,000sf min. allows for additional shared green space to utilize as common areas. We intend to have a concept landscape plan to share with the PC prior to this upcoming meeting.
- ‘minimum of one egress window’; for flagship product one egress window is standard with non-exposure foundations. We can agree to making that one egress window standard for the pathway product as well, if the village is going to require it.
- ‘Patios’; we appreciate the concern over potential grill locations on patios, but have no way of practically regulating something like this. As far as sizes, we do not have patios as a standard feature in pathway or our flagship series, but the lots are very deep and should allow for large patios and decks.
- ‘front edge of garage building to the end of slab’; typical parking spaces in non-commercial application are 20’ in length. The plan as submitted provides for a 20’ minimum building setback from ROW. Assuming a sidewalk will be installed at 1’ off of the property line, we will have 21’ of exterior driveway parking at a minimum.
- ‘collection containers’; we would consider requiring containers to be kept within an enclosure. Our current product offerings allow for that. We have built our within the village in the past and we are not aware of any concerns or issues in this regard.
- ‘Rental’; not including the +/-32 acre MF site, we would anticipate and average of

5116 N 126th St
Butler, WI 53007
www.myhomepath.com
Facebook.com/HomePathFinancial



approximately 15% owned by Home Path Property Management or other “corporate” ownership for the purpose of rental. The units would be scattered throughout the site.

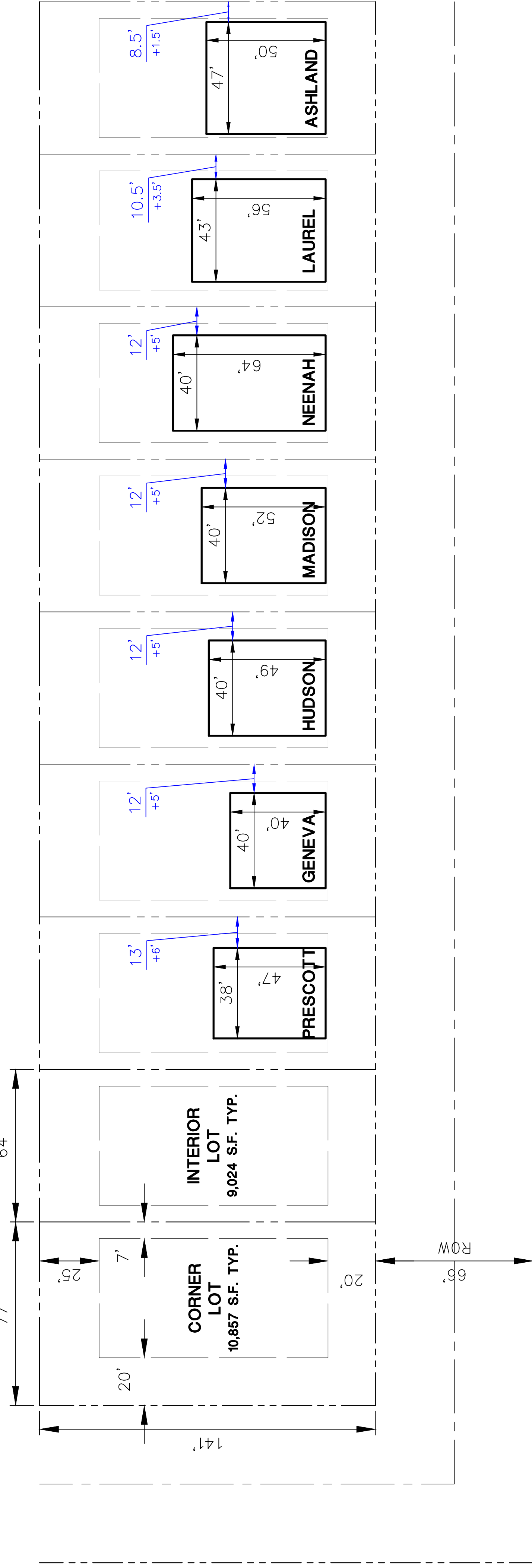
You had voiced some general concern over the side yard setback deviation that we are requesting as part of this PUD. As I understood it, there were concerns that it would result in a “barracks” type look to the streetscape. At the meeting I mentioned that the potential 14’ separation between buildings was only to allow us the flexibility to incorporate our widest product on the site, and unless we built 3 of those buildings in a row (which we would not do) that minimum 14’ condition would almost never occur. In addition, we have designed the site and lot count to accommodate a 1’ fluff factor on each lot, as well as. Attached with this reply is an exhibit that demonstrates that reality and the actual conditions that would occur with our product lines. Hopefully that illustrates better my comments with regard to that concern.

Please feel free to reach out to me with any additional comments and concerns.

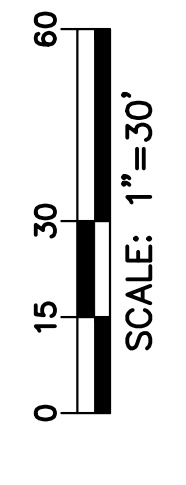
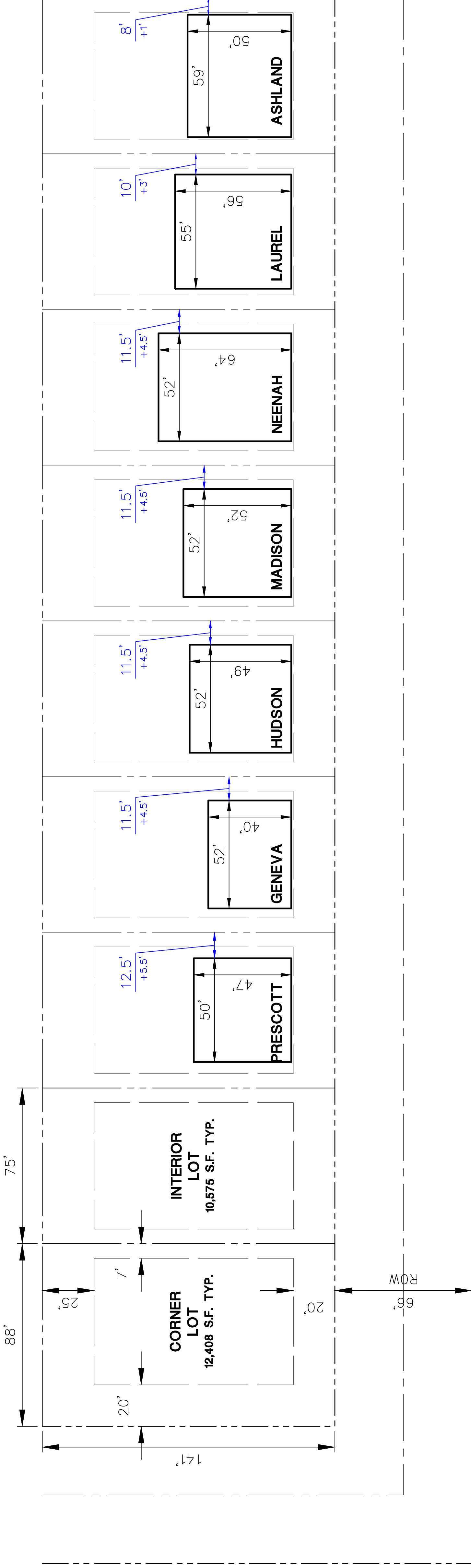
Home Path Financial, LP
Ken Frank
Director of Land and Development

https://myhomepathcom.sharepoint.com/sites/msteams_3010e2-Developments/Shared Documents/Developments/.docx

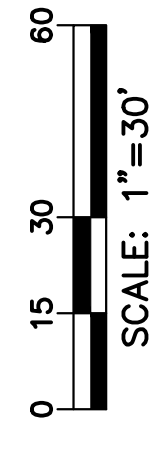
PATHWAY SERIES - 2 CAR GARAGE



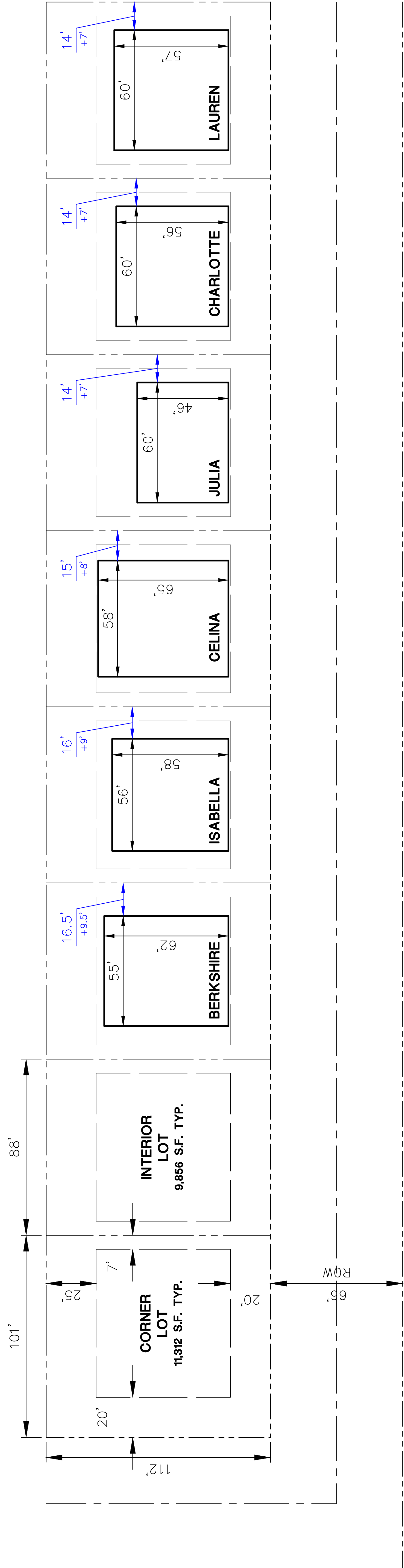
PATHWAY SERIES - 3 CAR GARAGE



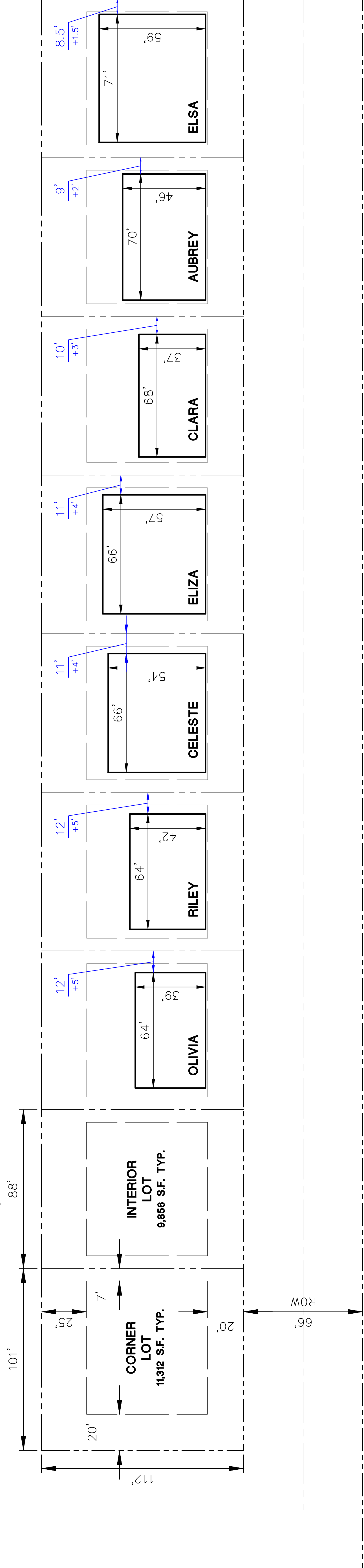
NO.	DATE	REVISIONS	DRAWN BY



FLAGSHIP SERIES



FLAGSHIP SERIES (CONTINUED)





Village of Somers
Proceeding from the Village Plan
Commission Meeting
May 12, 2025

1. Call to Order

Chairman Stoner called the meeting to order at 5:30 p.m.

Present:

- Chairman George **Stoner**
- Commissioner Troy **Steege**
- Commissioner Vinnie **Chambers**
- Commissioner Don **Boxx**
- Commissioner Michael **DeLuca**

Absent:

- Commissioner Gregg **Thompson**
- Alternate Pat Juliana
- Commissioner Jerry **Romanowski**

Staff present in person: Assistant Administrator Kevin Poirier, Deputy Clerk Treasure Eugenia Lara, Chief Ben Anderson
Village Trustees: Ben Harbach, Jackie Nelson, Joe Smith
Kenosha County Planners: Andy Buehler
Others: Gregg Sinnen, Luke Zoning, Brett Engineer

2. Pledge of Allegiance

Chairman Stoner led everyone in the Pledge of Allegiance.

3. Approve Minutes of March 10, 2025 Meeting

Commissioner Donald Boxx moved to approve to the minutes.
Seconded by Commissioner Troy Steege.
Motion carried. 5-0 vote.

4. Correspondence

None

5. **Citizen Comments**

None

6. **Discussion and Action on Changing the mode of delivery documents to Plan Commissioners to e-delivery only and recommending that the Village Board update Ordinances accordingly.**

Admin Assistant Poirier requesting the change of delivery of documents to Plan Commissioners. It takes a significant amount of time from staff.

Commissioner Donald Boxx asked what the Trustees are doing.

Admin Assistant Poirier stated that the Trustees do online.

Commissioner Troy Steege is okay with online documents to be sent through email.

Commissioner Michael Deluca is not in favor of having to print out documents.

Chairman George Stoner mentioned that if someone would like a copy of packet to contact Kevin and he will make sure to get the information out to who would like a hard copy.

7. **FEMA Maps**

Public Hearing and Action on proposed Village Resolution regarding FEMA's recent Letter of Map Revision and proposed Ordinance to Repeal and Recreate Section ZN 4.08(1)(a) 5b of Code of Ordinance of the Village of Somers Relating to the Official Map and Revisions.

Commissioner Donald Boxx motion to accept FEMA letter of Map Revision.
Seconded by Commissioner Troy Steege
Motion carried 5-0 vote.

Chairman George Stoner mentioned FEMA went through entire area and revised flood plain. If anyone would like to see this Admin Assistant Kevin could give you a copy.

8. **Rezoning**

Public Hearing and Action on Request by Berwick Properties Inc, 4011 80th St, Kenosha, WI 53142(Owner), Daniel Szczap, Bear Development, LLC, 4011 80th St., Kenosha, WI 53142 (Agent); requesting approval of a **rezoning** from R-9 Multiple-Family Residential Dist., C-1 Lowland Resource Conservancy Dist., and A-2 General Agricultural Dist. to R-5 Urban Single-Family Residential Dist. & C-1 Lowland Resource Conservancy Dist., on Tax Parcel #s 82-4-222-151-0560, 82-4-222-151-0561, 82-4-222-151-0563, located in the NE 1/4 of Section 15, T2N, R22E, Village of Somers. (For information use only the

property fronts Highway E (12th Street) and wraps south along the creek behind the Pike Creek Lift Station).

Commissioner Donald Boxx moved to motion for rezoning.
Seconded by Commissioner Troy Steege
Motion carried. 5-0 vote.

S.R. Mills Bear Development, not much of a change, other than importing some dirt converted into single family homes. Had some two-family homes but had some purchase ground water issues and ducts can only do slab on grade. Mitigated that as best as we can. I still have some engineering work from Prelim to final. Assuming we can get to the prelim Plat. I appreciate the staff efforts to move forward thank you.

9. **Preliminary Plat (land division)**

Public Hearing and Action on Request by Berwick Properties Inc, 4011 80th St, Kenosha, WI 53142 (Owner), Daniel Szczap, Bear Development, LLC. 4011 80th St., Kenosha, WI 53142 (Agent); requesting approval of a **preliminary plat (dated March 20, 2025, and prepared by John P. Konopacki of Pinnacle Engineering Group), on Tax Parcel #'s 82-4-222-151-0560, 82-4-222-151-0561, 82-4-222-151-0563, located in the NE 1/4 of Section 15, T2N, R22E, Village of Somers. (For information use only the property fronts Highway E (12th Street) and wraps south along the creek behind the Pike Creek Lift Station).**

Commissioner Donald Boxx motion to approve the Preliminary Plat and Rezoning.
Seconded by Commissioner Michael DeLuca
Motion carried. 5-0 vote.

S.R. Mills gave handouts on what homes could look like, not exactly. Homes that have been constructed in the last 24-36 months in Paddock Lake, Union Grove and Pleasant Prairie. Lot house packages prices jump 13,500 sq ft and 83ft wide to 3 car garages. It's a step up from Paddock Lake and Salem ranging from 525,000-700,000. We can do any house plan. This has been a long time since Somers single family with basements.

Commissioner Donald Box had a question regarding the exterior finishes.

S. R. Mills 15% stone/brick in front and high-grade vinyl and many people like the variety of vinyl packages. Pictures that you have in front of you will be similar to the homes that will be built.

Commissioner Donald Boxx questioned the elevation change, what looks like a mountain of fill that was brought in and what will be the increase.

S.R. Mills dirt fill would be spread out and not be so dramatic as it is currently, and the elevation would be 3-4ft on average. We had a water table issue on a 1/3 of this site about 6ft, and by pushing back a little. We can pull it out of the water table so we can do full basements.

Chairman George Stoner there were water issues in that area because Hawthorne put apartments there, they were unable to do basements because of that.

Daniel Szczap of Willow Creek the water issues or soil issues NE is on SW.

Commissioner Donald Boxx, it's refreshing not to have to consider PUD in subdivision finally.

Commissioner Troy Steege as far as zoning everything complies. It is a great package excited for the single-family homes.

Commissioner Michael DeLuca everything is good, and we need Single family homes.

Chairman Stoner mentioned the only concerns that he has is all utilities will be on back of homes not in the front. That is what is asked of all homes with a 10ft walking path of gravel along sewer. The Vision of the Village Hwy E from 31st St by Walmart and some point in time that is where sewer goes. Requirement of all subdivisions. People can stay off Green Bay Road and other road that connects. It only makes sense and if we can work that it would be great.

S.R Mills mentioned this shouldn't be a problem, but some homeowners may complain but understand. We may have a little push back from the owners for having a path in their backyard. You have an easement for the sewer which makes sense.

Chairman George Stoner a 50ft easement. If you have a problem with, WE Energies have them, come and talk to me at the Village and we will set up a meeting at the Village Hall.

S.R. Mills we may have to render it a little bit due we have some PC and Wetlands and things, but we can figure it out.

Chairman George Stoner mentioned S.R we have had a phenomenal relationship so far and I am really excited for this subdivision.

S.R. Mills great so are we.

Chairman George mentioned that the board as well is very receptive of things but may have some concerns in certain areas, but it is 100% better than what we have seen at first. Not that it was better, but we took the duplexes away and now have single family homes and there is a big need for that. I have visited two subdivisions that were single family homes. As soon as those have gone up, they are gone. There is a need for that. I appreciate all you have done and the partnership with the Village. I hope it continues, and I know it will.

S.R. Mills mentioned like wise.

10. Comprehensive Plan Amendment

Public hearing and Action on Request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), request an amendment to the land use plan map for the Village of Somers (Map 80) as adopted in the Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035 from “Park and Recreational”, “High-Density Residential”, “Nonfarmed Wetland” and “Other Conservancy Land to be Preserved “ on Tax Parcel #82-4-222-201-0100, located in located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Ken Frank- 1435 W. Capitol Drive, Brookfield, WI of Home Path Financial we are asking for three things.

1. Revision (Comp Plan & Revision from the Park Recreation to Medium density residential and High residential)
2. CSM Land Division to 4 lots
3. Change to current PR-1 zoning current land division to R5 zoning and R11 zoning for a multi-family section or piece with PUD overlay

The existing site is 161 acres formally Maple Crest Golf Club, located SW corner of Hwy H and 18th Street 2 acres low grade wetland and existing 1 acre pond on site will remain. 4 buildings that will be removed from some scattered low quality wooded areas that will be impacted. In the final land plan, it will shake out. History on site it has been brought to the Village in the past several years. Last proposal last spring of 2024 was voted to approve by the Village and Plan Commission. Generally, in conformance to that overall density 4.4 unit to acre. 230 single-family detached homes, 46 twin homes, 276 residential lots in total. The multi-family that proposed 443 apartment units had variation with PUD 9000sq ft lots 14ft total side yard separation 5 & 9 ft. The open space was approximately 34%. So, what we are bringing forth to you tonight is generally in conformance to that some differences but for the most part is consistent to that. What is on the screen is an early version.w23

Admin Assistant Kevin Poirier mentioned that what was being viewed has not been seen by the Village Board and believe they will like it.

Ken Frank mentioned he has been around for 30 years and have multiple divisions. We are currently building in Somers as well as numerous other sites. 24 communities around southeast are of Wisconsin, those are some of the communities we are in. Some of the developments we are in doing from dirt through vertical. Prior proposal from PR-1 to and 8 4 holding 276 single-family and 443 apartments. What we are proposing is rezoning PR-1 to R5 and R-11 with PUD overlay. We are asking for 4 deviations with an overlay. Minimum lot size 9,000 from 10,000 ft. We are dropping 1000 sq ft. 75ft frontage to go to

64ft and asking for front yard setbacks to go from 30ft to 20ft. The last variance we are to go to 7ft side yard totaling the 14. Which was approved from the prior project. We do have a foot of slop in those setbacks for the larger product. For our product it will effectively be 16ft. between buildings. We just like to have a little bit of wiggle room for layout extra for errors or mistakes that might occur. The other part with the setbacks there were some discussions earlier concerned with the 7ft, and I did include as exhibits and back part of presentation there are only two instances that they would come close to 16ft separation between buildings. One if the building was built in 3 consecutive lots. Which we wouldn't do just doesn't make sense. To build the same unit next to each other. It's really to accommodate the much larger product on part of site rather than having to restrict it to a certain percentage of lots. That ask on deviations.

We came up with a plan and this was submitted 60 days ago that is in your packet so we can discuss to be on today's agenda. We have been working with the Village to come up with a better plan. Zoning and variances have not changed. Everything asking tonight is the same. Regardless, land plan is preferable all the things being asked and act on tonight will remain. None of that has changed. Eric will be go over more of site but this is currently what we have honed in on with staff and others in the Village. We think it is a better plan. There are fewer single-family units on it we laid out a general concept of the multi-family site. Right now the multi-family site we are at 250 units versus the 443 that was originally planned for that. We are asking for R11 zoning on there, which would allow 400. We are not a multi-family developer. We will build 8-unit buildings that cluster buildings on the screen. 88 of those we will build. We would build roughly 150 common entry buildings. Asking for R11 to leave options open for a multi-family developer. We don't build that product. We want to market to those folks. Would like to move this alternate plan into workshop.

Eric Issacs project manager of Manhart Consultants. Trying to tweak the prior plans. The lighter color yellow lots interior those will be the Pathway series that is being offered those are the smaller of the lots but there is a mix of 2-3 cars shown. The Orange in color are the Flagship series that are found on the perimeter South a little on East and Southwest of the area are the bigger models. Duplexes remaining on the Northend. The multifamily portion is just a conceptional layout that can prove out what is possible. What could be there and its function amongst the single portion on the site. On the interior sidewalks along all right ways and showing a path currently navigating from current access point off 18th street and 88th South binds around wetland and ponds and backs interior to site and connecting back into the network . Realistically people can walk quite a way as far as they would like to walk. Interior on the site and beneath the proposed retention pond currently proposed a dog park there. Which is connected by a trail, also navigating around the pond and getting people from East to West and North to South are all taken care of by the paths. There is a proposed club house for the single-family portion of the site and a clubhouse for the multifamily to have their own. Landscaping that was added is a conceptional landscaping but a realistic of potentially be there adding tree and shrubs and making landscaping layout pop. Landscaping islands in the center. On the rear yards of all Pathway series a lot of green and open yards will be big.

Ken Frank regarding product. 37 Flagship products around perimeter better known as the premium lots 2,000 to 3,000 sq ft. 234 Pathway single-family 1450sq ft and 22 Ranch Villas duplex 1600 sq ft all with garages.

Chairman George Stoner asked the lot sizes along if all had garages.

Eva Fryer – Stepping Stone Homes, Division President all have garages and the biggest of the buildings are the Flagship series at 2,000 to 3,000 sq ft.

Ken Frank mentioned this revised land plan. One of the ways we have made it work is to get rid of the 4 Plexes that the unit that looks like a long town home with all the garage doors. We introduced as part of the multi-family this stacked 4 unit building which we call and 8 plex. We are currently building that one and show you a few elevations, all single-entry units garages, that is what we are looking at for the multi-family site. We don't build the bigger building but guess that you probably in the range of 150-200 of the total units for multi-family site. Probably about 150 for the bigger buildings. Again, I want to leave that zoning somewhat flexible so we can have those types of buildings some flexibility.

Chairman George Stoner I like the look of those 8 units, and I understand that. The units that are on the other side. The right-hand side up at the top. Apartment building George likes everything but the cluster in corner not a friend.

Ken Frank mentioned those are the common hallway building duplexes. Common entry buildings are like an apartment. We are not building those. We would be building 8 plexes and the single-family detached products. This is just to prove out what a multi-family site would look like. It is well below the R-11, which allows 450 units in there we are considerably below that.

Chairman George Stoner I personally like the whole layout except that one section and have a big concern. I can envision what it looks like, but I am not a friend of that. If it was more of the 8 units that is more attractive to me, and I understand the philosophy that you must have on that. I am not in propionate to the long hallways in between.

Ken Frank we can work on these on the workshop level we are just asking for the zoning and comp plan overlay and PUD.

Chairman George Stoner had the same concerns as Chris Interim Administrator and Andy in planning and zoning is out there now. We usually don't pre zone anything until we see the product.

Andy B planning from Kenosha County we would not rezone without knowing product. Just seen today not saying that it would not be good for the Village. Once zoning is granted it been granted. Zoning is the biggest card what will be built there.

Chairman George Stoner if given zoning forgets the blank area the 8 units would go there. What was presented is that they can't change and put high rises because it falls in zoning.

Andy B planning That area is not a plat so what you see is what you are going to get. Once R11 is there the density could be utilized from low end that they are proposing to a high end as it was mentioned and in previous developers and anything in between. Up for everyone to discuss. Even with last proposals worked with using PUD overlay for entire property to allow for flexibility and in the future areas that were not being developed. Which in this case was flip flopped The residential areas but then we were not going to zone those areas those would be left for A4 because we did not know enough about them. That is just the recommendations to the Plan Commission and up to you to decide.

Commission Troy Steege would be in position to qualify how we would look at this. Potentially we would be acting on zoning or looking at a plan only for the single family duplex by keeping the zoning for the upper west corner as is right now until there is a plan on how everything is going to be developed.

Andy B, that is correct, that is how we would recommend that.

Commissioner Michael DeLuca, for lack of experience and all technicalities would a conditional use permit in that section limit what would could be done and control what could be built?

Andy B, a conditional use, is not a part a village code for multi-family. In some communities but not the Village Avenue. But it could be if it was available.

Chairman George Stoner protect the Village we could zone all single family and duplexes and zone for that and leaving the upper portion to A4. Until someone comes up with a plan and says this is what we want there. Then decides and rezone A4 to protect the Village.

Commissioner Michael DeLuca still move project along tonight is not a bad thing we can change later.

Ken Frank This is what we would like to get out to the workshop before it goes to the board. Address issues and concerns.

Andy B Concerns should be addressed prior to the board so proper language goes to the agenda. If you want the A4 there Its not possible they are not asking for it. Then it will be left to PR-1 which in one sense is okay but not practical. To move forward you could but Village would have to take additional action to A4. From a standpoint now it's kind of being introduced. It's new for all to digest. Maybe that is an area that will remain, or Plan Commission will have the ability change it to A4. Work out and figure out what that might be and everyone is comfortable at this point.

Commissioner Michael DeLuca a lot of things need to be worked out its moving to the next level.

Commissioner Donald Boxx is this just broad base or are we just on item 10?

Chairman George We are talking about the entire project.

Andy B if you keep this in mind the Plan Commission is the recommendation to the board. With the conversation and some are present sitting here. They are understanding your concerns, those are things that can be worked on and through.

Commissioner Donald Boxx, you mentioned a couple of things regarding setbacks why ask for things that you wouldn't do?

Ken Frank, We need that for larger units and don't want to drop those. Would like flexibility to put units on any lots within that subdivision. That can be put as additional condition 7 and 7 can't exceed certain dimensions or less than 16 or 14 ft. Restrictions can be put. We just don't want to build those two units on any lot within the subdivision. We still have a foot of slop for errors and mistakes.

Commissioner Donald Boxx, you mentioned several times precedent referring to prior developers plan for the land. But several months ago, several commissioners expressed their concerns about variance and specific lots size and setbacks. How did you mitigate our concerns.

Ken Frank trying to get apartment count down and add more single detached family homes. It's a map game to make site work. Dropped 200 apartments and added single family detached products.

Commissioner Donald Boxx as I recall the concern, I heard was minimum lot sq ft and setbacks not for multi-family but for single family residential. You're not trying to hear what the Village is asking. Asking for a variance front yard 20ft not acceptable.

Commissioner Vinnie Chambers Flagship front entry and front setbacks.

Chairman George Depth of garage 24-25ft and comprise 25ft.

Admin Assistant Kevin Poirer Bear Development is a TID District and will be asking for help of the Village.

Commissioner Boxx is rejecting all and not in agreement.

Ken Frank if the Village put money, then we can do a lot. Address variances.

Andy B apologizes for the misunderstanding.

Commissioner Michael DeLuca would like to see this project moving forward. We will learn as we go forward. I would like to make this happen.

Commissioner Vince Chambers appreciates and wants to see single family communities growing. Agrees to move project forward and being smart about it. Negotiating and agreeing. We may not all agree but learn and keep it going. Concerned for the front setbacks and willing to compromise.

Commissioner Troy Steege agrees and disagrees with agreeing to move forward suggest isolating the deviations. Is in between.

Chairman George Stoner 20-30ft front, separation, side by side does not want homes like Chicago not comfortable with apartments. What is the consensus does not want to pre-zone without knowing end result and leave it up to the Village Board.

Commissioner Donald Boxx would like to see more specifically on this plan deviates from our five and will not vote unless there is a better understanding of variances request come into play.

Andy B point comprehensive plan and corner to change. Rezone everything except R11 require setback 25ft.

Commissioner Michael DeLuca moved to approve comprehensive Plan Amendment.

Second by Commissioner Vinnie Chambers
Motion carried 4-0 vote
Commissioner Donald Chambers Abstain

11.Rezone

Public Hearing and Action on request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), request a rezoning from PR-1 Park Recreational Dist. to R-5 Urban Single-Family Residential Dist., R-11 Multiple-Family Residential Dist. and PUD Planned Unit Development Overlay Dist. On Tax Parcel #82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Chairman George Stoner amends the motion to have PUD changed to a minimum front yard setback of 25ft.

Seconded by Commissioner Michael DeLuca
Motion carried 4-0 votes.
Commissioner Donald Boxx Abstain

12. Certified Survey Map:

Public Hearing and Action on Request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requests approval of a Certified Survey Map (dated 2/28/25 and prepared by James D. Baker of Manhard Consulting) to create one (1) 34.874-acre Lot, one (1) 7.421-acre Lot, one (1) 3.574-acre Lot, and one (1) 71.199-acre Lot, along with public right-of-way dedication, on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Commissioner Michael DeLuca motion to carry Certified Survey Map.

Seconded by Commissioner Troy Steege
Commissioner Donald Boxx
Abstain
Motion carried 4-0 votes.

13. Site Plan Review & Exterior Fenestration:

Discussion and Action on Request by Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requesting site plan review and exterior fenestration review on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Commissioner Michael DeLuca motion to discuss action on request **dated 5/8/2025** Maplecrest Country Club Inc, 9401 18th St, Kenosha, WI 53144-7748 (Owner), Ken Frank, Home Path Financial, LP, 5116 N 126th St., Butler, WI 53007 (Agent), requesting site plan review and exterior fenestration review on Tax Parcel # 82-4-222-201-0100, located in the NE 1/4 of Section 20, T2N, R22E, Village of Somers. (For information use only, the property is the site of the former Maplecrest Golf Course on the southwest corner of Highway H 88th (Avenue) and L (18th Street))

Chairman George Stoner mentioned only concerns were walking trails and detention ponds. My biggest concern is 18th street now is the time to fix this. Update sewer and water prior to Village counsel.

Second by Commissioner Troy Steege
Commissioner Donald Boxx No
Motion carried 4-1 votes

14. Adjourn

Chairman George moved to adjourn at 7:22 p.m.
Seconded by Commissioner Boxx.
Motion carried 5-0 votes.

Drafted May 15, 2025.

These minutes are not official until approved by the Plan Commission. Submitted by Deputy Clerk/Treasurer Eugenia Lara.



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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Board of Trustees

PREPARED BY: Kevin Poirier, Assistant Administrator

REVIEWED BY: Wendy Burnette, Clerk-Treasurer

AGENDA ITEM: #6 Discuss Staffing Classification and Compensation Proposal from Public Administration Associates, LLC

BACKGROUND:

Public Administration Associates, LLC conducted a staffing classification and compensation plan in 2019. This was the first time PAA conducted such a study for the Village. In 2019, the study cost \$7,900.00

The firm is currently conducting the search to fill the position of Village/Town Administrator. During one of our Work Session, the question came up as to updating the 2019 study. Trustee Ostby asked Administration to look into that possibility.

UPDATE:

PAA sent the Village a proposal for the updated study. The study would take about 10 weeks to complete. The proposal outlines the cost as to not exceed \$5,000.00 to be paid in thirds.

This amount was not previously accounted for in the budget.

COMMENTS:

Should the Board choose to retain PAA to update the study, this item will be placed on the agenda for the June 10 Board meeting.

ATTACHMENTS:

2019 staffing classification and compensation plan

PAA LLC Service Agreement

Village and Town of Somers

Wage and Compensation Study

Prepared by

Principal Consultant: Dave Tebo

Associates: Kevin Brunner, President PAA

Dr. Stephen Hintz

November 2019



Public Administration Associates, LLC

Preface

Public Administration Associates, LLC is pleased to submit this Wage and Compensation Study commissioned by the Village and Town of Somers. There are several observations that we would like to make about the study.

First, the study was far more than a wage and compensation study. In the entirety of the project, it has dealt with: reviewing and revising every position description based on employee feedback, collecting and analyzing wage and benefit data from 18 peer municipalities, and developing and applying approaches to address existing compensation concerns. The total project represents a major upgrade of the human resource system.

Secondly, the study has been very much a cooperative venture between Somers and Public Administration Associates. All employees participated in reviewing their job descriptions and provided other information about their jobs. Assistant Administrator Jason Peters has actively provided direction and has thoroughly reviewed segments of the study as it has evolved. There has been an active exchange of information and discussion of approaches throughout the process.

Thirdly, Public Administration Associates gathered and analyzed data according to established procedures. It has worked diligently to respond to the requirements and preferences of the Village and Town within the limits of acceptable and prudent practices.

Finally, Public Administration Associates appreciated the opportunity to work with Somers and its staff. We commend the Village and Town Board for their foresight as they look to the future of their growing community and the importance of establishing an equitable compensation system.

One thing we recognize in our work with smaller communities around the state is how few have taken the time, or spent the money, to develop a formal compensation system when they have only a limited number of employees.

As former administrators we understand that staffing and budget challenges facing small Wisconsin communities make it difficult both to create and implement a fair and equitable employee compensation system. Few recognize, as Somers has done, that with proper compensation and evaluation systems in place their organizations could become long-term magnets for innovative and talented employees, rather than short-term jumping off points to more lucrative positions in larger communities or the private sector.

David Tebo
Kevin Brunner
Dr. Stephen Hintz

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I. Overview of the Report

Highly effective and efficient organizations recognize that their employees are their primary assets. These organizations clearly define work expectations and evaluate employee performance. They seek to recruit and retain highly qualified workers because they recognize the heavy cost of employee turnover, recruiting and training. To do this, highly effective and efficient organizations utilize compensation plans that are competitive in the market, internally equitable, and commensurate with the long-term work contribution of the employees. Based on our study we have 3 major recommendations:

- 1. The Village and Town of Somers should adopt a compensation system for its staff that properly recognizes the added work value that comes with experience, up to the point that individual employees have reached maximum performance levels. Fundamentally, this type of compensation system establishes a career ladder for compensation, in addition to annual adjustments for cost-of-living increases.*** At the early stages of their careers, employees begin on the lower rungs of the salary ladder. As they gain experience and perform at higher levels, they move step by step up the ladder. At the point when they have reached their maximum performance capabilities, they should be near the top step of the ladder. These salary points constitute the minimum salary, a series of salary steps, and a maximum salary.
- 2. Our report recommends the adoption of a compensation system based upon: (a) a survey of salary ranges and actual salaries paid in peer municipalities, (b) an evaluation of position content and internal equity, and (3) recognition of the value of experience.***
- 3. Due to the small number of employees and lack of a full-time personnel staff in Somers we are recommending that the employee evaluation and compensation process focus on simple loosely-linked performance adjustments,*** This approach would allow supervisors to establish general measures and goals that would help them to fairly easily determine the number of steps an employee might move on their compensation ladder each year. This model is recommended instead of the tightly-linked performance adjustment (pay for performance) which tends to demand a great deal of time and energy from staff for performance oversight and evaluation. ***(See Exhibit D for further discussion of how employee evaluations might be used together with the proposed step system.)***

II. The Study Process

A. Review of Positions

First, employees were asked to review their position descriptions and to identify any additions, modifications, or deletions in order to match the work that they were actually doing with the work listed in the position description. A discrepancy did not necessarily mean that the position description should be changed, but rather that the activity should be reviewed by someone familiar with their work. All job description changes were reviewed by the Assistant Administrator for accuracy before being finalized.

Employees were given the opportunity to meet with us to discuss the content of their job. In the majority of cases, the position description was perceived as an accurate and complete statement of employee job content and only two employees spoke with us.

Next, each position description was reviewed according to a "best practices" standard, in other words, how it compares to a well-prepared position description. All job descriptions were organized using similar layouts and titled content for the sake of consistency. Current language for essential duties, skills and abilities, education, certifications, etc. was utilized and inserted into the revised layout after approval and review by the employee and administration. See **Exhibit F** for proposed job descriptions.

B. External Compensation Comparisons with Peer Municipalities

Eighteen Wisconsin municipalities were selected as comparison municipalities, based on size, location, and complexity. The population information is from the Wisconsin Department of Administration 2018 municipal population estimates.

Village of Bristol (5,075)	Village of Hartland (9,213)	Village of Jackson (7,035)
Town of Lisbon (10,369)	Town of Merton (8,449)	Village of Mukwonago (8,057)
Town of Norway (8,013)	Village of Richfield (11,703)	Village of Sturtevant (6,615)
Villa. of Twin Lakes (6,068)	Villa. of Waterford (5,503)	Town of Waterford (6,465)
Village of Oregon (10,390)	Town of Beloit (7,751)	Village of De Forest (9,929)
Village of Hobart (8,896)	Village of Harrison (11,532)	Town of Greenville (11,785)
Village and Town of Somers (10,082)		

The first task was to establish the degree to which positions are comparable to the positions in Somers. This was relatively easy to do for positions with single sets of duties, but more complex for positions that combine sets of duties such as clerk/treasurer, finance director/treasurer or assistant administrator.

Next, data were obtained on the salary range for each position and the current salary of the incumbent in the participating municipalities. Not all of the comparison municipalities have salary ranges, however. In order to smooth out the salary range data, positions that obviously were not comparable were excluded. The value of a relatively large sample is that variation in municipal size and complexity and job responsibilities can be "averaged."

The **first calculation** is a determination of an average of range midpoints based upon salary range data provided by several municipalities. The average of midpoints includes the midpoints of the (1) low range, (2) high range, (3) average of ranges, and (4) actual low and high salaries.

The **second calculation** is the average of the actual salaries from municipalities without ranges and only actual salaries.

The **third calculation** is the average of the first and second calculations, weighted for the number of municipalities in each category. This yields the external midpoint, also known as the market rate. (See **Exhibit B** for an example of how data was collected and compiled for each position).

The external midpoint is used to calculate the salary minimum and the salary maximum based on a percentage of the external midpoint. Percentage spreads commonly used by Wisconsin municipalities are 30 percent for management and highly skilled positions. Somers has decided to use this spread for its range calculations for all positions. The following example show how these calculations are used.

Upper and Mid-Level positions

External Midpoint (100%) \$70,000

Salary Minimum (85%) \$59,500

Salary Maximum (115%) \$80,500

The range between the salary minimum and salary maximum is known as the working range.

C. Internal Position Evaluation

Internal evaluations of positions are conducted to determine if compensation rates are equitable among positions within the organization. The customary approach is to identify a series of job factors--items that are found to greater or lesser degrees in all positions, to assign weights to these factors, and finally to determine how much of a particular job factor there is in a position. For example, a job factor that might be assigned heavy weighting is knowledge/ education. If a particular position required a master's degree, then that position would contain a high degree of the factor knowledge/education. If another position required a high school diploma, then that position would contain a low degree of the factor knowledge/education.

For this study, eight widely used job factors were applied to all of the positions. These factors also were weighted according to standard practices:

1. Knowledge/education (20 % weighting)
2. Experience (20 % weighting)
3. Job complexity (20 % weighting)
4. Supervision exercised (10 % weighting)
5. Supervision received (10 % weighting)
6. Consequences of decisions (10 % weighting)
7. Interaction with other sets of people (5 % weighting)
8. Work environment (5 % weighting)

Because the analysis is of the job factors in the position and not in the performance of the employee, the position description was the starting point in the internal factor review. Each employee was asked to review his or her position description for accuracy and, if necessary, to recommend modifications in the description.

After the assessment of each position in terms of the job factors, the final steps are to determine the total number of points for each position and to compare them with related positions. Each factor was evaluated on a one to seven-point scale and then multiplied by the percentage weight of the particular factor. For example, for work environment a water utility position doing manual work in bad weather would receive seven points (weighted total of 35) whereas a clerical position doing office work in Village/Town hall would receive one point (weighted total of five).

In most cases, there was a relatively close correlation between the salary range and the internal evaluation points. There were a few positions with comparable duties and internal points and different salary ranges where internal adjustments should be considered. **(See Exhibit C for a description of the Somers breakdown)**

D. Comment on the Internal Point Factor Process

Job factor review is not a precise process, but is the most systematic process available for reviewing a set of positions for determining internal equity. Most of the factors are fairly objective, but there are some such as job complexity where a classification judgment has to be made. Questions from both management and employees often arise about this process.

Some employees may question the disparities in the total number of points assigned to different positions. The answer in most cases is that there are variations in **educational and experience requirements** specified in the job descriptions. Some job descriptions specify a college degree and others a high school diploma. Some require several years of progressive experience and others require no experience. The point factor evaluation is based on the requirements contained in the job description. While many of the job descriptions were very clear about education and experience needed, others were less so. Upon review some job descriptions seemed to have very minimal requirements in these categories (where they could have been more robust) thus lowering the total points recorded. **The Village/Town should continue to review these descriptions periodically to ensure they are accurately stating the desired requirements for each position.**

Some employees may be concerned about how much of a role this point assignment should play in determining their compensation? As stated earlier, the number of points assigned to a position is not an absolutely objective determination. In recognition of this fact, the customary practice for salary determination is to group positions within a point range. The Village/Town of Somers should be aware of these range comparisons when setting wages and if any large disparities in wage exists between jobs with similar point totals.

Management may ask if there are discrepancies in the position rankings between the external and internal evaluations, which approach should be prioritized? This always is a difficult question to answer. Clearly, the external market determines the ability of employers to attract and retain employees, but on the other hand gross disparities in internal salaries can have detrimental effects on employee morale. In the case of Somers, there are some disparities between the external and internal rankings that management may be interested in correcting.

E. A Comparison of Non-wage Benefits as an Element of External Parity with Peer Communities

Wages are only one element of employee compensation so this study also compares non-wage benefits offered by peer communities. If the benefit package offered by the Village/Town is not at the same level as peer communities a wage adjustment could be necessary to compensate. **Exhibit F** can be used by management and staff to determine if adequate benefit parity exists with peer communities.

F. Making Prudent Employee Wage Adjustments Based on the Data from this Wage and Compensation Study

This Study offers the Village/Town of Somers the important information it needs to place its employees in a compensation range that reflects external parity with peer communities and internal equity between employees. However, only Village/Town management and staff have the background information necessary to finally place the employees fairly within the established ranges. **Past hiring and employment agreements, combination of duties in one position, years of experience inside and outside the organization, quality of current performance of essential duties, perceived value to the organization, and non-wage benefit comparisons are all factors that will play a role in any initial employee wage adjustments based on this study.** Some further guidance on these factors are discussed in greater detail here:

1. Peer Municipality Compensation Adjustments

Peer municipality compensation data are used to calculate what is termed an external midpoint. As explained earlier, the external midpoint is based on salary ranges and actual salaries for comparable positions in peer municipalities. From this midpoint, the Somers ranges are determined. For all studied positions, the minimum salary is calculated at 85 percent of the midpoint and the maximum salary is calculated at 115 percent of the midpoint.

There are three possible adjustments that can be made from the calculated ranges. The primary adjustment occurs if the current position salary is below the position salary minimum. In this case, the current salary should be adjusted to at least the range minimum. The next adjustment occurs when the current position salary is above the position salary maximum. Management and staff need to decide how to deal with this type of outlier. One option is to hold the salary constant until the entire grid is adjusted upward, as a rule by cost-of-living increases. Finally, if a position salary is found to be within the range but much lower than midpoint, management and staff must determine if job performance dictates an adjustment upward to ensure external parity with peer communities.

2. Combination of Duties Adjustments

In a couple of positions, there may be a combination of duties that require additional experience and training that are not fully reflected in the peer data. When possible, we have attempted to eliminate this discrepancy by only comparing peer positions with similar duty combinations. If management and staff feel the combination of duties in a certain position still warrant a range or wage adjustment that can certainly be done.

3. Internal Point Comparison Adjustments

Positions are reviewed internally and to the extent that it is possible to determine, positions with similar duties and points should be compensated at fairly similar rates. Again, other job circumstances may dictate the size of wage adjustments based on differences in internal points.

4. Initial Placement on Salary Grid

When a current position wage is located within the proposed range, established from peer communities, we recommend it should be initially placed at the next highest salary increment above the current wage. This should be done before any other wage adjustments take place as a one-time technical adjustment to match the new range increment.

5. Employment Experience Adjustments

Employment experience uses a different adjustment approach. It can be used to determine at what salary increment employees should be placed, taking into account the years of relevant experience that they bring to the job. For example, this adjustment could recognize that for many years the municipality has been likely to increase salaries for all employees based on periodic cost-of-living adjustments that do not take into account the increasing years of experience that employees bring to their jobs. The adjustment is a measure to bring some recognition of this fact.

6. Benefit Comparison Adjustments

A study of peer communities may reveal that the benefits offered by the Village/Town are not in line with its peers. To remedy this management and staff could decide to pursue a correction in benefit structure or institute a wage adjustment.

G. Development of the Salary Grid for Individual Positions

Options for size of salary range (.80 -1.20, .85-1.15, and .90-1.10 of midpoint) and increment size (25 steps or 15 steps) were presented to the Village/Town. It was determined that a salary grid consisting of 25 increments (85% to 115% range) should be established for upper-level positions with the same range and 15 increments for mid-level positions. The first increment is the minimum salary determined for the position and the last increment is the maximum salary determined for the position. The other increments are equally spaced between the minimum and maximum increments. Presented below are two examples from the 85% to 115% range with 25 steps and two examples of the same range with 15 steps. These grids should be considered 2020 Wage grids and represent a 2% Cost-of-living adjustment from the 2019 wages reported by peer communities. **Exhibit A** displays all the proposed salary grids for non-represented employees in Somers. We recommend that the Village/Town make an annual adjustment to these ranges based on a local Cost-of-Living measure of their choosing. This annual adjustment will ensure that employee wages are keeping up with the cost of inflation.

Upper Level	Spreadsheet C	
25-step	Administrator (.85-1.15)	Fire Chief (.85-1.15)
Step1-Minimum	90,137	73,888
2	91,466	74,974
3	92,796	76,060
4	94,125	77,147
5	95,454	78,233
6	96,783	79,319
7	98,112	80,406
8	99,441	81,492
9	100,770	82,578
10	102,099	83,664
11	103,428	84,751
12	104,757	85,837
Step 13-Midpoint	106,086	86,923
14	107,415	88,010
15	108,744	89,096
16	110,073	90,182
17	111,402	91,269
18	112,731	92,355
19	114,060	93,441
20	115,390	94,527
21	116,719	95,614
22	118,048	96,700
23	119,377	97,786
24	120,706	98,873
Step 25-Maximum	122,035	99,959

Mid-Level 15-Step	Spreadsheet D	
	Court Clk./Recept. (.85- 1.15)	PW Crew Super(.85- 1.15)
Step 1-Minimum	38,142	49,933
2	39,104	51,192
3	40,066	52,450
4	41,027	53,709
5	41,989	54,968
6	42,951	56,226
7	43,913	57,485
Step 8-Midpoint	44,875	58,744
9	45,837	60,003
10	46,799	61,261
11	47,760	62,520
12	48,722	63,779
13	49,684	65,037
14	50,646	66,296
Step 15-Maximum	51,608	67,555

III. Approaches to Performance Evaluation and Use of the Salary Grid

Once the salary grids are finalized and initial wage adjustments completed by management and staff the most important human resource work begins. Moving into the future the salary grid for positions offers a great deal of flexibility for the Village/Town to fairly and sustainably recognize the performance of its employees. **The basic concept is that: performance as measured by an evaluation determines increment movement on the position salary grid.**

Implementation of a performance-based compensation system will require Somers to develop a series of performance standards for each position that are linked to specific movements on the increment grid. For example, in what is termed a loosely-linked compensation system, an employee receiving a “satisfactory performance” evaluation might move one increment on the grid. An employee receiving an “exceeds performance requirements” could move two increments on the grid. A more tightly linked compensation system might allow “satisfactory movement to the midpoint, but then require a higher performance standard for increment movement beyond the midpoint.

We have developed some recommendations and approaches to performance and position grid movement for Somers to consider in **Exhibit D** of this report. Municipal staff may decide to implement our ideas or incorporate those they are more comfortable with. As former administrators, however, we recognize that four very important practices are always present at the core of any good performance evaluation system:

- 1. There is regular communication between supervisors who are evaluating and employees who are being evaluated.** Regular communication and feedback about performance is always the most important factor in any evaluation system. Choosing a quality ranking approach can definitely help improve the evaluation process, but is no substitute for consistent and regular engagement between supervisors and those they have responsibility to evaluate.
- 2. Performance measures and goals are set for individual positions that meet the SMART standard (Specific, Measurable, Achievable, Realistic, Time-Bound)** in order to get the most out of regular evaluation meetings.
- 3. Clear guidelines are established for the annual administration and decision-making process governing how employees will be rewarded with step increases.** We highly recommend that a salary approval process be formalized ahead of time so that all members of the Board understand and are in agreement with how approvals will move forward. The process that is likely to be successful will include-Department heads responsible for evaluating and ranking their employees and recommending if any step increase is warranted. A Village/Town Administrator responsible for collecting all evaluation data from Department heads, along with his own, and preparing a formal recommendation to the Board. A Board that accepts the data-driven and well-documented Administrator's proposal and formally approves. While obviously the Board may have their own opinions on job performance it is important for the integrity of the created performance evaluation system that they recognize the significance of the evaluation data collected as primary in their decision-making, and their own opinions as secondary. If the Board does make changes to the Administrator's proposal for employee salary increases it is important that the decision should be backed up with a data-driven argument, documented and reported back to impacted employees. We have seen in small communities where the integrity of the performance evaluation system suffers if the Board decides to make last minute changes to staff recommendations and there is not a good feedback communication loop back to employees to help them understand why those decisions were made.
- 4. Supervisors who are doing the evaluation process are prepared for their role as performance evaluator.** We recommend that all evaluators be involved in the development of the performance evaluation instrument that is to be used and well-versed in how it is to be implemented. If supervisors are helping to develop measures for their employees, they may need some training in thinking in a SMART way or need general guidance in how to develop their capacities as an evaluator.

EXHIBIT A

Proposed 2020 Somers Salary Ranges for Non-Represented Employees

Based on Study of 18 Peer Communities-November 2019 (Includes 2% COLA for 2020)

Upper Level 25-step	Administrator (.85-1.15)	Fire Chief (.85-1.15)	Public Works Super. (.85-1.15)	Building Inspector (.85-1.15)	Accounting Manager (.85-1.15)	Clerk/Treasurer (.85-1.15)	Assistant to the Admin.(.85-1.15)
Step1-Minimum	90,137	73,888	72,790	60,630	57,696	63,361	55,250
2	91,466	74,974	73,860	61,521	58,545	64,294	56,062
3	92,796	76,060	74,930	62,413	59,394	65,226	56,874
4	94,125	77,147	76,000	63,304	60,242	66,158	57,686
5	95,454	78,233	77,070	64,196	61,091	67,091	58,498
6	96,783	79,319	78,140	65,087	61,940	68,023	59,310
7	98,112	80,406	79,210	65,979	62,788	68,955	60,122
8	99,441	81,492	80,280	66,870	63,637	69,887	60,934
9	100,770	82,578	81,350	67,762	64,485	70,820	61,746
10	102,099	83,664	82,420	68,653	65,334	71,752	62,558
11	103,428	84,751	83,490	69,545	66,183	72,684	63,370
12	104,757	85,837	84,560	70,436	67,031	73,616	64,182
Step 13-Midpoint	106,086	86,923	85,630	71,328	67,880	74,549	64,994
14	107,415	88,010	86,700	72,219	68,729	75,481	65,806
15	108,744	89,096	87,770	73,111	69,577	76,413	66,618
16	110,073	90,182	88,840	74,002	70,426	77,346	67,430
17	111,402	91,269	89,910	74,894	71,275	78,278	68,242
18	112,731	92,355	90,980	75,785	72,123	79,210	69,054
19	114,060	93,441	92,050	76,676	72,972	80,142	69,866
20	115,390	94,527	93,120	77,568	73,820	81,075	70,678
21	116,719	95,614	94,190	78,459	74,669	82,007	71,490
22	118,048	96,700	95,260	79,351	75,518	82,939	72,302
23	119,377	97,786	96,330	80,242	76,366	83,872	73,114
24	120,706	98,873	97,400	81,134	77,215	84,804	73,926
Step 25-Maximum	122,035	99,959	98,470	82,025	78,064	85,736	74,738

Proposed 2020 Somers Salary Ranges for Non-Represented Employees

Based on Study of 18 Peer Communities-November 2019 (Includes 2% COLA for 2020)

Mid-Level 15-Step	Municipal Court Clerk (.85-1.15)	Public Works Crew Supervisor(.85-1.15)	Administrative Asst. (Vacant) (.85-1.15)
Step1-Minimum	38,142	49,933	36,310
2	39,104	51,192	37,225
3	40,066	52,450	38,140
4	41,027	53,709	39,055
5	41,989	54,968	39,970
6	42,951	56,226	40,885
7	43,913	57,485	41,800
Step 8-Midpoint	44,875	58,744	42,715
9	45,837	60,003	43,629
10	46,799	61,261	44,544
11	47,760	62,520	45,459
12	48,722	63,779	46,374
13	49,684	65,037	47,289
14	50,646	66,296	48,204
Step 15-Maximum	51,608	67,555	49,119

EXHIBIT B

Data Collection Format Example: Wage and Compensation Study

Village/Town of Somers-2019

POSITION	Min. Salary	Max. Salary	Community (Est.Pop.)	Minimum	Maximum	Actual(2019)	Comments
Administrator			Somers (10,082)			102,299	
Range Data			V. of Bristol (5,075)			95,181	Also does DPW job
1. Lowest Base Salary	85,631	115,602	V. of Jackson (7,035)			107,598	
2. Highest Base Salary	110,000	122,441	T. of Lisbon (10,309)			85,000	
3. Average of all	94,822	118,420	T. of Merton (8,449)				
Peer Base Salaries			V. of Mukwonago (8,057)	85,631	115,602		
4. Lowest-Highest Salary	85,631	122,441	V. of Richfield (11,703)			90,015	
5. Average of Items 1-4 (Add 1-4, Divide by 4)	94,021	119,726	V. of Sturtevant (6,615)			85,696	Administrantor/Clerk
6. Range midpoint of Item 5 (Add A + B, Divide by 2)	106,873		V. of Twin Lakes (6068)			88,700	Contracted
7. Average of Actual Base Salaries without range data	103,549		V. of Waterford (5,503)			110,000	
8. Weighted Data Midpoint (Item 6 multiply by # of returns plus Item 7 multiply by # of returns, divide by total no. of returns)	104,213		T. of Waterford (6,465)				N/C, Part-time
9. Unweighted Data Midpoint (Add Item 6 and 7, Divide by 2)			V. of Oregon (10,390)	110,000	122,441	122,434	
10. Item 8 Midpoint	104,213		T. of Beloit (7,751)				
Working range .80-1.20	83,370-125,056		V. of DeForest (9,929)			137,935	
Working range .85-1.15	88,581-119,845		V. of Hobart (8,896)			103,863	
Working range .90-1.10	93792-114,634		V. of Harrison (11,532)			110,000	
			T. of Greenville (11,785)	88,836	117,217	106,167	
				284,467	355,260	1,242,589	

EXHIBIT C

**Village/Town of Somers Internal Position Comparisons based on Position Descriptions (Weighted Factors)
November 2019**

Position Title	Knowledge/ Education 20%	Experience 20%	Job Complexity 20%	Supervision Exercised 10%	Supervision Received 10%	Consequence of decision 10%	Interaction 5%	Work Environment 5%	Total Points 100%
Administrator	7	4	7	7	7	7	7	1	610
Fire Chief	5	5	7	6	5	6	7	6	595
Public Works Supervisor	4	4	7	6	5	6	7	5	530
Clerk/Treasurer	4	4	7	5	6	6	7	1	510
Accounting Manager	5	5	7	2	4	6	6	1	495
Assistant to the Administrator	5	3	7	2	5	4	6	1	435
Building Inspector	4	5	5	2	5	4	4	4	430
Public Works Assistant	2	5	5	5	4	5	4	5	425
Court Clerk/ Receptionist	3	4	4	1	4	3	4	1	325

EXHIBIT D

I. Performance Evaluation Recommendations for Village/Town of Somers

A primary objective of all municipalities should be to have competent, motivated, and productive employees working together to provide designated services to their residents. This certainly is the objective of Somers.

There are many dimensions to fulfilling this objective.

First, employees need to know what is expected of them in their jobs. These expectations consist of knowledge of how to perform job tasks and knowledge of what behavior is expected of them as they perform their jobs. Conveying these expectations is primarily the responsibility of hiring personnel and supervisors. Hiring personnel are responsible for the initial assessment and orientation of new employees and supervisors are responsible for ongoing direction and review of employees.

Second, the Village/Town needs to have a formal process for evaluating the performance of each of its employees. A key tool in directing and reviewing employees is a process known as performance evaluation. As a rule, performance evaluation consists of written criteria used to rate the work of employees during a particular period of time, such as six months or a year. Often, it involves establishing employee goals at the beginning of the period. Good performance evaluation systems have well defined types of evidence that used in the review.

Third, adopting a formal performance evaluation system is going to require all supervising bodies and employees to devote more attention to the tasks of developing appropriate expectations, observing employee performance, gathering performance evidence, and discussing evaluations with each employee. This probably will require supervisor training.

Fourth, there are various approaches to performance evaluation. The most comprehensive approach is what is termed a 360-degree evaluation where all primary contacts are asked to make observations about the performance of the specific employee. This includes, among others, supervisors, peers, subordinates, and residents. The 360-degree approach can be valuable for some positions, but it is complex and time consuming and it can be expensive. There are other less complex approaches to evaluation.

Fifth, formal performance evaluation should not replace informal assessments and conversations about them. Supervisors should be prepared to comment on employee work, positively and negatively, on a regular basis.

The objectives of performance evaluation can vary substantially. Common objectives are as follows:

1. To inform employees how they are doing in their work, including areas of improvement,
2. To provide information relevant to employment status, including termination and promotion,
3. To determine salary adjustments, and
4. To determine other forms of recognition.

We assume that all of these objectives are relevant for performance evaluation in Somers.

With regard to salary adjustments, we are proposing that Somers adopt a system that links performance evaluation with salary adjustments. The new salary system consists of a series of steps, or increments. Employees rated as satisfactorily performing their jobs are likely to receive a one increment adjustment. Employees rated as exceeding expectations might be considered for a two-increment adjustment. In limited cases, employees rated as substantially exceeding expectations will be considered for a three-increment adjustment.

The performance evaluation approaches that we recommend for Somers contains the following elements:

1. Job performance criteria closely related to formal position descriptions.

The foundation for performance evaluation is the position description. It should list the primary task and behavior responsibilities and qualifications for each employee occupying the position. An employee should not be evaluated for duties not referenced in the position description.

2. Criteria that include both task and behavior references.

Employees are responsible for performing specific tasks included in their position description. For example, they could include preparing parts of the budget, responding to calls for assistance, or repairing public facilities. They also need to meet certain behavioral standards, such maintaining good work attendance and working positively with other employees and residents.

3. Evaluation approaches that include mutually considered task and behavioral goals.

Very few positions are completely static or repetitive. New ways of performing tasks can be developed and employees can enhance their ability and skill levels. Annual performance evaluation should include task and behavior goals specific to each employee. It could be developing a new job approach or getting more training. The nature of goals should be largely specific for each employee.

4. Evaluation approaches that are designed for specific types of positions and specific supervisors.

Let us recognize that performance evaluation is a two-way process between the person (s) performing the evaluation and the person whose performance is being reviewed. In Somers, it is important to note that there are several levels of evaluation within the total

organization and that each evaluation level requires different approaches. At each level, the person or persons responsible for conducting the evaluation is different. And the employees being evaluated also are different.

The first level are the two positions that report to elected or appointed citizen governing bodies, the Village/Town Administrator and the Fire Chief. Evaluating these positions is particularly challenging for part-time citizen bodies for two reasons. First, these positions are highly complex and have many dimensions that need to be defined and evaluated. Second, the members of the Village Board and Fire Commission do not observe all aspects of their respective administrators' work. While they are familiar with the communication and interaction between themselves and the administrator, they may have little systematic knowledge of the operational aspects of the administrator's work. As a result, the evaluation of the administrator requires a unique and comprehensive approach.

At the next level, the Village/Town Administrator reviews the performance of the Clerk/Treasurer, Public Works Supervisor, Building Inspector, Assistant Administrator and Fire Chief. These positions are somewhat less difficult to evaluate because the areas of responsibility are more focused and because the Village/Town Administrator regularly interacts and observes the employees in these managerial positions.

Finally, the department heads (managers) review the performance of employees in their respective departments. Task assignments for these employees are more specific with less latitude and managers regularly can observe performance. Foremen may provide input, but typically they do not have formal responsibility for performance evaluation.

5. Performance standards for salary adjustment purposes that define what constitutes “does not meet,” “meets,” “exceeds,” and “greatly exceeds” expectations.

The Village/Town staff and management obviously have final say in how many increments employees might be able to move within salary ranges on an annual basis. As discussed earlier, performance evaluation and salary adjustments based on performance could be loosely linked according to the following ratings:

- a. “Does not meet expectations”- Does not receive a salary adjustment.
- b. “Meets expectations”- Receives a one increment salary adjustment.
- c. “Exceeds expectations”- Receives a two-increment salary adjustment.
- d. “Greatly exceeds expectations”- Receives a three-increment salary adjustment.

With the use of these categories, it is important for employees to understand what each of the performance standards entails. For example, what is the difference between “meets expectations” and “exceeds expectations? Persons with supervisory responsibilities are going to need to develop consistent guidelines and standards across units in order to provide coherent expectations for employees.

As a guideline, “meets expectations” includes coming to work regularly and on time, performing the tasks listed in the job description and as assigned by a supervisor,

committing few errors, completing projects on time, working with other employees in a cooperative manner, and, if appropriate, dealing with the public in a positive manner.

“Exceeds expectations” includes all of the elements listed in “meets expectations”. It also includes willingness to take on extra assignments and difficult projects or problems, making solid and detailed recommendations on better ways to perform tasks, initiatives to learn new skills, and examples of leadership among peer and subordinate staff.

“Exceptional performance” is a standard that will not be reached on a regular basis. It includes all of the elements of “exceeds expectations” but with accomplishments of rarely demonstrated magnitude and consistency. For example, completely redesigning the budgeting process and then implementing it might meet this standard.

6. Performance expectation standards conveyed to each employee before the start of the performance evaluation period.

7. Development of appropriate standards of performance evidence

One of the most difficult elements of performance evaluation is determining what kind of evidence should be used. Many times, evaluation simply consists of subjective judgments by the supervisor, partly because it is a relatively easy and inexpensive way to approach the task. At the other extreme, an elaborate approach such as a 360 degree can be complicated, time consuming, and expensive.

Our recommendation consists of evidence of three types:

1. Evidence that is readily available such as attendance records, disciplinary actions, awards;
2. Supervisor observations of employee performance kept at intervals during the course of the evaluation period. These are called critical incidents. They are a written record of good performance and accomplishment and, conversely, of problem performance. It is documented and dated. Supervisors should keep a notebook of critical incidents for each employee and regularly make timely observations. These should include SMART goals (Specific, Measurable, Achievable, Realistic and Time-Bound) set by the employee and agreed to by the Supervisor and progress towards those goals.
3. Self-evaluations by employees. These comments can be insightful about employee performance. This can be done according to a short form or simply a written paragraph.

II. Evaluation of Department Heads/Managers

All department heads and managers are evaluated by the Village/Town Administrator. The evaluation approach for department heads and managers is similar to the approach used for the Village/Town Administrator, except that the areas of responsibility are more specific and limited and that the Village/Town Administrator is in a position to evaluate the operational aspects of department head/manager performance. The role of the department heads/managers in supervision of their subordinate employees assumes a prominent place. Annual goals also are identified. Performance is recommended to receive a 75 percent weighting and goal achievements are recommended to receive a 25 percent weighting.

A. Performance Criteria Measures for Department Heads/Managers

Work habits: Unexcused work absences

- Does not meet expectations: Averages once a week absence (Rating: 0)
Meets expectations: Averages once a month absence (Ratings: 1, 2)
Exceeds expectations: Averages twice a year absence (Ratings: 3, 4)
Exceptional performance: Never has unexcused absences (Ratings: 5, 6)

Work habits: Work punctuality

- Does not meet expectations: Averages once a week being late (Rating: 0)
Meets expectations: Averages once a month being late (Ratings: 1, 2)
Exceeds expectations: Averages twice a year being late (Ratings: 3, 4)
Exceptional performance: Never is late (Ratings: 5, 6)

Work habits: Meeting attendance

- Does not meet expectations: Averages once a week missing meeting (Rating: 0)
Meets expectations: Averages once a month missing meetings (Ratings: 1, 2)
Exceeds expectations: Averages twice a year missing meeting (Ratings: 3, 4)
Exceptional performance: Never misses meetings (Ratings: 5, 6)

Work habits: Extra work outside of normal work hours

- Does not meet expectations: Never does extra work (Rating: 0)
- Meets expectations: Does extra work when asked by supervisor [2-3 times a year] (Ratings: 1, 2)
- Exceeds expectations: Regularly does extra work when asked by supervisor [2-3 times a month] or volunteers for extra responsibilities (Ratings: 3, 4)
- Exceptional performance: Volunteers to work when needed or as an example and develops additional ways to contribute to unit performance (Ratings: 5, 6)

Performance: Understands duties, instructions and assignments

- Does not meet expectations: Needs continuing guidance on work assignments (Rating: 0)
- Meets expectations: As a rule, understands duties and instructions with few mistakes and with minimum reinforcement (Ratings: 1, 2)
- Exceeds expectations: Rarely makes a mistake, understands virtually all instructions, and does not require clarification (Ratings: 3, 4)
- Exceptional performance: Works error-free and clarifies assignments when it is productive to do so (Ratings: 5, 6)

Performance: Follows job description, instructions and assignments

- Does not meet expectations: Understands instructions but does not regularly follow them (Rating:0)
- Meets expectations: Understands instructions and as a rule follows them (Ratings: 1, 2)
- Exceeds expectations: Understands instructions and rarely deviates from them (Ratings: 3, 4)
- Exceptional performance: Understands instructions and always carries them out and may seek to improve the desired result (Ratings: 5, 6)

Performance: Completes assignments in a timely manner

- Does not meet expectations: Regularly misses deadlines (Rating: 0)
- Meets expectations: Regularly meets deadlines (Ratings: 1, 2)
- Exceeds expectations: Completes assignments in advance of deadline (Ratings: 3, 4)
- Exceptional performance: Assigns priority to assignment completion (Ratings: 5, 6)

Performance: Completes assignments accurately and according to a specified standard

- Does not meet expectations: Work is not accurate or does not meet a specified standard (Rating: 0)
- Meets expectations: Work is generally accurate and meets a specified standard (Ratings: 1, 2)
- Exceeds expectations: Work is accurate and exceeds a specified standard (Ratings: 3, 4)
- Exceptional performance: Work is accurate and greatly exceeds a specified standard in clarity and quantity (Ratings: 5, 6)

Performance: Provides Administrator with appropriate information

- Does not meet expectations: Does not regularly or accurately provide appropriate information to Administrator (Rating: 0)
- Meets expectations: As a general rule, regularly and accurately provides appropriate information to Administrator (Ratings: 1, 2)
- Exceeds expectations: Regularly provides appropriate information to Administrator in clear oral or written form as requested (Ratings: 3, 4)
- Exceptional performance: Regularly provides appropriate information in clear oral and/or written form with additional information on context and implications and with recommendations (Ratings: 5, 6)

Performance: Provides subordinates with understandable and timely assignments

- Does not meet expectations: Does not regularly provide understandable and timely assignments (Rating: 0)
- Meets expectations: Regularly provides understandable and timely assignments (Ratings: 1, 2)
- Exceeds expectations: Provides oral and when necessary written assignments and monitors employee understanding of assignments (Ratings: 3, 4)
- Exceptional performance: Provides oral and when necessary written assignments, monitors employee understanding of assignments, and develops improved instructional approaches (Ratings: 5, 6)

Performance: Regularly monitors employee performance

- Does not meet expectations: Does not regularly or adequately monitor employee performance
- Meets expectations: As a rule, monitors employee performance with oral feedback (Ratings: 1, 2)
- Exceeds expectations: Monitors employee performance with regular written reports (2 times a year) (Ratings: 3, 4)
- Exceptional performance: Monitors employee performance and meets with each employee two times a year to discuss written performance review (Ratings: 5, 6)

Performance: Provides recommendations for individual performance improvement

- Does not meet expectations: Does not provide recommendations (Rating: 0)
- Meets expectations: Provides recommendations on major duties as needed (Ratings: 1, 2)
- Exceeds expectations: Reviews total work product and makes recommendations (Ratings: 3, 4)
- Exceptional performance: Develops systematic improvement plans in conjunction with employee (Ratings: 5, 6)

Performance: Provides recommendations to improve unit performance

- Does not meet expectations: Does not make recommendations (Rating: 0)
- Meets expectations: Periodically makes recommendations as needed (Ratings: 1, 2)
- Exceeds expectations: Regularly reviews unit performance and makes recommendations (Ratings: 3, 4)
- Exceptional performance: Systematically develops new approaches to improvements, including training plans (Ratings: 5, 6)

Performance: Provides residents and clients with appropriate information

- Does not meet expectations: Does not provide information or provides inadequate or incorrect Information (Rating: 0)
- Meets expectations: When necessary or requested, provides information (Ratings: 1, 2)
- Exceeds expectations: Provides clear and complete information without being asked on major items (Ratings: 3, 4)
- Exceptional performance: Develops systematic and accessible sources of information on a broad range of topics and issues (Ratings: 5, 6)

Performance: When appropriate, interacts with Board members in an appropriate and productive manner

- Does not meet expectations: Does not appropriately or productively interact with the Board. (Rating: 0)
- Meets expectations: When asked, answers Board questions and information requests in an appropriate and productive manner (Ratings: 1, 2)
- Exceeds expectations: In conjunction with the Administrator, anticipates and prepares appropriate materials for the Board (Ratings: 3, 4)
- Exceptional performance: In conjunction with the Administrator, systematically develops explanatory materials to comprehensively explain and justify Board decision needs (Ratings: 5, 6)

Works well with other employees

- Does not meet expectations: Does not work well with other employees (Rating: 0)
- Meets expectations: Maintains adequate interpersonal relationships (Ratings: 1, 2)
- Exceeds expectations: Encourages cooperation and shared responsibility (Ratings: 3, 4)
- Exceptional performance: Provides leadership skills in working with others and in setting an example (Ratings: 5, 6)

Conveys a positive image of the Village/Town

- Does not meet expectations: Does not convey a positive image (0)
- Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)
- Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)
- Exceptional performance: Develops a strategy to increase the positive image of the Village/Town and makes public presentations/prepares materials to enhance the Village/Town image (5, 6)

B. Department Head/Manager Overall Performance Evaluation Rating Form

<u>Work/Performance</u>	<u>Rating</u>
Work attendance	_____
Work punctuality	_____
Meeting attendance	_____
Extra work	_____
Understanding instructions and assignments	_____
Following instructions and assignments	_____
Completing assignments in a timely manner	_____
Completing assignments accurately	_____
Providing information to Administrator	_____
Providing subordinates with appropriate assignments	_____
Monitoring employee performance	_____
Providing individual employee recommendations	_____
Providing unit performance recommendations	_____
Providing information to residents and clients	_____
Interacting with Village/Town Board	_____
Working with other employees	_____
Conveying a positive image of Village/Town	_____
Total Points	_____
 Overall Work/Performance Rating	 _____
(Divide total points by 17)	

<u>Annual Goals</u>	<u>Rating</u>
Goal 1 _____	_____
Goal 2 _____	_____
Goal 3 _____	_____
Goal 4 _____	_____
Total points	_____
Overall Goal Rating (Divide total points by number of goals)	_____

Comments:

Calculation instructions:

1. As a rule, each of the two overall ratings will be the average of the individual ratings.
2. As a rule, Work/Performance then will receive a weighting of 75% and Goals will receive a weighting of 25%.

Work/Performance Rating x 75% = _____

Goal Rating x 25% = _____

Total Rating Points = _____

Overall Rating _____

III. Evaluation of the Village/Town Administrator

The Village/Town Administrator has a very complex set of job roles and duties. He is responsible for advising the governing Board on the direction of the Village/Town, implementing the decisions of the Board, directing and evaluating the staff, and interacting with a wide variety of individuals and organizations.

The Village/Town Board has the responsibility to evaluate the Administrator.

It is fairly common for governing bodies to assign annual goals. It also is fairly common for governing bodies to use a performance rating scheme; however, it may go beyond the ability of the Board to systematically and fairly assess that operational performance of the administrator. Board members often do not have the opportunity to observe this operational role of directing and working with staff members in their outgoing activities. This results in two possible effects: (1) Assuming that the administrator handles operations as well as working with the Board and/or (2) Listening to unsystematic comments of an employee or resident and generalizing. As a rule, we believe that the Board should not evaluate operational and staff performance without first-hand evidence.

A. Recommended Evaluation Elements

Our recommended elements are as follows:

1. ***Mutually established annual goals for the Village/Town Administrator.*** This is a mutual activity for at least two reasons. First, the Village/Town Administrator may be in a better position to identify goals for the Village/Town than is the Board. Second, there may be goals that simply cannot be achieved within a year and the Board needs to know what is possible.

Goals can be Village/Town-wide objectives such as establishing a storm water utility, a program to allow residents to conduct business at Village/Town hall at times other than 8 AM to 4 PM, or economic development goals. They also can be goals for the Administrator to develop greater skills in performing her job or to deal with staff organizational issues.

The annual goals should be agreed upon in advance of the performance period being evaluated. At the end of the review period, the Administrator submits a report to the Board on the status of each of the goals. The Board also makes an independent assessment of the goals. It would be appropriate to complete the review and determine the next goals within a relatively short time period. We recommend no more than five major goals.

Performance to meet goals should be weighted as 50 percent of the evaluation.

2. ***Performance characteristics that can be observed by the Board.*** Although the Board cannot observe all aspects of the Administrator’s performance, there are significant areas that the Board can observe. Here are several examples:
- a. Quality of oral and written presentations
 - b. Extent to which Board is kept informed about issues and actions
 - c. Extent to which Board decisions are implemented, including timeliness and accuracy
 - d. Ability to interact with Board members in an appropriate and productive manner
 - e. Manner in which Administrator has dealt with staff and/or resident issues that have risen to the level of Board attention

Throughout the review period, Board members are strongly encouraged to consider these dimensions and note them as critical incidents, that is, positive and negative examples of each dimension. Keep a notebook.

Performance characteristics should be weighted as 50 percent of the evaluation.

3. If the Board wants information on the Administrator’s operational responsibilities, we recommend a supplementary process involving a sample of subordinate reviews annually. This information would not be used in the salary determination, but would be summarized and given to the Administrator.

A process that has been productively used is to place the names of all supervisors in a container and annually select three of the names to confidentially prepare a review of Administrator performance. Two short essay questions are asked: “How well do you believe the Administrator has performed during the past year?” and “What areas of improvement should the Administrator work on?” A third party is in charge of the process.

These recommendations for evaluating the Village/Town Administrator also apply to the evaluation process for Fire Chief, with the exception that the review will be of more specific and limited activities.

B. Village/Town Administrator Evaluation Form and Performance Characteristics

Oral and written communication

Does not meet expectations:	Shows minimal capability for effective written and oral communication (0)
Meets expectations:	Communicates in a satisfactory manner in oral and written form (1, 2)
Exceeds expectations:	Communicates in a well-organized manner in oral and written form (3, 4)
Exceptional performance:	Conveys information very effectively and matches presentation styles to different audiences (5, 6)

Rating: _____

Comment:

Informing Board about issues and actions

Does not meet expectations:	Provides inadequate information to the Board on issues and actions (0)
Meets expectations: actions as required (1, 2)	Provides adequate information to the Board on issues and actions
Exceeds expectations:	Provides quality information to the Board on issues and actions and the context in which they are occurring (3, 4)
Exceptional performance:	Anticipates issues likely to arise in the future and alerts the Board to these issues and necessary actions (5, 6)

Rating: _____

Comment:

Implementation of Board decisions

- Does not meet expectations: Fails to follow through on Board decisions (0)
- Meets expectations: Follows through on decisions as required (1, 2)
- Exceeds expectations: Develops implementation plans for Board decision in an accurate and timely manner (3, 4)
- Exceptional performance: Develops implementation plans, mobilizes resources, and keeps Board fully informed (5, 6)

Rating: _____

Comment:

Interaction with Board members

- Does not meet expectations: Has minimal or unsatisfactory interaction with Board members (0)
- Meets expectations: Has satisfactory interaction with Board members (1, 2)
- Exceeds expectations: Treats all Board members with respect, listens to Board comments (3, 4)
- Exceptional performance: Anticipates Board needs and works to build a productive governance relationship between Board and staff (5, 6)

Rating: _____

Comment:

Interaction with staff

- Does not meet expectations: Has minimal or negative interaction with staff (0)
- Meets expectations: Is accessible for staff and listens to staff input (1, 2)
- Exceeds expectations: Provides guidance to staff members (3, 4)
- Exceptional performance: Builds a strong team through individual and group activities (5, 6)

Rating: _____

Comment:

Staff Effectiveness: Builds and maintains professional and high-quality staff.

Does not meet expectations: Pays little or no attention to staff performance and development (0)

Meets expectations: Provides direction and evaluation for staff members (1, 2)

Exceeds expectations: Demonstrates a commitment to deal with non-performing staff and holds organizations accountable for non-conforming results (3, 4)

Exceptional performance: Develops and implements comprehensive plan to increase staff productivity (5, 6)

Rating _____

Comment:

Service Delivery Interaction and management:

Does not meet expectations: Does not respond to citizen requests and comments (0)

Meets expectations: Responds to citizen requests and comments, either directly or through Board requests (1, 2)

Exceeds expectations: Responds in a timely and positive manner to citizens and informs Board (3, 4)

Exceptional performance: Develops approaches to enhance citizen input and response (5, 6)

Rating: _____

Comment:

Strategic leadership in anticipating and positioning the organization to deal with future events and circumstances in accord with strategic plan

Does not meet expectations: Pays little or no attention to strategic planning and implementation (Rating: 0)

Meets expectations: Pays attention to Village/Town planning assumptions and strategic plan (1, 2)

Exceeds expectations: Takes initiative to see that staff members are aware of strategic plan and follow it (3, 4)

Exceptional performance: Takes initiative to monitor the strategic plan, inform and involve the Board, and carry out activities to make necessary changes. Takes responsibilities for undesirable results and delays (5, 6)

Rating: _____

Comment

Policy Facilitation in presenting policy-related information and implementation of Board decisions.

Does not meet expectations: Presents no or inadequate policy-related information to Board (0)

Meets expectations: Presents policy-related information as requested or needed by Board (1, 2) and sees that policy decisions are implemented

Exceeds expectations: Presents balanced and complete information including policy recommended as requested; respects role of elected officials in making policy decisions (3, 4)

Exceptional performance: Presents balanced and complete information and references relationship to strategic plan and overall policy goals. (5, 6)

Rating: _____

Comment:

Democratic Responsiveness in community

Does not meet expectations: Does not demonstrate an appreciation of the unique culture of the Community (0)

Meets expectations: Understands and appreciates the unique culture of the community (1, 2)

Exceeds expectations: Appreciates and accepts citizen participation in local government according to guiding principles (3, 4)

Exceptional performance: Plans systematically to build on community characteristics and encourage greater citizen involvement (5, 6)

Rating: _____

Comment:

Organizational Planning and Management: Budgeting and fiscal condition

- Does not meet expectations: Does not provide effective oversight on budgeting and fiscal condition (0)
- Meets expectations: Provides accurate budget document and fiscal condition information to Board and responds to questions (1, 2)
- Exceeds expectations: Makes budget and fiscal condition recommendations in accord with strategic plan (3, 4)
- Exceptional performance: Develops performance measures for budget and fiscal condition to assist Board in making informed decisions (5, 6)

Rating: _____

Comment:

Integrity: ethical behavior in accordance with Village/Town guiding principles

- Does not meet expectations: Exhibits poor or questionable ethical behavior (0)
- Meets expectations: Exhibits satisfactory ethical behavior (1, 2)
- Exceeds expectations: Identifies ethical standards and encourages staff and Board to review them (3, 4)
- Exceptional performance: Develops ethical standard and review process and makes difficult ethical decisions (5, 6)

Rating: _____

Comment:

Interpersonal Characteristics and Skills

- Does not meet expectations: Does not relate well to Board, staff, and citizens (0)
- Meets expectations: Works in a satisfactory manner with Board, staff, and citizens (1, 2)
- Exceeds expectations: Demonstrates the ability to work in harmony with others and takes steps to minimize conflict (3, 4)
- Exceptional performance: Builds a stronger working relationship and/or resolves a difficult staff interpersonal issue

Rating: _____

Comment:

Conveys a positive image of the Village/Town

- Does not meet expectations: Does not convey a positive image (0)
- Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)
- Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)
- Exceptional performance: Develops a strategy to increase the positive image of the Village/Town and makes public presentations/prepares materials to enhance the Village/Town image (5, 6)

Rating: _____

Comment:

Professional Development

- Does not meet expectations: Does not participate in professional development activities (0)
- Meets expectations: Attends meetings of professional organizations (1, 2)
- Exceeds expectations: Identifies areas for more professional development (3, 4)
- Exceptional performance: Participates in professional development related to position and strategic plan and assesses the results of the activity (5, 6)

Rating: _____

Comment:

Goals:

Goal 1:

- Did not accomplish (0)
- Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)
- Accomplished most of goal (3, 4)
- Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 2:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 3:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 4:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Goal 5:

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: _____

Comment:

Overall Goal Rating (Average): _____

Comment:

Overall administrator rating:

Performance characteristics rating X 50%: _____

Goals rating X 50%: _____

Total: _____

Comment:

EXHIBIT E

Proposed Position Descriptions
Village/Town of Somers-Nov. 2019



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE Accounting Manager/Deputy Clerk/Treasurer

GENERAL NATURE OF POSITION

Under general supervision of the Village/Town Clerk/Treasurer and the Village Administrator, the Accounting Manager shall be responsible for maintaining the Village and Town of Somers accounting functions and related financial reporting. This responsibility includes, but is not limited to, financial reporting, financial data processing, payroll, budget development, accounts receivable, accounts payable, utility billing, cash reconciliation, internal control and implementation of accounting policy. This position shall report on a daily basis to the Village/Town Clerk/Treasurer. The Accounting Manager serves as an in-house resource for accounting and record keeping for all matters as it relates to matters as mentioned in paragraph 1 above. In this capacity, he/she will analyze and evaluate financial accounts, develop and implement best in practice accounting procedures and perform related work as required to substantiate all the Village and Town Financial Accounts. He/She collaborates with the Village/Town Clerk/ Treasurer on fiscal related items when it relates to Front Office Operations. He/She serves the Village and Town Board by providing financial reports and data required for their review and decision-making process as well as recommending accounting procedures and solutions as necessary. This is a full-time, salaried, non-represented exempt position and is considered part of management providing direction and leadership to both financial and non-financial staff in all fiscal and accounting related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Administers the fiscal operations of the Village and Town of Somers and all of its respective funds (i.e.: General Fund, Capital Improvement Fund, Water and Sewer Utilities, TIF Districts (1-11), Debt Service Funds, Stormwater Fund).
- Identifies, recommends, and implements efficient financial procedures and methods.
- Controls systems for internal department use by department heads to manage their fiscal responsibilities.
- Maintains requisite journals and ledgers to high standard necessary to maintain the Village and Town's Utility Funds reporting functions and the corresponding reimbursement programs applicable under state and federal standards.

- Undertakes budget studies and assists in the planning and development of all Village and Town budgets by conferring and collaborating with the Administrator, Village/Town Clerk/Treasurer, and Village and Town Boards to provide all their requirements for technical assistance and accounting support.
- May be assigned duties to research funding or funds for special projects, studies, programs, services, or operations necessary to fill the needs of the Village or Town and the Village Utility Districts.
- Assists in preparation of Annual State Form C, PSC Report and all financial cycle reporting both internal and external.
- Coordinates with Village/Town Clerk/Treasurer and the Village Administrator on financial oversight of all contracts to help ensure financial compliance by all parties.
- Prepares short and long-range recommendations for fiscal operations in accordance with government accounting standards.
- Analyzes and prepares fiscal, accounting, and management reports for the Village & Town Boards and Village Administrator.
- Performs other duties as required or assigned, i.e.: Village & Town Assets, Inventory Control and oversight of Village Payroll.
- Assist Village Administrator in researching grants and ensures compliance with grant accounting requirements, includes ensuring expenses are allowable.
- Assists in monitoring monthly departmental financial performance. Reviews actual expenditures compared to established budget, identifying variances and communicates with the Village/Town Clerk/Treasurer and Village Administrator. Makes financial presentations to the Village/Town Board when needed.
- Reviews and prepares departmental budget adjustments. Notifies department heads and Village and Town Boards of all expenditures exceeding budgeted amounts. Reviews requested adjustments for fund availability.
- Coordinates with the Auditors of the Village & Town for preparation of the annual report of the Village & Town Financial Accounts, as well as TID audits if necessary.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Possession of a Bachelor's Degree from an accredited college or university with a major in accounting or equivalent work experience.
- Must possess the required knowledge, skills, and abilities to perform complex financial record keeping in a government setting.

SKILLS AND ABILITIES:

- Comprehensive knowledge of accounting principles, functions, and terminology.
- Governmental Accounting Principles are a plus but not mandatory.
- Working knowledge of BS and A Software a plus.
- Demonstrated computer skills.
- Working knowledge of Microsoft Office.
- Intermediate (or above) skill level in excel spreadsheets.
- Demonstrated general ledger management experience.
- Utilities financial accounting knowledge desired.
- Ability to establish and maintain satisfactory working relationship with other employees, the public and elected officials.
- Ability to exercise sound judgment and discretion in applying and interpreting policies, rules, and regulations.
- Ability to evaluate alternatives and their effectiveness and present results to Town Officials with implementation of changes as directed by the same.
- Demonstrated problem solving skills.
- Good communication skills, verbal and written.

- Committed to continuous professional improvement.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability, to sit for extended periods of time while viewing and working on a computer.
- Ability to access department files.
- Ability to enter and retrieve information from computers.
- Ability to retrieve files from storage vault.
- Ability to lift 50lbs.

WORK SCHEDULE: This position is located at Village/Town Hall in Somers with office hours of 8:00 AM to 4:30 PM.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE Assistant to the Village/Town Administrator

GENERAL NATURE OF POSITION

The position of Assistant to the Village/Town Administrator is a skilled position responsible to perform highly responsible professional, administrative, managerial and supervisory duties in assisting the Village/Town Administration in managing operations. This position is a non-represented, salaried, exempt management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage administrative and statistical material, some of which may contain sensitive or confidential information.
- Provide effective and efficient customer service and promote and maintain responsive community relations.
- Be responsible for creation and maintenance of all confidential personnel files, payroll entry, and record keeping of all wages, benefits, vacation hours, sick/casual days and wage increases.
- Prepare, explain, and review required paperwork for compliance with the hiring process for accuracy and completeness.
- Provide support for daily accounting and record/data entry.
- Perform clerical and administrative staff support functions, working cooperatively with other Village/Town Departments.
- Assists Administration in communicating official plans, policies and procedures, to all department heads and community relations.
- Assist in planning, developing and implementing operating budgets, using current and historical data and analytics to substantiate needed budgets, and or expenses.
- Interpret policies, rules and regulations in response to queries from others, answer and/or refer complaints and inquiries to appropriate persons, schedule appointments and keep calendar for the Village/Town Administrator.
- Evaluate internal procedures and records maintenance and recommends improvements.
- Serves as Plan Commission Secretary.
- Coordinate problems with IT.

- Keep track of keys and fobs issued to employees, board members, make sure they are returned when a person leaves.
- Cross Connection scheduling residents and tracking information.
- Attend training as directed.
- Prepare regular and special reports using various computer programs.
- Attend Village and Town Board meetings, committee meetings and public gatherings.
- Assist with the preparation of ordinances and resolutions and codification of the same.
- Assist in maintaining a positive work culture and serve as a professional mentor.
- Complete tasks as assigned by Village/Town Administrator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Graduation from a college or university with a bachelor’s degree in Public Administration or a closely related field and a minimum of two years progressively responsible experience in a municipal administration arena. Human Resource experience is highly desirable.

SKILLS AND ABILITIES:

- Knowledge of health care benefits and various employment-related laws is highly desirable.
- Knowledge of computer word processing and spreadsheet programs (Microsoft Office 365).
- Must have excellent communication and organizational skills and be able to work as a team member.
- Must have a very high-performance standard and perform other duties as required or assigned.
- Requires the exercise of confidentiality, attention to detail, independent judgment, and discretion handling delegated administrative assignments.
- Must have knowledge of Village & Town Board policies and procedures.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential job functions of this position require a significant amount of standing, walking, sitting, reaching, crouching, communication, lifting, and carrying a range of weight up to 50 pounds.

WORK SCHEDULE: This position is located at Village/Town Hall in Somers with office hours of 8:00 AM to 4:30 PM.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE Building Inspector

GENERAL NATURE OF POSITION

This is a non-represented, full-time, salaried, exempt position within the Village of Somers Administration. The incumbent reports directly to the Village Administrator and is responsible to provide a wide range of support functions relating to Building Inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Review to ensure submitted building plans comply with the state, county and local codes, ordinances and Plan Commission approvals.
- Maintain up-to-date records of all building, plumbing, electrical and H.V.A.C. inspections and related plan information.
- Receive and answer all inquiries or contacts for building inspections and related services. Schedule and conduct all inspections in a timely manner, in compliance with State Code requirements.
- Direct, coordinate and supervise assigned responsibilities of the plumbing, electrical, and assistant building inspectors.
- Calculate and record all building inspection fees, and coordinate with Office /Staff to collect building and Inspection fees.
- Issue all permits and record them into permit tracking software.
- Collect and record all utility hook-ups, culvert placement and impact fees.
- Coordinate property addresses and issue address number as assigned by Kenosha County. Maintain required information accordingly and provide information to Fire Department.
- Issue "letter" or "memo" reports as required on matters of code or ordinance compliance, condemnations and periodic building status.
- Assist Administrator to enforce the Village Ordinances and when necessary attend hearing in municipal or circuit court to assist Village Attorney.
- Attend Village Board meetings as requested as resource advisor to the Village Board.
- Coordinate with county Health Department, County Park and Land Use Department on matters related to buildings, building placement or removal and environmental protection.
- Coordinate all zoning enforcement and related activity with Kenosha County Planning Department.

- Coordinate review of building plans and safety related issues with Fire Department on multi-family, commercial and industrial building plans and safety issues with the Fire Chief.
- Advise Administrator and Village Board on matters concerning status of projects, issues and goals of the Building Department on routine basis.
- Comply and adhere to rules and regulations to the Village Ordinances and Personnel Regulations.
- Prepare annual departmental budget and monitor revenues and expenditures.
- Such other duties as may be directed by the Village President, Village Board or Village Administrator.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Current State of Wisconsin Certificate(s) to inspect single-family residential framing and residential electric.
- Additional Credentials desired are current State of Wisconsin Certificate(s) to inspect residential plumbing and residential H.V.A.C.
- Valid Wisconsin Driver’s License (Required)

EDUCATION AND/OR EXPERIENCE:).

- A Minimum of five (5) years as a member of and workman in the building trades (Highly Desirable).

SKILLS AND ABILITIES:

- Must be able to organize and work and manage work schedules effectively.
- Ability to interpret various geographical database information sources.
- Ability to interpret the Uniform Dwelling Code, Wisconsin Administrative Code and Municipal Zoning, Erosion Control.
- Must be able to work effectively with co-workers.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential job functions of this position require a significant amount of standing, walking, sitting, reaching, crouching, communication, lifting, and carrying a range of weight up to 50 pounds.

WORK SCHEDULE:

This position is located at the Village/Town Hall in Somers and the office hours are 8:00 AM-4:30 PM, some evening and weekend work is required.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE Clerk/Treasurer

GENERAL NATURE OF POSITION

The Village/Town Clerk/Treasurer is a statutory position and is responsible for performing those duties required by Sections 60.33 and 60.34 of the Wisconsin Statutes. The Village/Town Clerk/Treasurer is appointed by the Village and Town Board and organizationally reports to the Village/Town Administrator. The Clerk/Treasurer performs administrative duties in maintaining the official records, issuing licenses, and conducting and overseeing all Village/Town, State, and Federal Elections. The Clerk/Treasurer is required to attend the meetings of the Village/Town Board, Board of Review, and other meetings as assigned. The person in this position is responsible for the maintenance of the official Village/Town records and of proceedings and other official records that are required by statute or Village/Town Board requests. The Clerk/Treasurer position requires continuing education to stay current with the changes in state statutes, regulations, and administrative code affecting the Village/Town. The Clerk/Treasurer assists the management of the Village/Town finances by helping with the preparation of the annual Village/Town and Utilities budgets. Duties include, but are not limited to (see list below): overseeing the sewer and water utility billing account information, approving journal entries, preparing information for tax roll, confirming delinquent accounts, assisting in processing utility information for PSC yearly report, and assisting auditors on an ongoing basis. The Clerk/Treasurer also assist the Village/Town Administrator preparing grant applications. This is a full-time, non-represented, salaried and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains files on all Village/Town records, ordinances, resolutions, and fiscal information.
- Publishes all legal notices, maintains Village/Town files, preserves all contracts and bonds.
- Administers oaths of office and affirmations.
- Attends meetings, takes minutes, and maintains files for the Village/Town Board and such other official boards and commissions as may be directed. Prepares and oversees proper posting of and distribution of agendas for meetings.

- Issues all licenses required by ordinance or statute.
- Coordinates, supervises, and conducts elections. Submits election records to State Election Commission and ensures that all voting machines and other property are in working order.
- Assists Village/Town Assessor in maintaining property assessment and building records. Schedules Board of Review meetings to comply with state statutes, verifies assessment roll. Board of Review adjustments, prepares and files statements of assessment, and statements of taxes, prepares mill rate and TID worksheets, and verifies tax roll balances.
- Makes property tax settlements with the county Treasurer and distributes to the school district and other taxing units their proportionate share of property tax collections.
- Is responsible for the collection of taxes for the Village/Town.
- Receives, reviews, and distributes to the proper authority any claims charged against the Village/Town. Files insurance on behalf of the Village/Town.
- Advertises for bids, receives them, and summarizes the results.
- S/he oversees the deputy clerk, deputy treasurer, elections clerk, elections inspectors, and any other positions as designated by the Village/Town Board.
- S/he acts in a supervisory capacity in regards to daily management of Front Office Personnel as a liaison between Elected Officials and Paid Represented and Non-Paid Represented Employees and oversees daily business functions.
- Signs all documents requiring Clerk/Treasurer's certification.
- Handles bidding and selection of Insurance firms. Filing claims and reporting for liability and workers comp.
- Takes care of Liquor and miscellaneous licensing administration and reporting.
- Manages investments of Village funds in accordance with investment policies and goals of the Village/Town Board and local, state, and federal regulations. Reviews bank statements.
- Record keeping, billing, collections, banking, investments, accounting and financial reporting of all Village/Town Operations.
- Oversees the reconciliation of cash drawers.
- Develops and implements improvements to internal control and financial reporting procedures as necessary or as requested.
- Oversees preparation of check vouchers for payment of approved bills.
- Assists Administrator with the preparation and compilation of the annual Village/Town Budget.
- Files financial and other reports with various state agencies.
- Works with the financial Manager to maintain a central accounting system for the Village/Town government and all departments in a manner consistent with accepted municipal accounting principles and practices.
- Reconciles various accounts, including but not limited to: lottery credit, mobile homes, reimbursement funds, bank statements, cash and investment funds, insurance, donation funds, etc.
- Oversees preparation of all Village/Town employees W-2 information as well as issuing and reconciling 1099 information.

- Stays current on technology advancements and makes recommendations relative to software and hardware.
- Contributes to a cooperative working effort by demonstrating a willingness to perform other job-related work as needed or requested.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Notary Public certification within 6 months.
- Must be bondable according to state statutes and maintain bondable status.
- Valid Driver’s License with good driving record.

EDUCATION AND/OR EXPERIENCE:

- Associates Degree in Public Administration or related field desired with 1-3 years of municipal accounting and clerk experience.
- Certified Clerk or Treasurer desired

SKILLS AND ABILITIES:

- Ability to maintain a professional demeanor; have the ability to calmly approach and solve problems under stress circumstances; maintain and promote harmony in the workplace; stay concentrated for extended periods of time but flexible. Must be able to work independently.
- Ability to multi-task on daily basis (perform accounting functions with telephone interruptions, customer walk-ins, and rotate between different changing priorities.
- Knowledge of applicable state and federal laws concerning elections, and municipal borrowing and investments.
- Ability to analyze accounting/financial data, make reports, and keep records.
- Knowledge of variety of software applications and hardware use (Excel, Windows, billing, word processing, etc.) including utilization of internet and file management.
- Effectively communicate orally and in writing with the general public.
- Excellent math and general office skills.
- Ability to read and understand maps, including zoning and plat maps

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent twisting and bending.
- Reach above and below shoulder heights.
- Ability to lift 25+ pounds occasionally.
- Ability to move and relocate office/election equipment.
- Ability to sit at keyboard for extended periods.
- Specific vision abilities required by this job include close vision and the ability to adjust focus quickly.
- While performing the duties of this job, the employee is frequently required to sit and converse while operating various office machines or searching for files or documents. S/he is required to change locations easily and quickly and must have the ability to travel independently to offices at various locations.
- Generally, sixty-five percent (65%) of the workdays are spent sitting, twenty-five percent (25%) spent standing, and ten percent (10%) spent moving, all percentages could vary depending upon duties performed that day.

WORK SCHEDULE:

- This position is located at Village/Town Hall in Somers with office hours 8:00 Am to 4:30 PM, some evening and weekend work is required.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE Municipal Court Clerk

GENERAL NATURE OF POSITION

The Municipal Court Clerk reports to the municipal Judge of the Municipal Court, as well as the Village/Town of Somers Clerk Treasurer. This position is a skilled and technical position. The primary responsibilities of this position are, but not limited to: manage the overall efficient operation of the Municipal Court's processes and proceedings; requires independent judgement and discretion in the development of administrative procedures; maintain daily and monthly financial/statistic reports as required by the Clerk Treasurer, Kenosha County and the State of WI; and all other duties as assigned by the Municipal Judge. The secondary responsibilities, include but are not limited to, receipting property tax, utility and various payments, time permitting. This is a full-time, salaried, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ensure appropriate processing of all citations, documents and court cases, including appeals to the Circuit Court.
- Maintain Court docket, correspondences, legal documents, reports, forms and other Court Documents.
- Coordinate and manage open court sessions including supervise and distribute court handouts, record all pleas made by the defendants and/or their legal counsels.
- Oversee that trial proceedings are recorded and preserved.
- Issuance and/or processing of forfeiture of bonds, summons, subpoenas, citations and other court documents as directed by the Municipal Judge.
- Manage the collections of forfeitures, fees, assessments, surcharges and costs.
- Compile and submit monthly financial/statistic reports of the Court as required by the Village/Town Clerk Treasurer, Kenosha County and State of WI.
- Assist the Municipal Judge with the annual court's budget.
- Coordinate dates and notices for trials, pre-trials, motion hearings, initial appearance and other court proceedings and distributes schedules to all interested parties as required.
- Receipt and process all not guilty pleas by mail.

- Receive and respond to diverse inquiries from the public, state agencies and other city departments and enforcement agencies regarding court activities.
- Prepare correspondence to defendants of pending driver's license suspension and WI DOT-Motor Vehicle Division.
- Review files, documents and other printed material for completeness and accuracy, and facilitate the correction of errors.
- Utilize the DOT Tax Refund Interception Program (SDC).
- Process incoming mail, faxes and distribute to defendants, attorneys, judge, etc.
- Process demands for certified court records.
- Develop and maintain an archiving process for all citations, documents and court cases.
- Revise forms utilized by the Court with approval of Municipal Judge.
- Send out certified letters to residents in regard to violations of the Village/Town of Somers Ordinances.
- Order and maintain supplies needed for operations of the Court.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Notary Public Certification for 2 or more years.
- Valid Driver's License.

EDUCATION AND/OR EXPERIENCE:

- 3-5 years of legal secretary experience.

SKILLS AND ABILITIES:

- Ability to maintain a high level of confidentiality in general and particularly as it related to departmental information.
- Demonstrate organizational skills, attention to detail and accuracy.
- Ability to work independently and use discretion as it related to administrative procedures.
- Ability to develop and maintain effective work record keeping systems for the Court.
- Ability to implement and utilize the WI DOT Tax Interception Program (SDC).
- Ability to communicate effectively both orally and in writing with general public, defendants, legal counsel and representatives of other governmental agencies.
- Ability to accurately and correctly perform data entry and data retrieval on PC computer.
- Ability to establish and maintain effective working relationships with co-workers, general public and Kenosha county Circuit Court along with employees from surrounding communities.

- Knowledge of modern office practices and procedures including knowledge of personal computers and software.
- Ability to plan, organize and direct the work of subordinates in all phases of the Municipal Court.
- Knowledge of State and Federal laws regulating the operation of the Municipal Court as well as Village policies and procedures.
- Must be able to work effectively under stress.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential job functions of the position require a significant amount of walking, standing, listening, communicating, sitting, typing and lifting and carrying a range of weight up to to 15 pounds.

WORK SCHEDULE:

- This position is located at Village/Town Hall in Somers, office hours are 8:00 AM-4:30 PM. Initial court appearances are held the first and third Thursday of the month at 1:30 PM with pre-trials held the same days at 3:00 PM.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE: Fire Chief

GENERAL NATURE OF POSITION

Under the general authority of the Village the Fire Chief duties will include planning, organizing, directing, and administering all operations of the fire department, including fire suppression, rescue, fire inspections, fire prevention, emergency medical and disaster services, along with managing the department's personnel, supplies, training, apparatus, equipment and buildings. Work is performed under the administrative direction of the Village/Town Administrator, who reviews work for overall program effectiveness, with the chief confirming compliance with all State Statutes. This is a full-time, non-represented, salaried and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervises the department's activities at major fires or other emergencies, and ensures that command will be established at all emergencies when the Interim Chief is not present.
- Investigates, or delegates responsibility to investigate, the cause and origin of all fires, including loss of property, injuries or death, and files a report on all fire incidents with the State Fire Marshall. Coordinates investigation with other public safety and law enforcement agencies.
- Develops plans for efficient and effective fire prevention, fire suppression and EMS (Emergency Medical Services) in the Village/Town, and makes recommendations to the Board relative to meeting the department's long-term needs.
- Develop and enforce department policies and procedures necessary for orderly department operations.
- Ensures that the department is adequately staffed at all times, including scheduling officers and duty crews for minimum department personnel responses to emergencies. Oversees the administration of the Village's fire inspection program, including building inspections, code enforcement, prosecuting violations, and conducting community education programs.

- Annually recommends a proposed department operating and CIP budget to the Village Board. Monitors expenditures for conformance to appropriations and purchasing regulations established by the Village/Town Board. Adheres to Village, State and Federal rules regarding capital outlay, purchases and competitive bidding procedures.
- Ensures that all equipment and buildings related to the fire department are properly cleaned and maintained.
- Reports periodically to the Village/Town Board and/or Fire Commission as requested on department activities including but not limited to emergency responses, unusual circumstances, and deviations from Board policies and procedures, when such occurs.
- Cooperates with the county and other law enforcement agencies, building inspectors and other public works agencies as necessary or directed.
- Attends State Incident and Training Sessions to ensure professionalism and standards are maintained as well as conferences when necessary to keep abreast of the latest fire prevention, firefighting, and emergency medical techniques. With this, the Fire Chief will attempt to “network” with other chiefs, agencies, and organizations throughout the nation.
- Monitors department personnel and takes steps to insure professional standards. May verbally counsel and issue written reprimands to fire/rescue personnel, and shall recommend disciplinary action to the Village/Town Board or Fire Commission, as appropriate.
- Attends major incidents and, if necessary, directs firefighting and rescue activities using the approved method of (NIMS) National Incident Management System as the accepted method or procedure.
- Performs various personnel functions, such as, but not limited to:
 - a. Recruits and selects applicants for positions (full time, paid-on-call and part time) in the fire department and presents Fire Commission as appropriate.
 - b. Trains, counsels, and recommends discipline for employees to the Fire Commission as appropriate.
 - c. Evaluates employee performance and annually reports to the Village Board and or Fire Commission as appropriate.
- Recommends and prepares written justification for the purchase of new equipment and prepares bid specifications for the approved new equipment.
- Maintains professional working relations with other fire departments, the press, the general public, the Village Board, and Fire Commission.
- Performs administrative functions to assist the Village/Town Clerk/ Treasurer, Administrator, and the Accounting Manager in their respective duties as those duties relate to the Fire Department.
- Perform other duties as assigned by the Village/Town Administrator. The above statements are intended to describe the general nature and level of work performed by persons in this job classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must maintain WI EMT Certification. Fire Instructor, Fire Officer II and Haz Mat Tech preferred.
- Compliance with Village/Town's Drug and Alcohol Program.
- Be able to obtain and maintain a valid Wisconsin Driver's License within six months.

EDUCATION AND/OR EXPERIENCE:

- 2 yr. Associates Degree minimum, Bachelor's Degree preferred.
- Past experience in a similar position desirable.

SKILLS AND ABILITIES:

- Considerable knowledge of modern firefighting and EMS methods and techniques and the ability to apply this knowledge to various fire controls and fire prevention problems. Demonstrates experience in the area of mutual aid assisting other fire and rescue departments. Experience with a combination department or sharing of services and equipment, and/or consolidation of departments is desirable.
- Considerable knowledge of the use and operation of a wide variety of firefighting equipment and apparatus.
- Considerable knowledge of municipal fire department administration.
- Ability to plan, coordinate, and direct the work of a group of both represented and non-represented employees engaged in fire prevention, fire suppression, and emergency medical activities.
- Initiative and resourcefulness in handling problem situations.
- Ability to work effectively with others.
- Ability to network with other fire chiefs in order to find solutions to problems that are above the normal day-to-day operations.
- Ability to plan major large group gatherings utilizing other law enforcement agencies, desired.

RESIDENCY:

- Due to need for job-related emergency response residency within the Village/Town is encouraged.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to stand; walk; use hand to finger, handle, or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee occasionally lifts and / or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally exposed to life-threatening situations and harsh weather conditions.
- Applicants who are offered employment with the Village are required to pass a medical examination given by a physician selected by the Village at the Village’s expense, and the exam may be repeated periodically during employment. Periodic examinations for vision and color perception may be required for employees whose job responsibilities include the operation of equipment or motor vehicles or health, life and safety responsibilities.

WORK SCHEDULE:

- Office hours for this position are 8:00 AM-4:30 PM with some evening and weekend work required.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE Public Works Assistant

GENERAL NATURE OF POSITION

This is a non-represented position within the Village of Somers Public Works Department. The incumbent reports directly to the Public Works Superintendent. This individual oversees the daily assignments of Public Works employees who are involved in a variety of skilled and semi-skilled work either in Street Repairs, Sewer or Water Division, Utility work, or Public Works duties which may involve buildings and park maintenance. The Public Works Assistant reports to the Public Works Superintendent daily to review the progress of, or completion of assignments, to coordinate and confirm the daily job assignments, to review the status of purchase orders and to confirm that the required materials are on hand prior to commencing a job. This is a full-time, salaried, exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Organizes work tasks to be undertaken determining and coordinating crew members, necessary tools and equipment, and type and quantity of materials needed for the job; and work as necessary, with other personnel and/or contractors.
- Assists in maintenance of streets which includes maintaining, inspection, and repairing storm drains, catch basins, sub-drains, and related appurtenances and installing, removing, and replacing asphalt, concrete and/or road shouldering material, and installing traffic and parking control signs, guard rails, and road center line marking.
- Works as lead and assists in maintenance, inspection, repair, and installation of wastewater collection and plumbing system facilities including piping, valves, minor lift station repairs, pumps, controls, portable and stationary generators, measuring devices, odor control equipment, specialized wastewater equipment, and related appurtenances to insure efficient and safe operation.
- Works as lead and assists in maintenance, operation, inspection, and repair of water distribution system facilities including piping, meters, hydrants, valves, pressure reducing stations, pumping stations, pumps, controls, measuring devices, water quality testing, cathodic protection systems, communications systems, and related appurtenances.
- Observes the performance and safety of Public Works staff. Informs the Superintendent of job performance observations on an ongoing basis.
- Recommends individual employee performance improvements.

- Provides input into the formal employee performance evaluation process.
- Assists Superintendent in maintaining records associated with areas of assignment including daily work orders.
- Works hands on with Public Works I and II employees.
- Assists in training crew members in proper and safe operation of tools and equipment.
- Participates in snow removal operations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- DNR ground water distribution certification, ICS 100, 200, 300, and 400.
- Within six (6) months, must have ICS 100 and 200 Certification.
- Within one (1) year, must have ICS 300 and 400 Certification.
- Possession of a valid Class “A” CDL driver’s license with appropriate endorsements and updates to meet requirements for renewal or to meet new state mandated requirements to perform the job.

EDUCATION AND/OR EXPERIENCE:

- High school diploma with equivalent experience and education that could likely provide required knowledge, skills and abilities.
- Two (2) years’ experience in field inspection experience that allows for preparation of as-build drawings.
- Three (3) years’ experience in construction and related fields.
- One (1) year in a related management position.

SKILLS AND ABILITIES:

- Demonstrates advanced skill and specialized knowledge of techniques and tools used in construction, maintenance, and repair of Public Works facilities, systems, and infrastructure, including the regular use of specialized equipment.
- Advanced skills needed in the area of electrical and plumbing construction work.
- Ability to listen, understand, retain, follow, apply, and communicate verbal and written instruction or directions.
- Knowledge of basic computer applications.
- Ability to respond professionally and effectively to unforeseen changes in priorities.
- Must be able to function independently and make decisions based on sound judgment affecting areas of responsibility.

RESIDENCY: Due to need for emergency response residency within the Village/Town is encouraged.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed inside a building or structure or outside in varying and extreme weather conditions for extended periods of time.
- May be exposed to dust, traffic, and excessively loud noised from construction equipment.
- Must be able to maintain an awareness of any risk or physical hazards from mechanical and electrical equipment, exposure to live sewer systems, human debris, drug paraphernalia, hot tar and asphalt, heavy equipment, working in and around trenches, hazardous gases, fume, paint, chemicals, and pesticides.
- Implements and coordinates with the Superintendent all necessary safety devices and/or precautions necessary to maintain a safe working environment.
- Physical effort may be required to perform heavy manual labor in conjunction with Public Works staff in cramped spaces and under uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.
- Capable of lifting objects and equipment ranging in weight up to 100 pounds.
- Subject to 24 hours on call assignment under emergency conditions and to availability for rotating on-call assignments with the Public Works Superintendent.

WORK SCHEDULE:

- This position is located at Village/Town Hall in Somers. Office hours are 7:00 AM to 3:30 PM and some evening and weekend work is required.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE: Public Works Superintendent

GENERAL NATURE OF POSITION

This is a full-time, salaried, exempt, non-represented position within the Village of Somers Administration. The incumbent reports directly to the Village Administrator. Performs administrative, supervisory, and technical work as it pertains to the Public Works Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

7. Supervises and directs the lead crew person or other personnel in the absence of the lead crew person engaged in installation, maintenance, and repair activities related to the Public Works Department responsibilities.
8. Troubleshoots and problem solves operational activities that may arise.
9. Assists by working hands-on with other Public Works staff when necessary.
10. Works to achieve routine Public works projects and priorities by assigning personnel and equipment with the goal of staying within budget and completing projects on time.
11. Reviews operations progress and makes changes in priorities and schedules as needed.
12. Assures compliance with applicable local, state, and federal regulations.
13. Receives, investigates, and answers complaints taking appropriate action to resolve pertinent issues from the public.
14. Schedules weekend and holiday coverage to respond in the event of emergencies.
15. Prepares reports and recommendations for Public Works projects for submission to the Village Administrator and Town Board. Reports may contain information about allocation of equipment and estimates of costs that include personnel, equipment, and material.
16. Records both work assignments and work completion.
17. Demonstrates skill in the operation of hand and power tool.
18. Demonstrates knowledge of skill in the efficient operation of motorized equipment which may be used under hazardous and emergency conditions.
19. Reinforces public safety and ensures safe working conditions through inspections and training programs.
20. Oversees work sites to ensure that proper methods and procedures are being used.
21. Monitors performance of public works employees and provides coaching for performance improvement and personal development. Within the requirements of the Village Employee and Procedures Manual and Grievance Procedure, enforces departmental policy and Village procedures and recommends to the Village Administrator discipline where indicated.

22. Creates and reviews a variety of reports, as may be requested or required by the Village Administrator and/or Village Board, including accident and damage reports, equipment reports and material usage reports.
23. Assists in the preparation of Public Works, Parks, Water and Sewer Utility and Building and Grounds budgets, oversees the procurement of and inventory of equipment and outside services; monitors contract performance.
24. Invoice approval and Budgetary Monitoring and Control.
25. Justification and preparation of the Project Manual for the Annual Paving Program.
26. Assisting and preparation of Annual PSC Reports.
27. Monitor and invoice residents for work performed by the Public Works Department.
28. Write and oversee permits as required.
29. Performs other related duties as may be assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

30. Possession of valid Wisconsin CDL license and Combination Endorsement.
31. Confined Space Entry training and certification desired pre-employment or ability to obtain post-employment.
32. Excavations Safety/Competent Person Certification desired, pre-employment or ability to maintain post-employment.
33. First Aid and CPR training and certifications. (Recertification is required every two (2) years).
34. Obtain and Maintain State of Wisconsin DNR Municipal Waterworks Operator Certification, class Distribution Grade T, and oversee and perform the tasks necessary for the Municipality to maintain acceptable DNR criteria.
35. Obtain WIS DOT WISLR Certification and perform road rating activities.

EDUCATION AND/OR EXPERIENCE:

36. An Associate's Degree or equivalent and a minimum of three (3) years of verifiable Public Works experience and supervisory level work experience.
37. Training in blood borne pathogens.
38. Training in and knowledge of FEMA National Incident Management System.
39. Training in search and Rescue.

SKILLS AND ABILITIES:

- Working knowledge of street construction and maintenance, water and sewer system operation and maintenance, parks and grounds maintenance, and building maintenance.
- Ability to read and interpret blueprints.
- Ability to accurately and effectively communicate both orally and in written form.
- Ability to perform and/or manage multiple tasks and projects concurrently.
- Must be a self-starter and be able to work independently, pay close attention to detail and possess professional work habits.
- Knowledge of Wisconsin Zoning Laws and Ordinances
- Ability to evaluate road conditions in various seasons. Example snow, rain, flooding.
- Training and ability to operate lift stations and sewer and water infrastructure.
- Basic knowledge of repairing lift stations and operations of such.
- Ability to write grants and perform the tasks necessary to receive funding.
- Knowledge of ArcGIS Systems.

RESIDENCY:

- Due to the need for quick response time for emergencies residency in the Village/Town is encouraged.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 40. Must pass a criminal records check, an employment physical, and a drug alcohol screening test ongoing per employee Manual.
- 41. Participates in random testing as part of the Village’s testing program.
- 42. Must be available to be on-call on evenings and weekends as part of the Village’s Public Works procedures and practices.
- 43. Must be willing to attend classes and seminars to refresh, continue and or update certifications as may be required for the position.
- 44. Agrees to all requirements/per employee handbook restrictions.
- 45. Ability to lift a minimum of 50 pounds.

WORK SCHEDULE: Office hours for this position are 7:00 AM-3:30 PM and some evening and weekend work is required.

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____

The Village/Town of Somers is an equal opportunity Employer



Village and Town of Somers, Wisconsin

Job Description

POSITION TITLE Village/Town Administrator

GENERAL NATURE OF POSITION

The Village Administrator is responsible for the day-to-day administration of the Village/Town, supervision and direction of Village/Town departments and staff, when such authority is not otherwise vested by Wisconsin Statute or Municipal Code in boards, commissions, committees or other Village/Town offices. The Administrator supervises Village/Town department Directors and serves under the general direction and policy guidance of the Village/Town Board. The Administrator reports to and is evaluated by the Village/Town Board and is the key point of contact with the Village/Town Board. This is a full-time, salaried and exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Administers all day-to-day operations, services, functions and programs of the Village/Town.
- Directs the effective and efficient performance of all Village/Town operations.
- Implements all directives approved by the Village/Town Board.
- Directs, coordinates and expedites the activities of the Village/Town departments, except when Wisconsin Statutes vest such authority with the Village Board, or certain boards and commissions.
- Monitors and enforces Village Ordinances, Resolutions, State Statutes and Village Board directives, except when Wisconsin State Statutes vest authority in other Agencies, departments, boards and commissions.
- Supervises the accounting system of the Village and ensures that the system employs methods in accordance with current professional governmental accounting standards and practices.
- Oversees the application, accounts for and assures compliance with all grants under the responsibility of the Village/Town.
- Develops budgeting procedures, prepares and administers the annual operating and capital budgets in accordance with the guidelines provided by the Village Board, pursuant to Wisconsin State Statutes and in coordination with Department Directors, committees and the Village Board.

- Develops procedures and supervises implementation to ensure the security of Village property, records and systems.
- Attends all required meetings of the Village Board and other village boards, commissions and committees.
- Prepares appropriate agendas for all meetings of the village (including boards, commissions and committees in coordination with the Village/Town President, Board and the Clerk-Treasurer along with such supporting materials as may be required); nothing herein should be construed as to give the village administrator authority to limit or in any way prevent matters from being considered by the Village/Town Board or any of its committees.
- Attends professional meetings, seminars and conferences to maintain current knowledge of federal, state and county legislation and administrative rules affecting the village, and submit related reports and recommendations regarding same to the Village Department Directors, Village/Town Board as appropriate.
- Represents the Village/Town in matters involving legislative and intergovernmental affairs and reports matters that could possibly affect the Village interest to the Village Board
- Establishes and maintains procedures to facilitate communications between the citizens and the Village/Town government to ensure complaints, grievances, recommendations and other matters receive prompt attention and are expeditiously resolved.
- Promotes the economic well-being and growth of the Village/Town through the public and private sector cooperation, and by facilitating land use planning initiatives, serving as the liaison for development entities, managing development financing tools, and preparing and coordinating developer's agreement with the Village Attorney, for recommendation to the Village/Town Board.
- Serves as Liaison to the Plan Commission in matters of development.
- Serves as coordinator and claims agent for Village/Town property, liability, workers compensation and other insurance programs. Renewal agent for all insurance policies, ensuring complete coverage for the Village/Town.
- Oversees the maintenance of the Village's website and social media platforms and assures that all information is current, as well as related contracts for services.
- Communicates regularly with the Village/Town Board, through oral or written reports, regarding status of activities and initiatives.
- Serves as the Village/Town's Human Resources Officer and enforces personnel policies and procedures as approved by the Village/Town Board. Recommends revisions to personnel policies when necessary, and annually evaluates Department Directors.
- Recommends to the Village/Town Board the promotion, compensation, discipline and termination of employees as appropriate.
- Maintains employee records and official personnel files.
- Maintains compliance with Federal, State and Village drug and alcohol testing requirements.
- Solicits or advertises for applicants to fill position vacancies as appropriate. Reviews the applications according to established hiring procedures and submit a recommendation to the Village/Town Board for action.

- Performs pre-employment and termination interviews with employees to ensure all benefit documents are correctly administered.
- Serves as Village/Town agent for all benefit programs.
- Recommends salaries, wage scales and working conditions of employees to the Board for appropriate action.
- Assures that Village/Town employees receive adequate opportunities for training and professional development necessary to maintain and improve their job-related knowledge and skills. Responsible as the approving authority for employee requests to attend conference, professional meetings and training schools, etc., provided that sufficient budgeted funds are available for such attendance.
- Serves as Village/Town purchasing agent and oversees the purchase and contracting for supplies and services, subject to village purchasing policies and provisions contained in the Wisconsin State Statutes.
- Acts as the public information officer for the Village/Town with the responsibility of assuring that the news media are kept informed of the operations of the Village/Town and that all open meeting and open record rules and regulations are followed.
- Works with the Village/Town financial advisor, bonding agents and the Village Board to facilitate municipal borrowing. Oversees the issuance of all bonds and ensures the tracking of projects, borrowed funds and payment schedules.
- Responsible for developing long-range capitol, financial and land use planning for the Village/Town for consideration by the Board.
- This position is also responsible for other duties, special projects, and responsibilities as assigned by the Village/Town Board.
- This position may delegate any of the above duties and responsibilities to other Village/Town staff as may be appropriate and is in the best interest for the efficient and effective operation of the municipality.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Position requires a Bachelor’s degree in public or business administration or related field; Municipal Clerk and/or Treasurer experience; minimum of three years local government work experience; and supervisory experience. A master’s degree in public or business administration or equivalent degree is desired but not required.

SKILLS AND ABILITIES:

- Ability to read, understand and interpret general business periodicals, professional journals, technical procedures and governmental manuals.
- Ability to write reports, business correspondence and procedure manuals, to effectively present information and respond to questions from groups of residents, Government agencies, Boards and Commissions.
- Employee must have the ability to calculate figures and amounts such as percentages, proportions, etc., using appropriate equipment and software to work with mathematical concepts such as probability, statistical inference and to apply concepts such as fractions, percentages, ratios, proportions to practical situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to use computer-based applications for word processing, financial management and planning and database management.
- Knowledge of municipal budgeting and financial management principles and practices, including fund accounting consistent with policies and rules set by state agencies and generally accepting accounting practices (GAAP).
- Knowledge of human resource management principles and practices, including employee recruitment, selection, training, evaluation, discipline, compensation administration and employee contract management.
- Knowledge of economic and community development issues and legal requirements. Understanding of Tax Increment Financing, annexation and intergovernmental regulations.
- Knowledge of subdivision regulations including working with developers in the establishment of new subdivisions and other developments, including plan review, regulations and related agreements.
- Knowledge of social media development and administration.
- Knowledge of Federal and State election laws and regulations.
- Ability to train and supervise others.
- Additional continuing education and training may be required.
- Ability to effectively administer routine and non-routine activities of the Village/Town, analyze and implement policy, manage financial and human resources. Communicate verbally and in written form, build consensus and manage change.
- Ability to identify and implement process modifications to improve operational performance.
- Ability to access, input and retrieve information from computer systems, along with the ability to learn and operate software programs, as necessary to conduct business processes effectively and efficiently.
- Requires interpersonal skills to work closely and courteously with the public, Village Board and staff.
- Requires ability to maintain clear and concise records and to manage information using effective record and file organization.

- Requires the use of office equipment and tools, such as copiers, fax machines, computers, calculators and knowledge of modern office practices.
- Strong organizational skills and a pleasant and efficient manner for interaction with Village officials, management and staff.

RESIDENCY:

Residency within the Village is encouraged.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms and talk and hear. The employee is occasionally required to stand, walk, stoop and kneel.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.
- The noise level in the environment is usually moderate.

WORK SCHEDULE:

- This position is located at Village/Town Hall in Somers. Office hours are 8:00 AM to 4:30 PM, and some night and weekend hours are required.

The Village/Town of Somers is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____

Exhibit E : Basic Benefit Spreadsheet From Selected Peer Communities Somers Wage and Compensation Study-2019

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Bristol	<p>Provides Group Health Coverage for Employees through WEA Trust/Network Health as part of LWM plan and pays 88% of premium. Family premium is \$2,189/mth and Single is \$888/mth. No deductible.</p> <p>AFLAC - employee pays premium</p> <p>Dental - employee pays half of premium</p> <p>STL/LTL Disability insurance provided, paid by Village</p>	<p>Village pays life ins. Premium for full time employees based on prior years' wages.</p> <p>Vision - one eye exam per year covered under group plan.</p>	8 days per year to full time employees	<p>1 week after 6 months</p> <p>2 weeks after 12 months</p> <p>3 weeks after 5 years</p> <p>4 weeks after 15 years</p> <p>Additional day per year after 20 years not to exceed 5 weeks</p>	<p>11 paid holidays</p> <p>Up to 3 consecutive days bereavement leave</p> <p>Jury leave-village will pay an employee serving on jury duty the employee's regular compensation for a period of up to 2 work weeks. Employee shall pay to Village jury duty pay rec'd. above mileage and meals.</p>
Town of Greenville	<p>PO 4 Local Deductible Plan through ETF</p> <p>Medical Care Cover 88% of Approved Premium: for all full-time employees. Definition of Approved Premium: Employees have the choice of any local insurance provider. The Town agrees to: 1) Pay its percentage of the least expensive local provider; or 2) Pay its percentage of 105% of the least expensive local provider should an employee choose a more expensive coverage.</p> <p>Single(88%)-681.65/ Family(88%)-1,676.98</p> <p>Dental Care Coverage-Direct Reimbursement Dental Benefits Plan. Annual maximum reimbursement for dental expenses per year/per family=\$1,000 with payments as described in the Plan.</p> <p>Participation in the voluntary income continuation insurance program (AFLAC) is voluntary and is 100% funded by employee.</p>	<p>Full-time employees will be reimbursed \$300 every two years for costs associated with eye examinations, prescription eyeglasses or prescription contact lenses, to be used by any family member who is eligible to be covered by the employee's health insurance.</p> <p>Full-time employees are eligible to enroll for life insurance benefits. This benefit is only provided to the employee. The value of the benefit is equal to 1x the annual wage paid by the employer. Town pays 100% of premium.</p>	<p>FT employees earn 1 day of sick leave per month at the regular rate of pay for an 8-hour day. Part-time employees regularly working 20 or more hours a week ear .5 days of sick leave per month at the regular rate of pay for a 4 hour day.</p> <p>The max accumulation of unused sick leave is 960 hours for all employees. Hours accrued in excess of 960 are forfeited.</p> <p>If an employee retires from service (after no less than 10 years of service to the Town) in good standing, they shall have the following conversion options: 1) If the employee currently is eligible and receives health insurance benefits from the Town, he or she will be entitled to a sick time conversion for use towards health insurance premiums. Such credit will include 100% of accumulated unused sick leave up to a maximum of 720 hours of current pay rate; or 2) If the employee currently is eligible to receive health insurance benefits from the Town, he or she may elect a cash-pay for accumulated time at their current rate of pay for 100% of accumulated unused sick leave up to a max of 720 hours.;3)Retiring emp. not eligible for health ins. Benefits will be paid for unused sick leave at 50% of their pay rate up to max. of 360 hours.</p>	<p>1 year-40 hours</p> <p>1-4 years-80 hours</p> <p>5-9 years-120 hours</p> <p>10-14 years-160 hours</p> <p>15-19 years-200 hours</p> <p>20+ years- 240 hours</p>	<p>8 holidays+ 1 floating holiday.</p> <p>In the event of a death in the immediate family, a maximum of 5 days absence from work with pay will be allowed. Immediate family includes spouse, child/stepchild, parent/stepparent, parent of spouse, siblings/stepiblings.</p> <p>Employees may receive 3 days absence from work with pay for bereavement leave for the death of a grandparent, grandchild or sibling of the employee's spouse. 1 day absence from work with pay for bereavement leave for the death of an aunt, uncle or grandparent of the employee's spouse.</p> <p>Non-exempt employees have the option of receiving, in lieu of monetary compensation, time off (referred to as "compensatory time") for overtime worked subject to the following: 1) Employees requesting compensatory time must submit a Time-Off Request Form signed by the applicable DH, Town Admin., and employee making the request.</p>
Village of Harrison	<p>Health Insurance with United Health Care</p> <p>Village pays 90% of premium, Employee pays 10% of premium</p> <p>HSA contribution from Village: \$3500 (family)/\$1750(single)</p> <p>Dental provided through Delta: 90% employer, 10% employee</p>	<p>Superior Vision: 90% Village, 10% employee</p> <p>Life Insurance: \$25,000 per person</p> <p>Life Insurance coverage through UnitedHealth</p>	<p>Village offers Paid Time Off</p> <p>All sick, floating holidays and vacation are converted to PTO.</p> <p>1 yr - 112 hrs.</p> <p>2 yrs - 152 hrs.</p> <p>6 yrs - 192 hrs.</p> <p>12 yrs - 232 hrs.</p> <p>20 yrs - 272 hrs.</p> <p>PTO not used paid off at end of the year. Same with any comp. time. No carryover.</p>	Converted to Paid Time Off	<p>New Year's Day</p> <p>Friday before Easter</p> <p>Memorial Day</p> <p>Independence Day</p> <p>Labor Day</p> <p>Thanksgiving Day</p> <p>Day after Thanksgiving</p> <p>Christmas Eve</p> <p>Christmas Day</p> <p>New Year's Eve</p>

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Richfield	Medical Plan through R&R Insurance, on UHC Navigate Plan. Deductibles: \$2,000 single/ \$4,000 family Monthly Premiums: age banded (variable), employer cont. 88%, employee cont. 12% Annual HSA \$1,350 single / \$2,700 family HSA employer cont. 75%, employee cont. 25%	One annual vision screening covered under medical plan.	<u>Personal</u> 1 personal day earned each month. Time rolls over annually, maximum bank of 600 hours. Cannot use more than 360 hours, annually unless specifically for employee illness or injury. No personal leave paid out upon resignation or termination.	<u>Vacation</u> (Does not roll over after Dec. 31) 10 work days after 1 year 15 work days after 6 years 20 work days after 13 years 25 work days after 25 years Balance of unused vacation paid out in full upon resignation or termination.	10 paid holidays, 1 floating holiday 3 days paid bereavement leave for immediate family, 1 day bereavement for extended family.
Village of Sturtevant	UHC Policy with deductible \$250/\$500 in and \$500/\$1000 out. OOP is \$4,000/\$8,000 in and \$13,200/\$26,400 out. Coins is 80% in and 60% out. Dental is offered. Employee pays 12% of premiums.	Vision is offered with employee to pay 12% of premiums. All full time employees have \$75,000 life insurance plan paid in full by Village.	1 sick day earned each month up to a max 1200 hours. At time of separation pay out is based on calculation of \$50/day.	1 year - 2 weeks 5 years - 3 weeks 10 years - 4 weeks 15 years - 5 weeks can roll over or get paid out a max of 1 week	11 paid holidays (includes one floating holiday) Comp Time defined and allowed Flex Spending Plan - Village pays up to \$500/employee on health plan HRA - Village will pay \$900/\$1800 eligible expenses after first \$1,000/\$2,000 in network eligible expenses STD/LTD plans are paid in full by Village for all full time employees Village contributes towards def comp 0 to 5 years-9% gross wages Over 5 years-11.5% gross wages Over 10 years-14% gross wages Over 15 years-16% gross wages
Town of Lisbon	High Deductible Private Group Health Insurance Option with Athem. Premiums based on age, # members on plan. \$1,500 +/mth with Single at \$382 + per month. Town contributes 75% of the premium. EE contributes 25%. Health Savings Account \$ quarterly. Dental provided with employee paying 15% of premium. AFLAC offered.	Vision insurance offered paid by employee Town pays for life insurance equal to \$25,000 per year.	1 sick day earned per 2 months. Unlimited roll over. Accumulated sick time limited to 120 days (960 hours). No payout for sick time accrued.	Less than 1 year-NONE After 1 year-80 hours After 6 years-120 hours After 12 years-160 hours After 13 years - 160 hours plus one day per year to a maximum of 200 hours	10 paid holidays Comp Time defined and allowed
Village of Twin Lakes	Central States /Teamcare union health available for all \$9,100 single, \$23,735 family annual premium Employee pays \$120 single/\$240 family ANNUALLY towards premium. Rest covered by employer. Village pays \$500 into Flex Spending account to help cover expenses. Vision/Dental included in health coverage at no additional cost. \$200 single/\$400 family deductible. Max Out of Pocket is \$1000 single/\$2000 family. Short and Long term disability plans also provided at no cost to employee.	Vision included in Health ins. Life insurance through ETF. Employer pays 1x base salary premium. Employee can opt up to 5x salary as well as spouse/dependent coverage at their cost. health insurance also includes a \$5,000 life insurance benefit.	1 sick day earned per month. Max 960 hours pay out annually amount over 960. max payout at retirement is 1/2 of 960 bank	1 week after 6 months 2 weeks after 1 year 3 weeks after 7 years 4 weeks after 13 years 5 weeks after 20 years can roll over 1 week into next year to be used by May 31. can pay out up to 1 week at year end	10 paid holidays comp time defined and allowed funeral pay available depending on type of family member

Community	Health/Dental Insurance Info.	Vision/Life Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holidays/Bereavement/Other
Village of Jackson	<p>Health Insurance through ETF. Employer pays 88% of low cost plan. Network Health \$1830.16/Family, \$744.40/single WEA Trust \$1930.80/family, \$796.66/single. \$1000/500 deductible. Village contributes \$500 thru Flex Spending accts.</p> <p>Dental benefits offered thru AFLAC & Companion Life. Employees pay entire premium.</p>	<p>Vision benefits are thru Health Ins.</p> <p>Life Insurance is thru ETF. Village pays basic coverage. Add coverage is paid by employees</p>	<p>8 hrs sick time earned each month. Able to bank up to 960 hrs. Half can be used at retirement to pay health premiums</p>	<p>80 hrs earned after 1 year 120 hrs earned after 5 years 160 hrs earned after 10 years 200 hrs earned after 20 years.</p> <p>40 hrs can be rolled over into new year, but needs to be used within 90 days of anniversary date</p>	<p>80 hrs paid holiday</p> <p>16 hrs paid personal time</p>
Village of Mukwonago	<p>Village pays 88% of the cost of the lowest plan offered. Employee pays 12% plus any additional cost if not taking the lowest cost plan. All employees are enrolled in a low-deductible plan(\$500 single/\$1,000 per family) and have the option of including basic dental coverage with the plan at a slightly higher premium.</p> <p>Based on health plan chosen, the Village contributes \$500 for Family and \$250 for Single to a Flex Spending Account. Additional money can be added by employee up to \$2,500.</p> <p>Employees who choose the health insurance option that does not include dental will have the difference in the Village's cost contributed to an HRA account that can be used for dental or vision expenses.</p>	<p>Life insurance (after 6 months of employment). Based on the annual salary the Village pays the premium for the employee. Spouse/dependent and additional life insurance may be purchased.</p>	<p>Credit of 1 day (8 hours) sick leave for one month employment.</p>	<p>1 week after 1 year of employment. 2 weeks after 2 years of employment. 3 weeks after 5 years of employment. 4 weeks after 10 years of employment. 5 weeks after 15 years of employment.</p>	<p>8 days for main holidays. 4 personal days.</p> <p>ICMA Deferred Compensation Plan Employer contributes 2.5% of non-represented employees pay. Employee has option to add more.</p> <p>Additional Plans available to employee at their cost: Great West Retirement (WI Deferred Comp) North Shore Deferred Comp AFLAC Summit Credit Union</p>
Town of Beloit	<p>Provides Group Health Insurance for Employees through the State of Wisconsin health insurance plan \$0 deductible Employees pay \$31.50 a pay period (26 pay periods) for individual health coverage,\$79.42 a pay period for family coverage.</p> <p>Town pays approx \$9258 a year for individuals, and \$22,776 a year for families.</p> <p>Town offers a Flexible Spending Account option that employees can contribute to, but the Town makes no contribution to. The Town pays \$4.95</p>	<p>Town pays \$100 to each individual per year and offers no vision ins. Employees pay for everything out of pocket and can submit a receipt one time a year for up to \$100.</p>			

Somers Benefit Research Summary 2019

Your Community	Health and Dental Insurance Info.	Vision/Life Ins. Coverage	Sick Leave/Conversion Info.	Vacation Policy Info.	Holiday/Bereave./Other																																												
Village of Oregon	Local Traditional Health Plan (P02, P12) provided by Employee Trust Funds (ETF) https://etf.wi.gov/its-your-choice/2019-32/direct	Some vision incentives through health insurance plan	Sick leave with pay shall begin after the completion of 6 mos of actual service accumulation is retroactive to date of employment. One day (8 hours) per full mo. of employment	Full-Time Employee - 40 hours per wk 1 week (40 hours) after 6 months Additional 1 week (40 hours) after 1 yr 2 weeks (80 hours) after 2 yrs 3 weeks (120 hrs) after 5 yrs 4 weeks (160 hrs) after 10 yrs After 11 yrs of employment: 4 weeks (160 hrs)+ 8hrs = 168 hours	8 paid holidays New Year's Day Memorial Day Independence Day Labor Day Thanksgiving Day Day After Thanksgiving Christmas Eve Day Christmas Day																																												
All of the examples are for a full-time employee. Note: Benefits are pro-rated for part-time positions. Police Department has an agreement with Local 421 Wisconsin Professional Police Association	Non-Sworn - Employer pays 85% average of premiums <table border="1"> <thead> <tr> <th>Health Insurance Carrier</th> <th>Total Single Premium</th> <th>Total Family Premium</th> <th>EE 40 hrs Premium Single</th> <th>EE 40 hrs Premium Family</th> <th>EE 30-39 hrs Premium Single</th> <th>EE 30-39 hrs Premium Family</th> <th>EE 21-29 hrs Premium Single</th> <th>EE 21-29 hrs Premium Family</th> <th>EE 20 hrs or less Premium Single</th> <th>EE 20 hrs or less Premium Family</th> </tr> </thead> <tbody> <tr> <td>Dean Health Ins</td> <td>668.80</td> <td>1,643.66</td> <td>106.99</td> <td>262.85</td> <td>186.44</td> <td>457.78</td> <td>338.73</td> <td>831.42</td> <td>504.27</td> <td>1,237.54</td> </tr> <tr> <td>GHC of So Central</td> <td>671.10</td> <td>1,646.90</td> <td>108.29</td> <td>266.09</td> <td>187.74</td> <td>461.02</td> <td>340.03</td> <td>834.66</td> <td>505.57</td> <td>1,240.78</td> </tr> <tr> <td>Quartz/JW Health</td> <td>645.50</td> <td>1,582.90</td> <td>82.69</td> <td>202.09</td> <td>162.14</td> <td>397.02</td> <td>314.43</td> <td>770.66</td> <td>479.97</td> <td>1,176.78</td> </tr> </tbody> </table>	Health Insurance Carrier	Total Single Premium	Total Family Premium	EE 40 hrs Premium Single	EE 40 hrs Premium Family	EE 30-39 hrs Premium Single	EE 30-39 hrs Premium Family	EE 21-29 hrs Premium Single	EE 21-29 hrs Premium Family	EE 20 hrs or less Premium Single	EE 20 hrs or less Premium Family	Dean Health Ins	668.80	1,643.66	106.99	262.85	186.44	457.78	338.73	831.42	504.27	1,237.54	GHC of So Central	671.10	1,646.90	108.29	266.09	187.74	461.02	340.03	834.66	505.57	1,240.78	Quartz/JW Health	645.50	1,582.90	82.69	202.09	162.14	397.02	314.43	770.66	479.97	1,176.78	Life Insurance - Village pays additional 20% of basic prem to provide retirees with 25% reduction feature Underwriter: Securian Financial Group and its affiliate, Minnesota Life Types of Coverage Basic Coverage <ul style="list-style-type: none">Coverage for employees up to age 70 if employed, age 65 if retired, equal to the previous year's Wisconsin Retirement System earnings, rounded to the next higher \$1,000.At age 65, insured retirees receive post-retirement coverage premium-free. The amount of coverage for state employees and some local government employees will reduce to 75% of the Basic coverage amount at age 65 and further reduce to 50% of the Basic coverage amount at age 66 and thereafter. The amount of coverage for local government employees will reduce to 75% of the Basic coverage amount at age 65, reduce to 50% of the Basic coverage amount at age 66, and at age 67 and thereafter to 25% of the Basic coverage amount. (Note: this amount is 50% for local employers who have opted for the higher post-retirement benefit.) Supplemental Coverage <ul style="list-style-type: none">Coverage for active employees up to age 70 is equal to the previous year's WRS earnings, rounded to the next higher \$1,000. Retirees may continue coverage until age 65. Additional Coverage <ul style="list-style-type: none">Coverage for active employees with no age limit for up to three times the previous year's WRS earnings, rounded to the next higher \$1,000. Retirees may continue coverage until age 65. Spouse and Dependent Coverage <ul style="list-style-type: none">An insured employee's spouse and dependent children are eligible for coverage.Coverage: Spouse = \$10,000/unit, Each Dependent = \$5,000/unit. Employees may purchase either one or two units of coverage.Coverage ceases when employee retires or reaches age 70, whichever occurs first. Other Benefits <ul style="list-style-type: none">Accidental Death, Dismemberment and Loss of Use benefit, up to the total amount of insurance in force, is included with Basic, Supplemental and Additional coverage. It is not included in Additional coverage for employees age 70 and older, or Spouse and Dependent coverage.A waiver of premium provision provides that if an employee becomes totally and permanently disabled, no premiums are required for continued coverage for the duration of the disability.	No employee is eligible to participate in the sick leave conversion plan if they are hired on or after January 1, 2006. Prior Generally speaking, employees eligible (prior to date listed above) for the sick leave conversion must complete at least 20 years of services may receive a benefit based upon the value of his/her unused sick leave payable in the form of cash or continued coverage under Village's group health insurance plan upon retirement or disability.	Each additional year of employment thereafter through 15 yrs receives an additional 8 hrs Maximum of 200 hours Part-time employees earn on pro-rated basis. Non-exempt may carry over 40 hours at anniversary Exempt employees must use time within 24 months earned	4 (32 hours) Floating holidays Income Continuation Insurance (ICI) Funeral/Bereavement Leave 3 days death of spouse, significant other, or domestic partner, child, stepchild, parent parent-in-law, sibling, grandparent, grandchild. 1 day for death of brother/sister-in-law, grandparent-in-law Wellness incentives offered through group health plans Wisconsin Deferred Compensation / North Shore Bank Employee Assistance Program (EAP) no charge to employee
Health Insurance Carrier	Total Single Premium	Total Family Premium	EE 40 hrs Premium Single	EE 40 hrs Premium Family	EE 30-39 hrs Premium Single	EE 30-39 hrs Premium Family	EE 21-29 hrs Premium Single	EE 21-29 hrs Premium Family	EE 20 hrs or less Premium Single	EE 20 hrs or less Premium Family																																							
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GHC of So Central	671.10	1,646.90	108.29	266.09	187.74	461.02	340.03	834.66	505.57	1,240.78																																							
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Benefits available to Village of Oregon https://etf.wi.gov/benefits-by-employer?name=Oregon%2C+Village+Of	Delta Dental Insurance - Employee pays entire premium Current Plan Design: <table border="1"> <thead> <tr> <th></th> <th>PPO</th> <th>Premier or Non-Network</th> </tr> </thead> <tbody> <tr> <td>Deductible - Individual/Family</td> <td>\$25 / \$75</td> <td>\$25 / \$75</td> </tr> <tr> <td>Individual Annual Maximum</td> <td>\$1,500</td> <td>\$1,500</td> </tr> <tr> <td>Diagnostic & Preventive</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>Basic Restorative</td> <td>80% *</td> <td>80% *</td> </tr> <tr> <td>Major Restorative</td> <td>50% *</td> <td>50% *</td> </tr> <tr> <td>Orthodontic Services</td> <td>50% *</td> <td>50% *</td> </tr> <tr> <td>Lifetime Orthodontic Maximum</td> <td>\$2,000</td> <td>\$2,000</td> </tr> </tbody> </table> *= Deductible Applies Monthly Premium: Employee pays 100% of the premium Coverage Type <table border="1"> <thead> <tr> <th></th> <th>2019 Premium</th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>\$ 51.65</td> </tr> <tr> <td>Family & Spouse</td> <td>\$ 103.30</td> </tr> </tbody> </table>		PPO	Premier or Non-Network	Deductible - Individual/Family	\$25 / \$75	\$25 / \$75	Individual Annual Maximum	\$1,500	\$1,500	Diagnostic & Preventive	100%	100%	Basic Restorative	80% *	80% *	Major Restorative	50% *	50% *	Orthodontic Services	50% *	50% *	Lifetime Orthodontic Maximum	\$2,000	\$2,000		2019 Premium	Employee	\$ 51.65	Family & Spouse	\$ 103.30																		
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	2019 Premium																																																
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Family & Spouse	\$ 103.30																																																

MUNICIPAL SERVICES AGREEMENT

This Services Agreement is entered into as of this 28th day of May, 2025, by and between PUBLIC ADMINISTRATION ASSOCIATES, LLC, "PAA", and the Village of Somers, "Village".

Whereas, the Village needs assistance with updating of its staffing classification and compensation plan, previously conducted by PAA in 2019; and

Whereas, Village has requested that PAA conduct a market salary survey of comparable communities and, based upon its analysis of the salary survey results, provide recommendations to the Village for possible changes to its current classification and compensation plan; and

Whereas, PAA has expertise in preparing municipal classification and compensation plans and has significant familiarity with the current Village classification and compensation plan;

Therefore, the parties agree as follows:

1. **Services.** At Village's request, PAA will provide an update to the current Village classification and compensation plan based upon a current market survey as described above.
2. **Term.** PAA anticipates that this municipal study will take between 8 and 10 weeks and will commence on or about June 1, 2025.
3. **Payment.** For these services, Village will pay PAA a not to exceed amount of Five Thousand (\$5,000) Dollars. PAA will submit an initial invoice for one-third (\$1,666) of the quoted cost upon the execution of this agreement and subsequent invoices for one-third (\$1,666) at 65% and 100% of project completion to the Village, which will remit payment within 30 days of invoicing.

A. If Village terminates this contract before the conclusion of services by PAA, Village will immediately pay PAA for all services rendered to Village.

B. PAA may terminate this agreement at any time if

City has not made payment within 30 days of invoicing.

4. **Professional Conduct.** PAA will provide the services to the Village in a professional and business-like manner, and will act in accordance with all Federal, State, and local laws, regulations, rules, and ordinances. PAA will at all times endeavor to uphold and preserve the reputation of the Village.
5. **Cooperation & Conduct.** Similarly, Village and its representatives will act and communicate at all times in a professional manner, will provide its full cooperation to PAA in PAA's study on behalf of Village, will provide PAA with accurate data and information as requested by PAA for the study, and will comply with all Federal, State, and local laws, regulations, rules and ordinances.
6. **Accurate Information.** Village will endeavor to provide PAA with accurate information and data so that PAA may prepare meaningful studies for Village.
7. **Liability Insurance.** PAA carries professional liability insurance with limits of \$1,000,000 per occurrence/\$1,000,000 aggregate.
8. **Hold Harmless & Indemnity.** Village agrees to hold harmless, indemnify, and defend PAA from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for Village's negligent or intentional conduct resulting in damages to a third party.

Similarly, PAA agrees to hold harmless, indemnify, and defend Village from any and all demands, claims, causes of action, and judgments brought by candidates or third parties against PAA and/or Village for PAA's negligent or intentional conduct resulting in damages to a third party.
9. **Authorized Signatory.** The person signing this contract on behalf of each party warrants and represents that she/he/they have the authority to do so.
10. **No Assignment.** Neither party may assign this contract without the written consent of the other party.

11. **Entire Agreement.** This contract contains the entire agreement between the parties, and supersedes all prior discussions and negotiations between them. This contract may only be amended by a written contract signed by both parties.
12. **Disclosure of Attorney.** PAA discloses to Village that one of PAA's members is an attorney; however, PAA will not provide Village with legal advice. Village must seek legal advice from its own counsel.
13. **Governing Law.** This agreement is governed by the laws of the State of Wisconsin.
14. **Public Records Law.** Each party herein shall reasonably cooperate with the other parties herein to facilitate compliance with the Wisconsin Public Records Law, sec. 19.21, et seq., Wis. Stats., and upon request by any other party, provide to the requesting party all documents in their possession or control which are subject to release under such law.
15. **No Partnership.** Nothing in this Agreement shall be construed to create any co-partnership, principal and agent, joint venture or other similar relationship between the parties hereto and no party may incur debts or liabilities in the name, or on behalf, of any other party unless expressly approved by the party to be bound thereby in a written instrument signed by such party.
16. **Nonwaiver of Governmental Immunity.** Notwithstanding any provision to the contrary contained herein, no provision of this Agreement shall be construed as a waiver of any immunity or limitation of liability granted to or conferred upon any party by applicable provisions of Wisconsin law.

Dated this 28th day of May, 2025.

PUBLIC ADMINISTRATION ASSOCIATES VILLAGE OF SOMERS

By *Kevin M. Brunner*
 KEVIN M. BRUNNER, President
 Public Administration Assoc.
 1155 W South Street

By _____
 Village of Somers

Whitewater, WI 53190
kevin.brunner1013@gmail.com



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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Board of Trustees

PREPARED BY: Kevin Poirier, Assistant Administrator
Ben Andersen, Fire Chief

AGENDA ITEM: #7 Discuss the possibility of a Levy Limit Referendum for the purpose of Public Safety

BACKGROUND:

The Village of Somers and the surrounding area has experienced tremendous growth over the past decade. The attractiveness of the area has brought both businesses and people to the area, some residents, some commuters, but all passing through the Village and Town of Somers and supporting local businesses.

These changes have resulted in an increase of calls to the Fire Department, which has been well document in the Annual Fire Department reports.

As you will recall, at the beginning of the year, the Village received MacMahon’s Staff Needs Assessment report recommending that long term, the Village should add nine fulltime Firemedics to the department and increase pay to help recruitment and be competitive with other department in the area.

Due to state law limiting our levy, this will not be possible without a referendum to exceed the levy limit.

Village Assistant Administrator Kevin Poirier, Accountant Samone Naylor and President George Stoner attended a referendum presentation at the Ehlers’ 2025 Wisconsin Public Finance Seminar this past February. Discussed were successful strategies by municipalities that have been able to pass a referendum to fund public safety. It stressed the need for community outreach and education as a key to success.

Should the Village decide to put a referendum question on the April ballot, the Village Clerk needs to file the question in January. Public outreach should start months before that.

Staff is proposing a \$1.5 Million levy increase to allow us to add 8 Firefighters and 1 Sheriff's Deputy to fill an immediate need and allow us to achieve that in one budget cycle. It would allow the Village to focus on other areas of need in the future.

The following are key aspects to consider.

FIRE DEPARTMENT

Fire Chief Andersen currently staffs Fire Stations with a minimum of 5 Firefighters (4 fulltime/1 Part time). This represents three at Station 1 and two at Station 2.

The addition of 8 new Firefighter/medics would bring minimum daily staff to 7 people per day, covered by fulltime staff. Part time staff would cover vacations and sick time. Those numbers exclude the duty chief.

	Station 1	Station 2
Current staffing	3	2
Proposed staffing	4	3

The proposed increase would bring staffing levels up to the 3-person crew per stations that neighboring departments are requiring for automatic reciprocal aid agreements for fires. It would also give the department the ability to dispatch all 3 ambulances if needed. Somers ambulances are currently licensed to I99 level (right below paramedic and flex up to paramedic when we have a medic on duty). Eight new paramedics would allow:

- Guarantee paramedic level service and upgrade the ambulance licensure
- Ensure a safer and more effective response to fire calls
- Allow the dispatch of two ambulances, a chief officer and a fire engine immediately to car accidents without waiting for staff to come in from home.
- Reduce the dependency on paid on call staffing which is a dying system nationwide

In addition, Fire Chief Ben Andersen would like to point out that fulltime staff generally stays with the department longer than non-full-time staff so they learn more about the community and our businesses which allows them to provide better service to the community.

LAW ENFORCEMENT

Administration proposes the addition of one Sheriff shift as the Village has seen an increase in Law Enforcement activity reflected in the monthly Sheriff's Office Reports.

PLANNING

Staff proposes this question to be on the April 2026 ballot. When referendums are held in the Spring, Staff does not have to prepare two budgets. A Fall referendum would require two budgets to be prepared.

It has been shown that one key to successful referendum is to have a strong education campaign to inform voters in addition to strong support from elected officials. Education campaign, presentations and surveys are typically done by engaging a third-party communication firm that specialize in those efforts, which has a cost.

Village Staff reached out to two Firms that provide these services: Mueller Communications and Innovative Public Advisors. Their proposal has been provided.

IMPACT TO TAXPAYERS (ESTIMATED)

Between Fire and Sheriff staff increase, it is estimated that the Village should aim to increase the levy by \$1.5 million. If it passed, it would increase the 2027 property taxes.

Our Financial Advisors, Ehlers, prepared an estimate of the impact of the referendum on property owners.

It shows the following increases for a \$1.5 Million increase in the levy:

Assessed Value	Increase in the 2027 tax bill
\$200,000	\$223
\$350,000	\$391
\$500,000	\$558

The Levy increase could be mitigated if the Town participated in the effort. It is Staff’s understanding that Towns get Sheriff coverage for free. Therefore, they would only participate in costs related to the Fire Department. It is also staff’s understanding that Towns do not need to go to referendum, but can increase their levy at the Annual Town Meeting. The Town could choose to contribute a proportional amount to be determined in the event that the Village referendum passed. This could be discussed in the future at a joint session of both boards.

COMMENTS:

Administration needs direction from the Village Board as to whether they want to pursue a levy limit referendum for the purpose of Public Safety. The Board needs to consider:

1. Does the Village Board want to hire a PR firm and consider the lead time necessary to conduct an education campaign.
2. Does the board want to invite PR firm representative to speak to the Village Board.
3. Does the Village Board want to have staff continue efforts to prepare for a referendum
4. Does the Village Board want the referendum to ask for a \$1.5 Million increase or consider a different amount
5. Does the Village want to invite Ehlers representative to answer questions about the memo that was prepared.

ATTACHMENTS:

Fire Chief Memo

Ehlers Levy Limit Analysis

Mueller Communications Proposal

Innovative Public Advisors Proposal

MacMahon Needs Assessment Report Recommendation Summary

SOMERS FIRE & RESCUE



CHIEF
Benjamin Andersen

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

Somers Village Board

Topic of Discussion: Public Safety Referendum

I, Chief Andersen, am requesting that we discuss the two proposals provided by Innovative Public Advisor and by Mueller Communications in hopes of selecting a company to partner with to move forward on the referendum.

You will see in the Mueller presentation they recommend getting started no later than June with the preliminary parts of Community Surveying and planning for an April 2026 Referendum question on the ballot. From our previous work session discussions, it appears that the majority of the board supports moving forward with a referendum and our success depends on getting started as early as possible.

Another factor is the Innovative Public Advisor Proposal also offers assistance with a SAFER grant application which must be submitted by 7/3/2025, so if we wanted them to help us submit that we need as much time as possible to complete that application.

Respectfully Submitted By Chief Andersen
5/30/2025

Table 1
Actual and Projected Levy Limit Calculations

Village of Somers, WI

Levy Year	Budget Year	Referendum Scenarios			
		Actual 2024 2025	Estimated 2025 2026	No Referendum Estimated Budget 2026 2027	Scenario 1 \$1,500,000 Proposed w/Ref. Inc. 2026 2027
Line 1	Prior Year Actual Levy Plus Prior Year Personal Prop. Aid	4,516,701	4,749,455	4,460,871	4,460,871
Line 2	Prior Year Levy for Unreimbursed Emergency Expenditures	0	0	0	0
Line 3	Prior Year Levy for Post July 1, 2005 G.O. Debt	1,545,878	1,481,641	1,062,344	1,062,344
Line 4	Prior Year Adjusted Levy	2,970,823	3,267,814	3,398,527	3,398,527
Line 5	Closed TID	2,970,823	3,267,814	3,398,527	3,398,527
Line 6	Net New Construction Applied to Line 4 ¹	13.363% 3,367,814	4.000% 3,398,526	4.000% 3,534,468	4.000% 3,534,468
Line 7	Greater of Line 5 or 6	3,367,814	3,398,526	3,534,468	3,534,468
Line 8	Levy Limit Before Adjustments, Less Personal Property Aid	(35,851) 3,331,963	(35,851) 3,362,676	(35,851) 3,498,617	(35,851) 3,498,617
Line 9	Total Adjustments	1,481,641	1,062,344	876,981	2,376,981
Detail of Adjustments:					
A	One-year Carryforward				0
B	Decrease in Pre July 1, 2005 Debt Levy				0
C	Increase in Pre July 1, 2005 Debt Levy				0
D	Refunded or Rescinded Taxes				0
E	Post July 1, 2005 G.O. Debt	1,481,641	1,062,344	876,981	876,981
F	Levy Increase Approved by Referendum				1,500,000
G	Unreimbursed Emergency Expenditures				0
H	Intergovernmental Cooperation Agreement				0
I	Joint Fire Department / Joint EMS District				0
J	Transfer of Services to Other Government				0
K	Transfer of Services from Other Government				0
L	Annexation of Land (Towns)				0
M	Annexation of Land (Cities and Villages)				0
N	Lease Payment for Pre July 1, 2005 Lease Revenue Bond				0
O	Revenue Bond Shortfall				0
P	Loss of Commodity Revenue from Business Closure				0
Q	Covered Services Fee				0
R	Carryforward				0
S	New Single-Family Units				0
T	Reduced Utility Aid Payment from Plant Closure				0
Line 10	Allowable Levy	4,813,604	4,425,020	4,375,598	5,875,598
	Actual Levy	4,713,604	4,425,020		
	Change from Prior Year	210,417	(288,584)	(49,422)	1,450,578
	Levy Limit Increase Under State Law			4.000%	

Notes:

1) Based on the most recent Net New Construction per DOR.

Estimated 2026/27 Levy Limit With Section D Adjustments (A)	4,375,598
Proposed Referendum Increase (B)	1,500,000
Projected 2026/27 Levy w/Referendum Increase	5,875,598
Percent Increase (B÷A)	34.281%

Table 2
2026/27 Budget Analysis - No Levy Limit Referendum

Village of Somers, WI

	Approved Budget						Projected ¹ 2027	2026 Budget Impact	Projected 2027 Taxes			
	2021	2022	2023	2024	2025	2026			\$200k Home Annual Taxes	\$350k Home Annual Taxes	\$500k Home Annual Taxes	\$290k Home ² Annual Taxes
Budget (Levy Portion)												
General Fund Levy	3,120,879	3,214,456	3,315,843	3,570,366	3,854,330	3,362,676	3,498,617	135,941	\$538	\$942	\$1,346	\$781
Debt Service Levy	1,278,342	1,038,532	1,037,757	932,821	859,274	1,062,344	876,981	(185,363)	\$135	\$236	\$337	\$196
Total Budget	4,399,221	4,252,988	4,353,600	4,503,187	4,713,604	4,425,020	4,375,598	(49,422)	\$673	\$1,178	\$1,683	\$976
Actual Levy	4,399,221	4,252,988	4,353,600	4,503,187	4,813,604	4,425,020	4,375,598					
Assessed Value (TID OUT) ³						1,299,857,678	1,299,857,678					
Tax Rate						3.40	3.37					
Taxes on \$200,000 Valued Property						\$681	\$673					
Taxes on \$350,000 Valued Property						\$1,191	\$1,178					
Taxes on \$500,000 Valued Property						\$1,702	\$1,683					
Taxes on \$290,000 Valued Property ²						\$987	\$976					

Notes:

- 1) Levy projected using known future debt service.
- 2) Median Home value is \$289,100 per the WI DOR - Division of Research and Policy Median Home Values and Taxes report.
- 3) Represents the January 1, 2024 TID Out assessed value per the WI DOR.

Table 3
2026/27 Budget Analysis - \$1,500,000 Levy Limit Referendum

Village of Somers, WI

	Approved Budget						Projected ¹ 2027	2026 Budget Impact	Projected 2027 Taxes by Fund			
	2021	2022	2023	2024	2025	2026			\$200k Home Annual Taxes	\$350k Home Annual Taxes	\$500k Home Annual Taxes	\$290k Home ² Annual Taxes
Budget (Levy Portion)												
General Fund Levy	3,120,879	3,214,456	3,315,843	3,570,366	3,854,330	3,362,676	4,998,617	1,635,941	\$769,102	\$1,345,929	\$1,922,756	\$1,115,198
Debt Service Fund Levy	1,278,342	1,038,532	1,037,757	932,821	859,274	1,062,344	876,981	(185,363)	\$134,935	\$236,136	\$337,337	\$195,656
Total Budget	4,399,221	4,252,988	4,353,600	4,503,187	4,713,604	4,425,020	5,875,598	1,450,578	\$904,037	\$1,582,065	\$2,260,093	\$1,310,854
Actual Levy	4,399,221	4,252,988	4,353,600	4,503,187	4,813,604	4,425,020	5,875,598					
Assessed Value (TID OUT) ³						1,299,857,678	1,299,857,678					
Tax Rate						3.40	4.52					
Taxes on \$200,000 Valued Property						\$681	\$904					
Taxes on \$350,000 Valued Property						\$1,191	\$1,582					
Taxes on \$500,000 Valued Property						\$1,702	\$2,260					
Taxes on \$290,000 Valued Property ²						\$987	\$1,311					

Notes:

- 1) Levy projected using known future debt service and referendum.
- 2) Median Home value is \$289,100 per the WI DOR - Division of Research and Policy Median Home Values and Taxes report.
- 3) Represents the January 1, 2024 TID Out assessed value per the WI DOR.

Table 4 Levy Limit Referendum Scenarios - Tax Impact Summary

Village of Somers, WI

	Taxes							
	2026 Actual		2027 Projected		\$ Change from 2026			
	Annual	Monthly	Annual	Monthly	Annual Change	vs. No Ref.	Monthly Change	vs. No Ref.
<u>\$200,000 Assessed Value Property</u>								
No Referendum	\$681	\$57	\$673	\$56	(\$8)		(\$1)	
\$1,500,000 Referendum	\$681	\$57	\$904	\$75	\$223	\$231	\$19	\$19
<u>\$350,000 Assessed Value Property</u>								
No Referendum	\$1,191	\$99	\$1,178	\$98	(\$13)		(\$1)	
\$1,500,000 Referendum	\$1,191	\$99	\$1,582	\$132	\$391	\$404	\$33	\$34
<u>\$500,000 Assessed Value Property</u>								
No Referendum	\$1,702	\$142	\$1,683	\$140	(\$19)		(\$2)	
\$1,500,000 Referendum	\$1,702	\$142	\$2,260	\$188	\$558	\$577	\$46	\$48
<u>\$290,000 Assessed Value Property¹</u>								
No Referendum	\$987	\$82	\$976	\$81	(\$11)		(\$1)	
\$1,500,000 Referendum	\$987	\$82	\$1,311	\$109	\$324	\$335	\$27	\$28
Projected Tax Bill Change per \$1,000 of Value from \$1,500,000 Referendum						\$1.15		\$0.10

1) Median Home value is \$289,100 per the WI DOR - Division of Research and Policy Median Home Values and Taxes report.

Charts 1 & 2

Levy Limit Referendum Scenarios - Tax Impact Summary

Village of Somers, WI

Chart 1: Annual Taxes at Various Property Valuations

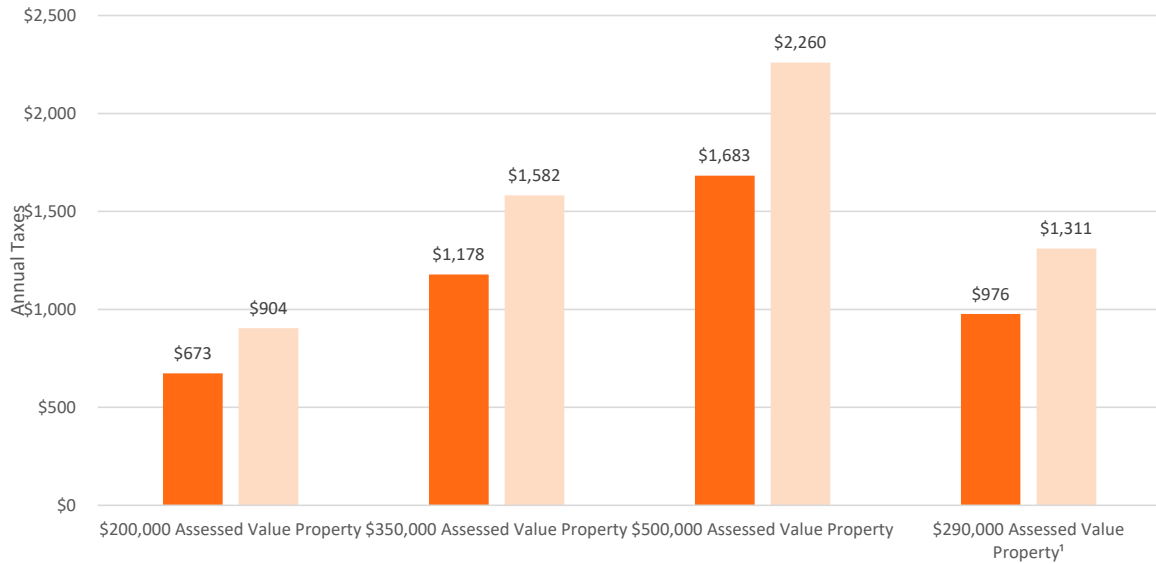
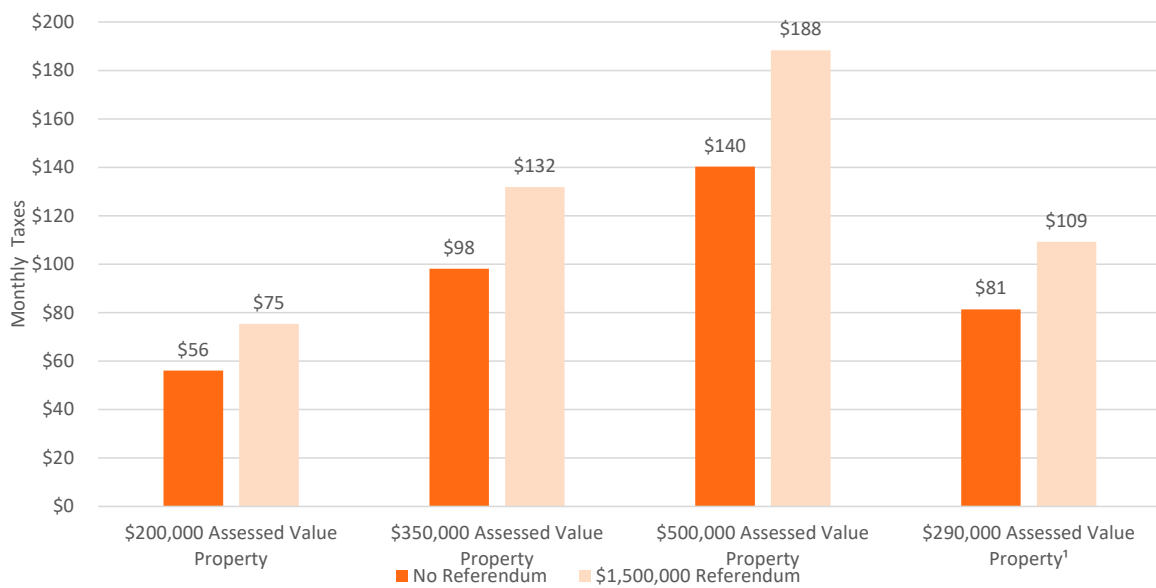


Chart 2: Monthly Taxes at Various Property Valuations



1) Median Home value is \$289,100 per the WI DOR - Division of Research and Policy Median Home Values and Taxes report.

MUELLER COMMUNICATIONS

VILLAGE OF SOMERS

PUBLIC SAFETY REFERENDUM

243/317



ALLOW US TO

INTRODUCE OURSELVES

At Mueller Communications, we are a full-service team of seasoned, well-connected marketing, communications and creative experts.

We leverage decades of experience in communications and marketing to help organizations, leaders and influencers amplify their great work. With integrity at the heart of all we do, our team of strategic communicators and problem solvers **strives to do the right thing for our clients and our communities.**

Across industries and geographies, our comprehensive communications and marketing services consistently deliver measurable results to support the individuals and organizations who are making a difference.



STRATEGY

AT THE CENTER OF ALL WE DO

Everyone has a story to tell and challenges to overcome. Whether you have good news to promote or a challenging situation to manage, we have the right team to be your strategic partners.

At Mueller Communications, there is no “one size fits all.” We tailor our approach to each individual client, circumstance and initiative, leveraging decades of experience in public relations, marketing, website development and creative design.

At Mueller Communications, we take a 360° approach to communications to ensure the **right message** is delivered to the **right audience** at the **right time**.





LORI RICHARDS



JAMES MADLOM



CARL MUELLER



ELIZABETH HUMNITZSCH



ANDY LEDUC



MIA TRIPI



MARY JESSEN



CASS BERGEMANN



CHRISTIE WOLFE



PHILL TREWYN



LAURA KELLER



CHRIS NELSON



AARON STERN



BEN BORDEN



TOYA WASHINGTON



JENNIFER MORTON



KAT BEST



LAUREN GEORGE



ANNA WILLKOMM



KEVIN KOCCHI



KRISTA RUEHMER



JEREMY TREUDEN



JOSH ANDERSON



AUBURN GELLER



ANNA STORY



CHELSEA CROSS



ERIK BROOKS



TEA TETTING



ERIKA QUINONEZ



MADDIE KREBS



KAITLYN BRASS



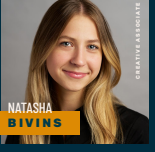
ERVIN KAPRI



EMILY LEDUC



HAYA FIDZIUKIEWICZ



NATASHA BIVINS



CARA VONDERWELL



KATIE DARRAGH



APRIL GREIDER



MAKAYLA HARROW



MARGARET WEINER



EICAR ROBLEDO



HOWARD LEWIS



HALLE HATOH



VERONICA POPE



AMELIA VENEGAS



GINNY CZARNECKI



KIRSTEN MUELLER

MEET TEAM MUELLER

Our deep bench of big picture thinkers, detail-oriented doers and creative problem solvers are **the best in the business.**

MUELLER COMMUNICATIONS

PREVIOUS EXPERIENCE

Mueller Communications has provided support to a number of municipalities who have gone to referendum. Below is a sampling of communities we've worked with on similar referendum education campaigns:



OUR PROCESS

248/317



THREE PHASE PROCESS

PHASE I: OPTIONS ASSESSMENT

PHASE II: COMMUNITY SURVEY

PHASE III: PUBLIC EDUCATION INITIATIVE

APPROACH

Our preferred approach to referenda includes a three-step process that takes place over the course of 9-12 months and provides opportunities for broad public engagement, education and dialogue.

We work with each community to customize an approach to fit their needs.



PHASE I

OPTIONS ASSESSMENT

Timeline: 7-10 weeks

In this first phase, our team works with Village staff to **review data, develop charts and define both the challenge facing the community and its options to fund a solution** as appropriate. The goal is to ensure complete, digestible information is available to community members as they evaluate a comprehensive set of solutions.

Phase I culminates with the development and presentation of a comprehensive Options Assessment report that can be posted online and used to **educate residents about the community's challenges and the options available to address them**, likely including a potential referendum to increase property taxes.

This report includes narrative, visual and graphical representations of the key findings of our data analysis.

DELIVERABLES:

- Report
- News release
- Designed presentation deck
- Social media content
- Website content
- Key messages, FAQs



PHASE II

COMMUNITY SURVEY

Timeline: 8-10 weeks

In Phase II, Mueller Communications partners with a **third-party vendor to develop a survey designed to educate and to seek community feedback and engagement**. Surveys are sent to all households in the Village, and:

- Include a cover letter explaining the challenge and need for a funding solution, drawn from and referring to the Options Assessment;
- Encourage respondents to participate online by using a unique survey access code provided that ensures no one can take the survey more than once;
- Enable those without internet access to complete the survey on paper and return it by mail;
- Include questions that secure survey respondent feedback on various potential priorities, funding solutions, and/or funding levels; and
- Determine what additional materials or information would support the respondent understanding or supporting the plan.

In addition to collecting feedback, **the survey process also serves as a key educational opportunity** as it highlights key data points driving the challenge – increasing awareness of the situation at hand. Final results, including a comprehensive analysis, can guide municipalities' course of action and can shed light on community preference for various funding options.



PHASE III

REFERENDUM EDUCATION

Timeline: 12-16 weeks

If elected officials opt to move forward with a referendum, Mueller creates and executes a public information and education campaign that clearly articulates for voters the need for additional resources and the impact to the community if the referendum passes or fails.

Outreach Plan & Strategy: Based on the information outlined in the Options Assessment and the solution being pursued by the Village, we develop and refine a communications strategy that may include the following key elements.

Communications Materials: We work to develop clear and concise materials that effectively communicate key information about the referendum:

- Key messages for use in ensuring consistent communication across all outreach methods;
- A fact sheet that explains the situation and the necessity for the referendum; and
- FAQs to help disseminate facts and dispel any misconceptions about the need for the referendum, what the funding would be used for, and the process taken thus far.

THE GOAL:

An informed and engaged electorate.

Municipalities and departments cannot advocate for a specific outcome in an election – or a referendum. Rather, they can **educate and encourage community members to make an informed decision.**



PHASE III

REFERENDUM EDUCATION

Timeline: 12-16 weeks

OUTREACH APPROACHES

We will take key information from communications materials and leverage it to develop and distribute information to the community. Examples of the outreach we might recommend include:

- **Direct Mail:** We will develop and distribute three direct mail pieces to all residences in your community. Each mailer would provide key information about the referendum, as well as links for more information.
- **Posters / Displays:** We will develop informational graphics and/or posters that can be printed and displayed in municipal buildings and shared across social media channels, as appropriate.
- **Presentation Deck:** We will develop a presentation that can be used by officials to explain the referendum at community meetings (in-person and/or online).
- **Information Sessions:** We will work with Village officials to schedule public information sessions to provide an opportunity to share the need for the referendum and allow residents to ask questions. The sessions would be promoted in advance and recorded, as technology allows, to be made available for later viewing.
- **Community Presentations:** We will work with you to identify opportunities to speak to local community organizations about the referendum (e.g. local Rotaries, Chambers of Commerce).

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PHASE III

REFERENDUM EDUCATION

Timeline: 12-16 weeks

ONLINE PRESENCE

- **Website:** We will develop content for a landing page that would serve as the hub for information on the referendum including the fact sheet, mailers, an online FAQ and contact information where additional questions can be directed.
- **Social Media:** We will work with you to develop content that can be regularly posted on social media channels to inform the community about the need for the referendum. We will also provide a response guide that identifies likely questions and suggested answers that officials can use in responding to online engagement.
- **Paid Advertising:** We will work with you to develop engaging content to leverage as digital advertising, specifically targeted to reach residents of voting age in Somers.
- **Email / eNewsletter:** We will develop content that can be used as part of regular email or eNewsletter distributions, as appropriate.

EARNED MEDIA

To secure coverage in the local media about the referendum, we work with municipal teams to develop and distribute news releases and media pitches as appropriate. Mueller Communications will also assist with media interview coordination.

254/317



We will work closely with you to understand the needs of your community and develop a detailed timeline to meet your needs. We have included the following high-level sample timeline targeting a potential April 2026 referendum vote:

PHASE I: OPTIONS ASSESSMENT | JUNE - AUGUST 2025:

- Village provides all existing materials / data to Mueller Communications
- Mueller reviews relevant studies and data
- Mueller develops a list of questions / prompts to identify any additional information required
- Mueller facilitates a process to prioritize the specific challenges and potential solutions facing the Village that would be assessed in the Options Assessment report
- Mueller develops, refines and finalizes Options Assessment
- Mueller drafts, designs and finalizes collateral materials for Options Assessment rollout including key messages, FAQs, fact sheet, talking points, news release and website language
- Options Assessment presented to Village Board, shared with members of the public and local media
- Mueller and Somers teams meet with survey vendor to begin developing a community survey

TIMELINE

255/317



PHASE II: SURVEY | SEPTEMBER - NOVEMBER 2026:

- Survey vendor develops and finalizes survey
- Village provides addresses for all households to survey vendor
- Mueller develops communications materials to promote survey, including news release, website copy, social media materials
- Mueller develops FAQs for Village staff to refer to if community members have questions about the survey
- Survey distributed, responses collected and analyzed
- Survey results presented to the Village, members of the public and the media

IF THE VILLAGE OPTS TO MOVE FORWARD WITH A REFERENDUM, MUELLER COMMUNICATIONS WILL REFINE A REFERENDUM EDUCATION CAMPAIGN BUDGET AND TIMELINE. THAT EFFORT MAY INCLUDE:

PHASE III: REFERENDUM EDUCATION | DECEMBER - APRIL 2026:

- Partner with Village staff and financial advisor to draft and refine referendum language for presentation to the Village Board
- Refine content on landing page, FAQs and fact sheet
- Content for up to three direct mail pieces developed and finalized and distributed by mail
- Ongoing media outreach, as appropriate
- Information session(s) scheduled and facilitated, presentation and talking points prepared for spokespeople
- Ongoing web and social media updates
- Presentations to community groups scheduled and facilitated

TIMELINE

256/317



BUDGET ESTIMATE

PHASES I & II

Professional Fees Phases I & II:

Will be based on actual fees, not to exceed this amount, based on current understanding of the scope of work

\$40,608

Administrative and Technical Fee:

\$3,046

Survey Fees & Expenses, Third-Party**:

Professional fees for third-party service provider, estimate to print and mail a four-page, full-color community survey to all households in the Village of Somers (approx. 3,300 households)

\$20,119

- Professional Fees Estimate (survey vendor): \$14,200
- Printing/Mailing Estimate: \$5,385
- Paper Survey Data Entry, Postage: \$535

Surveys that are mailed in require manual entry. The survey company charges \$1.80 / survey. The estimate is based on 9% of households completing their survey in hard copy.

Total Phases I & II Budget \$63,773

PHASE III*

**If the Village of Somers moves forward with a referendum, Mueller Communications will refine a budget for public education efforts. This estimate is inclusive of professional fees to execute the comprehensive public education campaign outlined in the recommended approach, as well as anticipated third-party media spend, videography support and printing and mailing expenses.*

Estimated Phase III Budget \$43,000

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We will work with you to refine our scope of work and budget to best meet the needs of your community. This proposed budget is based on the scope of work outlined above.

***These third-party costs are projections as of May 2025 and may be subject to change. We have preferred vendors we frequently work with and who we know are efficient and affordable. We are happy to work with other vendors, but note that it may take additional time to coordinate and their pricing may be different than we have estimated here.*



CITY OF FOND DU LAC

Joe Moore

City Manager

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LEAGUE OF WIS. MUNICIPALITIES

Jerry Deschane

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CITY OF PORTAGE

Troy Haase

Fire Chief

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OUR REFERENCES

258/317



CASE STUDIES

RELEVANT EXPERIENCE



CASE STUDY

CITY OF WHITEWATER

Due to an increase in calls for service, the City of Whitewater identified a need to hire additional, full-time personnel for its Police and Fire departments. The City asked voters via referendum whether or not they'd support an **increase in the property tax levy by \$1.3 million to fund five additional police officers, a dispatcher, two cross-trained firefighters/EMTs, and their necessary equipment.**

To help voters understand the importance and implications of the police and fire/EMS referendum, Mueller led a strategic public education campaign. This included crafting clear **key messages**, **developing fact sheets and FAQs**, and **producing a range of informative materials.** In collaboration with the City of Whitewater, Mueller also created an **educational video**, for online advertising, featuring police, fire, and city personnel; wrote **website content**; and **developed three direct mail pieces, social media posts, and presentation materials for community information sessions** – all aimed at ensuring Whitewater residents were well-informed about the referendum on their ballot.

Ultimately, **residents in the City of Whitewater voted to approve an increase in the property tax levy** to fund additional police and fire/EMS staff and their necessary resources, enabling the City to meet the growing demands of the community and provide the high quality services its residents expect and deserve.

Public Safety REFERENDUM
Vote Tuesday, April 1, 2025

The City of Whitewater has identified the need to add full-time personnel to its Police and Fire departments, as current public safety staffing levels and staffing models are insufficient to meet the growing demands and needs of the community. The Whitewater Police Department has seen a 50% increase in calls for service since 2019, while staffing has remained flat. Since 2019, there has been a 45% increase in calls for service to the Whitewater Fire Department, with paid-on-call staffing contracted to increase, resulting in a need for five full-time Fire/EMS personnel to meet the growing needs.

Voters will be asked on April 1, 2025 whether or not to support an increase in the City's annual tax levy, beginning with bills issued in December 2025.

Why Referendum?

The City needs additional funding to meet the public safety needs of the community as both the volume and complexity of calls for service continue to increase.



CASE STUDY

CITY OF MONONA

Despite running lean and being on solid financial footing, after years of growing demands and growing costs to provide services and without proportional increases in revenue, the City of Monona faced budget challenges just maintaining existing services.

To educate its community about the complex financial challenges it faced and work toward a solution, the City of Monona partnered with Mueller Communications to engage in a **three-phase, 11-month public education campaign** that began with a **comprehensive report presented to the Council**, continued with a **community-wide survey mailed to each household** in Monona to secure input from residents, and concluded with a **referendum-specific education campaign** once a referendum question was placed on Nov. 2024 ballots.

Mueller worked with the City to leverage a variety of communications tactics that help **ensure Monona residents received information about the referendum wherever they get their news**, including through direct mail, information session presentations, posters at key locations, social media content and traditional news media. Throughout the fall, Mueller continued to work closely with the City to manage topical questions and concerns, including about how other Dane County communities are facing similar challenges and about how the Monona-Grove School District funding situation is separate from the City.

As a result of the campaign, electors in the City of Monona ultimately voted to approve the increase in the property tax levy on the November 2024 ballot and increase funding to maintain existing City services.



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CASE STUDY

VILLAGE OF GERMANTOWN

The Villages of Germantown and Somers commissioned studies from hydrogeologists that provided insight on the potential impacts and benefits of extending services from Germantown Water and Sewer Utilities to new paying customers in Somers.

The Village of Germantown worked with Mueller Communications between August 2022 and November 2022 to **educate the community on the need for a referendum question to consider whether to approve an Intergovernmental Agreement (IGA)** on November 8, 2022 that would determine whether the Village should provide water and sanitary sewer service for a fee to customers in a portion of the Village of Somers.

Mueller created and executed an educational outreach campaign that included the development of educational materials, including key messages, fact sheets and infographics, and updates to the Village of Germantown website that clearly conveyed the situation. With materials developed, the team prepared two direct mail pieces, drafted posts to share across Germantown social media channels, and created an informational presentation to share with community groups and city council members.

Electors in the Village of Germantown voted to approve the IGA, allowing Germantown to provide water and sanitary sewer service for a fee and on an ongoing basis to customers in the Northeast Corridor of the Village of Somers, ultimately expanding Germantown's water and sewer services customer base.

The collage features three main pieces of educational material:

- Top Flyer:** Titled "INTERGOVERNMENTAL AGREEMENT REFERENDUM" and "VOTE TUESDAY, NOVEMBER 8, 2022". It includes the Village of Germantown logo and text explaining the referendum's purpose: to allow the Village of Richfield to provide water and sanitary sewer service for a fee to customers in a portion of Richfield. It also states that the Village Board has placed the question on the ballot for the November 8, 2022 election.
- Map:** A map of the Northeast Corridor area, showing the "Northeast Corridor" in orange and "Germantown Light Industrial Park" in purple. A legend at the bottom identifies these areas.
- Bottom Fact Sheet:** Titled "RICHFIELD SEWER AND WATER AGREEMENT REFERENDUM". It lists three key points:
 - AN INTERGOVERNMENTAL AGREEMENT WILL ENSURE THAT THE VILLAGE OF RICHFIELD:**
 - Bears all costs for the expansion of services to customers in Richfield.
 - Pays a 20% premium for sewer service.
 - Requires Richfield to construct infrastructure in accordance with Germantown specifications.



CASE STUDY

CEDARBURG FIRE DEPARTMENT

The City and Town of Cedarburg's joint Cedarburg Fire Department was staffed, almost entirely, by volunteers until January 1, 2024 when the communities opted to shift to a paid-on-call model. This shift was one of several efforts undertaken to help address the Department's increasing demand for service and decreasing staffing.

CFD worked with Mueller Communications from August 2023 through April 2024 to educate the community **on the need for additional funding to support additional full-time firefighter-paramedic staff**. This education was done in three phases: first through a comprehensive report identifying potential funding options, then through an educational survey aimed to secure community input on referendum viability, and finally through a referendum education campaign targeting residents in both communities.

Following the 9-month effort – which included community information sessions, media outreach and news coverage, social media content, website content, direct mail, Town newsletters, and a video ad playing before each show at the Rivoli Theatre – **voters in both the City and Town of Cedarburg approved increases** in the property tax levies, allowing CFD to **add eight new firefighter-paramedics, maintain funding for two existing full-time staff members, and transition the Fire Chief to a full-time role.**

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New public safety referendum hopes to give Cedarburg Fire necessary funds to improve staffing

Voters will be asked to approve nearly \$2 million addition in the wake of a surge in service calls amid a drop in available volunteers.



CASE STUDY

CITY OF FOND DU LAC

Stagnant funding and increasing demand for public safety services **threatened the City of Fond du Lac's ability to provide local fire and paramedic services and to adequately staff its police department** to meet all responsive and preventative responsibilities.

Fond du Lac worked with Mueller Communications between December 2020 and April 2021 to **educate the community on the need for a public safety referendum** on April 6, 2021.

Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and informational posters, and updates to the City of Fond du Lac website that clearly conveyed the situation. With materials developed, the team prepared three direct mail pieces, drafted posts to share across Fond du Lac social media channels, and created informational presentations for the City Administrator, Police Chief and Fire Chief to share with community groups and city council members.

Electors in the City of Fond du Lac ultimately voted two-to-one to approve the increase in the property tax levy, allowing Fond du Lac to add six new police officers, six new firefighters/paramedics and the equipment needs for each new staff member.

CITY OF FOND DU LAC 2021 PUBLIC SAFETY REFERENDUM

VOTE TUESDAY, APRIL 6, 2021
The City of Fond du Lac has identified a need to add additional public safety personnel to the Police Department and Fire/Rescue.

Noters will be asked whether or not to support an increase in the City's annual tax levy, beginning in 2022, to cover the cost for six additional firefighter/paramedics, six additional police officers, and the equipment those staff members require.

WHY DO WE NEED A REFERENDUM NOW?

- Current public safety funding is insufficient to meet the growing service demands and needs of the community.** Fond du Lac must act now if it is to maintain its first-class fire, paramedic and police services.
- The challenge is that while the need and program costs continue to rise, current funding sources are stagnant or decreasing.**
- Because of state-imposed levy limits, Fond du Lac must ask approval from taxpayers through a referendum to increase the tax levy to fund those services.**

IF A MAJORITY VOTE "YES"
If the referendum is approved by a majority of Lac will be able to add critically necessary add

+6 FIREFIGHTER/PARAMEDICS **+6 POLICE OFFICERS**

ASSESSED PROPERTY VALUE	ESTIMATED INCREASE PER YEAR
\$100,000	\$43
\$125,000	\$53

<https://www.fdlwi.gov/>

CRITICAL NEED FOR PUBLIC SAFETY RESOURCES

The City of Fond du Lac has identified a need to add additional public safety personnel to the Police Department and Fire/Rescue.

CURRENT PUBLIC SAFETY FUNDING IS INSUFFICIENT TO MEET THE GROWING SERVICE DEMANDS AND NEEDS OF THE COMMUNITY, and Fond du Lac must act now if it is to maintain its first-class fire, paramedic and police services.

The challenge is that while the **NEED CONTINUES TO RISE,** current funding and staffing levels are stagnant or decreasing.

CALLS FOR SERVICE +9%

POLICE STAFFING -3%

CALLS FOR SERVICE +44%

FIRE STAFFING +0%

2010 2011 2012 2013 2014 2015 2016 2017 2018 2019



CASE STUDY

CITY OF PORTAGE

The City of Portage was faced with paying high fees for third-party EMS services that provided limited opportunities for local control. The City unexpectedly received significant invoices from Aspirus, its third-party provider, for ambulance service. Challenged by these unexpected costs, and a lack of control in optimizing service to residents, the Portage Fire Department considered alternate service models, while seeking to minimize the impact on taxpayers.

The City of Portage worked with Mueller Communications between August 2023 and February 2024 to **educate the community on the need for a referendum question to approve an increase in the City's annual tax levy** on February 20, 2024 that would determine whether the City could build a fire-based EMS service model.

Mueller created and executed a public education campaign that included the development of educational materials, including key messages, fact sheets and infographics, and updates to the City of Portage website to share the benefits of a fire-based EMS system with the community. In addition, the team created two direct mailer pieces to educate the community, drafted and designed posts to be shared on Portage social media pages, and created an informational presentation to share with community groups and city council members.

Electors in the City of Portage voted to approve the referendum, allowing the City of Portage to build the fire-based EMS service that will ensure full control over efficiencies and effectiveness, designing and implementing the best EMS services to meet the needs of the Portage community.

EMS Service Referendum
The City of Portage

VOTE FEBRUARY 20, 2024

The City of Portage faces a need to invest in EMS services either through a referendum to increase the property tax level or significant budget cuts from other City services. With this investment, the City recommends creating a locally controlled, fire-based EMS service as the most cost-effective model for services.

The City has an opportunity to build the EMS system it needs for the community. Voters will be asked on February 20, 2024 whether or not to support an increase in the City's annual tax levy, beginning with bills issued in December 2024, to cover the cost of EMS services. If approved, the City would create a fire-based EMS service model:

- 14 cross-trained firefighter / EMT / paramedics
- Education and training for personnel who are not already cross-trained
- Three new ambulances
- Fire station remodel to serve increased staffing and new EMS capabilities.

WHY REFERENDUM?

- 1 Today, the City of Portage is faced with paying high fees for third-party EMS services that provide limited opportunities for local control. The City unexpectedly received significant invoices from Aspirus, its third-party provider, for ambulance service. Challenged by these unexpected costs, and a lack of control in optimizing service to residents, the Portage Fire Department has considered alternate service models, while seeking to minimize the impact on taxpayers.
- 2 The City has an opportunity to build a fire-based EMS service that will ensure full control over efficiencies and effectiveness, designing and implementing the best EMS services to meet the needs of our community.
- 3 Because of state-imposed levy limits, Portage must gain approval from taxpayers through a referendum to increase the tax levy to fund EMS services.

BENEFITS OF A Fire/EMS Referendum

A feasibility study demonstrated that the City of Portage could establish a cost-effective fire-based EMS system (staffed by City employees) combined with cross-training ambulances.

City of Portage
Fire/EMS Referendum

BECAUSE THE REFERENDUM IS APPROVED, THE CITY OF PORTAGE WILL BE ABLE TO COVER THE COST OF:

- 14 CROSS-TRAINED FIREFIGHTER / EMT / PARAMEDICS
- EDUCATION AND TRAINING FOR PERSONNEL WHO ARE NOT ALREADY CROSS-TRAINED
- THREE NEW AMBULANCES AND STATE-REQUIRED EQUIPMENT
- FIRE STATION REMODEL TO SERVE INCREASED STAFFING AND NEW EMS CAPABILITIES



CASE STUDY

VILLAGE OF CALEDONIA

Due to insufficient public safety funding and growing current service demands, the Village of Caledonia identified a need to add additional full-time personnel to its police and fire departments.

Caledonia worked with Mueller Communications from December 2022 through April 2023 to educate the community **on the need for a public safety referendum** ahead of the April 4, 2023 vote.

Mueller worked closely with the Village of Caledonia to create comprehensive messaging and frequently asked questions to cascade through education materials, including key messages, fact sheets and infographics, and informational posters, and updates to the Caledonia website that clearly conveyed the situation. Mueller also created two direct mail pieces, drafted social media posts to share across Caledonia channels, and executed an on-site video shoot for a social media ad to reach Caledonia voters up until days before the election. Mueller Communications also designed informational presentations for the Village Administrator, Police Chief and Fire Chief to share with community groups and Village Board members

Electors in the Village of Caledonia ultimately voted to approve the increase in the property tax levy, allowing Caledonia to add eight new police officers, six new firefighters/paramedics and the equipment needs for each new staff member.

PUBLIC SAFETY REFERENDUM

VOTE APRIL 4 2023

The Village of Caledonia has identified a need to add additional public safety personnel to the Police and Fire Departments.

Voters will be asked whether or not to support an increase in the Village's annual tax levy, beginning with bills issued in December 2023, to cover the cost for six additional firefighter/paramedics, eight additional police officers and the personal protective equipment those staff members require.

WHY REFERENDUM?

Current public safety funding levels and staffing levels are insufficient to meet the current demands and needs of the community. Caledonia must act now if it is to continue to adequately respond to calls for services.

Because of state-imposed levy limits, Caledonia must gain approval from taxpayers through a referendum to increase the tax levy to fund additional staffing.

Decreasing staffing levels and an increase in calls for service result in officers for the Caledonia Fire Department to provide a consistent, high quality response. Federal grant dollars the Department relies on to fund staffing will expire in March 2023, further straining response capabilities.

Staffing at the Caledonia Police Department is too low to enable officers to effectively patrol the large geographic area of the Village and respond to multiple complex and concurrent calls for service.

IF A MAJORITY VOTE "YES"

+6 ADDITIONAL FIREFIGHTER/PARAMEDICS

+8 ADDITIONAL POLICE OFFICERS

If the referendum is approved by a majority of voters, the Village of Caledonia will be able to add critically necessary additional public safety staff, including six additional firefighter/paramedics and eight additional police officers. These increases will ensure adequate staff to sufficiently respond to calls for service from Caledonia residents and perform proactive duties.

If approved, taxpayers will see a property tax increase of an estimated \$57 annually, or about \$1.76 per week, per \$100,000 of assessed value in a home, starting with the bills issued in December 2023.

IF A MAJORITY VOTE "NO"

A rejection of the referendum would not be the equivalent of maintaining the status quo of emergency services.

The Village of Caledonia received a three-year federal grant to fund its firefighter/paramedics through March 2023. While the Village has worked within its levy limit constraints to maintain three of its six positions, without additional funding, the Village will be down three firefighter/paramedics.

The Caledonia Police Department ranks last in officers per 1,000 population and officers per square mile when compared to peer communities. Without additional police officers, the Police Department would not be able to effectively patrol the entire geographic area of the Village or effectively handle more than a single call for service at a time that has moderate complexity and/or requires a moderate level of resources.

PROPERTY TAX IMPACT

\$1,761,000 TOTAL INCREASE

ASSESSED PROPERTY VALUE	PER YEAR	PER WEEK
\$100,000	\$57	\$1.76
\$300,000	\$171	\$5.30

Monday through Friday, March 21 - March 31, 2023 from 8:30 a.m. - 4:30 p.m.

For mailed absentee ballots: March 30, 2023

7 a.m. to 8 p.m. Wisconsin voters are required to show an acceptable photo ID in order to vote.

For more information, please visit caledonia.wi.gov/referendum or email referendum@caledonia.wi.gov



CASE STUDY

SOUTH MILWAUKEE

A continuing decline in outside funding for paramedic services created a **significant, growing gap in the City of South Milwaukee's municipal budget that threatened its ability to provide local paramedic services and to adequately staff its police department** to meet all responsive and preventative responsibilities.

South Milwaukee worked with Mueller Communications to develop an Options Assessment to identify the potential solutions to the public safety funding challenges. Based on the findings of that assessment, Mueller worked with Community Perceptions to conduct a community survey to gather input on the community's preferred options. The Common Council voted to place a public safety referendum question on the Fall 2017 ballot and engaged engaged Mueller Communications to assist with **a public information campaign in advance of a referendum vote.**

Between July and November, Mueller created and executed a campaign that included the development of educational materials, including key messages, fact sheets and infographics, and informational posters, and a website landing page that clearly conveyed the situation. With materials developed, the team prepared two direct mail pieces, drafted posts to share across South Milwaukee social media channels, and created presentations for the Mayor and City Administrator to share with community groups.

SOUTH MILWAUKEE 2017 Public Safety Referendum



**WHAT IS ON THE BALLOT
TUESDAY, NOVEMBER 7, 2017?**

The South Milwaukee Common Council has unanimously approved an operating funds referendum question asking taxpayers to increase the tax levy by \$86.641 to maintain current paramedic services and hire two additional police officers. The special election will be held on Tuesday, November 7, if approved by voters, homeowners would pay an additional \$52 per year for every \$300,000 of their home's value starting in 2018 and beyond.

The formal resolution requesting permission to exceed the state revenue limit will appear as follows on the November 7 ballot:

Under state law, the increase in the levy of the City of South Milwaukee for the tax to be imposed for the next fiscal year 2018, is limited to .09%, which results in a levy of \$107,746,142. Shall the City of South Milwaukee be allowed to exceed this limit and increase the levy for the next fiscal year 2018, by a total of 5.73%, which results in a levy of \$11,381,095?

**WHY ARE WE PROPOSING
THIS REFERENDUM NOW?**

As South Milwaukee seeks to maintain its strong public safety services it faces a growing budget gap – as the demand for these services continues to rise, funding from current sources is either stagnant or decreasing.

The City must take action if it is to preserve locally provided paramedic services into the future. The City has also identified a need for additional police officers to deliver on the department's mission and address growing public safety needs.

We are responding directly to community input. The City of South Milwaukee evaluated several funding options to maintain the first-class fire and police services residents have come to expect. As part of the decision-making process, the City solicited feedback via a community-wide survey. More than 1,350 residents responded, with the majority supporting an operational referendum.

VOTE NOVEMBER 7

 **City of South Milwaukee**
Prud'hoi... Preserving History

For additional background information, including the community survey results, visit the city website: www.smmwi.org



CASE STUDY

PLEASANT PRAIRIE

The Village of Pleasant Prairie is home to 21,250 residents and 494 businesses. As the Village continued to grow, public safety staffing models remained outdated and call complexity increased, Pleasant Prairie identified a need for alternative funding sources to continue to service the community.

Once the need for additional public safety funding was identified, the Village of Pleasant Prairie engaged Mueller Communications as a strategic partner to develop a **comprehensive Options Assessment** and facilitate the creation, distribution and reporting of a **community survey** - with the understanding that comprehensive research, alternatives and community input lends itself to the success of a potential referendum.

Mueller Communication's Three-Phased Approach:

- Options Assessment
- Community Survey
- Public Education Campaign

In the summer of 2021, Mueller Communications was engaged by the Village of Pleasant Prairie to develop an Options Assessment to identify the potential solutions to the public safety funding challenges. Based on the findings of that assessment, Mueller worked with Community Perceptions to conduct a community survey to gather input on the community's preferred options.

Following the community survey, the Village Board voted to place a public safety referendum on the on Spring 2022 ballot. **On April 5, 2022, the Village of Pleasant Prairie ultimately voted to approve the increase in the property tax levy**, allowing the Village to add 12 firefighter/paramedics and four police officers.

269/317



CASE STUDY

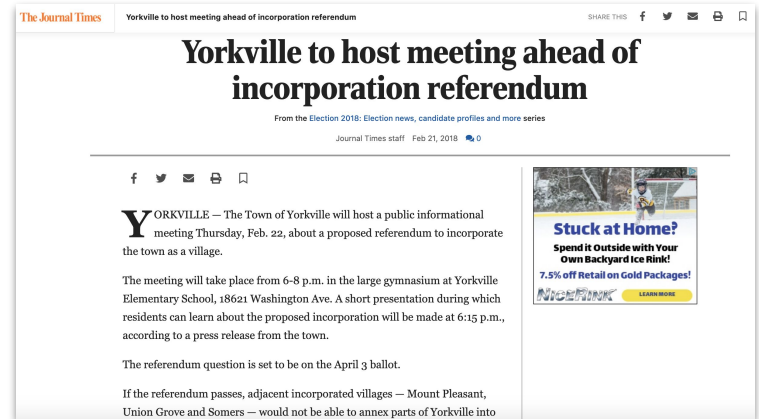
TOWN OF YORKVILLE

With economic development projects changing the landscape in Racine County, the Town of Yorkville recognized its unique position and opportunity to attract additional development.

In anticipation of this possibility, **the Town sought to protect resident interests by incorporating and updating the Town's comprehensive plan. This measure required a referendum.**

To educate the community about these processes and the benefits Yorkville may see if they proceed, the Town hired Mueller Communications to **provide communications counsel and produce informational materials.** These efforts included drafting and designing materials, including a fact sheet outlining the incorporation process, the referendum, and its impact on municipal governance, creating a presentation and facilitating a public information meeting, and coordinating media interviews regarding the incorporation process.

Voters in Yorkville favored incorporating the Town by a wide margin, with 95% of the population voting in favor (1,060 voting "yes" and only 54 voting "no.")



Established 1843
Somers
VILLAGE & TOWN



Innovative
Public Advisors

**Proposal for Public Safety
Referendum Information Campaign
and SAFER Grant Assistance**

May 23, 2025

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Friday, May 23, 2025

Proposal for Public Safety Referendum Information Campaign and SAFER Grant Assistance

Village/Town of Somers
Attn: Assistant Administrator Kevin Poirier and Fire Chief Ben Anderson
7511 12th Street
Somers, Wisconsin 53171

Dear Administrator Poirier and Chief Anderson:

Innovative Public Advisors (IPA) is pleased to submit our proposal to develop and facilitate a public safety referendum information campaign in advance of the April 2026 Election. The proposal also includes assistance to the Somers Fire & Rescue Department in developing a competitive SAFER Grant application.

IPA is a premier public sector executive recruitment and strategy firm dedicated to empowering municipalities with tailored solutions that enhance leadership, optimize operations, and drive positive community impact. Our team brings a modern, results-driven approach to municipal communications and marketing. Leveraging our extensive expertise and innovative strategies, we craft compelling referendum messaging that informs and resonates with constituents. From campaign development and content creation to targeted outreach and audience engagement, every step of our process is intentional. Our goal is to ensure residents have opportunities to engage, ask questions, and arrive at the polls fully informed.

Thank you for the opportunity to bring our expertise to the Village of Somers and to partner with your team on this important public safety referendum campaign—your community’s safety relies on it.

Sincerely,

A handwritten signature in black ink that reads "Jess Wildes".

Jess Wildes, MPA, MS
Partner, Innovative Public Advisors
jess@public-advisors.com | 262-339-5658

A handwritten signature in black ink that reads "Jay Shambeau".

Jay Shambeau, ICMA-CM, MPA
Partner, Innovative Public Advisors
jay@public-advisors.com | 262-355-6102

OUR APPROACH

IPA's approach to leading a public safety referendum campaign is rooted in delivering thoughtful, intentional, and impactful communications. Here's how our philosophy translates into action:

- **Understanding Your Community:** We begin by analyzing the demographics of the Village/Town to understand resident needs, concerns, and communication preferences. This ensures the messaging resonates effectively with constituents. IPA will thoroughly review existing Fire Department Annual Report and fire studies.
- **Data-Driven Strategy:** Leveraging data and insights, IPA tailors campaigns to be both factual and impactful. Messaging will address the needs of the Fire Department, call volume data, key safety concerns, local challenges, financial impact on taxpayers, and other compelling data.
- **Clear and Consistent Messaging:** Every communication is designed to be clear, consistent, and actionable. Whether it's through digital platforms, traditional media, or community outreach, the messaging is designed to inform and provide opportunities to learn more and engage.
- **Engage Community Members:** IPA emphasizes a collaborative approach, involving local leaders, staff, key stakeholders, and community members in campaign development and execution. This approach fosters trust and ensures the campaign reflects local realities and values.
- **Creative and Impactful Delivery:** Innovative storytelling, compelling visuals, and modern communication tools are utilized to capture attention and drive engagement. Campaigns are designed to stand out and inform while maintaining professionalism and impartiality.
- **Monitor Impact:** Campaigns are monitored and evaluated to measure effectiveness, using feedback and metrics to refine approaches and achieve the desired outcomes.
- **Empower Through Information:** The ultimate goal of the campaign is to empower electors by equipping them the knowledge they need to make informed decisions that enhance public safety.



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REFERENDUM CAMPAIGN: AT A GLANCE

Campaign Kick-Off (June 2025):

- Host an initial strategy session with key stakeholders, including city officials, community leaders, and the campaign team.
- Develop key messaging to communicate the goals and benefits of the referendum clearly.
- Launch a coordinated campaign effort to inform residents about the referendum.

Grant Application Submission (June 2025):

- Complete and submit the SAFER Grant application to hire eight new firefighters.
- Use the application process as a communication opportunity to highlight the Village's commitment to exploring alternative funding sources before turning to taxpayers.
- Share updates with constituents and announce awarding (if approved).

Campaign Content Creation (June - October 2025):

Campaigns are designed to inform your constituents. IPA will develop a suite of campaign materials, including:

- Campaign microsite (interactive, informative and visually-engaging).
- Informational brochure (FAQ piece).
- Printed mailer to 3,100 households (optional).
- Digital content for social media (paid and organic) and email newsletter (purchase voter list).
- PowerPoint and printed displays for staff and leaders to share with community.
- Infographics and short video to explain the referendum.
- Press releases and media engagement plan.

Community Engagement and Outreach (November 2025 - March 2026):

- Intensify outreach with a focus on educating voters and addressing questions or concerns.
- Leverage media engagement to amplify campaign messages, achieving broader audience outreach through earned media coverage.
- Launch digital advertising campaign (Facebook and Google Ads) to increase awareness and connect constituents to website.
- Send monthly e-newsletters to constituents with information, important dates, and resources.
- Equip staff and leadership with materials to ensure consistency in information sharing.
- Host and facilitate two Public Information Sessions and one Open House at Fire Station.

Final Push (March - April 2026):

- Execute a final round of targeted educational outreach, emphasizing the referendum's benefits, financial impact, and addressing any remaining community questions.
- Monitor voter sentiment and adjust messaging as needed to ensure clarity.
- Promote Election Day and an informed voter turnout.

SAFER GRANT ASSISTANCE

Innovative Public Advisors is committed to supporting the Somers Fire Department in securing vital funding through the Staffing for Adequate Fire and Emergency Response (SAFER) Grant to hire eight full-time firefighters. Our team has extensive grant writing experience and successfully secured a SAFER Grant in 2024.

We will provide expert guidance throughout the grant application process, ensuring that the department's needs are clearly articulated and aligned with the grant's objectives. We will work closely with department leadership to review critical data, develop compelling narratives, and craft a detailed budget plan that demonstrates the necessity and impact of hiring eight new firefighters.

Proactively pursuing the highly competitive SAFER Grant demonstrates to residents that the city and the fire department are committed to exploring every available funding option to ensure that public safety remains a top priority. By applying for this federal grant, the department underscores its dedication to responsible fiscal management and its efforts to minimize the financial burden on taxpayers. A successful grant award will temporarily alleviate the necessity of relying solely on local funding while enhancing emergency response services.

Application Deadline: July 3, 2025

Suggested Fire Department/IPA Kick-off Meeting: June 4, 2025

SAFER SUCCESS STORY

In September 2024, the City of West Bend was awarded \$2,838,077 to hire nine new full-time firefighter positions—the only SAFER hiring grant award that year in Wisconsin.

The SAFER grant is incredibly competitive, and the fire department team submitted it without success in the past. Former administrators, Jess Wildes and Jay Shambeau assisted the fire team with their exceptional grant writing expertise and authored the narrative. By connecting the significant economic development activities—700+ new multi-family residential units coming online—with increases in calls for service, and the necessary staffing levels needed to adequately respond, the grant application was successful.



276/317

PROJECT TIMELINE

- June 2025: Campaign Kick-Off
- June 2025: SAFER Grant Application (Due July 3)
- June-October 2025: Campaign Content Creation
- November 2025-March 2026: Community Engagement and Outreach
- April 7, 2026: Election Day

IPA is willing to adjust timeline based on Village/Town of Somers' preferences.

PROJECT BUDGET: \$30,250.00

The comprehensive budget includes all professional services outlined in this proposal and:

- SAFER grant application assistance
- Campaign microsite (\$1,500 value)
- Advertising on Facebook and Google Ads (\$1,500 value)
- E-newsletter creation and purchase of constituent email list (\$500 value)
- Printed informational brochure and display boards (\$500 value)
- Brief video, PowerPoint presentation, infographics (\$1,000 value)
- Earned media, press releases and media engagement plan
- Facilitation of two Public Information Sessions and one Open house

Optional add-ons:

- Printed mailer sent to 3,100 households (\$2,500)
- Increased advertising spend

Includes all travel and expenses for three trips to the Village of Somers. Contract and payment schedule to follow upon approval.

Thank you for your consideration!



Jess Wildes, MPA, MS
Partner, Innovative Public Advisors
jess@public-advisors.com | 262-339-5658



Jay Shambeau, ICMA-CM, MPA
Partner, Innovative Public Advisors
jay@public-advisors.com | 262-355-6102

Innovative Public Advisors

Advancing local government a different way—the IPA way.

Innovative Public Advisors (IPA) is a premier public sector executive recruitment and strategy firm dedicated to empowering counties and municipalities with tailored solutions that enhance leadership, optimize operations, and drive positive community impact.

Founded by experienced municipal professionals Jay Shambeau, ICMA-CM, MPA, and Jess Wildes, MPA, IPA offers a wide range of services. With a focus on delivering innovative, sustainable solutions, IPA is committed to helping local governments navigate complex challenges and strengthen their capacity to serve their communities effectively.

Services



Executive Recruitment



**Economic Development
& Grant Writing**



**Strategic & Specialty
Plan Development**



**Professional Coaching
& Mentorship**



**Communications &
Marketing Strategies**



**Governance Training
& Facilitated Retreats**

IPA Team

Innovative Public Advisors is led by partners Jess Wildes and Jay Shambeau, two seasoned professionals with extensive experience in public sector management and strategic consulting.

Together, they bring a wealth of expertise in government administration, operations, communications, and leadership development—offering innovative solutions to help local governments thrive.



JESS WILDES MPA, MS

jess@public-advisors.com | 262-339-5658

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

University of Wisconsin
Oshkosh

MASTER OF SCIENCE

Integrated Marketing
Communications
Eastern Michigan University

BACHELOR OF ARTS

College of Saint Benedict &
Saint John's University

SERVICE

Rotary International
West Bend Sunrise Rotary Club

International City/County
Management Association
(ICMA) Assistant Chief
Administrative Officer (CAO)
Committee Member

Wisconsin Economic
Development Association
(WEDA) Board Member

Mid-Moraine Municipal
Court Board Member

Downtown West Bend Business
Improvement District (BID)
Board Executive Director

Visit Washington County Board
Member and Vice President

Honored as one of ELGL's
"Top 100 Influencers in
Local Government"

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jess is a seasoned strategist specializing in local government communications, public relations, and grant acquisition. With a proven track record of securing significant local, state, and federal funding, Jess has helped municipalities access critical resources to support community development, infrastructure, and essential services. Her work also includes crafting effective communication strategies, enhancing public engagement, and building transparent, trust-based relationships between local governments and their communities. With her expertise in both strategic messaging and grant writing, Jess is committed to helping local governments secure the resources they need while fostering strong, effective communication.

ASSISTANT CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2020–2025

Also served as Communications and Economic Development Director

- Performed economic development activities to promote business development, retention, and job creation.
- Coordinated with all departments to increase the quality and consistency of the city organization's messaging and content
- Acquired alternative revenue sources through grants (\$6.5+ million), fundraising and partnerships.
- Set strategy and manage a talented team of professionals responsible for community television programming, social media, public relations, internal and external communications, brand management, and tourism promotion.
- Built meaningful relationships with constituents, community leaders, business owners, state-level officials, and economic developers.
- Managed five city departments: Assessors, Communications, City Clerk, Human Resources, and Information Technology.

DIRECTOR OF COMMUNICATIONS & MARKETING

Museum of Wisconsin Art, West Bend, Wisconsin, 2017–2020

SENIOR ACCOUNT EXECUTIVE

Trefoil Group, Milwaukee, Wisconsin, 2016–2017

DIRECTOR OF RECRUITMENT MARKETING

Mount Mary University, Milwaukee, Wisconsin, 2013–2016

Northland College, Ashland, WI, 2009–2013



JAY SHAMBEAU

 ICMA-CM, MPA

jay@public-advisors.com | 262-355-6102

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

UW - Oshkosh

BACHELOR OF SCIENCE

Regional Analysis and Geography, UW - Green Bay

LEADERSHIP WISCONSIN

UW-Madison, 2014

ACCOLADES

Credentialed Manager
International City/County
Management Association, 2024

Recipient of ICMA's prestigious
30 Years of Service Award

SERVICE

Rotary International
West Bend Sunrise Rotary Club

Boys and Girls Club of
Washington County
Board Member

United Way of Washington
County, Campaign Co-Chair

West Bend Area Chamber of
Commerce, Board Member

West Bend Tourism
Commission, Chairman

Kettle Moraine Lutheran High
School, Board Member and
President

INNOVATIVE PUBLIC ADVISORS, PARTNER

Jay is a highly experienced public sector professional with 32 years of expertise in city and county government management, strategic planning, and public policy. Jay has worked with municipalities of all sizes to drive organizational efficiency, enhance governance, and secure critical funding. His background includes leading complex projects, facilitating collaborative planning efforts, and providing executive coaching to local government leaders. Jay is known for his relationship skills and practical approach, blending deep knowledge of governmental processes with a commitment to delivering impactful results. His leadership and insight have helped numerous local governments achieve their goals and navigate the challenges of an ever-evolving public sector landscape.

CITY ADMINISTRATOR

City of West Bend, West Bend, Wisconsin, 2016–2025

- Responsible for the administration of daily city operations and implementing policies established by the City Council.
- Oversee \$30M budget, lead economic development activities, manage department head team, foster community engagement, ensure efficient delivery of services, and promote the city's growth and development.

ASSOCIATE

Public Administration Associates, LLC, Wisconsin, 2024

PLANNING AND PARKS ADMINISTRATOR

Washington County, Wisconsin, 2014-2016

COUNTY ADMINISTRATOR

Calumet County, Wisconsin, 2008-2014

- Responsible for the daily operations of county government, ensuring efficient delivery of services and adherence to budgetary guidelines.
- Collaborated with elected officials, managed staff, and facilitated communication between departments to promote effective governance and community engagement.

VILLAGE ADMINISTRATOR

Village of Kewaskum, Wisconsin, 2006-2008

- Responsible for the management of municipal operations, including implementing policies set by the Village Board and managing all departments.
- This position involved budgeting, community planning, economic development, and fostering relationships to ensure effective service delivery and enhance community development.

PLANNING DIRECTOR

Clark County, Wisconsin, 1993-2006

Innovative
Public Advisors

public-advisors.com

VI. SUMMARY OF RECOMMENDATIONS

The Somers Fire and Rescue Department currently operates a service-oriented department whose members are committed to providing high level service to the Village and Town of Somers. The nineteen recommendations included in this study, if implemented, can make the Fire and Rescue Department more effective and efficient and improve public safety in the communities served.

The on-going growth in Somers will continue to increase service demand. As the community continues to grow, it is imperative the impact of growth on the service demands of the fire and rescue department be considered and funding be identified to support those needs.

While service demand has increased, changes in the employment market for fire and emergency medical services personnel also continues to challenge the Somers Fire and Rescue Department. The fire and emergency medical services industry faces significant challenges in recruiting and retaining a sufficient number of people to meet employment demands. These recruitment and retention issues have put significant strain on the part-time/paid-on-premise/paid-on-call workforce. What was once a method to gain experience over a course of several years for future full-time employment in a very competitive employment market, the part-time/paid-on-premise/paid-on-call workforce is literally now being considered for full-time employment within months of completing minimum licensure and certification requirements. For decades, the Somers Fire and Rescue Department has relied on the part-time/paid-on-premise/paid-on-call workforce to support staffing its fire and rescue department. The availability of that workforce has gotten smaller in the last several years while demand for workers has increased, leaving a challenge in recruiting and retaining workers and forcing fire and rescue departments across the Country to evaluate how they staff and compensate their first responders.

Summary of Recommendations	
1	It is recommended the structure of the fire and rescue department's command staff structure be transitioned from a fire chief, a deputy chief, 5 captains and 3 lieutenants to a fire chief, a deputy chief, 4 captains and 3 lieutenants as positions are vacated through attrition.
2	MCMAHON recommends the Department set a long-term staffing goal of four personnel on duty at Station 1 and three personnel on duty at Station 2. This allows for a total of seven licensed/certified personnel on duty per day. This will require a total of twenty-three full-time positions in the Fire and Rescue Department. Currently, there are fourteen full-time positions in the Department.
3	MCMAHON recommends that the department consider transitioning the responsibilities for day-to-day operations to the Deputy Chief to allow the chief to concentrate on administrative responsibilities. Once the specific roles and responsibilities for the position are identified, the Fire Chief should ensure they are documented, communicate those responsibilities to the entire Department and monitor performance through the annual performance evaluation process.
4	The Department should continue to plan for a reduction in reliance on part-time/paid-on-premise and paid-on-call staff in the future especially as the community continues to grow. Until such a time that additional full-time staff can be funded and hired, Recommendations 5, 6 and 7 (below) regarding part-time/paid-on-premise and paid-on-call personnel should be implemented.
5	MCMAHON recommends pay rates for part-time/paid-on-premise and paid-on-call personnel be raised to between \$20 and \$25 per hour depending on qualifications to remain competitive with other area departments.
6	A maximum number of paid-on-premise personnel paid to be on-duty should be set for the fire and rescue department. Currently paid-on-premise personnel are allowed to work anytime, resulting in a varying staffing level, which, at times, is more than is necessary.
7	The Department should review the practice of compensating personnel who are not certified or licensed to function as a firefighter or emergency medical services provider to work at the fire station, attend training and respond to calls and alternatively reserve these funds to staff additional certified/licensed personnel. Additionally, personnel who are not licensed or certified as firefighters and EMS providers should be transitioned to an unpaid intern program that is thoroughly vetted by legal counsel before implementation.
8	MCMAHON recommends the fire department complete an all-hazards risk assessment.

9	MCMAHON recommends that the fire department develop a Standard of Cover that includes response time goals and measure and report on performance to the Village Board.
10	MCMAHON recommends that a strategic plan be developed for the Department that is consistent with the community master plan.
11	It is recommended that the Department start evaluating response times using both the average and 90% method rather than just the average method.
12	It is recommended the Town Ordinances be updated to reflect that the Village of Somers Fire and Rescue Department provides services to the Town of Somers.
13	It is recommended that the Village and Town evaluate an exception in State Administrative Code SPS 314 that allows for a specific set of occupancy types to be inspected at least once per calendar year provided the interval between inspections does not exceed 15 months (SPS 314.01(13)(b)5) and update the Village and Town Ordinances if changes to the current inspection frequency are acceptable to the Village and Town Boards.
14	It is recommended the Fire Chief update local ordinances to ensure the ordinance(s) reflect fire code currently enforced in the communities served.
15	It is recommended that job descriptions be adopted for all positions and reviewed regularly.
16	It is recommended that a Safety Committee be established in accordance with SPS 330.
17	Once a consistent staffing of, at minimum, three personnel in each station can be achieved, MCMAHON recommends Somers re-engage neighboring departments in seeking opportunities for automatic aid responses for structure fires and other major emergencies.
18	It is recommended that at least 16 personnel be dispatched to a report of a structure fire by the National Fire Protection Association Standard.
19	It is recommended a plan be developed to ensure each Standard Operating Guidelines is reviewed for needed updates on a cycle of approximately three years.



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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Board of Trustees

PREPARED BY: Wendy Burnette, Clerk-Treasurer

AGENDA ITEM: #9 Discuss and Review Special Event Permit application from J&M's Bar and Grill – The special event will be in honor of an Employee's 50th Birthday from 1 p.m. to 8 p.m., on June 14th located at 8013 12th Street, Kenosha, WI 53144

BACKGROUND:

J&M's has submitted an application for a Special Event permit at 8013 12th Street, Kenosha, WI 53144. An employee's 50th Birthday Party from 1pm-8pm on June 14, 2025

ATTACHMENTS:

Special Event Application w/Operational and Security Plan Information



OFFICE USE ONLY
 DATE FILED: 3/15
 INITIALS: [Signature]

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

Village of Somers Special Event Permit Single Event

Fee: \$75

Date(s) of Event: June 14th, 2025 Hours of Event: 1pm - 8pm
 Description of Event: Employee's 50th Birthday. 2 solo acts, with break in between

Licensee Name: Eclectic LLC
Corporation, Partnership, or Individual

Trade/Event Name: J+M's Bar + Grill

Trade/Event Address: 8013 12th St Kenosha, WI 53144
Street Zip

If Licensee is a Corporation or LLC, list Agent's Full Name: Justin Traugher

List Date of Birth of Agent (If Corporation/LLC) or Individual: 08/25/1990

Address: 173 Old Green Bay Rd Kenosha WI 53144
Street City State Zip

Phone: 262 989 8259 Email: Justin.8259@gmail.com
(Correspondence will be via email if address is given)

Driver's License Number: WI
State Number

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

CHARGE	STATE	DATE	RESULT
<u>Failure to Yield</u>	<u>WI</u>	<u>11/2022</u>	<u>Guilty</u>

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

CHARGE	STATE	DATE

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

CHARGE	STATE	DATE

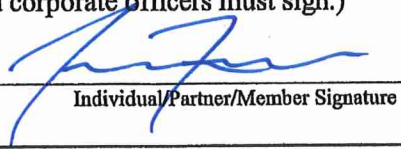
4. Have you ever, while operating a business or engaged in a profession, been convicted of any charges involving unfair trade practices, unethical conduct, or discrimination in any state? Yes No
 If yes, provide: Charge, State, Date Result (Include pending charges).

CHARGE	STATE	DATE	RESULT

5. List the name and address of all employers for which you have worked and/or businesses you have operated in the past five (5) years. Becton Dickinson
75 N. Fairway Dr. Vernon Hills, IL 60061

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

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


 Individual/Partner/Member Signature

5/15/2025
 Date

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

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



www.somers.org P.O. Box 197, Somers, WI 53171

PH: (262) 859-2822

• FAX: (262) 859-2331 •

SPECIAL EVENT PERMIT (single Day): ALCOHOL BEVERAGE INFORMATION

To be completed by Agent of Event

Will you be selling or giving away Alcohol at this special event?

Selling X

Giving Away

What types of alcohol beverages will be sold or given away Any alcohol
beverages covered under Class B Liquor License

If selling, please contact the clerk for alcohol permits, if you don't already have them.

Name, address and phone number of the responsible person or third-party vendor for alcohol beverages.

Justin Traugber
173 old Green Bay Rd Kenosha, WI 53144
262-989-8259

Bartenders must have a bartender's license in the Village of Somers. Please include a copy with this application.

If one is needed, please contact the Village of Somers to obtain a one-day event operator's license.


Individual/Partner/Member Signature

5/15/2025
Date

SPECIAL EVENT PERMIT: OPERATIONAL AND SECURITY PLAN INFORMATION

Operational Plan

Legal occupancy limit for the premises: 112 persons

Inside Bar: 72 Dining Room: 40 Outside Patio

Attach scale drawing of parking plan

See attached patio area, Conditional Use Permit, Site Map

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

Description of the off-street parking spaces used to service the premises: Parking available in traditional lot, the new parking lot in the south direction and if needed, the east neighbor's parking lot (permission given by owner)

Describe the sound amplification equipment to be used (if any): Microphone(s) and smaller speaker sound systems intended for any single and/or duo artist(s) / band.

Attach drawing of where stage will be located. Will it be roped off? Please provide full details.

Attached. Area will not be roped, patio enclosed by fence.

Identify any sound mitigation strategies to be implemented: music to be played in the far east corner of patio, adjacent to the east commercial building. Speakers and other equipment will be directed to our south parking lot behind patio; away from the only surrounding residential neighbor.

How will orderly appearance and operation of the establishment be maintained in regard to litter and noise: Noise levels will be appropriate to ensure our customers and our residential neighbor will not be uncomfortable and can still converse without overly loud music/amplification. Multiple garbage cans are available, plus staff and myself will continue disposing of litter during and after the event.

Security Plan

Attach scale drawing of elements of Security Plan See attached. Patio is fenced in, with exit gate that will be monitored as applicable.

Description of clothing to identify security personnel: If applicable, security personnel will be provided bright neon or JTM's apparel with "Security".

Are security personnel employees? If not, provide contact information for outside security firm: Yes, myself and other employees as needed.

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: There are no identified crosswalks. However, parking in the traditional lot will allow customers to exit traveling east or west on Hwy E. In addition, the south parking lot allows customers to exit safely on the side street (80th) to Hwy E as well.

How will the entrance line be managed and controlled: Having added the south parking lot, if needed, customers can enter off of Hwy E and/or line up on 80th St, a quiet side street without disturbing any traffic on Hwy E.

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

Plan for unruly patrons, intoxicated patrons, and physical disturbances (including fights): The patron(s) will be asked to leave, escorted from the premises and if necessary, authorities will be notified immediately.

Underage drinking and fake ID plan: Consistent with our normal operation, any patron that appears to be under the legal drinking age will be ID'd as appropriate to ensure no false identification and/or underage drinking. Fake IDs will be confiscated and disposed of.

Provide the first and last name of all management personnel:

Justin Traugber
Megan Strandell

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

5/15/25

Date

**AMENDED CONDITIONAL
USE PERMIT**

Document Number

Document Title

Document #: **1944142**

Date: **2023-03-16** Time: **3:44 PM** Pages: **6**

Fee: **\$30.00** County: **KENOSHA** State: **WI**

REGISTER OF DEEDS: **JOELLYN M. STORZ**

Effective Date: February 28, 2023

The Village Board of the Village of Somers, Kenosha County, Wisconsin, hereby grants to the owners of the above referenced parcel, described with more particularity on the legal description attached hereto and incorporated herein by reference, the right for the owner, its lessees, agents or representatives, to utilize the premises known as 8013 12th Street, Kenosha, Wisconsin 53144, to operate on outside dining/recreation area, subject to the following conditions:

1. This Conditional Use Permit is subject to the application of Eclectic, LLC, on file in the office of the Clerk/Treasurer for the Village of Somers and stamped received by the office of Planning and Development on June 23, 2021, including a survey, which indicates an approximately 3,900 sq. ft. outdoor dining and recreational area surrounded by 4 foot railing enclosure on the southeastern portion of the property directly south of the proposed building and shall affect the premises described on the attached Exhibit "A" which is incorporated herein by reference.
2. The applicant shall comply with all parking requirements outlined in the Village of Somers General Zoning and Shoreland/Floodplain Zoning Ordinance.
3. The name of the restaurant shall be "J & M's Bar and Grill". There shall be no other business conducted on the premises covered by this conditional use permit without the advance written consent of the Village and Amendment of this permit.
4. There shall be no outside storage of any kind.
5. Any expansion of the conditional use granted herein shall occur only following review by and the consent of the Village Board.
6. Any new signage shall be in accordance with the aforementioned zoning ordinance.
7. There shall be no storage of gasoline, other petrohydrocarbons or any other material classified as hazardous at the site or in any building located thereon.
8. There shall be no outside amplified music speakers or live music, except as may be allowed under any Special Events Permit issued by the Village Board pursuant to Chapter 12 of the Code of Ordinances, as may be amended from time to time.

Recording Area

Name and Return Address

Davison Law Office, Ltd.
1207 55th Street
Kenosha, WI 53140

82-4-222-162-0010

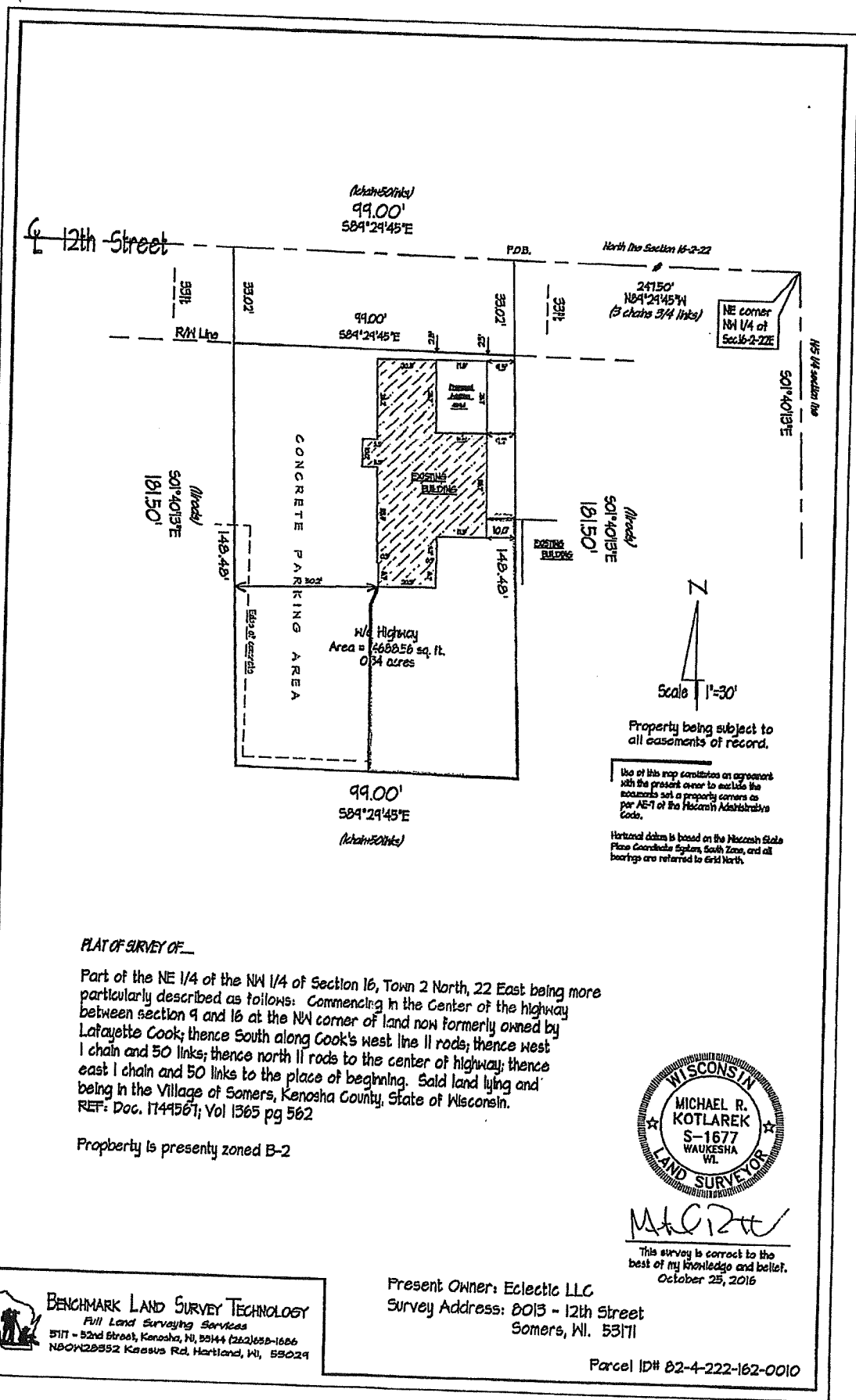
Parcel Identification Number (PIN)

9. Refuse containers shall be screened from view from public rights-of-way, adjacent properties or eating area. Screening for waste receptacle shall consist of a solid opaque fence of similar color and materials of main building, or masonry, and shall be a minimum of six (6) feet and maximum of eight (8) feet tall. Waste receptacles shall be enclosed on the fourth side with a gate to contain trash or other debris. The gate side of the waste receptacle shall be oriented toward the parking lot facing Highway E and is required to be always closed except for servicing by the waste management contractor and site users. Prior to the installation of such fencing, the owner shall submit to the Village for approval the description or sample of the fencing which is proposed to be installed. Installation of the fencing shall be completed no later than December 31, 2021.
10. Any change of the submitted plan of operation, change in use, and/or a proposed addition(s) to any existing principal building(s) or proposed new principal building(s), shall require the petitioner to reapply for a Conditional Use Permit to the Village Plan Commission for its review and approval.
11. The undersigned shall fully cooperate with any law enforcement personnel performing inquiries or investigations. Any substantial change or expansion of the submitted plan of operation (i.e. expansion of the proposed outside dining/recreation area) shall require the applicant to reapply for a Conditional Use Permit to the Village of Somers for its review and approval.
12. There shall be no alcohol on any portion of the premises which is not licensed for alcohol consumption.
13. The Village Building Inspector shall establish an occupancy permit based upon all of the available circumstances including, but not limited to, the overall space of the premises and such other factors as the Building Inspector may deem relevant.
14. No person under the age of 21 shall be allowed to be in the alcohol licensed portion of the subject premises unless accompanied by their parent or by their spouse who is 21 years of age or older. Security measures for the premises, if deemed necessary, to be approved by the Village Building Inspector and Kenosha County Sheriff's Department.
15. The undersigned recognizes and acknowledges that the violation of this condition or the violation of the prohibition of alcohol on the outdoor dining/recreation portion of the premises shall, in and by itself, constitute grounds for the immediate revocation of this conditional use permit.
16. The undersigned each recognize that in the event that a permit holder fails to comply with the conditions specified in this permit, the permit may be revoked by the Village Board upon ten (10) days notice to the permit holder(s). The permit holder(s) shall be entitled to a hearing before the Village Board on the question of revocation of the

LEGAL DESCRIPTION:

Part of Section 16, Town 2 North, Range 22 East of the Fourth Principal Meridian and described as: Commencing in the center of the highway 3 chains and 3/4th of a link West of the 1/4 stake between Sections 9 and 16 in the Northwest corner of land now and formerly owned by Lafayette Cook; thence South along Cook's West line 11 rods; thence West 1 chain and 50 links; thence North 11 rods to the center of highway; thence East 1 chain and 50 links to the place of beginning, lying and being in the Village of Somers, County of Kenosha and State of Wisconsin.

Tax Key No. 82-4-222-162-0010



Property being subject to all easements of record.

Use of this map constitutes an agreement with the present owner to exclude the easements set a property corners as per AE-7 of the Wisconsin Administrative Code.

Horizontal datum is based on the Wisconsin State Plane Coordinate System, South Zone, and all bearings are referred to Grid North.

PLAT OF SURVEY OF...

Part of the NE 1/4 of the NW 1/4 of Section 16, Town 2 North, 22 East being more particularly described as follows: Commencing in the center of the highway between section 9 and 16 at the NW corner of land now formerly owned by Lafayette Cook; thence South along Cook's west line 11 rods; thence west 1 chain and 50 links; thence north 11 rods to the center of highway; thence east 1 chain and 50 links to the place of beginning. Said land lying and being in the Village of Somers, Kenosha County, State of Wisconsin.
 REF: Doc. 1144567; Vol 1365 pg 562

Property is presently zoned B-2



Michael R. Kotlarek

This survey is correct to the best of my knowledge and belief.
 October 25, 2016

BENCHMARK LAND SURVEY TECHNOLOGY
 Full Land Surveying Services
 5117 - 52nd Street, Kenosha, WI 53144 (262) 558-1666
 N90W28852 Kaabas Rd, Hartland, WI, 53029

Present Owner: Eclectic LLC
 Survey Address: 8013 - 12th Street
 Somers, WI. 53171

Parcel ID# 82-4-222-162-0010

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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Village Trustees

FROM: Wendy Burnette, Clerk-Treasurer

REVIEWED BY: Kevin Poirier, Assistant Administrator

AGENDA ITEM: #9a Review and discuss proposed “Class A” and Class “A” Renewal Retail Alcohol Beverage License Applications

#9b Review and discuss proposed “Class B” and Class “B” Renewal Retail Alcohol Beverage License Applications

BACKGROUND:

Alcohol Licenses expire on June 30th each year. Establishments in the Village of Somers have submitted their Renewal Alcohol Beverage Retail License to meet statutory requirements for filing and publication. The list of applicants is included.

Building Inspections & Fire Inspections of all locations have been successfully completed, except for Jerry Smith which will be completed upon business opening for the season.

A list of Calls for Service from the Sheriff’s Department is attached.

This requires a Public Hearing scheduled for the June 10, 2025, Board Meeting.

ATTACHMENTS:

“Class A” and Class “A” Retail Alcohol License Application Renewal List for 2025-2026

“Class B” and Class “B” Retail Alcohol License Application Renewal List for 2025-2026

Building Inspector’s alcohol inspection report

Fire Inspector’s alcohol report

Calls for Service

NOTICE OF APPLICATIONS FOR ALCOHOL LICENSES

Please take notice that in accordance with the provisions of Chapter 125.04(3)(g) of the Wisconsin State Statutes, the following alcohol license applications for the licensing year 2025-2026 have been filed with the Clerk of the Village of Somers, Kenosha County, Wisconsin:

“CLASS A” INTOXICATING LIQUOR LICENSE & CLASS “A” FERMENTED MALT BEVERAGE LICENSE

NAME	AGENT	TRADE NAME	ADDRESS	CITY	STATE	ZIP	PARCEL NUMBER
BP Kenosha Travel Plaza	Simmi Bhardwaj	Somers Amoco	1170 22nd Avenue	Kenosha	WI	53140	82-4-222-124-0310
BP Kenosha Travel Plaza, LLC	Parveen Bhardwaj	Kenosha Truck Stop	11800 Burlington Road	Kenosha	WI	53144	82-4-222-224-0501
Kwik Trip, Inc	Brian Malloy	Kwik Trip #107	5800 31st Street	Kenosha	WI	53144	82-4-222-224-0504
7-Eleven, Inc	Bruce Maas	7-Eleven #35842J	1150 Green Bay Road	Kenosha	WI	53144	82-4-222-104-0361
Parul Corp.	Bhanumati A. Patel	Northside Superette	1810 Sheridan Road	Kenosha	WI	53140	83-4-223-192-0100
Sam's East, Inc	Michael Haubrich	Sam's Club #6331	3300 Brumback Blvd.	Kenosha	WI	53144	82-4-222-271-0302
Skogen's Foodliner, Inc	Samuel Balk	Festival Foods	6000 31st Street	Kenosha	WI	53144	82-4-222-224-0501
Wal-Mart Stores East, LP	Jerad Evans	Wal-Mart Supercenter #1167	3500 Brumback Blvd.	Kenosha	WI	53144	82-4-222-271-0301
Kwik Trip, Inc	Janelle Paprocki	Kwik Trip #597	11350 28 th Street	Kenosha	WI	53144	82-4-222-193-0101

“CLASS B” INTOXICATING LIQUOR LICENSE & CLASS “B” FERMENTED MALT BEVERAGE LICENSE

NAME	AGENT	TRADE NAME	ADDRESS	CITY	STATE	ZIP	PARCEL NUMBER
Danish Brotherhood Lodge #14	Joseph Vaughn	Danish Brotherhood Lodge #14	1300 Sheridan Road	Kenosha	WI	53140	83-4-223-181-0820
Eclectic, LLC	Justin Traughber	J & M's Bar & Grill	8013-12th Street	Kenosha	WI	53171	82-4-222-162-0010
Geebo, LLC	Peter Gochis	Somers House	1548 Sheridan Road	Kenosha	WI	53140	83-4-223-184-0820

Kenosha Country Club, Inc	John Schneider	Kenosha Country Club	500 13th Avenue, Box 249	Kenosha	WI	53140	83-4-223-063-0200
M & R, Inc	Shamin Khan-Bano	Hobnob Restaurant	277 S. Sheridan Road	Racine	WI	53403	83-4-223-052-0200
Oakfire Kenosha, LLC	David Scotney	Oakfire Pizzeria Napoletana & Bar	3552 Market Lane	Kenosha	WI	53144	82-4-222-271-0318
J. Smith Farm	Amy Smith	Jerry Smith Farm	7150 18 th St	Kenosha	WI	53144	82-4-222-153-0225
Petrifying Springs Beer Garden, LLC	Anthony DeBartolo	Petrifying Springs Biergarten	5555 7th Street, Pavilion # 1	Kenosha	WI	53144	82-4-222-111-5001
Surfside Bowl, Inc	Ellen Hedges	Surfside Bowl	1015 Sheridan Road	Kenosha	WI	53140	83-4-223-083-0760
Golden Madison, LLC	Parveen Bhardwaj	Pub 94	11800 Burlington Road	Kenosha	WI	53144	82-4-222-224-0504
Utopia Nails & Spa, LLC	Tony Huynh	Utopia Nails & Spa	4816 Green Bay Road	Kenosha	WI	53144	82-4-222-341-0210
Sazon Tacos & Tequila	David Scotney	Sazon Taco's & Tequila	3554 Market Lane	Kenosha	WI	53144	

A Public Hearing and action on above the applications will occur at the regular meeting of the Somers Village Board at Somers Village/Town Hall, 7511 12th Street, Somers, Wisconsin, on Tuesday, June 10th 2025 at 5:30 p.m.

Wendy Burnette Clerk/Treasurer
Publish: 05/27/25, 05/28/25 & 05/29/25

From: [Scott Seymour](#)
To: [Wendy Burnette](#)
Subject: RE: Yearly Alcohol Permits
Date: Monday, May 19, 2025 8:38:11 AM
Attachments: [image002.png](#)
[image003.png](#)

All business have passed inspection for their liquor license. No objections to renewal

Scott Seymour
Building Inspector
Village | Town of Somers
7511 12th Street, P.O. Box 197
Somers, WI 53171
262-859-2822

Unless the LORD builds the house, the builders labor in vain.



From: Wendy Burnette <WBurnette@somers.org>
Sent: Friday, March 28, 2025 9:54 AM
To: Scott Seymour <SSeymour@somers.org>; Joe Scruggs <JScruggs@somers.org>; Adam Pisula <APisula@somers.org>
Subject: Yearly Alcohol Permits

Good morning,

I'm attaching the list of Alcohol Renewals for the 2025-2026 permit year. I'm looking to have all their paperwork completed no later than May 21st, if possible. Let me know if there is any other information you may need at this time. Appreciate your help.

Wendy Burnette
Clerk/Treasurer



7511 12th Street
P.O. Box 197
Somers, WI 53171
Phone (262)859-2822
Fax (262)-859-2331
Email wburnette@somers.org

From: [Adam Pisula](#)
To: [Wendy Burnette](#)
Subject: Re: Yearly Alcohol Permits
Date: Thursday, May 22, 2025 9:43:55 AM
Attachments: [image001.png](#)

Wendy,

No objections, all passed except two business that will have their violations corrected by June 9th.

Lieutenant Adam L. Pisula
Fire Inspector & Public Education
Somers Fire & Rescue
(262) 620-3285 Office
(262) 930-4330 Cell
apisula@somers.org

To update your property or building information please go to [Fire Department Contact Form - Village & Town of Somers, WI](#) and complete the online form.

From: Wendy Burnette <WBurnette@somers.org>
Sent: Thursday, May 22, 2025 9:24 AM
To: Adam Pisula <APisula@somers.org>; Scott Seymour <SSeymour@somers.org>; Joe Scruggs <JScruggs@somers.org>
Subject: RE: Yearly Alcohol Permits

Hi Adam,

Did all businesses pass their inspection and do you have any objection for any of the renewals?

From: Adam Pisula <APisula@somers.org>
Sent: Thursday, May 22, 2025 9:17 AM
To: Wendy Burnette <WBurnette@somers.org>; Scott Seymour <SSeymour@somers.org>; Joe Scruggs <JScruggs@somers.org>
Subject: Re: Yearly Alcohol Permits

Wendy,

Liquor license fire inspections have been completed, with the exception Jerry Smith that will be completed in June when they open for the season. Individual occupancy inspection reports are available upon request.

Lieutenant Adam L. Pisula
Fire Inspector & Public Education
Somers Fire & Rescue
(262) 620-3285 Office
(262) 930-4330 Cell
apisula@somers.org

To update your property or building information please go to [Fire Department Contact Form - Village & Town of Somers, WI](#) and complete the online form.

From: Wendy Burnette <WBurnette@somers.org>
Sent: Monday, March 31, 2025 9:15 AM
To: Adam Pisula <APisula@somers.org>; Scott Seymour <SSeymour@somers.org>; Joe Scruggs <JScruggs@somers.org>
Subject: RE: Yearly Alcohol Permits

Thanks Adam

From: Adam Pisula <APisula@somers.org>
Sent: Sunday, March 30, 2025 8:10 PM
To: Wendy Burnette <WBurnette@somers.org>; Scott Seymour <SSeymour@somers.org>; Joe Scruggs <JScruggs@somers.org>
Subject: Re: Yearly Alcohol Permits

Wendy,

Thanks for the lists, we are working on fire inspections at this time and will have a report to you as soon as they are all complete, or by May 21st.

Lieutenant Adam L. Pisula
Fire Inspector & Public Education
Somers Fire & Rescue
(262) 620-3285 Office
(262) 930-4330 Cell
apisula@somers.org

To update your property or building information please go to [Fire Department Contact Form - Village & Town of Somers, WI](#) and complete the online form.

From: Wendy Burnette <WBurnette@somers.org>
Sent: Friday, March 28, 2025 9:53 AM
To: Scott Seymour <SSeymour@somers.org>; Joe Scruggs <JScruggs@somers.org>; Adam Pisula

<APisula@somers.org>

Subject: Yearly Alcohol Permits

Good morning,

I'm attaching the list of Alcohol Renewals for the 2025-2026 permit year. I'm looking to have all their paperwork completed no later than May 21st, if possible. Let me know if there is any other information you may need at this time. Appreciate your help.

Wendy Burnette
Clerk/Treasurer



7511 12th Street
P.O. Box 197
Somers, WI 53171
Phone (262)859-2822
Fax (262)-859-2331
Email wburnette@somers.org

Village of Somers liquor licenses

Class A

No issues with the Class A facilities renewing licenses. The call below was strange, but nothing came out of it with the investigating deputy.

BP Gas 1150 Green Bay RD

10/04/24 Suspicious call Deputy observed subject wearing all black knocking on windows by front door of business at 4AM. Lights were on in business but no cars in the lot. Male observed exiting front door and walking west on CTH E. Doors of business were locked. Clerk answered for deputy and said subject purchased an item and no issues.

Class B

Danish Brotherhood

4/15/24 Staff reported two intoxicated patrons who were causing issues at the pool tournament and were asked to leave. Subjects left prior to the deputy's arrival.

J&M's

Medical only calls. No issues.

Somers House

10/09/24- Battery/Domestic violence Female resident in apartment above came down to the tavern and threatened to stab her boyfriend/father of her child due to the belief he was flirting with the bartender. Female reportedly struck the male, who was also an employee at the tavern. She was arrested on domestic violence charges.

10/24/24- Delayed battery complaint. The female caller reported she was pushed down to the floor by another female patron while at the tavern earlier. The female did not wish to pursue charges. The female suspect was identified and found to be underage. She had utilized a fake ID to get into the tavern and was issued a citation.

02/22/25- Tavern called regarding intoxicated subject reported his jacket with keys were stolen.

03/01/25- Intoxicated subject called and claimed the bartender overserved him, and he was vomiting.

03/09/25 Refused caller reporting 8-10 underage subjects in the tavern drinking. Claimed that there is an ongoing issue and that subjects jump the back fence. The deputy did not find any violations.

3/30/25 Caller was not onsite but reported underage drinkers were at the tavern, and there was possibly a fight. Deputies arrived and did not observe a fight. However, they observed approximately ten subjects leaving the property through a hole in the back fence. They apprehended three subjects: two 17-year-old males and one 19-year-old female. All subjects were issued citations for underage consumption. The female was also issued citations for obstruction and having a fake ID.

4/12/25 Caller reported that there were underage subjects in the tavern. Deputies located underage females trying to hide in the restroom and trying to exit the tavern. Six females were cited for underage loitering.

4/26/25 Uber driver reported that another vehicle struck his vehicle and another vehicle in the parking lot, and then fled the scene. The suspect was later located and arrested for OWI, hit and run, and failure to notify police of the accident.

05/10/25 Intoxicated male called from the tavern and reported his wallet had been taken. Deputies learned that this subject had been escorted from the tavern due to reportedly grabbing the breasts of female patrons. Female victims were not identified. No known suspect for theft of wallet.

5/18/25 Carthage Public Safety Officer made a delayed report of a verbal and physical altercation between himself and a group of females at the bar. Reported male patrons were now threatening him and harassing his family.

Kenosha Country Club- No issues at this facility

Hob Nob- No issues at this facility

Oakfire Pizza- Just one report of a vehicle damaged. No suspects.

Jerry Smith Farm- Nothing new since my last recap for special event license. Here it is again. Jerry Smith- Two minor accidents in the lot. There was a Disorderly subject called in by security that was throwing corn at another family. Both sides were separated by KESO and no citations issued. There was one domestic violence incident where the parties left but the male was later located and arrested by KESO. There was one reported car entry where wallets were taken. There was one lost child call where the child was located. There was an incident where two female employees who were actors for the haunted maze were inappropriately touched by a male patron. Staff pointed the subject out to KESO and he was arrested for 4th degree sex assault (a misdemeanor) There was only one parking complaint.

Pets Biergarten- Nothing new since last recap for special event license. Here it is again. Primary issue was parking complaints. There were four calls made regarding this, one of them being made by Mike Grab the owner. Vehicles either parked on the roadway blocking traffic or parking on the grass. Vehicles were cited by KESO. There were a couple vehicle entries and two minor property damage accidents. Staff reported one child that was found wandering, but the parents were later located. There are some calls on the spreadsheet that occurred in the area, but they were not attributed to the biergarten.

Surfside Bowl- No issues at this facility

Pub 94- No issues directly attributed to this pub.

Utopia Nails

10/24/24- customer called reporting another customer was intoxicated and yelling at the receptionist and other customers. The subject left with another party. No citations or formal complaint.

Sazon Tacos and Tequilla- No issues at this facility.



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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Village Trustees

FROM: Wendy Burnette, Clerk-Treasurer

REVIEWED BY: Kevin Poirier, Assistant Administrator

AGENDA ITEM: #10 Review and discuss Amusement Device License Applications

BACKGROUND:

Amusement Device Licenses expire on June 30th each year.

COMMENTS:

Establishments in the Village of Somers have submitted their Amusement Device License applications. The list of applicants is included.

Building Inspections & Fire Inspections of all locations have been successfully completed, except for Jerry Smith.

The Amusement Device License applications will appear on the June 10th Village Board agenda for your consideration.

ATTACHMENTS:

List of Amusement Device Applicants

**VILLAGE OF SOMERS
2024-2025
Amusement Device Licenses**

TRADE NAME/LOCATION

J & M's Bar and Grill

8013 12th Street
Kenosha, WI 53140

Surfside Bowl

1017 Sheridan Road
Kenosha, WI 53140

Somers House

1548 Sheridan Road
Kenosha, WI 53140

Pub 94

11800 Burlington Road
Kenosha, WI 53144



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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Village Trustees

FROM: Wendy Burnette, Clerk-Treasurer

REVIEWED BY: Kevin Poirier, Assistant Administrator

AGENDA ITEM: #12 Discussion on Cigarette and Tobacco License Applications

BACKGROUND:

Cigarette & Tobacco Product Licenses expire on June 30th each year. Establishments in the Village of Somers have submitted their Cigarette & Tobacco applications. The list of applicants is included.

Building Inspections & Fire Inspections of all locations have been successfully completed. Calls for Service is also attached with no violations on the licenses.

ATTACHMENTS:

List of Cigarette & Tobacco Applicants for 2025-2026

Fire Department Inspection Report

Building Department Inspection Report

Call for Service Report

VILLAGE OF SOMERS, KENOSHA COUNTY, WI

2025-2026

Cigarette, Tobacco and Electronic Vaping Products Licenses

TRADE NAME/LOCATION

Kenosha Country Club
500 13th Avenue, Box 249
Kenosha, WI 53140
Agent: John Schneider

Petrifying Springs Biergarten
5555 7th Street Pavilion #1
Kenosha WI 53144
Agent: Anthony DeBartolo

7-Eleven #35842A
1150 Green Bay Road
Kenosha WI 53144
Agent: Bruce Maas

Kwik Trip #597
11350 28th Street
Kenosha, WI 53144
Agent: Brian Malloy

Northside Superette
1810 Sheridan Road
Kenosha, WI 53140
Agent: Bhanumati Patel

Petrifying Springs Golf Course
4909 7th Street
Kenosha, WI 53144
Agent: James Wallace

Somers House
1548 Sheridan Road
Kenosha WI 53140
Agent: Peter Gochis

Kenosha Travel Plaza
11800 Burlington Road
Kenosha, WI 53144
Agent: Parveen Bhardwaj

Skogen's-Festival Foods
6000 31st Street
Kenosha, WI 53144
Agent: Samuel Balk

Kwik Trip #107
5800 31st Street
Kenosha, WI 53144
Agent: Brian Malloy

Somers Amoco
1170-22nd Avenue
Kenosha, WI 53140
Agent: Simmi Bhardwaj

Petrifying Springs Biergarten
5555 7th Street Pavilion #1
Kenosha WI 53144
Agent: Anthony DeBartolo



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

WORK SESSION: June 3, 2025

TO: Village President Stoner and Village Trustees

FROM: Wendy Burnette, Clerk-Treasurer

REVIEWED BY: Kevin Poirier, Assistant Administrator

AGENDA ITEM: #12 Review and Discuss proposed Cabaret License Applications

BACKGROUND:

Cabaret Licenses expire on June 30th each year.

COMMENTS:

Establishments in the Village of Somers have submitted their Cabaret License applications. The list of applicants is included.

Building Inspections & Fire Inspections of all locations have been successfully completed. Calls for Service is also attached with no violations on the licenses.

The Cabaret License applications will appear on the June 10th Village Board agenda for your consideration.

ATTACHMENTS:

List of Cabaret Licenses

Building Inspection Report

Fire Inspection Report

Service Calls Report

Village of Somers Cabaret Licenses 2025-2026

Eclectic, LLC
Justin Traughber, Agent

J & M Bar & Grill
1300 Sheridan Road
Kenosha, WI 53140
83-4-223-181-0820

Geebo, LLC
Peter Gochis, Agent

Somers House
1548 Sheridan Road
Kenosha, WI 53140
83-4-223-184-0820

Danish Brotherhood Lodge #14
Joseph Vaughn, Agent

Danish Brotherhood Lodge #14
1300 Sheridan Road
Kenosha, WI 53140

HobNob Restaurant
Khiyyam Fazal, Agent

HobNob Restaurant
277 Sheridan Road
Racine, WI 53403

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

**Village Board Meeting
Tentative Agenda
Tuesday, June 10, 2025
5:30 p.m.**

Village Board Meeting:	
Item #	
1	Call to order
2	Pledge of Allegiance
3	Consent and Approval of Minutes of Regular meetings on May 27, Vouchers dated May 29 and June 5, May Building Report, May Investment Statements
4	Correspondence:
5	Citizens Comments
6	President and Trustee Comments
7	Public Hearing
8	Motion to approve proposed Village Ordinance 2025-003 to Repeal and Recreate Section ZN 4.08(1)(a)5b of the Code of Ordinance of the Village of Somers Relating to the Official Maps and Revisions.
9	Motion to approve Staffing Classification and Compensation Proposal from Public Administration Associates, LLC
10	Motion to approve Special Event Permit application from J&M's Bar and Grill – The special event will be in honor of an Employee's 50th Birthday from 1 p.m. to 8 p.m., on June 14th located at 8013 12th Street, Kenosha, WI 5314
11	Motion to approve "Class A" and Class "A" Renewal Retail Alcohol Beverage License Applications
12	Motion to approve Class "B" and "Class B" Renewal Retail Alcohol Beverage License Applications
12	Motion to approve Cigarette and Tobacco License Applications
14	Motion to approve Cabaret License Applications
15	Action on Operator's Licenses:
16	Adjourn

I hereby certify that as the designee of the chief elected official of the Village of Somers, I posted this notice of the June 10, 2025 Village Board Meeting & Tentative Agenda in 1 public place & on the Village website.

Dated this 30th day of May 2025

Wendy Burnette, 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.**