

**Village of Richfield**  
**4128 Hubertus Road, Hubertus, WI**  
**Village Board Meeting Minutes July 23, 2020**  
**7:00 pm**

**1. Call to Order/ Roll Call**

The meeting was called to order by Village President John Jeffords at 7:00 PM. A quorum of the Village Board was present. Present: Village Board of Trustees; Bill Collins, Dan Neu, Tom Wolff and Rock Brandner.

Also present: Village Administrator Jim Healy and Deputy Clerk Donna Cox

**2. Verification of Compliance with Open Meeting Law**

Village Administrator Healy verified that the meeting was posted per statute at three local post offices and the Village Hall. Digital copies of the agenda were sent to the West Bend Daily News, Germantown Express News, Hartford Times Press, and the Milwaukee Journal Sentinel.

**3. Pledge of Allegiance**

**4. PRESENTATION:**

**a. Washington County Highway Commissioner Scott Schmidt – Intersection of Hillside Road and CTH Q**

Mr. Schmidt provided information to the Village of Richfield regarding CTH Q and Hillside Road Intersection and the need for a potential roundabout at this location. Mr. Schmidt discussed partnering in funding between the County, Town of Lisbon and the Village of Richfield to cover the cost of the proposed project. Additional topics discussed included but were not limited to: History and Past Improvements in and around the area of this intersection, Intersection Safety Analysis, Safety and Operational Analysis, TADI Report Conclusions, Project Schedule and Project Funding. The amount the County is seeking is 2.5% of the total cost or approximately \$45,000.

**b. Richfield Volunteer Fire Company Fire Chief Tony Burgard – Operations Report for 2020**

Chief Burgard shared data and information from the Richfield Volunteer Fire Company Operations Report for 2020. Data and topics discussed included but were not limited to, current total number of full-time members, part-time members, paid on call members, total calls for EMS and Fire, occurrences / types of calls responded to throughout the community and Chief Burgard spoke of the huge outpouring of support from the community regarding the donation of personal protective equipment during this COVID-19 pandemic.

**5. PUBLIC COMMENTS:**

**Brian Farrow, 639 Jordan Circle** (regarding item 8e) Mr. Farrow is in favor of lowering the speed limit.

**Paul Craig, 501 Scenic Rd** (regarding item 8e). Mr. Craig stated that Richfield is a community of rural roads and the need for a lower speed limit did not exist until the traffic increased coming in and out of the Scenic Pit. Mr. Craig asked that the Board continue with the litigation process as it pertains to Scenic Pit, LLC.

**Gary Henke, 3289 Willowgate Pass** (regarding item 8e) Mr. Henke is in favor of lowering the speed limit.

## 6. CONSENT AGENDA

- a. Vouchers for Payment
- b. Treasurer's Report
- c. Applications for New Operator's Licenses
- d. Rejection of bids for Fireman's Park tennis court reconstruction
- e. Rebound program through R&R Insurance/LWMMI

Motion by Trustee Neu to approve the Vouchers for Payment, Treasurer's Report, Applications for New Operator's Licenses per the attached list, Rejection of bids for Fireman's Park Tennis Court Reconstruction Project and Rebound Project with R&R Insurance / LWMMI; Seconded by Trustee Wolff ; Motion carried without objection.

## 7. PUBLIC HEARING

Village President Jeffords read aloud the Public Hearing.

Motion by Trustee Wolff to Open the Public Hearing for item 7a; Seconded by Trustee Brandner; Motion carried unanimously by voice vote.

Jim Healy introduced item 7a. "Restaurants, Standard" a Permitted Principal Use in the B-5 zoning district. Currently, this type of use is permitted in all business zoning districts.

- a. **Discussion regarding the making of "Restaurants, Standard" a Permitted Principal Use in the B-5, Downtown Business Zoning District**

**Public Hearing Comments:** No Comments

Motion by Trustee Wolff to Close the Public Hearing for item 7a ; Seconded by Trustee Brandner; Motion carried unanimously by voice vote.

## 8. DISCUSSION/ACTION

- a. **Discussion/Action regarding Ordinance O2020-07-01, an Ordinance Amendment to Section 70.200.5(B) to allow "Restaurants, Standard" as a Permitted Principal Use in the B-5, Downtown Business Zoning District – Village Board, Petitioners**

Motion by Trustee Wolff to approve the proposed Ordinance Amendment to allow "Restaurants, Standard" as a Permitted Principal Use in the B-5, Downtown Business District; Seconded by Trustee Neu; Motion carried without objection.

- b. **Discussion/Action regarding the Reconsideration of a previously approved One-Lot Certified Survey Map (CSM) for properties identified by Tax Keys: V10\_008200Z, V10\_008100Z, V10\_008000A – Pleasant Hill Bar and Grill, Petitioner**

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Motion by Trustee Neu to approve the proposed One-Lot CSM for Pleasant Hill Management for property located at 2102 STH 164 (Tax Key: V10\_008200Z, V10\_008100Z, V10\_00800A) subject to the following General Conditions of Approval:

**General Conditions of Approval:**

1. Staff and Governmental Approval: Subject to the developer satisfying all comments, conditions and concerns of the Village Planner, Village Engineer and all reviewing, objecting and approving bodies, which may include but not limited to the State of Wisconsin Department of Safety and Professional Services per ch. 236, Wisconsin Statutes and Ch. SPS 385, Wisconsin Administrative Code; the State of Wisconsin Department of Transportation per ch. Trans. 236, Wisconsin Statutes, and Washington County; in regard to the Final Plat, and obtaining all necessary permits and approvals, and satisfaction of applicable requirements of State, federal and Village Codes, statutes lawful orders, prior to commencing recording of the Final Plat, whichever is earlier.
2. Professional Fees: Petitioner shall, on demand, reimburse the Village of all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Payment of Charges: Any unpaid bills owned to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permits fees or any other fees owned to the Village shall be placed upon the tax roll for the Subject Property if not paid within 30 days of billing by the Village, pursuant to Section 66.0627, Wis. Stats. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval;

Seconded by Trustee Brandner; Motion carried without objection.

- c. **Discussion/Action regarding a One-Lot CSM for property identified by Tax Key: V10\_1073 – Frank and Lori Windt, Petitioners**

Motion by Trustee Brandner to approve the proposed One-Lot CSM for Frank and Lori Windt for property located at 3476 S Shore Drive (Tax Key: V10\_1073) subject to the following Specific and General Conditions of Approval:

**Specific Conditions of Approval:**

1. The applicant address, to the satisfaction of the Village Engineer, comments from his letter dated June 15, 2020.
2. The following be added to the Face of the CSM: “Lot 1 is a substandard lot and was approved by the Village of Richfield under authority of 330-11-1 of the Village of Richfield Code of Ordinances. Such parcel shall comply with all applicable regulations relating to legal nonconforming lots which may now exist, or which may be established by the Village of Richfield.”

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3. The following be added to the Face of the CSM: “Lot 1 contains structures which do not comply with the setback requirements in the Village’s zoning regulations in effect on the date this certified survey map was approved by the Village of Richfield. Such structures shall comply with all applicable regulations relating to legal nonconforming structures which may now exist, or which may be established by the Village of Richfield”.

**General Conditions of Approval:**

1. Staff and Governmental Approval: Subject to the developer satisfying all comments, conditions and concerns of the Village Planner, Village Engineer and all reviewing, objecting and approving bodies, which may include but not limited to the State of Wisconsin Department of Safety and Professional Services per ch. 236, Wisconsin Statutes and Ch. SPS 385, Wisconsin Administrative Code; the State of Wisconsin Department of Transportation per ch. Trans. 236, Wisconsin Statutes, and Washington County; in regard to the Final Plat, and obtaining all necessary permits and approvals, and satisfaction of applicable requirements of State, federal and Village Codes, statutes lawful orders, prior to commencing recording of the Final Plat, whichever is earlier.
2. Professional Fees: Petitioner shall, on demand, reimburse the Village of all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Payment of Charges: Any unpaid bills owned to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permits fees or any other fees owned to the Village shall be placed upon the tax roll for the Subject Property if not paid within 30 days of billing by the Village, pursuant to Section 66.0627, Wis. Stats. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval;

Seconded by Trustee Neu; Motion carried without objection.

- d. **Discussion/Action regarding an extraterritorial final plat for property identified by Tax Key: LSBT\_0167999, Town of Lisbon – MK/S-EP, LLC., Petitioner**

Motion by Trustee Wolff to approve the proposed extraterritorial Final Plat for Haass Farms on land identified by Tax Key: LSBT\_0167999 in the Town of Lisbon subject to the following Specific Conditions of Approval:

1. The applicant receives all other necessary approvals from any other approving local governmental bodies or agencies.
2. The Signature Block for the Village of Richfield Plan Commission remove “Ken Meeks, Chairman” and replace with “Jim Otto, Chairman”.
3. The Signature Block for the Village of Richfield Plan Commission remove “Donna Cox, Deputy Clerk” and replace with “Jim Healy, Clerk”;

Seconded by Trustee Neu; Motion carried without objection.

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- e. **Discussion/Action regarding Ordinance O2020-07-02, an Ordinance Modifying the Speed Limits on portions of Scenic Road, Colgate Road, and Willow Creek Road – Village Board, Petitioners**

Administrator Healy stated that in order to reduce the speed limits greater than 10 MPH, the Wisconsin Department of Transportation requires a speed study be conducted to justify the decrease in speed.

Motion by Trustee Neu to approve Ordinance O2020-07-02, an Ordinance to reduce speed limits on portions of Scenic Road, Colgate Road, and Willow Creek Road; Seconded by Trustee Wolff; Motion carried without objection.

**9. PUBLIC COMMENTS** – No additional comments

**10. CLOSED SESSION**

President John Jeffords read items 10a, b and c aloud.

Motion by Trustee Wolff to enter into Closed Session at 8:35 PM pursuant to Wisconsin State Statutes, Section 19.85(1)(g); Seconded by Trustee Neu; Motion carried unanimously by voice vote.

- a. Discussion /Action to enter into Closed Session under Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. – *Intermunicipal agreement for a regional Transportation Impact Analysis*
- b. Discussion/Action to enter into Closed Session pursuant to Section 19.85(1)(c) of the Wis Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – *Jim Healy, Village Administrator*
- c. Discussion /Action to enter into Closed Session under Wis. Stats. 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. – *Intergovernmental agreement with Washington County and Town of Lisbon*

**11. RECONVENE IN OPEN SESSION**

Motion by Trustee Collins to Reconvene in Open Session at 9:32 PM; Seconded by Trustee Brandner; Motion carried unanimously by voice vote.

- a. **Discussion/Action regarding matters addressed in Closed Session outlined above.**

Motion by Trustee Wolff to authorize Village Staff to contract with Ehlers Public Financial Consultants; Seconded by Trustee Collins; Motion passed without objection.

**12. ADJOURNMENT**

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Motion by Trustee Collins to adjourn the meeting at 9:35 PM; Seconded by Trustee Wolff ; Motion carried without objection.

Respectfully Submitted,

Jim Healy, Village Administrator