

Regular Meeting of the Village of Somerset Board of Trustees
Village Hall, 110 Spring Street Somerset, WI 54025 | Tuesday, November 18, 2025

Village President Donnie Kern called the regular meeting to order at 6:00 p.m. Present at the Village Hall were, Chris Dubak, Caleb Garn, Donnie Kern, Brandon Krohn, Chris Moreno, Jessica Plourde, and Janna Stewart. Village Attorney; Paul Mahler, Bakke Norman and Public Works Director, Bob Gunther were also present.

Public Comment

Margie Metzdorff, 798 Plum Tree Ln, thanked the village for their donation to the senior center.

Consent Agenda

Motion by Garn, second by Krohn to approve the Consent Agenda including the following:

- *Minutes of Regular Board meeting on 10/21/2025 and Special Board meetings on 10/30/2025 & 11/13/2025*
- *Village, Water, and Sewer Bills*
- *CUP Application to allow a marine sales & service business in a commercial highway district located at 102 Aspen Drive-Ricky Brown/Rapid Marine*
- *Street (Park) Use Permit from Somerset Champions on December 13, 2025 at Village Park for Light the Night*
- *Fire/Rescue Report*

Motion carried unanimously.

New Business

Use and Occupancy Agreement with Olson Sanitation

Motion by Krohn, second by Garn to approve the Use and Occupancy Agreement with Olson Sanitation. Motion carried unanimously.

CUP Application to allow Olson Sanitation to temporarily store their roll off containers on Village owned land

Motion by Garn, second by Plourde to approve the CUP Application from Olson Sanitation to safely and temporarily store their empty roll off containers on village owned land. Motion carried unanimously.

Discussion Only - Fire Department's Comprehensive Plan – Five Bugles Training & Consulting

Bruce Fuerbringer, representing Five Bugle Training & Consulting LLC, was present and provided an update on his ongoing work with the Joint Fire Department regarding their strategic plan. He stated that he is conducting a joint study aimed at aligning the Town and Village of Somerset's Comprehensive Plans to ensure the fire department's long-term needs and development run parallel with both municipalities' planning efforts.

Fuerbringer noted that the current fire station is approximately 50 years old, and he identified several potential weaknesses, including the limited size of the apparatus bay and the need for equipment upgrades to adequately serve the community's growing population. He requested that trustees provide feedback by the end of the year regarding what support the fire department may need from the Village in order to meet future service demands.

Fee Schedule – Equipment

Motion by Plourde, second by Krohn to approve the Fee Schedule for Equipment as presented. Motion carried unanimously.

Discussion Only - Update and Punchlist from MSA

Trustee Krohn asked when residents would be able to move into the first two buildings. Trevor Bohland, CEO of CapVest LLC, replied that he anticipates the buildings will be ready for occupancy in April 2026.

Bohland reported that construction will continue through the winter. Six basements have been poured, and framing will begin on the next two buildings. One of the buildings is an 8-plex, with four units featuring 3 bedrooms and 2 bathrooms, and the remaining four units offering 2 bedrooms and 1 bathroom.

The next building will contain 12 units, all of which will be 1-bedroom, 1-bath. Another 12-unit building is also planned, consisting of eight 2-bedroom, 1-bath units and four 1-bedroom, 1-bath units.

Line of Credit Reduction; Winesap Initial Phase

Motion by Garn, second by Krohn to approve the Line of Credit Reduction to \$92,306.49 for Winesap Initial Phase. Motion carried unanimously.

Line of Credit Reduction; Pine Vale First Addition

Motion by Garn, second by Krohn to approve the Line of Credit Reduction to \$139,700.00 for Pine Vale First Addition. Motion carried unanimously.

Reduction in Financial Guarantee Line of Credit Reduction – Capital Investment Group

Motion by Plourde, second by Moreno to approve the Financial Guarantee Line of Credit Reduction to \$84,153.47 for Capital Investment Group. Motion carried unanimously.

Reimbursement of change orders – Capital Investment Group

Motion by Krohn, second by Garn to approve the Reimbursement of Change Orders in an amount of \$90,662.00 for Capital Investment Group. Motion carried unanimously.

Approval of 2026 Monarch Paving Company price increase for HMA wear course – Capital Investment Group

Motion by Garn, second by Plourde to approve the 2026 Monarch Paving Company Price increase in an amount of \$4,625.00 for HMA wear course – Capital Investment Group. Motion carried unanimously.

Ordinance A-710 - Amending 10-1-28(b)(5) Parking prohibited or limited at certain times and places

Motion by Moreno, second by Krohn to approve Ordinance A-710 – Amending 10-1-25(b)(5) Parking prohibited or limited at certain times and places. Motion carried unanimously.

Resolution No. 2025-11 Borrowing for TID #7 Property Acquisition

Resolution No. 2025-11 was presented by Kern and read by the trustees.

Motion by Krohn, second by Garn to approve Resolution No. 2025-11 Borrowing from the State Trust Fund Loan Program (BCPL) in an amount not to exceed \$1,510,000.00 for TID #7 Property Acquisition. Motion carried unanimously.

Resolution No. 2025-12 Borrowing for TID #5 Utility Infrastructure

Resolution No. 2025-12 was presented by Kern and read by the trustees.

Motion by Garn, second by Krohn to approve Resolution No. 2025-12 Borrowing from the State Trust Fund Loan Program (BCPL) in an amount not to exceed \$993,486.00 for TID #5 Utility Infrastructure. Motion carried unanimously.

Appointments by President

Kern stated that he is removing Jessica Plourde from the Public Works Committee and appointing her to the Public Safety Committee. Kern added he is also appointing Plourde to the Finance-Personnel Committee, replacing Brandon Krohn. Kern stated he spoke to Krohn regarding this matter.

Motion by Kern, second by Krohn to appoint Janna Stewart to the Board of Zoning Appeals. Motion carried unanimously.

Kern appointed Stewart to the Public Works Committee.

Meeting Attendance via Zoom and Public Comment

Motion by Kern, second by Garn to continue to offer Zoom for committee meetings. Motion carried unanimously.

Discussion Only - December Committee of the Whole meeting

Kern stated that he would like to schedule a Committee of the Whole meeting in December. After discussion amongst the trustees, the COTW meeting will be scheduled for December 3, 2025 at 5:00 p.m. at the village hall. Agenda items will be discussion only and nothing will be acted upon.

Discussion Only - ICUP Events - Somerset Amphitheater

Kern stated that he wanted the trustees to review the 2025 ICUP and additional discussion and feedback will be reviewed at the December COTW meeting.

Unfinished Business

Employee Handbook Update

Motion by Kern, second by Garn to approve the November 2025 Employee Handbook as presented excluding the *Leaves of Absence* and *Compensatory Time – Exempt Employees* sections. Motion carried unanimously.

Weld Riley Invoices

Motion by Kern, second by Krohn to draft a cease-and-desist letter to terminate their representation of the village and to request copies of their files relating to their past representation and an explanation of their prior coverage. Motion carried unanimously.

MTI Distributing Quote for a Toro Sand Pro 5040

Motion by Garn, second by Plourde to approve the quote from MTI Distributing in an amount not to exceed \$31,271.55 for the purchase of a Toro Sand Pro 5040. Motion carried unanimously.

Convene into Closed Session

Motion by Krohn, second by Garn to convene into closed session pursuant to 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 – Main Street property & Economic Development updates. Motion passed on a roll call vote of 7-0 (Dubak-aye, Garn-aye, Kern-aye, Krohn-aye, Moreno-aye, Plourde-aye, Stewart-aye) and the board went into closed session at 6:58 p.m.

Reconvene into Open Session

Motion by Krohn, second by Garn to reconvene into open session. Motion passed on a roll call vote of 7-0 (Dubak-aye, Garn-aye, Kern-aye, Krohn-aye, Moreno-aye, Plourde-aye, Stewart-aye) and the board reconvened into open session at 7:30 p.m.

There was no further action.

Adjourn

Motion by Krohn, second by Plourde to adjourn and motion carried unanimously. Meeting adjourned at 7:30 p.m.

Jessica Lehman, Village Clerk/Deputy Treasurer

(Minutes are not official until approved at next meeting)