

Regular Meeting of the Village of Somerset Board of Trustees
Village Hall, 110 Spring Street Somerset, WI 54025 | Tuesday, March 17, 2026

President Donald Kern called the regular meeting to order at 6:00 p.m. Present at the Village Hall were, Chris Dubak, Caleb Garn, Donald Kern, Brandon Krohn, Chris Moreno, Jessica Plourde, and Janna Stewart. Also in attendance at the village hall was Village Attorney, Paul Mahler-Bakke Norman. Public Works Director, Bob Gunther and Village Engineer, Chuck Schwartz-MSA joined the meeting via Zoom.

Approval of Agenda

Motion by Garn, second by Dubak to approve the agenda as presented and motion carried.

Public Comment

Dave Wolner, 490 Forrest Drive – Cited his concerns about aesthetics, visibility, and safety of the current placement of a shed in Larry Forrest Park. He recommended placing it near existing sheds behind the batting cages and urged the board to review park layout and upkeep to preserve the park's open, balanced, and premier character.

Bruce Bursch, 440 Sunrise Drive - Noted that games at the park are well attended, with limited bleacher seating causing spectators, especially seniors, to seek closer viewing areas. Burch reiterated opposition to the proposed shed, stating it would negatively impact the view.

Deb Kohler, 470 Forrest Drive - Questioned the need for an additional shed given existing storage and expressed preference for keeping the park interior open. Kohler suggested placing any necessary structure on the perimeter and supported reevaluating both the need and location.

Cathy Ness, 453 Charles Lane – Announced that the annual community cleanup day is scheduled for April 25, 2026. This year's event will be staged at Village Park and run from 8:30am until Noon. A community lunch will follow.

Consent Agenda

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

- *Minutes of Regular Board meeting on 02/17/2026*
- *Temporary "Class B" Wine & Class "B" Beer Application – Somerset Lions Club, Pea Soup Days*
- *Fire/Rescue Report*
- *Library Report*

Motion carried unanimously.

New Business

Village, Water, and Sewer Bills

Motion by Krohn, second by Stewart to approve the Village, Water, and Sewer Bills. Motion carried unanimously.

Update from MSA

Schwartz reported that the land use concept for TID 7 at the Neumann Farms property has been revised to better accommodate industrial, residential, recreational, and stormwater management needs. He noted that a pre-construction meeting for the Somerset Trail project is scheduled for March 25. Planned soil investigations at the Pine Vale pond site were postponed due to recent rain and snowfall and will resume once site conditions improve. Schwartz also stated that MSA is not planning a public meeting to review the Neumann Farms Athletic Complex concept plans.

Gunther addressed the board regarding River Hills and the drainage issue. Gunther stated that a key property owner, whose yard would be most impacted, is currently unwilling to proceed with the proposed work. As a result, project options are limited and effectiveness of alternatives is uncertain. The rest of the street has not yet been notified. Gunther will follow up with the property owner and then update affected residents once a final decision is made.

Ordinance A-711 Annexing Territory to the Village of Somerset, Wisconsin (Neumann property)

Motion by Krohn, second by Plourde to approve Ordinance A-711 Annexing Territory to the Village of Somerset, Wisconsin (Neumann property). Motion passed on a roll call vote (Dubak-aye, Garn-aye, Krohn-aye, Moreno-aye, Plourde-aye, Kern-aye).

Resolution 2026-01 Creating Tax Incremental District No. 7, Approving its Project Plan and Establishing its Boundaries

Josh Low, Municipal Advisor at Ehlers presented information on the creation of TID 7.

Motion by Krohn, second by Garn to approve Resolution 2026-01 Creating Tax Incremental District No. 7, Approving its Project Plan and Establishing its Boundaries. Motion passed on a roll call vote (Dubak-aye, Garn-aye, Krohn-aye, Moreno-aye, Plourde-aye, Kern-aye).

Bid Approval – Demolition of Main Street Homes

Motion by Kern, second by Krohn to table the bid approval. Motion carried unanimously.

Placement of Shed at Larry Forrest Park

Motion by Krohn, second by Dubak to approve the placement of the shed near the current shed; with the class 5 base and not interfering with irrigation. Motion carried unanimously.

Discussion regarding parking will take place at both Public Works and Public Safety committee meetings.

Village Ordinance on Assessment for Structural Fires Consistent with Township of Somerset Ordinance

The board reviewed the Town of Somerset's ordinance. They would like to see this discussed at the next Joint Meeting (Town, Village, Fire/Rescue).

Committee of the Whole Meeting in April

A Committee of the Whole meeting will be scheduled for April 13, 2026 beginning at 6:00 pm.

Unfinished Business

Weld Riley Invoices

Motion by Kern, second by Moreno to approve paying the outstanding Weld Riley invoices in an amount of \$898.50. Motion carried unanimously.

Convene to Closed Session

Motion by Kern, second by Krohn to convene into closed session pursuant to Wis Stat 19.85(1)(e) Deliberating or negotiating specified public business, whenever competitive or bargaining reasons require a closed session-Purchase Agreement with Dennis Neumann

Motion passed on a roll call vote of 7-0 (Dubak-aye, Garn-aye, Krohn-aye, Moreno-aye, Plourde-aye, Stewart-aye, Kern-aye) and the board convened into closed session at 7:24 p.m.

Reconvene into Open Session

Motion by Krohn, second by Plourde to reconvene into open session. Motion passed on a roll call vote of 7-0 (Dubak-aye, Garn-aye, Krohn-aye, Moreno-aye, Plourde-aye, Stewart-aye, Kern-aye) and the board reconvened into open session at 8:03 p.m.

Motion by Kern, second by Krohn to approve the land purchase agreement with Dennis & Dawn Neumann for approximately 251.78 acres in an amount of \$7,994,215.00. Motion passed on a roll call vote of 7-0 (Dubak-aye, Garn-aye, Krohn-aye, Moreno-aye, Plourde-aye, Stewart-aye, Kern-aye).

Adjourn

Motion by Garn, second by Krohn to adjourn and motion carried unanimously. Meeting adjourned at 8:05 p.m.

Jessica Lehman, Village Clerk/Deputy Treasurer
(Minutes are not official until approved at next meeting)

Special Meeting of the Village of Somerset Board of Trustees
Village Hall, 110 Spring Street Somerset, WI 54025 | Thursday, March 26, 2026

President Donald Kern called the special meeting to order at 5:30 p.m. Present at the Village Hall were, Caleb Garn, Donald Kern, Jessica Plourde, and Janna Stewart. Chris Dubak joined the meeting via zoom. Brandon Krohn and Chris Moreno were absent. Also in attendance at the village hall was Public Works Director, Bob Gunther.

Approval of Agenda

Motion by Garn, second by Stewart to approve the agenda as presented and motion carried.

Public Comment

No one from the public spoke.

New Business

Application to Rezone parcel #181-1001-70-040 located off Church Hill Road, from Agriculture to Mixed Use (Commercial & Multiple Dwelling Residential District (R-3)). Applicant: Mark Vanasse (Owner)

Motion by Garn, second by Plourde to approve the application to rezone parcel #181-1001-70-040 located off Church Hill Road, from Agriculture to Mixed Use (Commercial & Multiple Dwelling Residential District (R-3)). Applicant: Mark Vanasse (Owner). Motion carried unanimously.

Acquiring a Portion of the Neumann Property for Parkland Purposes

Motion by Garn, second by Plourde to approve acquiring a portion of the Neumann Property for parkland purposes. Motion carried unanimously.

Adjourn

Motion by Plourde, second by Garn to adjourn and motion carried unanimously. Meeting adjourned at 5:34 p.m.

Jessica Lehman, Village Clerk/Deputy Treasurer
(Minutes are not official until approved at next meeting)

Regular Meeting of the Village of Somerset Board of Trustees
Village Hall, 110 Spring Street Somerset, WI 54025 | Monday, April 13, 2026

President Pro Tem Caleb Garn called the regular meeting to order at 6:00 p.m. Present at the Village Hall were, Chris Dubak, Caleb Garn, Brandon Krohn, Chris Moreno, Jessica Plourde, and Janna Stewart. Donald Kern joined the meeting via zoom. Also in attendance at the village hall was Public Works Director, Bob Gunther.

Public Comment

No one from the public spoke.

Business Items - Finance-Personnel

Treasurer's Report – Building Inspector Report

Kern requested that the monthly building permit report be given to the Plan Commission.

Employee Review Process

Kern requested that Department Heads email two (2) personal goals to the Finance/Personnel Committee members within the next two (2) weeks.

Employee Concern Policy

Stewart will review the policy.

Board Member Access Policy

The Board reviewed the policy.

Bond Schedule – Court Cost Increase

Municipal court fees will increase, per Wisconsin Act 113.

Village Hall Summer Hours

Village staff requested that the Village Board approve summer hours which would be Monday-Thursday 8:00am-4:00pm and will be closed to the public on Fridays beginning on May 1st through September 4th.

New Trustee On-Boarding - Trustee Trainings

Reference/training material will be researched, and a handbook will be created for board members.

Business Items - Public Safety

Street Use Permit-Somerset Lions Club, Pea Soup Days

The staging area for the Pea Soup Day parade will be at the amphitheater. The new parade route will go from Spring St to Main St, Main St to Garfield, and Garfield to Hud. The kiddie parade would start at Frances/Hud to Spring St, Spring St to River St, ending at Village Park.

Use of Golf Carts on Village Streets

This topic will be reviewed by Public Safety. Additional research will be conducted on insurance, slow moving vehicle signage, licensing, lights, and age requirements.

Alcohol Beverage Licensing

Plourde will revise the draft copy and it will be reviewed at the regular village board meeting.

Main Street/Hwy 35 Intersection

Chief Trepczyk reviewed a draft version of a resolution and letter requesting that WisDOT review southbound WIS 35 right-turn control at Main Street to see if modifications should be made.

Business Items - Public Works

Parks & Lighted Walking Trail at Village Park

Kern requested pricing for solar lights and material for a walking trail down by the river at Village Park; not to exceed \$10,000.

Fee Schedule – Ball Field

Language will be added to address that additional fees may be incurred if excessive cleaning needs to be done after an event. Parking at Larry Forrest Park will be reviewed.

Water Tower #1 Reconditioning

KLM evaluated bids that were received for the cleaning, repairing, and painting of Water Tower #1 on March 31, 2026. A total of eight (8) qualifying bids were received ranging from \$460,000 - \$847,750. The lowest bidder was O&J Coatings Inc.

Asbestos Removal – Main Street Properties

302 Main St, 272 Main St, and 270 Main St will require asbestos inspection and analysis before they can be demolished. Two (2) bids were received and pricing ranged from \$3750 - \$5125. The lowest bidder was North Central Inspection Service LLC.

Demolition of the Main Street Properties

Gunther will contact the lowest bidder to verify if the water/sewer service termination and cap line items can be removed from the cost (Public Works staff will do the work); verify if the quote includes hauling, and what type of fencing, if any, will be used to secure the site.

Update from MSA

The Board reviewed the update by MSA.

Adjourn

Motion by Plourde, second by Krohn to adjourn and motion carried unanimously. Meeting adjourned at 7:39 p.m.

Jessica Lehman, Village Clerk/Deputy Treasurer
(Minutes are not official until approved at next meeting)

Total Bills
\$326,615.51

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In Progress Checks - Quick Report - ALL

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ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 1/01/2026

From Account:

Thru: 4/22/2026

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	4/22/2026	AG SOURCE COOP SERVICES WU/SU/LAB SERVICES	1,434.00
	4/22/2026	AMERICAN FIRE & SAFETY ANNUAL FIRE EXTINGUISHER SERVICE	398.80
	4/22/2026	BOND TRUST SERVICES CORPORATION DEBT/AGENT FEE	400.00
	4/22/2026	CHRISMAN, CAROLYN MARCH SERVICES	1,000.00
	4/22/2026	COLUMN SOFTWARE PBC LEGAL NOTICE	204.24
	4/22/2026	FERGUSON WATERWORKS #2516 WU/METERS	7,316.49
	4/22/2026	GENERATOR POWER SYSTEMS LLC ANNUAL GENERATOR MAINTENANCE	4,780.00
	4/22/2026	HAKES WELLNESS SOLUTIONS LLC POL/WEELLNESS VISIT	240.00
	4/22/2026	HAWKINS INC. CHEMICALS	4,146.55
	4/22/2026	HYDROCORP LLC CROSS CONNECTION CONTROL PROGRAM	1,675.57
	4/22/2026	KLM ENGINEERING INC WU/WATER TOWER PROJECT	4,750.01
	4/22/2026	MACQUEEN EQUIPMENT INC. PW/SWEEPER MAINTENANCE	487.90
	4/22/2026	MACQUEEN EQUIPMENT INC. POL/SQUAD EQUIPMENT	22,661.31
	4/22/2026	MENARDS-STILLWATER SU/PW/SUPPLIES	75.83
	4/22/2026	METRO SALES INC. POL/COPIER MAINTENANCE	421.15
	4/22/2026	MEYER TREE SERVICE LLC BRUSH REMOVAL-VILLAGE PARK	950.00
	4/22/2026	MIDWEST NATURAL GAS INC. NATURAL GAS SERVICES	2,171.51
	4/22/2026	MIDWEST TAPE LIB/AUDIO/VIDEO	43.48
	4/22/2026	MSA PROFESSIONAL SERVICES INC PROFESSIONAL SERVICES	9,728.80

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ALL Checks by Payee

ACCT

GENERAL CHECKING - FIRST NATL

Dated From: 1/01/2026

From Account:

Thru: 4/22/2026

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	4/22/2026	OLSON SANITATION LLC MARCH REFUSE & RECYCLING	22,511.00
	4/22/2026	RASKA SEWER SERVICE PKS/PORTABLES AT DISC GOLF COURSE	172.50
	4/22/2026	REINDERS PARK FIELD MAINTENANCE	558.24
	4/22/2026	ST CROIX COUNTY HIGHWAY DEPT PW/SPRAY PATCH	1,621.99
	4/22/2026	ST CROIX COUNTY TREASURER MARCH COURT	182.00
	4/22/2026	STATE OF WISCONSIN COURT FINES & SURCHARGES MARCH COURT	846.86
	4/22/2026	TF INSPECTION AGENCY LLC MARCH BUILDING PERMITS	23,844.00
		Grand Total	112,622.23

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GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 3/19/2026 From Account:
Thru: 4/16/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
64112	3/25/2026	WISCONSIN DEPT OF ADMINISTRATION CDBG-RLF HOUSING PROGRAM CLOSEOUT	38,435.06
64115	3/31/2026	NEUMANN, DENNIS SURVEY REIMBURSEMENT	5,336.70
64116	4/06/2026	ABT MAILCOM MARCH UTILITY BILLING	1,166.62
64117	4/06/2026	B & J HARDWARE LLC MARCH PURCHASES	606.16
64118	4/06/2026	BOND TRUST SERVICES CORPORATION DEBT SERVICE FEES	800.00
64119	4/06/2026	CINTAS V HALL FLOOR MATS	147.17
64120	4/06/2026	CLIFTONLARSONALLEN 2025 AUDIT SERVICES	10,000.00
64121	4/06/2026	CWS SECURITY QUARTERLY MONITORING	157.29
64122	4/06/2026	DAREL L. HALL ANIMAL CONTROL SERVICES	54.65
64123	4/06/2026	EO JOHNSON COMPANY COPIER LEASE	136.70
64124	4/06/2026	FNC BANK DEBT PAYMENT	5,810.05
64125	4/06/2026	GEMPLER'S PW/UNIFORM ALLOWANCE	383.98
64126	4/06/2026	GUARDIAN SUPPLY POL/UNIFORM ALLOWANCE	108.97
64127	4/06/2026	INGRAM LIBRARY SERVICES LIB/BOOKS	705.71
64128	4/06/2026	JOHNSON FORD POL/2019 SQUAD MAINTENANCE	122.40
64129	4/06/2026	LITHIA MOTORS INC POL/2024 FORD MAINTENANCE	81.88
64130	4/06/2026	MIDWEST NATURAL GAS INC. NATURAL GAS SERVICE	3,622.50
64131	4/06/2026	MIDWEST TAPE LIB/AUDIO/VIDEO	163.43
64132	4/06/2026	MSA PROFESSIONAL SERVICES INC PROFESSIONAL SERVICES	13,978.58

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Accounting Checks

Posted From: 3/19/2026 From Account:
Thru: 4/16/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
64133	4/06/2026	NEW RICHMOND, CITY OF 2026 ELECTION NOTICES	21.04
64134	4/06/2026	O'ROURKE MEDIA GROUP LEGAL NOTICES	56.65
64135	4/06/2026	OTTO, ANDREA M. FEDEX CHARGE-STFL FUNDING REQUEST	61.75
64136	4/06/2026	SOMERSET AREA CHAMBER OF COMMERCE LIB/MEMBERSHIP RENEWAL	75.00
64137	4/06/2026	SOMERSET UTILITIES WATER/SEWER SERVICES	8,457.46
64138	4/06/2026	SPARTAN QUICK SERVICE PW/MOWER TIRES	506.16
64139	4/06/2026	T-MOBILE POL/CELL SERVICE	303.38
64140	4/06/2026	TREPCZYK, JOEL REIMBURSE TESLA REPAIRS	1,540.12
64141	4/06/2026	VERIZON WIRELESS PW/PKS/WU/SU/CELL SERVICE	499.23
64142	4/06/2026	WEST CENTRAL WISCONSIN BIOSOLIDS FACILITY SU/MONTHLY SERVICES	20,099.22
64143	4/06/2026	WESTFIELDS HOSPITAL & CLINIC POL/TESTING	34.00
64144	4/15/2026	COSSIN, GWEN ELECTION INSPECTOR HOURS	156.25
64145	4/15/2026	DUNLEAP, KYM ELECTION INSPECTOR HOURS	195.00
64146	4/15/2026	DWD - UI PW/UNEMPLOYMENT INSURANCE	376.25
64147	4/15/2026	FORSBERG, PATRICIA ELECTION INSPECTOR HOURS	240.00
64148	4/15/2026	GRANGER, MARLA ELECTION INSPECTOR HOURS	156.25
64149	4/15/2026	HARDEGGER, JOANN ELECTION INSPECTOR HOURS	156.25
64150	4/15/2026	HEALTHPARTNERS OCCUPATIONAL MEDICINE POL/EMPLOYMENT ASSESSMENT	252.00
64151	4/15/2026	INGRAM LIBRARY SERVICES LIB/BOOKS	216.60

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GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 3/19/2026 From Account:
Thru: 4/16/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
64152	4/15/2026	KELLEY-JOHNSON, KRISTINA MILEAGE/PARKING FEE REIMBURSEMENT	61.20
64153	4/15/2026	KIES, CAROL ELECTION INSPECTOR HOURS	193.75
64154	4/15/2026	KOEHLER, PEGGY ELECTION INSPECTOR HOURS	193.75
64155	4/15/2026	NORTHWEST COMMUNICATIONS TELEPHONE EXPENSE	1,420.73
64156	4/15/2026	NORTHWOOD TECHNICAL COLLEGE-SUPERIOR POL/TRAINING	200.00
64157	4/15/2026	OLSON SANITATION LLC MARCH SERVICES	451.00
64158	4/15/2026	SCOVIL, KATHLEEN ELECTION INSPECTOR HOURS	156.25
64159	4/15/2026	SOMERSET UTILITIES ACCT #000-1444-00-APPLEGATE	27.50
64160	4/15/2026	T-MOBILE POL/CELLULAR SERVICES	303.31
64161	4/15/2026	TRYBA, MARGARET REIMBURSEMENT-4/2/26 CONFERENCE	67.93
64162	4/15/2026	WATTERS, KATHY ELECTION INSPECTOR HOURS	193.75
EFT 032626	3/26/2026	CARDMEMBER SERVICE Manual Check FEBRUARY & MARCH PURCHASES	5,012.97
EFT 032026-1	3/20/2026	FEDERAL TAX PYMT Manual Check FEDERAL TAX DEPOSIT	12,526.58
EFT 032026-2	3/20/2026	HSA BANK Manual Check EMPLOYEE CONTRIBUTIONS	1,531.79
EFT 032026-3	3/20/2026	KWIK TRIP INC Manual Check POL/PW/WU/SU/GASOLINE CHARGES	637.23
EFT 032626-1	3/26/2026	HSA BANK Manual Check FEBRUARY ACCOUNT FEES	7.50
EFT 033026-1	3/30/2026	XCEL ENERGY Manual Check ELECTRIC EXPENSE	23.15
EFT 033026-2	3/30/2026	DELUXE BUSINESS FORMS Manual Check DEPOSIT TICKET BOOKS	204.52
EFT 033126-1	3/31/2026	WISCONSIN RETIREMENT SYSTEM Manual Check FEBRUARY RETIREMENT	20,522.73

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GENERAL CHECKING - FIRST NATL

Accounting Checks

Posted From: 3/19/2026 From Account:
Thru: 4/16/2026 Thru Account:

Check Nbr	Check Date	Payee	Amount
EFT 033126-2	3/31/2026	AFLAC	397.42
	Manual Check	EMPLOYEE PREMIUMS	
EFT 033126-3	3/31/2026	FEDERAL TAX PYMT	1,133.27
	Manual Check	FEDERAL TAX DEPOSIT	
EFT 033126-4	3/31/2026	WISCONSIN PROFESSIONAL POLICE ASSOC	141.00
	Manual Check	JANUARY UNION DUES	
EFT 033126-5	3/31/2026	WISCONSIN PROFESSIONAL POLICE ASSOC	141.00
	Manual Check	APRIL UNION DUES	
EFT 040126-1	4/01/2026	DELTA DENTAL OF WISCONSIN	1,961.25
	Manual Check	APRIL DENTAL INSURANCE	
EFT 040126-2	4/01/2026	XCEL ENERGY	17.36
	Manual Check	ELECTRIC EXPENSE	
EFT 040226-1	4/02/2026	XCEL ENERGY	162.91
	Manual Check	ELECTRIC EXPENSE	
EFT 040226-2	4/02/2026	WISCONSIN DEFERRED COMP PROGRAM	2,412.33
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 040326-1	4/03/2026	FEDERAL TAX PYMT	13,727.16
	Manual Check	FEDERAL TAX DEPOSIT	
EFT 040326-2	4/03/2026	HSA BANK	1,531.79
	Manual Check	EMPLOYEE CONTRIBUTIONS	
EFT 040326-3	4/03/2026	WISCONSIN DEPT OF REVENUE	2,383.10
	Manual Check	STATE TAX DEPOSIT	
EFT 040626-1	4/06/2026	QUILL CORPORATION	761.57
	Manual Check	OFFICE SUPPLIES	
EFT 040626-2	4/06/2026	WISCONSIN DEPT OF REVENUE	450.00
	Manual Check	ANNUAL TIF FEE	
EFT 040626-3	4/06/2026	MEDICA	28,664.61
	Manual Check	APRIL HEALTH INSURANCE	
EFT 040726-1	4/07/2026	XCEL ENERGY	66.96
	Manual Check	ELECTRIC EXPENSE	
EFT 040826-1	4/08/2026	XCEL ENERGY	76.46
	Manual Check	ELECTRIC EXPENSE	
EFT 040926-1	4/09/2026	XCEL ENERGY	1,008.99
	Manual Check	ELECTRIC EXPENSE	
Grand Total			213,993.28



TO: VILLAGE BOARD
FROM: COLLEEN HEINTZ
SUBJECT: COURT COST INCREASE
DATE: April 16, 2026

The state of Wisconsin enacted 2025 WISCONSIN ACT 113 on March 20, 2026. (Please see attached) This act allows municipal courts to increase the fee for court costs from \$38 to \$48. Of the \$48 collected on each fine, \$43 kept by the court and \$5 sent to the state.

The last time court costs were increased by the state was in 2013. At that time, the fee increased from \$28 to \$38. Due to the long duration since the last increase, there was staunch support for this bill.

Attached is a copy of the typo-corrected Municipal Bond Deposit Schedule. All figures in this copy remain as proposed at the Meeting of the Whole on April 13, 2026.

State of Wisconsin



2025 Assembly Bill 443

Date of enactment:
Date of publication*:

2025 WISCONSIN ACT

AN ACT *to amend* 814.65 (1) of the statutes; **relating to:** increasing the maximum fee for court costs collectible in a municipal court action.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 814.65 (1) of the statutes is amended to read:

814.65 (1) COURT COSTS. In a municipal court action, except for a financial responsibility violation under s. 344.62 (2) or for a violation of an ordinance in conformity with s. 343.51 (1m) (b) or 347.48 (2m), the mu-

nicipal ~~judge court~~ shall collect a fee of not less than \$15 nor more than ~~\$38~~ \$48 on each separate matter, whether it is on default of appearance, a plea of guilty or no contest, on issuance of a warrant or summons, or the action is tried as a contested matter. Of each fee received by the ~~judge court~~ under this subsection, the municipal treasurer shall pay monthly \$5 to the secretary of administration for deposit in the general fund and shall retain the balance for the use of the municipality.

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

SOMERSET MUNICIPAL COURT
MUNICIPAL BOND DEPOSIT SCHEDULE
Revised 03/2026

VILLAGE ORDINANCE	STATE STATUTE	OFFENSE DESCRIPTION	AMOUNT	RANGE	INCREASE PROPOSED
ALCOHOL					
11-4-7	125.09(2)	Alcohol on school property	\$313.00	\$0 - \$200	\$323.00
		Under 17	\$124.00	\$0 - \$200	\$134.00
11-4-4(a)(1)	125.07(4)(a)	U/A attempt to procure alcohol	\$388.60	\$0 - 250	\$398.60
11-4-6(b)(7)	125.085(3)(b)	U/A carrying a false I.D. / Altered	\$388.60	\$100-200	\$398.60
		17 YOA or over	\$451.60		\$461.60
11-4-4(a)(3)	125.07(3)	U/A in place of sale - prohibited	\$187.00	\$0-250	\$197.00
11-4-2(a)	125.07(1)(a)2	U/A in place of sale - business		\$0-500	
		1st Violation - No Previous Violation w/in 30 months	\$577.60	\$0-500	\$587.60
		2nd Violation - Has committed previous w/in 30 months	\$703.60	\$0-500	\$713.60
		3rd Violation - 2 previous violations w/in 30 months	\$829.60	\$0-1,000	\$839.60
		4th Violation - 3 or more violations w/in 30 months	\$1,321.00	\$0-10,000	\$1,331.00
11-4-4(b)	125.07(4)(b)	U/A Possession of Alcohol (17-20)	\$268.90	\$250-500	\$278.90
		2nd w/in 12 months	\$325.60	\$300-500	\$335.60
		3rd w/in 12 months	\$388.60	\$700-1,000	\$398.60
11-4-4(b)	125.07(a)(b)	U/A Possession of Alcohol (12-16)	\$124.00	\$250-500	\$134.00
		2nd w/in 12 months	\$187.00	\$300-500	\$197.00
11-4-2(a)	125.07(1)(a)	Sale to U/A Person-business &/or Server			
		1st no w/in 30 months	\$413.80	\$0-500	\$423.80
		2nd has a previous w/in 30 months	\$514.60	\$0-500	\$524.60
		3rd w/in 30 months	\$1,018.60	\$0-1,000	\$1,028.60
7-2-15(a)	125.23(3)	Person on retail alcohol premises after hours			
		Patron	\$136.60		\$146.60
		Licensed bartender	\$199.60		\$209.60
		Bar Owner	\$325.60		\$336.60
11-4-8	125.07(1)	Contributing to U/A Person	\$388.60	\$0-500	\$398.60
11-4-1(a)	125.09	Open Container - Possession	\$199.60		\$209.60
7-2-3		Sale without license	\$691.00		\$701.00
ANIMALS					
7-1-6(c)	174.042(1)	Animals running at large			
		1st Violation	\$92.50	\$25-100	\$102.50
		2nd Violation	\$124.00	\$50-200	\$134.00
		3rd Violation	\$187.00	\$50-200	\$197.00
7-1-1(a)		Failure to Register animal w/Village			
		1st Violation	\$111.40	\$25-200	\$121.40
		2nd Violation	\$199.60	\$100-400	\$209.60
7-1-1(b)(13)		Failure to display current registration on dog			
		1st Violation	\$111.40	\$25-200	\$121.40
		2nd Violation	\$199.60	\$100-400	\$209.60
7-1-9(a)		Possess wild, exotic & dangerous animals			
		1st Violation	\$199.60		\$209.60
		2nd Violation	\$325.60		\$335.60
7-1-12		Animal barking/howling/crying & etc.			
		1st Violation	\$111.40	\$25-100	\$121.40
		2nd Violation	\$136.60	\$50-200	\$146.60

SOMERSET MUNICIPAL COURT

MUNICIPAL BOND DEPOSIT SCHEDULE

Revised 03/2026

VILLAGE ORDINANCE	STATE STATUTE	OFFENSE DESCRIPTION	AMOUNT	RANGE	INCREASE PROPOSED
ANIMALS CONT.					
7-1-15		Duty to provide food & water to animal			
		1st Violation	\$187.00	\$25-100	\$197.00
		2nd Violation	\$313.00	\$50-200	\$323.00
7-1-16		Failure to provide shelter to animal	\$313.00	\$50-200	\$323.00
7-1-17		Neglect, abandoned & injured animal(s)	\$313.00	\$50-200	\$323.00
7-1-18		Cruelty to animal(s)	\$313.00	\$50-200	\$323.00
7-1-19		Number of dogs and cats limited; 3 dogs; 4 cats; 4 total dogs & cats (waiver - kennel license).	\$313.00	\$50-200	\$323.00
PROPERTY VIOLATIONS					
11-3-1A	943.01	Destruction of Property - Prohibited (Penalty 1-1-6)	\$300.40		\$310.40
13-1-50(b)(4)		Camping Within 500' Of Residence			
		1st Violation	\$439.00		\$449.00
		2nd Violation	\$691.00		\$701.00
		3rd Violation	\$1,321.00		\$1,331.00
13-1-21(c)		Camping w/o conditional use			
		1st Violation	\$691.00		\$701.00
		2nd Violation	\$1,321.00		\$1,331.00
		3rd Violation	\$2,575.00		\$2,585.00
10-5-8		Abandoned/ Junked vehicles and/or Appliances	\$218.50	\$25-\$500	\$228.50
11-6-1		Public Nuisances	\$218.50	\$25-\$500	\$228.50
5-2-9(b)(2)		Burning of refuse	\$111.40		\$121.40
11-2-7(b)		Noise Control/Quiet Hours			
		1st Violation	\$149.20		\$159.20
		2nd Violation	\$212.20		\$222.20
		3rd Violation	\$300.40		\$310.40
		4th Violation	\$388.60		\$398.60
PARKING					
10-1-28B	346.53	PARKING - General Offenses	\$35.00		N/A
10-1-28(a)	346.53	Parking All Night Prohibited	\$35.00		N/A
10-1-34(b)	346.53	Parking during snow removal	\$35.00		N/A
10-1-28('e)		Winter Parking Restrictions	\$35.00		N/A
10-1-22(a)		Parking (commercial) residential district			
		1st Violation	\$199.60		N/A
		2nd Violation	\$325.60		N/A
		3rd Violation	\$703.60		N/A
		4th Violation	\$1,321.00		N/A
10-1-21(b)	349.13	Temporary Parking Restrictions for Special Events	\$100.00	25-100	N/A
10-1-22(a)	947.01	Obstructing Streets and sidewalks	\$161.80		\$171.80
13-1-102		Sign Violations	\$275.20		\$285.20
		2nd Offense	\$527.20		\$537.20
11-2-4(a)		Skateboards, roller-skates and rollerblades	\$20.00		N/A
		2nd Offense	\$30.00		N/A
		3rd offense	\$40.00		N/A
6-2-13(b)		Failure to display street numbers	\$111.40	25-500	\$121.40
		2nd Offense	\$136.60	50-1000	\$146.60
		3rd offense	\$199.60	100-2000	\$209.60

SOMERSET MUNICIPAL COURT
MUNICIPAL BOND DEPOSIT SCHEDULE
Revised 03/2026

VILLAGE ORDINANCE	STATE STATUTE	OFFENSE DESCRIPTION	AMOUNT	RANGE	INCREASE PROPOSED
JUVENILE - TOBACCO - DRUGS					
11-5-1		Curfew Violations (1 warning only)	\$0.00	0	\$0.00
		Citation written to Parent	1st offense	\$73.60	N/A
			2nd offense	\$86.20	N/A
			3rd offense	\$92.50	N/A
11-5-7	118.163(1m)	Truant 1st violation	\$124.00		\$134.00
		2nd Violation	\$187.00		\$197.00
11-5-7	118-163(2)	Truancy (Habitual)	*		
		*Price set by judge at time of hearing			
11-5-9(c)	254.92(2)	U/A Possession of Tobacco Products	\$40.00		N/A
		2nd Offense	\$65.00		N/A
		3rd offense	\$174.40		\$184.40
11-5-10	120.12(20)	Tobacco on school property	\$149.20		\$159.20
11-11-1	134.66(2)	Sale of tobacco to underage			
		1st Offense	\$262.60		\$272.60
		2nd Offense within 1 year	\$451.60		\$461.60
11-5-6	961.573(1)	DRUG paraphernalia- POSSESSION OF (17+)	\$488.60		\$598.60
11-2-11(b)	961.41(3g)e	Marijuana - Possession of	\$488.60		\$598.60
11-5-6	961.537(2)	DRUG paraphernalia Juvenile 1st Violation	\$136.60		\$146.60
		DRUG paraphernalia Juvenile 2nd Violation	\$199.60		\$209.60

SOMERSET MUNICIPAL COURT
MUNICIPAL BOND DEPOSIT SCHEDULE
Revised 03/2026

VILLAGE ORDINANCE	STATE STATUTE	OFFENSE DESCRIPTION	AMOUNT	RANGE	INCREASE PROPOSED
MUNICIPAL - THEFT - DISORDERLY CONDUCT					
2-2-12(j)	785.01	Contempt of Court (Municipal) 2-3-12(j)	\$111.40		\$121.40
11-2-1(a)		Discharge of firearms/bows	\$199.60		\$209.60
11-2-8(a)	947.01	Disorderly Conduct - Prohibited	\$300.40		\$310.40
10-1-40(d)		Disorderly Conduct with a Motor Vehicle	\$212.20		\$222.20
7-6-1(b)-(c)		Fireworks-possession or sale	\$174.40		\$184.40
11-1-1	943.21	Fraud on hotel or restaurant keeper	\$237.40		\$247.40
11-3-2(b)	287.81	Littering - Prohibited	\$325.60		\$335.60
11-1-1	946.41(2)(a)	Knowingly give false info to an Officer	\$514.60		\$524.60
7-4-1	66.083	No Seller's permit (transient merchants)	\$577.60		\$287.60
11-2-10(a)	946.41	Resisting or Obstructing an Officer	\$388.60		\$398.60
11-3-7	943.5	Shoplifting (value under \$100.00)	\$218.50		\$228.50
11-3-11	943.20(1)(a)	Theft	\$237.40		\$247.40
11-1-1	943.20(1)(e)	Theft by Rental Agreement	\$237.40		\$247.40
11-3-4	943.61(2)	Theft of Library material	\$237.40		\$247.40
11-3-15	943.47(2)(a)	Theft of Cable Service	\$237.40		\$247.40
11-3-14	943.45	Theft of Telecommunication Services	\$237.40		\$247.40
11-2-1(f)	947.01	Throwing or shooting missiles	\$218.50		\$228.50
11-3-9(a)	943.13	Trespassing to Land	\$268.90		\$278.90
11-3-9(B)	943.14	Trespassing to Dwelling	\$268.90		\$278.90
11-2-89(a)(3)	947.012(2)	Unlawful use of telephone	\$268.90		\$278.90
11-1-1	941.299(2)	Unlawful use of laser pointers	\$111.40		\$121.40
11-2-8(b)	947.01	Urination in Public	\$300.40		\$310.40
11-3-8	943.24(1)	Worthless Check - Issuance	\$300.40		\$310.40

*For any ordinance with no penalties listed see Sec. 1-1-6 General Penalties
1st \$25-500; 2nd \$50-1000; 3rd \$100-2000*

To: Village Trustees

4/10/26

From: Andrea Otto, Treasurer

RE: Implementing Summer Office Hours

Office Hours: Monday-Thursday 8:00 a.m. - 4:00 p.m., Closed on Friday

In 2024, the Village Board approved adjusting the Village Hall hours during the summer months. During that time, we received no negative feedback with this schedule.

At this time, staff is requesting the Board implement summer office hours from May 1st to September 4th.

After discussion amongst staff, Fridays continue to be the quietest day with little to no visitors to the Village Hall. Staff will make adjustments when mandatory deadlines require the office be open and/or staff needs to be available (i.e. Absentee voting for the August 11th election). There are no due dates for Utility bills on any Friday during this time.

Note: this would not change the number of hours staff is required to work but would offer greater flexibility.

VILLAGE OF SOMERSET

Board Member Access to Village Property Policy

Article I. Purpose

The purpose of this policy is to provide a clear and fair process for Village Board Members to conduct official Village business while on Village property by ensuring that all Board Member activity is conducted through the proper channels as authorized by the Village. The Village of Somerset is committed to maintaining the integrity and confidentiality of all Village information, while also ensuring compliance with Village policy, and state and federal laws. This policy is intended to supplement but not replace any applicable state and federal laws governing municipalities and municipality governance.

Board members are granted reasonable access to Village property open to the general public, during normal business hours to carryout official duties, such as approved Village functions, information gathering and meeting attendance. After-hours access to any Village facility or property not generally open to the public, or access to a restricted area requires coordination with the Village Clerk's office for security and supervision. Board members shall direct information requests to the Village Clerk to ensure consistent delivery and avoid disrupting daily operations according to **Article II** below.

Article II. Procedure

Official Board Member duties cannot occur without appropriate disclosure to the Village board. If a board member requires access to a restricted area, restricted Village information file/ system, or building after hours the following procedure must be followed:

- (1) Send a written request to the Village Clerk clearly describing the purpose of the request as it relates to the official duties of the Board, along with the date, locations, and time of the request. All written requests must be sent to the Village Clerk within 5 days of the requested date.
- (2) If the request is approved, the Clerk shall maintain a record of the request and response. If the request is denied the requestor may seek authorization from the Village Board.

Notwithstanding the foregoing, Board member access shall not be restricted in cases of emergency.

Adopted by the Village of Somerset: December _____, 2025

Donnie Kern, Village President



PLAN COMMISSION APPLICATION

Submit completed application, application fee (if applicable), and two (2) copies of the application and attachments to:

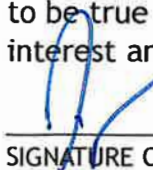
Village Clerk, Village of Somerset - PO Box 356 Somerset WI 54025

The Village Clerk will present them to the *Village Planning Commission* for a public hearing and recommendation to the *Village Board*. The Village Clerk will issue a **CONDITIONAL USE PERMIT** if your application is granted.

APPLICANT NAME Joseph Granberg
APPLICANT ADDRESS 1428 134TH AVE., New Richmond, WI, 54017
PHONE 715-246-7529 EMAIL joe@gslandolutions.com
LOT SIZE: FRONTAGE 767' DEPTH 1290' TOTAL SQ FT 1,713,496 sq. ft.
PARCEL NUMBER AND LEGAL DESCRIPTION OF PROPERTY NE 1/4 of the NW 1/4
Sec. 31, T31N, R18W, Town of Star Prairie

- ☐ REZONING - Complete Application to Rezone (Fee \$250.00)
- ☐ CONDITIONAL USE PERMIT - Complete Conditional Use Permit Application (Fee \$250.00)
- ☐ REPLAT OF LAND - Attach survey of parcels to be replated. Refer to Section 14 Article D - Plat Review and approval and Article E - Technical Requirements for Plats and Certified Surveys. (Fee - see Sec. 14.1.90) There is a \$200.00 deposit required.
- ☒ EXTRA TERRITORIAL PLAT REVIEW - Attach survey of parcels. Refer to Section 14-1-20(b) for application fee - one hundred dollars (\$100.00) for each review of an extra-territorial plat that comes before the Plan Commission and an additional fee of ten dollars (\$10.00) per lot for plats of five (5) or more lots.
- ☐ SITE PLAN REVIEW - Complete Application and review Site Plan Checklist

I have completed this application to the best of my knowledge and believe the information herein to be true and correct. I submit that the request will not be detrimental to the general public interest and purpose of the Zoning Ordinances of the Village of Somerset.


SIGNATURE OF APPLICANT

Feb. 18, 2026
DATE SIGNED

Authorization: The Village Board, acting under the power given it under Zoning Ordinances of the Village of Somerset do hereby:

_____ Accept your application

_____ Reject your application

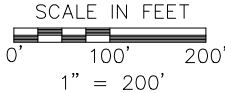
SIGNATURE OF VILLAGE PRESIDENT

DATE SIGNED

PRELIMINARY MARCH 20, 2026

CERTIFIED SURVEY MAP

LOCATED IN THE NE¼ OF THE FRACTIONAL NW¼ OF SECTION 31, T31N, R18W, TOWN OF STAR PRAIRIE, ST. CROIX COUNTY, WISCONSIN, BEING LOT 4 CERTIFIED SURVEY MAP RECORDED IN VOLUME 34, PAGE 7664, DOCUMENT NUMBER 1202155 AT THE ST. CROIX COUNTY REGISTER OF DEEDS OFFICE.



NOTE: SECTION CORNERS SHOWN HEREON HAVE BEEN FOUND AND VERIFIED WITH TIES OF RECORD AND PUBLISHED ST. CROIX COUNTY COORDINATES. FIELD WORK COMPLETED DEC. 05, 2025.

NW¼ OF THE FRACTIONAL NW¼ UNPLATTED LANDS

SEE LEGEND SHEET 2 WEST LINE OF THE NE¼ OF THE FRACTIONAL NW¼

N88°36'02"W 1,502.56'

N00°33'34"W 1,319.08'

UNPLATTED LANDS

LOT 1 C.S.M. VOL. 5, PG. 1259, DOC. NO. 1162332 NORTH LINE OF THE FRACTIONAL NW¼

FOUND 1.25" IRON PIPE S42°36'24"W 0.47' FROM SET REBAR

LOT 5
419,457 SQ. FT. (9.63 AC.)
INCLUDING R/W & EASEMENTS
413,345 SQ. FT. (9.49 AC.)
EXCLUDING R/W & EASEMENTS

NOTE: DIVISION OF ANY OF THE LOTS SHOWN ON THIS CERTIFIED SURVEY MAP ARE REQUIRED TO BE REVIEWED AND APPROVED BY THE VILLAGE OF SOMERSET. THESE LOTS ARE WITHIN THE EXTRATERRITORIAL JURISDICTION OF THE VILLAGE OF SOMERSET.

CURVE 1 INFORMATION:
NOT TANGENT
RADIUS - 1,004.93'
CENTRAL ANGLE - 08°46'02"
CHORD - 153.62'
S13°40'31"W
ARC LENGTH - 153.77'
TANGENT IN - S21°16'05"W
TANGENT OUT - S12°30'03"W

LOT 8
493,202 SQ. FT. (11.32 AC.)

SOUTH LINE OF THE NE¼ OF THE FRACTIONAL NW¼

SE¼ OF THE FRACTIONAL NW¼ UNPLATTED LANDS

LOT 7
543,182 SQ. FT. (12.47 AC.)
INCL. R/W
538,822 SQ. FT. (12.37 AC.)
EXCL. R/W

WETLAND
WETLAND EDGE

WETLAND

LOT 6
258,162 SQ. FT. (5.93 AC.)
INCLUDING R/W & EASEMENTS
250,247 SQ. FT. (5.74 AC.)
EXCLUDING R/W & EASEMENTS

SEE DETAIL SHEET 2

190TH AVENUE

LOT 13 PLAT OF CRESTVIEW ADDITION

N¼ CORNER, SEC. 31 (ALUM. CAP FND.)

UNPLATTED LANDS

UNPLATTED LANDS

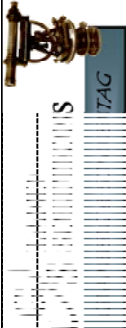
COUNTY TRUNK HIGHWAY "C"

BEARINGS ARE REFERENCED TO THE NORTH LINE OF THE FRACTIONAL NW¼ OF SECTION 31. LINE BEARS S88°36'02"E, ST. CROIX COUNTY COORDINATE SYSTEM.

SHARED DRIVEWAY EASEMENT. DOC. NO. 1200024

NOTE: EXISTING DRIVEWAY. HIGHWAY DEPARTMENT WILL NOT ALLOW THIS DRIVEWAY TO BE USED FOR A NEW RESIDENCE.

LOT 1 C.S.M. VOL. 7, PG. 1884, DOC. NO. 430202



SURVEYOR:

JOSEPH GRANBERG
1428 134TH AVENUE
NEW RICHMOND, WI 54017

PREPARED FOR:

DAN ELLYSON & PAUL KORN DRAFTED BY: HLS
2103 210TH AVENUE JOB NO. 100-1019
DATE: 12/24/2025

174G

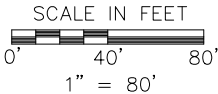
SHEET 1 OF 3

CERTIFIED SURVEY MAP

LOCATED IN THE NE¼ OF THE FRACTIONAL NW¼ OF SECTION 31, T31N, R18W, TOWN OF STAR PRAIRIE, ST. CROIX COUNTY, WISCONSIN, BEING LOT 4 CERTIFIED SURVEY MAP RECORDED IN VOLUME 34, PAGE 7664, DOCUMENT NUMBER 1202155 AT THE ST. CROIX COUNTY REGISTER OF DEEDS OFFICE.

NOTE: LOTS MAY BE SUBJECT TO FUTURE SPECIAL ASSESSMENTS FOR ANY UPGRADES AND IMPROVEMENT TO THE ROAD.

DETAIL



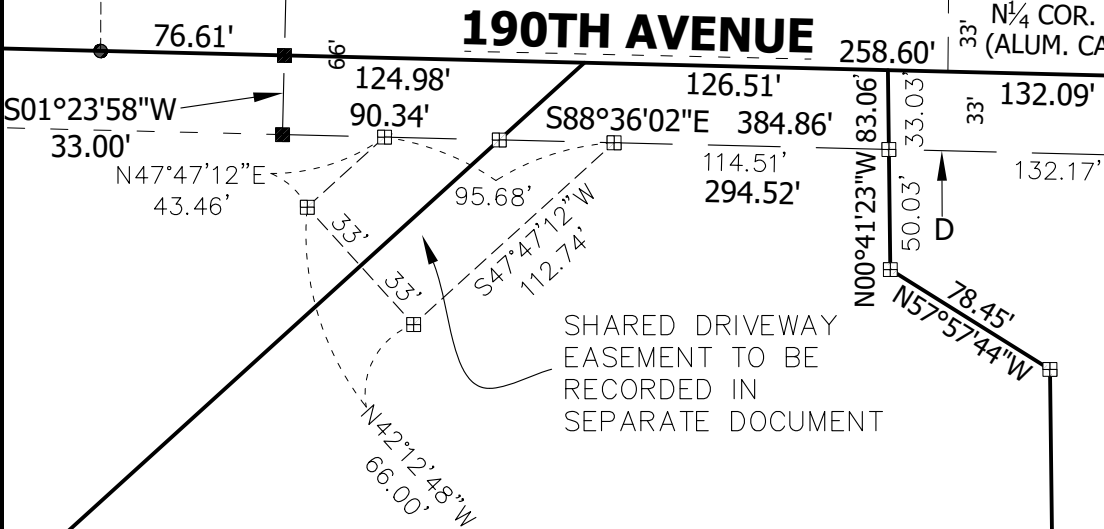
LOT 1 C.S.M. VOL 32, PG. 7207, DOC. NO. 1162332

LOT 1 C.S.M. VOL 5, PG. 1275, DOC. NO. 406832

RIVERVIEW LANE

190TH AVENUE

N¼ COR. SEC. 31 (ALUM. CAP FND.)



LEGEND:

- SECTION CORNER (AS NOTED)
- FOUND 1.38" OUTSIDE DIAMETER IRON PIPE
- FOUND 1.25" OUTSIDE DIAMETER IRON PIPE
- FOUND 1" OUTSIDE DIAMETER IRON PIPE
- FOUND ¾" IRON REBAR
- 0.75" X 18" IRON REBAR WEIGHING 1.50 LBS. / LINEAR FOOT SET
- FENCE
- PROPOSED DRIVEWAY LOCATION FOR LOT 7
- INDICATES COMPUTED POSITION. NOTHING SET

NOTE: LOTS MAY BE SUBJECT TO FUTURE SPECIAL ASSESSMENTS FOR ANY UPGRADES AND IMPROVEMENT TO THE ROAD.

NOTE: ALL LOTS CONTAINED IN THIS MAP ARE CURRENTLY ZONED RESIDENTIAL-1 (R-1) ZONING.

LOT 7

543,182 SQ. FT. (12.47 ACRES)
INCL. R / W
538,822 SQ. FT. (12.37 ACRES)
EXCL. R / W



SURVEYOR:

JOSEPH GRANBERG
1428 134TH AVENUE
NEW RICHMOND, WI 54017

PREPARED FOR:

DAN ELLYSON & PAUL KORN
2103 210TH AVENUE
DEER PARK, WI 54007

DRAFTED BY: HLS
JOB NO. 100-1019
DATE: 12/24/2025

SHEET
2 OF 3

PRELIMINARY MARCH 20, 2026

CERTIFIED SURVEY MAP

LOCATED IN THE NE¼ OF THE FRACTIONAL NW¼ OF SECTION 31, T31N, R18W, TOWN OF STAR PRAIRIE, ST. CROIX COUNTY, WISCONSIN, BEING LOT 4 CERTIFIED SURVEY MAP RECORDED IN VOLUME 34, PAGE 7664, DOCUMENT NUMBER 1202155 AT THE ST. CROIX COUNTY REGISTER OF DEEDS OFFICE.

DESCRIPTION:

A parcel of land located in the NE¼ of the fractional NW¼ of Section 31, T31N, R18W, Town of Star Prairie, St. Croix County, Wisconsin, being Lot 4 of Certified Survey Map recorded in volume 34, page 7664, document number 1202155 at the St. Croix County Register of Deeds Office, further described as follows:

Beginning at the N¼ corner of said Section 31; thence S00°49'25"E 346.48' to a found 1.38" outside diameter iron pipe along the monumented North - South Quarter Section line of said Section 31; thence S00°48'54"E 195.93' to a found 1.38" outside diameter iron pipe along said monumented North - South Quarter Section line to the northwest corner of Lot 3 Certified Survey Map recorded in said volume 34, page 7664, document number 1202155, at the said St. Croix County Register of Deeds Office; thence N89°00'44"W 43.68' to a found ¾" iron rebar along the north line of said Lot 3; thence S00°41'23"E 316.77' to a found ¾" iron rebar along the west line of said Lot 3; thence N80°15'48"E 44.13' to a found ¾" iron rebar along a southwesterly line of said Lot 3; thence S00°40'29"E 230.56' to a found ¾" iron rebar and the westerly right-of-way of County Trunk Highway "C" and the south most corner of said Lot 3; thence S21°16'05"W 85.05' to a found ¾" iron rebar along said westerly right-of-way and the easterly line of said Lot 4; thence southwesterly 153.77' along the arc of a 1004.93' non-tangent curve concave to the southeast whose chord bears S13°40'31"W 153.62' and has a central angle of 08°46'02" to the south line of the NE¼ of the fractional NW¼ and the southeast corner of said Lot 4; thence N88°56'30"W 1,252.49' along said south line of the NE¼ of the Fractional NW¼ to the west line of said NE¼ of the Fractional NW¼ being the south line of said Lot 4; thence N00°33'34"W 1,319.08' along said west line of the NE¼ of the Fractional NW¼ being the west line of said lot 4 to the north line of the Fractional NW¼; thence S88°36'02"E 1,318.61' along said north line of the Fractional NW¼ being the north line of said Lot 4 to the point of beginning. This description contains 1,713,497 square feet (39.34 acres) more or less and is subject to any easements, restrictions, or covenants of record.

SURVEYOR'S CERTIFICATE

I, Joseph W. Granberg, Professional Land Surveyor, hereby certify that by the direction of Dan Ellyson, I have surveyed and divided the lands shown hereon in accordance with official records, Chapter 236.34 of the Wisconsin Statutes, the St. Croix County Subdivision Ordinance and the Town of Star Prairie Subdivision Ordinance and that this map is a true and correct representation to scale of that survey.

JOSEPH GRANBERG DATE
G&S LAND SOLUTIONS, LLC.
1428 134TH AVENUE
NEW RICHMOND, WI 54017
715-246-7529

GENERAL NOTICE STATEMENT

EACH PARCEL SHOWN HEREON IS SUBJECT TO STATE, COUNTY AND TOWNSHIP LAWS, RULES AND REGULATIONS (i.e., WETLAND RESTRICTIONS, ACCESS TO PARCEL, MINIMUM LOT SIZE, ETC.). BEFORE PURCHASING OR DEVELOPING ANY PARCEL CONTACT THE ST. CROIX COUNTY COMMUNITY DEVELOPMENT OFFICE AND THE APPROPRIATE TOWN BOARD FOR ADVICE.

Resolved that this Certified Survey Map is hereby approved by the St. Croix County Community Development Department.

BY _____ DATE _____
St. Croix County Community Development Department



SURVEYOR:		PREPARED FOR:	
JOSEPH GRANBERG	DAN ELLYSON & PAUL KORN	DRAFTED BY: HLS	
1428 134TH AVENUE	2103 210TH AVENUE	JOB NO. 100-1019	SHEET
NEW RICHMOND, WI 54017	DEER PARK, WI 54007	DATE: 12/01/2025	3 OF 3

Somerset Athletic Field Rentals

Priority System

Fields are scheduled by priority level and higher priority levels will take precedence over lower priority groups. Refunds will not be issued but will be advanced to a rescheduled date if a lower priority group is bumped from the schedule from a higher priority group.

Priority 1 – Somerset Youth Associations, Somerset American Legion, Somerset School District

Priority 2- Somerset Non-Profit Groups

Priority 3 – Out of Somerset Non-Profit Groups

Priority 4 – Commercial/For Profit Groups

Hourly Rental Rates

Priority 1 – Somerset Youth Associations, Somerset American Legion, and Somerset School District – *Billed annually per agreement

Priority 2 - Somerset Non-Profit Groups - \$20.00 per hour

Priority 3 – Out of Somerset Non-Profit Groups - \$30.00 per hour

Priority 4 – Commercial/For Profit Groups - \$50.00 per hour

*Field lighting is available only at Village Park Large diamond. Field lighting - \$25.00 for every two (2) hours of field use.

Full-Day / Tournament Rates

*Fields are prepped once prior to the first game. No weekend dragging will be done by the parks department.

Priority 1 - Somerset Youth Associations, Somerset American Legion, Somerset School District - \$100.00 per field per day

Priority 2- Somerset Non-Profit Groups - \$150.00 per field per day

Priority 3 - Out of Somerset Non-Profit Groups - \$200.00 per field per day

Priority 4 - Commercial/For Profit Groups - \$500.00 per field per day

Additional fees (if applicable) and responsibilities of claimant

1. Refuse collection is the responsibility of the claimant
2. Additional dumpster is highly recommended at claimant's expense
3. Restrooms and other facilities are to be cleaned at least daily by the claimant. A charge of \$75.00 will be imposed if bathrooms are not acceptably cleaned upon inspection by Village staff.

4. Field lighting - \$25.00 for every two (2) hours of field use.

How to Reserve a Field: Field reservations open the first Monday of March.

To reserve a field, you'll need to provide prior to use:

- Your organization and or group name
- Contact name, phone number, and email
- Priority level
- Payment, if applicable
- Insurance (Commercial and for-profit only)
- A Confirmation email will be sent with your scheduled field times once reservation(s) have been approved.

Public Use of Fields

When fields are not reserved and not prepped for an upcoming game, they are open for public use with no charge.

If a field has been freshly lined or groomed, please avoid play so we can keep conditions safe for scheduled users.

Weather & Cancellations

- Refunds will be issued if the event is cancelled and no field preparation has been done.
- No-shows will not be refunded.
- No refunds will be issued if fields have been prepped and dragged.
- In lieu of refunds, payments may be advanced to the rescheduled event.

**Representative of the group must contact the Village Public Works Department in advance of any field preparations to receive a refund.

Field Rules & Responsibilities

To keep our fields safe and playable, we ask that all users follow basic guidelines:

- No unauthorized digging, staking, or field modifications.
- Rake out and level all divots in batter's boxes and pitching mound areas after use.
- Do not push standing water from infield areas into grass areas.
- Pick up all litter around fields and dugouts (Including removal of seeds from dugouts).
- Report any damage to the Village.
- Excessive damage may result in additional fees.

- Refrain from spitting seeds in restrooms, pavilions, and other buildings.

No smoking or vaping on park grounds. Alcohol sales and consumption requires proper permitting/licensing through the Village of Somerset's Public Safety Department.



April 7, 2026

Bob Gunther
Public Works/Economic Development Director
Village of Somerset
110 Spring St. PO Box 356
Somerset, WI 54025

by Email

RE: Bid evaluation for the Cleaning, Repairing, and Painting of the 200,000-Gallon Elevated Reservoir (Tower Number One) for Village of Somerset, WI. KLM Project No. 2878-25.

Mr. Gunther,

The project bid opening was held on Tuesday, March 31, 2026, at 2:00 PM CST. A total of eight qualified bids were received. Bids were received through QuestCDN's online bidding platform and opened publicly via webcast. Bids received were as follows:

Bidders	Base Bid
Engineer's Estimate	\$550,000.00
O&J Coatings Inc	\$460,000.00
Tanksco, Inc.	\$486,500.00
Classic Protective Coatings, Inc.	\$568,950.00
BRZ Coatings Inc	\$621,000.00
JR Stelzer Co.	\$642,825.00
Viking Industrial Painting	\$766,350.00
LC United Painting	\$825,000.00
TMI Coatings, Inc.	\$847,750.00



KLM Engineering, Inc. (KLM) has reviewed the documents provided by the low bidder, O&J Coatings, Inc. (O&J), and consider them a responsible bidder eligible for award of the Project. O&J was established over 10 years ago and has performed a lot of tower rehabilitation work, primarily focused in the southern states. Several of the project references they provided were contacted. All noted being satisfied having worked with O&J and no issues with project management or the quality of their work. KLM also had positive first-hand experience working with an O&J crew when they were subcontractors on a recent new tower construction project.

The owner of O&J has confirmed they are comfortable honoring their proposed amount above and expressed an understanding of the Project requirements. Considering their favorable bid and positive work history, KLM recommends awarding the contract to O&J Coatings, Inc. for the amount of \$460,000.00

Please feel free to contact me with any questions.

Sincerely,

KLM Engineering Inc.

Benjamin Feldman, PE
Manager of Engineering

Bid Tabulation Sheet

Bid Opening Date: March 31, 2026

Bid Opening Time: 2:00 PM

Cleaning, Repairing, & Painting

200,000-Gallon Elevated Reservoir; Tower Number

Description: One

Bid Location: QuestCDN online vbid platform

Owner: Village of Somerset, WI

KLM Project No. : 2878-25

Contractor	Bid Bond	Bid Item No. 1	Bid Item No. 2	Bid Item No. 3	Bid Item No. 4	Bid Item No. 5	Base Bid
		Structure Modifications	Surface Repairs	Interior Wet Area Abrasive Blast & Coating	Exterior Area Abrasive Blast & Coating & Containment	Mobilization	
O&J Coatings Inc	x	Lump Sum	\$ 50/hr	Lump Sum	Lump Sum	Lump Sum	\$460,000.00
		\$150,000.00	\$10,000.00	\$100,000.00	\$180,000.00	\$20,000.00	
Tanksco, Inc.	x	Lump Sum	\$ 42.50/hr	Lump Sum	Lump Sum	Lump Sum	\$486,500.00
		\$198,000.00	\$8,500.00	\$105,000.00	\$155,000.00	\$20,000.00	
Classic Protective Coatings, Inc.	x	Lump Sum	\$ 100/hr	Lump Sum	Lump Sum	Lump Sum	\$568,950.00
		\$214,400.00	\$20,000.00	\$104,300.00	\$220,650.00	\$9,600.00	
BRZ Coatings Inc	x	Lump Sum	\$ 80/hr	Lump Sum	Lump Sum	Lump Sum	\$621,000.00
		\$251,000.00	\$16,000.00	\$97,000.00	\$247,000.00	\$10,000.00	
JR Stelzer Co.	x	Lump Sum	\$ 120/hr	Lump Sum	Lump Sum	Lump Sum	\$642,825.00
		\$259,800.00	\$24,000.00	\$80,520.00	\$263,505.00	\$15,000.00	
Viking Industrial Painting	x	Lump Sum	\$ 225/hr	Lump Sum	Lump Sum	Lump Sum	\$766,350.00
		\$305,000.00	\$45,000.00	\$74,500.00	\$324,650.00	\$17,200.00	
LC United Painting	x	Lump Sum	\$ 130/hr	Lump Sum	Lump Sum	Lump Sum	\$825,000.00
		\$307,000.00	\$26,000.00	\$106,000.00	\$369,000.00	\$17,000.00	
TMI Coatings, Inc.	x	Lump Sum	\$ 125/hr	Lump Sum	Lump Sum	Lump Sum	\$847,750.00
		\$275,750.00	\$25,000.00	\$134,000.00	\$373,000.00	\$40,000.00	

North Central Inspection Service LLC

2254 S Shore Blvd, White Bear Lake, MN 55110

Ph. 612-756-9891

gotoncis@gmail.com



ASBESTOS SURVEY - P R O P O S A L

Site location: 302 Main Street, Somerset WI
272 Main Street, Somerset WI
270 Main Street, Somerset WI

Contact information: Bob Gunther, City of Somerset.

Property consists of 5 structures, two multi storied homes, one single story home and two double car garages.

Price quote includes inspection and all lab analysis fees.

\$3,750.00

Thank you for the opportunity.

Best Regards, Jim

North Central Inspection Service LLC

James Starry

Project Inspection By: **James Starry**

MN Asbestos Inspector

#: AI11065

STREET USE PERMIT

VILLAGE OF SOMERSET

APPLICANT NAME, ADDRESS & PHONE NO.

DAVID BRACHT
705 RIVARD ST #4
SOMERSET 715-497-4806

NAME, ADDRESS & PHONE NO. OF ORGANIZATION REQUESTING PERMIT

SOMERSET LIONS CLUB
- SAME AS ABOVE -

NAME, ADDRESS & PHONE NO. OF CONTACT PERSON FOR STREET USE

- SAME AS ABOVE -

PROPOSED STREETS: SEE ATTACHED SHEETS

DATE OF USE: JUNE 5, 6, 7 PEASOUP DAY S

TIME OF USE: PARADE 11 AM JUNE 6TH, KIDDER PARADE JUNE 7TH, 11 AM

PROJECTED ATTENDANCE: DIFFERENT EACH DAY - 500 PARADE?

PROPOSED STREET USE (Describe in detail):

SOAP BOX Derby JUNE 6TH 2pm FRANCES ST -
3 on 3 BASKETBALL HUD ST (IN FRONT OF LITBANG) JUNE 6TH

5K Race Wed JUNE 4TH ROUTE TRID

*** PAVEMENT MARKING IS NOT ALLOWED ON ANY STREET ****

- INSURANCE:** Required to indemnify, defend and hold the Village and its employees and agents harmless against all claims, liability, loss damage or expense incurred by the Village on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant is required to furnish a Certificate of Comprehensive General Liability Insurance with the Village of Somerset. The applicant is required to furnish a performance bond prior to being granted the permit.

☐ Insurance Requirement Waived

☒ Proof of Insurance Provided

For office use:

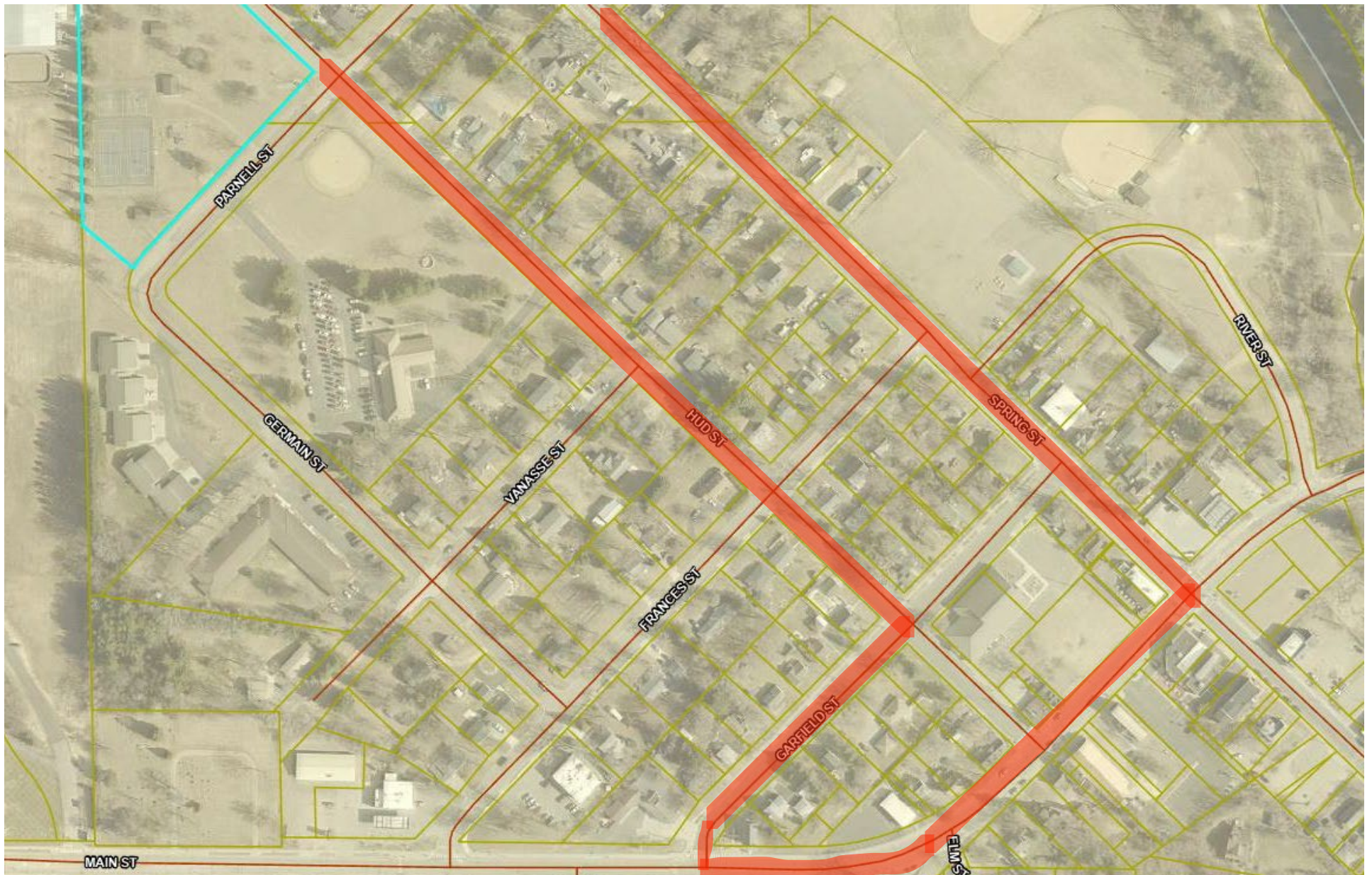
Date Reviewed by Village Board: _____ Approved _____ Denied _____

Proposed Pea Soup Days Parade Route

Spring St to Main St

Main St to Garfield

Garfield to Hud

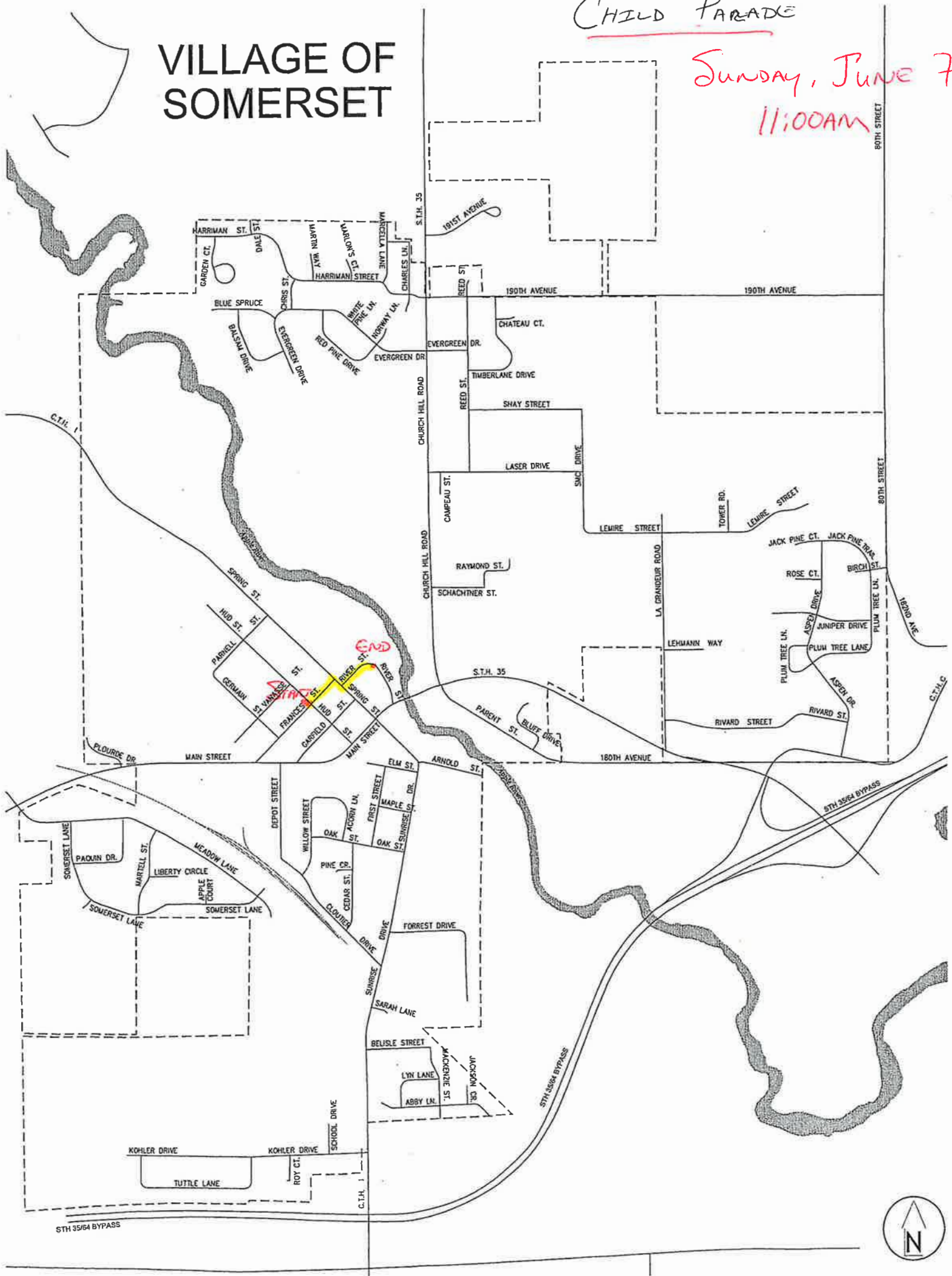


VILLAGE OF SOMERSET

CHILD PARADE

Sunday, June 7

11:00AM



Somerset Fire/Rescue

from the office of Chief Belisle

April 1st, 2026

Dear Board Members –

This is the update for March 2026. This month we responded to 34 calls for service. The breakdown is as follows: 23 calls in the Village consisting of 15 medicals and 8 Fire/Rescue calls; 9 in the Township consisting of 5 medicals and 4 fire/rescue calls; and 2 auto aid calls all in St. Joe. This brings us to a total of 114 runs for the year compared to 120 for the same time in 2025.

The month of March held steady and we are just a few runs behind 2025 at this pace. We had no calls of significance in March in our district.

The strategic plan will be delivered at the April joint meeting. We are excited to finally get a plan specific for the fire department and look forward to working with the boards to attain said goals that will be laid out in the plan. We are currently also working on major software change, reducing our need for 4 different programs to just 1. We are joining Hudson Fire and St Joe Fire at this time and will be able to share information between departments real time. We expect more departments within the county to move this direction in the very near future.

We are currently operating with 29 personnel, 17 full members, 8 probationary members, 1 honorary member, 2 High School Cadets and our secretary. We are getting closer to having all members “fully” trained in both EMS and fire. As always you are more than welcome to stop in and say hi at the station when you see someone there. We welcome visitors and are more than willing to give you a tour and show you our trucks and equipment and educate you on the operations of the department!

Sincerely,

Travis Belisle

Travis Belisle - Chief
Somerset Fire/Rescue

748 Hwy 35
Somerset, WI 54025
Station (715)247-5364 Fax (715)247-3194



LIBRARY UPDATE FOR APRIL 2026

208 Hud Street

(715) 247-5228

somersestlibrary.org

**Our
patrons
say it
best**

“

Somerset library creates such a warm and welcoming environment! I enjoy getting work done in the quiet lounge by the fire on cold days and everyone there is so helpful whenever I have questions. I wasn't always a library user, but now I can't imagine my life without my library.

”

Learn more about the library's offerings by subscribing to the newsletter



Online Day of Giving

Tues. April 28

The library is participating in the annual Give Big fundraising platform. Give Big Valleys is a 24-hour online giving event that supports nonprofits across Burnett, Dunn, Pepin, Pierce, Polk, and St. Croix



Chinese Cooking Demo

Wed. April 8, 1:00 PM

Learn the secrets of Szechuan Cuisine! Chef Peter Kwong is a native of China and he loves to share his knowledge of regional flavors and the nuances of proven Asian techniques.



Baby Academy

Wed. at 11:00 AM, April 15 - May 27

A special baby story time tailored for little ones aged up to 24 months and their caregivers.

Questions? Contact: Kristina Kelley-Johnson, Library Director
(715) 247-5228 • kristina@somersestlibrary.org

Village of Somerset
PO Box 356, 110 Spring Street
Somerset, WI 54025
715-247-3395 Fax 715-247-5790
Email: info@villageofsomerset.us



RESOLUTION NO. 2026-03

A Resolution Authorizing a Request to the Wisconsin Department of Transportation for an Engineering Review of the Southbound WIS 35 Right-Turn Movement at Main Street in the Village of Somerset

WHEREAS, the Village of Somerset has received complaints and observations from residents, local officials, and law enforcement regarding driver confusion and inconsistent compliance at the southbound WIS 35 right-turn movement at Main Street; and

WHEREAS, the intersection was recently reconstructed as part of the WisDOT Somerset–St. Croix Falls, CTH C to Laser Drive, State Project 8060-00-70 / 8060-00-72, which included work at the STH 35/Main Street intersection and replacement of traffic signals; and

WHEREAS, the Somerset Public Safety Committee discussed this matter in February 2026 in response to resident complaints and public safety concerns; and

WHEREAS, the Village Board finds it appropriate to request that WisDOT evaluate the current operation and traffic control of this right-turn movement and determine whether modifications are warranted;

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Somerset, Wisconsin, that the Village President is authorized to submit a formal written request to the Wisconsin Department of Transportation, Northwest Region, seeking an engineering review of the southbound WIS 35 right-turn movement at Main Street.

BE IT FURTHER RESOLVED, that the Village's request shall ask WisDOT to evaluate safety, compliance, delay, queueing, pedestrian considerations, and feasible traffic-control alternatives for the movement.

BE IT FURTHER RESOLVED, that Village staff and officials are authorized to provide supporting materials to WisDOT, including observations, crash-location information, photographs, and video, as available.

BE IT FURTHER RESOLVED, that the Village's request shall ask WisDOT to acknowledge receipt of the request and advise the Village regarding next steps within 30 days and, if feasible, to complete its engineering review or provide a status update and anticipated review schedule within 90 days of receipt.

Adopted this 21 day of April 2026.

VILLAGE OF SOMERSET

By: _____
Donald Kern, Village President

Attest: _____
Jessica Lehman, Village Clerk

Village of Somerset
PO Box 356, 110 Spring Street
Somerset, WI 54025
715-247-3395 Fax 715-247-5790
Email: info@villageofsomerset.us



04/13/2026

Wisconsin Department of Transportation
Northwest Region
718 W. Clairemont Avenue
Eau Claire, WI 54701

Re: Request for Engineering Review of Southbound WIS 35 Right-Turn Control at Main Street in Somerset

Dear WisDOT Northwest Region Staff:

On behalf of the Village of Somerset, I am writing to request a WisDOT engineering review of the southbound WIS 35 right-turn movement at Main Street in Somerset, near the Dairy Queen location, to evaluate whether the current traffic control should be modified.

This location was recently reconstructed as part of the WIS 35 Somerset–St. Croix Falls project, State Project 8060-00-70 / 8060-00-72, which included work at the STH 35/Main Street intersection and replacement of the traffic signals.

Since completion of the redesign, the Village has received resident complaints and observed substantial driver confusion regarding the separate southbound right-turn signal indication. As currently configured, the movement appears to include a separate right-turn signal head with a red indication and green turn arrow, but drivers do not consistently understand when they may proceed. Based on observations relayed to the Village, some drivers wait through multiple signal cycles expecting a green arrow that may not be provided for their movement in the way they anticipate, while others proceed without waiting, often following the vehicle ahead. This inconsistency appears to be contributing to noncompliance, congestion, driver frustration, and unsafe behavior.

The Somerset Public Safety Committee discussed this issue at its February 2026 meeting in response to complaints from residents and ongoing confusion at the intersection. Law enforcement monitoring during a weekday morning period from approximately 7:30 a.m. to 8:30 a.m. reportedly observed roughly 30 violations in one hour, and the Village also understands there has recently been a crash at or near this intersection. The Village has a dash camera video of the law enforcement observation period and can provide supporting materials to WisDOT upon request.

The Village also notes that:

- there is an existing channelized right-turn/slip lane condition at this corner,
- a nearby corner of the intersection uses yield control for a comparable movement, and
- pedestrian considerations are present, including a trail connection and sidewalk.

The Village is not seeking to predetermine the engineering answer. While local discussion has included the possibility of replacing the current right-turn signal control with a YIELD sign, the Village respectfully asks WisDOT to evaluate the movement and advise on the most appropriate treatment. That evaluation could include, among other options, whether a yield-controlled free-right movement, revised signal phasing, revised signing, or another treatment would better address driver understanding and safety.

Village of Somerset
PO Box 356, 110 Spring Street
Somerset, WI 54025
715-247-3395 Fax 715-247-5790
Email: info@villageofsomerset.us



Accordingly, the Village requests that WisDOT:

1. review the current design and operation of the southbound WIS 35 right-turn movement at Main Street;
2. evaluate safety, compliance, delay, queueing, and pedestrian considerations at the location; and
3. advise the Village on feasible next steps and any data or coordination WisDOT would like from the Village.

The Village would appreciate written confirmation of next steps within 30 days of receipt of this letter and, if feasible, completion of WisDOT's review or a status update with an anticipated timeline within 90 days.

The Village would welcome a site review or meeting with WisDOT staff. Please let us know what additional information would be useful.

Thank you for your consideration and partnership.

Sincerely,

Donald Kern
Village President
Village of Somerset

cc: Village Board



ESTIMATE

Field Contracting LLC
891 83rd Ave
Amery, WI 54001

fieldcontractingllc@gmail.com
+1 (651) 815-5982
<https://fieldcontractingllc.com>



Bill to
Somerset Village Hall
110 Spring Street
PO Box 356
Somerset, WI 54025

Ship to
Somerset Village Hall
-270 Main St
Somerset, WI 54025
-302 Main St
Somerset, WI 54025

Estimate details

Estimate date: 03/17/2026

#	Product or service	Description	Rate	Amount
1.	Sewer and Water Shut Offs	Water and Sewer Terminations and Capped -Done before any demolition	\$3,950.00	\$3,950.00
2.	Demolition	Demolition of Structures -270 Main St -302 Main St	\$23,840.00	\$23,840.00
3.	Dumpsters	Removal of materials and hauled out	\$12,600.00	\$12,600.00
4.	Concrete Demo	Demolition & Removal of Existing Slabs and Foundations	\$6,650.00	\$6,650.00
5.	Site Restoration	-Fill hauled in -Graded properly to match surrounding grade and for water drainage	\$5,500.00	\$5,500.00
Total				\$52,540.00

Accepted date

Accepted by

Analysis of the Proposed Employee Concern Policy

Summary of the proposal:

Reportable activities are listed in several places in the proposal:

- violations of local, municipal, state, or federal law
- dishonest activity
- illegal activity
- workplace safety
- mismanagement
- abuse of authority
- substantial waste of public funds
- danger to public health or safety
- violation of a clear mandate of public policy concerning health, safety, welfare, or protection of the environment
- established village procedure

There will be no retaliation when reports are made in good faith based on reasonable belief. Confidentiality will be honored to the extent possible.

Written complaints may be filed with the **employee's supervisor, Village President, Chief of Police or Village Attorney** as is appropriate under the circumstances.

Complaints will be investigated internally or by outside resources. The village will respond appropriately to the investigation, and the complainant will be informed of the outcome in writing.

Village Attorney notes (red text):

- (1) The reportable activities described in the proposal may duplicate existing handbook provisions (see Reporting Procedures and Non-Retaliation, page 6, and Problem Resolution Procedure, page 11).
- (2) Pages 6 and 11 of the handbook describe how employees should report concerns, and how the village should respond. Retaliation is also addressed.
- (3) Providing that reports may be filed with "the supervisor, the Village President, the Chief of Police, or the Village Attorney as is appropriate under the circumstances." may mean the employee can chose where to file the complaint. They may go directly to the president or the attorney. They may bypass the supervisor with whom a solution might be reached.

My suggestions:

- (1) The first paragraph of the proposal that describes reportable activities duplicates some handbook language and adds examples (pages 6 and 11). It doesn't conflict with the handbook, so this paragraph is ok to adopt as written.
- (2) The attorney's concern about bypassing the supervisor could be resolved by requiring that reports must be made first to the supervisor unless circumstances such as the nature or source of the complaint warrant skipping the supervisor. But this contradicts the proposal, which allows the employee to choose where to report.
- (3) The handbook and the proposal have different procedures for reporting complaints, apparently depending on the nature of the complaint or problem. This may be confusing for employees.
 - Safety, EEO, harassment, discrimination, or violence concerns should be reported to the **department head or the village clerk or treasurer**. If one of those individuals is involved in the incident, the report should be made directly to the **village board president**. (Reporting Procedure and Non-Retaliation page 6)
 - Issues such as workplace communication, interpersonal conflict, and other working conditions should be discussed with (and then put in writing to) the **department head**. If this is uncomfortable, the employee may go immediately to the **village clerk or treasurer** (Problem Resolution Procedure page 11)
 - Employees should report retaliation to the **department head or the village clerk or treasurer**. (Reporting Procedure and Non-Retaliation page 7)
 - **Violation(s) of local, state or federal law or established village procedures** may be reported to the **supervisor, village president, chief of police, or village attorney** as is appropriate under the circumstances" There is no guidance as to what "circumstances" might be. (Proposed Employee Concern Policy)
- (4) Before adopting the proposed policy we should consider these issues:
 - Should there be different procedures for reporting complaints to depending on the nature of the complaint?

- Is it clear to employees which procedures to follow?
- Is it clear when complaints must be in writing? (See the proposal and the Problem Resolution procedure, page 11, Step 2)
- The proposal refers to “established village procedures.” Are those in policies, the handbook, memos. or other instructions?
- Is the difference between informal and formal complaints clear?
- Is the (uninvolved) supervisor generally the best first person to report to?
- Should both the clerk and the treasurer receive complaints?
- Does reporting directly to the village attorney incur an additional expense? Is there an existing policy or practice that requires approval (by whom?) to engage the attorney? Can we “pre-authorize” direct reports to the attorney under special circumstances?
- Is terminology consistent? For example, is the Department Head sometimes (always?) the Supervisor? Are the village president or village board president the same as the mayor?

POLICY DRAFT

Village of Somerset

Alcohol Beverage Licensing Policy

This policy establishes a clear and consistent process for reviewing, approving, and managing alcohol beverage licenses in the Village of Somerset.

The policy aims to:

- Provide a straightforward and consistent process for all license types
- Support informed and transparent decision-making
- Clarify the roles of the Village Board, staff, and committees
- Ensure compliance with Wisconsin Statutes (Chapter 125)

This policy guides how licensing decisions are made. The Village Code of Ordinances remains the governing legal authority.

Legal Authority

Alcohol beverage licensing in the Village of Somerset is governed by:

- Wisconsin Statutes, Chapter 125
- Village of Somerset Code of Ordinances, Title 7

All licensing decisions are made at the discretion of the Village Board in accordance with applicable law.

Licensing Framework

To ensure consistency, the Village uses a structured review process for all alcohol beverage licenses.

Village Board Approval Required

The following license types require approval by the Village Board at a public meeting:

- Class A liquor and beer licenses
- Class B liquor and beer licenses
- Class C wine licenses
- Reserve Class B licenses
- Transfers of ownership or premises
- Beer garden permits and outdoor consumption areas
- Temporary Class B (picnic) licenses
- Temporary wine licenses

All alcohol beverage licenses require Village Board approval unless otherwise defined by adopted policy.

Roles and Responsibilities

Village Board

The Village Board:

- Approves or denies licenses
- Reviews recommendations from staff and committees
- Establishes licensing policy and expectations
- Handles appeals as required

Public Safety Committee

The Public Safety Committee:

- Reviews full license applications
- Examines staff reports and findings
- Makes recommendations to the Village Board for final decision
- Reviews proposed process or policy changes

Village Clerk

The Village Clerk:

- Accepts and reviews applications
- Ensures applications are complete
- Coordinates staff review
- Publishes legal notices
- Issues licenses after approval
- Maintains records

Police, Fire, and Building Officials

These departments:

- Conduct background checks and inspections
- Verify compliance with laws and codes
- Provide input during the review process

Standard Licensing Process

This process applies to new licenses, renewals, transfers, and temporary/event licenses.

Step 1 – Application Submission

Applicants submit completed applications to the Village Clerk using required forms.

Step 2 – Completeness Review

The Clerk reviews the application and notifies the applicant if additional information is needed.

Step 3 – Staff Review

Applications are forwarded to appropriate departments (Police, Fire, Building, as applicable) for review.

Step 4 – Committee Review

The Public Safety Committee reviews the application and provides a recommendation to the Village Board.

Step 5 – Village Board Action

The Village Board reviews the application at a public meeting and makes a decision.

Step 6 – Issuance

Upon approval and completion of all requirements, the Clerk issues the license and provides notice to the applicant.

Operator (Bartender) Licenses

- Applications are submitted to the Village Clerk
- The Police Department conducts background checks
- Licenses are issued if all requirements are met
- Issued licenses are reported to the Village Board

Fees

- License fees are established by the Village Board
- Fees are maintained in the Village Fee Schedule
- Any changes require Board approval

Quotas

- License quotas follow Wisconsin Statutes and any locally adopted limits
- Changes to quotas require Village Board approval

Ongoing Operation Requirement

Alcohol beverage licenses issued by the Village of Somerset are intended for businesses that are actively operating and regularly open to the public.

For licenses subject to quota limitations under Village Code Section 7-2-17(b), the Village Board may consider whether the license is being actively used in support of an ongoing business when reviewing renewals.

License holders **subject to this section** are expected to:

- Maintain consistent business operations
- Be open to the public on a regular and ongoing basis
- Use the license in support of a legitimate, active business

Licenses are **not intended to be held for limited, occasional, or inactive use** where a quota license is being withheld from active business use.

Licenses **not subject to quota limitations** will be reviewed for renewal in accordance with applicable Wisconsin Statutes and Village ordinances and will not be subject to a “use it or lose it” standard.

As part of the annual review process, the Village Board may **take action as permitted by law**.

As part of the annual review ~~and renewal~~ process, the Village Board may **take action as permitted by law** ~~consider the frequency and consistency of business operations when determining whether continued licensure is appropriate.~~

~~If a licensed business is not actively operating for an extended period of time, the Village Board may:~~

- ~~• Review the status of the license~~
- ~~• Decline renewal~~
- ~~• Or take other action as permitted by law~~

Appeals

- Applicants may appeal license decisions as permitted by law
- Appeals are heard by the Village Board

Policy Use and Updates

This policy provides a consistent framework for licensing decisions.

The Village Board may review and update this policy as needed.

Appendix A – Application Checklists

The Village maintains the following checklists for staff and applicants:

- Retail License Checklist
- Operator License Checklist
- Temporary License Checklist

These checklists are used to support a consistent and complete application process.

WEBSITE DRAFT

Alcohol Beverage Licensing – Village of Somerset

Overview

The Village of Somerset regulates the sale and service of alcohol beverages in accordance with **Wisconsin Statutes Chapter 125** and the Village Code of Ordinances ([Title 7, Chapter 2](#)).

To support a clear and consistent process, the Village follows a structured approach for reviewing, approving, and issuing alcohol beverage licenses.

Our goals are to:

- Provide a **transparent and predictable licensing process**
- Ensure **public safety and legal compliance**
- Support **local businesses and community events**
- Ensure Village Board oversight and approval of licensing decisions

Types of Licenses

The Village of Somerset issues several types of alcohol beverage licenses in accordance with Wisconsin law.

Retail Alcohol Licenses (Business Use)

Retail licenses are issued to businesses for the sale of alcohol beverages to the public.

These may include:

- Class “A” and “Class A” licenses (off-premises sales)
- Class “B” and “Class B” licenses (on-premises and limited off-premises sales)
- Class “C” wine licenses
- Reserve “Class B” licenses

👉 Specific license types, privileges, and requirements are defined by Wisconsin Statutes.

Operator (Bartender) Licenses

Issued to individuals who serve alcohol beverages at licensed establishments.

Temporary / Event Licenses

Issued for short-term events, including:

- Temporary Class “B” licenses (picnic licenses)
- Temporary Class “B” beer or wine licenses



How the Licensing Process Works

While requirements vary slightly by license type, the general process is:

1. Submit Application

Applications must be submitted to the Village Clerk with all required materials.

2. Clerk Review

The Clerk reviews the application for completeness.

3. Staff Review

Applications may be reviewed by Police, Fire, Building, or other departments as needed.

4. Committee Review

The Public Safety Committee reviews applications and provides recommendations to Village Board.

5. Village Board Decision

The Village Board reviews applicable licenses at a public meeting and approves or denies the application.

6. License Issuance

Once approved, the Clerk issues the license.

Important Notes

- Complete applications are required before review can begin
- Processing timelines depend on application completeness and meeting schedules
- All alcohol beverage licenses require Village Board approval unless otherwise defined by adopted policy.
- Alcohol licenses are intended for businesses that are actively operating and regularly open to the public. Licenses are not intended for limited, occasional, or inactive use.
- Temporary/event licenses must be submitted in advance of the event date
- All applicants must comply with Wisconsin law and Village ordinances

Application Checklists

To help applicants prepare, the Village provides detailed checklists for each license type:

-  Retail Alcohol License Checklist [Insert link]
-  Operator (Bartender) License Checklist [Insert link]
-  Temporary/Event License Checklist [Insert link]

 *(Insert links to downloadable PDFs here)*

These checklists outline all required documents, approvals, and steps needed for a complete application.

 **Questions or Assistance**

If you have questions about the licensing process or need help completing your application, please contact:

Village Clerk's Office

 Village of Somerset

 [Insert Phone Number]

 [Insert Email Address]

RETAIL ALCOHOL LICENSE CHECKLIST (DRAFT)

Applicant Expectations (Please Review Before Applying)

- Alcohol beverage licenses are issued to businesses that are actively operating and regularly open to the public
- Licenses are not intended for limited, occasional, or inactive use
- The Village Board may consider the consistency of business operations when reviewing and renewing licenses
- All alcohol beverage licenses require Village Board approval at a public meeting unless otherwise defined by adopted policy

Retail Alcohol License Checklist

(Class “A”, “Class A”, “Class B”, “Class B”, “Class C”, and related retail licenses)

Basic Information

- ☐ Completed State of Wisconsin alcohol beverage application
- ☐ Business name, address, and contact information
- ☐ Entity type (LLC, Corporation, Individual)
- ☐ List of owners, officers, or agents
- ☐ Designated agent (if applicable)

Required Documents

- ☐ Seller’s permit (Wisconsin Department of Revenue)
- ☐ Zoning approval / verification
- ☐ Premises description
- ☐ Detailed floor plan
- ☐ Lease agreement or proof of ownership
- ☐ Background check authorization (as required)

Operational Details

- ☐ Proposed hours of operation
- ☐ Business type description (restaurant, bar, retail, etc.)
- ☐ Outdoor service area / beer garden details (if applicable)
- ☐ Food service information (if applicable)

Compliance & Safety Requirements

- ☐ Police background check completed
- ☐ Fire inspection (if required)

- ☐ Building inspection (if required)
- ☐ Health approvals (if applicable)
- ☐ Compliance with Wisconsin Statutes Chapter 125

Submission & Timeline

- ☐ Application submitted by Village deadline
- ☐ All required materials included
- ☐ Applicant available for Public Safety Committee review (when scheduled)
- ☐ Applicant available for Village Board meeting
- ☐ All required application and license fees paid
- ☐ No outstanding taxes, fees, or amounts owed to the Village

Village Use Only

- ☐ Application complete
- ☐ Staff review completed
- ☐ Committee recommendation recorded
- ☐ Board approval recorded
- ☐ License issued

OPERATOR (BARTENDER) LICENSE CHECKLIST (DRAFT)

Operator (Bartender) License Checklist

Basic Information

- ☐ Completed operator license application
- ☐ Applicant name, address, and contact information
- ☐ Date of birth (must be 18+)
- ☐ Employment location (if applicable)

Required Documents

- ☐ Proof of Responsible Beverage Server Training (or exemption)
- ☐ Valid photo ID
- ☐ Background check authorization

Operational Details

- ☐ Employer listed (if applicable)
- ☐ Understanding of alcohol service laws

Compliance & Safety Requirements

- ☐ Police background check completed
- ☐ No disqualifying convictions per Wisconsin Statutes

Submission & Timeline

- ☐ Application submitted to Village Clerk
- ☐ Background check completed prior to issuance
- ☐ Applicant notified of approval or denial
- ☐ All required application and license fees paid
- ☐ No outstanding taxes, fees, or amounts owed to the Village

Village Use Only

- ☐ Application complete
- ☐ Background check cleared
- ☐ Training verified
- ☐ License issued
- ☐ Reported to Village Board

TEMPORARY / EVENT LICENSE CHECKLIST (DRAFT)

Temporary / Event License Checklist

(Temporary Class “B” licenses, picnic licenses, temporary wine licenses)

Basic Information

- ☐ Completed temporary license application
- ☐ Organization name (must meet eligibility requirements if applicable)
- ☐ Event contact person and contact information
- ☐ Event name and description

Required Documents

- ☐ Event dates and hours
- ☐ Site map / layout (including alcohol service area)
- ☐ Proof of insurance (if required)
- ☐ List of licensed operators/bartenders
- ☐ Nonprofit documentation (if applicable)

Operational Details

- ☐ Estimated attendance
- ☐ Description of alcohol service area
- ☐ Entry/exit points and ID check procedures
- ☐ Security plan (if required)
- ☐ Fencing or controlled area plan (if required)

Compliance & Safety Requirements

- ☐ Licensed operator present at all times
- ☐ Underage drinking prevention measures
- ☐ Compliance with safety and sanitation requirements
- ☐ Coordination with Police/Fire (if required)

Submission & Timeline

- ☐ Application submitted by Village deadline
- ☐ Application reviewed for completeness
- ☐ Committee review (if applicable)
- ☐ Village Board approval prior to event
- ☐ All required application and license fees paid

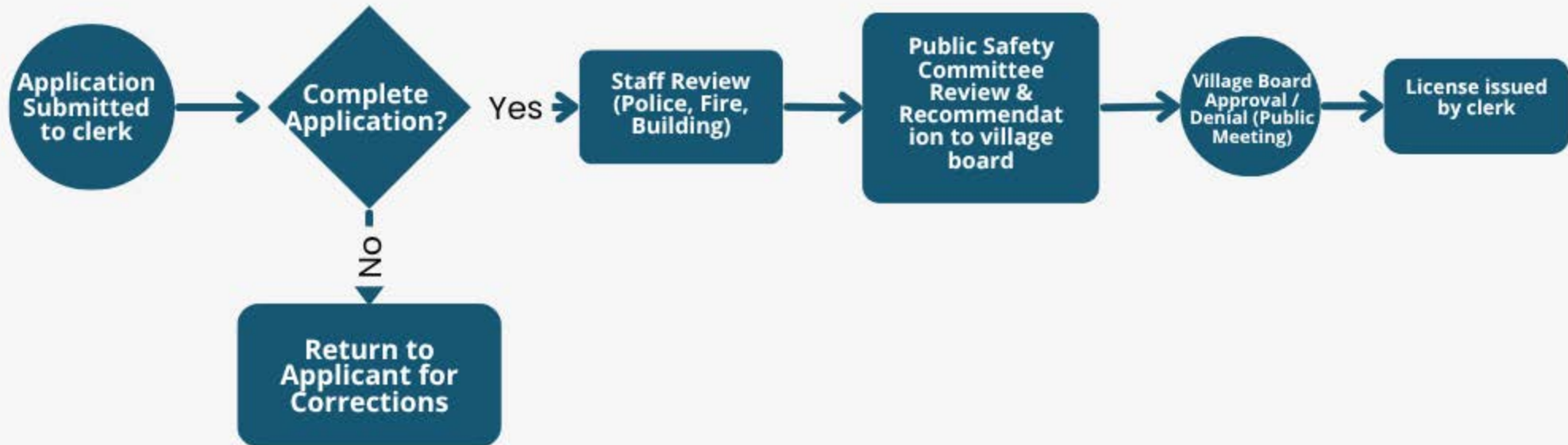
- ☐ No outstanding taxes, fees, or amounts owed to the Village

Village Use Only

- ☐ Application complete
- ☐ Eligibility confirmed
- ☐ Staff review completed
- ☐ Committee recommendation recorded
- ☐ Board approval recorded
- ☐ License issued

Village of Somerset Alcohol License Review & Approval Process

☛ "All licenses require Village Board approval unless otherwise defined by adopted policy."





SOMERSET PUBLIC LIBRARY

Board of Trustees

LIBRARY BOARD TRUSTEE APPOINTMENT

Request for Reappointment — Three-Year Term

DATE	April 7, 2026
TO	Donnie Kern, Village President
FROM	Kathleen Walsh, Library Board President
RE	Library Board Trustee Approval

The Somerset Public Library Board of Trustees respectfully submits to the Somerset Village Board the following Trustees for reappointment to a three-year term on the Library Board of Trustees:

Patrice Edgar <i>Village of Somerset Representative</i>	Alexandra Bell <i>Somerset School District Representative</i>
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Term End Date: **April 30, 2029**

Kathleen Walsh, Library Board President
Signature & Date

Donnie Kern, Village President
Signature & Date