

DRAFT

These minutes will not be considered for approval until the next meeting on 5/29/2024

BOARD MINUTES VILLAGE OF BRISTOL, WISCONSIN May 13, 2024

The Notice for the regular semi-monthly meeting of the Bristol Village Board had been posted at the Municipal Building, Bristol BP, Benson's Corners, and on the Village Website on May 10, 2024.

1. The meeting of the Village Board was called to order at 7:00 p.m. by President Farrell. In attendance at the meeting were Trustee Leker, Trustee Atwood, Trustee Kordecki, Trustee McCabe, Village Administrator Randy Kerkman, Village Clerk Renee Brickner and seventeen constituents.
2. President Farrell led the Pledge of Allegiance:
3. Approval of Agenda:
A motion was made by Trustee Atwood and seconded by Trustee Kordecki to approve the agenda. The motion carried unanimously.
4. Approval of Minutes:
A motion was made by Trustee McCabe and seconded by Trustee Kordecki to approve the minutes of the April 22, 2024 meeting. The motion carried unanimously.
5. Approval of Treasurer's Report:
A motion was made by Trustee Leker and seconded by Trustee Atwood to approve the Treasurer's Report showing a balance of \$9,268,030.38 for the checking and investment account balance. The motion carried unanimously.
6. Approval of Bills:
A motion was made by Trustee Leker and seconded by Trustee McCabe to approve payment of the bills. The motion carried unanimously.
7. Citizens' Comments:
Christine Jackson stated she had some follow-up questions from the last meeting. On April 30th she sent a FOIA to the Village asking for a Charter for the Planning Commission and have not yet received a response; she asked Trustee Atwood if there is a Charter for the Planning Commission and received a response of "no comment". She asked President Farrell if there is a Charter for the Planning Commission and received a response of "no comment". She stated that by saying "no comment" her right to participate in a public hearing is being violated. She again addressed Trustee Atwood by stating on May 11, 2020 she received a plaque from this Village for her honorable 18 years of service to the Village Board and the Planning Commission but can't tell me if there is a Charter for the Planning Commission and received a response of "no comment". Ms. Jackson indicated her next question is a gentleman made a comment last time but did not want to come and you did not answer it which was fair, then asking if the Plan Commission is compensated or uncompensated monetarily. She stated that in the bylaws of the

Village Administration it says that it is up to the Board whether or not those positions are compensated or not and since there is no Charter to review, are those positions compensated?

President Farrell stated yes, they are paid \$25.00 for participating in a meeting.

Christine Jackson asked what the quorum is required for that commission.

President Farrell indicated 4 of the 7 members is a quorum, if there are less than seven in attendance it is the majority of those in attendance.

Christine Jackson stated she would rephrase her question; is there a minimum that a member of the committee is expected to attend.

President Farrell answered by saying “not that I know of”.

Christine Jackson asked what is the role of the Village Board Liaison stating that Trustee Leker was reappointed last meeting as the Liaison, or is he on the Board?

President Farrell stated he is on the Board, asking Trustee Leker if he was reappointed as the Liaison.

Trustee Leker stated he was.

Christine Jackson asked, “so is a Liaison a voting member”?

President Farrell stated that if that Liaison is a member of the Plan Commission, then yes.

Christine Jackson asked how you would know if he was a member and a Liaison, or just a liaison?

President Farrell stated it is in the public record.

Christine Jackson stated that she is glad he said that because it is confusing. She indicated that she went back and looked at old minutes and it did appear that he was a member however then he began as Liaison and the minutes are not really clear on whether or not he is serving the committee as a Liaison or as a Board member. She further stated more importantly she would like to know what happened to Mr. Scott Keefer. He was on the minutes all the way through September 26, 2023. She stated there is no Agenda listed for October 2023 or November 2023, December 26th we did not have one that is Christmas and then on January 2, 2024 he was gone and Ms. Klemko was listed as a member, and she wasn't an alternate. She stated that this goes back to her comment last meeting of how she was here that night when Ms. Klemko just appointed herself and you guys approved it and it was right around her retirement, stating she believes it may have been at the retirement celebration. She further stated that it seems that we may have another situation like that again this year because we tried to appoint a third alternate when the commission only calls for two. She indicated that Trustee McCabe said that he thought that Ms. Bolton and Ms. Sharp should just be removed to make room for his choice of Mr. Dietz. She indicated that she does not know these ladies or whether they are in attendance tonight, but they have been on the Board for as far as she can tell for a couple of years because there is no record of the appointment for 2021 or 2022 even though the bylaws call for those positions to be appointed every April.

President Farrell stated Ms. Jackson's time has expired.

8. President's Comments:

President Farrell presented the monthly Kenosha County Sheriff's Department report for April 2024 indicating that there is a detailed report available in the Clerk's Office for anyone who would like to view the report.

President Farrell expressed his condolences for one of our staff members, our Village Treasurer, whose spouse passed away over the weekend.

9. Trustee's Comments:

Trustee McCabe stated he is glad to see people in the audience and thanked everyone for coming.

Trustee Kordecki stated she is good to see lots of people in the seats and that she is happy to be here.

Trustee Atwood stated she has the same comments as they had and thanked everyone for coming.

Trustee Leker stated that he would like to send his condolences to Janet's family.

10. Administrator's Report:

- a. **Administrator Kerkman** gave a summary of the Request for Proposal process indicating there was one proposal received from Tony DeBartolo, who also runs Petrifying Springs Beer Garden. He stated that the plan is for him to start the weekend after Bristol Progress Days as there is some work that needs to be finished up at the pavilion.

President Farrell added he read thought the response to the Request for Proposal stating it appears to him that everything is in order, and they have agreed to our RFP terms and the Vendor Agreement. He stated he is happy we were able to receive a response and hopefully move forward with progress on our beer garden at Hanson Park.

Michael Grabb answered questions presented by President Farrell. Mr. Grabb is one of the principal owners and partner to Tony DeBartolo who will continue to share a partnership with Petrifying Springs Beer Garden and the Bristol Beer Garden. The questions responded to were regarding protective services and Sheriff Department activity, days and times for scheduled events and entertainment, food items that will be on the menu and the presence of food trucks.

Trustee McCabe thanked Mr. Grabb for putting together a packet for his business plan asked a question regarding the agreement with the beer vendor for Progress Days which is pointed out in the RFP.

Trustee Leker asked Mr. Grabb how he intends to draw enough people to sustain his business here.

Michael Grabb stated that based on past experience it is never a first year out of the gate but rather a progression as in a one-to-three-year type thing for growing. He further stated that word of mouth, putting articles in the Kenosha News and social media out put on facebook allows them to utilize what they have and to announce the new location in Bristol and feed through that.

A motion was made by Trustee McCabe and seconded by Trustee Kordecki to approve the Request for Proposal Agreement submitted by Proposed Vendor Tony DeBartolo for the Hansen Park Beer Garden. The motion was carried unanimously.

11. Public Works: None.

12. Fire Department: None.

13. Planning Commission Recommendations:

- a. Discuss and consider for approval of the request of Michael A. Nelson, 8795 136th Avenue, Bristol, WI (Applicant/Owner/Developer) for a Zoning Map and Zoning Text Amendment change from A-2 (Agricultural) to R-1 (Residential Single Family) on tax parcel #37-4-121-151-0180 Part of NE 1 /4 SEC 15, Town 1, Range 21, Village of Bristol, Kenosha County, Wisconsin. For informational purposes, this property is located on the east end of 86th Street, .25 miles east of HWY MB, Bristol, WI.

A motion was made by Trustee Leker and seconded by Trustee Kordecki to approve the request of Michael A. Nelson, 8795 136th Avenue, Bristol, WI for a Zoning Map and Zoning Text Amendment change from A-2 (Agricultural) to R-1 (Residential Single Family) on tax parcel #37-4-121-151-0180 Part of NE 1 /4 SEC 15, Town 1, Range 21, Village of Bristol, Kenosha County, Wisconsin. For informational purposes, this property is located on the east end of 86th Street, .25 miles east of HWY MB, Bristol, WI based on the Memorandum of GRAEF dated April 16, 2024 and review of the Strand Associates letter dated April 17, 2024 subject to the following:

- (1) Any and all technical deficiencies shall be corrected;
- (2) All applicable Village of Bristol application and review fees shall be paid by the applicant; and
- (3) The applicant shall address any other issues which are raised by any approving or Objecting authority, which the Village Plan Commission and/or Village Board deem necessary for the applicant to address in the application materials, and which have been made, or may be made, by the Village Administrator, Village Attorney, Village Engineer, and Village Planner.

The Motion was carried unanimously.

- b. Discuss and consider for approval the request of Michael A. Nelson, 8795 136th Avenue, Bristol, WI (Applicant/Owner/Developer) for a 4-lot Certified Survey Map (CSM) on tax parcel #37-4-121-151-0180 Part of NE 1 /4 SEC 15, Town 1, Range 21, Village of Bristol, Kenosha County, Wisconsin. For informational purposes, this property is located on the east end of 86th Street, .25 miles east of HWY MB, Bristol, WI.
- c. Discuss and consider for approval the request of Michael A. Nelson, 8795 136th Avenue, Bristol, WI (Applicant) for a 3-lot Certified Survey Map (CSM) on tax parcel #37-4-121-151-0180 Part of NE 1 /4 SEC 15, Town 1, Range 21, Village of Bristol, Kenosha County, Wisconsin. For informational purposes, this property is located on the east end of 86th Street, .25 miles east of HWY MB, Bristol, WI.

A motion was made by Trustee Leker and seconded by Trustee Kordecki to approve the request of Michael A. Nelson, 8795 136th Bristol, WI for a 4-lot Certified Survey Map (CSM) along with 3-lot Certified Survey Map (CSM) on tax parcel #37-4-121-151-0180 Part of NE 1 /4 SEC 15, Town 1, Range 21, Village of Bristol, Kenosha County, Wisconsin. For informational purposes, this property is located on the east end of 86th Street, .25 miles east of HWY MB, Bristol, WI with the **CONDITIONAL APPROVAL** listed on the Memorandum of GRAEF dated April 16, 2024 and review of the Strand Associates letter dated April 17, 2024 with the proposed 156th Avenue being constructed including the requirement of turnarounds being easements instead of a deeded roadway and spacing of street trees to be set at 75 feet inside the property line and subject to the following omitting number 1:

- (1) ~~Street trees shall be installed and maintained in accordance with Village ordinances on the new and previously constructed portion of 86th Street and the proposed 156th Avenue;~~
- (2) The proposed turnarounds on 86th Street and 156th Avenue must be permanent and paved;
- (3) The proposed stormwater pond shall be shown on the Contours-Soil Tests-Soil Types page. "Drainage" shall be added to the title of this page;
- (4) Engineer's comments "NOTES" shall be included on the face of the Contours-Soil Tests-Soil Types-Drainage exhibit;
- (5) The Storm Water Management Agreement shall be recorded with the Storm Water Management Plan as an exhibit. Right of access/easement to the property shall be in the Storm Water Management Agreement. Right of access/easement shall be recorded against each property;
- (6) Engineer's comments "NOTE" shall be included on the face of the Wetlands exhibit;
- (7) Graphic illustration and notes relating to how natural resource features, which are to be preserved, will actually be preserved (conservation easements, deed restrictions, protective covenants, etc.) shall be added to the face of the proposed CSM or in a separate Natural Resource Protection Plan drawing as outlined in Sec. 14-1-44;
- (8) Any and all technical deficiencies shall be corrected;
- (9) All applicable Village of Bristol application and review fees shall be paid by the applicant; and
- (10) The applicant shall address any other issues which are raised by any approving or objecting authority, which the Village Plan Commission and/or Village Board deem necessary for the applicant to address in the application materials, and

which have been made, or may be made, by the Village Administrator, Village Attorney, Village Engineer, and Village Planner.

The motion carried unanimously.

14. Unfinished Business: None.

15. New Business:

- a. A motion was made by Trustee Leker and seconded by Trustee Atwood to approve President Farrell's re-appointment of Commissioners JoAnn Bolton and Kay Sharp to serve additional terms on the Plan Commission commencing May 1, 2024 and expiring in 2027, appointing Dan Dietz to the vacant alternate seat with his term commencing May 13, 2024 and expiring in 2027, a future contingent appointment of Thomas D. Roth effective upon a vacancy on the Plan Commission, and amending Commissioner Riegert's term from 2026 to 2025. The motion was carried with a roll call vote of 3 Ayes and 2 Nays (Kordecki & McCabe).

Christine Jackson asked which alternate stepped down in which President Farrell responded with Mr. Hanson.

Trustee McCabe thanked JoAnn Bolton and Kay Sharp for the great job they have done serving on the Plan Commission made a statement regarding trying to get new people involved with the Village and that he would like to see new people appointed on the Plan Commission.

President Farrell thanked Trustee McCabe for his comment and stated that he disagrees in that when we have two people who have proven records of accomplishment on our Plan Commission, they are valued members and we can certainly extend their terms if we choose to do so and we are taking some steps with the Plan Commission to potentially add a new member.

Dan Dietz had questions regarding the requirements for a minimum or maximum of Board members on the Plan Commission and how the roles are different.

Joann Bolton provided information directly from the Village Ordinance regarding the membership requirements for the Plan Commission.

Christine Jackson stated that she thinks this brings to light inconsistencies in how things are administered and that although she appreciates Mr. Dietz stepping up and wanting to be an alternate it is concerning to her that someone applied for a position who does not have the full understanding of the scope of the committee that he is applying to be on. She further stated this goes back to not having a full application process and notification to the citizens that the positions are available or a Charter for anyone to review regarding the requirements to be on that commission, is there any work history or education that would benefit a person to be on that commission. She stated that moving forward she would hope the Village looks at all of that so we form boards that are appropriately staffed.

- b. A motion was made by Trustee Leker and seconded by Trustee Kordecki for approval of Ordinance 24-5, for the re-zoning of land from A-2 (Agricultural) to R-1 (Residential Single Family) on tax parcel #37-4-121-151-0180. The motion was carried on a roll call vote of 5 Ayes.
- c. A motion was made by Trustee Atwood and seconded by Trustee McCabe to approve the request of Cub Scout Pack 328 for the closing of 196th Avenue in front of Brunswick on Saturday, May 18th from 9:00 a.m. – 1:00 p.m. for the annual Downhill Derby. The motion was carried unanimously.
- d. A motion was made by Trustee Atwood and seconded by Trustee McCabe to approve the contract for the Election Systems & Software, LLC Hardware Maintenance and Software License, and Maintenance and Support Services to include the Clerk posting a Public Notice of the opening of the voting machines in a timely manner in relation to the election.

Ken Wolfe had questions regarding the process of maintenance and software updating and requested the Clerk look into an inspection during updating and the requirement of a Public Notice to inform the community so observers can be present to watch this process if they would choose to since the machines are being taken and manipulated in some way by doing an update.

Trustee McCabe had a question regarding the dates on the contract presented for renewal which was discussed.

Trustee Leker asked if this was in the budget in which President Farrell indicated we do have a separate line item for Elections.

The motion was carried unanimously.

- e. A motion was made by Trustee McCabe and seconded by Trustee Kordecki to table the addition of a second polling place location in the Village. The motion was carried unanimously.
- f. A motion was made by Trustee Atwood and seconded by Trustee Kordecki to move the May 27, 2024 Village Board Meeting to Wednesday May 29, 2024 at 7:00 p.m.. The motion was carried unanimously.

16. Communications and Announcements:

- The next Plan Commission meeting is scheduled for Tuesday, May 28, 2024 at 7:00 p.m..

17. Adjournment:

A motion was made at 7:42 p.m. by Trustee Kordecki and seconded by Trustee Atwood to adjourn. The motion was carried unanimously.

Respectfully Submitted,
Renee Brickner, Village Clerk

Renee Brickner

From: Renee Brickner
Sent: Tuesday, May 14, 2024 4:23 PM
To: President; Trustee Leker; Trustee Kordecki; Trustee McCabe; Randy Kerkman
Cc: Ken Wolfe
Subject: FW: Election Equipment Preventative Maintenance Scheduled May 8-10
Attachments: Transporting DS200.pdf

Importance: High

Good afternoon,

To follow up on the discussion last evening regarding the Hardware Maintenance/Software License and Maintenance/Support Services Agreement, I was able to speak with both ES&S Software LLC and our County Clerk Regi Waligora today.

The representative from ES&S Software indicated that any updates to the software is mandated by the State. An appointment is scheduled with the County Clerk for any software and/or maintenance to be done. Any software updates and/or maintenance is completed by a trained technician from ES&S Software stating that the contract includes support services for problems other than preventative maintenance.

Depending on the update, software updates could include replacing a "card" in the machine or using a USB or memory stick to perform the update.

Preventative maintenance is done yearly, which includes changing batteries, parts used for pulling the ballot through and rollers to ensure the tape is printed properly.

Specific to the conversation I had with our County Clerk Regi, she stated that she does the scheduling of the preventative maintenance with ES&S Software after the spring election and then informs all Municipal Clerks of the date. Below you will find the message she sent out for last year's scheduled maintenance along with the attachment above she provided regarding transporting. Regi stated the machines are secured in the Public Hearing room at the County Center. While preventative maintenance or software updates are being performed, she is in the room the entire time the technician is in the room with the machines. She indicated that no one else is allowed in the room during the time the machines are being worked on.

As for Mr. Wofle's question asking if we could publish Notice of the scheduled maintenance/software update, both ES&S Software LLC and the County Clerk indicated it is not a requirement to notify the public as it would not be a public event.

Please feel free to contact me with any questions or concerns.

Thank you!

Renee Brickner

Village Clerk
Court Clerk
Village of Bristol
19801 83rd Street
Bristol, WI 53104

clerk@villageofbristol.org

Ph. 262-857-2368

Fax. 262-857-2136

POP. 5209

From: Regi Waligora <Regi.Waligora@kenoshacountywi.gov>

Sent: Tuesday, May 14, 2024 3:27 PM

To: Renee Brickner <clerk@villageofbristol.org>

Subject: FW: Election Equipment Preventative Maintenance Scheduled May 8-10

Importance: High

From: Regi Waligora

Sent: Wednesday, April 19, 2023 11:16 AM

To: Town of Brighton - Linda Perona <clerk-treasurer@brightonwi.org>; Town of Paris - Diana Coughlin (<diana.coughlin@townofparis.org>) <diana.coughlin@townofparis.org>; Town of Randall - Callie Rucker <clerk@townofrandall.com>; Town of Wheatland - Sheila Siegler <smsiegler@townwheatland.com>; Village of Bristol - Amy Klemko <clerk@villageofbristol.org>; Village of Genoa City - Kate Dennis <clerktreasurer@vi.genoacity.wi.gov>; Village of Paddock Lake - Michelle Shramek <mshramek@paddocklake.net>; Village of Pleasant Prairie - Jane Snell <jsnell@pleasantprairiewi.gov>; Village of Salem Lakes - Amanda Procknow <aprocknow@voslwi.org>; Village of Salem Lakes - Eileene Anderson <eanderson@voslwi.org>; Village of Salem Lakes - Tia Smith <tsmith@voslwi.org>; Village of Somers - Brandi Baker <bbaker@somers.org>; Village of Twin Lakes - Sabrina Waswo <clerk@twinlakeswi.gov>

Subject: Election Equipment Preventative Maintenance Scheduled May 8-10

Importance: High

Good morning,

Preventative maintenance and battery replacements has been scheduled with ES&S Technicians for Monday, May 8 thru Wednesday, May 10.

All DS200 tabulators and ExpressVote machines will need to be brought on Monday, May 8, before 10 am.

Kenosha County Center
Public Hearing Room
19600 75th St.
Bristol, WI 53104

If you have an issue with delivery on Monday morning, please let me know so we can work something out. The machines need to be kept in a secured location and I am limited to how many days I can use the Public Hearing Room.

Please respond with the number of machines you have in your municipality, so that we can be sure we have the correct number of battery replacements required.

Regi Waligora

Kenosha County Clerk

1010 56th St., Kenosha, WI 53140
(262) 653-2552

2023 ELECTION SCHEDULE

Spring Election – April 4, 2023

Click the link below for ELECTION info!



[Request an absentee ballot today!](#)

[Wisconsin requires a photo ID to vote!](#)

CONFIDENTIALITY NOTICE: The information in this email, and any attachments, may contain confidential information. Use and further disclosure must be consistent with applicable laws. However, if you believe you've received this email in error, delete it immediately and do not use, disclose or store the information it contains.

Transporting the DS-200



- Close the door over the USB Flash drive bay and lock with barrel key.
- Close/fold down the DS200 LCD screen and securely lock the screen in the closed position with the barrel key.



- Close/fold down the DS200 carrying case lid and securely lock with silver key.

- Move the chrome bar in the back panel of the DS200 to the up position
- Unplug the DS200
- Wrap the cord up and place it in the back panel of the DS200
- Close rear panel access door and lock in closed position using the silver lock key.
- Unlock the carrying case from the ballot bin using the silver key. There are two locks located on left and right side of the ballot box bin.
- Once the carrying case has been unlocked from the base, use built in handles to lift and remove from the base. Extend the handle for easier transport.

