

**VILLAGE OF PLEASANT PRAIRIE
PLEASANT PRAIRIE VILLAGE BOARD
PLEASANT PRAIRIE WATER UTILITY
LAKE MICHIGAN SEWER UTILITY DISTRICT
SEWER UTILITY DISTRICT "D"**

9915 39th Avenue

Pleasant Prairie, WI

September 25, 2006

Immediately following the 5 p.m. Plan Commission meeting

A Special working meeting of the Pleasant Prairie Village Board was held on Monday, September 25, 2006. Meeting called to order at 6:50 p.m. Present were Village Board members John Steinbrink, Alex Tiahnybok, Steve Kumorkiewicz, Jeff Lauer and Mike Serpe. Also present were Mike Pollocoff, Village Administrator and Jane Romanowski, Village Clerk.

1. CALL TO ORDER

2. ROLL CALL

3. NEW BUSINESS

A. Receive 2007 Budget Submission Reports from Village Administrator.

John Steinbrink:

We're going to request that Item 8, Information Technology Department, go first. Is that correct, Mike?

Mike Pollocoff:

Mr. President, I'd like to bump that up to the top of the agenda. They have another commitment out of town to get to tonight.

LAUER MOVED TO DISCUSS THE INFORMATION TECHNOLOGY BUDGET AT THIS TIME; SECONDED BY SERPE; MOTION CARRIED 5-0.

8) Information Technology Department

Ruth Otto:

Mr. President, and Board, I'm presenting the IT budget for 2007. First of all, I'd like to cover the accomplishments for the Information Technology Department for the fiscal year 2006. We had a number of accomplishments. We narrowed it down to the most significant. First of all, we implemented a time and attendance system. This will save the Village numerous hours going forward for the Finance Department. We rolled out a new recreation database and online registration for the RecPlex and IcePlex. We automated and continue to automate and streamlined network services. Some of the manual processes that we were doing, logging and sending people all over the building that is being done automatically.

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We implemented redundant firewalls. What that means is we basically won't go down for internet now that we're providing web services to the outside for the RecPlex. We added Wi-Fi at the RecPlex and Lake Andrea. This is an additional service benefit that we're providing to the membership at the RecPlex. It's become a very popular additional service at the RecPlex. A key piece is we introduced Channel 25, the PEG channel for the Village. It started in January of this year. And in the GIS area we completed the digitizing of our zoning which is a huge project for us to finish.

I also wanted to bring up some of my challenges for the IT Department. I would say the greatest challenge is to protect and provide visibility to the most important asset that I think the Village has which is data. Protect it, meaning to ensure that the data is not in a state of corruption, and visibility to ensure that everyone who needs to know that the data is there is aware of it and where to find it.

Currently managers of our data include myself, our GIS specialist whose primary responsibility is to manage and maintain that data. What is available by data? We have several types and I'll try to keep this very simple. We have critical data, mission critical data, that's used in key business process. Losing access to this data means high risk to the Village areas like police and fire, financials, water systems . . . are all very good examples. Vital data which is using normal business process that doesn't mandate instantaneous recovery in order for the business to remain in operation I would classify the recreation and the courts database as examples of that. Sensitive data is used in normal business operations . . . accessing and reconstructing this data is minimal. Examples of that are public works, assessing and community development.

Non-critical data represents the largest category of our data and it has relatively more risk as far as running the Village. Examples of that are e-mail and Excel documents. The . . . each type of this data has a value some higher than others, but if . . . database failed tomorrow . . . even though it's termed non-critical data I bet every person in this room would find that there's some e-mail in that database they probably would have difficulty living without.

There's no way for me to compete against other important items like a snowplow, an ambulance or heart monitors, but the need is just as great if not greater. One other point I just wanted to make is my goal is for us to work smarter and not harder. Well, we cannot easily access the data when we need to because it's disparate. We have silos all over the Village. Public works keeps their own data. The Fire Department keeps their own. The Police Department keeps their own and so on and so forth.

The challenge is to capture all these databases for different reasons and there's no easy way to change all these databases and that data is kept in many different places. We work harder . . . but we have the ability to work smarter. We have no data warehouse. A data warehouse could provide us with the ability to do data mining. What is that? It will allow us to explore and analyze our large volumes of data. A DBA would provide us with the ability to have a dedicated backup of our most precious commodity, our data. We can replace equipment, we can replace software and people, but once the data is corrupted and lost we can't replace it. It's history, and what kind of price tag do you put on that? That's my challenge.

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This slide is basically showing where my team's time is spent on the most part in the Village . . . one concern I have is the IS person spends the majority of his time on projects and he's not maintaining the data. This shows my departmental expenses versus my revenue. One opportunity for revenue that I have is my co-location facility. We had a projection out there for this year and we're short. I'll say that right now. I am in the process of negotiation now with a company to lease an entire facility so I feel real confident that I should be coming to you later next month to talk about that opportunity for revenue. My organization as it stands the additions I have is a database administrator which I talked about . . . video technician assistant directly connected to franchise . . . which we'll go into later.

Proposed budget for 2006 for personnel was \$141,339, proposing in 2007 it will be \$166,501. Contractual \$106,658 for 2006 and we'll be going up to \$153,538. Part of that increase is due to the fact that we need to enter into a new agreement with Microsoft and that was a significant increase of \$32,000 in the budget. Supplies and maintenance from \$19,230 from 2006 and it's going up to \$22,790, that's software and hardware maintenance and software maintenance and so on and so forth. Property and liability from \$281 to \$309. A grand total I'm asking for 2007 is \$235,138.

Proposed new programs, I already talked about the database administrator. This is an individual I'm asking for to manage and maintain and oversee the 12 databases that we have in the Village of Pleasant Prairie. I'm also proposing a Village calendar that is actually a revenue item . . . calendar to access all the information in the Village.

Program reductions. I am recommending that the Board consider implementing a franchise fee to support the current channel 25 broadcasting. This is a 1 percent franchise fee that would be applied to cable subscribers and that would cover our existing expenses that right now the general fund does support. That's for the people and the equipment and the expenses behind it.

I'm also proposing that we consider increasing the franchise fee to five percent to basically provide us with the ability to purchase the equipment and the people, and that's where that technician comes in, so that down the road once we have the capital to eventually make improvements in this building we can actually broadcast Board meetings, Commission meetings and so forth. The requirements for broadcasting all the meetings that we have with the different boards and commissions does require a part-time person to do the actual videotaping, the editing and the final to put it up on channel 25. So I'm asking you to consider that as well. Does anybody have any questions about that?

Jeff Lauer:

Yes, real quick about the franchise fee and I think we talked about it before. That's everybody who has cable would pay, correct? They don't have a say so? It's an automatic one percent?

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Ruth Otto:

Basically what this is is the franchise fee is a percentage of just cable itself. It does not charge against the Road Runner accounts or telephone. It's a FYI, but the City of Kenosha charges five percent and so do a number of other municipalities in the area which is pretty common. We're one of the very few that do not charge a franchise fee to cable subscribers. That number is based on the kind of services they have, so the more cable subscription they have

As far as capital plan, I'm asking for replacement servers. If you recall . . . schedule of servers to be taken out of service, so that \$12,000 is to replace the servers that are in the position to be replaced. PC replacements, which will replace all our PC's that are four years or older. ArcView/ArcEditor and ArcPad are licenses for the GIS system and additional capabilities. It will allow individuals in the Village to do some of their own work editing maps. That's \$9,800.

Data warehouse/business intelligence phase 2. You did approve phase 1 which was to do the mapping. We have that finished and now I'm asking for the dollars needed to start building the data warehouse and that's \$15,000. The GIS/Hansen Interface would allow us to interface our public works database with our GIS or mapping database \$15,000. And, finally, a multimedia update for the Village auditorium and that would provide us the capability of improving the sound in here, lighting, video so that we could eventually broadcast from this room. That is \$20,102. Can I answer any questions?

Mike Pollocoff:

Getting back to the document that I provided you at the last meeting, and Ruth has given you an accurate description of the needs of the IT Department, one of the unusual things in local government, especially smaller local government, is very few software packages that encompass all Village operations, so that's where you end up with what Ruth described as the data silos where each department has purchases software that's been prepared by a vendor that's particular to public works or police or fire or accounting, and none of those systems talk to each other. So when we're dealing with issues like we see at the Plan Commission and the question is what does it cost us to take care of new development in the area that's an onerous task to pull that data out of different data sets. As much as I believe that's someplace we need to be given the fiscal constraints that we find ourselves in with the State, I'm not recommending that one. But I don't want anybody to think that's not needed.

With respect to the other issues that we have, we've talked about televising Board meetings recently. I think there are probably a couple issues here. It's a policy decision what constitutes televising the Board meeting and what doesn't. For my mind the purpose of televising a Board meeting is so somebody sitting at home sees what they see if they were to come to the meeting. That's more than putting a camera in the back of the room. That's facilitating the Power Points, the maps, being able to see what people are saying whether it's speaking to the panel or the staff or what have you. That requires some time and effort and some resources.

As Ruth indicated one of the ways to phase that in or to begin to pay for that is the way almost every other community in the State does it and that's through the implementation of that franchise

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fee so that the people who have cable TV who would make the choice to spend their evening watching channel 25 that would be a fee on their cable bill. No one else pays for it. If you don't have cable you don't pay for it. It is one of the few taxes like a sales tax that the Village is authorized to place on people who use that service. Right now everybody, whether they have cable TV or not, is paying to put channel 25 together to the tune of \$39,000. So by funding it at its lowest level it ends up . . . tax confusion. A lot of people say where does my tax dollars go and am I paying for this or that, your tax dollars don't pay for cable TV channel 25 programs if you don't have access to that. So that would be one alternative to look at that. That would free up \$39,000 in general fund monies to go to another source.

In all actuality we are one of the fewest—there's hardly anybody that's not taxing that . . . Time Warner had to write a special package on their billing system to separate out the local taxes from everybody's else's because we're the only community that does that. So that is another method.

As Trustee Lauer indicated people have no say in it. I guess to the extent that you believe that you guys are elected to do what you think is right that's what the local people say comes into it . . . You make the decision on however you feel it needs to go. But the only things I'm recommending that we fund in IT is computer replacements and server replacements. If there are any questions for Ruth or myself we'd be glad to answer those.

Jeff Lauer:

You talked about maybe hiring a database administrator. What would their duties actually be as far as what he or she would have to do?

Ruth Otto:

First of all their primary responsibility would be to perform the maintenance on the databases. Right now that doesn't happen. Basically the database is set up and users or owners maintain the records but nobody works on it until something either has a problem or if Rich and I find the time to spend to do that. So that's one part of that person's responsibility.

The other part of that person's responsibility would be to build that data warehouse. We'd be looking at someone who would actually build, maintain and own the data warehouse which would allow us to mine the data and actually provide reports quickly to the decision makers of the Village.

Jeff Lauer:

Just another question or comment. For your servers, how many are you looking at for that?

Ruth Otto:

How many servers?

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Jeff Lauer:

Yes, replacement servers? The reason I ask is I'm starting to learn about it. I don't know a lot about it and you probably do, but I'm learning that virtual servers usually can save money. I don't know if we'd be doing that here or not, but maybe instead of ten servers, for example, you can buy a couple virtual servers that will help save costs.

Ruth Otto:

We've consolidated a number of servers by utilizing . . . for one thing. Also, we are in the process of setting of virtual servers for our disaster recovery site. Using some of our older servers and actually putting in multiple servers . . . virtual servers versus replacing one to one. So as far as the number of servers there's four for 2007.

Jeff Lauer:

I understand servers have to be replaced obviously. Okay, thanks.

Ruth Otto:

And we're in a good maintenance mode now which is good. An example of a near catastrophe last year we actually weren't replacing servers like this and we nearly lost our courts database. The actual server burned up. Luckily we were able to recover the data. But it was a machine that was in the back room running forever and we should have been on top of it. But we are on top of those things now.

Jeff Lauer:

I'll have to talk to you later sometime. Two terabytes you said?

Ruth Otto:

Yes.

Jeff Lauer:

That would be very interesting to see what type of backup that's being used.

Ruth Otto:

I'd be happy to share it with you. Anything else I can help answer?

Alex Tiahnybok:

This probably is a question for Mike. Getting back to the franchise fee conversation, are there statutes that guide how franchise fees must be used, or is it . . . that goes into the general fund?

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Mike Pollocoff:

The statutes provide that you can collect them. Most communities use them from road salt to cable TV so it's really up to the local government how they want to spend it.

Alex Tiahnybok:

I don't think it's any mystery on how I feel about moving ahead on giving the people an opportunity to see what happens here. The whole concept of let's inform the public and give them a clear understanding of what's going on in a highly stylized presentation I think as long as no content is edited out I think that's a great idea. But right now what do we have? We have the minutes. I think the minutes themselves, of course they document exactly what's said, but minutes don't capture what's up there. Minutes don't capture tone. Minutes miss out on a lot of things.

As I mentioned at the last meeting, I watching something that KUSD had on channel 20 a couple of weeks ago and it was a camera in the corner and I think it was informative. I believe that having a full-blown produced presentation on Board activities and I think Plan Commission activities also I think that's a great idea. But I'm okay with baby steps at least for the interim. I'd rather see us get away from the verbatim minutes and save that money and move towards even something that's as plain as the camera in the corner.

Another question I brought up which I really hoped would be looked into and I'm certainly willing to try to help out with this, and that is we have corporate sponsors for a lot of things in this Village. As I mentioned at the last meeting we have Palmen Motors under the ice. We have First Banking Center and I don't see how this is different in terms of supporting this activity and giving the people a chance to see what happens on their time. We like to keep our meeting convenient for staff and members of the Board, and yet I think an appropriate give back would be to have an opportunity for TV viewers and citizens to turn on channel 25 on Thursday night and watch what happens here.

Mike Serpe:

I can't see hitting a five percent franchise fee for broadcasting probably the most boring program on TV, at least one of many, Kenosha County, Unified School, City of Kenosha. I don't know that those are the most popular programs that people like to watch. And to come through with a five percent franchise fee to fund that would be, as we're being accused of constantly, fees are just another term for taxes, even though this is only being paid for by the users of Time Warner.

Number one, I want to back up just a second. I would never advocate getting rid of the verbatim minutes. Those have saved us in the past in many a case that we had to make reference to not just arguments amongst the Board. I'm talking about people that we deal with on a daily basis that come to the Village Hall for business.

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I would consider the one percent franchise fee to help offset the channel 25 broadcasting that's being paid for by the general fund right now. I would support that. I'm not ready to support broadcasting the Board meetings for a number of reasons. Number one, I think it creates a venue for grandstanding whether it be by Board members or the public. I don't like to see that. I've seen it all too often take place at the School Board meetings. I've seen it take place at City Hall. I've seen it take place at the County meetings. I don't know that we want to turn the Village Board meetings into something like that.

Yes, there probably are times when it could be a very interesting topic to be discussed at a Board meeting where broadcasting it would be beneficial. I don't know how often that happens. Here we have an \$8 million budget and we have two or three citizens out of 19,000 in attendance. How much interest are we garnering throughout the Village? What makes you think they're going to be looking at this at home? I'm having a hard time staying awake right here and I'm a part of it. I'm not going to support the franchise for broadcasting but I would consider the one percent to take it off the general fund for the channel 25 support.

Steve Kumorkiewicz:

I know there's a lot of people in the Village who don't have cable TV, so the only way they can what's happened here is getting the minutes of the meeting . . . *Village Times* . . . two ways of communicating with the population . . . channel 25 doesn't do it . . . what's going on in Pleasant Prairie or the City of Kenosha or whatever . . . that's my opinion. That's why I agree with Mike. Does it benefit the community? In my opinion it doesn't . . .

John Steinbrink:

Other questions for Ruth?

Alex Tiahnybok:

Just to finalize. When I suggested the \$4,000 I think savings for verbatim minutes I really don't think that's a good idea. But when you compare them both I think actually seeing it live or recorded is much better than verbatim minutes. I think what happened today at the beginning of the Plan Commission is the perfect example of timeliness. The minutes for the Plan Commission meeting of two weeks ago aren't published yet, and yet there were matters discussed at today's Plan Commission meeting that if people had a chance to see it they might have reacted to it. But besides the small story that was in the *Prairie Sun* I don't think most people realized what happened two weeks ago. I'm willing to be reasonable and I think you can make arguments in both directions. We like to talk about informing the public and I think it's just an opportunity.

Mike Serpe:

Going back to your corporate sponsorship, if that were an avenue that you were to undertake and to guarantee that that sponsorship would be there year after year or a long-term contract or whatever, I would consider looking at that with you. Don't ask me to go out and solicit, though, but I would consider somebody else paying for that and not the general fund or not the franchise

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fee that we're imposing on how many thousands of customers that we have in Pleasant Prairie that subscribe to Time Warner that we're going to impose a fee on them and they're not here to answer that or discuss that.

Alex Tiahnybok:

I appreciate that.

Jeff Lauer:

Just a question or comment. I know from the multi media the figure was \$20,100. Mike or Ruth, does that include the new volume system in the Village and, if so, if it doesn't pass maybe we should look at an avenue of somehow getting a system that works with the tape recording machine or CD machine that actually works consistently. Is that part of the \$20,000?

Mike Pollocoff:

\$20,000 gets the lighting and the sound up to specs in here. That's not included in any of the franchise fee cost because we need that whether we have a camera in here or not. The system has got problems and the lighting here. When you see a film in here then you realize how bad the lighting is. So that's a general fund activity. At least from my recommendation that's something that all taxpayers would benefit from being able to hear us whenever they come in here or whatever commission or committee they're here before that would be something that needs to be done along with the lights. You've got to remember the lights here, this lighting system, is 1967. It's worked for a long time but it doesn't work with the new technology. This sound system is about 12 years old. Back when we got it, it was a big improvement over what we had before. Did that answer your question?

Jeff Lauer:

Yes.

Mike Pollocoff:

I know from some of my peers in the State that one of the ways they solve some of their fiscal problems was as Alex recommended, let's get somebody to sponsor the Board meetings or council meetings and the improvements we need. There's some down side to having the Village Board brought to you by WE Energies. People start saying the Village Board is brought to us by WE Energies. If there was that kind of push and pull, if Palmen and First Banking Center buy a sheet of ice we put it out there and they're helping to pay for it, but nobody that's skating on the ice or is out there is making public policy decision in reliance on the common good of everybody else. Communities that rely too much on that type of sponsorship to be directed towards governmental activities that are the general government have wished they hadn't done it later on because it ends up being a source of contention that whoever it is that sponsors it has some extra influence or control into decisions that are made by the Board.

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It's nice to get the money and I think there's certain venues where it works pretty easy. There's other venues where it's a little more problematic. If someone gave us a grant and said, gee, I'm tired of coming and listening or trying to hear you so here's \$50,000 or \$10,000 and go fix your mikes and leave it as that and it's a grant, that's one thing. But if you're going to sponsor that and part of that impetus to give us money is that their name is going to be someplace here or it's announced that could open up a can of worms I don't think you want to open up.

John Steinbrink:

Other questions for Ruth?

Jeff Lauer:

Mike, just one. What's the cost for channel 25?

Mike Pollocoff:

What we're doing now is it's roughly \$39,000 and change.

Jeff Lauer:

The reason I ask, and this is just to comment, we have to look at ways to generate money or save money. If advertising the Board on TV would be boring and put people to sleep is it really worth having channel 25? If they're not going to watch Board meetings who is going to watch things scrolling across the screen? Just to throw it out there, if we want to save \$39,000, there's \$39,000 we could probably use elsewhere in IT.

Mike Serpe:

That's why I'm supporting the one percent franchise fee for supporting channel 25.

Jeff Lauer:

Thanks a lot, Ruth.

John Steinbrink:

Any other questions for Ruth? Thank you, Ruth.

1) Administration

Mike Pollocoff:

Mr. President and members of the Board, the Administration budget is one of the smaller budgets thankfully in the Village. As you know, the purpose of the Administration Department which consists of myself and my assistant and secretary is the efficient and effective implementation of

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governmental policies and initiatives established by the Village Board. The implementation of policies is accomplished through direct and indirect, managerial oversight of all Village operations and activities. Easily more than half my day is that last sentence. I spend quite a bit of contact time and face time with department heads and their folks and that's a good group of people to work with.

The past year the current year activities that were probably the most time consuming, the beginning of the year the analysis of the proposal by the Sheriff to eliminate the Police Department. That was a fairly intensive data acquisition exercise in evaluating that. The Community Development Authority has been the major focus of my time this last year with the Abbott Laboratories projects and working with them to get that ready; completion of relocation properties that were acquired by the Community Development Authority, the bookstores, the military museum, the van property. Some of those we actually have gone to court on. We have them all . . . State Court of Appeals and we're going to have those decisions next year.

And I've also begun the process on behalf of the Authority to work on negotiations for the resale for some of the property that was acquired for redevelopment. Those are in the initial phases. The Authority received some proposals from potential developers to redevelop that property, but we're not quite at the point yet where either side is ready to execute paperwork or documents to make that happen. But in this year those are the primary areas that I've been working on.

The other thing we spent a lot of time on this year was the loss of impact fees. If you look at our budget and dealing with capital this is a perfect example of losing the impact fees as it relates to our ability to purchase equipment to service additional areas. We add on however units of residential or commercial and with the impact fees . . . and get the initial capital funded so that we didn't have to use that out of the general tax fund. That's a significant hit especially when you look at public works and fire. That's big, expensive equipment.

As I indicated earlier on Ruth and myself and a couple other department heads are preparing a fiscal analysis to gauge the impact of development so that we can find a way to collect what the impact is in a little bit different manner that's not an impact fee, but it would really serve the purpose of throttling development back if people decide not to pay those fees. Sooner or later when that ordinance comes forward the policy decision for the Board is going to be do we want development and we'll deal with the cost of development as it comes later on and just kind of think out our resources until the tax base shows up, or do we say we need some certain level of capital contribution and when you start paying your taxes that's how we're going to pay for the operation of that . . . providing the service.

And the other thing is the levy freeze. We're dealing with that and the need to evaluate the impact of the levy freeze and how it's changing our way of doing business. After our last Board meeting I got a call from a newspaper person who said to me why are you having a referendum on the levy? We've never had to do that before and nobody else has done it. This is the new form of government in Wisconsin. This was specifically provided for that when you were at a certain point in your budget where you felt you had no more room that you ask the voters to give you permission to spend something else. We're doing exactly what the State law provides for.

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As time goes on and the pressure gets greater how we deal with the levy freeze and how we deal with in the first instance capital needs that need to be replaced, but if the freeze stays on for very long we'll be looking at operational limitations. Do we get permission from the voters to maintain a certain level of staffing, whether it's public works, police, Village Hall, whatever that be, because if our operational expenses and the impact of growth outpaces what we're able to adjust the levy by there's only one place to go and that's to go back out to referendum. Right now no one's budgetary framework is really structured to be able to have a model that says here's what it's going to be and it's explainable and understandable to the public.

In this next year, as I indicated, we're going to be spending, I believe, a significant amount of time in creating a budget model that is going to reflect the impacts of the tax freeze. So that people understand as we go forward and as we begin to tighten down on certain programs and as we defer certain things that we're going to purchase, we need to be able to come up with a system where it's explainable.

I took a look at Colorado, the Colorado League and some cities in Colorado because they've been living with TABOR for a long time, and they've come up with some unique ways, although the people I've talked to said they haven't been successful in explaining that relationship between loss of services and frozen taxes. But it's really a new way of coming up with a new way to inform people as to what the budgetary choices are in the community because they'll be making the choices they're faced with.

The CDA, again, is probably going to be the most active area this year. We'll be bringing maybe even before the end of this year, but right probably after the beginning of the year we complete the Abbott development plan to the Village for review and approval. 2007 is going to be a bigger year as far as implementing the TIF improvements that are going to take care in Prairiewood, the CDA lands and the Abbott development. And by the time we get through mid year next year into the end of the year we could be 50 percent through the process of disposing of the lands that we acquired for redevelopment.

I might add some of that land is probably going to be recommended disposed of to no cost to the people who are getting it, and that would probably be the floodplains and wetlands. We're looking at donating those to the Kenosha/Racine Land Trust for a dollar. They've done a real good job of stewardship, and that's stewardship that doesn't come off the public tax roll. They secure the funds to maintain those. A lot of people look at the more splashy things, but we did acquire a lot of land that was blighted where there was property plus a significant amount of floodplain and wetlands that are now in public ownership and can be controlled. So that's the activities for the coming year. Any questions?

Steve Kumorkiewicz:

50 percent of the properties

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Mike Pollocoff:

50 percent of the properties that the Community Development Authority acquired will be transferred. A good chunk of that is going to be floodplains and wetlands. We probably had about maybe 70 acres that was developable that we acquired. A lot of that property, the bookstores, was floodplains and wetlands. The military museum a good chunk of it was in the floodplain. So what we really did is clean up those blighted areas and free them back up to work in a way that's going to be better for everybody in that area and that ends up putting it back into conservancy.

Jeff Lauer:

I was going to say regarding to the Abbott development from what I see it looks like it will hopefully generate revenue for the Village so that's a positive sign.

Mike Pollocoff:

It should generate . . . for the TIF. That's our TIF.

Jeff Lauer:

That's a good sign with all the hard work doing that.

Steve Kumorkiewicz:

How much land?

Mike Pollocoff:

900 acres on the other side of the interstate.

Mike Serpe:

Mike, other than increase of wages for you and your staff or whatever, there's no other requests?

Mike Pollocoff:

I'm not requesting any additional programs.

Mike Serpe:

You have one more year on your vehicle? It will make it okay?

Mike Pollocoff:

If it doesn't I know a cheap mechanic.

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John Steinbrink:

Any other comments or questions?

2) Assessing Department

Rocco Vita:

Good evening Mr. President and Board. I'm Rocco Vita. I'm your Village Assessor. And I have been asked to trim down my presentation from last year. I agreed to do so until one of my peers told me his presentation is 85 pages so I added a couple. I'm up to 92 pages so we'll go rather quickly.

The mission statement for the Assessor's Office is to discover, describe, and value all properties within each of the Assessment Consortium jurisdictions at a legally correct level of value, achieving as much equity and as little variation as is possible with the staff and the resources available. Those are the big items that we're empowered to do. We value property in the State of Wisconsin at plus or minus ten percent of market value. Your level of assessment as it shows on your tax bill gives you a pretty good indication of that level in the years there's not a revaluation. Then achieving as much equity. That goes to that stat we talked about last year, that coefficient of dispersion. It gives you an indication of value equity which probably is a more significant statistic relating to tax equity. Being a Village with the staff and resources available, like all assessor's offices through the country we employ mass appraisal techniques. We don't have the resources to go door to door and do a physical fee appraisal for each type of property.

This evening we talk about department overview and revaluation activity for the past year and for next year, the 2006 parcel counts, the new construction percentage that we've become accustomed to determining and recognizing in our levy calculations. The 2006 equalized value for the consortium, as well as Pleasant Prairie, and then we'll review those coefficient of dispersion numbers as it relates to our current assessments and then we'll go through a budget summary summarizing the revenue and expenses in the assessor's office, revenue sources and our program reduction.

For 2006 we performed two revaluations. Pleasant Prairie has 10,166 parcels and the community increased 21.54 percent. We also revalued the Village of Twin Lakes. It has 3,854 parcels and that community increased in value 17.14 percent. For 2007 the Town of Salem with 7,500 parcels, the Town of Randall with 2,200 parcels and the Town of Brighton with just under 900 parcels will have revaluations performed for them.

Part of this increase of 21.54 percent you'll see also in our equalized change was due to the improvements we made west of I-94. In the year prior to this we put through sewer and water and we had a significant change in our equalized value and commercial land values because of the additional value that provided them to those properties west of I-94.

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For 2006 parcel count is what we use for the 2007 budget when we apportion my budget to all the communities in the consortium. This is an updated count of the number of parcels and the different types of property that we value, remembering that we value real estate, personal property counts associated with commercial property and mobile homes. In total now we have responsibility to value 24,500 properties and accounts. Change from year to year is 1.6 percent which is a pretty healthy increase considering past history in recognizing that 1.6 percent is just a little under 400 parcels year to year, but it gives us 400 more people to deal with every year in a reval and 400 potentially new construction properties that we go out in the field and view.

You can see Pleasant Prairie was close to the top there at 2.3 percent increase. The Town of Randall was 6.4 percent increase. This 6.4 percent increase was extraordinary for the Town of Randall. They had a new development come in and it does impact some of my processes going forward, especially in the sharing or the portioning of the expenses to the other towns. As a percent of the total, you can see Pleasant Prairie on a parcel count basis is 41 percent of the total consortium; the Town of Salem is 30 percent, Twin Lakes 16, Randall 9 and Brighton 4.

New construction, during 2005 the number of permits we needed to do in the field for January 1, 2006 1,300 for Pleasant Prairie, 800 for Salem, 340 Twin Lakes, 170 for Randall and just under 90 for the Town of Brighton. So in total there were 2,707 building permits that were issued during 2005, as well as a good 1,200 or 1,300 from prior years that weren't finished on the first of the year.

This percent of new construction is new to the Department of Revenue and what communities have to deal with on a year-to-year basis. It's related to the permits. But what this is is the value of the new construction that occurred during 2005 that we logged on the books as of January 1, 2006 in assessed value unrelated to a permit value. This defines the levy limit for each community going forward in the State of Wisconsin. You can see Pleasant Prairie has 4.7 percent. Part of the robust nature of Pleasant Prairie this year over past years was our commercial construction. In 2006 we had \$26 million worth of new commercial construction and half of that again was the increase in land values west of I-94 as a result of bringing improvements to the other side. In addition, we had a couple large buildings in the industrial park.

On a residential basis we had \$70 million in new construction last year that we logged on assessed value that was similar to the year before. So here we had a nice bump over most of the other communities and from our previous numbers based solely upon that commercial construction. I would anticipate going forward with the expansion of Spec X which is Uline and Prime Outlets. We will have a pretty healthy number next year also.

You can see Randall's percent increase in parcels was 6.4 percent, but their new construction number was 2.8 percent. Realizing that even though Randall added all those parcels for 2006, they were created during 2005, any new construction associated with them doesn't carry over until subsequent years when the construction is developed. This year we apportion out our cost to the communities based on their parcel count, the Town of Randall having a large increase like this took over a larger burden than it had in the past. So it had a 6.4 percent increase in parcel count and yet its new construction percentage is only 2.8 percent. What I ran up against is being apportioned more money because of its size and for the increase in our budgets I could not really-

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the position I was in was increasing our amount to Randall at a percentage far exceeding this 2.8 percent, realizing that early on last year I made adjustments to our intergovernmental agreements that we provide service for the Towns and the Village and we created a balance fund.

So that in years when any of these communities have a large increase in parcel count it increases their apportionment larger than what the levy limits would allow, I would draw from that balance fund to make sure everybody was made whole. The position I would be in if I did not do that was to tell the Town of Randall with the 6.4 percent and a couple percent for our office cost that they would need to increase my portion of their levy upwards of 8 percent which is a lot more than the 2.8 percent here. I can do that, but what they would be in a position to do is take money from other departments to pay their contract assessor which would be me. So I thought a better way of doing that is to create that balance fund and draw from that until such time as the levy limits expire.

Equalized value changes during the past year; you can see Pleasant Prairie increased at 11 percent, Salem at 12 percent, Twin Lakes at a slight increase of 4 percent, although the year before Twin Lakes logged an 18 percent increase or something. Randall had a 14 percent increase and Brighton 11 for a total of 10 percent increase in all of our communities. Here different than parcel counts Pleasant Prairie is clearly about half of the consortium's value and Salem is 22 percent. This year when we think about Pleasant Prairie you can just look at Prime Outlets and the SC Johnson building, those are two properties with a combined value of \$100 million. It would be difficult I think in all of Salem to have two properties equaling \$1 million. So right now ea re in charge of maintaining and providing value for 24,524 parcels in these five communities with an aggregate value of \$5.1 billion excluding mobile homes.

Coefficient of dispersion I just want to go over this quickly. Again, it's an important measure of assessment performance. It's a measure of central tendency gauging the amount of variance around an average or median. A low coefficient correlates to a low variance and means there is a high degree of uniformity and equity between property values and the resultant property taxes.

What coefficient of dispersion does it says it's not measuring the level of assessment, but it recognizes that in any year not all your properties will sell for the assessed value and as time goes on they'll sell for more than the assessed value. What this says is if in any year let's say the average assessment is 90 percent of what the properties sell for, this number here gauges the dispersion around that 90 percent. So how close is all your assessments relative 90 percent to market value?

The International Association of Assessing Officers and the Wisconsin Department of Revenue has performance ratings for the coefficient of dispersion, 0 to 10 being excellent, 10 to 15 good, 15 to 20 fair and so on. These are the communities we provide assessments for currently. Right now all of our coefficient of dispersions are in that excellent range outside of Randall that's at 10.3. Again, the farther you are away from any valuation year you'll have degradation in your coefficient of dispersion. And Randall's last revaluation was in 2003 or 2004.

Comparing that to the average in the Towns and the Villages, now this is dated by a couple of years, but you can see that the performance of my staff in valuing the communities we serve is

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substantially much better than the towns, villages and cities in most of the State. By this they do a pretty good job.

The budget summary, personnel services on the expense side we're looking at a 5.16 percent change. A couple of my positions are still in there intermediate steps and haven't attained the top of their scale as well as health insurance impacts this year. Contractual services was reduced 18.45 percent predominantly. There's a software package that I use in conjunction with my assessment software. My assessment software integrates in a number of other vendor softwares and there was a question on renewing that software last year and to what degree I'd have to pay for licensing. I budgeted for the worse case scenario which did not come to fruition.

Supplies and maintenance, under this particular supplies and maintenance is my subscriptions and fuel. We subscribe to a number of valuation services, commercial valuations, publications and journals. We subscribe to them on a two and three and one year basis. It just so happens that this year they all come together at one point, so next year those three year subscriptions and two year subscriptions will fall away and I'll just be left with the one year annual subscriptions and this will be reduced again.

Other consortium expenses this is generally for our utilities and for equipment depreciation. They're set in the initial agreements. So much for building utilities, building expense and depreciation. Village expense is going down somewhat here, a slight decrease in the manufacturing fee. We pay half of the cost of the Department of Revenue's manufacturing expense, the value of the manufacturing properties in the Village. They flipped one of their properties to us in the past year so there was a slight decrease for that. And this is also the result of one of my program reductions which I'll go to in the next couple of slides. So expenses in total increased 2.8 percent.

The revenue side consortium agreements increased 5.5 percent over what the post budget number was last year. The property record maintenance fee which has been very successful for us in offsetting expenses borne by the levy, new construction has been down in my towns and may increase maybe not next year but the year after in Twin Lakes and Randall, but I budgeted for an 8 percent reduction there. And the consortium fund balance, this is what I use to make the communities of Pleasant Prairie, Brighton, Randall and Twin Lakes whole in light of the tax levy ceiling that we're all dealing with. So total revenues are up to 2.09 percent almost matching expenses, and then net to the Village an increase of 4.04 percent, somewhat less than our levy cap of 4.74.

Revenue Sources, the assessor's office is funded 37 percent by the property tax levy and 63 percent by direct revenues which would be the property record maintenance fee and our agreements with the other communities.

Proposed program reduction is labeled parcel creation/record maintenance fee. The fiscal impact to the Village in 2007 is estimated to be \$4,328. This is a fee based budget reduction driven by new development and new parcel creation. It shifts the costs of materials and man hours associated with trading and developing new property records from all property owners to only those requesting and benefiting from the land division process. Every time a new development

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comes in we have one parcel and from that one parcel comes 200 or 150 parcels. There are a lot of resources and materials and man hours needed to get the materials for our physical records, fill out the materials in our physical records as well our digital records, and that valuation process. This reduces the property tax burden for those people that don't apply for land divisions and it reduces the amount needed potentially from the 2007 property tax levy to fund operations by an estimated \$4,328. Questions?

John Steinbrink:

No questions? Thank you, sir.

3) Community Development

Jean Werbie:

Good evening. My name is Jean Werbie and I'm the Development Director for Pleasant Prairie. I'll be presenting the 2007 Community Development budget this evening. The Community Development Department efforts focus on coordination development and permits through land use planning, zoning and enforcement of regulations.

The general purpose of planning and zoning activities is to encourage and regulate the use of land, waters as well as structures in a planned and orderly manner in the Village. And this is done to promote the public health, safety, convenience and general welfare of our community. The review services include providing site and operational plan reviews, zoning reviews and technical planning and zoning information to the public while promoting good quality, orderly growth in the community.

Within my department we have a staff of five people which includes a part-time file clerk, but my department is very interdependent on many of the other departments within the Village of Pleasant Prairie. Cooperatively we need to work with inspection, fire and rescue, police, IT, public works, finance, administration, utilities and other departments in the evaluation and review of all new growth and development as well as the impact on existing development in the community. Without the other departments my department would have a very difficult time. The department's accomplishments or activities can be divided into five areas: new development, inquiries, special projects, zoning permit reviews and code violations.

Over this past approximately 18 months, because I'll be reviewing from January of 2005 through June of this year, again I mentioned that there were five different areas that my department spends their time. The largest area is new development reviews which is approximately 45 percent of our time. Next is inquiries into the department. Literally we have hundreds upon hundreds of inquiries that come into our department, whether coming in off the street to the front counter, over the phone or e-mail inquiries which is growing and growing with respect to the amount of information that people are seeking. The next largest area of our time being spent is in special projects, then zoning permit reviews and, finally, code violations.

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Our comprehensive plan sets forth the framework for new development and, again, I indicated at 45 percent of our time is spent in development reviews. In doing that we need to prepare and update all of our planning tools and review projects on a step by step process. It's very deliberate. On the slide it just outlines some of the steps that we go through in evaluating a project that comes into the Village. Meetings with developers and property owners takes a great deal of our time, and that is because we not only explain the current rules and regulations, but other departments' rules and regulations. We explain other rules and regulations of federal and State agencies, and whenever there is some change to the community such as with the impact fee rules or with respect to changes that involve some of the ordinances that will affect them, that can take a great deal of time in meeting with the various developers and property owners.

We prepare detailed staff memos. We prepare detailed written staff reports. As you can see there are four different Board or Commissions that my department prepares written reports for. That includes Plan Commission, Board of Appeals, Village Board, Village Green Technical Advisory Committee, and now we've added a couple of new, Street Lighting as well as a Tree Committee that has been going out and evaluating the trees within developments before they come before the Plan Commission and the Board. We sent out written notifications. We post notices. We put published notices into the newspaper. We meet with adjacent property owners whenever there is a concern with respect to a project. And, again, we meet with a number of State and County and other local and federal agencies.

The Village collected over the past 18 months \$163,652 related to the development reviews. This includes money from application fees as well as any other development-related fees for the review of their developments or projects.

The next area where we spent most of our time, both this past year or 18 months as well as into the future, is the inquiries. Again, we have many, many inquiries from existing property owners, future property owners, businesses, realtors, developers, anybody who is seeking any type of information, not just about community development and planning and zoning but on various aspects of the municipal code of the Village of Pleasant Prairie. And what we're seeing is that even though the building construction levels may be down a little bit, the amount of inquiries from existing and new residents and developers seeking to start a project here has not gone down. So there is a lot more speculation in the Village than ever before, but a lot more concern and awareness by existing residents of any changes that might be coming up.

The third area where we spend about 15 percent of our time is special projects. I've listed here on the next two slides about 11 different areas of special projects that we've been involved in. One of which we have been working on every year for the last 17 years is recodifying various sections of the zoning ordinance and the land division and development control ordinance. Updating both the permitting system as well as our zoning ordinance with the IT department. We've initiated and started working on the Smart Growth comprehensive plan with Kenosha County. We're recording and tracking housing developments for Kenosha Unified School District to help plan for our schools a little bit more effectively in the community.

We're providing assistance to the CDA with respect to the redevelopment areas as Mike Pollocoff had indicated earlier. We are working on supervised drainage basin reviews in the Town of

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Bristol. We are working to prepare and review Bristol and Pleasant Prairie cooperative plan maps and documents. The first item on this slide, review transportation functions and access and management plans we have been working with the Wisconsin Department of Transportation for about three years now for the Highway 165 plan which is going to be seeing its last public informational meeting this fall. And with the Highway 50 plan we've actually been working since about 1996. So both of those plans significantly impact the Village of Pleasant Prairie as well as the adjacent City and County, so there's been a tremendous amount of effort involved on many of the departments' parts including ours in putting those plans together and holding the hearings here at the Village.

The next item is prepare and review conceptual plans. This is actually for the Village Green Center, Woodford Preserve and Abbott Laboratories. We've been working on a staff level on many of these plans which hopefully will start to be presented sometime in a public form within the next six to eight months, but there's been a tremendous amount of work that has to go into this planning effort in order to get the basis for all the information together so that some decisions can be made. We have updated and reviewed our flood insurance rate maps, and we have provided some additional assistance for archeological studies, and there will be some additional ones that will be coming up in the future as these transportation plans come to life.

Our next area or fourth area is zoning permit reviews. The staff reviews residential and commercial zoning permit applications to ensure compliance with the Village zoning ordinance. In 2005 we reviewed 918 zoning permits, and during the first six months of 2006, 462 permits were reviewed by the department. In total, 1,380 permits were reviewed, and the revenue collected was just over \$71,000.

The last area where we spend about 5 percent of our time is code violations and litigation activities. In 2005 planning and zoning staff followed up on 47 new junk and debris and related zoning code violations. And a total of 16 new junk and debris and zoning code violations were filed in 2006. During the last 18 months, in addition to code violations, we have had some litigation activities that we've been following up on and have been involved with, and they have to do with adult use bookstore relocations, the razing of abandoned and dilapidated tavern, public improvements litigation, challenges to the zoning ordinance and some issues with respect to grading and top of foundations.

Before I go into our goals or plans for the future, 2007, I just wanted to mention and I heard Ruth mention earlier what her greatest challenges are. The greatest challenges facing a community development department I think is actually what we do on a day-to-day basis, dealing with new growth and development and how that impacts not only future land uses but the existing land uses, the residents and the businesses that are currently within our community. We need to struggle on a daily basis to remember that we need to balance. We need to balance the Village and all the other regulations when reviewing these documents. We have to remember and respect property owners' rights. We have to respect the rights of existing property owners and what they're entitled to to preserve their quality of life. So there are a number of things that we have to take into consideration when reviewing these projects and bringing them forth to the Plan Commission and the Board and others for their review. So I would say that that's probably

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continues to be our biggest challenge is to balance and the balance for the future of the community.

Under the Community Development Department 2007 plans and goals, I set it up as four different goals. The first goal, and I know this is an ongoing one but we keep addressing different sections each year, update, rewrite and complete the attorney review of the following section of the zoning ordinance. This next year we're going to be looking at residential districts, agricultural districts, park and recreational and institutional districts, planned development district and temporary uses.

A second goal or plan for next year is to complete 100 percent of the planned developments and development agreements for the Abbott Laboratories project, the Village Green Center and Woodford Preserve. All of these projects are very time consuming, but the fact that we envision them to move forward it's just going to involve the coordination and work effort of many, many people. So we want to present the most complete and thorough review of these documents as we can.

The third goal is to update, complete and adopt some neighborhood plans. We are working on these as we speak, the High Point, Village Green and Pleasant Farms neighborhood. And, finally, to complete the initial investigation for 50 percent of the zoning and municipal code violations within 30 days of the written complaint being filed within the department and try to resolve 50 percent within 30 days of the filing. This can be quite challenging, especially when many of our initial zoning letters go either unanswered, unresponded to or ignored. So we are taking a very aggressive effort of now following up with phone calls, following up with second letters, and trying to really get peoples' attention. We've been doing that since the beginning of this year.

I'd like to present an overall budget summary for the department, and I'd like to just highlight the major categories for the department. As you can see, there is not a great deal of change between 2006 and 2007 for the CD budget. The two specific lines that are highlighted in green are the two areas where I've noted that has the most significant change.

The notable line items from the previous year within those two categories, the first of which is personnel increases in salaries and health insurance which will increase by just over \$15,736. An increase of \$5,100 for contracted services increases for the Village's newsletter, typesetting, editing and printing. The third is an increase of just under \$3,000 in contracted services increases for a new copier/scanner and equipment lease. And, fourth, an increase of about \$1,760 for contracted services related to the Village Green Technical Advisory Committee expenses.

Two comments that I would like to make with respect to these four items, the first of which is you'll be seeing that one of my program reductions will affect a contracted services increase which I'll be talking about in a minute. And then the second is that the Village Green Technical Advisory Committee really did not gather and meet too much in 2006. I envision that committee to get going and start meeting in 2007. There's a new developer on hand that has acquired the property. They are just finishing their marketing studies, updating the traffic impact studies and looking at some more details in putting together new concept plans. So with those completed I envision that that committee and any related expenses associated with that committee will increase slightly.

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Projected revenue sources to fund the department in 2007, Village levy and indirect revenues is approximately 57 percent or just over \$308,000. Direct revenues is approximately 43 percent or just under \$235,000. The direct revenues is as a result of fees, permits, application related fees for the department.

A new program that the department is recommending is to prepare a tree ordinance. What we're proposing to do is contract with a consultant to prepare a tree preservation ordinance and to enter into an agreement with the consultant for expert advice regarding the ordinance on as needed basis. Our intention is that if we are working with a developer or a project and there are some issues related to tree expert advice that would be an eligible expense to bill that to the developer, property owner or that individual that was seeking that additional information. The consultant cost for preparing the ordinance is approximately \$1,800. The cost for publishing notices for the required public hearing would be about \$200. I envision that the Community Development Department, along with Public Works, although I've not had a detailed discussion with John Steinbrink on this, but we would be the primary enforcers of the tree preservation ordinance.

Under the propose program reduction, as mentioned previously, my program reduction involves the elimination of the two remaining Village newsletters. This would be for a reduction of just under \$20,000. The consultant fee for preparing the newsletters is just over \$5,200. The printing of the newsletters is just over \$10,000, and mailing costs for the newsletters is just over \$3,600, so for a total of \$19,454. The staff does need to caution the Board that if the Village newsletter is eliminated we'll need to find another means for providing important Village information to the public such as channel 25, the Village's website or some type of press release or other document inserted into the local newspaper for us to get that valuable information out to the residents.

Under the proposed capital improvements there are none proposed over the next few years. Our next opportunity for a proposed capital improvement would be in 2010, and that would be to obtain digital ratioed and rectified orthophotographs from SEWRPC at an estimated cost of \$20,000. Our department feels that this is a necessity to keep updated aerial photography information available to the Village and all the other department staffs and other residents that use this information, as well as having this information in our GIS and Hansen database.

And a second item would be to update the wall map which is a composite of the aerial photo information for the Village's conference room. We hold many, many meetings with developers and residents and small neighborhood groups in the conference room, and it's very valuable to be able to see the entire aerial photograph at a glance for the residents and to explain what's happening in the Village. Thank you, do you have any questions?

Mike Serpe:

Just a few, Jean. Just a few questions. With reference to the success and prosecutions in zoning violations how are we doing?

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Jean Werbie:

I'm not sure—can you clarify your question for me?

Mike Serpe:

We issue a violation on a zoning violation. What is the success rate when it gets to court?

Jean Werbie:

Of receiving the actual citation fine or fee?

Mike Serpe:

Successful prosecution, yes.

Jean Werbie:

Oftentimes we're successful with respect to accomplishing the directive of cleaning up the violation. I don't know that we ever or rarely recover any costs associated with the citations that are issued, but many times the issue is adjourned or delayed and the property owner is directed to continue to work with the staff to get it cleaned up, to resolve the matter. So the staff has the opportunity to continue to work with that particular property owner for several months oftentimes to get the issue resolved.

Mike Serpe:

Which takes me to my next statement. I don't know if this is even possible, but is there a chance that we can work with you in zoning violations? When you send out a letter, usually that's followed up physically by you or your staff. Is there a possibility to get a some type of program where a letter is sent, a number is assigned, and if there's no response given or that number is cancelled out then another letter is sent out a little bit more forceful by the computer instead of by you and an automatic follow up by the computer instead of your staff?

Jean Werbie:

That's a great idea. In fact, the Hansen system was supposed to be designed in its next phase to be able to—we have to get the first phase done, but the second phase or the third phase was intended to be designed not only that letters could be generated but permits could not be obtained and inspections cannot be done if there's a red flag on that particular parcel that there's an outstanding violation, an outstanding matter, they have not paid their fine, so something. So we hope at some point that the Hansen system can be that sophisticated so it can help trigger some of those things. Right now we just put a tickler on the calendar and then follow up.

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Mike Serpe:

My third and last. Tree ordinance, as much as I know there's a lot of pressure from the Plan Commission and others to do something with the preservation of trees as much as we possibly can, I do think that you and your staff are doing a very good job already addressing that without an ordinance. Although it's a \$2,000 charge to create the ordinance, then we're going to be strapped with enforcement of the ordinance with a department that has a hard time doing what it has to do now. I feel, and I'm in fear, that if we're not careful on how this ordinance is drafted and who it addresses and what it addresses that we're going to create a municipality where neighbors are going to get into conflict with other neighbors because somebody just chopped down a tree that had a four inch diameter in the trunk. You know what I'm getting to.

I think how we address the tree preservation should continue to be done with new construction as you're already doing by identifying the stand of trees or any trees for that matter on the parcel that's to be developed and to maintain and preserve as many trees as possible. I don't want to give the citizens of this community ammunition to shoot back and forth at one another and create neighborhood issues where none have existed before. It's easy to write the ordinance, the cost is relatively cheap, the enforcement may be another matter. And if we don't enforce these ordinances that we create it comes back to haunt us much more severely than if we did nothing because we put them out there and now we don't enforce them. So we've got to be careful. That's it.

Steve Kumorkiewicz:

I don't know if I agree with eliminating the use of the newsletter. I hear a lot of people say they actually read the *Village Times* . . . senior citizens. They depend on that communication to know what's going on in the Village. Only 25 percent of the population gets the *Kenosha News*. Now, if the percentage is the same for those that don't have channel 25 or don't have computers, the only way we can get information is through the flyer. I think we're going to make a disservice to the community to eliminate that. That's one

John Steinbrink:

Other comments or questions?

Jeff Lauer:

Jean, just a couple things. I agree with Mike about the tree ordinance. I'd hate to see neighbors fighting each other. I agree with what the Village has done regarding the new development in that area. I know as long as Don Hackbarth sits up here there's going to be trees so that's good. As far as the newsletter I was thinking about that, too. Maybe what we could do if there is a request for the residents to have it, but yet this would be some work involved, maybe we could have a sign up deal where if you want the newsletter e-mail the Village or call us, but again I know that would be work involved.

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The last question I have is during your presentation you mentioned meeting with Bristol on the cooperative plan. What's that all about, the cooperative plan?

Mike Pollocoff:

Currently the Village has a settlement agreement with Bristol on boundaries and intergovernmental cooperation. And we've had that since 1997. In the intervening period there was a creation of a new statute for cooperative agreements. And we knew that when we were putting that settlement agreement together. At that time we agreed that in the future on a date unspecified that we would formalize this through a cooperative agreement.

What we hadn't anticipated at the time we put the settlement agreement together that the land in Bristol would annex so quickly into the Village. So right now I think there's one two-acre parcel in that area that we agreed would be the limits of the Village's annexation that hasn't annexed. That's right along the interstate. It's just a rural residential site. So the nature of this agreement is going to be fairly easy to put together because it was difficult when you had people who had to agree to annex into the Village within 30 years and all those kinds of machinations that happen between Bristol and the City of Kenosha.

Jean and I have met with representatives from Bristol on an ongoing basis. In fact, they're waiting for me to give them a draft back with some responses on our latest thing. They'd probably be looking to conduct their public hearing because it really puts a lot more burden on a town than it does a village or city to start the process to get that agreement formalized.

What it means to the Village is that what we've annexed is what we've annexed. We're not going to go any farther for 30 years. Some people get a little heebie jeebie about it, but to be honest with you we can't extend the sewer and water any farther because it's in another drainage basin. It isn't cost effective. The City took the leap when they did the Strawberry Farms development. They're off to another drainage basin and it's expensive. You're recreating a whole set of infrastructure in another place. I couldn't recommend doing that. I think this area that we have identified for annexation has annexed, it's high value, good quality real estate. And you go much beyond that you're really just looking at subdivision land. The Board will probably see it at the beginning of next year.

I might add just in comments on the reductions, I do recommend we accept the reduction on the newsletter for a couple reasons. One is right now the staff is struggling to get stuff to channel 25, get items on the website, get items to the news, and the newsletter to put that together. We've had an open invitation from our local paper, the *Pleasant Prairie Sun*, that if we want something we want to get out, they're out weekly, we get it to them, they'll put it out and it gets mailed to everybody's house. If we have the service that's free for a while to get that level of information out it's not like the *Kenosha News*. They'll take some things but it doesn't get editorialized. As long as we're just being straight up with the information it will go out. All things being equal it just seems like \$20,000 we could spend on something else.

The newsletters I think when we first did them had a good impact, but as we've evolved we have a lot more people that are at us to add more to our website to keep it more updated than it is. If

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anybody wants to see anything at the Village Hall we'll make it available to them and they can look at it.

The other thing is I agree in my recommendations that we don't accept the tree survey. As Jean and Mike so aptly said that's just scratching the surface. We have people that pick at each other over weeds and everything else. Trees would be even bigger.

Mike Serpe:

To follow up on the newsletter and getting back to what Alex and I were discussing about the sponsorship for channel 25, and maybe we can discuss this at another time. But sometimes newsletters are made successful by the selling of ads. I don't know if the same would be here would be held hostage by somebody who buys an ad from us if they want something, I don't know. But that's something to consider to pay for the newsletter is the selling of ads just like we do in the Play by Play. That's something to think about in the future at another time, not tonight.

Steve Kumorkiewicz:

The *News Sun* doesn't go to the whole population of Pleasant Prairie

Mike Pollocoff:

It goes to 53142 now. It has been for a while. I'm not sure how long.

Jean Werbie:

Since the end of the summer.

Mike Pollocoff:

My thought in taking that cut, we're going through department by department. We need to come up and be able to find a pool of money as you start adding this together to have something to fund in capital. If it's the intent of the Board to take these \$19,000, \$5,000, \$7,000 cuts and say let's cut the levy some more, and then we have to move backwards and say let's have the discussion about how are we going to fund capital and the operational programs that we feel we absolutely need. That's where I'm at in taking some of these cuts. It would be nice to get the newsletter out and it's our chance to get out our message the way we want to have it come out and get it out to everybody, but we're scrapping to buy radios and things that we really have to have. In this case we have a local newspaper that's anxious to have our information. We have our own TV channel and our website. Just to have a newsletter on top of it I think is redundant.

That's really where I'm trying to find—at the end of the day as we go through this, as I'm counting on you guys to tell me what you don't want to fund and what you do want to fund, if you look at this and say let's get rid of this department or whatever it is you're recommending as a cut, we need to identify some sources of funds to help us fund capital. Sometimes when we do go out to referendum, because we're going to have to do it, look back at your capital budget and it's

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millions over years. If we're going to keep going back out for referendums and we haven't really cleaned the pallet of what we can fund internal . . . we need to take that step. That's where the money has got to go.

As we grow, we're going to need firefighters, we're going to need cops and you're going to need public works people. Our three big operational departments are going to have to have some staffing. You're not going to add miles of roads on and not have anything happen. What Rocco identified as far as the increase in the levy based on growth that's not a tax increase. That's adding—we have more people paying taxes.

It's been described in the paper as a tax increase, we're going to ask for a referendum on top of the tax increase, the levy is not a tax increase. The levy means we have more people, that expansion, we have more people available through our improvements to pay taxes and they're going to pay that. That's going to be spread across the base, but if you don't take that 4.7 percent what you're telling the TIF District is even though you have a new building out there that's being added onto, you're not going to be able to collect the increments from that building because we're going to pretend it doesn't exist, and then that translates through the entire tax base.

So you have the 4.7 that you have to have because that just means that more people are here, why reduce the taxes that you're paying because they're paying taxes and they're going to consume some level of service. In these cuts that we keep working on, and they're going to get harder as time goes on, we need to be able each year identify some level of funding that we can fund cutting our own budgets so we can pay for whatever staff we need for operations or the capital. Either that or we just say we're not going to cut anything and we'll just go to the public with a referendum every year we need. And as long as this freeze is on we're going to have to go to referendum.

We're not going to have the credibility as a government if we haven't said we've gone through our budgets and we've made whatever these cuts are that we decide so that we're going to be able to fund some level within the existing tax base so what we're asking for in referendum is truly what we can't squeeze anymore. We talked about that new model for the budget, we need to be able to do that like a month and a half earlier than we normally did and that's going to be tough because we don't find out from the State what some of the revenues are in that time, but that's where we need to be.

So that's why I'm recommending we cut a little bit here and a little bit there, but pretty soon after you go through all the departments you're talking about some money and we need to hold that and use that for either if you want to use it for some operations capital or whatever, but if you want to use it for cutting the levy we're committing slow suicide by doing that. We've done that for the last three years.

John Steinbrink:

I think we need to look around the County and look at what everybody else's mill rate is and how they generate their money. We had a comparison to Silver Lake. Well, if we were . . . we wouldn't be here today and we wouldn't have an issue here today.

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Mike Pollocoff:

Everybody has benefited from having a low tax rate. Okay, that's fine. We've all benefited from it, but we're at the point now where it's a different game.

John Steinbrink:

This is punishment for being good keepers of the public trust and the tax departments.

Mike Pollocoff:

Communities like that even get disparity aids because their taxes are above five mills.

John Steinbrink:

So we're learning the higher the taxes the better - kind of ironic.

Mike Serpe:

So my understanding is we're saying goodbye to the tree ordinance and to the newsletter, is that correct?

Mike Pollocoff:

That's my recommendation. I don't see any value to the tree ordinance. I mean it's a nice thing but it's a hidden cost. And I think that the newsletter, of all the public vehicles we have, that one is the most dispensable, especially when you have someone who is willing to print your stuff for nothing.

John Steinbrink:

Other comments or questions? Jean, thank you.

4) Building Inspection Department

Jeff Sorensen:

Good evening. I'm Jeff Sorensen, Building Inspection Superintendent. This is a budget presentation for 2007. The general purpose of the Building Inspection Department's activities is to promote public health, safety, convenience and general welfare of the citizens in the community. As such, the activities of the Building Inspection Department have a significant impact on existing and future construction activities of the Village of Pleasant Prairie.

Review services such as providing site, operational and building plan review, conducting building inspections, providing technical construction information to the public are many of the services

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the department offers. Providing these review services while maintaining good public relations are the goals of the Building Inspection Department. Attaining these goals is intended to promote and encourage high quality, orderly growth in the Village.

Some of the manufacturing and commercial planning and development activities: Plans have been approved and construction with the inspections for the following projects is anticipated to be concluded prior to the end of this year: A 150,000 square foot expansion to Prime Outlets which is the Phase 5 which I'm sure you've all seen out there. A 13,000 square foot pavilion which is the food court. Currently that has no tenants in it yet. The shell construction has not been completed. A 9,000 square foot medical office for Dr. Johnson which is just across the street. Dr. Johnson is in an operating and currently a physical therapy division is going to take over the balance of that building. Remodel and finish out of new stores at Prime Outlets. Currently there's 26 new stores open in Phase 5 of Prime Outlets. There's three spaces left in that phase that are unoccupied at this time, but there are signs up there for new stores.

And an interior build out for Uline. Uline is out on 88th Avenue across the street from Cherry Electric. Uline has taken over the 300,000 square foot of Spec X. They're in there operating. They had their final inspection for their first phase last week. They are in the process of having their 300,000 square foot addition under construction right now because they need that much more space. All the exterior footings are complete. They still have to put in the interior column footings and the precast design order so that should close up by the end of the year. Before the end of the year it's anticipated that the following plans will be approved by the Village: 128,000 square foot Target including both Pizza Hut and Starbucks. And, as I mentioned, the 300,000 square foot addition to Spec X which is Uline.

During the past 12 months the department reviewed and issues 131 new single family homes, 5 new two family buildings, 9 new manufactured housing units, 2 multi-family buildings, 108 residential remodels and additions, 35 swimming pools, 179 decks, 164 attached and detached garages and 25 sheds.

This gives you kind of an overview of the inspection activity in the Village. In 2003 we had total inspections of 6,600 with a monthly average of 554. In 2004 5,700 with 480 per month. 2005 5,400 roughly with 450 per month. In the last 12 months we've completed close to 6,200 inspections which averaged 516 per month. I might point out these numbers do not include other inspections conducted by the department such as liquor license inspections, drainage and grading inspections and other special inspections requested by property owners.

The Inspection Department continues to maintain its status as a certified municipality to allow for the review of commercial building plans in lieu of State of Wisconsin Department of Commerce review in order to fast track certain commercial projects. I might mention that the Village did all of the certified municipal review for all of the build outs at Prime Outlets Phase 5 which was well appreciated by those store owners. I don't know if you've ever dealt with retail people, but the day they get their permit is the day they want to open. They can't open fast enough. So it helps them because we still maintain that ten day turnaround which also includes the State review.

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Just briefly I'll show you the organizational chart. I'm the Inspection Superintendent. Ken Robers is the Senior Building Inspector. Ralph Nichols is a building inspector who is going to take his commercial inspector's test this month. If he passes that he will also be a Senior Building Inspector. Our part-time Commercial Electrical Inspector that was approved last year as a new program is Hans Peter Langenstreor. I'd just like to point out that every inspector that works for the Village is also a Village resident. That's the first time since I've been here in nine years that every inspector has been a Village inspector. So it's our community. We don't travel in and start inspecting other people. They're our friends and our community. Our Community Development Clerk/Analyst is Elaine Eppers, and our part-time File Clerk that we share with the Community Development Department is Anna Garza.

Here's a chart showing the budget for 2007 with a comparison to 2006. The increase in personnel services between 2006 and 2007, 25 percent or \$6,058. It's just due to the healthcare increase. If you recall in the organizational chart and also in this personnel services, Ralph, once he gets his commercial building inspector's license he'll be reclassified as a Senior Building Inspector. That has an impact of \$7,400. Ken and Anna each have step increases, one of \$5,900 and one of \$413, so out of that \$25,000 difference \$19,900 is just step increases that were part of the contract.

In contractual services we're showing a decrease of \$6,590, which is kind of strange since it's actually \$6,600 but it's one line item that's being cut out of that contractual service. In supplies and maintenance there's an increase of \$500 strictly for gasoline for the vehicles. In property and liability insurance it's a decrease of \$646. The non personnel transfers which is to the IT department remains the same as 2006. So for 2007 we have a total increase of \$19,076.

The goals of the building inspection department are to effectively and efficiently provide building inspection services in a timely, efficient and friendly manner to the public. The time frame that we're allowed in building inspection is dictated by the Department of Commerce. We're only allowed so many days to review a plan, allowed only so much time to perform an inspection once it's called in. Since the Village has elected to enforce all the Department of Commerce rules and regulations, we're charged with complying with those time frames.

Historical numbers of building and zoning permits issued, fee revenues generated and inspections completed as presented in the 2005 CD annual report clearly demonstrate that the new construction activity has significantly increased in recent years, while corresponding inspection staffing levels have not been increased.

Also related to inspection services is the need to complete the computerized permitting and receipting system. Hansen you've heard that for the third department now. The Village will be sending representatives to the Hansen seminar in October to put the finishing touches on this Hansen permit system which is also going to allow us, as you've heard, to track inspections, to track zoning violations, building violations and in order to put a little more teeth in, as Mr. Serpe would like to say, how are we going to get compliance.

Since September of 2005 the Village has issued 149 commercial electrical permits. I think that's significant in that you should realize since you approved the commercial electrical inspector last year Mike has always said to me you can have whatever you want as long as you can pay for it.

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The commercial electrical inspector has allowed the Village to pull in additional revenue that would have gone to independent inspections as a contracted outside vendor. I think that's important and also that we have our own commercial electrical inspector who is a master electrician who was in the electrical business and is quite familiar with all the electrical contractors in the area.

I don't have any new program requests to show you so I'll move right into proposed program reductions. One of them is to eliminate the software maintenance agreement for a reduction of \$1,000. This software maintenance agreement will be taken over by our IT Department. It's already included in their budget.

The second item that was also presented last year was to eliminate the attorney fees for a reduction of \$3,000. I think that we can eliminate these attorney fees. Since I've been here we have not expended any money on attorney fees. I'm quite happy to say that the building inspectors have been able to get compliance with requests through letters and through on-site inspections that court costs have not been an issue with us.

My capital request is to purchase a used vehicle, a truck, to replace the existing 1998 truck. This was my capital request also last year which was pushed back, so it's just to replace that same truck that I was going to get rid of last year. It's a 1998 truck with over 100,000 miles on it. It was purchased used by the Village I think in 1999 or 2000. It's shot. It costs a lot of money to keep it running. We'd be money ahead. My maintenance cost is killing me on this vehicle. Do you have any questions?

Mike Pollocoff:

I think it's significant in Jeff's budget that it ties over into Jean's budget that if you look at his revenues and then his expenditures, Jeff's revenues in his department more than exceeds his expenditures and it covers up the shortfall, not the shortfall, but the inability of the planning side to collect that heavy a fee. So both inspection and planning are for practical purposes usually charged departments. The general fund doesn't support through taxes either one of those operations. So any cuts that you make in those departments those are cuts but any spill over in fees would go to reduce the levy. Anything else in there you'd be cutting something that's taking tax burden away so it would make sense. Our fees are not low but they're not at the high end either. We pretty much are fairly in the marketplace for a lot of our fees. Some of them are a little bit higher than others but it reflects some of the work we have to do.

The other thing I want to add that's significant and some of the Board members might be more aware of this, our inspection department is one of the few departments where our personnel are certified to inspect everything. We don't have one guy who just does plumbing. We don't have one guy who just does carpentry or one guy who just does electrical except for the commercial electrical and that's part time. All of Jeff's employees are cross-certified in everything and that's not normal. The usual is you find a guy out of the trades and he does that. That's why we have as small a department as we have and it's able to keep our expenses down because, one, they're willing to maintain that certification and they do a good job at it, and we haven't had to deal with

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some of the things other communities have especially when you have as much construction as we have. We don't have a lot of different people doing one inspection on one specific item.

I am recommending that we take the reductions proposed.

Mike Serpe:

I would agree. Just one question. Jeff, how much money are we looking at for a truck?

Jeff Sorensen:

It's in the capital plan for \$16,000. If you know anybody who can get us a deal.

John Steinbrink:

As long as it's white, right?

Jeff Sorensen:

Correct.

John Steinbrink:

Any other questions for Jeff?

Alex Tiahnybok:

I agree with what Mike said. With the net positive cash flow from your department you guys should be driving Hummers or something like that. And the other comment you made that I thought was really good and I'd like to see other department heads do this is just give us in personnel that 100 percent of your inspectors are Village residents. I think that would be an interesting statistic overall.

Mike Pollocoff:

Mr. President, is it possible to take a five minute break?

John Steinbrink:

Sure, five minute break. Be back here at nine o'clock.

(Break)

5) Finance Department

Kathy Goessl:

I'm here to present the finance budget for 2007. The Finance Department provides financial services and support to a number of different entities here in the Village. The majority of our salaries are currently allocated to general government operations at 40 percent. We also support the enterprise funds for the Village including recreational enterprise including RecPlex and IcePlex is our next largest allocation at 25 percent. Sewer utility 16 percent, water utility 12 percent and solid waste 7 percent of our salary and benefits go to the solid waste utility.

We also support the newly created Clean Water Utility but there's no salaries currently being budgeted to go into there from the Finance Department. We also support the CDA. Whenever we work on CDA-type work or TID-type work our salaries get allocated there but are not budgeted that way in the initial budget.

My department is made up of including myself six full-time and one part-time staff. There's actually two of us that live in the Village, me and the Assistant Finance Director and all the rest are in the City of Kenosha.

The Finance Department, I have some workload indicators here to show how our workload has changed over the last couple years. We process payroll for all Village employees which is over 400 employees every two weeks. This is the number of checks that we cut each year to the 400 and some employees. Again, you can see it's steadily increasing. In 2002 we have a little short of 8,000 checks to be cut. We're predicting almost 11,000 checks being cut this year.

Invoices being paid these are actual bills from our vendors to pay for materials or merchandise, gravel, salt, that type of thing, all our contracted services. Invoices paid in 2002 were just over 8,000. We're predicting about 8,700 invoices being paid this year.

Utility bills we issue utility bills monthly and, again, that one also increased. Not as quickly as payroll checks but we started out at almost 6,000 in 2002 increasing to over 6,000 in 2006. We issue tax bills in December each year, and we also issue out the second and third installment. These are the number of tax bills issued over the last four or five years. Again, there's an increase from 200 to 2006 also. Invoices issued, these are invoices that we actually issue out to different vendors. Some of our retirees for health insurance. Community development and engineering when they go out we issue the invoices for that. That has increased steadily over the last four or five years also. Then receipts processed these are all the receipts that come into our front counter. This year we're predicting over 17,000 receipts so that's 17,000 individual payments to the Village that's received by the staff at the front counter. We issue those utility bills and we receive those in every month also.

So we're looking at a steady increase over the last four years, 3 percent in 2003, 4 percent in 2004, 6 percent in 2005 and 3 percent in 2006. So the workload for the department has increased steadily over the last four years.

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This is a graphic that shows the workload and also the finance department employees in the department. The workload is in the yellow and it's a steadily increasing line as you saw in the previous chart. My department has been pretty much, actually less than it was in 2000. In 2000 I actually had seven full-time employees including myself, and currently I have six full-time and one part-time and this reflects the change in my staffing.

We were able to keep up with this type of workload indicator even though our department staff went down slightly due to productivity improvements. We've done a number over the last couple years. For this last year and a half these are some of the productivity improvements that we have done. In 2005 the IT team and RecPlex and Finance implemented some new software at RecPlex called CSI. This software was fully implemented by January of 2006, and we're still working on some little balancing stuff, but this software is a lot better in terms of giving us information as well as also processing the daily receipts from the RecPlex and analyzing that information. It actually records stuff the way we need it to be recorded in a . . . type basis accounting. The other software was a little bit off in terms of how it recorded certain things. When we tried to analyze inventory it wasn't posting inventory correctly at the right time to analyze it.

This year, as Ruth mentioned, we implemented time and attendance software. We currently have the majority of our employees on time and attendance. In the past it used to be a manual mix of different things coming to our department for 400 and some employees. Now it's all being submitted through Time Clock Plus which is the software we chose. We still have a couple groups, the fitness instructors group and a couple engineering and marketing department we still have to bring on, so it's like a handful of employees and our goal is to have that completed by the end of the year so January 1st all of our employee are on Time Clock Plus in terms of recording their attendance.

This software is also good to keep track of peoples' hours and managers approve their hours so it's a good tracking mechanism in case we get into some type of a lawsuit or involvement with employees and their hours and what they worked. Now we have the backup to support that.

The other thing we implemented was Dashboard. Dashboard is a financial tool that department heads and department managers can use to look at their financial data real time. They can see the bills paid. They can see if they're over budget in a certain account. So this helps the department managers better manage their budget on a real time basis, but it also helps our department because on a monthly basis we issue financial statements out to each of the departments. In the past we've issued summary reports as well as detail. Now because of Dashboard we're able to eliminate the detail, therefore saving time as well as money and paper. So that was one of our savings for this year.

For 2007 one of the big things that we need to do is to do actuarial evaluation of our post employment benefits which mainly is our health insurance. It's actually a new GASB, Government Account Standard Board regulations. It must be implemented by 2008. That's mandatory. It's going to require actuarial expertise to be able to do this analysis of what our future benefits for our retirees is costing us so we can recognize it as they earn it instead of recognize it as we pay it out in the future. We need to evaluate that for liability and the cost of these retirement benefits that we're offering in the future.

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During 2007 we're going to actually ID the financial impact and develop strategies so when we do the 2008 budget next year at this time we have some strategies in place to be able to meet the standard on our financial statements as well as in the budget process.

This is the Finance Department proposed budget. It has the 2006 budget that we're currently running under and it compares it to what we're proposing for 2007. I also gave changes in dollars and percents for the budget. Our personnel services area is increasing. As other departments have mentioned it's mainly health insurance related, but also there's some employees in my department that are still in the step increase, so that's the \$30,000 increase there.

Contractual services, that area the major expenses in that area are auditing fees and that's going up some from that year. There's new standards that auditing . . . in terms of looking at different things and additional things. Also, my consultant fees will be going up. This year will be three years in 2007 that we have not gone out for bid for liability and property insurance. So this is like a three year cycle. So this is the year we're going to go out for bid for those so we have budgeted about \$3,000 consultant if we need it to evaluate the bids and help us to make the decision in terms of our health insurance and for property and liability.

Also in this area is our software maintenance agreements which is pretty stable but includes our accounting software which keeps track of our payroll accounts, receivable, utilities, our general ledger and our financial statements. That software package is in here. Also, Time Clock Plus, the new software we just purchased, has the maintenance agreement on it and also Forecaster which our new budgeting software we use.

The area of supplies and maintenance is actually going down. This area includes office supplies which is in other miscellaneous supplies and maintenance for the department. Liability insurance is also going down. Mainly our insurance overall for the Village went up slightly, but we re-evaluated and re-allocated our property and liability insurance, so we looked to make sure it was fair in terms of how things were being allocated and we readjusted a couple things and that caused my department to actually go down. Other departments go down also but some go up.

Transfers, this is the transfers of personnel as well as some miscellaneous expenses of my department to those enterprise funds that I do work for, the RecPlex, Sewer and Water Utility and also the Solid Waste Utility. So overall we're looking at a budget increase of 9 percent.

I have no new program requests. My proposed program reduction, the majority of my budget is personnel. All the other items are small compared to my personnel line so the only thing I have to offer and I'm not recommending but is eliminating the part-time counter person in the total cost of \$11,000. But actually impact to the general fund is half of that because 50 percent of that is allocated out to the enterprise funds. This person serves customers at the counter, receives all our payment types. She performs clerical duties for the department, and she allows the other finance staff to dedicate valuable time to their primary duties so they're not distracted and pulled to the counter. This person works 11 to 4 four days a week for us. This would have a negative impact if we were to eliminate this position on our goals and objectives for the year. I have no capital requests either. That was my presentation. Any questions?

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Mike Serpe:

Last year we discussed the auto pay. Has there been any increase in taking advantage of that program?

Kathy Goessl:

There's always a steady increase in that program. Whenever we stick it out on the counter, my counter person has asked would you be interested in signing up for auto pay. I just had some statistics in my budget. Just a second.

Mike Serpe:

You don't have to get into that, Kathy. So it is increasing. I was going to suggest that maybe on our channel 25 we can put something on auto payment. If you want to do the same offer as last year we offered one or two day passes to RecPlex by taking advantage of that program. That helps the finance department tremendously and it's worth it to save taxpayer money by not having to send in a stamp every month or driving over here and dropping off their payment. So I would encourage that we continue that.

Kathy Goessl:

We're actually at 950 payments with that which is a big increase from five years ago when there were only 340 of them. That eliminates, of course, us opening the envelope, matching the payment, entering the payment.

Mike Serpe:

That's good.

Steve Kumorkiewicz:

You want to eliminate that person at the counter

Kathy Goessl:

That's my offered program reduction but I'm not recommending it. Right now it would take the people who are currently working, my other staff that's working on things away from their primary duty. There is a constant flow of people at the counter, and this counter person, this part-time person, is dedicated to serving those people and the rest of my staff can concentrate on their primary job responsibilities while she goes and serves the people at the counter. Five hours a day she works there.

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Steve Kumorkiewicz:

I do not think you should eliminate her.

Kathy Goessl:

I don't recommend eliminating her but I had to offer up a program reduction as part of the budget process. With personnel being my largest expense that's the only area I could offer a substantial savings to the general fund.

Steve Kumorkiewicz:

Okay, thank you.

Mike Serpe:

The Village is going to be adding a number of households this coming year. We're also adding a number of condominium units that we have changed from apartments to now owner occupied. And all of those additions are going to fall on the Finance Department as far as billing goes and taxation and collection. I have to agree with Kathy that now is not the time to eliminate that one position. As a matter of fact, in the next year or so I can probably see us adding that to a full-time position because of the added increases in the amount of services we have to do for the amount of people that are coming into the Village.

Jeff Lauer:

I don't know if this is for you or Mike, but one idea I have and maybe you guys already know, but as far as . . . employee payroll have the Village looked at maybe outsourcing that? Most of the employers that I speak with have their . . . it's all outsourced because it's so time consuming unless the program we have in place is efficient enough for our staff to work on that but I know that's usually a headache for most employers who used to do it in house. They said they spent hours.

Kathy Goessl:

We just recently did evaluate that. Actually we had a company come in and they gave us a proposal. They went through the whole process saying they could save us money. Basically there was no saving in the process. If we're looking in the future and we're looking at adding an employee maybe we could look at outsourcing that at that point. But at this point if we were to obtain these services it would actually cost us money and I could not see—the person who does payroll right now also does accounts payable and payroll with the time attendance system now, and it's starting to alleviate some of the time spent with payroll. It gives her more time to check payroll and to review payroll. That was the most substantial thing was inputting the payroll into the system. Now the actual employees are inputting their data into the system and we're just exporting it.

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The software we have with the payroll module is a very good module. It helps us do all our monthly and quarterly reporting. We're able to get W-2s out within a week. As soon as we finish the payroll for 2006 we'll right away spit out the W-2s. So we did evaluate that and we consider that probably going forward instead of adding employees maybe obtaining these services. But at this point without adding any staff or proposing any staff I would not recommend it.

Jeff Lauer:

It sounds like the system we have now is a lot quicker than the old way.

Kathy Goessl:

It's very efficient and we have updates on a regular basis with our software maintenance to keep it up to date on the new payroll regulations.

Mike Pollocoff:

The other thing that happens when you take out or remove someone, Kathy has her part-time worker which works on the counter and really spans that lunch hour because that's when people do their business with us is during the lunch hour and she takes care of that. But Kathy and Jennifer you have two CPAs cranking out that level of work, and the rest of them either have their degree in accounting or associate degree in accounting and they're doing a lot of the work that we get done in there. But when you take somebody out of that mix you really hurt the . . . pool because if the part-time person isn't there then the person in utilities or in receivables or the payables or payroll is the next one in line. So not only is it just those activities say in this case the payroll that Francine does, you'd affect all the backup work that Francine can give to someone else.

We've taken a look at it, and that's one of the things that kind of guided our budget cut three years ago was we took a look at where we thought we could make some shavings and where we were heavy. We didn't think we were heavy, but we . . . make that cut for a couple reasons. One is the requirements would be placed on staff in finance that have an accounting degree or CPA most municipalities don't have that. Unified doesn't have two CPAs working for them. We really raised the bar on requirements so we get a lot done with less people and we get it done with the work product that's better.

If we start getting much bigger I think we would look at changing it. Maybe we'd take the enterprise funds, the big one being the RecPlex, have them outsource their payroll. Then take some of the burden of this. But I think as we start ratcheting up to that next level I think one person would do it then at that point we carve it up and then contract out. You could have that person do the enterprise or the general fund or whatever. But we could make that cut one way or another.

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Jeff Lauer:

I also don't think that CPAs should be taking payments from the counter anyway so that's not good use of anybody's work.

Kathy Goessl:

That's why with the part-time staff that eliminates--most of the time we don't see anybody at the counter unless I happen to be walking by at the time somebody comes up to the counter.

John Steinbrink:

Other comments or questions? Thank you, Kathy.

6) Engineering Department

Mike Pollocoff:

Mr. President, I'm going to do the engineering report. The engineer had a death in his family. In looking at the engineering activities, and that's really our Professional Engineer, Bob Martin, we have an engineering assistant, engineering tech Dave Goff, and then we have another individual who does field inspections. It's a pretty small department. I can think back to when we contracted out all of our engineering services, and that activity spent close to \$400,000 a year. We're considerably under that now. There are some things we don't get done as fast as we may like, but the work product has been a lot better and I think it's really been in the Village's interest.

One of the major activities that's driving engineering time right now is the Abbott Laboratories project with the infrastructure planning and review that's required for that as we work on the development plan. The extension of how the sanitary sewer service and water mains are going to work and storm sewer that's a fairly exotic design given the type of campus they're looking to build. It's taking more time both on their end and ours. The end product is going to be very nice but it's not run of the mill engineering that occurs.

The Village in-house engineer in lieu of outside consulting services, there's no question that we do still some outside consulting work. The storm water management project plan that we did through a grant we contracted out to Bonestroo, but any kind of inside design work, we had that proposal for Carol Beach water the other day, and most of the water projects we've done Bob Martin has designed those for us in house. It probably saved us on a project like Carol Beach close to \$30,000 in design fees. That benefits right to the bottom line.

The other item that really is demanding quite a bit of time is single family residential subdivisions. The products that between Bob Martin and Jean Werbie and Jeff Sorensen are turning out right now in single family subdivision is excellent. When I say the product is good, these subdivision are going in with very few problems. When people build their homes with drainage, with grading, with easements, with setbacks, all the problems that we've had typically when we put this stuff out to contract, the coordination wasn't good and we were always catching

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up with something. Right now before any of these things start construction they're getting a good review.

I've said it before and I can say it again because he's not here and when we lose him it's going to be a tough loss, but Bob is one of the best municipal engineers I've ever seen. He's detailed and understands the whole scope of how things are going to work better than most people I've ever met in municipal engineering. His ability to deal with grading and storm water is excellent. I was at a public works conference with him recently and there's more consultants coming up to him asking him how to deal with some certain issues than anybody that provides this information. The subdivisions that we have right now, when you look at the three people that we're able to bring to bear we're getting significantly higher quality construction out of these subdivisions than we did before.

The approval process, these are single family developments that are pretty active right. Asbury Creek, over by Bain Station is Bain Station Crossing on the east side of H. Creekside Crossings Phases 2, 3 and 4, another difficult design on that for storm water. It's very difficult and we're working through that. Lighthouse Pointe, I tell Bob and Jean I don't think that thing is going to happen but I think they'll do it just to prove me wrong. And Vintage Parc is a condo development on 104th.

Again, what is common with all these things is major, major storm water issues that we're working through. We're working through them successfully so these people are not going to be causing problems downstream or having problems in their development.

Bob's engineering time. Storm water activities and administrative. Administrative is his biggest. And for him administrative is really the time he spends dealing with other departments, public works, streets, utilities, and Jean primarily and helping them work through the projects that they have under way. Utilities is 10 percent. We can only squeeze so much out of Bob and that's really the one area where I really want to see some more help from an engineering standpoint. But given the level of development that's going on he's . . . the utilities but mostly it's as they're going in. TID projects is 9 percent this year and it's going to be quite a big higher next year. Development projects, that 23 percent is the Abbott projects and the Community Development Authority's projects that are going forward.

The flow chart is pretty lean group there. We're going to have an assistant engineer that we're working on trying to fill now that's vacant. Right of way inspector Keith Dorey used to be Director of Public Works in Lake Forest and we have a secretary that he shares with streets.

Budget adjustments, personnel is largely adjustments in health insurance. Salaries with the exception of Keith there's no step adjustments. Contractual and maintenance and supplies those are the same. Property and liability and I believe that's the reallocation of how we charge for property and liability in the Village and we decided Bob should get some more. So that's the increase in that department.

Bob said he'd request new programs but he doesn't have any time to do them and I recommended in this department there's really no cuts that I could see to make. The fact that we're able to at

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least have 40 percent of this project in this department paid for by development review fees and things like that helps. Again, we're getting a really high quality product in what we're preparing. Any questions on that budget?

Mike Serpe:

Just a comment, Mike. You hit it right on the head before when you said about the quality of the developments that are taking place. You and I and John and Steve have been here long enough to hear that when a new subdivision is going in that we're engineered by not us. I'll tell you, it came back to haunt us sometimes because of poor engineering.

Mike Pollocoff:

It pays to have somebody. A lot of people say you're getting fat on Village employees and a lot of them, but just like I would never run a finance department without a CPA like Kathy again. There's no way I'd run an engineering department without your own engineer. As good as the consultants are, as soon as that consultant leaves your office he's working for somebody else, or when he's in the office when he's having a lien on the contractor he knows he's working with that contractor in another community. It's the reality of how things happen. Some of these contractors need some fire and brimstone every now and again and get pulled up short if they're trying to save a buck at our expense. You need somebody with the experience to stop that from happening. I've seen it on both sides. You should be able to see it, too, by the number of complaints that you don't receive. We'd be inundated after a development went in with non stop complaints and problems. If you can get them fixed up on the front end it saves everybody a lot of grief.

Alex Tiahnybok:

I saw the notice on channel 25 about the assistant Village engineer spot. Where does that stand right now or candidates?

Mike Pollocoff:

We have a few. It's going to be open for the rest of the month and then it's going into the professional journals. We're requiring somebody with a PE and some experience working in a municipal setting. They're not easy positions to fill. I left Bob's position vacant for a year and a half. There really wasn't somebody of that caliber that we could attract. I'm hoping we're able to fill this one. We're under market scale as far as our pay.

John Steinbrink:

Thank you.

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7) Human Resources Department

Carol Willke:

Good evening, gentlemen. My name is Carol Willke and I am the Human Resources Director for the Village. I'm here this evening to present my departments 2007 budget proposal. My department functions as a full service HR department, meaning that we are responsible and keep track of all of the federal and State employment regulations. We do all the recruitment from entry level positions to skilled positions, do all the benefit administration for the employee sponsored plans, and also some counseling and coaching for all levels of employees within the Village.

Our current employee numbers as of Thursday we have 429 employees which comprises of 138 full-time and 291 part-time employees which is a full-time equivalent of 320 employees. Our part-time employees increase 30 to 40 during the summer months due to our seasonal hiring. HR industry standards recommend that an organization has one human resource representative per 100 employees which would give a ration of 1:100. With our current 320 full-time employees our ration is about 1:183. So we're a little bit tight but we're going okay.

Our challenges for 2006, our biggest challenge was our health plan changes. As you recall, for the year 2006 the Board approved an employee contribution of \$10 per individual coverage and \$20 per family. It was accepted pretty well by the employees. A little bit of grumbling, a little bit of mind set change. And while that amount seems kind of small, I think it was a really big step in some cultural changes and getting employees to be a little bit responsive and a little bit more proactive in their healthcare costs.

The other change that we have is the health reimbursement account. I don't have the exact numbers, but I would guess about 20 percent of our employees have actually used that plan and it seems to be going pretty well. We've had to kind of learn the plan ourselves. Michelle has done a really great job of communicating how that works and helping people go through the process.

Further challenges revolved around our time constraints. Michelle is a part-time employee for me. She works about 30 to 32 hours a week. She spends most of her time answering questions on benefits and new hire paperwork, while I spend most of my time with the recruiting process and personnel conflicts, questions.

Our accomplishments for 2006, three things stick out in my mind. We have really streamlined the hiring process which has allowed other departments and managers to focus on their core responsibilities. We have taken over all the paperwork, all of the recruiting and hiring and interviewing, and I think it's cut down on a lot of mistakes that we've had and we're kind of covering ourselves as far as some legal issues.

The health reimbursement accounts is also one of our accomplishments. I know it's kind of ironic that it was also one of our challenges, but I think we did a pretty good job of communicating what it was to the employees, how it works, getting them responsible for some of their own choices.

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We've also implemented a performance management program. At this time about 80 percent of our employees have sat down face to face with their managers and have had some feedback as to what their expectations are, what the manager's expectations are so everybody kind of understands what is expected in their roles.

My new program that I'm requesting is also the same program that I requested last year which is changing the status of the HR assistant from part-time to full-time. It costs a little over \$8,000 with salary and benefits.

The program reduction that I am proposing is to discontinue our contract with ComPsych. They are a full service employee assistance program. We have an 800 number that we can call, we can get assistance in legal issues and shopping questions and real estate. It's kind of full service and certainly that I don't think the—I know the employees are not utilizing. What we really need it for is just the healthcare portion of it because we're really trying to control our costs. So we will continue with the health assessment portion of it, but we will be discontinuing all the ancillary programs with a cost of a little over \$10,000 in savings.

My budget summary is the personnel cost, the increase in salaries and the health insurance. We have been able to decrease the contractual services by printing our own handbooks, and also we have been lucky and I guess hopefully continue for the year of not having any major HR issues where we have had to consult counsel. So I think it's a little bit of luck and a little bit of the fact that we're trying to educate our managers and our employees on harassment issues and payroll issues and time off and those kind of things. Same with our supplies and maintenance. We've been able to cut back on that a little bit with the printing of the handbooks and the bulk of that this year so we have pretty many supplies left on that.

The total as you can see is an increase of a little over \$2,000 for the year. Questions?

Jeff Lauer:

I have a question and comment. I know you brought up last year about the part time going to full time and the data you showed one HR per 100. I wouldn't have a problem with that because you made almost \$10,000 in the ComPsych cut. That to me would cover it. The other item is when you were talking I wrote this word down and I've seen it in the earlier page here, internet. I meant to ask Mike. Does the Village have an intranet set up for its employees? If not . . . what it is is an internal website that strictly only people who work for the Village has access to it. That is one of the neatest things to have. You put your policies up there and the whole shot.

Carol Willke:

Ruth and I have talked about it. It is one of my goals for this year. I'm not sure we're going to get to it with all the other pressing issues that we have, but I would love to implement one of those especially for all the forms. We could put our summary plan descriptions for all of our benefits out there. So I am working with Ruth on that and hopefully we will implement that in '07.

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Jeff Lauer:

That is real good. Real quick, that is what we do where I work and we can upload all this stuff. Even departments can have their own internet and they can put procedures up there or whatever. So if somebody does something once every three months they're not asking someone else how to do it. They can go on the internet and get the procedures and do it. So that would be I think good. The employees I'm sure would love that.

Carol Willke:

I agree.

John Steinbrink:

Other comments or questions? Thank you, Carol.

9) Streets and Parks Departments

John Steinbrink, Jr.:

Good evening. I'm John Steinbrink, Jr., Superintendent of the Streets, Parks and Sanitation. Luckily we get to do sanitation on a different night. I might have more slides than Rocco but I promise I'll do them a little bit faster than what he did his slides in. The public works consists of six full-time employees and four seasonable part-time employees and a street foreman. Two of the parks employees work when the park is not in full swing from November to April. And some of the problems we've incurred over the last year is with vacation of our sanitation employees. We hired four sanitation employees and we have one that rotates within our public works operation. So any time that one of the sanitation employees is on vacation or off for some reason one of our highway guys has to go in and fill the route. We've had an increasing number of storm water projects that we've done as our storm water infrastructure is getting older and there's more maintenance on the pipes in some of the subdivisions and some of the catch basins and assisting with special events.

Some of the responsibilities that we have are listed up here. You'll probably notice that a lot of these are activities that are not included in the general fund but its still responsibilities that these same six employees have to take care of. So we do run a sanitation enterprise and a clean water enterprise along with the streets and parks, but it's the same people that take care of doing everything on a daily basis. So when there is a large break on a storm sewer we'll pull guys from highway to work on it. We do help out other departments. I'm not going to go through everything, but everyone is helping out everyone to make sure that we get it done.

We are a tax levy expensive department I see here. We bring in a little bit of revenue just from development inspections and different things like that. But our majority, almost 98 percent, comes out of the tax levy. In this budget presentation I'll have a couple slides on the Roger Prange Center and also on the street lighting. The street lighting revenues that we have of

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\$70,000, just under half, comes out of the street lighting districts and then the balance of it comes out of the tax levy.

Our goal that we have in public works is to make sure that we can plow all of our roads within four hours. We have just over 5,000 hours over the course of the year on an average snow fall year going through and doing all of our setup and tear down and the actual plowing operations. We patch all the roads that we have. We average about 500 tons of asphalt just doing patch work.

We also do all of our own crack sealing. We always try to involve as many efficiencies as we can. You can see in this picture we can do our crack sealing with three men. We have one guy blowing, one guy driving and another guy actually operating the crack sealer. That actually is the chassis off one of your own ambulances, so we are really big into recycling vehicles. Then we take the air compressor instead of pulling a second truck and having a second driver we actually made that our crack sealing truck and it saved us a lot of time over the last couple years.

We do a lot of work shouldering our mains and locals. One of our goals is to respond to 100 percent of our calls within one business day. If someone calls and they say that there is a pothole or some road kill or a problem with our ditch, we try to respond very quickly.

Our brushing roadside is something that's been lagging behind in the last couple years. As we spend more time doing a leaf collection, helping out other departments like the clean water, it seems that brushing is the one that always kind of goes back to the wayside. We do the roadside mowing in the right of way and try to make it around four times a year and grading our gravel roads.

It's also our goal to have everyone on the crew be certified in CPR and ADT. And with the help of our police and fire we've been able to make that happen. It's always our goal to make our Worker's Compensation right down to zero, and also do some performance evaluations annually.

This is our organizational chart. It looks like a lot with the people on here. The core of our people that we have are just right here from our operators down to our operators down a maintenance level 4. Then we have one guy that we share with sanitation, two guys on parks, a crew of part-time people and then we have some additional people that help out during the snow time.

To go over some of our budgets we really don't have too many major increases and decreases. The majority of the salaries is with the health insurance and the step increases. Our contractual services are up a little bit because a lot of our vehicles are getting older and older every year. I believe that our newest pickup truck in the highway department fleet is a 1994 that we have out there. So we're going to 12 years and the oldest one is down to a 1977. So our repair costs are going up every year. At any one time I can guarantee we're going to have something broken and in the shop.

Our supplies and maintenance went down a little bit and that's primarily based on the salt that we had the contract with. We did not use as much salt as we normally did in the winter so we don't have to purchase as much for this year, and the liability and the IT transfer stays pretty constant.

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Going over for the Roger Prange Center, there really aren't too many changes at all that we have. The majority of the increases in the contractual services are just for gas and electric increases. And the street lighting is just an increase in the electrical charge.

New programs that we had for the Prange Center is to epoxy seal the wash bay floor. It's getting old. It's breaking down. It's used by everyone on a regular basis. This is a picture of the floor in our maintenance bay looked like a year ago, and one of the new programs that was approved last year was to reseal the shop floor and we were able to go through and do that. So it really made a real nice difference in the shop. We took the opportunity to clean all the pipes and the hoist and clean everything up. We figure at least once every ten years you should go through and paint it up and it was amazing how dirty the shop can get after ten years. So it looks real nice and we were thankful to have that done this year.

One of our program reductions that we had was the elimination of snowplow overtime and double time on subdivision roads. So basically from 7 to 3:30 Village crews would go out and plow all the roads that we have, and then on the evenings we would just to the arterials around the hospital, around the schools. That gave us a savings of just over \$47,000. Even though we are using less salt we have to budget with the State on an annual basis a year ahead. So even if we do that it's not going to save us anything for our 2007 budget, but it will make a difference in our 2008 budget of probably around maybe 1,500 tons of salt.

So you can't really see very good on here, but the roads on the red which are basically highlighted is the arterials are the roads we would plow on the overtime, 85th, 93rd, 116th, 47th, the main roads around the industrial park, around the schools, hospital, commercial areas.

The capital plan that we have for the highway and the Prange Center is one for the Prange Center to rebuild the power washer. A lot of the pipes are getting old and rattling and the seals are going bad in the pistons and the pumps and everything with that power washer. The power washer is used every day year around by someone in the shop there.

Another one that we have for the highway department is our new plow truck which is covered in the referendum. A two ton truck, a pickup truck, a front end loader and some snowplow equipment. Our old plow truck, and a lot of this is redundant from before so I'll kind of zip through it, we have an old plow truck and we need a newer one is what it boils down to. It's a 1988 truck and it's just really getting worn out at the end of the day. The seats are bad. The electrical is a nightmare The replacement vehicle that we have is going to be a tandem. It's going to have a stainless steel box, a larger plow and wing and some other things that are going to make it a little bit more efficient to make sure that we don't use any more salt or mag chloride than we need to. Since this is a referendum item it's around 6 cents a thousand.

Another capital item that we have is a front end wheel loader for just over \$141,000. That's going to replace a 1991 loader that has just over 6,000 engine hours on it. Really right now it needs about \$10,000 of repair with the parking, breaking and steering and it needs some differential work. Here's a picture of the old loader. This loader is used every day to load up our recycling at the transfer station, and we also use it for loading of plow trucks when it snows.

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Actually these are the same pictures from last year. I just kind of cut and paste but it's a little bit worse than that. I'm sure you guys get the point on it.

Some other replacement capital is a two ton truck and that's going to replace a 1987 F350 one ton that Chief Guilbert was very generous enough to donate to me a couple years ago. But now it's getting to where it's pretty much on its last leg. It has over 133,000 miles, and a lot of that trucks life originally was idling at rescue calls. Here are some pictures of it. It's just getting worn out and tired. The replacement vehicle is going to be a little bit heavier chassis that we're going to have. We're looking at an F450 truck which is a little bit heavier chassis, breaks, steering, etc. A little bit larger dump box and a larger plow for working in some of the parking lots and that costs just over \$42,000.

Then we also are looking at replacing one of our pickup trucks. We're looking to replace a 1985 truck that we have. The cab is worn out. It doesn't have a lot of miles but it was an Army surplus vehicle. It didn't have a lot of miles but it really got a lot of hard use. The body is rusting on it. The parking break is held up with some zip ties and the seat is torn and it's rusting all over. Estimated cost to replace it with a newer but still used vehicle of F250 four wheel drive is around \$21,000.

Something else we're looking at doing is to try to get more snow removal equipment into our fleet without buying a lot of heavy capital is to take our road mower that we just purchased last year and put some sort of a push box or plow on the front of that road mower. We would take off the hydraulic tank and the side wing that's on the other side and put some sort of a mechanism on the front like an extension to mount a plow . . . it's one more piece of equipment that we can use in parking lots just for pushing snow. That is everything for the streets . . . and street lighting. If there's any questions I can answer them at this time.

John Steinbrink:

Questions or comments?

Mike Pollocoff:

If you think back to the other day for the capital request that John just went through and my recommendations, I'm looking to replace the pickups that he had indicated for public works, one pickup truck and then parks which he'll be going into, another pickup truck. That was it. The request to repair the washer and sealing the floor is a program item and not capital. Probably the more critical thing in that bunch is the loader. The dump bodies those are critical, too. You can see if we don't catch those this year we have to look at picking those up next year, or we take dump trucks out of the fleet and start racking up the time on those. One reason we're able to get 20 years out of a snowplow is we don't use it for pickup truck work or for heavy pickup truck work. They'll stay in the garage and we'll use them for hauling stone or things like that, but not all of our dump trucks head out everyday. That helps us increase the longevity of those trucks.

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Mike Serpe:

Mike, if you were to get a new loader, what would you do with the old one?

Mike Pollocoff:

We'd use it as a trade in.

Mike Serpe:

Not worth to fix it and keep it?

Mike Pollocoff:

The repairs we're going to make on that loader coming up are not inexpensive repairs. We used to trade these things out about every three years because it would cost us \$20,000 or \$25,000 to get a new loader. But as the budgets got tighter and we had to pick up more stuff we quite doing that.

Mike Serpe:

And the cost of the new power washer?

John Steinbrink, Jr.:

I believe the power washer was around \$11,500. That's broken up in between four departments.

Mike Serpe:

And what's the cost of repairing that, John?

John Steinbrink, Jr.:

I'd have to price it. It would be going through and rebuilding the entire power washer and all the piping that goes along with it also.

Mike Serpe:

So you're recommending a new loader in the budget out of capital?

Mike Pollocoff:

That's one of the capital items we need. We've got the capital that we're funding in the existing base, so whatever we can reduce out of the budget now, the loader is a big item and if we lose that loader during snow, that's what we load the trucks with, then you're taking a little backhoe. It's going to be a difficult thing to lose. So to pool the money that we need to come up with to

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fund capital this year and next year, because next year will be just as tight, whatever we can fund in here we're not going to have to go out to referendum on.

The other thing we've got to be cognizant of, if you think back to his beginning slide, you've got six guys taking care of streets for 20,000 people. When that Wisconsin taxpayer report came out we were at the bottom of what we were spending on street maintenance because our personnel costs are low because we don't have a lot of people. But the departments work together and we bring people in from parks and utility people when it's snowing. When they're not out doing that they plow. We do some cross-work, but just that main street maintenance work that needs to be done we've got six guys to do it with. We have probably 110 miles worth of roads.

John Steinbrink, Jr.:

. . . and then those same six guys do all the storm work maintenance also.

Mike Serpe:

Is that same loader used by utilities?

Mike Pollocoff:

In the yard . . . they use out on job sites.

Jeff Lauer:

Mike, first of all, you're not going to approve the lifeguards at Lake Michigan, correct?

Mike Pollocoff:

I'm not recommending it, no.

Jeff Lauer:

And the other item I thought we talked about it last week but I don't recall as far as the snowplowing and not doing them during certain hours what's the recommendation on that? Obviously I wouldn't want that to happen not being snow plowed out during certain times. I've always said Pleasant Prairie is very—I've never had a complaint about snowplow. . . . recommendation to reduce it by certain hours?

Mike Pollocoff:

I'm not accepting that reduction. That's a reduction if you want to make cuts that's what they do in the City on residential side streets. They get done during work hours. A lot of communities have done that. The Village has always maintained very good snow removal service. We have a lot of . . . that we're able to bring out in the storm and we get the people from other departments to do it. Those are budget choices you can make. I'm not recommending that. I think it will be

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one of those choices where everybody will be glad they got their tax . . . had that cut in it but the first time it snowed and they had to wait a couple days to see a plow there would be no end to the screaming and yelling.

Jeff Lauer:

I agree. That's why I wouldn't recommend that either.

Mike Serpe:

What's the total capital that you're looking for this year?

Mike Pollocoff:

For public works?

Mike Serpe:

Yes, if we were to do the pickup truck and the loader. Forget the referendum items.

John Steinbrink, Jr.:

The pickup truck was \$21,000 and the loader was \$141,000.

Mike Pollocoff:

It's \$373,000.

Mike Serpe:

Including the referendum items?

Mike Pollocoff:

Yes.

Mike Serpe:

So about \$220,000.

Mike Pollocoff:

. . . \$148,000, truck with the dump body, replace the pickup truck that's what we're funding in the base, the wash bay and the loader.

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John Steinbrink, Jr.:

Then the snowplow equipment for the mower.

Mike Pollocoff:

Next year we're going to still need to replace a truck, a truck that's just as bad as this right behind it, two trucks actually. So that's next year. If you go all the way down to what he needs next year it's \$544,000.

Mike Serpe:

We don't have much of a choice but to go to referendum now.

Mike Pollocoff:

Whatever money we can cover out of the budget is going to save us.

Steve Kumorkiewicz:

The people in the Village love the snowplowing that we do in the Village compared to the City. The City takes two to three weeks after the snow fall to clean up . . . so in that time period of two to three weeks that snow melted already . . . is that right, Mike

Mike Pollocoff:

That was a lot but I think you've probably got some liability exposure if you haven't touched it.

Steve Kumorkiewicz:

(Inaudible)

Mike Pollocoff:

Any municipality, even the slowest ones, if you wait three weeks what's the point?

John Steinbrink:

Both the County and the City try to reduce costs by not plowing. During the heavy storms we have a couple of those and they spend more time trying to catch up and clean up and the roads have those little potholes with ice and you talk about liability. There were more cars in the ditch on Highway H because of the lack of plowing. I don't know what the cost of that was, but they still had to clean it up and everybody paid an extra price for it.

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Mike Pollocoff:

There are a lot of reasons for snowplows, but when you get right down to it, you've got to get the roads cleared for the police and fire and rescue for them to get where they've got to go. I mean people want to go where they're going to go, too, but if you can't deliver your basic services because you haven't plowed then what's the point.

Mike Serpe:

And the majority of our residents that go to work every day leave Pleasant Prairie and go to Illinois. Jeff's right. The last thing you want to hear about is a complaint on snow removal and I don't want to start now.

John Steinbrink:

Other comments or questions? Hearing none, thank you.

John Steinbrink, Jr.:

The next I'm going to present is the Parks budget. The Parks Department is basically run by 12 par-time seasonal employees and then we have the 2 full-time park foremen that are out there on four ten-hour shifts. So we have basically have our Parks Department broken up into two crews that each work a four ten-hour shift. So we can utilize a lot of our mowers and trucks and everything else seven days a week. So when the park foremen are not working on the parks they're on the streets department from November to about March.

We basically take care of all of the recreation programs that are going on over at the Lakeview RecPlex. We take care of the tear down and set up of special events, and fertilizing, spraying and the grass mowing. We went through the GIS a couple weeks ago and we calculated out that we cut 160 acres of grass every week with the amount of people that we have. So we spend a lot of time mowing grass. We have 197 landscape sites that equals up to just about 3.75 acres of natural landscape. So our guys are spending a lot of time mowing grass, landscaping and the prepping the fields that we have.

It's our goal to mow those sites on a weekly basis and so we spend just under 3,000 hours doing that. We spend a majority of our time doing building maintenance, making sure that the bathrooms are clean at Prairie Springs Park, that the tot lot is in good shape, that they have sand and all the swing sets are in safe working condition. We spend a lot of time in the spring and the fall making sure that the buildings are winterized properly.

Along with all that grass mowing, our crews every morning go through and change the oil and sharpen the blades. You can imagine when you're running a lawnmower almost 60 hours a week you're doing an oil change on them about every other week as a rule of thumb. We also spend a lot of time doing landscaping. We spend a lot of time on the baseball diamonds over at Prairie Springs Park. Those diamonds are being utilized more and more every summer, spring and fall. As RecPlex begins more recreation programs with the Cal Ripken league and t-ball and softball

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in the spring and fall it takes a lot more work on the Parks Department to make sure that the grass is cut, that it's fertilized, that it's watered, that the baseball diamond is striped, that all the turf is down, and when it rains a lot it's that much more work on there. So we found ourselves being a little bit short as the recreation programs have been building and growing and extending the season. I believe that we're prepping our first baseball diamond in march and they play through October. The diamonds are really getting a lot of use and it takes a lot more time on an annual basis to go through and make sure that they're all up to speed.

We also maintain the soccer fields which are actually inside the softball diamonds and there are two football fields that they use for fall ball. We end up painting those lines on a weekly basis out there. We do all the setup and cleanup on the picnic areas. We clean the parking lot probably not as often as we should, but then again that's one of those items where it falls back to the away side. We do weekly playground inspections.

We do a lot of training especially early on in the season since we do have a lot of part-time employees with equipment training making sure that they're familiar with the safe operation of the lawnmowers, of any power equipment that they might be using. During the course of the summers we do the safety training. We always try to make sure that our Worker's Comp claims are low. We do all of our performance evaluations, and we were not able to do any first aid training for our part-time employees this year.

Our organizational chart that you see here, you can see we have our two foremen up on top and then we have the six person crew coming down and the work release program that we have in conjunction with the Kenosha County Sheriff's Department.

The new programs that we have, and I'm just going to touch a little bit on those while this screen is up, one of the problems that we have with having six part-time employees on a regular basis is it's hard to keep your hands around all these employees at one time during the summer. You're going to have crews that will be running off mowing or prepping ball diamonds, or if a park foreman has to take off or do some sort of administrative duties. We have a new program that we'd like to promote a park maintenance level 5 to a park maintenance level 4. So it's just having one more person that's a little bit responsible but still at a part-time salary for the 600 hours a year which is basically from June through August which are these two positions here.

We have a new program of 264 hours that it's going to take part-time work for setting up and tearing down the Lake Michigan beach land if that ends up going through, and a transfer of 1,945 hours of new program labor that will be transferred from the RecPlex. I'll go into those in a little bit of detail in a minute.

Our core budget that we have is salaries just the insurance we have on our two full-time employees and any step increases. Our contractual services are down a little bit and our supplies and maintenance are down a little bit. We had planned on doing some maintenance on some of the buildings out in the Carol Beach Park land and so we're not doing those and so that's why the maintenance is down in that. And the property and liability insurance is up a little bit based on the insurance rates that come from finance. So overall we're pretty close to where we were last year, just about \$5,000 over and most of that is in the labor portion and the step increases.

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New programs that we have we're creating two team leader positions and that would be one of the six part-time positions that we have that work on the crew and give them a little more responsibility and one more person to guide and help out. It's a pay increase from \$8.31 an hour to \$10.00 an hour over the 600 hours over the course of the summer for two of those positions, one on each of the crews.

Then also we have the salaries and benefits for improving the Lake Michigan Park beach area. It will be over 200 and some hours to go through and do all the setup and tear down and maintaining of the beach area down by Lake Michigan Beach if that gets improved. And then equipment purchases of just over \$5,500 for the buoys, ropes, chains, signage, etc. Then for the RecPlex staff the lifeguards just to maintain that with a two lifeguard rotation and everything that they need to do comes to just over \$50,000.

Special event staff, our Parks Department spends a lot of hours over the course of the summer assisting on special events and new programs. So we're looking to take those hours, set the . . . spending on these new programs, special events, and being reimbursed from RecPlex for that money and adding some additional staff to help out with some of the additional load that we're doing. So the first portion of it was just for the special events and the second portion of it is for the new softball leagues.

And we're also looking at spending a little bit more time maintaining the Lakeview RecPlex landscaping area. I believe that the 256 hours comes from one day per week over the course of March through November to make sure all the weeds are pulled and the parking lot is clean just to make sure that the landscape really looks exception. I guess it's our goal to hold ourselves to the same standards that we make other developments in commercial areas.

Our program reductions that we have are eliminating some of the landscape costs which is not patching up any of the areas out in the park, not doing any fertilizing or weed killing out at Lake Andrea at the Village office and some of the other parks, Becker Park, Prange, etc. And then the second reduction, which just keep in mind I had to go through and add reductions so if you don't take them that's fine, was eliminating two part-time park employees. If you would do that we wouldn't be able to mow the grass or landscape or prep the baseball diamonds. Something would end up suffering at the end of the day.

Our capital plan for the parks we have the purchasing of some property, a pickup truck, bike and ped plan, increase the size of the parking lot and a rescue boat for Lake Michigan. Over at 104th Avenue down by Pleasant Prairie Park there's one parcel left that we have to purchase. It's a .28 acre parcel. It's assessed at \$118,000, and the Village was actually able to go through and acquire an option on that property for \$118,000 that expires on April 1, 2007. We also have some razing and restoration, pulling up the asbestos, pulling out the foundation and grading of around \$20,000. I think that's a really good price for that house because there was a house right down the road that sold for a quarter million not that long ago.

Here's the picture of the house that's right by Pleasant Prairie Park. It's actually right in the middle of the parkland area. We've been acquiring property from Hussey's Bar and then two

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properties just south of here. Here's the garage. We'll be razing both these structures with the help of the police department. That property is actually situated right in this area here. We already own this area, the ball diamonds, the parking lot and these areas. So this picture is off our Master Park and Open Space Plan of how we plan on developing that park in the future. So there is just the one parcel left and we're open to be able to acquire that.

Our other capital we have is the used pickup truck. This is our 1977 truck. This was also an Army vehicle. It doesn't have power steering. You really just can't do justice to this truck with a picture. You almost need to drive it around a little bit to really get the feel for what I'm asking for here.

The bike and ped plan would be another component of the Master Park and Open Space Plan. As we have new developments that are coming in it would be really nice to go through and say here is where this trail is going and here's where that trail is going, here's the specs for it and try to pass some of the cost of the construction of those trails on as development comes along. The cost estimate for that plan is \$7,500.

We also have increasing the north ballfield's parking lot. We have more and more special events, more and more baseball games going on, a cost estimate of \$50,000. And we're looking at increasing the gravel parking area in this area down through here. Then we also have a rescue boat for the Lake Michigan Park land and some AED equipment for \$7,000.

Here's a depiction of what a lot of our equipment is. You can see here that our newest pickup truck that we have is a 1996 and 1995 and then it just gets older from there. Any question on the Parks Division budget for '07?

Mike Serpe:

Yes. Carol Beach Park, you mentioned buoys for the lake?

John Steinbrink, Jr.:

Yes . . .the Lake Michigan area round the Tobin Creek area just south of the creek.

Mike Serpe:

How far out is that going to go?

John Steinbrink, Jr.:

We're actually looking at going out around 1,100 feet just south of Tobin Creek and maybe out to a depth of no more than around five feet.

Mike Serpe:

Why are we doing that?

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Mike Pollocoff:

One of the problems we have there is we have tons of people that come down to that area. At Prairie Springs Park that's a fully staffed park and we have no rowdiness that goes very far and we manage all the things that happen on that beach. Unless you've got people there, you've got two things going on. You've got all the jet skiers and people that are coming from wherever shooting in by the beach and irritating the people that live there. It's not safe for the people that swim in there.

So what the Park Commission had talked about doing is staffing that to the same level as we do at Prairie Springs Park. But Prairie Springs Park is funded by RecPlex. RecPlex members get to go there for free. So what we had to do was come up with a user charge, a park pass, to go to Lake Michigan that would diffuse the cost of going there. Right now it's a free beach for Illinois.

Mike Serpe:

And I understand that. What I'm getting to I guess is anything in that water is really patrolled by Kenosha County. I mean they're so willing to tell our police department don't respond to the bike trail and we'll take those calls; they won't respond to ML for minor PD accidents; and now I doubt if they would even help us out on the lake but with the little bit of amenities that's their responsibility.

Alex Tiahnybok:

Considering the constraints, obviously if we can figure out a way to fund the manpower requirements that Carol Beach, or Lake Michigan Park I should say, I'd be for that if we can figure out some way to fund it without using tax dollars. Regarding the improvements which as you saw don't add up to all that much money, we've passed ordinances that prohibit the launching of water craft. Our goal is to have a no water craft zone essentially so there's a swim area and there's a non swim area. I think it's critical--this part obviously would be great if we could fund it by user fees, but the actual equipment improvements, buoys and all that sort of stuff, I don't think it adds up to that much. I think it would make a very clear distinction in terms of what the swim area is.

Mike Serpe:

I thought I saw a couple thousand dollars in there just for the buoys. It's a couple thousand.

John Steinbrink, Jr.:

It's on the screen right now. The equipment we would to purchase is \$5,616 and then the labor for someone to go and bring the equipment out there, put it up and set it altogether is an estimated just over \$2,500 per year.

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Alex Tiahnybok:

I think if it showed up as a swim area then we could have expectations of the County to enforce it. Right now it's a free for all. People are literally landing their wave runners on the beach right next to swimmers. It's a disaster waiting to happen.

Mike Serpe:

I agree. I just wish that the County every now and then would step up to the plate. The Springbrook Road issue is another one. We discussed that at a Board meeting. Mrs. . . . came forward and came forward. Really took the bull by the horns and finally got the County to now agree with putting up a lighted caution sign. We're paying a lot of money in County taxes. 25 percent of our budget goes to the County. Every now and then just kick in a little bit and help us out a little bit when it's public safety or needs for all the people in this area.

Steve Kumorkiewicz:

The question I have on that is you need to have a fence around the park to limit the people that are going to be coming in. That's number one. The gates can be closed charge the people . . . if you want to come here and use our properties, fine, pay for it I think the County . . . charging the people to come into the park I don't know how we can solve that.

John Steinbrink:

Other comments or questions? Hearing none, thank you.

Mike Pollocoff:

In the Parks Department I am not recommending we take any cuts. That department is right down to the skin. I am recommending that we fund the pickup truck for the capital. And that's all the new programs I'm recommending on it.

10) Fire & Rescue Department

Chief Guilbert:

Good evening. I'm Paul Guilbert, Jr. I'm the Chief of the Fire & Rescue Department. I'm here to present our 2007 budget request. I'd like to start by highlighting our significant accomplishments so far to date in 2006. First off, we've successfully hired nine new paid-on-call personnel. As I'll remind you later on in my discussion our goal was to hire ten. We have nine new and very wonderful people. We hired our 17th full-time firemedic which wasn't the easiest thing to do. It took us . . . to advertise. Pleasant Prairie was one of the first communities to start hiring people that were already certified paramedics. That's caught on significantly both just south of the border and throughout our area and we're now experiencing some significant competition as we look for people.

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All of our driver operators have become State certified. That's somewhat unique in the County the number of people that are. That's a 60 hour training program that involves a lot of—that's a . . . 60 hours and involves an awful lot of time of practice on their own, and 17 of our people just did that. As well as putting into service a 2005 Pierce fire engine and new pumper tanker. That's a \$400,000 piece of equipment with over \$100,000 worth of loose equipment on it. And you get all of our people trained to operate this new piece of equipment and to use the equipment on it was another significant accomplishment.

The challenges that we talked about here last year and we continue to face involve staffing. When we hired the new paid-on-call people, not to contradict myself, but I just said one slide ago we have nine new people, but it takes us a year to a year and a half to get those people to basically function independently and on their own. We've lost some paid-on-call personnel. The average time they were with us was from three to 21 months. I'll talk later on about why I think that happens.

Another difficult challenge is to find qualified people to fill our part-time positions. Those are typically paramedics. We've recently hired two people who graduated, and they did not live in the area, but they graduated from Gateway Technical College Paramedic Program. They just basically came up to speed and designed this was too far for them to come. And before they ever went to work they were gone. So that's frustrating and difficult for us to experience.

Our full-time staff we have 17 full-time people. That's not enough to staff our paramedic positions each day. And, again, that summarizes our staffing challenges. We have 17 full-time people of which there's a Chief and Assistant Chief, 4 Fire & Rescue Lieutenants and 11 Firemedics that work a variety of 24 hour shifts. Our paid-on-call population has increased to 25. We have a paid-on-call Captain, two Lieutenants, 12 firefighter/EMT/paramedics which is very commendable. Those people represent the fact that they have earned over 1,300 hours of training typically on their own at no cost to the Village. We have 2 college interns with one soon to come, four part-time paramedics, 1 part-time firefighter/EMT and 13 recruits.

Our paid-on-call personnel closely resemble volunteers. Last year in 2005 they gave to this community 16,384 unpaid hours. So you can see the significant it is to this community. They participate in basic training. Those hours consist of basic training, continuous mandated refresher training and all on-call time at home. They're on a rescue schedule. They carry a pager like all of our people do. Both our full-time and paid-on-call people they carry a pager all the time. They're available either via pager or telephone, and they also are given some advanced training. Again, that's the paramedic that I speak of.

The challenges to get paid-on-call people, again, it takes one to one and a half years after we get them for them to become productive. At that point they're only firefighters and EMTs. Not that that isn't a benefit to us, it is, but our critical staffing area is in the area of paramedic. When we hire paid-on-call people they develop at their own pace. When we hire full-time people we tell them you're coming in Monday morning and working 8 to 6 and at the end of six weeks this is where you're going to be. We can't do that with our paid-on-call people. We have to adjust our training schedule to theirs. We may have three or four different schedules going on at the same time which is extremely labor intensive. But at the same time it significantly slows the process.

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We've had people resign at the one year mark. We require an awful lot of our paid-on-call people. Some of them find where they come in and think it's somewhat of a clubby atmosphere. It's very serious. It's a very stringent schedule and sometimes that doesn't mesh with their family life as well as their full-time employment.

The most significant issue we have with paid-on-call people, the biggest hole, is weekdays, Monday through Friday basically 7 a.m. to 7 p.m. We're working on a program right now to address that issue. We're working cooperatively with the RecPlex to attempt to recruit people that would fit that daytime niche that we have open. We offer our paid-on-call people a free family membership and I've worked with marketing at RecPlex trying to bring those two together.

Our people have a limited number of available hours to give to us. We train every Tuesday night for two to three hours. They're on the rescue schedule once a week for a minimum of 12 hours. We then ask them to come in and work part time anywhere from 11 or 13 or 24 hour shifts, then we expect them to answer their pager calls and that's how it adds up that we have a significant dependence on them. The number one thing we have to remind ourselves is they are even less than part time with us so their primary jobs are certainly number one.

Our part-time people, the part-time personnel are made up of both our paid-on-call personnel and part-time people that live outside the response area. We find it difficult to attract those people. I talked about the two people that left and we spent money to go through psychological screening, medical screening as well as the training efforts that we put forth and we had very little to return. They're typically not cross-trained. When we advertise for paramedics that's typically what we get. We get the biggest return on our training efforts when people are cross-trained, both firefighters and paramedics.

But we do have people that are cross-trained, but for the most part our part-time people are just trained as paramedics. They can work a maximum of 32 hours a week. They're compensated based on their certifications. The more certifications they have the more that they're paid. And they, too, are offered a Lakeview RecPlex.

When I talk about paramedics, and we operate three ambulances. Two of them are staffed all the time and that means we must have four paramedics on duty everyday, two in each station. The goal we've been working on the last several years is to have three personnel on duty in the station plus a paid-on-call member at home. When we have three on duty at each station and someone at home it gives the department minimum staffing and the greatest flexibility. When we use full-time, part-time and paid-on-call people as I described we have an over reliance on part-time staff that are typically not Pleasant Prairie people. They come from the outside, and a heavy reliance on our paid-on-call staff meaning they must produce. And at times we've chased them away.

The problem issues are a lack of full-time staff and that's a budget driven issue and we understand. We lack part-time staff. It's both budget and our ability to recruit and retain. We lack paid-on-call staff from recruiting and retaining. Again, not to contradict myself, we do have nine new people and they are fitting very well into our operation. Now what's incumbent upon us is to retain those people.

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When we look outside of Pleasant Prairie, there are national standards about how many people should staff engines, ladders and ambulance companies. But to give you just some examples, something that is more familiar to you when we compare Pleasant Prairie to Caledonia and Mount Pleasant our population bases are very similar and our total assessed value is very similar, yet Caledonia has 39 full-time people, Mount Pleasant 47, and today we're at 17. I'm just about to ask you for the 18th. I'm not standing here saying we need to go to 39 or 47 people, but I am saying we need to balance our needs with what you see in some of the surrounding communities.

Our program to have three in a station, we want to be able to answer calls from a single station, three personnel on duty and one at home. We want to be able to respond to routine calls routinely. This morning there was a motor vehicle accident on Highway 50. That was in a Station 2 response area. It was a head-on accident, a car versus bicycle. The bicyclist was significant injured and was unconscious and remained unconscious through the trip to the hospital. That should have been an entirely Station 2 call. We did not have a . . . station so the ambulance came out of Station 2, the engine came out of this building, Station 1, and effectively we were unable to handle the next call because it required us to use two stations to handle a single call. That happens to us between 25 and 30 percent of the time, and I'm going to give you some other examples of that as we go on.

Our weekday POC's are scarce. We use college interns. As you see our whole program is made up of full-time people, part-time people, paid-on-call people and college interns. So we're doing everything we can to get people in the station and on the equipment. Three in a station also allows us to do our 475 approximately inspections that we must do twice a year. So it gives us much more flexibility in doing that.

Our staffing is critical to our ability to operate. We rely highly on our part-time and paid-on-call people. There is a national trend in fewer volunteers. It's not just here in Pleasant Prairie. It's all our counterparts as well. We have an ability to handle major calls. That has never been an issue. We can handle the major calls. It's the day-to-day routine calls that we're concerned about and that become so vulnerable so quickly. The new program request we have is to hire an additional full-time firemedic.

I'm just going to summarize some of our goals. If you remember the goals from last year when you look in your final budget document you'll see we have many, many goals that illustrate what we need to do in providing a critical service. But the goals I've outlined here have all to do with personnel and staffing, and you'll see how critical staffing is to accomplishing those goals.

Number 1 was to hire ten new people. We will be there by December 31st. We're at nine and we will have done that and we will exceed at that goal. That's the first in many years. To maintain a roster of 28 paid-on-call personnel. We need 28 paid-on-call personnel so that each paid-on-call person only has to volunteer 12 hours a week. When we have less than 28 then we require more hours than that. They'll give it to us. They'll only do that for so long then they get tired and they leave. So a paid-on-call roster of 28 is the minimum and is critical. Again, that also means we need those people available to us during the weekdays. And to maintain a roster of 28 part-time personnel as well.

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Times we respond to injury automobile accidents from a single station we'd like to do that 100 percent of the time. The more realistic goal is 40 percent so you see we still have a ways to go. The percentage of times on duty personnel become standbys. The goal is 50 percent. This morning I said it took two fire stations to respond to a single incident. That means this station become vulnerable. There aren't enough people to staff the ambulance for the next call. It's incumbent on a dispatcher to find somebody and bring them back in. That's why they like to do it with on duty staff.

The percentage of times we turn out 15 people to a fire within a hydrant area and 17 people where we have to rely on tankers and there's no hydrants is critical to our operation. Those are just the minimum staffing levels.

Our budget revenue projections we receive fire insurance dues from the State \$74,347. It's directly attributed to the amount of new growth within the Village of Pleasant Prairie and that's commercial growth. So it went up almost \$10,000 from 2005 and we certainly expect to see that in 2007. And if there were no growth we would stay at \$74,000. Our ambulance service grant we received \$2,700 additional dollars. That's because the State identified a new formula on how they would get money to communities, but what they then did was stop giving free tuition for EMTs. We then have to pay for that. That addition \$2,700 would only allow us to train approximately four new people. So we have an additional amount of money but the out of pocket expenses increase.

Fire department permits were down in 2006 and other departments have talked about the projected growth that we thought we'd see in commercial building and that would . . . but that's projected to pick up in 2007. Fire department earnings and rescue squad earnings. Fire department earnings are when we charge people for car fires and accidents on public highways. We had some discussion of that three weeks ago when we talked about the ambulance. We don't have the ability to charge back on State highways, although cities and towns do, but village's do not. And how we collect that money is depending on the clientele we serve. We know from times that when we assist motorists at accidents or ambulance calls you know right off the bat there isn't an ability to pay, so we project what we think we'll make on history but it's all going to depend on who we serve and what their ability to pay is.

The greatest lion's share of our budget as in any of the other departments is on salaries. In 2007 I'm looking at \$1,034,000 in full-time personnel. Our part-time salaries \$169,000. That appears as if we're asking for \$40,000 more over last year and we are not. What we had to do in 2006 was transfer some of the part-time money to cover overages and overtime expenses. Overtime was up because we did not have people to fill part-time positions and we needed to fill those positions and we did it with full-time personnel.

Our overtime salaries are consistent. Our paid-on-call salaries are up a bit and that's based on the number of people we have and the projected number of calls that we think we're going to go to. Our benefits are fairly consistent and represent cost of living increases.

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Our operating budget is significant. We operate over \$3,000 in rolling stock, a significant amount of money in loose equipment, and to maintain that equipment in the fire stations is dependent on our line item budgets. Significant increase in conference and seminars is \$20,000, and that's because of the people that we've hired, new paid-on-call people, we have interviewed them and there's four people that are qualified and will be eligible to go to paramedic school next year. That represents a cost of approximately \$16,000 to \$20,000 in paramedic tuition. That's the lion's share of that increase.

Fire vehicle maintenance we're at \$69,500 this year and that's because we have a 1994 fire engine that needs significant body repair. That should happen at the end of October. So there is a \$30,000 decrease next year. Our increase in supplies and maintenance represents the fact that with the new breathing apparatus we're using and face pieces we have \$9,000 in breathing apparatus face piece for new personnel and replacement masks. They take an awful lot of abuse during training and actual fires. We have \$5,000 in new automatic defibrillators on the fire apparatus that are some 15 years old and turn out clothes. We were unable to buy any firefighting clothing this year because of mid year budget freezes, and that will be even more significant next year.

Our new program for a full-time firefighter paramedic was based on a program the Board adopted in 2001, and the plan was to hire one additional full-time firefighter paramedic per year. That was a planned expenditure and it was supposed to minimize the burden. In 2003 we experienced the mid year budget freeze. At the same time I had a firefighter leave and go to another community and we were unable to replace that firemedic.

A new firemedic will allow us to reduce reliance on part-time firemedics and paramedics. It will reduce the burden on our paid-on-call firemedics and paramedics. The gross expense of that new program is \$74,256. Yet, because of money in the budget, to fill that position with part-time personnel the net expense if you approve a new and additional firemedic is \$23,761.

Capital items were discussed last Monday. These are items that were up for consideration on the referendum and that's to replace the existing 1992 Ford ambulance, replace the existing jaws of life rescue system, and to replace the existing heart monitors.

One capital item that is also in our five year plan was to replace and convert a grass truck and to purchase a new trailer. We'll use the existing pump and tank, that's still an investment. We'll convert an existing 1992 pickup truck to a tow vehicle, and we'll purchase a trailer to carry specialized rescue equipment. That trailer will play a significant part in our operation. In the last three years we've experienced at least one special rescue scenario. We had a trench rescue. A building collapsed, an extended vehicle rescue on a railroad tracks. We had a confined space incident yesterday at the power plant. And we've had water rescues.

Yesterday a subcontractor to the power plant fell into duct work. He fell approximately 15 feet and injured himself. He was unable to get out. He was in a very toxic environment. We responded and worked some 75 minutes to get that individual out. But all of our equipment that is needed to work in a scenario such as that is kept in storage cabinets. Fortunately for us we had six people in training yesterday morning. They have to go open up cabinet doors, go into closets,

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pull all that equipment out, put it on the ladder truck and take it to the incident. That slows us down. If those people weren't there it would slow us down even more. So this capital request was to take a 1992 Ford pickup and still retain that in our inventory and be able to handle those significant emergencies.

A program reduction that's been discussed is to charge for occupancy inspections. Every year we do approximately 70 to 80 inspections of new occupancies, and that's either a brand new occupancy such as the new phase at Prime Outlets, or it would mean as those tenants change out of small buildings or large buildings. They spend about 70 hours doing that. The building department collects a fee to do that. We do not. This is an opportunity for us to recoup some of those expenses that we go out on those inspections. So 70 hours at \$59.00.

We also spend approximately 200 hours on re-inspecting. The example you see in that slide are significantly blocked aisles and exits on one of the buildings in the industrial park. We're out there and you discover that on the initial inspection and then you have to go back one or two times to make sure there's compliance. Again, that's an opportunity to pay for the personnel, pay for the vehicle, recoup some of the costs of the fuel spent on doing that. Those are 2007 program reduction thoughts.

So in summary our 2007 budget we depend on the operating line item budget and it's very important to our success. The referendum items that you decide if they do go to referendum are the jaws of life, the heart monitor and the ambulance. Our capital non-referendum requests as part of our five year plan is to replace the grass truck and the purchase of a trailer. Staffing both paid-on-call and part-time needs to continue, and our significant staffing request is a single new program full-time firemedic.

Mike Pollocoff:

In the Chief's budget I'm recommending we approve the firemedic position, that we accept the program reductions which are the new fees and the capital has been taken care of, is all referendum items. I'm recommending we hold off on replacing the grass truck and the special ops trailer right now.

John Steinbrink:

Questions or comments?

Mike Serpe:

The only comment I have, Paul, is to give you all the credit in the world, you and your department, for doing the job you're doing. I know it's tough to do the job you're doing with as little manpower as you have to do it with. Hopefully in the next couple years when we start hopefully looking at a Station 3 we'll be looking at increasing your department substantially and significantly I would hope.

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Chief Guilbert:

And that's one of the reasons I'm happy to hear the recommendation for a new full-time firemedic. As Mike and I have talked about, you can't decide to open a fire station within 18 to 24 months and then go out and hire all those people. It really should be done a step at a time so that you have a pool of experienced people that can be reassigned within three stations.

Alex Tiahnybok:

Chief, the data you showed on comparables of Mount Pleasant and Caledonia that is an eye opener in terms of the full-time staff. Do those departments have similar sized part-time and paid-on-call groups? Or, are they just more reliant on full-time staff?

Chief Guilbert:

They rely solely on their full-time staffs. I disagree with total elimination of part-time and paid-on-call. They become a recruiting tool for us as people are promoted up. As you can see the significant dollar benefit to the community. They chose to totally eliminate that and the comment I made is we need to have balance. We need to be able to open the doors every day and know our equipment is staffed and that we can still interface with non full-time people at least for the near future.

Mike Pollocoff:

And Caledonia doesn't have near the exposure we have as far as the types of buildings. He's got 17 people, two paint factories, the plastics, the power plant and on the interstate. This isn't your basic run of the mill Village. The exposures are really big. We're going to be starting down a new station as we start growing. He's right, this is one of those things that if we could have stuck with two out of three it would be a little bit easier to do it, but we've got to find a way to keep staffing up our new position every year if we can. We're going to have the same issues—and we have the three big line department, PPW, Fire and Rescue and Police. As we get bigger to sit there and hang onto a staffing level that was indicative of a town we're going to get embarrassed somewhere down the road.

Mike Serpe:

Yesterday afternoon one of the rigs here came through the neighborhood going back to the station and I've said it before and I'll say it again, I think that is the nicest recruiting tool we have. On a nice Saturday afternoon in spring or summertime send that truck into a subdivision and park it and let people come up and talk to you and say we're looking for paid-on-calls. Interesting job, exciting, you get ride in one of these things and make all that noise and blow all the sirens you want. That thing went through and I watched it go all the way around the corner.

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Mike Pollocoff:

I was wondering about channel 25 when we put that channel 25 up we did get a big response to the people that signed up to be POCs.

Mike Serpe:

That equipment is darn nice looking, especially that Pierce. Beautiful.

Chief Guilbert:

Thank you for your comments.

John Steinbrink:

Any other comments or questions for the Chief? Thank you, Chief.

11) Municipal Court

Kathy Goessl:

I will be presenting the Municipal Court 2007 budget proposal this evening. Municipal court is made up of three people. The Judge, which is an elected position, George Easton; Karen, the full-time Municipal Clerk; and Jim Klotz, the part-time clerical assistant. The Pleasant Prairie Municipal Court has jurisdiction over actions involving violations of the Village's Municipal Code including traffic offenses for which the penalty is forfeiture.

The Court processes citations issued by several Village departments including the Police Department, Fire and Community Development. Cases are adjudicated by the Municipal Court Judge who is the elected official. The Court is in session every week and they conduct their initial appearances. In addition to the weekly initial appearance they also have pre-trial conferences, sentencing hearings, motion hearings and court trials are held as necessary. The Court handles traffic related matters such as speeding and operating while intoxicated as well as violations of the Pleasant Prairie Municipal Code ranging from theft to animal control ordinances.

This is the Municipal Court's budget comparison from the budget that they're currently operating under and the proposed 2007 budget with the dollar increase and percent increases. Revenue we're projecting or budgeting lower than we did this year. The \$245,000 is actually what has happened historically in the courts. We've always hoped for more revenue in the area and it was always budgeted up but we have not realized that in the past so we have put this budget at a realistic expectation for the courts, therefore we're reducing the budget by \$20,000.

Expense wise the personnel services is the three, the elected Judge, the full-time and the part-time clerk. That increases basically for the health insurance for the full-time and also some inflationary type increases in that area. Contractual services, supplies and maintenance and

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liability insurance pretty much maintains about the same as it did in this current budget. Therefore, we're looking at a total increase of about \$6,000 or 4 percent for the courts.

They have no new programs that they're asking for this year. The program reduction, which is similar to what they had last year is to reduce the part-time clerk's hours from his current hours of 26 hours per week to 20 hours per week for a savings of about \$4,800. They have no capital requirements so there's no capital request for the Court. That's the Court budget? Any questions?

John Steinbrink:

Trustee Serpe mentioned earlier the cost associated with building violations and what Jean's department has to do to pursue those follow-up costs involved and legal costs. Jean, how much of that cost are you able to recoup?

(Inaudible)

John Steinbrink:

Nothing. So if there's a ticket that goes into the general fund then?

Mike Pollocoff:

Two-thirds of it does. One-third goes to the State.

John Steinbrink:

And we get held back on that every year. Jean's department is doing the work and a lot of these the Court is then saying make it right and we'll forget about it. That's unfortunate because in order to make it right we had to pursue this at quite a bit of cost to that department and to the Village and the taxpayers, and yet we don't have a means of really recouping that cost.

Mike Serpe:

When it gets to that point where community development has to issue a citation you know it's pretty bad. It seems that all that work and preparation that went into the issuing of the citation seems to be quickly forgotten when it hits the next level. That's what's very disturbing to the people who have to work and issue those tickets, and it seems that the people kind of beat the system for lack of a better word.

Mike Pollocoff:

In the coming years or maybe next year, Kathy hit on the problem of the Municipal Court. The police department hasn't been any less active. Jean's department hasn't been any less active. Citations are generated for violations, they go into the Court system. No matter how many citations are generated out of the PD or community development or fire the Court will only

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produce so much work. That's the situation. We're a growing community. And just by being around it would seem that the Court would prosecute. Not every person is going to be prosecuted that gets a tickets, but on a percentage basis it would be growing. We're spending \$47,000 on prosecutorial work, contract work, and I think we're going to be at the point where the Village may want to investigate one because that's the first point of lost revenue. Somebody goes in, has a citation and you plea bargain them out. And you want to be able to do that, but you want to be able to do that judiciously, and you want to be able to have someone who is going to present a case to the Court that's going to persuade the Court to convict assuming that we really believe that the citation is warranted. I mean you would want to convict on that.

I've had some serious thoughts in my own mind whether or not we're farther ahead to hire an attorney to be a Village employee. Fifty percent, if not more, of their job would be prosecutions of citations in Municipal Court and the rest would be providing legal assistance where we think we need it and have that line item fall out of another department or another couple departments. I don't think we're going to be able to find an attorney that's going to be able to give us the quality of advice that we get from either Quarrels or Anderson and Kent or Davis and Kuelthau. I mean when we really want to deal with land use issues or personnel and environmental we need some big hitters. But for some of the straightforward municipal work where we send out easement documents or Carol would need some personnel work or something like that done, we could hire someone that could perform that work at a municipal level that could work.

One of the sources of untapped revenues that we have is the Municipal Court. That's not to say you want to run a court where you're just writing tickets and run people through, but we're on three State highways running through the Village. We've got a lot of people coming up through here. We know we write a lot of tickets. What happens is the Court processes it to their schedule and that's as far as we go. If they have to get out of there, they're done. Things are getting dismissed. I think that's one place where we need to look.

Now, the Judge is the Judge. He's elected. He can do or not do what he wants to do, and if he doesn't want to work more hours or be inclined to prosecute more there's nothing you can do about that until the next election. But I think we owe it to ourselves to not be riding down as much as we are now. You can't tell me that—I know it's a fact that we don't have bad officers or writing bad tickets. The tickets are just getting dismissed to keep the workload down.

As Kathy said, she was over that department for a while before she was the Finance Director. She's more familiar with it than she wants to be, but for a Court that has as many citations as ours has to only produce consistently \$240,000 just kind of hanging with the averages you should be higher than that and we've never been able to make it.

Mike Serpe:

Mike, I think you hit it right on the head. In the near future I think we ought to look at exactly what you're saying. You don't want to use your police agency as a revenue maker. That's not the object. But if something is going to fly through and create havoc and cause danger to your neighbors then they're going to pay for it and that's the reasons for the fines. So as long as they want to . . . glad to take their money. But I agree I don't see much of a spike. We went from

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12,000 people just a few short years ago to 19,000 or 20,000 people today and more activity today. Highway 31 is six lanes through the Village instead of just two at one time. So I think it warrants a look and things slow down a little bit if that happens.

Mike Pollocoff:

Every department is sucking it up and the Court hasn't.

Mike Serpe:

Racine County runs radar 24 hours a day on the interstate. And they bring in I understand, and Brian correct me if I'm wrong, \$980,000 a year? They're not just putting a gun to some motorists head and say give me \$180. That motorist is doing 75 to 80 miles an hour in a 65 zone. If they want to do that they've got to be ready to pay and Racine County is taking the money.

John Steinbrink:

Other comments or questions?

Jeff Lauer:

A comment or question. Kathy or Mike, the Court secretary is that a full-time position I assume?

Kathy Goessl:

The Court Clerk is a full-time position, yes.

Jeff Lauer:

And the part-time is that being recommended to go from 25 hours to 20? Obviously when you think about it and what I just heard, we're paying these people this money for what?

Mike Pollocoff:

The Court Clerk is taking direction from the Judge, and then the gate keeper for the workload is the attorney prosecuting the cases. I've wondered the same thing myself, maybe not out loud, what are we getting. But I think that given the number of citations that the Court issues there's need for a full-time Clerk to move those through the system. You've got to be careful what you're doing. If somebody goes to jail you've got to make sure they get to jail on time. If they should be getting out you get them out. There's a lot of exposure by not running your Court right but I don't think that's the problem.

Jeff Lauer:

I don't think it's the problem. It's just a question I'll ask because I don't know. Does the Village technically need a Court or can they go to the Kenosha County Court system.

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Mike Pollocoff:

We can go to Kenosha County Court and remove that quarter million to our budget and give it to them. That's what happens because they're not going to give us the money back. So you don't have to have a Court, but if you're going to have somebody else do it they keep the money.

12) Police Department

Chief Wagner:

You'll be happy to know my presentation is a lot shorter than Chief Guilbert's. Chief Brian Wagner, Pleasant Prairie Police Department. I'm going to be presenting to you tonight both the Police Department budget and the Public Safety Communications proposed budgets for 2007. We begin with the Police Department budget.

The Police Department, as you know, consists of 28 sworn officers including the Chief of Police, there is a civilian clerk-secretary in the department and there is one civilian law enforcement support specialists. Essentially her responsibilities, she acts as the Court officer, she takes care of our evidence, she's our evidence custodian, and she also manages the dispatchers. Essentially what that does for us is there are two very important functions there that we used to use police officers for. We used to take them off the street and they'd spend their time as the Court officer or they'd spend their time messing around with the evidence. This enables us to put those police officers on the street where they are certainly better used with respect to their training and expertise and so forth.

I think everybody is pretty familiar with what our core responsibilities are so I'm not going to go through those. But I will tell you some of the other things we do. We participate in the Kenosha County Sexual Assault Response Team, the SART team over at Aurora Medical Center. We also have a very active crime prevention program, neighborhood watch, community emergency response, team training which is actually going on this week. And we have a number of other programs that we provide.

We have a school resource officer at Lakeview Tech. We also do plan reviews for new commercial and large residential developments. We also have a very active canine program. I'm sure everyone has seen our canine. We provide rapid response to active violence situations. We've been honor guard and we also participate and have one member in the Kenosha County Tactical Response Team. We have a child reading program at the local schools. And in addition we also participate in the Kenosha County Controlled Substances Unit.

We had a number of personnel changes in the department this year. Some of them were unfortunate. Of course the loss of Eric Pfeiffer in January was unfortunate and difficult. The resignation of Steve McKinnon. Recently he left to go into the private sector. We also recently early in the summer had the resignation of my Assistant Chief, Tim Becker. He went to the Reedsburg Police Department and took a Chief's position there. Lieutenant David Mogensen was promoted to the rank of Captain. He is now my second in command. Sergeant Dan Reilly was

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promoted to replace him. Officer Tom Wright was promoted to the rank of Sergeant and also Officer Scott Durkee was promoted to the rank of Sergeant. These promotions enable us to have redundant 24 hour supervisory coverage for the department which is critical in terms of liability.

Here you see and it's difficult to read because it's small, but this is our organizational chart. The structure of the department is clear. You see the department is divided basically into three shifts with heavy emphasis on investigative workload during the day shift and on second shift. The personnel hours, these are actual hours, that we're proposing for 2007, 39,844 patrol hours, 5,236 investigative hours and 1,852 administrative hours for 2007.

The criminal clearance rates you see here the 2004 rates versus the 2005 rates. We are down slightly in 2005 from what the norm is. We consider the norm to be around 60 percent. 2004 was an exceptional year. That is not the norm. That is higher than you would ordinarily see. Again, you can see our clearance rates with the blue being 2005 and the red is 2004. The State average is in the beige for the various categories.

Police Department revenues, the 2006 amended budget was \$66,261. We're projecting or proposing a \$78,342 in 2007. That includes grants, payments we receive from Kenosha Unified for the services of our SRO, various donations that we receive and document sales. That would be sales of things like accident reports, photos and so forth.

What I've done here is rather than go through each line item, what I'll do is go through the various categories and summarize them for you. Personnel services we're proposing \$2,635,606. Obviously, that's salaries and benefits and things of that nature with respect to personnel costs. That's an increase of \$89,773 over what was budgeted for 2006. That increase is due largely to contractual obligations under the bargaining agreement that we have with the police officers.

Contractual services, essentially these are services that you see there, attorney fees, services from the IT department that were charged for, telephone, vehicle maintenance, things of that nature. We're looking at an increase of about \$6,600 over 2006. That's due largely to an increase in the cost of tires. As I'm sure you're aware we have changed to the Dodge Charger vehicles. The require a much larger tire than what the other vehicles were requiring and the cost of those tires is greater. So our budget reflects that increase.

Supplies and maintenance is virtually unchanged. I think it's off by \$100. That, again, is fuel, uniforms, evidence, supplies, office supplies and materials for the police cars. That would be things like graphics and equipment for the squad cars. The property and liability insurance and the non personnel expense related insurance.

New program requests we have one and that is to reclassify the department secretary. She would be reclassified to a salaried position. Currently she is an hourly employee. She would be reclassified to a salary position here. The cost of that is \$2,583, but it's important to understand that as a salaried employee overtime would not be a factor anymore. So there's a very good possibility that this would be close to a wash depending on just how active the Police and Fire Commission is during the course of the year. She attends those meetings and acts as the secretary for that Commission. That's the source of most of her overtime.

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For program reductions we're proposing the elimination of a police officer position. We're required to propose 2 percent of the base budget. The only way I can do that is to go into personnel because that's where 90 percent of the dollars are. This is not something that I would recommend that you take. To do that would make it difficult—it would require that we would have to eliminate a day shift position. Obviously, that would result in more overtime, and it would require more time for myself and my assistant, the Captain and my second in command, on the street handling calls. When you're trying to run an organization with 28 people there's just not enough hours in the day to do that plus be out on the street as well.

Capital request that we're proposing is to replace—we have an annual replacement program for our vehicle fleet. Basically we try to turn our vehicle fleet over every two years. We put on approximately 35,000 to 40,000 a year on the cars, so that when the vehicles are sold at auction they will have between 75,000 and 80,000 miles on them. The cost for that is \$100,000 and that would provide for three marked and one unmarked vehicles. Currently we have eight marked squads. We have one marked canine squad which is the vehicle that we typically will keep for four years. We have three unmarked cars. Unmarked cars are kept also for four years, and we have the two Harley-Davidson police motorcycles which are replaced annually and are not the Village's property. We get them on a lease from Uke's Harley-Davidson for a dollar a year.

This shows the vehicles that we intend to replace. The vehicles in red. However, I would tell you that the 2004 Dodge Charge that's listed there is not a vehicle that's going to be replaced. That vehicle is a 2001 Chevy Impala with about 75,000 miles.

So to summarize, you can see the categories that we went through. The grand total for the budget including the program reduction is \$2,803,868. If you do not take the program reduction obviously that \$70,000 has to be added back in. Do you have any questions?

Steve Kumorkiewicz:

. . . some way not to eliminate a police officer?

Mike Pollocoff:

I'm not recommending that reduction.

Mike Serpe:

Brian, the Executive Secretary would that be working directly for you?

Chief Wagner:

That's Jan Legler and she does. She's a department employee and she handles virtually all the secretarial duties for the Police Department itself including things like sometimes police officers will take taped statements of suspects and those will need to be transcribed and she'll do that work in addition to work for me and work for the rest of the department.

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Mike Serpe:

I'm going to push to support this move and I'll tell you why. I think the Chief of Police needs a secretary that's going to be in an executive position, because with a Police Department you need somebody you can trust with a great deal of confidentiality. I know Jan can be trusted with that and I would push for that because it's important.

A couple other quick questions. When is the last time we upgraded with some equipment that we have, shotguns, sirens, lights?

Chief Wagner:

We try to replace a light bar per year. That's an ongoing program we have. We budgeted with that in our minor equipment budget. We've been able to do that and I anticipate being able to do that next year as well. We're kind of in a situation with shotguns where we're going to need to replace those, but again I think that's something you can do one or two a year and do that over a period of time, so it's not anything that we have to do all at once.

Mike Serpe:

When you pull that thing out of a squad you want to make sure when you pull the trigger it's going to work.

Chief Wagner:

Yes. We're not in a situation right now where any of our weapons aren't functional or aren't going to work. But I can tell you that we do have some that are aging that need to be replaced.

Mike Serpe:

As they age the chances of them jamming is going to be more.

Chief Wagner:

Sure. They sit in these squad cars and they're subject to moisture and so forth. They're cleaned as regularly as they can be cleaned, but at the same time they're going to rust. There's not much you can do about that.

Mike Serpe:

Again, I said it to Chief Guilbert and I'll say it to you. I think the job you guys are doing with the amount of manpower you have is exceptional, very exceptional. Next year when we play the fire department I expect to beat them.

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Chief Wagner:

I wasn't there so that might explain it. Thank you.

Steve Kumorkiewicz:

I have a question for the Chief. Who plays the salary for Jan?

Chief Wagner:

She's covered under the police budget.

Steve Kumorkiewicz:

(Inaudible)

Chief Wagner:

She's a Police Department employee. And it's true that she does collect money for the Courts occasionally, but you have to remember it's sort of a reciprocal thing because the Courts sometimes deal with people that come to the window needing a copy of the police report or needing something relative to the Police Department. So they do that for us and we do that for them and it's sort of a reciprocal thing back and forth. So it's really not an issue.

Steve Kumorkiewicz:

. . . secretary is she going to change her duties or keep doing the same job she's doing right now?

Chief Wagner:

She will continue her duties. There will be no change. She is full-time right now. We're simply changing her classification from an hourly employee to a salaried employee.

John Steinbrink:

Other comments or questions?

Steve Kumorkiewicz:

You guys are going an excellent job.

Chief Wagner:

Thank you.

13) Public Safety Communications

Chief Wagner:

Then we will move onto the public safety dispatch budget. The public safety dispatch or communications department provides 24 hour coverage 365 days a year. The dispatch police, fire, EMS and after hour utilities and public works calls. They staff the counter at the Prange Center and it's open 24 hours a day year round. Citizens can come into the Prange Center day or night and will find someone there. We do this with seven part-time dispatchers. They work 32 hours per week.

Here you see the operational structure of the department. As I indicated earlier, the law enforcement support specialist, Heather Rivera, is a former dispatcher and she is the supervisor of our dispatch staff. The department also consists, in addition to the seven part-time dispatchers, a part-time records clerk. His function is essentially dealing with our records management system, entering reports. We have a very active scanning program where virtually every accident report that is taken by our department is scanned in as a PDF document and attached to the RMS record.

Years ago if somebody came in and wanted an accident report from three or four years ago you had to go back and dig through boxes and dust was flying. What we've done is we've gone ahead and we've scanned all those accident reports back to the early '90s into our system. So no longer do you have to do that. We can pull that up and print that almost immediately. That's one of the things that the records clerk does. Any extraneous documents associated with the investigation are also scanned into the RMS as well. Things like witness statements, photos, any number of documents that may be involved.

Duties are pretty self-explanatory as you would expect. 9-1-1 call taking. They also deal with non-emergency calls. They dispatch police, fire and rescue, after-hours public works and utilities as we indicated earlier. They also maintain our records system. They initially enter things like citations, names. They initiate events in our CAD system. And they handle public records requests as well at the counter and receive bond citation payments 24 hours a day.

Total CAD incidents in 2005 21,158. That's up from 19,837 CAD incidents in 2004. You can see the increase from 2003. These incidents I might add include in addition to police calls for service they also include Fire Department calls for services, rescue call and dispatch incidents relative to public works as well.

We also do some video monitoring. Monitoring is probably not the right term. We have access to video feed from the RecPlex. We can access all of the surveillance cameras that exist in the RecPlex. The plan is to begin accessing that same feed from Prime Outlets which will occur later this year, and then ultimately to have the ability to access video feeds from commercial developments all over the Village. The reason for this has been discussed in the past. Obviously, if a dispatcher is there and receives a report of a burglary or a burglar alarm goes off at a store at Prime Outlets at let's say two in the morning, he will be able to call up the cameras that exist at Prime Outlets and actually see what's happening out there. If there is a crime in progress he'll be able to identify offenders, he'll be able to identify suspect vehicles, and he'll be able to provide

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responding police officers information relative to things like direction of travel, vehicle description and so forth. All of that aimed at maximizing our chances of being able to apprehend the individuals.

The personnel costs for dispatch are proposed at \$363,413. That's up from \$346,711, an increase of \$16,000. Again, contractual increases per the CDA. Contractual services software maintenance is the big one there. Telephone, equipment leases, communications, maintenance, radio maintenance and things of that nature, \$70,150, and that's up from \$67,366 in '06. The next category is supplies and maintenance and that's typical office supplies, postage. They do wear uniform shirts that we have to purchase and just some minor equipment that may be required in dispatch, \$6,550. That's down actually from . . . in '06. It's a \$250 decrease. This is the property and liability insurance proposal for '07.

There are no new programs being requested. Again, the program reductions are in the personnel because that's where the money is. \$38,900 would reduce one dispatcher. This would be problematic in a 24-hour seven day a week operation where your staff works 32 hours a week. It's important to have seven people there. It's possible to run it with six but you're into overtime in a constant basis and people get burned out. This can be a high stress job anyway and constant forced overtime is not a positive thing in this environment and that's not good for the community.

There are no new capital requests. The summary you see the categories there. With the program reduction we're looking at \$402,239. If you elect not to take the program reduction you'd need to add that to the \$402,239. Questions on the public safety communications budget?

Mike Pollocoff:

I'm not recommending the reduction of the dispatcher either.

John Steinbrink:

Other comments or questions?

John Steinbrink:

I think a lot of people don't realize all the services they provide out of dispatch. That's the 24 hour lifeline seven days a week for this Village. Without them I think it would pretty hard to do the job a lot of the departments do without the dispatch there.

Mike Serpe:

There were times in my career I dispatched and I worked the streets as well. What Brian just said a minute ago it is a very stressful job. At times it's probably more stressful than being on the road. You're taking that call and trying to get some help on the way and it's not easy. I commend the people who do it.

Steve Kumorkiewicz:

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Compared to a traffic controller.

John Steinbrink:

Thank you, Chief. Mike, any further recommendations?

Mike Pollocoff:

No. Not at our next Board meeting but the one following that we'll be looking to formalize the budget recommendations, at least some of the ones I heard consensus on tonight. If there's something else that you have any questions on give me a call. On the second Monday in October we're going to be looking to set the levy to keep us on schedule.

Kathy Goessl:

We have to wait until the referendum is done to set the levy. We initially had it in the beginning of November. Now we have to wait more to the middle or end of November. But we can get everything else set in October.

Mike Pollocoff:

We could set a special meeting to set the levy . . . to set the budget so we have a document to public for hearing would need to be next.

Mike Serpe:

Before or after the referendum?

Mike Pollocoff:

Before. The final budget levy will be set after the referendum so we know what passed and what didn't. But anything non referendum item you're going to have to let us know what that is.

Mike Serpe:

Good job to all the department heads and to you, Mike. I think it's a responsible budget. Last year I was kind of surprised at the vote but I don't think I'll be as surprised this year. I think we're in pretty good shape.

4. ADJOURNMENT

LAUER MOVED TO ADJOURN THE MEETING; SECONDED BY SERPE; MOTION CARRIED 5-0 AND MEETING ADJOURNED AT 11:45 P.M.