

**VILLAGE OF PLEASANT PRAIRIE
PLEASANT PRAIRIE VILLAGE BOARD
PLEASANT PRAIRIE WATER UTILITY
PLEASANT PRAIRIE SEWER UTILITY
9915 - 39th Avenue
Pleasant Prairie, WI
December 2, 2013
6:00 p.m.**

A regular meeting of the Pleasant Prairie Village Board was held on Monday, December 2, 2013. Meeting called to order at 6:00 p.m. Present were Village Board members John Steinbrink, Monica Yuhas, Steve Kumorkiewicz and Mike Serpe. Clyde Allen was excused. Also present were Michael Pollocoff, Village Administrator; Jean Werbie-Harris, Community Development Director; Kathy Goessl, Finance Director; Dave Smetana, Police Chief; Doug McElmury, Fire & Rescue Chief; John Steinbrink Jr., Public Works Director; Carol Willke, HR and Recreation Director and Jane M. Romanowski, Village Clerk. Two citizens attended the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CITIZEN COMMENTS**

Jane Romanowski:

No signups tonight.

John Steinbrink:

Anybody wishing to speak under citizens' comments? Hearing none I'll close citizens' comments.

5. ADMINISTRATOR'S REPORT

Mike Pollocoff:

Mr. President, I'm going to be requesting we have a special meeting on December 9th following the Plan Commission to take up some questions that they'll be reviewing and that the Board would also have final decision making authority on. And in lieu of that I would request that we would cancel the meeting on December 16th. We don't have anything really docketed for the schedule.

Michael Serpe:

Do you need a motion to cancel?

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Mike Pollocoff:

Yes.

Michael Serpe:

Move to cancel the meeting on December 16th in favor of a special meeting on December 9th.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Mike, second by Steve. Any discussion?

SERPE MOVED TO CANCEL THE DECEMBER 16TH VILLAGE BOARD MEETING AND SCHEDULE A SPECIAL MEETING TO TAKE PLACE IMMEDIATELY AFTER THE 6 P.M. PLAN COMMISSION MEETING ON DECEMBER 9TH; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 4-0.

6. NEW BUSINESS

A. Consider award of contract for architectural and engineering services for the proposed Fire Station No. 1 project.

Mike Pollocoff:

Mr. President, I'm pulling this up as we speak. We have issued an RFP for selection of architectural services for the design of the reconstruction of Station No. 1. And the project involves two phases. One is designing the first phase which is an eight bay station with living quarters. And then the second phase of the project would take the existing vacated station, redo the floor and the garage doors to make that a meeting room to make that a usable space for the Village to use.

We advertised it and five bids were solicited. FGM Architects, Five Bugles Design, Kluber Architects, Partners in Design and Plunkett Raysich Architects. On November 8th we conducted an interview committee consisting of me, the Fire Chief, the Village Engineer, Assistant Administrator Shircel and interviewed the candidates. And we looked at the proposals. FGM submitted a fee of \$374,000; Five Bugles Design was \$310,000; Kluber Architects \$354,900; Partners in Design was \$365,000; and Plunkett Raysich was \$270,000. Plunkett Raysich, even while having the lowest priced bid, really submitted the best all around proposal. We did an evaluation before we disclosed the prices to ourselves, and they were the best.

So consequently we're recommending that the Village Board enter into a contract with Plunkett Raysich to prepare the architectural plans and designs for a flat fee of \$270,000. Reimbursables

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really involve display boards. It's not significant as far as making additional copies beyond what was called for in the contract.

Michael Serpe:

Where are they from, Mike?

Mike Pollocoff:

They're out of Milwaukee, and they're also out of Madison. They've done some -- the Fire Chief talked to some fire departments I think it was in Madison or Milwaukee, West Allis they've done work for them. And they were happy with their work. Local examples of their work would be I think at United Hospital they've done some work there. They've done some work in the Corporate Park, so we're familiar with them as a firm, and they have done very good work. Riley Construction as our construction manager is familiar with their work and found them to be very competent in comparing complete and adequate designs.

Michael Serpe:

I'd move to concur with the Administrator's recommendation for \$270,000 awarded to Plunkett Raysich.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Mike, second by Steve for adoption of Plunkett Raysich architects. Any further discussion?

Steve Kumorkiewicz:

Chief, you went to see some of the buildings that they designed, right?

Doug McElmury:

Yes. Matter of fact I've been in several of their fire houses that they've designed. The main station in West Allis was one of theirs. That's probably the closest. I spoke at length with the Oconomowoc Fire Chief. They're the ones that completed their station 2 which is in the Pabst Farm development, very strict covenants. They had to match the surrounding buildings in there, and they did a really nice job of incorporating the local style in that development along with the needs of the fire department. And then they've done both station 11 and 12 in Madison. And they were very pleased with the work that the architects did. There were a few things that were put in at the fire department at the community's request that they weren't happy with. But that wasn't a reflection on the architect. The City admitted that was their own wish, some of the

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extremely green technologies like recycling water out of the toilets and things like that. But all the fire departments we've spoke with are very pleased with them.

Steve Kumorkiewicz:

Thank you, Chief. I'd like to see the Chief make a [inaudible] go to see sites by this company and [inaudible]. So thank you, good job.

John Steinbrink:

Any further comment or question?

SERPE MOVED TO AWARD A CONTRACT FOR ARCHITECTURAL SERVICES TO PLUNKETT RAYSICH IN THE AMOUNT OF \$270,000 FOR THE PROPOSED FIRE STATION NO. 1 PROJECT; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 4-0.

B. Consider award of contract for the 2014 Village newsletter printing and mailing services.

Chris Lopour:

Mr. President and members of the Village Board, I'm here with a recommendation for a vendor for 2014 printing and mailing services for the Village newsletter. We solicited bids beginning in October from a pool of area printers. And we also posted our bids out to Vendor Net so it went across the state. And we received in return seven sealed bids, and we received one bid that was not considered because it was not sealed.

The company that returned the lowest bid is InTech. Their bid is actually lower than the company that's printed for us for the last three years and that was LaCrosse Graphics. InTech is also out of LaCrosse, and actually the sales rep that bid on the job used to work for LaCrosse Graphics who printed the newsletter for the last three years so he's very familiar with the job. He said some of the other employees at InTech are also familiar with the job which I guess helps knowing that they do understand the project.

InTech is actually a commercial side of Inland Printing which is a pretty large company. And so they get volume discounts on some of their paper purchases. And they also have a half size press that not all other print vendors have. And that's what has enabled them to give us a bid that's about \$115 lower than what LaCrosse had been doing it for. That will save us about \$1,380 a year on the newsletter printing based on the size of the issues that we have throughout the year. I would recommend approval of InTech for printing of the 2014 newsletter.

Monica Yuhas:

So moved.

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Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Monica, second by Steve. Any further discussion?

Michael Serpe:

Chris, you do a beautiful job on the newsletter.

Chris Lopour:

Thank you. You know what, the department has given me a lot of good stuff to write about so that's awesome.

Monica Yuhas:

Chris, do you know how many people still get it paper versus email?

Chris Lopour:

Actually the number of people who receive it by paper it's actually going up because some of our residences are now being occupied now that the recession is over. So we're about 7,400. I want to say 7,435 but I'm not sure of the exact numbers that receive it via print, so that would be the U.S. postal mail. And then we have 1,300 or 1,400 that receive it via email. And we still have on our email a pretty good open rate for that newsletter and then a really good click through rate for the people who are opening it. So people are actually reading it. About the same number of people that replied to the survey also open the email version of the newsletter. So the numbers are good.

I do have to push more in the upcoming year. Space has been a little bit of a challenge. But I do have to push more on getting more people to sign up for the email newsletter and opt off of the paper mailing list. But I do prefer to passively put this in front of people so that they'll actually read it and understand what we're doing with their tax dollars.

Monica Yuhas:

It's a great tool.

Steve Kumorkiewicz:

Excellent.

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Michael Serpe:

Just a thought. If we offer some incentive to sign up for emails, and just as a though now, I'm not recommending we do this. But maybe a day pass at the RecPlex. And what that could so maybe the people that don't belong take a day pass, they might like what they see, what they do, and we might get a membership out of it. Just a marketing tool. Just something to think about.

Chris Lopour:

That's something we can think about. Awesome. Any other questions?

John Steinbrink:

We have a motion and a second. Those in favor?

YUHAS MOVED TO AWARD A CONTRACT TO INTECH TO PROVIDE THE NEWSLETTER PRINTING AND MAILING SERVICES FOR 2014; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 4-0.

C. Consider Ordinance #13-54 to amend Chapter 242 of the Municipal Code relating to RecPlex program and service fees.

Chris Finkel:

Mr. President and Board members, I'd like to take you through a slide presentation. There's quite a bit of background behind this ordinance change. So in August of last year we had a consultant come in to help us with our personal training and boost our personal training. The resounding recommendation that we got returned from them was that our fitness division was entirely too complicated for members and staff alike. So we went through many discussions and contacted staff and members. And so we are presenting this ordinance change to remove the barriers between members and fitness.

So we are going to go all in. It's going to be free group fitness for members. So what that looks like is all memberships will have access to group fitness classes at any level. So experienced exercise or excellence will get 55 to 60 free classes per week. So all the less [inaudible] classes, all the popular classes that are now getting charged for. Because we have some that are free and some that aren't free, and it's very confusing for members, guests and staff. So in that we're going to give away all group fitness classes to all members. We'll look at our minimums, and currently it's a four person minimum or the class is going to be cancelled. But we may raise that a little bit depending on the class. And we will run these classes monthly instead of by session so we can update our schedule to reflect any changes we need to make.

What this does is it adds value to our membership. Currently there is about 16 different ways to attend a membership class. No pun intended. There's a lot of ways to go. You can get a passport or drop in pass or sign up for registration or be an exercise member. So what we're going to do is going to have no non-member registration, no drop ins, no passports. And non-members may

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attend group fitness classes just by buying a day pass. It makes it so much more simple. Currently they can buy the drop in, it's a dollar less than a day pass.

The mind and body series, which is the yoga and Pilates, these instructors have a smaller group to work with and are much more certified than the group fitness trainer. So there will still be a charge for yoga classes. This, once again, will go to a monthly schedule instead of a session schedule, and the fees will be \$28 per month.

The aquatic fitness classes are attended by members and non-members alike, and so we talked to staff and they really didn't want to have a big change concerning these classes. So we are going to move to the aquatics division, but they'll run the same. So they'll run per session. And the member prices will remain the same as they are now, and the non-member prices are going to go up a little bit. But, once again, to get rid of the confusion there's not going to be drop ins or series sales or passports. So you either register for the class or you don't register for the class. Again, it adds value to the membership.

This is one of the key things that's going to help boost our personal training. It's the trainer led classes. It's pretty simple - any class that's led by a trainer is a trainer led class. And there will be 8 to 12 participants. Currently free motion classes, TRX classes, circuit training. These are our trainer led classes now that are really misnamed by being in the specialty fitness because they're a much higher level than a group fitness class. So the personal trainers will work with these small groups of people and build a relationship with them. And it will help boost our one-on-one personal training sessions.

These classes are also offered monthly. The first class will be \$43. If you sign up for a second class there will be a \$10 discount, a third class another \$10 discount. We do this currently with our ice program so that our guest services can handle this for people who register at the desk. All these classes are going to be included in the exercise membership level. So even if you're an exercise member or experienced member you must register for the class. Currently some of our exercise members don't have to register for class. So they get to a class and it's taken up by the people who register, or they get their early and get people hanging onto their equipment. So this will help us manage our fitness classes in a much better way.

So the exercise membership will include all the classes, the water classes, the yoga classes, the signature series trainer led classes. It will also move from the excellence level. It will include free tanning, the free kids' court, free parking, and it will be \$50 per month instead of \$35 per month. But they're getting much more than they are currently.

The excellence upgrade was introduced last year. And it was always supposed to be an upgrade for personal training. So now the excellence upgrade is going to be a commitment to personal training either one time a week or two times a week, and they'll give a significant price break for either one of those. If you are an experienced member or an exercise member you can do the excellent upgrade and do personal training.

Personal training we used to have about 32 different price points for personal training. So we're going to simplify personal training. Eight sessions \$54, sixteen sessions \$51 each. There will be

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a three for \$119 as an introductory offer one time only. And we'll still have partner training or buddy training. But usually when people do this it's friends or spouses. So they will be available, but it's not something that strangers get together to do buddy training. So it will be available, it won't be overly advertised.

So financials, so at the end of this year the group fitness by giving them away free for members we'll lose \$62,000. With the introduction to the fees for these classes, the aqua classes, the yoga classes and the trainer leads we'll have an increase of \$20,000 in revenue. Because there will be no drop ins or passports we're going to have a day pass increase. We're going to reduce the free classes we offer now, because we offer about 125 classes now. Several of them have very low or no attendance. So those classes are going to be reduced, and there will be obviously a cost savings in personnel. We'll attract early bird and online savings. That will be about \$5,000. So to break even for these free fitness classes we need to bring in ten new members, so it should be a fairly easy proposition.

We currently have about 180 exercise and excellence members out of our 5,000 primary members. So we're going to offer them the current exercise, upgrade at \$45 instead of \$50 so just \$10 more a month for them. And we're expecting at least 50 upgrades at that level. We're meeting with them this week. And then given that we need 66 new members just to break even. So now we're at 76 new members just to break even to give away free group fitness classes.

So that's very conservative seeing how we're going to have a break even scenario. I only have 50 of the exercise members to upgrade in here. We have no excellence members figured in here. And the new pay structure for the trainer led classes and the yoga should bring in more than \$20,000. And this is also the springboard for us to grow our personal training which is really the goal behind all this fitness simplification.

Last January we did over 250 memberships. With this fitness simplification we believe we'll be able to retain members and not only make the 76 new members we need in one month but we'll exceed that. I don't know if anyone saw the current black Friday ads that we just ran. In the last three days we gained 123 new primary memberships in three days. So we expect the same type, actually more than that on January 1st. We're going to do another big promotion for January 1st. So this move will help us get to this level of 5,200 memberships.

Given that the increase of membership revenue will be a minimum of \$75,000 and the increase in the personal training in this format will be a minimum of \$50,000, so this ordinance change should have a minimum projected income of \$125,000 for 2014. We have the marketing in place, we're ready to go. So we're waiting for this approval so we can begin marketing to our members and the general public as well as train our staff. With that being said, the RecPlex staff recommends approval of the Ordinance change 13-54.

Michael Serpe:

Chris, a couple questions for you. Obviously you worked with consultants on this and this is where this all comes from?

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Chris Finkel:

Yes.

Michael Serpe:

And these people work the industry, and they know pretty much what the industries are charging or what the companies are charging, right?

Chris Finkel:

Yes, they do. They own their own company, Personal Elevations, in Pennsylvania. And they work for the Consolitech athletic business. And Carol and I both saw them a couple times at an athletic business conference. We knew what they said made sense, and so we brought them in and they helped us with these recommendations.

Michael Serpe:

And if we pass this tonight implementation is when?

Chris Finkel:

January 1st.

Monica Yuhas:

Chris, what is a day pass going up to? Have you decided?

Chris Finkel:

It's \$10 for Village residents. It's not increasing.

Monica Yuhas:

It's not increasing, okay.

Chris Finkel:

It's \$10 for Village residents and guest of members and \$14 for non-residents. That's been the same for the last two years now.

Mike Pollocoff:

We did a micro version of this last year where we had opened up some of the classes to be free to members, and it took off really well. The first thing that was evidence is there was a lot more utilization, and our retention was a lot better. And when we did the master plan for the rec

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department two years ago and we surveyed members, one of the things that people wanted most was they wanted more free classes. They wanted free classes, period, not more. They wanted free classes, and they didn't want to pay anymore which is just like life. So we eased into it because program revenues were a big source of income. But it really turned out well.

And I think finding a way to boost fitness we want to do it because we want to keep it self-sustaining. But at the end of the day the rec department's mission is the health and vitality of the community. And the more people that are doing this are really achieving two goals. We have revenue, but we're also having a positive impact on a lot of lives. We brought the consultants in, and it was clear that the small step we took on our own last year followed up with a strategy to do this I think is going to be really good. I think people are going to be a lot happier with it. And administratively it's going to be a lot easier to administer, and it's not going to have all the nuances that our current rate structure has.

Carol Willke:

We also have one ancillary improvement that we weren't really expecting. And so many people are now taking the free classes that the fitness center is less crowded, and the machinery and all the equipment is getting less use because they're now going to the classes rather than just using the fitness center. So it's really helped in the fitness area also. And we just expect that to become even greater as we implement these changes.

Monica Yuhas:

I'll make a motion to approve Ordinance 13-54.

Michael Serpe:

Second.

John Steinbrink:

Motion by Monica, second by Mike for adoption of Ordinance 13-54. Any further discussion?

YUHAS MOVED TO ADOPT ORDINANCE #13-54 TO AMEND CHAPTER 242 OF THE MUNICIPAL CODE RELATING TO RECPLEX PROGRAM AND SERVICE FEES; SECONDED BY SERPE; MOTION CARRIED 4-0.

D. Consider Ordinance #13-55 to amend Chapter 180 of the Municipal Code relating to Fire and Rescue fees.

Doug McElmury:

Mr. President and members of the Board, we've got a few changes mostly geared towards our fees, but there's a couple slight language changes within this. The first language change if you saw in your packet referenced the ambulance fees that we would charge outlying areas and areas

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that we actually have mutual aid contracts for. When this ordinance was written originally most of the municipalities didn't charge their residents or employees of their businesses in their municipality, they only charged non-residents which is pretty typical, similar to what we had. This has changed. The last community that I know of in Kenosha County that didn't charge their own residents was the Town of Paris, and they're now looking at charging.

So what we wanted to do was simply clean up the language there and just say that we're going to charge consistently with the applicable mutual aid agreement that we have. And with that the agreement is with most communities is if they charge their residents so do we if we go there. So that would be the change. And then just a \$200 across the board rate increase on each of the base rates for both resident and non-resident. And there still is a \$100 discount given to residents. So no matter what the fee is it's always \$100 cheaper if you're a resident. So that would be the changes for the ambulance service rates. And then if you want I can go through both of these things and then ask questions, or if you'd prefer to deal with this first and then move on to permits.

John Steinbrink:

Any questions? No, okay.

Doug McElmury:

And then the second thing then is the permits. We want to more accurately reflect what it is so when people do a search on the web or a search in our website or in our code it's not only fire sprinkler fees but it's actually fire protection systems. It's sprinklers, alarms and tanks. So that would be the reason for the name change. And we're just doing a straight across the board increase of 20 percent for all of our fire alarm, fire sprinkler, special permits like hood systems and specialized fire protection system fees.

Then one thing we did see there were some areas in the code that we charge \$105 an hour and some we charge \$110. We just standardized at \$110. And the reason for these changes is to reflect the actual cost that the Village experiences in paying our outside consultant, the diesel fuel, the personnel cost and the equipment cost to actually go out and do the actual onsite inspections for each of these types of systems. If you have any questions I could answer them.

John Steinbrink:

Any questions?

Monica Yuhas:

Doug, these are pretty consistent with other communities our size, correct?

Doug McElmury:

That's correct.

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Mike Pollocoff:

If you're going to compare costs we have to be sure we're not comparing our cost to Somers or. And a lot of this is driven by, one, we need to make sure we recover our expenses. Because these are services we're typically providing somebody who's wanting to get a service here or do something. But the State statutes were changed last year where the Village's fees and permits have to reflect our actual cost. And for fire it's not only we're paying our professionals to go out and do the work, but we also have to have in this case an outside mechanical engineer who is doing that professional review of sprinkler systems so we're recovering that expense. There was a time where some of those costs were subsidized to help development along or whatever. But now under that new statute fees are fees are fees, and whatever it is is what the charge is going to be. And to be in compliance with that we need to make that change.

Monica Yuhas:

Motion to approve Ordinance 13-55.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Monica, second by Steve. Any further discussion? Chief, the one question we always hear or I hear sometimes is I pay taxes but you guys came out and saved somebody's life, but we still have to [inaudible]. And you sent me a bill, how come? And I try to explain to them the insurance and everything else, the process, the billing. Can you just give us a quick overview of that?

Doug McElmury:

You've literally hit right on the head. The fire and rescue department budget has been offset for quite a few years now on ambulance revenue that we bring in. The decision was made to charge first of all non-residents and then all Village residents also because the vast of our Village residents do have insurance or Medicare. As a result they're not getting a discount on their insurance because we're not charging for ambulance service. So we're able to bill the insurance company or able to bill Medicare and bring that in, and that directly offset the amount of levy money that had to go towards the fire department.

This year we anticipate bringing in about \$390,000 in rescue, and the vast majority of that is coming from private pay insurance and Medicare. So it's actually split about one third, one third, one third. One third that would be Medicare, one third private pay insurance, and then one third where they actually bill the patient, but then generally they then pass it on to their insurance company.

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We actually adopted what we call a soft billing practice last year for residents when we did raise the base rates a year ago this month. We're able to not aggressively go after Village residents that maybe their insurance or the private pay insurance company didn't pay the entire base rate. Medicare doesn't pay -- they have a set fee, that's all they're going to pay no matter what it is. We can charge -- if we charge less they'll pay us less, but if we charge more they'll only pay like \$580 for an ALS call, period. And they only actually pay 80 percent. So you hear about the Medigap insurance they pay that additional 20 percent. But we're not allowed to charge Medicare patients any more than that.

Mike Pollocoff:

The other thing that we noticed back when we analyzed the nature of our calls we're a community where we have a lot of transient people that are moving through the community. So to the extent that you say, well, let's just have the property tax pay for it because if I pay property taxes that should pay for everything. There's a big segment of people who are using our services that don't pay property taxes here that we end up paying for their services that they get here, and then they're hard to track down.

Well, this way if they pick up somebody that gets in an accident on 31 or they're in the park and they get sick and we take them in, we're going to get their insurance information and we're going to proceed to bill them especially if they're in Illinois or another state. That way the Village taxpayers aren't subsidizing people who are not Village residents, not even state residents that get that service.

Our daytime population is greater than our nighttime population. So there's more people in the Village during the day than there is at night. We're not a bedroom community. And to the extent that we decide to have free services we're providing free services to people that are on their way through the community or coming here for something and then leaving at the end of the day. At the time we started that service it made sense, or when we started this charge it made sense rather than charge the Village taxpayers for that added exposure just charge everybody that uses the service, and it's based on what you use and what you pay for.

Doug McElmury:

Maybe if I could put some numbers to that. Here to date are total what they call net charges because certain insurance companies charge -- dealing with different insurance companies certain charges get written down and everything. We've charged out about \$183,000, a little over that, to non-residents. And out of that we've collected \$138,900. That's pretty significant.

John Steinbrink:

And I think people have to realize over the years the level of service we provide has changed. The way we get reimbursed, you guys just go to the hospital and they fill you back up with goodies and you were ready to go again. And that doesn't happen anymore.

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Doug McElmury:

We buy all of our supplies. We're not allowed to restock anything at the hospital unless we specifically pay for it. We've got to go out and get our own DEA license number and all of our medications. Some of those drugs are extremely expensive, literally \$100 a dose. And they don't have a long shelf life. You just approved a couple meetings ago here you approved an ambulance, \$240,000 for an ambulance. A new heart monitor used to be when we started all this heart monitor did two things. It monitored the heart rate, and it was able to defibrillate a patient.

Our heart monitors now are able to pace a patient like you'd have an internal pacemaker. This is an external pacemaker. We can measure the blood oxygen saturation level. We can even measure the amount of carbon dioxide you breathe out which is actually even a greater indicator of what's going on with the body even more so than oxygen saturation. And there's just more and more and more things coming out. As we get these new advanced protocols we're able to do more, but we need the diagnostics to be able to make sure that what we're doing is right for the patient, and all of that costs money.

Michael Serpe:

It almost makes you want to get sick.

John Steinbrink:

Okay, thank you, Chief. Any other questions.

YUHAS MOVED TO ADOPT ORDINANCE #13-55 TO AMEND CHAPTER 180 OF THE MUNICIPAL CODE RELATING TO FIRE AND RESCUE FEES; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 4-0.

E. Consider Resolution #13-27 relating to an amendment to the 2013 budget.

Kathy Goessl:

So this amendment is to the 2013 budget. Anything that moves dollars between revenue and expense within general government needs the Board approval as well as my review and Mike's review. This one is being brought forward by fire and rescue. Their fire department permits have increases in terms of the amount of revenue they're bringing in by more than \$55,000. But they have a \$55,000 increase in that area to be able to cover the increase in expenses which are related to this increase in revenue.

Fire sprinkler plan review brings in revenue but also has an expense associated with it. So we need to increase both our revenue and the expense to match what we're actually doing this year. And also another item that brings in revenue but also costs is in the minor equipment area when we sell Knox boxes. So I'm asking for a transfer between revenue and expense to cover the expenses due to the increase in revenue offsets increase in expenses.

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Michael Serpe:

Move approval of 13-27.

Monica Yuhas:

Second.

John Steinbrink:

Motion by Mike, second by Monica. Any discussion on this item? If not, thank you, Kathy.

SERPE MOVED TO ADOPT RESOLUTION #13-27 RELATING TO AN AMENDMENT TO THE 2013 BUDGET; SECONDED BY YUHAS; MOTION CARRIED 4-0.

F. Consider an amendment to the Village of Pleasant Prairie Employee Handbook to update the vacation policy for part-time employees.

Carol Willke:

Mr. President and members of the Board, the amendment that you have before you is going to first of all allow the managers and payroll to streamline the process with our new tracking software that we're going to be implementing. And it also puts us in line with more of the local employers and how they handle their part-time employees. We will be still offering a part-time vacation accrual for the employees in the eligible job categories which is what you see on your screen there. It's basically the employees that work 25 hours and they have a regular schedule. And they will still accrue vacation hours based on their years of service, one year, three years and seven years the same. And then it goes on the same track that full-time employees go.

This is just going to allow us to keep employees in some jobs that are difficult to find employees right now. And it will also help us manage some of the part-time employees like the lifeguards and childcare that really don't work that many hours. And it just kind of becomes a really hard time to try to track them. So if you have any questions I'd be happy to answer them. Otherwise I'm asking that you approve this amendment.

Monica Yuhas:

So moved.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Monica, second by Steve. Any comment or questions?

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YUHAS MOVED TO APPROVE AN AMENDMENT TO THE VILLAGE OF PLEASANT PRAIRIE EMPLOYEE HANDBOOK TO UPDATE THE VACATION POLICY FOR PART-TIME EMPLOYEES; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 4-0.

G. Consider renewal of Mobile Home Park Licenses.

Jane Romanowski:

As every time this year we have the renewals of the four mobile home park licenses in the Village which are City View Mobile Home Park at 4303 75th Street, Westwood Mobile Home Park at 7801 88th Avenue, the Timber Ridge Mobile Home Park at 1817 104th Street, and Scotty's Mobile Home Park at 5310 75th Street. The applicants have filed all the required paperwork and fees. Attached to the memo were inspection reports for -- a combined report from the Community Development Department and the Building Inspection Department. The City View Mobile Home Park and the Timber Ridge Mobile Home Park have no violations.

But there are some violations noted by Jean and Ralph with respect to minor violations at Westwood but quite a few violations at Scotty's Mobile Home Park. So maybe Jean can address those. There was a copy of an email I placed at your laptops that came from Mr. Ruffolo this morning regarding Scotty's. So, like I said, maybe Jean can address those issues. Westwood, again, is minor, and I'm sure those can be taken care of. But Scotty's is a different matter once again.

Jean Werbie-Harris:

In doing our inspections in November for the mobile home parks Westwood Estates was one mobile home park that we did find two recent violations. One recent wind this past fall knocked down their fence enclosure surrounding their equipment and maintenance area at the very northeast corner of the mobile home park. And then we noticed at the very south end there were piles of gravel and concrete. I'm not sure if they put them there or if locals might have been using it because it looks to be a pretty favorite spot for everything from skateboards to some bikes.

I spoke with the new owner last week Monday, and she indicated to me that she was going to speak with the manager and maintenance staff at Westwood, and they would have it taken care of immediately. They weren't sure exactly what the process was, and I indicated to them that I would go back out there this week. But my understanding was if the weather permitted they were going to get out there as soon as possible and get these two matters taken care of for us. With respect to both City View and Timber Ridge they had a few items each of them, but they both corrected those items before the memo even went to the Village Clerk.

With respect to Scotty's there were probably about 12 different violations out at that mobile home park some of which have since been corrected and pursuant to an email that I did receive to the park owner. Lots 1 and 10 were missing their numbers, and Mr. Ruffolo indicated to me that the numbers are on. I have not been out there yet to check that. Lot 13 which is in the south center

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part of the park had a number of issues with respect to boarded up windows and siding. And last year we were dealing with an illegal porch and railings and different things. And most of those had been corrected.

But it looks like things have just gotten worse with respect to this lot 13. And Mr. Ruffolo indicated that they're going to remove all that brick siding, that fake brick paneling on the side of the unit, and that they were going to residing it, and they were going to be taking care of it so it could be livable again. it didn't really look like anybody had been living in it for quite a while, but that is the response we had gotten.

Lot 15 unit was a whole different story, and we took a number of photos which you have on your computers. It was open to the public, and it was just -- it had been severely damaged by whoever had been in there. It had just been damaged, that's all I can say. That it's beyond recognition. At one point he was working with someone that wanted to take it, renovate it and bring it up north for a hunting trailer. And what I explained to them is that it's well beyond that. And they need to probably remove the fence in the back and pull it out from the north and then get rid of it. They can demo it. They have a vacant property that they could demo it or pull it apart, because it is kind of close to the units on either side. But this Lot 15 does need to be removed from the park.

Then we did have some issues, again, on lot 19 where someone had broken the windows on. Lot 27, again, we're still having some issues with this one. He tried to renovate it last time. There is someone living in it but, again, you can see that there were no hand railings and the skirting is missing and there are broken windows. But he said someone is living in that one as well. So, again, those matters need to be corrected as well. Again, I have not been out there today, and I'm sure that Ralph hasn't been out there today to remove some of the other minor violations with junk and debris, but that junk and debris has been removed from the park since I talked to the owner. So, again, I think our biggest concerns are Lots 13, 15, 19 and 27.

Michael Serpe:

I got a call from Mr. Ruffolo today, and he has taken care of all the mentioned items except for Lot 15 which he said he will remove from the park. But he's thinking about now because of the ground being frozen and having a hard time taking the fence out that he might just scrap it out onsite if that's possible. I don't know if that is or not. I don't know if that's going to be acceptable.

Jean Werbie-Harris:

I'm not sure. It's in the very northwest corner so it's pretty tight. I don't have a picture of that, but the next unit is right there, and the other one is right there within five feet on either side. So I'm not sure. They might be able to do it, but it's tight quarters to do it as opposed to pulling it out through the back.

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Michael Serpe:

He's agreed with you on everything you've cited, and he's made the corrections, and he agrees that 15 has to go. So what he's asking for is some time to get rid of it.

Mike Pollocoff:

Actually now would be the time to pull it out through the back. He'd be farther head to just get a sawzall and cut that fence out and then drag it out there while the soil is frozen.

John Steinbrink:

The ground isn't that frozen, though, so he shouldn't have a problem moving the fence either.

Mike Pollocoff:

Either way.

John Steinbrink:

And it all depends on what kind of glue you're using on the sides. You could get it apart easy.

Jean Werbie-Harris:

Part of the problem is you really can't pull it out through the front. It really has to be disassembled if they're going to pull it through.

Steve Kumorkiewicz:

It is a property anyway, the north side.

Jean Werbie-Harris:

It is.

John Steinbrink:

Is the tree removed also? There was an issue of the tree.

Michael Serpe:

My question is his statement that he's going to get rid of 15 acceptable to us?

Steve Kumorkiewicz:

The question is given a limit how far he can go. Such a date it's got to be out and that's it.

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Jane Romanowski:

Four of these mobile home units had similar things two years ago that hadn't been taken care of.

Monica Yuhas:

That was my next question to Jean is how many of these are repeat offenders?

Jane Romanowski:

Lots 1, 10, 13 and 27 were on the list two years ago. But we also are -- excuse me, the Board approved a six month license rather than the year license. And then we brought it back to the Board in June for your consideration to give him the rest of the year. Obviously some of those have not been taken care of.

Monica Yuhas:

I look at unit 13, all siding has been removed. There will be siding as funds are available to them.

Michael Serpe:

Okay, I think Mr. Ruffolo has indicated he needs some corrections here. Do we know how far the corrections have gone?

Monica Yuhas:

As far as number being put on?

Michael Serpe:

As far as whatever Jean listed on her list of complaints. How many of them have been taken care of we don't know. And the one he's asking for time on that he says the only left to do is 15.

Monica Yuhas:

And 13.

Michael Serpe:

15. 13 he's residing.

Monica Yuhas:

When they have funds available.

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Michael Serpe:

Well, put a time limit on it.

Jane Romanowski:

I would recommend not giving him the license for an entire year, because that's the only -- it's pretty good leverage when you're dealing with a repeat offender actually. So my recommendation as we did two years ago would be to set a time, issue the license for that, and then bring it back to see how much he's actually had done.

Steve Kumorkiewicz:

I agree with you.

Jane Romanowski:

A year license and we're going to end up the same way we were two years ago, because some of these are still going back.

Monica Yuhas:

And if we were to give him a six month extension with weather that would give him plenty of time to Insure all these corrections are made.

Jane Romanowski:

That was your decision last time.

John Steinbrink:

If the siding is removed what's exposed now with rain coming in and snow? Is it tarped?

Jane Romanowski:

I don't know.

Monica Yuhas:

There's wood on the window.

Steve Kumorkiewicz:

It has broken windows.

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Monica Yuhas:

And someone lives in Lot 13?

Jean Werbie-Harris:

That was not evident.

Michael Serpe:

I don't think it's occupied.

Monica Yuhas:

Owner relative will be residing in it --

Steve Kumorkiewicz:

And moving in.

Monica Yuhas:

-- and moving in. So someone will be living in there in that condition.

Michael Serpe:

That's [inaudible] yes? Put a time element on it, force him to make a quick move.

Monica Yuhas:

I would like to give him three months, but I don't know if the weather would cooperate, and that's not fair to him. I'm willing to make a motion to give Mr. Ruffolo six months to get these corrections made.

John Steinbrink:

You can't go six months on this. It has to be done before that.

Michael Serpe:

Wait, are you asking to give him six months to get it taken care of, or are you asking a six month extension on his license?

Monica Yuhas:

Six months to get the corrections made.

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Jane Romanowski:

His license expires December 31st of this year.

Monica Yuhas:

So he would have until June 30th.

Steve Kumorkiewicz:

For renewal, that's right.

Michael Serpe:

You're approving his license until June 30th.

Steve Kumorkiewicz:

Yeah, six months.

Michael Serpe:

Is that what you want?

Jane Romanowski:

I'm hearing a couple different things.

John Steinbrink:

You're saying his license is good until December 31st.

Jane Romanowski:

Of this year. It's up to the board to decide how long they want to give him a license for next year. It can be two months, it could be three months, it could be eight months. I'm just saying I don't think we should give the entire year like we did two years ago.

John Steinbrink:

Everything should be corrected by December 31st if you're going to go into the next year.

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Jane Romanowski:

But if you're willing to give him some time if you want, and then we'll issue the license for a specific time period and then bring it back to the Board before that time period expires like we did two years ago.

Michael Serpe:

So you could grant his license for a year if he corrects everything before December 31st. If he doesn't then --

John Steinbrink:

I'm just saying these repairs can't take six months to do. They need to be done a lot quicker.

Monica Yuhas:

And how long is Mr. Ruffolo going to be in Florida? Did he indicate to you how long?

Michael Serpe:

This is his livelihood, and I'm sure he'll cut it short. I don't know. I didn't know he was going to Florida.

John Steinbrink:

What did he say the process was for scrapping one out? You have to get ahold of somebody? It's basically just tearing them apart and get a dumpster in there and fill it.

Mike Pollocoff:

Right. We've known that he's had a difficult time for whatever reason, and there's always a reason for not getting this thing done. We're a little more hamstrung to deal with him than we would -- we would never put up with this in a single family home in a neighborhood. We issue razing orders for things less than this. If you want to say he has to get it done to be in compliance with his license now and then it's just a matter of applying resources to the problem and getting it done. But either way he's kind of made his own problem because this isn't a new problem. This is just a continuation of the old one with the same response which is giving more time for whatever the reason.

Michael Serpe:

If we take him at his word that the corrections have been made, and we'd have to check on that to be sure. We tell him that no matter what happens 15 has to go quick, and it's got to go before the end of the year. That's three weeks, four weeks.

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Mike Pollocoff:

Staff can do an examination of it. We'll be meeting again next week and see what's done. And then you could craft what you want to do as far as if he has until the rest of the year to move the other homes out or do repairs. But I agree with John. I think if you're going to take siding off of a dwelling in the middle of winter you're going to expose that dwelling to the elements. I don't care if you have tar paper, it's still not going to protect it.

Steve Kumorkiewicz:

Insulation is going to be gone, too.

Mike Pollocoff:

I don't even think the building code will let somebody do that. You're exposing your wiring to the weather. That doesn't make any sense to say I'll do it when I can afford it.

Michael Serpe:

Then his biggest problems are 15 and 13.

John Steinbrink:

The real problem is he's not doing this. The neighbor is doing it so apparently they own both of these units because I don't think he owns the units.

Mike Pollocoff:

Right, but under statute he's got the responsibility to make sure that those units are compliant with the code. We don't have a direct route to the people who own the unit. We have a direct with the park owner.

Steve Kumorkiewicz:

Owner, that's right.

John Steinbrink:

So pay as you go isn't going to cut it here.

Michael Serpe:

I think he can get rid of it in four weeks, 15. And 13 he says he's going to board up and reside. Let him do it.

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Monica Yuhas:

So why don't we just extend this until our first meeting in January and see where Mr. Ruffolo is as far as giving him his license. Why not give him --

Jane Romanowski:

His license will expire December 31st. So if you're going to give him any time you've got to give him a time definite to get past December 31st into January.

John Steinbrink:

Do we meet again in December?

Jane Romanowski:

Just next week. Next Monday the 9th is the last meeting.

John Steinbrink:

See what progress is made then.

Jane Romanowski:

You want to table this until next Monday?

Mike Pollocoff:

I'd table with the recommendation that he needs to come into compliance with his existing permit. That means getting rid of 15. And we're not going to let a mobile home be unsided through the winter. I mean if he needs to take the siding off and get it resided he's in fact going to do that.

Jane Romanowski:

It would give staff an opportunity to go back out and see what he's actually done.

Monica Yuhas:

And that's on 13 that he has to reside? He can't board it up.

Mike Pollocoff:

If he chooses to reside it by boarding it up, but it's got to meet the State code.

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John Steinbrink:

Well, 13 has to be fixed pretty quick or that goes scrap, too. And everything scrap is out by the end of the year. It's probably going to have to be a week before the end of the year because, like you said, it expires December 31st.

Mike Pollocoff:

I'm assuming when you look at 13 the boards on the outside are warped. I'm assuming that the studs are warped.

Monica Yuhas:

I'll make a motion that we table --

Steve Kumorkiewicz:

Second.

Monica Yuhas:

-- Mr. Ruffolo's license renewal.

Jane Romanowski:

And approve the other three?

Monica Yuhas:

And approve the other three as stated.

Steve Kumorkiewicz:

Yes.

John Steinbrink:

Motion by Monica, second by Steve. Any further discussion?

YUHAS MOVED TO APPROVE THE 2014 MOBILE HOME PARK LICENSES FOR CITY VIEW, TIMBER RIDGE AND WESTWOOD ESTATES AND TO TABLE THE RENEWAL APPLICATION FOR SCOTTY' UNTIL THE DECEMBER 9TH SPECIAL BOARD MEETING; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 4-0.

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H. Consent Agenda

- 1) Approve Operator License Applications on file.**
- 2) Approve Two-Year Appointments of Election Inspectors**

Monica Yuhas:

Motion to approve.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Monica, second by Steve. Any discussion?

YUHAS MOVED TO APPROVE CONSENT AGENDA ITEMS 1 AND 2; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 4-0.

7. VILLAGE BOARD COMMENTS

Monica Yuhas:

Mr. President, I've received a few phone calls from different homeowners associations in the Village regarding pond maintenance. There seems to be a lot of confusion as to what has to be maintained, how do they go about maintaining it. And we had this issue a while back with Bentz Estates. If you remember they came, and there was some misunderstanding as to the requirements and what has to be made. I'm asking that because of the depth of the dredging sometimes these ponds are a little bit over peoples' heads as to what needs to be done as far as maintenance.

I'd like to ask that the Village do a study as to what it would cost for the Clean Water Utility to maybe look at doing the maintenance on the ponds themselves and directing staff to do so and bring it forward at a meeting in the near future to give us some idea if that's even feasible. Because I know if I'm getting phone calls I'm sure staff is as well. And there just isn't a lot of resources out there for them as to how to maintain the ponds. John, is that something you'd be able to do within the next six weeks or so?

John Steinbrink, Jr.:

Yes, it is. We'd be able to accomplish that with no problem. Right now the Clean Water Utility does an analysis on each of the ponds on a five year rotation just to verify the depth of the sediment. And then we compare it to what the constructed depth was. So after a couple cycles we'll really have a good gauge where it is. And I do agree with you 100 percent that it really is over the homeowners associations heads to take care of the dredging and the pipes and stuff like that.

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I guess as a staff I would recommend that they still keep the responsibility of cutting the grass, mulching the trees, doing that stuff and fertilizing and irrigation. But public works we do have the equipment and the knowledge and the knowhow to complete a lot of this work in house as it needs to be done. And we'll know when each of the ones need to get done because we're doing this analysis.

And I guess just for clarification are you just looking at it as for the residential ponds? Because we have the equipment and we've been doing the work on the residential ponds. The ones that are commercial and the industrial ponds are much larger ponds that would probably pretty hard to do.

Monica Yuhas:

Just residential, not commercial. The residents are the ones that have contacted me.

John Steinbrink, Jr.:

And we definitely do have that. So I could put something together and probably have it for a meeting in January for you.

Monica Yuhas:

Okay, thank you very much.

John Steinbrink, Jr.:

You're welcome.

John Steinbrink:

Mike?

Michael Serpe:

Chief Smetana, how did we do on black Friday?

Mike Pollocoff:

We don't want to know if you got something on sale.

Dave Smetana:

I did fine. I've got my list right here. We did fine. We were set up with four officers out onsite in the Premium Outlet area. We had another arrangement with the area up by Target. We had just brought out parking enforcement officer on duty that week, so it was an early assignment for

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him, kind of an eye opener. From my understanding speaking with the officers onsite the parking really wasn't an issue. The adjusted time, the earlier start time kind of let people come in, there was no mad crush to get in. From my understanding there were very few traffic problems. There were some parking citations issued onsite as normal, that's why we had our parking enforcement on hand. I think we had three arrests out there, three shoplifting arrests right onsite during those hours. So it went very well.

Michael Serpe:

Good, good to hear.

John Steinbrink:

Thank you, Chief.

8. ADJOURNMENT

SERPE MOVED TO ADJOURN THE MEETING; SECONDED BY YUHAS; MOTION CARRIED 4-0 AND MEETING ADJOURNED AT 7:05 P.M.