A Regular Meeting of the Pleasant Prairie Village Board was held on Monday, October 17, 2005. Meeting called to order at 6:30 p.m. Present were Village Board members John Steinbrink, Alex Tiahnybok, Steve Kumorkiewicz, Jeff Lauer and Mike Serpe. Also present were Mike Pollocott, Village Administrator; Jean Werbie, Community Development Director; Kathy Goessl, Finance Director/Treasurer and Jane Romanowski, Village Clerk.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. MINUTES OF MEETING – SEPTEMBER 19, 2005

   SERPE APPROVED THE MINUTES OF THE VILLAGE BOARD MEETING OF SEPTEMBER 19, 2005 AS PRESENTED IN THEIR WRITTEN FORM; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

5. PUBLIC HEARINGS

   A. Consider the request of Ajay Kuttemperoor, agent for Crestwood Development LLC owners for a Variance from Section 395-59 D A of the Land Division and Development Control Ordinance. The petitioner is requesting not to construct a temporary turn-around at the west end of the proposed 97th Street and the south end of 43rd Avenue to protect and preserve existing trees for the proposed Meadowdale Estates Addition #1 Subdivision

   Jean Werbie:

   Mr. President and members of the Board, the petitioner is requesting a variance from the Village’s Land Division and Development Control Ordinance to not construct temporary turn-arounds at the west end of proposed 97th Street and at the south end of 43rd Avenue in order to protect and preserve the existing trees for the proposed Meadowdale Estates Addition #1 Subdivision

   97th Street is proposed to be extended to the west into the proposed Devonshire development. The Village is working with the landowners and the developers of this property, and it is anticipated that 97th Street will be extended west within the next 12 to 18 months. 43rd Avenue is proposed to be extended to the south into the Village Center. The Village has been working with the landowner and the developers of this property as well and has reconvened the Village Green
Technical Advisory Committee to prepare a revised plan for the development of the Village Center. It is anticipated that this development could move forward in the next 24 to 36 months.

The petitioner has prepared a tree survey showing the trees that would need to be removed. As identified on the slide in the circle, both at 97th Street and 43rd Avenue are where the proposed area is that the trees would be removed. And this next slide identifies, again, the area of concern. There’s a wooded or a treed area that’s in the southwest corner of the Meadowdale Subdivision, and in order to preserve as many trees as possible, the Village has worked with the developer so that in that very southwest corner there would be a park area that was identified. It’s approximately a 6.6 acre development that’s being dedicated to the Village with this next phase or the final plat of the second phase. But there were two locations, one extending to the south and one extending to the west where the wooded area would be encroached upon.

The Village staff recommends that the roadways be constructed to the end of the property boundary by the petitioner as part of the Meadowdale Estates Addition #1 required public improvements, but yet they be barricaded at the adjacent intersections of 43rd and 97th Streets and remain barricaded until the public improvements are extended to the adjacent property.

The next slide depicts an Exhibit A and an Exhibit B. The tree survey that was prepared by the developer identifies the additional trees that would need to be removed just for a temporary basis for this turnaround. Again, on either side of the one for 43rd Avenue, Outlot 1 and 2, they’re basically outlots that are not intended to be developed. Outlot 1 would be dedicated to the Village. Outlot 2 is being dedicated to the homeowner’s association. So there are no lots that abut this particular area. The last lot is lot 96.

And then for Exhibit B the temporary termination would be just before the property line, and to avoid those additional trees from being cut down, we’re recommending that we barricade the road, 97th Street, at 43rd Avenue so we can minimize any tree removal in this particular area.

This is a matter for public hearing. I do see the petitioner in the audience to see if he has any additional comments with respect to this request before you this evening.

John Steinbrink:
We should open up the public hearing and enter it into the record. This being a public hearing, I will open it up to public comment and question. Would you give us your name and address for the record.

Ajay Kuttemperoor:

Ajay Kuttemperoor, 19275 West Capital Drive, Brookfield, Wisconsin. I don’t really have anything more to add besides what Jean has covered, but if you have any questions I’d be happy to take them.

John Steinbrink:

Any questions at this time?
Steve Kumorkiewicz:

In Exhibit B, Lot 95, Lout 1, I don’t think there is a problem because actually one of the reasons... there’s only one left. I don’t see a problem barricading that. That’s my opinion, because bus traffic on 43rd Avenue around 97th Street I don’t see a problem with that.

Mike Serpe:

Ajay, do you have any idea if we were not to grant you this variance how many trees would you have to remove?

Ajay Kuttemperoor:

I know it’s shown on the exhibit but I don’t know the exact number.

Mike Serpe:

Jean, do we know the number?

Jean Werbie:

The total number of trees that would need to be removed? I could count them. About 18 total for both cul-de-sacs.

Mike Serpe:

And when is the anticipated future development going further south from these parcels?

Jean Werbie:

I would estimate that they wouldn’t start for 24 to 36 months to the south, and then to the west 12 months to 18 months.

Mike Serpe:

So it’s not that it’s never going to develop, it’s just going to be a short period of time before it starts developing?

Jean Werbie:

That’s correct. If I can just add one thing. For Lot 96 which is the corner lot on 43rd Avenue, they would have their direct access for that lot off of 97th Street, so they would not have any direct access off 43rd. So they won’t be prohibited from accessing that corner lot because they’ll have access from the adjacent street. And the same with lot 95 adjacent to 97th, we could require that they have their direct access off of 43rd Avenue so that there’s not a question.
One other question. What’s the approximate distance on the longest street that would be barricaded? From the barricades to the end what kind of distance are we talking about?

Jean Werbie:

Two hundred ninety four feet for the one that’s going south and the one going to the west is just less than 200 feet.

Mike Serpe:

And these are gravel roads right now?

Ajay Kuttemperoor:

Right now they don’t exist.

Mike Serpe:

They’re going to exist but they’re going to be?

Ajay Kuttemperoor:

Yes, stone base until we can put down the asphalt.

Jean Werbie:

And the second phase of public improvements goes in after 50 percent of the homes are constructed. So that could be two to three years from now.

Mike Serpe:

By that time the next development will probably be coming on line?

Jean Werbie:

That’s what we’re anticipating.

John Steinbrink:

And where would they be barricaded at, Jean?
Jean Werbie:

They would both be barricaded at the closest intersection. So 97th Street and 43rd Avenue and 97th Street and 43rd Avenue. So the southern leg and then the western leg, that entire area would be barricaded so that would not be a snow plowed area.

Alex Tiahnybok:

The street would be installed, though, to the property line?

Jean Werbie:

Correct.

Alex Tiahnybok:

And the concept behind the cul-de-sac is what Steve talked about; it’s to give a bus turnaround?

Jean Werbie:

Bus turnaround, snow plows.

Alex Tiahnybok:

But once the streets become through streets that actually would be just a bulge in the street, right?

Jean Werbie:

It would be a cleared area.

Ajay Kuttempeoor:

And just to add, as Jean mentioned, we don’t anticipate the driveways coming off of those lots into either one of those streets.

John Steinbrink:

Right, so you don’t have a problem there. The problem is if we have a barricade at the property line at the end then we have a dead end street that’s a haven for mischief and dumping so we don’t want to create those either.
Jean Werbie:

It will be wooded on either side of 97th Street and 43rd Avenue. So because it being wooded on either side, you’ll see a gravel road, but if it’s barricaded in the front and there’s woods on either side, it may be more difficult to get back there. There will be homes that are right there.

John Steinbrink:

Right, but we can’t drive a vehicle back there is what I’m saying.

Mike Serpe:

One other question, John. Will the barricades create a rather unappealing atmosphere to the homes that are being constructed right there?

Ajay Kuttemperoor:

I don’t think so, I mean just as long as they know it’s going to be temporary and that that street will continue through. I don’t see that being a problem.

Mike Serpe:

Are these going to be like a street closed barricade? Like a street closed barricade?

Jean Werbie:

They’d be type three barricades with the reflectors.

Ajay Kuttemperoor:

In fact, we actually had those barricades with our first phase when the street ended. To the existing Meadowdale Farms Subdivision we had similar barricades and none of our homeowners had any complaints about it.

John Steinbrink:

Other questions? Thank you. Anyone else wishing to speak on this item? Hearing none, I’ll close the public hearing and open it up to Board comment or question.

Steve Kumorkiewicz:

I think the comments were made already, so I’ll make the motion to adopt the variance for Section 395-59 D.
Jean Werbie:

I’d also like to add for the record that the staff recommends that the Village Board make the determination that a variance will not be contrary to the public interest because of the special conditions that are not generally applicable to other properties. It’s not a recurrent nature, and that the literal enforcement of the provisions of the ordinance will result in a practical difficulty or unnecessary hardship and the spirit of the ordinance will be observed. Several large trees would be preserved in the temporary cul-de-sacs not being installed. And, finally, I’d like to add that the staff did not receive any objections to this request from any adjacent or abutting landowners.

John Steinbrink:

And that becomes a part of Steve’s motion also, correct?

Steve Kumorkiewicz:

Yes.

Alex Tiahnybok:

And I second it.

KUMORKIEWICZ MOVED TO GRANT A VARIANCE FROM SECTION 395-59 D A OF THE LAND DIVISION AND DEVELOPMENT CONTROL ORDINANCE. THE PETITIONER IS REQUESTING NOT TO CONSTRUCT A TEMPORARY TURN-AROUND AT THE WEST END OF THE PROPOSED 97TH STREET AND THE SOUTH END OF 43RD AVENUE TO PROTECT AND PRESERVE EXISTING TREES FOR THE PROPOSED MEADOWDALE ESTATES ADDITION #1 SUBDIVISION, SUBJECT TO CONDITIONS SET FORTH; SECONDED BY TIAHNYBOK; MOTION CARRIED 5-0.

B. Consider Liquor License Application for Famous Dave’s, 9900 77th Street.

Jane Romanowski:

Terry Meeks, agent for Team R ‘n B Wisconsin has submitted a Class B fermented malt beverage, which is a beer license, and a Reserve Class B intoxicating liquor license application for the Famous Dave’s that’s currently under construction at 9900 77th Street.

This is the first Reserve Class B intoxicating liquor license application received by the Village. Reserve Class B liquor licenses are those licenses available under the quota system existing before December 1, 1997 that were not granted or issued by the municipality at that time. The reserve license regulations mirror that of the intoxicating Class B liquor licenses. The regulations are all the same, but the big difference is the fee and we’ll get to that. We have regular licenses and reserve licenses, both intoxicating liquor. So by law these are the reserve licenses we’re working on tonight, or the one. The number is determined by engaging a series of calculations
you have to do. It’s outlined by statutes and then we currently have 19 reserve licenses available.

Getting back to the fee, the initial issuance fee for a reserve license is $10,000, and that’s in addition to the annual license fee set by ordinance which is $500. So the $10,000 is an initial one-time fee, and then the annual fee is paid every year thereafter if they renew. The license fee for a Class B fermented malt beverage license is $100.

In accordance with Chapter 194 of the Municipal Code, the Board may grant a license prior to the completion of a project, but the establishment must be open within 90 days. And then for cause the Board could add another 90 days to that for a total of 180 days before the establishment would be open.

The police checks have been completed. Ownership, publication, training and residency requirements have been satisfied. There are no delinquent taxes or invoices at this time. And Famous Dave’s proposes to open the establishment in early December.

If the Board approves the application, prior to the issuance of the license the payment of the $10,000 reserve fee would have to be paid; a prorated annual license fees from the date of issuance through June 30, 2006 would have to be paid; publication costs would have to be paid; and a certificate of occupancy would have to be issued by both the Community Development Department and the Fire Department. With that, Mr. President, this is a public hearing.

John Steinbrink:

This being a public hearing, I’ll open it up to public comment or question. Anybody wishing to speak on this item? Anybody wishing to speak on this item? Anybody wishing to speak on this item? Hearing none, I’ll close the public hearing and open it up to Board comment or question.

Steve Kumorkiewicz:

I have a question. How many licenses do we have now . . . about nine?

Jane Romanowski:

Regular licenses?

Steve Kumorkiewicz:

Yes. You said we have 19 in reserve.

Jane Romanowski:

Yes, 19 reserve. What they did, Steve, if you remember back in ‘97 they took all the licenses and basically it was the Tavern League that lobbied for this, they wanted to make the regular licenses just regular, and then they wanted the $10,000 reserve licenses so they’re harder to get so they protected their licenses. We currently have 13 regular Class B’s, and we have 20 reserve available because we just received our new census numbers and for every additional 500 in
population you get to add another license. So it was two years before we got 500 more people so we have 20 right now at $10,000. Like I said, this was in ‘97 and we had to do the calculation. We lost quite a few licenses because that’s what they wanted you to do; they wanted you to get your quota system down. I think we had 36 Class B’s at that time, and then we were down to 13. Then all the rest became regulars because they weren’t issued as of December 1, 1997, so you lost some of those, too. And we currently don’t have a quota on Class B fermented malt beverage or Class A fermented malt beverages. But the quota system you have to follow by State statutes for intoxicating liquor.

John Steinbrink:

Any further comment or question?

Mike Serpe:

If Famous Dave’s wants to get rid of his license he can do so. He can drop it but he doesn’t get anything for it, does he?

Jane Romanowski:

No. If the next person came in and wanted to own it they would have to pay another initial fee of $10,000. There’s no selling of the license. It’s just the initial fee for each owner or licensee that asks for it.

Steve Kumorkiewicz:

The League of Taverns asked for that and they got it.

Mike Serpe:

I’d move approval of the granting of the license.

Steve Kumorkiewicz:

I second it.

SERPE MOVED TO GRANT A CLASS “B” FERMENTED MALT BEVERAGE AND RESERVE “CLASS B” INTOXICATING LIQUOR LICENSE TO TERRY MEEKS, AGENT FOR TEAM R ‘N B WISCONSIN, LLC, D/B/A FAMOUS DAVE’S LOCATED AT 9900 77TH STREET, SUBJECT TO THE CONDITIONS SET FORTH; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

6. CITIZEN COMMENTS – None.

7. VILLAGE BOARD COMMENTS
Mike Serpe:

I have one. Mike to you I guess. Is there any talk of the railroad doing an improvement on the Highway 31 crossing by Vulcan Materials?

Mike Pollocoff:

No.

Mike Serpe:

That’s a sin. You talk about a main thoroughfare that has to put up with a crossing like that and the railroad won’t even address that correction?

Mike Pollocoff:

No. In part it really isn’t the railroad’s fault. They’ve got the cars that will cross there, but the City of Kenosha when they changed that land use to allow the Vulcan yard to go there, what happens is you’ve either got a train that’s slowing down and coming into the yard, or a train that’s accelerating and coming out of the yard at a low rate of speed.

Mike Serpe:

I’m not talking about that, but I’m talking about the condition of the crossing, the road condition itself at the crossing which is in terrible shape.

Mike Pollocoff:

We could petition the Rail Commissioner and DOT to investigate it. If they found it was bad they would have to order the railroad to make repairs. I think they give them 365 days.

Mike Serpe:

This doesn’t qualify for bad, it’s atrocious. It’s terrible.

Mike Pollocoff:

For a highway it is bad.

Mike Serpe:

If something can be done. Is that the City jurisdiction or ours?
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Mike Pollocoff:

    Split.

Mike Serpe:

    Then I would request that.

Mike Pollocoff:

    I’ll send in a request.

John Steinbrink:

    Actually we’re going to be contacting the Railroad Commissioner this week, because we have received numerous complaints whether from truck drivers or school buses. Everybody that crosses that you can look at the hubcaps laying along side that and the other numerous car parts that end up there and you can realize it’s a bad crossing. He will be being petitioned already to work on that. So we’ll make the Village a part of that then. Any other Board comments?

Steve Kumorkiewicz:

    Just one quick question. You’ve got to coordinate that with the City then or we do it on our own?

Mike Pollocoff:

    I’m sure that the City would participate on making that request.

8. UNFINISHED BUSINESS

A. Postponed consideration of an Agreement with the Nature Conservancy of Wisconsin for the management of the Village-owned lands in the Chiwaukee Prairie a Management Agreement with the Nature Conservancy.

Jean Werbie:

    Do we have to address this as removing from the table for us to discuss this this evening?

Jane Romanowski:

    No, it’s not on the table.
Jean Werbie:

Mr. President, this is a matter that was before the Village Board back in September. At that time the Village Board had recommended that this item be referred back to the Park Commission in order for them to hold a public hearing and to contact all the abutting and adjacent property owners in proximity to lands down in the Chiwaukee Prairie south of 116th Street that were adjacent to Village owned property in order to make the more aware of what as going to be requested by the Nature Conservancy and to discuss the impact of some of the management activities. The Park Commission met on October 4th and they made some minor modifications to the management agreement you have before you.

This is a five year management agreement entered into between The Nature Conservancy of Wisconsin and the Village giving the Conservancy the right to manage and maintain the ecological values of the property by use of techniques and methods consistent with preservation, protection and restoration of the natural features of the land. Some of those management techniques would include cutting down of brush and trees, especially the non native buckthorn, controlling invasive plants, as well as using herbicides, prescribed burns and seed collecting in order to manage the Conservancy area.

As you can see on the map on the overhead, there are three arrows that identify the concern areas of The Nature Conservancy that they wanted to be able to control or to manage. An area on the very north end which is identified as park which is owned by the Village; a second area that’s identified as park and it looks like there’s the word pool because there’s a pond in the center of it, and then a drainage way that connects that pool or park area to the south.

At the public hearing of the Park Commission, it was discussed that the middle area where the pool or the park is located is pretty well hidden by trees and brush and some other shrubbery in there. And there was some concern raised by residents and the Park Commission that it may not be in the best interest of the Village to burn down or debrush that entire area leaving an open pond. And so the Park Commission decided that the Village should give the authority for The Nature Conservancy to burn or to manage the northern park area, as well as the drainage area, but not that middle park or pool area.

So the management agreement that you have before you in the second paragraph or the first Whereas close, I reduce the amount of acreage that The Nature Conservancy could manage on the Village’s behalf from ten acres to six and a half acres, and I tried to more clearly describe where those areas are located. And then on the second page of the agreement it was made clearer that The Nature Conservancy is agreeing to submit a land management plan for the Chiwaukee Prairie and that they will be notifying the abutting property owners and neighbors prior to their management activities each year. What I recommended to them is that they put together a similar brochure or letter or notice to what the Wisconsin DNR provides to the property owners notifying them of whether or not there’s going to be any type of prescribed burns or debrushing activities or any other type of activities that could adversely affect the adjacent or abutting property owners.
The other comments that were made at the last Board meeting were already inserted by the time it went to the Park Commission, and that referred to prescribed burnings on mutually acceptable dates between the Village and the Conservancy. It referenced obtaining proper burn permits and approvals from the Village’s Fire and Rescue Department. It identified that burning would be prohibited when local circumstances make the fire potentially hazardous, so that first full paragraph on page 2 responds primarily to the concerns that the Village Board had at their last meeting.

And the final amendment or change that was made since this was presented last to the Board was that property liability insurance, certificates of insurance, would need to be provided to the Village, and we just added some additional information on the contacts at both agencies if there are any questions or concerns.

With that, the Park Commission and the staff recommend approval of the management agreement between the Village and The Nature Conservancy of Wisconsin.

John Steinbrink:

Was the management of what people consider invasive species such as the girdling of trees? That was going to maybe be an issue if people weren’t aware of that.

Jean Werbie:

I think we only had two or three residents here at the most at the hearing, and I think their main concern was the area around that second park area and the fact that there’s a pond in there and they just didn’t want it to be an attractive nuisance. I think they did want to see the trees primarily maintained around that particular area. But the area to the north no one had any comments on, and then the drainage way to the south there were really no comments with respect to that.

John Steinbrink:

So those trees will not be removed then?

Jean Werbie:

On the Village’s land where it says pool or park those would not. We’re not giving them authority to manage those areas.

John Steinbrink:

Comments or questions on the agreement?

Jeff Lauer:

Jean, do you feel that the Village is--I read the liability is pretty well covered as far as that goes?
Jean Werbie:

With respect to this document?

Jeff Lauer:

Yes.

Jean Werbie:

And I did have one of our Village attorney’s review it, and he added a few words actually with respect to the liability and indemnification provisions. He did add some comments with respect to that and that was actually done before it was even brought to the Board.

Jeff Lauer:

Okay, thanks.

John Steinbrink:

What is the action you want on this this evening, approval?

Jean Werbie:

Yes. I’d like to have the Board approve the document and then authorize the Village President to sign this agreement on behalf of the Village.

John Steinbrink:

So we’ve done our due diligence and we’re ready for approval. Do we have a motion?

Steve Kumorkiewicz:

So moved.

Alex Tiahnybok:

Second.

KUMORKIEWICZ MOVED TO APPROVE AN AGREEMENT WITH THE NATURE CONSERVANCY OF WISCONSIN FOR THE MANAGEMENT OF THE VILLAGE-OWNED LANDS IN THE CHIWAUKEE PRAIRIE A MANAGEMENT AGREEMENT WITH THE NATURE CONSERVANCY; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.
9. NEW BUSINESS

A. Receive Plan Commission Recommendation and Consider a Zoning Text Amendment (Ord #05-49) to amend Section 420-84 C (2) of the Village Zoning Ordinance related to setbacks for hot tubs from principal or accessory structures and to amend the definition for swimming pools in Section 420-152 of the Village Zoning Ordinance.

Jean Werbie:

Mr. President and members of the Board, on August 22, 2005, the Plan Commission approved Resolution #05-12 to initiate a zoning text amendment to re-examine the Village’s swimming pool requirements that were last amended back on June 21, 1999.

The request in particular related to the setback for hot tubs. Currently hot tubs are defined as swimming pools. Therefore, hot tubs are regulated the same as swimming pools with respect to their setbacks to principal or accessory structures. It is recommended that hot tubs be located a minimum of two feet from any principal or accessory structure, and for all other regulated swimming pools the distance would remain unchanged which would be located a minimum of eight feet from any principal or accessory structure. So, again, the request is to reduce the setback between hot tubs and principal or accessory structures from eight feet down to two feet.

On September 26 the Plan Commission had tabled the original amendment and requested that the staff provide a more clear definition for hot tubs so that there would be no confusion for anyone asking or requesting a permit. So the staff worked with the building inspectors and we had come up with a revised definition and the Plan Commission did approve this revised definition as well as the text amendments you have before you.

The change that was made was an insertion or an additional definition for hot tubs. That reads: “A hot tub is defined as a factory-fabricated hydro massage unit for recreational or therapeutic use which is designed for immersion of users and at a minimum has a filter, heater and motor-driven blower that is integral to the unit.”

The staff and the Plan Commission recommend approval of the Ordinance #05-49 as presented.

Alex Tiahnybok:

The motivation behind factor-fabricated? I’ve seen hot tubs that are essentially custom units that are made on site with all the same hardware, the heating unit, the blower, etc., but they’re not necessarily one of those off the back of a flatbed truck models. Is there a reason for the factor-fabricated part?
Jean Werbie:

We actually went to the designs and the brochures from many of them that have come into the Village, and that was just the type of wording and terminology that was used. It was molded. It doesn’t mean that all the individual unit parts and pieces all were put together and it was shipped that way, but the actual unit, like the bathtub unit part, was factor fabricated or molded at someplace other than at the home and then it was put together. So our building inspectors based on the information that was presented thought that that would be the most clear. If there’s something else--most are still put together in some way, shape or form at the house, but they’re not actually built from scratch at the house. We’re open if you can find something better.

Alex Tiahnybok:

I’m just bothered by factory-fabricated. I think there’s got to be a way to separate the definition of a hot tub from a swimming pool far enough. Again, I’ve seen even if a future hotel in Pleasant Prairie was to have a swimming pool/hot tub complex, more than likely the hot tub would not be factory made. It will probably be fabricated specifically to the requirements of the facility. So factory-fabricated I’d like to change the wording of that, but still to limit it to something that’s a hot tub.

Mike Pollocoff:

Would this just pertain to residential zoning districts?

Jean Werbie:

Yes. Well, I take that back. It’s a general statement. So in our thought in writing this we were focused primarily on residential, but this definition will be for whether it’s a hot tub at a commercial establishment or at a residential property. It’s the same definition that would be used.

John Steinbrink:

Is there any advantage that comes with the factory-fabricated where we know that it meets UL approval and all the safety features built in, we know that it’s wired right, versus Mike wants to go out and borrow one of my cow tanks and put a pump in there and drill some holes and make a hot tub? There’s that do it yourself one where it may allow Jeff to do extra inspection to figure out whether this thing is going to zap somebody.

Jean Werbie:

I’m not sure if Jeff could respond to that as our chief inspector or not.

Mike Pollocoff:

I can see where Alex is driving. RecPlex doesn’t have a factory-fabricated hot tub.
Jean Werbie:

But it’s also inside.

Mike Pollocoff:

Its inside, but you can have a mason construct a tub with tile on it. It’s possible, but those are the extenuating circumstances. Maybe if the definition could be a hot tub is defined as you have it, as a factory-fabricated massage unit, and then put on another sentence that a tub constructed from materials on site may be approved on a case-by-case basis by the building inspector. I think what that means is that the building inspector would have to know that the form is being set up, the type of concrete being used, and the type of tile being used on it. You’ve got two different things going on here. A commercial establishment is not going to use a fabricated tub more than likely. And most residential users are not going to use a hot tub built from scratch because those are larger units. I can see what we’re driving at. You want to make sure the Village isn’t exposed because we’ve defined a hot tub that’s not going to meet any testing requirements.

Jean Werbie:

Doesn’t it have to be commercially approved or State approved, because there must be State building inspection guidelines with respect to hot tub installation?

John Steinbrink:

Maybe Jeff could clarify this. I see him shaking his head there. Jeff, if you could come forward and give your name and address for the record and enlighten us.

Jeff Sorensen:

Jeff Sorensen, 9915 39th Avenue. This definition that you see before you was basically taken from the National Electric Code Chapter 680 which has to do with pools, hot tubs, spas, etc. So this definition is pretty much word for word. A little bit taken from two separate sentences in the definition. Now, when I say that it’s from the National Electric Code, this definition is for electrical. If you want to have a definition of what you consider a hot tub that’s one thing.

What we were trying to do here is to find a way for people that have a deck or a patio behind their house to be able to have a hot tub adjacent to their patio doors or their back door because a lot of people want to go jump in a hot tub in the wintertime because it’s insulated and it’s covered, and not run ten feet out into the yard to jump into a hot tub. So the reason we structured the definition to two feet is just to have enough access around the hot tub for maintenance and cleaning. It would still have to comply with all the requirements of the National Electric Code for setbacks for electrical and all the types of connections that go to it.

So this definition is based upon the National Electric Code. It would be adjusted and construed. At the RecPlex we do have a hot tub there. That hot tub is made out of concrete. It’s not a factory made hot tub. The old days you could make a hot tub out of redwood slats. So there are a number of things. I think predominately what you see in the Village right now are factory made
hot tubs.

John Steinbrink:

Basically we’ve kind of strayed from the intent of this ordinance clarification because we want to use the setbacks. So it’s not so much the structure we’re concerned about, it’s the setback here.

Jeff Sorensen:

It’s a setback issue, and you as the Board can make any determination you want, but I’ll still have to do the inspection as it relates to the National Electrical Code for safety.

John Steinbrink:

Thank you.

Jean Werbie:

So is the concern the type of material that the unit is made out of? So if we add in some other types of material, whether it’s concrete constructed on site, or is it just because of the factory-fabricated. Maybe we could add just a few additional qualifiers.

Alex Tiahnybok:

Obviously I haven’t read the entire swimming pool ordinance, but do we restrict the materials used for the swimming pool to fiberglass lined swimming pool or a plastic lined or a tile lined or stainless steel lined? We don’t. I’d just like to see factory-fabricated struck from that and I think we’ll still get the job done.

(Break in Tape – the cassette tape broke at this point while being transcribed – the tape was spliced together with scotch tape)

After further discussions, it was suggested by Jeff Sorensen, Inspection Superintendent to remove the word fabricated from the hot tub definition.

**TIAHNYBOK MOVED TO ADOPT ORDINANCE #05-49) TO AMEND SECTION 420-84 C (2) OF THE VILLAGE ZONING ORDINANCE RELATED TO SETBACKS FOR HOT TUBS FROM PRINCIPAL OR ACCESSORY STRUCTURES AND TO AMEND THE DEFINITION FOR SWIMMING POOLS IN SECTION 420-152 OF THE VILLAGE ZONING ORDINANCE, WITH THE DELETION OF THE WORD FABRICATED IN THE DEFINITION OF HOT TUB; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.**
B. Receive Plan Commission Recommendation and Consider Resolution #05-58 for a Preliminary Plat for Meadowdale Estates Addition #1 Subdivision at the request of Ajay Kuttempoor, agent for Crestwood Development LLC owners of the property generally located west of 39th Avenue at 97th Street.

C. Receive Plan Commission Recommendation and Consider a Zoning Map Amendment (Ord #05-50) for the request of Ajay Kuttempoor, agent for Crestwood Development LLC owners of the property generally located west of 39th Avenue at 97th Street to rezone the field delineated wetlands within Outlot 2 into the C-1, Lowland Resource Conservancy District, Outlot 1 and the non wetland areas within Outlot 2 into the PR-1, Park and Recreational District and the proposed single family lots into the R-3, Urban Single Family Residential District.

Jean Werbie:

The following items are related and are proposed to be discussed at the same time however separate action is required.

(Inserted from Staff comments - On December 6, 1999 the Village Board conditionally approved a Conceptual Plan for the proposed 110 single family lot development generally located east of 39th Avenue (CTH EZ) and south of 93rd Street and known as Meadowdale Estates. The Conceptual Plan as conditionally approved was in compliance with the approved Neighborhood Plan as adopted by Plan Commission Resolution #00-21. The neighborhood plan and the conceptual plan required that the lots meet the R-3, Urban Single Family Residential District requirements--lots shall be a minimum of 20,000 square feet with a minimum frontage of 100 feet--which may be reduced if on a cul-de-sac or curve. The lots exceed these minimum requirements of the R-3 District and provide for a transition between this development and existing development adjacent to the proposed subdivision.

On February 7, 2000, the Village Board conditionally approved the Preliminary Plat (Resolution #00-05). The 2000 Preliminary Plat proposed 110 new single family lots located on approximately 87.47 net acres with an average lot size of approximately 34,639 square feet and a net density of 1.26 units per net acres (note: net acres is calculated by excluding the roadways and the wetlands). The preliminary plat provides an open space corridor along the southern portion of the development site which extends from east to west. Again, there’s approximately a 6.6 wooded open space area, wooded and park space area, that’s in the southwest corner that’s going to be dedicated to the Village. This entire development is located in the Village Green Neighborhood)

Note: Transcription of repaired ape resumes.

The preliminary plat is being considered again this evening because the original plat was approved back in 2000, and the statutes and the Village Ordinance only allow for a two year window of approval for any preliminary plat. So for that reason they are required to come back to us to seek another preliminary plat approval before they can go before the Village Board for a final plat approval. But because we’ve been working on this development for such a long time,
all the engineering is complete, and a lot of the documents that typically would not be in a complete form at the time of the preliminary plat are almost all in a final or completed format.

This second phase of their development includes 67 single family lots and five outlots. The second part of the request this evening is Ordinance #05-50. It includes zoning map amendments for the particular property. Outlot 3 is proposed to be rezoned to the PR-1, Park and Recreational District. That’s in the southwest corner of the property. Outlot 2 is proposed to be rezoned to the C-1, Lowland Resource Conservancy District. The C-1 areas that are shown on the plat are those areas that were re-delineated as wetlands. It had been more than five years so they were required to have their wetlands re-delineated or restaked.

The non-wetland areas of Outlot 1 are proposed to be rezoned to PR-1, Park and Recreational District and that’s in the southeastern corner of the site, and Outlot 5 is to remain zoned R-3, Urban Single Family Residential District. And that, again, is the balance of the entire property.

Again, the next slide just restates what I just simply gave the information to you for, and that is they are only asking for a preliminary plat this evening. They are going to be petitioning for final plat approval once the Village Board approves their preliminary plat.

The Plan Commission held a public hearing in consideration of the preliminary plat for this development, as well as the zoning map amendment, and recommended approval to both subject to the comments and conditions as outlined in the staff report. With that the staff recommends approval of Resolution #05-58 for the preliminary plat approval for the Meadowdale Estates Addition #1 Subdivision, and Ordinance 05-50 which are the zoning map amendments that correspond to the preliminary plat for the same subdivision.

Mike Serpe:

Mr. Chairman, this was discussed extensively at the Plan Commission meeting, including the preservation of trees, and I think we should be pretty much satisfied. I move approval of the preliminary plat.

Jeff Lauer:

Second.

**SERPE MOVED TO CONCUR WITH THE PLAN COMMISSION RECOMMENDATION AND ADOPT RESOLUTION #05-58 FOR A PRELIMINARY PLAT FOR MEADOWDALE ESTATES ADDITION #1 SUBDIVISION AT THE REQUEST OF AJAY KUTTEMPEROOR, AGENT FOR CRESTWOOD DEVELOPMENT LLC OWNERS OF THE PROPERTY GENERALLY LOCATED WEST OF 39TH AVENUE AT 97TH STREET, SUBJECT TO STAFF CONDITIONS; SECONDED BY LAUER; MOTION CARRIED 5-0.**
SERPE MOVED TO CONCUR WITH THE PLAN COMMISSION RECOMMENDATION AND ADOPT ORDINANCE #05-50 APPROVING THE REQUEST OF AJAY KUTTEMPEROOR, AGENT FOR CRESTWOOD DEVELOPMENT LLC OWNERS OF THE PROPERTY GENERALLY LOCATED WEST OF 39TH AVENUE AT 97TH STREET TO REZONE THE FIELD DELINEATED WETLANDS WITHIN OUTLOT 2 INTO THE C-1, LOWLAND RESOURCE CONSERVANCY DISTRICT, OUTLOT 1 AND THE NON WETLAND AREAS WITHIN OUTLOT 2 INTO THE PR-1, PARK AND RECREATIONAL DISTRICT AND THE PROPOSED SINGLE FAMILY LOTS INTO THE R-3, URBAN SINGLE FAMILY RESIDENTIAL DISTRICT; SECONDED BY LAUER; MOTION CARRIED 5-0.

D. Receive Plan Commission Recommendation and Consider the request of Bill Kern for approval of a Certified Survey Map to re-divide 11301 Lakeshore Drive into two lots.

Jean Werbie:

Mr. President and members of the Board, the petitioner is requesting to redivide their property located at 11301 Lakeshore Drive back into two lots. The properties were combined by the property owner back in 1986. The property is currently zoned R-5, Urban Single Family Residential District. The property abuts Lake Michigan. Parcel 1 is proposed to be 16,727.8 square feet with 100 feet of frontage on Lakeshore Drive. And Parcel 2 would be 10,132.8 square feet with a frontage of 80 feet on Lakeshore Drive.

The R-5, which is the Urban Single Family Residential District, requires that all lots be a minimum of 10,000 square feet and have 75 feet of road frontage. Parcel 1 has an existing single family home and a detached shed. The property owners recently removed portions of the existing home to meet setbacks. Parcel 2 is vacant.

According to the CSM, the location of the ordinary high water mark of Lake Michigan was located on August 10, 2005, and the ordinary high water mark elevation has been noted on the map. The Village Zoning Ordinance requires that all new single family homes be located 75 feet from the ordinary high water mark. However, the ordinance provided for an exception for a single family home to be closer than 75 feet. Specifically, Section 421-139 B (2) (d) allows for the required shore setback for a principal structure located within the single family district to be decreased to the average of existing shore setback distance of the abutting principal structures on each side, but in no case shall it be reduced less than 50 feet. If one of the abutting lots to be used in the averaging is vacant, then to calculate the average shore setback then that vacant lot would have a setback of 75 feet. Therefore, according to the ordinance we have identified the setback, a street setback of 30 feet, the side setback of 10 feet, and the shore setback for this vacant property would be 53.75 feet minimum from the ordinary high water mark of Lake Michigan.

Prior to any new home being constructed on Parcel 2, shore protection would need to be installed pursuant to the requirements of the Wisconsin DNR and the Army Corps of Engineers and the Village. Prior to the installation of shore protection, all proper permits will need to be in place.
The other final point I’d like to mention is floodplain information has been identified for where it is located on the east side of this particular property. The reference note states that there shall be no structures that shall be located within the floodplain of Lake Michigan. Currently we do not have a setback for structures to the 100 year floodplain, but the ordinary high water mark Lake Michigan setback will place any structures on this property clearly outside of the 100 year floodplain.

With that the Plan Commission recommended approval of the certified survey map to redivide the referenced properties into two.

Alex Tiahnybok:

One question I didn’t get to hear at the Plan Commission meeting was the properties were combined in 1986 and now they’re being divided with some removal of structure in order to observe the ten foot side yard setback. Why was it combined in ‘86, and I guess what is the motivation for dividing them today?

Jean Werbie:

I’m not sure. Is the petitioner in the audience? No. I’m not sure why exactly, but back in the ‘80s and ‘90s a lot of properties seem to have been combined in the Village and in the township for a couple of reasons. One is that the property owners wanted to get one tax bill and they felt that their assessment would be lower if they had only one property. And in some situations where sewer and water was being extended to a particular area, they only wanted it because they had one structure. They only wanted one set of sewer and water laterals to be brought into that property, so many of them combined so they didn’t have to have a second set of laterals brought in.

I don’t know in particular why back in 1986 that this couple or this family decided to do it, but those are the reasons today whenever a property is combined, actually for about the last seven years, the property owners have to write on the lot combination form why they’re doing this, because any division of the property requires them to go back and have another survey and then to pay any impact fees if there’s impact fees and to do anything in order to split them back apart and they have to go through that process.

John Steinbrink:

We had quite a bit of it during that time there, and almost all of them have been redivided. Unfortunately a lot of them were for sewer and water reasons. And they found that when they had to put that lateral in later the cost was quite a bit more than if they had just done it up front.

Mike Pollocoff:

Down here, though, if you think back to ‘87, the water table or the water level of Lake Michigan was extremely high. I remember seeing a lot of homes, the Village did that one project where we secured materials off the Chicago Turnpike, the toll road, that we used for protecting our shoreline, and we made it available to the individual homeowners along Lakeshore Drive in order
to stabilize that shoreline. They just had to pay the cost of getting it there, and then we actually at the time the Town engaged the services of a contractor to place the materials. A lot of the homeowners were faced with—property values down there was wasn’t as a desirable property area as it is today because the lake was three feet higher and we’d been in a wet cycle and nothing was draining. So I think the sales of property were kind of lagging. A lot of owners were combining their parcels as they were getting their mortgages put together to do the shoreline protection because that was their asset and they were protecting all that stuff. Just in that vintage area I think more than anything it was the high water and the work that people were doing trying to save the properties they had, whatever land they had, in order to get that put together.

But as far as Mr. Kern, it’s been quite a while since I’ve visited with him, and I know what his motivation is now, that’s pretty easy to understand. But his motivation back then I’m suspecting had to do something with the shore protection and the water level.

Jean Werbie:

That makes perfect sense, because he only protected in front of his property. The lake levels were high and at that time right after that it was at least $2,000 a foot to put in shore protection, so it was probably too costly for him to continue to protect his main structure, and with the lake levels down a lot of that land seems to be coming back.

Alex Tiahnybok:

I motion for approval.

Steve Kumorkiewicz:

Second.

TIAHNYBOK MOVED TO CONCUR WITH THE PLAN COMMISSION RECOMMENDATION AND APPROVE THE REQUEST OF BILL KERN FOR APPROVAL OF A CERTIFIED SURVEY MAP TO RE-DIVIDE 11301 LAKESHORE DRIVE INTO TWO LOTS, SUBJECT TO STAFF CONDITIONS; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

E. Receive Plan Commission Recommendation and Consider the request of Christopher and Vicky Anderson and Richard Duchrow for approval of a Lot Line Adjustment to adjust the lot lines between Lots 29 and 30 of Terra Heights Estates and the west half of the vacated 45th Avenue.

Jean Werbie:

Mr. President and members of the Board, the petitioner is requesting to adjust the lot lines between Lots 29 and 30 of the Terra Heights Estates Subdivision and the west half of the vacated 45th Avenue. The properties are currently zoned R-4 (UHO). That’s an Urban Single Family Residential District. That district requires that lots be a minimum of 15,000 square feet in area
and 90 feet in road frontage in order for the lots to be considered buildable.

Parcel 29 of the Terra Heights Estates Subdivision and the west half of the vacated 45th Avenue has an existing home and Lot 30 is vacant. The petitioners are requesting to adjust the lot line between Lots 29 and Lot 30 in order to accommodate and create a 90 foot wide lot to create an additional vacant lot. After the adjustment the vacant lot will have 90 feet of frontage on 120th Street and have a lot area of 30,409 square feet, and the improved lot will have 150 feet of frontage on 120th Street and a lot area of approximately 75,000 square feet. The lots meet and exceed the minimum requirements of the R-4 Urban Single Family District.

The staff and the Plan Commission recommend approval of the request as presented.

Steve Kumorkiewicz:

One lot is going to be 150 feet and the other will be 90?

Jean Werbie:

Correct.

Steve Kumorkiewicz:

I move to approve.

Jeff Lauer:

I’ll second.

KUMORKIEWICZ MOVED TO CONCUR WITH THE PLAN COMMISSION RECOMMENDATION AND GRANT THE REQUEST OF CHRISTOPHER AND VICKY ANDERSON AND RICHARD DUCHROW FOR APPROVAL OF A LOT LINE ADJUSTMENT TO ADJUST THE LOT LINES BETWEEN LOTS 29 AND 30 OF TERRA HEIGHTS ESTATES AND THE WEST HALF OF THE VACATED 45TH AVENUE; SECONDED BY LAUER; MOTION CARRIED 5-0.

F. Consider Resolution #05-59 – Resolution to Initiate a Zoning Text Amendment to allow Standing Seam Metal Roofs in Single-Family Residential Districts.

Jean Werbie:

Village President and members of the Board, Resolution #05-59 is a request being made by Trustee Tiahnybok to amend the Village Zoning Ordinance to allow for standing seam metal roofs as a permitted roofing material for single family dwellings, including both accessory garages and carports, in the single family residential zoning districts. The proposal would require amendments to the following Chapters as outlined in the Resolution which would include Residential Districts R-1, R-2, R-3, R-4, R-4.5, R-5 and R-6.
The purpose of this resolution is not to take any official action on this matter this evening, but rather is only to initiate the request and petition to amend the zoning ordinance as it relates to these permitted roof materials. The changes in the zoning text are hereby being referred then to the Village staff and then back to the Plan Commission for public hearing for further study and recommendation. The Board by adopting this resolution this evening is not making any determination regarding the merits of the proposed changes in the text, but rather is only initiating the process by which the proposed changes in the zoning text can be promptly evaluated.

John Steinbrink:

Jean, if a subdivision had in its covenants not to allow that, would that still take precedence over the Village’s if we were to allow it?

Jean Werbie:

Insofar as the residential homeowner’s association or the developer that was developing that subdivision enforced their covenants, most all of the covenants in the Village at this point that I’m aware of prohibit metal as a roofing material. But it would have to be enforced solely by the associations and not by the Village.

Mike Serpe:

Alex, how did this come about? I’m curious.

Alex Tiahnybok:

A project currently in construction in the Carol Beach neighborhood has a unique roof line, and a request was made for me to take a look at it and see if it makes sense. Just coincidentally my experience in the construction chemical business I had an awful lot of work contact with various roof manufacturers, 3M for roofing granules, various paint systems for metal roofs, and the technology today is tremendous, extremely high quality. It’s used a lot in commercial applications. And I don’t see any justifiable reason why we would prohibit the use in residential applications. I just want to free it up.

Mike Serpe:

The only reason I question that is have you ever been in a metal roof home when it rained?

Alex Tiahnybok:

Yes, it’s noisier. And I think that’s a choice that the owner needs to take upon themselves.

Mike Serpe:

But the thing is like in a high density neighborhood where homes are relatively close to one another, that noise transfers into the neighbor’s house as well. I had the opportunity to live in a
home that had a metal roof in Hawaii for two weeks, and when it rained, it kept you up all night. I think these are going to be probably far and few between, but I would have to take concern with the person that’s living next door to a metal roof structure and has to listen to the rain hit that roof all night long. I think it could become an annoyance. I don’t know if I’m going to vote against, but I’m just saying it could become a little concern for us by approving.

Alex Tiahnybok:

What I’d like to see is this process moved forward and I think aspects like that should be examined. And if it’s justifiable to deny it on that basis that’s something we need to look at.

Steve Kumorkiewicz:

I have a question for the Fire Chief. I know that when you go to anyplace in the Village or any house in the Village the first thing you do is look at the roofing on the house . . . and I ask you what you’re looking a, and you say I’m looking on how to get to the attic in case the house has fire. Do you remember that? That’s many years ago.

Chief Guilbert:

Sure.

Steve Kumorkiewicz:

If there is a fire and the only access you have to the house is going to be through the roof, that’s what I’m thinking of right now in this case. So if you have a metal roof in the house, is that going to complicate your fire fighting procedures, right? Maybe I’m wrong. It’s just a question that occurred to me.

Chief Guilbert:

We typically go to the roof to create a hole to get rid of heat and smoke. That makes it easier for us to get in. There’s a lot of benefits to that. I’d have to take a look at it. I guess that’s what we’re going to be able to do if it would restrict what we do, hamper what we do or benefit what we do. So I’d like the opportunity to take a look at that.

Steve Kumorkiewicz:

Thank you. That’s what I’d like to see.
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John Steinbrink:

Jean, have we had anybody come forward with using there’s a new product on the market a coated metal shingle which would be similar I guess to what Alex is proposing.

Alex Tiahnybok:

I’ll comment on that. That was checked with Mike and Jean. This particular case the curvature of the roof lines really makes using either an asphalt shingle or even a metal shingle kind of look roof impracticable because of the design of the curve, changing radius and all that. This is exactly the kind of environment that standing seam metal roofs work so well on and that’s why I wanted this exception.

John Steinbrink:

Have we dealt with metal shingles at all?

Jean Werbie:

Actually I was working with a builder down in the Carol Beach area and I expressed my concerns about residential properties having metal roofs, and they had brought to me a number of samples and materials of different types of metal roofs that don’t look like standing seam metal roofs, and based on the materials that they brought to me I thought they were fine and they were acceptable. They looked like asphalt shingles. They gave a softer residential look to the particular dwelling, so they have used it on some of the very large structures that are down there.

The only property that I can think of is only one individual that had come to us last October, and I’m not sure if that’s the same individual, that had asked for a standing seam metal roof. I just explained that that’s not permitted material for residential roofs, and have you looked at any of the other types. I didn’t know that they were concerned or that there was an issue at all since that. I worked with them and we worked with them to accommodate them in other ways so they could meet all the other ordinance requirements because their house when it was originally submitted didn’t meet a lot of the minimum requirements with respect to roof pitch and other things, and they worked with us so that it met the minimums of the Village Zoning Ordinance. I don’t know if they’ve looked at all these different types of materials.

I’ve got a lot of information on different types of metal roofing that you can put on a structure so that it doesn’t look like a commercial building. I’m not sure, maybe they looked at all those things. They didn’t get back to me on those things.

John Steinbrink:

Snow slides good off of them, though. That’s one thing.
Steve Kumorkiewicz:

One thing that I’m thinking is introducing a resolution for one case in my opinion, Alex, for just one case I think my idea the proper way would be to go to the Board of Appeals and request a variance to put this type of roof on that particular property.

Jean Werbie:

Actually, what they could have done is appealed my administrative decision. They can’t get a variance, but the ordinance gives authority to the Village Zoning Administrator to allow for metal roofs basically on a case-by-case basis or as warranted. I don’t know if they tried that option. I’d have to talk to my staff if they asked, but they could have appealed my administrative decision.

Mike Pollocoff:

They can’t get a variance because you can only get a variance for a dimensional.

Jean Werbie:

Correct, dimensional variation.

Mike Pollocoff:

Dimensional variation from the ordinance.

Jean Werbie:

But they can appeal an administrative decision.

Mike Pollocoff:

Even appealing under that process the basis of appeal would be that it would represent a hardship and they aren’t able to construct a roof. The statutes or court decisions don’t—if it’s a financial hardship that doesn’t count. If it costs more money that’s not a reason to grant one. So that’s why those things vary.

Alex Tiahnybok:

This happens to be a high cost option so it’s not a money saving effort.

Jean Werbie:

No, because a metal roof would be more expensive.
Mike Serpe:

Is there a possibility that we can get some samples of these when we have this hearing?

Jean Werbie:

Sure.

Alex Tiahnybok:

I’ve asked the builder to--I’m actually surprised to see this on the agenda tonight. Mike speeded it through and I’m grateful for that, and I’ve got a commitment from the builder if we move forward on this to provide some support and evidence and information and samples.

Mike Serpe:

I think this could be interesting. I move approval of 05-59.

Alex Tiahnybok:

I second.

John Steinbrink:

When we move ahead with approval on this, what is our next step?

Mike Pollocoff:

Staff will prepare a report to the Plan Commission and the Plan Commission will consider amending the ordinance in whatever language and standards we set up that we propose they would evaluate in the ordinance. Then it would come back to the Board after a public hearing at the Plan Commission.

John Steinbrink:

This is something you see a lot of down south.

Alex Tiahnybok:

Exactly, very successful.

**SERPE MOVED TO ADOPT RESOLUTION #05-59 – RESOLUTION TO INITIATE A ZONING TEXT AMENDMENT TO ALLOW STANDING SEAM METAL ROOFS IN SINGLE-FAMILY RESIDENTIAL DISTRICTS; SECONDED BY TIAHNYBOK; MOTION CARRIED 5-0.**

G. **Consider Resolution #05-60 – Preliminary Resolution Declaring Intent to Exercise**
Special Assessment Police Powers for the Construction of Municipal Water on 59th Avenue South of 104th Street and on 105th Street West of 59th Avenue.

Mike Pollocoff:

Mr. President, we received a petition from numerous individuals at the 59th Avenue and 105th Street area requesting that the Village conduct a hearing to extend municipal water in their neighborhood. Resolution 05-60 is a resolution required to enable the Board to conduct a public hearing in order to consider input from the residents as to whether or not the project will proceed. As you can see on the map there, as petitions go there’s actually quite a few signatures on this one. All it really takes is one.

I am recommending that the petition be limited at 107th Street for a couple reasons. One is it really doesn’t have a good complete right of way along 107th. The master plan for that area is for 107th Street to be extended all the way to 31 which would involve the acquisition of some additional right of way, and I think that’s just a project unto its own. And the property owner that is looking for that water on 107th there isn’t a street. It’s one of those older CSM areas in the Village where we wouldn’t have allowed that to exist the way it is today, but there would be a street following it at a diagonal rather than a long driveway serving some other parcels so we wouldn’t be able to put a main in there. So I’d recommend that the project be limited at 107th Street, so we just to 59th south from 165 and then that section of 105th.

We’d conduct a hearing in two weeks in order to get the feedback from the residents as to whether or not they want the project to proceed.

Steve Kumorkiewicz:

I’ll make a motion to adopt Resolution 05-60.

Mike Serpe:

I’ll second.

John Steinbrink:

Motion and a second. Further discussion.

Jeff Lauer:

Mike, I’m sorry, you said 107th Street and what was the other area? You said limit it to 107th Street?

Mike Pollocoff:

No, exempt it from 107th Street. So it would be just 59th Avenue and 105th Street.

Steve Kumorkiewicz:
There’s a power line that goes across 107th Street in the west end to roughly 59th.

John Steinbrink:
Jean, when was that photo taken?

Jean Werbie:
March of 2000.

John Steinbrink:
We must have had water that year because there’s a big pond in that field.

Mike Pollocoff:
A few big ponds.

Steve Kumorkiewicz:
I think the rest of that area requested before. They said it was an issue and they never got it. So I was talking with the neighbors in June or July, and I told them they had to submit another petition and I’m glad to see that petition now because they need water over there.

Mike Pollocoff:
We have had a hearing before and it failed.

Steve Kumorkiewicz:
They have a chance now.

KUMORKIEWICZ MOVED TO ADOPT RESOLUTION #05-60 – PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POLICE POWERS FOR THE CONSTRUCTION OF MUNICIPAL WATER ON 59TH AVENUE SOUTH OF 104TH STREET AND ON 105TH STREET WEST OF 59TH AVENUE; SECONDED BY SERPE; MOTION CARRIED 5-0.

H. Consider Award of Contracts for the Purchase of Loose Equipment for the New Pumper-Tanker Fire Engine.
Good evening. I’m Paul Guilbert, Jr. I’m the Chief of Fire and Rescue. My office is at 8044 88th Avenue. I’m here tonight to request the second part of our 2005 budget request for a pumper tanker along with loose fire equipment and radios. That pumper tanker fire engine is scheduled for delivery next month. We visited Pierce Fire Apparatus today and they’re estimating November 11th or the week of November 14th.

In 1988 we were operating a 1968 Pirsch fire engine that was experiencing some significant mechanical problems. In 1988 we had purchased a ladder truck and spent money on that. This fire engine started to go bad, and we were in the need to repair a seven year old fire engine. So we needed to go out and conduct an emergency purchase, and we found this fire engine on the East Coast. It was a Hahn Fire Apparatus. If you remember at that time there was a political scandal taking place and our people affectionately named this fire engine Jessica. Most of the loose fire fighting equipment that was on the ’68 fire engine was transferred to this new one, to the Hahn, and that equipment is now some 37 years old.

In our 2005 budget request for a tandem axle pumper tanker, we requested $144,095 for loose equipment. Loose equipment is fire hose, fire nozzles, fire fighting foam, axes, portable tanks, etc. An additional $7,764 for mounted and portable radios. Our request is based upon national standards for what equipment should go on a tanker fire engine, as well as the Insurance Services Office, ISO. Those are the people who rate the Village and provide us with our fire ratings, our insurance fire ratings.

What our personnel did is develop a request for a proposal. It was sent to 21 various dealers because no one dealer represented all of the tools and equipment we needed. We received 20 overall responses. Those bids were opened on October 5 with additional bids for the jaws of life and an automatic defibrillator being opened on October 10. Our personnel reviewed the bids and contacted vendors when it was necessary and we drafted this recommendation to you.

Therefore, I have listed to the Bendlin Fire Equipment Company $39,428.15, CED Interstate Electric Supply $418.53, EMP Milwaukee $109.20, Five Alarm Safety $44,087.54, Global $1,640, Grainger $202.98, Heartland Radio $3,322, Humat $2,287, Jefferson Fire & Safety $5,026.56, Knox Company $742, Medtronic $1,834.70, Milwaukee 2-Way Radio $1,361.75, Motorola Corporation, who participated in a consortium of multiple states and we enjoyed the benefit of that price, $2,138.22, Reliant Fire Equipment $3,090.45, SafetyFirst, $622.50, W.S. Darley $110. Our request is $107,070.58.

Again, our budget request was for a total of $151,859. The money we’re requesting tonight is significantly lower. So we needed to go back and take a look at our budget request. And what we found is we had $26,000 budgeted for breathing apparatus that was awarded to us in a federal grant so the Village doesn’t have to spend the money on new breathing apparatus at this time. The jaws of life that we originally looked at we felt there’s a newer one that would be more beneficial. There was a saving of $6,000, or a reduction of $6,000 in our request. And, finally, that left a balance of $12,000 that we don’t need to spend. I just have to say we go through a very competitive bid process, and I believe the explanation for that is the fact that because we work at multiple vendors and we can enjoy the benefit of talking to multiple vendors and we can enjoy
that reduction in price.

At the same time there is ancillary money that we’ll spend mounting hardware, some pieces of plywood, etc., but I would describe that money to you as being somewhat Insignificant. So our request to the Village Board is to spend $107,070.58.

John Steinbrink:

Questions for the Chief?

Mike Serpe:

The cost of the rig itself is?

Chief Guilbert:

$402,000. And we saved $15,000 on that by paying for all of the fire apparatus up front. From what I saw today that was a very good option that we took advantage of.

Mike Serpe:

We have a fire truck coming in a month and it makes no sense to have it on hand without equipment so I’d move approval for that.

Steve Kumorkiewicz:

I second that. We need it.

SERPE MOVED TO APPROVE AWARD CONTRACTS AS PRESENTED TO PURCHASE LOOSE EQUIPMENT FOR THE NEW PUMPER-TANKER; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

I. Consider Approval of Bartender License Applications on File.

Jane Romanowski:

There’s five applications tonight, Amy Heckel, Richard Balding, Carol McDonald, Mary Harper and Timothy Russell. I would recommend approval of all five of those applications tonight.

Steve Kumorkiewicz:

So moved.
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Mike Serpe:

Second.

KUMORKIEWICZ MOVED TO APPROVE BARTENDER LICENSES FOR AMY HECKEL, RICHARD BALDING; CAROL MCDONALD; MARY HARPER AND TIMOTHY RUSSELL; SECONDED BY SERPE; MOTION CARRIED 5-0.

Mike Pollocoff:

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

John Steinbrink:

Sure, I was going to recommend that. The Board will recess for five minutes and return.

(Recess)

J. Receive 2006 Budget Submission Reports from Village Administrator:
   1) Information Technology Department
   2) Human Resources Department
   3) Administration Department
   4) Village Board
   5) Village Hall

Mike Pollocoff:

Mr. President, we have our third round of departmental budget presentations. The first one tonight is from Ruth Otto, the Director of Information Technology, for the Village. This is a new department for the Village. It’s two and a quarter years old. Ruth, why don’t you go ahead and get started and we’ll work in the questions as we go through it.

1) Information Technology Department

Ruth Otto:

Before I start on the budget I wanted to just briefly go over a little bit about the IT department since it is such a new department. The GIS area, Geography Information Systems, was positioned in the Village in 2001 and was managed by the administration area prior to the IT department’s development. In pre-2004, the departments handled their own IT requirements as they found need. Software applications and databases were implemented by departments in physically placed servers in their local buildings. I give you this background because it’s important that you understand how we move forward in the IT department. Desktops and printers were purchased on a department bases utilizing no specific standard for hardware and software vendors.
Enterprise wide systems primarily were narrowed down in the financial system which is the Caselle and Access database and County System AS400. Data silos really propagated throughout the Village due to this structure. In February of 2004 the department was formally developed and I joined the Village. My role as the Director of the IT department really is four areas. I’m a strategist. I help define the structure of the business from the technology standpoint; a business advisor or a peer who interfaces with the departments of the Village translating the languages between the business and technology; I’m an IT leader who is held accountable for the skills, training and the assets within the IT department; and finally I’m the chief architect for a business IT environment that optimizes our capital investments and fuels the cost reductions and efficiencies whenever possible.

I’ll talk a little bit about the IT strategy of the Village. They tell me to make this as quick as possible. In this century it’s true that information technology has become a commodity and it offers no real competitive advantage in and of itself. Then this is true of most things. Acquiring stuff is not hard. People can get all the stuff they want and they usually can get it at great prices. Computers are really cheap right now. The trick is how you use it and what you do with it. During the last 20 years or so strategies in the IT area usually consisted of making million dollar investments in whole new collections of hardware and software. Businesses engaged in the equivalent of an IT arms race. Massive new systems were built from scratch or from extensive and expensive software packages. These kinds of strategies have certainly run their course and they’re no longer viable to meet business needs.

So the time currently is ripe for a new strategy whose aim is to combine people and computers in the systems where the strengths of each are brought to bear. This can be summed up as automate the repetitious work, free up people to do the creative and smart stuff. So, use computers to do what they do best. Let them handle the day in and day out moving of routine data related to basic transactions such as purchase orders, account balances, address changes, etc. Wherever there are people doing routine data entry or repetitious work of any sort this is an opportunity to automate. Computers do this sort of stuff much better, definitely much faster and a lot cheaper. Use people to do what they do best and that is to communicate and solve problems. We don’t need to build lots of intelligence, complexity and cost into new computer systems if we can free up the people from routine work and give them the data and the training they need to solve complex problems and handle exceptions to the routine processing rules. We don’t need artificial intelligence in our systems when we can tap into the real intelligence of people.

The opportunity is for the Village to really maximize the use of the information technology that we already own. It means developing new systems by leveraging the capabilities and features of our existing systems. This can be done by building data link between existing systems, creating simple user interfaces that blend together functions from existing systems and always considering what the future could bring to alleviate a possible early death of a system. In other words, always engineer the future. That’s the strategy that I follow.

IT really is a series of building blocks, and I just real quickly want to go over this because I think it’s real important for you to understand what I’ve been doing for the last year and a half. What I’ve been doing is really developing a sound foundation. It’s much like a house. The first step is to put in a sound foundation. So putting in a stable backbone and connectivity between your computers, your servers and all of your equipment; putting in software and hardware standards to
keep the costs down and the environment stable; hardware life cycles to ensure preventative measures are taken to prevent unplanned outages. Security policies are put in place to ensure access stability, and business practices are documented and supported. Reduce service costs by centralizing services. We’re starting to move all the primary servers to the data center and the Prange Center to reduce time and costs of visiting buildings and putting tools in place to remotely administer those sites. This also means reducing the amount of redundant services between the buildings and providing a more central data point for like services.

Due to those data silos that have developed throughout the Village, data marts and reporting structures must be put in place next to not only share data between departments but make visible to all departments what data is actually available. Develop and implement a disaster recovery and business continuity plan is another phase that needs to come in place. How long do you think the Village can survive an interruption? I would say most would agree not at all. Disaster recovery is a plan to protect the IT infrastructure during a disaster and return it up quickly for operation. Infrastructure means servers, databases. Protecting these components includes putting in such measures as replication of the databases, remote backup storage, maintaining backup equipment when needed.

Business continuity goes further, including everything beyond IT needed to keep the Village going. This includes alternative voice options, alternative sites for employees to run the Village from, and procedures for keeping in touch with critical people if regular lines are cut. Think of the hurricane. Finally, developing and implementing the service level agreement between the departments of the Village and the IT department. Set the expectation for such things as help desk tasks, network up time, maintenance schedules, on-call opportunities to ensure that all within the Village are getting what they’re expecting from the IT department.

The IT department is really divided up into four areas. What most of you recognize as IT is one small corner of the IT area. I actually call it general IT. We also have a GIS area, a multimedia services area, and finally a co-location services area. Briefly we’ll just go over what those are so you have an understanding of what they are before we can actually talk about the budget.

The general IT area, as most people recognize IT, is supported by a network administrator. He handles and supports 27 servers at four different locations, supports active directory exchange for 2003, approximately 202 mailboxes, over 150 user ID’s. He is the help desk support for all the Village of Pleasant Prairie. He handles server client responsibilities, virus protection, printer management, disaster recover, backup restoration, data management, patch services, as well as LAN and WAN responsibilities which include wireless management, network security, firewall, VP on data switch management. This table really just shows what I just covered as far as this individual’s responsibility in the Village. He basically wears five hats in the Village and oversees all these areas. I’m his support.

This diagram I don’t expect you to really understand it so much as it’s just more of an overview. This is a very simplistic diagram show our infrastructure at the Village. Our goal is, obviously, to centralize things, but this really shows the switched environment, our WAN between our four facilities, all of the pieces of equipment that reside within those four facilities, wireless, our fire walls, etc., so just to give you kind of an overview of what is being supported by the network administrator of the Village. These are all the devices at the Prange Center right now. This is at
the RecPlex and IcePlex, Village Hall and then Fire Station 2.

I’m going to turn the mic over for a minute. I really can’t speak highly enough about GIS better than Rich, so I’d like him to go over the GIS area.

Rich Robinson:

In going over GIS, I wanted to kind of break things out into three components, geography, information and systems. Most of our spatial data comes in one of four ways; either we have it based on coordinates, parcel number, address information or a utility location number. For coordinate systems most of the data comes in in one of three ways, either LAT/LON, the second one you see here is a grid that goes over the State of Wisconsin and that probably compromises 90 percent of our data, and the last one is we get engineering drawings where the zero location for the coordinate system might be the top . . . of some hydrant or something like that, so we have to fit that into the middle one.

Our data comes in either as parcel or polygon data. We also get data which is roads, center lines or linear data. We also have data that’s point data. Here on this diagram I’m showing in one subdivision house location, garbage service location and water utility locations. We also have raster information. Right now we have images from 2000, and we’ll have images from 2005 probably next year. This is another type of coordinate data that we receive.

For the other types of spatial data it all comes in a tabular format. In this case here you can see we have parcels down the left-hand column. Those parcels then have spatial contacts when we link them back out to the polygon. Each of those polygons has an ID number. We’re also able to do this with, like I said utility locations and also addresses. There’s a new capability that we also now have where we have street centerline data where each street center line has address ranges on it which can be used and we’re exploring, at least the police department is exploring with their vendor, how to use this data in their computer aided dispatch system. It can also be used for other applications in the Village.

For information, the second part of the three, we get our information from a large variety of sources. Here you can see a list of the things we get from the County, everything from parcels to elevation to political boundaries. It’s quite a variety of features. From SEWRPC we get a smaller list, but it has some very useful pieces like the land use and the floodplain information. Aerial photography is also contracted out by SEWRPC and then it comes to the County and then to us.

Then there’s a whole list of data that we create as Pleasant Prairie employees. We gather some of this information using a GPS system. Some of this information is digitized off the aerial photographs. Some of it comes through other mechanisms. Then here’s a further list of the information that we’ve created.
Lastly, we get information from engineering companies and consultants. We’ve received information from WE Energies in the past. The bottom here there are a list of places that we have not used their data yet but could provide potential for future data providers. For system this is a diagram showing our current system. We have currently four licenses of our GIS software which have an editing capability and you see these over on the left. But you can see how there’s quite a bit of interconnectivity to the databases that we have out there. One of the things is you see this red line and this is a conversion that we have to go through to get our information out of our editing databases over into another format that then we can serve out over the web. The web is heavily used right now, and we have it on the internet where we can display raster or the aerial images or other information. A lot of the slides that you saw earlier that were being presented in the beginning part of this Board meeting were produced through that system.

What we’d like to go to in the future, though, simplifies this and has one central repository which is able to then serve all the information out to the web and out to the editing users as well. One of the benefits of this is that the data would be stored in a relational database which would give us capabilities of concurrent data editing. It would increase the data access speed for both the web use and also the editors, improves data security, and it would also improve the data currency because there wouldn’t be a lag between the editing database and the information that’s being served on the web.

My time allocation is roughly divided into these parts, the big parts of software development, data creation and maintenance and map creation. So here’s some sample maps. I have a map both in a big format and a small format that shows different features within the Village. Some of the work I do also is the land use planning map and all sorts of different utility maps. This one shows where fire hydrants are located, and then the fire department uses it to help train some of their recruits. Here’s a couple of other samples and a further list showing some of the other maps that I’ve put together over the last two years.

The other part that I do is software development. I had an IT background, a software development background, and I’m leveraging that to help the Village in a couple of places. One is the Hanson permit system. We’re customizing that and putting that into place. There’s a Hanson asset maintenance system where I’m creating custom reports to leverage information out of there for various reporting that we’re doing for budgeting and payroll tracking. I also do development on this GIS web page doing customized searches and interaction with the database and things like that. And I’m also an active participant in the data warehouse project that is looking at putting data marks or data warehouses into the Village for future reporting.

GIS has had considerable growth in the Village and its use over the year I’ve been here. Right now there are users using the editing software. Myself and the IT department and public works, John Steinbrink, Jr., especially is creating all of his own maps and has done a lot of not only map making but also a lot of analysis using the GIS to do things like planning for his six year plan for paving and things like that.

People in engineering have been using it some, and also on occasion people in the police department have used it in helping create information for the E911 project. Assessing has mapping software built into their market drive software, and I’ve helped support that and get that set up. Again, that’s another place where I’ve had to take data and convert it over so they can use
The GIS database website on average there’s about six people who go out and access that every day for everything from doing maps to just viewing properties, view all sorts of different things. People who have used the website include some of the departments that you see there.

Ruth Otto:

A third section of the IT department is the multimedia services area. This is kind of an unusual area in an IT department. Actually it was developed and came out of the infrastructure that was put in place in the IcePlex/RecPlex, looking for somebody who would support that environment. Multimedia supports video for the PEG channel, the public access channel, which will be on Time Warner Cable hopefully in the middle of November. It also provides video support for the IcePlex, RecPlex and the internal television network. That person handles pre-production planning, production work itself, as well as post-production, audiovisual support for the Village as a whole, video documentation of events within the Village, technical support for the sound, light and video systems at the IcePlex, and then also provides technical support for the sound system network that runs through the RecPlex and IcePlex and the rather sophisticated environment down there.

And the last leg of the IT department is the co-location services. It was created to support the needs of the Village and the service providers who were to light up the dark fiber prior to the Time Warner Cable agreement. The Village of Pleasant Prairie built a fully redundant data center. It’s located actually in the RecPlex/IcePlex building. As an added service to the business community and to Kenosha County the Village of Pleasant Prairie is offering a co-location facility in this data center. It was built to meet all the redundancy and security requirements of service providers, thus this data center can be a reliable off site option to locate mission critical systems in a climate controlled secure environment that minimizes single points of failure. The Pleasant Prairie’s co-location service will help businesses avoid the cost and maintenance that would otherwise be necessary to build infrastructure for our secondary storage area. It also provides a hot site or a business continuity option at a very reasonable rate.

Co-location features include flexible connectivity options through Time Warner Cable, an option to leave full or half racks, environmentally controlled room with FM200 fire suppression system, a dedicated natural gas backup generator, independent power sources for customers for their UPS, lightening protection in the building, secured data center access via card access, video surveillance of all entranceways and a dedicated locked 21 new rack space. This is actually a diagram of the room. Like I said, this room is actually located almost in the center between the RecPlex and the IcePlex building. We use some space that probably wouldn’t necessarily have been used. It’s actually on the second floor. This is actually what one of the racks will look like. We have a potential of leasing 20 half rack spaces in this room. The whole concept behind this is a business would lease a rack and they would put their own equipment in it and they can then set up an off site backup storage for their business.
That covers the IT area and now we can start on the budget. This diagram shows that 66 percent of the budget, as I’ll present to you, would basically be handled by the tax levy. 34 percent of IT’s expenses would be covered by revenues that we would receive from the co-location facility. The goals and objectives that were set up for 2006 for the IT department includes the purchase of nine servers per a life cycle schedule that’s been developed for the Village of Pleasant Prairie. This project will facilitate the life cycle of physical network servers which reside in the Village. Servers much like desktops do have a life cycle that must be maintained in order to avoid warranty issues and hardware failures and ultimate downtime. Several servers have met their life cycle and will be replaced to ensure a 99 percent up time, and one server right now is currently a PC and needs to be replaced with a server.

This is in your packet. This is a spreadsheet that shows really the five year plan for the server life cycle. What this really comes down to and what I’m suggesting to you is that we would be basically looking at a six year span for a server. The first three years of its life would be in a primary role in a situation where it can’t be down. The last three years of its life we’d put it in a secondary role, whether it’s in a secondary database or eventually maybe being placed into our hot site in that co-location facility for the Village, bringing an opportunity to the Village that it wouldn’t have to buy new equipment if we set up a hot site situation for the Village.

Please, anytime through this if you have a question I’d rather try to answer it while we’re going through it. The second goal of the department is to handle phase 2 of the data warehouse. I talked a little bit about data silos earlier. Well, last year we started phase 1 of a four year project with the data warehouse. The year 1 accomplished basically putting together a plan in how to roll out a data warehouse within the Village. The goal now for year 2 is to establish, first of all, a dedicated individual to manage not only the existing databases, which is what this picture portrays within the Village, but also to take on business intelligent work that was already laid out this year in phase 1. Currently most databases are not properly tuned and they’re not maintained necessarily at the level they should be due to the fact that it sometimes is a secondary responsibility of individuals. Right now they’re either maintained by myself or by the departments who own the data or by Rich at this point. We have no one really dedicated to handle this 100 percent of the time.

The goal is to establish a DBA, take ownership of the Village’s data and also to ensure the integrity of it, while also installing standards and interfaces to prepare the Village to more appropriately share its data across departments. Truly right now we have departments that do not know what other departments have for data. That’s what the situation is right now.

Mike Pollocoff:

Ruth, do you want to give just a quick lay description of what a data warehouse and the study that the Village went through this year just as a reference point.

Ruth Otto:

Sure. We hired Greenbriar and Russell this year to basically look at all of our data right now and document what exactly is sitting within the Village, what our current needs as far as accessing that data across departments, and how can we move forward. What they determines was, a,
without a doubt there were data silos located throughout the Village. People within buildings did not know what other people at other buildings had for data, as well as they had no way of knowing how to get to it. They determined that we needed to develop a data warehouse, and that’s basically a depository. Data would be drawn out of these different databases, brought into a single point, where then a reporting tool could extract the data and then put it in a format where somebody could actually use it. So if I needed data from the assessor’s department database, and I wanted to analyze that across data from the GIS database, I could do that very easily via this data warehouse and this reporting tool.

Mike Pollocoff:

One of the things we’ve wanted to accomplish and we hear citizens or people who use the Village, they say you’ve got a nice website, but we want to be able to find out what my assessed value is and what my neighbor’s assessed values were and what kind of improvements are in that area. Or, I want to get a building permit and be able to do that. What the Village didn’t have, and what Ruth is identifying by data silos is each department had their own database. So the back side of that website that nobody sees we need to make it so that the databases communicate with each other so we can bring that information back out to the front so people are accessing and can find it easily. Because if we can’t even find it easily amongst ourselves, there’s no way we’re going to be able ever to achieve that level of service to the public.

At the Village Hall one of the critical things is if people come here for information is to be able to kind of transcend between departments, because all they see is the counter and they don’t see all the different departments that we’re drawing data from or need to get data to answer questions like what’s the value of my house or do I have sewer and water? If I do have sewer and water, where is the sewer and water? It won’t happen quick, but if you don’t work towards it, it won’t happen at all. That’s really is what the data warehouse work has been, and Ruth . . . to continue in 2006.

Ruth Otto:

Department heads now that do try to get data across multiple areas it’s a very tedious, long manual process for them to be able to do it. Literally it’s sometimes getting paper, typing it into an Excel spreadsheet, getting paper from another place and typing it in, where at the end of the day here we should be able to just take that data electronically and create these reports and be able to make this a very simple process.

The other thing is there’s redundant data. And we need to make sure the data is the same in all areas. If we have multiple owners of databases and my address was changed over at the RecPlex or at the Village Hall and they don’t know that at the RecPlex or vice versa, that kind of stuff happens. So the goal is hopefully, too, to match up that data. So before we put it out on the web we need to make sure the data is very consistent and easily accessible.

The other goals of the Village, actually number three, is near and dear to my heart. This goal focuses on establishing a dedicated individual to manage our existing websites. The Village made a commitment last year to go on the internet and put a website up for the first time at Thanksgiving. It takes a lot of work and a lot to manage and maintain that website and I’ve very
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proud of that website. However, currently that website is managed and maintained either via myself and some departments. Actually Vesna Savic does a lot of work. We do have an administrative tool that’s in place that allows people to post meeting minutes, meeting agendas and employment positions.

But any of the static parts of the website right now it really depends on either me or paying somebody from the outside to do it. Paying that person on the outside is about $220. What I’m proposing here and this goal is to hopefully bring somebody in part-time to manage and maintain our website. We not only have the Village’s website but we also have the RecPlex website. They’re both very large, robust websites that do take a significant amount of time to keep up to date, and it’s important we do. We don’t want people to not come back to it.

Number four actually Rich pointed to this one. It’s to bring us up to the ARC SDE database implementation that will allow us to move forward on what Rich was speaking about as far as offering GIS into other hands, giving ability to lock the database for multiple users, and hopefully to provide within the Village staff the ability to do more on their own as opposed to waiting for Rich to do it.

Number five is rewiring the Village Hall. Currently there’s a large number of areas in this building that are on category 3 cabling. For anyone that knows what that is, it’s only allowing us to run ten megabytes per second as far as the network. This creates a lot of bottlenecks in the building, and I’m proposing we try to rewire that to 6C so that’s my proposal there.

Number six goal is to update Caselle. Caselle is our financial system. It’s on access, and it would be to our advantage to eventually move that to SQL. It does run very inefficiently right now on a WAN. We have to use terminal services. There are a lot of data issues with it.

And the last one is to do a multimedia update in the Village in the Village auditorium, in here. This initiative would update the audio environment in here, as well as to provide a more comfortable video environment where the Board would have video screens in front of them and the audience would actually look at the Board as opposed to looking at the side. And also this would include bringing wireless internet into this area of the building.

I’m going to let Rich cover quickly the goals of the GIS area.

Rich Robinson:

Over the next year, these are the goals of the different projects that I have on my plate. One is to take our existing GIS layers which are the water and sewer and expand them out to include laterals. The second one is currently I talked about how in my current system I’m able to go out to utility locations and map those. I’m looking to be able to automate and streamline the creation of those points in the future as new points get added into the utility database in Caselle.
Also, as I mentioned, we have aerials that were captured in spring of 2005 for this area by SEWRPC, and we’re looking probably to take receipt of those in 2006. We need to create some new maps for use at the counter. A lot of the maps there are dated back to 1995. With the aerials some even go back to the ‘80s.

The next one is the internet GIS. We need some improvement and some more streamline capabilities to allow speed of access. On a regular basis neighborhood plans are being created, and I’m integrating those and taking those in. Then there’s various short-term projects or maintenance projects and I’d like to consider them where on an ongoing basis I’m creating maps for the various departments. I’m also creating new data, maintaining the old data and making improvements to the permitting system.

Ruth Otto:

And then finally the goals for the multimedia area. One of the goals of the multimedia area is to create video like that for the public access channel. The goal is to create enough footage so that basically people will not be bored and will continue to come back to the public access channel. Record and produce events to be sold to the public and broadcast locally, things like the Broadway On Ice, hockey games, figure skating, custom video projects and such.

Make the department a viable source of revenue by producing content for outside businesses. This is an important goal of that department. Increase exposure of the department within the RecPlex and the IcePlex to increase sales of taped events in an effort to increase revenue. This is actually his commercial that he runs on the RecPlex/IcePlex TV network to advertise his expertise down there. As well as expand his knowledge in regards to equipment and practices, basically training. And then he would like to create a video piece about the history of the Village and a video for an award. There’s actually an opportunity. He would like to try to put together a history video and then submit that to the Wisconsin Association of PEG channels in the hopes of considering an award for excellence in the documentary category.

This is the organizational chart for the IT department. Currently I have three full-time employees and myself, and I have three part-time employees. Here’s the proposed IT budget proposing $124,584 for personnel; contractual $190,367, and I want to add that currently the budget for this year is $50,000 more, so we’re reducing that quite a bit in the contractual area. Total supplies and maintenance $20,040. Property and liability $202 minus the IT charge out account comes down to a total of $146,193.

And there’s another section in regards to the co-location. It has revenue of $90,000, expense of $30,000 with an end result of $60,000 in revenue that would go against the IT expenses for the budget for the year.

I am proposing three new programs. The first is a part-time web intern as I mentioned earlier. This position would be paid for 67 percent of it by the marketing department, 33 percent of it by the IT department. This is a part-time 28-hour position. Also a part-time database intern that
would be fully funded by fees from the inspections to handle actually implementing the permits system for the community development inspection department. And, finally, a full-time database administrator.

I am proposing a program reduction of reducing the Smart Net coverage on six secondary level switches within the Village. What this does mean as far as an impact if you were to accept that program reduction is we would be discontinuing the maintenance, which means that extended support time would go from four hours to two business days, plus we would be paying $125 as needed. This change would eliminate the access to Sysco for these switches for additional fixes, IOS updates and flashes placing this equipment in the status of not being up to date by the vendor standards.

Capital that I am requesting, now this is in the order from most important to least, one is replacement servers as I mentioned. It’s nine servers at the total cost of $39,375. Data warehouse phase 2 is $65,000 to cover the cost of software equipment and some consulting dollars. The ESRI ArcSDE database upgrade is $43,540. Cable channel video system, this is basically purchasing a more dedicated video environment to support the public access channel. Right now if we go live we’re going to be sharing with what we have over at the RecPlex. And it’s the recommendation of the Time Warner Cable that we should really have on a dedicated system, so that’s what that $7,000 is for. Rewiring the Village Hall $8,000. The Caselle SQ upgrade $43,800, and the multimedia updates for the Village auditorium $21,000. Can I answer any questions?

Mike Serpe:

Ruth, when you look at your total, I’ve got to tell you I’m not into your area of expertise here and I’m somewhat at a loss. To keep going as you’re going today, how many of the capital items do you have to have?

Ruth Otto:

I would say if nothing else at least a couple of the servers. We’re in jeopardy with a couple of those servers. If I didn’t get the capital to cover all nine of them, well, I would say we probably would be able to go by with at least maybe even replacing three of them. We have one that’s actually a PC. That actually houses our court database. Courts are kind of important. One server right now is for our GIS environment and it’s limping along. And the third server is our file server for Village Hall, and it's in a bad state.

Mike Serpe:

At what kind of prices again are the servers each?

Ruth Otto:

They’re at $3,500 apiece.

Mike Serpe:
That’s $10,000 and some.

Ruth Otto:

The rest of it we could go by. We could certainly postpone this for another year.

Mike Pollocoff:

Keep in mind, and I realize you guys aren’t going to decide this tonight, and I don’t have my recommendation to you as well, but that’s one of the reasons that I want all the department heads to identify their needs and where they are is that we have a frozen budget. So anything you defer to this year is going to be worse next year because of the pressure on the budget is going to be worse in fiscal year 2007 because more than likely we’ll have the same number of employees, more than likely you won’t have the same health insurance costs. You do have existing contractual commitments with employees for employment, so it’s not like in previous budget years where we deferred something because we knew we would have some movement or room in the budget. You don’t have that choice anymore. You only have a choice to fund what you can up to a limit and wait to see if the levy is lifted off and then the Board can decide whether or not if the limit is lifted, or start piling everything into a can and see what you want to take to a referendum.

Mike Serpe:

Mike, is there anything in Ruth or Rich’s department that could be more readily recovered with implementation of more fees for the users of their departments?

Mike Pollocoff:

Well, the users are ourselves. If you look at Ruth’s budget a good chunk of that is covered by RecPlex. RecPlex pays for their IT work. They pay for their IT development. They pay for anything that Ruth does for them. We have as an outgrowth of our agreement with Time Warner and what we had started with with the dark fiber we’re able to create the co-location site which does a couple things for us. It’s a revenue source, it provides a disaster recovery site for us, and it answers a big need in the corporate park for disaster recovery. They had two problems. One is they didn’t have a fiber network to get disaster recovery out of their buildings, and then where can you really--there’s no place in the area where you can have that. And this is something that it really helps us as we’re marketing the corporate park to say that’s one of the tools we have, that we have the fiber optic network there and the disaster recovery site. So her conservative estimate is $90,000 and that’s an outside fee that people are paying for us to underwrite IT operations and I don’t know of any other municipality that has the capability to do that.
Mike Serpe:

Aren’t there any engineering firms or construction companies that would use Rich’s information?

Mike Pollocoff:

Rich’s information is a goldmine. The problem is that one of the things that’s on the budget we really could use someone to help Rich. If you think back to what he was doing, he’s barely hanging in there just getting the information and managing what he has. But, yes, developers, realtors, this is all public access information. If they start pounding on us for it, just satisfying the open records request his time would be gone. He would be doing nothing but. Since the system hasn’t expanded enough that we can dish that off to community development or another department to respond to that stuff, if you do work in Pleasant Prairie you could get virtually all your ready work done with the data we have. A realtor or a home building or developer would love that because we’d be paying for it instead of them.

Mike Serpe:

And that’s right now at no charge?

Mike Pollocoff:

It’s a public information charge. Basically it’s the price of a disc and putting it together, the cost of a map, but it doesn’t really take into account the, the public information charge, our cost to house Rich, house the services, do all that stuff. That’s something that the legislature has determined that the taxpayers pay for and all we’re doing is charging for the media. That’s really what we’re charging for. Everything else is a subsidy to whoever wants it.

Mike Serpe:

That amazing me, because if Rich didn’t compile this information and some developer needed it, if he didn’t have it they’d have to go out and get it at an extremely high cost I would guess.

Mike Pollocoff:

Yes, we’re here to serve them. That’s the game. We don’t have to create something that—he can’t be asked to create a document that doesn’t exist, but he can be asked to recreate something that we have. There’s no provision for us to say we can’t have time. If somebody wants something we have to stop what we’re doing and give it to them if it falls within the requirements. But that would be a nice opportunity, or that’s another opportunity we could charge for service, but that privilege has already been bought and sold in . . . .

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Alex Tiahnybok:

I’m a technology junkie so I think all this stuff is really interesting. I operate two amateur websites, so even with what I do understand the scope of maintenance and the need for help. What the Village has on line right now is impressive. When I look at the total of the ‘06 budget request for capital improvements and then ‘07 and ‘08, we’re at a million dollars if we take those three years into account. My concern is we are a Village of still 18,000 people roughly, and a per capita costs those IT enhancements start becoming some pretty big numbers. So I’m sure as we move ahead on the total budget process everything is going to have to be looked at and some things justified and other things taking another look at.

I do have a question about the Channel 25 cable access. I’ve done a little snooping around myself and inquired about the possibility of having Channel 25 broadcast Village Board meetings. Is this something that— it looks like you’re doing a lot of work already in terms of interfacing with them, and I’d love to see that looked at further also.

Ruth Otto:

Right now the issue is taking that video person away from—right now he’s generating revenue for the RecPlex and IcePlex. So to position him to broadcast the Board meeting would mean I’d take him from that side. Without a doubt that channel is available for that.

Alex Tiahnybok:

When I look at channel 25 as often as I look at it, it seems like it’s pretty packed with data or programming already. Although the little flash you had up there of the Pleasant Prairie channel 25 thing looks good, but how much time, considering it’s one channel and it serves Kenosha County essentially, how much time could we get on channel 25?

Ruth Otto:

Once we start broadcasting it will be 100 percent run by us and we’ll not have that Kenosha stuff on there. It will be Pleasant Prairie’s channel 25 in the Pleasant Prairie and Bristol area.

Mike Pollocoff:

So the City will see their channel 25 and we’ll see ours.

Alex Tiahnybok:

Terrific.

Ruth Otto:

So we’re running 100 percent of the programming.

Alex Tiahnybok:
Good. And I think the Village Hall could use some improvement so that sounds like a good idea, too.

Mike Serpe:

What kind of cost would it involve operating channel 25, broadcasting the Board meeting?

Ruth Otto:

What kind of cost will it be to broadcast channel 25? Basically it’s just the video tech’s time to create the information. As far as cost they aren’t charging us anything for doing it. And we already have the equipment at the RecPlex/IcePlex. That’s where it’s going to be broadcasted from.

Mike Pollocoff:

The thing we don’t have, we have a good camera, but in a public meeting session or setting, you’re going to have someone filming the Board, you’re going to have another camera set up to film whoever comes to the podium, or another angle to follow who is doing staff. But if you look in most municipal buildings, unless you want to do something like the County does and that’s a pretty hokey setup in which you really can’t hear anything that they’re doing, you really need to--there would be some up front capital costs for video work, for an audio system that is far better than we have to be able to pick up everything, so you are going to have some operational expenses for operating it, but there is going to be an up charge that we don’t have in the budget to get the room mic’d up and TV camera’d up and ready to go.

Alex Tiahnybok:

You might be surprised there might be volunteers that would be willing to do this for Village Board meetings and situations like that. I don’t know if there’s any non Village-related people in the room right now, but I frequently hear that residents of Pleasant Prairie can turn on Channel 25 and see County Board proceedings and School Board meetings on channel 20, etc., and it’s been a pretty frequent request. People without dramatic motivation to come to Board meetings I think still would like to be able to flip on the channel and see what’s going on.

Mike Serpe:

You’ve had a lot of requests for that?

Alex Tiahnybok:

I have.
Mike Serpe:

Really?

Alex Tiahnybok:

Yes.

Mike Serpe:

In the 16 years I’ve been here I haven’t had one. Not a one. When you talk about it what usually happens is it creates a podium for grandstanding sometimes by Board members and sometimes by the audience if they have an issue. I don’t know how far we want to go with that, and I don’t know how much it does anybody any good, but in all these years I have not had a request for that. I’m being honest with you. I’m not putting you down or anything.

Jeff Lauer:

Hi, Ruth. I was shocked when you said we have cable three patch in here. I agree that the employees would be happy with six. I guess going over some of the data here, I see a good amount of money for the full-time database administrator. I guess the question is with the staff currently in IT would there be any way of showing everybody how to actually work that, like cross-training and maybe run it? This looks like it would be an ongoing new hire with this certain dollar amount and then some down the road?

Ruth Otto:

What I am saying in there is that if the Board approves to go forward in phase 2 of the data warehouse, we really need to hire a DBA to do it. The cost to outsource that would be three times of what that cost is for that employee. However, as far as the day to day, if we were to move forward without the data warehouse and move forward with things as they are right now, and we continue to maintain and manage the databases, we are currently kind of basically I’m maintaining some things, Rich is maintaining some things, the department heads in some of these areas are maintaining their own databases so we can spread it out. The network administrator is definitely tapped out. He’s really handling a lot of tasks and so is Rich in GIS. But we’re wearing many hats. We’re spreading ourselves out as thin as we can.

Jeff Lauer:

So the full-time administrator would actually be working for the Village, right?

Ruth Otto:

Correct.
Jeff Lauer:

It’s not a one-time install the warehouse and then leave, right?

Ruth Otto:

Right.

Jeff Lauer:

The other question I had is more of a security one for the data warehousing so other departments and employees can have access to certain data. For security purposes would they be able to manipulate it, or not to use funny terms, but is it a read only or they can like maybe copy it or whatever type of thing?

Ruth Otto:

Correct. They’re not actually accessing the data at the database level. It’s actually a stir point, a data mart that they would be accessing the data from. So they wouldn’t be manipulating the actual live data.

Jeff Lauer:

Okay, good. Thanks.

John Steinbrink:

Other comments or questions? Hearing none, thank you.

Mike Pollocoff:

Thanks, Ruth and Rich.

2) Human Resources Department

Carol Willke:

This is absolutely totally opposite of what Ruth was talking about, so whichever side of your brain you were using switch it, because this is completely opposite. As difficult as hers was mine is going to seem pretty simplistic. This is the HR, the human resources department budget. The HR department for the Village functions as a full service HR department. We’ve been in existence since February so we’re relatively new. We’re kind of still feeling our way a little bit trying to get an idea of where we want to go.
On average on any given day the Village employs about 400 people. Usually that’s our peak time in the summer when we have a lot of part time help. It includes about 125 full-time employees and about 275 part-time employees. It’s the equivalency of about 263 full time.

The HR department provides guidance, assistance and administration in all area of human resources. Some of things that we do is the Worker’s Comp. program. We do anything from the first filing of reports when there’s an injury. We communicate with the clinic to make sure that employees are getting the services they need. We communicate with the insurance company to make sure claims are being paid on a timely basis. And also we’re trying to make sure that the employees get back to work as soon as possible.

We also are responsible for collecting, tracking and maintaining applications. In the past couple months we’ve implemented an access database program where any application that comes into the Village we put it into the program. It includes name, the position that the person is applying for, we put in qualification skill sets, just a really nice way of tracking it. In the future we’re going to be able to read you some recruiting costs because we’ll have a pool of applicant set who are willing and able to work for the Village.

The unemployment insurance program, when an employee leaves us or is asked to leave us we get together all the initial paperwork and fill out whatever the State is requesting. We file protests. We make sure all the paperwork and the documentation is available and ready for any time that we might possibly have to go to court.

The employee training program we have recently taken this over from the IT department. Right now it is pretty much computer based. We’re just giving everybody the software skills that they need. In the future we are looking to expand it and do some other soft skills.

Interviewing process I try to be present for the majority of all interviews. Sometimes that’s a difficult task especially in the spring when we’re hiring a lot of seasonal help. We do all the job offers for prospective employees. We actually do the hard copies. We bring them into Village Hall, we present the offer, we kind of answer questions and initial questions that they might have.

New employee paperwork, as most of you know if you have started a new job recently, it seems to be endless. There are certain things that we have to fill out for the government and we make sure that we facilitate all that paperwork. We make sure all the applications are done correctly for benefits. As far as the employee benefit programs we are the administrator. We assist employees in filling out the forms. We’re the advocate if there’s an issue or if there’s a problem with insurance, either the health insurance, dental, WRS. We do the Cobra paperwork for when an employee terminates to make sure that we’re legally covered, and we also do HIPPA compliance and make sure the privacy issue is correct for the Village.

We also assist in employee disciplinary process. We might talk to managers, give them ideas how to handle some of their employees. We have really been trying to get across the importance of documenting so in case we have to come back and maybe terminate an employee we have all the documentation that we need.

Policy development and implementation, the biggest project is a handbook. That’s something
that has been going on and on and on, but it will get done once we get through this budget process where I’m hoping we’ll be able to have a handbook for you guys to approve.

Mentoring and coaching of managers and employees. I’ve found in the past that a lot of managers are promoted into being a manager because they’ve been in that position longest, they know all the other employees, but they’ve never been given any skills as to how to be a successful manager. So I’ve been trying to work with some of the managers in giving them soft skills that they need to be successful with their employees.

Then, finally, performance management and counseling. Everybody likes to get feedback, especially on their job and how they’re doing it. And if it’s done correctly it can be a really great motivator.

The human resources department is still really in its infancy, but I am really looking forward to the future. I think we’ve got a really great start and I want to continue the positive momentum that we have. When Mike assigned us with G and O’s, the goals and objectives, the tangible ones were really easy and we’ll talk a little bit more about this later. But creating a performance management application, updating all the job descriptions, creating a turning requirement metric, those are all easy.

For me what really establishes a good HR department are more the intangibles. They’re not measurable and they’re really subjective and it’s more of a feeling as to what you get from your HR department. For me that is identifying, understanding and promoting the culture that the Village wants to permeate through its employees. I think it’s important that all the employees know that they’re representatives of the Village. I think it all starts with management and especially the HR department from when the person is hired through the whole process of how they’re treated, and I think they will then take that to the outside. I also want to continue to gain the trust and respect from other departments which will bring credibility to my department and thereby credibility to the Village.

This is my org chart. Not very big, but we’re happy with it. Obviously the Village Board, Village Administrator, the HR Director and then the human resources assistant.

Our 2006 goals and objectives, as I kind of mentioned before, design and implement a performance management program for all employees. Like I said, employees enjoy getting feedback, and if you do it correctly it can do a really positive thing and take the fear out of it and use it as a motivator. Eventually I’d like to tie compensation and step increases into some kind of performance management program.

Update, standardize and organize all job descriptions. Right now we have a really great base of job descriptions, but over the years many people have been involved in creating them, so I want to make sure we have the right format. They all say all the basic things are the same. So we’ve slowly been going through all of those. We probably have 100 of them and we’re trying to get them all standardized. Update and organize all personnel related files, both paper and electronic. Again, I inherited an awful lot of paper and an awful lot of electronic files, some of which are duplicates, and we’re just trying to organize all of those.
Along with the IT department I would like to create an internet site for all benefits and personnel forms. We’ve done a pretty good job of steering applicants to the website. When we advertise in the paper now we just put minimal job description and then we refer them to the website. I would like to get more of our employees actually using the website, and we can use that for forms and cut down some of the paperwork.

Create a training matrix for each position and employee. This will give us a great idea as to what kind of training people are getting, what they need, and it would also be a good way to track OSHA compliance and make sure we’re training the people in the different areas that they need to be trained.

... cost saving alternatives. We have some really good benefits here, but I’m not sure that we’re getting the best bang for our buck, so we’re going to sit down and look at everything we’re offering and see if we can find some alternative funding.

If we continue as we did this year we will process 1,400 applications next year. Again, we’re putting them into the access database and we’ll be tracking them all. It takes about four interviews to find a good applicant, so we’ll be sitting in on approximately 495 interviews to fill 165 positions. Again, most of these or a lot of them are seasons. It seems like a really high number but it’s not quite as high as it seems.

New programs for 2006 I actually only have one, and it’s to change the status of the HR assistant from part-time to full time. Industry standards dictate that for every 100 full-time employees there should be one human resources representative. And with 263 full-time equivalents we are a little bit below that standard. Currently the assistant works 30 hours a week, and I’d like to increase that to full-time which would be a cost, with salary and benefits, of $7,894 for general government.

Program reductions, these reductions would be across the board. They’re not just out of the HR budget. They’re for everybody because most of them revolve around benefits. The first one which is probably not going to be very popular for the employees is going to be an employee premium contribution. Currently employees do not pay anything for their health insurance. We don’t have set numbers yet so the figures I’m going to give you are just kind of in general. We have budgeted a ten percent increase on our health insurance, but chances are it’s going to be a little bit above that, so we’re going to have to be creative as to how we fund it.

As an example, if each of the 78 non-represented employees who participate in our health plan contributed $10 per month we could reduce our premium cost by a total of $9,360. And that’s if we just went straight across the board, we didn’t charge people different rates for different levels, whether it’s employee, employee and spouse, employee and children or employee and family. The way that would break down is general government would see a $4,680 reduction and then the rest of them there.

The second thing we can do would be another health plan change. What a lot of companies are doing now is they’re carving out spousal coverage. That’s not to say you can’t cover your spouse, but it’s saying if your spouse has alternative coverage we’re going to be encouraging them to take that coverage. I’m not really sure how it’s going to look, whether it’s going to be
across the board or we’ll try to compare plans. But currently we have 47 spouses on the Village health plan at a cost of $5,400 annually. So if 25 percent of the 47 choose other coverage we’d save $63,000 approximately. And the way that would break down would be $37,800 for general government and then the rest of them.

The third thing is the prescription drug plan design. This would not come directly off of the budget, but it would be a really good marketing or bargaining tool for our health plan. Currently the way our plan works is that you can get a 90 day supply for the cost of a 60 day supply. So not only would it be a cost savings for the health plan, but it also would be a cost savings for the employees. Mail order drugs are 22 percent less expensive than retail. When we use our health coverage and we use our prescription drug plan, if you use the mail order they’re buying in bulk. So just like anybody else who buys in bulk you’re going to get a greater savings. This past year the Village employees utilized the mail order for only 6 percent of their prescription needs. So based on current use $45,000 could be saved and used as a bargaining tool for our health insurance renewal. I wouldn’t be surprised if the insurance company tried to mandate this anyway.

The fourth program reduction is our short-term disability funding also known as the accident and sickness pay maintenance. We are currently self-funded which means we pay our employees if they go out on sick leave or they’re going to be out for an extended time we pay them just through payroll. In 2004 we spent about $37,000 on employees being out. In 2005 through July we’ve spend about $50,000. So we have a couple of different alternatives as to how that could be funded. One of them is through the WRS program, and then we’re also looking at some private insurance companies. So far the barrier has been the fact that we have a police and fire department so we’re kind of working through those.

This is the budget summary. 2005 personnel numbers the difference there is just the status change for Michelle. Total personnel costs for HR is $116,336. And then it shows how it’s broken down between general government, utilities and the RecPlex. And then the balance of the budget, as you can see from ‘05 to ‘06 we’re reduced everything. The contractual services at $20,000 over half of that is advertising costs that we use to recruit. Then with the charge out these are what the numbers look like, again with general government getting 35 percent, utilities 3 and then the RecPlex 62 percent. Total expenses $24,771. So with everything included in 2005 and then the 2006 budget $51,466. Questions?

Steve Kumorkiewicz:

I have just one - the 30 day supply for prescriptions. I’ve been in the plan for years, and as a retiree with the new offer for Medicare which is a laugh really, it’s unbelievable. I don’t know how retirees or employees fit in the picture with the predictions with their insurance.
Carol Willke:
   For the retirees?
Steve Kumorkiewicz:
   Yes.
Carol Willke:
   We have the HIPPA laws so it’s kind of hard to say who is using the prescription benefit and who isn’t. They don’t break it down by retirees. Currently I think we have seven retirees on our plan.
Steve Kumorkiewicz:
   But what I’m referring to is the medical plan for retirees include prescriptions on that?
Mike Pollocoff:
   Yes.
Steve Kumorkiewicz:
   On the 30 day basis, 60 days or the 90 days?
Carol Willke:
   Yes.
Steve Kumorkiewicz:
   Which one?
Carol Willke:
   You get a 90 day supply for–
Steve Kumorkiewicz:
   They can get the 90 days?
Carol Willke:
   For the cost of a 60 day supply.
Steve Kumorkiewicz:
Okay, that was my question. My company, for example, they’ve asked retirees not to take the Medicare because the plan can cover prescriptions better than Medicare does. Medicare is a laugh.

Carol Willke:

Most private insurance companies will cover the prescription costs better.

Steve Kumorkiewicz:

Thank you.

Alex Tiahnybok:

Carol, I want to commend you for your courage. The last part of your presentation I’m sure is difficult to put out there. I think we’re seeing with the County Board and the acknowledgment that people in the public service world maybe their benefit packages should reflect that of taxpayers. There are adjustments being made in the County. Of course, Kenosha Unified just had an adjustment of their contract in terms of employee contributions. That’s an ongoing thing. I don’t think any segment of society is going to be exempt from that after a period of time. I know I on a monthly basis when I look at the amount that I pay towards my health coverage and then the amount that my wife who is a teacher pays towards her health coverage, we both have good coverage. I think we something in the range of $250 out of pocket for our health coverage. So those are things that need to be looked at and, again, I commend you for the courage to do that.

Carol Willke:

Hopefully in the next week or so we’ll actually have some real numbers to look at and we’ll know what our renewal is going to be.

John Steinbrink:

Other comments or questions?

Mike Pollocoff:

Carol is a courageous person. I don’t want anybody to leave here thinking, one, that the Village employees haven’t--far and above any other government in this area, Kenosha County, we’ve had a plan in place for this will be our third year where the deductible is $1,500 for a family plan. At the County it was $500 and I think it still is $500. At Unified it’s $300. The Village employees, not to say that these other items here aren’t going to be addressed, and we’re going to have to look at what we can fit in the budget or need to take out of the budget, but I don’t want anybody to think that Village employees haven’t stepped up to the plate especially when you compare us to other private sector employees. I know that the mantra is that the private sector we should be doing what the people in the private sector should be, and I don’t disagree with that. I don’t think
we should be leading or lagging.

We’re in a difficult position in that every single one of the employees that work for the department heads that are here don’t have the right to strike, don’t have the right to stop work, don’t have the right to slow down work, and in exchange for those privileges that the government and the taxpayers get they have the right to have binding arbitration. So if we can’t agree on what we’re going to provide them, an arbitrator is going to decide for the Village what that will be. And that’s the biggest difference between private sector work and public sector work in Wisconsin is that we’ve had significant labor stability when you look at other areas. That’s because the employees don’t have the right to do those kind of actions and that’s come at some level of cost.

You see it bubble up in the legislature periodically where there’s some thought that maybe the taxpayers might be dollars ahead to let binding arbitration go and go back to governments aren’t going to have to follow a mandatory settlement, and in exchange the employees will have the opportunity to engage in a job action and all the political stuff that either comes out of that or is derived out of it. But I know for a fact that we have three unions in the Village, police, fire and dispatch, and when we look at what the Village has commanded as far as insurance contributions for employees we’re way ahead of everybody else. Again, that’s not to say we’re not going to need to do more because we’re going to have some constrained budgets, but I don’t want anybody to think that up to this point the employees haven’t stepped up to the plate and are way and above. God help them if they could only be a County Board Supervisor they would be living fat compared to being a public employee.

Alex Tiahnybok:

I agree we need to look at the big picture and look at it that way instead of item by item. Because where you give in one spot you can take in another spot and sometimes it evens out so it needs to be looked at in the big picture.

John Steinbrink:

When you think back to the federal government and they shut down because they ran out of money, they’re supposed to save the taxpayers money. It didn’t save us money. It cost us a ton more money. I think that’s the kind of thinking we want to stay away from. Other questions? If not, thank you.

Mike Pollocoff:

Thank you, Carol.
John Steinbrink:

Thank you for your courage.

3) Administration Department

Mike Pollocoff:

We have the administration budget. This is a brief description. The administration department is primarily responsible for the efficient and effective implementation of governmental policies and initiatives established by the Village Board of Trustees. Implementation of Village Board policies is accomplished through the direct and indirect managerial oversight of all Village operations and activities. I’ve got to say that’s probably 80 percent of my day is oversight and working with department heads. I work to maintain an open door policy with department heads where they can get in to see me when they need to see me, and then I also have planned meetings with all of them on a regular basis. That’s the biggest portion of my job.

There’s our org chart. Jane is my assistant and Village Clerk. I would imagine a good 50 percent of her time at least is Village Clerk, and then at certain times it’s more than 50 percent. If you go back in her office now you’ve got ballot boxes and all the stuff that goes on with elections. Jane is one of the Clerks in the State that was appointed to a Governor’s committee for the new voting procedures that are going to take place. She gets called by them to respond to questions that they have on municipal elections are conducted. And then she assists me for whenever she’s not doing anything related to her Clerk duties. Of course, Vesna is our Secretary.

Some of the major activities that occurred that are kind of driving what’s going on this year is the May 2004 floods. That was a significant event in the Village. Depending on where you live it has some significance. We’re still dealing with the impacts of that. I was in court with an individual that sued the Village on Thursday for half a day based on the floods. We’re still going through significant work in the River Oaks area and Chateau Eau Plaines area from the storm water problems that were caused and the resulting sanitary sewer backups that occurred when the river inundated our sanitary sewer lift station. And we’re still working on the Tobin Creek subdivision that flooded through the performance of a storm water detention basin that was designed by the developer’s engineer as directed by water quality personnel from DNR. This is a classic example where in the Village’s case we have a private developer, private engineer undertaking of the design, and then having a non engineer water quality biologist determining what the storm water requirements are, and now the Village is living with the mess that was created by it and we’re trying to work our way through that. It affected a significant amount of homes in the Tobin Creek subdivision. I think the residents there, there’s always residents that are unhappy, but we’ve taken some steps on our own to mitigate that, but that one flood has significant impact on two diverse ends of the Village. It’s not up there, but we also had Unit 2 which we’ll be having a hearing here shortly where half the water in the Village finds its way to Unit 2 at the bottom of the hill.
The other activity this last year is with the Community Development Authority and Tax Increment District #2. Those aren’t funded by the general fund as far as the property tax has been. My time and Jane’s time are compensated by those two entities, but in 2005 and then even more so in 2006 those are really demanding quite a bit of time. We have completed as the Authority all the land in the redevelopment area that was blighted that’s also within Tax Increment #2.

And through significant work on my park and, again, this also involved Jean Werbie we defended challenges to our right to take under the First Amendment the two adult uses in the redevelopment area. That probably was at least 25 percent of our work this year to be able to successfully implement the eminent domain and blight determination and the ultimate acquisition of those properties.

Impact fee preparation we prepared the needs analysis for the adoption of the impact fees for 2005 which was parks, recreation, public works, police and fire. Storm water management, transportation which is basically roads, and recycling impact fees that we’ll be preparing for 2006.

The impact of the levy freeze, we’re going to be dealing with how we manipulate and move through that mine field. The Village’s mill rate at $3.54 right now we’re last out of 24 municipalities with populations that are in our range. Additional cuts and continuation of the freeze is going to diminish the quality and quantity of services provided in those departments that are supported solely by property taxes. Some of the departments that you’ve seen to date and you’ll continue to see are solely subsidized or solely paid for by property taxes, their off property tax revenues are very minor. So as that property tax freeze doesn’t keep up with increasing expenses, the Board and myself are going to have to either find a way to cut those services or find ways to reduce the quantity of services that we’re providing with property tax dollars.

For this coming year in TIF District 2 the Authority is going to begin the process of selling land for redevelopment south of 165. The blighted areas were divided into two basic types of land. There was land that was, in essence, wasteland, floodplain, wetlands and land that wasn’t usable, and that land houses or being razed or buildings are being razed and the fill is being taken out so it can be put into the wetlands. The properties that were irregular in nature were shacks or sheds or blighted and inhibiting development. Those lands that have been acquired are now being reassembled and utilities provided and that land will be sold for development with those development fees going back to the CDA and the Village.

We’re going to be initiating the construction of all the sanitary sewer, water, storm sewer, streets and dark fiber or the Time Warner Cable system within the Prairiewood development, and that’s the land south of 165, basically the 240 acres that WisPark owns. We’re also going to be preparing for litigation and challenging compensation in accordance with the provisions of eminent domain rules. Everybody who has their property acquired through condemnation, you go through the process to identify the value of the property on our part, they’ll go through the process to identify the value of the property on their part, and we’ll negotiate a price. In some cases we’re going to go to court to have the court determine that price. Then under Wisconsin law those people have a two year window after that price has been settled to come back and challenge that price and ask for more money. We’ve had six cases that have been filed against
the Authority to come back and say we’ve thought about it and we’d like more. So we’ll go through the litigation to resolve that.

For our goals and objectives for 2006, a lot of these are work load related, but prepare Village Board agendas and staff reports, prepare the agendas and reports for the CDA. I provide support staff for the Park Commission, Rec Commission, Plan Commission as well as the Authority. To review the goals and objectives and budget status with department heads on a regular basis. On all these budget books we’ve identified those goals and objectives and the dollars associated with them so we can stay on track to accomplish those things we want to do.

The other thing is that my office is usually the place of last resort. Sometimes it’s the place of first resort for citizen requests for service and we try to get those out each day that we get them. Update and maintain the Village’s website in conjunction with if we fund the help in the IT department Vesna is usually the one that does the administrative updates and we want to be able to get the news out on the website and keep it current.

The municipal code for the Village, if you’ve used the website the code’s up on there. The amount of ordinances that this Board will pass in a year and the work that generates to make sure we can keep that in proper legal form, get it organized and get it out on the website, that’s another big chunk of Jane’s job.

The processing of insurance claims within 24 hours of receipt, that’s not just a matter of being efficient from a clerical standpoint. There’s a lot of claims that we can end run or head off or get them straightened away if we can get to them fast or find out if there’s something, one, that the Village can do to mitigate it or get is squared away. So when something happens we’d like to get that handled within 24 hours.

Given all the interesting games that are going on now with elections and what happens at polls and what’s going to happen with this new State voter system, there’s going to be significant election inspector training that’s going to be taking place before we come up to our next general election, along with updating and maintaining the Statewide voter registration system coming off of our existing system that we have. Statutorily Jane has got some requirements for continuing credits and certifications that she needs at her position, and then I as well have continuing education requirements for myself and Jane that we’re going to keep up with those.

I’m not proposing any new programs out of my department this year. A program reduction that I’m offering up, a proposed one is to eliminate the verbatim transcription of minutes. That costs us for the Village Board approximately $4,000 a year to do that versus having summary minutes prepared. The best example of summary minutes would be what the County Board does that gets published in the paper. We’ve done the verbatim minutes, and they’re verbatim to the extent that the person transcribing it can understand what is being said or can hear what’s being said in the microphone. As people look at it not everything gets caught but that’s because the mic system doesn’t catch everything, but it’s significantly more than almost anybody else goes through to record what goes on at a meeting. But that’s an option that if we eliminated it would it mean we do any less business? No. But it does afford the public an opportunity, if they’re interested, to go in and read the minutes verbatim to see what happened. That’s really the end for my budget. Any questions on it?
4) Village Board

The next item is your budget, the Village Board budget. What I’ve done is it’s up there that you can see and it also shows up in my budget on page 19. Personnel services very minor changes. That’s probably due in large part to the change in WRS and the percentage requirement that’s required of the Village to make a contribution. Your salaries are fixed by statute at the last election. The contractual services that we engage in the largest part of that is contractual printing for notices. The other things that are kind of minor is $500 for meals and lodging, conferences, the League conference. We provided $500 for meals and lodging to go wherever the conference is going to be next year, and $750 for the conference fees.

Supplies and maintenance typically the biggest thing in that is memberships and subscriptions. We have two entities that we have a pretty good membership tag to and that’s the league of Municipalities. That gets us access into the League database and their services they provide us, as well as our insurance for P and L. And the other is Wisconsin Utility Tax Association which is an entity of all communities to have a power plant within their jurisdiction. What that association does is two things. One is we lobby to make sure we don’t lose what we have as far as power plant money because the power plant provides $750,000 a year. Governor McCallum proposed taking that money away from us to balance the State budget, and that would have been an enormous hit on the Village. And the association did a significant amount of lobbying to fight that one back. And we haven’t received dollar one more from the power plant since we’ve had it. So we’ve been working to increase that so like the rest of the taxpayers in the Village Wisconsin Energy the value of that plant hasn’t diminished. They should pay an increasing value on that as anybody else. John has been working--we get a little closer every year. So that’s $2,000. Between the two of them that’s almost $5,000 for that account.

Liability insurance the biggest thing there from the Board’s standpoint is errors and omissions. If you guys really do something that’s going to mess with someone’s rights or their lives that’s your insurance assuming that you’re not trying to discriminate against somebody to damage them that’s the insurance for the Board. Kathy has that allocated out so that’s the number that’s less than last year. Are there any questions on the Village Board?

Mike Serpe:

Yes, I have a question for you. On the errors and omissions thing, if the advice to the Board from you or counsel or whoever is not to do something and a Board or a member of the Board or the full Board ignores that advice, the insurance company is not going to cover you on that?

Mike Pollocoff:

They’ll cover you that one time probably. But if the Board is irresponsible, if they get advice and they don’t follow it, what’s going to happen is you’ll get some kind of claim. The next time you go to get insurance it’s going to be tough to get it. If the Board, again, engages in arbitrary actions or if it looks like there’s some situations where the Board is probably in the most danger is if you dabble in peoples’ employment at the Village politically. Mine isn’t covered but the rest of the employees have rights. They have some civil service protection. So if they get messed
with that’s probably one of the biggest portions that gets covered in that. The other would be if the Board in your responsibilities if you alter somebody’s property value by your actions in an arbitrary manner, if you deny something they would have by ordinance or by statute, they can make the case that you didn’t like them, you didn’t like their politics, you didn’t agree with their politics, politically you might have had a whole room of people screaming at you not to do it, but the right thing that was shown to you by your own counsel or your staff was the other way to go and you go ahead and go against that, you’ll get the defense paid and you’ll probably get the claim paid if it’s not outlandish, but the Board probably wouldn’t get insurance the following year. So those are the things. That’s what errors and omissions gets you. Every now and then you’ll see a community where they’ve done something irrational and they have to deal with it.

One of the other things we get covered for is we have people suing us all the time. That happens. They’re going to fight city hall and they’re going to sue and that’s our insurance to a point. I was in court with a guy Thursday, and it’s been our second trip with him. He had sewage in his basement on the May 4th storm, the Wisconsin statutes clearly state there’s immunity for a municipality if a sanitary sewer system fails because of an event beyond its control. If we can show that we weren’t negligent in the operation of the utility and there was an event that caused the system to fail, in May that was a Presidentially declared disaster. Us and everybody around was stuck. But we had to defend ourselves. We took it to court and we had to defend ourselves, and that’s covered to an extent by the liability coverage. So people who decide to sue us, and I think anybody who has been around and watching for a while somebody is usually suing us because they’re aggrieved of something and that liability insurance will go to a certain point. Sometimes that won’t cover anything. It won’t cover anything if you engage in an action that gets you into federal court on a discrimination action. It won’t cover you if you’ve been blatantly arbitrary on the decision that, again, where you’ve gone contrary to recommendations of counsel.

Mike Serpe:

Mike, the reason I brought that up is I just wanted to remind the Board we had an incident exactly what Mike was taking about on Lakeshore Drive where the property came before the Plan Commission and it was very, very popular by the audience that we not rezone that property. We gave in to the audience. Definitely the wrong thing to do. It was Mike that straightened the mess out by informing the Board members that you’re going to stick your neck out if you stick with that decision that the Plan Commission made and with that information we could have got ourselves in federal court and the Board reversed the Plan Commission’s decision and rezoned the property. It was the right thing to do and I think that’s exactly what you’re probably referring to. After we thought about it and what the ramifications could have been to the Village had we had stayed with the vote of the Plan Commission serious trouble.
Mike Serpe:

Nine times out of ten that same crowd that’s yelling and screaming are going to be the same ones that are yelling and screaming because now you’re going to have to come up with millions for settlement or it will be a different ranting crowd. That’s a part of the job that isn’t any fun but it’s out there.

Steve Kumorkiewicz:

I have a comment to make. If you look at the City Council meetings, you look at the County Board and you look at a lot of these communities around, they always have an attorney at the meeting. Here we don’t. So if you’re at a three or four hour meeting and you’ve got a lawyer here with us in every meeting, how much is it going to cost us a year? Are we going to pay . . . first of all Mike Pollocoff . . . we don’t need a lawyer, but just think about how much money we save right there with that. The County Board has legal counsel all the time at every meeting. Same with the City Counsel. We don’t. We have Mike.

Mike Pollocoff:

Believe me, when you need legal counsel you need legal counsel. I’ll have an attorney here faster than anybody.

Steve Kumorkiewicz:

Yes, but you handle 90 percent of the cases yourself here and that’s what . . . that’s a big saving for the community.

John Steinbrink:

Any other comments or questions?

5) Village Hall

Mike Pollocoff:

This next item is an item that doesn’t really fit into anybody’s department but it’s contractual services for the Village Hall. There are a lot of departments that work out of here. Primarily the contractual services are electric, gas, sewer, the janitorial contract are the big ones. That’s $62,000. We’re being optimistic on our utilities. Everything I read about gas is we’ve been a little chilly and we’ll probably get a little chillier based on this number. That’s where the big money is at the Village Hall and that’s what it takes to run this barn.

John Steinbrink:

So we might be issuing thermal underwear to all employees.

Mike Serpe:
That’s right. Okay, that’s it for tonight. Wednesday night we’ll have another meeting. We’re working towards on Halloween I’ll have my recommended budget for funding and cuts and additions that night. I’ll have it to you well before that. If you have any questions as you review these departmental budgets that you want to get ahead of time give me a call and I’ll work them through with you.

10. ADJOURNMENT

LAUER MOVED TO ADJOURN THE MEETING; SECONDED BY SERPE; MOTION CARRIED 5-0 AND MEETING ADJOURNED AT 9:50 P.M.