

**VILLAGE OF PLEASANT PRAIRIE
PLEASANT PRAIRIE VILLAGE BOARD
PLEASANT PRAIRIE WATER UTILITY
PLEASANT PRAIRIE SEWER UTILITY
9915 - 39th Avenue
Pleasant Prairie, WI
November 7, 2016
6:00 p.m.**

A regular meeting of the Pleasant Prairie Village Board was held on Monday, November 7, 2016. Meeting called to order at 6:00 p.m. Present were Village Board members John Steinbrink, Kris Keckler, Steve Kumorkiewicz, Dave Klimisch and Mike Serpe. Also present were Michael Pollocoff, Village Administrator; Tom Shircel, Assistant Administrator; Jean Werbie-Harris, Community Development Director; Kathy Goessl, Finance Director; Dave Smetana, Police Chief; Doug McElmury, Fire & Rescue Chief; Rocco Vita, Village Assessor; Matt Fineour, Village Engineer; John Steinbrink Jr., Public Works Director; Carol Willke, Human Resources Director; Brian Smith, Recreation Director; Dan Honore, IT Director; Sandro Perez, Inspection Superintendent and Vesna Savic, Deputy Village Clerk. No citizens attended the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. MINUTES OF MEETINGS - OCTOBER 17, 2016**

Dave Klimisch:

Move approval.

Michael Serpe:

Second.

John Steinbrink:

Motion by Dave, second by Mike. Any additions, corrections?

KLIMISCH MOVED TO APPROVE THE MINUTES OF THE OCTOBER 17, 2016 VILLAGE BOARD MEETING AS PRESENTED IN THEIR WRITTEN FORM; SECONDED BY SERPE; MOTION CARRIED 5-0.

- 5. CITIZEN COMMENTS**

John Steinbrink:

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

6. ADMINISTRATOR'S REPORT – None.

7. NEW BUSINESS

A. Consider proposed 2017 Clean Water Utility, Fleet Internal Service Fund and Solid Waste Utility budgets.

- 1) Resolution #16-37 relating to the adoption of the 2017 Clean Water Utility Budget.**
- 2) Resolution #16-38 relating to the adoption of the 2017 Fleet Internal Service Fund Budget.**
- 3) Resolution #16-39 relating to the adoption of the 2017 Solid Waste Utility Budget.**

Kathy Goessl:

Okay, Mr. President and the Village Board, I'm here to present along with John Steinbrink the Clean Water fund first and then on to the other two budgets to be approved tonight. This slide is the Clean Water fund operating budget that we're proposing. It shows the 2016 budget and the 2017 proposed with a dollar change and the percent change.

Revenue for 2016 was budgeted a little high. We're estimating 2016 to come in around \$1,348,000, up \$100,000 from 2015, but down below the budget number that we have for '16. Therefore, we have no rate increase budgeted, just a slight increase over 2016 for 2017. But it shows a decrease because we overestimated 2016's budget for revenue.

Expense-wise, personnel there is a pool of full-time and part-time public works employees who are allocated mainly between public works which is the street department, plowing and road repair, and solid waste and clean water. More is being allocated to clean water in 2017 compared to 2016, therefore the increase of \$32,503.

And then we have contractual services which are an increase of \$12,000. Main increases in that area are consultants which are dumping, the street sweeping and online billing and digger hotline up \$6,700 across all categories. And facility lease up \$6,000. The facility lease is the enterprise fund is paying for the administrative department's use of this building and also of the Roger Prange Center.

Suppliers and maintenance is up \$5,200. The largest expense being the cost of gravel and crushed stone and culvert installation which is budgeted at \$29,000, up \$5,200 mainly the cost of mailing billing statements which wasn't budgeted high enough in 2016. Depreciation budget is up from 2016 based on historical information. Non-personnel transfer is down \$2,400. Non-personnel transfer is transfers from our other support departments of IT, finance, HR, administration and clerk. And those departments were reduced overall in the general government, therefore the reduction in the non-personnel transfer of other expenses.

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Internal service fund is a charge for vehicles and equipment used up slightly \$2,000 or 1.1 percent increase in that area. The decision packets total \$55,000 and will be presented in the next couple of slides. Transfer out for 2016, \$563,000 was transferred from the Clean Water portion for the construction of the equipment storage at Prange. No transfer for 2017. The project was completed in 2016. Therefore, we're looking at a net operating loss of less than last year of \$128,038. This fund we're mainly looking at cash flow not as much as an operating loss. The biggest expense here is depreciation which there is no cash outlay for depreciation.

This slide shows the operating expense categories in a graph format. As I mentioned just previously the depreciation is one of our biggest expenses which is a noncash expense budgeted for this 2017 at \$380,000. The second expense here is personnel which is allocation of public works personnel to the Clean Water fund. And then our third category is fleet internal service at \$190,000 which is allocation of equipment and vehicles used by the Clean Water fund. And the rest of the expenses you can see are very minor in comparison to those three.

Nonoperating expenses, I brought the nonoperating loss forward from the previous two slides ago. And only nonoperating in the Clean Water fund is interest income. And we're looking at a slight increase in interest income. Then we go down to a new operating loss taking into consideration that, still a negative number for loss. But we'll look at the cash flow in a little bit, and you'll see that that's not the case in cash flow.

These are the decision packets that are being recommended. The first one is attachment and tool charge out from the fleet internal service fund. Staff is requesting to start charging public works departments and divisions when they use attachments for pieces of equipment or large tools. The fleet department purchases and maintains these attachments and tools. So we're recommending that the fleet internal service starts charging out for those items to our enterprise funds. Because the general government budget was completed prior to this and already pretty much completed, we are not recommending general government being charged for this next year but probably into 2018 starting charges public works and parks also for their attachments and large tools.

Construction, erosion control inspector \$46,148 is 75 percent of this position which is being funded through the Clean Water Utility for erosion control, culvert and drainage inspections. Mechanic is addition of another full-time mechanic which is needed to maintain vehicles and equipment. Another mechanic will allow other department of public works employees to spend time performing other tasks within their own enterprise funds instead of maintaining vehicles. Therefore, their salary will then be shifted out of the fleet internal service fund and back to their respective funds where they can do actual work on the different infrastructures that the Village has. Five percent of the mechanic is being allocated back to the Clean Water Utility.

Jerome Creek access improvements and Momper Woods improvements will be funded from grants. If grants are not received the projects will not be done. And then we have two projects here that were approved initially through the general fund budget, strategic planning consultant and compensation survey, and those are the small dollar amounts of \$750 and \$375 being allocated to the Clean Water Utility. This is our capital recommendations, and John will go through that list and explain what these are.

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John Steinbrink, Jr.:

Mr. President and members of the Board, this evening we're going to have eight capital projects in our Clean Water fund I'll be presenting or recommending for approval this evening. The first one is Carol Beach stream bank stabilization for \$225,000. Carol Beach Park is located around the 900 block of 111th. And its northern boundaries is Tobin Creek. Tobin Creek makes like an S curve around there, and there's a lot of flow that travels through there. So over the years, I mean even over the 20 years I've been here it's really eroded quite a bit. And now it's actually eroding into the parkland up by the fence up by some of the park amenities. So we worked with the engineering department, and I came up with an estimate to kind of shore protect that area for about \$225,000. It will probably just be some large rocks, some large concrete, a little bit of excavation, permit process design, things like that.

The second one that we have is Carol Beach Unit W stormwater improvements. As you know we've been having a lot of problems over in Carol Beach Unit W just because we really don't have an outfall or any place to discharge the water in that area of Carol Beach Unit W. So \$200,000 would get us a little bit of property and an outfall access to Lake Michigan. And we just kind of start the process for a major stormwater project in the future. That's \$200,000.

IcePlex storm fix and concrete replacement. It would be the north side of the LakeView RecPlex by the ice side there's like a concrete plaza there. There's a storm drain that when the building was originally designed outfalls right over top of the concrete. The problem that we have is that it makes that concrete wet and makes the subbase wet, and then it starts deteriorating the concrete and the bench. And then it really makes an unsafe condition for everyone that kind of traverses through there. So this would actually take and bury a pipe from that outfall that we have on the north end of the RecPlex, kind of run it through that concrete area and discharge it into an existing storm drain that we have in the parking lot. And we would probably do that with existing crews.

Lake Michigan shoreline protection for \$50,000, what we're looking to do is just kind of piecemeal out every year \$50,000 just to make some improvements. Back in the '80s the Village was very progressive to do a lot of shoreline protection. Now we're looking at just maintaining that shoreline protection every year. And we really don't have a set area in mind, but as areas start to fail or as we need to do some clean outs or improvements, we'll have some funds available to be very reactive to those needs.

The next one we have is shoreline protection of Lake Andrea. This is kind of along the same lines, \$20,000 just to complete the shoreline protection. If you guys noticed this past year we did a little bit over by the new volleyball courts, a little bit by the Rich Oscarson Memorial. Eventually we'd like to get almost all the way around the lake just to preserve some of the shoreline that's been damaged over the years.

The next one is Clean Water infrastructure asset repair. Anytime we do any work with the curb and gutter repairs, with the catch basin, an inlet, anything like that, or even a storm adjustment for the clean water as part of our paving program that component of it gets funded through the Clean Water Utility through this. In years past you may have noticed it's been much higher. And it's

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quite a bit lower this year because the areas that we're doing don't have curb and gutter. The major ones that we're doing are River Road, that's probably a couple miles, there's really no storm in there. And then that whole Cooper Road drainage basin area is really one of the main ones, and there's no storm in their either. So that's why it's a little bit lower this year. I would predict that in future years that will be quite a bit higher.

The last one that we have is evaluation of the Greentree stormwater basin. One of the residents abutting the basin said that there's some issues that we have with the basin, how it functions, how it's wet, making a dry pond, wet pond, just a little bit of design money just to evaluate just to make sure that it's working correctly. The total of all those capital projects \$625,288.

Michael Serpe:

John, is Lake Andrea at its highest level right now?

John Steinbrink, Jr.:

It's actually down a little bit. It was pretty high at one point. But I would say it's probably down, I was just looking at the outfall a couple days ago, and it's probably down a foot or something like that. It varies probably two and a half feet, three feet in elevation based on rainfall.

Michael Serpe:

The shoreline damage at Lake Andrea is that caused mostly by the events that we have out there?

John Steinbrink, Jr.:

I wouldn't say it's so much by the events because we really don't have that many events that cause any wave damage. Winds are predominantly out of the west so it's really affecting that kind of northwestern shoreline really from where the volleyball courts are to where the Oscarson Memorial is. So when those winds that are blowing, those winds out of the west in an eastern direction it kind of hits that shoreline up on the north. There's probably some spots where erosion has been about two, two and a half feet eating into it. And so if we catch it now we can still salvage it. If you wait longer it's three feet, four feet, five feet, and that really starts to get expensive to make those repairs.

Mike Pollocoff:

There was a sand and gravel pit, and that still exists. So that soil erodes really easy. So when you do get those winds compared to other areas they erode a lot faster.

Kathy Goessl:

Okay, the final slide for the Clean Water fund is our cash balances. This is what we really aim for when we do our budgets to make sure the cash flow is maintained or is increasing over time. So this year we're estimating it, though, actually to go down because of the donation that we

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made or our portion of the equipment storage shed of that \$600,000. Therefore, this budget is looking at going down for this year to a little less than \$2.4 million. But then next year we're maintaining that balance, and it's going up slightly by almost \$50,000 to \$2.44 million. So this is our Clean Water budget. Is there any questions on our recommended Clean Water fund budget?

We're not recommending any increases in the ERU charge to our residents, so this budget is pretty much even. We're probably increasing revenue some with some new ERUs with like certain businesses, building like Majestic will create some ERUs to help us increase the revenue here. But we're not looking at any across the board increases for this budget.

John Steinbrink:

You want to go through all these before we --

Kathy Goessl:

Okay, so we'll move onto the next budget which is our fleet internal service fund budget. The first slide is the actual operating portion of this budget. Again, I'm comparing the 2016 budget to what we're proposing, and the increased dollars and percentages for each major line item. Revenue is trending lower in 2016 compared to 2015. So we matched 2016 estimated revenue without the decision packet which is increasing our charge out by two percent to keep up with inflation. So we're matching 2015, but we're actually going down from the 2016 budget.

Personnel is our first operating expense. There's a decrease in the number of public works and utility hours being allocated to this budget with a decrease of a little more than an \$8,000 increase. Contractual services, the 2016 budget was amended to reflect increased contractual vehicle and equipment maintenance, up \$57,500 from the original budget of \$93,000. Budget in 2017 at \$117,000 which is up \$24,000 from the original budget but down from the amended budget because of the increased equipment and vehicle maintenance that we had in 2016.

Supplies and maintenance we have a decrease there in vehicle maintenance supplies from the amended budget of \$120,000. The original budget was \$105,000 for vehicle maintenance supplies. Offset by an increase in fuel up \$17,000 from the amended budget because we amended the budget to use some of the fuel savings from last time.

And then next category is insurance which is up slightly \$33,400. Depreciation is being budgeted at historical levels which is up \$60,000. Fleet internal service is level. The decision packets I'll talk about is net revenue, and I'll discuss it in the next couple slides. And transfer out is to the general capital project fund for 2016 to help pay for the portion of the refueling tank system upgrades. So overall this fund is looking at an actual gain of a little over \$100,000 similar to last year's \$108,000.

Again, here's a chart of our major categories for this budget. Again, depreciation is the largest at \$615,000 followed by supplies and maintenance \$466,100 which includes -- supplies and maintenance includes minor equipment, fuel, equipment maintenance supplies and vehicle maintenance supplies. And our third category largest expense is personnel at \$293,231.

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Fleet internal fund nonoperating portion of the budget, again, I carried forward the operating actually gain in this budget, and the nonoperating expenses or revenues here are interest income just like in the previous Clean Water budget, but they have a lot less cash than the Clean Water budget, so it's not budgeted too highly. And then gains and loss in sales. So whenever we buy new equipment we usually trade a few pieces in or sell a few pieces that we don't need anymore. Therefore, we're recognizing a gain on the sale of the assets we sell. It all depends on what we're selling and the age and the condition of it. So we're estimating to actually be a little bit lower than last year at \$22,000 gain on what we sell. And then so overall, again, we're looking at a net gain on this utility of \$124,965.

We have three decision packets that we're recommending. They're all either even or revenue sources for the fleet internal service. The first one is addition of a full-time mechanic which is needed to maintain vehicles and equipment. As I mentioned in the Clean Water budget there is no impact on fleet as currently the department of public works employees are doing the work and being charged to the fleet. So now this mechanic will be charged to the fleet, and the department of public works employees will be charged to the respective departments where they're doing maintenance and repairs on the actual infrastructure in the different enterprises instead of concentrating on maintaining the vehicles and equipment.

Increase in fleet internal service charge we are recommending the two percent increase to cover increase of fuel and parts. We did it at two percent last year, so in the beginning when we first created this fund we pretty much didn't have any increases. And that kind of caught up with us. So we are deciding that over the last couple years to do it at two percent which doesn't have too big of an impact on the enterprise funds of the general government, but helps slowly increase this fund to cover the increased cost.

Charge for attachments and tool use, staff is recommending to start charging the public works departments and divisions when they use attachments for a piece of equipment or a large tool. The fleet department purchases and maintains these attachments and tools. The general government budget has been completed, so approved is just a charge to Clean Water \$4,000, sewer \$10,000 and water \$10,000. These are estimates, and the actual price will be charged out as the departments or enterprises are using the attachments and tools. Our total decision packets recommended is increased revenue of \$53,355.

Our next slide is capital which John will explain. Our capital purchases, we have a couple slides of these.

John Steinbrink, Jr.:

We do have a couple slides, but we'll just spare you guys the pictures of all the broken and rusted out trucks this year. So we're just going to stick with the numbers. The first thing that we have is a sanitation truck. We keep our trucks for seven years and then we rotate them out. We average about 2,000 hours on our trucks. And so by the time you get that six, seven years you're at 12,000 or 14,000 hours, and that's definitely exceeded the useful life of a vehicle. So we are looking at replacing one of our garbage trucks. The garbage truck is really the only new vehicle

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for public works that we purchase. Because by the time someone gets rid of a garbage truck it's pretty much worn out and then you spend more on repairs.

Everything else that we'll be talking about this evening is pretty much used vehicles that we purchase at auction. We find some stuff that ends up still having maybe not that many miles or not that many hours that we picked up for probably 30 cents of what it would be new. So we're able to really expand our fleet and get some nice equipment.

The first one that we have is actually building a plow truck with a used cab and chassis. So we've been very fortunate in the past when we go to some auctions that we can find some used cab and chassis, and then we just put the box on and put the plows, the deicing equipment. It's worked out well. We're estimating around \$110,000 for that. If we had to buy it new it would probably be around \$180,000, something like that. We may not quite get as much life out of the cab and chassis, but we still probably get about 60, 70 percent of it. And so for this time we're very happy doing that.

The next one is a single axle truck specialty use. That pretty much is going down when we're at auction, and we may pick up a boom truck, a lift truck, a knuckle truck for doing bulk goods. Whatever we can find at that auction that seems to be like a good deal that satisfies a need. So we've been very fortunate purchasing stuff like that at auction also. And that saves us a lot of money just having that money available so when you're at auction and you see something that you need you have some money allocated for it.

The next one is plow equipment for a cab and chassis. In 2016 we were able to buy a really nice cab and chassis at an auction. We just ran out of money to put some plow equipment on it. So we're looking at allocating some money for the new box, new salter, spinner, auger, deicing material, controls, stuff like that for \$85,000.

Replacing a semi-tractor that we have for hauling around our lowboy and our semi. Anytime that we do watermain breaks to all our excavators, something like that, our semi-tractor is just worn out. So we're looking at just replacing it with another used semi. It will be newer and a little bit more modern than the one that we have, but it still won't be anything new.

The next one is a used water truck that we'll use for watering within the summer and then we'll use for deicing within the winter months. So we can start deicing some of the key intersections and arterial roadways. So when it does start to snow the deicing material is supposed to and should probably eat up about an inch, inch and a half of snow potentially. And so if the crews don't get out there right away it actually makes a little breaker bond within the ice in the road which is really nice to have especially like on some of the main arterials within the Village.

And then a used fork truck. We're really getting a need for a used forklift now within public works. We have one in the budget every year, and it's really the first thing that we end up cutting because something else went over budget. So we're hoping that we're able to purchase that in 2017.

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And then the next one that we have is some of our smaller equipment. Replacing a trailer that we'll be purchasing at auction. Roadside maintenance equipment, our current asphalt roller that we have is a 1994 so replacing that. Replacing an air compressor that's been there probably since the '90s. Some attachments for our track excavator. So anytime that we need to do some work within creeks or removing beaver dams or anything like that, we're actually able to get down into some of these areas where a wheeled excavator will not be able to traverse.

And we're also looking at making a couple of improvements in our shop. Now that we have our new storage facility, we actually expanded our shop a little bit. When the Prange was originally built we just had one drive through bay that had two hoists in it, and it was set up for doing all the maintenance. Now we're actually adding three more bays that used to be storage for maintenance work. So it's really going to make the mechanics much more efficient.

We'd like to add some reels over to the west end of our current shop, hang them from the ceiling so we can do oil changes in some of our new bays and not have to use cans or gallon jugs of oil. We'll be using the same pump system but just adding some reels onto the ceiling. A drive on hoist for the shop. We're doing a lot of oil changes for smaller vehicles. So instead of having to tie up a large hoist that would hold a plow truck or a garbage truck, it's just a small drive on one. You drive on it, it picks it up four or five feet, that you could change oil in some of these smaller vehicles, lawn mowers and drive it off. It will make that process a little bit quicker.

Next we have a Village Hall fleet vehicle and the RecPlex van. Both of these we'll be purchasing through state contract. So we get a really good price on that through the State of Wisconsin contract. We've had very good luck with that in the past. And the last one that we have is replacing the fuel pump dispenser. The dispensers that we have currently out at the fuel bay at the Prange are original when the Prange was built in 1994. We've replaced all the pumps and all the other equipment and lines and controls last year as part of EPA requirements. But we just didn't have enough money to actually replace the dispensers. So we're actually looking at replacing the dispensers in 2017. So for a grand total of \$180,000 for smaller equipment. And then for the larger equipment \$676,000.

John Steinbrink:

Any questions?

Kathy Goessl:

So this fund's cash balance is going to go down some based on what we're recommending. We just try to keep this around half a million in the reserves here. And so we're looking at ending this year at \$611,000 and next year a little less than a half a million.

If there's no questions on the fleet we'll move onto the solid waste fund. Again, I'll start out with the operating section of the solid waste fund. It's laid out similar to the last two budgets. Operating revenue is an increase of \$14,000, a little over \$14,000. The majority of that increase is in our base monthly user charges up \$13,400 to \$1,552,000. That's not any rate increases. This is just increases in the number of homes that we've added to the roster for billing monthly.

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Depreciation is down based on historical trends. 2016 actuals was actually \$61,767. Office expenses are up \$10,520 mainly due to facility lease from the general government which includes our Village Hall and Roger Prange building up \$6,800 and the mailing of letter sized utility bills which was underestimated for the 2016 budget. Compost site is up \$19,479. Fleet internal service is up the most at \$8,000. And contractual services up five and personnel allocation up six to make the total up in the compost site area.

Administrative is up \$5,400 mainly in personnel and benefits. Leaf collection is down slightly \$589. Recycling expense down \$5,200 mainly in the amount of allocation of public works wages and benefits. And then garbage is up \$15,489, mainly tipping fees are up five, and personnel allocation is up ten. Decision packets I'll go over in a couple slides. And we're looking at a total operating loss here, again, of \$75,000 up slightly from last year's loss budgeted at \$52,000. Again, we're looking at cash flow not as much as losses. Here, again, we have depreciation here at \$65,000, last year \$90,000. If you take those out it comes pretty close to breaking even.

Dave Klimisch:

Question for you on the recycling expenses. Do we receive money for the recycling?

Kathy Goessl:

Yes, we do receive money that's in the revenue area for recycling. It's been going down some due to our recycling trends. It's around \$40,000 if I can think off the top of my head. It's in the actual documentation that we put into the Board presentations or paperwork.

Dave Klimisch:

Thank you.

John Steinbrink, Jr.:

And if I can just add to that. Recycling costs are actually at an all time low right now. So this is probably the least amount of money that we'll receive from our product. If you take like heavy metal, for example, three years ago it was probably going for \$200 a ton, now it's going for about \$20 a ton. And so it's actually dropped that much. And some of the commodities have followed suit with that. And so it's really at a low right now. I'm not really sure of the economics why, but it is at a low right now, and we're hoping that that number raises up. And when that gets back to normal averages you'll definitely see a difference within the cash fund of this enterprise fund.

Kathy Goessl:

So our recycling rebate we're budgeting \$25,000. A couple years ago it was \$40,000. And then we have other recycling revenue of budgeting about \$3,000 this year. That's like selling -- what kind of stuff do we get revenue for, like metals and stuff. Yeah. So that's other things that we get revenue for that's recorded here.

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Mike Pollocoff:

The state has basically cut our recycling grant that we get in half.

Kathy Goessl:

No, the recycling grant is actually --

Mike Pollocoff:

Wait a minute, it's going up this year.

Kathy Goessl:

-- budgeted at \$40,000 and some.

Mike Pollocoff:

But it was at \$70,000 at its largest, wasn't it, about \$69,000?

Kathy Goessl:

It's been going down. This year it went up slightly. It's actually on the nonoperating section of our budget, recycling grant I'll talk about. But it's lower than it used to be a number of years ago. But it's maintained the last couple years.

Again, I have a similar slide as I had in the previous two budgets showing our operating expenses on a graph format. The biggest expense we have is garbage expenses. That's picking up our garbage and the tipping fee to put them at the landfill. Our second major category is recycling expenses. That's picking up recycling at the curb and bringing it to the recycling center. And the third category is administrative expenses.

The nonoperating section of our budget here is, again, I brought the operating loss forward. And then you looked at the nonoperating revenues as a grant which actually increased here. And basically it's because last year we did not budget for the hazardous waste grant which we continue to get. Therefore, we added that back into the budget for 2017. That's budgeted at \$7,115. And the rest of it is a slight increase in the recycling grant.

Then interest income, here too, they don't have as much money as the Clean Water Utility, but they're looking at revenue -- and this also includes penalties and stuff on people that pay their bills late, the interest income we get for that. So that's up a little bit more even though they don't have as much cash on hand. So our net operating loss here is \$8,000 almost breaking even. So that's our cash flow.

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Here's our decision packets. We have five decision packets here. The mechanic and their allocation for the mechanic of \$3,823. And I talked about that program in the last two budgets. Residential recycling center open Saturday's year around at \$1,712. Right now they shut down the beginning of December and don't open back up until March. But because it's located in a remote location to prevent a lot of dumping at the location we're opening it on Saturday's year around with is it one person or two? One person.

Replacement dumpsters for \$10,000. And the allocations of the two fund 100 programs that were approved, a strategic planning consultant and the compensation survey for a small amount of \$900 for strategic planning and \$450 for the compensation survey for a total of recommended new programs of \$16,885. And then we have the capital which John will talk about those two.

John Steinbrink, Jr.:

The two projects that we're looking at for 2017 is, one, actually finishing up the shed where we store all of our electronics. We had funds last year to actually finish building the shed and get the recycling center up going. But we didn't have enough money to actually put doors on the end of it. So we're looking at some overhead doors, putting some overhead doors on there. We're not looking to do any openers or anything like that. It will just be a manual open and close. But we do feel that it's important just to have some doors on that facility.

And then the next one is installing some street lights on the drive actually leading up to the residential recycling center. We have some lights when you first come in off of Russell Road and around the corner. But we'd like to actually get lights all the way from where the corner is. And it's just over half a mile. And it gets pretty dark especially now in these winter months. We're open until seven, and it's going to be dark at five. We get two hours when it's really dark, and that's a long drive. And so just for security we'll look at putting some lights. We'll do all the work in house, running the electric, the conduits. We'll be setting the poles and the heads and pulling the wire all along with Sandro's crew. We'll be doing all the calculations and in house engineering for that. So those two projects will total up to \$35,000 for what we're recommending.

Kathy Goessl:

Okay, again we end this budget presentation with this fund with the cash balances. We're looking at gaining cash balance for 2016 to end the year at a little over \$190,000 in cash. And then for 2017 we're looking at, again, gaining some money, almost \$22,000 to end that year at \$212,000. We're not recommending any rate increases to any of the customers for pickup. So we're maintaining our rates from the previous year. That ends my presentation of all of our three budgets, fleet, solid waste and clean water.

John Steinbrink:

Any questions?

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Kris Keckler:

I had a brief one about the leaf collection. Last year we added an additional leaf collector and expanded the routes for this year, and last fall we changed the burning ordinance. Is there any noticeable increase in leaf collection overall?

John Steinbrink, Jr.:

We did notice that we did pick up more leaves. And especially having that fourth round. I think what it really ends up doing, too, is it really cut down on the amount of overtime that we end up spending. Because with the three units we really struggled to keep up with it. So we had to work 12 hour days. We were starting as soon as it's light out, ending just as soon as it's dark out and working all day on Saturday and sometimes even on Sundays. And so there was an increased volume. But with the fourth leaf collection and the two additional staff on there we were able to complete all the routes on time.

Kris Keckler:

So it's at a manageable level?

John Steinbrink, Jr.:

Absolutely.

Kris Keckler:

Okay, thank you.

Michael Serpe:

John, are you getting a lot of calls for special pickup outside of the designated times?

John Steinbrink, Jr.:

We do get a lot of calls for special pickup. I assume that you mean for the bulk pickup?

Michael Serpe:

No, for the leaf pickup?

John Steinbrink, Jr.:

For the leaf pickups it's not too bad. I mean I know it's something that we offered out there. We haven't had too many because now by having an addition leaf collection we were actually able to shorten the amount of time or actually added another round in there a year ago. So we're really getting there every eight, nine days, something like that. So by the time someone goes and rakes

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it out it's not that long that it's out there. We may get a couple, and we make sure that we act on those. But it's really not as much as we had anticipated. And I think that with the service that we have the residents are very happy and appreciate it.

Michael Serpe:

Definitely.

Mike Pollocoff:

Mr. President, we'd be looking for Resolution 16-37 for adoption of the Clean Water Utility budget that was presented tonight.

Michael Serpe:

Move for adoption of 16-37.

Kris Keckler:

Second.

John Steinbrink:

Motion by Mike, second by Kris. Further discussion?

SERPE MOVED TO ADOPT RESOLUTION #16-37 RELATING TO THE ADOPTION OF THE 2017 CLEAN WATER UTILITY BUDGET; SECONDED BY KECKLER; MOTION CARRIED 5-0.

Dave Klimisch:

Move approval of Resolution 16-38 for the fleet internal service fund budget.

Michael Serpe:

Second.

John Steinbrink:

Motion by Dave, second by Mike. Any discussion on this item?

KLIMISCH MOVED TO ADOPT RESOLUTION #16-38 RELATING TO THE ADOPTION OF THE 2017 FLEET INTERNAL SERVICE FUND BUDGET; SECONDED BY SERPE; MOTION CARRIED 5-0.

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John Steinbrink:

That brings us to Item 3) Resolution 16-39.

Steve Kumorkiewicz:

Move to approve.

Kris Keckler:

Second.

John Steinbrink:

Motion by Steve, second by Kris for adoption of 16-39. Any further discussion?

KUMORKIEWICZ MOVED TO ADOPT RESOLUTION #16-39 RELATING TO THE ADOPTION OF THE 2017 SOLID WASTE UTILITY BUDGET; SECONDED BY KECKLER; MOTION CARRIED 5-0.

- B. Receive Plan Commission recommendation and consider Ordinance #16-33 approving a Comprehensive Plan Amendment for vacant property generally located at the 11700 block of Old Green Bay Road as a result of a Wisconsin Department of Natural Resources wetland delineation.**

John Steinbrink:

Probably going to take Item C with it at the same time, is that correct?

Kristina Tranel:

Yes.

- C. Receive Plan Commission recommendation and consider Ordinance #16-34 approving a Zoning Map Amendment on vacant property generally located at the 11700 block of Old Green Bay Road as a result of a Wisconsin Department of Natural Resources wetland delineation.**

Kristina Tranel:

Mr. President and members of the Board, the property owner hired Wetland & Waterway Consulting, LLC, a Wisconsin Department of Natural Resources assured biologist to complete a wetland delineation of the property generally located at the 11700 block of Old Green Bay Road and further identified as Tax Parcel Number 92-4-122-342-0143. The wetland staking was completed on August 16, 2016, and the wetlands area identified as shown in the attached copy of the attached plat of survey.

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In accordance with the Village of Pleasant Prairie 2035 Comprehensive Plan, upon completion of a wetland staking the 2035 Land Use Plan Map 9.9 shall be amended to reflect the results of the aforementioned wetland staking. Therefore, the Village of Pleasant Prairie Comprehensive Land Use Plan Map 9.9 is proposed to be corrected to change the low density residential with an urban reserve land use designation to the Park, Recreational and Other Open Space Plans with the field verified wetland land use designation on the portion identified as wetlands and to update the Appendix 10-3 of the Village of Pleasant Prairie, Wisconsin 2035 Comprehensive Plan.

Furthermore, in accordance with the Village zoning ordinance, upon completion of a wetland staking the zoning map shall be corrected to reflect the results of the staking. Specifically the request is to rezone the portion of the property that was scale delineated as wetlands into the C-1, Lowland Resource Conservancy District, and the remainder of the property will remain in the R-4 (UHO) Urban Single Family Residential District with an Urban Landholding Overlay District.

Both of these items went before the Plan Commission on October 24, 2016, and the Plan Commission held a public hearing and approve the Resolution 16-11 and recommended that the Village Board approve the Comprehensive Plan Amendment and Zoning Map Amendment as presented.

Steve Kumorkiewicz:

I make a motion to approve Ordinance 16-33.

Dave Klimisch:

Second.

John Steinbrink:

Motion by Steve, second by Dave. Any discussion on this item? Hearing none, a roll call vote is requested.

KUMORKIEWICZ MOVED TO PLAN COMMISSION RECOMMENDATION AND CONSIDER ORDINANCE #16-33 APPROVING A COMPREHENSIVE PLAN AMENDMENT FOR VACANT PROPERTY GENERALLY LOCATED AT THE 11700 BLOCK OF OLD GREEN BAY ROAD AS A RESULT OF A WISCONSIN DEPARTMENT OF NATURAL RESOURCES WETLAND; SECONDED BY KLIMISCH; ROLL CALL VOTE – STEINBRINK – YES; KECKLER – YES; KUMORKIEWICZ – YES; KLIMISCH – YES; SERPE – YES; MOTION CARRIED 5-0.

Michael Serpe:

Move approval of 16-34.

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Kris Keckler:

Second.

John Steinbrink:

Motion by Mike, second by Kris for adoption of 16-34. Any discussion on this item?

SERPE MOVED TO CONCUR WITH THE PLAN COMMISSION RECOMMENDATION AND ADOPT ORDINANCE #16-34 APPROVING A ZONING MAP AMENDMENT ON VACANT PROPERTY GENERALLY LOCATED AT THE 11700 BLOCK OF OLD GREEN BAY ROAD AS A RESULT OF A WISCONSIN DEPARTMENT OF NATURAL RESOURCES WETLAND DELINEATION; SECONDED BY KECKLER; MOTION CARRIED 5-0.

D. Receive Park Commission recommendation and consider Resolution #16-38 accepting the donation of 13.44 acres of land located north of 90th Street at the end of 5th Avenue from Ralph and Frank Gesualdo and naming the land the Frank M. Gesualdo Park.

John Steinbrink, Jr.:

Mr. President and members of the Board, before you this evening we have Resolution 16-38, and that's for the acceptance of just under thirteen and a half acres of land donation, Tax Parcel Number 93-4-123-181-0100 for park purposes by Frank and Ralph Gesualdo and naming the land identified in the Village Green Park Plan as Carol Beach Unit W Neighborhood Park renaming it as the Frank Gesualdo Park. The Park Commission met on this on November 1st and does carry a favorable recommendation to the Board on this. And we're very excited to potentially have this park within our new parklands. The Gesualdo family was very generous in donating it. The land itself does fall within our Park and Recreation Plan as being just a very passive park. So we're not looking to making any sort of active improvements, any sort of baseball diamonds, anything like that. There will be a walking trail around a wetland eventually.

If anyone's familiar it's just the area that's just to the north of 90th on 5th Avenue, and it's actually the old Town Club property. So back in the day it had a pool and tennis courts and a clubhouse and stuff like that. That's all been razed, and all the environmental issues have been taken care of. We have walked the site recently, and we found everything to be in order. And probably the only improvements that we would do is at the end of 5th Avenue we would erect a sign using impact fee money from the area designated and have on it Frank M. Gesualdo Park and maybe a small turnaround at the end of 5th Avenue just to make sure that it's safe for people to park and enjoy the park area.

Michael Serpe:

No plans for a parking lot in that area?

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John Steinbrink, Jr.:

We would just do something very small. There is some hard surface just to the southern boundary of the property. There was an existing parking lot there. Right now it's just kind of grown up with some weeds. So we would probably mow. And we really didn't want to spend a lot of money just because we don't have much money to make improvements. Maybe as funds allow we could improve a parking lot out there and improve the trails. Really something like would be a great Eagle Scout project, improving some of the trails or finding some sort of volunteer groups or getting some grants to make those improvements out there.

But we would make it safe for maybe three, four cars to park and turnaround, geometrically safe and then put a sign at the end and landscape around it. And then the Village would maintain mowing some of the southern component of it. And once the trails are made we would maintain the trails. It would probably just be wood chip trails so nothing very expensive to maintain. But yet something very nice for the residents in the Carol Beach Unit W or any residents that choose to go out there and enjoy it.

Steve Kumorkiewicz:

So what happened with the original driveway and parking. It used to be years and years [inaudible]. It's all wiped out?

John Steinbrink, Jr.:

I'm sorry?

Steve Kumorkiewicz:

There used to be a parking lot.

Kris Keckler:

The original driveway and parking lot.

John Steinbrink, Jr.:

Right, the original driveway there was a parking lot at the end of that. And as Trustee Serpe had asked for a parking lot we would just take that existing area that is hard surface. They never ripped the existing parking lot out, they just stopped maintaining it so it's got some cracks and it's got some weeds going through it. We would pull the weeds off of it and just maintain it the best as we could. And so it would be hard surface somewhat. It wouldn't be a pristine parking lot, but yet enough for some people to park and safely move around in there.

Kris Keckler:

How deep is the pond?

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John Steinbrink, Jr.:

I don't have any measurements of that. It's a natural wetland. I don't believe it was an actual engineered or a designed pond. So I would predict it's not very deep, but I've never gone in there. It's something we could probably float a boat in there and drop a tape measure and find out and let you know what it is.

Kris Keckler:

Don't bother doing it just for that question.

John Steinbrink, Jr.:

Okay.

Dave Klimisch:

In our packets there's a brief biography on Frank Gesualdo. Are there any plans to put any kind of biography by the signs so people know who he was?

John Steinbrink, Jr.:

Probably not at this time. All we're looking at doing is just the same standard Village sign that we have. I can talk with Chris Christenson and Emily about maybe having a link on the website in our parks tab. So if somebody wants to research or have that information it's available for them.

John Steinbrink:

That parking lot is that where we did the staging area for the sandbagging a couple years ago?

John Steinbrink, Jr.:

That's correct.

Michael Serpe:

I'd move approval of 16-38.

Steve Kumorkiewicz:

Second.

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John Steinbrink:

Motion by Mike, second by Steve for adoption. Further discussion?

SERPE MOVED TO CONCUR WITH THE PARK COMMISSION RECOMMENDATION AND ADOPT RESOLUTION #16-38 ACCEPTING THE DONATION OF 13.44 ACRES OF LAND LOCATED NORTH OF 90TH STREET AT THE END OF 5TH AVENUE FROM RALPH AND FRANK GESUALDO AND NAMING THE LAND THE FRANK M. GESUALDO PARK; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

E. Consider Professional Services Agreement to train staff on the Village's Water System Distribution Hydraulic Model.

Matt Fineour:

Mr. President and members of the Board, this is a professional service agreement with AE2S from North Dakota for water model training tailored specifically to the Village's water model and our system. The contract is for \$11,600. Approximately half of that is being used for them to provide kind of a hefty training documentation manual. The other half is for onsite training with the model itself.

Our water system model, just so you have an understanding of it, is actually a computer model of our entire water system network. It includes all the pipes in it, it includes all the towers, all the pump stations in there, all the hydrants and so forth. So you take our real world system and you put it in a computer and that's what our water system model is. It actually has data in there for water billings in there so it actually utilizes the actual water use from water customers in there.

And it's actually been utilized for the past couple years by consultants to do work such as the water main that just went under I-94 out to Uline designed in a way by the water model. That solution for that water system project was utilizing the water model itself, and as well as the work that's going on this year along Sheridan Road. That also utilized the water model to look at how the water system would operate with those improvements. When Niagara came on board the water model was instrumental in that, too, to figure out with such a large water user what the effect on our system was going to be. Those answers are usually flushed out with the model itself.

Our water system model was kind of build around 2011, and a couple years ago around 2013 it was actually calibrated. So when I say built it was actually configured in the computer world, if you will, built in the computer world. And then AE2S when we hired them out in around 2013 they calibrated the model which meant that they went out in the field, they did testing out in the field. And they then kind of massaged the model itself to make sure that what we're getting from the computer model is what we're seeing out in the field. So we know when we actually run the model we have confidence that what we're seeing through the computer is what we're going to see out in the field.

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That being said what we're being trained on itself is the water model. And what we're going to do with that is then over the next year internally my staff is going to do a utility master plan with the water system. So when we look at expanding the water system out for future developments or through neighborhood planning for future development or when another large water user decides that they want to come into the Village we can see what those affects are. It also has an ability to help the public works department out sometimes with operations. So when there's an issue with the tower or the pump we can actually kind of model that in the model and see what's going on or at least get some ideas about what's going on and what a solution may be.

So, again, this training was budgeted for this year's budget through the Water Utility, and I recommend approval by the Village Board. If you have any questions I'd be happy to answer them.

Dave Klimisch:

A question on the map. The areas that aren't serviced by the water on the map are they either on well or serviced by Kenosha?

Matt Fineour:

Yes. That map that's on the board shows all the Village water systems. So anything where you would not see a blue line is right now not serviced by the Village. It does not have a water system. It would be serviced by well or some other means or actually [inaudible] a well.

Dave Klimisch:

So the areas that are north on Cooper up towards Highway 50 they would be --

Mike Pollocoff:

Kenosha. They're in the City water service area, but that doesn't mean they have City water. There's a lot of wells. So anything north of 85th Street they could be on a well or they could be on City water. Look at Beverly Woods. You've got a mix in there of people that have wells and municipal water. Up in the side streets off of Cooper Road you've got the same thing.

Steve Kumorkiewicz:

The project in Bayshore is done, right? The land that [inaudible] north to supply Bayshore, that's completed?

Matt Fineour:

The water that's going out on Sheridan Road, is that the one?

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Steve Kumorkiewicz:

Yeah.

Matt Fineour:

Yes, that was -- before we actually designed it to be constructed we modeled it through the water model system.

Steve Kumorkiewicz:

It's all done right now?

Matt Fineour:

Yes. It's being finished up being constructed this year, yes.

Kris Keckler:

Move approval to award contract as noted.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Kris, second by Steve. Further discussion?

KECKLER MOVED TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH AE2S TO TRAIN STAFF ON THE VILLAGE'S WATER SYSTEM DISTRIBUTION HYDRAULIC MODEL; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

8. VILLAGE BOARD COMMENTS

John Steinbrink:

A couple things to take note of. We had over the weekend the dedication or the opening of the tennis and pickle ball courts with basketball courts. We have yet to see the pickle ball happen, so we're waiting to see that demonstration come forward and learn all about it. Is that a new thing, or is that just something new to this area?

John Steinbrink, Jr.:

I'm not sure of the actual date of inception of pickle ball. But I do know that it's becoming much more popular within this area. We actually have a pickle ball group within Pleasant Prairie that

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meets at the LakeView RecPlex. And they're a pretty vocal group. I never really heard of pickle ball before we started this project. But as soon as we announced it publically we did get a lot of public outcry for making sure to make pickle ball provisions in there. So we worked with one of the residents that actually is a trainer at LakeView RecPlex. And we had to provide some input on the type of marking, the orientation, directions and stuff like that. And so we're actually hoping to foster a couple of pickle ball tournaments. And I'll make sure to post it up for the Board. If anyone is interested in making a team we'd love to have you guys.

Michael Serpe:

Is there an actual pickle involved in it?

John Steinbrink, Jr.:

There's not a pickle but it's actually -- it's kind of a smaller version of tennis is what it is. So you really don't have to be quite as mobile or quite -- the courts are almost half as big as what it ends up being. So even when you do a double pickle ball it's definitely manageable.

John Steinbrink:

It's not an Olympic sport yet, right?

John Steinbrink, Jr.:

It's not an Olympic sport yet, but you never know.

John Steinbrink:

Also over the weekend we had a great turnout, and all the Board members were there at the veteran's celebration we had on Sunday. And I want to thank all of you for being there with other members of the Village. Also our administrator received the KABA award I think it was on Thursday night. Mike, can you tell us a little bit about that? It was kind of a surprise for him, and it happened on his birthday.

Mike Pollocoff:

It wasn't kind of a surprise. You guys sandbagged me. The impact award, I don't know if I've impacted their lives and now they think I'm done and go away or whatever. But it was a nice award from KABA. They attributed a lot of things to me that really is built around having a good governing body, developing good working relationships with KABA, with Kenosha County and some of the agencies that help provide economic development here. There's really nothing that can get done with one person in any way around here. So it was a nice award to receive. But it really goes to the community.

One of the things I said that night was that people here don't realize, but you talk to a lot of other communities, and getting the County and the Village and the City to work together and the

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nonprofit agency like KABA is not normal. It doesn't happen all the time. And you see all sorts of things where you either have an economic development entity fighting with a chamber of commerce and arguing with the cities and the counties. That's more typical than what happens in this community. And really since I've been here Pleasant Prairie has been very aggressive about maintaining our image and the goals that we have and our boundaries. But also working for economic development and working with anybody who is going to work with us on accomplishing that. It was very nice, but it really goes to a lot of people here. When we bring a development in everybody gets their eyes on it, and we as a team find a way to make it work and get that done.

Michael Serpe:

You know, John, again Mike gives the credit to everybody except himself. And his fingerprints are on everything.

John Steinbrink:

The FBI is taking note of that, too. And it's quite a prestigious award and really well deserved by Mike. And it shows the amount of work he does in this community, and he was recognized for it. It's a very prestigious award and very deserving by Mike. KABA doesn't give those out lightly. They give one person a year, and it was quite an honor for the Village to have Mike receive that because he works with everybody. So good job, Mike.

Steve Kumorkiewicz:

[Inaudible] Mike has a vision and you did it. We were a small township, and we look around now after all these years, 32 years, and we have a full grown community. We are the envy of the communities around us and many communities in the State. We were at a conference of the League of Municipalities about three weeks ago, and every time I go to those [inaudible] we're lucky to have Mike here because he [inaudible] the community. And he leaves a legacy of what he did here. We're very proud to have him, and we're going to hate to see him go, but that's life.

9. ADJOURNMENT

**SERPE MOVED TO ADJOURN THE MEETING; SECONDED BY KUMORKIEWICZ;
MOTION CARRIED 5-0 AND MEETING ADJOURNED 7:05 P.M.**