

**VILLAGE OF PLEASANT PRAIRIE
PLEASANT PRAIRIE VILLAGE BOARD
PLEASANT PRAIRIE WATER UTILITY
PLEASANT PRAIRIE SEWER UTILITY
9915 - 39th Avenue
Pleasant Prairie, WI
January 6, 2014
6:00 p.m.**

A regular meeting of the Pleasant Prairie Village Board was held on Monday, January 6, 2014. Meeting called to order at 6:00 p.m. Present were Village Board members John Steinbrink, Monica Yuhas, Steve Kumorkiewicz, Clyde Allen 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; Mike Spence, Village Engineer; John Steinbrink Jr., Public Works Director; Carol Willke, HR and Recreation Director; Sandro Perez, Inspection Superintendent and Jane M. Romanowski, Village Clerk. One citizen attended the meeting.

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

Jane Romanowski:

There are none.

John Steinbrink:

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

- 5. MINUTES OF MEETINGS - DECEMBER 2 AND 9, 2013**

Monica Yuhas:

Motion to approve.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Monica, second by Steve. Any additions, correction?

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YUHAS MOVED TO APPROVE THE MINUTES OF THE DECEMBER 2 AND DECEMBER 9, 2013 VILLAGE BOARD MEETINGS AS PRESENTED IN THEIR WRITTEN FORM; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

6. PUBLIC HEARING

- A. Consider the request of Richard M. Stiles, Agent, Ruffolo's Pizza LLC, for anew Class "B" Fermented Malt Beverage License and a "Class B" Intoxicating Liquor License for premises known as Ruffolo's Pizza, 11820 Sheridan Road.**

Jane Romanowski:

Mr. President and Board members, Richard Stiles has been talking to be probably a year or year and a half about buying the restaurant from Frank. So he has applied for a license for the property at 11820 Sheridan Road. He's in the process of purchasing the property as I said and a tentative closing date is scheduled for January 28th. If the Board approves the license, first of all, he'd have to show ownership of the property or a lease of some sort, show that he has the premises for the license. He would have to pay liquor license prorated fees from the date of issuance through June 30th and publication costs. We'll check to make sure there are no delinquencies on any sewer bills, taxes, invoices, etc.

And then last Frank Ruffolo would have to surrender his license as there could not be two licenses for one premise. So Mr. Ruffolo has been given the surrender form. Right now, like I said, we're just waiting for the closing to take place. But obviously Mr. Stiles wanted to make sure that the license was secured. Chief Smetana has approved Mr. Stiles as an agent, and he has satisfied all over requirements. He has actually managed the restaurant since I think he said 1998 or so. So he's well aware of what the license entails, and he's very excited about purchasing the property.

Steve Kumorkiewicz:

I make a motion to approve -- public hearing, yes.

John Steinbrink:

I'll open it up to public comment or question.

Jane Romanowski:

There were no signups.

John Steinbrink:

Anybody wishing to speak? Anybody wishing to speak? Hearing none, I'll close the public hearing and open it up to Board comment or question.

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Steve Kumorkiewicz:

No comments.

Michael Serpe:

Mr. Chairman, I'd move approval.

Clyde Allen:

Second.

John Steinbrink:

Any discussion?

SERPE MOVED TO GRANT THE REQUEST OF RICHARD M. STILES, AGENT, RUFFOLO'S PIZZA LLC, FOR A NEW CLASS "B" FERMENTED MALT BEVERAGE LICENSE AND A "CLASS B" INTOXICATING LIQUOR LICENSE FOR PREMISES KNOWN AS RUFFOLO'S PIZZA, 11820 SHERIDAN ROAD, SUBJECT TO THE CONDITIONS SET FORTH BY STAFF; SECONDED BY ALLEN; MOTION CARRIED 5-0.

7. ADMINISTRATOR'S REPORT

Mike Pollocoff:

Through the course of the day we evaluated that it is cold outside. And public works made a decision that they had to make as far as operating the garbage trucks in this weather. It's hard on the equipment, plus the landfill isn't open. If we did collect it we'd have garbage trucks with frozen garbage. But they're going to out tomorrow even though it's going to be colder. It's going to be as cold in the morning, but it's going to warm up during the day and we'll go on from there. They did a really good job, it's been a long siege for them as far as dealing with the roads, the ice, the plowing. I know there was a lot of holiday plowing that some people might think great overtime, but after a while it gets old, and they did a good job of keeping the roads open so that the other departments could continue to do business. Hopefully we're in a trend but an aberration.

Steve Kumorkiewicz:

How is our salt situation?

Mike Pollocoff:

There's salt in the shed, and John told me today he's making an order. We go on the State bid, and he's going to put an order to fill the shed up. We won't use up all of our order, but it will get us ahead so we're not waiting in line in case this is a trend and we get more and more snow.

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Clyde Allen:

Thank you, Mr. President. In regards to your report regarding public works and the plowing situation, we've had three trips to and from Chicago or Milwaukee. And one trip with a limo driver made a comment that I-94 was not very good. He got into the City and he said this is really bad. I took him down 82nd Street to avoid the City to show him the difference, and he said, wow, who plowed here. So they notice. It makes a big difference so thank you. And the guys did an admirable job all three occasions.

Mike Pollocoff:

The other thing I'd add is that in public works a long-time superintendent on the street side operations Gary Sullivan retired. He had 20 years, and I'll be bringing a resolution in February for Gary because he's retiring. He's not gone yet. But public works and HR went through a selection process, and they've selected an individual named Joe Middleton. He's been working for us for 11 years in public works. He's going to school to get his civil engineering degree. And I think it's just going to keep a level of expertise in that department getting higher and higher. Although I want to say Gary did a really good job. Clyde has described anybody that's seen how our streets have been managed over the years and winter operations, and Gary is the one pulling the trigger when we go.

8. NEW BUSINESS

A. Consider a collection agency services agreement for Municipal Court.

Richard Ginkowski:

We'll keep it brief. We identified since May a number of issues that needed to be addressed regarding fiscal responsibility. To be quite frank as the Municipal Judge I've been a little surprised at the number of people who, A, don't show up for court and, B, who don't pay their court obligations. And the legislature has given us very tools to work with. We utilize all of them to varying degrees depending on the circumstances. And I've outlined everything in a memo so I'm not going to repeat everything that's in the memo. The biggest thing that we looked at, though, is we need to deal with the things that we can't deal with ourselves, and that is collection of people whose fines have been on the books and they haven't been paid, what are we going to do about it? We can certify the tax intercept, that's been very, very successful. We do that, we will continue to do that.

We started a pilot program last summer where when we issue commitments to people basically those are warrants when people don't pay. We send them a copy, and we basically send them a letter saying you have three choices. A, come in and pay it, B, go see the sheriff or, C, wait for us to come and get you at the least opportune moment of your life. And that has had some success in getting people who have forgotten about their court date to come in within usually a few days and take care of it. It's those people that continue to blow us off that present a problem, and it has over the years and it needed to be addressed.

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So we interviewed three different collection agencies that work with municipal courts in Wisconsin, each of which has experience in the area. They were PPS, PPS has the Kenosha Circuit Court; Stark Agency out of Madison which has the Kenosha Municipal Court. They're losing, however, the Madison Municipal Court contract because they failed to submit apparently a timely renewal proposal. And CMC which handles the fire department's collection I understand for ambulance services.

We were impressed mostly with PPS. They seem to be the ones to have a more significant handle on our needs. They were willing to go after the older accounts. They were unequivocal about that. The other two potential vendors were equivocal on that issue. It's our belief, and I consulted with the staff since they have to work with that. And Kathy Goessl sat in on two of the interviews as well. And PPS represents at this point the best fit with our software and with our needs.

CMC they came in with a lower bid, however they didn't want to get involved unequivocally with older cases. And that seemed also to be the case with Stark. I was not impressed with, to be perfectly honest, Stark's presentation. It left a little bit to be desired. And also some of the feedback that we had it indicated that they were okay, but PPS definitely had a more professional understanding of our needs and seemed to be able to work with us the best. And so that was our recommendation for a potential partner in this area.

And the last thing that I will point out tonight would be that we will take and try first to pursue these ourselves before we send them out. And by that I mean that we do tax intercept, we send out the letters. So basically when something is maybe more than a year or so out of date then we will put it out for collections because we want to give people an opportunity to take care of it. And also at that point in time it takes us time, it takes us a year for things to get the tax intercept. So if we put it into tax intercept ourselves we don't have to pay the fee to the collection agency. Once we've given them an account then they, of course, get their cut, and their cut is very reasonable.

Also PPS the 19 percent fee that they charge that's the same circuit court is paying. Becky Matoska-Mentink, Village [inaudible] our Clerk of Circuit Court I interviewed her, and she spoke well of them and recommended them. So with that if there's any questions I'll be glad to answer them. But I believe that PPS represents the best partnership at this point in time. If it doesn't work out we can always move on to someone else.

John Steinbrink:

Thank you.

Mike Pollocoff:

Dick, for waiting that year and seeing if you can get it through tax intercept I understand that. But if it's somebody who is not a Wisconsin resident would you still wait a year?

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Richard Ginkowski:

That's probably likely to be less than that. I think we would move quicker on the non-resident accounts. I'll be perfectly blunt with you, though. One of the things that has surprised me, this is anecdotal, but I think for the people who don't show and don't take care of their obligations you would think that there are people south of the State line that would be more likely to do that. And quite frankly we have people drive up in bad weather from Waukegan and Zion to appear and take care of things. And we have people ten blocks away who blow us off. But that's one of the benefits of going with a collection agency partner. And I'm glad you mentioned that is the fact that it gives us a handle of working with non-residents.

One thing we have noticed anecdotally as well is that if I suspend a driver's license or driving privilege for non-payment of a fine, the State of Illinois now has begun reciprocally honoring them. So we have had people come in from Illinois that I suspended their driver's licence for two years, Wisconsin has notified Illinois, Illinois has suspended their driver's license. And they've come in and said, hey, I got this suspension notice from the Secretary of State, what do I do about it? So we're having some success. It will never be perfect, but every dollar that comes in that we didn't have before is one that we didn't have before or 81 cents that we didn't have before.

One final thing to point out, and I just mention this, the State doesn't send us a dime, and yet out of every citation, conviction in court that we collect we have to send \$5 to Madison. And with that any questions?

John Steinbrink:

Some things never change.

Michael Serpe:

Who do we authorize -- does the Judge authorize to get the signature on this or does it come to John?

Mike Pollocoff:

It comes to John.

Michael Serpe:

I'd move approval of the contract with PPS.

Clyde Allen:

Second.

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John Steinbrink:

Motion by Mike, second by Clyde. Any further discussion or questions?

SERPE MOVED TO APPROVE A COLLECTION SERVICES AGREEMENT WITH PROFESSIONAL PLACEMENT SERVICES FOR MUNICIPAL COURT; SECONDED BY ALLEN; MOTION CARRIED 5-0.

B. Consider Resolution #14-01 rescinding Final Resolution #13-15 levying special assessments for final public road and street tree improvements for the Whispering Knoll Subdivision.

Mike Pollocoff:

Mr. President, we did conduct a hearing and levied special assessments in the Whispering Knoll Subdivision as a result basically of the failure of the subdivision to complete its improvements on time and not having enough money to do that. Prior to that our attorney in court had filed a lien on the properties so that before the properties would go into foreclosure we'd have some opportunity to at least have a hook in there to get possibly some settlement to lower the cost of the improvements in there.

Our initial estimation on the construction was \$379,000. Our actual came in less. We did some - Mike and John had worked on some different ways of setting the existing asphalt that was there where we tape it in places rather than ripping it up, and we saved \$108,763.00. We didn't need to get into the contingency - the project was managed really tight. That saved \$20,611. And we did as a result of developer Harp trying to get in and get ahead of the market wanting to require the lots in order to get us to release the lien he agreed to pay \$45,000 over a period of time as sales transacted when he sold his lots. I think he picked up eight lots to offset that cost. We had a lower bid on street trees. Our engineering was \$3,000 less.

So what we've been able to do, and one of the reasons we need to act on this is land transacts and there's outstanding assessments that have either been levied or contemplated to be levied. So in order to minimize the number of wars between buyers and sellers that are buying and selling property and they don't know what the status of this is, and based on the fact that we're essentially minus \$5,800. We're going to be able to eliminate all assessments for everyone.

I'm recommending that this resolution resend the previous one where we levied these assessments. They were slated to be collected this coming December so everybody knows they're not going to have to set that money aside and they can adjust their escrows. There's still a special assessment that's going to be paid by the developer that he would also receive that same benefit of that rescission of this of the project. So based on what we saved that's where we come up with a shortfall of \$5,835, and I think we're still going to try to negotiate to get that out. So this has a happier ending than we thought it would be. I think the typical assessment was \$4,000 per parcel, and we're able to get this thing done and get that project squared away so there's an assessment. So I'd recommend that Resolution 14-01 be approved as presented and the assessments be rescinded.

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Michael Serpe:

Are the property owners aware of this yet?

Mike Pollocoff:

We send a letter notifying them just so we can kind of interject so they know if they go to sell property that this is happening. This will actually formalize it.

Michael Serpe:

Great work, great job.

Mike Pollocoff:

Good job for engineering and public works to get that project in on cost. Attorney Camilli did a good job of binding this thing up a little bit with the liens and tightening it up.

Monica Yuhas:

Motion to approve Resolution 14-01.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Monica, second by Steve for adoption of Resolution 14-01. Any further discussion or questions?

YUHAS MOVED TO ADOPT RESOLUTION #14-01 RESCINDING FINAL RESOLUTION #13-15 LEVYING SPECIAL ASSESSMENTS FOR FINAL PUBLIC ROAD AND STREET TREE IMPROVEMENTS FOR THE WHISPERING KNOLL SUBDIVISION; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

C. Consider the request for a new Towing License for Pro Towing.

Jane Romanowski:

Sharon Wienke has applied for a towing license under the name of Pro Towing at 6018 26th Avenue. Sharon indicated to me that her dad has been in a towing company in Racine for 26 years. She's splitting off and starting her own company. So she has met the requirements of the ordinance. The police department did complete an inspection of the lot and equipment and has approved her place of business. So I recommend the towing license be issued to her from

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tomorrow through June 30th. She also indicated that she's buying out Glassman Towing, which means she couldn't have a license there and this license because there would be financial interest there. But she's using that lot as an overflow for her lot. So I'm assuming Glassman won't be coming in to renew his. So if this is approved we'll put her on the list, the rotating list with the police department, and we'll see what happens in probably June when they apply for a towing license. But she did indicate that that's what she's planning on doing.

Clyde Allen:

Motion to approve.

Michael Serpe:

Second.

John Steinbrink:

Motion by Clyde, second by Mike. Further discussion?

ALLEN MOVED TO APPROVE A TOWING LICENSE FOR PRO TOWING AS PRESENTED; SECONDED BY SERPE; MOTION CARRIED 5-0.

D. Consider Operator License Applications on file.

Jane Romanowski:

Just two tonight for Samantha Chatmon and Brittany Durkee, and they both have passed the matrix so good for approval.

Monica Yuhas:

So moved.

Steve Kumorkiewicz:

Second.

John Steinbrink:

Motion by Monica, second by Steve. Any discussion?

YUHAS MOVED TO APPROVE OPERATOR LICENSES FOR SAMANTHA CHATMON AND BRITTANY DURKEE; SECONDED BY KUMORKIEWICZ; MOTION CARRIED 5-0.

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9. VILLAGE BOARD COMMENTS

John Steinbrink:

Clyde?

Clyde Allen:

Thank you, Mr. President. My question is for either Mike or Jean. Did Scotty's get all of the work done by 12:31 that was required?

Jane Romanowski:

Yes, he did.

Clyde Allen:

Thank you.

John Steinbrink:

The snow made it look better.

Mike Pollocoff:

Yeah. I'd also request that the Board consider based on the quorum and items not on the agenda that we forego the January 20th meeting for the Village Board this month.

10. ADJOURNMENT

**SERPE MOVED TO ADJOURN THE MEETING; SECONDED BY KUMORKIEWICZ;
MOTION CARRIED 5-0 AND MEETING ADJOURNED AT 6:25 P.M.**