

AGENDA VILLAGE BOARD

Village Hall Auditorium
9915 – 39th Avenue
Pleasant Prairie, WI
November 4, 2019
6:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizen Comments (Please be advised per State Statute Section 19.84(2), information will be received from the public on items not on the agenda; however, no discussion is allowed and no action will be taken under citizen comments.)
5. Consider approval of Village Board Meeting Minutes of October 7, 2019.
6. Administrator's Report
 - A. Presentation of Village Board Meeting Survey
7. Old Business – Tabled Items
 - A. Consider approval of Resolution #19-32 and Ordinance #19-34 amending Chapter 98 as it relates to the meeting time of Village Board
 - B. Consider approval of Resolution #19-33 and Ordinance #19-35 amending Chapter 18 as it relates to the meeting time of the Plan Commission, Park Commission and Zoning Board of Appeals.
8. New Business
 - A. Consider approval of Ordinance #19-39 and #19-40 amending the code to include underage tobacco prohibition to include vaping products.
 - B. Presentation of Prairie Highland Corporate Park Progression Video.
 - C. Consider approval of Resolution #19-41 for the Acceptance of Public Improvements regarding Public Sanitary Sewer System, Public Storm Sewer System, Public Water Main Improvements and Public Roadway Improvements for Prairie Highlands Corporate Park.
 - D. Consider approval of Plan Commission Appointment.

9. Village Board Comments

10. Adjournment

I hereby certify that I posted a true and correct copy of this Agenda in three (3) public locations: Village Hall, Roger Prange Municipal Building and RecPlex. Additionally, this Agenda was posted on the Village of Pleasant Prairie's website at www.pleasantprairiewi.gov.

Dated 1st day of November, 2019. Jane C. Snell, Village Clerk



MINUTES VILLAGE BOARD

Village Hall Auditorium
9915 - 39th Avenue
Pleasant Prairie, WI

A regular meeting of the Pleasant Prairie Village Board was held on October 7, 2019. Meeting called to order at 6:00 p.m. Present were Village Board members John Steinbrink, Kris Keckler, Mike Pollocoff, Dave Klimisch and Mike Serpe. Also present were Nathan Thiel, Village Administrator, Tom Shircel, Assistant Village Administrator; Jean Werbie-Harris, Community Development Director; Dave Smetana, Chief of Police; Craig Roepke, Chief of Fire & Rescue; Sandro Perez, Inspection Superintendent; Kathy Goessl, Finance Director; John Steinbrink Jr., Public Works Director; Dan Honore', IT Director; Craig Anderson, Recreation Director; Emily Kolosso, Media Specialist; and Jane C. Snell, Village Clerk. Seven citizens attended the meeting.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PRESENTATION OF RESOLUTION #19-36 OF APPRECIATION AND RECOGNITION TO MASON KIERNAN FOR THE COMPLETION OF AN EAGLE SCOUT PROJECT KNOWN AS BROOKSIDE GARDENS BRIDGE.**

John Steinbrink, Jr.:

Thank you. Mr. President and members of the Park Commission, this evening we have in attendance with us Mr. Mason Kiernan. I'll ask him to step up to the podium please. Mason last year did an Eagle Scout project. It was actually a very impressive Eagle Scout project. And the whole project is the end of a great story which I'll just briefly go through. Manutronics years ago built a factory over on 24th in the Springbrook Road area. Years went by, it got blighted a little bit. The Village purchased the property, made it a park. And we've been working on making some improvements. Worked with a grant to get a playground built.

But there was this waterway, this bridge kind of separating two parts of the park that needed a pedestrian bridge to cross. And he came up with the idea he wants to build a bridge across this creek. I'm like this sounds like a great idea, super. So he was able to go through and raise the funds and complete the project. Do you want to speak a little bit about the project, some of your fundraising, and then I'll read the resolution to you.

Mason Kiernan:

So I had to raise a lot of money to build this bridge. A few raised I did was I sold [inaudible] chocolates. We did gift cards from Kwik Trip for car washes. And I hosted a brat fry at Festival Foods. And, well, I'd like to thank Mr. Hupp [phonetic] for all his work. He helped me through most of it.

John Steinbrink, Jr.:

Thank you, Mason. Yeah, so Mason worked very hard on the project. And you can see there's a lot of structure in the rails. And I did drive by on the way to the meeting just to make sure that it was still standing and the warranty would be up before we read the resolution this evening. So with that being said I have Resolution #19-36. Resolution of Appreciation and Recognition to Mason Kiernan for completion of an Eagle Scout project, Brookside Gardens Bridge from the Park Commission.

Whereas, on November 7, 2018, Mason Kiernan presented to the Pleasant Prairie Park Commission his Eagle Scout project to build a bridge that covers the Brookside Gardens Park Creek; and whereas, on August 6, 2019, Mason Kiernan presented to the Pleasant Prairie Park Commission his completed Eagle Scout project; and whereas, the Village of Pleasant Prairie would like to acknowledge and express its gratitude to Mason Kiernan for his contributions made while building a bridge at the Brookside Gardens Park Creek; and now, therefore it be resolved, that the Village of Pleasant Prairie does hereby extend its sincere appreciation and gratitude to Mason Kiernan for his time and effort of commitment and attentive service to the Village of Pleasant Prairie. Considered and adopted this 7th day of October, 2019. Mason, thank you very much. And I believe Emily wants your picture up by the Village of Pleasant Prairie sign.

Michael Serpe:

Does he remodel basements, John?

John Steinbrink:

Mason, that thing on your arm there that wasn't a result of your project, was it? Okay.

John Steinbrink, Jr.:

And Mason does have one more thing he'd like to add very quickly.

Mason Kiernan:

I'd also like to thank my parents for all their help.

John Steinbrink, Jr.:

All right, Mason, thank you very much.

John Steinbrink:

Great project, Mason. Did you have to bring in any heavy equipment to bring all that in? Yeah, because it's quite a bridge. It's not a small bridge out there you built. Have you load tested it? Because Mr. Pollocoff and I will come out and walk over it if you want. All right.

Kris Keckler:

Move approval of Resolution 19-36 for Mason and his parents.

Dave Klimisch:

Second.

John Steinbrink:

We have a second. Any discussion? Those in favor?

Voices:

Aye.

John Steinbrink:

I guess we're all in favor. Congratulations.

KECKER MOVED TO APPROVE RESOLUTION #19-36 OF APPRECIATION AND RECOGNITION TO MASON KIERNAN FOR THE COMPLETION OF AN EAGLE SCOUT PROJECT KNOWN AS BROOKSIDE GARDENS BRIDGE; SECONDED BY KLIMISCH; MOTION CARRIED 5-0.

5. CITIZEN COMMENTS

Jane Snell:

Mr. President, we have two signups this evening. The first one is Lucella Peak.

John Steinbrink:

Please give us your name and address for the record then.

Lucella Peak:

My name is Lucella Peak. I live at 6810 93rd Street, Pleasant Prairie. I'm mad.

Richard Poprawski:

My name is Richard Poprawski. I originally purchased that property at one time. And in dealing with the problems of water and neighbor, inspectors and whatever else, since Lucy's mother has passed Lucy owns the house now. Now, supposedly we were supposed to have an inspector out there today to look at a water problem from a neighbor's water that's bumping water from his

yard into supposedly a rock garden that he created. Now, when I purchased the house I was told I could not change the landscape, I could not change the flow of the water. Since then we've had a water main break that just about flooded out the house and the garage. And now I have the neighbor who created a pond which I have no idea who the gentleman is or anything else because he has an attitude that he don't want to talk to anybody.

So as it stands now somebody was supposed to be out from the Village to look at this problem today which did not show up, okay? What I want to know is where do we go with this? This is getting to be an ongoing problem. The condos have already retrenched theirs. I have water sitting in the yard where the condos have done whatever. And now I have him building a pond or a rock garden or whatever it is in the yard and pumping water 24/7 out of that house flowing into the property here. My resolution is where do I go with this?

Lucella Peak:

Friday I called you. I was mad, I went out and mowed my yard [inaudible] so wet. I cry when I get mad. It's frustrating, and it's like what do I do, where do I go, where do I turn? And I was told with that pond, he put that rock pond in, I have pictures. He put a rock pond in, and I called Pleasant Prairie at that time because he was going to [inaudible] that black rubber thing you have to put down for your rocks in order for the water to supposedly be held there.

Richard Poprawski:

He wanted to originally run it ten feet into the property line.

Lucella Peak:

Into my property. When I first moved there he kept claiming my property is his property. I had to cut the willow trees down in the back. He says, oh, I had the property surveyed. No, you didn't. When I bought the house I had the property surveyed. [Inaudible] were still there. When I cleaned all of it up the flags were still there from when he potentially had it surveyed. Here he had a soccer net. He kept pushing it into my yard. I would mow the grass and push it into his yard. Then he would [inaudible] in my yard. This has been going on and on and on. He built a rock pond. He's got a four inch pipe pumping water. And he's got the pipes buried under the ground so you can't see them once they're coming out of the house. It's like [inaudible].

But he's got a big four inch [inaudible] he's got the pipes sitting there right by the pipes that under the ground. He's got the hoses going on the opposite side of the rock pond. He was told to keep the hose to the [inaudible] side. He's got them over on the other side of the rocks not even near the rocks. You want to see my pictures. I'll show you exactly what I'm talking about. And when it rains the water from his rock pond comes flowing over. Where's it going to go? It can't go in the ground. [Inaudible] in there with rubber. So I get the flow from the rocks. Plus I've got a four inch tube with nothing but solid mud and water coming off the back side of them.

I [inaudible] my yard Friday from almost the back yard where my well sits. It was so wet all the way up the hill. I call it the hill because I have three trees [inaudible] in back. Almost up to the bottom of the trees it was nothing but water. I was mowing through water. [Inaudible] to keep it from stalling out.

John Steinbrink:

Okay, let's --

Richard Poprawski:

As it is where do we go with it? It's getting to be a headache. If the intention is to make that a retention pond then you purchase the land.

John Steinbrink:

Right.

Michael Serpe:

We can't respond to citizens' comments. But Mr. Steinbrink will pay you a visit. We'll take it from there.

Mike Pollocoff:

What is your house address there?

Lucella Peak:

It's 6810 93rd Street. I live right across the street from the water treatment plant. There's only three houses [inaudible].

Richard Poprawski:

It's the little white one. As it is we know it sits low, but come on.

Lucella Peak:

You don't need to make a retention pond in my yard. That's not what I paid for.

John Steinbrink:

Okay, it's an issue that's going to have to be looked at. All right, thank you. Anyone else wishing to speak under citizens' comments? Hearing none I'll close citizens' comments.

6. ADMINISTRATOR'S REPORT

Nathan Thiel:

Mr. President and Village Board Trustees, I just have a few items to pass along. One, I wanted to recognize three community events that were fairly successful here in the Village and applaud the Fire Department, our Police Department and also our IT department. On September 21st you may be aware that we had -- or the Fire Association put on the Pleasant Prairie Safety Days. It was very well attended. It was an incredible event. And despite a little bit of rain it was just a really good event.

October 2nd our IT department because of October being Cybersecurity Month put together a presentation for the public last Wednesday evening. Again, it was a good event. I think it got some press coverage, and so I just wanted to applaud that event. And then finally this last Saturday, October 5th, the Pleasant Prairie Appreciation Association with the Police Department put on an Ice Cream Social. And, again, a well attended event and deserves to be applauded.

Just a final comment is AB235 is going to be going on the Senate floor tomorrow, and then hopefully will be completed on the Assembly floor. That bill specifically has to do with our We Energies Power Plant closure. I just want to specifically thank Representative Kerkman and also Senator Wanggaard and their offices for the assistance that they've done. I am confident that we'll have a bill that will go before the Governor and I'm excited about that. Basically the concern being that the state utility aid that we currently receive for the We Energies Power Plant, when that plant is completely decommissioned will go away over a five year period. And that represents almost ten percent of our Village revenues. And so we're excited that the Legislature has seen fit to provide a way for us to make up that difference. So, anyways, I just wanted to let you know that that has successfully -- clearly they still have to vote on it tomorrow, but I am encouraged that we're to this point so I wanted to report on it. And that's all I have.

John Steinbrink:

Thank you, Nathan.

7. NEW BUSINESS

A. Presentation and Receive McGrath Consulting Group, Inc. Fire & Rescue Department Review and Assessment.

Tim McGrath:

Thank you, Mr. President, Trustees, Village administration, Fire Department that I see behind us. citizens. Thank you for the opportunity to presenting this report. With me today is Chief Don Markowski who is the lead consultant on this project. And we'll go through the slides. Mr. President, I don't know how you want to handle questions. We're open if you want to them as we go along. If you want to wait until the end it's entirely you call.

John Steinbrink:

You want them to go as we go along or wait until the end? If something pops up we'll throw it out at you.

Tim McGrath:

That's fine, thank you. First of all, our firm has been in business for almost it will be 20 years next year. We started strictly doing fire and EMS studies. We've expanded to our HR division which now does compensation studies for up to the size of counties. We also have a police division at this time. We have about 400 municipal clients, and we have clients in 40 states. Interesting enough, the state that we have the majority of our clients in is Wisconsin and Texas. We have 73 clients in your state currently or in the past.

Again, I'm the CEO, and the preponderance of this report Don will be doing. Malayna is our HR senior consultant. She lives in Wisconsin, and she did this particular study. And the fire people will probably recognize the other name which is Chief Perousek who is retired living out in California. And he does a lot of review of my reports and always has some things so I call him my advisor. But Dave was the Chief of the North Shore Fire Department, the consolidated department not far from you.

In your report we have listed our recommendations in five priorities. I've also given the Administrator a flash drive with the report on it and all of the recommendations on a spread sheet. So as your working teams look at this and you want to change the priorities you don't have to retype everything. All you're going to have to do is go in the spread sheet and change the number and do a search. So that's the criteria that we used as we put them on.

Don Markowski:

Can you hear me okay? So the next slide we had these set up so they would transition in. So you can go ahead and put them all up then. Again, the report was to do an analysis of the fire department as a whole, looking at the staffing levels, the stations, the apparatus or what we would call a complete audit. So in the process we looked at both aspects of the fire portion, the EMS portion. And we recognized that the fire department covers 33.6 square miles. And one more transition there. In the process we looked at data for three years worth of call volumes. And we'll talk about that specifically. In the report you'll see it. A lot of detailed information as to trends and how that relates to calls for service.

In general, though, you'll find that the average for the three years had 68.28 percent worth of EMS calls or medical calls, heart related calls, trauma calls, those type of calls in nature. The fire calls which was just under 32 percent is a mixed call. So those aren't all actual fires, those are types of fires, so some of them being car fires or structure fires. But otherwise they would also be fire alarms and different calls of any fire nature.

In the process of evaluating the fire department we looked at the staffing levels, and we looked very carefully at that relating to the call volume. And more specifically we look at national standards. Because it's important for us to be able to see what as a nation we look at in terms of suggested call volume and the staffing that goes along with that. Currently the staffing level has maintained itself since 2011. In 2011 there was a consultant that was hired. Maybe some of you were on the Board at the time. And the recommendation was to increase staffing. Six people was added at that time. That staffing level has stayed stagnant since 2011 as well.

So currently there's a fire chief and two assistant chiefs that are part of the administrative staff. There's also an administrative assistant which is at the headquarters. All of them work the traditional 40 hours of work per week. The chiefs then also rotate on a weekly basis as to who comes back in the evenings or on weekends or nights to the more significant calls.

As for the fire suppression crews there's six lieutenants, and there's -- I'm sorry, there's six lieutenants and there's two per shift. So each fire station has a lieutenant there. That tends to be what we call the company boss. That's the person in charge. And then we have 25 full-time fire fighter paramedics as well. They work the traditional one day on and two day off schedule. There are also six part-time firefighters. Some of the part-time fire fighters are paramedics, and some of them are just the EMTs.

When we look at the call volume here in front of you you've got a list of the ten years' worth of call totals. You see that there's been an average increase of 4.11 percent over that ten years. We inserted a trend line in there so you can kind of see how it's been trending all along. There was a couple of years where the volume was down compared to the trend. But certainly you see the last two years have been higher than what the trend is. If we go to the next slide, I referenced earlier about national standards. The important thing to remember about national standards is that there really isn't a lot that we can say this is a definitive, this is what we must do. So when we look at national standards, a lot of times they are nonmandatory. However, they become sometimes part of the mix in litigation.

So, for example, if you'd just go to the next one, the National Fire Protection Association, otherwise known as NFPA, is a standard. It is not mandatory. They have a standard called NFPA 710, and in that standard it suggests that your full-time personnel should be on the scene of an incident, a structure fire incident, within four minutes. And you should be able to do that 90 percent of the time. That's sometimes very, very difficult and in many cases cost prohibitive, but it is a standard. And you say, well, it's a standard, it's a wish, it's a goal, but how does that really affect us? The fire department does implement a lot of the NFPA standards probably in their building codes, in their fire inspections. I can tell you when they build a fire truck it's NFPA compliant. So you are using a lot of the NFPA codes today even though you're not recognizing the 710, all right? Our recommendation is to not adopt NFPA 710. It really becomes expensive trying to keep up with that. However, there are better things and I'll talk about that in a minute.

The next one then is OSHA. When we look at OSHA there's a rule that's called two in two out. And this really has to do with fire fighter safety. And the rule is that there has to be two people on the scene of a fire before they can go inside and start an interior attack. Before they go inside

there has to be two people outside to be the self-rescuers of the two people in. That is a mandatory rule. That is a mandatory rule per the Wisconsin law. So that is something important to recognize. And when we start getting into staffing I'll refer again to the two in two out as it relates to your current staffing and how you would have to comply with that.

The next one is the Insurance Services Office. So the Village has been rated by the ISO for many years, not uncommon for municipalities to get rated by ISO. Again, this is a nonmandatory one. However, this index, the ISO is an index that's used by insurance companies to determine premiums for the people that are looking to buy insurance. So at one time years ago before NFPA was real prevalent or any of the other models, ISO was kind of like the leading edge as to if you had a nice low number that was a good thing. So one was a good score, and in the report it outlines how that all works, a one versus a two versus a three. The Village, and I should say not just the fire department, the Village because it also rates the water system has an ISO class rating of a two which is very good for a municipality of this size. So a lot of that is in due credit to the good water system that you have and the amount of training and the operations of the fire department itself. So a two is a good rating.

The next one then would be the Center for Public Safety of Excellence. And this tends to be more of a reachable standard that you can use. So although we do not recommend going for accreditation at this time, there are many things that you can get with the Center for Public Safety of Excellence processes that can be helpful to you. In the process of becoming accredited, there is a tremendous amount of data that you have to keep. And there are 250 performance indicators and 70 core competencies. In that process you will do a complete evaluation of what you do as the fire and rescue department, how you do it, and more important is how can you do it better. And so that process really, really takes a good self-examination of yourself, of the fire department, and tries to make benchmarks as to how can we improve it.

The accreditation process is lengthy for the Center for Public Safety of Excellence. Typically it requires a full-time person to gather all that data. Again, that's not our recommendation at this time, but it certainly could be a future recommendation down the road. What is our recommendation is you take those 250 core competencies, and you then start utilizing those competencies and start tracking your data that way. It's basically being able to regulate yourself, set your own bar and monitor yourself as to how well you're doing it in the future. Next one please.

So when we look at the call volume the United States Fire Administration has been collecting data from fire departments across the country since 1974. They take that data, and they break that down into a system that they categorize the different fires. So in front of you there on left you see 100 is fire, 200 is over pressurization or explosion, 200 has no fire attached to it, 300 are your EMS calls, 400 hazardous conditions, 500 service calls, 600 series is the good intent, 700 is false alarm, 800 is severe weather, and 900 are special incidents. And then in the columns that go to the right then you'll see your data, your total for 2016, 2017, 2018 along with the average.

What we then do is on the far right side is we compare your three year average of the fire department and their calls compared to the national averages. A couple things to note. The important one is always a fire because those tend to be the more critical calls in nature. Your call

volume is only 3.3 percent versus the national average of 4.7 so that's a good number to have. And that's being probably very proactive with your fire prevention services that you provide, your public education. And a lot of that comes into the installed systems that you have within the community, sprinkler systems, alarm systems to keep those numbers down.

The next category to look at always carefully is the EMS. Again, that represents 68 percent of your call volume for the fire and rescue department compared to the national average of 64 percent. That makes it look like it's slightly higher, but there's a little caveat to that. Not all fire departments across the nation does EMS. Sometimes that's a separate category. So you're real close to the average there and certainly very typical. One of the ones that we just wanted to draw out there is that false alarm one. Three year average is 12.9 percent compared to the national average.

If you'd just move to the next slide please. One more. And here you see for the line of duty desk for fire fighters across the nation here, you see the break down on that pie chart of where the fire fighters are dying. And I'll draw your attention to the crashes, 19 percent. Every time there's a false alarm we respond in a vehicle. Every time that vehicle goes out on the street we could be part of that 19 percent. So it's kind of a goal to always try to keep the false alarms down as much as possible. And that would be one of the things that we'd recommend as we move forward. You can go to the next slide.

Tim McGrath:

A clarification. The four minutes on NFPA 710 is a drive time. So that's from the time you leave the station until you get to location should be four minutes 90 percent of the time. I was asked to discuss alternative in providing EMS. And I think that was a very prudent thing to be asked. And the first one is I'll take the highest percentage, and that's fire base. Depending on which resource you want to look at it's between 40 and 45 percent. The preponderance of villages and municipalities that use fire base EMS does it because fires are going down significantly. And EMS is going up thanks to critters like myself in aging. So this is a trend that probably is not going to change soon. So it's actually maximizing your current resources is why most municipalities look as you do, you're using a fire based EMS.

If you hit the next one please. When I say private there are 18 percent receives fire from private ambulance services, but it could also be like a contractual service. And that's a staffing model. And Don is going to go into that and discuss the different ways to staff as you go through. If, in fact, you're doing that, you're actually hiring a position and not a person. Why people like that is it's a line item. There's no overtime, there's no Worker's Comp., it is a line item, and it's up to the private contractor to provide that. There are advantages and there are disadvantages to that system, but it gives you an opportunity to explore them.

So if you hit the next one please. There's a third service. A lot of times when they say third service someone thinks that it means it's not as good. No, not at all. Most municipalities have a police department and a fire department, and so those are the public safety departments. Some municipalities have a third department which is strictly EMS. That's all they do. And 14.5

percent of the village's and municipalities provide EMS in that way. The argument for that is that a person exceeds better when they are not forced into doing all sorts of things. People that want to do EMS and feel passionate about it and specialize in it, and they can certainly perhaps become more proficient. The disadvantage is the general public usually perceives this as a duplication of services. And the public perception usually is not favorable because they say, well, why can't the fire department just do it. But it is a method for doing it.

The next slide please. Before we get started I want to make it very clear your secondary PSAP is a very well run PSAP. They were very professional. They were very transparent, and they certainly I believe take a lot of pride in what they do. So what I'm telling you now is not a criticism of your PSAP. It's the consideration for you that do you really need a secondary PSAP. If you hit the next slide. Consolidations of PSAPs are really a very contentious subject. Usually police and also fire chiefs will say, no, we have to have it. It's local, we have to know. People say, well no, we want someone local that understands this.

If you pick up your phone right now and dial 9-1-1 it goes to Indianapolis and then it comes back, okay? So today, believe me, with technology. So if I was to dial 9-1-1 in your parking lot it would be picked up by the county. The county would ask me the minimum amount that they had to ask me, and then they would transfer it to you. The county gets something that's called ANI and ALI, automatic location indicator and automatic number identifier. When they transfer it you don't get that. So your dispatch has to put that in your CAD system.

If you hit the next slide. Basically what I'm saying is, and believe me you can find folks to argue this, but if I took just the standards the maximum you could probably save it 45 seconds. And they'd have to be somewhere in between. And we've done a lot of studies in Wisconsin and if we can get the proper information. So the real question is do you need the secondary PSAP, or can you get out the door 45 seconds sooner on the calls? It's a considerational play.

Next slide please. I'm sorry, a lot of states, the one just to the south of you, there's a state mandate to consolidate PSAPs. They're doing this because in the new generation of 9-1-1 I think you're going to see this a lot more across the nation than anything else. And that is that instead of having folks having secondary PSAPs or even primary dispatches try to consolidate so there's more redundancy and it perhaps can do a better job.

I'm sorry, if you hit the next one. In most studies when our HR department goes in there's quite a few things. And there's a lot of things listed in your report. But they're all really pretty minor things. And it's the changes that are occurring rapidly, okay? So the things listed, your HR was very competent, they were definitely on top of the situation. They were very willing and open and transparent as they shared everything. Just a couple of suggestions that they suggest we share with you is in your application there's some adjustments, there's things you can and cannot ask. For the most part you're pretty good. But that changes so quickly you had to adapt.

We feel it would be advantageous for the Village to have a third party EAP program. I applaud the fire union has an EAP program for their employees. But I believe that it could be advantageous for the whole Village to have an EAP program. And that would be run by a third party. And what that means that if I was an employee and I went to that, the only thing you

would know as my department head or on the Board is that someone from this department went and this was the cost, okay? So it is confidential and there's a lot of things.

You have recovery program. For three years if someone leaves they have to provide 100 percent. I don't know if you've ever done that. We're saying maybe you want to prorate it. That might be accepted more. I don't know. And the other thing that we thought or the HR thought was important you perhaps want to document your orientation just a little bit better. Because people are going to come back and say I was never told that, I didn't understand that or whatever the case is. But for the most part compared to most of our studies you're well ahead of the curve. Don?

Don Markowski:

Okay, thank you. Can we go to the next one? Great. So just as Dr. McGrath has complimented the HR department, I know I'm speaking for him as well, too, the fire department members are to be complimented as well. There is a great deal of professionalism, great deal of teamwork there. There's pride and dedication throughout the department. That was very evident to us when we did all of our interviews and we analyzed all this information. The other thing to note of the fire department, again, here you have the organizational chart that was provided to us. Of those members they are -- all of those full-time members, the minimum staffing level that they have every day as part of their job exceeds that of the neighboring departments. So you have a very well trained fire department here in the Pleasant Prairie area.

Can we go to the next one then? We'll get to the staffing part because obviously that was a big part of this study. When we started looking at the staffing, station 1 is a relatively new built in 2015 just around the corner there. The minimum and maximum staffing for that is three per day. Now, remember there's three shifts, there's three different shifts, but there's three people there per day, no more, no less. Go to the next one. And, by the way, they represent 40.9 percent of your call volume.

Station 2 which has been around for a long time was originally built in 1974, remodeled in 1995. That station was never really built for full-time people, but it does accommodate the people that are staffed there now. That station has a minimum of three people there 24 hours a day, or a maximum can be up to five people there per day. 59 percent of your calls come out of that station there.

The ambulances are staffed with three people on the ambulance at all times for all calls. Which means if two of the ambulances, one from station 1 and one from station 2 are out on a call, there's nobody else to answer the calls. They have to use mutual aid after that. And you'll see with the call volume and duly noted in the report, that happens probably more than it should.

Can we go to the next one. Our staffing recommendation is to -- the goal would be for each station to have three fire fighter paramedics, one of them would be a lieutenant or a boss of the station. And the ambulance would have two fire fighter paramedics on it. So a total of five people per station. By doing this some critical things come into play. One, you would double the

amount of staff vehicles that you have on duty every day. So you go from a minimum of maybe two ambulances or an ambulance and an engine, you'd double that to four pieces of apparatus per day.

Fortunately all of the fire fighters are also cross-trained as paramedics. All of the first responding equipment has the medical equipment to be ALS certified. So what that means is that even though a fire engine may be showing up at your door because you're having a heart attack, they have all the training and all the equipment to start that ALS care, and they can then continue to take care of you until such time as an ambulance from another station or another town come in and do the transport. It's important that we start looking at the functionality of our staffing. If we go to the next one there. So, again, the staffing levels of minimum and maximum of three at station 1. Go to the next one again. The staffing for station 2 the minimum at three person, maximum at five.

Go to the next one. Right now comes the big question what does this cost because it's expensive. It is expensive. We certainly recognize that. So if we did an estimate there, if you looked at station 1, and the reason why I'm looking at station 1 is because it's probably the simplest to do the math, you have three people at a minimum, three at a maximum. What we suggest is that goes up to five people minimum, five people maximum. So you're looking at two people per day times three shifts if six fire fighter paramedics. In order to do that the estimated cost just for the salaries is just over \$340,000. So we recognize that's a lot of money.

The other two big components of personnel is healthcare and pension. And, unfortunately, if we look at that that's an increase of almost 58 percent more than the salaries. So you're looking at \$340,000 for just the salaries, and an addition \$537,000 for the benefits. Now, that doesn't factor in uniforms or some of the other less costly things. I'm not trying to say that they don't cost money. But the three big things is salary, the healthcare and the benefits. As for station 2 because we don't know what -- you had a question?

Kris Keckler:

Yeah. Just on the benefit portion, when you said -- it's not an additional \$537,000, that's what it would bring the total to? Okay. You said in addition which would average out to approximately \$90,000 per person. Just want to make sure.

Don Markowski:

Yes, thank you for that clarification. As for station 2 it's a little more difficult to be able to cost that out. Because what we don't know is how many times it was at the minimum, how many times there was four people there and how many times five people were there. So certainly if we have that type of data you'd be able to put a more hard number as to what that cost estimate is. So, again, keeping it simple with just station 1 adding two people per day, three shifts, six people that's the kind of money that you're looking at for that.

What's important now is when we look at the goal here of a five person station. I'm going to now go back to that OSHA requirement of two in, two out. So today if, in fact, you had the

minimum staffing at station 1 and station 2 that's a total of six people on duty. In order to comply with the two in, two out mandate, you would have to have both stations on the scene before you can start an interior fire fighting. In our recommended goal of five people per station you would then be able to respond with an ambulance, some type of a fire suppression vehicle out of that station. Hopefully they're the closest ones that's responding there. As soon as they get there they can go to work and start the fire suppression without having to worry about how many people they have there. Because they not only have the minimum of four people they have one more. And so that's important to factor that in there. Any questions on that? Okay.

And, again, the report is more specific in the recommendations. So if we go to the next one here, again, just reiterating, fire station 1 would have two fire fighter paramedics on the ambulance, you'd have two fire fighter paramedics and one lieutenant. And they would jump depending on the calls. So that's a term that we use in the fire service called jump meaning they're either going to go on the ambulance because it's an ambulance call, or they're going to go on the fire suppression vehicle because it is a fire in nature or an accident in nature. So the department determines what that is. And this is how that would be set up. Station 2 would be the same thing. And so it would have the same five people, two people on an ambulance. On the fire suppression vehicle you'd have two firefighter paramedics and a lieutenant.

Station 3 which brings up the next thing. We do recommend that we built station 3. Station 3 has been talked about for a long, long time. And what we'll show you in the report that the call volume clearly indicates that station 3 has to happen soon if you want to continue to provide the same level of service to the entire community. So if we look at station 3 now certainly, again, the call volume warrants that the fire station be there. If you look at the section about mutual aid or automatic aid, again, there's a heavy reliance on mutual aid to come in and handle the calls because the on duty crew is already on other calls. That's not what mutual aid was set up to do. Mutual aid was set up to help you when there are extreme calls. It certainly was never set up to be part of the daily staffing.

And when we start looking at station 3 we then start looking at the need for that response time to that southwest area of the community. It's important that, again, that we recognize what the travel distance from station 1 and station 2 to that booming area that's out there. We recommend that station 3 would be what we call a satellite station. So it would not be a large station. It would just be a satellite station where you can basically house an engine and some type of a fire suppression vehicle. And typically it's staffed with three people. And, again, they jump between an ambulance and that fire suppression vehicle.

We also recommend that the administration offices be moved out of fire station 2. Currently the fire station 2 is housing both the administration and the suppression personnel. And there's not enough room for both. So by moving the administration out of station 2 you could remodel station 2 to meet the accommodations for the fire suppression people in terms of their daily functioning needs. Administration building is what we would recommend is to move that to station 1. It's a new building, it's a large building. But certainly there's costs that you would have to look at as to the efficiencies of it being at station 1. There is currently not enough offices to just move it in.

Next slide please. So when we start talking about station 3 this is an illustration in front of you there of what it is for four minute travel time. So the area in brown is the station 1 area. And you'll see the four minute travel time there as it's been programmed in this software. The blue color is station 2. And then the green color there would be what would be proposed as the site for station 3 which would be on the RecPlex property. So, again, you could see where station 1 and station 2 are just not getting into that area where the RecPlex is, and certainly not getting as far west as well. So that was the ideal targeted area that we found when we did the software analysis of where the ideal spot would be.

Next slide please. In terms of apparatus we did a complete audit of the current apparatus, and we used, again, standards by NFPA. NFPA recommends that suppression vehicles only be 15 years old. Certainly anything older than 20 years old should only be used in a reserve capacity. Currently you have three engine tankers that are in need of replacement. Our recommendation is not to replace all three but to replace two of those.

And in the process what we agree and I think the Chief will agree with us on that as well, too, we recommend that one of those would be a Quint ladder truck preferably somewhere at station 1's area. But let me explain what a Quint ladder truck is and why it's important. Currently you own a ladder tower. The ladder tower's are very expensive. They're well over a million dollars. And, again, the shelf life on a ladder truck is 15 years, same as a Quint ladder truck, same as a fire engine. The Quint ladder truck still has a ladder on top of it. It has instead of a tandem axle it has a single axle.

This allows that vehicle to be much more maneuverable throughout your city areas, the Village areas. It also is large enough so that it can get to roofs and make rescues off of balconies and things of that nature whenever the main ladder, the tower ladder is out of service. Certainly there's times when it has to go out of service for maintenance or repairs. In that case then this ladder tower will move over into its place, and the Village then maintains that ladder all the time. That's a big ISO thing. They like points for that. ISO likes the fact that you have Quints because not only do you get credit for one full engine company, you get credit for a half of a ladder company and it's just one vehicle. So it's kind of cooking the books a bit. But it's a good process in terms of the Village to have that.

The other vehicle we'd recommend to be replaced would be for one of those engine tank tenders to be replaced with a rescue engine. Currently there's a lot of vehicles and trailers that are set off to the side that carry a lot of the specialized rescue equipment. So when you're looking at specialized rescue equipment I'm talking about hazardous materials equipment, technical rescue, there's underground, there's above ground, there's trench rescues, high angle rescues, there's all kinds of stuff. And depending on the call then staff has to be able to get that equipment out to the scene. A rescue pumper carries a lot of the compartments, so a lot of that equipment can be moved into that. And now you're not trying to scramble depending on the call to get the right equipment to the scene in an appropriate amount of time. So instead of just replacing them with engines or engine tenders, we do recommend those two types of vehicles.

Next slide. So now you're probably going, yeah, where's this all going to come from? It's a lot of money. We certainly recognize it's a lot of money. We recognize that the Village has been very prudent with their fiscal spending. And certainly we look at that, and we have to say from an elected Board's position what is the standard that you want to establish for the fire department? Currently the fire department or as consultants we would come in and say this is what you need, this is what the standards say. But it's the elected officials that really determine what level of service is provided to the community? And certainly then there's an effort to try to make sure that that level of service is administered across the Board so that all residents are treated as fairly as possible.

So we start looking at this, and the first thing we see as we stumble is where's the money? Where's that pot of gold? We recognize you don't have a pot of gold. That's very clear when we've gone through the budget portion of our review. A couple of things that we could recommend, though. Certainly not all of these are recommendations that you have to go with. But certainly some considerations as you move forward in trying to pay for increasing services.

When it comes to personnel staffing currently there was part-time people involved many, many years ago. Again, the department at one time was volunteer. Then it went to paid on call. Now they use part-time people. But it's now today primarily career. The part-time process has kind of gone on the wayside. That's not to say that it is a bad thing. It's a very cost efficient way to be able to provide a service. But, again, there's pros and cons to that, too. If you're going to make a conscious effort to use part-time people, you're going to have to be very deliberate about how you market yourself to make people want to come and work here. So you have to make sure that there's benefits to it. You have to make sure that the training is flexible and it will accommodate part-time people. So that's important to recognize. It's not as simple as saying, well, you want six people, hire twelve part-time people and make it happen. It's not that easy. There has to be a real conscious effort to make sure that you can maintain that.

The next thing you could consider would be contract personnel. Dr. McGrath referred to this earlier when he says that you're hiring a position, you are not hiring a person. A contract personnel could be if you had six people that you needed to put on, you could get a contract with a private company to come in and provide fire fighter paramedics. They would wear the same uniform as you, do the same duties as you, still be under the same control of the fire chief, the rules and regulations. Everything is all the same, the only difference is you don't pay six people, you pay the contractor for six people. They're responsible for all the Work Comp, they're responsible for all the sick time, the overtime or anything else, healthcare benefits. They're responsible for all of that.

And, again, our recommendation is that if you're going to look at how do we pay for it, you at least look at that type of an avenue. It doesn't work for everybody. There will be resistance from the fire department on that avenue. So, again, there's a lot of factors to look at. But, again, our job is to help you analyze how can we get the staffing that would meet our needs. And, again, you're the ones that would meet that needs, you determine what that is.

And last but not least favorite is always the ultimate you can go for a referendum. You know the process of what a referendum is. And you could sell that to the people and let them determine what type of level of service is that. So in a referendum you can package that into staffing. You can package that into a third station. You can package that into apparatus. You could do it any way you want. It's never easy. And as you know referendums are not always successful. So that's also a consideration for you. So the report is very detailed. Hopefully you got a chance to see it. We'd certainly entertain any questions at this time.

Michael Serpe:

I have one. First I'd like to compliment you on your study about the fire department's professionalism and how well trained they are. We see that as well and we're proud of that. My past employment I was part of a study, my department was a part of a study. It was not very complimentary. But out of that study came some good things which made us better. When it comes to part-time do you ever go back to some of your studies that you've done to see how many part-time employees the departments were able to retain?

Tim McGrath:

Yeah, it really depends on how you look at part time. Part time could be as you're doing it which is folks -- in fact, we went into the station one day and the crew were training with a part time. So there was a good relationship there going on. Contrary to what the IAFF would like, the union, is that a lot of communities use what's called paid on premise. And that is a fire fighter, certified fire fighter, career from another town that comes in and works a 12 hour shift in yours. The IAFF doesn't support it. But I will tell you that the IAFF members are usually the first to take it.

The town next to me, and I live in a different state, has five fire stations. They staff them 24 hours a day, 7 days a week, 365 with above minimum staffing. There are two career people in that fire department. Everyone else is a paid on premise. And some of those paid on premise is like a who's who list of fire fighters and paramedics from other communities. So it can be explored. It works in some, it doesn't work in others. But the most expensive thing for you is a career person. We understand that. And when you can do it you should. But that cost never goes down, and it continues to go up. So all we're doing is suggesting that there's things that you can look at.

You are and you should be very proud of your organization, the fire department. Because you have a lot of things that the foundation is great, good leadership, dedicated people. But I believe that we can look at our resources, deploying our resources perhaps a little differently, and also looking at staffing options. Will they work for you? That's up to your fire chief. He's a professional. And he is a person that can tell you what's going to work in this town and not. Not us. We can only share with you. But to answer your question it works pretty good pretty much all over the country. Now, there are certain places that don't allow it. Pennsylvania, for example, I've run into more that the municipality has put out things that doesn't allow it. But, again, that's a self-decision.

Dave Klimisch:

When you talked about the satellite station, did you check out the different spaces that are being considered and see if there is a way to build a minimum station and then allow room to grow and changes?

Tim McGrath:

Yes. The chief very respectfully disagrees with us and I respect that. He believes that should be the site for a headquarter station. My concern is that pot of gold. So I think you're right on. Build it as a satellite facility, a two bay or three bay. I like three bays because it gives you some expansion. But lay the foundational work so that if you choose to make it a headquarter station you can. Put the stuff there so at least you can expand if you need to. But as we're looking we really think you need it. And we'd like to see it there as soon as possible. And I think the best way is to tell you build it as a satellite and do exactly what you said.

John Steinbrink:

Other comments or questions? Mike?

Mike Pollocoff:

I think you hit on this. I'm not saying you glazed over it, but it appears there's room to adjust how we respond to a call with existing staff I guess two people on a squad and one on an engine. So it would seem like one of the goals is to make sure that you're not emptying out the stations for one call.

Tim McGrath:

Definitely there's times that you're stripped of everything in this community, and certainly no chief is comfortable with that.

Mike Pollocoff:

But just on a basic call, say a car accident, with maybe nonthreatening injuries that you should be able to respond with an ambulance and an engine --

Tim McGrath:

You're hitting on a topic that's very dear to the hearts of the folks particularly in this area. Racine, Kenosha, Caledonia and you run three people on an ambulance. Kenosha just did a study, and they were told it should be two. At what point -- I mean everywhere we go in the nation the preponderance runs two. Now, does it mean they're right and you're wrong? No. It depends on what you're looking at and what you're doing. So I think it's an opportunity to begin a dialogue, okay? And the chief will tell you I think we can look at that if we know this other

resource is coming. So, again, he's the expert in Pleasant Prairie. And I think we need to address the options. And that's I think one of the things that you can look at.

Kris Keckler:

I thought it was a very thorough study, and I really appreciated a lot of the background information. Just in comparison in maybe some of the other municipalities or cities that you've done these studies in, in looking at the figures from 2010 to 2018 the population of the Village only grew about 6.1 percent. Yet using some of the data for your call sheets from 2010 to 2018 the same time increased 57.7 percent. Invariably the change in the population over that time would probably not be a surprise to most people that we have less of a population of 18 or under from 25 percent down to 20 percent. And where you see the increases have been the 25 to 44 year olds. The 45 to 64 year olds went from 30 to 34 percent, and over 65 as well. I say that in the sense that if we were to say that with the small population growth as expected for the Village yet more of an aging population, and I certainly didn't expect it to go this deep in here --

Tim McGrath:

It doesn't align.

Kris Keckler:

Yeah, it becomes more alarming. And not knowing what the standards are that if our medical calls --

Tim McGrath:

That's the very same question we asked, okay? And to be frankly honest with you was troubled with that. And we asked the chief why. And the chief really I think eventually we worked and the chief was very open working with us. In fact, I sat down and had a conversation with him, this doesn't line up. I'm troubled with this. And we believe part of it is how calls were recorded during that one time. I'm not saying they were inflated or whatever the case is. But I think how they might have been -- because I don't see anything else that aligns with that.

Your mutual aid took a pretty good jump, but they still don't perfectly align. But I know talking to the administrator we really tried to figure out why. I'd love to be able to lay my finger on it. And the chief couldn't and we can't. The best that we can come up with is that we think it's how it was recorded and the fact that your mutual aid went up.

Nathan Thiel:

So, Kris, just one comment along those lines, because that was one area that I was particularly -- when you look at from 2016 to 2017 you see this huge jump, it's 300 calls. And it seems an anomaly, right? And part of that then inflates that average call volume in general. And just going through, the one comment that I would look at or make is that the majority of those calls were in your 300 category, your EMS. And so my next question was is that ALS, is that BLS, is that

where your call volume is increasing? And those categories or subcategories were on trend. It was kind of your others and miscellaneous and things of that nature that took larger jumps. And why that is there isn't anything to explain. It's not like it's duplicative calls or anything of that nature.

But the one thing that I guess I would throw out is that as we're evaluating I think it is important for us to consider we have a spread of services that we provide, right? And when we look at fire services and we look at EMS services, the critical thing that we want to make sure is that we have coverage for those ALS and those BLS, right? That's the real concern. From a public duty perspective that's what we need to make sure we're providing. We have all these other things that are peripheral and oftentimes are supplemental and draw down our fire services and our EMS services that I'm not saying we toss those out with the bath water by any means.

But I think it's always good as we look at the numbers making sure that we don't have all of a sudden a shock factor, right? That big jump in 2017 is just kind of a little bit of an anomaly. But then between '17 and '18 the trend is back on task. So that's the only thing that I would throw out. I will say that working with McGrath I think that they were very thorough in getting information from us. I think that the recommendations that they're proposing is very -- it's not outrageous, it's not bland. I mean I think that they're trying to address the general problems. And now it's necessary for us to make some hard decisions, how are we going to pay for these things and making sure that we're moving forward in an equitable manner.

Kris Keckler:

And just aside from that anomaly, it was more the concern that as we maintain the awareness that as our community just increases in those older categories, and that's not really for right here to decide as far as what those breakdowns are. But if the fire department or the administration looks at those figures and they are more of those critical calls that that's something that's only going to increase.

Tim McGrath:

Nationally calls are going down about 3.3 percent. EMS has gone up a little over 6 percent.

Mike Pollocoff:

I don't think the revenues even reflected the increased calls. There wasn't corresponding relationship to what we collected in revenues that went along with the increase in calls. So there is something [inaudible] to make sure that we did that as representative of what we want to do. I think this is a pretty good study. I really think that -- I believe that the Village wants to stay -- head the department up where they need to be. I think it's going to take some mixture of all this to be honest with you along with the study. Because you can have a referendum for anything. Having a referendum is easy. I mean you put it up and you rock and roll and you see what you get. But I think that in order to sell a referendum I think the community has to really make sure that what we do within our existing budget, what we do with any growth of the tax base, what we

can fund out of that by making some minor changes, some might call major but some changes in how we staff it.

Through a mix of things you get to the point where a referendum becomes manageable. I think the real goal is to get us in shape as quick as we can. Use some of the different opportunities you've identified with a goal on -- knowing that at some point we might have to go to referendum. But we've gone to referendum for the smallest amount and be able to demonstrate that to the public that here's other things we've done within our existing resources. And resources we anticipate to be available as TIF districts come out of protection and go into the tax roll. I think it gets us to where we want to be, and I think it's a good framework for discussion with administration and the department and kind of work forward to this and get it planned. I think Nathan has done a good job for this coming budget. I know they've added more money for part-time people without having the benefits of the study yet.

Michael Serpe:

Mike, a couple things we have going for us in the Village in our emergency service, and I talk about police and fire, is they're very well respected by the residents of this Village. They should be. They're very, very professional, probably the best in the area. If we have to go to referendum I think the majority of the people if we put out a good reason why I would hope that they're going to support us. The guys that go out there every day show what they can do and what they do. And it's very well received by the residents of this Village. And I think your study will help sell that. At least I hope so.

Nathan Thiel:

One thing if I can just add on. I think that it was beneficial for this concept or the discussion about the idea of hiring a position, the contracted thought process, not in the sense that I'm a proponent of it, but just in consideration that when we look at the staffing models right now, we have a maximum of five. But sometimes we may not have -- maybe they're on vacation or maybe there's maternity leave, there's other factors that cause that person not to be able to be present. And so part of the thought process is that we need to make sure that we have enough staffing to fill in those holes.

One thought process that at least I appreciated from the discussion with McGrath was just making us aware that if you hire a position you're not worried about that. That's the job, that's the responsibility of the entity that you're contracting with. And so that's just one other thing that I gleaned away. Not saying that that's the end all or that it may even be cheaper. Sometimes contracting out is more expensive. But, anyways, that thought process was there. So I appreciated the multiple avenues of trying to cut this cookie.

John Steinbrink:

I know we keep looking at the referendum as one of the components, and we did this a few years back for an ambulance and a fire truck. And I think we need data like this, and we need a lot of education of the public to sell this and make them feel this is an important part of our community

and the growth and what we're heading and looking for our community to be. Because that referendum failed, and it was a surprise to us that it did fail. But the public needs to be educated. And unfortunately not all communities do a good job. And apparently we didn't do a good job back then. And I hope that your data is a part of it.

And as Mike and other people said there's more than just that to the component. We have to show that we've exhausted all our other resources as far as making this future of our department a reality. And it's a tough job, but it's going to be a job for everybody to partake in the department, the Board and probably citizen groups out there, too, to do their part. Referendums are not an easy sell in every community. I watch the news and I see what happens in other communities, and sometimes they pass and sometimes they don't. And I guess sometimes it's a testament to what that community has done to educate the others in the community. Trustee Keckler works with the school so he's good at education, and he comes from a family background of fire people, his mom, his dad. Thank you very much.

Tim McGrath:

Thank you very much. It was a pleasure working with a progressive and beautiful community. You should be proud. It's exciting. And as much as I'd like to take credit for this report I have to turn to the gentleman standing to my right who did the preponderance of it.

Michael Serpe:

Feel free to join us when the referendum hits.

Tim McGrath:

We did that on the school board once. So thank you again for the opportunity.

John Steinbrink:

Thank you. All right, that concludes Item A.

B. Consider approval of the request of Haribo of America Manufacturing, LLC for a one (1) year time extension of the Master Conceptual Plan for their proposed Corporate Campus within the Prairie Highlands Corporate Park.

Jean Werbie-Harris:

Mr. President, on May 7, 2018, the Village Board had conditionally approved a Master Conceptual Plan for the proposed Haribo of America Manufacturing, LLC development. It's proposed to be on a 136.8 acre corporate campus for the property located at the northwest corner of Goldbear Drive and 122nd Avenue. And this is all pursuant to staff approval letter dated May 29, 2018. Pursuant to that letter of approval of the Master Conceptual Plan, it noted that it was approved for 18 months or until November 7, 2019. And prior to the expiration of the Site and

Operational Plans they needed to submit and satisfy all the Conceptual Plan comments and conditions. At this time Haribo is requesting approval of a one year time extension until November 7, 2020 in order to submit their Final Site and Operational Plans for the Village's staff review and approval.

The extension is needed because there is some work that is being completed by the Village out on the Prairie Highlands Corporate Park site. That relates to public infrastructure and the land grading and so on and so forth. And this work is just being completed now this fall. Due to the timing, the weather and the development permitting, it's been discussed that the project is going to be starting in the spring instead of this fall. So as a result of them not wanting to commit to starting during winter month construction, Haribo is continuing to also capture and implement some unique U.S. requirements as part of their plan work that they are doing that they are asking for an extension.

As a staff we are recommending a year. I don't believe that they will need a year, but we're just recommending a year in order to make sure that they have the time that they need to do what they need to do in order to get their plans and their documents in order for their submittals sometime later this spring. Lexie Bennett is still here from Haribo if you have any questions or any other details that you need to have answered. The staff does recommend approval of a one year time extension. Again, this would be until November 7, 2020, and this would be subject to compliance with the May 29, 2018 letter of approval.

Nathan Thiel:

So just one comment. Last year we asked for a time frame extension for the completion of our work out at Prairie Highlands Corporate Park. And the intent was to save on basically having to align the soil in order to prep the soil for grading because it was really wet. We graciously came to an agreement to authorize an extension on our end, and then also an extension was authorized on their end to begin work sometime in April. The only comment that I would make is that I think that we've been working very well together in trying to get the work done in an efficient manner that isn't incredibly expensive. And I think that this extension will be fine.

One question that has come up is whether or not with the completion of our site improvements whether the second closing will take place. I believe that we've had some preliminary conversations, and the intent from the Village's part is, yes, we'll move forward because we'll have the infrastructure complete. And we still have to, again, work with Haribo in completing that closing process. So I don't think that there's any real delay that's taking place in this. It's just more of an opportunity to make sure that everybody's able to complete the work in the time frames, complete the work correctly and give sufficiently time frame to make that allowance.

Michael Serpe:

I'd move approval for the extension.

Mike Pollocoff:

Second.

John Steinbrink:

Motion and a second. Do we have further discussion? Those in favor?

Voices:

Aye.

John Steinbrink:

Opposed? Motion carries.

SERPE MOVED FOR APPROVAL OF THE REQUEST OF HARIBO OF AMERICA MANUFACTURING, LLC FOR A ONE (1) YEAR TIME EXTENSION OF THE MASTER CONCEPTUAL PLAN FOR THEIR PROPOSED CORPORATE CAMPUS WITHIN THE PRAIRIE HIGHLANDS CORPORATE PARK; SECONDED BY POLLOCOFF; MOTION CARRIED 5-0.

C. Consider award of contract to Rinka for Village Green Center Mixed-Use Development.

Tom Shircel:

Thank you, Mr. President and Board members. Before you tonight is consideration of contract to Rinka for master planning and subconsultant services as well as master developer services. This is for the area around the Village Hall here known as the Village Green Center mixed use development. So some quick background. If you remember the Village hired Todd Streeter our of Minnesota, and he put together this community collaboration process. And we had a committee of 60 or so people who stuck with the process of citizens from January of this year through July. And they were volunteers. They put in over 1,500 hours of community service to create a wide variety of development recommendations for the Village Green Center and a new downtown destination for the Village. The Village chose to use this development engagement process to let the community drive all aspects of the project's concept development along with interested citizens to directly influence the ongoing Village Green Center development activities undertaken by the Village.

So as a little time line here, so the Village put out an RFQ or a request for proposals on July 1 of this year. It went out to 40 plus selected firms. And August 9th was the due date for that RFP. We did receive two responses, one from Bear Development here in Kenosha, the other from Rinka out of Milwaukee. On September 4th of this year the Village staff and a four member subcommittee of the community collaboration committee interviewed both Bear and Rinka and

got their qualifications through the interview process. Then on September 19th the Village staff held a meeting with that subcommittee of the community collaboration contingency. And we both agreed that we felt confident that Rinka was the entity to go with as far as this contract goes.

So as far as the scope of services goes for this contract, it's broken down into visioning and programming, concept draft master planning, schematic master planning, plan development documents, subconsultant, design services, master developer services and future planned project phases. And, finally, so here you have the breakdown of the fees for all those different scope of services. And as you can see, I'm going down the list, I'm not going to read them all, but the total comes to \$257,500 for Rinka's services for all the scope of services that they're proposing to get this master planning and master developer for the Village Green Center. So, finally, the Village staff does recommend awarding the contract to Rinka for these services for a total of \$257,500. And we do have a couple representatives from Rinka in the audience.

Michael Serpe:

Who is going to be working on behalf of the Village with Rinka, Tom?

Tom Shircel:

It's going to be a combination of administration, community development, those entities will work with Rinka. And, of course, the community collaboration entities.

Mike Pollocoff:

On the numbers I'm seeing it right here, those are just fixed or is there an hourly number, proposals for elective programming and master planning? [Inaudible] or is that tied to an hourly number of hours?

Nathan Thiel:

Within the contract or the proposal it was a flat. I'm sure that Rinka has hourly numbers.

Steve Morales:

Yes, thank you. The numbers are fixed, they're not an hourly. And the process we went through to establish the numbers we looked at both historical data that's actually the cost here is actually less than what we've recently been spending on some other plans [inaudible] process in Riverside North in La Crosse we were able to reduce the cost of some of what we're doing because of some of the partners we're bringing into this through the civil engineering side of it. And just to understand the cost breakdown this also includes the plan development documentation which essentially becomes the document that the municipality now has to then enforce all of this. So this is beyond just planning and coming up with a master plan. This takes it a step further where the municipality then has a working document to then move forward with all developers in the future.

John Steinbrink:

If you could just give us your name and address for the record.

Steve Morales:

Absolutely. Steve Morales, I'm a partner at Rinka, 756 North Milwaukee Street, Milwaukee, Wisconsin.

John Steinbrink:

Thank you.

Nathan Thiel:

Along those same lines I would just point out that the master developer services that would be kind of in addition to what we'd normally see with the master planning process. That's kind of taking it to the next step where they're coordinating any developer that has interest in participating in the development of the Village Green. They would be kind of that master developer or overseeing that process.

John Steinbrink:

Any other questions for the gentleman? Thank you, sir.

Dave Klimisch:

One quick question. What's the time line as to when things would start being finished and operational? Not with the buildings, just with this plan.

Steve Morales:

Sure thing, we'd start as quickly as the committee would be ready to. We're ready to move when you guys are ready for us to move. And then the process, the various phases are in about four to six week chunks. So essentially each phase would [inaudible] about a month and a half. And then there would be two open houses along the way, one at the beginning conceptual phase to make sure that the committee has an opportunity to see where this is going. And then a second open house along the way about two to three months in. So it tends to be about somewhere about a seven to nine month process at the end of it all.

Michael Serpe:

Did you have an opportunity to look at what the committees have put together?

Steve Morales:

Absolutely. We were actually very fortunate. We actually did a presentation to the committees along the way while they were doing that. And we were also here at the open house.

Michael Serpe:

Do you have an opinion as to their work product?

Steve Morales:

I do. It's a very ambitious plan. I think there's a lot of great ideas there that truly made sense to being authentic to Pleasant Prairie. I think you guys are very far ahead what other municipalities have done. They haven't taken the time to find out what the constituents are actually looking for and how it becomes truly authentic. I thought there were a lot of great ideas there that was brought together by each of the committees. I think there's a kind of market study aspect of what that is, so that's the kind of expertise that we can bring, as well as those relationships to kind of align those goals and those great ideas of kind of what the market will absorb and how we can actually make it successfully and a viable project for the community.

Michael Serpe:

Good.

John Steinbrink:

Okay, thank you.

Kris Keckler:

Move approval for the amount listed.

Mike Pollocoff:

Second.

John Steinbrink:

Motion and a second for approval. Further discussion? Those in favor?

Voices:

Aye.

John Steinbrink:

Opposed? Motion carries.

KECKLER MOVED APPROVAL OF THE AWARD OF CONTRACT TO RINKA FOR VILLAGE GREEN CENTER MIXED-USE DEVELOPMENT; SECONDED BY POLLOCOFF; MOTION CARRIED 5-0.

D. Consider and approve HSA Acquisitions, Inc. 2nd Amendment to the Purchase Sale Agreement.

Nathan Thiel:

Village President and Board of Trustees, as you are aware, the Village and HSA Acquisitions, Inc., executed a PSA for 68 acres the Village owns in the Village of Bristol. The original agreement was amended in June of this year to extend the due diligence period until October 15 of this year. There remain three open items, primarily PSE approvals for the extension of retail water to the Bristol Utility District 5; an agreement between Bristol, Kenosha County and the developer on intersection improvements to C and U; and then the execution of a developer's agreement between Bristol and HSA. With exception of potentially the first item, these items will not be resolved by the October 15th deadline. HSA has asked for another extension in the due diligence period until October 29, 2019.

Just one point that I would further bring up is that the Village went through the process of setting up a water agreement with the Village of Bristol. And we have passed certain deadlines for that agreement. The cut off date for that agreement really is October 31st of this year. Really the whole impetus for participating in that water agreement is for the purposes of making this property sellable. So just as we do this I just want to make the Board aware that there may need to be some extensions or some thought processes to that water agreement, too, as well as we move forward. Because clearly we don't want to conclude that water agreement and then turn around and not be able to complete the sale of this property. So I just needed to make you all aware that there are considerations with this amendment.

[Inaudible]

Nathan Thiel:

It's a little bit of a -- without getting too bogged down into the details, it's a little bit complicated in particular with item 2, the agreement between Bristol and Kenosha County for the modifications to C and U. That's kind of become a little bit of a problematic point, in particular whose responsibility is it to make those improvements and also whose responsibility is it to make sure that the land acquisition is taking care of in order to make those improvements. Clearly the developer's ability to acquire land is limited. So the point is there's a little bit of a sticking point. And both the Village of Bristol and the County hopefully will come to terms soon.

Michael Serpe:

So you want an extension?

Nathan Thiel:

I would move at this point for -- or I would suggest that we should move to extend because if we don't -- I mean clearly the due diligence period comes to a close. Now, that doesn't mean that the Village can't be benevolent and continue to allow due diligence to be done. But, anyways, that would give some assurances to HSA that we're good partners.

Michael Serpe:

I move to approve the extension to November 29th.

Dave Klimisch:

I'll second it.

John Steinbrink:

We have a motion and a second. Any further discussion? Those in favor?

Voices:

Aye.

John Steinbrink:

Opposed? So carries.

SERPE MOVED FOR APPROVAL OF THE HSA ACQUISITIONS, INC. 2ND AMENDMENT TO THE PURCHASE SALE AGREEMENT; SECOND BY KLIMISCH; MOTION CARRIED 5-0.

E. Consider and approve Resolution #19-35 for Public Improvements for The Gateway at Lakeview Corporate Park.

John Steinbrink, Jr.:

Mr. President and members of the Board, this evening I bring before you acceptance of some public improvements in The Gateway generally located just north of 165 and east of Interstate Highway I-94. There's a sanitary sewer that was installed in an easement as identified in the green line that actually discharges to the northeast. And the shared use path is installed which is on top of a sanitary sewer easement. So all the sanitary that's on the other side of the I where the Haribo site is and the Prairie Highlands Corporate Park travels back through here.

As part of this development we had the developer go through and pave that path on top of the sanitary sewer easement and paved in a heavy enough and wide enough cross-section where we can get our maintenance vehicles or large vacs and stuff like that over the top of it. It does tie

onto the off street trail on 165. So now we have a trail that comes down 165 off street behind Kwik Trip and hopefully to the new bridge extending over I-94 one day in the future. I would look for an acceptance of the shared use path and the sanitary sewer installed as presented this evening. And I can answer any questions.

Dave Klimisch:

I move approval of Resolution 19-35.

Mike Pollocoff:

Second.

John Steinbrink:

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

Voices:

Aye.

John Steinbrink:

Opposed? Motion carries.

KLIMISCH MOVED FOR APPROVAL OF RESOLUTION #19-35 FOR PUBLIC IMPROVEMENTS FOR THE GATEWAY AT LAKEVIEW CORPORATE PARK; SECONDED BY POLLOCOFF; MOTION CARRIED 5-0.

F. Consider and approve Resolution #19-37 and Ordinance #19-37 relating to solid waste collection fees.

Kathy Goessl:

Mr. President and Village Board. I'm bringing forth this resolution to increase solid waste fees. Currently the recycling market cost which we don't have control of is out of control. We currently budgeted \$365,000 in the 2019 budget for curbside recycling collection. And because of the recycling costs which are not in our control the 2019 projection is looking at \$459,500, and increase of \$93,575 for 2019. For the 2019 budget we did adopt a \$1 per month increase in the monthly billing for all residential effective when the sewer and water rates are implemented. We are currently implementing the sewer and water rates in October. The Public Service Commission gave us an order on Friday, and we have adopted it for today's start for a water rate increase. And the sewer rates were approved at our last meeting, and we are adopting those October 1st also.

We don't see the market getting any better, and we're projecting close to \$100,000 more for 2020 in the recycling area. We don't want to reduce other services, so we are asking for an additional dollar increase, so a \$2 increase to be implemented October 1st. This would increase unlimited collection from \$17.50 per month to \$19.50 per month, and automated collection from \$16.50 per month to \$18.50 per month. If you have any questions John and I are here. John can maybe explain the recycling market a little bit more.

Michael Serpe:

John, I don't want to pin you down on this, but your best guess estimate. If we had to privatize solid waste recycling and what we offer to a private concern, what do you think that monthly fee could possibly be?

John Steinbrink, Jr.:

I'd have to qualify with we don't just do the garbage and recycling. Solid waste utility also does the leaf collection in spring and fall for ten weeks out of the year. We provide hazardous collection included with that, electronics recycling, white goods, Christmas tree drop off. We staff the residential recycling center which many of you know you can drop off your garbage, your recycling, your leaves, your branches, concrete, asphalt, metal, whatever you may have. And we manage a compost site processing there. We take all the leaves and the brush and the branches from the community, grind it up, manage it, turn it into a really nice compost product that we give away at the end of the day.

But to answer your question, Trustee Serpe, I would guess at least \$5 to \$7 more per month per household. I do believe that our crews are running very lean. We really don't have any middle management in there. We have the field staff doing the work. That's really about it. There is a little bit of admin allocated to that, but we don't have a dedicated solid waste foreman and solid waste manager. We do that with our existing staff in house, our existing staff.

Michael Serpe:

Thanks, John. I think \$5 or \$25 might be a little low considering the amount of times that the Village picks up leaves on the side of the road and everything we offer. I appreciate that. What I'm getting to is I think the Village residents are getting a good deal for what they're paying.

Kris Keckler:

I would have to concur. I just have a clarification question. On the second whereas section, you state the 2019 budget included the \$365,000, and because of the processing increase cost not in our control the 2019 projection is \$459,000. Is that supposed to be the adjusted 2019 projection? Because two sections later you say it's going to be projected, and I think it's supposed to be projected to be another \$100,000 greater. I just want to make sure. Because in one sense it reads almost like it's going up \$200,000.

Kathy Goessl:

Well, the 2019 budget is an additional \$100,000. That's what's reflected in the second paragraph. So it's going from \$365,000 to \$459,000, a projection for 2019. So a couple months ago they started increasing a portion of our invoice which is not under contract. And I think it's been tripled now since we had it back in June or July. So that has increased our cost for '19 up to \$93,000 more that we're projecting for the next couple months to end the year at. The other one with the \$100,000, so it actually is \$200,000 overall that we're looking at this increase. Because this \$93,000 only reflects a portion of the year.

Kris Keckler:

For this year, okay.

Kathy Goessl:

That just started this summer.

Kris Keckler:

All right. That's what I want to just clarify is that is that much of an impact obviously outside of our control, and we're disbursing it among the residents. As Trustee Serpe pointed out and you answered it's still at a much more of a beneficial financial deal.

Kathy Goessl:

Two years ago we were collecting rebates of \$40,000 a year in recycling. Now that's down to zero and our costs are tripling in terms of processing recycling.

Nathan Thiel:

I think it's important to note the reason why this change. Basically the whole chain of where recycling goes and how it's processed and so forth it's basically rippled through. The larger consumer or recycling goods really is foreign, it's China, that that is drying up. And now all of a sudden they're putting more restrictions and requirements on what recycling they'll take. And then that's being passed onto the collectors and so forth. And then that's being passed onto the community.

One thing that I would just comment, and I know that it's been said, but we raised -- our intent was to raise \$1 in order to cover some of the costs that we have just in general operations of solid waste. Clearly that got absorbed just in trying to take care of and address this impact that we've seen in recycling that really is \$2. We're coming to you suggesting to just increase it to the \$2. Now, one of the things that I'll say is that it will be necessary for us to do some education to the community to continue to try to improve our recycling program. In particular trying to remove any junk or debris that basically penalizes us for recycling. But if we can't reduce that penalty

that we're seeing from the collections, then there may be a necessity for us to come back and do an additional increase to make up that dollar that we are kind of leaving on the table right now.

Mike Pollocoff:

Has there been any indication from the state that they're going to increase the recycling rebate? We're not getting any rebates at all?

Kathy Goessl:

Well, we're getting a grant from the state, but we're not getting rebates from the company.

Mike Pollocoff:

The grant was originally based on how much leverage there was in the marketplace for rebates. Now there's none. And then you think back to 2010, the state raised the tax on collections by \$6 a ton. So I think that's the other thing maybe we should look at. When the rates were lower and there was more recycling rebates going on, \$6 a ton didn't hurt. But they're collecting that money now, and it's just going in the general fund. Maybe it's a time to with recycling markets going bad to find a window of time, maybe there's a sunset to it, where we could get the legislature to lift that tonnage fee that they just put on there.

Because for us it made our collections more expensive in Illinois. Because if we go to Waste Management what our fee is going to be with the tax on it, so they put that tax on it across the state line and we pay, that just goes to their bottom line. I think it's a question that deserves to be asked. Because right now we're going to the rate payers and saying we need two bucks more a month. But the state still gets their \$6 a ton no matter what. Maybe we should ask them it might be time for them to share the payments. Especially if the -- my hunch is the grant is going to go down.

Nathan Thiel:

I think we can definitely ask. Again, when you're at the bottom of the hill the likelihood of –

Mike Pollocoff:

The garbage goes downhill.

Nathan Thiel:

Yeah.

Mike Pollocoff:

It's all science.

Nathan Thiel:

But we can definitely -- sorry to make light, but that's something we can definitely look into, correct.

Mike Pollocoff:

If we're going to the public and saying you've got to give us more, at least we should go to the state and say, listen, you're collecting all that money.

Nathan Thiel:

I think that there's also an educational piece, too, as well that if we can improve and remove contaminants from our recycling then I believe that we'll be able to negotiate further with the collector as well. And so hopefully we can make adjustments that way, too, as well. So I think there are a variety of avenues for us to try to address this problem. But in the short term this has been kind of a significant impact to the budget.

John Steinbrink, Jr.:

And if I could just add one thing while the topic is still out here. The Village was the first single stream recycler in the State of Wisconsin using the bulk containers. And so I think we're going on 12, 13 years now so it's been some duration. It kind of has put us ahead a little bit on some of the other municipalities where they bag all of their recyclables and put it along the curbside.

One of the things that has been really penalizing the Village not to the extent as to other communities or counterparts is, anytime you put recycling, and I guess I'm just saying this as more of a public education for anyone that reads the record or however the news prints this, is that anytime you put recycling in a plastic bag, even a recycling plastic bag, when it gets to the processing facility, not Village owned but owned by Waste Management, they take that and then that gets landfilled. So it could be a bag of aluminum cans, when they see it that becomes contamination because it's in the plastic bag. That plastic bag is hard on the machinery, it's hard on the equipment. When it gets to China, China ends up rejecting it because they don't want to see those bags at all. They have it down to like half of a percent contamination value so they want the recycling very clean.

I guess I just want to take this opportunity to get out there for the residents when you get your recycling -- if you want to keep it in your house in a plastic bag that's fine, but then dump it out in the cart. So empty the recycling into your cart loose, and then take that plastic bag and bring it to either the grocery store or put it inside your garbage cart.

Our communications department has put together a slogan of keep it loose with some marketing efforts that we're going to be working on. We plan on putting these keep it loose stickers on top of the recycling carts in the next couple months, having the new recycling carts branded with that information as a reminder. Getting out in the newsletter and actually taking our garbage trucks

and printing some larger stickers on that. So the Village residents a majority of them keep it loose in the carts. There's still a percentage of it that bag it. So I wanted to take this opportunity to let everyone know keep it loose in your recycling cart, and it's going to save everyone money and hopefully reduce the amount of increases in the future.

Mike Pollocoff:

With that I'd move approval of 19-37.

Dave Klimisch:

Second.

John Steinbrink:

Nineteen what?

Michael Serpe:

Thirty seven.

John Steinbrink:

Thirty seven. Okay, is that Resolution 19-37 then and Ordinance 19-37?

Michael Serpe:

And the ordinance, yes.

John Steinbrink:

Motion and a second. Further discussion? Those in favor?

Voices:

Aye.

John Steinbrink:

Opposed? Motion carries.

???Consider and approve Resolution #19-37 and Ordinance #19-37 relating to solid waste collection fees

8. CONSENT AGENDA

- 1) **Minutes of Meeting for September 26, 2019**
- 2) **Disallowance of claim for Rosalyn Knoth**

Mike Pollocoff:

I move approval.

Dave Klimisch:

Second.

John Steinbrink:

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

Voices:

Aye.

John Steinbrink:

Opposed? Motion carries.

POLLOCOFF MOVED FOR APPROVAL OF ITEMS 1 THROUGH 2 UNDER CONSENT AGENDA; SECONDED BY KLIMISCH; MOTION CARRIED 5-0.

9. VILLAGE BOARD COMMENTS

John Steinbrink:

One thing, we did have a good discussion tonight on the fire study. It presented us with a lot of information. And in that discussion we learned how important it is to present all the information to the community as well as doing a good job on our part of showing the community that we've exhausted all our limits as far as paying for it with existing funds. The biggest challenge to that is we're a growing community. When it snows the biggest thing for the population is are you going to plow my street. Well, that's a strain on public works. Your house is being robbed, it's the police department's biggest thing. I mean you have a fire at your house, you're having a heart attack, fire and rescue is the biggest thing.

All the departments are important within the Village. All the departments have growing pains to keep up at the rate people know us for. Good quality of job we do. It's a challenge for the Board to meet all these. And I compliment the staff on the budget process that's going along. Because you have to put all these eggs in a basket and keep the Village [inaudible], and yet we're doing it with limited funds.

Nathan Thiel:

I just want to chime in. When somebody needs to pay their taxes they're not excited to see me. So I think it's unfair. I'm joking.

John Steinbrink:

No, but as Mike said there are future monies coming in, and until that day, and we never know what we're going to be left with after the state keeps increasing their share of our dollars, to do our job becomes more and more of a challenge. And I think we need to educate the public not only on fire and rescue but on police, public works, sanitation. When they flush that toilet they want that thing to go. They don't want it hanging around and that's important, too. And this is all part of being a local government. I mean state government never seems to have to worry about the big problems we have to worry about. They just take the money and run in a lot of cases here.

But we provide services. And with service you need people, you need qualified people. And we're very fortunate we have some of the best trained people around. I mean if I have to call the fire department I know a qualified person is going to show up. If I call PD a qualified person shows up. If I call any other department, public works, a qualified person shows up. So to keep those qualified people we have to meet certain expectations they have, making a living wage. And it's important for us to show the public that if you want qualify in your community it comes at a price. And we do the best we can, and all the departments do the best they can to give that taxpayer more for their dollar I think than they actually get in any other community. And that's why I'm proud of our community for the job they do. So it's just an ongoing process, and our folks do a good job at it. Other Board comments?

10. ADJOURNMENT

Michael Serpe:

Move to adjourn.

Kris Keckler:

Second.

John Steinbrink:

Motion and a second for adjournment. Those in favor?

Voices:

Aye.

John Steinbrink:

Opposed? So carries.

SERPE MOVED TO ADJOURN THE MEETING; SECONDED BY KECKLER; MOTION CARRIED 5-0 AND THE MEETING WAS ADJOURNED AT 7:58 P.M.

MEMORANDUM

To: Village President and Trustees
From: Nathan R. Thiel
Date: October 28, 2019
Re: Village Board Meeting Survey



Office of the Village Administrator

Included in your packet, are the results of the Village Board Meeting Survey. As requested we conducted a survey using the OpenGov software platform. The survey ran for two weeks and was advertised to all registered in OpenGov and via social media.

Key Take Aways:

- The survey pool was minimal, only 67 respondents, which could indicate the issue holds little public interest.
- Of those surveyed, 4-6pm and 6-8pm were the popular meeting times. The 5-7 pm option was less popular and probably reflects the conflict with dinnertime.
- Of those surveyed, Tuesday and Wednesday were the preferred meeting nights. In the spirit of public access it would be appropriate to consider an alternate meeting night.
- The survey indicated video access and a public record is important. Currently the Village provides the audio of the meeting. As the Village upgrades its agenda software, we will be providing video of the PowerPoint presentation and audio of the meeting. The new software will provide easier access via our website, and bookmarked by agenda item.
- The survey indicated less interest in live streaming compared to the provision of the video. The largest percentage of respondents indicated indifference.
- Note the percentages are representative of the percentage of respondents and not a percentage of total preference. Totalling the percentages will not equal 100% because respondents were able to select more than one answer.

From this survey, my opinion is that the Village could consider modifying the meeting time to 4 pm, and should consider a different day, Tuesday or Wednesday. The Board tabled Ordinance 19-34 and 19-35. I would still recommend the Board amend the ordinance so that the time and day is set by resolution rather than by ordinance. The Board may then amend the language and adopt tabled Resolution 19-32 and 19-33 as determined appropriate by the Board.

Village Board Meeting Survey

Village Board Meeting Survey

Summary Of Responses

As of October 22, 2019, 1:55 PM, this forum had:

Attendees: 139
Responses: 67
Hours of Public Comment: 3.4

Topic Start

October 1, 2019, 11:22 AM

Topic End

October 22, 2019, 1:54 PM






QUESTION 1

Have you ever attended a Village Board Meeting?

		%	Count
Yes		59.7%	40
No		40.3%	27

QUESTION 2

How likely are you to attend a Village Board Meeting?

		%	Count
Extremely Likely (I want to actively participate in local politics)		20.9%	14
Very Likely (I want to know what is happening in the community)		11.9%	8
Likely (I would attend as long as there was an issue of interest)		46.3%	31
Somewhat Likely (I would only attend if there was a controversial issue that impacts me)		19.4%	13
Not Likely (I have no intention of attending)		1.5%	1

QUESTION 3

On average a Village Board Meeting can last between 1-2 hours, what meeting time would you prefer to attend a

Village Board Meeting Survey

Village Board Meeting Survey

public meeting? (Select all that apply)



QUESTION 4

What weekday(s) would you prefer to attend a public meeting? (select all that apply)



QUESTION 5

How important is it to you that the Village provide access to video recordings of the Village Board meetings online?



Village Board Meeting Survey

Village Board Meeting Survey



QUESTION 6

How important is it to you that the Village provide live streaming of Village meetings?



QUESTION 7

What would be your preferred online source to watch Village Board Meetings? (select all that apply)



MEMORANDUM

To: Village Board Trustees
From: Nathan R. Thiel
Date: September 16, 2019
Re: Village Ordinance and Meeting Time



Office of the Village Administrator

Before the Board is a change to Village Ordinance deleting specific reference to meeting times. Village Ordinance will continue to set scheduled days for meeting. In connection with this modification to the ordinance, Village staff is requesting consideration to change meeting times by resolution to 5pm.

RESOLUTION NO. 19-32

**RESOLUTION TO ESTABLISH NEW MEETING TIMES
FOR THE VILLAGE BOARD**

Whereas, it is mutually agreeable to establish a meeting time that will not present a hardship for the majority of those who regularly preside, present and attend Village Board meetings; and,

Whereas, the current time for Village Board meetings are 6:00 p.m.; and,

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees for the Village of Pleasant Prairie that effective October 1, 2019 the official time of the Village Board meetings will be 5:00 p.m. The meeting days as stated in the Village Municipal Code will remain the same.

Passed and adopted this 16^h day of September, 2019.

John P. Steinbrink, President

Attest:

Jane C. Snell, Clerk

Posted: _____

ORDINANCE NO. 19-34

**ORDINANCE TO AMEND CHAPTER 98
OF THE MUNICIPAL CODE OF THE
VILLAGE OF PLEASANT PRAIRIE,
KENOSHA COUNTY, WISCONSIN
RELATING TO THE VILLAGE BOARD MEETING TIMES**

BE IT ORDAINED AND ESTABLISHED by the Board of Trustees of the Village of Pleasant Prairie, Kenosha County, Wisconsin that Section 98 of the Municipal Code is amended to read as follows:

§ 98-2 Meetings.

A. Regular meetings. Regular meetings of the Village Board shall be held on the first and third Mondays of each calendar month ~~at 6:00 p.m.~~ Any regular meeting falling on a legal holiday shall be rescheduled by the Village Board.

B. Special meetings. Special meetings of the Village Board may be called by the Village President, Village Administrator or any two Trustees in writing filed with the Clerk at least 24 hours prior to the time specified for such meeting. The Clerk shall immediately notify each Trustee of the time and purpose of such meeting by causing a written notice thereof to be delivered to each Trustee personally, if he can be found, or, if he cannot be found, then by leaving a copy of such notice at the home of such Trustee. The Clerk shall cause an affidavit showing service of such notice as herein provided to be filed in his office prior to the time fixed for such special meeting. Special meetings may be held without such notice when all members of the Board are present in person or consent in writing to the holding of such meeting, such written consent to be filed with the Clerk prior to the beginning of the meeting. Any special meeting attended by all the Trustees shall be a regular meeting for the transaction of any business that may come before such meeting.

C. Adjournments. The Board may, by a majority vote of those present, but not fewer than three affirmative votes, adjourn from time to time to a specific date and hour.

Passed and adopted this 16th day of September, 2019.

VILLAGE OF PLEASANT PRAIRIE

John P. Steinbrink, President

Attest:

Jane C. Snell, Clerk

Posted:

MEMORANDUM

To: Village Board Trustees
From: Nathan R. Thiel
Date: September 16, 2019
Re: Village Ordinance and Meeting Time



Office of the Village Administrator

Before the Board is a change to Village Ordinance deleting specific reference to meeting times. Village Ordinance will continue to set scheduled days for meeting. In connection with this modification to the ordinance, Village staff is requesting consideration to change meeting times by resolution to 5pm.

RESOLUTION NO. 19-33

**RESOLUTION TO ESTABLISH NEW MEETING TIMES
FOR THE VILLAGE BOARDS AND COMMISSIONS**

Whereas, it is mutually agreeable to establish a meeting time that will not present a hardship for the majority of those who regularly preside, present and attend Village Boards and Commissions meetings; and,

Whereas, the current time for Plan Commission, Park Commission and Zoning Board of Appeals meetings are 6:00 p.m.; and,

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees for the Village of Pleasant Prairie that effective October 1, 2019 the official time of the Plan Commission, Park Commission and Zoning Board of Appeals meetings will be 5:00 p.m. The meeting days as stated in the Village Municipal Code will remain the same.

Passed and adopted this 16^h day of September, 2019.

John P. Steinbrink, President

Attest:

Jane C. Snell, Clerk

Posted: _____

ORDINANCE NO. 19-35

**ORDINANCE TO AMEND CHAPTER 18
OF THE MUNICIPAL CODE OF THE VILLAGE OF PLEASANT PRAIRIE,
KENOSHA COUNTY, WISCONSIN
RELATING TO VARIOUS BOARDS AND COMMISSIONS MEETING TIMES**

BE IT ORDAINED AND ESTABLISHED by the Board of Trustees of the Village of Pleasant Prairie, Kenosha County, Wisconsin that Section 18 of the Municipal Code is amended to read as follows:

**ARTICLE I
Plan Commission**

§ 18-8. Meetings.

A. Regular meetings. Regular meetings of the Plan Commission shall be held on the second and fourth Mondays of each calendar month ~~at 6:00 p.m.~~ Any regular meeting falling on a legal holiday may be rescheduled.

B. Special meetings. Special meetings of the Plan Commission may be called by the Village President, the Plan Commission Chairperson, a majority of the Commission or the Village Administrator.

C. All meetings of the Plan Commission shall be held in the Village Hall and shall be open to the public.

**ARTICLE II
Park Commission**

§ 18-19. Meetings.

Meetings shall be held on the first Tuesday of each month, ~~at 6:00 p.m.~~ or at the call of the Village President, the Park Commission Chairman or a majority of the full Commission and shall be open to the public. A vote by the full majority of Park Commission members shall establish meeting days and time.

**ARTICLE V
Zoning Board of Appeals**

§ 18-34. Rules, meetings and records.

A. The Zoning Board of Appeals may adopt rules, not in conflict with either state law or Village ordinances, as necessary to carry into effect the regulations of the Village. Meetings of the Zoning Board of Appeals shall be held on the fourth

Tuesday of each month ~~at 6:00 p.m.~~ or at the call of the Chairman and at such other time as the Zoning Board of Appeals may determine. The Chairman, or in his/her absence the Acting Chairman, may administer oaths and compel the attendance of witnesses. All meetings of the Zoning Board of Appeals shall be open to the public and tape recorded.

Passed and adopted this 16th day of September, 2019.

VILLAGE OF PLEASANT PRAIRIE

John P. Steinbrink, President

Attest:

Jane C. Snell, Clerk

Posted:

November 4, 2019

TO: Village Board

FROM: Nathan Thiel, Village Administrator

RE: Proposed Ordinances 19-39 and 19-40 pertaining to vaping and underage cigarette, tobacco, nicotine and vaping violation

Tonight there are two related proposals before the Board. The first adds “vaping” and the use of E-cigarettes to the definition of “smoking” that is prohibited in village owned and leased facilities. In addition to this update section 250-14 of the village ordinances which once dealt with open burning until that was moved elsewhere in the village code is being recreated to address sale and possession of cigarettes, tobacco, nicotine and vaping products by minors.

The first part of the new section 250-14 adopts by ordinance the existing state statutes pertaining to furnishing cigarettes, tobacco and nicotine products to minors and underage possession. This is a matter of state preemption and we can only adopt an ordinance that is in strict conformity with the state statutes. We thought we had this on the books and, in fact, our officers have issued citations but when one of them came before Judge Ginkowski last month he discovered the omission and had to dismiss the citation. The judge brought this to our attention and this proposal corrects the omission.

The second part addresses the more recent issue of underage vaping. There are two parallel bills in the legislature to deal with this that are cosponsored by Senator Wangaard and Representative Kerman but they have been sitting without action for several months. The considerable health dangers of vaping have been in the news almost daily for the past few months and Judge Ginkowski reports that the subject was widely discussed by the municipal judges at their statewide meeting last month. There he learned that the City of Kenosha has a very detailed anti-vaping ordinance. The other part of the new section 250-14 addresses the vaping issue as it relates to minors. If and when the legislature adopts the anti-vaping bills there may also be state preemption but we won’t know anything unless and until they become law — and so far that’s still an “if.” This gets us in the loop ahead of the curve unless and until the legislature does something. If that occurs the judge will likely get an update from the director of state courts and will keep us in the loop. Chief Smetana has indicated support as well.

NT:rg



**Municipal Court
Village of Pleasant Prairie**

Richard Alan Ginkowski, Judge

9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
(262) 705-3252
FAX: (262) 694-1401

October 29, 2019

Village of Pleasant Prairie Board of Trustees
9915 39th Avenue
Pleasant Prairie, Wisconsin 53158

Greetings:

Earlier this month I was at a statewide conference of municipal judges (I am vice-president of the Wisconsin Municipal Judges Association) and the subject of vaping was widely discussed. At that meeting we learned that the City of Kenosha has a fairly detailed anti-vaping ordinance and that there are two parallel bills pending in the legislature addressing sale to and possession of vaping products by minors. Representative Kerkman and Senator Wangaard are cosponsors but there has been no movement on either bill for several months.

These discussions prompted me to look at our ordinances which are silent on the topic. Coincidentally, this month I had before me a citation written to a young man for underage tobacco possession that I had to dismiss because the village ordinances also do not address it. Frankly, I was under the impression that they did because I have had a few similar citations in court in the past and assumed that the village had adopted the appropriate state statutes by ordinance. Obviously I was surprised when I discovered otherwise and brought it to the attention of Chief Smetana and Administrator Thiel. In this review process I also saw that vaping and the use of E-cigarettes was not mentioned in the ordinance prohibiting smoking in village facilities.

Thank you for the opportunity to bring this to your attention.

Sincerely,

Richard Alan Ginkowski
Municipal Judge

ORDINANCE NO. 19-39

**ORDINANCE TO AMEND CHAPTER 68 OF THE MUNICIPAL CODE
OF THE VILLAGE OF PLEASANT PRAIRIE,
KENOSHA COUNTY, WISCONSIN
RELATING TO SMOKING IN MUNICIPAL FACILITIES**

BE IT ORDAINED AND ESTABLISHED by the Village Board of Trustees of the Village of Pleasant Prairie, Kenosha County, Wisconsin, that the definition of "SMOKING" in §68-2 is repealed and recreated to read as follows:

SMOKING

The burning of any tobacco material by manner of cigarette, pipe or any form of cigar or the use of any vapor product as defined in Wis. Stat. §139.75(14).

Passed and adopted this 4th day of November, 2019.

VILLAGE OF PLEASANT PRAIRIE

John P. Steinbrink, President

ATTEST:

Jane C. Snell, Village Clerk

Posted: _____

ORDINANCE NO. 19-40

**ORDINANCE TO AMEND CHAPTER 250 OF THE MUNICIPAL CODE
OF THE VILLAGE OF PLEASANT PRAIRIE,
KENOSHA COUNTY, WISCONSIN
RELATING TO SALE, POSSESSION AND USE OF CIGARETTES AND TOBACCO,
NICOTINE AND VAPOR PRODUCTS BY MINORS**

BE IT ORDAINED AND ESTABLISHED by the Village Board of Trustees of the Village of Pleasant Prairie, Kenosha County, Wisconsin, that §250-14 is repealed and recreated to read as follows:

**250-14. ~~Open burning.~~ SALE, POSSESSION AND USE OF CIGARETTES AND
TOBACCO, NICOTINE AND VAPOR PRODUCTS BY MINORS**

- A.** The provisions of Wis. Stat. §134.66 pertaining to restrictions on sale or gift of cigarettes or nicotine or tobacco products and Wis. Stat. §254.92 pertaining to purchase or possession of cigarettes or tobacco products by person under 18 and any subsequent amendments are adopted by reference, provided that the penalty for commission of such offenses hereunder shall be limited to a forfeiture imposed under Chapter 1, § 1-4, of this Code.
- B.** No person shall sell, give or otherwise furnish to any person under the age of 18 years any vapor product as defined in Wis. Stat. §139.75(14) nor shall any person under the age of 18 years purchase, acquire, possess or use any such vapor product.

Passed and adopted this 4th day of November, 2019.

VILLAGE OF PLEASANT PRAIRIE

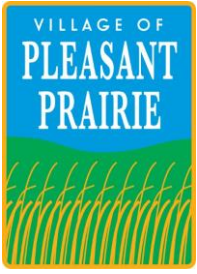
John P. Steinbrink, President

ATTEST:

Jane C. Snell, Village Clerk

Posted: _____

**VIDEO WILL BE PLAYED
AT THIS TIME OF
PRAIRIE HIGHLAND CORPORATE
PARK PROGRESSION**



Office of the Director of Public Works
John Steinbrink Jr., P.E.

MEMORANDUM

To: Village Board of Trustees

From: John Steinbrink, Jr., P.E., Director of Public Works

Subject: Acceptance of Public Improvements for the Prairie Highlands Corporate Park

Date: November 4, 2019

The Village recommends the acceptance of public improvements for public sanitary sewer system, public storm sewer system, public water main improvements, and public roadway improvements for The Prairie Highlands Corporate Park.

VILLAGE BOARD RESOLUTION #19-41

ACCEPTANCE OF PUBLIC IMPROVEMENTS RE: PUBLIC SANITARY SEWER SYSTEM, PUBLIC STORM SEWER SYSTEM, PUBLIC WATER MAIN IMPROVEMENTS, AND PUBLIC ROADWAY IMPROVEMENTS FOR THE PRAIRIE HIGHLANDS CORPORATE PARK DEVELOPMENT, PLEASANT PRAIRIE, WISCONSIN AS LEGALLY DESCRIBED BELOW

Legal Description:

Prairie Highlands Corporate Park as recorded at the Kenosha County Register of Deeds Office and further identified as being a redivision of all of Lot 2 of Certified Survey Map No 2849, being a part of the Southeast 1/4 and the Southwest 1/4 of the Northeast 1/4 AND the Northeast 1/4, Southwest 1/4 and Northwest 1/4 of the Southeast 1/4 AND the Northeast 1/4 and Southeast 1/4 of the Southwest 1/4 AND the Northeast 1/4 and Southeast 1/4 of the Northwest 1/4 of Section 24, Township 1 North, Range 21 East, Village of Pleasant Prairie, Kenosha County, Wisconsin.

WHEREAS, all public improvements such as but not limited to public sanitary sewer system, public storm sewer system, public water main improvements, and public roadway improvements have been completed, inspected and record information received.

NOW THEREFORE, on 4th day of November, 2019 the Village of Pleasant Prairie Board of Trustees hereby accepts the public sanitary sewer system, public storm sewer system, public water main improvements, and public roadway improvements associated with The Prairie Highlands Corporate Park Development developed by The Village of Pleasant Prairie.

Considered and adopted this 4th day of November, 2019.

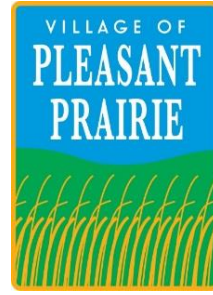
ATTEST:

John P. Steinbrink, Village President

Jane C. Snell, Village Clerk

MEMORANDUM

To: Village President and Board of Trustees
From: Nathan R. Thiel
Date: October 28, 2019
Re: Plan Commission Appointment



Office of the Village Administrator

I recommend the following appointment:

Plan Commission

John Skalbeck

November 5, 2019 to April 30, 2021

**John will move from the Alternate #1 spot to the seat vacated by Jim Bandura who moved out of the Village earlier in the year.