

**VILLAGE OF PLEASANT PRAIRIE
PLEASANT PRAIRIE VILLAGE BOARD
PLEASANT PRAIRIE WATER UTILITY
PLEASANT PRAIRIE SEWER UTILITY
9915 - 39th Avenue
Pleasant Prairie, WI
August 15, 2011
6:00 p.m.**

A Regular Meeting of the Pleasant Prairie Village Board was held on Monday, August 15, 2011. Meeting called to order at 6:00 p.m. Present were Village Board members John Steinbrink, Monica Yuhas, Clyde Allen and Mike Serpe. Steve Kumorkiewicz was excused. Also present were Mike Pollocoff, Village Administrator; Jean Werbie-Harris, Community Development Director; Kathy Goessl, Finance Director; Mike Spence, Village Engineer; Paul Guilbert Jr, Fire and Rescue Chief; Brian Wagner, Police Chief; Carol Willke, Human Resources/Recreation Director; and Vesna Savic, Deputy Village Clerk. Six citizens attended the meeting.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. MINUTES OF MEETINGS - JULY 18 AND AUGUST 1, 2011**

Monica Yuhas:

Motion to approve.

Michael Serpe:

Second.

John Steinbrink:

Motion by Monica, second by Mike. Any discussion or changes?

YUHAS MOVED TO APPROVE THE MINUTES OF THE VILLAGE BOARD MEETINGS OF JULY 18 AND AUGUST 1, 2011 AS PRESENTED IN THEIR WRITTEN FORM; SECONDED BY SERPE; MOTION CARRIED 4-0.

- 5. CITIZEN COMMENTS**

Vesna Savic:

No one has signed up.

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John Steinbrink:

Anyone wishing to speak under citizens' comments?

6. ADMINISTRATOR'S REPORT

Mike Pollocoff:

Nothing tonight, Mr. President.

7. UNFINISHED BUSINESS - CONTINUED FROM MAY 16, JUNE 20 AND JULY 18, 2011 MEETINGS.

- A. Consider Meadowdale Estates Addition #1 concrete paving project.**
 - 1) Resolution #11-10- Final Resolution Authorizing Construction of Public Improvements and Levying Special Assessments against benefited property with the construction of a concrete paving project on 97th Street, 98th Street, Meadowdale Lane, 43rd Avenue and 96th Place in Meadowdale Estates Addition No. 1.**

- B. Consider Meadowdale Estates Addition #1 street and cul-de-sac landscaping project.**
 - 1) Resolution #11-11 – Final Resolution Authorizing Construction of Public Improvements and Levying Special Assessments against benefited property with the construction of a street and cul-de-sac landscaping project on 97th Street, 98th Street, Meadowdale Lane, 43rd Avenue and 96th Place in Meadowdale Estates Addition No. 1.**

Mike Pollocoff:

Mr. President, I've spoken with counsel for the bank on this project as well as our attorney and they're going to be meeting this week. So I'd recommend it be continued until our first meeting in September. We'll have to set a date since our next meeting lands on Labor Day.

John Steinbrink:

Do you need a motion to that effect?

Mike Pollocoff:

Yes.

Michael Serpe:

So moved.

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Monica Yuhas:

Second.

John Steinbrink:

Motion by Mike, second by Monica. Any discussion?

SERPE MOVED TO CONTINUE UNFINISHED ITEMS A AND B AT THE FIRST SCHEDULED BOARD MEETING IN SEPTEMBER; SECONDED BY YUHAS; MOTION CARRIED 4-0.

8. NEW BUSINESS

- A. Consider Resolution #11-28 of Congratulations to the Tuttle Family for 45 Years of Business in the Kenosha Area and to Kiddie Kare A'Kademie during the 20th Anniversary Celebration at their Pleasant Prairie Location.**

Jean Werbie-Harris:

Mr. President, the resolution that you have before you is a resolution of congratulations to the Tuttle Family. As you know, they have been in Pleasant Prairie for the last approximate 20 or 25 years and they've been in the City of Kenosha for a number of years prior to that. They're going to have a special celebration on this coming Friday to celebrate their 45 years of business in serving the community. The individual that runs the facility now is Holly who is the daughter of the original owners of the facility and she is welcoming all those in Pleasant Prairie who had children that attended one of their various facilities in Pleasant Prairie and would like to see everyone come out and celebrate with them on Friday. I believe it's from 5 to 6:30 on Friday. I'd like to read the resolution but I can't get my computer up, so I'm not sure if someone would like to read the resolution for the record.

Mike Pollocoff:

Whereas, the Tuttle family has owned and operated Mr. Softee, Kiddie Kollege/A'Kademie, Canada Dry Distribution, and Treasures Christian Book & Boutique over the past forty-five years, and; Whereas, the Tuttle family has owned and operated Kiddie Kare A'Kademie at its current location in the Village of Pleasant Prairie for the past twenty years, and; Whereas, the Tuttle family has taken great care in contributing to the positive development of Kenosha and Pleasant Prairie's youth, and; Whereas, the Tuttle family has been a valuable member of the area business community, and; Whereas, during the month of August, Kiddie Kare A'Kademie will celebrate their 20th Anniversary at their current location in Pleasant Prairie on August 19, 2011.

Now, therefore be it resolved, by the Board of Trustees of the Village of Pleasant Prairie, that the Tuttle family receives our sincere congratulations for forty five years of business in the community and that Kiddie Kare A'Kademie receives our sincere congratulations on their 20th Anniversary in the Village of Pleasant Prairie. Be it also resolved that the Tuttle family receive

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our sincere appreciation for their continued involvement in the community. Considered and adopted this 15th day of August, 2011.

John Steinbrink:

Thank you, Mike. And I think a lot of us are very familiar with Kiddie Kare. Many of our children have gone there. A number of our children are pretty old already. I don't know if that's a good thing or a bad thing, but we're all proud of Kiddie Kare and what they've done. I think Kiddie Kare should be proud of their results because a few of them actually turned out pretty good.

Michael Serpe:

Move to adopt Resolution 11-28.

Clyde Allen:

Second.

John Steinbrink:

Motion by Mike, second by Clyde. Any further discussion? I wish I could go back to Kiddie Kare sometimes.

SERPE MOVED TO ADOPT RESOLUTION #11-28 OF CONGRATULATIONS TO THE TUTTLE FAMILY FOR 45 YEARS OF BUSINESS IN THE KENOSHA AREA AND TO KIDDIE KARE A'KADEMIE DURING THE 20TH ANNIVERSARY CELEBRATION AT THEIR PLEASANT PRAIRIE LOCATION; SECONDED BY ALLEN; MOTION CARRIED 4-0.

B. Consider Ordinance #11-22 to create Section 348-8 D (11) of the Municipal Code relating to parking on 76th and 77th Streets between 88th Avenue and 104th Avenue right-of-ways.

Jean Werbie-Harris:

Mr. President, this is Ordinance 11-22 to officially designate 76th and 77th Streets which is the main east/west route just parallel to Highway 50 between 88th Avenue or County H and 104th Avenue in the Prairie Ridge Development.

As each of the developments have been approved by the Plan Commission and the Board as part of the development of this Prairie Ridge Area, it was identified that everyone who was out there should have adequate on site parking to address the future and their growing needs and their construction needs. And what we've been finding over the last couple of years is that a number of cars have been parking on 76th and 77th, and that makes it very awkward and difficult for cars trying to go around them to make turns into the hospital and into The Shoppes at Prairie Ridge and into the Prairie Ridge Commons area. And as such we had indicated to the owners at one

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point that if we started to have a problem with respect to that parking that we would post 76th and 77th Street as no parking in order to allow and to require basically people to be parked in the commercial lots off street.

The purpose of this ordinance then is to designate that area as no parking and to have the signs officially posted in that area. And it looks like since the lights within the Prairie Ridge Development are all Village owned, we will be able to band these no parking signs right to the street lights without having extra sign clutter and poles out in that area.

Michael Serpe:

Jean, for those that would park on 76th and 77th what businesses are they frequenting?

Jean Werbie-Harris:

They're frequenting the very far east, the Prairie Ridge Marketplace area.

Michael Serpe:

Isn't that quite a distance away?

Jean Werbie-Harris:

They park along here to go to these businesses. At the hospital they park on both sides of 76th Street, both sides in order to go to the hospital. For Prairie Ridge Commons they've been parking on both sides of the street close to the entrances by Target. And for Olive Garden and Famous Dave's they've been parking on both sides of the streets there.

Michael Serpe:

And that brings up a point, the Olive Garden and Famous Dave's.

Jean Werbie-Harris:

They now have cross-access easements between the two, and they've reached some agreements with The Shoppes at Prairie Ridge with respect to cross-access into The Shoppes at Prairie Ridge parking lot area. So there is more than adequate parking out there so that all of the customers as well as the employees and other clients can park adequately within the parking spaces that are off street.

Again, we're trying to get people used to this because, as you know, next spring and all through next summer the resurfacing of Highway 50 and adjusting of medians and all that is going to be taking place. Then five or six years after that Highway 50 is going to be completely under construction. So it's very likely that some of these parallel streets are going to be used to convey traffic east/west and so we want to make sure that everybody is aware of the fact that they need to be parked on site for the businesses that they intend to go to.

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Michael Serpe:

I don't disagree with this at all but I'm going to go back to the approval process. I don't think we forced the Olive Garden to supply enough parking for their business. It's a busy place.

Jean Werbie-Harris:

During that honeymoon period which is basically the first six months to a year we had some instances where we had some problems with that. We don't have those problems anymore because of cross-access parking, and they are parking in vacant and available lots. We do have a couple of no parking signs here and there out there, but we'd just like to post it continuously so that everyone knows. We don't want to have any overnight vehicles parked on 76th and 77th Street, and there have been a few issues with that.

Michael Serpe:

I don't disagree with that. I just feel we could have provided more parking for them or forced them to create more parking onsite.

Jean Werbie-Harris:

They actually have almost double what's required by our ordinance, but the situation is that they're very successful. But we have not had that problem right in front of Famous Dave's or Olive Garden in the last few months.

Michael Serpe:

And what's the fine for parking on that do we know, Chief?

Chief Wagner:

Chief Brian Wagner, 8600 Green Bay Road. All our parking fines are \$20 unless they're not paid within 30 days and then they double.

Monica Yuhas:

With that I'll move for approval of Ordinance 11-22.

Clyde Allen:

Second.

John Steinbrink:

Motion by Monica, second by Clyde. Further discussion?

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YUHAS MOVED TO ADOPT ORDINANCE #11-22 TO CREATE SECTION 348-8 D (11) OF THE MUNICIPAL CODE RELATING TO PARKING ON 76TH AND 77TH STREETS BETWEEN 88TH AVENUE AND 104TH AVENUE RIGHT-OF-WAYS; SECONDED BY ALLEN; MOTION CARRIED 4-0.

C. Consider terminating the Collective Bargaining Agreement with Safety Dispatchers' Local 528 of the Labor Association of Wisconsin, Inc.

Mike Pollocoff:

Mr. President, at the time the law is eliminating collective bargaining rights passed by the State, the dispatchers' contract hadn't been renewed and we were in negotiations for renewal. Subsequently under the law that was in effect under (inaudible) they've lost that ability. Collective bargaining organizations don't exist if there is none in place at the time. So basically this action is going to formally put the Local on notice that we're terminating the agreement and that that contract and the privileges that went with it or that were past practices don't exist either. I'd be looking for a motion for approval of that action.

Michael Serpe:

Their dues that they were paying now goes on their paycheck?

Mike Pollocoff:

They can't collect dues anymore. They're not being collected.

Michael Serpe:

So actually they're gaining money by not paying the dues, okay. Everybody is on a level playing field now and it's the most fair way to handle it. I'd move approval.

Monica Yuhas:

Second.

John Steinbrink:

Motion by Mike, second by Monica. Further discussion?

SERPE MOVED TO CONCUR WITH THE VILLAGE ADMINISTRATOR'S RECOMMENDATION TO TERMINATE THE COLLECTIVE BARGAINING AGREEMENT WITH SAFETY DISPATCHERS' LOCAL 528 OF THE LABOR ASSOCIATION OF WISCONSIN, INC.; SECONDED BY YUHAS; MOTION CARRIED 4-0.

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D. Consider Award of Contract for South Kenosha Area Storm Sewer Phase 2.

Mike Spence:

Mr. President and members of the Board, we received bids for the South Kenosha area storm sewer project last Tuesday. This project is for the storm sewer improvements in the South Kenosha portion of the Village. It's part of the work that we got the grant for last year. We received seven bids. I was very happy about that. The low bid was Reesman's Excavating & Grading. The second bid was from the Wanasek Corporation. The difference between the first and second bids was only about \$17,000 so it was a good bidding climate.

I'd like to recommend that the bid be awarded to Reesman's. However, in this particular case the amount of the estimated costs for the project or the bid was more than what we have in the grant currently. We've been in contact with the Department of Commerce about getting additional funding. But until we do that we'd like to award—the way we bid it, if you could go to the next slide, Jean, we bid it in sections just because of this case. What we did was we bid it in sections, and this is 24th Avenue, this is 26th Avenue, this is 91st Street. This is the former Manutronics building. What I'm recommending is the initial award be for the facilities in red there. It's the trunk line sewers in 24th, 26th and 91st Avenue.

And then at the same time I'll be working with the State to possibly increase our grant amount. They had indicated that there's a number of projects that actually came in lower, so they believe that there might be some grant money available. So in order to keep this moving I'd like to award the bid for the bid amount of \$435,000. And then, again, we're awarding the total contract to them but only that much. And then if we get additional grant money we would complete the project. But what we've picked out here gives us really the backbone to get this system going. The next phase would be the storm sewers in easements which we're still getting the easements anyhow. I would recommend that the Board approve the contract for Reesman's, and the initial award would be for \$435,000.

John Steinbrink:

Mike, how does that work when we're doing a partial yet the whole and they have to come up with pipe and different things and secure that on a bid?

Mike Pollocoff:

Reesman's, like a lot of contractors, they're not taking—it's like last minute delivery anyway. They're going to be calling that and have it dropped when they need it. If you think back to that map most of those pipes that are deconstructed that we aren't doing north of 91st are going to be in easements areas so we don't want to drop those any sooner than necessary. Then the amount of pipe that's being laid south of 91st is not that extensive.

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John Steinbrink:

I'm just saying if we don't get the additional grant money usually these guys like to lock in the price on the pipe, or maybe it's just something they just keep on hand anyhow.

Mike Pollocoff:

Did Reesman's indicate they'd be looking for a change order?

Mike Spence:

They have not. Really what I'm hoping for in my conversations with the grant administrator he's got all this information, he knows what the shortfall is. He's hoping he can get a decision fairly quickly. So we'd get a verbal authorization and then we'd have to complete the paperwork, in which case we'd have to make a decision whether to move—it would be somewhat of a calculated risk to move forward with the rest of the project. But I've gotten pretty encouraging feedback from the State so I'm hopeful.

Michael Serpe:

What would happen—if we didn't get the rest of the money, would what we put in there help a lot in that area just the way it is?

Mike Pollocoff:

It will definitely help that north area which is probably the flattest between the two.

Mike Spence:

Mike, if I can add to that, there's a lot of inlets along both 26th Avenue and 24th Avenue, so even though we don't have some of these ancillary pipelines, these pipelines still will start getting a lot of the water out of the area which is conveying it out which is what we need to do.

Mike Pollocoff:

Even if the request for additional funds is limited, my recommendation is we move to put in that south section that's within the right of way and get that done next. Again, that would help that end of it because we're still going through the process of securing easements for the other area.

Clyde Allen:

Mike, to make sure I got this right, so the project wouldn't be—if the grant money is done and we don't get any more funding, the project isn't necessarily dead at that point in time? We'd still move on?

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Mike Pollocoff:

Well, we'd have to bring it back because we haven't budgeted for it. So it would be a matter of coming back and levying a special assessment. Just like every other area where we don't have grant funds and we levy a special assessment and the Clean Water Utility would pay a 50/50 split on it for the remainder of it or we let it go. Mike's laid out for you a good backbone for the system, and I think the next logical one would be the southern piece in the right of way. This is probably one of the few storm sewer projects that we've been able to secure grant funds for. And really the LMI in this area is so low I'd be surprised if we don't get the remaining grant money.

Clyde Allen:

Okay, so basically we budgeted \$800,000 in grant money coming in and the project was estimated at \$800,000 in cost?

Mike Pollocoff:

No, our budget was less.

Mike Spence:

What really happened in this is at the time that we did the grant application it was a matter of timing. And typically it's a calculated risk at that point when you go for the grant money. We do our best to estimate what the project is going to be, but that's before any design or any planning is done. It's pretty much a very conceptual estimate. So as the project proceeded we knew that there was likelihood that we might be short. But by the same token I've been in conversations with the State all along because I didn't want to get us in a situation where we couldn't do anything. So very early on I said now that we have the design and we're doing conservative cost estimates, it looks like we might be a little short. And they've encouraged us to continue and actually encouraged us to bid the project so that they knew how much money they might need to extend to the Village as additional grant funds.

Clyde Allen:

Thank you.

Monica Yuhas:

Mike, that first phase that would be going in if approved tonight, that will be completed before the end of the year?

Mike Spence:

That is the intent, yes. The completion date is I think November. I think the only thing that wouldn't be done is there might be some restoration that would have to wait until next spring just depending on what kind of fall we have.

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Monica Yuhas:

Thank you. I'll make a motion to award Reesman the contract not to exceed \$435,463.95.

Michael Serpe:

I'll second that with a question. Does Reesman get the second half automatically when it comes in?

Mike Pollocoff:

Yes, that's why I think the recommendation is—

Michael Serpe:

I think it's got to be.

Mike Pollocoff:

—the price should be for the bid amount with the proviso that we not execute any part of the contract that would go over the \$435,463 until we receive additional grant money. So we'd have the contract in place for the total, but we would only pay for what we have in grant money

Monica Yuhas:

I will amend my motion.

John Steinbrink:

Agreeable to the second?

Michael Serpe:

Yes, that's fine.

John Steinbrink:

We have a motion and a second. Any further discussion? Clyde?

Clyde Allen:

What would be the down side if we waited until we got more grant money to do the whole project?

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Mike Spence:

One thing, Clyde, the reason why it seems like everything is accelerated, the reason when we got the grant to begin with the provision was that we have it constructed this year. Again, I've been talking with them and it's always been a Catch 22. I said if we don't have the money—again, they were pushing us to have it done this year. They were very adamant about meeting the schedule. Otherwise, yeah, we could wait but they wanted to have it constructed this year.

Mike Pollocoff:

We also stand the risk of the grant funds being used somewhere else.

Clyde Allen:

Thank you.

John Steinbrink:

We have a motion and a second. Further discussion?

YUHAS MOVED TO AWARD A CONTRACT FOR THE SOUTH KENOSHA AREA STORM SEWER PHASE 2 PROJECT TO REESMAN'S EXCAVATING & GRADING IN AN AMOUNT NOT TO EXCEED \$753,396.20 WITH THE PROVISION THAT A CONTRACT NOT BE EXECUTED FOR FUNDS EXCEEDING THE GRANT AWARDED IN THE AMOUNT OF \$435,463 UNTIL ADDITIONAL GRANT MONEY IS AWARDED BY THE STATE OF WISCONSIN; SECONDED BY SERPE; MOTION CARRIED 4-0.

E. Consider Professional Construction Related Services Agreement for the South Kenosha Storm Sewer Phase 2.

Mike Spence:

Mr. President and members of the Board, this is a contract for Crispell-Snyder to perform construction management services for this project. These services include contract administration, preparation and as-built drawing, staking for the storm sewer and also providing a construction inspector out there. They are also performing the construction work for the swale project which also was awarded to Reesman's which, again, is probably why we got a good cost from Reesman's to begin with because they're already out there. So I'd like to recommend that we award an engineering services agreement to Crispell-Snyder for construction.

I want to point out, too, I'd like to recommend that we award the full amount, but the way the contract is set up it's time and material. So the sections of the pipeline that aren't going to be put in we won't be paying that time for an inspector, so that those hours will be reduced as well. So with that I would recommend that this contract be approved.

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Michael Serpe:

So the total with the whole project was \$40,300? No, it was more than that.

Mike Spence:

No, it's broken up between those three items A and B. The total of that is roughly \$90,000. And, again, a good chunk of that is actually paying for an inspector to be out there.

Michael Serpe:

Move approval.

Clyde Allen:

Second.

John Steinbrink:

Motion by Mike, second by Clyde. Further questions or comments?

SERPE MOVED TO APPROVE A PROFESSIONAL CONSTRUCTION RELATED SERVICES AGREEMENT WITH CRISPELL-SNYDER, INC. FOR THE SOUTH KENOSHA STORM SEWER PHASE 2 PROJECT; SECONDED BY ALLEN; MOTION CARRIED 4-0.

F. Consider Agreement for Banking Services Proposals.

Kathy Goessl:

Mr. President, I'm bringing forward to you the request proposal for banking services. Thirteen banks in the Kenosha Area with full service branches south of 50 and east of I-94 were e-mailed requests for proposals. Of those thirteen banks, seven banks submitted proposals for our banking services. On the overhead there are the banks that submitted the proposals, and I have ranked them based on their balance requirement to cover the fees to do our banking services. The one that had the lowest balance requirement because they have the highest earnings allowance is Chase which is right across the street from Village Hall.

The proposed fees ranged from a low of \$12,300 up to \$31,000, but the fees for Chase are covered totally by a balance of \$2.5 million or almost \$2.6 million compared to, as you can see, they go up as you go. The reason—Mike and I actually met with the top two banks, Chase and M&I with the lowest balance requirements, and we recommend Chase because of the reasons listed on the screen. They have the lowest balance requirement which was because of the highest earning allowance.

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They have a full service bank right across the street from Village Hall. Currently we have First Talmer Bank which is across town a little bit. As Jennifer or myself deposit money probably on a weekly basis there so there's a mileage allowance that will go away or mileage reimbursement will go away for her and I to drop money off and pick up supplies from there. Chase is ranked 14th in the Bloomberg ranking to the world's strongest banks which is important at this point. We did go through an FDIC takeover of First Banking Center which we did come out fine, but it was a very tense process at times with them. Able to meet all of our requirements including electronic payment filters and blocks. Talmer bank was not able to provide that service to us. And as the Village is going more towards electronic banking instead of paper checks and paper deposits, it's important that we have these types of filters and blocks in place so money cannot be taken out of our account if we don't authorize it to be taken out of our account.

One of the lowest proposed fees was for electronic banking. The banks give us proposals based on how much it costs to process checks, paper checks, or we do remote deposit capture which would take the checks that people give us at the counter and we run them through a scanner and they get deposited automatically that day. Also, we write checks to people and they deposit it and they give us a cost based on that. But Chase is one of the lowest costs in terms of electronic banking. We do electronic banking with all of our direct deposits for our employees when we pay them.

Another huge part of that is our RecPlex. When we take money out of our members' accounts to pay for their monthly memberships that's another large volume of electronic payments. Also, we are going more with electronic payments for utilities. We have like over 1,000 customers that are signed up through us to do electronic payments as well as our new online service. We have like 600 people signed up there also. So we're really going toward electronic banking. So I liked that Chase had the lowest cost or barely any cost when you talk about processing electronic transactions.

Online banking with Chase.com and JP Morgan ACCESS gives us access to our account online to see our balances and transactions real time as well as being able to download reports and sort them in a fashion we want or update our general ledger with them. There's also a dedicated relationship team to service public service sector entities, and we have three representatives from Chase in the audience right now. Andrew and Sarah and Tony are in the audience, so if you have any questions for them as we go forward.

Then all funds are collateralized at 110 percent. That's important, too. Again, with the FDIC takeover of First Banking Center we were collateralized at that point. Most of it was FDIC insurance from them. We were able to pull all of our money out, the rest of it, and have it with the local government instead of keeping it there as they went through that transition.

There is zero cost to transition and implement cash management services and products with Chase. Basically it's mostly time of my staff and their staff to transition us over to the new work. They had great references, actually local references that have recently transitioned to their bank. One of them was KABA that transitioned. Rich from there gave a great recommendation, and a couple other local public entities in the area also gave great recommendations for them. They

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said the transition went well, they were always there to respond to their questions and their transition, and they felt they had good access to them and a good response from them.

So, therefore, I recommend Chase to provide our banking services for the Village per the submitted proposal for a period of two years with an option to renew for additional two year periods acted on individually up to a maximum of six years. We were with First Banking Center, now Talmer Bank, since I've been here. It's been 15 years or more. So it's been a long time since we switched banks, but I'm looking forward to this switch and being able to bank right across the street from Village Hall.

Michael Serpe:

We review this from the Board's perspective every two years?

Mike Pollocoff:

We haven't done it in a while.

Kathy Goessl:

We went out for banking proposals back in early 2000's, and it was actually for like almost a five year period. And then at that point there was a sponsorship for the Ice Arena that was negotiated and it extended the contract for another five years with First Banking Center. Prior to that there weren't any proposals or requests being sent out prior to 2000.

Clyde Allen:

Kathy, did you say this ends after six years?

Kathy Goessl:

The initial contract is for two years, and then a renewal to renew it for two additional two year terms is what we have in our requested proposal.

Clyde Allen:

And then the process is do we have to change banks or do we go through this whole process again?

Mike Pollocoff:

We just need to go out to bid. We can't enter into an agreement for longer than five years by statute.

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Michael Serpe:

Move approval.

Monica Yuhas:

Second.

John Steinbrink:

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

SERPE MOVED TO APPROVE AN AGREEMENT WITH CHASE BANK FOR BANKING SERVICES AS PRESENTED; SECONDED BY YUHAS; MOTION CARRIED 4-0.

John Steinbrink:

We didn't need a roll call vote on that?

Kathy Goessl:

No.

John Steinbrink:

Motion carries. Congratulations. Thank you. Did you guys walk over or drive?

G. Consider Agreement for Purchasing Card Proposals.

Kathy Goessl:

At the same time that we issued out requested proposals for banking services, we issued out a separate proposal for purchasing cards. We e-mailed that to the 16 banks that we asked for banking services with, as well as a couple other companies, national companies, that we knew also offered purchasing cards.

The following six banks up on the screen were the ones that actually submitted proposals to us. Of these banks, what I was looking for was the one that offered a good online service as well as a great rebate. U.S. Bank actually topped the list of offering the highest rebate. Both U.S. Bank and Chase have consortiums with the State of Wisconsin, with municipalities in the State of Wisconsin. U.S. Bank is a little bit stronger, and it was able to offer a higher rebate because they actually have the State of Wisconsin in their consortium where Chase has some big counties in their consortium. They offer a rebate percent, as you spend money with them you get back a rebate. And most of the fees from them are waived with U.S. Bank as well as Chase. Most of these companies had offered most of their fees waived.

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The Village currently has 32 purchasing cards through Talmer Bank. Our annual volume last year was \$175,000 and Talmer bank paid us a rebate of 1 percent. Our biggest volume was with American Express. Instead of issuing checks we had some accounts payable bills to pay, we were inquiring on our vendors to see if they accepted American Express, and we were able to put an annual volume of \$1.6 million a year processing those through American Express. American Express does not give you money back, they give you points. So it was kind of difficult—for the last two and a half years we've been with American Express. In the beginning it was difficult redeeming those points because American Express was mainly meant for travel and the Village doesn't do a lot of traveling. But in the recent year they've added Amazon.com, and we found ways to purchase through there like our office supply paper.

IT has also purchased stuff on there at the price that it similar to what they would pay otherwise but they use the points rather than dollars to pay for them. So we have now spent the majority of our points with American Express. But their rebate when you convert their points travel is about 1 percent, but when you go down to like Amazon.com it's only .7 percent compared to what was on the previous slide of a 1.5 percent money back for the Village.

So both of them, as I mentioned have consortium volumes, and I based this rebate that was displayed on the average Village transaction size of \$225, which is probably very conservative. That's basically our average by our 32 cards by our managers that go out and spend. Our average transaction size with a purchasing card with American Express was about \$2,500. So we should be able to up this percentage here. Conservatively with our same volume and the average of \$225 per transaction the Village should earn about \$30,000 a year on the purchasing card with U.S. Bank which is way above what we currently have with either Talmer Bank and American Express when you look at actual dollars.

But I think over time we can increase that amount. American Express is not accepted at as many places. This is actually a Visa card. I talked to one of their references which was a school district, Eau Claire School District, and they actually have increased their rebate up to \$100,000 a year by using the cards. They process all their transactions using the card which costs a lot less than actually doing a purchase order and cutting a check to these companies. So we'll start out with our current volume, and depending on how everything works with this, they actually interface with our financial software, too, so it's not manually entering things back into our system.

So I recommend U.S. Bank because they have the highest rebate amount with a speed payment incentive which this 1.493 includes part of the speed payment incentive. That means as soon as the statement is issued if you pay in less than 30 days the rebate gets better as you get closer to the statement date. And then as it gets further out to 30 days it gets less of a speed incentive.

Also, they have 24 hour online management and reporting tools with access online. I'm able to go online and increase balances for people. I can look at what's happening out there. We can download transactions directly to our financial software. We can make electronic payments to them so we can get the speed incentive. Also, public sector represents more than 56 percent of their business when it comes to the payment system total volume of commercial cards that they have out there. So they specialize in the public sector area.

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As for the terms of the contract, U.S. Bank is proposing the Village join the State of Wisconsin agreement as a participating entity. The State of Wisconsin just negotiated a new four year agreement which expires April 30, 2015. So my recommendation is to participate in the U.S. Bank State of Wisconsin agreement through April 30, 2015 and I have Theresa McBride in the audience. She is a representative from U.S. Bank if you have any questions for her also. But I'm excited about—right now with Talmer Bank I can't go online, I can't increase limits. It's a paper nightmare just to get a card issued. So I'm looking to be able to implement this and earn the Village some money, \$30,000 is a great amount of money annually, hopefully more than that.

Clyde Allen:

Kathy, good job in putting all this together. My question is I'm assuming or it appears we do not maximize the use of P cards at the present time. Are we going to put a push that we will mandate people to use P cards?

Kathy Goessl:

As soon as it get implemented and if it works the way I think it's going to work we're going to push more for them to do purchasing cards. We don't really have a true purchasing card system now. It's actually a debit card linked to our account. We have issues with cards being rejected at times, me being able to increase the limits and that kind of stuff. So it has kind of discouraged our managers from using them. But I think as you go forward hopefully we get a good roll out with these and the managers will use them more, and it will be easier for them to process their payments instead of going through a purchase order type process.

Clyde Allen:

Okay, because I know through the State we were required, as management you were required to use your P card for any vendor that would accept it. And if you didn't you answered for it.

Kathy Goessl:

The Eau Claire School District said they used to issue over 1,000 to 2,000 PO's a year. They're down to two or three a week. They really push their program, and they say it really has streamlined their purchasing process and earned them \$100,000 a year.

Clyde Allen:

With that I'll make a motion to approve.

Michael Serpe:

Second.

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John Steinbrink:

Motion by Clyde, second by Mike. Further discussion?

ALLEN MOVED TO PARTICIPATE IN THE U.S. BANK STATE OF WISCONSIN AGREEMENT WITH RESPECT TO PURCHASING CARDS THROUGH APRIL 30, 2015; SECONDED BY SERPE; MOTION CARRIED 4-0.

H. Consider Ordinance #11-20 to amend Chapter 180 of the Municipal Code relating to ambulance service rates.

Chief Guilbert:

Good evening. I'm Paul Guilbert, Jr. I'm the Chief of Fire and Rescue. I'm at 8044 88th Avenue. The Fire and Rescue Department has successfully used a subcontractor to manage our ambulance billing, and each year during budget preparation for the following year we have an annual checkup with our subcontractor. They informed us in July that Medicare has increased reimbursement rates, and the level of reimbursement is greater than what we currently charge. So Medicare will reimburse up to \$573.50. So we're recommending that our fee schedule be increased to match the level of reimbursement from Medicare.

For our residence for BLS basic life support, that means no paramedic services, that's for someone that can't get to the hospital on their own but they don't need paramedics, intravenous or drugs, currently we charge for advanced life support or paramedic service can be up to \$450.90. We're recommending that be raised to \$575 which is consistent to what Medicare will pay. And in the event we are asked to need another ambulance and complete the trip from where we meet that ambulance to the hospital, that's called an intercept, we would bill the same amount, so increasing from \$450.90 to \$575.

Our non resident rates, again, there's no change in our request for basic life support. Our advanced life support or paramedic service is from \$550.90 to \$675. And the same, again, if we were to meet another ambulance, if we were to take someone from out of the community, \$550.90 to \$675. That's our request.

Michael Serpe:

Chief, somebody without insurance is going to be on the hook for \$575 for ALS?

Chief Guilbert:

If they didn't have insurance and if they didn't have Medicare. That's currently what happens now.

Michael Serpe:

But now there's a significant increase. How do our rates compare with other municipalities?

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Chief Guilbert:

It's difficult to compare because it's based on the level of service we have. It's based on our ambulance equipment, the fact that we have paid personnel, and that's what we judge our request for rates on.

Michael Serpe:

This is fine. As the Chief was giving this to us I'm thinking Medicare is going broke and they're going to increase the amount of reimbursement. I'm a little at a loss on how the government thinks.

John Steinbrink:

For years as things change with the way hospitals billed us we were taking a loss and we had to adjust then. So I think this kind of levels the playing field for us in a way and probably picks up the shortfall we were eating before.

Mike Pollocoff:

You've got to remember that when Medicare sets their rates a lot of it is by and large due to the rates or the charges that are accepted in the community. But at the end of the day it's the medical community that really establishes the benchmarks (inaudible) what they're willing if they're going to accept people coming in. The other thing is that even though we're collecting a fee for service, this is essence functions like a program reduction. With the original beginning of the ambulance fee was keep the property tax levy down, we said we're only going to bill those people that are using the service, and the people paying the property taxes—this doesn't cover 100 percent of the cost but it reduces how much we have to levy for. I'd remind the Board that we're in a zero increased levy for the next two years. I think that in as much as the biggest carrier for medical insurance is adjusting the rates up, that reflects, again, the demand of the people who are providing the service.

John Steinbrink:

And every time we buy an ambulance we see the increase with the additional equipment we put on there to provide the service to the residents.

Michael Serpe:

I'm in favor, I just don't understand all this stuff. Are we writing off an enormous amount of money at the end of the year for uncollectibles?

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Chief Guilbert:

We do. The ambulance billing company sends to the finance department a list of uncollectibles, and that is incorporated on an annual basis.

Michael Serpe:

I'm sure that will increase now with this.

Kathy Goessl:

We're actually switching collection agencies. We have a billing agency which is Andres, and then we have a collection agency which I don't even know what the name is right now in Waukesha. We were approached by another collection agency that actually does refund intercept from the State of Wisconsin which our currently collection agency does not do. So we're in the process as we speak of converting our collection agency to Credit Management Services. And they'll be doing refund intercepts which is very good at doing collections. They actually have a system where they can match a lot of people to the State's database to be able to collect money.

Mike Pollocoff:

Do you remember what the ratio is of residents and non residents?

Chief Guilbert:

Approximately 40 percent is non resident transports.

Mike Pollocoff:

That's pretty high.

Michael Serpe:

And what's the approximate percentage of noncollectibles?

Chief Guilbert:

I didn't bring that information.

Kathy Goessl:

I don't know that either. But we also recently switched and are billing fire and rescue together with Andres. Before we used to bill rescue with Andres and we used to bill fire through the Village. They got delayed at times in terms of one bill going to the residents. And a lot of this stuff is auto insurance or insurance related. They said we would pay the rescue part of the bill, and then shortly after that they would get the fire and that case was already closed or whatever

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and we had trouble getting that paid. Now we send them both together to Andres and Andres bills them both out. So we're increasing the collection amount on the fire doing it that way.

Chief Guilbert:

And then when we started with Andres we were a smaller department providing fewer reports than they are accustomed or able to handle, and we were doing it manually. We were mailing paper reports out once a week. We're now doing it electronically. They get it very quickly, and they've reduced their charges to us by 1 percent which will increase about \$3,000 to \$3,200 a year that we will see from them. It's a lot easier for us to do, a lot easier for them to process. And, as Kathy talked about, when a fire truck goes to a car fire or goes to a car accident, those are going electronically on a weekly basis. Again, that all speaks to how quickly they can bill and collect.

John Steinbrink:

Guido had that proposal for collection but he wanted to break their kneecaps and drummed up more business yet.

Michael Serpe:

That's a \$125 increase on each service. Like I say I'm just a little baffled on how this comes about. I move approval.

Monica Yuhas:

Second.

John Steinbrink:

Motion by Mike, second by Monica. Further discussion?

SERPE MOVED TO ADOPT ORDINANCE #11-20 TO AMEND CHAPTER 180 OF THE MUNICIPAL CODE RELATING TO AMBULANCE SERVICE RATES; SECONDED BY YUHAS; MOTION CARRIED 4-0.

I. Consider Ordinance #11-21 to amend Chapter 180 of the Municipal Code relating to key box systems.

Chief Guilbert:

Again, I'm Paul Guilbert, Jr. I'm the Chief of Fire and Rescue. I'm at 8044 88th Avenue. Since 1989 we've used a system that placed miniature vaults on buildings that holds the keys to that respective building. We're affiliated with a company called the Knox Company. We like that company because it not only provided the secure miniature vaults that would go on the building, but it provided a system where the key for those vaults are locked inside all of our vehicles. So

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the only way I can get the key out of my car is to interface with the dispatch center. I request that they release the key and that key can come out. It provides a higher degree of security, and it's a lot easier for us to sell the system when we ask people turn over the keys to your building.

What it also does is it reduces the amount of time our people have to stay at a building. If you can imagine we go out at three o'clock in the morning. There's no obvious fire, there's no obvious reason for us to break in. We sit there maybe upwards of an hour waiting for someone to come and unlock the door. With this system we're in immediately.

What we've seen, and again if you can think back to 1989 when we were all cabbage and corn and we've produced all these new buildings, we have a very large portion of Pleasant Prairie covered by this system. But now we're seeing an influx of retail, and they're looking for all their individual boxes that's causing us to not only spend time to go up there and manage the system, but as they change personnel managers or they have to let someone go they want to change the key to the front door so there's some maintenance work. So what we're asking is that we be allowed to sell the boxes ourselves. We'll make the purchase from the vendor and we'll add a 10 percent service to that to help defray the cost of the vehicles traveling back and forth and our personnel traveling back and forth.

Monica Yuhas:

Motion to approve Ordinance 11-21 with a question.

Michael Serpe:

I'll second.

John Steinbrink:

Motion by Monica, second by Mike. Monica?

Monica Yuhas:

Chief, what does a Knox box cost?

Chief Guilbert:

With shipping they can be upwards of \$450.

John Steinbrink:

How many people have a key then, Chief? You would have a key, they would have a key?

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Chief Guilbert:

They don't have a key. Only the fire department maintains the key to unlock the box. And what happens is when there's a new box on the building we meet with them. They give us the key and they watch as we put it into the vault and lock it. The Fire and Rescue Department is the only agency that can enter a fire and rescue Knox box.

John Steinbrink:

So when they need to upgrade their keys you have to come out?

Chief Guilbert:

That's correct.

Monica Yuhas:

And that extra trip is included in that 10 percent administration fee?

Chief Guilbert:

Yes. Basically it's the trip, yes.

John Steinbrink:

We have a motion and a second. Further discussion?

YUHAS MOVED TO ADOPT ORDINANCE #11-21 TO AMEND CHAPTER 180 OF THE MUNICIPAL CODE RELATING TO KEY BOX SYSTEMS; SECONDED BY SERPE; MOTION CARRIED 4-0.

John Steinbrink:

Thank you, Chief.

J. Consider Resolution #11-29 - Resolution Appointing Special Registration Deputies for the August 16, 2011 Recall Election.

Mike Pollocoff:

Mr. President, this resolution allows the Village Clerk to appoint special deputies which enables in the coming of the election tomorrow where if she needs additional help she'll be able to appoint somebody from the Village staff or someone to come help at the polling places, help register people, get things under way. So these registrations would be only good for that one election. I'd recommend that Resolution 11-29 be adopted.

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Monica Yuhas:

So moved.

Clyde Allen:

Second.

John Steinbrink:

Motion by Monica, second by Clyde. Any discussion?

YUHAS MOVED TO ADOPT RESOLUTION #11-29 - RESOLUTION APPOINTING SPECIAL REGISTRATION DEPUTIES FOR THE AUGUST 16, 2011 RECALL ELECTION; SECONDED BY ALLEN; MOTION CARRIED 4-0.

K. Consent Agenda

- 1) **Approve Operator License applications on file.**
- 2) **Approve Operator License renewal late applications.**

Monica Yuhas:

Motion to approve.

Clyde Allen:

Second.

John Steinbrink:

Motion by Monica, second by Clyde.

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

9. VILLAGE BOARD COMMENTS – None.

10. ENTER INTO EXECUTIVE SESSION PURSUANT TO SECTION 19.85(1)(C) TO CONSIDER EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEES OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY PARTICULARLY WITH RESPECT TO LABOR UNION NEGOTIATIONS.

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John Steinbrink:

The Board will return to open session for the purpose of adjournment only. No other business will be conducted.

SERPE MOVED TO ENTER INTO EXECUTIVE SESSION AS REQUESTED; SECONDED BY ALLEN; ROLL CALL VOTE – STEINBRINK – YES; YUHAS – YES; ALLEN – YES; SERPE – YES; MOTION CARRIED 4-0.

11. ADJOURNMENT

After discussion was held in closed session, the board returned to open session to adjourn. **SERPE MOVED TO ADJOURN THE MEETING; SECONDED BY ALLEN; MOTION CARRIED 4-0 AND MEETING ADJOURNED AT 8:20 P.M.**