

AGENDA
VILLAGE OF PLEASANT PRAIRIE
PLEASANT PRAIRIE VILLAGE BOARD
PLEASANT PRAIRIE WATER UTILITY
PLEASANT PRAIRIE SEWER UTILITY
Village Hall Auditorium
9915 – 39th Avenue
Pleasant Prairie, WI
December 5, 2011
6:00 p.m.

1. Call to Order
2. Pledge of Allegiance – Cub Scout Troop #544
3. Roll Call
4. Minutes of Meeting – November 14, 2011
5. **Citizen Comments** (Please be advised per State Statute Section 19.84(2), information will be received from the public and there may be limited discussion on the information received. However, no action will be taken under public comments.)
6. **Administrator's Report**
7. **New Business**
 - A. Consider Resolution #11-41 seeking cooperation from the State of Wisconsin Department of Transportation regarding the transport of hazardous materials in the Village.
 - B. Consider Resolution #11-42 adopting the *Kenosha County Hazard Mitigation Plan Update 2011-2015* as set forth in the Southeastern Regional Planning Commission Community Assistance Planning Report No. 278 2nd edition.
 - C. Consider award of contract for the 2012 Village newsletter printing and mailing services.
 - D. Consider approval of the 2012 Mobile Home Park Licenses.
8. Village Board Comments
9. Adjournment

The Village Hall is handicapped accessible. If you have other special needs, please contact the Village Clerk, 9915 – 39th Avenue, Pleasant Prairie, WI (262) 694-1400

**VILLAGE OF PLEASANT PRAIRIE
PLEASANT PRAIRIE VILLAGE BOARD
PLEASANT PRAIRIE WATER UTILITY
PLEASANT PRAIRIE SEWER UTILITY**

9915 - 39th Avenue

Pleasant Prairie, WI

November 14, 2011

Immediately following the 6:00 p.m. Plan Commission Meeting

A special meeting of the Pleasant Prairie Village Board was held on Monday, November 14, 2011. Meeting called to order at 6:15 p.m. Present were Village Board members John Steinbrink, Monica Yuhas, Steve Kumorkiewicz, Clyde Allen and Mike Serpe. Also present were Mike Pollocoff, Village Administrator; Tom Shircel, Assistant Administrator; Kathy Goessl, Finance Director; Jean Werbie-Harris, Community Development Director; Doug McElmury, Interim Fire and Rescue Chief; Brian Wagner, Police Chief; John Steinbrink Jr., Public Works Director; Ruth Otto, IT Director; Carol Willke, HR Director; Mike Spence, Village Engineer and Jane Romanowski, Village Clerk. Three citizens attended the meeting.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC HEARING

A, Proposed 2012 General Fund, Tax Increment Districts & Special Revenue Budgets

- 1) Citizen Comments.**
- 2) Closing of Budget Hearing.**
- 3) Board of Trustee Comments.**
- 4) Resolution #11-35 relating to Adoption of 2012 Budget and Property Tax Levy including Capital, Debt Service and other funds of the Village budget.**

Mike Pollocoff:

Mr. President, before we start the hearing I'd like to have Kathy present some summaries of the budget. The budget has been advertised, it's been available at the Village Hall for review and on line. So, with that, Kathy, if you want to give us the executive summary.

Kathy Goessl:

Up above is the org chart for the Village and we are going to go over the blue shaded boxes which include our general government which has three operating sections, operating, capital and debt service. We're also going to review tax incremental districts, debt service and capital improvements and special revenue funds. We're still working on the green labeled ones which is basically our utilities and our Rec Center.

I'll start out with general government, and section 1 is operating. This is a summary of the budget. It's very similar to what you saw three weeks ago. Overall it didn't change except for a

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couple minor changes. First of all, IT capital requests that were under \$5,000 were moved from capital to minor equipment and operating. That's because we're raising the capital limit, or we did already raise the capital limit January 1st to \$5,000. And then I also tried up the calculation for exempt computer aid which added another \$567 in revenue. Then I moved the tax levy from capital to over the operating change which were just mentioned above. So revenue overall is up \$798,000. Property tax - there's a large increase of \$1.6 million, but that's because we moved the road aids to capital, and in exchange for that we moved the tax levy to the general government operating. And then also we moved money from the capital into general government operating to cover the new program request to add seven new firefighters.

Other revenue is down, and that's because of a decrease in State aid for roads and also to transfer the road aids to the capital project fund. Then we have new programs or revenue enhancements which are increases in some fees in CD, engineering, fire and rescue and inspection. And additions of new fees of life safety inspection and low voltage sign permit fees. These fees were being recommended because they are activities that are time consuming and required by the State. So overall our revenue as you can see above increases a little less than \$800,000.

Expenses overall are up \$400,000. The majority is a new program for four in the station which will require seven new full-time firemedics at a cost of a little less than \$540,000, offset, as you can see in Public Works, a reduction, and mainly that reduction in Public Works is due to purchasing less salt. We currently have a full salt shed, and so therefore we're recommending purchasing less salt for next year.

We're recommending, as you can see in the blue shaded column, we're recommending a balanced budget where revenue is equal to expenses. Last year we actually were recommending using some fund balance to balance our budget but as estimates are coming in for this year we're looking at pretty close to a balanced budget this year. So this is a summary of the general government operating.

I'll briefly go over the operating revenues and operating expenses. Here's a chart showing the different sources of revenue. Our biggest source of revenue, as you can see, is property tax which, again, is up \$1.6 million, and I explained the reason before concerning road aids and the new program request for firemedics. Intergovernment is down \$1 million from just over \$3 million to just over \$2 million, and that's mainly due to the road grant being transferred to the capital project fund.

Licenses and permits is our smallest revenue source. It's up \$74,000 mainly due to building permits. Other taxes including mobile home taxes, utility tax from our water utility and also property tax penalties and hotel and motel taxes. They're up \$92,000 because of the increase in the utility tax paid by our water utility. Public charges for services is down \$70,000. It's basically down across all areas except for franchise fees which are up \$30,000 and other minor fees up \$12,000. And the other category which includes Municipal Court revenue, interest income, assessing contracts, the school liaison officer and tower leases is up slightly by \$7,000. So these are our sources of revenue and the change from 2011 to 2012.

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This is basically the same information but in a chart format. You can see the changes on the right with property tax up, intergovernment revenue down and the rest of them changed but not as great a deal as the first two lines for an overall increase of a little less than \$800,000.

The next area is operating expenses. This is a chart format showing the change from the 2011 budget to our 2012 proposed. Public safety includes Police, Fire and Rescue, Dispatch and Inspection Department. When you compare them they are very level to last year. Public Works is down. This includes engineering, streets, street lighting. It's down \$142,000 almost mainly due to the reduction in salt purchases from \$234,000 down to \$160,000, a decrease of \$74,000 as salt.

General government includes the Village Board, Municipal Court, Administration, HR, IT, Finance, Assessing and the Village Hall. There's an increase there, and the main reason for this increase is due to the number of elections for 2012, and also the increased cost because of the changes in the election process by the State of Wisconsin. CD is down \$12,000. Parks is down also \$32,000, and that one is mainly due to the reduction in contractual services, mainly the emerald ash borer spraying which we were able to reduce by \$37,000 once we got the contract.

New programs - the biggest new programs, there's two of them - the one I have already mentioned is four in the station or hiring seven firemedics for around \$540,000, and an increase in dispatching staff from part time to full time and sharing with a community or two in the County. Program reductions is mainly a reduction in maintenance contracts for our less critical pieces of Cisco equipment. Overall we're looking at an increase of \$400,000. Again, the main increase is due to the firemedics.

So that was the operating section of our general government. Now I will briefly go over the capital fund. This is a summary of the capital fund. You can see we start out with a tax levy. You can see the big decrease there. That's mainly due to the transfer of funds, almost \$1.5 million to the operating. And I explained that transfer back and forth before in the operating section.

Grants is, again, the transfer of road aids to the capital project fund from general government operating and also the Prairie Farms Trail improvement grant for \$45,000. Impact fees - we're looking at an increase of collecting more impact fees with some recovery in the economy. Hopefully we're looking at more activity in that area. Other includes interest income and the sale of our police vehicles that we sell on a regular basis. So total revenue is down \$695,000, again, mainly because we are transferring funds to general government to help with the firemedics.

Capital outlay is actually down also. It totals almost \$1.8 million down from 2011. The major projects in that area that are over \$100,000 which include in total - \$1.8 million is the total, and the major projects in this area are the Prairie Farms Trail improvement for \$100,000, Police Department expansion and remodel for \$427,000. That project will be using impact fees that we've collected in the past. Police Department vehicle replacement \$130,000, and road maintenance for \$600,000 and then we borrowed money last year but we do not plan on borrowing any money for 2012. You can see the next change here is we'll be spending a little bit

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more money than we actually are bringing in for 2012 using part of the fund balance remaining from the end of 2011.

So now to the third and final component of general government and that's debt service. The same type of chart I had on the previous slide for capital is a comparison of the 2011 budget to the 2012 proposed. This fund doesn't have too much activity going on in terms of change compared to the two years. The tax levy is down slightly. Basically we balance this budget as a net. Our debt is going down, therefore the requirements are going down for this fund. So tax levy is down \$43,000. Special assessments - we're looking at collecting a little bit less than we did the year before. Interest income is down slightly for a total reduction in this fund for revenue of a little less than \$92,000. And that reflects the reduction in principle and interest payments that this fund has of \$92,000 also for a balanced budget in this fund with revenue equally expenses.

This is our total summary of all three of those areas, our operating, debt and capital. You can see property taxes and how they're divided between the three areas, and our total property tax levy would be a little over \$9 million. Other revenue sources are going to total a little more than \$6.3 million, and our expenses are looking a little bit less than \$16 million and you can see operating being the majority of those expenses and debt and capital splitting equally pretty much \$1.7 million. Both operating and debt are balanced budgets with revenues equaling expenditures, whereas capital we are using some of the fund balance left remaining from 2011 to purchase some more capital for 2012 without borrowing on any of the areas here for 2012.

You can see the fund balances down at the bottom. We are still maintaining our required 15 percent balance in our operating giving us a little leeway for the future, and debt there's no unreserved. Basically everything in the debt fund is meant for debt, and capital has a little bit of money left over to carry forward to 2013 for any overages we may have hopefully for 2011, not have in 2012. So overall all these funds we have a reserve of about 21 percent for future uncertainties.

How does this affect our property tax bill for the Village residents? These are estimates because we do not have our final assessed value. We're still missing manufacturing from the State. So this is based on the estimated manufacturing value and actual local tax assessment values. We're also missing the piece for Kenosha County so I estimated a small increase in their tax levy. Kenosha Unified, all the rest of the tax entities have submitted levy sheets to me already except for Kenosha County.

So Kenosha Unified is going up, everybody is going up slightly except for Gateway which are pretty level or going down slightly around or equal to what they were last year. So you can see everybody's really tight, not many increases. For us we're looking at a two cent increase in the levy or the mill rate. Here's a comparison of our trending over the years. As assessed value goes up you can see the levy mill rate actually going down. This year we have an estimated assessed value in billions of dollars of \$2.64 billion, where our Village mill rate is looking at 4.01.

Onto the next section which is our tax increment districts. This is a comparison of the 2011 budget, and I also added a column here for the estimate. The tax increment district is very – depending on what happens with the economy, depends on what happens with developers and

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what's happening, you can see the estimate differs from the actual 2011 budget. And the 2012 budget was a little difficult also to budget for, but we did our best guess estimate in terms of what we're going to look at. So property tax increments is also an estimate because we don't have our final numbers, but this should be pretty close to what we're looking at, so the increment is going up a little more than \$287,000.

Land sales is actually the State buying the frontage roads from the Village, and they were on an installment plan. Our budget was \$1,600, but they actually paid 2012 early, so that's why we actually received double what we initially anticipated. And for 2012 they are done paying for the frontage road so we're anticipating no revenue from that source.

Southwest Innovation Center - we were planning on a \$2 million start with the grant in 2011. That project has been put on hold so we are estimating zero, and we have estimated zero for 2012 at this point.

Other revenue sources here are going up. It's a little bit involved here in terms of the estimate as well as 2012 we're looking at an increase there. Other revenue includes interest income and special assessment revenue. Capital improvements you can see we budgeted for more to happen in this district than actually what has happened. We budgeted a little less than \$5.5 million, and actually we are barely looking at less than \$750,000 that we spent so far in this district for this year. We're proposing \$2.2 million. That's our best guess at this point.

Then debt service-wise these are pretty good numbers because we actually have schedules for these. We did budget \$9.2 million, a little over, and we did make that service payment for that amount. For 2012 the debt service scheduled have a little over \$10 million worth of debt service payments, so that's increasing slightly a little over \$700,000.

Then for bond proceeds we did borrow some money last year, or we were planning on borrowing some money for 2011 but we did not borrow any money this year in this fund because our capital improvement plans went down from a little over \$5 million down to \$700,000. We didn't need the money and then we're proposing not to borrow anything for next year based on what our anticipated capital improvement plan will be.

At this point we're looking at ending with a smaller fund balance than we're currently at. Right now we're at a little over \$5 million in fund balance based on the money we've borrowed, ending a little bit less than that based on what we're going to spend and bring in. So this is Tax Incremental District #2.

We also have District #2 which is down on Springbrook and 91st on the corner there and this project is basically the vacant lot which has a very small tax increment district amount. And it's just whatever we bring in we pay back out to Steve Mills.

And the final area here we're looking at is special revenue funds. We have four special revenue funds - Fire and Rescue, Police, federally forfeited funds and veteran's memorial. Revenue is mainly donation except for the federally forfeited which is the sharing of federal funds which we're not planning on anything for that this year except for this is actually interest of \$30, and

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expenses is mainly minor equipment, and also in our police fund we support our police dog with those funds.

So those are the review of all of our different areas we're looking for approval tonight for. It's general government operating, debt and capital, our TID districts and also our special revenue funds. So if anybody has any questions for me.

John Steinbrink:

Any questions? Nothing? This being a public hearing I will open it up to public comments and question. We ask that you use the microphone and give us your name and address for the record.

Jane Romanowski:

We did have a signup, Michael Hautzinger.

Michael Hautzinger:

Michael Hautzinger, 8052 East Ridge Drive, Pleasant Prairie. I've been a resident here for a little over ten years. I've given you a prepared statement. I'll just read it for you. As a homeowner in the Village of Pleasant Prairie I rise in favor of adding additional firefighter paramedics to the Pleasant Prairie Fire and Rescue Department. If an emergency were to happen with my family involved in my home or anywhere else in the Village, I'd like to see fully staffed emergency vehicles arrive on the scene as quickly and safely as possible. Further, I'd like them to arrive in sufficient numbers so that they can immediately work effectively and safety. I'd like to see that all personnel on these apparatus are cross-trained firefighter paramedics.

I've read in the newspaper of the acting Chief's preliminary vision for the Pleasant Prairie Fire and Rescue Department, and it seems to me that he's seeking to move forward in a good direction. I'd like to see the Village hire the best educated and most qualified candidates for the new positions, and I hope to see all needed promotions come from within the department. I do understand that there are immediate and long-term costs for the additional Village personnel. I consider this cost very inexpensive insurance for the protection of my family and my home. Thank you.

John Steinbrink:

Thank you. Anyone else wishing to speak? Anyone else wishing to speak? If not, I'll close the public hearing and open it up to Board of Trustee comments? Michael?

Michael Serpe:

Again, my compliments to Kathy, Mike and the staff for putting together a budget that's very frugal, very reasonable and very workable. But the credit goes, again, to the personnel that run this Village, the personnel that work for this Village. To keep on supplying the services that all the residents enjoy with all the cuts that we have experienced in the last couple years, laying off

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personnel, eliminating positions, and then still providing services, I don't think the citizens of this Village have even noticed the drop in any services that we provide and that's a credit to the people that work in this Village. Technology has helped immensely with what we're doing as far as our payments in the utility department being direct deposited, our newsletter keeping people informed at what they can do and what they can't do. It's just a well-oiled machine as I see it and for \$4.01 a thousand I think the people of this Village are getting their money's worth and I support this budget.

John Steinbrink:

Clyde?

Clyde Allen:

Thank you. I'm not going to say everything you just said, Mike, because I agree with everything. I'm going to mention about the debt service has gone down drastically in the last seven years. Our bond rating with Standard & Poors and Moody's - we've maintained a high bond rating through this tough economic time. I not only want to thank Mike and the staff and our Department Heads, but I want to stress what Mike has said again it's the Village employees. Without you as partnering up with us we couldn't make this work like we did. So thank you and I will support this budget.

John Steinbrink:

Steve?

Steve Kumorkiewicz:

There's not too much to add to what Mike and Clyde said. He's right that we have a very good organized Village. Everybody works together as a team from the Village to the last person and lowest seniority in the Village. They all work together for the good of the Village and the dedication of the staff is admirable. It's got to be admired because they are working within parameters. They are staying to it and they do it. Actually the expectations have always been high and they always do it just right. I don't feel that we can do any better than what is done right now. So, Mike, Kathy and everybody involved they are the ones who come out with the numbers and just excellent.

John Steinbrink:

I just want to thank the staff also. I think probably when you're done with this one you start next year's budget already. It's a never ending process, and that's the reason our budgets always work out. The fact that you're monitoring what the economy is doing, what the needs of the Village are, shifting priorities as we see them. Of course, we're all hoping for a light winter with not much snow. That's not the prediction, but we always come through and do the right thing and make sure the roads are open.

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I want to especially commend you for putting forward a budget that comes out, especially when the State of Wisconsin balanced their budget on the backs of the Village, the cities, the counties by not paying their bills. We pay our bills. Our workers make the sacrifice in order to make our balanced budgets come true. But I don't want to give much hurrah to the State because, like I said, they balanced their budget on the backs of us. We're the people that didn't get the shared revenue, the road aids, everything we should have got for the monies we send to the State of Wisconsin. So in the end the taxpayers are really the ones who are shortchanged and we make up the difference. Whether it's the simplest things as mowing the medians of the highways so that our Village looks presentable so that we can keep attracting businesses here to keep the economy going.

I hear it often in Madison the word is government doesn't create jobs. We may not create the jobs, but we create the environment for the jobs. It's the infrastructure we put forward, the education system, the highways and the work we do here that people look at and say this is a good place to come and locate our business. So when they say government doesn't create jobs, without government that wouldn't happen. Maybe not so much on the State end but on the local end where we have the direct contact with the employers coming in and looking for a place to locate their business and their employees looking for a quality of life, everything we offer here.

A lot of people come in for the first time, they visit the RecPlex or other facilities here and that's usually the first look at the Village they get. They're impressed. When they dig deeper they're even more impressed by the fact that what we do for the money they have to pay out in taxes here, what their benefit is, I think we're the envy of a lot of areas. But it's not been without sacrifice and, once again, that falls on the back of employees. We constantly ask them to do more for less, and they've met that challenges.

So I hope people understand and really appreciate the sacrifice of the men and women who run this Village and the job they do because that's what makes the Village great and that's what makes the quality of life here. People enjoy living here. They enjoy the services. Everything from the simplest thing as leaf pickup to garbage pickup. All the service we do that are basically flawless and happen every day, every week without anybody really giving a second thought to it. It happens, it's done right and it's done by our employees. Everybody talks about privatizing. That's been tried in areas but it doesn't work out. And pretty soon you find out that cost goes up, the quality of service is less. So I want to once again comment you for this budget and the workers for the job they do, the employees, because they make it look easy, they make us look good, but they do the hard work and we appreciate that. It's a good budget.

Monica Yuhas:

I would like to comment. I spend a lot of time in departments throughout the year, and I work with Department Heads and I work with employee and I see the ingenuity and creativity that goes on in these departments. This budget process is a year long process, and by the time it gets to us it's been scrubbed many times, and we're given a product and we discuss it. Just to touch on what President Steinbrink said, it is the employees. When I'm out there down a wet well or I'm out there in the public doing things, residents will come up and say it's amazing that the Village does everything and maintains the low tax rate and they're appreciative of that.

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If you're out there they know what's going on, residents know and there's a standard that's been expected and we're able to maintain that or exceed it, and that's due to the employees doing more with less. As a Board member I appreciate that greatly. I appreciate the ingenuity that goes into all the thinking that goes on with each department, because you do make us look good. And when we were at the conference back in October, when you hear what's going on in other villages and other cities and other municipalities, it's not good. I see what we have here and everyone is doing a phenomenal job and I thank you for that.

Clyde Allen:

Just one more thing. Thanks, Monica, that was well said. I guess I've been wanting to say this for quite a while and not sure when to say it and how to say it so I'm just going to say it. In that, John, thank you, I've learned a great deal from you. You've really been great, great at giving us input as to what goes on in Madison like having our own special person right here in Madison right here on the Board with us. That really helps us tremendously and thank you.

Michael Serpe:

Looking for a motion?

John Steinbrink:

That would be item 4.

Michael Serpe:

I move to approve Resolution 1-35.

Clyde Allen:

Second.

John Steinbrink:

Motion by Mike, second by Clyde for adoption of Resolution 11-35. This is relating to adoption of the 2012 budget and property tax levy including capital, debt service and other funds of the Village budget. Any further discussion on this motion?

SERPE MOVED TO ADOPT RESOLUTION #11-35 RELATING TO ADOPTION OF 2012 BUDGET AND PROPERTY TAX LEVY INCLUDING CAPITAL, DEBT SERVICE AND OTHER FUNDS OF THE VILLAGE BUDGET; SECONDED BY ALLEN; MOTION CARRIED 5-0.

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Michael Serpe:

Mike, once again thanks for your leadership.

Mike Pollocoff:

I have good direction and I have an excellent staff.

5. ADJOURNMENT

**SERPE MOVED TO ADJOURN THE MEETING; SECONDED BY KUMORKIEWICZ;
MOTION CARRIED 5-0 AND MEETING ADJOURNED AT 6:45 P.M.**

VILLAGE OF PLEASANT PRAIRIE BOARD OF TRUSTEES

RESOLUTION #11-41

RESOLUTION SEEKING COOPERATION FROM THE STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION REGARDING THE TRANSPORT OF HAZARDOUS MATERIALS IN THE VILLAGE

WHEREAS, on the afternoon of Monday, November 28, 2011, the Wisconsin Department of Transportation ("WIDOT") issued Permit Number SS-265W120113321 to Perkins Motor Transport Inc. for a "Single Trip Permit to Transport Reactor Head" allowing the transport of a 225,000 lb., 17 foot diameter reactor head from the shuttered Zion Nuclear Plant in Illinois. The Permit allows the reactor head to travel through Wisconsin via Wisconsin State roadways on its way from Illinois to Minnesota. The Permit is effective from November 28, 2011 – December 12, 2011; and

WHEREAS, the reactor head is considered hazardous material ("hazmat"), which is a product that poses potential risks to health, safety, welfare and property. These risks are even more imperative during transport. Because of the risks involved and the potential consequences these risks impose, hazmat handling is very heavily regulated by all levels of government; and

WHEREAS, on the evening of Monday, November 28, 2011, the Zion Nuclear Station Decommissioning Advisory Panel ("Panel") convened its quarterly meeting. During the meeting, ZionSolutions, the company decommissioning the Zion Nuclear Plant, notified the Panel that one of the plant's radioactive reactor heads will be contained and transported to Utah; and

WHEREAS, on the afternoon of Tuesday, November 29, 2011, the Village Police Chief received the initial notification from the Kenosha County Emergency Management Director that the oversized hazmat radioactive shipment will be transported through the Village during the midday hours of Thursday, December 1, 2011, via State and County roadways; and

WHEREAS, the Village has the responsibility to protect its residents, businesses and visitors from dangers, including hazardous materials, and to keep them informed of the risks involved from potentially dangerous activities ; and

WHEREAS, the Village questions the necessity of transporting any hazmat transport from the Zion Nuclear Plant through the Village and State of Wisconsin, when alternate routes in Illinois are available; and

WHEREAS, the Village believes it was not adequately forewarned of the transportation route of the radioactive reactor head through the Village and did not receive timely communications from WIDOT regarding the radioactive transport route.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees, that the Village of Pleasant Prairie requests that the Wisconsin Department of Transportation adopt a more cooperative, considerate and timely process to allow communities to be sufficiently forewarned and be given ample time to prepare and respond accordingly when hazardous materials are scheduled and permitted to be transported through a designated community.

Adopted this the 5th day of December 2011.

VILLAGE OF PLEASANT PRAIRIE

ATTEST:

John P. Steinbrink
Village President

Jane M. Romanowski
Village Clerk

Posted: _____

Haz Mat Transportation

RESOLUTION #11-42

**RESOLUTION ADOPTING A HAZARD MITIGATION PLAN
FOR THE VILLAGE OF PLEASANT PRAIRIE**

WHEREAS, Kenosha County executed an agreement with the Southeastern Wisconsin Regional Planning Commission (SEWRPC) in mid-2009 to update the countywide all-hazard mitigation plan leading to the recommendations for reducing natural hazards and selected man-made and technical hazards potentially impacting Kenosha County including the Village of Pleasant Prairie; and

WHEREAS, such plan has been completed under a cooperative effort of the Kenosha County Division of Emergency Management and SEWRPC under the guidance of the Kenosha County Hazard Mitigation Plan Task Force, with participation from the Village of Pleasant Prairie; and

WHEREAS, the Village of Pleasant Prairie believes that the plan is a valuable guide to the means for reducing the impact of natural and technological hazards that potentially could impact the Village, and that the adoption of such plan by the Village of Pleasant Prairie Board of Trustees will enable the Village to implement the mitigation strategies identified in the plan; and

WHEREAS, the preparation and adoption of the hazard mitigation plan is a requirement for maintaining eligibility for certain hazard mitigation and disaster grant programs funded by the Federal Emergency Management Agency and administered by the State of Wisconsin Department of Military Affairs Division of Emergency Management; and

WHEREAS, this resolution requires no budget modification.

NOW, THEREFORE, BE IT RESOLVED that the Village Board of Trustees of Village of Pleasant Prairie hereby adopts the Kenosha County All-Hazard Mitigation Plan as set forth in SEWRPC Community Assistance Planning Report No. 278, 2nd edition *Kenosha County Hazard Mitigation Plan Update 2011-2015*.

BE IT FURTHER RESOLVED that the Board of Trustees of the Village of Pleasant Prairie Board directs the Village Clerk to transmit a certified copy of this resolution to SEWRPC.

Passed and adopted this 5th day of December, 2011.

John P. Steinbrink, Village President

Attest:

Jane M. Romanowski, Village Clerk

**COMMUNITY ASSISTANCE PLANNING REPORT
NUMBER 278, 2nd Edition**

**KENOSHA COUNTY HAZARD
MITIGATION PLAN UPDATE: 2011-2015**

Prepared by the

Southeastern Wisconsin Regional Planning Commission
Kenosha County Division of Emergency Management
Kenosha County Department of Planning and Development

In Cooperation with

Federal Emergency Management Agency
Wisconsin Department of Military Affairs, Division of Emergency Management

June 2010

\$20.00

Chapter I

INTRODUCTION AND BACKGROUND

INTRODUCTION

In January 2003, the Southeastern Wisconsin Regional Planning Commission (SEWRPC) and the Kenosha County Division of Emergency Management agreed to cooperatively prepare an all hazards mitigation plan for Kenosha County. The plan was designed to be consistent with the guidelines of the Wisconsin Department of Military Affairs, Division of Emergency Management, and the Federal Emergency Management Agency (FEMA). The plan utilized an “all hazards” mitigation approach which the Wisconsin Division of Emergency Management and FEMA recommend as an option to single hazard mitigation planning. As such, consideration was given to many hazard conditions, including flooding; lakeshore bluff failure episodes; severe weather conditions, including wind storms, tornadoes, periods of extreme heat or cold, and winter storms; terrorism; civil disorder; urban fire or mass casualty; and hazardous materials situations. While the plan considered all of the potential hazards, it was recognized that only limited mitigative actions would be feasible for some of these hazards, since they are not site-specific or repetitious in nature.

The original Kenosha County Hazard Mitigation Plan was adopted and approved by the County in 2005 and was subsequently adopted by the cities and villages within the County. The plan was prepared by the staffs of the Kenosha County Division of Emergency Management, the Kenosha County Division of Planning and Development, and the Southeastern Wisconsin Regional Planning Commission. In preparing the plan, the County involved all appropriate County departments as needed. In addition, the planning was coordinated with the related activities of other concerned units and agencies of government within the County and with the Emergency Management Directors of Racine and Walworth Counties, Kenosha County’s neighboring counties. The plan was developed under the guidance of the Kenosha County Hazard Mitigation Plan Task Force, which was created by the County specifically for plan development purposes and was comprised of elected and appointed officials; agency and business representatives; and citizens from throughout the County knowledgeable in hazard mitigation matters.

The mitigation planning requirements of 44 *Code of Federal Regulations*, Section 201.6 (d) (44 CFR 201.6(d)) require that local hazard mitigation plans must be reviewed, updated to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and reapproved every five years for local jurisdictions to be able to receive hazard mitigation funding. Thus, in September 2009, Kenosha County in cooperation with its 12 municipalities and the Southeastern Wisconsin Regional Planning Commission began preparation of an update of the initial hazard mitigation plan. The participating municipalities include the City of Kenosha; the Villages of Bristol, Paddock Lake, Pleasant Prairie, Silver Lake, and Twin Lakes; and the Towns of Brighton, Bristol, Paris, Randall, Salem, Somers, and Wheatland. The participating jurisdictions are listed in Table 1. The updated plan was prepared by the staffs of the Kenosha County Division of Emergency Management and the Southeastern

Table 1

JURISDICTIONS PARTICIPATING IN THE KENOSHA COUNTY ALL HAZARDS MITIGATION PLAN UPDATE: 2009-2010

Civil Division	Jurisdiction Status			
	New to the Plan	Continuing Participation	No Longer Participating	Never Participated
Cities				
Kenosha.....	--	X	--	--
Villages				
Bristol ^{a,b}	X	--	--	--
Paddock Lake.....	--	X	--	--
Pleasant Prairie.....	--	X	--	--
Silver Lake.....	--	X	--	--
Twin Lakes.....	--	X	--	--
Towns				
Brighton.....	--	X	--	--
Bristol ^b	--	X	--	--
Paris.....	--	X	--	--
Randall.....	--	X	--	--
Salem.....	--	X	--	--
Somers.....	--	X	--	--
Wheatland.....	--	X	--	--
County				
Kenosha County.....	--	X	--	--

^aDuring December 2009, a portion of the Town of Bristol incorporated as the Village of Bristol. The former Town had participated in the initial Kenosha County hazard mitigation plan.

^bOn July 4, 2010, the Village of Bristol annexed the Town of Bristol, consolidating the Village and Town into one entity, the Village of Bristol.

Source: SEWRPC.

Wisconsin Regional Planning Commission. In preparing the updated plan, the County involved all appropriate County departments as needed. In addition, the planning was coordinated with the related activities of other concerned units and agencies of government and was developed under the guidance of the Kenosha County All Hazards Mitigation Plan Task Force, which was created by the County specifically for plan development purposes and is comprised of elected and appointed officials; agency and business representatives; and citizens from throughout the County knowledgeable in hazard mitigation matters.

In assembling the Kenosha County Hazard Mitigation Plan Task Force, the County Planning and Development Division and Division of Emergency Management sought representatives from a cross-section of community interests. The chief elected official of each municipality in the County was invited to participate. Invitations were sent to over 47 people, including elected and appointed officials and representatives of law enforcement agencies, fire departments, public health departments, public works departments, and private sector firms. Also, the County issued a news release announcing the formation of the Task Force and inviting participation.

The mitigation planning requirements identified in 44 CFR 201.6 call for all jurisdictions participating in a multi-jurisdictional hazard mitigation plan to participate in the planning process. Examples of participation include, but are not limited to, attending planning meetings, contributing research, data, or other information, and commenting on drafts of the plan. Tables 2 and 3 summarize municipal participation in the planning process and outreach

Table 2

PARTICIPATION IN THE KENOSHA COUNTY ALL HAZARDS MITIGATION PLAN UPDATE PLANNING PROCESS

Civil Division	Attendance at Task Force Planning Meetings			Provision of Data ^a	Review of Report
	September 28, 2009	February 24, 2009	June 22, 2010		
Cities					
Kenosha.....	X	--	X	X	X
Villages					
Bristol ^b	X	X	X	X	X
Paddock Lake.....	X	X	X	X	X
Pleasant Prairie.....	X	X	X	X	X
Silver Lake.....	--	--	--	X	--
Twin Lakes.....	--	X	--	X	X
Towns					
Brighton.....	--	--	--	X	--
Bristol ^b	X	X	X	X	X
Paris.....	--	--	--	X	--
Randall.....	X	--	--	X	X
Salem.....	X	X	X	X	X
Somers.....	X	X	--	X	X
Wheatland.....	X	--	X	X	X
County					
Kenosha County.....	X	X	X	X	X

NOTE: X indicates participation by at least one representative of the municipality.

^aProvision of data includes providing information on hazards experienced, projects undertaken, and outreach efforts as well as sharing of relevant plans, reports, and concerns.

^bOn July 4, 2010, the Village of Bristol annexed the Town of Bristol, consolidating the Village and Town into one entity, the Village of Bristol.

Source: SEWRPC.

activities, respectively, for the updated plan. Table 4 lists hazard mitigation activities undertaken by the municipalities in the County since the initial plan was issued in 2005.

For more complete details on the level of participation of local citizens and community groups in the public involvement process, and summary notes for each Task Force meeting, see Appendix A.

The procedures utilized in the plan are based upon guidance provided by FEMA and the Wisconsin Department of Military Affairs, Division of Emergency Management.¹ As such, the plan is consistent with the requirements and procedures defined in the Disaster Mitigation Act of 2000. The analysis includes three components: 1) profile and

¹Federal Emergency Management Agency, State and Local Mitigation Planning How-to Guide, "Understanding Your Risks, Identifying Hazards and Estimating Losses," Publication No. FEMA 386-2, August 2001. Federal Emergency Management Agency, Local Multi-Hazard Mitigation Planning Guidance, July 1, 2008. See also Federal Emergency Management Agency, State and Local Plan Interim Criteria under the Disaster Mitigation Act of 2000, July 11, 2002.

Table 3

**OUTREACH ACTIVITIES BY LOCAL COMMUNITIES IN
KENOSHA COUNTY RELATED TO HAZARD MITIGATION: 2005-2009**

Community	Activity
Kenosha County	Guide to Emergency Preparedness (available on County website) Fox River Flood Mitigation Program webpages Swine Flu webpage Division of Emergency Government webpages Division of Emergency Government Damage Hotline
City of Kenosha	City Website Meetings with residents on Forest Park Sanitary and Storm Sewer Study Production and distribution of brochures on stormwater for stormwater utility
Village of Bristol	Quarterly newsletter Village website Contract with Root-Pike WIN for stormwater education and outreach
Village of Paddock Lake	Quarterly newsletter Village website
Village of Pleasant Prairie	Monthly newsletter Village website
Village of Silver Lake	Village website
Village of Twin Lakes	Village website
Town of Brighton	Public posting at three locations Town website
Town of Bristol	Quarterly newsletter Town website Contract with Root-Pike WIN for stormwater education and outreach
Town of Paris	Town website
Town of Randall	Town website
Town of Salem	Town newsletter Town website
Town of Somers	Quarterly newsletter Town website
Town of Wheatland	Town website

Source: Kenosha County Division of Emergency Management, local municipalities, and SEWRPC.

analysis of hazard events; 2) community vulnerability assessments; and 3) development of hazard mitigation strategies.

OVERVIEW OF STUDY AREA

Kenosha County is located in Southeastern Wisconsin, and is bordered on the east by Lake Michigan, on the north by Racine County, on the west by Walworth County, and on the south by Lake and McHenry Counties in Illinois. The impacts of urbanization in the greater Milwaukee and Chicago metropolitan areas are increasingly affecting the County.

Table 4

HAZARD MITIGATION ACTIVITIES IN KENOSHA COUNTY: 2005-2009

Community	Project	Funding Source	Beginning Date	Completion Date
Kenosha County	Fox River Flood Mitigation Program	FEMA, Wisconsin Division of Emergency Management, Federal Community Development Block Grant, WDNR, County	1994	Ongoing
City of Kenosha	Shagbark Basin Project	--	--	2009
	Forest Park Area Storm Sewer Study	City	2009	Spring 2010
Village of Paddock Lake	236th Avenue Corridor	--	--	Ongoing
Village of Pleasant Prairie	Chiwaukee Prairie State Natural Area Additions	WDNR, Nature Conservancy, Chiwaukee Prairie Preservation Fund	--	September 2009
Village of Twin Lakes	Elizabeth Lake Lake Level and Spillway Hydraulic Evaluation	Village	2009	2009
Town of Brighton	Culvert Replacement at Brighton Creek at 18th Street	--	--	2006
	Hoosier Creek Brush Clearing	--	2009	Ongoing
Town of Bristol	Center Creek Hydrologic and Hydraulic Analysis	--	--	February 2009
	Center Creek Bank Stabilization	--	--	August 2009
	Lake George Flood Mitigation Project	--	Late 2009	Ongoing
Town of Salem	State Highway 83 Project	WisDOT, Village	--	2006
Town of Somers	Somers Branch Cleaning and Debushing	Village	--	Summer 2009
	Pike River Roadway Flooding Mitigation	FEMA, Town	--	--

Source: Kenosha County Division of Emergency Management, local municipalities, and SEWRPC.

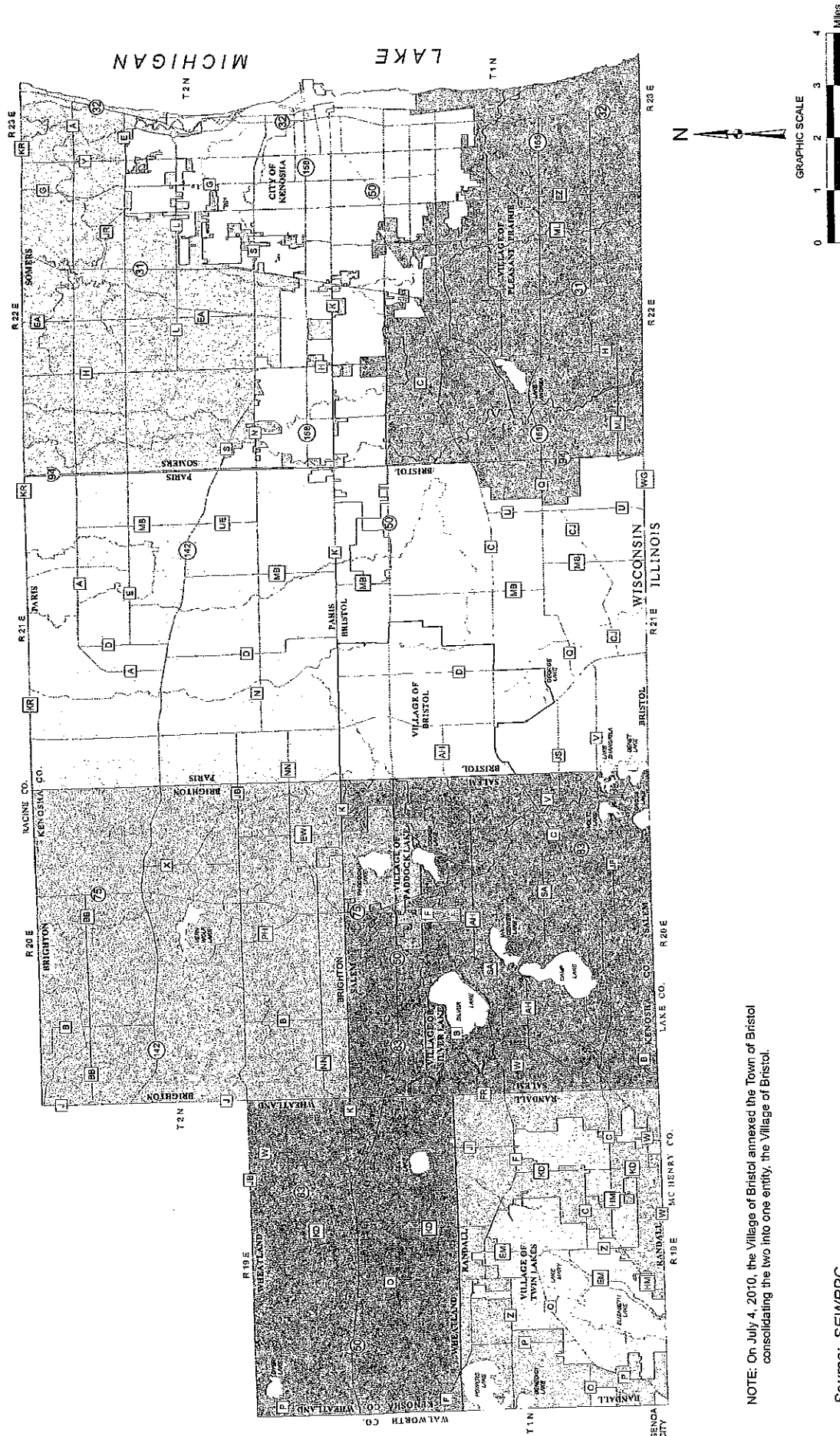
Kenosha County covers about 278 square miles and contains one city, all or parts of four villages, and seven towns as shown on Map 1.² There are all or parts of five natural watersheds and a total of about 4,800 acres of inland surface waters within the County. The County has a diversified natural resource base, including the Lake Michigan nearshore area, several inland lakes, as well as major river systems.

The majority of the population resides in the eastern portion of Kenosha County, within the City of Kenosha and the Village of Pleasant Prairie. However, population centers are also found in the western communities in the vicinity of the major lakes, including the Villages of Paddock Lake, Silver Lake, and Twin Lakes and in the partially urbanized town areas. Much of the land in the County remains in agriculture, but the dairy industry has steadily declined. The major industries within the County are generally located east of Interstate Highway (IH) 94, with smaller amounts of industrial development being located west of IH 94 and in the other urban centers.

²On July 4, 2010 the Village of Bristol annexed the Town of Bristol. As a result of this action, as of that date there were six towns in the County.

Map 1

CIVIL DIVISION BOUNDARIES IN KENOSHA COUNTY: 2009



NOTE: On July 4, 2010, the Village of Bristol annexed the Town of Bristol consolidating the two into one entity, the Village of Bristol.

Source: SEWRPC.

RELATIONSHIP OF HAZARD MITIGATION PLANNING TO EMERGENCY OPERATIONS PLANNING

The focus of this planning effort is upon hazard mitigation measures. Such measures generally involve lasting, often permanent, measures designed to reduce the exposure to, probability of, or potential loss from hazardous events. Such measures tend to focus on actions related to where and how to build structures, education to reduce losses or injury, and programs to improve the safety of identified hazard areas. A hazard mitigation plan outlines the strategy for mitigating the hazards potentially impacting a county or municipality.

The mitigation plan should be distinguished from, but compatible with, an emergency operations plan. Such a plan is defined as a plan which describes how people and property will be protected in disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated. Numerous such plans have been developed at the jurisdictional level, and often involve mutual assistance and cooperation agreements between local units of government in adjoining municipalities, both within and outside of Kenosha County. Plans for mitigating hazards are related to emergency operation activities involving short-term recovery decision-making, since such activities may highlight prospects for implementation of a mitigation strategy aimed at reducing long-term risk to human life and property.

SCOPE AND PURPOSE OF PLAN

This is an update of the initial 2005 County Hazard Mitigation Plan. The scope of this plan is countywide, and is intended to set forth the most appropriate, feasible, and effective hazard mitigation strategy for Kenosha County and the local units of government within the County. The plan complements, refines, and focuses the *State Hazard Mitigation Plan of Wisconsin*³ on local conditions and hazards likely to occur or be experienced within Kenosha County and Southeastern Wisconsin. The plan development process is intended to encourage innovative programming and leadership and to build constructive partnerships with local units of government, business, and other stakeholders with a shared interest and obligation in protecting the safety and economic stability of Kenosha County, and to provide information and guidance to neighboring communities as they develop jurisdictional hazard mitigation plans at the local and subregional levels.

While it is acknowledged that the County can be affected by hazardous incidents that occur outside of the County jurisdiction, the degree of impact—in terms of property damage, injury, and loss of life, and ability of the County to respond, is significantly limited, and frequently unquantifiable. Thus, while some hazards, such as weather-related events, can extend over a wide area, most affect Kenosha County only tangentially, and many result in site-specific impacts. Those that are site-specific in their impact may be best addressed within local level hazard mitigation plans and through local action. Nevertheless, where appropriate, areas of cooperation between jurisdictions have been noted, especially with respect to hazards such as flooding, for example, which commonly affect entire river basins as well as the specific communities located within them. Generally, for the purposes of this plan, hazard mitigation as well as emergency response planning at the local and subregional levels is beyond the scope of this document.

The Kenosha County Hazard Mitigation Plan was developed in 2005 and updated in 2009 and 2010 through a collective effort of a number of agencies, organizations, and business representatives under the guidance of the Kenosha County All Hazards Mitigation Plan Task Force, which was created by the County specifically for plan development purposes. That committee is comprised of elected and appointed officials and business representatives knowledgeable about, and directly involved in, hazard mitigation matters. The membership, formation, and active participation of the Task Force are documented in Appendix A of this report. In addition to formation and active participation of the Task Force, the plan development process included the following steps:

³*Wisconsin Emergency Management, State Hazard Mitigation Plan of Wisconsin, December 2008.*

- Collation and review of all pertinent reports relating to the hazard mitigation activities in Kenosha County;
- Inventory mapping and analysis of hazards pertinent to Kenosha County;
- Identification of the facilities and ongoing programs related to hazard mitigation;
- Assessment of the vulnerability of the County assets to each hazard;
- Identification of and prioritization of needed facilities and programs;
- Consideration of issues relating to neighboring municipalities and units of government likely to be affected or influenced by natural hazards within Kenosha County;
- Development and evaluation of alternatives to address the identified needs;
- The development of plan recommendations and an implementation plan;
- Development of a public informational and educational program and program of public consultation to guide the plan development and implementation program, including a prioritization of the recommended plan elements; and
- Adoption of a strategy for monitoring and refining the plan.

Additional activities conducted as a part of the updating process included:

- Collation and review of all pertinent reports relating to the hazard mitigation activities in Kenosha County since adoption of the initial plan;
- Review of materials developed as a part of the multi-jurisdictional comprehensive planning process for Kenosha County;⁴
- Review and updating of inventories developed for the initial plan;
- Review and updating of hazard and risk assessments;
- Review of implementation activities; and
- Review and updating of plan recommendations and the initial implementation plan.

PLAN MAINTENANCE AND IMPLEMENTATION ACTIVITIES

Outreach Activities

County Activities

Since the adoption of the initial hazard mitigation plan, the Kenosha County Division of Emergency Management has conducted outreach activities to educate the public about emergency preparedness, including hazard mitigation. As part of these activities, a number of campaigns have been conducted on hazard awareness, including programs related to winter awareness, tornado and severe storm awareness, heat awareness, and flood

⁴*SEWRPC Community Assistance Planning Report No. 299, A Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035, April 2010.*

safety. In addition the Kenosha County Division of Emergency Management makes information about emergency preparedness, including hazard mitigation, available to the public through its pages on Kenosha County's website.

Local Government Activities

Since the adoption of the initial hazard mitigation plan, local municipalities in Kenosha County have conducted outreach activities to educate the public about emergency preparedness, including hazard mitigation. These activities are summarized in Table 3. The most common methods used by the communities include making information available on the municipality's website and mailing periodic newsletters to residents of the municipality. These methods have been used to distribute information on hazard awareness and preparedness related to topics such as flooding, winter awareness, tornado awareness, hazardous materials awareness, heat awareness, pandemic influenza, and family preparedness.

Implementation Activities

Since the adoption of the initial hazard mitigation plan, Kenosha County and the local municipalities in Kenosha County have conducted several projects intended to implement recommendations of the plan. These projects are summarized in Table 4.

Since 1994, Kenosha County's Fox River Flood Mitigation Program has reduced flood damages and the potential for injury to affected persons by acquiring and demolishing residential structures located in the one-percent-annual-probability floodplain of the Fox River. As a part of this program, all of the acquired dwellings are demolished and the property is permanently maintained as open space. The project area for this program is the one-percent-annual-probability floodplain of the Fox River between STH 50 and CTH F within the Towns of Salem and Wheatland and the Village of Silver Lake. This program's purpose is to reduce the threat to the health and safety of area residents and rescue workers resulting from the frequent and severe flooding of the Fox River. As of the end of 2009, the owners of 86 homes in the project area have participated in this voluntary buyout program. An additional 88 homes are eligible for participation. Funding for this program has been obtained from several sources, including FEMA, the Wisconsin Division of Emergency Management, the Wisconsin Department of Natural Resources, and Federal Community Development Block Grants. The program is administered by the Kenosha County Housing Authority, with staff support provided by SEWRPC.

The City of Kenosha completed the Shagbark Basin in 2009 at a cost of \$518,000. This is a stormwater management project located in the 3500 block of 39th Avenue, in an area directly tributary to Lake Michigan. The project enlarged an undersized dry detention basin to reduce local stormwater flooding. In fall 2009, the City also began a storm sewer study for the Forest Park area, which is also directly tributary to Lake Michigan. The Forest Park area of interest is approximately bordered by 60th to 67th Streets and 45th to 56th Avenues in the City. Significant local stormwater flooding occurred in this area during the June 2009 event. The study includes public involvement and a condition and capacity analysis of the storm sewers. The study, which will prioritize storm sewer improvements to address flooding, is scheduled to be completed in spring 2010.

The Village of Paddock Lake approved a plan in 2009 to buy and tear down as many as seven homes that frequently flood along Unnamed Tributary No. 6 to Brighton Creek. The homes are scattered along a two-block area south of CTH K between 239th and 235th Avenues. The Village of Paddock Lake will use Federal hazard mitigation grants to cover 75 percent of the cost, State funds for 12.5 percent of the cost, and Village funds for the remaining 12.5 percent. The approximate cost to purchase, demolish and relocate is \$160,000 per residential structure.

The Village of Pleasant Prairie in 2009 submitted a Great Lakes Restoration Initiative proposal for a study on Tobin Creek to review flows and slope stabilization needs. In 2009 the Village also submitted applications for three Community Development Block Grants (CDBG) to mitigate stormwater flooding. The first project is the Spring Brook Innovation Center in an area directly tributary to Lake Michigan where the grant will be used to demolish buildings, daylight a channel, and complete sewer work at a cost of \$730,000. The second project, which is also in an area directly tributary to Lake Michigan, calls for sewer system improvements in Carol Beach Unit 1 at a cost of \$790,000. The third project is in the Chateau Eau Plaines in the Des Plaines River watershed.

That project includes land acquisition and stormwater detention basin construction at a cost of \$1.5 million. The Village expects to receive word on the three CDBG applications in winter 2010.

In 2009 the Village of Twin Lakes completed a hydraulic evaluation to establish Elizabeth Lake levels and to explore spillway changes to discharge more flow at higher lake elevations. Spillway modification design work is currently taking place and construction may happen in 2010 at an estimated cost of \$100,000.

In 2009, the Town of Bristol completed channel riprap work to provide erosion protection along a 700-foot-long reach of Center Creek, approximately a quarter mile south of STH 50. The cost of the project was approximately \$16,000. In 2010 or 2011 the Town plans to replace the culverts at 144th Avenue and Center Creek as recommended by SEWRPC. In 2009, the Town began pursuing with Kenosha County the voluntary buyout or floodproofing of seven homes on Lake George. The homes are located on the north side of the Lake, south of 101st Street, on 190th to 192th Avenues. The estimated value of the seven homes is \$1.05 million. The Town will pursue a grant through the Wisconsin Department of Commerce for this effort.

The Town of Brighton replaced the 18th Street main crossing of Brighton Creek in 2006 at a cost of \$87,000. The deteriorated culverts were replaced with reinforced concrete culverts of the same size. In 2009 the Town began to secure funding to replace the deteriorated high flow relief pipe at this same location. The existing pipe is a 64-inch diameter corrugated steel pipe and the Town plans to replace it with a plastic pipe. In 2009, the Hoosier Creek Drainage District received authorization from the Racine County Board of Drainage Commissioners to pursue a \$250,000 assessment to clear brush in Hoosier Creek and its tributaries. The District includes 117 parcels in the Town of Brighton. Assessment charges began in December 2009.

The Town of Salem indicated that the 83rd Street culvert on Unnamed Tributary No. 1 to Hooker Lake was replaced in 2006. The culvert was replaced by the Wisconsin Department of Transportation as part of the STH 83 project. The Town 10 percent match for the culvert replacement was estimated at \$5,000.

Following flood events in 2005 and 2008, the Town of Somers received FEMA grant money for repair of flood damages in the Pike River watershed. Repair work included road shoulders, a lift station, and other minor roadway repair work. The total FEMA reimbursement was \$25,400. In 2009, the Town completed a project to clean and debrush a short section of Somers Branch from CTH H east to the railroad tracks at a cost of \$5,000. In late 2009, the Town was also working on clearing a hydraulic restriction on a tributary to Somers Branch at an estimated cost of \$12,000.

PLAN DEVELOPMENT REVIEW PROCESS AND ADOPTION

As previously noted, Kenosha County's initial all hazards mitigation plan was prepared under the guidance of a County advisory Task Force comprised of representatives of all of the communities within the County, as well as County businesses and agency representatives. That Task Force met three times during the plan preparation period to provide input on the types of hazards to be considered, the appropriate mitigation strategies, and to review the draft report chapters with the report chapters then being refined to reflect the comments and recommendations of the Task Force. Following completion of the first two chapters of the plan and after the plan was completed in draft form, public informational meetings were held to review the plan with local officials, businesses and industry, and citizens. Copies of the plan were sent to each of the local units of government requesting adoption of the plan and advising them of the need for such action in order to retain future eligibility for mitigation funding for the FEMA Hazard Mitigation Grant and Pre-Disaster Mitigation Programs administered by the Wisconsin Department of Military Affairs (DMA), Division of Emergency Management (DEM). In addition, County and SEWRPC staffs were available to meet with communities on an individual basis to review the plan and consider adoption and implementation steps.

This hazard mitigation plan update was also prepared under the guidance of a County advisory Task Force comprised of representatives of all of the incorporated communities within the County, as well as County businesses and agency representatives. Where appropriate, the members of the original Task Force were reappointed

for this plan update. The Task Force met three times during the plan preparation period to provide input on the types of hazards to be considered, the appropriate mitigation strategies, and to review the draft report chapters with those chapters then being refined to reflect the comments and recommendations of the Task Force (see Appendix A).

After the plan was completed in draft form, public informational meetings were held to review the plan with local officials, businesses and industry, and citizens. Copies of the draft plan were made available at the offices of Kenosha County Emergency Management, the Kenosha County Housing Authority, and on the SEWRPC website. Copies of the plan were sent to each of the local units of government requesting that they adopt the plan in order to retain future eligibility for mitigation funding for the FEMA Hazard Mitigation Grant, Flood Mitigation Assistance, Pre-Disaster Mitigation, Repetitive Flood Claims Grant, and Severe Repetitive Loss Programs administered by the Wisconsin DMA, DEM. Copies of the adopted resolutions approving the plan by the local units of government are included in Appendix M. In addition, County and SEWRPC staffs were available to meet with communities on an individual basis to review the plan update and consider adoption and implementation steps.



Date: December 5, 2012

To: Michael Pollocoff, Village Administrator
Members of the Pleasant Prairie Village Board of Trustees

From: Chris Lopour
Communications Director

RE: Printing and mailing services for the 2012 Village Newsletter (January to December)

In the interest of securing the most competitive responsible bid for printing and mailing services (not including postage) for the monthly Village Newsletter, we have requested proposals for annual printing of the 2012 Village Newsletter for the months of January through December. On November 2, a request for proposal was sent to a pool of area printers that have the equipment to perform this type of project in a cost effective manner. The request was also posted to Vendornet, which distributed the request to a long list of vendors throughout the State. By the deadline, Wednesday, November 23, nine sealed bids had been received. Executive Secretary Vesna Savic and I opened sealed bids at 2:45 p.m. on Wednesday, November 23. Information from the bids received appears on the attached spreadsheet.

Recommendation:

Considering that the majority of issues during 2012 are expected to be 8-page, 2-color issues, the lowest bidder was LaCrosse Graphics of LaCrosse, Wisconsin. The LaCrosse bid returned for an 8-page issue is \$1,423.75. LaCrosse will honor their bid throughout the period of the contract and will meet the other stated selection criteria. LaCrosse was the selected as the vendor for the 2011 Village Newsletter and performed according to the contract.

It is my recommendation that the contract for printing and mailing services for the 2012 Village Newsletter be awarded to LaCrosse Graphics.

Bids Received for 2012 Village Newsletter Printing/Mailing Services

Vendor Name	Location	12-page issue*	8-page issue*	4-page issue*	Can meet 4-day turnaround consistently	Charge for overruns	Charge for requested changes	Per issue cost honored throughout the year	Exceptions
Badger Press Photographics	Kenosha, WI	\$ 2,279.00	\$ 1,478.00	\$ 1,055.00	Yes	No	not provided	Yes	None
	<i>color</i>	\$ 2,782.00	\$ 1,916.00	\$ 1,401.00					
Badger Press	Fort Atkinson, WI	\$ 3,350.00	\$ 2,450.00	\$ 1,448.00	Yes	70% unit cost	\$75/hour	Yes	change fold on 8-pg
	<i>color</i>	\$ 4,455.00	\$ 3,219.00	\$ 1,917.00					
Angel Lithographing	Racine, WI	\$ 2,151.00	\$ 1,496.00	\$ 970.00	Yes	No	not provided	Yes	None
	<i>color</i>	\$ 2,353.00	\$ 1,665.00	\$ 1,278.00					
James W Smith	Gurnee, IL	\$ 3,702.00	\$ 2,497.00	\$ 1,650.00	No	No	\$25/per proof w/chg	Yes	None
	<i>color</i>	\$ 4,229.00	\$ 2,854.00	\$ 1,822.00					
Wells Print & Digital Services	Madison, WI	\$ 2,711.33	\$ 1,684.80	\$ 1,091.46	Yes	Yes - by 1M	\$75/hour	Yes	None
	<i>color</i>	\$ 4,067.31	\$ 2,575.38	\$ 1,535.59					
Haapanen Brothers	Gurnee, IL	\$ 2,947.00	\$ 1,900.00	\$ 1,470.00	Yes	No	No chg for minor chgs	Yes	None
	<i>color</i>	\$ 3,514.00	\$ 2,246.00	\$ 1,691.00					
WD Hoard & Sons	Fort Atkinson, WI	\$ 3,107.00	\$ 1,950.00	\$ 1,619.00	Yes	Invoice as total	\$75/hour	No	None
	<i>color</i>	\$ 3,987.00	\$ 2,387.00	\$ 2,037.00					
Roto-Graphic Printing	Fond du Lac, WI	\$ 4,600.00	\$ 3,503.00	\$ 2,472.00	Yes	original price	\$70/hour	Yes	None
	<i>color</i>	\$ 5,697.00	\$ 4,228.00	\$ 2,900.00					
LaCrosse Graphics	LaCrosse, WI	\$ 2,132.98	\$ 1,423.75	\$ 1,130.10	Yes	Yes @ 30% disc	\$60 if reproof required	Yes	None
	<i>color</i>	\$ 2,757.96	\$ 1,819.50	\$ 1,356.85					

*To be included in cost: prepress, printing, folding, tabbing, mailing preparation, and delivery to the Pleasant Prairie Post office.

Village of Pleasant Prairie
2012 Monthly Village Newsletter
(Request for Proposal)
November 2011

**Request for Proposal
Village of Pleasant Prairie – 2012 Monthly Village Newsletter
November 2011**

I. Introduction

A. Objective

The objective of this request is to identify the print vendor that can offer the highest quality and level of service at the lowest cost for printing and mailing services for the Village of Pleasant Prairie's monthly Village Newsletter.

B. Instructions

- 1. Sealed Proposals:** Responses to this Request must be submitted in a sealed envelope, clearly marked as **Proposal for 2012 Village Newsletter** and mailed or delivered to:

Chris Lopour
Village of Pleasant Prairie
9915 39th Avenue
Pleasant Prairie, WI 53158

- 2. Response:** Each respondent will submit only one proposal. The proposal must be completed on the standard forms provided (see **Exhibits**). Supporting material may be submitted, however, the decision in selecting the most responsive proposal will be based on the completion of the standard proposal forms provided. Each respondent must submit three copies of their proposal.

- 3. Questions and Additional Information:** Requests for clarification or additional information should be emailed to Chris Lopour at clopour@plprairiewi.com or made in writing to:

Chris Lopour
Village of Pleasant Prairie
9915 39th Avenue
Pleasant Prairie, WI 53158

Responses to requests will be furnished to all potential respondents.

- 4. Schedule:** Following is the schedule for this Request.
Wednesday, November 2, 2011 Distribution of Request for Proposals;
Wednesday, November 23, 2011 Proposals must be in the possession of Chris Lopour with the Village of Pleasant Prairie by 12:00 p.m. on this date;
Monday, December 5, 2011 Village Board to consider staff recommendation for selection; and
Wednesday, December 7, 2011 Notification of vendor selection to all respondents, and implementation of agreement beginning January 2012.
- 5. Selection Criteria:** The following criteria will be used to evaluate the proposals and to select the successful respondent:

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- a. Completed responses to all required response items on the standard form;
- b. Total monthly cost per issue based on number of pages (4-, 8- and 12-page issues);
- c. Ability to meet requested project timing on a consistent and reliable basis;
- d. Ability to produce a high quality product and to perform the job according to the required specifications;
- e. Ability to comply with U.S. Postal regulations to ensure efficient delivery of the final mail piece;
- f. Excellent customer service in regards to responding to project timing inquiries, project status and resolution of any problems that may arise during completion of the project;
- g. Timely notification of any potential problems during printing/mailing and satisfactory resolution of any potential problems; and
- h. Maintenance of the monthly cost at the proposed rate throughout the duration of the year/contract.

6. Terms and Conditions:

- a. The Village of Pleasant Prairie reserves the right to reject any or all proposals, to waive any irregularities or informalities in any proposal or in the proposal procedures, and to accept or reject any item or combination of items. The award will be presented to the respondent whose proposal complies with all of the requirements set forth in this RFP, and whose proposal, in the opinion of the Village of Pleasant Prairie, is the **lowest responsible** bid, taking into consideration all aspects of the respondent's response and any past experience with the vendor.

Exceptions to any specification must be placed on **Exhibit E** and will be evaluated in terms of expense and operational impact. Exception costs will be added or subtracted from the submitted proposal to arrive at a net cost to the Village. Failure to include an exception on **Exhibit E** will render the exception as invalid, and the respondent will be considered as being in compliance with the specification, regardless of intent. The respondent will provide a cost for four-page, eight-page and twelve-page issues for both two-color and four-color printing and the Village will use this information while evaluating the proposal.

- b. In the event that the respondent to whom the services are awarded does not execute a contract within ten (10) calendar days after the award of the bid, the Village may give notice to such respondent of the intent to award the contract to the next most qualified respondent or to call for new proposals and may proceed to act accordingly. The Village of Pleasant Prairie assumes no cost by the respondents in preparation of the proposal.

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c. The standard proposal form reflects the estimated number of four-page, eight-page and twelve-page issues for the year. This number is the Village's best estimate of the number of four-, eight- and twelve-page issues and the Village does not guarantee that these numbers are a maximum or minimum number of pages per issue. Please be aware that the quantity required may also be modified within the year, in response to increases or decreases in mailing quantity. Mailing quantities will fluctuate from month to month based on ongoing updates made to the mailing list. Please also be aware that there may be times when the work will require four-color printing as opposed to two-color printing.

d. Respondents should thoroughly examine and be familiar with these specifications. The failure or omission of any respondents to receive or examine this document shall in no way relieve a respondent of obligations with respect to this proposal or the subsequent contract.

e. Either party may terminate the ultimate contract by providing written notice to the other party no later than thirty (30) calendar days before the proposed termination date. The vendor shall be entitled to just and equitable compensation for any satisfactory work completed to the termination date. Under no circumstances will any damages be paid as a result of termination of this contract.

f. Qualified proposing vendors must have appropriate equipment and capabilities to perform the work from file receipt through delivery of final pieces in an efficient manner according to the specifications.

g. Proposals will be on file in the Administration Department after Wednesday, December 7, 2011.

h. Failure to comply with the Terms and Conditions of the RFP by the successful respondent will be cause for termination of the Contract to be entered into.

i. Payment for the project will be made on a monthly basis upon successful completion of each issue. Vendor will invoice the Village following successful completion/delivery of the project according to the Contract.

The Village is operating under the reasonable expectation that the bill for each issue will reflect the same amount proposed by the successful vendor throughout the duration of the Contract, taking into consideration that there may be additional prediscovered charges for any changes

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requested by the Village. Variances from the proposed amount may lead to the termination of the Contract on the part of the Village.

II. Description of Project

A. General Description

The Village will provide the following files to the successful print vendor on a monthly basis via the Village FTP site: InDesign file, PDF of file, fonts folder, links folder, Excel file with mailing addresses and report.

The project includes the printing of 7,500 quantity of a monthly municipal newsletter, printed 2/2 on one 11 x 17 sheet (to yield a four-page newsletter), two 11 x 17 sheets (to yield an eight-page newsletter), or three 11 x 17 sheets (to yield a twelve-page newsletter) of 70# white offset, recycled paper and folded to a premailing size of 8.5 x 11. There may be times when we will request to have four-color printing and are requesting the estimate for four-color to be included in your response.

Approximately 7,375 pieces (this number fluctuates monthly based on additions and removals from the mailing list) will be additionally c-folded (1/2 fold for twelve-page issues), tabbed and addressed (ink jetting directly onto piece) according to postal specifications. C-folded (or 1/2 folded), tabbed, addressed pieces are to be delivered to the Pleasant Prairie Post Office and the remaining quantity, folded to 8.5 x 11, are to be delivered to Chris Lopour at Pleasant Prairie Village Hall.

During 2012, there is the potential for an additional issue(s) to be printed and prepared for mailing, however, plans for this have not yet been made final.

B. Project Detail

Please see **Exhibit A** for specific base specifications for a four-page issue. Please see **Exhibit B** for specific base specifications for an eight-page issue. Please see **Exhibit C** for specific base specifications for a twelve-page issue. During 2012, it is expected that the Monthly Village Newsletter Request for Proposal will encompass twelve or thirteen (12 or 13) total issues/months beginning in January of 2012 and ending in December of 2012. It is estimated that the majority of the issues will be eight-page issues, however it is possible that there could be either four-page or twelve-page issues throughout the year as well. Due to unknown or unpredictable content, the number of twelve-, eight- and four-page issues is not possible to predict.

The project is relatively similar month after month, however, certain criteria fluctuate. The criteria that may fluctuate from month to month include:

- **The quantity to be c-folded (or 1/2 folded), ink jetted and mailed** – based on new homeowners added to the mailing list and past homeowners being removed;

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- **The delivery date of the files to the printer** – based on the timing of the receipt and/or confirmation of information relevant to content;
- **The number of pages per issue** – based on amount of content available for the issue; and
- **The use of four-colors as opposed to black and a spot color within an issue** – based on special circumstances requiring more detail that could occur throughout the year. We are requesting that you provide estimates for both two-color and four-color printing.

C. Timeline for monthly process

- Village to provide vendor with estimated file delivery date (two to four business days prior);
- Village to upload files to FTP site and email vendor with access information and number off address files on mailing list;
- Vendor to confirm receipt of files via email;
- Vendor to provide proof of project either in-person or via email;
- Village to approve proof or request corrections;
- If corrections requested, Vendor to provide additional proof including corrections;
- Upon approval of proof, project to be completed;
- Vendor to communicate/confirm delivery date of project to Village via email;
- Vendor to complete delivery of project to USPS and Village Hall;
- Vendor to email invoice for monthly issue; and
- Village to process invoice for payment upon receipt (on a monthly basis).

D. Payment

Payment shall be made to the vendor on a monthly basis following successful completion of each issue. The vendor shall provide an invoice following each issue, and the Village will process accordingly, in a timely manner.

III. Explanation of Proposal Form

Use of the Proposal Form (**Exhibits D and E**), or a copy thereof, is required of all respondents. No proposal will be considered without an amount being placed on this form. If the respondent is unable to meet or exceed the requirements specified, then the phrase “No Proposal” should be entered for that particular item.

Exhibit A is the listing of specifications on which respondents will base their proposed cost for a four-page issue.

Exhibit B is the listing of specifications on which respondents will base their proposed cost for an eight-page issue.

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Exhibit C is the listing of specifications on which respondents will base their proposed cost for a twelve-page issue.

Exhibit D is required to be completed if a respondent would like to have their proposal considered.

Exhibit E is available in the event that the respondent is proposing an exception to any specification. Any exception proposed must be placed on **Exhibit E** and will be evaluated in terms of expense and operational impact. Exception costs will be added or subtracted from the submitted proposal to arrive at a net cost to the Village. Failure to include an exception on **Exhibit E** will render the exception as invalid, and the respondent will be considered as being in compliance with the specification, regardless of intent.

IV. Summary

All respondents are invited to submit a proposal for this annual project. Respondents are required to complete **Exhibit D and E** based upon the information provided in this Request and in **Exhibits A, B and C**. The Village intends to enter into a formal contract with the awarded Vendor that will incorporate the provisions of the Request for Proposal. Additional terms and conditions will not be included in the Contract unless mutually agreed upon by both parties.

REQUEST FOR PROPOSAL - EXHIBIT A



Date: November 2011
Contact Name: Chris Lopour
Organization Name: Village Of Pleasant Prairie
Address: 9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
Phone: 262/925-6745
Fax: 262/694-4734
Email: cloupour@plprairiewi.com

Project Component: Village Newsletter 2012 - Four-page Issue

Project Description: 7,500 quantity of monthly, municipal newsletter printed 2/2 (and rarely 4/4) on 1 @ 11 x 17 (to yield a 4-page 8.5 x 11 newsletter), 70# white offset, recycled paper. Approximately 7,375 to be direct mailed. The remaining quantity to be delivered to Village Hall (*folded to 8.5 x 11*), attn: Chris Lopour at 9915 39th Avenue, Pleasant Prairie. Files to be delivered to printer monthly. Village will communicate with printer via email or telephone regarding estimated delivery date for files. Printer to deliver completed pieces to USPS and Village Hall on the fourth business day following delivery of files to printer.

Flat Sheet Size:	<u>11 x 17</u>	Quantity Needed:	<u>7,500</u>
Folding Required:	<u>yes</u>	Delivery Date:	<u>four business days following delivery of files</u>
Final Folded Size:	<u>3.67 x 8.5 (for mailing qty only)</u>	Delivery Information:	<u>Please deliver mailing quantity to USPS</u>
Type of Fold:	<u>right angle fold & c-fold (half & c)</u>		<u>Remaining quantity to Chris at Village Hall</u>
Tabbing:	<u>yes - two tabs on mailing qty or to postal specs</u>		<u>Please fold Village Hall copies only to 8.5 x 11</u>
Bindery:	<u>none</u>		
Paper:	<u>70# white offset recycled</u>	Mailing Quantity:	<u>approx 7,375 - varies monthly</u>
Colors:	<u>2/2</u>	Mailing Information:	<u>List to be delivered with file.</u>
	<u>black and Pantone 354U green</u>		
	<u>grayscale & spot color only, no duotone</u>		
	<u>(please provide quote for 4/4 as well)</u>		
Bleeds:	<u>none</u>	Proof Requested:	<u>Yes, PDF proof via email OK</u>

PLEASE INCLUDE A BREAKDOWN OF THE FOLLOWING INFORMATION IN QUOTE IN ADDITION TO A TOTAL:

- | | |
|--|---|
| <input type="checkbox"/> Cost for printing | <input type="checkbox"/> Estimated postage amount needed |
| <input type="checkbox"/> Cost for folding/tabbing/mailing services | <input type="checkbox"/> Will you be able to meet the delivery date |

Notes: Files will be created in InDesign. PDF and all links/fonts will be included.

Submit Bill to: Village of Pleasant Prairie
Attn: Chris Lopour or cloupour@plprairiewi.com
9915 39th Avenue
Pleasant Prairie, WI 53158

REQUEST FOR PROPOSAL - EXHIBIT B



Date: November 2011
Contact Name: Chris Lopour
Organization Name: Village Of Pleasant Prairie
Address: 9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
Phone: 262/925-6745
Fax: 262/694-4734
Email: cloupour@plprairiewi.com

Project Component: Village Newsletter 2012 - Eight-page Issue

Project Description: 7,500 quantity of monthly, municipal newsletter printed 2/2 (and rarely 4/4) on 2 @ 11 x 17 (to yield an 8-page 8.5 x 11 newsletter), 70# white offset, recycled paper. Approximately 7,375 to be direct mailed. The remaining quantity to be delivered to Village Hall (*folded to 8.5 x 11*), attn: Chris Lopour at 9915 39th Avenue, Pleasant Prairie. Files to be delivered to printer monthly. Village will communicate with printer via email or telephone regarding estimated delivery date for files. Printer to deliver completed pieces to USPS and Village Hall on the fourth business day following delivery of files to printer.

Flat Sheet Size: 11 x 17 Quantity Needed: 7,500

Folding Required: yes Delivery Date: four business days following delivery of files

Final Folded Size: 3.67 x 8.5 (for mailing qty only) Delivery Information: Please deliver mailing quantity to USPS

Type of Fold: right angle fold & c-fold (half & c) Remaining quantity to Chris at Village Hall

Tabbing: yes - two tabs on mailing qty or to postal specs *Please fold Village Hall copies only to 8.5 x 11*

Bindery: none

Paper: 70# white offset recycled Mailing Quantity: approx 7,375 - varies monthly

Colors: 2/2 Mailing Information: List to be delivered with file.

black and Pantone 354U green

grayscale & spot color only, no duotone

(please provide quote for 4/4 as well)

Bleeds: none Proof Requested: Yes, PDF proof via email OK

PLEASE INCLUDE A BREAKDOWN OF THE FOLLOWING INFORMATION IN QUOTE IN ADDITION TO A TOTAL:

- | | |
|---|---|
| <input type="checkbox"/> Cost for printing | <input type="checkbox"/> Estimated postage amount needed |
| <input type="checkbox"/> Cost for folding/tabling/ mailing services | <input type="checkbox"/> Will you be able to meet the delivery date |

Notes: Files will be created in InDesign. PDF and all links/fonts will be included.

Submit Bill to: Village of Pleasant Prairie

Attn: Chris Lopour

or

cloupour@plprairiewi.com

9915 39th Avenue

Pleasant Prairie, WI 53158

REQUEST FOR PROPOSAL - EXHIBIT C



Date: November 2011
Contact Name: Chris Lopour
Organization Name: Village Of Pleasant Prairie
Address: 9915 39th Avenue
Pleasant Prairie, Wisconsin 53158

Phone: 262/925-6745
Fax: 262/694-4734
Email: clopour@plprairiewi.com

Project Component: Village Newsletter 2012 - Twelve-page Issue

Project Description: 7,500 quantity of monthly, municipal newsletter printed 2/2 (and rarely 4/4) on 3 @ 11 x 17 (to yield a 12-page 8.5 x 11 newsletter), 70# white offset, recycled paper. Approximately 7,375 to be direct mailed. The remaining quantity to be delivered to Village Hall (*folded to 8.5 x 11*), attn: Chris Lopour at 9915 39th Avenue, Pleasant Prairie. Files to be delivered to printer monthly. Village will communicate with printer via email or telephone regarding estimated delivery date for files. Printer to deliver completed pieces to USPS and Village Hall on the fourth business day following delivery of files to printer.

Flat Sheet Size: 11 x 17

Quantity Needed: 7,500

Folding Required: yes

Delivery Date: four business days following delivery of files

Final Folded Size: 5.5 x 8.5 (for mailing qty only)

Delivery Information: Please deliver mailing quantity to USPS

Type of Fold: right angle fold & 1/2-fold (half & half)

Remaining quantity to Chris at Village Hall

Tabbing: *yes - three tabs on mailing qty or to postal specs*

Please fold Village Hall copies only to 8.5 x 11

Bindery: none

Paper: 70# white offset recycled

Mailing Quantity: approx 7,375 - varies monthly

Colors: 2/2

Mailing Information: List to be delivered with file.

black and Pantone 354U green

grayscale & spot color only, no duotone

(please provide quote for 4/4 as well)

Bleeds: none

Proof Requested: Yes, PDF proof via email OK

PLEASE INCLUDE A BREAKDOWN OF THE FOLLOWING INFORMATION IN QUOTE IN ADDITION TO A TOTAL:

- | | |
|--|---|
| <input type="checkbox"/> Cost for printing | <input type="checkbox"/> Estimated postage amount needed |
| <input type="checkbox"/> Cost for folding/tabbing/mailing services | <input type="checkbox"/> Will you be able to meet the delivery date |

Notes: Files will be created in InDesign. PDF and all links/fonts will be included.

Submit Bill to: Village of Pleasant Prairie
Attn: Chris Lopour
9915 39th Avenue
Pleasant Prairie, WI 53158

or clopour@plprairiewi.com

EXHIBIT D
Village of Pleasant Prairie
2012 Monthly Village Newsletter - Request for Proposal

Proposal submitted by:

Vendor/Company Name: _____

Vendor/Company Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Based on the specifications provided in the Request for Proposal and Exhibits A, B and C, please provide the following information for consideration of your proposal:

1. Proposed cost for a twelve-page issue:

a. Total cost for a black and spot color issue: _____

b. Cost for printing alone: _____

c. Total cost for a 4/4 color issue: _____

d. Cost for printing alone: _____

e. Cost for folding, tabbing, mailing: _____

f. Any additional costs: _____

g. Estimated postage amount needed: _____

2. Proposed cost for an eight-page issue:

a. Total cost for a black and spot color issue: _____

b. Cost for printing alone: _____

c. Total cost for a 4/4 color issue: _____

d. Cost for printing alone: _____

e. Cost for folding, tabbing, mailing: _____

f. Any additional costs: _____

g. Estimated postage amount needed: _____

3. **Proposed cost for a four-page issue:**
- a. Total cost for a black and spot color issue: _____
 - b. Cost for printing alone: _____
 - c. Total cost for a 4/4 color issue: _____
 - d. Cost for printing alone: _____
 - e. Cost for folding, tabbing, mailing: _____
 - f. Any additional costs: _____
 - g. Estimated postage amount needed: _____
4. **Will you be able to meet the delivery date of four (4) business days following receipt of the files on a consistent basis?** *Additional channel delivery for the same information is timed to coincide with the print piece.*
5. **How do you intend to handle and/or bill for over-runs?**
6. **How do you intend to handle and/or bill for requested changes?**
7. **What is your process for handling any potential printing/ mailing problems or errors that occur from proof through completion of the project?**
8. **Are you able to complete the project according to project specifications and to comply with U.S. Postal regulations for efficient delivery of the final mail piece?**
9. **Are you able to maintain the monthly per issue cost at your proposed rate throughout the duration of the year/contract?**

EXHIBIT E
Village of Pleasant Prairie
2012 Monthly Village Newsletter - Request for Proposal

Proposal submitted by

Vendor/Company Name: _____

Vendor/Company Address: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Based on the specifications provided in the Request for Proposal and Exhibits A, B and C, the vendor wishes to take exception to the following items:

Office of Village Clerk

MEMORANDUM

TO: Village Board Trustees

FROM: Jane M. Romanowski
Village Clerk

DATE: December 2, 2011

RE: 2012 Mobile Home Park Licenses

License renewal applications for three of the four mobile home parks in the Village have been submitted as instructed - City View Mobile Home Park, 4303 - 75th Street; Westwood Mobile Home Park, 7801 - 88th Avenue; and Timber Ridge Mobile Home Park, 1817 - 104th Street. The renewal application for Scotty's Mobile Home Park, 5310 75th Street, has not been received, and a second request for the information was sent on November 28th.

Attached are reports from the Community Development and Building Inspection Departments with respect to existing zoning and building code violations. The park owners will be notified of the existing violations and instructed the violations must be corrected by January 15, 2012 or citations will be issued. At this time, the violations noted should not prohibit renewal of the three licenses under consideration.

There are no outstanding real estate or personal property taxes on these three parcels. The Village is currently working with the owner of Westwood Estates regarding an incorrect calibration of a sewer meter and a recalculation of the park's utility bill. Once the Village completes its investigation into this matter, the owner will receive written notice of the Village's findings and given 60 days to pay any utility bill delinquencies.

License fees have been paid and I recommend renewal of the three mobile home park licenses listed above for the period 1/1/12 through 12/31/12 subject to Chapter 221 of the Municipal Code, the correction of all zoning and building code violations by January 15, 2012 and the satisfaction of Westwood's utility billing delinquency 60 days from the date the park receives written notice from the Village of its final determination in this matter.

* * * * *

VILLAGE STAFF MEMORANDUM

TO: Village Board of Trustees
Michael R. Pollocoff, Village Administrator
Jane M. Romanowski, Village Clerk

FROM: Jean Werbie-Harris, Community Development Director
Mike Spence, Village Engineer

DATE: November 30, 2011

SUBJECT: 2012 Mobile Home Park Inspections –
Community Development Department (Planning & Zoning)
Engineering Department

This memorandum is intended to inform the Village Board of Trustees/Village Clerk of the outstanding zoning issues/violations on the properties whereby the mobile home park license holders are seeking to renew their Mobile Home Park License. Inspections were completed on November 29, 2011 by Eric Cunado, Engineering Tech and Jean Werbie-Harris, Community Development Director.

PROPERTY	ADDRESS	ZONING
City View Mobile Home Park	4303 75 th Street	R-12

Continental Communities
Attn: Sarah Burris
2015 Spring Road
Suite 600
Oak Brook, IL 60523

Outstanding violations to be corrected:

1. Remove the RV motor home trailer temporarily parked (for sale?) from the northwest parking lot adjacent to STH 50 (75th Street).
2. Verify that all mobile home units/manufactured housing units are properly numbered for emergency services identification. Numbers could not be located for 26, 35 (faded out), and 49.
3. The remains/rubble/debris from the housing unit that was on Lot 7 needs to be cleaned up and removed.
4. There appears to be a shed remaining from Lot 67 where a unit was removed – this shed should also be removed if the housing unit is gone.

** The Zoning inspection does not verify whether new housing units/additions are in compliance with setbacks-permits are required for any work.

PROPERTY	ADDRESS	ZONING
Timber Ridge Mobile Home Park	1817 104 th Street	R-12, PUD

Chicago-Kenosha Co. Inc. d/b/a
 Timber Ridge Mobile Home Park
 Manager: Judi Domine
 1817 104th Street
 Pleasant Prairie, WI 53158

Outstanding violations to be corrected:

1. Submit a copy of the updated Plat of Survey identifying any new mobile home/manufactured housing units or unit additions to the Park.
2. Verify that all mobile home units/manufactured housing units are properly numbered for emergency services identification. Numbers could not be located for 17, 54, 65 and 67.
3. Remove the wooden laths and caution tape from the landscape berm adjacent to 104th Street-since grass is growing it does not appear that the lath and tape are still needed.
4. Remove the full garbage dumpster adjacent to Lot 98.

** The Zoning inspection does not verify whether new housing units/additions are in compliance with setbacks –the Plat of Survey is required.

PROPERTY	ADDRESS	ZONING
Scotty's Mobile Home Park	5310 75 th Street	R-12

G. John Ruffolo
 1750 22nd Avenue
 Kenosha, WI 53140

Outstanding violations to be corrected:

1. Submit proper Building/zoning applications for permits for renovation work being completed on any new mobile home/manufactured housing units or unit additions to the Park. There were broken windows, boarded up windows, missing stairways, and building inspection orders on several units.
2. Verify that all mobile home units/manufactured housing units are properly numbered for emergency services identification. Numbers could not be located for many units.
3. Repair severely damaged private roadway – replace the asphalt or fill the potholes and resurface.
4. Pick up garbage and litter around units, dumpster and in private driveways.
5. Vehicles being worked on block access to units in northeast corner of Park.

** The Zoning inspection does not verify whether new housing units/additions are in compliance with setbacks-permits are required for any work.

VILLAGE STAFF MEMORANDUM

TO: Village Board of Trustees
Michael R. Pollocoff, Village Administrator
Jane M. Romanowski, Village Clerk

FROM: Ralph Nichols, Senior Building Inspector / Deputy Zoning Administer
Mike Spence, P.E., Village Engineer

DATE: November 30, 2011

SUBJECT: 2012 Manufactured Home Park Inspections –
Building Inspection Department

This memorandum is intended to inform the Village Board of Trustees/Village Clerk of the outstanding code violations on the properties whereby the manufactured home park license holders are seeking to renew their manufactured Home Park License. Inspections were completed on November 29, 2011 by Ralph Nichols, Senior Building Inspector

<u>PROPERTY</u>	<u>ADDRESS</u>	<u>ZONING</u>
City View Manufactured Home Park	4303 75 th Street	R-12
Continental Communities Attn: Sarah Burris 2015 Spring Road Suite 600 Oak Brook, IL 60523		

Outstanding violations to be corrected:

NONE.

** The Building inspection Department did not visually verify, nor knows of any outstanding violations open for City View Manufactured Home Park.

<u>PROPERTY</u>	<u>ADDRESS</u>	<u>ZONING</u>
Timber Ridge Manufactured Home Park	1817 104 th Street	R-12, PUD
Chicago-Kenosha Co. Inc. d/b/a Timber Ridge Manufactured Home Park Manager: Judi Domine 1817 104 th Street		

Pleasant Prairie, WI 53158
Outstanding violations to be corrected:

NONE.

** The Building inspection Department did not visually verify, nor knows of any outstanding violations open for Timber Ridge Manufactured Home Park.

PROPERTY	ADDRESS	ZONING
Scotty's Manufactured Home Park	5310 75 th Street	R-12

G. John Ruffolo
1750 22nd Avenue
Kenosha, WI 53140

Outstanding violations to be corrected:

1. Work being done without permits. Proper Building/Zoning applications for permits need to be submitted for renovation work being completed on any manufactured housing units or unit additions to the Park.
2. Removal of uninhabitable manufactured homes.
3. Secure unoccupied manufactured homes where accessibility exists.
4. Bring into compliance manufactured homes that are missing decks for egress purposes. Safety must be maintained.

** The Building inspection Department did visually verify and knows of outstanding violations open for Scotty's Manufactured Home Park.

PROPERTY	ADDRESS	ZONING
Westwood Manufactured Home Park	7801 88 th Avenue	R-12

RC Westwood Estates LLC
Attn.: Debbie Kelly &
Riverside management LLC
2 N. Riverside Plaza
Chicago, IL 60606

Outstanding violations to be corrected:

1. Repair the broken white sewer vent piping located at the northwest corner of 85th Avenue and 80th Street.

** The Building inspection Department did visually verify outstanding violation open for Westwood Manufactured Home Park.

Ralph/ManufacturedHomeParkLicenses/2011/BuildingDepartmentInspection2012MHParkLicenseMemo