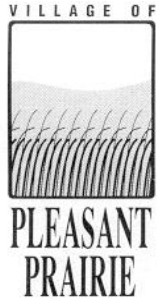


**AGENDA**  
**VILLAGE OF PLEASANT PRAIRIE**  
**PLEASANT PRAIRIE VILLAGE BOARD**  
**PLEASANT PRAIRIE WATER UTILITY**  
**PLEASANT PRAIRIE SEWER UTILITY**  
**Village Hall Auditorium**  
**9915 – 39<sup>th</sup> Avenue**  
**Pleasant Prairie, WI**  
**May 21, 2012**  
**6:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearings
  - A. Consider Liquor License renewal applications for the 2012-2013 licensing year.
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 a Stormwater Management Practices Maintenance Agreement with the Wisconsin Electric Power Company for property located at 8000 95<sup>th</sup> Street.
  - B. Consider amendments to the Village's Employee Handbook.
  - C. Consider an appointment to Kenosha County Executive Jim Kreuser's Blue Ribbon Committee on Countywide Bicycle Facilities Planning and Development.
  - D. Consider Operator License applications on file.
8. Village Board Comments
9. Adjournment

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



## MEMORANDUM

TO: Village Board Trustees

FROM: Jane M. Romanowski  
Village Clerk

DATE: May 16, 2012

RE: Liquor License Renewal Applications  
July 1, 2012 - June 30, 2013

Listed below are the liquor license applications to be considered for the July 1, 2012-June 30, 2013 licensing year.

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### CLASS "A" FERMENTED MALT BEVERAGE

#### NAME & ADDRESS

#### TRADE NAME

R & D #IV, Inc.  
Syed Hussain – Agent  
10477 120<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158

BP/AM PM  
10477 120<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158

Premise Description: One story building only located at 10477 120<sup>th</sup> Avenue

**NOTE: Delinquent Sanitary Sewer Surcharge \$246.36  
Community Development Dept. – Code violations  
Engineering Dept. – Illicit discharge violations**

**REQUEST CONSIDERATION OF RENEWAL APPLICATION FOR THIS ESTABLISHMENT  
BE POSTPONED TO A FUTURE MEETING.**

Roadside Petroleum, Inc.  
Surendra Singh, Agent  
7511 118<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158

Pantry 41 Citgo  
7511 - 118<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158

Premise Description: One story building only located at 7511 118<sup>th</sup> Avenue

**NAME & ADDRESS**

**TRADE NAME**

PDQ Food Stores, Inc.  
Kathy Loberger - Agent  
P.O. Box 620997  
Middleton, WI 53562

PDQ Store #352  
8800 - 75<sup>th</sup> Street  
Kenosha, WI 53142

Premise Description: One story building only located at 8800 75<sup>th</sup> Street

Stateline Enterprises, Inc.  
Michael W. McArdle - Agent  
12720 Sheridan Road  
Pleasant Prairie, WI 53158

Stateline Citgo  
12720 Sheridan Road  
Pleasant Prairie, WI 53158

Premise Description: One story building only located at 12720 Sheridan Road

**NOTE: Delinquent Weights & Measures Invoice \$350.51  
Delinquent Utility Bill \$1,071.46**

Truesdell Mini-Mart, Inc.  
Steve Schuler - Agent  
7831 45<sup>th</sup> Avenue  
Kenosha, WI 53142

Truesdell Mini-Mart  
8531 75<sup>th</sup> Street  
Kenosha WI 53142

Premise Description: One story building only located at 8531 75<sup>th</sup> Street

**NOTE: Delinquent Sanitary Sewer Surcharge \$527.99**

Walgreens Co.  
Patricia Briggs - Agent  
P.O. Box 901 MS 3301  
Deerfield, IL 60015

Walgreens #07935  
7520 118<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158

Premise Description: One story building only located at 7520 118<sup>th</sup> Avenue.

**NOTE: Delinquent Fire & Rescue Dept. Permit Fees \$35.00**

**CLASS "A" FERMENTED MALT BEVERAGE  
AND "CLASS A" INTOXICATING**

Ayman LLC  
Akil Ajmeri, Agent  
2714 4 1/2 Mile Road  
Racine, WI 53402

Ayra's Liquor Store  
4417 75<sup>th</sup> Street  
Kenosha, WI 53142

Premise Description: One story building only located at 4417 75<sup>th</sup> Street

**NOTE: Community Development Dept. – Conditional Use Permit conditions due to new use must be completed by June 1, 2012**

**Fire & Rescue Dept. – Minor code violations due to new use**

**NAME & ADDRESS**

**TRADE NAME**

Target Corporation  
Shane Richard Chesick – Agent  
1000 Nicollet Mall TPN-0910  
Minneapolis, MN 55403

Target Store T2251  
9777 76<sup>th</sup> Street  
Pleasant Prairie, WI 53158

Premise Description: Indoor first floor located at 9777 76<sup>th</sup> Street

**NOTE:**            **Delinquent Security Utility Maintenance Fees    \$7,100.52\**  
                         **Delinquent Fire & Rescue Dept. Permit Fees        \$35.00**

**CLASS "B" FERMENTED MALT BEVERAGE**

**NAME & ADDRESS**

**TRADE NAME**

Jose N. Reyes - Agent  
Timber Ridge Ventures LLC  
6117 123<sup>rd</sup> Place  
Pleasant Prairie, WI 53158

Big Oaks Golf Club  
6117 123<sup>rd</sup> Place  
Pleasant Prairie, WI 53158

Premise Description: One story clubhouse and golf course located at 6117 123<sup>rd</sup> Place

**NOTE:**            **Building Inspection and Fire & Rescue Departments – outstanding  
                         conditions of recent remodel project including asphalt of parking lot once  
                         the asphalt plants are open.**

**Must provide copy of current Wisconsin Seller’s Permit.**

**CLASS “C” WINE AND CLASS “B” FERMENTED  
                         MALT BEVERAGE**

**NAME & ADDRESS**

**TRADE NAME**

Honada Sushi Corp.  
Lizhu Cao, Agent  
8501 75<sup>th</sup> Street, Suite G  
Kenosha, WI 53142

Honada Sushi & Hibachi  
8501 75<sup>th</sup> Street, Suite G  
Kenosha, WI 53142

Premise Description: One story building only located at 8501 75<sup>th</sup> Street, Suite G

**CLASS "B" FERMENTED MALT BEVERAGE**  
**& "CLASS B" REGULAR INTOXICATING LIQUOR**

**NAME & ADDRESS**

**TRADE NAME**

Restaurant of Pleasant Prairie, Inc.  
Adam Modrow, Agent  
7613 W. State Street  
Wauwatosa, WI 53213

Chancery Pub & Restaurant  
11900 - 108<sup>th</sup> Street  
Pleasant Prairie, WI 53158

Premise Description: Restaurant at 11900 108<sup>th</sup> Street and hotel rooms and banquet facilities located at 11800 108<sup>th</sup> Street

ERJ Dining III, LLC  
Paul Thompson – Agent  
1903 Stanley Gault Parkway  
Louisville, KY 40223

Chili's Grill & Bar  
6903 – 75<sup>th</sup> Street  
Kenosha, WI 53142

Premise Description: One story building, excluding parking lot, located at 6903 75<sup>th</sup> Street

Earl's Club, Inc.  
John C. Willkomm - Agent  
3490 196<sup>th</sup> Avenue  
Kenosha, WI 53144

Earl's Club  
7529 88th Avenue  
Pleasant Prairie, WI 53158

Premise Description: One story building, basement, deck and horseshoe/volleyball/picnic area contiguous to building, excluding parking lot, located at 7529 88<sup>th</sup> Avenue

\*Team R' n B Wisconsin LLC  
Peter Benedict - Agent  
6600 N. Ballard Road  
Appleton, WI 54913

Famous Dave's  
9900 77<sup>th</sup> Street  
Pleasant Prairie, WI 53158

Premise Description: One story building including outdoor covered fenced-in patio located at 9900 77<sup>th</sup> Street

**\*Reserve "Class B" Intoxicating Liquor License**

Send renewal paperwork to Annette Johnson, 46 Indian Hills Drive, Circle Pines, MN 55014

Prairie Pub LLC  
Linda DeBartolo - Agent  
8217 60<sup>th</sup> Avenue  
Kenosha, WI 53142

Gordy's Prairie Pub  
3812 Springbrook Road  
Pleasant Prairie, WI 53158

Premise Description: First floor and basement of building and picnic area south/east contiguous to building located at 3812 Springbrook Road.

Halter Wildlife, Inc.  
John F. Burke - Agent  
9626 - 113th Street  
Pleasant Prairie, WI 53158

Halter Wildlife  
9626 113<sup>th</sup> Street  
Pleasant Prairie, WI 53158

Premise Description: Two story lodge and storage shed located at 9626 113<sup>th</sup> Street

**NAME & ADDRESS**

**TRADE NAME**

OM Hospitality Corp.  
Jatin Patel, - Agent  
4600 S. 27<sup>th</sup> Street  
Milwaukee, WI 53221

Holiday Inn Express  
7887 - 94<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158

Premise Description: Hotel and kitchen located at 7887 94<sup>th</sup> Avenue

**NOTE: Delinquent Fire & Rescue Dept. Permit Fees \$70.00**

\*GMRI, Inc.  
Jeffery Zimmerman – Agent  
1000 Darden Center Drive  
Orlando, FL 32837

The Olive Garden Italian Restaurant #1845  
10110 77<sup>th</sup> Street  
Pleasant Prairie, WI 53158

Premise Description: One story building located at 10110 77<sup>th</sup> Street

**\*Reserve “Class B” Intoxicating Liquor License**

**NOTE: Delinquent Fire & Rescue Dept. Permit Fees \$35.00**

Ray Radigan's Inc.  
R. Michael Radigan - Agent  
10510 Lakeshore Drive  
Pleasant Prairie, WI 53158

Ray Radigan's  
11712 Sheridan Road  
Pleasant Prairie, WI 53158

Premise Description: Building only located at 11712 Sheridan Road

**NOTE: Delinquent Utility Bill \$2,266.42  
Delinquent 2011 Real Estate Taxes \$4,240.56**

Frank J. Ruffolo  
6218 - 31st Street  
Kenosha, WI 53144

Ruffolo Special Pizza III  
11820 Sheridan Road  
Pleasant Prairie, WI 53143

Premise Description: One story building and basement, excluding parking lot, located at 11820 Sheridan Road

JAAD, LLC  
Angela Daniels - agent  
8934 33<sup>rd</sup> Avenue  
Kenosha, WI 53142

Starlite Club  
8936 24th Avenue  
Kenosha, WI 53143

Premise Description: One story building and basement excluding parking lot, located at 8936 24<sup>th</sup> Avenue

**NAME & ADDRESS**

**TRADE NAME**

Uncle Mike’s Top Shelf Pub LLC  
David Schulte - Agent  
8834 42<sup>nd</sup> Avenue  
Kenosha, WI 53142

Uncle Mike’s Top Shelf Pub  
10936 Sheridan Road  
Pleasant Prairie, WI 53158

Premise Description: Building, basement and outdoor patio/picnic area within fencing contiguous to building, excluding parking lot, located at 10936 Sheridan Road

**NOTE: Delinquent 2011 Personal Property Tax \$31.70**

PAS Village Inn LLC  
Susan Neahous – Agent  
10909 Sheridan Road  
Pleasant Prairie, WI 53158

The Village Supper Club  
10909 Sheridan Road  
Pleasant Prairie, WI 53158

Premise Description: First and lower level of building, excluding parking lot, located at 10909 Sheridan Road

**NOTE: See attached letter with respect to rebuilding after the June 2011 fire.**

**NAME & ADDRESS**

**TRADE NAME**

Joseph A. Nickel  
5813 43<sup>rd</sup> Avenue  
Kenosha, WI 53144

The Wooden Nickel  
11606 Sheridan Road  
Pleasant Prairie, WI 53158

Premise Description: One story building and picnic area contiguous to building, excluding parking lot, located at 11606 Sheridan Road

**NOTE: Delinquent Utility Bill \$730.42  
Delinquent 2011 Personal Property Tax \$104.39**

The premise descriptions for all establishments have not changed from the previous licensing year. I recommend approval of the renewal of the licenses presented subject to the correction of any outstanding building, fire and zoning violations and the payment of license fees, publication fees and any delinquencies of property taxes, personal property taxes, utilities and invoices prior to the issuance of any license.

\*\*\*\*\*

Attachments: Reports from Community Development; Fire & Rescue Department; Building Inspection Department and Engineering Department (BP AM/PM)

# 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

**DATE:** May 14, 2012

**SUBJECT:** 2012 Liquor License Inspections – Community Development Department  
(Planning & Zoning)

This memorandum is intended to inform the Village Board of Trustees of the existing outstanding zoning issues/violations on the properties whereby the liquor license holder is seeking to renew their Liquor License. The following is a listing of all of the properties currently holding either Class "A", Class "B" or Class "C" Village Liquor Licenses as well as the status of the property with respect to any zoning violations/issues. Inspections of the following properties were completed in spring, 2012. The following establishments have outstanding items to correct by June 1st.

## **CLASS "A" FERMENTED MALT BEVERAGE Liquor License establishments:**

<b>PROPERTY</b>	<b>AGENT</b>	<b>ADDRESS</b>
<b>Ayra's Liquor &amp; Cigar</b> (Conditional Use Permit on file-work in progress with change in use).	Akil Ajmeri	4417 75 <sup>th</sup> St.
<ol style="list-style-type: none"><li>1. Clean up, trim weeds, remove curb stops and re-grade gravel along east fence line.</li><li>2. Paint front curb stop/sidewalk adjacent to building (gray or red).</li><li>3. Stripe front parking spaces, install handicapped accessible sign, re-paint depressed curb ramp corners.</li><li>4. Paint all roof-mounted units (tan in color to match building).</li><li>5. Install garbage dumpster enclosure and paint (tan in color to match building).</li><li>6. Remove excess broken asphalt in rear parking lot and fill in potholes.</li><li>7. Repaint all rusted outside light standards.</li><li>8. Move the address numerals to above the entrance door.</li><li>9. Other landscaping and paving to be delayed until the WI DOT completes its 2012 driveway, median closure and repaving program adjacent to the site.</li></ol>		
<b>BP/AM PM</b> (Conditional Use Permit on file).	Syed Hussain	10477 120 <sup>th</sup> Ave.
<ol style="list-style-type: none"><li>1. Correct outstanding code violations relating to illicit discharges – see December 29, 2011 Village Community Development Director's letter regarding exterior site maintenance – water quality issues due to illicit discharges. Also the Village Engineer's letter February 23, 2012. (Violation of Conditional Use Permit).</li><li>2. Village has received numerous complaints regarding the maintenance of building and site and operation of the business.</li></ol>		





Office of the Village Community  
Development Director  
Jean M. Werbie-Harris

## NOTICE OF VIOLATIONS

December 29, 2011

Mr. Dixit Patel  
VIDHYA Corp VIII, Inc.  
1491 W. Roosevelt Road  
West Chicago, IL 60185

**RE: NOTICE OF VIOLATIONS AND ORDER TO CORRECT CODE VIOLATIONS**  
for the BP Amoco Station # 3789, 10477 120<sup>th</sup> Avenue, Pleasant Prairie, WI

Dear Mr. Patel:

According to Village of Pleasant Prairie/Kenosha County public access records, VIDHYA Corp VIII, Inc. is the legal owner of the property located at 10477 120<sup>th</sup> Avenue, which is further identified as Tax Parcel Number 92-4-122-302-0130 in the Village. At our November 17, 2011 and December 1, 2011 meetings with BP Amoco, we discussed the fact that the BP Amoco gas station had a number of code violations relating to the exterior site and the interior of the building. You had indicated that you understood that your business was not being properly maintained and was in fact in violation of the Village's Site and Operational Plan Zoning Ordinance regulations and Municipal Code regulations relating to property site maintenance. In addition, there were outstanding issues that were reported and documented relating to contamination at the site per the Wisconsin Department of Natural Resources (WI DNR) correspondence dated May 18, 2011.

**On December 8, 2011, I inspected the property and found the following violations:**

**1. Section 234-13 of the Village Municipal Ordinance related to unsightly debris.**

"All premises shall be maintained by the responsible persons in a clean, sanitary and responsibly safe condition." The garbage dumpster enclosure doors were not closed and locked and garbage/wooden pallets were lying around the enclosure. In addition, a large accumulation of garbage/debris was entangled in the landscaping

Mr. Patel  
BP Amoco Violation Letter  
10477 120<sup>th</sup> Avenue, Pleasant Prairie, WI

on all four sides of the site, including in the ditch line along State Trunk Highway 165. Specifically, wrappers, cups, a tire, napkins, candy wrappers, etc. were observed. Garbage/litter shall be picked up on the site on a daily basis.

As mentioned, there is also an active, reported and documented contamination at the site per the Wisconsin Department of Natural Resources (WI DNR) correspondence dated May 18, 2011. There continues to be a noticeable, smelly petroleum odor and oily residue in the ditch line between the BP Amoco gas station, adjacent to the Culver's restaurant. The booms were soaked with oil and the ditch line is accumulating debris. What is the status of your compliance with the WI DNR order?

**2. Section 420-121 J. 3 of the Village Municipal Ordinance related to no outside storage and Conditional Use Permit Grant #01-11.**

"No outside storage units shall be permitted on the site." A green recycled clothes/shoes box was placed next to the garbage dumpster enclosure. It shall be removed immediately.

**3. Conditional Use Grant #01-11 related to public safety:**

"There shall be a clear and unobstructed view of the cash registers and transaction areas shall be maintained from the public roadways and the internal 30-foot wide site circulation access roadway on the site." The stacked storage of windshield wiper fluids, water and other retail products shall be reduced to a height not to exceed three (3) feet maximum so that public safety personnel can visually see inside the store. To further clarify, no more than 30 percent of the window space shall be covered up with signage or retail products that could obstruct the police officer's view into the retail convenience store.

Verify that all of the following Conditional Use Permit requirements are being followed:

- The building shall be equipped with security cameras. The location and the number shall be reviewed by the Police Chief. Said security cameras shall be inaccessible to employees. A conspicuous sign shall be posted at the entrance stating that security cameras with an inaccessible recording device are in place on the premises.
- The building shall be equipped with an inaccessible drop safe and a conspicuous sign shall be posted at the entrance stating that an inaccessible drop safe is on the premises.
- During the hours of 11:00 p.m. and 6:00 a.m. at least two (2) employees shall be working on site unless the business has taken measures to protect

Mr. Patel  
BP Amoco Violation Letter  
10477 120<sup>th</sup> Avenue, Pleasant Prairie, WI

the lone clerk such as but not limited to the installation of bullet-resistant glass or other equipment making a lone employee inaccessible, as approved by the Village Police Department. If the hours have been modified since this past summer as you indicated at the November 17<sup>th</sup> meeting, please submit a revised written Operational Plan statement which correctly identifies the modified hours of the gas station.

- Installation of a holdup alarm, which is monitored by a UL listed central station with functioning phone service shall be installed in the building.

**4. Section 420-57 C. (2) e. of the Village Municipal Ordinance related to building and site maintenance and Conditional Use Grant #01-11 related to the exterior site, building conditions and maintenance or facility operations.**

"The interior of the building, structures, site improvements and site shall be maintained in a safe, structurally sound, neat, well cared for and attractive condition". The interior of the building is not being properly maintained. The walls, bathroom doors, corners near the coolers, corners near the cash register, food display corners and were chipped, marked, damaged and need to be repainted. The floor is marked and scratched. The overall interior of the store is not being properly maintained. In addition, a total of nine (9) gasoline pumps were bagged (not working) – Pumps 3, 4, 8, 11, 12, 13, 15, 19, and 20! There is a broken light standard casing on the south side of the site that needs to be repaired.

The Village has received numerous complaints from the business community and the residents regarding the maintenance and condition of this site. Their complaints include gasoline pumps which are not working, locked doors to the store, credit card system not functioning properly at the pumps, litter and debris on the site and an interior that is not well cared for, etc. The gas station and site needs to be properly maintained outside and inside. As reported by those filing the complaints, "the overall condition of this gas station does not reflect well on our community".

**As owner of the property, you are responsible for all of the noted violations and items to be addressed on the property. I discussed many of these violations with you at the November 17<sup>th</sup> and December 1<sup>st</sup> meetings and you assured me that quick and responsive actions would be taken to resolve the concerns. This has not happened. You must now remedy the above noted violations as soon as possible but no later than Monday, January 16, 2012. If you do not remedy the above-noted violations in the prescribed time, the Village will then proceed to begin formal enforcement action**

Mr. Patel  
BP Amoco Violation Letter  
10477 120<sup>th</sup> Avenue, Pleasant Prairie, WI

against you. The formal enforcement action as noted above will be in the form of the Village issuing municipal citation(s) to correct this violation(s). Please note that the current citation fee is \$671 and a citation(s) can be issued to you for every day that the violation(s) exists.

If you have any questions or to schedule an inspection, please contact me directly at the Village Hall at (262) 925-6717.

Sincerely,

  
Jean M. Werbie-Harris  
Community Development Director

cc: Acting Fire Chief Doug McElmury  
Police Chief Brian Wagner  
Village Clerk Jane Romanowski  
Village Administrator, Michael Pollocoff  
Community Development Department  
Building Inspection Department  
Attorney Donald Mayew, Phillips Richards Mayew and Corrigan  
Property File

Codeviolations/2011/BP Amoco 10477 120<sup>th</sup> Avenue  
Enclosures: photographs



Office of the Village  
Engineer/Building Inspection  
**Michael Spence, P.E., LEED® AP**

**CERTIFIED MAIL**

February 23, 2012

Mr. Dixit Patel  
VIDHYA Corp VIII, Inc.  
1491 W. Roosevelt Road  
West Chicago, IL 60185

RE: **COMPLIANCE ORDER**  
BP Gas Station  
10477 120<sup>th</sup> Avenue, Pleasant Prairie, WI

Dear Mr. Patel:

According to Village of Pleasant Prairie/Kenosha County public access records, VIDHYA Corp VIII, Inc. is the legal owner of the property located at 10477 120<sup>th</sup> Avenue, which is further identified as Tax Parcel Number 92-4-122-302-0130 in the Village. At the November 17, 2011 and December 1, 2011 Village meetings with BP Amoco, we discussed the fact that the BP Amoco gas station has ongoing Zoning Code violations relating to the site and building and also Municipal Code violations relating to the illicit discharges from the BP Amoco site. Specifically as it related to the illicit discharges, petroleum releases into the drainage ditch adjacent to your property have occurred and appear to be continuing to occur from your facility located at 10477 120<sup>th</sup> Avenue in the Village of Pleasant Prairie. Stormwater discharges are addressed in Section 297 of the Village Municipal Code and your site is in violation of the following:

**§ 297-1. Illicit discharges and unauthorized connections.**

***B. Discharges prohibited. No person may discharge, spill or dump substances or materials which are not entirely composed of stormwater into receiving bodies of water, storm sewers of drainage facilities, or onto driveways, sidewalks, parking lots or other areas that discharge into waters of the Village or its drainage system.***

This discharge is considered an *illicit discharge*. As you know, there have been several investigations and reports that were prepared in 2011, along with compliance orders issued by the Wisconsin Department of Natural Resources (WI DNR) to address the problem with recommended corrective actions. Months have passed and to date these corrective actions have not been implemented and to the Village's knowledge there has been no follow-up with either the Village or the WI DNR regarding the matter.

**The Village is hereby noticing you by this order to immediately:**

- (1) Eliminate the illicit discharge;**
- (2) Cease and desist violating discharges, practices, or operations; and/or**
- (3) Abate or remediate the stormwater pollution or contamination hazards and restore any affected property.**

**An action plan and schedule for these actions must be received by this office by Tuesday, March 6, 2012.** Failure to provide the action plan, schedule, and the subsequent elimination of the illicit discharge in violation of this article, you will be subject to a penalty as provided by Chapter 1, § 1-4, of the Village Municipal Code. Each day that the violation exists shall constitute a separate offense.

- In the event that an illicit discharge is identified and an emergency cleanup action is undertaken by the Village, WI DNR, or other authority having jurisdiction, the owner(s) will be subject to all associated cleanup costs incurred.
- If the owners responsible fail to cease, desist, and abate the illicit discharge, the Village may take such action itself and seek reimbursement in Village Municipal Court or Kenosha County Circuit Court or via special assessment or special charges under § 66.0627, Wis. Stats., as may be amended from time to time.
- Compliance with the provisions of this article may also be enforced by injunction in any court with jurisdiction. It shall not be necessary to prosecute for forfeiture or a cease and desist order before resorting to injunctive proceedings, as authorized pursuant to § 61.35, Wis. Stats.

***§ 1-4. Violations and penalties.***

A. General penalty. Except as otherwise provided, any person who shall violate any of the provisions of this Code shall, upon conviction of such violation, be subject to a penalty, which shall be as follows:

(1) First offense. Any person who shall violate any provision of this Code shall, upon conviction thereof, forfeit not less than \$5 nor more than \$500, together with a penalty assessment and the costs of prosecution, and in default of payment of such forfeiture, assessment and costs of prosecution shall be imprisoned in the county jail until such forfeiture, assessment and costs are paid, but not exceeding 90 days.

2) Second offense. Any person found guilty of violating any ordinance or part of an ordinance of this Code who has previously been convicted of a violation of the same ordinance within one year shall, upon conviction thereof, forfeit not less than \$10 nor more than \$500 for each such offense, together with a penalty assessment and the costs of prosecution, and in default of payment of such forfeiture, assessment and costs shall be imprisoned in the county jail until such forfeiture, assessment and costs are paid, but not exceeding six months.

**B. Continued violations.** Each violation and each day a violation continues or occurs shall constitute a separate offense. Nothing in this Code shall preclude the Village from maintaining any appropriate action to prevent or remove a violation of any provision of this Code.

**C. Execution against defendant's property.** Whenever any person fails to pay any forfeiture, penalty assessment and costs of prosecution upon the order of any court for violation of any ordinance of the Village, the court may, in lieu of ordering imprisonment of the defendant, or after the defendant has been released from custody, issue an execution against the property of the defendant for such forfeiture, assessment and costs.

As this violation has been continuing since at least since April 2011, this is considered a **"CONTINUED VIOLATION"** subject to the violations and penalties stated above.

Your prompt attention to this illicit discharge is encouraged. Please contact me if you have any questions at (262) 948-8951.

Sincerely,



Michael R. Spence, P.E., LEED® AP  
Village Engineer/Building Inspection

CC: Pete Wood, Wisconsin Department of Natural Resources  
Victoria Stovall, Wisconsin Department of Natural Resources  
Michael Pollocoff, Village Administrator  
Jean Werbie-Harris, Community Development Director – Zoning Code Compliance  
Jane Romanowski, Village Clerk  
Brian Wagner, Police Chief  
Attorney Donald Mayew  
Property File



Office of the Village  
Fire & Rescue Chief  
**Doug McElmury**

May 11, 2012

Jane Romanowski, Clerk  
Village of Pleasant Prairie  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158

RE: 2012 Liquor License Inspections

Jane:

The Fire & Rescue Department performed fire inspections at all occupancies that are known to hold a liquor license with the exception of The Village Supper Club which is currently undergoing a renovation. The inspections were performed as part of the annual Spring rotation of fire inspections and in cooperation with the Building Department. Attached you will find the list of occupancies that were inspected.

As of May 11, 2012, the following occupancies will have required annual tests expiring between the time this letter is written and when their liquor license will expire on June 30, 2012.

- Chancery Restaurant, 11900 108<sup>th</sup> St.
- Famous Dave's Restaurant 9900 77<sup>th</sup> St.
- Holiday Inn 7887 94<sup>th</sup> Ave.
- Target (Department Store) 9777 76<sup>th</sup> St.

As of May 11, 2012, the following occupancies have uncorrected violations that will require a joint re-inspection with the Building Inspection Dept. and in the case of BP - AM/PM, Building Inspection and Community Development:

- Ayras Liquor & Cigar Shop 4417 75<sup>th</sup> St.
- Big Oaks Golf Course 6117 123<sup>rd</sup> Place
- BP - AM/PM 10477 120<sup>th</sup> Ave.

As of May 11, 2012, the following occupancies have unpaid permit fees that we are in process of collecting:

- Holiday Inn 7887 94<sup>th</sup> Ave.
- Olive Garden 10110 77<sup>th</sup> St.
- Target (Department Store) 9777 76<sup>th</sup> St.
- Walgreens 7520 118<sup>th</sup> Ave



With the exception of BP- AM/PM, I anticipate the issues identified above to be completed shortly; however, the liquor license should not be issued until they have corrected the violations and paid the outstanding permit fees.

There has not been a spring inspection of The Village Supper Club, 10909 Sheridan Rd., due to on-going construction.

Sincerely,



Doug McElmury  
Chief of Fire & Rescue

Occupancies Inspected, no violations:

*Chancery Pub & Restaurant	11900 108 <sup>th</sup> Street - <u>see above</u>
Chilis Bar & Grill	6903 75 <sup>th</sup> Street
Earl's Club	7529 88 <sup>th</sup> Avenue
*Famous Dave's	9900 77 <sup>th</sup> Street - <u>see above</u>
Gordy's Prairie Pub	3812 Springbrook Road
Halter Wildlife	9626 113 <sup>th</sup> St
Honada	8501 75 <sup>th</sup> Street Suite G
Pantry 41 Citgo	7511 118 <sup>th</sup> St.
PDQ	8800 75 <sup>th</sup> Street
Ray Radigan's	11712 Sheridan Road
Ruffolo's Special III	11820 Sheridan Road
Starlite Club	8936 24 <sup>th</sup> Avenue
Stateline Citgo	12720 Sheridan Road
Truesdell's	8531 75 <sup>th</sup> Street
Uncle Mike's Pub	10936 Sheridan Rd.
Wooden Nickel	11606 Sheridan Road

Occupancies Inspected, with outstanding violations/fees:

Ayras Liquor & Cigar Shop	4417 75 <sup>th</sup> St.
Big Oaks Golf Course	6117 123 <sup>rd</sup> Place
BP - AM/PM	10477 120 <sup>th</sup> Ave.
Holiday Inn	7887 94 <sup>th</sup> Ave.
Olive Garden	10110 77 <sup>th</sup> St.
Target (Department Store)	9777 76 <sup>th</sup> St.
Walgreens	7520 118 <sup>th</sup> Ave

## Jane Romanowski

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**From:** Kenneth Robers  
**Sent:** Tuesday, April 24, 2012 8:39 AM  
**To:** Jane Romanowski  
**Cc:** Mike Spence  
**Subject:** Liquor licenses

All are good for renewal except for PSN (Village INN), BP AM/PM, and Big Oaks Golf Course. Big Oaks has to pave parking lot to finish some of Fire Department requirements, but asphalt plants are not open yet. I think they will be ok and we will just handle the parking lot with the final on their remodel.

Kenneth Robers  
Senior Building Inspector  
Village of Pleasant Prairie



# MEMO

Office of the Village  
Engineer/Building Inspection  
Michael Spence, P.E., LEED® AP

TO: Mike Pollocoff-Village Administrator  
Jane Romanowski-Village Clerk

FROM: Mike Spence-Village Engineer

DATE: May 15, 2012

SUBJ: BP Gas Station Illicit Stormwater Discharge

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A Compliance Order was sent to the Owners of the BP Gas Station located at 10477 120<sup>th</sup> Avenue in Pleasant Prairie on February 23, 2012. The Station had ongoing Zoning Code violations relating to the site and building and also Municipal Code violations relating to the illicit stormwater discharges from the site. Petroleum discharges were released into the adjacent drainage ditch.

The Order specified the following to be done:

1. Eliminate the illicit discharge;
2. Cease and desist violating discharges, practices, or operations; and/or
3. Abate or remediate the stormwater pollution or contamination hazards and restore any affected property.

An action plan was to be submitted to the Village Engineer by March 6, 2012.

This date came and went and a Citation was the issued on March 22, 2012. A Corrective Action Plan and Schedule was received from the Owner's Environmental Engineer on March 30, 2012. An acknowledgment and approval of the plan was sent by me to the Owner's Engineer on April 5, 2012. This letter stipulated that a progress report was to be submitted to the Village Engineer on the first of every month detailing what activities had occurred during the past month, what was anticipated during the next month and an updated schedule. The first report was due May 1, 2012. No report has been received. I had also received a telephone call from the Owner's Engineer indicating that they had not authorized him to report or monitor on this project.

I have also spoken with the Village's attorney to pursue the next steps in addressing this Company's lack of compliance to the Village Ordinances. I recommend that any renewals of licenses be withheld until these matters are resolved.

# ***The Village Supper Club***

*10909 Sheridan Road  
Pleasant Prairie, WI 53158*

**Jane Romanowski  
9915 39<sup>th</sup> Ave  
Pleasant Prairie, WI 53158**

**April 5, 2012**

RECEIVED

APR - 5 2012

PLEASANT PRAIRIE

**RE: Class B Retailer's License No. 11-26**

**We are currently closed due to a fire in the building on June 30<sup>th</sup>, 2011. We are in the process of rebuilding and are in contact with the Village Zoning, Building and Fire Departments. There isn't a reopening date yet. We are anticipating opening in the late June 2012.**

**I am aware we need to be inspected prior to the renewal of our license. We will keep everyone informed on our progress and make sure we schedule this with all the departments.**

**I am also aware of the requirement to be open and operating for the license to be renewed. Please allow us an extension due to circumstances beyond our control. We want nothing more than to be back in business.**

**If there is a problem, please contact me at 262-942-1254.**

**Thank you,**



**Sue Neahous Owner**

**STORMWATER MANAGEMENT PRACTICES  
MAINTENACE AGREEMENT**

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by and between Wisconsin Electric Power Company d/b/a We Energies its successors and assigns, hereinafter called the “Owner” and the Village of Pleasant Prairie, hereinafter called the “Village”,

WITNESSETH:

WHEREAS, the Owner is the owner of the following described lands situated in the Village of Pleasant Prairie, Kenosha County, State of Wisconsin, to-wit:

SEE EXHIBIT C -

Tax Key No. 92-4-122-164-0011

Property Address: 8000 95<sup>th</sup> Street

Hereinafter called the “Property”

WHEREAS, the Owner is developing part of the Property; and

WHEREAS, the Site Plan identified as P4-Switchyard Expansion, hereinafter called the “Plan”, which is expressly made a part of hereof, as approved or to be approved by the village, provides for on-site stormwater management practices within the confines of the Property; and

WHEREAS, the Village and the Owner, agree that the health, safety and welfare of the residents of the Village of Pleasant Prairie, require that the on-site stormwater management improvements as defined in Wisconsin Administrative Code NR 151, and the Village of Pleasant Prairie Stormwater Ordinance be constructed and maintained on the Property; and

WHEREAS, the Village requires that on-site stormwater management practices as shown on the Plan be constructed and adequately maintained by the Owner.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Owner, in accordance with the plans and specifications identified in the Plan, shall construct the on-site stormwater management improvements.
2. The Owner, shall adequately maintain the stormwater management improvements, including, but not limited to, all pipes and channels built to convey stormwater to and from the facility, as well as all structures, improvements and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as keeping the stormwater management facilities in good working condition so that these facilities are performing their design functions and are in accordance with the Operation and Maintenance Plan attached to this agreement as Exhibit A and by the reference made a part hereof.
3. The Owner, shall regularly inspect the stormwater management practices as often as conditions require, but in any event at least twice each year. The standard Operation and Maintenance Report attached to this Agreement as Exhibit B and by this reference made a part hereof shall be used for the purpose of the regular inspections of the stormwater management facilities. This report form may be periodically updated by the Village. The Owner, successors and assigns shall keep the Operation and Maintenance Reports from past inspections as well as log of maintenance activity indicating the date and type of maintenance completed. The reports and maintenance log shall be made available to the Village for review upon request. The purpose of the inspections is to assure safe and proper functioning of the facilities. The inspections shall cover all facilities including, but not limited to, drainage ways, outlet structures, ponds and access roads. Deficiencies shall be noted in the Operation and Maintenance Report.
4. The Owner, upon 24 hours advance notification by calling Gary Reisenauer at (262)947-5331 or Dale Garstecki at (262)947-5235, hereby grants permission to the Village, its authorized agents and employees, to enter upon the Property with an escort from either Owner or American Transmission Company and to inspect the stormwater management facilities whenever the Village deems necessary. The purpose of the inspection is to investigate reported deficiencies, to respond to

citizen complaints, or verify maintenance of on-site stormwater management practices. The Village shall provide the Owner, copies of the inspection findings and a directive to commence with the repairs if necessary. Corrective actions shall be taken within a reasonable time frame as established by the Village Engineer.

5. If the Owner, fails to maintain the stormwater management improvements in good working condition acceptable to the Village and does not diligently pursue the required corrective actions in the specified time, the Village may:
  - a. Issue a citation to the Owner. The penalty for violation of this section shall be not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00) for each offense, together with the costs of prosecution. Each day that the violation exists unless Owner is diligently pursuing correction shall constitute a separate offense, and
  - b. Perform the corrective actions identified in the inspection report and assess the Owner, for the cost of such work. The cost of such work shall be specially assessed against the Property pursuant to Wisconsin Statutes Section 66.0703. The provision shall not be construed to allow the Village to erect any structure of permanent nature on the land of the Owner other than what has been approved by the Wisconsin Public Service Commission Order for this project. It is expressly understood and agreed that the Village is under no obligation to routinely maintain or repair said stormwater management improvements, and in no event shall this Agreement be construed to impose any such obligation on the Village.
6. The Owner, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management facilities (including sediment removal) is outline in the Operation and Maintenance Plan, the schedule will be followed.
7. This Maintenance Agreement may be modified by mutual agreement of the Owner and the Village of Pleasant Prairie. The modification date shall be the date Village of Pleasant Prairie records the modified Maintenance Agreement with the Kenosha County Register of Deeds, as a property deed restriction so the modified agreement is binding upon all subsequent owners of the land served by the stormwater management practices.
8. In the event the Village pursuant to the Maintenance Agreement, performs the work of any nature, or expends any fund in performance of said work for labor, use of equipment, supplies, materials, and the like, the Owner, shall reimburse the Village upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the Village hereunder. Failure of the Owner to make payment within

thirty (30) days shall result in the amount being added to the tax roll as a special charge pursuant to paragraph 5(b).

- 9. The Maintenance Agreement imposes no liability of any kind whatsoever on the Village and the Owner agrees to hold the Village harmless from any liability in the event the stormwater management practices fail to operate properly.
- 10. Upon receipt of the executed Maintenance Agreement, the Village of Pleasant Prairie shall record said agreement in the Office of the Register of Deeds.

WITNESS the following signatures and seals:

Wisconsin Electric Power Company  
d/b/a We Energies

By: \_\_\_\_\_  
James T. Raabe, Manager of Property Mgt.

STATE OF WISCONSIN    )  
  : ss.  
MILWAUKEE COUNTY    )

The foregoing Agreement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2012 by James T. Raabe.

\_\_\_\_\_  
Notary Public, State of Wisconsin

\_\_\_\_\_  
Print name  
My commission expires: \_\_\_\_\_

[SIGNATURES CONTINUE ON FOLLOWING PAGE]



Village of Pleasant

By: \_\_\_\_\_  
John P. Steinbrink, Village President

By: \_\_\_\_\_  
Jane M. Romanowski, Village Clerk

STATE OF WISCONSIN    )  
  : ss.  
KENOSHA COUNTY        )

The foregoing Agreement was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2012 by John P. Steinbrink and Jane M. Romanowski.

\_\_\_\_\_  
Notary Public, State of Wisconsin

\_\_\_\_\_  
Print name  
My commission expires: \_\_\_\_\_

This instrument was drafted by:

Michael R. Pollocoff  
Village of Pleasant Prairie  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
262-925-6721

Storm Water Facility Operation & Maintenance Plan – **EXHIBIT A**  
P4 Switchyard Expansion  
Wisconsin Electric Power Company d/b/a We Energies

Minimum Maintenance Requirements:

To ensure proper function of the system, the following list of maintenance activities are recommended.

1. A visual inspection of the system should be performed twice per year.
2. Inspections should be performed after significant rain events and litter should be removed immediately. Inspections and litter removal should be performed for the system, and the site.
3. The use of pesticides, herbicides and other chemicals should be used infrequently.
4. The system should be checked annually, after a significant rainfall to determine if the system is clogged. If areas of the system become clogged, maintenance should be performed for the area in question.
5. No Grading, filling, or topsoil and seeding should be performed on the drainage way that may adversely affect the performance.
6. Areas of erosion within the site should be corrected immediately and with the use of topsoil, seed and erosion blanket.
7. Review of the drainage way should be made to ensure drains are functioning properly, and review for signs of erosion, or blockage by debris, plantings. Removal of any material or plants blocking the roof drains outlet points should be performed immediately. Repair of eroded areas should be performed using, topsoil, seed and erosion matting.

Pleasant Prairie Power Plant  
Stormwater Drainage Facility Inspection Form

EXHIBIT B

Inspector(s): \_\_\_\_\_ Date: \_\_\_\_\_

Date of Last Rainfall: \_\_\_\_\_ Amount (In): \_\_\_\_\_ Weather: \_\_\_\_\_

**Scoring Breakdown:**

N/A = Not Applicable    1 = Monitor (potential for future problem exists)    Use open space in each section to further explain scoring as needed

N/I = Not Investigated    2 = Routine Maintenance Required

0 = No Concerns    3 = Immediate Repair Necessary

1. Outfall from Pond				
Woody growth within 5' of outfall barrel	N/A	N/I	0	1    2    3
Outfall channel functioning	N/A	N/I	0	1    2    3
Manholes, Frames and Covers	N/A	N/I	0	1    2    3
Released water undercutting outlet	N/A	N/I	0	1    2    3
Erosion	N/A	N/I	0	1    2    3
Displaced rip rap	N/A	N/I	0	1    2    3
Excessive sediment deposits	N/A	N/I	0	1    2    3
2. Emergency Spillway				
Woody growth or unauthorized plantings	N/A	N/I	0	1    2    3
Erosion or back cutting	N/A	N/I	0	1    2    3
Soft or boggy areas/settlement	N/A	N/I	0	1    2    3
Obstructions/debris	N/A	N/I	0	1    2    3
3. Dry Storage				
Vegetation sparse	N/A	N/I	0	1    2    3
Undesirable woody or vegetative growth	N/A	N/I	0	1    2    3
Standing water or spots	N/A	N/I	0	1    2    3
sediment or debris accumulation	N/A	N/I	0	1    2    3
% cover _____	N/A	N/I	0	1    2    3
Planting needed	N/A	N/I	0	1    2    3
Shore erosion	N/A	N/I	0	1    2    3
Sediment/trash removal	N/A	N/I	0	1    2    3
4. Inflow Points				
Number of inflow pipes: _____	Direction: N	E	W	S
Endwalls, headwalls, end sections	N/A	N/I	0	1    2    3
Outfall pipes	N/A	N/I	0	1    2    3
Discharge undercutting outlet or displacing rip-rap	N/A	N/I	0	1    2    3
Discharge water is causing outfall to erode	N/A	N/I	0	1    2    3
Sediment accumulation	N/A	N/I	0	1    2    3

Pleasant Prairie  
Stormwater Management Improvement Facility Inspection Form

Overall Condition of Facility

Total number of concerns receiving a: (1) \_\_\_\_\_ - Need Monitoring  
(2) \_\_\_\_\_ - Routine Repair  
(3) \_\_\_\_\_ - Immediate Repair Needed

Inspectors Summary

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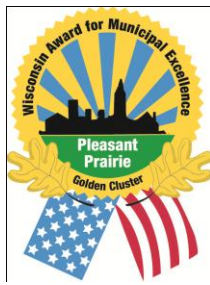
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## EXHIBIT C

### **STORM WATER MANAGEMENT EASEMENT DESCRIPTION:**

Part of the Southwest 1/4 of the Southwest 1/4, part of the Southeast 1/4 of the Southwest 1/4 of Section 16, part of the Northwest 1/4 of the Northwest 1/4, part of the Northeast 1/4 of the Northwest 1/4 of Section 21, all in T01N, R22E, Village of Pleasant Prairie, Kenosha County, Wisconsin more particularly described as follows: commencing at the South 1/4 corner of said Section 16; thence along the South line of the said Southwest 1/4 S88°56'32"W, 983.09 feet to the point of beginning; thence S00°15'17"E, 196.19 feet; thence S89°36'52"W, 504.30 feet; thence N19°36'02"W, 344.40 feet; thence N00°09'54"W, 265.54 feet; thence N27°00'11"E, 310.95 feet; thence N90°00'00"E, 433.12 feet; thence S00°00'00"E, 149.46 feet; thence S89°56'00"E, 43.10 feet; thence S00°15'17"E, 517.94 feet to the point of beginning. The above described easement area contains 409,509 square feet or 11.260 acres.

Parcel No. 92-4-122-164-0011



Director of Human Resources  
**Carol Wilke**

TO: Village Board  
Michael Pollocoff, Village Administrator

*Consider amendment to the Village of Pleasant Prairie Employee Handbook to update the following policies:*

## **Retirees Health and Dental Insurance**

*Staff Comment: This policy has already been revised but one very small but important word was inadvertently left out.*

For employees hired after January 1, 2010, and not covered by the preceding paragraphs, who retire prior to Medicare eligibility, may elect continuing medical and/or dental coverage in **accordance with COBRA**. The entire medical and dental premiums become the employee/retiree sole responsibility.

The Village reserves the right to change the plans, amounts of employer paid premiums or carriers at any time. Participation in the group health and/or dental plans is subject to all requirements imposed by the carriers.

## **Compensatory Time**

*Staff Comment: Due to the scheduling conflicts that this policy has created, staff recommends withdrawing the policy.*

~~Overtime compensation may be converted to compensatory time upon the approval of your immediate supervisor. Compensatory time shall be accrued at the same rate as overtime. No employee shall be allowed to accumulate more than forty (40) hours of compensatory time in any given year. An employee who resigns or is terminated will receive payment for compensatory time.~~

~~Compensatory time may not be carried over from one year to another. In no event shall compensatory time be accumulated or used without the prior approval of the Village Administrator, Department Head or immediate supervisor. Compensatory time may be combined with vacation leave provided that department operations will not be adversely affected.~~

## ***Proposed Policy Change***

Effective July 1, 2012, employees will no longer be allowed to convert overtime compensation to compensatory time. Employees who currently have accrued compensatory time will have until the end of the calendar year 2012 to use it. If there is any unused accrued compensatory time at

the end of calendar year 2012, the unused accrued compensatory time will be paid out to the employee at the same rate as overtime. No compensatory time will be carried over to 2013.

## **Vacation**

*Staff Comment: The Village has followed this vacation schedule for the past 8 years and has always added 3 days on to the base vacation days. In an effort to reduce the verbiage and confusion it is in our best interest to change the verbiage.*

*Calculating part-time employees earned vacation hours has become time consuming, cumbersome, and somewhat subjective. This policy change is a cleaner process.*

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time and part-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

### **REGULAR FULL-TIME**

- After one (1) year of eligible service the employee is entitled to **ten (10)** vacation days each year.
- After seven (7) years of eligible service the employee is entitled to **fifteen (15)** vacation days each year.
- After fifteen (15) years of eligible service the employee is entitled to **twenty (20)** vacation days each year.
- After twenty-five (25) years of eligible service the employee is entitled to **twenty-five (25)** vacation days each year.

### **Proposed Policy Change**

#### **Regular Full-time entitlement:**

- *After one (1) year of eligible service the employee is entitled to thirteen (13) days...*
- *After seven (7) years of eligible service the employee is entitled to eighteen (18) days...*
- *After fifteen (15) years of eligible service the employee is entitled to twenty-three (23) days...*
- *After twenty-five (25) years of eligible service the employee is entitled to twenty-eight (28) days...*

### **PART-TIME EMPLOYEES**

All part-time employees who **average ten (10)** hours or more per week of continuous service in the prior calendar year will be entitled to vacation. Eligibility will be evaluated yearly.

**Note:** ~~More than two (2) weeks of unpaid leave in the prior calendar year will disqualify employee from receiving vacation in the next calendar year.~~

A week of vacation is equal to the prior year's average weekly hours:

- All part-time employees who have twelve (12) months of continuous service by January 1 shall receive one (1) week of vacation pay at regular rate.
- All part-time employees having had three (3) years or more of service shall receive two (2) weeks of vacation pay at regular rate.
- All part-time employees with seven (7) years or more of service shall receive three (3) weeks of vacation during such calendar year.

***Proposed Policy Change***

***Part-time Employees entitlement:***

***All part-time employees who average at least twenty (20) hours per week of service in the previous calendar year will be entitled to vacation. Eligibility will be evaluated yearly.***





## **Retirees Health and Dental Insurance**

Created: 2/2006

Revised: 1/1/2012

An employee who retires after January 1, 1979 and was hired prior to January 1, 2010, who is at least sixty (60) years of age and has twenty (20) or more years of continuous employment with the Village immediately preceding retirement, may retain medical and dental coverage.

Premium contributions will be calculated based on the current year premium imposed by the carriers. The Village will pay ninety percent (90%) and the employee/retiree will pay ten percent (10%) of the medical premium contribution. The employee/retiree will pay the entire dental premium contribution. If the employee/retiree had family coverage at the time of retirement, the employee/retiree will be eligible to retain such family coverage. Once the employee/retiree becomes Medicare eligible, the Village's obligation to offer medical and dental insurance will terminate. If coverage ends due to Medicare or death of the employee/retiree, the surviving spouse or dependent child(ren) may elect continuing medical and/or dental coverage in accordance with COBRA.

For employees hired after January 1, 2010, and not covered by the preceding paragraphs, who retire prior to Medicare eligibility, may elect continuing medical and/or dental coverage in accordance with COBRA. The entire medical and dental premiums become the employee/retiree sole responsibility.

The Village reserves the right to change the plans, amounts of employer paid premiums or carriers at any time. Participation in the group health and/or dental plans is subject to all requirements imposed by the carriers.



## **Compensatory Time**

Created: 2/2006

Revised: 07/01/2012

~~Overtime compensation may be converted to compensatory time upon the approval of your immediate supervisor. Compensatory time shall be accrued at the same rate as overtime. No employee shall be allowed to accumulate more than forty (40) hours of compensatory time in any given year. An employee who resigns or is terminated will receive payment for compensatory time.~~

~~Compensatory time may not be carried over from one year to another. In no event shall compensatory time be accumulated or used without the prior approval of the Village Administrator, Department Head or immediate supervisor. Compensatory time may be combined with vacation leave provided that department operations will not be adversely affected.~~

### ***Proposed Policy Change***

Effective July 1, 2012, employees will no longer be allowed to convert overtime compensation to compensatory time. Employees who currently have accrued compensatory time will have until the end of the calendar year 2012 to use it. If there is any unused accrued compensatory time at the end of calendar year 2012, the unused accrued compensatory time will be paid out to the employee at the same rate as overtime. No compensatory time will be carried over to 2013.



## **Vacation**

Created: 02/2006

Revised: 07/01/2012

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time and part-time employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

### ***REGULAR FULL-TIME***

- After one (1) year of eligible service the employee is entitled to **ten (10)** vacation days each year. (If the date of hire is after October 1, five (5) days of vacation will be available after June 1<sup>st</sup> of the following year and an additional five (5) days of vacation will be earned on the employee's anniversary date which are to be used before the end of the year.)
- After seven (7) years of eligible service the employee is entitled to **fifteen (15)** vacation days each year.
- After fifteen (15) years of eligible service the employee is entitled to **twenty (20)** vacation days each year.
- After twenty-five (25) years of eligible service the employee is entitled to **twenty-five (25)** vacation days each year

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 365 calendar days must be completed (unless hired after October 1). After that time, employees can request use of earned vacation time including that accrued during the waiting period. If an employee's anniversary date falls after June 1, the employee will be eligible to take five (5) days of vacation after June 1 of the current year with the remaining vacation day balance available after their anniversary date.

Paid vacation time can be used in minimum increments of four (4) hours. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Village needs and staffing requirements. Vacation time

off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Each Village facility has unique hours of operation and staffing needs depending upon the season. Supervisors will make their employees aware of certain time/seasonal periods when vacation requests will not be honored. If employees fail to schedule vacation days around these blackout days/periods and have remaining days left at the end of the year, the employee will forfeit those accrued days. As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. **In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.**

Upon termination of employment and the receipt of a two-week written notice, employees will be paid for unused vacation time that has been earned through the last day of work. However, if the Village, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

### ***PART-TIME EMPLOYEES***

All part-time employees who average ten (10) hours or more per week of continuous service in the prior calendar year will be entitled to vacation. Eligibility will be evaluated yearly.

~~**Note:** More than two (2) weeks of unpaid leave in the prior calendar year will disqualify employee from receiving vacation in the next calendar year.~~

A week of vacation is equal to the prior year's average weekly hours:

- All part-time employees who have twelve (12) months of continuous service by January 1 shall receive one (1) week of vacation pay at regular rate.
- All part-time employees having had three (3) years or more of service shall receive two (2) weeks of vacation pay at regular rate.
- All part-time employees with seven (7) years or more of service shall receive three (3) weeks of vacation during such calendar year.

Employees must schedule their vacation with their immediate supervisor. Employees cannot accrue or carryover vacation time beyond December 31 of any year. Unused vacation will be lost.

Termination – An employee who is entitled to vacation at the time of terminating his/her service with the Village may be paid for his/her unused vacation earned during that calendar year at the time of severing his/her status as an employee, if proper notice has been given. **If an employee voluntarily terminates his/her employment and fails to give two (2) weeks written notice of termination, unused vacation will not be paid out.** If the Village, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

# MEMORANDUM

**To:** Village Board of Trustees  
Michael R. Pollocoff, Village Administrator

**From:** John P. Steinbrink, Village President

**Date:** May 15, 2012

**Re:** Appointment to Kenosha County Executive Jim Kreuser's Blue Ribbon Committee on Countywide Bicycle Facilities Planning and Development.

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Attached is a letter from Jim Kreuser, Kenosha County Executive, requesting a representative from the Village serve on the Comprehensive Bicycle Facilities Planning Committee. I am pleased to recommend Mike Spence, Village Engineer, as a voting member. Mike is bicycle enthusiast and will provide outstanding representation on behalf of the Village as a member of this committee.

\* \* \* \* \*

Attachment



# COUNTY OF KENOSHA

# COUNTY EXECUTIVE

Jim Kreuser, County Executive

1010 – 56<sup>th</sup> Street, Third Floor  
Kenosha, Wisconsin 53140  
(262) 653-2600  
Fax: (262) 653-2817

May 7, 2012

The Honorable John P. Steinbrink  
Village of Pleasant Prairie President  
9915 39th Avenue  
Pleasant Prairie, WI 53158

Dear President Steinbrink:

You may recall that I had called together the Blue Ribbon Committee on Countywide Bicycle Facilities Planning back in April of 2010. That group identified priorities for bicycling in Kenosha County and recommended that we develop a county-wide comprehensive bicycling plan. I am looking for your help again as we take our planning to the next level.

We would like to have a representative from each municipality serve on the Comprehensive Bicycle Facilities Planning Committee to help us put together a more detailed plan. The plan will be guided by Alta Planning and Design, and the Wisconsin Bicycle Federation. We will be respectful of your representative's time and will only ask participation in six meetings over the next year. We are hoping to have a kick-off meeting on Thursday, June 7, 2012 at 6:00 p.m. at the Kenosha County Center, 19600 75<sup>th</sup> Street, Bristol.

Please email my office at [County.Executive@kenoshacounty.org](mailto:County.Executive@kenoshacounty.org) or call 262-653-2600 with the name and contact information of your representative by May 31, 2012. Please feel free to contact me if you have any questions.

I want to thank you for your ongoing support for Kenosha County's efforts to connect bicycle trails and improve bicycle safety throughout Kenosha County.

Sincerely,

Jim Kreuser  
Kenosha County Executive

JK/jat

**CLERK'S CERTIFICATION OF  
BARTENDER LICENSE APPLICATIONS**

**Period Ending:      May 15, 2012**

I, Jane M. Romanowski, Village Clerk of the Village of Pleasant Prairie, Kenosha County, Wisconsin, do hereby certify the following persons have applied for bartender licenses and **each applicant is in compliance with the guidelines set forth in Chapter 194 of the Municipal Code.** I recommend approval of the applications for each person as follows:

NAME OF APPLICANT

LICENSE TERM

1. Joshua L. Montes

thru June 30, 2014

Jane M. Romanowski  
Village Clerk