

**VILLAGE ADMINISTRATOR
2016 ANNUAL REPORT**

It is my pleasure to submit the 2016 Annual Report to the Village Board and residents of Paddock Lake. This past year has been a busy year as the ensuing report will show. This report encapsulates many of the Village of Paddock Lakes accomplishments over the past year. I would like to offer my gratitude to the wonderful Board of Trustees, who allow me to serve the residents of Paddock Lake. I am grateful to work with the following individuals:

Village President: Terry Burns
 Village Trustees: Barb Brenner
 Kathy Christenson
 Richard Fish
 Gary Kaddatz
 Robert Spencer
 Gloria Walter

VILLAGE INFORMATION AND PROFILE

Incorporated as a village in 1960
 Area: 2.9 Sq. Miles
 Population: (2010 census) 2,998
 Residential households: 1299
 Paved streets: 36.3 lane miles
 Park and green space: 16.62 acres
 Median household income: \$61,733
 Property valuation (2016): \$208,297,200
 Village Mill Rate (2016): \$7.31

The Village of Paddock Lake was incorporated under laws of the State of Wisconsin as home rule form of government in 1960.

The Village operates under a Board of Trustees/Administrator form of government. The Board of Trustees establishes municipal policy, adopts an annual budget, and approves zoning and subdivision action. The Village Administrator is responsible for day to day municipal operation and is appointed by the Board of Trustees.

VILLAGE BOARD OF TRUSTEES

2016 was a very active year for the Village Board. As part of the Board's responsibilities for establishing policy and enacting legislation, it oversaw the operations and administration of four budgets; General Budget, \$1,863,857.00, Sanitary Sewer Budget \$1,383,475.00, Water Utility Budget \$186,905.00 and Lake Protection District \$52,538.00.

In addition to oversight of budgets the Board of Trustees adopted 18 ordinances and resolutions. The following are highlights of such legislative actions:

RESOLUTIONS

16-01	Approving the annual storm water report
16-02	Approving the sanitary sewer district chloride reduction progress report
16-03	Approving an intergovernmental agreement with the Town of Salem for water patrol
16-04	Carry over unspent general funds to the Capital Improvement Fund
16-06	Approving the waste water utility districts capacity management operations
16-07	Authorizing village staff to make application to the USDA Rural loan program to fund water system improvements
16-08	Approving library participation agreement
16-09	Exempting village participation in county library system
16-10	Making October 31 st the day the village will observe trick or treating
16-11	Preliminary resolution for tax bill special charges
16-12	Final resolution for tax bill special charges

16-13	Authorizing staff to transfer unrestricted general fund reserves to Water Utility District
16-14	Authorizing village President to execute an option agreement and RFQ

ORDINANCES

16-01	Repeal and recreate ordinance 16.15 boat launch fees
16-02	Repeal and recreate ordinance 15.15 boat launch fees
16-03	Repeal and recreate zoning ordinance 12.09 as it relates to variances
16-04	Repeal and recreate ordinance 12.13 erosion control
16-05	Repeal and recreate ordinance 36.25 as it relates to wood stoves
16-06	Revise water rates
16-07	Repeal and recreate ordinance 1.10 relating to court fees
16-08	Repeal and recreate ordinance 15.08 relating to boat pier appeal process
16-09	Repeal and recreate ordinance 15.10 relating to aquaplaning devises

ADMINISTRATION:

2016 was a very busy year for the village staff. Village staff completed several important projects with exemplary service. The Village is fortunate to have a talented and dedicated staff that takes initiative to improve the efficiency and effectiveness of all village operations. The village is also fortunate to have elected officials that care about the community and support unbiased policies and procedures.

VILLAGE STAFF:

The Village staff consisting of the following dedicated personnel:

Tim Popanda	Administrator/Building and Zoning Inspector
Emily Uhlenhake	Clerk/Treasurer
Michelle Shramek	Deputy Clerk/Treasurer
Marla McIntyre	Administrative Assistant
Gary Meyers	Sewer and Water System Operator
Greg Glaze	Department of Public Works
Gerald Gilbertson	Department of Public Works
Darin McKinney	Department of Public Works
Cliff Shramek	Court Clerk

This staff of dedicated employees, continue to provide efficient and responsible service to the Village of Paddock Lake while operating within the confines of the adopted budget.

The Village Board and its staff received an excellent financial audit in 2015 from Andrea and Orendorff, LLC. Staff continues to process payables and receivables, payroll and utility billing.

Village staff solicited requests for proposals to replace the aging accounting and utility billing software. In addition to purchasing and implementing new software, staff accomplished the following:

- Applied and received the Wisconsin Department of Natural Resources recycling grant in the amount of \$13,832
- Continued to administer a public education program to increase residential recycling
- Negotiated with John's Disposal to extend the trash and recycling contract
- Applied for and received a low interest USDA Rural Water System Improvement loan.

HUMAN RESOURCES / PERSONNEL:

Staff continues to administer board approved benefit programs for village employees, including conducting the group health insurance open enrollment in October.

Staff continues to explore methods to lower workers compensation premiums including additional staff safety training that included:

- Confined space training
- Hearing protection
- Personal protection equipment use
- Hazard communication
- Active shooter
- Slip fall training
- Dementia awareness

RISK MANAGEMENT:

Village staff continued to implement and revise various policies and procedures. Some examples of continues improvements of risk management include:

- Semiannual inspection of village parks and park equipment
- Safe walks program, safety inspection of village side walks
- Annual fleet and equipment safety inspections
- Safety pruning of village managed trees
- Proactive cleaning of sanitary sewer collection system to prevent sewer backups
- Replacement of traffic control devises

BUILDING AND ZONING:

The inspection department safe guards life and property by administering regulations and enforcement of local, state and national construction codes.

The department also conducts property maintenance inspections. The following is the summary of department activities:

	<u>RESIDENTIAL</u>	VALUE
03	NSFH	\$335,000
01	Residential Additions	\$20,000
21	Residential Remodel & Alterations	\$290,390
37	Re-roofs/siding	\$230,614
09	Decks	\$42,000
14	Furnace, A/C Replacements	\$55,080
08	Detached Garages & Sheds	\$57,925
09	Fence, pools, driveway	\$55,017
05	Electrical	\$10,900
01	Raze	\$5,000

COMMERCIAL
COMMERCIAL

06	alteration	\$51,000
02	tenant buildouts	\$264,000
4	signs	\$41,000
		\$1,457,926

FEE COLLECTED

130 PERMITS	\$14,444
2 Water connection	\$920
4 sewer connections	\$24,000
3 park fees	\$3,000
TOTAL	\$42,364.00

DEPARTMENT ACTIVITIES

327	inspections
43	code enforcement
349	residential contracts
364	customer phone calls

In 2016, applicant generated permits and cases were roughly the same as the 2015. The building and Zoning Department processed 130 permits applications and performed 327 inspections.

This year the department recorded an increase in department phone calls, as well as an increase in walk-ins.

In 2016, the following activities were significant part of the departments overall work program:

- The Village Board adopted an ordinance that added Chapter 36 to the municipal code that regulates outdoor wood burning stoves.
- Cooperated with Kenosha County Planning and Development to create a county wide retail and talent recruitment initiative.

BUILDING AND GROUNDS:

The building and grounds department oversees and administers the operation of Village facilities and grounds.

The following lists accomplishments within the department in 2016.

- Negotiated and renewed the two annex building leases
- Replaced the thirty one year old village hall stand by generator

PARKS AND RECREATION:

Under the direction of the building and grounds committee the program manages 8 village parks and two boat launches. 2016 saw the following activities:

- Construction of a new children’s play set at North Park. This \$46,000 play set was donated by Union League Boys and Girls Club of Chicago.
- The boat launch fees were increased from \$5 to \$7 per launch to keep pace with surrounding boat launches and to cover the costs in monitoring the launches.

HEALTH WELFARE AND RECYCLING:

The health welfare and recycling committee and department over sees the village trash collection, recycling, yard waste recycling, mosquito abatement and social events within the village. The following highlights the committee’s activities and events:

Solid waste/household recycling:

- The village contracts with Johns Disposal of Whitewater, for the curbside trash collection. The village board negotiated a contract extension, with a \$19,000 saving.
- 2016 saw an increase in single stream recycling
- 4.1 tons of electronic waste (e waste) was collected.
- Residents collected and properly disposed 432 tons of single steam recyclables.
- The village received \$13,832 in recycling rebates, this rebate will be applied to the residents recycling rates in 2017.

YARD WASTE RECYCLING PROGRAM

Our 2016 yard waste collection program continues to implement measures to improve efficiency and realize cost savings.

The 2016 yard waste program collected the following quantities:

Leaf collection	1600 cubic yards
Brush collection	108 Cubic years

MOSQUITO ABATEMENT

The village mosquito program established in 2006, is to control the adult mosquito population.

2016 the village completed its larva treatment of storm sewer collection basins and standing water from June to October. In addition to treating mosquito larva in standing water the village sprayed for adult mosquitos on 15 separate occasions.

SOCAIL EVENTS

The annual 4th of July Bike Parade saw an increase in participation, the increase can be attributed to an increase in prizes for best decorated bikes, thanks to Tom and Patricia Flowers for the \$1,000 donation for prizes.

The 3rd annual Christmas parade and pictures with Santa was framed by perfect Wisconsin weather (snow). The event saw several children delighted to visit with Santa. A special thanks to all Trustees who make this event special.

POLICE AND FIRE:

The Village Board and staff continue to work closely with Kenosha County Sheriff’s Department to ensure implementation of the Village board’s goals

with respect to law enforcement.

The following summarizes the Sheriff’s Department activities for 2016:

- Miles patrolled – 41,055
- Citations issues – 742
- Criminal arrests – 87
- Deputy contacts – 4,338

FIRE AND RESCUE

2016 is year number five of the twenty year contract with the Town of Salem Fire and Rescue Department. The following are the statistics for 2016:

- Auto accidents – 14
- Structure fire – 0
- Burning violations – 7
- Alarms and carbon monoxide – 26
- Medical calls – 179

WATER PATROL

2016 saw the village enter into an intergovernmental agreement with the Town of Salem Public Safety Department to provide water patrol enforcement on Paddock Lake. The agreement provided an increase of patrol hours and a cost savings to the village. The following is a summary of water patrol activities:

Hours patrolled - 112

Citations issued - 8

Warnings issued - 34

PUBLIC WORKS

The village of Public works staff consists of three employees who are responsible for maintaining all the roads, right of ways, drainage systems, forestry, park maintenance and facility maintenance. Listed below is a summary highlighting each area of maintenance for 2016:

ASPHALT REPAIRS

In 2016 the public works department made repairs to numerous areas in which the blacktop base had failed. The repairs included asphalt patches and crack sealing

STREET SIGNS AND PAVEMENT MARKINGS

This department was responsible for replacing 26 stop signs, 12 speed limit signs, 8 street name blades, and 21 miscellaneous signs.

The department continues to upgrade village street signs and street name blades to meet the size and reflectivity standards set forth by Federal Highway Administration.

ANNUAL PAVEMENT PAINTING PROGRAM

The Village street painting program consists of edge lines, directional arrows, cross walks and parking lot lines.

URBAN FORESTRY

Staff performed safety pruning of 136 trees located in village road right of ways and parks. In addition to safety pruning, village staff removed 29 deceased or dying trees.

SNOW AND ICE CONTROL

Public works staff responded 15 times in 2016 for winter weather events. The department used 65 tons of road deicing salt and 68 tons of bird's eye gravel chips to keep the roads safe. The following is a matrix of the salt use over the five years demonstrating the villages continued effort to reduce costs and salt use.

	2016-2015	2015-2014	2014-2013	2013-2012	2012-2011
Salt (tons)	65.7	121	205	240	138
Events	13	14	27	14	16
Salt ton per lane mile	1.79	3.3	5.6	6.55	3.77

STORM WATER MANAGEMENT

The village continues to manage 9.5 acres of agricultural land to prevent suspended solids and farm land nutrients from entering the lake. The village continued its preventative maintenance of the storm water collection system by sweeping street curbs and removing sediment from catch basins.

The 3.5 acre land purchase and erosion control project, located at 67th and 248th Ave has resulted in a 83% reduction of suspended solids or sediment from reaching the lake.

SEWER AND WATER

The Paddock Lake Water Utility was initially constructed in 1956/1957 by L.B. Harris in cooperation with the US Department of Defense. The system was constructed with purpose of serving off base housing for the planned Bong Airforce Base.

The water utility district obtains water from ground water wells in the Niagaran aquifer. The water pumping and treatment plant is a 0.039 MGD (million gallons per day) facility that pumps and distributes well water, water is chlorinated to meet Wisconsin and EPA standards. Orthophosphates are added to inhibit copper corrosion and iron.

The water utility system produced an exemplary condition report, meeting and or exceeding all Wisconsin Department of Natural Resources and US EPA drinking water standards.

SANITARY SEWER DEPARTMENT

The waste water treatment department is responsible for the collection and treatment of waste water from residents and businesses.

2016 saw no sanitary sewer system backups or overflows, this is the third year with no such events.

Department staff continues implementing energy costs savings measures these efforts have resulted in \$40,207 annual savings the following shows the annual savings.

Treatment Plant and lift station energy costs:

	2013	2014	2015	2016
Electric	92,721	73,711	55,246	53,219
Natural gas	3,750	3,610	3,421	3,045
Total expenses	96,471	77,321	58,667	56,264

In addition to energy savings the department staff maintained five collection system pumping stations, 26 miles of collection system and the treatment plant itself.

The department's costs savings have allowed the sanitary sewer rates to remain the same for the fourth consecutive year, this trend is likely to continue through 2017.

TREE COMMISSION

The village tree commission is responsible for administering the urban forestry and Tree City USA program. 2016 was a busy year for staff and the village board acting as the tree commission. The following describes the activities:

- Development of a tree nursery, planting 100 saplings that will be donated to residents in the years to come.
- Began the village wide enforcement of diseased tree removal, some 360 residents were notified that dead or dying ash trees needed to be removed.
- Was awarded the 2016 Tree City USA, our 17th consecutive award.

LAKE PROTECTION AND REHABILITATION DISTRICT

The Village Board of Trustees serving as Lake District Commissioners oversee the operation of the protection district. The following describes 2016 activities:

- The Lake District implemented a nuisance geese egg addling program in which eleven goose nests and 90 eggs were sprayed with vegetable oil. The results were considerably better than anticipated.
- Weed harvesting staff harvested 1,700 cubic yards of milfoil and pond weed.
- 2016 marked the first year that the invasive zebra mussels were detected in Paddock Lake.

ACHIEVEMENTS AND AWARDS

In December, Society Assets of Racine, presented the village with the "Municipal Accessibility Award". The award is given to municipalities that excel in eliminating barriers to persons with disabilities.

In February the village became the first municipality in Kenosha County to be certified as a dementia friendly community. Village staff attended training conducted by Kenosha County Department of Aging to secure the certification.

The waste water treatment staff and village administrator were honored by the Wisconsin Waste Water Operators Association for their success in implementing a village wide chloride reduction program.

OBJECTIVES AND GOALS FOR 2017:

- Continue to administer the chloride reduction program.
- Continue to investigate and repair influx and infiltration of ground water into the sewer collection system.
- Negotiate and purchase land adjacent to the public works facility.
- Develop a yard waste composting site
- Remove dead and dying trees from private property.
- Continue to explore and implement efficiency and cost saving measures throughout village departments.

It is my pleasure to submit my annual report for your review, and please feel free to write, email or stop by with any questions, concerns or comments.

Respectfully,

Timothy A. Popanda
Village Administrator