

VILLAGE OF PADDOCK LAKE BOARD OF TRUSTEES MEETING  
WEDNESDAY, APRIL 17, 2013, 7 PM

The meeting was called to order at 7:00 pm by President Burns.

Village Board attendance: President Burns, Trustees Barbara Brenner, Kathy Christenson, Richard Fish, Gary Kaddatz and Jill Smart. There is currently one vacant trustee position.

Staff present: Administrator/Building Inspector Tim Popanda, Clerk/Treasurer Emily Uhlenhake and Attorney Jeff Davison.

A moment of silence was observed for the victims of the Boston Marathon bombing.

The meeting agenda was posted Monday, April 15, 2013, 3:30 pm at the Village Hall, BMO Harris Bank Paddock Lake Branch and Southport Bank - Paddock Lake Branch.

President Burns moved to approve the minutes from the Regular Board meeting (03/20/13). Seconded by Trustee Brenner and approved by roll call vote (Yes: Brenner, Burns & Smart). Please note that only trustees on the board at that meeting could act on the motion.

Allowances & Disallowances: March 20, 2013 through April 16, 2013; checks 19832 through 19969 totaling \$149,585.27. Trustee Christenson moved to approve the Allowances & Disallowances. Seconded by Trustee Brenner and approved by roll call vote (6-0).

Trustee Kaddatz moved to suspend the Rules of Order to allow citizens to address the board during committee reports. Seconded by Trustee Christenson and approved by roll call vote (6-0).

**PRESENTATIONS, PETITIONS & COMMUNICATIONS:**

*Engineers Report:* None.

*Community Library Report* ó Glenda Morey: The 2012 audit and annual report are complete. Requests for Proposals for attorney services and grounds maintenance are in progress. The process of relocating the Silver Lake branch continues. öFriends of the Libraryö will host a used book sale May 18<sup>th</sup> & 19<sup>th</sup> at the Twin Lakes branch. The next meeting will be April 29<sup>th</sup> at the Salem branch.

Trustee Brenner requested more documentation on usage at the Silver Lake branch. Attorney Davison urged caution that a municipal ownership agreement must be in place before any offer to purchase is submitted for any property.

*Building & Zoning Report* ó Tim Popanda: No building activity at this time.

*Storm water Management Report* ó Tim Popanda: Curbs have been swept, spot repair on storm sewer is completed and the public works have cleaned culvert during the heavy rains. Flooding in the village is minimal for the amount of rain received.

*Elected County or State Officials* ó No officials present.

**REPORTS OF STANDING COMMITTEES**

No committees have met since the April 2<sup>nd</sup> election and the committee structure is being reorganized. President Burns summarized the Committee of the Whole meeting on Tuesday April 16, 2013. Four students participating in the öYouth in Governanceö program will participate as members of village

committees. One each will be seated on the Finance, Public Works, Police & Fire and Health, Welfare & Recycling committees.

*Finance & Administration:* The next meeting will be Wednesday, May 1<sup>st</sup> at 6 pm. President Burns moved to pay all bills over \$1,000. Seconded by Trustee Christenson and approved by roll call vote (6-0).

*Judiciary & Licensing:* The next meeting will be Thursday, May 9<sup>th</sup> at 7 pm. The March court report showed 68 traffic violations, 1 village ordinance violations involving adults, 2 village ordinance violations involving juveniles, 6 indigence hearings and 1 trial

*Police & Fire:* The next meeting will be Thursday, May 9<sup>th</sup> at 6 pm.

*Parks:* Will be combined with Building & Grounds.

*Health, Welfare & Recycling:* The next meeting will be Tuesday, May 2<sup>nd</sup> at 6 pm. The March recycling rebate was \$1,322.50. Green Expo and Spring Clean-Up Day is scheduled for Saturday, June 8<sup>th</sup>.

*Buildings & Grounds:* The next meeting will be Tuesday, May 2<sup>nd</sup> at 5:30 pm. Among the items they will be looking at is replacing the water fountain in the village hall and replacing light posts in the parking lot.

*Public Works:* The next meeting will be Tuesday, May 7<sup>th</sup> at 6 pm. President Burns moved to approve Alpha-Terra Safety Consultants to re-write the employee safety manual in the amount of \$2,900 for the first phase and \$1,675 for the second phase totaling \$4,575. Seconded by Trustee Brenner and approved by roll call vote (6-0). Please note this cost will be paid from the following General Budget account lines:  
P/W #01-41-00-53370 safety expense = \$2,000.  
WWTP #04-21-00-53670 safety expense = \$4,000.  
Water #07-21-00-68970 safety expense = \$300.

*Tree Commission:* Arbor Day is Saturday, April 27<sup>th</sup>, 10 am at the Village Hall; Ludwig Nursery is donating a tree to plant on the south side of the Village Hall.

## **REPORTS OF VILLAGE OFFICIALS:**

*President ó T. Burns:*

President Burns moved to authorize Village staff and Village Attorney to amend Village Ordinance 2.06(a) to combine the Parks Committee with the Building & Grounds Committee creating a new committee known as Building, Grounds & Parks. Seconded by Trustee Christenson and approved by roll call vote (6-0).

President Burns moved to approve the committee assignments as presented. Seconded by Trustee Fish and approved by roll call vote (6-0).

*Clerk-Treasurer – E. Uhlenhake:* The March bank report is in the packets. Associated Appraisal Consultants will conduct "Open Book" for property owners to discuss their property assessments on Thursday, May 25<sup>th</sup>, 1 pm ó 3 pm. "Board of Review" is scheduled for Tuesday, June 11<sup>th</sup>, 5 pm ó 7 pm.

*Administrator – T. Popanda:* No additional report.

*Attorney ó J. Davison:* Attorney Davison stressed to the board that his previous comments relating to the Community Library acquiring property for the Silver Lake branch were not anti-library, but his goal is to prevent problems relating to the land acquisition before they occur.

At Administrator Popanda's request he will conduct short seminar on municipal government basics at 6 pm before the May board meeting.

*Old Business:* None

*New Business:* There will be a statewide tornado drill Friday, April 19<sup>th</sup> at 1 pm. Letters of interest and resumes for the trustee vacancy need to be submitted to President Burns by Friday, May 3<sup>rd</sup>. Residents interested in serving on the Tree Commission, Storm Water Committee, Recycling Committee or Plan Commission should submit letters of interest and resumes to Administrator Popanda by Friday, May 3<sup>rd</sup>.

*Citizen Comments:* Patricia Warner, 24318 75<sup>th</sup> Street inquired as to which committee will oversee functions such as Picnic in the Parks. President Burns explained that it was the responsibility of the Health, Welfare & Recycling Committee.

At 7:50 pm Trustee Kaddatz moved to adjourn. Seconded by Trustee Fish and approved unanimously by voice vote.

Respectfully submitted,

Emily Uhlenhake, Clerk-Treasurer  
Village of Paddock Lake