

VILLAGE OF PADDOCK LAKE BOARD OF TRUSTEES MEETING  
WEDNESDAY, SEPTEMBER 18, 2013, 7 PM

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

Village Board attendance: President Terry Burns, Trustees Barbara Brenner, Kathy Christenson, Dick Fish, Gary Kaddatz and Gloria Walter. Excused ó Trustee Kathy Barry

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

The meeting agenda was posted Monday, September 16, 2013, 4:30 pm at the Village Hall, BMO Harris Bank Paddock Lake Branch and Southport Bank - Paddock Lake Branch.

President Burns moved to approve the minutes (with corrections) from the Regular Board meeting (8/21/13). Seconded by Trustee Christenson and approved by roll call vote (6-0).

Allowances & Disallowances: August 22, 2013 ó September 18, 2013; checks 20494 - 20578 totaling \$129,719.19. President Burns moved to approve the Allowances & Disallowances as presented. Seconded by Trustee Kaddatz and approved by roll call vote (6-0).

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

**PRESENTATIONS, PETITIONS & COMMUNICATIONS:**

*Engineers Report* ó Bob Benson: Lift Station #5 repair bid will be awarded tonight. WWTP issues discussed at the Committee of the Whole have been resolved or are closed to being resolved.

*Community Library Report* ó Glenda Morey: Updated fall programing brochures will be dropped off at the village hall. The garage at the Salem site is being remodeled to be used for storage. The next meeting is Monday, September 23<sup>rd</sup>, 6:30 pm at Twin Lakes.

*Building & Zoning Report* ó Tim Popanda: For the entire month of August through September 18<sup>th</sup> 16 residential permits valued at \$423,700 and 3 commercial permits valued at \$10,700 were issued. Total fees collected equals \$10,470.

*Storm water Management Report* ó Tim Popanda: Erosion control completed on 62<sup>nd</sup> Street where the storm water pipe had separated slightly. Some ditch line repair and cross culvert repair has been completed also.

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

**REPORTS OF STANDING COMMITTEES**

*Finance & Administration:* President Burns

- In addition to the items brought forward tonight the September 10<sup>th</sup> Committee of the Whole discussed the request of Jeannine Johnson, 24517 75<sup>th</sup> Street for relief from sewer charges for a business that is no longer located at that site. Administrator Popanda will inspect the site to ensure the business unit has been abandoned and the committee will review the issue next month.
- Staff was directed to run an ad for seasonal, part time office help.

- The village underwent an Occupational Safety Inspection and the inspection went well with only minor infractions to be corrected.

President Burns moved to pay all bills over \$1,000. Seconded by Trustee Christenson and approved by roll call vote (6-0).

President Burns moved to approve the resolution for the Kenosha County Library levy. Seconded by Trustee Christenson and approved by roll call vote (6-0).

President Burns moved to approve the resolution for tax certification charges. Seconded by Trustee Christenson and approved by roll call vote (6-0). Attorney Davison explained the legal requirements and the time frame for putting special charges on the tax bills.

President Burns moved to authorize the Village Administrator to hire Pathfinder Survey, Inc. of Lake Geneva, Wis. to survey the two village owned parcels formally known as Silver lake Estates. Cost not to exceed \$1,500.00. Seconded by Trustee Fish and approved by roll call vote (6-0).

*Judiciary & Licensing:* Trustee Kaddatz

August Court Report: 1 parking violation, 51 traffic violations, 8 village ordinance violations involving adults, 8 village ordinance violations involving juveniles, 3 pre-trials, 5 Indigency hearings and 0 water patrol citations.

Trustee Kaddatz moved to approve a new operator license for Jessica Spencer (Brass Ball Mobil). License expires June 30, 2014. Seconded by Trustee Walter and approved by roll call vote (6-0).

Trustee Kaddatz moved to approve the new operator's license for Anthony Michel Parker-Corduck (Paddock Lake BP). License expires 06/30/14. Seconded by Trustee Brenner and approved by roll call vote (6-0).

Trustee Kaddatz moved to approve a renewal operator license for Anthony Hansen (Lakeside Sentry). License expires June 30, 2014. Seconded by Trustee Walter and approved by roll call vote (6-0).

*Police & Fire:* Trustee Christenson - No report

*Health, Welfare & Recycling:* Trustee Fish

- The annual recycling grant has been filed with the State of Wisconsin DNR
- August recycling rebate was \$1,106.61

*Buildings & Grounds:* Trustee Brenner

- Old playground equipment has been removed. The ground has been prepped to install new equipment at McAlonan, Hoag and Erickson Parks.

*Public Works:* President Burns - In addition to agenda items the Committee of the Whole discussed the WPDES permit renewal process and punch list items to be completed at the sewer plant.

President Burns moved to award Midwest General & Mechanical, Highland Wis. the contract to repair and rehabilitate Lift Station #5. Costs allocated from account #04-33-00-53667 (lift station maintenance) and #14-00-00-11260 (WWTP Replacement fund). Note: The LGIP WWTP equipment replacement fund balance as of 9/13/13 is \$730,017.59. Seconded by Trustee Fish and approved by roll call vote (6-0).

President Burns moved to authorize the Village Administrator to purchase four skid steer tires from Tredoc Tire Company, Antioch, IL in the amount of \$1,281.75. Cost allocated from account #01-41-00-53364 (machine maintenance & repair). Note: 2013 expenses through August are \$2,141.76, budget balance is \$5,858.24. Seconded by Trustee Kaddatz and approved by roll call vote (6-0).

President Burns moved to award the tree trimming contract to Mike's landscaping in the amount of \$13,700.00; subject to completion of an executed contract between Mike's Landscaping and the Village. Cost allocated to account #01-41-44-53441 (road maintenance). Seconded by Trustee Brenner and approved by roll call vote (6-0).

Trustee Kaddatz provided some additional information about yard signs encouraging drivers to slow down. The village will purchase four signs from Amy Janus, Camp Lake, Wis. at \$6.50 per sign to promote the issue. There will not be a formal motion as stated on the agenda. The village will have a link to the website for any citizens who would like to purchase signs to place on their private property.

*Tree Commission:* The proposed ordinance relating to urban forestry management is still under review. There is DNR grant money for wood utilization training and digitizing the 2007 tree survey conducted in the village.

#### **REPORTS OF VILLAGE OFFICIALS:**

*President* ó Terry Burns: Additional old photos of the village have been reprinted but have not yet been framed. The western Kenosha County Historical Society is hosting an open house on Sunday, October 6<sup>th</sup>, noon - 5 pm at the one room school house in Trevor, Wis. There will be a display of Village of Paddock Lake photos.

*Clerk-Treasurer* – Emily Uhlenhake: The September bank report is in the packets.

*Administrator* – Tim Popanda: Budget workshop will be Thursday, October 10<sup>th</sup> at 5 pm. Trick or Treat is October 31<sup>st</sup>, 4 pm ó 7 pm.

*Attorney* ó Jeff Davison: Two of the subdivision properties owned by the village should be closed on by the next board meeting.

*Old Business:* None

*New Business:* Kenosha County and the Western Kenosha County Kiwanis were congratulated on another successful Oktoberfest at Old Settles Park on Saturday, September 14<sup>th</sup>.

*Citizen Comments:* There was discussion about mattress recycling.

At 8 pm President Burns moved to go into closed session per Wisconsin §19.85(1)(c) for the purpose of considering compensation of any public employee over which the governmental body has jurisdiction or exercises responsibility. Included in the closed session are Village Board, Village Administrator Tim Popanda and Attorney Jeff Davison. Seconded by Trustee Christenson and approved by roll call vote (6-0).

At 9:25 pm President Burns moved to return to open session. Seconded by Trustee Christenson and approved by roll call vote (6-0).

President Burns moved to approve 2% merit pay raises (retroactive to July 1, 2013) to the following village employees:

- Emily Uhlenhake
- Michelle Shramek (based on her prior rate of \$11.50/hour)
- Greg Glaze
- Tom McCormack
- Gary Meyers

Seconded by Trustee Walter and approved by roll call vote (6-0).

President Burns moved to postpone merit pay review for employee Mike Johnson until he returns to work. Seconded by Trustee Kaddatz and approved by roll call vote (6-0).

At 9:30 pm Trustee Kaddatz moved to adjourn. Seconded by Trustee Christenson and approved unanimously by voice vote.

Respectfully submitted,

Emily Uhlenhake, Clerk-Treasurer  
Village of Paddock Lake