

VILLAGE OF PADDOCK LAKE BOARD OF TRUSTEES MEETING
WEDNESDAY, July 20, 2016, 7 PM

Kathy Christenson made a motion to appoint Barb Brenner President Pro Tem for the Village Board Meeting, second by Trustee Walter and approved by roll call vote (4-0)

The meeting was called to order at 7:04 pm by Trustee Brenner.

Village Board attendance: Trustees Barb Brenner, Kathy Christenson, Robert Spencer and Gloria Walter. Excused: President Terry Burns, Trustee Gary Kaddatz and Trustee Dick Fish.

Staff present: Administrator Tim Popanda, Deputy Clerk-Treasurer Michelle Shramek, and Attorney Jeff Davison

The meeting agenda was posted Monday, July 19, 2016, 11:30 am at the Village Hall, Southport Bank - Paddock Lake Branch and BMO Harris Bank – Paddock Lake Branch.

Trustee Brenner moved to approve the minutes from the June 15, 2016. Seconded by Trustee Christenson and approved by roll call vote (4-0)

Allowances & Disallowances: 06/16/16 – 07/19/16; checks 24342 - 24452, totaling \$209,734.65 Trustee Brenner moved to approve the Allowances & Disallowances as presented. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Trustee Brenner moved to suspend the Rules of Order to allow citizens to address the board during committee reports. Seconded by Walter and approved by roll call vote (4-0).

PRESENTATIONS, PETITIONS & COMMUNICATIONS:

Engineers Report – Tim Popanda

- A pre-construction meeting for the sewer cleaning and televising was held July 20th in the morning. A letter and brochure will be sent to the households that will be affected by the sewer cleaning/televising project.

Community Library Report – Kathy Christenson

- There was no meeting this month; the next meeting is scheduled for Friday July 22nd in Twin Lakes.

Building & Zoning Report & Storm Water Management Report – Tim Popanda

- New business in the Paddock Lake Heights Business condos. PT Pros will be opening late fall early winter.
- The catch basin project was completed and waiting for a heavy rain to test it

Elected County or State officials – John Poole

- The Sheriff's contract was approved at the last meeting with a 2% increase scheduled for 2017 and 2018 and a 3% increase in 2019.

2015 Audit Report – Kathy Andrea of Andrea and Orendorff

- The annual audit looks at high risk areas of the financials and rotates areas each year. They also check that internal controls are in place for handling finances. An analysis of governmental

activity (General Fund) and business type activity (Sewer and Water Funds) is conducted. All revenue and expense activity is reasonable. A new facet to the audit this year is the reporting of the pension benefits. A clean audit opinion is issued. The Board was commended for approving new software that will make the office staff more efficient and able to produce better reports.

REPORTS OF STANDING COMMITTEES

Finance & Administration – Trustee Brenner (pro-tem)

- Administrator Popanda requested that with the heat warning starting Thursday July 21st that the Trustees make contact with the elderly residents to check on their well-being. A list will be given to each Trustee. Other topics discussed at Committee of the Whole but will not be acted on are the USDA Loan application and the Public Hearing for the water system.

Trustee Brenner moved to pay all bills over \$1,000 as presented. Seconded by Trustee Christenson and approved by roll call vote (4-0).

Trustee Brenner moved to waive the first reading of ordinance 16.07. Seconded by Trustee Christenson and approved by roll call vote (4-0).

Trustee Brenner moved to approve ordinance 16.07, an ordinance to repeal and recreate section 1.10 of the code of ordinance of the Village of Paddock Lake relating to Municipal Court costs. Seconded by Trustee Christenson and approved by roll call vote (4-0).

Trustee Brenner moved to approve the 2015 financial audit. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Judiciary & Licensing – Trustee Christenson (pro-tem)

- May Court Report: see attached

Trustee Christenson moved to issue new operator's license(s) to the following: Christina Shaw (Walgreens) Sandra Turville (Paddock Lake Citgo) Applicants have completed the Responsible Beverage Servers class and background checks. License expires 6/30/17. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Police & Fire - Trustee Walter

- Trustee Walter summarized the most recent police and fire/rescue reports and the mileage reports.

Trustee Brenner moved to waive the first reading of ordinance 16.08. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Trustee Brenner moved to approve ordinance 16-08, an ordinance to repeal and recreate section 15.08(6)(b) of the code of ordinance of the Village of Paddock Lake relating to regulations of Paddock Lake. Seconded by Trustee Walter and approved by roll call vote (4-0).

Trustee Brenner moved to waive the first reading of ordinance 16.09. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Trustee Brenner moved to approve ordinance 16-09, an ordinance to repeal and recreate section 15.10 of the code of ordinance of the Village of Paddock Lake relating to regulations of Paddock Lake. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Health, Welfare & Recycling – Trustee Spencer

- No report

Trustee Spencer moved to authorize staff to apply the 2015 recycling rebated to the residents recycling bills. Seconded by Trustee Walter and approved by roll call vote (4-0).

Buildings & Grounds - Trustee Brenner

- Administrator Popanda explained the watering of the trees that the village owns.

Public Works – Trustee Brenner (pro-tem)

No additional information from the Committee of the Whole meeting

Trustee Brenner moved to approve Resolution #R16-06, approving a resolution adopting the revised Capacity Management Operation and Maintenance (CMOM) Plan for the Wastewater sewer system. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Trustee Brenner moved to approve Baxter & Woodman work order #160458.30, for the preparation and submittal of preliminary engineers report and environmental report. Costs not to exceed \$15,000. Cost to be allocated to water system account. Seconded by Trustee Christenson and approved by roll call vote (4-0).

Trustee Brenner moved to approve Resolution #R16-07, approving a resolution authorizing the village administrator and Clerk/Treasurer to act on behalf of the Village of Paddock Lake as it pertains to the USDA loan application. Seconded by Trustee Spencer and approved by roll call vote (4-0).

Trustee Brenner moved to award contract to Fox Services, in the amount of \$7,950. Subject to execution of contract between Fox Service and Village of Paddock Lake Seconded by Trustee Christenson and approved by roll call vote (4-0).

Tree Commission – Trustee Christenson

Trustee Brenner moved to authorize village staff to reimburse the below listed residents 50% of the lowest bid received to remove ash trees. Subject to successful removal and inspection of the infested ash trees. Tom Luebke, 6400 236th Ave \$400, William Peterson, 23733 65th St \$475.00, Marion Kaye, 7746 241st Ave \$300 and Brenda Walsh, 6402 240th Ave \$575.00. Cost allocated to account #01-47-36-56912. Seconded by Trustee Walter and approved by roll call vote (4-0).

REPORTS OF VILLAGE OFFICIALS:

President – Terry Burns

No additional information

Clerk-Treasurer – Michelle Shramek

- Deputy Clerk/Treasurer thanked the Board for the support in finishing the Clerk/Treasurer Institute.
- Partisan Primary Election – August 9, 2016
- Committee of the Whole moved to Wednesday, August 10, 2016 at 6 p.m.

Administrator – Tim Popanda

- The USDA loan application is still being worked on. A Public Hearing will need to be scheduled soon for the water system.

Attorney – Jeff Davison
No report

Old Business: None

New Business: None

Citizen Comments: The Western Kenosha County Tennis Association will be holding the annual Rally for Life event at the tennis courts on July 29th & 30th. All are invited to come out and play some tennis.

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

Respectfully submitted,

Michelle Shramek, Deputy Clerk-Treasurer
Village of Paddock Lake