

VILLAGE OF PADDOCK LAKE BOARD OF TRUSTEES MEETING
WEDNESDAY, NOVEMBER 16, 2016, 7 PM

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

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

Staff present: Administrator Tim Popanda, Clerk-Treasurer Emily Uhlenhake and Attorney Jeff Davison

The meeting agenda was posted Monday, November 14, 2016, 2:30 pm at the Village Hall, Southport Bank - Paddock Lake Branch and BMO Harris Bank – Paddock Lake Branch.

President Burns moved to approve the minutes from the October 19, 2016 meeting. Seconded by Trustee Brenner and approved by roll call vote (7-0).

Allowances & Disallowances: October 1, 2016 – October 31, 2016; checks 24600 - 24698, totaling \$161,078.14. President Burns moved to approve the Allowances & Disallowances as presented. Seconded by Christenson and approved by roll call vote (7-0).

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 (7-0).

PUBLIC HEARING

President Burns moved to open the public hearing for proposed 2017 General fund Budget and the 2017 Capital Improvement Budget. Seconded by Trustee Kaddatz and approved by roll call vote (7-0).

President Burns stated the actual levy for operations remains the same. Funds were moved from the road outlay (salt purchases) to offset the reduction in state transportation aids. There were no questions from the board members or the audience.

President Burns moved to close the public hearing for the proposed 2017 General Fund Budget and the 2017 Capital Improvement Fund Budget. Seconded by Trustee Brenner and approved by roll call (7-0).

President Burns moved to adopt the 2017 General Fund Budget as presented. Seconded by Trustee Spencer and approved by roll vote (7-0).

President Burns moved to adopt the 2017 Capital Improvement Fund Budget as presented. Seconded by Trustee Fish and approved by roll call vote (7-0).

President Burns moved to approve the 2017 General fund tax levy in the amount of \$1,568,272. This amount includes \$1,134,699 general operations tax levy and \$433,575 general fund debt service levy. This represents a 0.15% reduction from the 2016 general fund tax levy. Seconded by Trustee Christenson and approved by roll call vote (7-0).

PRESENTATIONS, PETITIONS & COMMUNICATIONS:

Engineers Report – Tim Popanda

- No additional information since the Committee of the Whole meeting

Community Library Report

- There is a vacancy on the Kenosha Library Board if anyone is interested in serving. The strategic planning met for the first time today.

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

- Permits for three single-family new homes have been issued in the last 6 weeks. The administrator is continuing to meet with developers for proposed projects in the TIF district.
- Storm water catch basins are cleaned and curbs are swept for winter.

Elected County or State officials – County Board Supervisor John Poole

- The 2017 budget was approved with a 2.87% increase.

REPORTS OF STANDING COMMITTEES

Finance & Administration – President Burns

- At the C.O.T.W. the board discussed that Administrator Popanda will get copies of other fund balance policies for comparison. The board reviewed the 2015-2016 golf cart report. The KABA recruitment program along with the state’s Fix It program that pertains to Wisconsin roads.

President Burns moved to pay all bills over \$1,000 as presented. Seconded by Trustee Brenner and approved by roll call vote (7-0).

President Burns moved to waive the first reading of Village Ordinance 16-10 amending the municipal judge salary. Seconded by Trustee Walter and approved by roll call vote (Yes: Christenson, Fish, Kaddatz, Spencer, Walter & Burns. Abstain: Brenner).

President Burns moved to approve ordinance 16-10 to repeal and recreate section 3.10(d)(5) of the Code of Ordinances of the Village of Paddock Lake increasing the annual salary of the municipal judge. Seconded by Trustee Spencer and approved by roll call vote (Yes: Christenson, Fish, Kaddatz, Spencer, Walter & Burns. Abstain: Brenner).

President Burns to approve \$0.24/ hour merit pay increase and \$0.25/hour certification pay increase for Court Clerk Cliff Shramek. Seconded by Trustee Brenner and approved by roll call vote (7-0).

President Burns moved to authorize Village of Paddock Lake financial advisor Ehlers & Associates to assist the village with the creation of Tax Increment District No. 2. Costs associated with this project include legal fees, engineering fees and legal postings and will be allocated to the TID No. 1 budget. Seconded by Trustee Christenson and approved by roll call vote (7-0).

President Burns moved to authorize the village administrator to hire Marla McIntyre as a permanent part-time office assistant at a rate of \$11/hour and not to exceed 600 hours per year. This position is an “At will position”.

President Burns moved to authorize village staff to renew property insurance with MPIC in an amount not to exceed \$2,958.00. This amount reflects coverage until February 19, 2017. Seconded by Trustee Christenson and approved by roll call vote (7-0).

Judiciary & Licensing – Trustee Kaddatz

- October Court Report: 18 parking violations, 59 traffic violations, 6 village ordinance violations involving adults, 3 water patrol violations, 6 village ordinance violations involving juveniles, 0 village ordinance violations for golf carts, 4 pre-trials, 0 trials, 0 Indigency hearings, totaling 96 cases.

Trustee Kaddatz moved to approve a renewal operator license for Kalli Brickner (Drifters). Applicant has completed a responsible beverage servers class and background checks. License expires June 30, 2017. Seconded by Trustee Spencer and approved by roll call vote (7-0).

Trustee Kaddatz moved to approve a new operator license for Faith Heg (Brass Ball Mobil) and Michael Sobiewski (Paddock Lake BP). Applicants have completed a responsible beverage server's class and have clear back ground checks. Licenses expires June 30, 2017. Seconded by Trustee Spencer and approved by roll call vote (7-0).

Police & Fire - Trustee Walter

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

Trustee Walter moved to waive the first reading of Ordinance 16-11 relating to sex offender residency. Seconded by Trustee Spencer and approved by roll call vote (7-0).

Trustee Walter moved to approve Ordinance 16-11, an Ordinance to Repeal and Recreate Section 34 of the code of Ordinances of the Village of Paddock Lake Relating to Sex Offender Residency. Seconded by Trustee Spencer and approved by roll call vote (7-0).

Health, Welfare & Recycling – Trustee Spencer

- Christmas parade is Saturday, December 10th. Staff will ask local high schoolers to assist with stuffing the treat bags.

Buildings & Grounds - Trustee Brenner

- No additional information from the Committee of the Whole meeting.

Public Works – Trustee Fish

- At the Committee of the Whole vehicle maintenance was discussed. There were no action items for this meeting.

Tree Commission – Trustee Christenson

Trustee Christenson moved to repeal and recreate the Ash Tree Removal Assistance Policy as it relates to non-conforming tax parcels of common ownership. Policy is effective January 1, 2017. Seconded by Trustee Brenner and approved by roll call vote (7-0).

Trustee Christenson moved to authorize village staff to reimburse village property owners listed on attached spreadsheet 50% of the lowest bid received to remove ash trees. Subject to applicants being up to date on fees and taxes owed to the village and the successful removal and inspection of infested trees. Costs are allocated to 01-49-54-569-132 & 01-51-00-990-901. Seconded by Trustee Brenner and approved by roll call vote (7-0).

REPORTS OF VILLAGE OFFICIALS:

President – Terry Burns

- Kenosha County Council of Governments met Saturday, November 12th at the Village of Pleasant Prairie. Discussion included how to deal with vacant store fronts; lead abatement in water pipes, TIF districts and getting rid of levy limits. President Burns told the group about the village ash tree removal assistance program along with the village efforts to reduce its carbon footprint.

Clerk-Treasurer – Emily Uhlenhake

- October treasurer report included with packet.
- Nomination papers for the April Spring Election can be circulated starting December 1st and must be returned to the clerk-treasurer by January 3, 2017 5 pm. Incumbents not running for re-election must submit the Notification of Non Candidacy by December 23rd, 5 pm.
- February 21, 2017 will be the primary election date if necessary.

Administrator – Tim Popanda

- President Burns and the administrator met with KABA about its business recruitment program. The village is declining to participate.
- Public Works staff will be working overtime hours to get leaves picked up the three days before the Thanksgiving holiday.
- Pier removal deadline was November 1st and non-compliance letters will be mailed to the owners of the piers that have not yet been removed.
- Office staff will be searching building permits for any properties that may have lead pipe issues.

Attorney – Jeff Davison

- No report

Old Business: None

New Business: None

Citizen Comments: None

At 7:44 pm Trustee Fish moved to adjourn. Seconded by Trustee Christenson and approved unanimously by voice vote.

Respectfully submitted,

Emily Uhlenhake, Clerk-Treasurer
Village of Paddock Lake