

VILLAGE OF PADDOCK LAKE BOARD OF TRUSTEES MEETING
WEDNESDAY, DECEMBER 20, 2017, 7 PM

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

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

Staff present: Administrator Tim Popanda and Clerk-Treasurer Emily Uhlenhake. Also present was Attorney Jeff Davison and Engineer Mark Kolczaski.

The meeting agenda was posted December 18, 2017, 11:30 am at the Village Hall, on the Village website, Southport Bank - Paddock Lake Branch and BMO Harris Bank – Paddock Lake Branch.

Trustee Brenner chaired the meeting in the absence of the president.

Trustee Brenner moved to approve the minutes from the November 15, 2017 regular board meeting, Seconded by Trustee Spencer and approved by roll call vote (5-0).

Allowances & Disallowances: November 1, 2017 – November 30, 2017 totals \$210,999.03. Trustee Brenner moved to approve the Allowances & Disallowances as presented. Seconded by Trustee Christenson and approved by roll call vote (5-0).

Trustee Brenner moved to suspend the Rules of Order to allow citizens to address the board during committee reports. Seconded by Trustee Spencer and approved by roll call vote (5-0).

PRESENTATIONS, PETITIONS & COMMUNICATIONS:

Engineers Report – Mark Kolczaski

- STH 50 water main design continues along with water systems improvements design and USDA documents preparation.
- Water system improvements design continues.
- 251st Avenue water main – TID #2 design is complete and incorporated into the STH 50 water main project.
- Sanitary sewer rehabilitation project is being prepared for bidding.
- 2018 street improvements is in initial stages.

Community Library Report – Trustee Walter

- The director's evaluation is in progress.

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

- There have been multiple inquiries about construction new homes in the village. Currently working with Bear Development regarding development at STH 50 & STH 83.
- Storm water tasks are completed for 2017.

Elected County or State officials

- None present

REPORTS OF STANDING COMMITTEES

Finance & Administration – Trustee Brenner (pro-tem)

Trustee Brenner moved to pay all bills over \$1,000 as presented. Seconded by Trustee Walter and approved by roll call vote (5-0)

Trustee Brenner moved to approve a Pre-Developers agreement between the Village and Bear Development LLC to reimburse the Village for all expenses associated with Baxter & Woodman's work order No. 170288.40. This is subject to Bear Development agreeing to the Pre-Developers agreement and the associated Guaranty of Payment agreement. Seconded by Trustee Christenson. Attorney Davison recommended approval however cautioned the board that village engineers should not be designing projects for developers even though they will be reimbursing the village for the costs. Should the project not come to fruition the village is stuck with those costs. The motion was approved by roll call vote (5-0).

Trustee Brenner moved to appoint the following unaffiliated poll workers for the term 1/1/18 through 12/31/19: Chief Inspectors – Sally Crnich, Karen Harris, Tom Luebke and Marjory Smelzer. Inspectors – Kathy Frett, Linda McKinney, Kallie Shramek and Sarah Washack. Alternates – Louise Gillmore, Bill Knigge, Marla McIntyre, Patricia Merrill, and Gloria Walter. Seconded by Trustee Christenson and approved by roll call vote (5-0).

Judiciary & Licensing – Trustee Walter (pro-tem)

The November 2017 court report citations: Parking (3), Traffic (42), Village Ordinance-Adult (8), Village Ordinance-Juvenile (8), Indigency Hearings (0), Pre-Trials (0), Trials (0), Golf Cart (0), Water Patrol (0)

Trustee Walter moved to issue a new Operator License to Alyssa Jecevicus (Walgreens). The applicant has completed a responsible beverage server's class and background check. License expires 6/30/18. Seconded by Trustee Christenson and approved by roll call vote (5-0).

Trustee Walter moved to issue a renewal Operator's License to Allyson Crutchfield (Drifters). Applicant has completed a responsible beverage server's class and background check. License expires 6/30/18. Seconded by Trustee Christenson and approved by roll call vote (5-0)

Trustee Walter moved to appoint Jeanette A. Hansen as agent for New Midwest Rentals (Paddock Lake Marathon). Applicant meets residency requirement and background check is clear. Seconded by Trustee Christenson and approved by roll call (5-0).

Police & Fire - Trustee Walter

- The Sheriff's report was reviewed. There was no report available from Salem Lakes Emergency Services.

Health, Welfare & Recycling – Trustee Spencer

- There was a smaller turnout for participants in the Christmas parade however there was a good turnout for visiting with Santa. Almost all 150 of the treat bags were given out. There was some discussion about changing the date to the second Saturday and the need to increase participation.
- Trustee Brenner thanked the board members and their families that helped out.

Buildings & Grounds - Trustee Brenner

- No report

Trustee Brenner moved to authorize the village administrator to order 45 Atlas brand stackable chairs from amazon at a price not to exceed \$1,145. Costs allocated from account #01-31-00-516-352. Seconded by Trustee Kaddatz and approved by roll call vote (5-0).

Trustee Brenner moved to accept the competitive bid from Reliable HVAC for the replacement of two air conditioning units, line sets, cooling coils, electrical circuitry and WI-FI thermostats with a cost not to exceed \$6,507.50. Costs allocated from CIP account #03-31-00-510-910 (facilities). Seconded by Trustee Kaddatz and approved by roll call vote (5-0).

Public Works – Trustee Kaddatz

- The new bobcat skid steer was delivered. The village received a 2018 model for the 2017 price.

Trustee Kaddatz moved to authorize the village administrator to accept the proposal from Westosha Concrete in the amount of \$10,000 for the installation of a five inch concrete slab within building #5. Seconded by Trustee Christenson and approved by roll call vote (5-0).

Trustee Kaddatz moved to authorize the village administrator to purchase replacement forestry equipment and new forestry equipment from various vendors with a cost not to exceed \$3,949, attached is staff report 17-12-80 listing the purchases. Seconded by Trustee Christenson and approved by roll call vote (5-0).

Tree Commission – Trustee Christenson

Trustee Christenson moved to reimburse village staff to reimburse the following ash tree assistance applicants after the successful removal of diseased ash trees:

Crisp, 6210 243 rd Ave.	\$640
Carus, 6323 248 th Ave.	\$425

Seconded by Trustee Walter and approved by roll call vote (5-0)

Trustee Christenson moved to approve the 2017 Tree City report and 2018 Tree City application. Seconded by Trustee Kaddatz and approved by roll call vote (5-0)

Trustee Christenson moved to approve the Tree City USA and Arbor Day Proclamation, setting Arbor Day festivities for Saturday, April 21, 2018. Seconded by Trustee Walter and approved by roll call vote (5-0).

REPORTS OF VILLAGE OFFICIALS:

President – Terry Burns

- Not present

Clerk-Treasurer – Emily Uhlenhake

- November treasurer report included in packet
- Nomination papers for April 3, 2018 Spring Election: First day to circulate papers is December 1, 2017. Must be returned by Tuesday, January 2, 2018, 5 pm. February 20, 2017 is the Spring Primary if required.
- Non Candidacy papers for incumbents must be submitted by Friday, December 22, 2017, 5 pm

Administrator – Tim Popanda

- Village hall and public works will be closed Dec. 22, 25, 31, 2017 and January 1, 2018 for the holidays.
- Merry Christmas to all.

Attorney – Jeff Davison

- No report

Old Business: None

New Business: None

Citizen Comments: None

At 7:40 pm Trustee Brenner moved to adjourn. Seconded by Trustee Spencer and approved unanimously by voice vote.

Respectfully submitted,

Emily Uhlenhake, Clerk-Treasurer
Village of Paddock Lake