

VILLAGE OF PADDOCK LAKE BOARD OF TRUSTEES MEETING
WEDNESDAY, MARCH 21, 2018, 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, Gary Kaddatz, Chris Kram, Robert Spencer and Gloria Walter.

Staff present: Administrator Tim Popanda, Mark Kolczaski and Administrative Assistant Marla McIntyre. Also present was Attorney Jeff Davison.

The meeting agenda was posted March 19, 2018 at the Village Hall, First American Bank - Paddock Lake Branch and BMO Harris Bank – Paddock Lake Branch.

President Burns requested to move Old Business, New Business and Citizen Comments prior to closed session. The Board did not have any objections with President Burns request.

President Burns moved to approve the minutes from the February 21, 2018 regular board meeting, Seconded by Trustee Spencer and approved by roll call vote (7-0).

Allowances & Disallowances: February 1, 2018 – February 28, 2018 totaling \$196,707.33. President Burns moved to approve the Allowances & Disallowances as presented. Seconded by Trustee 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 Kram and approved by roll call vote (7-0).

PRESENTATIONS, PETITIONS & COMMUNICATIONS:

Engineers Report

- No additions since the Committee of the Whole meeting.

Community Library Report – Trustee Walter

- The next meeting is March 26th 6:30 pm at the Twin Lakes branch
- The audit is in March
- Library Week is April 8-14
- The library will be having a food for fines event
- The library installed new lights in the parking lot on February 27th and 28th
- The library is having discussions with the Sheriff's Department to coordinate with Salem Grade School when there are events like the recent lock down

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

- No report
- There is a storm sewer drain at 234th Avenue and 62nd Street that needs some repairs due to eroding soil. There are barricades around it and public works will be working on it next week.

Elected County or State officials

- No report

REPORTS OF STANDING COMMITTEES

Finance & Administration – President Burns

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

President Burns moved to approve Resolution R18-01, transferring carryovers from the 2017 General Fund to the 2018 Capital Improvement Funds. Seconded by Trustee Brenner and approved by roll call vote (7-0).

President Burns moved to approve the replacement of the current website with TownWeb at a cost not to exceed \$1,803. Seconded by Trustee Walter and approved by roll call vote (7-0).

President Burns moved to authorize the Village staff to enter into an agreement with GovPay.net for credit card and bank card payment services. Seconded by Trustee Spencer and approved by roll call vote (7-0).

Trustee Kaddatz moved to authorize the Village President and the Village Administrator to sign the auditor's engagement agreement. Seconded by Trustee Christenson and approved by roll call vote (7-0).

President Burns moved to authorize the Village Administrator to enter the village into an employment agreement with Darin McKinney to cross train between the Public Works Department and Sanitary Sewer Department. Seconded by Trustee Kaddatz and approved by roll call vote (7-0).'

Judiciary & Licensing – Trustee Kram

The February 2018 court report citations: Parking (3), Traffic (36), Village Ordinance-Adult (7), Village Ordinance-Juvenile (5), Indigency Hearings (1), Pre-Trials (2), Trials (0), Golf Cart (0), Water Patrol (0)

Trustee Kram moved to issue a new Operator License to Courtney Mecchella (Paddock Lake Marathon). The applicant has completed a responsible beverage server's class and background check. Licenses expire 6/30/18. Seconded by Trustee Spencer and approved by roll call vote (7-0).

Trustee Kram moved to issue a new Operator License to Ashley Derflinger (Drifters). The applicant has completed a responsible beverage server's class and background check. Licenses expire 6/30/18. Seconded by Trustee Walter and approved by roll call vote (7-0).

Trustee Kram moved to appoint Donna C. Blankenship as agent for New Midwest Rentals (Paddock Lake Marathon). Applicant meets residency requirement and background check is clear. Seconded by Trustee Spencer and approved by roll call vote (7-0).

Police & Fire - Trustee Walter

- The February Emergency Services Report was reviewed.
- The Sheriff's report was also reviewed.

Health, Welfare & Recycling – Trustee Spencer

- No report.

Buildings & Grounds - Trustee Brenner

- No report

Trustee Brenner moved to accept the lowest lawn maintenance proposal from Fox Services Inc. in the amount of \$14,000 per year, also to authorize the Village President to sign the lawn maintenance contract with Fox Services Inc. Seconded by Trustee Christenson and approved by roll call vote (7-0).

Public Works – Trustee Kaddatz

- No report

Trustee Kaddatz moved to approve and accept the lowest responsible road improvement bid from Pane & Dolan for pavement improvements on 61st Street, 245th & 246th Avenue, 72nd and 74th Street not to exceed \$391,714.80. Seconded by Trustee Brenner and approved by roll call vote (7-0).

Trustee Kaddatz moved to approve engineer and construction service work order with Baxter & Woodman Engineering for the 2018 road rehabilitation project with an amount not to exceed \$18,000. Seconded by Trustee Christenson and approved by roll call vote (7-0).

Trustee Kaddatz moved to authorize Village Administrator to hire Halverson Door to install a new overhead door in building #12 at the DPW facility with a cost not to exceed \$1,728. Seconded by Trustee Brenner and approved by roll call vote (7-0).

Trustee Kaddatz moved to approve Baxter & Woodman work order #180170.30 for preparing a preliminary compliance alternative plan for phosphorus removal, with a cost not to exceed \$9,000. Seconded by Trustee Kram and approved by roll call vote (7-0).

Trustee Kaddatz moved to approve and accept the lowest responsible sanitary sewer rehabilitation bid and contract from Visu-Sewer for sanitary sewer collection system repairs in the amount not to exceed \$142,980. Seconded by Trustee Brenner and approved by roll call vote (7-0).

Trustee Kaddatz moved to approve Baxter & Woodman work order #170964.60 in the amount of \$13,450 for project oversight and construction service. Seconded by Trustee Christenson and approved by roll call vote (7-0).

Trustee Kaddatz moved to authorize the Village Administrator to enter into an information technology management contract with Allan ICS Systems for IT support at the WWTP on a time and material basis. Seconded by Trustee Christenson and approved by roll call vote (7-0).

Tree Commission – Trustee Christenson

- Trustee Christenson asked if we received any clarification from the lowest bidder for the removal of the remaining ash trees. The Administrator stated that he spoke with the contractor and he has other contractors who work with him and the equipment needed to complete the job. The Administrator also stated that Attorney Davison and himself will need to draft a letter on what the homeowners can expect in additional fees and costs associated with the tree removal.

Trustee Christenson moved to authorize village staff to reimburse Scott Garland \$445 from the Ash Tree Removal Assistance Fund. Subject to successful removal and inspection of infected trees at 24301 66th Street. Seconded by Trustee Brenner and approved by roll call vote (7-0).

REPORTS OF VILLAGE OFFICIALS:

President – Terry Burns

- No report

Clerk-Treasurer – Emily Uhlenhake

- February treasurer report included in packet
- Spring General Election, Tuesday, April 3, 2018

Administrator – Tim Popanda

- No report

Attorney – Jeff Davison

- No report

Old Business: None

New Business: None

Citizen Comments: Scott Garland stated that the PHLA boat parade will be on Saturday, June 30, 2018 at 6:00 p.m. with line-up starting at 5:00 p.m.

At 7:40 pm President Burns moved to go into closed session per Wis. Statute §19.85(1)(e) for the purpose of contract negotiation. Included in the closed session will be the Village Board members, the Village Administrator and Attorney Jeff Davison. The Board will not return into open session. Seconded by Trustee Christenson and approved by roll call vote (7-0).

No action was taken as a result of the closed session. President Burns moved to adjourn from closed session. Seconded by Trustee Christenson and approved by voice vote.

Meeting adjourned at 8:26 p.m.

Respectfully submitted,

Marla McIntyre, Administrative Assistant
Village of Paddock Lake