

**VILLAGE OF PADDOCK LAKE**  
**ANNUAL REPORT OF VILLAGE ACTIVITIES**  
**2018**

To the Honorable Village President; Terry Burns, Village Trustee Barb Brenner, Kathy Christenson, Gary Kaddatz, Christopher Kram, Robert Spencer, Gloria Walter and the residents of Paddock Lake. I submit to you the following 2018 Village Administrator's annual report.

This annual report, chronicles a year of hard work and success for a municipality with a staff of eight (8) who continue to provide the highest quality of service to the community and its residents.

In 2018, the Village Board of Trustees and its dedicated staff maintained a financially strong community with an overall operating budget of \$1.855 million dollars, while providing top quality services.

The Village of Paddock Lake is a community on the rise, with an ever increasing diverse population, a progressive and regionally competitive community with a solid vision for economic growth and development. As a municipality located on a heavily traveled traffic corridor, in the center of the County, Paddock Lake has positioned itself for long-term growth and prosperity. The creation of a second Tax Incentive District and the expansion of the Municipal Water Utility District, the Village continues to work on projects that will positively impact the business and development climate within the Village.

The attached department reports reflect the specific efforts, activities and achievements of the Village of Paddock Lake during the calendar year 2018. In order to put the efforts into context and perspective, the following summarizes and recaps major community events, milestones and or arising issues experienced during the year:

**JANUARY**

- The Village Board of Trustees renewed the existing liability, property and Workers Compensation insurance policies
- The Village Board approved a preliminary Developers Agreement with Bear Development for a commercial retail center at STH 50 and STH 83
- The Board approved Resolution R18-01, authorizing on street parking for ice fishing derbies

**FEBRUARY**

- The Board amended the Owner- Engineer agreement for the water system
- Trustees approved payment to Salem Lakes for water patrol service

## **MARCH**

- The Village Board Approved Resolution R18-02, transferring carryovers from the 2017 General Fund to the 2018-2022 Capital Improvement Fund plan, in the amount of \$143,000
- Village Trustees authorized staff change website providers to the new carrier of Town Web
- The Village Board Authorized Village President and Village Administrator to sign the auditor's engagement letter.
- Village Trustees awarded Fox Service a two (2) contract to maintain Village managed parks, public open spaces and Village facilities as it pertains to lawn maintenance, in the amount of \$14,000 per year.
- The Village Board approved the 2018 street Improvement bids with Stark Asphalt in the amount of \$391,714
- The Village Board approved engineering work order No. 180120.30 in the amount of \$9,000 for the oversight of the 2018 Street Improvement Project.
- Board of Trustees approved Sanitary Sewer Rehabilitation bids with Visu-Sewer in the amount of \$142,980
- Board of Trustees approved Engineering Work Order No. 170964.40 in the amount of \$13,450

## **APRIL**

- The Village Trustees authorized staff to enter into an agreement with We Energies to replace 25 existing High-Pressure Sodium lights with new LED lights with a cost not to exceed \$3,750
- Trustees approved bids to replace Village Hall sidewalk guardrail at a cost not to exceed \$1,135
- Trustees authorized Village Administrator to purchase 125 tons of road salt
- Village Trustees authorize staff to hire Kenosha County Highway Dept. to crack seal pavement.

## **MAY**

- Trustees Approved Conditional Use Permit for new sign at First American Bank
- Village Board of Trustees entered into an Intergovernmental Agreement with the Town of Wheatland for water patrol services.
- The Village authorized the Administrator to purchase traffic control devices at a cost not to exceed \$2,539
- Trustees authorized the approval of Resolution No. R18-03 adopting Water System Consumer Confidence Report

- Village Board authorized the Administrator to hire Wanasek Co. to replace failing storm water collection system at 239<sup>th</sup> Ave. and 61<sup>st</sup> Street in the amount of \$23,900

## **JUNE**

- The Board of Trustees Approved an option to purchase of out lot No.2 of Whitetail Ridge Subdivision between The Village and TNG 26,LLC
- The Village Board approved Memo of Understanding between the Village and WISDOT requiring future developers to submit Traffic Impact Analysis.
- Village Board passed Resolution R18-04, approving a preliminary compliance alternative plan for the Village sanitary treatment plant.
- Board approved Water Utility District easement on Village property
- Trustees held a public hearing to approve liquor licenses, cabaret licenses, cigarette license and operator's licenses.
- Trustees passed Resolution No. 18-05 approving the 2017 WWTP's CMAR
- Trustees authorized the Administrator to hire Westosha Concrete to modify the sewer treatment plant sludge drying beds at a cost of \$2,100
- Board of Trustees entered into a preventative maintenance agreement with Xylem pump for sanitary sewer lift station and treatment plant pump maintenance at an annual cost of \$2,000
- Board of Trustees approved the tree removal contract with Happ's tree service in the amount of \$29,000 for the removal of nuisance Ash trees.

## **JULY**

- Board of Trustees passed Resolution No. R18-06 vacating a portion of 76<sup>th</sup> St.
- The Village Board of Trustees approved easements and land transactions with TNG26, LLC for the Whitetail Ridge Apartment development.
- The Village Board of Trustees accepted the 2017 audit presented by Kathy Andrea of A&O Certified Public Accountants.
- The Board of Trustees approved interim financing with Community State Bank in the amount of \$1.4M for public infrastructure
- The Village Board Approved engineering service work order No. 170288.60 for public infrastructure improvements in the Whitetail Ridge Subdivision.
- The Village Board entered in to closed session to discuss employee performance reviews.
- The Village Board approved a public infrastructure bid from Willkomm Excavating in the amount of \$2.9M

## **AUGUST**

- The Village Board repealed and recreated the Slow-No Wake boating Ordinance section 15.06

- The Village Board authorized Ehlers and Associates to refund \$1.4M and advertise for sale General Obligation Bonds in the amount of \$3.215M.
- Trustees authorized the Village staff to pay the WDNR environmental impact fees in the amount of \$3,271
- Village Board of Trustees authorized the Administrator to Hire Mike Schoenke as a full-time Public works employee.

#### **SEPTEMBER**

- Trustees approved Resolution R18-11 exempting the Village from paying Kenosha County Library tax.
- The Village Board
- Trustees approved Resolution R18-12 as preliminary notice of special assessments
- Trustees approved the purchase of new R/W mower from John Deere for a cost of \$2,622

#### **OCTOBER**

- The Village Board promoted the Deputy Clerk/Treasurer to Clerk/Treasurer
- Village Board approved Clerk/Treasurer employment contract
- Village Board of Trustees promoted Administrative Assistant to Deputy Clerk/Treasurer
- Trustees approved the 2019 police services contract with Kenosha County Sheriff's Department.
- Village Board approved amendment to John's Disposal contract
- Village Board of Trustees approved pay request No. 1 to Willkomm Excavating in the amount of \$336,846 for infrastructure improvements in the Whitetail Ridge Subd.
- Board of Trustees approved Ordinance No. 18-02 to repeal and recreate Table A, section 7.57 adding commercial CBRF.

#### **NOVEMBER**

- Village Board of Trustees held a public hearing for the 2019 General Fund and the 2019 Capital Improvement Fund Budget
- Village Board adopted the 2019 General Fund, Capital Improvement, Sanitary Sewer, Water Utility System and Tax Incentive District No.1 Budgets.
- Village Board authorized the Administrator to purchase new office computers
- The Village Board voted to deny requests to snowplow private roads and drives.
- Village Board authorized the Administrator to purchase a replacement 60KW standby generator for sanitary sewer lift station No. 3

## **DECEMBER**

- Village Board approved Resolution R18-15 excepting the USDA Right-of-Way use map
- Board of Trustees authorized staff to purchase forestry equipment.
- Trustees approved the 2019 Tree City application and set the Arbor Day activities for April 27, 2019.

## **GENERAL STATISTICS**

During 2018, the Administrative Department staff accomplished the following:

- Processed and investigated four (4) general liability claims.
- Issue two (2) community newsletter
- Processed and issued twenty-six (26) golf cart permits.
- Processed nineteen (19) Ash tree removal assistance applications, with cost share of \$7,390
- Processed sixty-one (61) special assessment requests
- Issued 318 dog licenses, 279 Neutered/Spayed and 22 unaltered, 2 service dogs
- Issued 139 Kenosha County dog park passes
- Issued thirteen (13) coin machine licenses
- Processed and issued eight (8) retail cigarette licenses
- Processed and issued six (10) Class A and Class B Liquor licenses
- Processed and issued two (2) Cabaret entertainment licenses.

## **GENERAL ADMINISTRATION**

Fifteen (15) Recognitions, Resolutions and Proclamations were prepared and submitted by Administrative staff in 2018:

R18-01 -Budget carryovers

R 18-02- Consumer Confidence Report (CCR)

R18-03- WWTP Preliminary compliance plan

R18-04- WWTP 2018 CMAR

R18-05-Borrowing \$1.446M from Community State Bank

R18-06- Vacate 76<sup>th</sup> Street R/W

R18-07- Initial Resolution for G.O. Bonds for TID No. 2

R18-08- Initial Resolution for refunding \$1.5M

R18-09- Resolution for the sale of G.O. Corporate Bonds 2018 series A

R18-10- Resolution to award G.O. Corporate Bonds 2018 series A

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R18-11- Resolution exempting the Village from Kenosha County Library taxes

R18-12- Preliminary resolution for tax bill special assessments

R18-13- Final resolution approving tax bill special assessments

R18-14- Temporary suspend on street parking regulations at Hooker Lake boat launch

R18-15- Resolution authorizing the use of Village R/W for water system

Proclamation- Issued the 2018 Arbor DAY Proclamation

One hundred and thirty-five (135) staff reports were written and prepared by Village Administrative staff for Village Boards use.

Administrative staff also provided the Village Board, Planning Commission and Lake Rehab District Commissioners information at closed sessions, study sessions, public hearings and special meetings.

### **FINANCIAL PLANNING and ANALYSIS**

As in past years the Village Administrative Department took the lead role in the developing of the 2019 annual General Fund, Wastewater, Water Utility, Capital Improvement Fund and the Lake Rehabilitation fund budgets. Village staff brought forward for review and approval balanced budgets.

#### Financial Statistics

Invoice Obligations Processed	1,010	Cash Receipts Processed	2680
Payroll Checks Processed	309	Purchase orders	169

### **HUMAN RESOURCES /LABOR RELATIONS**

Administrative staff continued to administer the benefits program for our full-time employees, including conducting the annual open Group Health Care enrolment in October of 2018.

Staff continued to administer the Group Health, Dental, Vision, Life Insurance, short term disability Insurance and Workers Compensation insurance program. Staff also administrated the Wisconsin Public employee's retirement system.

Each full-time employee received performance reviews in 2018

Staff recruited one new public employee in 2018

### **RISK MANAGEMENT**

Village Administrative staff continued to implement and revise various policies and procedures to stay compliant with Liability and Property Insurance carriers risk management recommendations.

Village staff processed a total of four (4) liability claims during the 2018 calendar year. In addition, staff conducted and wrote ten (10) incident reports in anticipation of liability claims.

### **LEGISLATIVE and INTERGOVERNMENTAL ACTIVITIES**

Administrative staff worked with Kenosha County and Wisconsin Department of Transportation to implement a Memo of Understanding for development adjacent to State and County Highways.

Administrative staff worked with State Representatives to recommend the Village of Paddock Lakes position on the Dark Store legislation, Property Owners Bill of Rights, and storm water regulations.

### **BUSINESS and COMMUNITY SUPPORT**

Village Administrative staff continued serve as a contributing member to the Kenosha County Retail Planning and Recruitment program.

### **PUBLIC SAFETY**

Staff continued to work closely with the Kenosha County Sheriff's Department to ensure the implementation of the Village Boards safety goals were being adhered to. The following is the KCSD annual report of activities:

- 1,012 phone calls
- 298- 911 Emergency calls
- 2,068 Officer initiated contacts
- 23 walk-ins for service
- 830 Citations issued
- 141 Criminal arrests
- 34,000 miles patrolled
- 6,060 hours of patrol and enforcement

Staff continued to provide technical support and assistance to the Village contract Fire and Rescue service provider, Salem Lakes Fire and Rescue.

Village staff conducted two hundred and twelve (212) ordinance enforcements in 2018:

- 19 overgrown lawns
- 12 Abandoned or non-operable vehicles
- 23 Nuisance enforcements

- 21 Dog License enforcements
- 4 Dilapidated buildings
- 2 Tenant/landlord complaints
- 122- Dangerous tree enforcements
- 4 Storm water enforcements
- 4 Illegal dumping enforcements
- 1 RSO Registered Sex Offender residency enforcements.

**HEALTH-WELFARE AND RECYCLING**

The Health-Welfare and Recycling department continues to see exceptional single stream household recycling results from the Village residents. The Department continued to see increased participation in the Fourth of July Bike Parade and the Christmas Parade.

<u>Recycling</u>	<u>Activities</u>
427 tons of recyclables	Bike Parade, 163 participants
Recycling grant award \$14,563	Christmas Parade 86 participants
276 pounds per capita recycled	

**BUILDING AND ZONING DEPARTMENT**

The Building Department continues to see an increase in activities, not only the increase in permits and projects but also inquiries into residential land development and commercial development. During the year the Building Department maintained a high level of public service that produced the following:

- 635 phone calls for service
- 587 walk-ins for service
- 29 residential plan reviews
- 12 commercial plan reviews
- 144 permits issued
- 221 site inspections
- 83 zoning and development questions answered
- Participated with Planning Commission to approve new Multi-Family Developements

**Building Inspection Report 2018**

<u>RESIDENTIAL</u>	<u>VALUE REPORTED</u>
3-NSFH	\$1,035,000
13- SFH Additions/alterations	\$280,000
30- Roof/siding	\$192,000
8- Decks	\$20,000
25- HVAC/Elec. And plumbing	\$59,997
31- Fences/Driveways and pools	\$142,415
7- Detached garages and sheds	\$40,500



**COMMERCIAL**

1- New Multi-Family	\$3,800,000
13-Alterations	\$168,600
10 Signs	\$69,300
3- Cell tower alterations	\$96,000
<b>144</b>	<b>\$5,903,812</b>

**FEES COLLECTED**

Permits	\$50,135
Sewer	\$12,000

**PUBLIC WORKS**

The Public Works Department is responsible for one of the largest parts of the Village annual Budget, including Capital Improvement Program projects, Yard Waste recycling, Snow removal, Park System maintenance, storm water system, right-of-way improvements, street maintenance, Village trees, and Village owned facilities.

The Department provides staff support to the Waste Water Dept., Water Utility and the Lake Rehab district.

During 2018, the Dept. was staffed by three (3) full-time employees and one (1) seasonal part-time employee.

The following is a summary of items completed by the Publics Works Department during calendar year 2018.

**SERVICE STATISTICS**

Pavement Main.	42	Pavement markings	1.4 miles
Storm water main.	36	Culvert replace	2
Traffic signs	23	Weed spray	6 events
Park Main.	29	Trees pruned	73
Tree removals	19	Trees planted	9
Mosquito spraying	12	Mosquito treatment	31
YRD. Waste	2250 tons	Tree Brush	189 tons
E-waste	5.5 tons		
Snow removal	26 events	Road salt/gravel	165 tons
Facility Main.	11	Lk. Dist.	16
Goose Egg addling	10 nests	Set buoys	24
Shouldering	1.3 miles	Ditch Main.	32

## REGULATORY COMPLIANCE

Storm water MS4 annual report  
Yard Waste Report

Chloride reduction  
OSHA/SPS report

## TREE COMMISSION

The Village tree commission oversees the Village urban forest and administers the Ash Tree Removal Assistance program. The Commission reviewed 26 resident applications for assistance and awarded 19 tree removal assistance grants and denied 0 applicants. These 19 grants assisted residents with the removal of 31 ash trees.

The Commission purchased and distributed 275 saplings to Village residents who lost mature trees as a result of the Emerald Ash Borer (EAB). In addition, the Commission along with volunteers planted a 2 ½ inch caliper Red Maple during the Arbor Day activities.

## BUILDING AND GROUNDS

The Building and Grounds encompasses Village owned facilities, Parks, Boat launches, and property defined as Property in the open. 2018 saw the following activities and services provided:

- 56 Park maintenance activities
- 38 Boat launch visits for site maintenance
- 12 Village hall rentals
- 197 users of the Paddock Lake boat launch
- 431 users of the Hooker Lake boat launch
- 43 Hooker Lk. Season passes
- 15 Paddock Lk. Season passes

## OBJECTIVES AND GOALS FOR 2019

- Continue to negotiate with the WDNR to renew the Villages Wastewater Treatment Plant permit
- Continue to improve emergency preparedness of each Village Department
- Continue to work with Kenosha County Retail recruitment group to recruit business
- Continue to work with the USDA Rural Development Program to finance the Village water utility improvement project
- Seek competitive pricing for the replacement of Village pickup
- Investigate cost saving measures in all departments
- Continue to administer the Capital Improvement Program
- Implement a rural storm water ditch line improvement plan and project
- Continue to perform pavement maintenance

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- Submit a Wisconsin Public Service Commission application for water system improvements
- Seek competitive bids from qualified contractors to reconstruct the 62-year-old water pumping and treatment facility.
- Seek competitive bids from qualified contractors to install an interconnecting water main on STH 50.

My continued thanks to our Village Board of Trustees, Village employees and the Paddock Lake community for their support of me and the Village of Paddock Lake.

May 2019 be even more productive and exciting.

Sincerely;

Tim Popanda  
Village Administrator