



## **Minutes | March 11th, 2024 | 7:00 PM**

### **Board of Trustees (BOT) Meeting**

**Call to Order** | President Schall called the meeting to order at 7:03 PM.

**Roll Call** | President Mark J. Schall, Treasurer Robert E. O'Brien, Public Works Trustee #1 Rich Schmitt, Water & Wastewater Trustee #2 Rick Cermak, Constable Kristin Wright, Clerk Dori A. Panthofer

**Public Attendees** | Interim Police Chief Tommy Sharrett, Wind Point Public Works Supervisor Scott Rewolinski

**Public Comment** | None

#### **Approval of Board of Trustees Meeting Minutes**

- November 27th, 2023 BOT Meeting minutes
- January 8th, 2024 Village Caucus and BOT Meeting minutes
- November 28th, 2023 Public Land Task Force (Greenspace) minutes
- February 5th, 2024 Planning Commission & Town Hall Meeting minutes
- February 12th, 2024 BOT Meeting minutes
- March 5th, 2024 SUM minutes

Action: Motion to approve all meeting back minutes as written made by Constable Wright and seconded by Trustee Cermak.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Motion carried at 7:05 PM.

#### **Trustee's Report (1) – Rich Schmitt**

- 2024 Landscaping maintenance agreement (Aspen Property Care LLC)

Action: Motion to accept the 2024 Aspen Property Care LLC proposal (dated February 7th, 2024), with a request to clean the drains along the bridges and culverts made by Trustee Cermak and seconded by Constable Wright. made by Trustee Cermak and seconded by Constable Wright. Constable Wright asked to include a request to clean the drains along the bridge and culverts.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Motion carried sy 7:122 PM.

Additional action: The Village is to obtain an additional estimate from Aspen to address knotweed and ravine maintenance west of Village Hall; estimate to include an option to both pull and/or clearcut.

### *Continued - Trustee's Report .*

- New Wind Point Public Works Supervisor Scott Rewolinski introduced himself and wanted to lay the groundwork for procedures. Does the North Bay Board of Trustees want to be proactive (such as changing out street signs to comply with DOT reflectivity and readability standards) and bill North Bay? Or should WPDPE be reactive (for non-emergent situations)?
  - Action: When Wind Point Public Works sees an issue, per President Schall, Wind Point should notify the Village of North Bay. If things are regulatory, go ahead and do it and notify us. If it's discretionary, give us the options. Per President Schall, only voting Trustees (President, Constable, Trustee #1 and Trustee #2) have the authority to dispatch Wind Point Public Works, not the Clerk.
  - Action: Downed trees:
    - Private trees that block the road will be moved to the side of the road (for emergency access) but not cleared (removed). The owner of the tree is responsible for disposal of the downed tree.
    - Public trees that block the road. Clear from the road and dispose of the downed tree.
- Ash Borer Treatment - Affordable Tree Care recommendations
  - Action: The Board opted to skip the 2024 treatment and will revisit treatment next year. The Board will consider a replacement program
- 2024 Street Sweeping agreement | The Village is awaiting a proposal from the City of Racine.  
Action: Motion to accept a 2024 Street Sweeping agreement if it's within 8% increase made by Trustee Cermak and seconded by Constable Wright.  
Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.  
Motion carried 7:44 PM.

### **Trustee's Report (2) – Rick Cermak**

- Lighthouse Drive lift station  
Action: Trustee Cermak went to President Schall who approved proceeding with work at the Lighthouse Drive lift station and the main lift station pump rebuild.  
  
United Mechanical observed significant debris in the pit. PATS Services Inc. was in the area and pumped out the debris for an additional fee. United Mechanical removed the screens to see if this will help.  
  
The United Mechanical bid dated February 14th, 2024 in the amount of \$2,480.00 was signed by President Schall on March 11th, 2024.  
  
Trustee Cermak will draft another letter to the households serviced by the Lighthouse Drive lift station that will be distributed by Clerk Panthofer.
- Main lift station pump rebuild.  
Action: United Mechanical's pump rebuilder inspected the pump a month ago. The pump was pulled a week ago. The main lift station is running on one pump.  
  
At the pump rebuilder's recommendation, Trustee Cermak will complete forms to obtain a bid for switching to run the 3 phase motors to 3 phase power (from single phase).  
  
The United Mechanical bid dated January 30th, 2024 in the amount of \$16,560.00 was signed by President Schall on March 11th, 2024. If the rotor needs to be replaced, there will be an additional charge.

### **Constable's Report – Kristin Wright**

- Wind Point Police Department
- Caledonia Fire Department
- Wisconsin Humane Society animal sheltering statistics

### **Treasurer's Report – Bob O'Brien**

- Financial Reports - December 2023 Final, January 2024

Action: Motion to pass Resolution 2024-3 to establish a Reserve Fund, equal to the funds received from the Monsanto PCB Settlement in October 2023, in the amounts of \$17,414.03 and \$6,613.00 respectively. The Monsanto PCB Reserve Fund, totaling \$24,027.03, will be separated from the General Fund as of January 2024. It is anticipated that the Wisconsin Department of Natural Resources will solicit these funds for lakefront and creek clean-up, made by Constable Wright and seconded by Trustee Cermak.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Motion carried at 8:13 PM.

- February Property Tax Settlement - Complete
- 2023 SLFRF Compliance Report - Filed

### **President's Report – Mark Schall**

- 2024 Police Service Agreement

Action: Motion for the Village of North Bay hereby agrees to receive police services from the Village of Wind Point from January 1st, 2024 through December 31st, 2024 according to the terms of the agreement made on June 10th 1991. The fee for these services shall be as follows: \$14,509 due May 16th, 2024 and \$14,509 due September 16th, 2024. The total payments are \$29,018; made by Trustee Cermak and seconded by Constable Wright.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Motion carried at 8:15 PM.

- Committee(s) - Next steps

Action: Constable Wright will lead the committee for the lakefront. President Schall will lead the committee for the ravine and Village Hall grounds. The output from these will eventually be submitted to the Planning Commission to make recommendations back to the Board.

### **Clerk's Report – Dori Panthofer**

- Elections
  - April 2nd, 2024
    - WEC - New Election Day & Election Administration manuals (2/2024)
    - Poll worker training is scheduled and posted on the Village website.

### *Continued - Clerk's Report*

- Tuesday, August 13th, 2024 Partisan Primary; Consider changing the August 12th BOT meeting date.

Action: Motion to defer the August BOT meeting to August 19th, 2024 made by Constable Wright and seconded by Trustee Cermak.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Carried at 8:20 PM.

- Fire Dues - 2% dues annual eSLA Self-Certification
- March Newsletter topics. Action: Topics include: Letter from the President, spring election, hazardous waste, yard waste, dog licenses, 2024 Board of Review, meet our officers, etc.
- Village Directory
- Upcoming meetings
  - Next BOT meeting: Monday, April 8th, 2024
  - 2024 Board of Review - First meeting: 7PM Monday, May 13th, 2024; Reconvenes 5PM Monday, June 17th, 2024 (June BOT meeting convenes after the BOR).
    - New 2024 WI DOR guides for both property owners & municipal officials
    - 2024 BOR Training

Action: Clerk Panthofer and Treasurer O'Brien will complete training and take the new exam.

### **Accounts Payable**

- AP January 2024 last amended 2/12/2024 in the amount of \$345,622.46
- AP February 2024 preliminary as of 2/12/2024 in the amount of \$9,063.80
- February 2024 last amended 2/23/2024 in the amount of \$141,962.50
- March 2024 preliminary as of 3/11/2024 in the amount of \$2,768.48

Action: Motion to accept all four Accounts Payable reports made by Constable Wright and seconded by Trustee Cermak.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Motion carried at 8:28 PM.

### **Old Business**

- Resolution 2024-2 to lower the public records request minimum research fee to \$10. All other fees remain the same.

Action: Motion to approve Res 2024-2 to lower the public records minimum request research fee to \$10 made by Constable Wright and seconded by Trustee Cermak.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Motion carried at 8:29PM.

## **New Business**

- Communication from Ryan Braithwaite
- 500 Cross Creek (John and Meg Daniels) fence permit application

Action: Motion to approve the proposed fence application made by Constable Wright and seconded by Trustee Cermak.

Roll Call Vote: President Schall AYE; Trustee Cermak AYE, Constable Wright AYE; Trustee Schmitt AYE.

Motion carried at 8:33 PM.

- 3733 Lighthouse Drive (Karen Horwitz) - Anticipate a Vacation Rental Establishment permit application. A Frank Lloyd Wright Tour is scheduled in September 2024.
- Constable Wright is unable to attend the April meeting in person and is available to attend via Zoom.

**Adjourn** | Action: Motion to adjourn made by Trustee Cermak and seconded by Constable Wright.

Roll call: Mark Schall - Aye, Rick Cermak, Aye, Kristin Wright - Aye Rich Schmitt AYE

Meeting adjourned at 8:37 PM.