

## Minutes August 19th, 2024 | 7:00 PM

### Board of Trustees (BOT) Meeting



1. Call to Order | President Schall called the meeting to order at 7:00 PM.
2. Roll Call | President Mark J. Schall, Trustee Paul Schroeder, Trustee Rick Cermak, Constable Kristin Wright, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer  
  
Public attendees: Wind Point Police Chief Tommy Sharrett, Connie Mellem (116 South Vincennes Circle)
3. Public Comment | None
4. Approval of the July 8th, 2024 BOT Meeting Minutes | Motion to approve the July 8th, 2024 BOT meeting minutes made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:01 PM.
5. Trustee's Report (1) – Paul Schroeder
  - a. Public road maintenance | Trustee Schroeder will seek assistance from Ayres to assist the Village with a schedule for routine maintenance.
  - b. Street drain silt cleaning
  - c. Proposed snow removal & leaf collection contract (Full Blown Smith)  
  
Motion to accept the 2-year contract submitted by Dawn Smith on July 29th, 2024 with Full Blown Smith LLC, subject to adding an election day clause to clear snow at Village Hall by 6 AM on election days, made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 7:08 PM.
  - d. Waste collection fee update expected this month
6. Trustee's Report (2) – Rick Cermak
  - a. Main lift station - 3 Phase Power | Bohm Electric will assist with the application this fall.
  - b. Main lift station pump rebuild | On schedule, target completion is mid-September/October
  - c. High water alarm at the Lighthouse Drive Lift Station | The pumps couldn't keep up due to flow from the east. Three lines feed the pit: 1) the municipal sewer line; 2) a sewer line from the lift station at 3737 Lighthouse Dr; 3) a line from the east (presumed to be from 3733 Lighthouse Drive) that is pumping a high volume of water (not sewage) into the lift station pit.  
  
Village ordinances prohibit flow into the sanitary sewer from sump pumps, runoff, groundwater, etc.  
  
Action | President Schall will refer the matter to the Village attorney.
7. Constable's Report – Kristin Wright
  - a. Wind Point Police Department
    - i. Chief Sharrett presented the police report at 8:15 PM and provided safety tips for residents for publication in the Village newsletter.
    - ii. Police access on private drives is fine.
  - b. Fire Chief site visit | Based upon Chief Henningfeld inspection report for the private drives west of North Main Street, Constable Wright recommends referring the matter to the Village Attorney. Shore Acres Drive (private drive east of North Main Street) was not inspected.  
  
Motion to authorize Attorney Eric Larson to draft a notice to all residents on private drives

regarding obstructions that limit Village emergency vehicles and the Village waste disposal contractor's ability to reach the properties made by Trustee Schroeder and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:28 PM.

- c. Wisconsin Humane Society animal sheltering statistics
- 8. Treasurer's Report – Bob O'Brien
  - a. Financial Reports
  - b. 2024 Equalized Values
- 9. President's Report – Mark Schall
  - a. Board of Appeals vacant seat | Motion to appoint Chris Veranth to the seat vacated by the resignation of Dave Easley made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 7:32 PM.
  - b. Planning Commission vacant seat | Motion to appoint Kari McGauhey to the seat vacated by the resignation of Randall Jonnson made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 7:32 PM.
- 10. Clerk's Report – Dori Panthofer
  - a. Elections
    - i. 2023 Wisconsin Act 126 / Wisconsin Ethics Commission survey related to the Campaign Finance Form for local government.
    - ii. Ballot Drop Box and Delivery of Absentee Ballots
  - b. Permits
    - i. Inspector request
  - c. August Newsletter | Target release date is Wednesday, August 24th, 2024
  - d. Municipal Insurance Renewal | Village signage has not been insured in the past. The renewal proposal will include an option to insure Property in the Open (PITO). No action until the Board receives and reviews the proposal.
  - e. Agenda Content | Changes are due on the Friday before the Monday BOT meeting. Open Meeting Law requires including topics that will be discussed, especially items that require Board action. All voting members of the Board share the responsibility to follow Village ordinances. The Wisconsin Ethics Commission recommends inviting someone from the Department of Justice to conduct training.

Chief Sharrett mentioned that Wind Point's attorney recently conducted a training session for the Directors, staff, Chief, Board Members and President which was very beneficial (Open Meeting Law, Robert's Rules, etc.).

Action: Trustees Schroeder and Cermak support scheduling training, President Schall said sure.

  - f. Upcoming Village meetings
    - i. 5:30 PM, Tuesday, August 27th, 2024: Erosion Control/Greenspace Committee Meeting
    - ii. 7PM, Monday, September 9th, 2024: Trustees Meeting
    - iii. 7PM, Monday, October, 14th, 2024: Trustees Meeting:
    - iv. Proposed date changes for the November & December Trustees Meetings to comply with Wisconsin statutes related to the Village budget.
      - 1. Trustees Meeting: 7PM Monday, October 28th, 2024 (November meeting)

2. Budget Hearing: 7PM Monday, November 25th, 2024
  3. Trustees Meeting: 7:05 PM Monday, November 25th, 2024 (December meeting)
11. Accounts Payable (AP)
    - a. AP July 2024 final: \$ 90,805.06
    - b. AP August 2024 preliminary as of August 16th, 2024: \$13,586.25; Amended AP August 2024 as of August 19th, 2024: \$13,381.97

Motion to accept the final AP July 2024 in the amount of \$90,805.06 and approve the preliminary AP August 2024 report in the amount of \$13,586.26, amended August 19th, 2024, to \$13,381.97 made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 7:53 PM.
  12. Old Business
    - a. Frank Lloyd Wright & Like tour 9/7/2024 (9am-5pm)
    - b. Bridge repairs | Deferred. Trustee Schroeder will contact Merlyn Minster/M&M Masonry: (262) 853-4123
    - c. Lakefront trash can pilot program | The pilot program will continue through September.
    - d. Erosion Control Greenspace Committee update | The scope was narrowed to erosion control to the (North Bay park) shoreline.
      - i. Vincennes bridge and staircase replacement is beyond the scope of the lakefront project. The current stairs from the bluff to the beach can be maintained.
      - ii. Constable Wright requests a budget.
    - e. Village website (WordPress template retired/unsupported) | President Schall is awaiting information from the League of Wisconsin Municipalities.
    - f. Clerk documentation status | Clerk Panthofer requests a meeting with President Schall.
  13. New Business
    - a. New encroachment application (3623 N Main St - Alan & Janice Henshaw)

Trustee Schroeder said the encroachment is 15-20 feet beyond the lot line monument and the pathway for the Village landscaper (Aspen) to mow the curblin is blocked. Aspen chose not to go over the new plantings.

Vote deferred. President Schall will talk with the Henshaw's that approval is contingent on their acceptance to maintain the area that is blocked by their encroachment.
    - b. 111 Shore Acres Drive fence permit application | Payment has not been received.

Motion was made and then reversed. The Village needs the following items: a current plat of survey that identifies fence placement; deed restrictions; any known easements.
    - c. New Wind Point Clerk/Treasurer/Administrator Travis Wells
    - d. LWMMI Safety Grant - \$600 available. Bohm Electric will be contacted to prepare an estimate to add motion sensors and lighting in the basement of Village Hall to improve safety.
  14. Adjourn | Motion to adjourn was made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Meeting adjourned at 8:20 PM.