

Minutes | November 25th, 2024 | 7:05 PM

Board of Trustees (BOT) Meeting



1. Call to Order: President Schall called the 2025 Budget Hearing to order at 7:12 PM.
2. Roll Call: President Mark Schall, Constable Kristin Wright, Trustee Paul Schroeder, Trustee Rick Cermak, Treasurer Bob O' Brien, Clerk Dori Panthofer
Public: Rocco Castellano (30 N Vincennes Cir), Tony Veranth (333 S Vincennes Cir)
3. Public Comment | None
4. Approval of the October 28th, 2024 BOT Meeting minutes and November 11th, 2024 Planning Commission Meeting minutes. Motion to approve the minutes referenced above as written made by Trustee Schroeder and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:14 PM.
5. Trustee's Report (1) – Paul Schroeder
 - b. Late season trimming by Wind Point DPW | General trimming along public roads will be part of routine Village maintenance.
 - c. Village Hall maintenance items: 1) The first floor toilet tank flush valve is failing; 2) The basement toilet does not flush. ACTION: Trustee Cermak agreed to obtain a bid to replace the basement toilet and replace the first floor toilet tank valve.
 - d. Leaf pick up | Due to mild weather, leaf abscission is late. ACTION: Trustee Schroeder will extend leaf collection to December 2nd and Clerk Panthofer will issue an email notice to residents.
6. Trustee's Report (2) – Rick Cermak
 - b. Lighthouse Drive lift station alarm signal failure | ACTION: Trustee Cermak is working to resolve a circuit failure caused by mice chewing the AT&T wire(s) in the pedestal at the Lighthouse Drive lift station that run(s) underground to Village Hall. The pump alarm is currently bypassed.
 - c. Village Hall pump rebuild - the new estimated completion date is early December.
7. Constable's Report – Kristin Wright
 - b. Wind Point Police Department - report not available.
 - c. Caledonia Fire Department - report not available.
 - d. Wisconsin Humane Society animal sheltering statistics - report not available, no issues.
 - e. Letter of resignation submitted to the Village effective December 2nd, 2024.
8. Treasurer's Report – Bob O'Brien
 - b. Financial Reports | Reporting unavailable, due to early meeting date..
9. President's Report – Mark Schall
 - b. RCICC - Nov 13th, 2024 meeting; minutes are on the county website.
 - c. Wastewater project engineering support | Attorney Matthew Flemming recommend the Village to engage an engineering firm during the negotiations with the Racine. President Schall presented a letter dated 11/25/2024 from R.A. Smith, Inc. that included a 2024 Professional Fee Schedule presented.

Motion to retain R.A.Smith, Inc. as the Village or North Bay's engineering firm during the negotiations with Racine Water Dept made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
 - d. Greenspace Committee Recommendation | Scope narrowed, recommendation pending.

10. Clerk's Report – Dori Panthofer

a. Permit process

- i. Routine building permit applications (updates to living space)
- ii. Additions, new and replacement of fences, accessory buildings, major renovations, tear-downs, etc.
- iii. Planning Commission & Board of Appeals - Sequence and process, consider referring zoning matters to the Village attorney. Clerk Panthofer noted that each BOA application needs to define the chapter(s), section(s) and subsection(s) of Village code related to the project.

ACTION: Mr. Castellano will assist with defining a uniform process that includes a plan review to verify designs comply with Village Ordinances, state building codes and legal notice requirements.

- iv. BOA2024-1 & B2024- 5 | Horwitz Trust/Posnanski | The Public Hearing was Indefinitely postponed at the owner's request. The boat shed was not reviewed by the Planning Commission. The Village has a check for Building Permit Application B2024-5. ACTION: Since BOA2024-1 is indefinitely postponed, the Board closed out BOA2024-1 and B2024-5. The Clerk will return the check for application #B2024-5.

b. Elections

- i. Special Election: Thursday, December 19th, 2024
- ii. Spring Primary, if needed: February 18th, 2025
- iii. Spring Election: April 1st, 2025

c. December Newsletter Topics

d. Upcoming Village meetings

- i. 5:3 PM December 10th, 2024 (Tentative Erosion) Control Greenspace Committee Meeting
- ii. 7:00 PM January 13th, 2025 Village Caucus: 3 Board Positions up for Nomination; Village President, Trustee #3 Constable, Village Clerk
- iii. 7:10 PM January 13th, 2025 Trustees Meeting

11. Accounts Payable

- b. AP October 2024 Amended 10/29/2024 final \$ 47,994.15
- c. AP November 2024 in the amount of \$ 14,152.67
- d. AP December 2024 | Awaiting bills

Motion to approve the Accounts Payable reports as noted above, and grant the Clerk and Treasurer to pay routine invoices due in December 2024, made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.

12. Old Business

- b. Ayres 10.1.2024 Bridge Inspection Report P-51-700 Final Report sufficiency is 68%. M&M Masonry recommended additional repairs. ACTION: Revisit M&M Masonry's recommendations in late winter or early spring.
- c. 2025 Emerald Ash Borer coordinated treatment program | Treatment will occur next year for those who signed up.
- d. New tree subsidy | President Schall presented tree options to replace ash trees (UW recommendations, Johnson Nursery recommendations).
- e. Source of 4" pipe flowing into The Lighthouse Dr lift station | ACTION: Trustee Cermak will work with United Mechanical and R.A. Smith, Inc. to locate the source of the pipe.
- f. Inspector Greivell compensation schedule | Motion to accept Inspector Greivell's terms to

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be paid at the time a permit is issued made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

President Schall will contact Attorney Eric Larson to update the Inspector's Agreement to include the new payment terms.

- a. Resolution 2024-6 | 2025 Village of North Bay Budget | \$424,236.00; Village Tax Levy \$383,300.00

Motion to pass Resolution 2024-6 as written made by Trustee Schroeder and seconded by Constable Wright. All in favor, none opposed Motion carried.

- g. Resolution 2024-7 | A resolution to adopt the Racine County Hazard Mitigation Plan - Motion to accept the resolution as written made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
- h. Encroachment - 2024-2 Henshaw | The Doherty's are cutting the grass. Mr. Henshaw has additional questions and will submit another encroachment application in spring 2025.

13. New Business

- b. Board appointment for the Office of Trustee #3 Constable to take effect on December 2nd, 2024 for the remainder of the 2-year term ending April 15th, 2025.

Motion to appoint Christopher R Castellano as Interim Constable effective December 2nd, 2024 made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.

- c. Board of Appeals Resident Members | Vacancy created by Rocco's appointment to Trustee #3 Constable | Motion to appoint Kristin Wright to the Board of Appeals made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

- 14. Adjourn - Motion to adjourn made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. The meeting adjourned at 8:29 PM.