

Minutes | February 13th, 2023 | 7:00 PM
Board of Trustees Meeting



Roll Call | 2.13.2023 BOT Meeting | Board Members: President Mark J. Schall, Trustee Rich Schmitt, Trustee Rick Cermak, Constable Kristin Wright, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer,

Public Attendees | Police Chief Rick Von Drasek | 4725 Lighthouse Dr., Wind Point, WI

President Schall called the meeting to order at 7:00 PM.

Public Comment | None.

Approval of Board of Trustees Meeting & Stand Up Meeting Minutes | Motion to approve the 01.09.2023 Village Caucus & BOT Meeting Minutes as is; and; to to amend the 01.16.2023 SUM Minutes made by Trustee Schmitt and seconded by Trustee Cermak. Three amendments proposed by Treasurer O'Brien are as follows: 1) Add the initial meeting date with President Schall, Trustee Cermak and the Water Utility Chief Engineer Chad Regalia (January 11th, 2023); 2) Add the date that the Water Utility verbally proposed relocating the water mains; 3) To clarify Trustee Cermak's comment under the Susan Buhler bullet point related to access for repairs to homes on North Vincennes. All in favor, none opposed. Motion carried at 7:17 PM.

Trustee's Report (1) – Rich Schmitt | No report.

Trustee's Report (2) – Rick Cermak | United Mechanical's sanitary system maintenance proposal dated February 6th, 2023 includes quarterly rates identical to the current contract. Labor rates increased. The sum is \$10,500.00 plus applicable taxes and is paid in four quarterly equal installments of \$2,625.00. First year labor rates are: Discounted standard labor rate of \$111.00 per hour applies Monday through Friday from 7:00AM to 3:30PM; Discounted time and one-half labor rate is 166.50 per hour; Discounted double time service rate is \$222.00 per hour. Second year labor rates will increase no more than 3.25% to the first-year labor rate. Repairs, parts other than those listed in this agreement, labor to install and any adjustments, will be in addition to the base proposal with prior approval of the owner's representative.

Motion to approve the 2 year proposed contract made by Constable Wright and seconded by Trustee Schmitt. All in favor, none opposed. Motion carried at 7:21 PM.

Constable's Report – Kristin Wright

- Wind Point Police Department | 58 Police Activity/incidents – 81 Citations (15 exceeding speed 11-15 mph above limit)
- Caledonia Fire Department | December 2022: 1 rescue call; January 2023: Zero (0) rescue calls.
- Animal Welfare | 0 service calls for January 2023

On February 10, 2023, the Village received statistics from September 2022 through January 2023. Prior to receiving the reports, there had been no response to phone calls and emails to Andrea Miszewski, Director of Animal and Client Services, Wisconsin Humane Society (WHS). In response to a WHS bill, Clerk Panthofer contacted Kathy Shillinglaw, WHS Senior Director of Animal and Client Services on January 9th, 2023 to inquire about the basis for the bill and the missing reports. On February 10, Ms. Miszewski forwarded 6 missing reports, during which time there was only one activity for North Bay in October 2022 (one stray dog was picked up, sheltered for 4 days and then adopted).

- FYI - Caledonia referendum | The Caledonia Board voted to include a resolution authorizing a binding referendum on the April 4th, 2023 which asks to exceed the state imposed levy limit for hiring additional public safety personnel beginning with the 2023 levy, collected in 2024, and on an ongoing basis. If passed, it would allow 6 additional fire and rescue personnel to be hired. If it does not pass, staffing will stay at the 2023 level. For 2023, Caledonia has 43 full time fire and rescue personnel. Six additional individuals are required to maintain the existing level of fire and rescue services and enhanced future services.

Treasurer's Report – Bob O'Brien

- 2022 year end reports remain pending until all accruals are entered.
- 2022 Property Tax Update | Total property tax collections as of January 31st, 2023 is 75% of total billed (historically 55% for the same time period). More residents submitted the full payment instead of partial payment. .

President's Report – Mark Schall | RCICC Update: Attendees shared local news. Jonathan Delagrave is working with the state to propose updating the funding disbursement process to municipalities which hasn't been updated in approximately 15 to 20 years, seeking to allocate a \$500 million fund to communities that are doing collaborative type of work, such as consolidating fire departments. Gallery seating is available to public attendees.

RCICC dues were set at a flat \$200 per municipality.

Clerk's Report – Dori Panthofer

- Spring Primary - February 21st, 2023 | Election preparation is complete (all shifts are filled, Pre-Lat & Public Test is next week, Village Hall will be cleaned, in person early absentee voting hours appear on the Village website and in the newspaper.
- Spring Election - April 4th, 2023 | Public test is scheduled for March 29th. Election training for new poll workers will be offered for at least one new resident.
- Permits
 - Notices will be sent to permit holders of open and expired permits that includes a deadline to respond to avoid incurring a triple fee penalty for failure to schedule a final. Lack of response will result in the penalty being added to the tax bill. The sender will be both Inspector Greivell and the Village Clerk.
 - Ongoing supply delays and labor shortages continue to extend the duration of construction projects past 1 year. As a result, some municipalities have extended permits to 2 years from the date of issue. Motion to extend open and new permit terms to 2 years from date of issue made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:36 PM.
 - A structure with a roofline at 3721 Lighthouse Drive that is visible from the street was referred to Inspector Greivell as there is no permit for a structure. Inspector Greivell referred the matter to the Zoning Administrator, President Schall.

Accounts Payable (AP) | The quarterly check for United Mechanical was cashed by an unauthorized party. Fund recovery is underway. A replacement check is on the preliminary February 2023 AP report. The Village will recover the funds. Motion to accept the amended January 2023 AP in the amount of \$359,122.03 and the preliminary February 2023 AP in the amount of \$97,817.30 made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 7:41 PM.

Old Business

- Wind Point DPW Memorandum of Understanding | President Schall is awaiting a revision.
- Wisconsin Humane Society Animal Sheltering Services Agreement | See Constable's report.

- Racine Water Utility Water Main Project | Per President Schall, the Village is awaiting a proposed intergovernmental agreement (IGA), to be reviewed by Village counsel, with the Water Utility which defines the scope of work for Phase 1 (anticipated to be Hennepin PI & North Bay south of the creek); Per the Water Utility, the bidding process is underway for for the main relocation and lateral work that is anticipated to begin in April 2023. Racine budget constraints limit Phase 1 to the most critical location and homes.
 - Constable Wright: Who pays for street and lawn repair? Who is the point person for the project and how will the Village proceed? Trustee Cermak is the Water & Wastewater Trustee. More than one person should attend meetings.
 - Clerk Panthofer: Per Former Trustee #2 Connie Mellem, during President Dennis Mahoney's term, relations were tense when Racine Water Utility proposed an IGA that was not in the Village's best interest. There needs to be a scrupulous review by Village Attorney Eric Larson. Additionally, the Village should consider sending more than one person to meetings.
 - Robert O'Brien: The dispute with the City of Racine and Racine Water Utility during President Mahoney's term time related to the Water Utility redirecting funds collected by the utility to the Racine Library, Racine Zoo and RAM's Charles A. Wustum Museum of Fine Arts. It would have created an extra tax to Village residents and with North Bay being fully developed, there was no benefit to the Village, thus, the Village refused to sign it.
 - President Schall: Rick (Trustee Cermak) , if you're comfortable with that, even though it's something new to your position, we could have a task force for this. Due to open meeting constraints, to avoid a quorum, 2 voting members (Trustee Cermak and President Schall) and 1 non-voting member (Treasurer O'Brien) could sit on the task force.
 - Trustee Schmitt: I'd be more than happy to be involved because this probably involves roads, etc.
 - President Schall: But then we have a quorum.
 - Trustee O'Brien and Clerk Panthofer: If a quorum exists, the Village is required to post a Notice of Meeting.
 - President Schall: Every time we want to sit down and talk about something, we have to put out a meeting notice?
 - Clerk Panthofer: If there is a quorum, yes, we post a Notice of Meeting.
 - President Schall: If it's too broad, it can get bogged down. If we have 2 voting members and 1 non-voting member, we're more agile.
- Reminder: 2023 Board of Review dates May 8th, 2023 & June 12th, 2023
- Records retention | All correspondence related to the Water Main project should be submitted to the Clerk for records retention (similar to the Street Light Project volume created by former Clerk Connie Mellem).

New Business

- 2023 United Mechanical Sanitary System Maintenance Renewal Proposal (optional two year proposal included) | See Trustee #2 Water & Waste Water report.

Adjourn | Motion to adjourn made by Trustee Schmitt and seconded by Trustee Cermak. All in favor, none opposed. Meeting adjourned at 8:04 PM.