

**Minutes | March 13th, 2023 | 7:00 PM**  
**Board of Trustees (BOT) Meeting**



**Roll Call | 2.13.2023 BOT Meeting | Board Members:** President Mark J. Schall, Trustee Rich Schmitt, Trustee Rick Cermak, Constable Kristin Wright, Clerk Dori A. Panthofer.

The Board verified Treasurer O'Brien's virtual attendance (both audio and visual) Zoom on the Village laptop.

Due to exigent circumstances that prevent Treasurer O'Brien from attending in person, a motion to suspend Robert's Rules of Order and allow Treasurer O'Brien to attend via Zoom with participation to include discussion was made by Constable Wright and seconded by Trustee Cermak. Roll call vote: Trustee Schmitt: Aye; Trustee Cermak: Aye, Constable Wright: Aye, President Schall: Aye. Motion carried at 7:01 PM.

President Schall called the meeting to order at 7:01 PM.

**Public Comment | None**

**Approval of BOT Minutes |** Motion to approve the 02.13.2023 BOT Minutes made by Constable Wright and seconded by Trustee Schmitt. Roll call vote: President Schall: Aye; Trustee Schmitt: Aye; Trustee Cermak: Aye, Constable Wright: Aye, Motion carried at 7:02 PM.

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

- Recent storms resulted in downed branches; Trustee Schmitt helped a couple of people clean them up as a good neighbor.
- Responded to a city of Racine resident email regarding a North Bay resident's tree that caused property damage: The Village does not have jurisdiction for the private road. The Village tries to educate residents as to their responsibilities via newsletters and correspondence. Clerk Panthofer noted that Chapter 7 includes language that grants the Village limited authority (to dead/diseased trees). Constable Wright added that the South Creek homeowners may not understand where their lot lines are. There is the private road, and a little space next to (south) of the road, and then fences that appear to belong to City of Racine residents. There are dead trees in the space near the fences. Trustee Cermak added that there is no public space on the private roads.
- A Cross Creek resident notified Public Works of a missing water cap located in the middle of the road (even with a hydrant). With the recent snow, the cover was not visible to either the resident or Trustee Schmitt. Trustee Cermak stated the larger caps are to isolate if there is a problem to allow them to feed it from a different direction. The smaller ones that are typically in the yards are the private lateral shut off. Trustee Schmitt notified Racine Water Utility.
- President Schall received an email inquiry from Ayre's if North Bay would like a proposal for this year's bridge inspection(s). Would we like to include them in the bidding process?
- Trustee Schmitt Rich: The Village recently received the 2022 report and the bridge's efficacy rating is holding. Two trains of thought:
  - Do we want to package the bridge inspection with a road inspection?
  - With the water main project, it would be silly to touch the roads until after the water main work is done.

- Clerk Panthofer | The County may mandate the frequency of inspections, at some point, annual inspections are required. Trustee Schmitt stated he'll make sure the Village is in compliance.
- President Schall spoke with both engineering firms last year about the inspection and asked if the Village could get any money from infrastructure law. Per Gary at Ayres, not enough applications were coming in for replacement, so they (the State) considered spending funds on repair. President Schall asked, can we investigate if there are surpluses this year? If there is money to spend, a repair may increase the efficacy rating.
- Trustee Schmitt | If the efficacy rating improves, the Village may never get to the point where we'll be in line for a replacement. The recent report shows that most of the issues are basically cosmetic.
- President Schall | If we can get free money.
- Constable Wright | Even if we can't, do we do that?
- Trustee Schmitt | I'll start with what the engineering costs are to provide the assistance, and how it impacts our chances (of procuring funds).
- President Schall | Is (bill) money available for rehabilitation or is it just replacement?
- Constable Wright and Trustee Schmitt | Evaluate the cost benefit.
- Trustee Schmitt | If there is "grant" money out there, there is no guarantee we'll get any of it. For example, if it is going to cost \$2,000 or \$8,000 to assist the Village, will it make sense? Racine County does their own inspection, which is now done bi-annually.
- President Schall | The missing variable is if there is money from the bill. There are 2 scenarios; with and without (money from the bill). We'd have to do the math; what does that buy us? Is it buying us years? Or, is it moot?
- Clerk Panthofer checked in Treasurer O'Brien to confirm audio and video.
- Treasurer O'Brien | If we apply for the money and we're not at the 50% or below level, that may put us further out; we should find that out.
- Trustee Schmitt will inquire if we have to be on one track or the other (replace vs. rehabilitate) or can we pursue both simultaneously?
- Constable Wright | Please check on a very large Village tree and another tree near 3612 Nicolet (Fritchen). One is leaning toward the house and may be unstable, and one limb is hanging over the house. It's been trimmed in the past, but it may have shifted.
- President Schall | The owners of 3621 North Bay Dr (Pepich/Englander) asked President Schall if the Village could determine if a tree near their fence is stable. Per Constable Wright, the Pepich/Englander fence is on Village land and ownership of the tree will need to be determined.

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

- United Mechanical identified 2 issues on 3/13/2023: 1) Lighthouse Drive station (corrected); 2) Generator engine heater isn't functioning properly (corrective action to be determined).
- Trustee Cermak answered resident questions related to the water main project.
- Street light timers will be updated for daylight savings time. Trustee Schmitt asked to assist/learn how to update the timers.

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

- Wind Point Police Department | February 2023: 86 Citations (18 exceeding speed 11-15 mph above limit); 85 Police activity/incidents

- Recent traffic stop (speeding) involved a driver who was wanted for grand theft and the vehicle contained serious drugs.
- Chief Von Drasek indicated an increase in this type of stop and Constable Wright asked for the Village to be aware and support the Police more to that end. If they don't drive through every 20 minutes of every hour, let it be. t. Not that they shouldn't drive through now and then or deal with neighbor complaints, or whatever. Rather looking at the bigger picture, we should first address the serious crime issues.
- Fire Service | February 23, 2023 Supervised alarm, 3733 Lighthouse Dr.; 6:46 response time
- Animal Welfare | January service calls: Zero (0)

**Treasurer's Report – Bob O'Brien** | Treasurer O'Brien presented his report via Zoom. Treasurer O'Brien emailed the current financial reports to the Village Board today, March 13th, 2023. Clerk Panthofer printed one hard copy for the minutes. The Board members stated the digital file was sufficient and a paper copy need not be printed.

Treasurer O'Brien | The most important thing is that I prepared a report that noted the significant amounts on the December (2022) statement. The most significant amount is the General Fund Unreserved \$377,000 and excess revenue from 2022 of \$92,000. Those two amounts are the reserves that the Village has to work with in the future. The March 2023 Accounts Payable report shows a \$125,000 transfer to the State of Wisconsin LGIP to draw down the balance at Johnson Bank below the \$250,000 (FDIC) limit as a conservative approach.

The January 2023 report is uneventful. Most of the expenses apply to December goods and services and flow into December, except for the first of two installments for the 2023 Caledonia Fire Department service contract.

**President's Report – Mark Schall** | The next meeting for RCICC begins at 5 PM on Wednesday, March 29th, 2023, at the Norway Town Hall (6419 Heg Park Rd, Wind Lake). They have a gallery if anyone would like to sit in.

**Clerk's Report – Dori Panthofer**

- Spring Election | April 4th, 2023 ballots were retrieved today. Test ballots were not included. Per the County Clerk, test ballots will be received in time for the testing of the voting equipment scheduled on March 29th, 2023.
- Accounts Payable / Open Expired Permits | Inspector Greivell and Clerk Panthofer collaborated on a letter notifying residents of open expired permits. To avoid conflict or upset, Clerk Panthofer called said residents to alert them a letter was forthcoming, and to simply call Inspector Greivell by the date noted to schedule a final inspection to close out the permit without penalty. All but one of the notices mailed were closed. More open expired permit notices will go out soon
- A 2023 Volume of the Village of North Bay Book of Ordinances will soon be ready. One master document contains all 20 chapters and is intended to make future updates easier.

**Accounts Payable (AP)** | At Treasurer O'Brien's request, the January and February AP reports were amended to reflect the actual withdrawal date to pay WE-Energies. For the month of March, two months are scheduled for deduction, one on March 2nd and one on March 31st, 2023.

Motion to accept:

- Amended AP January 2023 report in the amount of **\$358,943.79**
- Amended AP February 2023 in the amount of **\$ 97,878.57**
- Preliminary AP March 2023 report as of 6:52 PM March 13th, 2023 in the amount **\$144,836.41**
- With permission to allow Treasurer O'Brien and Clerk Panthofer to buy the 2023 Board of Review training materials at the earliest release date

Made by Trustee Schmitt and seconded by Constable Wright. Roll call vote: President Schall: Aye; Trustee Schmitt: Aye; Trustee Cermak: Aye, Constable Wright: Aye. Motion carried at 7:32 PM.

### Old Business

- Reminder: 2023 Board of Review dates: May 8th, 2023 & June 12th, 2023. Legal notice is scheduled for publication in the Racine Journal Times; notices are already posted on the Village Hall bulletin board and the Village website. The June 12th meeting is 5PM to 7PM, other Village business may not be discussed for the entirety of the 2 hour BOR.
  - Constable Wright will not be at the May 8th, 2023 BOR or BOT meeting.
  - Clerk Panthofer will be celebrating Easter in Savannah and out of town on April 10th, 2023.
- Racine Water Main project | The Village issued an update on March 10th, 2023. Residents subscribed to digital announcements received an email, with a hard copy mailed to residents that opted out of digital communication. A meeting scheduled on Wednesday, March 15th, 2023 with Phase 1 residents was postponed due to Reeseman's plumbing subcontractor's availability. The meeting will be rescheduled soon. The cost to the homeowner will be determined based upon the lateral hookup site within the home that is chosen by the homeowner.
- Spring Election (final election of 2023)

### New Business

- 2023 printing of the Village of North Bay Book of Ordinances | See Clerk Report.
- Accounts Payable Automation | Clerk Panthofer asked the Board to consider automating check payment to streamline printing, populating AP reports and sharing information with the accounting firm. Printed checks would include the payees mailing address for easy mailing in window envelopes. Clerk Panthofer & Treasurer O'Brien discussed the option, Treasurer O'Brien expressed concern over the \$30 subscription fee. Clerk Panthofer offered to have the Village cover the subscription out of the Clerk pay, noting that the advantages outweigh a lower stipend. Quickbooks is not linked to the bank, it's simply a tool used to issue checks and general accounting and to share data with the accounting firm (CliftonLarsonAllen) Treasurer O'Brien plans to explore the possibility with CLA.
  - Constable Wright | What is the cost to automate, at what cost per check?
  - Clerk Panthofer | Clerk Panthofer offered again to have the \$30 monthly subscription fee taken out of the Clerk compensation.
  - No action at this time.
- Yard damage from plowing | President Schall observed lawn damage throughout the Village. President Schall hasn't received any complaints but asked if Full Blown Smith will repair lawn damage from plowing.
  - Trustee Schmitt | The contract includes a postseason walk-through. Trustee Schmitt has not received any complaints to date; let's wait until the season is over.
  - President Schall | The first time people cut the grass, they're going to notice. I'd like to

- preemptively look at it so if it's in the contract, we need to have agreement on how to fix it.
- Trustee Schmitt will contact Full Blown Smith, LLC to discuss.
  - Constable Wright | Full Blown Smith did a nice job.
  - Private drive street signage inquiry received | Can the Village install cautionary signage (Children at play or Slow, Children) on South Creek? The Village does not have jurisdiction to install signage in private drives. Main Street is under Racine County jurisdiction. Owners may have the right to post signage to their section of a private drive.

**Adjourn** | Motion to adjourn made by Constable Wright and seconded by Trustee Schmitt. Roll call vote: President Schall: Aye; Trustee Schmitt: Aye; Trustee Cermak: Aye, Constable Wright: Aye. Motion carried at 7:46 PM.