

Minutes May 13th, 2024 | 7:10 PM

Board of Trustees (BOT) Meeting



NOTE: The 2024 Board of Review (BOR) first meeting preceded this BOT meeting.

1. Call to Order | President Mark Schall called the May 13th, 2024 BOT meeting to order at 7:05PM.
2. Roll Call | President Mark Schall, Trustee Rick Cermak, Trustee Paul Schroeder, Treasurer Robert O'Brien, Clerk Dori Panthofer. Excused: Constable Kristin Wright
3. Public Comment - None
4. Approval of the April 8th, 2024 BOT Minutes, April 29th, 2024 SUM Minutes; and May 8th, 2024 SUM Minutes

Motion to approve all the minutes noted above made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 7:06 PM.
5. Trustee's Report (1) – Paul Schroeder
 - a. Waste collection on private drives
 - i. Johns Disposal reported access issues on South Creek and suggested changes
 - ii. DNR Recycling / Compliance Assurance Plan (CAP)
 - iii. Action: Trustee Schroeder & Clerk Panthofer will draft a resolution to formalize North Bay's compliance assurance plan.
 - b. Thistle is emerging in the Village park on the bluff, Trustee Schroeder suggests quarterly brush hog mowing to keep the weeds at bay.
 - c. Trailer parked on street for multiple days in front of 3615 Nicolet PI - ROW not on file.
6. Trustee's Report (2) – Rick Cermak
 - a. Letter to households serviced by Lighthouse Drive lift station
 - b. Main lift station - 3 Phase Power - work in progress
 - c. Main lift station pump rebuild.
 - i. Motion to approve the revised United Mechanical bid dated May 13th, 2024, for an updated cost of \$28,895 ++ (an additional \$12,335 plus the initial \$16,560 cost approved in March 2024) to rebuild lift station pump #1 made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Carried 7:36 PM.
 - d. CMAR report due soon, Resolution 2024-4 will be presented next month.
7. Constable's Report – Kristin Wright - Deferred
8. Treasurer's Report – Bob O'Brien
 - a. Financial Reports - deferred
 - b. LWMMI \$500 Safety Grant: Eligible equipment for purchases 7/1/2023 through 6/30/2024.
 - i. Refurbished AED for Village Hall
 - ii. The League has expanded the list of eligible expenditures. An additional \$500 grant will be available July 1st, 2024 for new purchases through June 30th, 2025.
 - c. Bi-County Council of Governments
9. President's Report – Mark Schall
10. Clerk's Report – Dori Panthofer
 - a. Elections
 - i. Voting Machine Maintenance

- ii. Flagpole maintenance
 - b. Permits
 - c. New WI DOR State and Local Finance Division forms to comply with the Maintenance of Effort (MOE) reporting requirements created under 2023 WI Act 12.
 - d. May Newsletter
 - i. May - possible topics: CAP, curb & gutter Maintenance (with pictures), volunteer acknowledgement, trash can pilot program, Caledonia Fire Department Open House
 - ii. Other content - deferred until next month
 - e. Records | Reminder to submit all Village records to the clerk for filing.
 - f. 2024 Village Directory release pending appointment of vacant Planning Commission seat.
 - g. Upcoming meetings
 - i. Changed to Thursday, June 11th, 2024, Time TBA: Erosion Control/Greenspace Committee
 - ii. Monday, June 17th, 2024 5PM: 2024 BOR Reconvenes
 - iii. Monday, June 17th, 2024 7:10PM: BOT Meeting (3rd Monday)
 - iv. Monday, July 8th, 2024 7:00PM: BOT Meeting
 - v. Monday, August 19th, 2024 7:00PM: BOT Meeting (3rd Monday)
 - h. LWMMI 2024 Spring Conference: Clerk Panthofer attended.
 - i. Village Insurance - MPIC Onsite Appraisal Results (Village Hall / Lighthouse Dr Lift Station 28% value increase)
11. Accounts Payable
- a. AP April 2024 amended in the amount of \$ 34,247.36
 - b. AP May 2024 preliminary in the amount of \$ 24,101.20 ** Added WPPD installment 5/13/2024, new total: \$ 38,610.20
- Motion to accept both Accounts Payable reports noted above made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 8:05PM.
12. Old Business
- a. Committee update | Request for Proposal (RFP) in progress
 - b. Trash can on lakefront | Pilot program -Trustee Schroeder will locate a trash can with a limited size opening.
 - c. Clerk documentation - draft submitted to the Board
 - d. Bridge repairs (cosmetic repairs to cover exposed rebar) | The Village submitted an accepted proposal on October 11th, 2023 but the firm did not complete the work. Action: Trustee Schroeder will pursue options.
13. New Business
- a. WordPress - the 2012 template is retired/unsupported and needs updating. President Schall will explore options.
 - b. LWMMI Annual Meeting / Two Directors are up for election / Village action due by Friday, May 24th, 2024
 - c. Curb and gutter maintenance
 - d. Caledonia Fire Department Open House (5045 Chester Lane) scheduled for June 9th, 2024 from 10 AM - 2 PM
 - e. ROW Application / Temporary dumpster / 3730 Lighthouse Dr
14. Adjourn | Motion to adjourn made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Meeting adjourned at 8:20PM.