

Minutes June 17th, 2024 | 7:10 PM

Board of Trustees (BOT) Meeting



NOTE: The 2024 Board of Review preceded this meeting.

1. Call to Order | President Schall called the meeting to order at 7:10PM.
2. Roll Call | President Mark Schall, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Constable Kristin Wright, Treasurer Robert O'Brien, Clerk Dori Panthofer
Public | Mary Ann Eaton (3633 North Bay Dr) arrived at 7:13PM.
3. Public Comment | None presented.
 - a. At 7:38PM, Mary Eaton inquired about the status of the City of Racine Water Main Project. President Schall responded that the City of Racine put the project on hold.
4. Approval of the May 13th, 2024 BOT Minutes | Motion to approve the May 13th, 2024 BOT Minutes made by Trustee Cermak and seconded by Trustee Schroeder.
All in favor, none opposed. Motion carried at 7:10PM.
5. Trustee's Report (1) – Paul Schroeder
 - a. Village Hall garden beds trimmed.
 - b. North Bay park weeds on the bluff were trimmed; re-trim will occur throughout the summer before weeds go to seed.
 - c. Japanese knotweed is growing in 2 sites, the lakefront & adjacent to Hennepin PI bridge
 - d. Cosmetic bridge repair - can the new Wind Point Public Works supervisor help?
 - e. Traffic hindrance (shrubs, trees, etc.) - recommends sending notices.
 - f. Street drain silt cleaning
 - g. Resolution 2024-5 Recycling CAP | Motion to approve Resolution 2024-5 Recycling CAP made by Constable Wright & seconded by Trustee Cermak.
All in favor, none opposed. Motion carried at 7:31PM
6. Trustee's Report (2) – Rick Cermak
 - a. Resolution 2024-4 CMAR | Motion to approve Resolution 2024-4 CMAR made by Trustee Schroeder and seconded by Constable Wright.
All in favor, none opposed. Motion carried at 7:37PM.
CMAR report in progress. Possible source of volume above water bills discussed.
 - b. Main lift station - 3 Phase Power - report deferred.
 - c. Main lift station pump rebuild - work in progress.
7. Constable's Report – Kristin Wright
 - a. Wind Point Police Department (April 2024 & May 2024)
 - b. Caledonia Fire Department (April 2024 & May 2024)
 - c. Wisconsin Humane Society animal sheltering statistics (April 2024)
8. Treasurer's Report – Bob O'Brien
 - a. Financial Reports
9. President's Report – Mark Schall
 - a. Planning Commission vacant seat | Motion to appoint Thomas LaFave to assume the vacant seat on the Planning Commission made by Constable Wright and seconded by Trustee Cermak.
All in favor, none opposed. Motion carried at 7:53 PM

- b. RCICC
 - i. Racine County is developing a search bot to identify unlicensed vacation rental establishments.
- 10. Clerk's Report – Dori Panthofer
 - a. Elections
 - i. Election day back-up location | Back up site will continue to be 3528 N Bay Dr (Treasurer O'Brien's garage).
 - b. Permits
 - i. Uniform building permit fee schedule

Motion to update the Village of North Bay Building Permit Fees each time the state of Wisconsin adopts a new Wisconsin Uniform Building Code fee made by Constable Wright & seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 8:05PM.
 - c. Newsletter
 - i. Content requests from residents
 - 1. If there is a direct benefit to the residents, submit to the President for approval.
 - ii. Content requests from outside the Village
 - 1. If there is a direct benefit to the residents, submit to the President for approval.
 - iii. July 2024 Content
 - 1. Village related topics: Tax installments due, safety grant/AED device; Partisan Primary election August 13th; Water main project status update; speeding on Village streets; and additional topics submitted by the Board.
 - d. 2024 Village Directory release pending appointment of vacant Planning Commission seat.
 - e. Records - Check out procedures reviewed.
 - f. Upcoming Village meetings
 - i. Monday, July 8th, 2024 (7PM) BOT Meeting
 - ii. Tuesday, July 9th, 2024 (5:30PM) Erosion Control/Greenspace Committee Meeting:
 - iii. Monday, August 19th, 2024 (7:00PM) BOT Meeting (3rd Monday)
- 11. Accounts Payable (AP)
 - a. AP May 2024 final: \$39,450.20
 - b. AP June 2024 preliminary: \$6,508.99 (Check # 13860 Racine Water & Wastewater Q2-2024 Sewer/Meter bill \$7,419.21) **NEW AP TOTAL \$13,928.21**

Motion to approve both AP reports as noted above made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion carried at 8:12PM.
- 12. Old Business
 - a. Trash can on lakefront pilot program (summer) | Municipal trash cans are priced between \$600 to \$1000++; consider a more affordable option or a Johns Disposal cart for the pilot program.
 - b. LWMMI \$500 Safety Grant - Eligible equipment for purchases 7/1/2023 through 6/30/2024.
 - i. Propose installing a refurbished Philips FRx AED (same unit used on first responding fire engines & trucks) at Village Hall. Net cost to the Village is \$195 (\$695 less \$500 safety grant).

Motion to approve purchase for the AED referenced above made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 8:27PM.

- c. Committee update
 - i. Bluff weed trimming concerns noted
 - ii. In response to the RFP (request for proposal), an email request was received for a copy of North Bay's emergency storm water plan. Trustee Cermak is not aware of a formal emergency storm water plan for the Village. Action: President Schall will respond to the email.
 - d. WordPress - website template retired/unsupported | President Schall contacted the League of Wisconsin. LWM staff person Kristin Mickelson is exploring what other municipalities are doing.
 - e. Clerk documentation status | Draft presented last month, no action at that time.
 - i. President Schall suggested adding a transition plan between the outgoing and incoming clerk. The Clerk asked the Board for input, noting that 1) The term of office ends on the 3rd Tuesday of April; 2) Historically, the Clerk has worked through the May BOT; 3) The second quarter Clerk fees were split, with the outgoing clerk receiving $\frac{2}{3}$ of the total fee and incoming clerk receiving $\frac{1}{3}$ of the total fee even though the incoming clerk worked more than $\frac{1}{3}$ of the second quarter. Action deferred pending further discussion.
 - f. Service provider access issues on private drives due to overgrown trees (South Creek) | Action: President Schall will refer this to the Village attorney.
13. New Business
- a. DNR request related to a Rusty Patched Bumble Bee (federally endangered bumble bee species) queen starting a nest in the Village of North Bay | Action: Request to include information in the Village newsletter was denied.
14. Adjourn | Motion to adjourn made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Meeting adjourned at 8:49PM.