

# Minutes September 9th, 2024 | 7:00 PM

## Board of Trustees (BOT) Meeting



1. Call to Order | Constable Kristin Wright called the meeting to order at 6:58 PM.  
Excused | President Mark J. Schall  
Public attendees:
2. Roll Call | Constable Kristin Wright, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer  
Excused | President Mark J. Schall  
Public attendees | Ken & Marnie Brewer 55 Shore Acres Dr;  
Connie Mellem (116 S Vincennes Cir) signed in at 7:00 PM; Mackenzie Davies & William Starks (111 Shore Acres) signed in at 7:01 PM  
Mr. & Mrs. Brewer departed at 7:10 PM. Mr. Starks departed mid-meeting (time not noted). Ms. Davies departed at 7:39 PM.
3. Public Comment | Presented after Agenda items 4 and 5.
  - Connie Mellem presented concerns about: 1) the upcoming budget process for greenspace efforts and provisions to cover any expenditures to the physical building of village hall and lift station; and 2) the sewer agreement set to expire in January 2025.
  - Mackenzie Davies and William Starks asked why a current plat of survey was required for their recent fence permit application; the reason for a title search and request for information about any deed restrictions. Responses provided under agenda item 12(d) Old Business - Update | Fence Permit application 111 Shore Acres Drive
  - Marnie Brewer asked what section of Shore Acre is the shared private drive and what is private property.  
  
Trustee Schroeder | The section when you first turn on Shore Acre and then immediately turn right to continue around the loop is the shared private drive. A plat of survey should show the actual property lines.
4. Approval of the August 19th, 2024 BOT Meeting Minutes | Motion to approve the August 19th, 2024 BOT meeting minutes made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 6:59 PM.
5. Trustee's Report (1) – Paul Schroeder
  - a. Bridges and public road maintenance
    - i. Pothole repair before winter
    - ii. Street storm drain cleaning
    - iii. Bridge repairs - See Old Business item 12(e).
  - b. Aspen Property Care
    - i. Vegetation trimmed in preparation of cosmetic bridge repairs
    - ii. Japanese Knotweed

- c. Public Works Permit #DW2024-1(driveway) passed the final inspection.
- d. Fall Leaf & Snow Removal Contract | Contract signing will occur after the Full Blown Smith adds the service dates.
- e. Johns Disposal 2025 proposed rates: 2.4% increase for garbage & recycling; 5 ¢ per yard waste sticker increase (\$1.15 per sticker / sold in multiples of 5 for \$5.75) effective January 1st, 2025). Johns Disposal would like the Village to promote proper battery disposal (include information in an upcoming Newsletter).

Motion to accept the proposed 2025 rates made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:25 PM.

- 6. Trustee's Report (2) – Rick Cermak
  - a. Sewer Agreement ending 1/21/2025 | Deferred
- 7. Constable's Report – Kristin Wright
  - a. Wind Point Police Department
  - b. Caledonia Fire Department
  - c. Wisconsin Humane Society animal sheltering statistics
- 8. Treasurer's Report – Bob O'Brien
  - a. Financial reports distributed
- 9. President's Report – Mark Schall - Deferred
- 10. Clerk's Report – Dori Panthofer
  - a. Upcoming Village meetings
    - i. 5:30 PM, Tuesday, September 17th, 2024 Erosion Control Meeting
    - ii. 7PM, Monday, October, 14th, 2024: Trustees Meeting
    - iii. 7PM Monday, October 28th, 2024 Trustees Meeting (November)
    - iv. 7PM Monday, November 25th, 2024 Budget Hearing
    - v. 7:05 PM Monday, November 25th, 2024 Trustees Meeting (December)
- 11. Accounts Payable
  - a. AP August 2024 final \$88,381.97
  - b. AP September 2024 preliminary \$ 18,903.30

Motion to accept the August 2024 AP final in the amount of \$88,381.97 made by Constable Cermak and Trustee Schroeder. All in favor, none opposed. Motion carried at 7:35PM.

Motion to accept the preliminary September 2024 AP in the amount of \$18,903.30, allowing Clerk & Treasurer to issue payments for bills due before the next meeting to maintain current accounts made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 7:38PM.

- 12. Old Business
  - a. Agenda Content /Open Meeting Law Executive Board training options (if available) | Deferred (awaiting information from 2 of 3 sources)

- b. Update | Emergency vehicle and service provider access on private roads  
Motion to mail the notice to residents on private drives west of Main Street subject to revising the draft to add a 30-day time limit, add Lansdale Lane and strike North Street made by Trustee Schroeder and Trustee Cermak. Motion carried at 7:43 PM.
  - c. Update | Encroachment application (3623 N Main St) - Trustees suggest making the approval subject to written confirmation that the Henshaw's agree to maintain the Village land blocked by their recent landscaping (also on Village land). Refer to the landscape plan in the encroachment application. Action deferred.
  - d. Update | Fence Permit application 111 Shore Acres Drive fence permit application, if additional documents are received. Response to Public Comment questions:  
Response to Ms. Davies Public Comment | The August 12th, 2024 Board of Trustees review of the fence application noted that the 1973 plat of pre-dated construction of adjacent houses and determined that a current survey is required to reflect the area as it is today. Private drives may have deed restrictions related to right of way (setback requirements from the private drive). Knowing if there are restrictions before installation will save you and your neighbors aggravation.
  - e. Bridge repairs | Motion to approve the cosmetic bridge repair proposal submitted by M&M Masonry dated September 7th, 2024 in the amount of \$11,900 made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:18 PM.
13. New Business
- a. Planning Commission & Board of Appeals length of terms | Deferred until President Schall can present.
  - b. Correspondence from Attorney Larson was emailed to the Board but the topic is not on the Agenda. Discussion deferred until the topic appears on an agenda. Constable Wright will contact President Schall tomorrow.
14. Adjourn | Motion to adjourn made by Trustee Schroeder and seconded by Trustee Cermak. Meeting adjourned at 7:52 PM.