

Agenda | October 9th, 2023 | 7:00 PM
Board of Trustees (BOT) Meeting | Village Hall



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

Roll Call: President Mark J Schall, Trustee Rick Cermak, Trustee Rich Schmitt, Constable Kristin Wright, Treasurer Robert E. O'Brien, Clerk Doris A. Panthofer

Public: None

Public Comment | None presented.

Approval of Meeting Minutes | Motion to approve the September 11th, 2023 BOT Meeting Minutes made by Constable Wright and seconded by Trustee Schmitt. All in favor, none opposed. Minutes approved at 7:03PM.

Trustee's Report (1) – Rich Schmitt

- Cosmetic bridge repair bid from Haase & Sons in the amount of \$5,8000, to be completed in fall, weather permitting. Motion to approve the bid as written made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion approved at 7:06PM.
- Ayres bridge inspections are scheduled at 2:30PM on October 19th. Ayres will file the required Pavement Rating reports.
- The Village continues to await the following bids:
 - Affordable Tree Care | Village owned tree adjacent to 3621 N Bay Drive (Englander/Pepich). Evaluate if the tree is diseased or healthy and consider removal for a permanent remedy.
 - Breezy Hills | Part 1: Clear the lakefront brush, overgrown junipers, and overgrowth
Part 2: Lakefront landscape plan.
Trustee Cermak asked if the bid will include clearing growth on the north jetty.
President Schall plans to schedule the first meeting for the public land task force (ravine and/or lakeshore) next month.
- Full Blown Smith, LLC. | Per Dawn Smith, the terms of the contract(s) between the Village of North Bay and Full Blown Smith, LLC, as established by Curt Smith (deceased), will be honored.
 - Fall leaf collection begins October 23rd, 2023
 - Winter snow removal; Snow stakes will be placed the first week of November.

Trustee's Report (2) – Rick Cermak

- Sewer Maintenance Bids (Green Bay Pipe & TV). Mark Kolczaski, Engineer (Baxter & Woodman) agrees with the proposed repair noted referenced in Green Bay Pipe Bid #2467 .
 - Motion to approve Green Bay Pipe Bid #2456 for sanitary cleaning and televising west of Main Street in the amount of approximately \$9,330.40 and Bid #2467 in the amount of \$2,400 for CIPP spot repair made by Trustee Schmitt and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:23PM.

- Storm Sewer Ownership research.
 - Trustee Cermak spoke with:
 - Anthony Bunkelman, Public Service Director Village of Caledonia, who stated that he believed the letter is correct.
 - Robert Bowers and Anthony Beyer of Mt Pleasant. Mt. Pleasant received a similar notice from the Wisconsin Department of Transportation (WisDOT) 2 years ago and opted to ignore the notices. It may be dramatic to suddenly absorb expenses for storm sewers.
 - Trustee Cermak stated it may have taken time for the City of Racine to process the WisDOT notice to notify the Village of storm sewer ownership.
 - Per Schall, this is a county road.
 - Per Trustee Cermak, City of Racine Public Works Commissioner John Rooney, it's a County road, and when it comes to repaving it, the City of Racine will not repave anything that goes through the Village of North Bay. Rooney's opinion is that the County may seek to partner with the Village to repave it.
 - President Schall stated there isn't anything imminent; the Village should let it play out.
 - Per Trustee Cermak, if it does fall in the Village jurisdiction, what the Village must track is not that dramatic. Storm sewers don't have as many tests and monitoring as the sanitary sewer. Trustee Cermak hasn't been able to see what the storm sewer looks like because he can't open the digital file from the city.
 - President Schall asked if the Village was also responsible for the road.
 - Per Trustee Cermak, the letter did not reference the road, only maintenance of the storm sewer.
 - Per President Schall, Trustee Cermak is to make more calls.
- Village Hall Lift Station Pump #1 may need to be replaced. At this time, Pump #2 is set as the lead pump. When the hours (of operation) on both pumps are equal, the system will be reset to alternate between the 2 pumps.

Constable's Report – Kristin Wright

- Wind Point Police Report September 2023 | 106 citations, 86 Police Activity/Incidents
- Caledonia Fire Department September 2023 | Zero calls
- Wisconsin Humane Society Animal Welfare | Not available (reports are issued on the 10th of each month)
- A fire was reported under the Vincennes Circle Bridge; it was extinguished. An investigation is underway.
- 3 break-ins within Wind Point have occurred; doors were locked, nothing taken.

Treasurer's Report – Bob O'Brien

- Financials were distributed; the Village is in good financial condition.
- Johnson Bank will no longer be a depository for tax payments for the Village. Tax payments need to be mailed to the Village of North Bay.

President's Report – Mark Schall

- Racine County Intergovernmental Cooperation Council (RCICC)
 - August 30th meeting. Due to a scheduling conflict, President Schall did not attend the meeting. For information about RCICC meetings, visit: <https://www.racinecounty.com/departments/racine-county-intergovernmental-cooperation-council>.
 - Next RCICC meeting: 5PM on Nov. 29th, 2023 at Caledonia Village Hall

Clerk's Report – Dori Panthofer

- Permits
 - Assessor Henke requested a Permit Report
 - Failed/Expired Permit # B2021-3 Castellano 30 S Vincennes Cir. | A February site inspection noted the following 4 issues that were to be corrected by June 18th, 2023 and reinspected: Grading around exterior stoop exceeded 8" maximum rise, tempered glass required for the windows next to stair, handrail required for the stair, guard required for the stair. The permit expired without reinspection.

Per Inspector Greivell, it's the Village's duty to issue a notice of expired/failed permit to the owner that includes language that work cannot resume until a new permit application is submitted.

Mr. Castellano is aware he needs a new permit. In early September, Mr. Castellano mentioned to Mark and Dori Panthofer that he'd like to regrade the area on the rear exterior stoop to avoid having to add another step to the stoop.

Clerk Panthofer is unaware of the Village's position regarding re-grading from one lot to another. Re-grading towards neighbor's land could have a negative impact. In winter, additional runoff may flow onto the driveway at 3730 Lighthouse Dr (owned by Mark and Dori Panthofer) and exacerbate icy conditions on the driveway. The strip of land between the stoop and the driveway is very narrow. As a neighbor, I am uncomfortable with handling this matter.

Per Constable Wright, we had a problem on the south end of North Bay. The Village of North Bay notified the City of Racine to stop the regrading of land from the City of Racine towards the southern border of the Village (end of North Bay Drive and 75 Shore Acre Drive).

President Schall will contact Mr. Castellano.

- Reminder; Upcoming meeting dates: October 30th, and November 27th, 2023.
- VNB Insurance Renewal

Motion to accept email proposal #11565 for the 2023-2024 Insurance Renewal Proposal as presented via email on September 27th, 2024 from Nancy Weunne, Program Specialist, R&R Insurance Services Inc., made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 7:52PM.
- 2024 Spring Election (April 2nd, 2024) | 3 Village Offices on the ballot: Treasurer, Trustee #1 Public Works, Trustee #3 Water & Wastewater. Incumbents are asked to voice their intent at one of the next 2 meetings, to allow time to recruit candidates, if necessary. Incumbents who do not plan to seek re-election are asked to submit a Declaration of Non-Candidacy no later than December 28th, 2023.
- October Newsletter target publication date is October 10th, 2023. Clerk Panthofer recommends including an article to announce recent resolutions and Ordinance 2023-1 related to Vacation Rentals.

Accounts Payable | Motion to approve AP 2023 October report in the amount of \$18,437.87 made by Trustee Schmitt and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:56PM.

Old Business

- Storm Sewer Ownership - See Trustee # 2 report.
- Cosmetic bridge repair Bid (Haase & Sons) - See Trustee # 1 report.
- Reminder; Upcoming meeting dates: October 30th, and November 27th
- FEMA and Wisconsin Mandate RE: Flood Plain Ordinance update - See President's Report
 - President Schall requested an update to the Ordinance to comply with State Statutes. Motion to approve Ordinance #2023-2 related to Flood Plains made by Trustee Schmitt & seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 7:58 PM. Clerk Panthofer will request a clean copy for final signature.
- Sewer Maintenance Bid (Green Bay Pipe & TV) - See Trustee # 2 report.
- October Newsletter - See Clerk Report

New Business

- Trick or Treat | Date aligned with the City of Racine; October 31st, 2023 from 5PM - 7PM.
- Wisconsin Humane Society Stray & Impound Animal Shelter Services Agreement Schedule A Payment. Motion to accept the updated Services Agreement made by Constable Wright and seconded by Trustee Schmitt. All in favor, none opposed. Motion carried at 7:59 PM. Per Treasurer O'Brien, request to continue annual billing.
- 2023 League Insurance Safety Grant | Treasurer O'Brien reviewed the grant. The Village should consider installing an AED Defibrillator device for a net cost of \$300 (\$800 less the \$500 grant). Per Trustee Schmitt, even without the grant, the Village should have an AED Defibrillator should an event occur on Election day, or anytime Village Hall is occupied. Per Treasurer O'Brien, the Village simply needs to acknowledge we will participate and the funds would be dispersed. The Board agrees to participate in the grant for purchase of an AED Defibrillator.
- 2024 Racine Area Hazardous Waste Program Agreement | There are no changes to the number of households (97). The \$3 rate is unchanged. No action is needed.
- 2023 Wisconsin Act 12: How it affects local governments - Skipped.
- 2050 Multi-jurisdiction comprehensive land use plan (response due 10/13/2023). President Schall will ask former Clerk Connie Mellem, and will respond to the request.
- Curb maintenance - discussion deferred.
- VNB Insurance Renewal - See Clerk or Treasurer's Report
- 2024 Spring Election (April 2nd, 2024) | 3 Village Offices on the ballot: Treasurer, Trustee #1 Public Works, Trustee #3 Water & Wastewater - See Clerk Report.

Adjourn | Motion to adjourn made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Meeting adjourned at 8:08PM.