

BOT Meeting Minutes
7:00 PM Monday, October 26th, 2020



Roll Call | Board Attendees | President Roger Mellem, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Constable Kristin Wright, Treasurer Robert O'Brien, Clerk Dori Panthofer

Public Attendees | Karen Horwitz & Hector Izaguirre (3733 Lighthouse Dr)

Call to Order | President Roger Mellem called the meeting to order at 7:00 PM.

Public Comment | President Mellem opened up Public Comment. None presented.

Approval of the October 12th, 2020 Board of Trustees (BOT) Meeting Minutes

Motion to approve the October 12th, 2020 BOT Meeting Minutes made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 7:01 PM.

Trustee's Report (1) – Paul Schroeder

The grass in the public areas is greening up. Fred Wensing advised that lawn restoration will most likely require additional attention in spring. Leaf pick up is going well.

Trustee's Report (2) – Rick Cermak

By phone, Reesman advised Trustee Cermak that there is still time to complete two projects this year but dividing the projects may incur additional mobilization (of equipment) fees. Reesman submitted one bid for two projects; 1) Lighthouse Drive stormwater project and 2) the lakeshore erosion project. Per President Mellem, the Lighthouse Drive stormwater project is pending a decision by the attorneys.

Constable's Report – Kristin Wright

A handwritten report was presented to Clerk Panthofer to file with the minutes.

- No new incidents of unauthorized entry in parked cars since the 10/15/20 report.
- Chief Rick Von Drasek is exploring CodeRED, an emergency notification service that allows emergency officials to notify residents and businesses by telephone, cell phone, text message, email and social media regarding time-sensitive general and emergency notifications.
- Animal Welfare - Nothing to report.
- COVID | Racine continues to be a high-risk area. Contact tracing reveals that family gatherings are the main source of spread. Hospitals are closed to visitors.

Treasurer's Report – Bob O'Brien

2021 Preliminary Budget | Treasurer O'Brien used the Consumer Price Index (CPI) and best estimates available at this time. Two items were increased in the 2021 Budget versus the 2020 Budget:

- 1) Roads and Streets \$30,000
- 2) Contingency \$5,000.

The levy is up 14% over last year. Treasurer O'Brien asked: Do we hold the budget at inflation or do we add funds for the bridge and lakefront erosion planning?

Per President Mellem, according to the state's definition of a bridge, North Bay has only one bridge that connects North & South Vincennes. The other 3 structures on Nicolet, North Bay and Hennepin Place are considered abutments. Trustee Schroeder stated that the Village maintains the abutments.

When the Vincennes Circle bridge rating drops to the 50%, action will be required. The Village can expect Engineering study and possibly grant preparation fees.

President Mellem stated that previous Board administrations considered the following solutions to the Vincennes Circle bridge:

1. Replace with thru traffic between South and North Vincennes
2. Remove with no thru traffic between South and North Vincennes
3. Redesign with a (culvert) pipe with thru traffic between South and North Vincennes

President Mellem stated that a referendum will be required for significant projects. Ayres is scheduled to inspect the Vincennes Bridge. The results will be shared with the Board.

Constable Wright recommends creating a Vincennes Bridge advisory committee which consists of interested residents to include but is not limited to individuals who possess knowledge of public works, construction and engineering. Potential resident committee candidates include: Jon Behrends, Rick Hennig, Rocco Castellano.

Per President Mellem, the Racine County Engineer may be a resource. Treasurer O'Brien mentioned the possible involvement by the Army Corps of Engineers.

Per Trustee Cermak, DNR restrictions may exist. An additional consideration is the sewer overflow. Trustee Cermak stated "It's been used once about 13 years ago" and is currently buried in the sand.

Previously, Woodland Hills completed work that has lasted. The bridge and North Bay beach are tied together.

Treasurer O'Brien asked the Board, "Is it OK to go with the budget?"

Motion to approve the 2021 Proposed Budget for the Village of North Bay as presented to the Board of Trustees on dated 10/26/2020 made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 7:28 PM.

To comply with state statutes, Treasurer O'Brien will publish the 2021 Proposed Budget for the Village of North Bay in the Journal Times and Clerk Panthofer will publish it on the Village Hall Door and on the News and Announcements page of the Village website. It will also appear in an upcoming newsletter, including the assumptions.

President's Report – Roger Mellem

Ethics Agreement | President Mellem emailed a new proposed Ordinance at 10:27 AM today, October 26th. The proposed ordinance creates Section 2.10 of the Code of Ordinances for the Village of North Bay related to the ethical standards. This Ordinance primarily applies to Board Members, possible future hires, and contractors.

Constable Wright asked if the Ordinance must be advertised. Per President Mellem, it was included on the Agenda, and was noticed like we do everything else.

Following the passage of the Trailer/Recreational Vehicle ordinance, a resident mentioned to Clerk Panthofer that he felt all Ordinances should be published in entirety prior to any Board vote to allow residents to present Public Comment.

President Mellem stated he does know if that applies to this case. This ordinance directly involves the Board. "There's nothing that is going to affect any resident of this city unless they get elected to the Board."

Trustee Schroder stated the request to fully publish in advance makes sense for things like parking but this is a policy issue that does not impact the residents.

Clerk Panthofer stated "It (the Ethics Agreement) should definitely be there. If the Board wants to vote on it, that's fine." The Board is asked to consider fully publishing the language of any and all proposed ordinances prior to a vote so the residents have the opportunity to provide feedback before a vote.

President Mellem asked if there was a motion to pass.

Motion to approve Ordinance Number 2020-2 to create Section 2.10 of the Code of Ordinances for the Village of North Bay related to the ethical standards made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:35 PM.

Clerk's Report – Dori Panthofer

Topics included in the monthly Clerk report emailed to the Board include: General Election, Monthly Permit Report, Resident Communication, Village Hall Guest Network and the next Newsletter. Click [here](#) to view the full report, which is also filed in the Minute binder and saved in Google Drive.

Clerk Panthofer reported that on October 24th, an elderly woman had a heart attack on the street in front of her home: 3730 Lighthouse Drive. The woman who lived off of 3 Mile Road had been walking with her adult daughter (resident of Whitefish Bay) and a large dog, possibly a German Shepherd or Shepherd mix. Clerk Panthofer was second on the scene after her son investigated a commotion he observed through the window. With no signs of life, Clerk Panthofer (1st Aid/CPR/AED certified) began CPR. The dog bit Clerk Panthofer, who then asked the daughter to move the dog away, and continued with CPR. Moments later, Dr. Mark Zimmerman arrived and

assisted in life saving efforts and determined the pulse had been restored. Shortly thereafter, the EMTs arrived and Dr. Zimmerman continued to assist.

Accounts Payable - Amended October 2020 \$ 33,066.03

Motion to approve by Trustee Schroeder, seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:49 PM.

Old Business

Advance publication of Ordinances in advance of a Board Vote | This is in response to resident Rich Schmitt's (3740 Lighthouse Drive) remarks that the Board should publish all ordinances prior to a Board Vote. President Mellem stated that "to my knowledge, this has not been done in the past." If an Ordinance impacts the general public, we can publish it in advance of a vote. Board fee back appears below:

- Constable Wright stated that it makes sense to publish it in advance to allow public comment.
- Trustee Cermak stated that if it impacts the public, yes.
- Treasurer O'Brien referenced language changes to the Trailer/RV parking ordinances however the revisions were based upon board feedback and not public comment.
- Trustee Schroeder commented prior to the approval of Ordinance 2020-02 that ordinances impacting the general public could be published.

Moving forward, Ordinances will be published in their entirety prior to a Board vote.

New Business

2021 Elections | The Village President, Constable & Clerk offices are up for Nomination on January 11th, 2021 for the Spring Election scheduled on April 6th, 2021. In November of 2018, the Board sought Clerk candidates because Connie Mellem announced early that she was not running for another term. Clerk Panthofer asked the Board Members up for reelection to consider their plans and share their intent on November 30th, the final Board Meeting of the year. Announcing a potential Board vacancy may allow a public announcement to offer residents time to consider candidacy prior to the January 11th, 2021 Village Caucus.

Adjournment

Motion to adjourn by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:54 PM.