

**BOT Meeting Minutes**  
**7:00 PM Monday, November 30th, 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

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

**Public Attendees arrived after roll call** | Rocco Castellano (30 N Vincennes Cir) and Karen Horwitz (3733 Lighthouse Dr)

**Public Comment** | President Mellem opened Public Comment.

Rocco Castellano | Mr. Castellano provided a status update on the new Village Hall sign project. Mr. Castellano reviewed the project with Bukacek Construction & resident Joe Marshall three weeks ago. Per Mr. Castellano, the sign post repairs may be done within the Village at no cost. VNB Resident Joe Marshall (3637 Hennepin Pl), a skilled carpenter, reviewed the scope of the project and stated he could execute the project according to the specifications. Mr. Castellano will confirm if Mr. Marshall is still comfortable with this project which involves cutting down the portion of the post that is degraded followed by reinstalling the yardarm. In response to President Mellem's question about traffic clearance, Mr. Castellano does not believe it would be an issue but would study it; if there were a conflict, it would be because a vehicle came up over the curb. President Mellem stated the Board could send Mr. Marshall a letter of appreciation.

Public comment concluded at 7:04 PM.

**Approval of the October 26th, 2020 Board of Trustees (BOT) meeting minutes.**

Motion to approve the October 26th, 2020 BOT Meeting Minutes made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:04 PM.

**Trustee's Report (1) – Paul Schroeder**

A snow removal article was added to the Newsletter. Leaf pick up is finished. In response to Treasurer O'Brien's inquiry about the status of a pending tree removal near a light pole, Trustee Schroeder stated he will follow up with Affordable.

**Trustee's Report (2) – Rick Cermak**

Lighthouse Drive Stormwater Management | A status report is pending until after Trustee Cermak schedules and meets with The Reesman Company regarding two pending projects: 1) Lighthouse Drive stormwater flow and 2) North Bay public beach area lakefront erosion. Trustee Cermak stated he expects to connect with The Reesman Company this week.

Malfunctioning Street Light at the end of North Bay Drive | According to the contractor who repaired the street light, it appears that the Street Light contractor used an old breaker box. Intermittent power interruptions impacted the timer and the function of the light. The light is now working properly.

**Constable's Report – Kristin Wright**

- Wind Point Police Department | Activity is primarily traffic related; there are no significant police incidents to report.
- Animal Control | Zero incidents reported.
- Health Department | COVID numbers in Racine continue to rise.
- Path of Ordinance enforcement | The Board makes the rules but does not enforce them. The Wind Point Police Department (WPPD) oversees enforcement. Constable Wright is the liaison with WPPD.

### **Treasurer's Report – Bob O'Brien**

- 2021 Annual Budget | A motion to approve the 2021 Village of North Bay Annual Budget exactly as proposed on October 26th, 2020 was made by Trustee Schroeder and seconded by Constable Wright. All in favor, none opposed. Motion passed at 7:24 PM.
- The State determined the 2020 property values which impacts property taxes. Overall, Covid-19 resulted in a decline of values. North Bay values were impacted by Wind Point. Wind Point sales appear to be higher than the overall average, including North Bay but the state used Wind Point's trends to calculate North Bay values. Assessor Henke plans to contact the State for 2021 to address valuation.
- October 2020 financials were distributed to Board Members.

### **President's Report – Roger Mellem**

- Reliable Snow Plowing | Motion to pass the 2020-2021 Snow Removal Contract with Reliable made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:27 PM.

### **Clerk's Report – Dori Panthofer**

Topics included the General Election, monthly building permit update, recorded resident complaints/concerns, and anticipated administrative related village website technology updates. Board action not required this month. [Click here](#) for the full report that is filed in the Minute binder.

### **Accounts Payable - 2020 November \$19,763.95**

Motion to approve the November 30th, 2020 Accounts Payable in the amount of \$19,763.95 made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:44 PM.

### **Old Business**

January 11th, 2021 Village Caucus | 3 Board Positions are up for Nomination (President, Constable, Clerk). Clerk Panthofer asked if those up for reelection were willing to share their intent to run or not to run to allow the Board time to announce if candidates may be needed. Constable Wright and Clerk Panthofer announced their intent to run.

The April 6th, 2021 ballot will also include a Special Election to fill the multi-jurisdictional 4 year Municipal Judge vacancy for the term expiring April 30, 2023.

In response to the 2020 election management challenges noted by Clerk Panthofer, President Mellem recommended the Clerk to prepare a proposal for Board review.

### **New Business**

- Disruption of meeting procedures | The Wind Point Police are on duty during regularly scheduled Board meetings and would be called.
- Key Assignments | The Board granted permission to the Clerk to issue a key to the new mailbox to the Treasurer.

#### Key Assignment Review

- The Key Assignment document transferred by thumb drive from former Clerk Mellem to Clerk Panthofer records Village Hall key assignments only. It does not list key assignments for the mailbox, file cabinets or any other Village keys.
- President Mellem has a current record of all key assignments for Village Hall.
- President Mellem & Clerk Panthofer are the sole keyholders for the File Cabinets.
- Election Hardware Maintenance Agreement | Motion to approve ImageCast Election Hardware Maintenance Agreement with Command Central, LLC in the amount of \$405 for the term January 1st, 2021 through December 31st, 2021 made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 7:55 PM.
- Snow Removal Contract | See President's report.
- Bills due before the next Board Meeting | Treasurer O'Brien noted bills will be due prior to the January 11th, 2021 meeting. Historically, the Village authorizes the Clerk and Treasurer to pay bills that are due prior to the January meeting date to maintain relationships with Village providers. President Mellem said "ok."
- Closed Session | Constable Wright asked to schedule a closed session for a personnel related matter at the January meeting.

#### Adjournment

Motion to adjourn made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 7:57 PM.