

Minutes - January 11th, 2021 | 7:00 PM
Virtual 2021 Annual Village Caucus
Followed by the BOT Meeting



Roll Call - Village Caucus Attendees | Paul Schroeder, Dori A. Panthofer, Robert E. O'Brien, Rocco Castellano, Roger Mellem, Mark Schall, Jodi Reilley, Kristin Wright, Rick Cermak, Karen Horwitz, Hector Izaguirre, Joe Marshall, John Frey

2021 Village Caucus Call to Order | President Mellem called the 2021 Village Caucus to order at 7:05 PM.

President Mellem announced the Caucus rule which prohibits a candidate seeking election from Chairing a Caucus and "with that in mind, since I am not running for office, there is no conflict."

The Caucus will be by Acclamation and not secret ballot. Acclamation means that nominations will be voiced by Caucus attendees.

President Mellem called for nominations for the Office of Village President.

Kristin Wright nominated Mark Schall for Village President of North Bay. Paul Schroeder seconded the nomination.

Roger Mellem nominated Rocco Castellano for the office of Village President. Rick Cermak seconded the nomination.

No other nominations were put forth.

President Mellem called for nominations for the Office of Constable.

Dori Panthofer nominated Kristin Wright for the office of Constable. Robert O'Brien seconded the nomination.

No other nominations were put forth.

President Mellem called for nominations for the Office of Clerk of North Bay.

Kristin Wright proudly nominated Dori Panthofer for the Office of Clerk of North Bay. Paul Schroeder seconded the nomination.

No other nominations were put forth.

President Mellem called for a motion to adjourn the 2021 Village Caucus.

Motion to adjourn the 2021 Village Caucus made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. The 2021 Village Caucus adjourned at 7:08 PM.

Minutes - January 11th, 2021 | 7:00 PM

Virtual Village of North Bay Board of Trustees Meeting

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 | Rocco Castellano, Mark Schall, Jodi Reilley, Karen Horwitz, Hector Izaguirre, Joe Marshall, John Frey, Chief Rick Von Drasek.

January 11th BOT Meeting Call to Order | President Mellem called the meeting to order at 7:08 PM.

Public Comment | President Mellem opened Public Comment. None was presented. Public Comment closed at 7:09 PM.

Approval of the 11-30-2020 Board of Trustees (BOT) Meeting Minutes and 12-15-2020 Stand Up Meeting (SOM) Minutes | President Mellem confirmed that the Board Members reviewed both the BOT and SOM and asked for a motion to accept both the BOT & SOM minutes.

Motion to approve the 11-30-2020 BOT Minutes and 12-15-2020 SOM Minutes made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion approved at 7:09 PM.

Trustee's Report (1) – Paul Schroeder

Village trees marked for removal began. The removal of two storm damaged trees on Nicolet is complete. An adjacent street light was repaired and is operational. Weather permitting, trees marked for removal will continue until the project is complete.

Constable Wright reported to the Board that WPPD Chief Rick Von Drasek and several called her with concern about North Bay road conditions. Constable Wright asked what can be done for some of the intersections that are very slippery.

Trustee Schroeder stated the Village can request salting. Past support of salting is mixed, some residents are for it and some are against it. "I don't have a problem with it either way." Do we ask Reliable to salt the intersections each time or is it case by case.

Chief Von Drasek reported to Constable Wright that he observed vehicles slip through the intersection. Constable Wright recommends the Village make sure the intersections are clear. Chief Von Drasek offered exploring salting with the Wind Point Department of Public Works. President Mellem stated North Bay has a contract with Reliable for snow removal and salting.

President Mellem asked Constable Wright what scope of salting she envisions; is it at every snowfall or by resident request? Constable Wright stated no, sometimes it isn't a problem. When we see it's a problem, someone needs to notify Reliable to salt intersections, avoiding the bridge. Moving forward, Chief Von Drasek agreed to have WPPD officers alert Trustee Schroeder when slippery road conditions need attention.

Trustee Cermak suggested that when ice packed roads begin to thaw, the Village can recall Reliable to scrape/plow the softened base. Due to the ecological dangers of salt entering fresh waterways, Trustee Cermak suggests minimal salt usage to help preserve the lake. Constable

Wright reiterated she is talking about the intersections needing salt and not the bridges.

Trustee's Report (2) – Rick Cermak

The Lighthouse Drive Stormwater Basin and Lakefront Erosion Repairs that were approved at the 12-15-2020 Stand Up Meeting are complete. At Clerk Panthofer's request, Trustee Cermak submitted before and after photos that are filed for future reference. President Mellem and Trustee Schroeder observed both sites and agreed that the work was well done. Trustees Cermak and Schroeder agreed that Reliable provided a very good value for the work completed. President Mellem encouraged all Board Members to visit both sites.

Constable's Report – Kristin Wright

Constable Wright emailed a full report to the Board which will be filed with the minutes. A summary appears below.

- Wind Point Police Department: 88 incidents and 88 citations, primarily traffic related. There is nothing out of the ordinary.
- Animal Welfare - zero incidents.
- Central Racine County Health Department (CrCHD): COVID-19 cases continue to rise, with 17 deaths last week, one of which was a respiratory therapist who contracted the illness on the job. Vaccine distribution is slow and not enough vaccines have been allocated to Racine. UW President Tommy Thompson announced incentives to UW students with nursing skills and other health backgrounds to help with the pandemic. The National Guard is offering C-19 testing in 2 locations twice each week through early March 10th.
- The merger of CrCHD is still pending. Additional information may be available after the January 21st meeting.

Treasurer's Report – Bob O'Brien

- December 2020 financials are pending due to accurately accruing all 2020 expenditures.
- The Village has collected 47% of all property taxes due as of December 31st, 2020.
- Reports filed with the state: Statement of Taxes; the Levy Report; January 2021 Settlement Report.
- Board of Review Training: 2-year certification expires this year for both Treasurer O'Brien and Clerk Panthofer. Recertification must be complete prior to the first BOR meeting. As of this meeting, training materials offered by the Wisconsin Department of Review remain unchanged since 2019.

President's Report – Roger Mellem

In response to Constable Wright's concern for anticipated property transfers in which buyers may wish to tear down and build new, President Mellem requested Village Attorney Chris Geary to review current Building and Zoning codes to preserve views of adjacent homes. The goal is for any new dwelling to fit the neighborhood. Current zoning includes a maximum dwelling height of 36 feet. Attorney Geary identified minor changes, including but not limited to adding a square footage limitation.

Within the body of North Bay's Ordinances, the Building and Zoning are bifurcated, meaning one leads into the other. Zoning matters require a Public Hearing. The Board unanimously agreed to authorize Attorney Geary to draft proposed changes. The Board to review and discuss Attorney Geary's prospective changes to consider the best course for the Village.

Clerk's Report – Dori Panthofer

- A February 2021 Spring Primary Election (February 16th) is required.
- Two building permits were recently closed, one of which incurred a penalty for failure to apply for a permit in advance. One new application is pending payment and approval from Inspector Kosterman and payment; this project will require HVAC, plumbing and electrical permits. Seven permits remain open, one of which will be closed out this week.
- Resident concerns pertained to the new automated recycling collection and property taxes. Treasurer O'Brien addressed the property tax concern and residents with recycling queries were directed to contact Johns Disposal.
- Johns misplaced a recycle cart at a neighboring address. When asked if it was OK to mark the cart with the address, Johns Disposal's official policy is to not permanently mark carts, instead, carts should be temporarily tagged. Nate Austin also stated that carts are "permanently marked all the time", but when asked, the answer is don't.

Johns Disposal offers free walk-up service upon request for handicapped or elderly residents.

- Regarding the Election Management Proposal, Clerk Panthofer noted that Election Official compensation is very low compared to neighboring towns. The proposal will include adjusting compensation to align with Wind Point fees. Until the masses receive the Covid-19 vaccine and/or herd immunity is reached, heavy absentee ballots are expected.
- The 2021 Village Insurance Policy binder was received; the policies will be filed following President Mellem's review.
- Clerk Panthofer sought Newsletter Topics. President Mellem will consider it. Regarding resident communication, to keep people up to speed with what's going on in the Village, President Mellem recommended posting approved Minutes on the Village website. Per Clerk Panthofer, approved minutes have been posted to the website since July; posting usually occurs within 24 hours of approval. President Mellem stated "that's a new one on me." Treasurer O'Brien will contribute an article on taxes and dog licenses. Constable Wright will consult with WPPD Chief Von Drasek. Trustee Schroeder asked to rerun the snow removal article. Trustee Cermak does not anticipate contributing an article. Clerk Panthofer will include Election articles and upcoming meeting dates, including a virtual Village President Candidate Forum on March 8th, 2021. The Board agreed with President Mellem's recommendation to conduct the Candidate Forum immediately before the BOT meeting.
- 2021 technology updates are on hold until the variance applications, Election Management Proposal and Village Directory tasks are complete.

Accounts Payable \$324,958.06

President Mellem asked if the Trustees had any questions about the current Accounts Payable. For the benefit of attendees, Treasurer O'Brien reported that the dollar amount is high because it includes property tax settlements on collections through December 31st, 2020 and also annual fire dues. Motion to approve the January 2021 in the amount of \$324,958.06 made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:45PM.

Old Business

- Vincennes Bridge Report | Constable Wright discussed the bridge report with President Mellem. The current rating is 65.9%, which is about the same as last year. President Mellem stated the bridge damage is due to salting. Ayres provided 3 recommendations, two of which are: 1) beginning plans to replace and 2) repair.

President Mellem wonders if repairs are worth doing. Baxter Woodman Engineer Mark Kolczaski may be able to offer an opinion. The Board could also ask Ayres Engineer Cory Thompson to prioritize the 3 recommendations based on the efficacy of the rating.

Constable Wright would like to identify if there are measures to halt further deterioration. She reviewed the 2008 report prepared by Engineer Nick Skiffington of GRAEF Engineering, who is now with CORRE Inc, a full-service engineering firm that serves local government, and stated it may benefit the Village to contact him since he has working knowledge of the bridge.

Recently, President Mellem observed the bulkheads under the actual bridge deck and stated: "I actually feel pretty good about it." "The riprap looks like it hasn't moved at all." Constable Wright agreed. President Mellem referred to the Army Corps lake levels report, which indicates that levels are currently going down. Levels generally drop in winter. President Mellem sought Trustee Cermak's input, who responded that although levels fluctuate, the water has been consistently a foot lower than in summer.

President Mellem stated that this may drive the conversation to repair now and defer replacement for the future. Information for funding replacement should not be ignored but for now, the Village should be good.

President Mellem stated the Village can seek recommendations from Ayres Engineer Corey Thompson and also Baxter Woodman Engineer Mark Kolczaski. Trustee Cermak offered to contact Kolczaski. President Mellem stated he would like to be present, and asked all Trustees to consider attending to hear Kolczaski's opinion. Per President Mellem, replacement is a big deal. We've discussed financing and grant money but if lake levels are cycling down and the bulkheads are intact, replacing the actual bridge span without replacing the bulkheads may be a viable option, but "I'll leave that to the engineers."

Trustee Cermak agreed to contact Mark Kolczaski, and, if necessary, obtain a referral.

- Vincennes Bridge & Lakeshore/Ravine Erosion Task Force | During the October 26th BOT meeting Constable Wright suggested assembling a group of residents who may be able to help address issues related to the bridge and lakeshore. As the Board begins to address the deteriorating bridge, options beyond replacement should be considered, including repurposing the bridge. The Board will benefit from resident input on the issues that directly impact property taxes and property values. The Board will need to explore options and consider all possibilities and accept resident feedback. Constable Wright stated that keeping residents informed is important. The Board voted to add \$35,000 to the budget in anticipation of Engineering expenses to evaluate the issues without having a clear understanding of what we expected the Engineering firm to do or the cost. This made it difficult to explain the increase in the taxes. Because lakefront and bridge issues are bigger than regular village services such as Fire, Police or salting streets, it requires regular discussion and communication.

Following President Mellem's question if an Engineering opinion from Mark Kolczaski (Baxter & Woodman) would be enough to drive a committee, Constable Wright responded that a committee may not be needed at this time. Constable Wright stated the concept is something for the Board to consider to involve and educate the residents, which she believes is extremely important for this issue.

- Village Hall Sign | Mr. Castellano and Joe Marshall co-presented. Both inspected the sign base on 1/11/2021 and agreed the scope of work included topping off about 18" of the current post and mortising in the existing wood. President Mellem asked if the post would be capped

to prevent future rotting. Mr. Castellano stated the bid document included sheet metal coping to cap the post. Mr. Marshall will monitor the weather and as soon as temperatures are expected to be above 50°, he can complete the post work in a few days. Fabrication of the sign will begin after the modification of the post. Fabrication lead time is 6 weeks. Installation is expected to occur in April or May.

New Business

Village Ordinance 2.02 - Appointed Officials | During the recent addition of the new Section 2.10 Ethics Ordinance to Chapter 2, the language in Section 2.02 related to Appointed Officials seemed ambiguous. In Spring 2020 (the start of the pandemic), President Mellem directed Clerk Panthofer to work with Attorney Chris Geary to create Building/Electrical/Plumbing Inspector appointment agreements instead of verbal appointments, however the Village did not revisit the language of Ordinance 2.02. Per Attorney Geary, the Village could modify the language to remove ambiguity, although it was his opinion that was not absolutely necessary.

Clerk Panthofer distributed by email the current language of 2.02 in addition to Attorney Geary's opinion. Clerk Panthofer recommends revising the language. Treasurer O'Brien stated Clerk Panthofer has a good point and it would be best to clean it up. Constable Wright agreed. President Mellem asked for a motion.

Motion to approve contacting Chris Geary to clarify the language of Section 2.02 made by Constable Wright & seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 8:04 PM

Clerk Panthofer reviewed the path to approval of either a new Ordinance or revision of an existing Ordinance:

- Board Discussion (BOT Meeting or SOM)
- Attorney drafts proposed language
- Language is distributed to the BOT for review.
- Upon the Board's acceptance, the Clerk publishes the proposed language in its entirety at least 24 hours prior to the next BOT/SOM meeting.
- Publishing options: Website (2 locations, News & Announcements and Ordinance page), Newsletter, email blast, bulletin board.
- Immediately before the Board vote: Allow public comment (up to 3 minutes per person, 15 minutes total)
- Board Vote. If approved, the President & Clerk sign and date the Ordinance.
- The Clerk posts the newly signed Ordinance to the Bulletin Board and Village website. Bulletin Board & website versions use an electronic signature. File the original in the Ordinance Binder at Village Hall.
- Add the new/revised language to the Ordinance Chapter
- Print & distribute 8 copies (1 per BOT member, 1 to the Village Attorney and one in a Village Hall edition) and publish the full chapter on the website.

Adjourn | Motion to adjourn made by Constable Wright and seconded by Trustee Cermak. Meeting adjourned at 8:04 PM.