

**Village of North Bay Board of Trustees Meeting
February 8th, 2021 | 7:00 PM**



Virtual Meeting Minutes

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 | Wind Point Police Chief Rick Von Drasek, Karen Horwitz (3733 Lighthouse Dr.), Mark Schall (3644 N Bay Dr).

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

Public Comment | President Mellem opened Public Comment. None was presented. Public Comment closed at 7:01 PM.

Approval of the January 11th, 2021 Village Caucus and Board of Trustees (BOT) Minutes and January 29th, 2021 Stand Up Meeting (SOM) Minutes. President Mellem confirmed that the Board Members reviewed both sets of minutes and asked for a motion.

Motion to approve the January 29th, 2021 SOM Minutes made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:02 PM.

Motion to approve the January 11th, 2021 Village Caucus & BOT Minutes made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 7:03 PM.

Trustee's Report (1) – Paul Schroeder

Snow removal concerns related to the distance to curb and mailbox access were resolved. In response to Wind Point Police Department's (WPPD) request, intersections were salted for ice control. President Mellem inquired if it was salt or calcium chloride. Trustee Schroeder did not know and Treasurer O'Brien stated he observed the application was white and not blue.

Trustee's Report (2) – Rick Cermak

- Trustee Cermak is working with United Mechanical on a recurring pump alarm due to an overload at start-up and shut-down. Repairs to replace the contacts on the two motor starters should resolve the issue.
- Following President Mellem's request during the January 11th, 2021 BOT meeting, Trustee Cermak contacted Baxter Woodman Engineer Mark Kolczaski regarding the Vincennes Bridge to identify what action the Village could take to prolong the life of the bridge. Mr. Kolczaski's opinion: "Why would you put any money into it? You should be able to get 80% of the funding for that bridge and we should be thinking about starting that process." Mr. Kolczaski mentioned Wind Point is dealing with similar issues. President Mellem asked if Mr. Kolczaski mentioned the Racine County Engineer and Trustee Cermak stated he did not. President Mellem stated that the previous Racine County Engineer (out of the Ives Grove office) was helpful in the past. Trustee Cermak stated he will start with Wind Point and "maybe it will take me there."

Constable Wright asked to clarify that Mr. Kolczaski said to not do anything. Per Trustee Cermak, Mr. Kolczaski said that the Village is throwing money away on a bridge that is near failing. President Mellem referred to the 2020 Ayres Report which included 3 top items, one of which was to repair some of the existing spalling and rails.

Clerk Panthofer alerted Trustee Cermak that WP Public Works Trustee Jack Feiner recently left Wind Point and accepted a position in Sturtevant. Per Chief VonDrasek, WP is currently underway to appoint a replacement and directed Trustee Cermak to contact WP Administrator/Clerk/Treasurer Casey Griffiths. Trustee Cermak acknowledged that he would first contact Mr. Griffiths.

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 (WPPD): Recent activity report includes: 103 citations, mostly traffic; 6 case reports; 35 police activities. Chief VonDrasek proudly announced that WPPD was recently certified for their Use of Force policy which recognizes that WPPD is in compliance with current state and federal use of force policy.
- Animal Welfare - no incidents.
- CrCHD - Health Department: COVID-19 numbers are dropping and the community is no longer classified as high risk. Vaccines are underway. Constable Wright gave high praise for the vaccine process and reported she sent an email of appreciation to Margaret Gessner acknowledging CRCHD's outstanding performance. A report revealed that about two-thirds of the deaths are age 80+. Area hospitals have noticed that some long haulers, people who had COVID-10 and got through it, are returning to the hospitals and appear to have a high mortality rate.
- CRCHD COVID-19 testing continues at 2 locations. CRCHD received another COVID-19 testing grant.
- Regarding the pending Health Department consolidation, the MOU (Memorandum of Understanding) with the County is still pending due to issues with levy transfer. Currently, it's not a county priority so it's on hold.

Treasurer's Report – Bob O'Brien

For tax purposes, December and January financials are worked in tandem to ensure accruals for goods & services are accurate. A draft is forthcoming. The state requirement due date is March 1st. The January report is essentially a year end report to the state which is relevant to reimbursement for roads and streets. W2's were delivered and two 1099's were mailed (CLA and Chris Geary). Village inspectors were below the 1099 threshold.

President's Report – Roger Mellem

- President Mellem received an email from CRCHD Margaret Gesner that was distributed to all CrCHD municipalities which included a potential temporary Ordinance related to COVID-19, businesses and public buildings. Currently, Village Hall is only open for Elections and there are no businesses in North Bay. Constable Wright agreed that by notifying residents that Village COVID-19 protocols include wearing a mask to enter Village Hall on Election Day, the temporary Ordinance is not necessary and the Village can spare the legal fees.

- Building & Zoning | President Mellem referred to the 4:16 PM email from Chris Geary related to Building & Zoning revisions that address Board concerns related to tear downs as well as items related to updating Building & Zoning forms. No action will occur tonight.

Treasurer O'Brien inquired how the Right-of-Way/Driveway/Culvert Permit would apply to the homes west of Main Street where the streets are private roads and also Shore Acres, the private road east of Main Street. President Mellem acknowledged the question and referred to language related to east and west sides of the Village. When 101 S Vincennes was razed and rebuilt, the driveway was moved from the west to the east side of the house, and the driveway now enters/exits directly into the intersection, which is not kosher. Had this been in place, it may not have been allowed.

President Mellem stated there must be a clear delineation between what applies where and it's up to Chris Geary to make the distinction.

President Mellem directed the Board to review the material for a later discussion. Zoning changes require proper Notice and Public Hearing. Communities that abut North Bay must be advised. Chris Geary will prepare the Legal Notice and Clerk Panthofer will publish it.

- Wind Point Police patrol usage of alley lights: President Mellem asked Chief Von Drasek about patrol usage of alley lights in North Bay and stated he has received resident complaints that the patrols are lighting up residents. Chief Von Drasek said they occasionally hit the spotlights and will notify the officers to only use them when absolutely necessary. Constable Wright stated she observed this happen, and the squad that just passed Village Hall had the lights on.

Clerk's Report – Dori Panthofer

- Building Permits | New, Open and Closed permits were reviewed.
- Resident Communication | One concern received RE: Rental fee for an additional recycle cart and frequency of recycling collection.
- Newsletter topics | Spring Primary Election & COVID-19, Candidate Forum, CrCHD Vaccine Sign Up, article from Treasurer.

2021 February Accounts Payable \$6,596.45

- 2021 January Amended Accounts Payable as of January 27th, 2021: \$ 335,594.81. Motion to approve the amended January 2021 Accounts Payable in the amount of \$335,594.81 made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:25 PM.
- 2021 February Accounts Payable in the amount of \$6,596.45 made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:27 PM.

Old Business

- Building & Zoning | Refer to the President's Report above.
 - Forms & Applications: North Bay's current Variance Application is confusing because it combines multiple functions in one form. Per Chris Geary, functions are typically divided. The February 8th email to the Board identifies forms that may benefit North Bay. Since not

all forms appear to be relevant, Clerk Panthofer created rough drafts of the first three items listed below:

- **Variance Application** - Review fees and language to transfer expenses to the applicant.
- **Planning Commission vs. Architectural Review Committee**
- **Right-of-Way/Driveway/Culvert**
- Demolition - can be added to the current Building Permit application.
- Grading & Elevation changes - can be added to the current Building Permit application.
- Zoning Permit - Do we need this?
- Conditional Use Permit - Do we need this?
- Zoning Permit - Do we need this?

President Mellem acknowledged Treasurer O'Brien's remarks that some forms are not applicable to North Bay. It will take time to go through. President Mellem stated the Village should think in terms of simplicity and he will work directly with Chris Geary to keep things as simple as possible.

Treasurer O'Brien stated an Architectural Review Board could eliminate issues prior to reaching the Planning Commission. President Mellem referred to the Planning Commission as a generic term, and referenced that resident Rocco Castellano previously suggested changing the Planning Commission to Architectural Review. This is a Board decision and Chris Geary may have an opinion.

- Village Ordinance 2.02 - Appointed Officials - Deferred, Chris Geary didn't have time to clarify the ambiguous language related to inspectors.
- Closed Session schedule RE: Notice of Claim
 - President Mellem stated a schedule of Closed Sessions (the time and format) is pending. Constable Wright's preference is to conduct closed sessions independently of regular meetings. President Mellem agreed. Clerk Panthofer asked to consider daytime Friday Zoom meetings.
- Elections - Short Term Emergency Planning | Google Slideshow shared via Zoom that reviewed 2020 election management challenges.
 - Absentee Ballot volume: 50-80% of electors requested Absentee ballots. Pre-COVID, 1-3% voted Absentee.
 - Chief Inspector & Election Inspector shortages.
 - Unable to fill back up spots, meaning if someone didn't show up, or became ill and had to leave, voting would have stopped until a replacement was found.
 - Clerk Panthofer thanked Chief Mark Schall for working all day in the April & August elections and for serving extra shifts in November to process Absentee Ballots.
 - Clerk Panthofer served as Shift 2 Chief in November when the Chief cancelled last minute.
 - For the April 2021 Election, Mark Schall & Clerk Panthofer are both on the ballot and cannot be an Election Official in any capacity. The Clerk can only fulfill Clerk duties that day.
 - Clerk Panthofer is recruiting both new regular and Chief Inspectors (Susan Hamilton has already completed 3 of the 6 mandatory hours of training).
 - No Emergency Plan. Nothing is in place. The Clerk, Chief & Election Officials need to know what to do, where to go, who to call.
 - Mark Schall asked if Clerk Panthofer was able to attend the 2/10/21 Pre-Lat & Public Test.

Clerk Panthofer is under COVID19 quarantine through 2/11/21. Trustee Schroeder will open Village Hall for the Chiefs to complete the required testing. Assuming the final COVID19 test scheduled for 2/9/2021 is negative, Clerk Panthofer will be cleared to perform Clerk duties for the February 16th, 2021 Spring Primary.

- When Clerk Panthofer contacted the WEC throughout the 2020 election year for assistance with a variety of Absentee Ballot issues, Elections Specialists stated that I should appoint a Deputy Clerk.
- In 2020, North Bay issued all 4 types of Absentee Ballots: Regular, Indefinitely Confined, Temporary Overseas & Permanently Overseas.
- Post election, the WEC ordered Clerks to RETAIN photo ID that was filed to issue absentee 2020 ballots and instructed to use retained ID for signature verification on future absentee return ballot certificates.
- WisVote streamlined the process to 10 steps to issue each Absentee Ballot.
- In 2020, it took 8 steps to process each accepted ballot, and 3 steps to reject.
- Election Official Compensation: North Bay's is among the lowest in Racine County.
 - VNB Chief Inspector: \$ 9.25 per hour -- Inspector \$ 7.25 per hour
 - 2019 County Average: \$ 9.64 per hour -- Inspector \$ 8.64 per hour
 - 2021 Wind Point Chief: \$10.00 per hour -- Inspector \$9.00 per hour
 - A few Inspectors asked about Hazardous Duty pay.
 - Chiefs receive zero compensation for the biannual 6 hour mandatory Chief training. Constable Wright said that seems wrong. Per Clerk Panthofer, it's better to offer a higher wage to compensate for the added responsibility and mandatory training time and not risk paying to train someone who never works a Chief shift. Treasurer O'Brien agrees with that approach.
 - A WisVote certification allows the Clerk to print bar coded Absentee Ballot labels which empower the Voter to track their ballot on MyVote. If a Deputy Clerk is not WisVote certified, more work is required to issue each absentee ballot and the voter loses the ability to track their ballot on MyVote.
 - Elections are challenging and more complex than ever before.
 - Plan for the Unexpected. If we fail to plan, we plan to fail. Should the Clerk become suddenly unavailable or incapacitated in the midst of an election, without a Deputy Clerk, the Village is vulnerable.
 - Compensation. If a Chief was asked to be a Deputy Clerk, compensation would be expected, however, North Bay is not set up to have employees. Elected officials are paid a flat stipend regardless of the hours worked. If a current Board Member agrees to be designated as the Deputy Clerk, the Village is prepared because a contingency plan is in place so an election doesn't come to a grinding halt.
 - Constable Wright & Clerk Panthofer briefly discussed emergency plans for inclement weather or emergency. Nothing is formally written out. We should have something in place.
 - Clerk Panthofer asked for Board feedback regarding a Deputy Clerk. This is the time for discussion.
- Treasurer O'Brien commented, "Don't all speak at once." Dori is right, we need to come up with something. Constable Wright stated that as Emergency Coordinator, it makes sense for her to step in if there was an issue because it would be an emergency. President Mellem asked Constable Wright if she would be the Deputy Clerk, who responded that she didn't know if it would have to be called the Deputy Clerk. Per the WEC, a person assuming the duties must be appointed Deputy Clerk.

Per Constable Wright, it makes sense for the Emergency Coordinator to do this. President Mellem agreed that it should be a member of the board to avoid payroll and other issues.

President Mellem asked Clerk Panthofer if she is concerned about Village policy for natural disasters, who responded that it is important for the Clerk and poll workers to know what to do and where to go should something happen. Right now, nothing is in place. At Election Training, the Clerk's were advised that every polling location should have a plan and to review the plan with poll workers prior to each election. Following the 2019 Presidential Election Academy, the Board briefly discussed election day emergency planning. The current situation made me look at every aspect of preparedness.

Treasurer O'Brien asked if the basement is a shelter, possibly a fallout shelter? President Mellem stated there was civil defense stuff down there. Treasurer O'Brien said perhaps it could be looked at or certified. Trustee Schroeder stated that the area is below grade on 3 sides and the vault has heavy doors with a concrete floor overhead. Treasurer O'Brien referred to protection from the southwest, which Trustee Schroeder confirmed it is. Trustee Shroeder stated the election materials could be placed in the vault. Chief Mark Schall stated that if outdoor conditions are too severe, the top of the machine could be removed and placed downstairs. Election day seals are affixed during the Public Test which cannot be cut until the polls close.

Following Clerk Panthofer's question if Ordinance language revisions were required, President Mellem stated to ask Attorney Chris Geary. Constable Wright suggested adding Deputy Clerk to the Emergency Coordinator section.

President Mellem is concerned that future Constable candidates may be unwilling to be saddled with the possible role of Deputy Clerk, making it difficult to find a candidate. It's asking the Constable to wear a third hat. He hopes that current board members are considering viable candidates in the future.

Treasurer O'Brien asked if it could be a temporary emergency appointment and not tied with a particular election position. As time goes on, it could be any one of the elected officials who is willing to accept the appointment. President Mellem likes that idea. Clerk Panthofer referred to a Wind Point ordinance that refers to the temporary appointment of a Deputy Clerk which could apply.

Following Treasurer O'Brien's recommendation, Clerk Panthofer agreed to call the WEC to identify options for small municipalities without backup.

- Poll Worker Compensation Discussion: Clerk Panthofer asked the Board to consider raising North Bay's Election Official pay to \$9 and Chief Inspector pay to \$10-12. President Mellem stated that poll workers serving Racine and Caledonia are busy the whole time. We've got lots of doughnut munching time during our elections, not to say that ours are any less important than others. We don't have the numbers. I don't mind bumping it a little bit.

Treasurer O'Brien has observed that past poll workers have treated it as a volunteer position and refuse payment. He recalled Joan Patten and others.

Following President Mellem's question if Clerk Panthofer had anything else, she asked if it was the Board's position to not adjust the poll worker compensation. Constable Wright asked if there were complaints and Clerk Panthofer said yes. President Mellem asked who? Clerk Panthofer declined identifying individuals publically. Constable Wright asked if there were many and Clerk Panthofer stated three.

Clerk Panthofer referred to the figures from Wind Point Clerk Casey Griffiths' 2019 poll worker compensation survey, at which time the pay was increased. Treasurer O'Brien inquired about Elmwood Park pay, which was reported in 2019 as \$8.50 for Election Official and \$9.00 for Chief Inspector.

Treasurer O'Brien said he is torn. The rate hasn't been modified in 10 years but some look at it as a volunteer spot. North Bay does not have a revenue source to substantiate it. Every other municipality is growing with the assessment value. North Bay is frozen.

President Mellem said we're starting to get expensive. "I don't like to see the expense going up for 182 voters. If you divide the number of people by the number of hours, it doesn't take you much time to figure out that there's going to be lots of coffee drinking and munching and shooting the bull with your neighbor. I'm not up for raising it. I don't mind revisiting it."

No further remarks were voiced and no action was taken.

- Network Extender for voting machine: Mark Schall reported that system tests confirmed the cell signal strength is weak and the November election transmission failure was not related to a system time out. The extender was ordered and should be installed for the February 16th election.
- Format of the Candidate Forum on Monday, March 8th, 2021. A candidate forum is typically led by a neutral person who introduces the candidates and/or moderates the event and Clerk Panthofer asked the Board to define the format.
 - President Mellem: Keep it short, perhaps limit it to 3 minutes to match the time given for Public Comment, for an initial statement. Consider allowing another 3 minutes for questions presented by attendees.
 - Treasurer O'Brien recalled allowing 10-15 minutes for the last event. President Mellem said "They took 10 or 15 minutes."
 - Constable Wright recalled that people asked questions at the Clerk Candidate Forum. We can't limit it to time if attendees have come to ask questions.

PLAN:

- Both Candidates present a 3-5 Minute Candidate Statement that includes their platform BEFORE either candidate fields questions.
- 10 Minute Per Candidate Q & A.

New Business - NONE

Adjourn | Motion to adjourn by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Meeting adjourned at 8:18 PM.