



Minutes: March 8th, 2021 | 7:00 PM | Virtual Meeting
Candidate Forum for Village President
Followed by:
Village of North Bay Board of Trustees Meeting

Candidate Forum for the Office of Village President. The purpose of this forum is for candidates to share their credentials and state why they seek Office. Following the Candidate Statements, attendees will be invited to ask each candidate questions.

Attendees	Address
Dori Panthofer	3730 Lighthouse Dr
Mark J. Schall	3644 N Bay Dr
Paul Schroeder	3653 Nicolet Pl
Beth Schall	3644 N Bay Dr
Arik Schall	3644 N Bay Dr
Alec Schall	3644 N Bay Dr
John Frey & Jodi Reilley	3636 Hennepin Pl
Roger Mellem	116 S Vincennes Cr
Kristin Wright	3650 Nicolet Pl
Robert O'Brien	3528 N Bay Dr
Rick Cermak	1 N Vincennes Cir
Linda & Bill Cosban	3665 N Bay Dr
WPPD Chief Rick Von Drasek	4725 Lighthouse Dr
Rocco Casetellano	30 N Vincennes Cir
Joyce Papes & Jim McBain	3715 N Main St
Karen Horwitz	3721 & 3733 Lighthouse Dr
Eric Howe	2 Lansdale
Ann Toniolo	35 Shore Acres Dr
Lisa Scott Ptacek	3654 N Bay Dr
Derrick Harden	3612 Hennepin Pl

Call to Order: President Mellem called the Candidate Forum to order at 7:04 PM. Per Clerk Panthofer, the meeting is being recorded for the sole purpose of preparing minutes.

President Mellem introduced both candidates seeking election for the Office of Village President: Mark J. Schall and C. Rocco Castellano.

Each candidate presented an oral Statement of Candidacy in the following order:

1. C. Rocco Castellano
2. Mark J. Schall

A 20 minute question and answer segment followed. Attendees that put forth questions to the candidates include: Jodi Reilley, Kristin Wright, Dori Panthofer, Karen Horwitz,

With no further questions, President Mellem closed the Candidate Forum at 7:26 PM.

Minutes: March 8th, 2021 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 | All attendees recorded on the Candidate Forum Attendee list remained for the Virtual Board Meeting except Beth, Arik & Alec Schall. Lisa Scott Ptacek stated she will remain logged in for a few minutes and exited. At 7:27PM, Clerk Panthofer granted admittance to "Charlie's iPad" and asked the attendee to unmute and identify themselves, and sent a Chat via Zoom. With no response, roll call concluded. NOTE: At 8:12 PM, Derrick Harden (3612 Hennepin PI) joined the meeting.

President Mellem called the Board of Trustees meeting to order at 7:29 PM.

Public Comment | President Mellem opened Public Comment. With none presented, Public Comment closed at 7:29 PM.

Approval of the Meeting Minutes

Motion to approve the following 3 sets of minutes made by Trustee Schroeder and seconded by Constable Wright. All in favor, none opposed. Motion passed at 7:30 PM:

1. Monday, February 8th, 2021 Board of Trustees Meeting Minutes
2. Friday, February 19th, 2021 Stand up Meeting Minutes
3. Friday, February 19th, 2021 Closed Session Minutes

Trustee's Report (1) – Paul Schroeder

Trustee Schroeder reported receiving a request from the owners of 3634 N Bay Dr (Charlie & Molly Buhler) to address a hazard created by two village trees that are encroaching on their property and dropping branches. The location of the trees does not warrant stump grinding. Should the Village remove the trees, the owners offered to pay for stump grinding.

Trustee Schroeder will obtain and forward to the Board a cost estimate for removal. In response to President Mellem's query if trimming instead of removal could resolve the hazard, Trustee Schroeder stated that removal is necessary due to the condition and angle of growth of the birch

tree to prevent property damage.

President Mellem reported that his neighbor to his west suggested winter installation of a flag or whip to mark hydrant location in winter. Trustee Schroeder will contact Caledonia Fire Department to determine their winter hydrant flag preference.

Constable Wright asked if the Board expects the resident where the hydrant is located to dig it out. President Mellem said yes. Clearing hydrants benefits all surrounding homes. Following a brief discussion, residents can be informed seasonally by newsletter/email blast to clear hydrants and if unable to do so, to contact Public Works for assistance with winter hydrant clearing.

Trustee's Report (2) – Rick Cermak

United Mechanical identified a few items in the Village Hall that require repair.

Trustee Cermak stated he did not contact Wind Point Clerk Casey Griffiths to obtain bridge information.

Constable's Report – Kristin Wright

A summary of activity appears below:

- Wind Point Police Department: 103 citations, 3 case reports, 47 activities. Nothing serious.
- Caledonia Fire Department Richard Roeder retired. Jeff Henningfeld is interim Fire Chief.
- Animal Reports - Zero incidents
- COVID19 cases are declining. Vaccinations are going well.
- The Health Department consolidation is still pending. Anticipate additional information in May.

Constable Wright reported that on March 15th, William "Bill" Lewis (3636 N Bay Drive) will be North Bay's first centenarian. Wind Point Police Department and the Caledonia Fire Department are available to participate in a Village drive-by parade at 5:30 PM.

Motion to declare March 15th, 2021, as Bill Lewis Day to commemorate North Bay's first Centenarian on his 100th Birthday made by Clerk Panthofer and seconded by Constable Wright. All in favor, none opposed. Motion passed at 7:46 PM.

Treasurer's Report – Bob O'Brien

The December 2020 & January 2021 financials were distributed by email. February 2021 financials will be distributed soon. In summary, 2020 ended with a \$53,000 surplus due to being under budget for two items: Sewer system/CMAR reports and road repair.

The current surplus is \$296,000 which represents the accumulation of funds for imminent infrastructure expenses.

President's Report – Roger Mellem

President Mellem obtained competitive bids from the following two firms to perform North Bay's Bridge Inspections:

1. Current provider: Ayres & Associates (Eau Claire, WI) - Proposed fee: \$1,500
2. Former provider: Westbrook Associated Engineers Inc.(Spring Green, WI) - Proposed fee \$1,250

President Mellem's reason for changing firms:

1. Saves \$250
2. Favorable past experience with Westbrook Associated Engineers Inc. The firm was candid with opinions regarding the expected bridge life.
3. Opinions from two firms (Ayres Westbrook) is beneficial to the Village.

President Mellem contacted the recent Engineer as well as Racine County Engineer Todd Ludwig to ask for a candor independent of the cold reports made to the HSI system.

President Mellem also suggests that the Board consider contacting Todd Knop (Camosy Construction), to look at the Vincennes bridge and provide a base idea of the costs to repair/replace the bridge.

Trustee Cermak stated he will talk with Todd Knop this week and will inquire about the bridge.

Motion to proceed with Westbrook Associated Engineers Inc. to perform the 2021 Village of North Bay bridge inspections made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:59 PM.

President Mellem will sign the bridge inspection contract with Westbrook Associated Engineers, Inc. and provide it to Clerk Panthofer for filing. President Mellem will contact Corey from Ayres as a courtesy.

Clerk Panthofer readmitted Mr. Castellano after he was offline for 4 minutes. President Mellem summarized the bridge inspection discussion and action.

Clerk's Report – Dori Panthofer

- Elections: February 16th, 2021 snowstorm impeded access to Village Hall. The Clerk suggests adding a clause to the next snow removal contract related to snow events on election day (sidewalks shoveled and cleared by 6 AM, and kept clear all day).
- Building Permits: Permit F2020-01 is during Kirk Buchaklian's appointment is expiring on April 1st.
- Resident concerns submitted to the Clerk: None
- Newsletter topics: April Election, Automated Recycle Cart placement, Yard Waste (April - November)
- Directory - defer printing until after the April election to include the new Village President.

Accounts Payable

Motion to approve the final amended 2021 February Accounts Payable in the amount of \$147,240.07 made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 8:10PM.

Motion to approve the 2021 March Accounts Payable in the amount of \$13,259.17 made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion passed 8:15PM.

Old Business

- Building & Zoning - Treasurer O'Brien conferred with Assessor Henke and is awaiting a response from Attorney Geary.
- Village Ordinance 2.02 - Adding the language to clarify Appointed Officials related to Inspectors is pending the resolution of the Deputy Clerk matter.

- Deputy Clerk: Per the WEC, Wis. Stat. § 59.23 grants the Clerk the authority to appoint a Deputy Clerk. Following a brief discussion, it's determined that the Deputy Clerk should run concurrently with the term of the Clerk. The following motion was put forth:
Motion to appoint Kristin Wright to a period to run concurrently with the Clerk made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 8:27 PM.
- Election Day Emergency Plan. Using a template provided by the WEC, a plan is under construction. Physical characteristics of Village Hall make emergency planning challenging. Locating the basement light switch was difficult, consider installing a motion sensor light switch. Clerk Panthofer will share a draft with the Board for future discussion.

New Business

2021 Board of Review: Assessor Jim Henke scheduled the first meeting on May 10th, 2021 at 7:00 PM. The Board of Review will reconvene on Monday, June 14th at 5PM. Clerk Panthofer will post the required legal notices.

Adjourn

Motion to adjourn made by Constable Wright and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 8:39 PM.