



Agenda April 12th, 2021 | 7:00 PM **Virtual Village of North Bay Board of Trustees Meeting**

Due to the pandemic, the Village Board of Trustees meeting convened virtually via Zoom.

Roll Call | Board Members: President Roger Mellem, Trustee Paul Schroeder, Trustee Rick Cermak, Constable Kristin Wright, Treasurer Robert O'Brien, Clerk Dori Panthofer, President Elect Mark Schall

Public: WPPD Rick Von Drasek . Joined at 7:07 PM during Trustee #1 Paul Schroeder's report: Jodi Reilley & John Frey (3636 Hennepin PI). Clerk Panthofer advised Ms. Reilley & Mr. Frey that the meeting is being recorded for the sole purpose of preparing meeting minutes.

President Mellem called the meeting to order at 7:01 PM. Meeting called to order at 7:01PM. The meeting is being recorded for the sole purpose of preparing meeting minutes.

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

Approval of Board of Trustees Meeting Minutes and Stand Up Meeting Minutes

Motion to approve the March 23rd, 2021 Stand Up Meeting minutes made by Trustee Schroeder, seconded by Constable Wright. All in favor, none opposed; motion passed at 7:02 PM.

March 8th - Motion to approve the March 8th, 2021 Candidate Form and Board of Trustees Meeting Minutes made by Trustee Cermak, seconded Trustee Schroeder. All in favor, none opposed. Motion passed at 7:03 PM.

Trustee's Report (1) – Paul Schroeder

- Chatham Street | At Trustee Schroeder's request, Affordable recut recently removed tree stumps to an equal height to resolve a resident complaint.
- Letter of Proposal from Ayres & Associates RE: DOT Road Reports.| The Village received an unsolicited letter of proposal from Ayres to perform the bi-annual WI DOT Road Report for up to 2 miles of roadway for a fixed fee of \$2500. The report is due by December 15th, 2021 with the DOT.
- Reliable Property Services Inc. (RPSI) personnel change | RPSI Client Manager George Curry replaced Fred Wensing and assumed North Bay's account. A site visit is scheduled with Trustee Schroeder and Mr. Curry to address restoration of parkland following RPSI's fall 2020 fertilizer application that killed grass, knotweed control and the general scope of work at Village Hall and North Bay's park. Clerk Panthofer asked to address Village Hall access during snow storms on Election Day. Treasurer O'Brien asked Trustee Schroeder to impress upon Reliable the importance of greenspace and erosion control in the Ravine.

Trustee's Report (2) – Rick Cermak

- 2021-2022 United Mechanical 2 year Contract | The Board reviewed United Mechanical's offer for a 2 year contract that includes a 1.76% increase to the quarterly fees and a 30 day written notice escape clause by either party. The increase for the Discounted Labor Rate is 4.63%. The Discounted Labor Rate applies to work orders billed on a time and materials

basis that are not part of the Service Contract. Village is charged for time and materials for work above and beyond the outside United Mechanical's scope of work, the union labor rate is up 4.63%.

Motion to approve the new contract dated March 8th, 2021 as written by Trustee Cermak, seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at 7:16 PM.

- Bridge update requested by President Mellem | Trustee Cermak consulted with Wind Point Administrator/Clerk/Treasurer Casey Griffiths. Per Mr. Griffiths, Wind Point's only bridge is in good shape. Per Mr. Griffiths, a previous municipal employer identified a box culvert (a precast structure) as a lower cost option.

Trustee Cermak reported that Todd Knop completed a site visit to observe past repairs but declined offering suggestions and asked for the most recent bridge inspection report. Following Trustee Cermak's Saturday, April 10th request, Clerk Panthofer reshared the Ayres P-51-700 Inspection Report prepared on October 21st, 2020 that was previously emailed to the Board on December 21st, 2020. Trustee Cermak will follow up with Mr. Knop.

Constable's Report – Kristin Wright |

- Wind Point Police Update: 157 citations, 8 case reports, 52 police activity.
- Police Chief Rick Von Drasek stated the suspect who recently entered a Wind Meadows home through an unlocked door has a history of mental health issues. President Mellem asked for an arrest photo to be provided Constable Wright to share with the Board.
- Fire Extinguisher filled, passed the Fire Inspection.
- Animal Welfare | No incidents.
- Health Department
 - COVID19 - Vaccines continue.
 - CrCHD consolidation with Racine County is on the April 14th CrCHD agenda. Include this on the May Agenda.
- Thank you for making the March 15th, 2021 Bill Lewis Day parade a success!

Treasurer's Report – Bob O'Brien

- March 2020 financials prepared by CLA were forwarded to the Board today.
- CLA staffing change | Following the resignation of the accountant assigned to North Bay, Scott Hess, Principal of CLA Racine, prepared the March financials.
- State Equalized Values | As reported in fall of 2020, the State applied equalized value percentage for Wind Point to North Bay, lowering North Bay's percentage to 91%. Assessor Henke disputed the increase, citing that North Bay's sales do not support the increase. If successful, the Village will be at a 98% level instead of 91%. At 90%, the State will require a village evaluation.
- Constable Wright inquired if legal fees paid to Attorney Chris Geary are recoverable from the Insurance Company. Treasurer O'Brien stated he will contact Adjuster Douglas Detlie.

President's Report – Roger Mellem

- Vincennes Bridge Overview
 - Inspection Provider - The village periodically obtains competitive bids.
 - 2021 contract awarded to Westbrook Associated Engineers, the firm that inspected the bridge prior to Ayres Associates. Westbrook's bid saves the Village \$250.
 - 2020 and other recent bridge inspections were completed by Ayres Associates Inc.
 - Refer to the file cabinet for copies of bridge inspection reports.

- Sufficiency Rating (percentage of remaining useful life) | Since 2015, the rating has remained at 65.9%
 - President Mellem consulted with Todd Ludwig PE Engineer, Racine County Bridge Inspection Program Manager and the Racine County Engineer.
 - Grant Money available if/when rating is 50% or less at an 80/20 split (80% paid by state/20% paid by village).
 - VNB eliminated salting to extend bridge life.
 - Based on the current rating, the bridge may be good for 5-10 years, which is good news for the Village.
 - President Mellem expressed regret that Todd Knop was not present tonight.
- President Elect inquired about escrowing for bridge expenses.
 - Per Treasurer O'Brien, state statutes prevent escrowing for this type of project.
- **Wrap up** | President Mellem read a prepared statement of encouragement and caution for President Elect Mark Schall and the Board of Trustees.

Clerk's Report – Dori Panthofer

- A public Records Request RE: 2020 November Election was received on March 11th, after the last Board Meeting, asked the Village to waive the fees required Board approval. The estimated cost is \$50, including postage.
 - The Board denied the request to waive the records request fee.
 - Police Chief Von Drasek stated that Wind Point does not provide copies of photo IDs and that any identifying information appearing in documents must be redacted. Chief Von Drasek advised the Village to consult with Village Counsel for legal direction.
- Elections
 - April Election | 109 ballots cast.
 - Village President Race: Mark J. Schall 87 votes || C. Rocco Castellano 27 votes
 - Incumbents who ran elected to serve another term: Kristin Wright, VNB Constable and Dori A. Panthofer, VNB Clerk.
 - Georgia Herrera was elected to serve as Municipal Judge for the Villages of Wind Point & North Bay .
 - Term of Office | Per Village Ordinance 2.01(2) ...”One trustee shall be elected at each annual spring election for a term of two years, commencing on the third Tuesday of April in the year of their election. The election of trustees shall be staggered with one trustee to be elected every two years with the other Trustees to be elected during alternate years.”
 - Per Racine County Clerk Wendy Christensen, the Oath of Offices must occur NO LATER than April 19th, 2021. Historically, the Oath of Office occurred at the May meeting. A Stand Up Meeting will be scheduled and noticed up.
 - Deputy Clerk | Issue not resolved. Attorney Chris Geary's email that stated the Constable cannot be appointed Deputy Clerk, further discussion is required. Per Attorney Geary, the Treasurer could be appointed. Defer until May to allow President Elect Mark Schall time to review. Relates to ** Wis. Stat. § 59.23.
 - A Deputy Clerk is essential to ensure the integrity and viability of Elections in the Village. The scope of duties can be narrowly defined to Elections only.
- Appointed Officials | Update pending to minimise legal fees by combining the changes in one ordinance (language to remove ambiguity related to Appointed Officials -- Building, Electrical & Plumbing Inspectors).
- Building Permits
 - Fence Permit Application F2021-1 Casper 204 N Vincennes was submitted after

installation of the fence.

Motion to approve Fence Permit F2021-1 Casper 204 N Vincennes submitted after installation made by Constable Wright and seconded by Trustee Cermak. Constable Wright, Trustee Cermak and Trustee Schroeder voted in favor to approve. President Mellem abstained. Motion carried with 3 votes at 8:05PM.

- Expired Fence Permit F2020-1 Horwitz 3737 Lighthouse Drive | Fees are due to former Building Inspector Kirk Buchaklian as agreed in May of 2020 for fees accrued during his appointment. Payment appears on the 2021 April Accounts Payable report. The property owner is aware a Building permit is required before construction resumes.
- Open Permits: 5 remain open.
- Resident Communication | Several residents thanked the Village for honoring Bill Lewis Day. Two emails regarding automated recycling were received, one complaint and one thank you for the Newsletter which included photos.
- Newsletter topics
 - Constable Wright | Lock your doors (home and car).
 - Public Works | Trustee Schroeder:
 - Recycle Cart - All recycling must fit inside the cart.. For occasional excess recycling waste, please save it for the next pick up. If you routinely need more capacity, please contact Johns Disposal to rent an additional cart.
 - HINT: Cut down boxes, collect mixed paper
 - Tall grass & weeds | Constable Wright & Trustee Schroeder to draft article.
 - President Elect March Schall will submit a message to the residents.
 - President Mellem declined writing an outgoing message. "This is my last meeting. Decide that amongst yourselves."

Accounts Payable

- AP March 2021 Final Amendment 4.5.2021: \$13,343.66 | The WE Energies system change that impacted February and March billing cycles resulted in a final amendment entered on April 5th, 2021.

Motion to accept the amended AP March 2021 - Final amendment 4.5.2021 in the amount of \$13,343.66 made by Trustee Schroeder, seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 8:14 PM.

- AP March 2021: \$19,566.52

Motion to approve the AP April 2021 Amended 4.12.21 615PM made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Motion passed at: 8:15 PM.

Old Business

- Old Village Gmail Account Update | Trustee Schroeder's account is closed. Constable Wright did not use Gmail. Four accounts below require attention.
 - vnbpresident@gmail.com - Auto response OFF
 - vnvwastewater@gmail.com - Auto response ON (Email changed)
 - vnbtreasurer@gmail.com - Auto response OFF
 - vnbcclerk@gmail.com - Auto response ON (Email change)

The Treasurer & Clerk accounts remained open through October 2020 to ensure annual events were updated properly. In October 2019, Clerk Panthofer assisted with migrating

emails into the new GSuite account. Each Trustee was to export documents from Gmail into GSuite. Assuming this was done, it is safe to close the account.

Trustee Cermak stated he forgot to close the account but will close it

In response, Clerk Panthofer's question about closing vnbpresident@gmail.com, President Mellem stated he would take a look at that. Clerk Panthofer stated, that's not a yes or no. President Mellem stated that's right.

Trustee Cermak stated he will attempt to close the account on April 13th. Clerk Panthofer offered assistance.

Per Village records, the account was not intended to be any Trustee's individual email, rather it was to transfer to the new President. GSuite was adopted to ensure Village emails transferred. Clerk Panthofer stated she hopes President Mellem will do the right thing.

2021 Board of Review first meeting on May 10th, 2021 | Training materials were delivered to Village Hall today. Both Treasurer O'Brien and Clerk Panthofer will complete the certification by May 10th. Clerk Panthofer encouraged President Elect Mark Schall to review the materials.

Building Ordinance | Treasurer O'Brien stated that Attorney Chris Geary's response will not achieve the intended outcome. If the Board cannot come up with a village wide ruling, changes may not be possible.

Clerk Panthofer reminded the Board that previously deferred form revisions related to ROW/Driveway/Culvert Permit Application, Variance Application, Demolition, Grading, etc, remain incomplete. Though not a priority tonight, they are still pending. President Mellem stated the Village bungled the driveway placement following the teardown/rebuild at 101 S. Vincennes. Clerk Panthofer stated to date, she has not found any record of permit applications for Right of Way, Driveways or Culverts.

New Business | On behalf of the Board, Constable Wright thanked Roger Mellem for his service to the Village as President and past Constable, for "time, the fun, the hassle. Thank you very much."

Adjourn | Motion to adjourn made by Constable Wright, seconded by Trustee Schroeder. All in favor, none opposed. Meeting adjourned at 8:28 PM.