



## Minutes June 14th, 2021 | 7:00 PM Board of Trustees (BOT) Meeting

Due to the pandemic, the Board of Trustees will meet virtually via Zoom. The meeting is being recorded for the sole purpose of preparing minutes.

Roll Call Trustees: President Mark J. Schall, Trustee Paul Schroeder, Trustee Rick Cermak, Constable Kristin Wright, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer

### Public Attendees

Name	Address	PC Topic, if presenting
WP Police Chief Rick Von Drasek (Audio)	4725 Lighthouse Dr	N/A

Following the adjournment of the virtual 2021 Board of Review meeting at 6:54 PM, Clerk Panthofer ended the Zoom session for all BOR attendees. The Board then convened for the BOT meeting via Zoom with unique login credentials.

**Call to Order** | President Schall called the meeting to order at 7:07 PM

**Public Comment** | President Schall opened Public Comment and none was presented. President Schall closed Public Comment at 7:08 PM.

### Approval of Board of Review (BOR) & Board of Trustees (BOT) Meeting Minutes

There were no Stand Up meetings last month

Motion to approve the 5-10-2021 2021 BOR First Meeting Minutes made by Constable Wright and seconded by Trustee Schroeder . All in favor, none opposed. Motion passed at 7:08 PM.

Motion to approve the 5-10-2021 2021 BOT Meeting Minutes made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 7:09 PM

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

- Parkland restoration | Emails from Reliable confirmed that work tickets exist, including an order for 360 rolls of sod. Village Hall water is turned on to irrigate sod/seed near Village Hall. Should the drought continue, portable watering may be required for North Bay park.
- The 2021 Road Report in progress.
- 2 paving companies agreed to submit bids for road repairs.
- Reliable was asked to remove debris from the recent tree removal along North Street near Chatham.

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

- AT&T analog line for the lift station alarm is ending June 30th. During a site visit with Century Security (the monitoring company), President Schall and Trustee Cermak, Century identified that a dual path cell & IP Communicator by Starlink is North Bay's best and most affordable solution



which provides better service than the current system. Following a discussion of options, the motion (see next page) below was put forth.

Motion to approve the purchase of Starlink Dual Path Cell & IP Communicator in the amount of \$595.00 plus \$30 one time cell activation fee and monthly cell service fee with AT&T of \$15 made by Trustee Schroeder and seconded by Constable Wright. All in favor, none opposed. Motion passed at 7:28 PM.

Trustee Cermak will initiate installation to be completed by June 30th, 2021. President Schall will follow standard protocol for the President to sign Century Security's proposal and return it to Village Hall for filing.

- DNR matter at 400 Cross Creek | A DNR Ranger (name not provided by Trustee Cermak) inspected the creek which is closed off by fencing installed by the owners of 400 Cross Creek (Dr. Kelly and Mrs. Elderinze Von-Schilling Worth) at both the east and west end of the property line. Per the DNR, a caseworker volunteered to investigate (name not provided by Trustee Cermak). If an issue exists, the Caseworker will work directly with the property owner and will notify the Village of the outcome.
- Constable Wright referenced a potential DNR matter related to pumping pond water from 3733 to 3721 Lighthouse Drive. According to Assessor Henke, the DNR prohibits redirecting natural flowage or pumping water from one parcel to another. Constable Wright asked if this should be referred to the DNR. Trustee Schroeder and President Schall commented that addressing the matter now may prevent an issue. If/when ownership changes, pumping water from one parcel to another may be problematic.
- The dehumidifier in the Village Hall pump room failed in late 2020. Replacement is required to maintain the equipment.

Motion to approve the purchase of new dehumidifier for the pump room located in the lower level of Village Hall not to exceed \$350 made by Trustee Schroeder and seconded by Constable Wright. All in favor, none opposed. Motion passed at 7:43 PM.

- Vincennes Bridge | No update, Todd Knop has not responded to the request for the favor.
- American Rescue Plan Act – Local Fiscal Recovery Funds (LFRF) | Trustee Cermak is currently identifying sewer upgrades that qualify for the 2 year federal stimulus infrastructure funds allocated to North Bay.
- 2020 Annual ECMAR Report due June 30th, 2021 | **RESOLUTION # 2021-1**  
At Trustee Cermak's request, Clerk Panthofer assigned Resolution # 2021-1 for the 2020 Annual ECMAR Report. Trustee Cermak will file the 10-12 page report which documents the following: Capacity (how much sewer pumped out of the Village) and Maintenance (service repairs, and maintenance performed on the system).

### **Constable's Report – Kristin Wright**

- **Wind Point Police Report for May**
  - Citations – 115
  - Case Reports – 3
  - Police Activity – 92
  - Wind Point Police (WPPD) | Chief Von Drasek
    - Due to increased Activity near or in both Villages, some involving armed offenders, Chief Von Drasek is requesting extra hours and varying patrol hours, including adding day hours.
    - Chief Von Drasek is pursuing grant money for equipment, including extra bodycams.



- Chief Von Drasek is seeking funding from Wind Point for a patrol rifle which is more accurate than a handgun when responding to calls involving armed offenders. WPPD is the only local department that does not have a patrol rifle. All WPPD Officers are trained to use a patrol rifle.
- WPPD hopes to add a second squad. A second squad would make WPPD eligible for more grant money. Agreements are in place to borrow a squad from Caledonia or Sturtevant but it's not ideal.
- **Animal welfare** - No incidents
- **Central Racine County Health Department (CRChD)**
  - Next meeting is June 17, 5:30 pm.
  - C19 Statistics for the week have not been received.
  - CRChD/Racine County Health Department Merger Update | Wind Point voted to merge with the County.

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

- The Treasurer distributed the May 2021 and year to date financials to the Trustees via email today.
- American Rescue Plan Act – Local Fiscal Recovery Funds (LFRF) | Treasurer O'Brien electronically filed today for funds allocation to North Bay. The first installment is expected to arrive within 2 weeks. Based on stimulus restrictions, spending may be limited to sewer. Meticulous records must be maintained to file the required reports.

### **President's Report – Mark J. Schall**

- Building & Zoning | Numerous cities have laws that govern structures that dictate what they can look like. Examples: New Glarus, WI stipulates that dwellings must have traditional Swiss design. Egg Harbor, WI stipulates that dwellings must adhere to the characteristics that make the area beautiful. Stevens Point, WI also has stipulations.

Standards are devised. Aesthetics are spelled out. For example, line of sight to the lake for surrounding homes could be protected. The Planning Commission reviews plans.

More will follow next month after further exploring the topic with a League attorney. A precedent exists that should allow North Bay to define specifications and address designs that violate the sensibilities of the area.

- Plannings Commission
  - Current Resident Members: Randy Johnson (3737 Lighthouse Dr), Linda Cosban (3665 N Vincennes Cir).
  - Resident Member Candidates: Bill Cosban, former Trustee (with building/construction experience) offered to serve.
    - Constable Wright expressed concern about multiple members serving from the same household. Additional resident candidates will be considered.
  - Trustee Members: Mark Schall, Paul Schroeder, Rick Cermak, Kristin Wright
  - Departing Members: Rocco Castellano (30 N Vincennes)
  - Declined Invitation: Joe Marshall (3637 Hennepin Pl)

## Clerk's Report – Dori A. Panthofer



- Permits Monthly Update
  - 1 Closed, 14 Open, 4 soon to expire. Inspectors were emailed regarding permits near expiration.
  - Incomplete Building & Plumbing Permit Applications | 400 Cross Creek - Owner: Von-Schilling Worth. Both applications are incomplete. No action until the application is complete. Attachment includes a 5 phase plan that involves Building & Zoning. Permits can only be issued for complete applications for projects that meet current Building & Zoning regulations.
  - Forms - Procedural challenges remain for Building Permits. Ordinances include fees for items not currently on forms or no form exists. Temporary fix: Add "OTHER" line back to current forms. Long term fix: Create forms for the following and update the Variance Application.
    - ROW/Driveway/Culvert
    - Grading
    - Demolition
- Document Retention | File all original documents at Village Hall. To check our files, please see the Clerk.
- Resident Communication
  - Multiple concerns related to Ordinance enforcement | Referred to the Constable.
  - Summer Social inquiry | The resident was encouraged to contact the Wine & Cheese Party Committee to identify a date and present it to the Board at a future meeting.
  - Multiple BOR inquiries | Brief explanations provided. Residents were encouraged to contact Assessor Henke.
  - 6/14/2021 Architect inquiry regarding Planning/Zoning for 3733 Lighthouse Dr | Referred to President Schall. Following this meeting, contact information of the caller was emailed to President Schall for follow-up.
  - 6/13/2021 Resident inquiry regarding Building/Planning/Zoning
  - 6/14 2021 Incomplete Building & Plumbing Permit applications and checks received late today pertaining to the resident email to the Board about a 5 phase plan.
- New WI Sales Tax Exemption Number issued by the WI Dept. of Revenue (DOR) - Clerk emailed the new Certificate to the Board on May 24th for immediate use.
- Wind Point MOU was signed by both Village Presidents and filed.
- Summer newsletter | No. Send email blast reminder about July 31st, 2021 property tax installment deadline.
- Village Hall Quarterly Cleaning | Village Hall is due for cleaning (last cleaned on March 31st) the last week of this month, with two more cleanings this calendar year. Cleaning in 2022 will align with Elections.
- Reminder: The Clerk is out of town July 10th - 24th and is unavailable to attend in-person meetings during this time.
- Upcoming BOT Meeting format: Virtual or In-Person
  - Beginning July 2021, resume In-Person meetings and follow CDC guidelines.
  - Minute take required on July 12th.

## Accounts Payable



- Amended May 2021 | March 2021 Merry Maids bill received late, added to May.

Motion to approve the amended May 2021 Accounts Payable in the amount of \$25,911.83 made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion passed at 8:35 PM.

- June 2021 Accounts Payable \$18,319.28

Motion to approve the June 2021 Accounts Payable in the amount of \$18,319.28 made by Constable Wright and seconded by Trustee Cermak. All in favor, none opposed. Motion passed at 8:38 PM.

### **Old Business**

- Village Hall Sign | Pole prep complete and fabrication began. Estimated completion is a few weeks.
- Lakefront Erosion | Lake Michigan is down 20 inches over last year. An ice dam at the base of Lake Huron near the St. Clair River broke loose, resulting in a surge of water that washed out silt and directly impacted Lake Michigan water levels. The silt will accumulate over time but for now, storms may not be as damaging to the shoreline. The Village needs to plan for erosion control to mitigate damage when lake levels rise again.

The Racine neighbor to the south of 55 Shore Acres (Henry “Hank” Jung (262) 681-3137) is unable to proceed with revetment work due to low lake levels but will reach out should things change.

### **New Business**

- Fire & EMS (Emergency Medical Services) | The Village will continue to partner with Wind Point for obtaining Fire/EMS and bids.
- Lift Station Pump Alarm Analog Phone Line | Covered under Trustee Report.

**Adjourn** | Motion to adjourn made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Meeting adjourned at 8:49 PM.