



Minutes January 10th, 2022 | 7:00 PM
Virtual 2022 Annual Village Caucus
Immediately followed by:
January Board of Trustees Meeting

Due to the recent spike in COVID-19, the 2022 Annual Village Caucus and January 2022 Board of Trustees meeting convened virtually via Zoom.

Roll Call - Village Caucus | President Mark J. Schall, Trustee Paul C. Schroeder, Trustee Rick Cermak, Constable Kristin Wright, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer, Richard Schmitt, Connie Mellem

Village Caucus Call to Order | President Schall called the 2022 Caucus to order at 7:00 PM and announced the Caucus procedures: Who Presides; Who may nominate a Candidate; Who is eligible to be a Candidate; Procedures if more than 2 are nominated; In Case of a Tie (the method by which a tie is broken should be agreed upon at the beginning of the caucus); Caucus by Acclamation and not by secret ballot.

President Schall called for nominations for the Office of Trustee #1 Public Works.

Dori Panthofer nominated Richard Schmitt for Trustee #1 Public Works. Kristin Wright seconded the nomination.

No other nominations were put forth.

President Schall called for nominations for the Office of Trustee #2 Water & Wastewater.

Kristin Wright nominated Rick Cermak for Trustee #2 Water & Wastewater. Robert O'Brien seconded the nomination.

No other nominations were put forth.

President Schall called for nominations for the Office of Treasurer.

Kristin Wright nominated Robert E. O'Brien for Treasurer. Rick Cermak seconded the nomination.

No other nominations were put forth.

Adjourn | President Schall called for a motion to adjourn the 2022 Village Caucus. Motion to adjourn made by Trustee Cermak and seconded by Constable Wright. All in favor, none opposed. Motion carried at 7:06 PM.

Trustees meeting minutes begin on the next page.

Minutes January 10th, 2022 | 7:00 PM Virtual Board of Trustees Meeting

Roll Call - Board Attendees | President Mark J. Schall, Trustee Paul C. Schroeder, Trustee Rick Cermak, Constable Kristin Wright, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer

Public Attendees | Richard Schmitt (3740 Lighthouse Dr) & Connie Mellem (116 S Vincennes Cir.)

President Schall called the Board of Trustees meeting to order at 7:07 PM immediately after the 2022 Village Caucus adjourned.

Public Comment | President Schall opened Public Comment.

Richard Schmitt thanked the Board for his nomination.

No other comments were put forth. Public Comment closed at 7:09 PM.

Approval of Board of Trustees (BOT) Meeting Minutes | Motion to approve the November 29th, 2021, BOT Minutes made by Trustee Schroeder & seconded Constable Wright. All in favor, none opposed. Motion carried at 7:10 PM.

Trustee's Report (1) – Paul Schroeder

- **2022 Village Landscape Management:** The Village received 2 bids: Aspen Property Care (excludes fall leaf pick up) & Reliable Property Services (includes fall leaf pick up).

Motion to accept the 2022 Aspen Property Care proposed contract, forgoing contract review by the Village attorney, made by Constable Wright & seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 7:29 PM.

Trustee Schroeder will pursue leaf pick up bids from Reliable, Full Blown Smith, LLC, and if possible, another contractor.

Reason for contractor change: Multiple years of service delivery issues with the previous contractor.

Trustee's Report (2) – Rick Cermak

- **Sewer Project Update** | The project is complete.
- **Village Bridge Lighting** | Timer located inside Village Hall requires intermittent manual resetting and if issue persists, the timer can be swapped out with a spare.
- **Lighthouse Drive Lift Station** | 1 of 2 pumps is down; repair is pending United Mechanical's procurement of a spare pump.

Constable's Report – Kristin Wright

- **Wind Point Police Report - December 2021** | 96 Citations (15 speeding); 3 Case Reports; 130 Police Activity (many extra attention or vacation alerts)
- **Animal welfare** | No incidents reported at this time.
- **Racine County Public Health Division (RCPH)** | North Bay is now part of the new Racine County Health Division.
- **Caledonia Fire & EMS Reports** | Starting next month, reports will be available.

Treasurer's Report – Bob O'Brien

- **Financials** - November & December financials pending compilation by CLA.
- **2021 Property Tax Payment update** | As of today, 56% of tax payments are received.

President's Report – Mark Schall

- **Fire Hydrants**
 - Fire Hydrant Marking | Trustee Schroeder to follow up with the City of Racine Water Department to make sure VNB is on the list.
 - Fire Hydrant Snow Removal | For the safety of all residents, President Schall asked the Board to consider contracting hydrant clearing. Trustee Schroeder will obtain a cost estimate from Curt Smith/Full Blown Smith LLC.
- **Curb Maintenance** | Following the last newsletter, a resident inquired about protocol for curb repair. When repaving village streets or during scheduled road repairs, adjacent deteriorating curbs will also be repaired. Repairs during non-scheduled repaving/repairs are at the property owners expense. Consider adding resident curb repair into a Driveway Permit to ensure consistent curb appearance.

Clerk's Report – Dori Panthofer

- **Elections**
 - North Bay Trustee Nominee & Candidacy Forms will be issued January 11th, 2022. County Clerk Wendy Christensen asked North Bay to submit forms to her office by January 12th, 2022. available January 11th, 2022; County clerk requests Declaration of Candidacy packets will be
 - If a Spring Primary is required on February 15th, request virtual format for the February 14th, 2022 BOT meeting.
- **Building Permits** | New, open, closed, 1 expiring soon.
- **First 2022 Newsletter** | Late January or early February
- **Election Equipment Request** -
 - Cork rails (facilitate posting legally required election materials)
 - Counter Sneeze Shields | Temporary guards are failing. Request buying smaller, more portable sneeze shields. The Board redirected Clerk Panthofer to the County for possible replacements.
 - Plastic folding tables | Two to three 5' tables and one 4' table to improve election day set up that permits the usage of sneeze guards between both electors and election officials. The larger banquet tables are deteriorating and limit set up options. Clerk Panthofer to find lower cost alternatives to present next month.

Accounts Payable

- **December 2021 \$32,255.48** | The agenda noted the year as 2022 but the actual year for this report is 2021. Motion to accept the December 2021 Accounts Payable report dated December 20th, 2021, in the amount of \$32,255.48 2021 made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 8:18 PM.
- **January 2022 \$20,316.97 (as of January 10th, 2022)** | Motion to approve the preliminary January 2022 Accounts Payable as of January 10th, 2022, with the understanding that invoices not yet received but are due this month will be paid, made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried at 8:20 PM.

Old Business

- **Reliable Property Services** | George Curry of RPS is seeking payment for a line item on invoice #414253 dated July 20th, 2022. The line item is Round 2 - Turf Fertilizer & Broadleaf Control on 07/16/2021 totalling \$396.34. The Board disallowed payment on August 5th, 2022, because turf fertilizer was applied to dead grass and the Broadleaf control failed. An RPS employee was on site a few weeks after said broadleaf application pulling large weeds by hand (evidence the application either failed). President Schall verified that the Board's decision to disallow payment stands.
- **2022 Aspen Property Care LLC Proposal** | See agenda item Trustee #1 report.
- **2022-23 LRIP program cycle** | WisDOT updated the LRIPWeb Application process. Estimates are required for the LRIP program. The 100 year old Vincennes Bridge is nearing the end of its life and pavement at some of the bridge decks is sinking. Treasurer O'Brien asked how much is available. Constable Wright offered to review process; Clerk Panthofer will forward the WisDOT email.
- **2022 Road Pavement Report** | Trustee Schroeder suggests hiring an engineering firm to perform the Road/Pavement Report, and to explore a 5 year plan and grant.

New Business

- Lighthouse Drive Lift Station | See agenda item Trustee #2 report.
- Equipment Request | See agenda item Clerk report.
- 2022 Board of Review dates proposed by Assessor Jim Henke
 - First Meeting: Monday, May 9th, 2022 at 7 PM, BOT meeting to immediately follow.
 - Reconvene on Monday, June 13th, 2022 virtually from 5 PM - 7 PM with the BOT meeting to convene in person at 7 PM.
- Salt barrel inquiry | The Village is no longer placing salt barrels at intersections for at least 2 reasons:
 - Snow removal contractor applies salt to intersections
 - Barrels misused as dog waste disposal
 - Salt was not used by residents

Adjourn | Motion to adjourn made by Constable Wright & seconded by Trustee Cermak All in favor, none opposed. Meeting adjourned at 8:39 PM