



**Minutes | April 14th, 2025 | 7:00 PM**  
**Board of Trustees (BOT) Meeting | Village Hall**

1. Call to Order | President Schall called the meeting to order at 7:00 PM
2. Roll Call: President Mark Schall, Public Works Trustee #1 Paul Schroeder, Water & Wastewater Trustee #2 Rick Cermak, Constable Trustee #3 Rocco Castellano, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer

Public attendees:

Bruce Pepich & Lisa Englander	3621 N Bay Dr
Bruce & Jen Rode	3505 Chatham St
Susan Buhler	44 N Vincennes Cir
Connie Mellem	116 S Vincennes Cri
Jim McBain	3715 N Main St
Chief Tommy Sharrett	Wind Point Police

3. Public Comment:

Bruce Pepich: What are the limitations to running a business out of a North Bay home, including vacation rentals? What are the parameters for the scope of operating a business within the Village? President Schall responded that North Bay updated the vacation rental ordinance to bring North Bay into compliance with state statutes and about business operations in the Village.

Connie Mellem: Why were branches facing the residents home cut instead of only over the public streets? For Executive Board elected on April 1st, 2025 who are taking their Oath of Office (Mark Schall, President, Rocco Castellano, Constable, Dori Panthofer, Clerk), the Oath of Office is to uphold both the state and Village ordinances and I have observed that Ordinances have not been upheld. If this continues, I will contest it.

Susan Buhler: I have concerns about the North Bay Marriage business running out of a village home. President Schall stated it will be discussed tonight.

4. Approval of the March 10th, 2025 BOT Meeting minutes | Motion to approve the March 10th, 2025 BOT Meeting minutes as written made by Trustee Cermak and seconded by Constable Castellano. All in favor, none opposed. Motion carried.
5. Trustee's Report (1) – Paul Schroeder
  - a. 2025 Professional Maintenance Program proposal (Village grounds)  
Aspen Property Care - N/A - covered last month.
  - b. Public road & curb repairs / Ayres will prepare a report of recommended repairs following today's site visit.
  - c. WISLR Pavement Rating Report bid by Ayres  
  
Motion to approve Ayres bid dated April 2nd, 2025 in the amount of \$3,000 for the 2025 WisDOT WISLR Program made by Constable Castellano & seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

- d. Tree trimming over public roads was recently completed by Wind Point Public Works as part of Village maintenance.
  - e. Public Works Permit DW2025-1 - Henshaw 3521 N Main St ; Trustee Schroder issued a permit to replace the driveway.
6. Trustee's Report (2) – Rick Cermak
    - a. Completed Village Hall cast iron pipe replacement
    - b. 3-Phase power - Research continues.
  7. Constable's Report – Interim Constable Rocco Castellano
    - a. Wind Point Police Department | Report distributed. Chief Tommy addressed the Board.
    - b. Caledonia Fire Department - No calls.
      - i. Village Hall Fire Extinguisher serviced
      - ii. MOE SL-307 filed by Chief Leininger
    - c. Wisconsin Humane Society animal sheltering statistics | Zero incidents.
  8. Treasurer's Report – Bob O'Brien
    - a. Financial Reports | 3 sets of reports were distributed.
  9. President's Report – Mark Schall
    - a. Wind Point Police department study
    - b. Lakefront garbage can | The program will resume.
  10. Clerk's Report – Dori Panthofer
    - a. Elections:
      - i. Spring Election - Oaths of Office completed by Mark Schall for Village President and Rocco Castellano for Trustee #3 Constable. Clerk Panthofer completed the Oath of Office at Johnson Bank.
      - ii. WEC Accessibility Plan required for North Bay
        - Motion to approve the purchase of equipment from PrintElect to comply with the WEC election day accessibility requirements and additional equipment needed for the Election Day Emergency Response plan made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
      - iii. Racine County recount
    - b. Permit Applications (New & Closed)
    - c. Newsletter Topics: 2025 BOR, GZA - Lakefront, Service Acknowledgement, Public Works, Measles outbreak, Additional topics submitted by elected officials.
    - d. Chapter 2 Section 08 Board of Appeals: Staggered and/or alternate appointments are due annually.
    - e. The Deputy Clerk appointment is due next month.
    - f. Agenda content: Submissions and specificity
    - g. Upcoming Village meetings. Meetings are held at Village Hall.
      - i. BOR Meeting: 7 PM Monday, May 12th, 2025
        - 1. Open Book by appointment from May 12th - May 15th, 2025
      - ii. BOT Meeting: 7:10 PM Monday, May 12th, 2025
        - 1. Chapter 2 Section 7 Planning Commission Appointments due in May
      - iii. BOR Reconvenes - 5PM-7PM Monday, June 16th, 2025
      - iv. BOT Meeting - 7 PM Monday, June 16th, 2025

**Village Hall: 3615 Hennepin Place - Racine, Wisconsin 53402**  
**Phone: (262) 639-2334 Website: [www.northbay-wi.us](http://www.northbay-wi.us)**

11. Accounts Payable

- a. AP March 2025 final in the amount of \$ 9,462.81
- b. AP April 2025 preliminary in the amount of \$ 13,773.58, amended April 14th, 2025 in the amount of \$16,453.58.

Motion to approve the accounts payable as noted above made, and to authorize Treasurer O'Brien and Clerk Panthofer to pay bills and payroll taxes due this month made by Trustee Cermak and seconded by Constable Castellano. All in favor, none opposed. Motion carried.

12. Old Business

- a. Source of 4" pipe flowing into the Lighthouse Dr lift station (Trustee Cermak)
- b. Building & Zoning Application & Review Process Flow Chart (Constable Castellano)

Following a discussion, a motion to implement the Building & Zoning Application Review Process Flow Chart was made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion approved.

- c. Drainage options on North Bay Drive - Ayres will include this in the repair recommendations.
- d. GZA contract status and work scheduling | Mark will take the lead.

13. New Business

- a. Village of North Bay signage on N Main St (Trustee Schroeder) North sign is redwood. The south sign was last painted about 10 years ago. Both posts are solid. Rocco - They are carved, redwood is not eroding. The south sign is eroding and may need fresh carvings.
- b. 2025-2026 United Mechanical Yearly Preventative Maintenance Agreement (Trustee Cermak) |

Motion to approve the 2 year contract dated March 27th, 2025 made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.

- c. Business with onsite events operating at 3505 Chatham St (Constable Castellano) - President Schall suggests submitting a Board of Appeals application to request a variance.
- d. Beekeeping within village request (Constable Castellano) - Clarity would be helpful. Other municipalities address it and an Ordinance would be helpful. Further consideration.
- e. Pappes/McBain fence permit

Motion to approve Fence Permit application F2025-1 made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. Permit approved.

- f. Legal Opinion letter from Attorney Eric Larsen RE: Recent Decision Interpreting Exception to Open Meetings Requirement Whenever Competitive or Bargaining Reasons Require a Closed Session

- 14. Adjourn | Motion to adjourn the meeting made by Trustee Cermak and seconded by Trustee Schroeder. All in favor, none opposed. The meeting adjourned at 8:32 PM.