

**MINUTES | June 16th, 2025 | 7:05 PM | Village Hall  
Board of Trustees (BOT) Meeting**



NOTE: The 2025 Board of Review first meeting immediately preceded this meeting.

1. Call to Order: President Schall called the meeting to order at 7:10 PM
2. Roll Call: President Mark Schall, Trustee Paul Schroder, Trustee Rocco Castellano, Treasurer Robert O'Brien, Clerk Dori Panthofer

Public Attendees:

Rick Henning	88 N Vincennes
Kristin Wright	3650 Nicolet PI
Bruce Peppich & Lisa Englander	3621 N Bay Dr
Susan Buhler	44 N Vincennes Cir
Georgia Herrera & Jeff Leavell	301 N Vincennes Cr
Tiffany Behrends	312 N Vincennes Cir
Autumn Latimore	3645 Nicolet PI
Connie Mellem	116 S Vincennes Cir
Police Chief Tommy Sharrett (7:15PM)	Village of Wind Point

3. Public Comment: President Schall read the Public Comment guidelines aloud.

Concerns were raised regarding the "Marriage Counselor" business violating village ordinances. Residents and board members advocated for strict enforcement, citing the owner's previous agreement to cease operations and the website's re-emergence. They emphasized the importance of upholding the law and suggested substantial penalties. President Schall noted the immediate involvement of village attorney Eric Larson, who offered options and is now drafting a formal letter and cease and desist order. A key point of contention was the perceived lack of aggressive action by the attorney, with some suggesting a second opinion. President Schall affirmed that all urgent measures are being explored and that the attorney's guidance will be followed. A meeting with Attorney Larson will be scheduled to discuss next steps.

President Schall thanked everyone for attending and closed public comment at 7:40PM.

4. Approval of the May 12th, 2025 BOT Meeting, May 21st, 2025 Stand Up Meeting & May 23rd, 2025 Stand Up Meeting minutes. Motion to accept the minutes as written made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.  
The May 29th 2025 Town Hall Meeting minutes were not on the agenda and will be voted on at the next meeting.
5. Trustee's Report (1) – Paul Schroeder
  - a. Ayres: Public road repairs/maintenance & drainage for North Bay Drive - see old and new business items 12(b) and 13(b).
  - b. Affordable is returning 6/17/2025 to continue storm clean up work. At President Schall's request, the village tree adjacent to 3612 Nicolet PI will be evaluated (save vs. remove) as well as removing broken branches on the village tree that are suspended between 22 S & 40 S. Vincennes Circle.

- c. North Bay beach bluff vegetation clearing. Weeds on bluff: Aspen services are limited to manicured mowing and routine landscape care. Trustee Schroeder is seeking alternatives to clear cut the vegetation on the bluff and is awaiting a response from the County. President Schall offered to contact County Executive Ralph Malicki.
6. Trustee's Report (2) – Rick Cermak
- a. Update: Generator & 3 phase power - deposit made, awaiting info from WE Energies. A timeline not available.
  - b. Update: 4" pipe flowing into the Lighthouse Dr lift station: If the ground is saturated, it flows like a firehose. The camera (limited by the length of the cable) was within 40-50 feet of the private lift station at 3737 Lighthouse Dr. Additional investigation may be needed. President Schall suggested contacting RA Smith, Inc. (the firm retained by the Village in November 2024).
  - c. Lighthouse Dr Lift Station power was out for 22 hours (longest outage during Trustee Cermak's 20 year tenure): The circular area of the pit filled once. It nearly filled a second time. The square area above the circular offers additional reserve. PATS Service pumped the pit once and was on stand by had power not been restored.
- Does the Village have justification to pursue back up power? The situation was extreme, and was managed with a manual pump pump out. No action was taken.
7. Constable's Report – Interim Constable Rocco Castellano
- a. Wind Point Police Department: Chief Sharrett presented the WPPD report orally; he will add the Constable email to the WPPD monthly report distribution list.
  - b. Caledonia Fire Department
  - c. Wisconsin Humane Society animal sheltering statistics
8. Treasurer's Report – Bob O'Brien
- a. Financial Reports
  - b. State Video Service Provider Report Filed - SL-311
  - c. CLA - AICPA Municipal Reporting Update; Financial Report & General Ledger Automation Plan (Accounts Payable & Check Processing). CLA, utilizing QuickBooks, may be able to provide VNB with cloud account access to simplify and streamline payments and reports. Controls, including payment validation by both the Treasurer and Clerk, would remain in place. Further details will be provided after a demonstration.
9. President's Report – Mark Schall
- a. The Sunlight Report response - deferred for next meeting.
  - b. Coyote seminar follow-up: President Schall and the Clerk will coordinate a follow-up email to residents.
10. Clerk's Report – Dori Panthofer
- a. 2025 Recycling Grant Award \$1,665.59
  - b. 2025 Village Directory target release date is late June to mid-July
    - i. Adding several new residents
    - ii. Awaiting 2025 Board of Appeals member updates (Chapter 2 Section 08)
      - 1. Ending term month/year for each member; 2025 New Appointment(s) due annually; 1st & 2nd alternate designations due annually.
        - a. Resident Member Terms defined:
          - i. 2023-2026: Rick Henning
          - ii. 2024-2027: Chirs Veranth & Kristin Wright

- iii. 2025-2028: Julie Anastasio & Lisa Englander
  - b. The 2025 1st & 2nd alternate designations are:
    - i. 1st Alternate: Sue Arvia
    - ii. 2nd Alternate: Autumn Latimore-Schienke
  - c. Permit Applications (New, Closed, Incomplete/returned, withdrawn)
    - i. BOA2025-1 Resident letter to withdraw variance application dated 5/19/2025, letter to officially close the application was mailed.
  - d. WI DOR Form SL-305 filed: 2025 MOE (Memorandum of Effort) Fire & EMS
    - i. Village exempt from MOE Police filing (population is less than 20,000)
  - e. Elected Official Documentation
    - i. Clerk Document, emails, rights of elected officials - deferred
    - ii. Other elected officials - deferred
  - f. Elections:
    - i. 4-Year Maintenance Post Cards mailed June 13th, 2025
    - ii. New effective date for 2024 Wisconsin Act 126: 2025 Wisconsin Act 7 amends Act 126 related to form CF-1L Campaign Finance Registration Statement - Local Candidate Committee. The new effective date is December 1st, 2027
  - g. Upcoming Village meetings. Meetings are held at Village Hall.
    - i. BOT Meeting: 7:00 PM Monday, July 14, 2025
    - ii. BOT Meeting: 7:00 PM Monday, August 11th, 2025
    - iii. BOT Meeting: 7PM Monday, September 8th, 2025
- 11. Accounts Payable
  - a. AP May 2025 amended in the amount of **\$ 56,817.15**
  - b. AP June 2025 preliminary in the amount of **\$ 19,419.76**

Motion to accept both AP reports noted above and to authorize the Treasurer and Clerk to issue payments as necessary to maintain accounts in good standing made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

- 12. Old Business
  - a. Village of North Bay signage on N Main St (Trustee Schroeder) - Deferred
  - b. Ayres/DNR May 29th, 2025 site visit (Trustee Schroeder)
    - i. Ayres 2025 Village of North Bay Pavement Maintenance Program bid dated June 13th, 2025, in the amount of \$13,300. Constable Castellano requests amending the bid to include "unit prices and allowances for contingencies so costs are known.
    - ii. Drainage concerns North Bay Bridge. Per Ayres, changes to infrastructure should not be tied to existing infrastructure. Tight-weave cloth that was previously used to stabilize the bank is now exposed; per Ayres cloth is ineffective due to the steepness because rocks are not able to embed into the bank.
  - c. Backup power for Lighthouse Drive lift station (Trustee Cermak)
  - d. 4" pipe flowing into the Lighthouse Dr lift station (Trustee Cermak)
  - e. Bee Keeping (Constable Castellano) - Consider clarifying requirements and setting a fair and equal process to register beekeeping. Wind Point recently adopted an ordinance concerning both beekeeping and chickens.
  - f. GZA results: Deferred; be prepared to discuss in July.
  - g. 2025 Emerald Ash Borer treatment: Very few responded to the post-storm survey; Clerk Panthofer will call residents to update the list.
  - h. North Bay Marriage business / website

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

### 13. New Business

- a. May 15th, 2025 storm damage (Trustee Schroeder)
  - i. Damaged street light (May 15th, 2025 storm damage) / Nicolet PI: Trustee Schroeder suggests purchasing 2 arms to have one on the shelf; awaiting an estimate from a new distributor.
  - ii. Ayres/DNR May 29th, 2025 site visit (Trustee Schroeder)
  - iii. Creek bank instability 10-foot strip of land on north side of Village Hal. The strip of land should not be disturbed until the bank is stabilized.
    1. Instability may be tied to the Japanese Knot Weed infestation.
    2. There are no gutters on Village Hall.
    3. Per Constable Castellano, an engineered solution may be required.
  - iv. Japanese Knot Weed infestation; Eradication tips from DNR, Clerk Panthofer will forward research to the board. Note: Japanese Know Weed has been found in multiple areas in the Village.
    1. Per the DNR, ask contractors to provide recent experience, results, guarantee, and anticipated length & frequency of treatment. Due to the severity of the infestation, the Village can expect a minimum of 3 years.
  - v. Drainage on other bridges
- b. 2025 CMAR Resolution (Trustee Cermak) - Motion to approve Resolution #2025-1 granting Trustee Cermak authority to file the 2025 CMAR report made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
- c. Comprehensive Plan / Emergency Response Plan (Constable Castellano)
  - i. Team Rubicon
  - ii. The Ordinances (4.02) designates the President as the Chair of the Emergency Government Committee. North Bay designates the Constable as the Emergency Response Coordinator. The Comprehensive Plan and Emergency Response Plan could be part of a 10 year master plan. We're not experts at urban planning and emergency services. Do we hire someone to help us? North Bay's last strategic plan appears to be 2012.

Chief Sharrett offered to share Wind Point's recently revamped plan with North Bay, and noted that Lorenzo Santos, Racine Director of Emergency Management, is a phenomenal resource.
- d. 39 S Vincennes Cir property condition (Constable Castellano): The property is in disrepair, may be a health concern (animals and or rodents may occupy the house), and is behind in taxes. The Village needs to work within the framework of village ordinances to determine if there is an issue. Consult with the village attorney in the next closed session.
- e. Caledonia Fire Department (CFD) May 27-30th, 2025 email notices: CFD notified North Bay of impeded access on Shore Acre Drive, Lansdale Lane, South Creek and Cross Creek (Constable Castellano). We (the Village) understand there might be an (access) issue to save someone's life (and/or property) and needs to be addressed as possible. This may be an issue of eminent domain that involves the village attorney.

President Schall stated the Village sent a letter to residents on private drives, some residents took action and some didn't.

- f. Chickens (Constable Castellano): See remarks under Old Business item 12(e) Beekeeping
- g. F2025-2 Davies/Starks 111 Shore Acres: Updated fence permit application (enlarged fence)
- h. F2025-3: Casper 204 N Vincennes Cir: Replace storm damaged fence.

Motion to approve fence permit applications #F2025-2 and F2025-3 made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Both fence permits are approved.

- i. Adjourn | Motion to adjourn made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried at 9:20 PM.