

**Minutes | July 17th, 2025 | 7:00 PM | Village Hall
Board of Trustees (BOT) Meeting**



Clerk Panthofer confirmed the following: Mark Schall resigned by email on July 9, 2025. During the July 11, 2025 Stand Up Meeting, the three remaining Trustees unanimously voted to appoint Roger Mellen to become the Village President. Mr. Mellen completed his Oath of Office at Village Hall on Monday, July 14, 2025 and was officially installed as Village President.

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

Public Attendees:

Connie Mellem	116 S Vincennes Cir
WPPD Chief Tommy Sharrett	WPPD
Susan Buhler	44 N Vincennes Cir
Robin Posnanski	3721 Lighthouse Dr
Georgia Herrera & Jeff Leavell	301 N Vincennes Cir
Karen Horwitz & Hector Izaguirre	3733 Lighthouse Dr

3. Public Comment: President Mellem opened Public Comment.
Georgia Herrera expressed gratitude to the Board for addressing the business matter, expressing hope that the Village would continue to enforce the rule that business operations are prohibited without a variance. Jeff Leavell agreed.
4. Approval of the following 7 sets of meeting minutes: May 29th 2025 Town Hall Meeting, amended May 23rd, 2025 Stand Up Meeting (SUM), June 16th, 2025 Board of Review (BOR), June 16th, 2025 BOT Meeting, June 19th SUM, June 19th Planning Commission Meeting, and July 11th, 2025 SUM

Motion to approve the 7 sets of meeting minutes made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried. ROCOO PAUL Carried

5. Trustee's Report (1) – Paul Schroeder
 - a. Updated Ayres 2025 Village of North Bay Pavement Maintenance Program proposal dated June 20th, 2025 in the amount of \$13,300.
Motion to approve the Ayres bid dated June 20th, 2025 that includes the unit pricing language made by Trustee Schroder and seconded by Constable Castellano. All in favor, none opposed. Motion carried.
 - b. Trustee Shroeder restored and repainted the wood Village of North Bay sign located on the corner of North Main Street and North Street.
 - c. Fall leaf collection & winter snow removal: The Board collectively prefers curbside leaf collection currently contracted with Full Blown Smith LLC versus bagged and tagged leaf collection offered by Johns Disposal. Leaf collection will remain with Full Blown Smith.

The Village of Wind Point is willing to consider a snow removal contract with North Bay. Further details will be provided when available.

- d. North Bay Beach garbage can.
 - e. North Bay beach bluff maintenance.
 - f. North Bay Beach stair maintenance.
 - g. Japanese Knot Weed infestation; Eradication update, if available. Contractors have not responded. Constable Castellano may have contacts.
 - Multiple infestation areas identified: Chatham & North, Hennepin Place bridge near Village Hall, and North Bay Beach.
 - Rocco to consult with specialists and gather contacts for three qualified bidders.
 - h. Nicolet PI street light estimate. The bid was not received. Clerk Panthofer will follow up with Highway Light & Landscaping, the new distributor of the Steinberg lighting arm and lamp, to obtain an estimate for replacement and installation. To prepare for future issues, two arms/lamps will be ordered.
6. Trustee's Report (2) – Rick Cermak
- a. 2025 CMAR report filed
 - b. Update: Generator & 3 phase power. Creek bank requires stabilization prior to power upgrades.

VASSSH Estimate #1035 dated July 10th, 2025 in the amount \$8,100 to stabilize the creek bank adjacent to Village Hall was reviewed.

Motion to accept the estimate as written, with work to be completed proper to upgrading the power and generator, made by Trustee Cermak and seconded by Constable Castellano. . All in favor, none opposed. Motion carried.
 - c. Update: 4" pipe flowing into the Lighthouse Dr lift station if available. The source was determined to be the 3737 Lighthouse Dr lift station that pumps to the municipal sewer. There may be an old lateral that is causing issues.

Resident Karen Horwitz inquired about the definition of a lateral and whether private lift stations are common in houses.

Trustee Cermak clarified that a lateral is the sewer line extending from the municipal system to a house. He added that most houses do not have private lift stations, citing 3733 as an example of a property without a private lift station.
7. Constable's Report – Interim Constable Rocco Castellano
- a. Wind Point Police Department | Chief Sharrett noted similar activity as in the past.
 - i. Constable Castellano noted line of sight concerns at intersections, and the topic will be added to new business on the August agenda.
 - b. Caledonia Fire Department
 - c. Wisconsin Humane Society animal sheltering statistics
8. Treasurer's Report – Bob O'Brien
- a. Financial Reports shared via email from the board. Discussion deferred until August.
9. President's Report – Roger Mellem
- I appreciate your trust and fully appreciate all of your skill sets, and all that you do.

10. Clerk's Report – Dori Panthofer
 - a. July newsletter topics:
 - b. Permit Applications (New, Closed, Incomplete/returned, withdrawn, etc.)
 - c. WI DOR Form AT-827 WI Retail Liquor & Tobacco Products report filed.
 - d. Elections:
 - i. WEC approved North Bay's polling place accessibility plan (6/20/2025)
 - ii. Voting machine maintenance completed 6/19/2025
 - e. Upcoming Village meetings (Village Hall)
 - i. BOT Meeting: 7:00 PM Monday, August 11th, 2025
 - ii. BOT Meeting: 7PM Monday, September 8th, 2025
 - iii. BOT Meeting: 7 PM Monday, October 13th, 2025
 - iv. **November BOT Meeting moved due to state budget notice requirements:**
7 PM Monday, October 27th, 2025
 - v. **Budget Hearing: 7 PM Monday, November 24th, 2025**
 - vi. **December BOT Meeting moved due to state budget notice requirements:**
BOT Meeting: 7:05 PM Monday, November 24th, 2025
11. Accounts Payable
 - a. AP June 2025 report amended 6/24/2025 in the amount of \$ 21,293.75
 - b. AP July preliminary report in the amount of \$ 44,237.71

Clerk Panthofer put forth the following amendments:

1. The CDW withdrawal entry in the amount of \$49.96 was incurred on June 24th, 2025; transfer this entry from the June AP to the July AP.
2. Following the 7/15/2025 preliminary report, check #14155 was voided and re-issued as check #14163, check number typos were corrected, and invoices received after 7/15/2025 were added.

Constable Castellano moved to amend the June 2025 AP report to a new total of \$21,343.71 and the July 2025 AP report to a new total of \$44,635.01 as proposed by Clerk Panthofer. The motion was seconded by Trustee Cermak, and all members voted in favor. The motion was carried.

12. Old Business
 - a. Comprehensive Plan / Emergency Response Plan: Constable Castellano distributed Wind Point's emergency response plan to consider using as a template for North Bay. This topic will be moved to August's old business agenda to allow President Mellem and all elected officials sufficient time for review and preparation.
 - b. Follow up on Caledonia Fire Department notice of impeded access on Shore Acre Drive, Lansdale Lane, South Creek and Cross Creek. Constable Castellano sought clarification regarding the Village's responsibility on the private drives. Per President Mellem, the private roads are driveways and they are non-conforming. Wisconsin sets standards for public roads. The cost to bring up the private Snow and waste management service is provided. Trustee Schroeder noted that leaf pick-up is not offered due to the absence of a hard surface for leaf piles that would also accommodate traffic.

Clerk Panthofer responded that in 2024, a letter was drafted and mailed by Attorney Larson to residents on some private drives (not all), requesting their cooperation to clear vegetation for

access. While some residents complied, others did not.

Trustee Schroeder noted that hydrant locations serving the private drives are located on North Main and Erie Street and fire hoses would need to physically go through the backyard of Racine properties.

Trustee Schroeder highlighted two additional potential issues: 1) Hydrant access: Hydrants for private drives on North Main and Erie Street would necessitate fire hoses crossing Racine backyards; 2) Access to the two homes on Chatham Street (off of North Street) may be problematic and should be reviewed by Caledonia Fire Department.

Per President Mellem, action should be driven by the Chief's assessment of fire protection needs.

Constable Castellano motioned to contact Attorney Larson to send notices to the residents on private drives to identify a course of action to remedy impeded access for first responders and public works service providers. Trustee Schroeder seconded the motion. All in favor, none opposed. Motion carried.

- c. 39 S Vincennes Cir property condition: A recent inspection by a Racine County Sheriff found the property uninhabitable, noting broken windows on both floors and a caved-in ceiling that was visible from a window.

Both the Racine County Health Department and Sheriff's office defer this matter to the Village. Constable Castellano is worried about potential structural failure. President Mellem noted this has been an ongoing issue for years. Clerk Panthofer was directed to email Attorney Eric Larson, with a copy to President Mellem, to request legal assistance.

- d. GZA results: The Trustees briefly reviewed erosion issues of the North Bay beach bluff, including serious washout issues during periods of high water levels (2019/2020). The Greenspace Committee was created (2024) to explore solutions. Constable Castellano assisted with defining the scope and advocated for an engineering solution. The Board accepted the Greenspace Committee's recommendation to hire GZA (agreement signed on March 10th, 2025). The assessment is to be used as the basis for organizing and planning the investment to stabilize the bluff and beach. Further discussion on the GAZ assessment is postponed until the August meeting to allow for sufficient review.
- e. Upgrade Google Workspace Business Plus plan to include vault and improved tech support. To comply with federal requirements, the village's digital data will be secured within a new Vault. This upgrade prevents the permanent deletion of emails and documents and also provides improved access to technical support.

Motion to upgrade to Google Workspace Business Plus made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

- f. 3505 Chatham St update: Per President Mellem and Chief Sharrett, a non-traffic citation with a fine was issued with a notice to appear in municipal court. It's a court issue now.

13. New Business

- a. Re-key Village Hall | Chief Sharrett suggests installing numeric keypads which eliminates re-keying after staffing changes. Clerk Panthofer will obtain bids.

14. Adjourn | Motion to adjourn made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. The meeting adjourned at 8:38 PM.