



Minutes | August 11th, 2025 | 7:00 PM | Village Hall VNB Board of Trustees (BOT) Meeting

1. Call to Order: President Mellem called the meeting to order at 7:02 PM.
2. Roll Call: President Roger Mellem, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Constable Rocco Castellano, Treasurer Robert O'Brien, Clerk Dori Panthofer

Public attendees:

Robin Posnanski	3721 Lighthouse Dr
Gail Simon & Mike Pfof	40 S Vincennes Cir
Karen Horwitz & Hector Izaguirre	3733 Lighthouse Dr

3. Public Comment:
Robin Posnanski presented public comments related to low hanging branches on North Vincennes Circle, a thank you to Trustee Schroeder, and concerns about the condition of the house at 39 S Vincennes Cir.
4. Approval of the following sets of meeting minutes: June 16th, 2025 Planning Commission Meeting (*amended*); June 19th, 2025 SUM Meeting, July 17th, 2025 BOT Meeting and August 4th, 2025 SUM Meeting.

Motion to approve the amended June 16th, 2025 Planning Commission Meeting minutes, June 19th, 2025 SUM Minutes, July 17th, 2025 BOT Minutes and August 4th, 2025 SUM minutes made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
5. Trustee's Report (1) – Paul Schroeder
 - a. Nicolet PI street light arm quote by Highway Light & Landscape Inc.: Deferred, awaiting estimate
 - b. Japanese Knot Weed infestation; Eradication: Deferred
 - c. 2025-2026 Winter Snow removal. Wind Point Administrator/Clerk-Treasurer Travis Wells emailed that the Wind Point Public Works and Finance Committees are not interested in exploring snow removal for North Bay. Trustee Schroeder will pursue other options.
 - d. Access on North St & Chatham St (public streets). Considerations: The Village has the right of way on the north side of North Street and west side of Chatham; A culvert runs under the road at the corner and existing ditch line; Overhanging trees and vegetation south of North Street is located on property owned by City of Racine residents; Notify residents near North and Chatham about the upcoming clearing, explaining it's for first responder and waste management access.
 - e. Creek bank stabilization & french drain work is complete at Village Hall.
6. Trustee's Report (2) – Rick Cermak
 - a. Update: 50KW Generator & 3 phase power: Anticipated installation is November-December with a likely chargeback of the summer installation discount.
7. Constable's Report – Rocco Castellano
 - a. Wind Point Police Department
 - b. Caledonia Fire Department
 - c. Wisconsin Humane Society animal sheltering statistics
 - d. Comprehensive Plan / Emergency Response Plan: Edit Wind Point's plan for North Bay; consider a 10 - 20 year Master Plan for the future of North Bay (future New Business agenda

- item).
- e. Follow up on impeded access on private drives: Shore Acre Drive, Lansdale Lane, South Creek and Cross Creek: The Village attorney is working on the issue.
8. Treasurer's Report – Bob O'Brien
- a. Financial Reports - deferred due to CLA vacations.
 - b. The WI Department of Revenue issued the preliminary equalized value. Former Assessor Henke's valuation (of North Bay) is within 98% of the state's valuation.
 - c. Communication between the Village and legal counsel. Recently, communication between the Village and legal counsel has been by phone, leaving no audit trail. To create an audit trail, Treasurer O'Brien recommends reverting back to submitting legal review requests by email, with the Board deciding what is directed to the attorney.
- Motion to have the Board of Trustees direct legal contact and/or review via email through the Village Clerk (the custodian of Village records) made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.
9. President's Report – Roger Mellem
- a. The John's Disposal 5-year contract ends December 31st, 2025. The new 5-year proposal is expected to include changes related to: Automated collection of regular trash; Elimination of yard waste stickers; Frequency of yard waste and bulk collection; Discontinuation of service on inaccessible private drives (Cross Creek, South Creek, Lansdale Lane, Shore Acre Dr), with residents bringing carts to the nearest public road (N Main St); Changes to collection on Chatham St (residents to bring trash to North St).
- If access is restored (both vertical and horizontal vegetation is cleared, and clearance is maintained in the future), continued service may be available. Nate Austin, Municipal Account Manager, Johns Disposal, is available to attend the next meeting.
10. Clerk's Report – Dori Panthofer
- a. Permit Applications (New, Closed, Incomplete/returned, withdrawn, etc.)
 - b. Elections - New legislative rule for observers.
 - c. Newsletter Topics
 - d. Upcoming Village meetings (Village Hall)
 - i. BOT Meeting: 7PM Monday, September 8th, 2025
 1. Dan McHugh, backup Assessor, is interested in becoming North Bay's Assessor, and is available to attend the September 8th meeting. When received, the Board directs Clerk Panthofer to submit the proposed Assessor agreement to the Village attorney for legal review.
 - ii. BOT Meeting: 7 PM Monday, October 13th, 2025
 - iii. **November BOT Meeting moved due to state budget notice requirements:**
7:00 PM Monday, October 27th, 2025
 - iv. **Budget Hearing: 7 PM Monday, November 24th, 2025**
 - v. **December BOT Meeting moved due to state budget notice requirements:**
BOT Meeting: 7:05 PM Monday, November 24th, 2025
11. Accounts Payable
- a. 2025 July AP amended report in the amount of: \$ 44,771.48 (payroll taxes and the final wages to former President Mark Schall were added since the July 17th, 2025 meeting).
 - b. 2025 August AP preliminary report in the amount of: \$ 29,323.73, with permission for Clerk Panthofer & Treasurer O'Brien to issue payment for bills due before the next meeting.

Motion to approve the accounts payable reports as noted made by Trustee Cermak and seconded by Constable Castellano. All in favor, none opposed. Motion carried.

12. Old Business

- a. 39 S Vincennes Cir property condition. Constable Castellano suggests scheduling a closed session with legal counsel.
- b. Intersection site triangle safety concerns. Constable Castellano suggests considering adding an ordinance related to site triangles at intersections and publishing an article in the newsletter.
- c. GZA results: Step 1 was to prepare Assessment; Step 2 is to create bid documents. The Village needs to give GZA authorization to proceed to step 2, and to explore grant options.

Treasurer O'Brien noted that the assessment did not reference the DNR or Army Corps. Constable Castellano indicated GZA is contractually obligated to work with the DNR (and possibly the Army Corps). Stairway access from the bluff to the beach was also discussed.

Motion to authorize GZA to proceed to create bid documents made by Trustee Schroeder and seconded by President Mellem. All in favor, none opposed. Motion carried.

Constable Castellano will reach out to GZA.

- d. Village Hall numeric keypad quote (if available) from Hoernell Key Shop Inc (qualifies for the \$600 LWM Safety Grant) - Deferred (awaiting bid for 2 lock options, one with an audit trail and one without the audit trail).

13. New Business

- a. Johns Disposal proposed contract changes beginning 1/1/2026 - See Constable and President reports.
- b. League of Wisconsin Municipal July Case Alert RE:Short Term Rentals: Due to the recent law change, this matter should be reviewed by Village Attorney, Eric Larson.
 - i. VNB Chapter 11.02(2) Vacation Rental Establishment (d)(9) Proof of property and liability insurance covering the vacation rental establishment property and use.
 - ii. Property line monuments
- c. 3 cases of Village records & 1file cabinet key were returned to Village Hall by former President Schall on July 22nd, 2025
 - i. Review village records checkout procedures
 - ii. Review key assignment procedures
- d. LWMMI 11/1/2025 Insurance Renewal application
 - i. Request equipment value for the new 3-phase power & generator for the insurance.
- e. Halloween on Friday (October 31st, 2025): Village Trick or Treat hours will be 5 PM - 7 PM.

14. Adjourn: Motion to adjourn made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. The meeting adjourned at 8:27PM.