

**Minutes | October 13th, 2025 | 7:00 PM | Village Hall  
 VNB Board of Trustees (BOT) Meeting**



President Mellem was unexpectedly unable to attend tonight’s BOT meeting, and appointed Constable Castellano to serve as Chairperson for this BOT meeting.

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

Dan McHugh	Affiliated Property Valuation Services, LLC
Robin Posnanski	3721 Lighthouse Dr
Karen Horwitz	3733 Lighthouse Dr
Ken & Marnie Brewer	55 Shore Acre Drive
Chief Tommy Sharret	Wind Point Police Department (arrived at 7:03 PM)

3. Public Comment: None
4. Approval of the following sets of meeting minutes: September 8th, 2025 BOT Meeting, September 9th, 2025 SUM Meeting, September 26th 2025 SUM Meeting.

Motion to approve all 3 sets of meeting minutes as written made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

5. Trustee’s Report (1) - Paul Schroeder
  - a. North St & Chatham St vegetation trimming & clearing update: Affordable Tree Care is scheduled to clear vegetation, including a significant limb overhanging North Street. The \$600 cost for trimming this large limb will be invoiced to and paid by the Racine resident that owns the tree and has agreed to pay. The Village Clerk will issue an invoice once the work is completed.
  - b. WisDOT - WISLR - 2026 Certification Cycle (New Business): Ayres, who holds the Village contract for certification, will conduct the evaluation once the October/November pavement management is finished, ensuring the report accurately reflects current pavement conditions.
  - c. Fire hydrant access (vegetation & snow): The September 2025 Village newsletter reminded residents to maintain a 3-foot clearance free of vegetation around fire hydrants. Full Blown Smith, LLC, is responsible for snow removal around fire hydrants. Residents are asked to assist in keeping hydrants clear, especially after heavy snowfalls.
  - d. 2025 Leaf and 2025/2026 Snow removal: The Village has contracted Full Blown Smith, LLC for leaf collection and snow removal during the current seasons. Leaf collection is set to begin on Monday, October 20th, 2025.

6. Trustee's Report (2) - Rick Cermak
  - a. Update: Generator & 3 phase power
7. Constable's Report - Rocco Castellano
  - a. Wind Point Police Department (WPPD): WPPD activity reports were distributed.  
 Chief Sharret: After conducting a study on the potential consolidation of police and court services with Caledonia earlier this year, Wind Point voted to retain its own Police Department and Municipal Court.  
  
 Wind Point point received another Department of Transportation grant that will be used for a continuation of traffic enforcement.
  - b. Caledonia Fire Department: CFD call summary was distributed.
  - c. Wisconsin Humane Society animal sheltering statistics: Zero activity.
  - d. Comprehensive Plan / Emergency Response Plan: Deferred
  - e. Follow up on impeded access on Shore Acre Drive, Lansdale Lane, South Creek and Cross Creek: Deferred
8. Treasurer's Report - Bob O'Brien
  - a. Financial Reports
9. President's Report - Roger Mellem
  - a. Village Hall security: Century Security proposal and keyless entry: Deferred
  - b. Village Hall dumpster: Deferred
  - c. John's Disposal Contract renewal proposal.
  - d. L&M Inspections LLC: Building Inspector Greivell's 30-day notice to terminate the contract received via email on 10/2/2025.
10. Clerk's Report - Dori Panthofer
  - a. Permit Applications (New, Closed, Incomplete/returned, withdrawn, etc.)
    - i. Building Inspector resignation: Historically, Village Presidents and Trustees have held the position that the Village should fill appointed roles exclusively with independent contractors. This approach ensures that contractors are responsible for their own insurance, thereby removing the necessity for the Village to allocate funds for unemployment benefits.  
 Option 1: Limit candidates to those with liability insurance  
 Option 2: Contract with nearby municipality for building inspector services.
    - ii. Duty to close an open permit letter template
    - iii. Incomplete application letter template
  - b. Elections
    - i. New legislative rule for observers
    - ii. 2026-2027 Election Inspector preliminary list
    - iii. WEC Clerk Conference - Grant to offset cost to switch domain to .gov expires on December 31st, 2025.
  - c. October Newsletter scheduled to go out this week.
  - d. Recycling grant application filed
  - e. Upcoming Village meetings (Village Hall)
    - i. Future Planning Commission Meeting schedule to align with Board of Trustees

meetings.

- ii. **November BOT Meeting moved due to state budget notice requirements:**  
7 PM Monday, October 27th, 2025
  - iii. **Budget Hearing: 7 PM Monday, November 24th, 2025**
  - iv. **December BOT Meeting moved due to state budget notice requirements:**  
BOT Meeting: 7:05 PM Monday, November 24th, 2025
  - v. 2026 Village Caucus: 7 PM Monday, January 12th, 2026
  - vi. January BOT Meeting: 7:10 PM, January 12th, 2026
11. Accounts Payable
- a. 2025 September amended report in the amount of **\$ 26,744.65**
  - b. 2025 October AP preliminary report in the amount of **\$ 22,070.99**

A motion was made by Trustee Cermak and seconded by Trustee Schroeder to approve the amended September 2025 AP report for \$26,744.65 and the updated preliminary October 2025 AP report for \$22,070.90. The motion also granted the Treasurer and Clerk authority to pay invoices due before the next meeting. All in favor, none opposed. Motion carried.

12. Old Business

- a. Johns Disposal Contract: Contract negotiations continue. Nate Austin offered suggestions to shift some of the budget from bulk collection to yard waste collection. Defer additional discussion until October 27th, 2025.
- b. 39 S Vincennes Cir property condition - deferred.
- c. Intersection site triangle safety concerns - deferred.
- d. GZA update (North Bay bluff/beach assessment): Constable Castellano has asked the Trustees to review the GZA proposal. They should be prepared to discuss it at the meeting on October 27th, 2025 BOT meeting.
- e. League of Wisconsin Municipal July Case Alert RE:Shore Term Rentals - deferred.
  - 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.
- f. LWMMI 11/1/2025 Insurance renewal proposal (*excludes extending coverage to an inspector*).

A motion was made by Trustee Schroeder and seconded by Trustee Cermak to accept the original renewal proposal received on 9/16/2025 from R&R Insurance. This proposal is for the 25-26 Village of North Bay Renewal Proposal, which includes the League of Wisconsin Municipalities Mutual Insurance Program (LWMMI), the Municipal Property Insurance Company (MPIC), and partner carriers Hanover and United Heartland. The policy term is from 11/1/2025 to 11/1/2026, with an overall premium increase of 3.9% for the entire package. All in favor, none opposed.

- i. Cyber Crime Insurance - deferred.

13. New Business

- a. Village Assessor Contract proposal. Dan McHugh confirmed he conferred with Assessor Henke and is familiar with the Village of North Bay. Additionally, he uses

the same software.

Motion to appoint Dan McHugh, Affiliated Property Valuation Services LLC, made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

Clerk Panthofer administered the Oath of Office to Mr. McHugh for his appointment as Assessor for the Village of North Bay.

- b. Regulation on solar development - deferred
- c. DNR Recycling Ordinance update due April 30th, 2026: Refer to Attorney Eric Larson to initiate updating the ordinance.
- d. WisDOT - WISLR - 2026 Certification Cycle
- e. Village Hall maintenance items: Rotting window, crumbling floor, electronic Ozium generator, mini-fridge noisy compressor, dehumidifier(s), etc. Constable Castellano offered to prepare a list that can be used to create a multi-year plan on a budget.
- f. Resolution 2025-3 Public Records Request Fee Schedule

Motion to pass Resolution #2025-3 Public Records Fee Schedule that includes recordings made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

- g. Asbestos roofing zoning inquiry: The Village has no interest in adding an ordinance regarding asbestos roofing, as the State of Wisconsin already has laws in place concerning this matter.
  - a. Information Technology: LWM Partner, VC3 deferred.
    - i. VC3 Proposed service offering: Muni-Essentials-Proactive-PC, Essentials-Email, Website Essentials, HaaS Firewall, VC3 Managed Services Onboarding
14. Adjourn: Motion to adjourn made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. The meeting adjourned at 8:18PM.