

**Minutes | September 8th, 2025 | 7:00 PM | Village Hall  
VNB Board of Trustees (BOT) Meeting**



1. Call to Order: President Mellem called the meeting to order at 7:00 PM
2. Roll Call: President Roger Mellem, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Treasurer Robert O'Brien, Clerk Dori Panthofer

Chief Tommy Sharrett	Wind Point Police Chief
Chief Walter Leininger	Caledonia Fire Department
Nate Austin, Municipal Account Representative	Jonns Disposal
Todd Beck	440 South Creek Rd
Eric McGaughey	3500 N Main St
Kathy Bremner	520 South Creek Rd
Rondi Rork & Mark Hyde	545 Cross Creek
Meg & John Daniels	500 Cross Creek
Mark Murphy	550 Cross Creek
Connie Mellem	116 S Vincennes Cir
Robin Posnanski	3721 Lighthouse Dr
Robert Laing	445 Cross Creek
Marnie & Ken Brewer	55 Shore Acre Dr
Tammy Allen	25 S Vincennes Cir
Will Starks & McKenzie Davies	111 Shore Acre Dr
Diane & Jorge Garces	75 Shore Acre Dr
Alan Reid	401 Cross Creek
Tony Veranth	333 S Vincennes Cir

3. Public Comment: President Mellem read aloud the Public Comment Guidelines.  
Attendees questioned if garbage service would continue for private drives if trimming was done. Concerns included trucks damaging property, the Village's role in enforcement, and the lack of clarity on trimming requirements, and less frequent collection of yard waste. Some residents reported missed pickups and questioned contract details and other options. Concerns were also raised about a rise in vacation rental establishments (Airbnb, VRBO, etc) within the Village and lack of leaf collection on the private west of North Main Street were also raised.  
  
The following two agenda items were moved up to address concerns presented in Public Comment.
  - Constable's Report Agenda Item #7(d): Follow up on impeded access on Shore Acre Drive, Lansdale Lane, South Creek and Cross Creek
  - Old Business Agenda Item #12(a): Johns Disposal proposed contract changes beginning in 2026

Clerk Panthofer introduced Nate Austin (Johns Disposal) and Fire Chief Walter Leininger (Caledonia Fire Department - CFD) to discuss access issues on private drives. Chief Leininger stated that 70-80% of CFD's work in North Bay is ambulance-related, and overgrowth on private drives damages vehicles and can prevent emergency access. He highlighted a culvert that may collapse under heavy rigs and obstructions that could lead to a "total loss" in case of a fire. Constable Castellano emphasized that lives are at risk without proper private drives and that service providers need a safe environment.

Mr. Austin explained that Johns Disposal's municipal contract ends on December 31, 2025, and their proposal is an "olive branch" to continue service. He stressed that automated trucks cannot access homes on narrow private drives like Shore Acre Drive. He clarified that Johns Disposal's contracts are for collection on public roads, but they offer an additional "drive-up pick-up style service" for private drives for an extra \$29 per month per household. This service is for roads that are too narrow or not rated as Class B. He also stated that yard waste and bulk service are not available on private drives due to vehicle requirements. Mr. Austin also mentioned that clearing vegetation is an ongoing task and that low-hanging trees on public roads also need trimming. Dr. Laing commented that \$29 a month for the drive-up service is "money well spent."

Mr. Austin proposed reducing the frequency of yard waste collection to improve efficiency, with no collection in July and August, as Johns Disposal loses money on the current sticker program with only 97 homes. Cross Creek residents acknowledged the need to fix their culvert. Mr. Austin clarified that the "drive up" service is an upgrade from collection on the nearest municipal road, which for Shore Acre Drive is North Bay Drive, and for South Creek, Cross Creek, and Lansdale Lane, it is the respective private drive's nearest municipal road. Mr. Austin also noted that drivers prefer turnarounds or T-shaped ends on private drives, which are absent in North Bay.

Chief Leininger reiterated that CFD will respond to calls, but access issues will delay service and may prevent larger apparatus from reaching all homes. Mr. McGaughey asked if specific properties needing clearing could be identified. President Mellem stated that a 14-foot vertical clearance and 2 feet from the edge of the pavement on each side is needed for access for the entire length of the street. A resident clarified that there has never been a gate on Cross Creek, only a split rail fence. Currently, none of the private drives have a Homeowners Association or Covenant. Dr. Laing and Ms. Daniels pointed out hidden posts at 400 Cross Creek Road, forcing cars onto the lawn of 401 Cross Creek Road. Chief Leininger will evaluate the site further. Mr. Austin offered to continue the conversation with residents outside the meeting.

4. Approval of the following sets of meeting minutes: August 11th, 2025 SUM, August 11th, 2025 BOT, August 25th SUM, September 5th, 2025 SUM

Motion to approve the minutes as written 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 & luminaire \$3520 each set / Highway Light & Landscape. This price excludes installation.  
Motion to approve buying 2 sets of street light arms and luminaires in the amount of \$3,250 per set from Highway Light & Landscape made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.
- b. North St & Chatham St vegetation trimming & clearing: Clearing will be scheduled to resolve access issues. Due to a culvert, Ayres engineer Mike Payant agreed that North Street & Chatham Street public road pavement repairs should be deferred to allow for an engineered solution.
- 6. Trustee's Report (2) - Rick Cermak
  - a. 3 Phase - awaiting installation schedule
  - b. Green Bay pipe jetted the storm sewer at the north end of North Bay Dr
- 7. Constable's Report - Rocco Castellano
  - a. Wind Point Police Department: Chief Sharrent announced an upcoming launch of a new software system that will provide enhanced reporting capabilities. He also recommended publishing an alert to residents, advising them to lock their vehicles, close garage doors, park in garages, and report any suspicious persons or theft.
  - b. Caledonia Fire Department
  - c. Wisconsin Humane Society animal sheltering statistics
  - d. Follow up on impeded access on Shore Acre Drive, Lansdale Lane, South Creek and Cross Creek
- 8. Treasurer's Report - Bob O'Brien
  - a. Financial Reports distributed. The Village is currently on budget in every category except water & wastewater. The main lift station pump required rebuilding. Additionally, the Village Hall needed to upgrade to 3-phase power to prepare for the installation of a new generator, as the existing one was 30 years old.
- 9. President's Report - Roger Mellem
- 10. Clerk's Report - Dori Panthofer
  - a. Permit Applications (New, Closed, Incomplete/returned, withdrawn, etc.)
    - i. A contractor has failed to pay a balance due for a permit dating back to June. The contractor has ignored requests from both me and Inspector Greivell. Work is complete but inspections have not been reported. Double fees are now due.
  - b. Upcoming Village meetings (Village Hall)
    - i. BOT Meeting: 7 PM Monday, October 13th, 2025
    - 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
- 11. Accounts Payable

- a. 2025 August AP amended report in the amount of **\$ 29,917.61**
- b. 2025 September AP preliminary report in the amount of \$ 22,950.67, amended on 9/8/2025 (added 3 checks) in the amount of **\$ 24,744.65**, including a \$199 rodent inspection fee scheduled for 9/9/2025 with payment due immediately.

Motion to approve the amended 2025 August AP and preliminary 2025 September AP as noted above, granting permission for Treasurer O'Brien and Clerk Panthofer to issue payment for invoices received after this meeting and due prior to October 13th, 2025 made by Trustee Schroeder and seconded by Constable Castellano. All in favor, none opposed. Motion carried.

12. Old Business

- a. Johns Disposal proposed contract changes beginning in 2026 / Nate Austin
  - i. The Village is awaiting raw contract data from Johns Disposal.
- b. Village Hall numeric keypad quotes from Hoernell Key Shop Inc (qualifies for the \$600 LWM Safety Grant). The Trustees discussed and reviewed two quotes, quote # 3632 that includes an audit trail in the amount of \$4,060 while the other did not.

Constable Castellano motioned to approve quote #3650 for a keyless lock without an audit trail, totaling \$2,835. Trustee Cermak seconded the motion. All in favor, none opposed. Motion carried.

Chief Sharret inquired if the door would include a sensor notification for either "unsecure door" or "door ajar"? Also, can codes be issued to the Wind Point Police Department and the Caledonia Fire Department.

Clerk Panthofer will inquire about sensor notifications that would prompt an alert (fail-safe or fail-secure). Yes, the Village can issue codes to WPPD and CFD.

13. New Business - None.

- 14. Adjourn: Motion to adjourn made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. The meeting adjourned at 8:36 PM.