



Minutes | October 27th, 2025 | 7:00 PM | Village Hall VNB Board of Trustees (BOT) Meeting

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

Tammy & Jerry Allen	25 S Vincennes Cir	VRBO Insurance
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3. Public Comment:
Tammy & Jerry Allen presented Public Comment related to concerns about short term rentals (vacation rental establishments).
4. Approval of the following sets of meeting minutes: 1) October 13th, 2025 Planning Commission (PC) Meeting; 2) October 13th, 2025 Board of Trustees Meeting.

The Planning Commission approved the minutes from the October 13, 2025 PC meeting during its 6 PM meeting today.

Motion to approve the October 13th, 2025 BOT meeting minutes made by Trustee Schroeder and seconded by Trustee Cermak. Motion carried.

5. Trustee's Report (1) - Paul Schroeder
 - a. 2025 Pavement Management update
 - b. Clearing North St & Chatham St is on the schedule.
6. Trustee's Report (2) - Rick Cermak
 - a. Update: Generator & 3 phase power
7. Constable's Report - Rocco Castellano
 - a. Wind Point Police Department - awaiting reports
 - b. Caledonia Fire Department- awaiting reports
 - c. Wisconsin Humane Society animal sheltering statistics - awaiting reports
8. Treasurer's Report - Bob O'Brien
 - a. Financial Reports
 - b. Preliminary 2026 Budget. The preliminary 2026 Village of North Bay budget includes a 4.3% net levy tax increase. Interest rates are starting to have a steady decline and the Village is spending funds that have been accumulating in Madison. Additionally, waste management costs are increasing by 25%. Property tax bills should be delivered to owners by December 15th, 2025.

Motion to approve the preliminary 2026 Village of North Bay Budget in the amount of \$578,979 made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.
9. President's Report - Roger Mellem
 - a. Village Hall security: President Mellem asked the Trustees to reconsider the September 8th, 2025 decision regarding the keyless entry for Village Hall. Three cases of records (sitting

next to the file cabinets) that were removed without properly checking them out is reason enough for having an audit trail.

Constable Castellano motioned to approve Hoernell Key Shop Inc. quote# 3632 that includes an audit trail in the amount of \$4,060 and Trustee Schroeder seconded the motion. All in favor, none opposed. Motion carried.

Constable Castellano asked if the records were removed and replaced.

President Mellem confirmed that the (3 cases) of records were removed and returned.

Clerk Panthofer reported that village records were removed without her knowledge or the use of the required file check-out card, making it impossible to determine if all documents have been returned. Additionally, a file cabinet key was issued to a trustee without the knowledge of the other two Trustees, the Treasurer, or the Clerk.

A cursory review revealed the removal of documents related to a lawsuit, multiple volumes on the street lighting project, and numerous other files. As custodian of the records, the Clerk stated this unauthorized access and removal of records puts her and the Village in an awkward position.

During a phone call with the Clerk, Chief Tommy inquired if an investigation should be opened. Clerk Panthofer will record the contents and get back to him, if needed. Constable Castellano offered assistance if further action is needed.

Clerk Panthofer will contact Hoernell Key Shop to initiate the order and installation.

b. Johns Disposal Contract renewal proposal. North Bay list of terms:

- Once a month yard waste, with no yard waste collection in July and August, is unacceptable. Paper bags will break down between collections. To maintain the comparable level of service, President Mellem would like the Village to choose Yard Waste Option 3; 16 collections (two collections per month) from mid-April through late November, including July and August.
- The proposed contract now aligns with the industry standard by including one monthly bulk on-call collection per household on a predetermined date. Residents are required to call in advance to schedule this bulk collection on said date. Should a resident require additional bulk collections, they must purchase the service directly with Johns Disposal. The Village prefers on demand bulk for any Monday.
- The bulk and yard waste collection site for Shore Acres Drive is on North Bay Drive because Shore Acres Drive is not accessible by the larger waste management vehicles.
- Johns Disposal is unwilling to collect the private drive premium drive up fee from individual residents.
- The Village of North Bay will collect fees via the property tax bill for the Premium Drive Up service for all homes on private drives that are defined in the Appendix of the proposed contract.

Clerk Panthofer will request a final proposal. Once received, a Stand Up Meeting will be required to review and vote on the final 5-year contract.

c. Building Inspector Lee Greivell agreed to extend his contract to December 31st, 2025. Former Plumbing Inspector Rick Herman and former Electrical Inspector Gregg Hansen

have agreed to return on January 1st, 2026. Identifying a Building Inspector candidate who has their own liability insurance has been difficult. Clerk Panthofer will continue to pursue options, including a Village resident and other contractors who may be willing to take the residential inspector and HVAC exam. Constable Castellano offered to assist.

- d. Solar Ordinance: Constable Castellano proposed limiting solar installations to building-integrated systems, prohibiting ground-mounted solar arrays.

President Mellem will contact Attorney Larson to finalize the ordinance to ensure it is suitable for North Bay, covering both wind and solar systems. Given the small lot sizes, the Board concluded that wind systems should be prohibited due to lack of space for wind turbines.

- e. Short Term Rentals - Legal review verified that North Bay is in compliance with state statutes regarding short term rentals.

10. Clerk's Report - Dori Panthofer

- a. Permit Applications (New, Closed, Incomplete/returned, withdrawn, etc.)
- b. Elections
 - i. 2026-2027 Election Inspector preliminary list presented.
- c. Newsletter Topics: The Clerk will share the file for direct article submissions.
- d. Upcoming Village meetings (Village Hall)

Nov 3rd, 2025	4PM - Planning Commission
Mon., Nov. 24th, 2025	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Budget Hearing 7:10 PM - Board of Trustees Meeting (<i>December meeting moved up due to state budget hearing requirements.</i>)
Mon., Jan. 12th, 2026	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Village Caucus 7:10 PM - Board of Trustees Meeting

11. Accounts Payable

- a. Amended October 2025 AP report in the amount of **\$ 38,611.99** as of October 27th, 2025.
- b. November 2025

Motion to approve the amended October 2025 AP in the amount of **\$ 38,611.99**, and to allow Clerk Panthofer and Treasurer O'Brien to pay routine bills received prior to the November 24th, 2025 meeting made by Trustee Schroeder and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

12. Old Business

- a. Information Technology / VC3 vs. Civic Plus: Motion to approve VC3 offering as presented by Christina Drews via email on October 9th, 2025 to deploy as written, made by Trustee Cermak and seconded by Constable Castellano. All in favor, none opposed. Motion carried.
- b. Johns Disposal Contract. Refer to item 9(b) under the President's report.
- c. 39 S Vincennes Cir property condition: Racine County anticipates in-REM foreclosure proceeds to be initiated soon.
- d. Intersection sight triangle safety concerns: The Trustees agree that President Mellem will

- initiate drafting a sight triangle ordinance to Attorney Larson.
- e. GZA update (North Bay bluff/beach assessment): GZA must consider the potential impact of any stair modifications on ADA compliance. Additionally, questions were raised about the stability of the area that received a short-term filling in 2020. Design options for the last revetment were restricted by both the Army Corps and the Wisconsin DNR. Constable Castellano will reach out to GZA.
 - f. League of Wisconsin Municipal July Case Alert RE:Shore Term Rentals. North Bay's ordinances are in compliance with state statutes.
 - g. LWMMI 11/1/2025 Cyber Crime: A cyber-crime rejection form signed by the Village President is required by R&R Insurance because the Board has declined the offer to purchase additional cyber-crime coverage above the \$25,000 policy limit.
 - h. Regulation on solar development - See agenda item 9(d) President's Report.
13. New Business
- a. 2026 Wind Point Police Agreement: Motion to approve the 3% increase made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
 - b. Update Public Comment Guidelines Motion to approve the updated Public Comment Guidelines made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
 - c. P-51-700 Vincennes Bridge Inspection 2025. An initial, brief email summary from Ayres confirms the stability of the Vincennes bridge. A comprehensive report from Joe Bluma will be presented to the Board upon its completion.
 - d. Partial overlayment by 6 residents on Cross Creek Rd.
14. Adjourn: A motion to adjourn, made by Constable Castellano and seconded by Trustee Cermak, was approved unanimously, with all in favor and none opposed. The meeting adjourned at 8:53PM.