



Minutes | November 24th, 2025 | * 7:10 PM | Village Hall VNB Board of Trustees (BOT) Meeting

* The 2026 Budget Hearing preceded this meeting. The Budget Hearing adjourned at 7:02 PM.

1. Call to Order: President Roger Mellem called the meeting to order at 7:03 PM.
2. Roll Call: President Roger Mellem, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Constable Rocco Castellano, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer
Public: None
3. Public Comment: NONE
4. Approval of the following three sets of meeting minutes: 1) October 27th, 2025 Board of Trustees (BOT) Meeting and 2) November 3rd, 2025 Planning Commission (PC) Meeting, 3) November 3rd, 2025 Stand Up Meeting (SUM)

Constable Castellano requested an amendment to the November 3rd, 2026 PC minutes, specifically regarding item 7 concerning the Planning Commission recommendation. Constable Castellano clarified that it was President Mellem, not himself, who asked Mrs. Panthofer for her opinion. The paragraph for item 7 should therefore be revised to accurately state that President Mellem solicited input as follows:

“President Mellem then asked for opinions, noting that while Clerk Panthofer and Treasurer O'Brien are not voting members of the Planning Committee, their opinions are still welcome.”

Motion to amend and approve the November 3rd, 2025 Planning Commission meeting minutes that clarify item 7 as noted above, and to approve the October 27th, 2025 BOT meeting minutes and November 3rd, 2025 SUM meeting minutes made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.

5. Trustee's Report (1) - Paul Schroeder
 - a. 2025 Pavement Management update: The 2025 Pavement Management Project is nearing completion. The contractor will be contacted to finish the backfill work on Ninolet Place, specifically near the bridge where it is adjacent to the street light and curb.
 - b. Leaf collection, weather permitting, will continue through Monday, December 1st, 2025.
6. Trustee's Report (2) - Rick Cermak
 - a. Generator & 3-Phase Power Update: Trustee Cermak completed a site visit with Scott Sandkuhler of Premiere Power. During the installation process, the Village of North Bay (VNB) will temporarily be without its generator; however, a portable generator will be available if needed.
Scott Sandkuhler of Premier Power will submit the Electrical Permit application to the Clerk after consulting with Inspector Greivell. This permit is required by WE Energies. Installation is expected to occur in December.
7. Constable's Report - Rocco Castellano
Monthly reports, which were previously distributed as hard copies, will now be shared digitally by the Clerk.
 - a. Wind Point Police Department (WPPD): October incidents were routine. Speed signs are

expected to be installed in the Village in the spring. A routine traffic stop conducted by WPPD in November at the intersection of 3 Mile and North Main led to a search and a significant drug bust.

The Village needs to be vigilant and report suspicious activity at the beach.

Racine County opened warming shelters; this information, along with winter driving safety tips, could be included in the next Village Newsletter. Clerk Panthofer will provide Trustees with a direct link to edit the next Newsletter.

- b. Caledonia Fire Department: Two life safety calls.
- c. Wisconsin Humane Society animal sheltering statistics - Zero incidents.

8. Treasurer's Report - Bob O'Brien

- a. Financial reports, including a property tax summary, were distributed. The average increase in property taxes is 8%, primarily due to the Racine Unified Referendum that passed this past April.
- b. 2026 Village of North Bay Budget
- c. US Post mark changes will impact property tax payments and should be included in the next newsletter. Clerk Panthofer suggested a stand alone email for tax payments that will include the post mark changes.

9. President's Report - Roger Mellem

- a. 3500 N Main St
- b. Two ordinances under consideration:
 - i. Solar and Wind ordinance: Attorney Larsen will draft an ordinance.
 - ii. Intersection site triangle ordinance: After discussion, the Board decided the Village would continue to use newsletters to promote clear site triangles. Enforcement was noted as a potential issue, but the Village's nuisance ordinance can be applied to address specific cases.

10. Clerk's Report - Dori Panthofer

- a. Permit Applications (New, Closed, Incomplete/returned, withdrawn, etc.)
- b. Clerk research on building inspectors (*Old Business #12*)
 - i. To attract inspectors and cover rising administrative costs, consider increasing the minimum inspector fee to \$100 and the administrative fee to \$50 or 5% of the total fee, whichever is greater. The Board agreed with the user fee increase.
 - ii. To secure a Building Inspector, the Village needs to consider either hiring an inspector as an employee or include reimbursement of liability insurance as part of an Independent Contractor Building Inspector agreement. The potential costs of an employee are too high. At the Board's direction, the Clerk will contact Attorney Larsen to draft an agreement that includes an insurance reimbursement clause. 4
 - iii. The Plumbing & Electrical Inspector candidates both have insurance and are willing to return to North Bay. Attorney Larsen will need to draft the agreements.

Motion was made by Constable Castellano and seconded by Trustee Schroeder to appoint Jacob Likpe (business name TBD) as Building, Fence & HVAC inspector; Gregg Hansen as Village Electrical Inspector; and Rick Herman, Herman Plumbing LLC as the Village Plumbing Inspector, all with a status of Independent Contractors and to take effect on January 1st, 2026. All in favor, none opposed. Motion carried.

- c. Elections
 - i. 2026-2027 Election Inspectors: Motion to accept the proposed 2026-2027 Election Inspectors made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. Motion carried.
 - ii. Spring Elections:
 - 1. Spring Primary: Tuesday, February 17th, 2026 (if needed)
 - 2. Spring Election: Tuesday, April 7th, 2026
- d. Newsletter Topics: The Clerk will share a link to elected officials for direct contributions.
- e. Upcoming Village meetings (Village Hall)

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
Monday, Feb. 9th, 2026	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Board of Trustees Meeting
Monday, March 9th, 2025	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Board of Trustees Meeting

- 11. Accounts Payable
 - a. November 2025 (amended) in the amount of **\$ 44,741.81**
 - b. December 2025 will be presented at the January 12th, 2026 BOT meeting.

Motion to approve the amended November 2025 AP in the amount of **\$44,741.81**, and authorize Treasurer O'Brien and Clerk Panhofer to pay routine bills due by December 31st, 2025, to maintain current accounts, made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
- 12. Old Business
 - a. GZA update (North Bay bluff/beach assessment): Constable Castellano will contact GZA about beach stair access (repair vs. replace). President Mellem noted that replacement may trigger ADA compliance requirements. Constable Castellano noted the current stairs must be maintained to the most safe conditions possible.

Replacement would be a substantial project, and the only viable option may be going under the bridge.

The Board would like to back out the stairs from the GZA project.

GZA needs access to the beach to move forward, schedule a site visit at 9 AM on Friday, December 5th, 2025; Clerk Panhofer to post a notice.
 - b. Ordinance update mandated by state: DNR Recycling due April 30th, 2026. Attorney Larsen drafted the ordinance and we are awaiting DNR approval of the language.
 - c. P-51-700 Vincennes Bridge Inspection 2025 (if report is available).
 - d. Building, Plumbing, Electrical Inspectors
 - i. Appointments: Refer to agenda item 10(b.ii.iii) Clerk Report; Inspector Research
 - ii. 2026 Fees Refer to agenda item 10(b.i) Clerk Report; Inspector Research
 - e. Election Inspector Appointments (January 1st, 2026 through December 31st, 2027) Refer to agenda item 10(c.i).

13. New Business
 - a. 3 Village Offices on the Tuesday, April 7th, 2026 Ballot: Trustee #1 Public Works, Incumbent: Paul Schroeder; Trustee #2 Water & Wastewater, Incumbent Rick Cermak; Treasurer, Incumbent: Robert E. O'Brien. Incumbents who do not plan to seek re-election must file a declaration of non-candidacy by December 26th, 2025.
 - a. Resolution 2025-4 | 2026 Village of North Bay Budget: President Mellem read aloud Resolution 2025-4 in its entirety, concerning the 2026 Village of North Bay Budget in the amount of \$443,146 with a Village tax levy in the amount of \$399,800. Constable Castellano motioned to approve the resolution, and Trustee Schroeder seconded the motion. The motion carried unanimously.
 - b. Destruction of Obsolete Records: Per the League, although the state has a 55-page set of guidelines about records retention, North Bay must pass an ordinance to destroy obsolete records. Obsolete records in the vault are deteriorating and moldy and present a health hazard to handle. Clerk Panthofer will consult County Clerk Christensen.
14. Adjourn: Motion to adjourn made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. The meeting adjourned at 8:39 PM.