



Minutes | January 12th, 2026 | * 7:10 PM | Village Hall VNB Board of Trustees (BOT) Meeting

* The 2026 VNB annual caucus preceded this meeting.

1. Call to Order: President Mellem called the 2026 Village Caucus to order at 7:08 PM. The meeting is being recorded for the sole purpose of creating minutes.
2. Roll Call: President Roger Mellem, Trustee #1 Paul Schroeder, Trustee #2 Rick Cermak, Trustee #3 Rocco Castellano, Treasurer Robert E. O'Brien, Clerk Dori A. Panhofer

Holly Gilvary	Reporter, Journal Times - left at 7:21 PM
Ken & Marnie Brewer	35 Shore Acres Dr - left at 8:04 PM
Amy Cermak	1 N Vincennes Cir
Robin Posnanski	3721 Lighthouse Dr
Wind Point Police Chief Tommy Sharrett	

3. Public Comment - None
4. Approval of the following two sets of meeting minutes: 1) 11.24.2025 Village Budget Hearing minutes; 2) 11.24.2025 BOT Meeting minutes

Trustee Schroeder motioned to approve the meeting minutes as written, and Constable Castellano seconded the motion. The motion passed unanimously.

5. Trustee's Report (1) - Paul Schroeder
 - a. North Street waste collection site: Trustee Schroeder will post a no-parking sign.
 - b. Special leaf collection
 - c. Procedure to address property owners that continue to co-mingle yard waste with leaves during the fall leaf collection
 - i. Send a written notice to stop co-mingling or risk a citation
 - d. Ice control on public roads: To prolong the lifespan of the Village's roads and bridges and limit salt runoff into Lake Michigan, Village policy is to apply salt sparingly.
 - i. Salt public road intersections, especially Main Street and Vincennes Circle.
 - ii. To preserve the bridges, salt is not applied.
 - iii. Salt is needed on the curve of Vincennes Circle (near the parkway) to prevent vehicles from sliding onto lawns.
 - iv. The Wind Point Police Department is authorized to direct the Village to salt for public safety purposes.
6. Trustee's Report (2) - Rick Cermak
 - a. Update: Generator & 3 phase power
 - b. City of Racine Water Utility agreement. Treasurer O'Brien reminded the Board that a year has passed since the Village was notified by the City of Racine of a potential agreement change; however, no new agreement has been received. Consequently, the existing rates remain in effect. Trustee Cermak mentioned observing utility workers on Main Street, suggesting they were likely monitoring the Village's flow.
7. Constable's Report - Rocco Castellano
 - a. Wind Point Police Department report: Chief Tommy gave a verbal update because the digital copy was not yet available. For 2026, additional day-time coverage will be

- implemented to supplement the night-shift coverage.
- b. Caledonia Fire Department report: 1 fire alarm call, no fire.
- c. Wisconsin Humane Society animal sheltering statistics:
- 8. Treasurer's Report - Bob O'Brien
 - a. Financial Reports
 - b. Property tax payment update: Approximately 49% of property taxes have been collected. One property owner's accountant remitted a property tax payment on December 30, 2025, via an automatic funds transfer through the county website. However, due to state statutes, the County is unable to post this payment until February 1, 2026. Treasurer O'Brien will follow up after January 31st, 2026.
- 9. President's Report - Roger Mellem -
 - a. See old business.
- 10. Clerk's Report - Dori Panthofer
 - a. UW Extension Forum March 5th or 17th, 2026: Understanding AI (artificial intelligence): How Local Government can use AI. Cost: \$50 plus mileage.
Trustee Schroder moved to approve funding for Clerk Panthofer to attend the forum, which was seconded by Constable Castellano. The Board passed the motion unanimously.
 - b. WMCA Membership: Check payments are no longer permitted. Treasurer O'Brien raised concerns that the new payment method could jeopardize banking security. Clerk Panthofer stated that the League of Wisconsin Municipalities provides greater value.
Constable Castellano moved, and Trustee Schroeder seconded, a motion to discontinue the WMCA membership. The Board passed the motion unanimously.
 - c. Yard waste sticker buy back program update
 - d. Elections
 - i. Village Caucus results:
 - 1. Nominees are as follows:
 - a. Rich Schmitt and Paul Schroeder for Trustee #1 Public Works
 - b. Rick Cermak for Trustee #2 Water & Wastewater
 - c. Robert O'Brien for Village Treasurer
 - 2. Candidacy papers: To appear on the ballot, candidacy papers for the Village Office must be received by the deadline of 5:00 PM on Thursday.
 - ii. Spring Elections:
 - 1. Spring Primary: Tuesday, February 17th, 2026 (if needed)
 - 2. Spring Election: Tuesday, April 7th, 2026
 - e. Permit Applications (New, Closed, Incomplete/returned, withdrawn, etc.)
 - f. Electrical & Plumbing Inspector appointments completed.
 - g. Building Inspector appointment pending Board review of terms and conditions request.
 - i. Interim Inspector needed until contract negotiations are finalized.
Motion to appoint Al Kosterman as interim Building Inspector made by Constable Castellano and seconded by Paul Schroeder. The motion passed unanimously.
 - ii. Counter offer: The Village will handle receiving and recording of applications. Fifty

percent of the fee will be paid by the Village at the time of issue, with the remaining fifty percent due after the final.

Constable Castellano moved, and Trustee Cermak seconded, a motion to propose a counter offer concerning the management of applications and associated fees. This counter proposal stipulates that the Village will be responsible for the initial receipt and recording of applications and fees. The Village will pay fifty percent (50%) of the total fee at the time of issue, with the remaining fifty percent (50%) to be paid following the final inspection. The motion passed unanimously.

- iii. If the counter offer is rejected, the Village will cease negotiations.
- h. VC3 update:
 - i. US Government approved North Bay domain request: **vnbwi.gov**; VC3 agreement includes setting up DNS.
 - ii. VC3 will submit North Bay's Cybersecurity Grant application by January 30th, 2026 as per the agreement.
- i. Newsletter Topics: Clerk Panthofer will furnish elected officials with a direct link for the upcoming edition, facilitating the immediate submission of their articles.
- j. Upcoming Village meetings (Village Hall)

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

11. Accounts Payable

- a. AP November 2025 in the amount of **\$ 44,741.81**
- b. AP December 2025 in the amount of **\$ 124,020.61**
- c. AP January 2026 preliminary in the amount of **\$ 90,450.93**, updated to a total of \$403,619.82 which includes property tax payment distributions and other checks added since January 9th, 2026.

Motion to Approve Accounts Payable and Related Actions: Trustee Schroeder moved, seconded by Trustee Cermak, to approve the Accounts Payable for November 2025, totaling **\$44,741.81**, and December 2025, totaling **\$124,020.61**. This motion also included the approval of the following related actions.

The Board of Trustees grants authority to the Treasurer and Clerk to issue refund checks for yard waste stickers. These refunds are scheduled to be mailed the week of January 20, 2026.

Check #14257 for \$44,000, which was a partial payment to Premier Power for the new generator, is to be voided. Per Trustee Cermak, Premier Power requested full payment only upon the job's completion.

Approval of the January 2026 Accounts Payable will be deferred until the February meeting. In the interim, the Clerk and Treasurer are authorized to issue necessary payments to maintain current accounts. The motion passed unanimously.

12. Old Business

- a. GZA update (North Bay bluff/beach assessment): On Friday, January 16th, 2026, at 9 AM, the Executive Board and GZA will conduct a site visit of the bluff and beach to achieve a consensus and establish further direction. Clerk Panthofer will post the required meeting notice.
- b. Wisconsin Building Code Services LLC terms and conditions request - See Clerk report #10(g).
- c. Ordinance update mandated by state: DNR Recycling due April 30th, 2026 - with the DNR for approval of language.
- d. P-51-700 Vincennes Bridge Inspection 2025: The efficacy rating remains stable. M&M Masonry had previously provided a bid for topping the rails. Per Constable Castellano, once a coating is applied, it will require reapplication every 10 years, which needs to be included in future budgeting. Clerk Panthofer will contact M&M Masonry to obtain an updated bid.
- e. Solar and Wind ordinance: Awaiting draft from the attorney.

13. New Business

- a. 39 S Vincennes Cir IN-REM: Per the December 9th 2026 Racine County Notification of IN-REM action, the last date of redemption is February 27th, 2026. The court hearing is April 29th, 2026, followed by the scheduling of a Sheriff's sale.
- b. North Street waste collection site: See agenda item 5(a) Trustee's Report (1).
- c. Interim Building Inspector appointment. See agenda item 8(g)(i) Clerk Report.
- d. General Municipal Opinion Letter(s)
 - i. New law on event venues
 - ii. What You Need to Know About 2025 WISCONSIN ACT 68

Periodic shared expense general municipal opinion letters: The Board of Trustees (BOT) discussed that free legislative bulletins are provided by the League of Wisconsin Municipalities. It was noted that many legislative changes reported do not apply to North Bay, given its status as a small, fully developed residential community. Consequently, the Board decided to initiate legal opinions on specific matters.

Constable Castellano made a motion, seconded by Trustee Schroeder, to suspend the Village's participation in the periodic shared expense for general municipal opinion letters. The motion was carried unanimously.

- e. Unpaid 11/6/2025 shared survey invoice to Mark Hinkston, KHR Lawyers (emailed to Mark Hinkston and re-sent on 12/ 8/2025 & 1/7/2026 to Mark Hinkston and his legal assistant, Lynette Fox) relating to case #2021-CV-1357.
- ACTION: Dori A Panthofer, the Clerk, is directed to send the bill directly to Rangasamy Mullagur Linguraman (3702 N Bay Drive, Racine, WI 53402). Eric Larson should only be contacted if Rangasamy Mullagur Linguraman fails to make the \$750 payment.
- f. Adjourn: Motion to adjourn the meeting made by Constable Castellano and seconded by Trustee Cermak. All in favor, none opposed. Meeting adjourned at 8:20 PM.