

Minutes | March 9th, 2026 | 7 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, Public Works Trustee #1 Paul Schroeder, Water & Wastewater Trustee #2 Rick Cermak, Constable Trustee #3 Rocco Castellano, Treasurer Robert E. O'Brien, Clerk Dori A. Panthofer

Public Attendees:

Mike Payant, PE	Manager Engineering Services, Ayres & Associates
Chief Tommy Sharrett	Wind Point Police Department

3. Public Comment: None
4. Welcome Building/Fence/HVAC Inspector Jacob Lipke: Excused due to family emergency.
5. Approval of the February 9th 2026 BOT Meeting minutes: Following a motion by Trustee Cernak, which was seconded by Trustee Schroeder, the minutes were unanimously approved as written.
6. Village Financial Triage
 - a. Treasurer O'Brien reported that North Bay's reserve balance is currently around \$650,000 and recommended avoiding loans if feasible.
 - b. President Mellem recommended that larger projects and those offering the most significant benefit to residents be prioritized in the following sequence:
 1. North Bay park coastal and landscape architecture project (GZA GeoEnvironmental Inc). The scope will be defined by GZA.
 2. Village Hall sign reinstallation
 - a. The U.S. Flag must be displayed, either inside or outside, at all elections, as required by the Wisconsin Election Commissions. Constable Castellano recommends posting the US Flag indoors to eliminate the need and expense for US flag illumination. Clerk Panthofer noted that displaying the Wisconsin state flag with the US flag is a common practice in municipal buildings.
 3. North & Chatham: Defer action to consider 5 year to 10 year plan to address all public roads. Municipal services are operating and the roads are accessible.
 - a. Constable Castellano asked if there is a process to create a plan to move forward with Village projects (Village shoreline, reposting the Village Hall sign, public roads, bridges, etc.) and noted the Village Hall sign is easy.
 - b. Treasurer O'Brien made the following points: Engineering evaluation is necessary before plans can be developed; The Village should always plan for the unexpected.
 - c. Constable Castellano suggests considering a high-level evaluation for a 5-to-10-year plan. Design generally represents 10% of a total project cost. The (February 20th, 2026) engineering cost seems high.
7. Trustee's Report (1) - Paul Schroeder
 - a. North & Chatham Street site visit results. See # 15 New Business (c) Ayres Associates Inc. assessment North & Chatham

8. Trustee's Report (2) - Rick Cermak
 - a. Update: Generator & 3 phase power. The new generator's initial start-up is scheduled for Thursday, March 12, 2026 at approximately 8 AM. Trustee Cermak extended an invitation for President Mellem to attend this event. Clerk Panthofer will post a site visit notice.
9. Constable's Report - Rocco Castellano
 - a. Wind Point Police Department (WPPD) report - Routine events.
 - i. WPPD introduced a new online Vacation Watch Service form for both Wind Point and North Bay residents; The Clerk will announce the new form in the next newsletter and a hyperlink will be added to the new website. The form provides thorough instructions and gathers significant information for Officers on patrol.
 - b. Caledonia Fire Department report - Zero incidents.
 - c. Wisconsin Humane Society animal sheltering statistics - Zero incidents.
 - d. Village of North Bay Emergency Management Response
 - i. Suggests adding a Spring Weather Alert article in upcoming newsletter
 - ii. Racine County Emergency Management; Director Lorenzo Santos's last day is April 6th, 2026.
10. Treasurer's Report - Bob O'Brien
 - a. Financial Reports: Treasurer O'Brien distributed two financial reports, emphasizing the status of the separate Monsanto PCB Reserve Fund. He noted that for now, this reserve fund (\$24,027.03 received in October 2023 from the class action settlement), is distinct from the general fund and must not be spent because a state agency (like the DNR) or the state itself may request the money.

Trustee Schroeder moved and Trustee Cermak seconded the motion to accept both sets of finance reports. The motion passed unanimously.
11. President's Report - Roger Mellem
 - a. North Bay Marriage: Work in progress.
 - b. Village Ordinances are a codified body of law that must be obeyed, enforced, and not ignored. Their enforcement is the responsibility of law enforcement.
12. Clerk's Report - Dori Panthofer
 - a. 2026 Village Directory will include the new Village domain.
 - b. Spring Election: Tuesday, April 7th, 2026
 - i. Public Test & In person absentee voting scheduled
 - c. AI Forum takeaway: Can be a useful tool, however, the human user is responsible to verify AI output is factual and true.
 - d. Racine County Emergency Management training (Public Information Basics/FEMA & Damage Assessment). Trustee Schroeder offered assistance with developing North Bay's plan.
 - e. VC3 update:
 - i. Domain & email cutover complete. If anyone experiences technical issues (with Village email accounts), please submit a support ticket to VC3.
 - ii. Update: New website: Awaiting mockup.

f. Upcoming Village meetings (Village Hall)

Monday, April 13th 2026	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Board of Trustees Meeting
Monday, May 11th, 2026	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - 2026 Board of Review First Meeting 7:05 PM - Board of Trustees Meeting
Monday, June 8th, 2026	6:00 PM - Planning Commission Meeting * <i>Tentative</i>
Monday, June 15th, 2026 * <i>Third Monday of the month.</i>	5:00 PM - 2026 Board of Review reconvenes 7:05 PM - Board of Trustees Meeting

13. Accounts Payable

- a. AP February 2026 final in the amount of: **\$ 147,784.59**
- b. AP March 2026 preliminary in the amount of: **\$ 10,819.39**

A motion was made by Trustee Schroeder and seconded by Constable Castellano to approve both Accounts Payable reports as presented, and to authorize Treasurer O'Brien and Clerk Panthofer to pay routine bills. The motion passed unanimously.

14. Old Business

- a. Draft of Ordinance 2026-1 related to DNR mandated recycling ordinance: The vote was postponed, awaiting a response from the DNR to a question posed by Connie Mellem.
- b. FEMA Sanctioned Communities. The Village's participation in the National Flood Insurance Program is a zero-cost option that offers dual benefits: it enables residents to purchase National Flood Insurance, and it qualifies the Village for non-flood related emergency funding. Kristin Rankin, CFM, Wisconsin DNR, confirmed that North Bay's Ordinance 2014-1 which updated the Floodplain Overlay Districts meets DNR requirements to participate.

Trustee Castellano moved, and Trustee Schroeder seconded the motion to approve participation in the National Flood Insurance Program. The motion carried unanimously.

Clerk Panthofer's submission of the necessary documentation to the Wisconsin DNR is a prerequisite for final approval.

- c. Draft of Ordinance 2026-2 related to Wind & Solar energy: President Mellem intends to request that Attorney Larson revise the current draft, removing language that is irrelevant to North Bay. The corrected version will then be submitted for consideration at an upcoming meeting.
- d. Post project landscape restoration at Village Hall (generator, website)
- e. GZA & North Bay bluff/beach discussion. Rocco will contact GZA to clarify the Village intent and scope of work.

15. New Business

- a. 2026 Lawn Maintenance Proposal by Aspen Property Care

Constable Castellano moved to approve the Professional Maintenance Services proposal from Aspen Property Care LLC, dated February 5th, 2026. Trustee Cermak seconded the motion, and it passed with a unanimous vote.

- i. Trustee Schroeder is waiting for a proposal from Aspen that will detail the revitalization of the Village Hall area and the repair of the ground disturbed by the generator project.

The bid will also include filling a washout near the Hennepin Place bridge. Note: The subcontractor for WE Energies is only responsible for repairing disturbed areas on residential properties, not commercial properties.

- b. Ayres 2026 Bridge P-51-700 Vincennes Cir Inspection Proposal (if available) - Deferred, proposal not available.
- c. Ayres Associates Inc. assessment North & Chatham: Ayres Engineer Mike Payant presented a proposal (dated February 20, 2026) recommending a comprehensive approach to collect data on the deteriorating North Street and Chatham Street infrastructure. The goal is to address the current poor road conditions, drainage issues, and the non-functioning culvert (which lacks an outlet).

The proposed initial study includes a topographic survey to map the area's contours and features and Geotechnical Services (Soil Boring Analysis) to assess existing pavement structure, soil conditions, and drainage patterns. This information is crucial for designing an appropriate pavement cross-section and developing a stormwater management plan.

Constable Castellano agreed the topographic survey is needed but the geotechnical survey is not as critical, and emphasized the Village is currently focused on data collection.

Related infrastructure context:

- i. Existing Drain: Treasurer O'Brien noted that prior to the housing development on Jonathan Circle, the City of Racine installed a drain to mitigate basement flooding for three properties: 3505, 3513, and 3521 North Main Street/County Road G. Mr. Payant advised contacting the City of Racine for records on this drain.

Trustee Cermak pointed out that the parcels at 3505, 3513, and 3521 North Main Street have double lots. The status of any potential water ponding issues on these properties is unclear.

- ii. Public Village Roads: Mr. Payant noted that North Bay's public roads are nearing the end of their useful life and recommends capital budgeting. Ayres offered to assist in creating 1, 5, and 10-year road plans for the Village.
- iii. Funding: Grants: State and county grants may be available. Racine County notified Clerk Panthofer in 2019 that a North Bay application would be given extra consideration because the Village had not applied for a long time.

Board Decision: The Board of Trustees deferred voting on the Ayres Associates Inc. proposal (dated February 20, 2026) to allow for a comprehensive review of options and capital budgeting. This delay allows Trustees Schroeder and Cermak time to gather additional data regarding the drain installed by the City of Racine.

- d. Village Hall wood sign support pole rotted
 - i. Sign removed to prevent damage
 - ii. Review proposal to reinstall the sign (if available) - awaiting proposal.
- e. Affordable Tree Care bid in the amount of \$1,200 to trim a large tree limb leaning into Hennepin Place bridge rail:

Motion to accept the bid referenced above made by Trustee Cermak and seconded by Trustee Schroeder. The motion passed unanimously.
- f. Village Hall Phone: The monthly bill increased slightly, a trend expected to continue as AT&T

moves toward exclusive wireless phone service. Further research is necessary to determine the most suitable option for phone service.

- i. Trustee Cermak raised concerns about the AT&T underground lines that serve the Lighthouse Drive lift station, noting that these lines are no longer supported or maintained. Currently, a definitive solution is unavailable, although Century Security may be able to propose an alternative..

Mark Oravaetz of Century Security informed Clerk Panthofer in late summer 2025 that the Village of North Bay's pump alarm system is significantly outdated. He stated that it lacks the capacity for modern technology and presents a considerable risk of failure.

- ii. Trustee O'Brien asked why fiber hasn't been brought to Village Hall. Clerk Panthofer will contact AT&T.

16. Adjourn: Trustee Cermak moved to adjourn the meeting, which Constable Castellano seconded. The motion was carried unanimously. The meeting adjourned at 8:25 PM.