

MINUTES | May 11th, 2026 | 7:05 PM | Village Hall

VNB Board of Trustees (BOT) Meeting



1. Call to Order: President Mellem called the meeting to order at 7:11 PM.
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. Panthofer
3. Public Comment: NONE
4. Approval of the following sets of meeting minutes: April 13th, 2026 Planning Commission Minutes; April 13th, 2026 BOT Minutes
Trustee Cermak moved to approve the minutes as written; the motion was seconded by Constable Castellano and carried unanimously.
5. Trustee's Report (1) - Paul Schroeder
 - a. Updates: Village Hall landscape restoration, Village Hall sign post & bridge rail capping
 - Village Hall Landscape: Per Aspen, the Village is on the schedule and work will begin as weather permits.
 - Village Hall sign post: The Village is currently awaiting a revised proposal that encompasses a concrete footing/pad, a steel post, mailbox realignment, and a project rendering with cut sheets from Stephen Prochaska, Michael's Signs. Treasurer O'Brien noted the mailbox could be affixed to the signpost, even if it requires purchasing a new mailbox. Trustee Schroeder will follow up with Stephen Prochaska. If Michael's Signs fails to provide a timely response, Constable Castellano suggests contacting FastSigns, the firm that fabricated and installed the sign.
 - The bridge rail capping is complete. Photographs provided by the mason contractor highlight cracks that may require future attention. In response, Constable Castellano recommended allocating budgetary funds for ongoing bridge maintenance to treat cracks and mitigate spalling.
Joe Bluma, an Ayres Bridge Inspector, evaluated a \$48,000 underdeck repair proposal submitted by Dustin Minster of Resilience General Contractors. Bluma concluded that the estimate was appropriate for the bid and that the repairs would enhance the bridge's longevity. The proposal amount is slightly under the \$50,000 limit that triggers the requirement for a formal Request for Proposal (RFP).
Per Rocco Castellano, an RFP must define the scope of work. The Village should ask Ayres to include the scope of recommended maintenance details in the next bridge Inspection estimate. This will establish a clear scope of work to prepare an RFP.
6. Trustee's Report (2) - Rick Cermak
 - a. Update: Generator & 3 phase power. To address noise and exhaust concerns during Village Hall office hours and to fulfill a resident's request, the testing schedule for the

generator has been adjusted. Additionally, the pump that was faltering on the old add-a-phase system is now online and operating reliably on 3 phase power.

b. 2026 CMAR report - a resolution will be required next month.

7. Constable's Report - Rocco Castellano

a. Wind Point Police Department report: All activity is down.

- Following multiple sightings and reports of a young child under the age of 12 operating an unlicensed motorized minibike operating on public streets, often without safety gear, an officer from the Wind Point Police Department followed a minor home after observing them operating the minibike on public streets.

The officer advised the parents of Village Ordinance 15.02, which restricts the use of such motorized equipment within village boundaries. Although no citations were issued at the time, the property owner expressed dissatisfaction. In response, the officer recommended they attend a Board of Trustees meeting to formally present any concerns regarding the existing ordinance.

President Mellem noted that state law provides local authorities the power to limit usage of e-bikes which may extend e-motos. Ordinance 15.02 is intended to minimize the risk of accidents and injuries. The Village is awaiting information from Wind Point Prosecutor Schultz related to possible updates that address e-bikes and e-moto vehicles.

The Board also discussed resident concerns about the decreased visibility of patrols in the Village and the manner in which Wind Point handles the enforcement of North Bay's local ordinances.

- Update on solar-powered motion lights for the beach stairs. Constable Castellano will present more information at the June meeting.

b. Caledonia Fire Department report: Zero incidents

c. Wisconsin Humane Society animal sheltering statistics: Zero incidents.

8. Treasurer's Report - Bob O'Brien

a. Financial Reports: Constable Castellano moved to approve the tentative Financial Reports for the period ending March 31st, 2026. The motion, seconded by Trustee Cermak, passed by a unanimous vote.

9. President's Report - Roger Mellem

a. North Bay Marriage. There have been no further formal complaints.

10. Clerk's Report - Dori Panthofer

a. 2026 YMCA Lighthouse Run June 20th, 2026 | The event was added to the website calendar and an email blast to alert residents will be scheduled and a new Certificate of Insurance was requested.

b. 2026 Maintenance of Effort (MOE) Police, Fire & EMS Form SL305 filed.

c. Building Permits

- i. Contractor Rich Hernandez was informed of the Village's newly appointed inspectors for Building, HVAC, Electrical, and Plumbing for Phase #1 of the 400

Cross Creek project (Permit #B2024-7, issued on November 25th, 2024, expiring November 25th, 2026. Hernandez was reminded that Permit #B2024-7 excludes mechanical systems, and the Village has yet to receive the required electrical or plumbing permit applications.

He was also reminded that B2025-5 issued on May 16th, 2025 was solely for a swimming pool does not extend to any aspect of the Phase 1 permit #B2024-7.

- d. Village Social: Deferred until spring 2027.
- e. Recap: League of Wisconsin Spring Conference May 6-8, 2026: Deferred.
- f. Website & Spirit Sale update
- g. Upcoming Village meetings (Village Hall) (continued on next page)

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
Monday, July 13th, 2026	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Board of Trustees Meeting
Monday, August 17th, 2026 * <i>Third Monday of the month.</i>	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Board of Trustees Meeting

11. Accounts Payable

- a. AP April 2026 amended total in the amount of: **\$ 54,613.20**
- b. The May AP 2026 report preliminary total in the amount of: **\$28,198.67**

Trustee Schroeder moved to approve the aforementioned Accounts Payable totals, with a second by Trustee Cermak. The motion was approved unanimously.

12. Old Business

- a. Revised Draft of Ordinance 2026-2 related to Wind & Solar energy, if available. The revised draft has not been received. To ensure service dates correspond with invoices, President Mellem will prepare a follow-up email to Attorney Larson and his assistant, Jennifer Dzwoknowski, with a copy to Clerk Panthofer.
- b. GZA & North Bay bluff/beach discussion. The Board examined the provided drawings and recommendations. The drawings only address the north side of the bridge and nothing for the south side. Trustee Castellano is concerned that the south side may be at an even greater risk and would like a response from GZA. Trustee Cermak noted that the north side appeared to experience the greatest impact during the highest lake levels.

According to Trustee Cermak, lake levels have been reported to be up by

approximately 13-inches.

Constable Castellano will follow up with GZA to clarify that the suggestion to shorten the exposed pipe on the east side of the Vincennes bridge is not feasible. This pipe serves as a vital sewage system overflow, and any structural changes could lead to significant operational issues.

Constable Castellano raised concerns that GZA may have overlooked existing site conditions, specifically the concrete pad at the base of the stairs. While the section profile indicates the use of fill, the documentation lacks demolition specifications that may be necessary for this area. Consequently, the Village seeks clarification on GZA's plans for heavy riprap, upgrade stone, tow stone, and/or geotextiles, and wishes to confirm if these materials will be sufficient to prevent displacement or erosion. Is there any site preparation for tow stone placement? Is infill for voids included? Landscape restoration efforts will be necessary; the Village must determine whether GZA or the landscape designer will be responsible for completing restoration work.

Limestone blocks weighing one ton typically exhibit dimensions of 3x3x3 or 4x2x1.5, though these measurements can vary based on the stone's porosity.

Is it worthwhile for the Village to ask GZA for plans that address hydrology, lateral drift and beach preservation?

According to the Racine Economic Development Corporation, the unique surfing conditions present at North Bay beach may provide a basis for the Village to secure additional grant funding in conjunction with the eventual bridge replacement project.

- c. Vincennes Circle Bridge (P-51-700): Evaluation by Ayres regarding the April 15, 2026, proposal from Resilience General Contractors LLC for concrete resurfacing on the bridge deck underside.

13. New Business

- a. 5 Year Fire & EMS Contract ends 12/31/2026. Five years ago, Wind Point initiated the request for proposal (RFP) for fire and EMS. President Mellem will contact Wind Point to piggyback on their renewal efforts.

LWM Transportation Funding Resolution.

The League of Wisconsin Municipalities (LWM) invited member municipalities to support a joint resolution aimed at lobbying for a unified approach to highway and road funding. President Mellem noted that the resolution's current wording does not seem to provide specific advantages for the Village. When Constable Castellano inquired about the risks of declining the resolution, President Mellem indicated that adoption could potentially impose future costs on the Village. Current news reports suggest the state is prioritizing the diversion of surplus funds toward other projects or individual and family refunds, with no explicit mention of road or highway infrastructure.

President Mellem motioned for a vote on the proposed LWM resolution. Roll call results:

President Mellem: Nay Trustee #1 Schroeder: Nay
Trustee #2 Cermak: Nay Trustee #3 Castellano: Nay

The LWM Transportation Funding Resolution was defeated.

- b. LWM Membership in the Local Stormwater Group. Deferred. The Village needs more information.
 - c. 2026 Fall Leaf Collection
 - i. Private drives: Leaf collection will be handled by Johns Disposal as a component of their yard waste service.
 - ii. Public roads: A proposal is expected from Four Seasons..
 - d. 2026-2027 Snow Removal: Wis. Stat. § 86.105 related to snow removal on private drives. State statutes prevent the Village from plowing private drives unless the owners of the private drive sign a contract with the Village to provide snow removal on the private drive.
 - i. Additional legal questions that Clerk Panthofer will present to Attorney Larson:
 - Participation Requirements: Is the agreement an "all or nothing" arrangement for each drive? If one owner on a specific private drive does not agree, does that prevent the Board from providing plowing services for that entire drive?
 - Selective Plowing: If owners on one private drive decline but owners on other private drives agree, can we provide services to some drives and not others?
 - Continuity: Once signed, can the agreement remain in effect in perpetuity and automatically transfer to new owners?
 - Disclosure: Is a homeowner on a private drive required to notify a buyer of the snow plowing agreement upon the sale of the property?
 - Consideration Fee: The draft indicates a \$200 payment due by October 15th annually. How is the fee determined? How does the Village collect the fee and what happens if the fee is unpaid?
14. Adjourn - A motion to adjourn was made by Trustee Cermak and seconded by Constable Castellano. The meeting concluded at 8:54 PM.