

MINUTES | May 11th, 2026 | 7:00 PM | Village Hall

2026 Board of Review (BOR) First Meeting



NOTE: The May Board of Trustees (BOT) meeting will convene immediately after the 2026 BOR first meeting recesses.

1. The Village Clerk calls the 2026 BOR to Order: Clerk Panthofer called the 2026 Board of Review to order at 7:00 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, Village Assessor Dan McHugh
3. The Clerk verifies a recording device is working. Clerk Panthofer verified the meeting is being recorded by Zoom.
4. Confirmation of appropriate 2026 BOR and Open Meeting notices. Clerk Panthofer verified the legal notice for the 2026 BOR was published in the Racine Journal Times April 10th, 2026 (affidavit on file) and is scheduled to run again on May 14th, 2026 (affidavit will be received and filed on or after May 14th, 2026. On April 10th, the notice was also posted on the Village website and on the bulletin board at Village Hall. A
5. Select a Chairperson for the 2026 BOR: Constable Castellano nominated President Mellem to serve as the 2026 BOR Chairperson, and Trustee Cermak seconded the motion. The Board voted unanimously in favor of the appointment.
6. Select a Vice-Chair for the 2026 BOR Constable Castellano nominated Trustee Schroeder to serve as the Vice Chair and Trustee Cermak seconded the motion. The Board voted unanimously in favor of the appointment.
7. Verify that at least one BOR member has met the annual mandatory training requirements: Clerk Panthofer confirmed that both she and Treasurer O'Brien finished the required annual training. Documentation of these affidavits were submitted to the Wisconsin Department of Revenue website.
8. Assessor McHugh provided an update on this year's assessment allocation. He explained that although the real estate market has stabilized, recent property sales in North Bay have surpassed assessed values by as much as 40%. Consequently, the current assessment roll features adjustments reflecting these sales-to-assessment ratios as well as recent updates or renovations to the property.
9. Recess the 2026 Board of Review until Monday, June 15th, 2026, 5:00 PM. Clerk Panthofer noted that state law mandates a two-hour session during which no other business can be conducted. Following the recess or adjournment of the 2026 BOR, the June BOT meeting is slated to begin at 7:05 PM.

Constable Castellano moved to recess the 2026 Board of Review until 5:00 PM on Monday, June 15th, 2026 and Trustee Schroder seconded the motion. The motion was approved unanimously.