

# MINUTES | June 15th, 2026 | 7:05 PM | Village Hall

## VNB Board of Trustees (BOT) Meeting



1. Call to Order: President Mellem called the meeting to order at 7:05 PM
2. Roll Call: President Roger Mellem, Trustee Paul Schroeder, Trustee Rocco Castellano, Treasurer Robert E O'Brien, Clerk Dori A. Panthofer    Excused: Trustee Rick Cermak  
  
Wind Point Police Chief Tommy Sharret  
Susan Hamilton: 120 S Vincennes Cir  
Jodi Reilley: 3636 Hennepin Pl
3. Public Comment:  
  
Susan Hamilton: The new garbage carts from Johns Disposal are too bulky for garage storage. The Board confirmed that these carts may be kept outside without an enclosure. However, if a resident chooses to use an enclosure, they must contact the Board before purchase to check if a permit is required.  
  
Jodi Reilley: Jodi Reilly proposed installing an automated garbage cart at the top of the North Bay park stairs, noting that the new collection system ended the previous practice of emptying Village-owned lakefront cans. President Mellem and Clerk Panthofer clarified that the Board of Trustees, not residents, hold the authority to establish such services. Trustee Schroeder raised concerns regarding past issues with the dumping of prohibited refuse, some of which was placed next to the can, leading President Mellem to describe previous public trash can efforts as failed experiments. The Board concluded that the matter requires further deliberation and scheduled it for the July meeting agenda.
4. Approval of the following set(s) of meeting minutes: May 11th, 2026 BOT Meeting Minutes and June 8th, 2026 Planning Commission Minutes. A motion to approve the minutes as presented was made by Trustee Schroeder and seconded by Constable Castellano. The motion was carried unanimously.
5. Trustee's Report (1) - Paul Schroeder
  - a. Village Hall landscape restoration will soon be completed.
  - b. Michael's Signs bid (sign post and reinstallation and resetting mailbox). Due to slow response times and inaccurate and/or incomplete cutsheets, the Clerk was tasked to contact FastSigns, the contractor responsible for the original fabrication and installation, to submit a bid and mock up of the new installation and relocation of the mailbox.
  - c. Four Seasons Bluff Mow expected to be completed before Independence Day weekend
6. Trustee's Report (2) - Rick Cermak
  - a. 2026 CMAR Report. - Motion to approve Resolution #2026-1 granting Trustee Cermak authority to file the 2026 CMAR report that is a compilation of 2025 data made by Constable Castellano and seconded by Trustee Schroeder. All in favor, none opposed. Motion carried.
7. Constable's Report - Rocco Castellano
  - a. Wind Point Police Department report. There was an uptick in traffic offenses. There is an

uptick in solicitors, and there are concerns that they are casing the neighborhood. Chief Sharrett indicated that in Wind Point, solicitors are directed to the Clerk to obtain a permit. Background checks are completed. The Clerk can add an article to a future newsletter. Per Chief Sharrett, state law indicates that all solicitors require a background check and WPPD can complete the background check. Per Chief Sharrett, municipalities can sign up for WORCS to process permits for a fee. North Bay's form needs updating.

- b. Update on solar-powered motion lights for the beach stairs. Specs were shared. The Board will trial one light at the stairs' top, angled downward. Following advice from Constable Castellano and Chief Sharrett, a second light for the Vincennes bridge area is under consideration. One unit will be ordered.
  - c. Caledonia Fire Department report - CFD responded to 2 calls.
  - d. Wisconsin Humane Society animal sheltering statistics
- 8. Treasurer's Report - Bob O'Brien
  - a. Financial Reports - Treasurer O'Brien distributed financial reports dated April 30th, 2026. Motion to accept the financial report dated April 30th, 2026 made by Constable Castellano and seconded by Trustee Schroeder. The motion was carried with a unanimous vote.
- 9. President's Report - Roger Mellem
  - a. VRE Special Inspection - Inspector Lipke completed the special inspection for the annual renewal. The sauna is a small commercial unit that is wood-fired, there is no electricity. Setbacks could not be verified without a survey and monuments. A wood fired sauna in Milwaukee burned down; President Mellem will consult with CFD to rule on the fire safety of a wood-fired sauna for VRE guests. The VRE license requires delineation of property lines, which are currently not present.
- 10. Clerk's Report - Dori Panthofer
  - a. Building Permits
    - i. #F2026-3 Polacek 318 S Vincennes Cir: Storm damage fence replacement application. Motion to approve issuing Fence Permit F2026-3 made by Constable Castellano and seconded by Trustee Schroeder. The motion passed unanimously.
    - ii. B2024-7 400 Cross Creek; To date, Phase 1 Mechanical permits have not been received. The Board directs Clerk Panthofer to contact Inspector Lipke to schedule an inspection for the open permit.
  - b. Upcoming Village meetings (Village Hall)

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

11. Accounts Payable
  - a. May 2026 AP amended total in the amount of: \$ 28,553.67
  - b. June 2026 AP preliminary in the amount of: \$ 17,704.75, amended to \$ 18,454.75  
Motion to accept both accounts payable totals referenced above made by Trustee Schroeder and seconded by Constable Castellano. The motion passed unanimously.
12. Old Business
  - a. Revised Draft of Ordinance 2026-2 related to Wind & Solar energy, if available. Awaiting a revision.
  - b. GZA & North Bay bluff update, if available. Constable Castellano will provide a schedule of deliverables in addition to a report.
  - c. 2026 Fall Leaf Collection, 2 year agreement - The board reviewed the 2026-2027 leaf collection agreement with Four Season Lawncare of Racine (file: north bay leaf 26:27). Constable Castellano moved to accept the contract, seconded by Trustee Schroeder, and it was unanimously approved.
  - d. 2026-2027 Snow Removal on private drives update. Both the snowplowing agreement and snow removal notice draft requires further administrative simplification and legal polishing.
  - e. FEMA Resolution & application to finalize Village participation : Constable Castellano motioned, and Trustee Schroeder seconded, a motion to pass resolution 2026-2 related to North Bay joining the FEMA. The motion passed unanimously.
  - f. Caledonia Fire & EMS contract proposal received June 12th, 2026. Motion to accept the proposed 3 year contract as written made by Trustee Schroeder and seconded by Constable Castellano. The motion passed unanimously.
13. New Business
  - a. Property maintenance ordinance discussion: A proposed property maintenance ordinance aims to address building conditions and structural integrity, as the current nuisance ordinance is vague. Officials are asked to review samples and identify several bullet points to discuss next month; a noise ordinance will also be added to a future agenda.
  - b. 2026 CMAR Resolution - See agenda item 6(a) Trustee's Report (2) - Rick Cermak
  - c. Ordinance enforcement discussion
  - d. Village legal representation discussion related to Wind Point's prosecutor.
  - e. Board of Appeals vacancy; Consideration of proposed candidate, Scott Hansing:  
Constable Castellano moved to appoint Scott Hansing to the three-year Board of Appeals vacancy (2026-2029) following Rick Hennig's death; Trustee Schroeder seconded. Motion carried unanimously.  
  
Due to his knowledge of construction, Constable Castellano recommended Mark Murphy as a potential candidate for future openings on the Board of Appeals or the Planning Commission.
14. Adjourn: Constable Castellano moved to adjourn the meeting, with a second by Trustee Schroeder. The motion was approved unanimously, and the meeting concluded at 9:00 PM.