

Minutes | July 13th, 2026 | 7:00 PM | Village Hall

VNB Executive Board Meeting



1. Call to Order: President Mellem called the meeting to order at 7:00 PM.
2. Roll Call: President Roger Mellem, Trustee Paul Schroeder, Trustee Rick Cermak, Treasurer Robert O'Brien, Clerk Dori Panthofer. Excused: Constable Rocco Castellano
Public:

Wind Point Police Chief Tommy Sharrett	
Todd Beck - 440 South Creek Rd	Bob Laing - 445 Cross Creek Rd
Dr. Kelly Von Schilling Worth 400 Cross Creek Rd	Dr Jim & Ann Toniolo - 35 Shore Acres Dr
Diane Garces - 75 Shore Acres Dr	Mark Hyde & Rondi Rork 545 Cross Creek Rd
Mackenzie Davies - 111 Shore Acres Dr	Marnie & Ken Brewer 55 Shore Acres Dr
Jodi Reilley - 3635 Hennepin Pl	Kathy Bremner - 520 South Creek Rd

3. Public Comment:
All private drive residents voiced concerns about the private drive snow plowing agreement. See #4 for a summary of the discussion.

Jodi Reilley inquired about the status of the decision regarding the North Bay Park garbage can. President Mellem responded that the topic was on the agenda and would be addressed later in the meeting.
4. Private drive snow plowing agreement: Discussion with residents

During the public comment session, residents raised various concerns regarding the private drive snow plowing agreement, particularly objecting to the ongoing \$200 fee and requesting a reduction for renewals. Additional discussion points included the quality and extent of plowing, liability, incorrect contract dates, and lack of salting.

Trustee Schroeder noted that salting is restricted due to the proximity of Lake Michigan.

President Mellem wrapped up the session by answering questions, recommending private drive owners create a Homeowners Associations for their private drive(s), and noting the residents' preference for reduced fees upon renewal. It was noted that the Village attorney will amend the contract dates, and the updated agreement will be issued alongside an accompanying letter that will respond to concerns.

5. Approval of the following set(s) of meeting minutes: June 15th, 2026 Board of Review, June 15th, 2026 Board of Trustees Meeting, June 24th, 2026 Stand Up Meeting of the Board of Trustees:

Trustee Schroeder moved to approve all sets of meeting minutes as written. The motion was seconded by Trustee Cermak and carried unanimously.
6. Trustee's Report (1) - Paul Schroeder
 - a) Home maintenance and structural conditions: General discussion to prevent additional blighted properties (buildings requiring paint, deteriorated siding/trim, roofing issues, and doors or windows in disrepair).

President Mellem asked Trustee Schroeder to draft a model to submit to Attorney Larson.

Regarding 39 S. Vincennes, Chief Sharrett confirmed that the house on 39 S Vincennes was secured by the Sheriff to prevent re-entry.

Chief Sharrett specified that citations ought to be issued by the North Bay Code Enforcement Officer, which will likely be handled by the Wind Point Police. Furthermore, Eric Larson, the attorney for Wind Point, pointed out that a distinction exists between a private nuisance and a public nuisance, noting that each should be handled very differently.
7. Trustee's Report (2) - Rick Cermak
 - a. No report.
8. Constable's Report - Rocco Castellano
 - a. Wind Point Police Department report presented by Police Chief Sharrett.
 - i. Newsletter article or email blast suggested to combat fraud schemes.
 - b. Caledonia Fire Department report
 - c. Wisconsin Humane Society animal sheltering statistics
9. Treasurer's Report - Bob O'Brien
 - a. Financial Reports:
A motion to accept the tentative report dated May 31st, 2026, was made by Trustee Schroeder and seconded by Trustee Cermak. The motion carried unanimously.
10. President's Report - Roger Mellem
 - a. Board of Appeals function
 - b. Letters of Notice of Ordinance Violations
 - i. Obstructed fire hydrant. Refer the matter to Attorney Larson for guidance.
 - ii. Signage - Send notices to remove signs by a set date. Consult Attorney Larson for guidance on enforcement for residents who fail to comply.
11. Clerk's Report - Dori Panthofer
 - a. Partisan Primary Election

- b. Permits
 - i. Update on Permit # B2024-7 400 Cross Creek; Phase 1
 - ii. Updated Peddlers, Solicitors, Transient Merchants permit application posted
- c. Upcoming Village meetings (Village Hall)

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
Monday, Sept. 14th, 2026	6:00 PM - Planning Commission Meeting * <i>Tentative</i> 7:00 PM - Board of Trustees Meeting

12. Accounts Payable

- a. June 2026 AP amended in the amount of **\$ 22,485.66**
- b. July 2026 AP preliminary in the amount of **\$ 25,216.64, amended at 7 PM to the amount of \$32,541.54**

A motion was made by Trustee Schroeder and seconded by Trustee Cermak to accept the amended June 2026 AP report in the amount of \$22,485.66 and the amended preliminary July 2026 AP in the amount of \$32,541.54, and grant the Treasurer and Clerk authority to pay invoices due before the next meeting to maintain current accounts. The motion carried unanimously.

13. Old Business

- a. Private drive snow plowing. The challenges associated with plowing private drives must be verified and detailed in the letter accompanying the revised agreement, ensuring the first year of service is corrected from 2026-2026 to 2026-2027.
- b. Recommendation by the Planning Commission regarding an Ordinance to Create Section 8.14-5 of the Village of North Bay Village Code Concerning Solar and Wind Energy Systems, with a Public Hearing scheduled for 6 PM on Monday, July 27th, 2026. This topic was tabled pending additional revisions.
- c. GZA & North Bay bluff update, if available. Deferred, not available.
- d. Property maintenance ordinance discussion.
- e. Racine County formal eviction 39 S Vincennes.
- f. Transition from Constable Castellano to Interim Constable LaFave.
- g. Planning Commission vacancy as of July 31st, 2026. Constable Castellano previously referred the Executive Board to offer the Planning Commission to Mark Murphy. The Executive Board directed Clerk Panthofer to contact Mark Murphy and follow up with Rocco Castellano to consider returning to the Board of Appeals in 2027.

14. New Business

- a. Lakefront trash.:Jodi Reilly requested that a trash receptacle be reinstalled at North Bay Park.

The Executive Board discussed past challenges with public bins at the park, noting previous instances involving the dumping of bulk waste such as broken chairs, umbrellas, electronics, hazardous items, and animal waste. Additionally, because the park is a public facility and not a residential property, adding a bin would incur a commercial disposal fee. Treasurer O'Brien acknowledged both the pros and cons of the request.

President Mellem subsequently called for a vote on whether the Village should proceed with the re-installation.

Roll call vote results: Trustee Schroeder – No; Trustee Cermak – No; President Mellem – No.

Based on the vote, the proposal was defeated, and no trash receptacle will be reinstalled at North Bay Park.

- b. Fee schedule. A fee schedule can be adopted annually by the Board. Clerk Panthofer referred to Wind Point's fee schedule as a template.

Chief Sharrett advised the North Bay Executive Board to submit the North Bay Code of Ordinances to Attorney Larson for a comprehensive revision, highlighting that the code has not undergone a major update since 2012. Furthermore, he noted that the currently published version directs fine payments to an obsolete agency.

Clerk Panthofer expressed support for Chief Sharrett's proposal, pointing out that various versions of the Microsoft Word documents contain formatting that is not ADA compliant for the website, a requirement that must be met by 2027 to comply with state laws.

Motion to refer North Bay's Code of Ordinance to Attorney Larson for a complete update to include a fee schedule made by Update to include Fee Schedule made by Trustee Cermak and seconded by Trustee Schro3der. All in favor, none opposed. Motion carried.

- 15. Adjourn: A motion to adjourn was made by Trustee Cermak and seconded. With all in favor and none opposed, the motion carried unanimously, and the meeting adjourned at 9:06 PM.