



## Minutes | August 17, 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, Constable Tom LaFave, Treasurer Robert E. O'Brien and Clerk Dori A. Panthofer  
  
Public Attendees: Wind Point Police Chief Tommy Sharrett  
Wind Point Administrator Aaron Kramer  
Neil Polzin - 312 N Vincennes Circle  
Alan Reid - 401 Cross Creek Road  
Jeff Gehlhoff - 1 Lansdale Lane  
Kristin Wegner - 2 Lansdale Lane
3. Public Comment: President Mellem read the rules for Public Comment aloud.  
  
Jeff Gehlhoff voiced concerns regarding the Private Drive Snow Plowing Agreement proposed by the Village. He noted that several residents opted not to sign the agreement due to reservations about the terms, requesting that the Village re-evaluate the liability and insurance provisions. Additionally, he requested that the Village accommodate site-specific clearance needs to protect existing retaining walls and landscaping.  
  
No other public comment was presented.
4. Approval of the following set(s) of meeting minutes: July 13, 2026 Stand Up Meeting, July 13, 2026 Planning Commission Meeting, July 13, 2026 Executive Board Meeting, August 10, 2026 Stand Up Meeting. Note: The August 10, 2026 Planning Commission Meeting minutes were approved at the 6 PM August 17, 2026 Planning Commission meeting.  
  
Trustee Schroeder moved to approve the meeting minutes as drafted, with a second by Trustee Cermak. The motion passed unanimously.
5. Trustee's Report (1) - Paul Schroeder
  - a. Agenda Item #13(a). In order to identify Village locations with restricted clearance, a pre-season snow removal walkthrough was performed with Four Seasons LLC, taking into consideration equipment dimensions and tight snow-piling areas.  
  
Clearance issues span nearly the entire length of South Creek and Lansdale Lane and three addresses on Cross Creek have clearance issues.
6. Trustee's Report (2) - Rick Cermak
  - a. Water quality testing conducted by the City of Racine indicates favorable results for North Bay beach this summer. An article on the topic can be added to the next newsletter.
  - b. Street light in front of Village Hall repaired.
  - c. Trustee Schroeder will schedule the removal of a conduit box at the base of the former sign post.
7. Constable's Report - Thomas LaFave
  - a. Wind Point Police Department report: Constable LaFave noted an uptick in police activity in July 2026 compared to July 2025; the uptick appears to be from an increase in traffic violations. Is there a way to break down police activity by Village?

Chief Tommy provided insight into the types of police activity, a grant that allowed added traffic enforcement, and the reporting system used to create monthly reports. The County manages the software system and the cyber team combined Wind Point and North Bay. The citation page breaks down North Bay and Wind Point.

President Mellem inquired if Chief Tommy had been alerted about a false 911 dispatch involving Racine Police and county units at 116 South Vincennes, referencing previous communication lapses between city/county agencies and the Wind Point Police.

Chief Tommy indicated he received no notification, explaining the system might omit details for calls logged as no action or no report (NOR). He noted an uncommunicated significant incident in Wind Point earlier this year and stated that efforts are underway to address these recurring records management issues.

- 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
  - b. 2027 Budget
    - i. Budget Items: Treasurer O'Brien requested officials submit proposals for 2027 budget planning. Clerk Panthofer has already expenses for 2026 and into 2027.  
  
Clerk Panthofer identified aging and failing security cameras at Village Hall for consideration. In 2025, the cost was about \$5,000.
    - ii. Assessments: North Bay's total value is approximately 9% over the State of Wisconsin's equalized value. Arms length transactions (sales) are expected to drive future assessments.
    - iii. 39 S Vincennes Cir: The Racine county foreclosure sale begins this week and ends on September 14th, 2026.
  - c. November & December meeting date related to state budget statutes.
9. President's Report - Roger Mellem: No report.
10. Clerk's Report - Dori Panthofer
- a. Permit update:
    - i. During a Planning Commission meeting, the Village was alerted of an unpermitted greenhouse installed at 540 South Creek.
    - ii. A generator installed without a permit at 3721 N. Main Street, the contractor has not responded. The Clerk will notify the property owner that action is needed.
  - b. Upcoming Village meetings (Village Hall)

|                              |                                                                                               |
|------------------------------|-----------------------------------------------------------------------------------------------|
| Monday, September 14th, 2026 | 6:00 PM - Planning Commission Meeting<br>7:00 PM - Executive Board Meeting                    |
| Monday, October 12th, 2026   | 6:00 PM - Planning Commission Meeting * <i>Tentative</i><br>7:00 PM - Executive Board Meeting |

|                                                                  |                                                                                                                                |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Monday, October 26th, 2026<br><i>November meeting moved up.</i>  | 6:00 PM - Planning Commission Meeting * <i>Tentative</i><br>7:00 PM - Executive Board Meeting                                  |
| Monday, November 30th, 2026<br><i>December meeting moved up.</i> | 6:00 PM - Planning Commission Meeting * <i>Tentative</i><br>7:00 PM - 2027 Budget Hearing<br>7:05 PM - Executive Board Meeting |

11. Accounts Payable

- a. July 2026 AP amended in the amount of **\$ 34,832.04**
- b. August 2026 AP preliminary in the amount of **\$14,500.05**

Trustee Cermak moved to approve the accounts payable reports as presented, with a second by Constable LaFave, and to grant the Treasurer and Clerk authorization to pay invoices due prior to the next meeting in order to maintain current accounts. The motion passed unanimously.

12. Old Business

- a. Private drive snow removal update.

Clerk Panthofer reported on the status of agreements received and rescinded. The Village plans to notify residents of the status by August 20, 2026. The breakdown by location is as follows:

- South Shore Acres: Although Shore Acres Drive is fully accessible, the property owners informed the Village that they will handle snow removal on their private drive independently.
- Cross Creek: All agreements have been returned except for one.
- Lansdale Lane: One resident declined the agreement, and another signed but subsequently rescinded it.
- South Creek: Two agreements were received, and one resident sent an email stating that multiple residents object to the hold harmless clause and refuse to sign.

President Mellem reiterated advice from the Village Attorney stating that Wisconsin law prohibits the Village from plowing private property absent a formal agreement. Property owners on private drives were presented with a take-it-or-leave-it agreement requiring unanimous participation per drive. If a single owner on a private drive declines, the Village cannot perform snow removal on that drive, placing full responsibility for plowing on all owners along that private drive.

President Mellem granted Mr. Reid's request to address the board.

Mr. Reid questioned why snow plowing on the private drive could not proceed as it historically has, observing that he pays taxes and inquiring whether affected private drive residents would receive a tax refund or financial adjustment. President Mellem noted a law (requires an agreement).

- b. 2026 Contract with Four Seasons

Trustee Schroeder moved to approve the agreement, subject to Brett Kaydo's acceptance of the revised language, with a second by Trustee Cermak. The motion passed unanimously.

- c. VC3 Technology Update

- i. The new ADA compliant website launch date is August 25th, 2026.
- ii. Migration from Google Workspace to Microsoft 365 Government Quote in the amount of \$8,751,60.
- iii. Cyber Security Grant (SLCGP) award \$5,650
  - 1. VC3 enterprise grade firewall Quote KG015305v1 in the amount of \$3,775
  - 2. VC3 Multi-factor configuration & authentication for Microsoft 365 GCC Quote KG015857v1 in the amount of \$2,470

Trustee Schroeder moved to approve all three VC3 software installation proposals, with a second by Constable LaFave. The motion passed unanimously.

- d. Planning Commission recommendation for Ordinance 2026-2 related to Wind & Solar. Deferred.
- e. GZA & North Bay bluff update, if available. Deferred, not available.
- f. Property Condition Ordinance: Discussion centered on the underlying reasons for adopting such an ordinance, using St. Francis as an example where blighted properties (such as failing roofs, broken windows, and deteriorating siding) prompted action. It was noted that municipalities like Racine and Kenosha issue formal notices to address blighted conditions. The primary goal is to improve overall community standards and protect property values. Next steps involve referring the draft to the Village Attorney, with Clerk Panthofer converting the document to Word to review directly with officials.

### 13. New Business

- a. Proclamation request from WI DOT for Crash Responder Safety Week (November 2–6, 2026)

Trustee Cermak moved to adopt the proclamation utilizing the provided template, seconded by Constable LaFave. Motion carried.

#### b. Ordinance Considerations

- i. Noise Ordinance: Discussion noted the growing need for a noise ordinance, particularly regarding vacation rental establishments, and early morning or late evening landscaping activities. The Board agreed to move forward, using Wind Point's ordinance as a sample draft.

Chief Tommy proposed incorporating a chronic nuisance/property element. Under this framework, repeated police calls to the same address could incur a fee, similar to excessive fire alarm responses. He noted this would tie directly into vacation rental regulations, ensuring that excessive demands on municipal resources due to disruptive behavior result in a fine.

Incorporate changes into the comprehensive Municipal Code update.

- ii. Fire Hydrant; also consider fire lane curb paint. President Mellem called for a vote to pass the proposed Ordinance to create Section 7.045(1), which establishes both horizontal and vertical clearance requirements.

Trustee Cermak made a motion to approve proposed Ordinance 2026-3, establishing Section 7.045(1) related to fire hydrant clearance requirements. The motion was seconded by Trustee Schroeder and passed unanimously.

- c. Outdated Penalty and Fee Ordinance Terms: No immediate action was taken. Revisions will be integrated into a broader update of North Bay's Municipal Code, as authorized at the July 13, 2026 Executive Board meeting.
  - d. President Mellem invited Aaron Kramer, new Wind Point Administrator, to introduce himself to the Executive Board.
- 14. Adjournment: Motion to adjourn made by Trustee Schroeder, seconded by Constable LaFave. Motion carried, and the meeting adjourned at 8:12 PM.