

VILLAGE OF ELMWOOD

- BOARD MEETING AGENDA -

Elmwood Village Auditorium

323 West Winter Avenue

7:00pm

Monday – September 14, 2026

Agenda:

1. Call to Order

- a) Roll Call
- b) Note compliance with the open meeting law
- c) Pledge of Allegiance

2. Open Regular Board Meeting

3. Approval of Minutes

- Discussion and Possible action to approve the minutes of the August meeting(s).

4. Public Comment (Non-Agenda Items)

- Citizens may speak for up to five (5) minutes. The Board cannot discuss or act on items not listed on the agenda, but comments will be noted and may be placed on a future agenda.

5. Community Groups – Enrichment Council/Community Club/American Legion

- Updates from community groups. This item is for informational purposes only and no action will be taken.

6. Avis Johnson – Water/Sewer Billing Adjustment Request

- Discussion and possible action regarding a request from Avis Johnson for an adjustment or refund of approximately \$107 related to a water/sewer billing period with consumption of 9,858 gallons.

7. Erica Villeneuve – Auditorium Rental Cooler Trailer Parking Request

- Discussion and possible action regarding a request from Erica Villeneuve, who is renting the Village Auditorium on October 10, 2026, for permission to park a cooler trailer on Village property.

8. Friends of Butternut Park – Mary Cormican

- Discussion and possible action regarding the Friends of Butternut Park initiative, including proposed park improvements, fundraising and nonprofit efforts, potential Village funding, and use of Village-owned park property.

9. Kennel License Application – Hunter Gartman – 331 S. Woodworth Street

- Discussion and possible action regarding a kennel license application for three dogs at 331 S. Woodworth Street.

10. Kennel Licensing – Three-Dog Households

- Discussion and possible action regarding the application of Village kennel licensing requirements to households with three dogs and authorization for the Clerk/Treasurer and Police Chief to approve kennel licenses for three-dog households.

11. American Legion – Old Fire Hall Improvement Funding Request

- Discussion and possible action regarding a request from Tom Weber for a total of \$750 in Village funding for repairs and improvements to the Village-owned old fire hall currently utilized by the American Legion, an increase from the \$250 previously approved by the Village Board.

12. Late Fees and Penalties – Sewer Charges and Village Invoices

- Discussion and possible action to establish and clarify a 5% penalty on unpaid sewer balances and a 5% late fee on past-due Village invoices, including sidewalk replacement, tree removal, special assessment charges, and other charges billed by the Village, and to authorize publication of the policy.

13. Elmwood Public Library – Additional Account Signer

- Discussion and possible action regarding the Elmwood Public Library Board's approval of an additional authorized signer on the Library's account.

14. Committee Reports

- Public Works
- Police Report
- Clerk/Treasurer
- Library

- **Personnel & Finance**

- a) **Public Works Assistant Position** - Discussion and possible action regarding the Personnel & Finance Committee's recommendation for the Public Works Assistant position, including authorization for the Personnel & Finance Committee to finalize the hiring of a candidate upon acceptance of the employment offer and successful completion of required pre-employment screening.

15. Payment of Bills

16. Adjournment

Posted September 11, 2026 at Village Office, Village Website, Citizens State Bank, and Elmwood Public Library

Contact: Village Office, (715) 639-3792 | clerk@vi.elmwood.wi.gov

Notice: The Village of Elmwood is an equal opportunity provider and employer. Upon reasonable notice, efforts will be made to accommodate persons with disabilities. Please contact the Village Office at (715) 639-3792 at least 24 hours prior to the meeting for arrangements.

-A quorum of the Village Board will be present at the meeting. Discussion and possible action may occur on any item listed.

VILLAGE OF ELMWOOD

BOARD MEETING MINUTES

Monday, August 10, 2026 – 7:00 p.m.

Elmwood Village Auditorium – 323 W. Winter Avenue

NOTE: UNAPPROVED MINUTES

1. Call to Order

Village President Neil Boltik called the meeting to order at 7:00 p.m.

- a) Roll Call – Board members present: President Neil Boltik - Trustees: Pam Marson, Mike Burke, Jim Schwebach, Jason Severson, Mark Wolf, and Paul Unser.

Absent: None

Staff present: Holly Malaszuk (Clerk/Treasurer), Miranda Danzeisen (Deputy Clerk), Bryan Bechel (Public Works Director), and Nick Andrews (Library Director).

- b) Public Present: Andrew Harrington (Pierce County Journal), Gilda Bour, Steph Beyer, Karol Schroeder, Jim Krause, Holden Bour, and Ben Johns.
- c) The meeting was noted in compliance with the Open Meeting Law.
- d) Pledge of Allegiance was recited.

2. Open Regular Board Meeting

The regular monthly meeting of the Village of Elmwood Board of Trustees was opened.

3. Approval of Minutes

A last name was corrected in the July 13, 2026 Regular Board Meeting minutes.

Motion by Pam Marson, seconded by Jason Severson, to approve the July 13, 2026 Regular Board Meeting minutes as corrected. Voice vote. Motion carried.

Motion by Neil Boltik, seconded by Jim Schwebach, to approve the July 30, 2026 Special Board Meeting minutes as presented. Voice vote. Motion carried.

4. Public Comment (Non-Agenda Items)

None

5. Community Groups – Enrichment Council/Community Club/American Legion

Enrichment Council –

None

6. Pickleball Court Project

Steph Beyer presented a proposal to replace the existing tennis court at the park with a new pickleball/tennis court and pursue grant funding for the project. The American Legion has agreed to assist as the nonprofit organization for grant purposes. Discussion included the existing court lights and whether the Village would be responsible for any project costs not covered by grant funding. The Board agreed that additional financial information is needed before making a commitment. No action was taken.

7. American Legion Building Improvement Request

No representative from the American Legion was present. Holly Malaszuk explained that Tom Weber had approached her about painting and improving the exterior appearance of the old Will House. It was understood that the Village would be responsible for the cost of paint.

Motion by Paul Unser, seconded by Jim Schwebach, to approve up to \$250 toward the cost of paint for the project.

Voice vote. Motion carried.

8. Wretched Raven Book Trailer Request (Noctua Nook) – 116 S. Main Street

Gilda Bour, owner of Wretched Raven Publishing House, discussed plans to grow the business and utilize a mobile bookstore in front of the business a few times per month. The trailer would be used during the warmer months, with the bookstore operating inside the building during the winter. The trailer would not be parked on the street overnight. Bour explained that the mobile bookstore has been well received and helps bring people and communities together.

Motion by Paul Unser, seconded by Jason Severson, to approve the book trailer to be parked during the day in front of Wretched Raven, 116 S. Main Street.

Voice vote. Motion carried.

9. Sacred Heart Church – Street Use Permit

Motion by Jason Severson, seconded by Jim Schwebach, to approve the Sacred Heart Church Street Use Permit as submitted.

Voice vote. Motion carried.

10. Elmwood Public Library – 2026 Tax Exemption Letter

Motion by Paul Unser, seconded by Mark Wolf, to approve the Elmwood Public Library 2026 Tax Exemption Letter as submitted.

Voice vote. Motion carried.

11. Elmwood Area Fire Department Chicken Dinner

Motion by Neil Boltik, seconded by Pam Marson, to approve the Elmwood Area Fire Department Chicken Dinner Street Use Permit from noon to midnight on September 12, 2026, the Noise Ordinance Extension through midnight, and the Temporary Class “B” License, as submitted.

Voice vote. Motion carried.

12. Kennel License Application – Samuel Romo – 123 E. Winter Avenue

The Board discussed the kennel license application for three dogs and the outstanding vaccination records. The Board agreed to allow 30 days for all required documentation, including proof of vaccinations, to be submitted to the Clerk/Treasurer. The kennel license would be limited to a maximum of three dogs. If one of the three dogs is no longer kept at the property, another dog may not be added without going through the kennel license application and approval process again.

The Board also discussed allowing the Clerk/Treasurer and Police Chief to handle future kennel license situations involving up to three dogs when similar circumstances arise. Motion by Neil Boltik, seconded by Mark Wolf, to conditionally approve the kennel license for a maximum of three dogs, subject to all required documentation and proof of vaccinations being submitted to the Clerk/Treasurer within 30 days, and to authorize Clerk/Treasurer Holly Malaszuk and Police Chief Darren Ekholm to make determinations regarding similar three-dog kennel license situations. Roll call vote. Motion carried.

13. Committee Reports

Public Works – Bryan Bechel reported that Scott Wolske ground three stumps, including one at 222 S. Scott Street in preparation for the new sidewalk. Public Works also completed preparations for UFO Days, including street sweeping, sidewalk repairs, weed trimming and spraying, painting parking lines and crosswalks, moving the trailer, garbage collection, and setting up road closure signs.

Police Report – Jason Severson, Chair of the Police & Licensing Committee, reported that the Elmwood Police Department responded to 38 calls for service during July, while the Pierce County Sheriff's Office responded to 24 calls within the Village. Additional activities included an Emergency Management Reception Center Drill, Lexipol policy training, and a meeting with the Pierce County ADRC regarding an MOU agreement. One citation was issued, and monthly State reporting was completed. An update was also provided regarding the Scott Street traffic changes and upcoming sign installation. During UFO Days, the Department responded to 11 calls for service, towed one vehicle from a closed area, and made one arrest for battery.

Clerk/Treasurer – Holly Malaszuk reported that the Village's new website was live, she participated in meetings and a public hearing regarding the one-way portion of Scott Street, and election machine testing had been completed in preparation for the August 11 Partisan Primary. She also provided upcoming Village Office closure dates related to election duties, the WMCA Conference, and Labor Day.

Library – Nick Andrews provided updates regarding UFO Days programming and a combined Library Friends/School event. He also discussed the possibility of expanding Library hours to 9:00 a.m.–5:00 p.m. Monday, Tuesday, Wednesday, Friday, and Saturday, and 9:00 a.m.–8:00 p.m. Thursday. The proposed expanded hours would require an estimated \$5,000-\$5,500 increase to the Library budget.

14. Payment of Bills

Motion by Neil Boltik, seconded by Pam Marson, to approve payment of the bills. Voice vote. Motion carried.

15. Adjournment

Motion by Paul Unser, seconded by Jim Schwebach, to adjourn the meeting at 7:31 p.m.

Respectfully Submitted
Holly R. Malaszuk
Clerk/Treasurer



This is not the actual trailer Erika plans to use, but it is approximately the same size and shows the location where she would like to place it. Her trailer would be used strictly as a cooler for storage; no beer or other beverages would be served directly from the trailer.

This image was created with ChatGPT to provide a visual representation of what she is requesting.

2026 PET LICENSE

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09/14/2026

VILLAGE OF ELMWOOD
PIERCE COUNTY

License Type: ADDITIONAL DOG - ALTERED
Pet Type: DOG
Date Issued: 08/25/2026
Trans #: 756
Fee: 8.50
Penalty: 5.00

For change of ownership, address,
or death of a pet, notify:

TREASURER
HOLLY MALASZAK
PO BOX 26
ELMWOOD WI 54740

Parcel #: 331 S WOODWORTH ST
Property Address:

Owner on Record:
HUNTER F GARTMANN

Notes: TAG IS STILL #2287

331 S WOODWORTH ST
ELMWOOD WI 54740

Tag and Pet Information:

Tag #	Pet Name Breed	Sex	Spay/Neuter Color	----- Rabies Vaccination Data -----	
				Number Clinic	Date Expires
2287	MAGGIE CATTLE DOG	F	Yes RED W/ WHITE	191 ELM VALLEY	01/18/2025 01/17/2027

Tag #	Pet Name Breed	Sex	Spay/Neuter Color	----- Rabies Vaccination Data -----	
				Number Clinic	Date Expires
2277	RUGER HEELE-X	M	Yes BLACK & WHITE	146 ELM VALLEY	01/07/2026 07/06/2027

Tag #	Pet Name Breed	Sex	Spay/Neuter Color	----- Rabies Vaccination Data -----	
				Number Clinic	Date Expires
2276	NALA HEELE-X	F	No RED & WHITE	147 ELM VALLEY	01/17/2026 01/16/2027

#9

9/14/2026 12:11 PM

All Vendors Transaction Detail

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Bank Account: All Accounts

ACCT

	<u>Trans Date</u>	<u>Name</u>
From:	8/25/2026	DOG LICENSE FEES
Thru:	8/25/2026	DOG LICENSE FEES

<u>Transaction</u>	<u>Posting</u>		<u>Amount</u>
8/25/2026	8/25/2026	DOG LICENSE FEES	46.50
Receipt	21212	CASH- HUNTER GARTMANN-331 S WOODWORTH ST	
100-00-44210-000-000		DOG LICENSES	13.50
		TAG# 2276 - NALA - & LATE FEE	
100-00-44210-000-000		DOG LICENSES	13.50
		TAG# 2277 - RUGER - & LATE FEE	
100-00-44210-000-000		DOG LICENSES	19.50
		TAG# 2287 - MAGGIE - & LATE FEE	

Expenditures	0.00
Receipts	46.50



Kennel License Application

Village of Elmwood, 323 W. Winter Ave.

Note: in accordance with The Village of Elmwood Ordinance 7-1-3 The kennel license fee is \$40, which you must have at the time the application is turned in. This does not guarantee you will be approved, and money will be refunded if denied.

Applicant Information:

Full Name(F/M/L): Hunter Gartmann

Address: 331 S Woodworth St

City/town/village: Elmwood State: WI Zip: 54740

Phone Number: 715-338-9094

Email Address: hfgartmann@gmail.com

Kennel Information:

Property Address (if different from above):

Total Number of Dogs: 3

Breed(s) of Dogs:
1 cattle dog and 2 Heeler-X

Purpose of Kennel (Check one)

☒ Private Use ☐ Commercial Breeding ☐ Boarding ☐ Other: _____

Description of the kennel facilities, including enclosures, shelter, and waste disposal:

N/A

Written Approval from Adjacent Property Owners is attached (circle one) Yes ☒ No

(Will be rejected if not attached.)

Agreement & Signature:

I certify that the information provided is accurate and that I will comply with all Village ordinances and regulations regarding the operation of a kennel. I understand failure to comply will result in penalties, revocation of my license, or denial of renewal.

- *A copy of the Kennel Ordinance is attached to the back of this page. Please review before signing.*

Applicant Signature: _____ Date: _____

For Office use only:

Application Received Date: _____

Approved By: _____

Approval Dates: _____

Comments/Conditions:

Public Works – Bryan Bechel

- Week of August 17th, painted line for new drop off, cross walks and curbs on Scott Street near the school
- Sidewalk in front of 222 Scott St. was replaced. I put down black dirt and seeded area by sidewalk.
- Swept Village streets
- Am taking courses for continuing education for sewer and water per my certification

Police Report – Darren Ekholm

- Elmwood PD-31 calls for service (CFS) during the month of August
- The PCSO-6 calls for service (CFS) during the month of August
- 08/11-Attended mandatory training in Barron County for Time Agency Coordinator
- 08/15-Meeting/Follow up at ECCSD from case earlier in the year
- 08/20-Training webinar on Planning Effective Drills presented by Office of School Safety
- 08/26-Training webinar on E-Bikes, E-motos, and Municipal Authority presented by League of WI Mun
- 08/27-DAAT training in Prescott
- 4 Citation issued in August
- Monthly State reporting completed
- Scott St changes seem to be going well. I spent the first week of school before and after school monitoring traffic flow and observed minimal issues. The school has reported positive feedback on the changes. The intersection of Scott St and Shaw Ave was changed to a three way stop and crosswalks were added. This change seems to be the most impactful of all the changes that were made. I would predict an increase of M/V traffic in the area when cooler weather moves in.

Clerk/Treasurer – Holly Malaszuk

- We've held multiple meetings regarding the Public Works Assistant position and received 57 applications.
- We're currently looking into a different IT provider.
- Attended a League of Wisconsin Municipalities webinar on August 26 regarding e-bikes, e-motos, and municipal authority.
- Starting to prepare for the November General Election. Absentee ballots will be mailed on Thursday, September 17. In-person absentee voting begins October 20 and ends at 5:00 p.m. on October 30. Election Day is Tuesday, November 3.
- We will be attending the MTAW, Municipal Treasurers Association of Wisconsin, Virtual Seminar on September 17th and 18th.
- We will be attending the Wisconsin Towns Association seminar in Eau Claire on September 24. So, the office will be closed that day.

- The Village Office will be closed October 6th –9th while we attend the League of Wisconsin Municipalities conference in Appleton.
- Annual TID meeting with Ehlers will be held here in the Dining Room on September 29th at 12:00 p.m.
- Fall Clean-Up will be on the 17th from 8a-12p.

9/14/2026 5:17 PM

In Progress Checks - Quick Report - ALL

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ALL Checks by Payee

ACCT

CHECKING ACCOUNT

Dated From: 9/14/2026

From Account:

Thru: 9/14/2026

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	9/14/2026	ALL CROIX INSPECTIONS LLC INV# 7089 - NEW HOUSE, DECK, 2 GARAGES	2,173.76
	9/14/2026	AUTOMATIC SYSTEMS CO. INV# 045528 - TROUBLESHOOT CONNECTIONS	1,862.50
	9/14/2026	BACKWOODS ELECTRIC INV#8745 - MATERIALS AND LABOR	246.62
	9/14/2026	BAKKE NORMAN, S.C. INV# 9951	246.00
	9/14/2026	COMMERCIAL TESTING LAB. INV# 80805	1,501.80
	9/14/2026	CONSUMERS COOPERATIVE OIL CO 08/01/2026 - 08/31/2026	378.50
	9/14/2026	DAVY LABORATORIES INV# 26I0115	3,437.00
	9/14/2026	DIAMOND MAPS INV# 13221 - ANNUAL SUBSCRIPTION	264.00
	9/14/2026	EHLERS & ASSOCIATES, INC. INV# 107320 - 2024 WATER RATE STUDY	4,500.00
	9/14/2026	KERBER ROSE S.C. INV# 1265012054 - 2025 FINAL BILL	5,500.00
	9/14/2026	PIERCE COUNTY CLERK INV# 043-2026- ELECTION MAINTENANCE/FEES	70.00
	9/14/2026	ROBERT J. IRWIN ASSESSING AMOUNT FOR 2026	3,500.00
	9/14/2026	SCHINDLER ELEVATOR CORPORATION INV# 4607571554 - MAINTENANCE	584.81
	9/14/2026	SHERWIN-WILLIAMS CO. C# 4244-8955-7 - PAINT ROADS	150.07
	9/14/2026	T & S HARDWARE INV# 17959 & INV# 17960	209.93
	9/14/2026	TOWN OF ROCK ELM INV# 58 - MOWING	525.00
	9/14/2026	WATERCARE SERVICES INV# 245407 & 245395	31.40
	9/14/2026	WELCOME HOME ASSISTED LIVING TID #5 - REVENUE YEAR: 2026	27,387.00
		Grand Total	52,568.39

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