

VILLAGE OF ELMWOOD

BOARD MEETING MINUTES

Monday, January 12, 2026 – 7:00 p.m.

Elmwood Village Auditorium – 323 W. Winter Avenue

NOTE: APPROVED 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, Dawn Toth, Jason Severson, Mark Wolf, and Paul Unser.
Staff present: Holly Malaszuk, Clerk/Treasurer; Darren Ekholm, Police Chief; Nick Andrews, Library Director.
- b) Public Present: Linda Garfield, Anna Crownhart, Roxann Peterson, Amy Bechel, Charlotte Harris, Thomas Harris, Jim Shwebach, Tony Maas, Brandi Gregory, Mary Honkola, Carl Schroder.
- 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

Motion by Pam Marson, seconded by Dawn Toth, to approve the minutes of the December Board Meeting.

Roll Call Vote: All in favor. Motion carried.

4. Public Comment (Non-Agenda Items)

Carl Schroder addressed the Board regarding snow plowing concerns. He stated that snow plowing in certain areas was inadequate, specifically noting that the alley behind the bank was in poor condition and needed to be cleaned up, along with several street corners.

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

Enrichment Council – Linda Garfield, representing the Enrichment Council, reported on bids received for flooring and painting projects:

- Carpets Plus by Design (Woodville, WI): \$7,700
- Azteca Installations & Creations LLC (Plum City): \$5,145
- Fulton & Menomonie Flooring: \$10,414

Linda noted that one previously obtained painting quote was no longer available due to contractor availability. Two current painting estimates were received, totaling \$6,500 and \$1,400.

It was proposed that the total project costs be split equally four ways between the Enrichment Council, American Legion, Community Club, and the Village.

The Board indicated that the matter would need to be referred to the Personnel & Finance Committee for further review and recommendation.

Clerk/Treasurer Holly Malaszuk stated she would schedule the Personnel & Finance Committee meeting and would contact each of the involved groups.

Amy Bechel, representing the Community Club, also announced upcoming events:

- Euchre Tournament: January 25, 2026
- Dinner and a Show: Saturday, January 31, 2026

New Business (*Discussion and possible action unless otherwise noted*)

6. Sewer Rate Increase

Discussion was held regarding the sewer rate study presented by Ehlers. Ehlers reported that the Village's current sewer base rate is \$40.03 and that, based on the study, the rate should be increased to \$60.85, representing a 52% increase.

It was noted that if the Village were to implement incremental increases over a three-year period, the final rate would be significantly higher than the recommended single 52% increase. Ehlers further explained that the Sewer Utility has borrowed approximately \$258,376 from the General Fund and that, under current rates, the Sewer Utility is not financially sustainable. It was noted that without a rate adjustment, the Sewer Utility cannot remain financially afloat and would not have sufficient funds to address unexpected repairs or major system failures should they occur.

A motion was made by Dawn Toth, seconded by Pam Marson, to follow Ehlers' recommendation and approve a 52% sewer rate increase. A roll call vote was taken. Motion carried.

7. School Snowmobile Route

Discussion was held regarding the proposed school snowmobile route. It was noted that the route must comply with all state laws and Village ordinances, including age and class requirements. Discussion included concerns regarding traffic areas near teachers, daycare, and school-related activity.

It was stated that the route would be monitored, including compliance with stop signs and other traffic controls, and that any complaints or abuse of the rules could result in the route being shut down immediately. The manner in which the route was displayed and presented was also discussed.

A motion was made by Paul Unser, seconded by Jason Severson, to approve the school snowmobile route. Motion carried.

8. Nelson Development – Water Lines

Discussion was held regarding sewer and water issues within the Nelson Development. It was noted that a sewer backup occurred at 1010 Nelson Drive after dirt entered the sewer system. Although the issue did not impact 1008 Nelson Drive, it resulted in the plugging of the entire sewer main.

Further discussion indicated that the Riverwood sewer line is pitched upward instead of downward, and that portions of sewer laterals approximately 20 feet up Riverwood Drive are pitched toward houses rather than toward the sewer main. Concerns were raised regarding improper pitch and installation.

It was discussed that Bryan Bechel and Tony Maas would meet with Cedar Corporation regarding these issues, and Clerk/Treasurer Holly Malaszuk would contact Cedar Corporation to schedule a meeting.

9. Operator's (Bartender) License – Terressa Kern – Kern's Hometown Café

A motion was made by Mike Burke, seconded by Dawn Toth, to approve an Operator's (Bartender) License for Terressa Kern, Kern's Hometown Café. A roll call vote was taken. Motion carried.

10. Personnel & Finance Committee Recommendations

a) Police Chief Performance Review

A motion was made by Paul Unser, seconded by Jason Severson, to approve the Police Chief performance review and to authorize the Village to pay for the critical incident retainer in the amount of \$282.42 annually.

Closed Session: A motion was then made by Dawn Toth, seconded by Jason Severson, to enter into closed session pursuant to Wis. Stat. §19.85(1)(c). The Board entered closed session at 7:38 p.m.

Open Session: A motion was made by Dawn Toth, seconded by Jason Severson, to return to open session. The Board returned to open session at 7:59 p.m.

b) Nursing Home Property

A motion was made by Paul Unser, seconded by Dawn Toth, to approve reducing the nursing home sale price by \$100,000. A roll call vote was taken. Motion carried.

c) Library Budget

Discussion was held regarding the 2026 Library budget, including a proposed increase of approximately \$1,270, representing about a 3% increase to designated budget lines. It was noted that wage increases would be dependent upon satisfactory employee performance reviews and were intended to bring library wages closer to the median for libraries of similar size. Increased costs for books, supplies, transportation, and energy were also discussed.

A motion was made by Pam Marson, seconded by Dawn Toth, to approve the Library Budget. A roll call vote was taken. Motion carried.

Committee Reports

Library Report – Nick Andrews

The Library report was presented by Nick Andrews, Library Director. Nick reported that a new Library Board member has been appointed; however, the Library Board is still seeking one additional member. Anyone interested in serving is encouraged to contact the Library or Village Office. Mr. Andrews also noted that several upcoming library events are planned and encouraged residents to watch for additional information.

Public Works Report – Bryan Bechel

The Public Works report was read by Pam Marson. The report stated that ballasts and light bulbs were replaced in the library. A new water meter was installed at 115 N. Main Street on December 22, and the water meter at the sewer plant was replaced on December 23. Public Works responded multiple times to the Nelson Development due to fiber being bored through a sewer lateral at 1010 Nelson Drive. Additional quotes were received for streetlight repairs. Work was performed on multiple days at 523 W. Winter Avenue to locate, shut off, and restore water service. The department managed multiple snow and rain events during the month. On January 8, Next Level excavated and repaired a curb stop at 1009 Partridge Avenue and installed a new meter.

Police Report – Darren Ekholm

The Police report was presented by Chief Darren Ekholm. Chief Ekholm reported that the Elmwood Police Department handled 23 calls for service during the month of December, and the PCSO responded to 10 calls for service. On December 2, he attended a webinar regarding grants and the use of grant-finder software. On December 3, he attended a webinar on reporting required search warrant data. On December 17, he participated in a school safety drill and reviewed the school's current safety plan with school officials. Possibilities for a snowmobile route to the school for students were discussed. One citation was issued during the month.

Clerk/Treasurer Report – Holly Malaszuk

The Clerk/Treasurer report was presented by Holly Malaszuk. Holly reported that the Village Office would be closed on Monday, January 19, in observance of Martin Luther King Jr. Day. On February 11, the office will close early, and on February 13 the office will be closed all day due to attendance at an Ehlers seminar. Property tax payments are due by January 30, after which payments must be made directly to the county. Animal registration is being

accepted until March 31, after which a late fee will be applied. The Village's new auditors, KerberRose, have begun requesting documents, and audit preparation is underway. Election training is beginning, and preparations are ongoing for the spring election. The Village is currently seeking additional poll workers.

11. Payment of Bills

A motion was made by Pam Marson, seconded by Jason Severson, to approve payment of the bills. A roll call vote was taken. Motion carried.

12. Adjournment

A motion was made by Paul Unser, seconded by Neil Boltik, to adjourn the meeting. The meeting was adjourned at 8:16 p.m.

Respectfully Submitted
Holly R. Malaszuk
Clerk/Treasurer