VILLAGE OF ELMWOOD
BOARD MEETING MINUTES
Monday, April 13, 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.
      Absent: None
      Staff present: Holly Malaszuk, Clerk/Treasurer; Miranda Danzeisen, Deputy Clerk; Darren Ekholm, Chief of Police; Nick Andrews, Library Director.
   b) Public Present: Linda Garfield, Amy Bechel, Gilda Bour, Jim Schwaybach, Taylor Stuart, Holly Larson, Charlotte and Thomas Harris
   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 Paul Unser, seconded by Dawn Toth, to approve the minutes of the March Board Meeting.
   A roll call vote was taken. Motion carried.

4. **Public Comment (Non-Agenda Items)**
   None

5. **Community Groups – Enrichment Council/Community Club/American Legion**
   Enrichment Council –
   Linda Garfield inquired about painting the police department door. It was noted the door frame has already been painted.
   (No action taken.)

6. **Announcements – Oaths of Office & Committee Appointments**
   Village President Neil Boltik announced that Oaths of Office for newly elected trustees would be administered immediately following the meeting.
   He also read the committee appointments for the upcoming term.

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

7. **Elmwood Library – Door Handicap Button & Awning Replacement**

Discussion occurred regarding quotes for installation of a handicap-accessible door button and replacement of the library awning.
It was noted that one contractor was not licensed for the front door work and additional quotes are being sought. The current awning was inspected and found to be in good condition. Concerns were raised regarding adding signage to the awning.
Motion by Dawn Toth, seconded by Pam Marson, to table the sign portion of the project. Motion carried by voice vote.
Nick Andrews requested Village assistance with funding for the back door, noting the front door would be covered by a grant.
Motion by Dawn Toth, seconded by Neil Boltik, to refer the project to the Personnel & Finance Committee for further review once additional quotes are obtained.
Roll call vote. Motion carried.

8. **Elmwood Library – Touch-A-Truck Event Street Use Permit**
Nick Andrews presented details of the Touch-A-Truck event, including event logistics and activities.
Holly Malaszuk confirmed the event would be covered under the Village's insurance policy, and recommended waivers to be obtained from individuals providing vehicles.
Motion by Paul Unser, seconded by Jason Severson, to approve the street use permit application.
Roll call vote. Motion carried.

9. **Rezoning/Conditional Use Permit – Parcel 122-01003-0400**
Discussion occurred regarding setting a public hearing date.
Motion by Paul Unser, seconded by Mark Wolf, to set the public hearing for April 27, 2026 at 6:00 p.m.
Roll call vote. Motion carried.

10. **Nursing Home Time Capsule**
Discussion occurred regarding the possible location of a time capsule at the former nursing home property and potential contacts who may have additional information.
No action was taken.

11. **Sidewalk Replacement – May Street to Pierce Street (S. Main Street)**
Discussion occurred regarding sidewalk replacement quotes. It was noted the Village will remove boulevard trees at no cost to residents and will ensure sidewalks are blocked off in advance during construction.
One quote was excluded as it did not include removal of existing concrete.
Motion by Paul Unser, seconded by Dawn Toth, to approve the quote from Nathan Alverman Concrete & Masonry.
Roll call vote. Motion carried.
Holly Malaszuk will notify affected property owners of their portion of the cost when she receives the information.

12. **Committee Reports**
Public Works Report – Read By Holly Malaszuk
Public Works completed plumbing repairs in the auditorium, including replacement of deteriorated piping and restoration of concrete. Staff responded to a significant snowstorm requiring multiple days of snow removal, replaced water meters, assisted with utility locating,

and completed streetlight repairs throughout the Village. Additional work included pothole patching and preparation of the auditorium for community events.

Police Report – Chief Darren Ekholm

The Police Department responded to 23 calls for service during the month of March, with additional calls handled by the Pierce County Sheriff's Office. One citation was issued. Chief Ekholm also completed training, attended court hearings, and fulfilled monthly reporting requirements. Phones and hotspots are currently in the process of being transferred to FirstNet wireless services, which is expected to reduce costs for the Village. The department also continued work on equipment and technology updates, including grant-funded equipment.

Clerk/Treasurer Report – Holly Malaszuk

The Clerk/Treasurer reported on Spring Election activities, including training held on March 25–26, assisted living voting on April 2, and Election Day on April 7. Open Book is scheduled for May 11 from 1:30 p.m. to 3:30 p.m. Additional updates included upcoming office closures and continued work on reviewing and organizing Village ordinances to create clearer guidance for residents on common projects such as pools and accessory structures.

Library Report – Nick Andrews

Nick Andrews reported that WE Energies identified that the gas meter at the library had not been functioning properly for several years, resulting in a significantly increased billing adjustment. It was noted that either Nick Andrews or Holly Malaszuk will be contacting WE Energies to discuss the billing options.

13. Payment of Bills

Motion by Dawn Toth, seconded by Paul Unser, to approve payment of the bills as submitted. Roll call vote. Motion carried.

14. Personnel & Finance Committee Recommendations

a) Axon Enterprise Quote – Police Department

Discussion occurred regarding the Axon contract, which will update department equipment and software, improve evidence management, and allow for required training. The annual cost is $2,979.95.
Motion by Paul Unser, seconded by Mark Wolf, to approve the quote.
Roll call vote. Motion carried.

b) Personnel Policy Update – Compensatory Time:

Discussion occurred regarding updates to the compensatory time policy. The proposed changes include increasing the maximum accrual from 40 hours to 60 hours clarifying how compensatory time is calculated by converting overtime hours into regular time hours when recorded as compensatory time.
Motion by Mark Wolf, seconded by Neil Boltik, to approve the policy update.
Roll call vote. Motion carried.

15. Zoning Board Recommendation – Wallace Garage Variance

Paul Unser presented the Zoning Board/Planning Commission recommendation to approve a variance for Stuart and Taylor Wallace to allow construction of an additional detached garage, resulting in three accessory structures where only two are permitted, and to allow a garage height of approximately 19 feet, exceeding the 15-foot maximum.
Motion by Jason Severson, seconded by Pam Marson, to approve the variance.
Roll call vote. Motion carried.

16. Closed Session

Prior to entering closed session, Village President Neil Boltik expressed appreciation to community members for their work on the dining room renovations.

Motion by Mark Wolf, seconded by Dawn Toth, to convene into closed session pursuant to Wis. Stat. §§19.85(1)(c) and (e).
Roll call vote. Motion carried. Closed Session at 7:36 p.m.

17. Reconvene Into Open Session

The Board reconvened into open session at 7:59 p.m.
Motion by Dawn Toth, seconded by Paul Unser, to approve the Clerk/Treasurer's three-year performance evaluation.
Roll call vote. Motion carried.

Discussion occurred regarding the nursing home property. An interested party has requested approval for inspections. The Board agreed to revisit the matter in 30 days to assess the status of the interested party. No action was taken at this time.

18. Adjournment

Motion by Paul Unser, seconded by Mark Wolf, to adjourn the meeting.
Motion carried by voice vote. The meeting adjourned at 8:00 p.m.

Respectfully Submitted
Holly R. Malaszuk
Clerk/Treasurer