VILLAGE OF ELMWOOD
BOARD MEETING MINUTES
Monday, May 11, 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 6:58 p.m.
   a) Roll Call – Board members present: President Neil Boltik - Trustees: Pam Marson, Mike Burke, Jim Schwaybach, Jason Severson, Mark Wolf, and Paul Unser.
      Absent: None
      Staff present: Holly Malaszuk, Clerk/Treasurer; Miranda Danzeisen, Deputy Clerk; Darren Ekholm, Chief of Police; Nathen Nelson; Public Works Assistant
   b) Public Present: Linda Garfield, Amy Bechel, Carl Schroder, Roxann Peterson
   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 Pam Marson, to approve the minutes of the April 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 –
   Roxanne Peterson, on behalf of the Enrichment Council, stated that the group would like to host an open house with coffee and cookies to showcase the newly renovated dining room sometime in mid-June. Village President Neil Boltik expressed his appreciation to everyone involved in the dining room renovation. The date will be determined at a later time.
   Amy Bechel, on behalf of the Community Club, reported that UFO Days sponsorship forms and parade invitations are available and that the downtown planters are expected to be completed the following week.
   (No action taken.)

6. **Announcements – Committee Appointments & Auditorium Use**
   Village President Neil Boltik announced the revised committee appointments and reminded all groups using the Village Auditorium to remove their garbage after each use.

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

7. **Kennel License Request – 128 W. Wilson Avenue (Leah & Jeramie Link)**
   Discussion occurred regarding the kennel license request to allow a third dog for Britta Link for service and health-related purposes.
   Neil Boltik and Paul Unser expressed concerns about the number of kennel licenses issued throughout the village and stated they did not want more than five active kennel licenses at any one time.
   Motion by Paul Unser, seconded by Jason Severson, to approve the kennel license for up to three dogs with the stipulation that if one of the dogs is no longer kept at the residence, the applicants must reapply for a kennel license if they wish to maintain three dogs.
   Roll call vote. Motion carried.

8. **Verizon Tower – Conditional Use Permit/Setback Letter**
   Board reviewed correspondence regarding the proposed Verizon tower, including a fall certification letter related to setbacks and tower fall zones.
   Roll call vote. Motion carried.

9. **Certificate of Deposit – Maturity May 14, 2026**
   Discussion occurred regarding the upcoming certificate of deposit maturity and whether to renew the funds in another certificate of deposit or temporarily deposit the funds into the Village's MMA while additional research is conducted and while interest rates continue to fluctuate.
   Motion by Neil Boltik, seconded by Paul Unser, to deposit the proceeds of the certificate of deposit into the Village's MMA and to authorize staff to research interest rates at additional financial institutions. The Personnel and Finance Committee was authorized to make the final decision regarding future reinvestment or reallocation of the funds.
   Roll call vote. Motion carried.

10. **Outdoor Mail Drop Box**
    Holly Malaszuk explained that the current outdoor drop box is not large enough to accommodate auditorium key returns. Four options for replacement drop boxes were presented.
    Motion by Paul Unser, seconded by Neil Boltik, to approve the purchase of one of the presented outdoor drop boxes.
    Roll call vote. Motion carried.

11. **PSC Investigation/Communication**
    Village President Neil Boltik explained that the Village had received correspondence from the Public Service Commission of Wisconsin regarding an investigation into the adequacy of the Village's water utility rates. He requested that Holly Malaszuk include supporting email correspondence with the Village's response to document efforts to obtain the necessary information and move forward with the water rate case.
    Holly Malaszuk explained that the Village has been receiving notices from the PSC because current water rates are no longer sufficient to cover operating costs. The last full water rate study was completed in 1996, and the PSC noted that while expenses have increased significantly, cash reserves have steadily declined. The PSC is considering opening a formal investigation that could require the Village to submit a full rate case within 30 days. If the Village does not act, the PSC may establish water rates on the Village's behalf and charge the Village for all associated costs, including consultant fees.
    Motion by Pam Marson, seconded by Jason Severson, to approve and submit the response letter to the PSC.

Roll call vote. Motion carried.

12. Operator's License Application – Allan McKenna – Kern's Hometown Café LLC
Motion by Jason Severson, seconded by Neil Boltik, to approve the operator's license application for Allan McKenna as submitted.
Roll call vote. Motion carried.

13. Personnel & Finance Committee Recommendations

a) Library Back Door
Pam Marson, on behalf of the Personnel and Finance Committee, reported that the committee recommended accepting the proposal from Lindus Construction in the amount of $8,849.50 for the library back door project, citing the company's experience with commercial properties.
Motion by Paul Unser, seconded by Mark Wolf, to approve the proposal from Lindus Construction as recommended by the Personnel and Finance Committee.
Roll call vote. Motion carried.

b) Golf Cart Rates
Discussion occurred regarding how the proposed fee was determined. Chief Darren Ekholm explained that the $30 fee was intended to cover the cost of registration materials and administrative processing.
Motion by Jason Severson, seconded by Mark Wolf, to approve the golf cart registration fee of $30 as recommended by the Personnel and Finance Committee.
Roll call vote. Motion carried.

14. Police & License Committee – Golf Cart Ordinance
Discussion occurred regarding whether golf carts should be allowed in the campground. It was noted that if golf carts were permitted, owners would need to register with the Village, provide proof of insurance, complete a safety inspection, and hold a valid driver's license. The Village would not recognize registrations issued by other municipalities.
Chief Darren Ekholm explained that, for consistency and ease of enforcement, golf carts should not be permitted within the campground.
Motion by Jason Severson, seconded by Pam Marson, to forward the proposed golf cart ordinance to the Village Attorney for review and scheduling.
Roll call vote. Motion carried.

15. Committee Reports

Public Works Report – Nathen Nelson
Public Works removed two boulevard trees on South Main Street that were causing damage to the sidewalk, completed street sweeping, assisted with Community Clean-Up Day, began mowing, and reported that streetlight repairs throughout the Village were completed by Backwoods Electric. Nathen Nelson also attended MSHA training through Pierce County.

Police Report – Chief Darren Ekholm
Chief Ekholm reported that the Police Department responded to 29 calls for service during April, with an additional 14 calls handled by the Pierce County Sheriff's Office. Axon equipment has been received and implementation is underway. He also attended multiple training sessions and court hearings, issued three citations, completed monthly state reporting, received a grant-funded PBT, and began issuing junk notices.

Clerk/Treasurer Report – Holly Malaszuk
The Clerk/Treasurer reported that the replacement water meter charge will increase from $300 to $350 to reflect current equipment costs and recommended that monthly

reconciliation reports be reviewed by a Board member or the Personnel and Finance Committee to provide an extra layer of oversight. Additional updates included the Board of Review scheduled for May 18, the Memorial Day office closure, attendance at the Municipal Treasurers Association of Wisconsin and League of Wisconsin Municipalities seminar, and the implementation of new office hours effective May 1 which are 9am-4:30pm Monday through Friday.

Library Report

Pam Marson reported on behalf of the Elmwood Public Library that the library is currently obtaining bids for the installation of a handicap-accessible push-button opener for the front entrance door.

16. Payment of Bills

Motion by Pam Marson, seconded by Neil Boltik, to approve payment of the bills as submitted. Roll call vote. Motion carried.

17. Adjournment

Motion by Paul Unser, seconded by Pam Marson, to adjourn the meeting. Motion carried by voice vote. The meeting adjourned at 7:44 p.m.

Respectfully Submitted
Holly R. Malaszuk
Clerk/Treasurer