Town of Elba
Public Hearing – Discontinuance of CD Road Minutes

The public hearing on the discontinuance of CD Road was called to order on Tuesday March 17, 2026, at 7:30pm by Chairman Roger Parpart. Supervisors Jeremy Skemp and Peter Larson, Treasurer Lorraine Kasmiski and Clerk Lori Koenig-Fry were present. Three (3) members of the public Jane Parpart, Richard Sheard, and Melissa Hoglund were also present.

Public Comment: Richard Sheard, a property owner of an adjacent property, spoke in favor of the discontinuance. Melissa Hoglund, the manager of the other adjacent property, stated that she would just like to stand behind the presentation that was given at the prior meeting. Town Resident Jane Parpart thanked Ms. Hoglund for adding the provision of the safety lane and addressing safety concerns and thanked her for her continued commitment to the community. No one spoke in opposition to the discontinuance at the public hearing.

Adjourn: Motion by Supervisor Skemp to adjourn the public hearing. Second, by Supervisor Larson. All in favor. Motion carried. The public hearing adjourned at 7:33pm.

Town of Elba
Regular Monthly Town Board Meeting Minutes
Tuesday March 17, 2026, at 7:30pm

The regular monthly board meeting was called to order on Tuesday March 17, 2026, at 7:33pm by Chairman Roger Parpart. Supervisors Jeremy Skemp and Peter Larson, Treasurer Lorraine Kasmiski and Clerk Lori Koenig-Fry were present. Three (3) members of the public were also present.

The Pledge of Allegiance was recited.

Adopt Agenda: Montion by Supervisor Larson to adopt the agenda for Tuesday March 17, 2026, Regular Monthly Town Board Meeting as presented. Second, by Supervisor Skemp. All in favor. Motion carried.

Approval of Minutes: Motion by Supervisor Skemp to approve the Tuesday February 24, 2026, Regular Town Board meeting minutes as presented. Second, by Supervisor Larson. All in favor. Motion carried.

Public Comment: None

Dodge County Sheriff's Report: None

Reports from Town Officials:
Town Clerk: Clerk Koenig-Fry presented an expense report totaling $115,556.75, the normal monthly expenses for utilities are shown. The payment to the Columbus Rural Fire Group for the fire truck assessment in the amount of $111,309.00 is shown. Motion by Supervisor Larson to approve the expense report for March 17, 2026, as presented. Second, by Supervisor Skemp. All in favor. Motion carried.

Town Treasurer: Treasurer Kasmiski presented the Treasurers report showing a beginning balance of $176,137.55, deposits in the general account in the amount of $113,416.71, which includes shed rental fees, dog tags issued and reimbursement from the LGIP account for the fire truck assessment. For an ending balance in the general account of $173,997.51. The Real Estate account has a beginning balance of $1,562.26; $106.42 interest was applied, Expenses include a payment to the Town for the remaining specials collected and the excess in the account in the amount of $1,379.06, also a payment to the Sanitary District for specials added to the tax roll in the amount of $239.62, for total expenses of $1,618.68 leaving an ending balance in the real estate account of $50.00. The LGIP Accounts had total interest applied in the amount of $465.51, and the Fire Truck account had a payment to the Town for the reimbursement

for the Fire Truck Assessment for an ending balance of $69,437.58. Supervisor Skemp made a motion to approve the treasurers' report for March 17, 2026, as presented. Second, by Supervisor Larson. All in favor. Motion carried.

Treasurer Kasmiski stated that she has been researching who to clean the carpet at the Town Hall stating that she will get quotes once she gets the square footage.

Plan Commission: Chairperson Parpart stated that plan commission met last night to discuss the minor land division request that is on the agenda tonight. Also stating that the next public meeting to review the Town of Elba Comprehensive Plan is on Wednesday March 25, 2026, at 7pm. Stating that the updates from the first two meetings' chapters 1-6 are on the website for review. On the 25th the goal would be to get through the rest of the plan and review the maps. Chairperson Parpart stated that she spoke with County Board Supervisor Kraus regarding some inconsistencies with our minor land division process and struggles with have experienced at the county level.

County Board Supervisors:
Steve Kauffeld: None
John Kraus: None

Elba Sanitary District #1: Annual Meeting Tuesday April 21st at 6:30pm, next Quarterly Meeting Tuesday June 16th at 6:30pm

Town Chairman Parpart: Chairman Parpart attended the CLR meeting, stating that the town could see a significant increase for next years budget based on the costs associated with running an EMT and Fire Department. Reminding the board that the Town of Elba only has a small share of the costs of CLR as they only service a very small part of the Town. Chairman Parpart stated that with the recent snowstorms there were some complaints with snow plowing but nothing big, the Town did meet the timeframe required to have the roads cleared. Chairman Parpart was contacted by Dodge County Sheriff to clear a down tree on Duffy Road during the snowstorm.

Town Supervisor Skemp: None

Town Supervisor Larson: Supervisor Larson stated that he cut up some dead Ash trees on Lange Road, stating that he is trying to take down any that could fall in the road first.

Proposed Future Agenda Items: None

New Business:
Decommissioning of CD Road Resolution #2026-3-17: Chairman Parpart reviewed the resolution with the Town Board. Supervisor Larson made a motion to approve Resolution #26-3-17, Resolution relative to discontinuing CD Road lying in the Town of Elba, Dodge County, Wisconsin, pursuant to Wis Stat 66.1003. Second by Supervisor Skemp. All in favor. Motion carried.

Minor Land Division Schultz: Plan Commission Chairperson Parpart stated that the Plan Commission did review the request and did provide an approval recommendation for both the minor land division and the conditional use permit as they do follow the guidelines for density. Supervisor Larson made a motion to provide an approval recommendation to Dodge County regarding the Minor Land Division request received from Dale and Doreen Schultz requesting to create one (1) 2.2-acre residential lot, along the south side of Pergande Road in part of the NW ¼ of the SW ¼, Section 33, in the Town of Elba. Parcel #014-1013-3332-000 and 014-1013-3333-000. Second by Supervisor Skemp. All in favor. Motion carried.

Conditional Use Permit Schultz: Supervisor Larson made a motion to provide an approval recommendation to Dodge County regarding the Conditional Use Permit request from Dale and Doreen Schultz to allow for the creation of one (1) 2.2 acre residential lot within the A-1 prime agricultural zoning district; the property is located in part of the NW ¼ of the

SW ¼, Section 33, in the Town of Elba, Dodge County, Wisconsin. Second by Supervisor Skemp. All in favor. Motion carried.

2026 Road Tour – Two Year Road Improvement Plan: Due to inclement weather the Town Board was unable to complete the road tour and will reschedule to a future date. Chairman Parpart made a motion to postpone the discussion/possible action on the 2026 Road Tour and Two-Year Road Improvement plan until the April 21, town board meeting. Second by Supervisor Skemp. All in favor. Motion carried. (Road Tour is rescheduled for 3/30/2026 at 8am)

6-20 Foot Culvert Inventory/Inspections: The Town Board was provided the detailed inspection reports for the 10 - culverts/bridges that fall in the 6–20-foot inventory, which are part of the State of Wisconsin 2026-2027 Local Small Structures Improvement Program (LSSIP), applications are due by May 1, 2026. Chairman Parpart stated that he does not feel that the Town should apply for the program funding and that the Town would be best suited to go with Dodge County and the 50% bridge aid but would be open to future discussion on it. Supervisor Larson made a motion to postpone the discussion/possible action on the 6–20-foot culvert inventory/inspection until the April 21, town board meeting. Second by Supervisor Skemp. All in favor. Motion carried.

Preparing Bid Documents: Supervisor Skemp made a motion to postpone the discussion/possible action on preparing bid documents until the April 21, town board meeting. Second by Supervisor Larson. All in favor Motion carried.

Plan Commission and Zoning Board Appointments: Clerk Koenig-Fry notified the board that Plan Commission Chairperson Jane Parpart's appointment is up in April as well as Zoning Board of Appeals member Dylan Quamme. Supervisor Skemp will reach out to Dylan Quamme to verify if he would like to keep his appointment on the Zoning Board of Appeals. Plan Commission Chairperson Jane Parpart stated that she is still in the middle of the Comprehensive Plan update and would like to see that through so she would like to be re-appointed. Clerk Koenig-Fry notified the board that at this time two of the Town Board members are sitting members on the Zoning Boards of Appeals and asks the board to consider replacing one or both even though the term has not expired.

Recycling Ordinance Updates: Clerk Koenig-Fry presented the current recycling ordinance with the recommended updates provided by the DNR. The Town Board stated that they would like to repeal in its entirety the ordinance on file and replace it with the newly reviewed ordinance.

Emergency Response Plan: Clerk Koenig-Fry presented the updated Town of Elba Emergency Response Plan to the board. The Town Board will complete a final review of the Emergency Response Plan at the April meeting, approve, and we will forward to Dodge County.

Town of Elba Contracts: The Town Board reviewed the contracts that were provided for review after last month's meeting. At this time none of the Town contracts need attention, the Town Farm Lease will need to be reviewed and discussed at the end of the year. Clerk Koenig-Fry notified the board that we have received an invoice for the porta potty at Elba Veterans Park, stating that we have not received a bill in the past and this is the first we have received, there is no contract on file.

Unfinished Business:
Dumpster for Garbage and Recycling Center: Supervisor Larson stated that he will contact the Clerk when he is ready for a dumpster to be delivered to the Garbage/Recycling Center. Supervisor Skemp and Chairman Parpart offered to help when the dumpster is on site.

Class B Highway – Ninabuck: Clerk Koenig-Fry notified the board that she did confirm with the Town Attorney that the current ordinance can be amended to add Ninabuck Road, and that the only point of caution was to make sure that the effective date is after we have had the opportunity to post the road.

Correspondence: Clerk Koenig-Fry reviewed the packet that was sent to the board, which included the permit report from General Engineering and Dodge County as well as the Columbus Area EMS call report from February. Clerk Koenig-Fry then went through e-mails received which includes the Engineer quote for the Anhauser Road Bridge and the DOT regarding the LSSIP project solicitation and the DOR regarding the Innovation grant application. Dodge County is providing a workshop opportunity, Fundamentals of Zoning and Land Use Decision-Making. Dodge County Highway is requesting a response if the Town of Elba would like them to complete the required bridge inspections for this year. The Board confirmed that the Clerk could respond to have Dodge County complete the bridge inspections for 2026. WTA had several e-mails for upcoming training and webinars including the Spring Road School, Unemployment Insurance Issues and Reporting for Towns, Small Bridges for Towns, and Recycling Responsible Unit Annual Reports and New Recycling Ordinance. An e-mail received from the Dodge County Clerk on behalf of Dodge County Emergency Management requesting that the Town pass a local emergency declaration after the recent blizzard. Clerk Koenig-Fry advised the board that no action could be taken on this tonight as it would need to be an agenda item. The Town Board reviewed an e-mail received from a resident of Elba Heights regarding having chickens. Clerk Koenig-Fry advised the board that she would respond to the e-mail after contacting Dodge County with the language from the Land Use Code. (Land Use Code 6.3.5.A in platted subdivisions)

Adjourn: Motion by Supervisor Skemp to adjourn. Second, by Supervisor Larson. All in favor. Motion carried. Meeting adjourned at 8:44pm.

Roger Parpart, Chairman

Jeremy Skemp, Supervisor 1

Peter Larson, Supervisor 2

Prepared By: Lori Koenig-Fry, Town Clerk

Note: These DRAFT minutes are subject to approval at the April 21, 2026, Town Board meeting.