

TOWN OF STUBBS • MONTHLY BOARD MEETING

March 9, 2026 • N3305 S. Hutchinson Road, Bruce, WI 54819

Attendance: Brad Bartels, Chairman; Annie Huiras, Supervisor 1; Pam Bonczyk, Supervisor 2; Lynn DeWall, Clerk; Valerie Richter, Treasurer

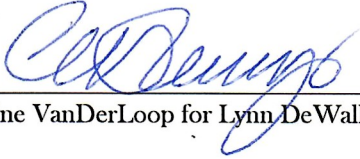
Others in attendance: Mike Gardner, Kathy Gardner, John Richter, Shirley Rouleau, Patricia Burak, Tom Cudo, Caroline VanDerLoop, Craig Stevens, Tom Donohue, Brenda Donohue, Robbie Swanson, Bonnie Partridge, Greg Cyscon, Bob Lorkowski, David Wierzba, Jim Zak, Josh Oman, Lynne Wierzba

OFFICIAL

1. Meeting called to Order at 6:01 p.m.
2. Pledge of Allegiance
3. Approve minutes from prior town meetings
Motion by Pam Bonczyk / Annie Huiras 2nd to approve February 9 Monthly Meeting minutes. **Motion carried unanimously.**
Motion by Annie Huiras / Pam Bonczyk 2nd to approve February 26 Special Meeting minutes. **Motion carried unanimously.**
4. Approval of Financial Report
 - a. Treasurer presented the February Financial Report
 - b. Clerk and treasurer balance from December and January trial balance
 - c. Clerk and treasurer balance for February
 - d. Change wording on future agendas to presentation of financial report
5. Public Comment – 5 minutes per person, 30 minutes max, only on Town business
 - a. David Wierzba commented on the status of his open records request.
 - b. Jim Zak commented on the town website.
6. Report on Town correspondence / announcements from town officials
 - a. Briefing on Library from Trevor Richards
 - i. Trevor Richards could not attend.
 - b. Town correspondence/announcements from town officials
 - i. Annie Huiras: Steve Perlono stated the porta potty at the recycling center needs to be pumped and cleaned; Bruce Telephone Company is going to quit email; BOR training; list and sell old snowplow truck.
 - c. Report/requests by road and hall maintenance crew
 - i. Craig went to a prebuild meeting for the new truck. Truck should be done end of March or early April.
7. Specific matters for discussion and possible action by the town board in open session:
 - a. Discuss tax bills being returned from River Ridge Court and what solutions the town can put in place for this issue
 - i. River Ridge Court is not known on navigation systems.
 - ii. Annie Huiras called the County to check that the road is in 911 system; County is checking on this.
 - b. Update/discussion on the sale of the tractor with mower, fuel tank with pump and containment tank
 - i. Tractor has not been listed; list tractor for sale on town website and park tractor in front of town hall.
 - c. Discussion on applications for LSSIP Grant, ARIP Grant and County culvert aid
 - i. LSSIP Grant: Deadline for application is May 1, 2026.
 - d. Discussion on road projects for this year and obtaining bids if necessary
 - i. Pieper Road is first priority for gravel; will receive an estimate from County for shouldering Pieper Road and 3000 yards of gravel for town roads.

- ii. Golat Lane, a section of Sandhill Road, and south mile and a half of Adams Road included in County's project for pulverizing.
- e. Adopt the resolution to discontinue Martindale Road and set the time and place where the Town Board will hold a public hearing to decide on whether or not granting the resolution is in the public's interest
Motion by Pam Bonczyk / Annie Huiras 2nd to adopt Resolution R2026-1 to discontinue Martindale Road. **Motion carried.**
Public Hearing on discontinuing Martindale Road is set for April 29, 2026 at 6:00 p.m.
- f. Consider request for \$500 donation to the Rusk Co Jr Fair Committee
Motion by Pam Bonczyk / Annie Huiras 2nd to donate \$500 to the Rusk Co Fair Committee. **Motion carried.**
- g. Board of Audit: Board to review annual State C/T report for accuracy and approval
 - i. Board will review C/T report and approve at April meeting.
- h. Discuss reinstating Resolution 2025-4 Establishing Hall Rental Fees and Procedures
 - i. Needs to be more specific: town residents only or general public; waiving the fee for any non-profit organizations.
 - ii. Need to figure out the deposit amount.
 - iii. Table topic to April meeting.
- i. Discuss policy on lawyer communications
 - i. Any communications should be done through email; all board members and clerk cc'd on email. Draft policy for April meeting.
- j. Discuss approving a resolution to create a succession plan for town officials
 - i. Develop a succession plan for chairman, clerk, treasurer, and head road man. Draft resolution for April meeting.
- k. Discussion on hiring a clerk
Motion by Annie Huiras / Pam Bonczyk 2nd to hire Caroline VanDerLoop as town clerk effective March 14, 2026. **Motion carried unanimously.**
Motion by Annie Huiras / Pam Bonczyk 2nd to add Caroline VanDerLoop to the following accounts at Chippewa Valley Bank: checking, savings, tax savings, CD, safety deposit box, debit card and to remove Lynn DeWall from the following accounts at Chippewa Valley Bank: checking, savings, tax savings, CD, safety deposit box, debit card. **Motion carried unanimously.**
- l. Discussion on authorizing the creation of a Policy Committee tasked with researching, evaluating and drafting policy recommendations for the board to consider
 - i. Previously, there were problems with the policy committee posting their minutes.
 - ii. Locate and review what the policy was for April meeting.
 - iii. Make sure clear expectations are set for policy committee if town is going to appoint a policy committee.
- m. Discussion on the adoption of an open records policy and notice per Wi Stat 19.34
 - i. Continue discussion and research for April meeting.
- n. Discussion on email retention policy for town officials
 - i. Continue discussion and research for April meeting.
- o. Discussion on obtaining a .gov email for the town clerk
 - i. Josh and Caroline will look into obtaining a .gov email for the town clerk.
- p. Discussion on website content and structure
 - i. Clerk, chairman, and Josh met last month to discuss website content and structure.
- q. Discussion on policy on the personal use of town computers, phones, and emails
 - i. Start a policy for personal use of town computers for April meeting.
- r. Discuss disposing of wreaths from Wreaths Across America Program into landfill

- i. Rick Ensenbach reached out to Pam Bonczyk about using the landfill to dispose of wreaths from Wreaths Across America Program; Pam stated that Bill Rands is putting out a dumpster this year for the wreaths.
 - ii. Look into future use of landfill for the wreaths.
- 8. Clerk update on landfill passes and building permits
 - a. Landfill pass: Town of Stubbs
 - b. Building permits: Fred, Patricia Burak and Andrea Farber: house; Ryan Booth: garage
- 9. Approval of monthly bills for payment
 - a. **Motion by Annie Huiras / Pam Bonczyk 2nd** to approve the monthly bills for payment. **Motion carried unanimously.**
- 10. Set date for next meeting: April 13, 2026 at 6:00 p.m.
- 11. **Motion by Annie Huiras / Pam Bonczyk 2nd** to adjourn the meeting. **Motion carried unanimously.**
Meeting adjourned at 7:52 p.m.



Caroline VanDerLoop for Lynn DeWall, Clerk



Date