Town of Underhill Regular Town Board Meeting Minutes

(Draft minutes, not approved by Board)

Date: August 4, 2026

Location: Underhill Community Center, 52597 Cardinal Road, Gillett, WI 54124

Time: 7:30 p.m.

Members present: Chair Mark Winkler, Supervisor BJ McCarthy, Supervisor Pat Nelson, Clerk Tracy Winkler, Treasurer Miles Winkler, and Deputy Treasurer Kim Schroeder. A quorum was present.

Call to Order and Roll Call

The regular Town Board meeting was called to order by Chair Winkler at 7:30pm. Public notice was posted at the usual posting locations and on the town website.

Presentations and Communications

The Clerk reported receipt of information from Oconto County regarding 2027 recreation project grant funding, with up to $25,000 available per project.

Approval of Agenda

Motion by McCarthy, second by Nelson, to approve the agenda as presented. Motion carried.

Approval of July 7, 2026, Regular Board Meeting Minutes

Motion by Nelson, second by McCarthy, to approve the July 7, 2026, regular board minutes as presented. Motion carried.

Approval of July 9, 2026, Special Board Meeting Minutes

Motion by Nelson, second by McCarthy, to approve the July 9, 2026, special board minutes as presented. Motion carried. Discussion noted that previously approved stone for the boat landing had not yet been placed due to contractor scheduling.

Approval of Bills

Motion by McCarthy, second by Nelson, to approve bills in the amount of $20,129.10. Motion carried.

Treasurer's Report

Motion by Nelson, second by McCarthy, to approve the Treasurer’s Report as presented, with a balance on hand of $188,790.25. Motion carried.

Additional correspondence included:

- Bankruptcy notices related to Dish Network, requiring no town action.
- Information regarding advance payment of property taxes.
- Training notice for new Ascent tax software on October 29, 2026.

Discussion and Possible Action on Harter's Contract

The Board reviewed a proposed updated contract with Harter's Fox Valley Disposal. The proposal included adjusted disposal rates and CPI provisions. The Board discussed available service providers, contract terms, and future disposal costs.

Motion by Nelson, second by McCarthy, to approve a three-year contract with Harter's Fox Valley Disposal. Motion carried.

Rezone Request - St. Nick's Pines

Board considered a rezoning amendment for Tax Parcel No. 44-292-900-722A on County Road VV. The amendment clarifies and adds permitted uses for a banquet hall/wedding barn operation within the restricted commercial zoning designation.
Motion by Nelson, second by McCarthy, to approve the rezoning request as presented. Motion carried.

LRIP Project - Rescind Prior Approval and Rebid

The Board discussed recommendations from the project auditor regarding the Local Roads Improvement Program (LRIP) bid process and the need to rebid the project option component.
Motion by Nelson, second by McCarthy to rescind the Board action taken on July 7, 2026, regarding the approval of the LRIP project contract, and further move to authorize staff to immediately re-advertise and rebid the project. Motion carried.

Closed Session

Motion by McCarthy, second by Nelson, to enter closed session pursuant to Wisconsin Statutes §19.85(1)(g) to discuss legal strategy concerning matters in which the Town may become involved at 7:52 p.m. Roll Call Vote: McCarthy – Yes, Nelson – Yes, Winkler – Yes. Motion carried.

Return to Open Session

Motion by Nelson, second by McCarthy to return to open session pursuant to Wisconsin Statutes §19.85(2) at 8:06 p.m. Roll Call Vote: Nelson – Yes, McCarthy – Yes, Winkler – Yes. Motion carried.
No action was taken. Additional follow-up will be conducted, and the matter returned to a future agenda.

Committee and Department Reports

- **Fire Department:** The Board received a report that annual hose testing was completed with no hose failures. The department responded to a residential structure fire near Berry Lake, where a rapid response helped limit property damage, and to a motor vehicle accident in the Berry Lake area. Work continues on the fire tender refurbishment projects.
- **Planning Commission:** No report.
- **Roads:** The Board received a report that road patching has been completed on several town roads. Low-hanging branches on Red Banks Road will be trimmed prior to winter. Stone placement at the boat landing remains pending and will be completed by Cecil Sand & Gravel when scheduling permits. Logs and tree debris remaining within the Berry Lake Road right-of-way were discussed. The property owner has been contacted and is arranging for removal.
- **Recycling/Landfill:** The Board received a report regarding damage to a gate post at the recycling site. Frontline Fence will provide an estimate for repairs and potential adjustments to the fencing and gate system.
- **Park Committee:** The Board received a report that trees identified for removal have been marked, and additional bids are being solicited for the project. Boat landing usage remains high.
- **Berry Lake District:** The Board received a report that a Wisconsin Department of Natural Resources aquatic plant intercept survey found no evidence of Eurasian watermilfoil. The district will continue planning for potential future treatment efforts and remains encouraged by the survey results

Next Regular Board Meeting

The next regular Town Board meeting will be held on September 1, 2026, at 7:30 p.m.

Announcements and General Information

- Board discussed inviting Harter's representative to attend the September meeting to discuss longer contract options.
- Residents requested an informational meeting regarding boat landing improvements, grants, engineering considerations, and permit requirements. Informational site meeting scheduled for August 10, 2026, at 6:00 p.m. at the boat landing. No official action will be taken.
- Resident requested that board minutes be updated and posted to the town website.

Adjournment

With no further business before the Board, the meeting was adjourned at 8:29 p.m.