Town of Underhill Regular Town Board Meeting Minutes

(Draft minutes, not approved by Board)

Date: September 1, 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 7:30 p.m.

Presentation, Communication, and Correspondence

The Clerk reported that the Board of Review has been delayed due to software compatibility issues between Oconto County's new T-TECH system and the assessor's software. The assessor will schedule the Board of Review once the interface issue is resolved.

Approval of Agenda

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

Approval of Previous Meeting Minutes

Motion by McCarthy, second by Nelson, to approve the minutes of the August 4, 2026, Regular Town Board Meeting and place them on file. Motion carried.

Approval of Bills

Motion by McCarthy, second by Nelson, to approve payment of bills in the amount of $24,506.15 as presented. 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 $256,153.07. Motion carried.

Driveway Permit - Brian Ewart

The Board reviewed a request to relocate an existing driveway to improve access and enhance winter safety.

Motion by McCarthy, second by Nelson, to approve the driveway permit for Brian Ewart. Motion carried.

Harter's Contract

The board discussed previously approved refuse and recycling service contracts. Contract options for three, five, and seven years were presented, all with the same pricing structure and CPI adjustment provisions.

The Board elected to maintain the previously approved three-year agreement. No additional action was taken.

Mikey Smet Auto Salvage Contract

The Board reviewed a new three-year scrap metal recycling agreement beginning January 1, 2027. The only proposed change was an increase in the maximum pickup charge from $100 to $150 per hour if scrap prices fall below specified thresholds.

Motion by Nelson, second by McCarthy, to approve the contract with Mikey Smet Auto Salvage. Motion carried.

Recycling Center Fence Repair

Quotes were received from Frontline Fence for repairs to the damaged gate, fence, gate wheels, and vandalized areas.
Motion by McCarthy, second by Nelson, to approve the repair quote from Frontline Fence for the recycling center fencing and gate. Motion carried.

Park Tree Trimming

A written proposal was received from Out on a Limb Tree Service for tree trimming and removal work in the park at a cost not to exceed $4,500.
Motion by Nelson, second by McCarthy, to approve the proposal from Out on a Limb for an amount not to exceed $4,500. Motion carried.

Combi System Trimming Tool

The Board discussed the possible purchase of a Stihl Combi System tool for roadside and recycling center vegetation maintenance.
No action was taken. The item will be considered during budget discussions.

LRIP Road Project Bid Award

The Board revisited the 2026 LRIP road project bid. Northeast Asphalt submitted the sole bid for the project.
Motion by Nelson, second by McCarthy, to approve the bid from Northeast Asphalt for the LRIP project. Motion carried.

Resolution Regarding Public Hearing for a Public Alley Discontinuance

The Board discussed a proposed resolution to begin the process of vacating a portion of town-owned property near Berry Lake where a fence had been constructed within the town's right-of-way.
Following discussion regarding public access, county interests, and potential future uses of the property, the Board determined not to proceed with the resolution at this time. No action was taken.
Staff will work toward resolving the encroachment issue through other means.

Committee and Department Reports

- **Fire Department:** The Board received the Fire Department report and noted that personnel responded to several alarm incidents during the reporting period. The Board further noted that refurbishment of one fire tender has been completed, with refurbishment of a second fire tender expected to be completed soon. The Board was advised that the disposal of surplus equipment will be presented for consideration at the October meeting.The Board was advised that the disposal of surplus equipment will be presented for consideration at the October meeting.
- **Planning Commission:** No report.
- **Roads:** The Board discussed safety concerns regarding vehicle speeds on Berry Lake Boat Landing Road and Deer Hill Road. Following discussion, the Board authorized the purchase of two 25 mph speed limit signs for Berry Lake Boat Landing Road and two cautionary speed signs for Deer Hill Road. The Board also authorized the purchase of the necessary signposts to install the approved signage.
- **Recycling Center:** The Board discussed tire disposal fees and concerns regarding commercial tire disposal through the Town Recycling Center. The Board directed staff to review the current tire fee schedule and evaluate options regarding commercial tire disposal. The Board was advised that recommendations will be presented for consideration at the next monthly meeting.
- **Park Committee:** The Board received the Park Committee report and noted that park usage remains strong, and that park facilities are being maintained in good condition.
- **Berry Lake Community District:** The Board was advised that the annual meeting of the Berry Lake Community District was held and that the 2027 budget was approved. The Board further noted that aquatic weed control activities had been completed near the boat landing. The Board discussed the proposed boat landing improvement project and ongoing efforts related to the documentation of the ordinary high watermark.

Next Regular Board Meeting

The next regular Town Board meeting was scheduled for October 6, 2026, at 7:30 p.m.

Announcements and General Information

Additional discussion was held regarding roadside vegetation concerns and tree limbs encroaching into roadways.

Adjournment

With no further business, the meeting was adjourned at 8:42 p.m.

Respectfully submitted,
Tracy Winkler, Town Clerk