

## **VILLAGE OF ELMWOOD**

### **BOARD MEETING MINUTES**

**Monday, December 8, 2025 – 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 7:00 p.m.

- a) Roll Call – Board members present: President Neil Boltik - Trustees: Pam Marson, Mike Burke, Dawn Toth, Jason Severson, Mark Wolf, and Paul Unser.  
Staff present: Holly Malaszuk, Clerk/Treasurer; Darren Ekholm, Police Chief; Bryan Bechel, Public Works Director; Nick Andrews, Library Director.
- b) Public Present: Amy Bechel, Linda Garfield, representatives Steve and Kevin from the Military Veterans Motorcycle Association, and Joe Sertia.
- 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 Dawn Toth, seconded by Neil Boltik, to approve the minutes of the November Board Meeting.

Roll Call Vote: All in favor. Motion carried.

##### **4. Public Comment (Non-Agenda Items)**

Joe Sertia addressed the Board regarding winter parking enforcement. Joe stated that he has lived in the Village for several years but was unaware of the winter parking restrictions until this year.

Police Chief Darren Ekholm explained the Village's winter parking ordinance and noted that enforcement has been ongoing. Darren stated that Joe has been in three parking violations over the past year and that it has been a lengthy process attempting to resolve the parking issues. Darren further stated that he is unsure whether Joe qualifies for a Winter Parking Permit.

Joe Sertia stated that he currently does have a valid handicap parking permit.

Neil Boltik stated that the matter would be referred to the Police & Licensing Committee for further discussion and review or will be discussed under agenda item #7.

**Military Veterans Motorcycle Association** representatives Steve and Kevin addressed the Board during public comment. They thanked the Village for granting an open container permit for their summer motorcycle ride and for working with them throughout the process. They also acknowledged the Elmwood American Legion for its donation.

Steve and Kevin reported that the event raised \$15,000. They stated that the 2026 ride route will not include the Village of Elmwood but expressed interest in returning in the future.

##### **5. Community Groups – Enrichment Council/Community Club/American Legion**

**Enrichment Council** – Linda Garfield addressed the Board on behalf of the Enrichment Council. She stated that the Enrichment Council hosts two annual events, the Fall Craft Fair and the Spring Luncheon. Linda explained that the Enrichment Council would like to pursue new flooring and paint for the Village Dining/Meeting Room and is requesting that the Village, Community Club, and American Legion consider contributing toward the project. Linda stated that the Enrichment Council has obtained two quotes for painting and one quote for flooring. Dawn Toth requested that an additional flooring quote be obtained. Linda explained that the proposed flooring is LVP (luxury vinyl plank) flooring, which would be durable and suitable for the space. The matter was tabled until an additional flooring quote can be obtained.

**Community Club** – Amy Bechel addressed the Board on behalf of the Community Club. She reported that the Community Club hosted Santa on Saturday, December 6, and prepared 90 gift bags, all of which were distributed, resulting in a good turnout. Amy also shared upcoming events, noting that the Community Club will be hosting a dinner and a show in January, as well as a euchre event.

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

**6. Operator's Licenses – Half Throttle Saloon – Kelly Ebben and Ecko Carl**

Jason Severson made a motion to approve the operator's licenses for Kelly Ebben and Ecko Carl as submitted. Mike Burke seconded the motion. Roll call vote was taken. Motion carried.

**7. Winter Parking Regulation & Permit Authorization Discussion**

-Darren Ekholm explained the current winter parking regulations and the status of winter parking permits. Darren clarified that Joe Sertia has a red handicap parking permit, which is temporary and not a permanent blue permit. Darren stressed that even with an approved winter parking permit, residents must still comply with parking regulations during snow events.

-Paul Unser made a motion to approve Cammi Hotchkiss-Fox to receive a winter parking permit. Pam Marson seconded the motion. Roll call vote was taken. Motion carried.

-Mike Burke made a motion to grant the Chief of Police and the Clerk/Treasurer authority to issue winter parking permits directly without requiring approval from the Village Board. Paul Unser seconded the motion. Roll call vote was taken. Motion carried.

**8. Personnel & Finance Committee Report:**

**a) Legion Well House Donation Request**

Dawn Toth made a motion to approve donating \$250 to the American Legion for repainting the building located at 424 W. Winter Avenue – The Old Fire Hall. Mark Wolf seconded the motion. Roll call vote was taken. Motion carried.

**b) Enrichment Council – Dining Room Improvements**

This item was tabled.

**c) NSF Check Fee Structure**

-Mark Wolf made a motion to increase the NSF check fee from \$25 to \$30. Paul Unser seconded the motion. Roll call vote was taken. Motion carried.

-Jason Severson stated he would like Clerk/Treasurer to have full discretion to deny acceptance of checks from individuals who have had two checks returned for insufficient funds. Pam Marson made a motion to approve this authorization. Paul Unser seconded the motion. Roll call vote was taken. Motion carried.

d) **Library Back Door Replacement**

Due to winter conditions and the inability to obtain multiple quotes prior to winter, the replacement of the Library back door was tabled until Spring.

e) **Village Hall Door Security System**

Holly Malaszuk and Darren Ekholm explained ongoing issues with the Village Hall front door security and locking system. They presented quotes from Tru-Lock & Security Inc. for the main front door and fob system, as well as an additional quote covering four doors and rekeying for future consideration.

Dawn Toth made a motion to approve the installation of the front main door system only at this time. Neil Boltik seconded the motion. Roll call vote was taken. Motion carried.

f) **Heater Unit – Old Fire Hall**

Four quotes were presented for the installation of a new heater unit at the Old Fire Hall where two Village vehicles are parked. Jason Severson made a motion to accept the quote from T&S Hardware. Pam Marson seconded the motion. Roll call vote was taken. Motion carried.

g) **Nursing Home Project Account Transfer**

Holly Malaszuk explained that an account set aside following the Nursing Home remodel has continued to go dormant due to inactivity. She requested that the account be closed and transferred into the primary Nursing Home account and clarified that a correction was needed to the originally listed account numbers on the agenda.

Dawn Toth made a motion to close Account x0125 and transfer the funds into the primary Nursing Home account, Account x7998. Mark Wolf seconded the motion. Roll call vote was taken. Motion carried.

h) **2026 Budget Preparation**

Holly Malaszuk explained that financial items have been categorized incorrectly for many years, which makes proper preparation of the budgets challenging. She stated that the Village's new auditors have agreed to assist in getting accounts properly aligned and on track moving forward.

Dawn Toth made a motion to approve the 2026 Village Budget. Paul Unser seconded the motion. Roll call vote was taken. Motion carried.

9. **Reports (as needed)**

**Public Works Report – Bryan Bechel**

Public Works Director Bryan Bechel stated that he met with Hartung Electric regarding streetlights and that pricing is being prepared for solar lights in areas without power, as well as for restoring power to other lights; the Village is still awaiting a response. He stated that he has been training Nathen on day-to-day duties. Bryan discussed meeting with Hurlburt's Heating and Plumbing regarding a heater in the Cop Shop. He noted that Christmas decorations were installed and that several snow events required plowing, during which Nathen was trained on plowing operations.

**Police Report – Darren Ekholm**

Police Chief Darren Ekholm stated that the Elmwood Police Department handled 23 calls for service during the month of November. He attended the annual night shoot hosted by the Pepin County Sheriff's Office at the Pepin County Range. The Pepin County Sheriff's Office responded to 22 calls for service during the same period. Darren discussed meeting with Chris Loken of Tru-Lock and Security regarding a bid for the Auditorium front entry door.

Three citations were issued during the month. Darren also stated that feeding feral cats outside is not permitted and noted that it is causing a significant issue within the Village.

**Clerk/Treasurer Report – Holly Malaszuk**

Clerk/Treasurer Holly Malaszuk stated that the Village successfully submitted all tax information to the County and was the sixth municipality to complete the process. She reminded residents that the first installment of property taxes is due and that payments may be made at the Village Office through January 31, after which any remaining unpaid amounts will be turned over to the County for collection. She also reminded residents that all dogs must be registered by March 31 to avoid late fees. Holly noted that the Village Office will be closed December 24, 25, and 26 for the Christmas holiday and January 1 for New Year's Day. She stated that the Village is still waiting for the County to open animal licensing in the Village's software program. Holly also noted that there are three seats up for election in the Spring Election and requested candidacy paperwork be submitted no later than December 31, although the statutory deadline is January 6, due to her scheduled absence from January 2 through January 11. She will return January 12. Holly reminded the Board that the first day to circulate nomination papers is December 1 each year.

**Library Report – Nick Andrews**

Library Director Nick Andrews reported that library programming is doing well. He stated the Library is gaining additional volunteers, including adults and teens, to assist with and teach crafts and other activities. Nick shared that the Library planned to submit an application the following day for a \$20,000 grant to install automatic front and back doors. Nick also stated the Library is requesting a \$1,200 increase for salaries and materials and asked to be included on the next Personnel & Finance Committee agenda.

**10. Closed Session – Nursing Home Property Sale**

Dawn Toth made a motion to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the sale of public property. Neil Boltik seconded the motion. The Board entered closed session at 7:49 p.m.

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**11. Reconvene into Open Session**

Dawn Toth made a motion to reconvene into open session. Jason Severson seconded the motion. Roll call vote was taken. Motion carried. The Board reconvened into open session at 7:56 p.m.

Dawn Toth made a motion to approve the action discussed in closed session. Mike Burke seconded the motion. Roll call vote was taken. Motion carried. It was noted that the action will not be announced until approved by the Village realtor.

**12. Payment of Bills**

Neil Boltik made a motion to approve the bills as submitted. Dawn Toth seconded the motion. Roll call vote was taken. Motion carried.

**13. Adjournment**

Dawn Toth made a motion to adjourn the meeting. Jason Severson seconded the motion. Roll call vote was taken. Motion carried. The meeting adjourned at 7:58 p.m.

Respectfully Submitted  
Holly R. Malaszuk  
Clerk/Treasurer