

Town Board Meeting  
December 8, 2025

Pursuant to due call and notice thereof, the Board of Supervisors, Town of Florence met on the 8<sup>th</sup> day of December, 2025 at 6:00 p.m. at the Florence Community Center with Chairman Jim Gehlhoff and Supervisor Shane McLain present. Supervisor Tom Tuchalski was excused.

A motion made by McLain and seconded by Gehlhoff the agenda was amended to table items #6 – regarding legal representation on selling parcel 10-1749-1 & 17 & 18 going into closed session to employee performance reviews and then approved. Items were tabled until the full board could be present. All in favor, motion carried.

None of the public present had comments or questions under communication from the floor.

On a motion by McLain and seconded by Gehlhoff a motion was made to approve the following consent agenda items:

- Approval of minutes of previous meeting held on November 17, 2025 and the emergency Meeting held on December 1, 2025
- There were no Operator Licenses to approve
- Fire Department bills totaling \$3,187.28 were approved for payment from December 1-9, 2025

All in favor, motion carried.

The board discussed an e-mail received from Supervisor Tuchalski. At the request of a property owner, he researched adding a street light to Menominee River Rd. After discussion, it was decided that Gehlhoff would reach out to all of the property owners to see if they were in agreement to adding the light.

Clerk/Treasurer Klumpp provided a document showing the budget numbers and an estimate for the end of the year. She noted that numbers would still change after the audit was completed. McLain made a motion to amend the 2025 budget based on the updated report from Clerk/Treasurer Klumpp. Gehlhoff seconded the motion. Roll call vote: McLain (yes), Gehlhoff (yes). All in favor. Motion carried.

2025 Budget Amendments				
for December 8, 2025 Meeting				
Items that are broken down below are notable expenses that may differ from the original budget amount.				
Note: the below items are only a portion of the total budget.				
	Approved	Est Actual	Difference	Transfer from
<b>51100 Town Board</b>		30,445	(14,387)	unassigned
Extra Meetings				
Capital Improvement Plan	Increased Publishing Costs			
Attorneys	WPA Repayment (increased)			
Town Board E-mails	Consistent Contact			
Retirement Calculation	New Website			
<b>51420 Clerk</b>		123,204	189,388	(66,184) unassigned
Extra Payroll				
Computer Programs (increased)	Trainings			(5,816) Clerk
New Computers/Online Pay	Office Equipment			(60,268) unassigned
2025 Payroll Changes including	Clerk Sick-Vacation Payout Amt			
Clerk Raise (approved in Nov 24)	Deputy Sick-Vacation Payout			
<b>51900 Insurance &amp; Workers Retirement</b>		804,394	993,506	(187,112) Highway
Highway & Street Maintenance				
Driver Coaching (plus extra)				
Payroll - higher than expected				
Central Aut Project - 2027				
<b>57324 Highway Equipment Delay</b>		125,000	165,500	(40,500) Hwy Equip
Construction Truck				
John Deere Dozer (Town)				
John Deere Dozer (County) to be billed in January				
<b>58101 Hwy Debt Principal</b>		14,000	26,272	(5,172) Hwy?
WV Debt Clear Matter				
Infrastructure Project				
<b>58223 Hwy Debt Interest</b>		10,375	8,003	10,375 (5,472) Hwy?
				(113,027)
Assigned Fund Balances (December 31, 2024)				
	12/31/24		12/31/25	
				12/31/25 above
Highway Equipment	347,444	-	(40,500)	=
Highway Operations	1,188,943	-	(103,956)	=
Clerk	5,910	-	(5,916)	=
Fire Department	43,016	-		=
	1,575,313		(493,372)	=
Unassigned Fund Balance	1,270,133		(74,650)	=
Total Fund Balance	2,846,488		(115,027)	=
2026 Unassigned Fund Balance uses money for the Capital Improvement Plan				29,420

Note: The overall expenditures for the Town of Florence are not \$15,000 higher than anticipated, but rather the budgeted amounts for these major accounts need to be amended to more accurately show the how the money was allocated and spent in 2025.

Klumpp provided the board with a list of names received to serve on the 2026-2027 Election Board for the Town of Florence: Jan Gehlhoff, Marcia Krcma, James Moore, Barbara Bayer, Pattie Gehlhoff, Renee Grunewald, Tim Grunewald, Terri Koehn, Janet Maglio. Klumpp noted there were names provided by the Florence County Republican Party, the Florence County Democratic Party and then non-affiliated election workers who are currently serving. On a motion by McLain and seconded by Gehlhoff, it was moved to appoint the 2026-2027 Election Inspectors. All in favor, motion carried.

The board discussed providing a laptop and Town e-mail address for the Town of Florence Fire Investigative Technician. Gehlhoff noted the Town already had a laptop that could be used. It was approved on a motion by McLain and seconded by Gehlhoff. All in favor. Motion carried.

Gehlhoff explained that at the 10-27-25 Regular Town Board Meeting the board approved creating an ordinance calling for the referendum question to be placed on the ballot to switch the clerk/treasurer position from an elected position to an appointed position. This ordinance is based on a sample given to us from the Wisconsin Towns Association. On a motion by McLain and seconded by Gehlhoff it was moved to adopt Ordinance #12-08-25 Clerk/Treasurer Appointment. All in favor. Motion carried.

The board discussed the possibility of canceling the December 22, 2025 Town Board Meeting as it has done in the past (for the week of Christmas). On a motion by McLain and seconded by Gehlhoff it was moved to cancel that meeting. All in favor. Motion carried.

The board discussed scheduled meetings for the month of January. It was decided to hold one meeting in January on Monday, January 19, 2025 at 6:00 p.m. The board will hold an additional meeting to go over the draft of the Capital Improvement Plan with ISG. That date is yet to be determined.

On a motion by McLain and seconded by Gehlhoff it was moved to approved vouchers in the amount of \$36,578.74 and automatic withdrawals in the amount of 3,389.36. All in favor. Motion carried.

Klumpp reported that the board had viewed and initialed all bank statements and journal entries. She also reported that the Town received a thank you letter from Nick Baumgart regarding the great job the Highway crew did fixing Frog Lane.

There being no further business it was moved by McLain and seconded by Gehlhoff to adjourn until January 19, 2026 at 6:00 p.m. for the regular January board meeting to follow at the Florence Community Center. All in favor, motion carried. Meeting adjourned at 6:22 p.m.

Submitted by:

Jessica Klumpp  
Clerk/Treasurer