

Village of Birchwood  
101 N. Main Street  
PO Box 6  
Birchwood, WI 54817



Ashley Beffa  
ashley@birchwoodvillagewi.com  
Phone: 715-354-3300  
Fax: 715-354-7500

**The Regular Monthly Board of Trustees Meeting of the Village of Birchwood  
Was held on Tuesday, April 11th, 2023, at 6:00 pm  
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

**MINUTES**

Call meeting to order (Meeting is recorded)

Pledge of Allegiance-Recited

Roll call by Clerk: Present: R. VanGilder, B. Boatman, S. Milligan, B. Milligan Absent: ~~P. Parkos~~-stepped down.

Public Notice: Posted at the Birchwood Post Office, Village Hall, Gary's Grocery and Village Website.

Police Monthly Report –Adam completed Lexipol training and is working on the new policy. Safety program for kids at the school. Brush guard here for squad-no word on when the new squad will be in. He's been dealing with dogs on the loose and dog bites. Traffic is picking up. Adam picked up one doing 91 in a 55 mph. He attended the funeral for the fallen officers.

Public Works Report –R. Strand reported that the Corrosion control project is on course. The tower probably won't be done until next year due to parts availability. Strand took the wing and sander off the equipment. There is lots of sod clean up needed. He's been cleaning up tree damage. Doolittle has a lot of clean up needed as well. Tucker and Ron will be working on getting Doolittle ready for the season. He may be holding off on the doors at Doolittle this year. B. Hayes will do the windows. School started on the fishing pier. Strand has been straightening up signs and mailboxes. Strand attended a water conference last week. By 10-16-2024- lead and copper inventory needs to be done. PFAS reports are due in the 4<sup>th</sup> quarter. Grease traps should be checked once a year. Streets department-working on patching potholes. LRIP project is getting wrapped up. Boatman asked about the light pole needing repair. Repairs will be made when the pole is ready. He's hoping to have it up by the 4<sup>th</sup> of July.

BFCESD - Update on construction of new station-No report

Correspondence – Citizen Comments on Agenda Items Only (Limit 3 minutes per person) - Linda Zillmer stated the Village needs to accept Parkos resignation and post the position. She didn't get the email regarding the agenda until this morning. She voiced concern that she can't download or print the notices from the website. Difference between ordinance and plan commission. She doesn't think the ordinance committee should be discontinued. She does agree with discontinuing the parks committee. She made public comments at the last meeting about the ordinance amendments.

**Discussion/Action Items (No public comments allowed):**

1. Current agenda
  - a. The approved agenda should be April 11, 2023. Motion by Boatman, 2<sup>nd</sup> by S. Milligan to approve current agenda with the correct date of April 11<sup>th</sup>, 2023 not March 14<sup>th</sup>, 2023. Carried 4-0
2. Approve Meeting Minutes

*The meeting is open to the public and is handicapped accessible.*

*Agendas are posted in three public places which are the Village Hall, Gary's Grocery and Birchwood United States Postal Service Office notice boards, and on the village website [www.birchwoodvillagewi.com](http://www.birchwoodvillagewi.com) to comply with Resolution 175-15.*



- a. Motion by VanGilder, 2<sup>nd</sup> by S. Milligan to approve the Regular Board of Trustee meeting minutes with the correct date of March 14<sup>th</sup>, 2023, not February 13<sup>th</sup>, 2023. Carried 4-0
3. Financials
  - a. Approve Bills, Payroll, and acceptance of Treasurer's Reports-February 2023-Tabled. -not ready
4. Appoint new trustee. Received and accepted P. Parkos resignation on March 15, 2023.
  - a. Motion by Boatman to appoint new trustee. VanGilder nominated Tyler LeBrocq, 2<sup>nd</sup> by S. Milligan. No other nominations. Motion carried 4-0-Tyler LeBrocq was sworn in.
5. Approval of the following Ordinances: VanGilder stated these ordinances have been discussed 5 times.
  - a. Amend text Chapter 20 – Streets, Sidewalks and Other Public Places, Article III. – Sidewalks, Division 2. – Construction and Repair, Sec. 20-113. – Apportionment of costs. -Boatman stated he looked at the sidewalks and saw pre-existing issues. He feels this should not be amended and left at 50/50. VanGilder agreed. He did research and found it wasn't a perfect job and Strand had recommended not signing off on the sidewalk project. He also feels it should stay the same. B. Milligan and S. Milligan agreed. The Board agrees the Village and property owners need to help keep the sidewalks up.
    - i. Amend Sec. 20-113 to reflect (the owner to pay 100 percent of the cost of repair and reconstruction)- Motion by VanGilder, 2<sup>nd</sup> by S. Milligan to NOT approve the sidewalk ordinance and leave it the way it is. Carried 5-0
  - b. Discontinuance of Ordinance Committee-Beffa contacted an attorney, and this is legal.
    - i. Discontinue Part II – Code of Ordinance, Chapter 2 – Administration, Article II – Village Government and Elections, Division 4 – Standing Committee, Sec. 2-154 – Committees Established (4) Ordinance committee effective May 1<sup>st</sup>, 2023. VanGilder feels this is costing the Village extra money for meetings because it always end up coming back to the BOT. Motion by VanGilder, 2<sup>nd</sup> by B. Milligan to discontinue the ordinance committee. Carried. 5-0
  - c. Discontinuance of Parks Committee-VanGilder stated this is the same thing. Everything has to come back to the BOT and the extra meetings are costing the Village money. Motion by B. Milligan, 2<sup>nd</sup> by Boatman to discontinue the Parks Committee. Carried 5-0
    - i. Amendment to Sec. 2-154 Standing Committee.
      1. Amend Part II – Code of Ordinances, Chapter 2 – Administration, Article III – Village Governing Body, Division 4 – Standing Committees, Sec. 2-154 (1) Street and Utility Committee.
        - a. Motion by VanGilder, 2<sup>nd</sup> by B. Milligan to change committee from Street and Utility to Public Works and to include discontinued Parks committee. Carried 5-0
  - d. Add New Fence Ordinance to Article VI. - Supplementary District Regulations, Division 3. – Accessory Buildings, Uses, Structures and Use of Required Yards, titled as Sec. 28-652- Fences. Discussion regarding 3-foot requirement. Existing fences are grandfathered in. Motion by Boatman, 2<sup>nd</sup> by S. Milligan to approve new fence ordinance to Article VI. Carried 5-0
  - e. Amend text in Article V - Lawn and Grasses, Sec. 10-111 – Public Nuisance Declared and add Sec. 10-113 – Inspection, Notice of Violation. Discussion regarding 7-day notice.

*The meeting is open to the public and is handicapped accessible.*

*Agendas are posted in three public places which are the Village Hall, Gary's Grocery and Birchwood United States Postal Service Office notice boards, and on the village website [www.birchwoodvillagewi.com](http://www.birchwoodvillagewi.com) to comply with Resolution 175-15.*



Motion by Boatman, 2<sup>nd</sup> by S. Milligan to amend text in Article V to change height from 12 inches to 8 inches and add inspection notice of violation section for enforcement purposes. Carried 5-0

- f. Motion by S. Milligan, 2<sup>nd</sup> by B. Milligan to amend text in Article II – Zoning Districts, Division 2. – R-1 Single-Family Residential District Sec. 28-74(5) – Dimensional Requirements. and change text from (see section 28-634) and amend text as follows – 28-74(5) maximum building height: principle building 35 feet. Accessory building 20 feet. Carried 5-0
  - g. Motion by Boatman, 2<sup>nd</sup> by S. Milligan to amend text in Article II – Zoning Districts, Division 2. – R-1 Single-Family Residential District Sec. 28-74(4) – Dimensional Requirements. And change text “18 inches for all accessory buildings” and amend text as follows – (4) Setbacks and required yards for accessory building. See Division III for placement of accessory buildings. Carried 5-0
  - h. Motion by VanGilder, 2<sup>nd</sup> by B. Milligan to approve amending text in Article VI – Supplementary District Regulations, Division 3 – Accessory Buildings, Uses, Structures and Use of Required Yards, Sec. 28-650. Carried 5-0
    - i. Change text Sec. 28-650 and amend text as follows: Detach accessory buildings and structures shall not be closer than five feet to the principal structure nor closer than ten feet to an alley, except that when the accessory building is a garage that has its entrance facing the alley, the rear yard setback shall be 20 feet for the garage. All other accessory structures not involving an alley or garage shall be three feet from the property line.
  - i. Motion by VanGilder, 2<sup>nd</sup> by B. Milligan to remove Sec. 20-118 – Abandonment of Sidewalks. - from the ordinance that was approved earlier in the meeting. Carried 5-0
  - j. Discussion regarding inspection and fees. Conditional use discussion. Atwood recommended contacting the Village attorney regarding permitted use or conditional use. Motion by VanGilder, 2<sup>nd</sup> by S. Milligan to hold off on amending Chapter 6 – Buildings and Building Regulations, Article III. – Rental Housing Code Divisions 1 and run it by our lawyer to possibly be approved at the next meeting. Carried 5-0
    - i. Motion by VanGilder, 2<sup>nd</sup> by B. Milligan to repeal Division II Sec. 6-202 to 6-209 from the ordinance. Carried 5-0
    - ii. Add new ordinance Sec. 6-179 Short Term Home Rentals-see above J.
6. Annual Organizational Meeting-Informational
- a. The regular term of the village president and trustees shall commence on the 3rd Tuesday of April in the year of their election, See 61.23(2). The Village shall hold an annual organizational meeting on the third Tuesday of April for the purpose of organization, see 2-88(b). Due to schedule conflicts this meeting will be held on April 24<sup>th</sup> at 6 p.m.
7. CDBG RLF housing administration contract-Beffa gave an overview of the program. Boatman asked about fees associated with it. There are no fees.
- a. The current CDBG RLF housing administration contract between NWRPC and the Village of Birchwood expired on December 31, 2021. Motion by Boatman, 2<sup>nd</sup> by S. Milligan to approve agreement. Carried 5-0. Beffa will obtain a new contract with updated information.
8. Welcome Sign-handout given with design. VanGilder gave an update on the original quote given back in September, 2022. Some costs went up-we budgeted \$5600.00- new price is \$7675.00. VanGilder would

*The meeting is open to the public and is handicapped accessible.*

Agendas are posted in three public places which are the Village Hall, Gary's Grocery and Birchwood United States Postal Service Office notice boards, and on the village website [www.birchwoodvillagewi.com](http://www.birchwoodvillagewi.com) to comply with Resolution 175-15.

Village of Birchwood  
101 N. Main Street  
PO Box 6  
Birchwood, WI 54817



*"The Bluegill Capitol of Wisconsin"*

Ashley Beffa  
ashley@birchwoodvillagewi.com  
Phone: 715-354-3300  
Fax: 715-354-7500

- like it done before July 4<sup>th</sup>. 1 sided sign and there is a spot for banners on it. Motion by B. Milligan, 2<sup>nd</sup> by VanGilder to approve the additional cost of \$7675.00. Carried 5-0. Discussion on where to put the sign. This will be discussed at the April 24<sup>th</sup>, 2023, meeting.
9. Closed session – Pursuant to 19.85 (1)C and 19.85 (1) (b) WI statute which, if discussed publicly, would likely have a substantial adverse effect upon the reputation of any person (s) referred to in such data.-None
  10. Open Session -None
    - a. Matters discussed in closed session.
  11. Adjournment- Motion by B. Milligan, 2<sup>nd</sup> by VanGilder to adjourn. Carried 5-0

*The meeting is open to the public and is handicapped accessible.*

*Agendas are posted in three public places which are the Village Hall, Gary's Grocery and Birchwood United States Postal Service Office notice boards, and on the village website [www.birchwoodvillagewi.com](http://www.birchwoodvillagewi.com) to comply with Resolution 175-15.*