

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



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**The Annual Organizational Meeting**  
was held on **Monday April 24th, 2023, at 5:30 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, T. Lebrocq, R. Seffinga-Absent- B. Boatman and S. Milligan

Correspondence- Daniel J. Wichser requests no monetary compensation for attending BFCESD meeting-he would like to donate his time.

Citizen Comments on Agenda Items Only (Limit 3 minutes per person)-L. Zillmer voiced concern over discontinuing the Ordinance Committee. Zillmer stated that appointing 1- and 2-year terms is incorrect and will not result in staggering terms.

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

1. Current agenda
  - a. Motion by VanGilder 2<sup>nd</sup> by Lebrocq to approve April 24<sup>th</sup>, 2023, agenda. Carried 3-0
2. Treasurer's Report
  - a. Motion by VanGilder, 2<sup>nd</sup> by Seffinga to approve March 2023 Treasurers Report. Carried 3-0
3. Amend Previously Adopted Motion – Discontinuance of Ordinance Committee
  - a. Previous motion was made by Rocky, seconded by Bridget that carried 5-0 vote on April 11<sup>th</sup>, 2023 Regular Board of Trustee Meeting agenda item 5b - 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 – Approve the discontinuance of the Ordinance Committee and to have the Planning Commission to review and make recommendations on all ordinances; Village President, Rocky VanGilder, is requesting to amend his motion as follows:
    - i. Change “Planning Commission to review and make recommendations on all ordinances.” to “The Village Board of Trustees continues to have the authority, pursuant to the provisions of Wis. Stats. § 62.23(7), whenever the public necessity, convenience, general welfare, or good zoning practice require may by ordinance change the district boundaries or amend, change, or supplement regulations established by this article or amendments thereto, per Sec. 28-1048 (a). All petitions for a change, amendment, or supplement of the established zoning districts and regulations shall continue to be reviewed and recommended by the Planning Commission, per Sec. 28-1048 (c) and (d). Motion by Seffinga 2<sup>nd</sup> by VanGilder to proceed with the amended change. Carried 3-0.
4. New Welcome Sign Location-This is a one-sided sign. VanGilder hopes to have it completed by July 1<sup>st</sup>. Pictures given to new Board members for review. This sign has a place to put a 7–8-foot banner. Ideas for location are at the Paw Print or Bluegill. Motion by Lebrocq to place the new sign up on the hill on the corner of Park and 48 by the Paw Print. No second. Beffa interjected -that the motion can't be made because it is not Village property, and we would need permission to put it there. Discussion on easements. VanGilder asked who our DOT contact is-he will contact Brian Danielson (Washburn). Tabled until VanGilder speaks to Brian.
5. Attorney – Village president to appoint a village attorney, subject to confirmation by a majority vote by members of the village board, per Ord. No. Sec. 2-342- VanGilder appointed the current Village Attorney-Weld Riley. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to approve re-appointing Weld-Riley as the Village Attorney. Carried 3-0.
6. Governing Body
  - a. Standing Committees - Village president to appoint and designate the chairperson of each standing committee. All subject to confirmation by the village board except designation of chairperson shall be subject to confirmation by a majority vote, Ord. No. Sec. 2-155
    - i. Policy/Public Safety

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

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1. Chairperson-VanGilder recommended VanGilder. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to appoint VanGilder as Chairperson. Carried 3-0
2. Committee members-Vangilder recommended T. Lebrocq, R. Seffinga, S. Milligan and B. Boatman. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to appoint T. Lebrocq, R. Seffinga, S. Milligan, and B. Boatman as committee members. Carried 3-0.
3. Compensation pay - State law reference - Code 1989, Ord. No. Sec. 2-2-7.
  - a. VanGilder suggested compensation remain at \$30 per meeting. Motion by Lebrocq 2<sup>nd</sup> by Seffinga to keep current compensation at \$30 per meeting. Carried 3-0
- ii. Public Works (Water, Sewer, Streets, and Parks)-VanGilder stated that the Parks Committee has been eliminated, so he would like to add B. Hayes and S. Milligan to this committee to help with Park issues. VanGilder's recommendations are listed below.
  1. Chairperson-Leave VanGilder-Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to appoint VanGilder as chairperson. Carried 3-0
  2. Committee members(s) – seats and term to be determined by village board-VanGilder recommended leaving B. Beffa and P. Parkos and adding B. Hayes and S. Milligan. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to add B. Hayes and S. Milligan. Carried 3-0
  3. Compensation pay - State law reference - Code 1989, Ord. No. Sec. 2-2-7. Vangilder recommended leaving the current compensation of \$30 per meeting. Motion by VanGilder, 2<sup>nd</sup> by Seffinga to leave compensation of \$30 per meeting. Carried 3-0
- b. Plan Commission – Village president shall be the commission's presiding officer. Trustees appointed by village board by two-thirds vote. Citizen members appointed by village president, subject to confirmation by village board, Ord. No. Sec. 2-261 and 2-262.
  - i. VanGilder recommendation to approve and acknowledge Rocky VanGilder as the Presiding officer for Planning Commission. Motion by Lebrocq, 2<sup>nd</sup> by Seffinga to approve VanGilder as the presiding officer of the Plan Commission.
  - ii. Appoint committee members-Beffa gave overview of members' terms.
    1. Trustee One Year Term – VanGilder recommends B. Boatman. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to elect Boatman as Trustee for a 1-year term. Carried 3-0
    2. Trustee One Year Term – VanGilder recommends S. Milligan. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to elect Milligan for a 1-year term. Carried 3-0
    3. Citizen One Year Term – VanGilder recommended P. Parkos. Motion by Seffinga, 2<sup>nd</sup> by to appoint Parkos to a one-year term. Carried 3-0
    4. Citizen Two Year Term – Mark Manning (term ends May 2024)-Term stays as is.
    5. Citizen Three Year Term – Clint Gargulak (term ends May 2024) VanGilder recommends re-upping Gargulak for a 3 –year term. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to re-up Gargulak for another 3-year term. Carried 3-0
  - iii. Compensation – State law reference: Municipal planning commission, Wis. Stats. § 62.23(7)(e)2. Salaries, Code 1989, Ord. No. Sec. 2-2-7.
    1. VanGilder recommends keeping compensation at \$30 per meeting. Motion by Lebrocq, 2<sup>nd</sup> by Seffinga to keep compensation at \$30. Carried 3-0
- c. Zoning Board of Appeals – Village president to appoint citizen members subject to confirmation by the village board, Ord. No. Sec 2-238.
  - i. Chairman Citizen and (4) Citizens
    1. Chairman One Year Term – Recommendation by VanGilder to appoint Becky Darkow. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to appoint Darkow as Chairman for a one-year term. Carried 3-0
    2. Citizen Two Year Term - Bob Hayes (term ends May 2024)-Remains the same.
    3. Citizen Two Year Term - Clint Gargulak (term ends May 2024)-Remains the same.
    4. Citizen Three Year Term - Stan Lindow (term ends May 2025)-Remains the same.
    5. Citizen Three Year Term Greg Hayes (term ends May 2025)-Remains the same.

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- ii. Compensation – State law reference - Ord. No. Sec. 2-238 and Ord. No. Sec. 28-1069 (2) a.
    - 1. Recommendation by VanGilder to leave at \$30 per meeting. Motion by Lebrocq 2<sup>nd</sup> by Seffinga to leave compensation at \$30.00 per meeting. Carried 3-0
  - d. Board of Review – Consists of the village president, and members of the village board and clerk/treasurer, per Ord. No. Sec. 2-205.
    - i. Certification-Beffa stated that the Board and Clerk are required to be certified.
      - 1. Motion by VanGilder, 2<sup>nd</sup> by Seffinga to have the current year elected members be certified. Carried 3-0
    - ii. Compensation – State law reference: Ord. No. Sec. 2-206.
      - 1. Current compensation \$60 per Board of Review- Recommendation by VanGilder to keep the compensation the same. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to keep the compensation at \$60 per Board of Review meeting. Carried 3-0
  - e. BFCESD Village Representative - Designated by village board by majority vote.
    - i. Trustee or citizen
      - 1. VanGilder recommended leaving Dan Wichser (no term) as the representative for the Village of Birchwood. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to keep Dan Wichser as the village representative. Carried 3-0
      - 2. Compensation pay.
        - a. Per Correspondence: Dan Wichser requested to be not compensated for this position.
  - f. Police
    - i. Village President acknowledge chairperson. Discussion on staggering terms.
      - 1. Chairperson 3-year term - Scott Roppe (term ends May 2024)-Leave as is.
    - ii. Vice chair and secretary
      - 1. 2-year term – VanGilder recommended Dan Healy for a 2-year term bringing him to 2025. Motion by Lebrocq, 2<sup>nd</sup> by Seffinga to appoint Dan Healy for a 2-year term. Carried 3-0
      - 2. Remove 1 year term – VanGilder recommended Stan Lindow for a 3-year term bringing him to 2026. Motion by Seffinga, 2<sup>nd</sup> by Lebrocq to appoint Stan Lindow for a 3-year term. Carried 3-0
    - iii. Compensation pay- State law reference: Ord. No. Sec. 2-206.
      - 1. Recommendation by VanGilder to leave the compensation at \$30 per meeting. Motion by Lebrocq, 2<sup>nd</sup> by Seffinga to keep current compensation at \$30 per meeting. Carried 3-0
7. Adjournment- Motion by Seffinga, 2<sup>nd</sup> Lebrocq to adjourn. Carried 3-0

Motion by VanGilder to bring the Annual Organizational Meeting back to order due to Policy/Public Safety # 6a. (i) being missed.

Clerk Roll Call: Present” R. VanGilder, T. Lebrocq, R. Seffinga- Absent: B. Boatman and S. Milligan

\*\*\*\*\*See 6a, (i) 1-3\*\*\*\*\*

Motion by VanGilder, 2<sup>nd</sup> by Seffinga to adjourn. Carried 3-0

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