

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



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The Special Board of Trustee Meeting, Public Hearing,  
**Public Hearing and Regular Monthly Board of Trustees Meeting**  
of the Village of Birchwood will be held on **Tuesday June 11th, 2024, at 5:30 P.M.**  
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.**

### AGENDA

Call meeting to order (Meeting is recorded)

Pledge of Allegiance

Roll call by Clerk: R. VanGilder, B. Boatman, S. Milligan, T. Lebrocq, and R. Seffinga

Public Notice: Posted at the Birchwood Post Office, Village Hall, Gary's Grocery and Village Website. Rice Lake Chronotype Public notice for Liquor License renewals and Public Hearing.

-Police Monthly Report: May report

- Public Works Report -May report on Sewer, Water, Streets, and Parks

- BFCESD-Update

Correspondence –

Citizen Comments on Agenda Items Only (Limit 3 minutes per person)

#### **Discussion/Action Items:**

1. Current agenda
  - a. Approve current agenda- June 11<sup>th</sup>, 2024.
2. Open Public Hearing
3. Public Comments
  - a. Conditional Use Application by Birchwood School District for PID 65-106-2-37-10-25-5 15-526-637000, 300 S Wilson St, for the purpose of FEMA project.
  - b. Street Vacate of 66' ROW also known as S Fuller St between PID 65-106-2-37-10-25-5 15-526-580000 118 E Chetac Ave and PID 65-106-2-37-10-25-5 15-526-622000 200 E Chetac Ave; deed to abutting property owners Chetac Haven LLC and Scotty and Barry VanGilder at no cost to the Village of Birchwood.
  - c. Street Vacate of ROW also known as E Park Ave that passes through 65-106-2-37-10-25-5 15-526-637000, 300 S Wilson St, of Birchwood Public School District; deed to abutting property owner, Birchwood School District at no cost to the Village of Birchwood.
4. Close Public Hearing
5. Call Regular Board of Trustees Meeting to order.
6. Approve Meeting Minutes
  - a. Regular Board of Trustee meeting minutes-May 14, 2024
  - b. Board of Review-May 14, 2024
  - c. Public Hearing and Special Planning Commission Committee Meeting May 14, 2024
7. Financials
  - a. Approve May 2024 Financial statements.

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

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8. Asset Management Plan
  - a. Shelly Nolan to present Asset Management Plan for Birchwood Waterworks
9. Financial Advisor
  - a. Ehlers to present Financial Advisor Services.
  - b. Financial Advisor Contract
10. Conditional Use
  - a. Conditional Use Application by Birchwood School District for PID 65-106-2-37-10-25-5 15-526-637000, 300 S Wilson St, for the purpose of FEMA project.
11. Street Vacate
  - a. Street Vacate of 66' ROW also known as S Fuller St between PID 65-106-2-37-10-25-5 15-526-580000 118 E Chetac Ave and PID 65-106-2-37-10-25-5 15-526-622000 200 E Chetac Ave; deed to abutting property owners Chetac Haven LLC and Scotty and Barry VanGilder at no cost to the Village of Birchwood.
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12. Sale of Property
  - a. Barry and Scott VanGilder to purchase partial lot, approximately .11 acres of PID 65-106-2-37-10-25-3 01-000-007000; selling price \$1,000.
13. Will Wallus
  - a. Update on Blue Hills Investments development in the East Hills Subdivision
14. Industrial Park
  - a. Review Feather Real Estate Group Valuation of Village Industrial Park
  - b. Discuss and possibly act on the recommendations made by the Planning Commission Committee to sell lot(s) in the Industrial Park.
15. MSA
  - a. Change orders related to Water Tower Project (if any)
  - b. Corrosion Control Project complete and payment requested in the amount of \$133,965 payable to Springlake.
16. Baseball Field
  - a. Park attendants increase in hours to clean baseball field bathrooms once per week.
17. Resolution
  - a. Baseball Field Guide Resolution
  - b. Standard Operating Plan for Hydrants and Water Loss Control
18. Fire Extinguishers
  - a. Review proposals and approve fire extinguisher maintenance contract.
19. CMAR
  - a. Review and approve CMAR
20. Comprehensive Plan
  - a. Set Public Hearing Date (August 13<sup>th</sup>, 2024)
21. Propane
  - a. Lemke Oil wondering if the Village wants to do summer fills, current rate \$1.19.

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22. Election Equipment
  - a. Trade in (2) ICX Election Ballot Machines for (1) ICE Election Ballot Machine per recommendation of Washburn County Clerk and Birchwood Village Clerk as this will provide efficiency and cost savings for elections.
23. Committee Member Appointment
  - a. Bob Hayes resigned from the Planning Commission Committee. Village President to appoint committee member to fill remaining 3-year term, through April 2027.
24. Special Event Permit
  - a. Lion's Club Bluegill Festival-July 19th-21<sup>st</sup>, 2024.
    - i. Music on Main Street, E Chetac to Elm Ave
25. Block/Street Closing Permit
  - a. Lion's Club Bluegill Festival July 19<sup>th</sup>-21<sup>st</sup>, 2024.
    - i. Close Main Street in front of Village Hall and Greeners-E Chetac Ave to Elm Street
    - ii. Music Tents on Main Street-Main Street from Chetac to Elm
    - iii. Parade from Catholic Church down Main Street
26. Alcohol Beverages in Public areas
  - a. Waive Ordinance Article VI. - Offenses Involving Alcohol Beverages Sec. 16-355 © during Bluegill Festival-July 19<sup>th</sup>-21<sup>st</sup>,2024.
27. Temporary Class "B" Retailers Licenses-Brunclik completed background checks
  - a. Lion's Club Bluegill Festival July 19<sup>th</sup>-21<sup>st</sup>, 2024.
    - i. Main Street from Elm to Park, Rest Park, and Firehall
    - ii. Baseball Field (Lot 8, block 8) including concessions stand and inventory trailer. All of Lot 8.
28. Approve Alcohol Beverage License Applications (July 1<sup>st</sup>, 2024-June 30<sup>th</sup>, 2025)-see folder. Brunclik completed background checks.
  - a. Munmeet LTD-Business Name: Gary's Grocery-Agent-Maninder K Duhela
    - i. Class "A" Beer and "Class A" Liquor
  - b. MBGB Holding LLC-Business Name: Blue Gill Bar-Agent- Mary Lynn Manka
    - i. Class "B" Beer and "Class B" Liquor
  - c. Bear Tracks Bar & Grill LLC-Agent: Nathan E. Wittmer
    - i. Class "B" Beer and "Class B" Liquor
  - d. Pizza Den Company LLC-Business Name-Paul's Pizza Den-Agent: Lisa M. Parkos
    - i. Class "B" Beer and "Class B" Liquor
  - e. QCorbel LLC-Trade Name: The Birchwood Café-Agent-Tyler Lebrocq
    - i. Class "B" Beer and "Class C Liquor" (Wine only)
  - f. Eds Pit Stop LLC-Business Name: Ed's Coffee & Trading Company-Agent: Stacy D Rurup
    - i. Class "B" Beer and "Class C" Liquor (Wine only)
  - g. Amrik Enterprises LLC-Trade Name: Jason Market-Agent" Maninder K. Duhela
    - i. Class "A" Beer and "Class A" Liquor
  - h. Synergy Community Cooperative-Business Name: Birchwood Cenex-Agent: Heleyna Kasten
    - i. Class "A" Beer and "Class A" Liquor
  - i. DolgenCorp, LLC-Business Name- Dollar General Store #23731-Agent: April Kaiser

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- i. Class “A” Beer and “Class A” Liquor
  - j. Bakery & Coffee House LLC-Agent: Bridget A. Milligan
    - i. “Class C” Liquor (Wine Only)
- 29. Approve Operator’s License (July 1<sup>st</sup>, 2024-June 30<sup>th</sup>, 2025)-see folder. Brunclik completed background checks.
  - Primary place of employment where license will be used.
  - a. Gary’s Grocery
    - i. Applicants: Gurjit Duhela (Agent), Lori Clark
  - b. Jason Market
    - i. Applicants: Maninder Duhela (Agent), Claudia Lapcinski, Amy Sherman, Kimberly Lane
  - c. Bear Tracks Bar and Grill, LLC
    - i. Applicants: Nathan Wittmer (Agent), Mark Jefson, Kitty Jefson, Eden Nelson, Claudia Kraemer, Taylor Cadotte
  - d. The Birchwood Café
    - i. Applicant: Tyler LeBrocq (Agent), Sarah Mullen, Jennifer Shannon
  - e. Blue Gill Bar
    - i. Applicants: Mary Lynn Manka (Agent), Jacqueline Anderson, Matt Springer, Andrew Bergland
  - f. Paul’s Pizza Den
    - i. Applicants: Lisa M Parkos (Agent); Lauren Parkos, Jodene Skar, Payton Schultz, Rhonda Schultz, Daniel Belanger, Samantha Sweeney, Taylor Sweetman, Eric Hack, Gregory Hayes, Randall Seffinga
  - g. Ed’s Coffee & Trading Company
    - Applicants: Stacy Rurup (Agent), Jennifer Garrett, Wendy Myers
  - h. Birchwood Cenex
    - Applicants: Heleyna Kasten (Agent), Micah Gonderzik, Jon Wainz, Alexis Streit, Kevin Kielas, Mitchell Villiard, Dakota Tober, Taylor Boggess
  - i. Dollar General Store #23731
    - Applicants: April Kaiser (Agent), Laura Cutsforth, Amanda Schreiber
  - j. Bakery & Coffee House LLC
    - Applicants: Bridget A. Milligan
- 30. Temporary Operator’s License-Bluegill Festival (July 19<sup>th</sup>-21<sup>st</sup>, 2024)-see folder. Brunclik completed background checks.
  - a. Applicants: Darren Skar, Candy VanGilder, Rocky VanGilder
- 31. Approve Applications for Cigarette and Tobacco Products Retail License- (July 1<sup>st</sup>, 2024-June 30<sup>th</sup>, 2025) Brunclik completed background checks.
  - a. MBGB Holdings LLC-Blue Gill Bar
  - b. Amrik Enterprises LLC-Jason Market
  - c. Munmeet LTD-Gary’s Grocery
  - d. Synergy Community Cooperative-Birchwood Cenex
- 32. Adjournment

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