

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



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The **Regular Monthly Board of Trustees Meeting**
of the Village of Birchwood will be held on
Tuesday, September 9, 2025, at 5:30 pm
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.**

AGENDA (revised 9/8/2025)

Pledge of Allegiance

Roll call by Clerk: R. VanGilder, T. LeBrocq, P. Parkos, B. Darkow and R. Seffinga

Public Notice: Posted at the Birchwood Post Office, Village Hall, Pioneer Market & Deli and Village Website.

Public Comments (on agenda items only – limit 3 minutes)

AGENDA ITEMS (Discussion/Action):

1. Call meeting to order.
2. Approve current agenda.
3. Approve August 12, 2025- meeting minutes.
4. Committee Reports
 - a. BFCESD
 - b. Public Works
 - c. Plan Commission Committee
5. Department Reports
 - a. Police
 - b. Streets/Parks
 - c. Water/Sewer
6. Finances
 - a. Approve Treasurer's Report for August 2025
7. Two River's Accounting
 - a. 2024 Audit review
8. Assessor
 - a. Review and discuss quotes for assessor services.
 - b. Approve new assessor contract.
9. Adopt Resolution for BFCESD
 - a. Resolution 269-25 approving 2026 BFCESD District budgets and assessments for Fire Department and Ambulance Services.
10. Driveway Permit
 - a. Birchwood School District requesting to extend existing parking lot to the north, blacktopping over the ditch.
11. Birch Lake Drawdown

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 to comply with Resolution 175-15.

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- a. Discussion and possible action to adjust the drawdown depth on Birch Lake from previously approved 12 inches to 6 inches.
12. Tax Increment District Financing
 - a. Payoff TID 1 promissory note, balloon payment due December 2025.
 - b. Payoff TID 2 promissory note, balloon payment due December 2025.
13. CD Maturity
 - a. Renew or redeem Treatment Plant Fund 12-month certificate.
 - b. Renew or redeem Water Special Redemption Fund 6-month certificate.
14. Propane Contract
 - a. Review and discuss 2025-2026 Pre-Buy Propane quotes.
 - b. Approve 2025-2026 Per-Buy Propane contract.
15. Doolittle Park Attendant Request
 - a. Doolittle Park Attendant requesting cell phone and laptop for reservation management.
16. Doolittle refund request
 - a. Sara Blodgett request for \$20 tent camping fee refund- she left park due to stormy weather on August 9, 2025
17. Update Employee Handbook-Bereavement Leave
 - a. Include Aunt, Uncle, Brother/Sister In-law/Grand Children and Cousin as immediate family members for paid leave or add all relatives?
18. Treatment Plant Slope Test
 - a. Discuss and possibly act on hiring an engineer to conduct a slope test to determine feasible locations for solar panel installation at treatment plant, per DNR recommendation.
19. Building Inspector/Zoning Administrator
 - a. Approve Joe Atwood contract agreement to perform the duties of Village Building Inspector and Zoning Administrator.
20. Adjourn

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