

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



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Public Hearing, Budget Hearing and the Regular Monthly Board of Trustees Meeting of the Village of Birchwood will be held on November 11, 2025 at 5:30 pm at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.

AGENDA

AGENDA ITEMS (Discussion/Action):

1. Call to Order
 - a. Public Hearing, Budget Hearing, and Regular Monthly Board of Trustees Meeting.
2. Pledge of Allegiance
3. Roll Call by Clerk
 - a. R. VanGilder, T. LeBrocq, B. Darkow, P. Parkos and R. Seffinga
4. Certification of Open Meetings Compliance
 - a. Posted at the Birchwood Post Office, Village Hall, Pioneer Market & Deli, and Village Website
5. Approve current agenda.
6. Open Public Hearing to Public Comments on Conditional Use
 - a. Birchwood School District has proposed an expansion project involving the west parking lot, PID 65-106-2-37-10-25-5 15-526-657500, Lot 7, 8, & 9 Block 27 V 424 P 624 WD. The plan includes constructing a new storage building and developing additional parking on the site that is currently designated as the student parking lot.
7. Close Public Hearing.
8. Open Budget Hearing to Public Comments on 2026 Draft Budget and Municipal Levy
9. Close Budget Hearing
10. Open Regular Monthly Board of Trustees Meeting to Order
11. Public Comments on Agenda Items Below (Limit 3 Minutes Per Citizen)
12. Department and Committee Reports
 - a. Birchwood Police
 - b. Public Works
 - c. BFCESD
 - d. Building Inspector/Zoning Administrator
 - e. Plan Commission
13. Meeting Minutes
 - a. Approve Minutes from October 14, 2025 - Reg. Board of Trustee Meeting
 - b. Approve September 29, 2025, Budget Workshop Minutes
 - c. Approve October 20, 2025, Budget Workshop Minutes
14. Financial Report
 - a. Monthly Financial Report (for review and filing)
15. Conditional Use Application – Birchwood School District
 - a. Approve Conditional Use Application - PID 65-106-2-37-10-25-5 15-526-657500, Lot 7, 8, & 9 Block 27 V 424 P 624 WD



- i. Birchwood School District has proposed an expansion project involving the west parking lot. The plan includes constructing a new storage building and developing additional parking on the site that is currently designated as the student parking lot.

16. Sewer Rate Case

- a. Discussion and possible action on 2025 Sewer Rate Study Phase 1, presentation by Ehlers
- b. Discussion and action on Ehlers and staff to provide 1/1/26 rate adjustment resolution for our next meeting as presented or with discussed changes.
- c. Proposal on Sewer Rate Study Phase 2.

17. MSA

- a. Review and approve final plans and technical specifications for the Orchard Avenue Extension Project.

18. Listing contract to lease commercial property – Village Garage

- a. Approve entering into a listing agreement with Tammy DeGraw concerning the lease of E Chetac Ave village property.

19. Wastewater Treatment Plant Solar Panel Project

- a. Review and approve Request for Proposal for Solar Installation Services for Birchwood Wastewater Treatment Plant Project.
- b. Outline the next steps for executing the Wastewater Treatment Solar Panel Project.

20. Moving Permit

- a. Review and approve NorthSouth LLC moving request to move residential home from PID 65-106-2-37-10-25-5 15-526-568500 to PID 65-106-2-37-10-25-5 15-526-644000.

21. CSM

- a. Review and approve NorthSouth LLC's preliminary Certified Survey Map (CSM) for Parcel Identification Numbers (PINs) 65-106-2-37-10-25-5 and 15-526-644000, for the purpose of dividing the R-1 Residentially zoned property into two lots.

22. Sewer Bill Adjustment Request

- a. Review and possibly approve request to discount sewer bill due to high water usage for North Country Insurance - Jim Schmitz, 221 S Main St.

23. Unsafe Buildings

- a. Review the list of unsafe buildings provided by the Zoning Administrator, assess the severity of each case, and develop strategic response for addressing identified risks within the Village.

24. Vacant Property Draft Ordinance

- a. Review legal counsel's recommendations and determine if the Village would like to move forward with the proposed ordinance to explore the feasibility of establishing a vacant property ordinance and fee schedule, including an assessment of its potential benefits and risks.

25. Industrial Park

- a. Discuss plans for potential infrastructure readiness and zoning to promote sale.

26. Washburn County Highway Department

- a. Review and approve Washburn County Highway Department 2025/2026 Winter Maintenance Material Agreement.

27. Command Central

- a. Review and approve Command Central LLC Election Hardware Maintenance Agreement.

28. 2026 Budget and Municipal Levy

- a. Discuss and make changes to 2026 Budget and Levy

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29. Resolutions

a. Debt Resolutions

i. Resolution 270-25 Resolution Authorizing the Borrowing of \$65,101

1. A resolution authorizing the borrowing of \$65,101 through short-term financing.
The purpose of this funding is to cover the costs of Public Fire Protection and to aid the general budgeting needs for fiscal year 2026.

ii. Resolution 271-25 Resolution Authorizing the Borrowing of \$40,000

1. A resolution authorizing the borrowing of \$40,000 through long-term financing.
This funding is specifically designated for the purchase of a new tractor and to aid the general budgeting needs for fiscal year 2026.

b. 2026 Budget and Municipal Levy

- i. Resolution 272-25 Approved 2026 Municipal Budget
- ii. Resolution 273-25 Approve 2025 Tax Levy

30. Adjournment.

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.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by

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any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.