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

VILLAGE OF BIRCHWOOD
WASHBURN COUNTY

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Regular Monthly Board of Trustees Meeting
of the Village of Birchwood was held on February 10, 2026, at 5:30 pm
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.

MINUTES

VanGilder called the Meeting to Order.
Pledge of Allegiance -Recited
Roll call by Clerk: Present-- R. VanGilder, B. Darkow, T. LeBrocq and R. Seffinga. **Absent**: P. Parkos
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) Linda Zillmer voiced concern over the following items. #9-Zillmer stated that UW Extension works with farmer's markets to make sure they are compliant with State regulations. She suggested Dearmin do her homework and come back with a proposal. LZ questioned the language on the temporary storage container amendment. Zillmer stated that any zoning items such as the Wellhead and policy changes require a Public Hearing.

AGENDA ITEMS:

1. Motion by VanGilder, 2nd by Seffinga to approve current agenda. Carried 4-0.
2. Committee Reports
    a. BFCESD-None
    b. Plan Commission Committee-Darkow stated that the Committee worked on resolutions that will be discussed later in this meeting.
3. Department Reports (receive and file)
    a. Water/Sewer-Fee will be ordering more chemicals. He is working on getting the mixer back in the sewer pond. Ed's Coffee had water freeze-up today. Rurup will come in and fill out a trickle application. Fee is monitoring water temps at a few other locations and will have them trickle as needed. Fee commented that the new meter system will have the capability to monitor water temps which will help avoid freeze ups.
    b. Street/Parks-Strand is working on Doolittle picnic tables and signs. Loader joystick and hose were repaired. Strand is updating Diamond Maps. Strand commented that he thinks he has enough sand/salt for the roads and with warmer weather he should be able to scrape as needed. Road Project numbers are being obtained. Strand plans to replace the manholes from 22" to 26" with the upcoming road projects.
    c. Police-None
    d. Building Inspector/Zoning Administrator-Atwood presented a report with updates. 137 Hinman and 304 E Balsam started their projects last fall, and they are now halted until spring. 212 Bracklin-permit expires in May. Raze properties to be discussed later. Atwood

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explained the duration of permits according to State Statutes. Darkow inquired about the dangers of the house that recently burned down. Atwood explained that the insurance company needs time to process the claim before windows can be boarded up, etc.

4. Financial Report
    a. Beffa presented the Monthly Financial Report (for review and filing). Brandon is working on the audit. We should know more at the special meeting in March.
5. Meeting Minutes
    a. Motion by VanGilder, 2 by Seffinga to approve January 13, 2026 Caucus and Regular Monthly Board of Trustees Meeting Minutes. Carried 4-0.
6. Land Combining-Terry and Audrey Diske are requesting approval to combine Lots 4, 5, and 6 to support future plans for adding a garage. Beffa presented the application. Motion by Darkow, 2nd by Seffinga to approve application to combine PID 65-106-2-37-10-25-5 (parcel numbers 15-526-504500, 15-526-505000, and 15-526-505500), located at 308 S Vance St. Carried 4-0.
7. Cody Baker-Request to reduce sewer charges on 2025- 4th quarter utility bill due to frozen pipe. Fee explained that the pipe broke and water went down into the crawl space and not down the sewer. Motion by LeBrocq 2nd by Seffinga to reduce the sewer charges for the 2025 4th quarter utility bill to a usage of 6675 gallons in the amount of $130.73. Carried 4-0.
8. Public Hearing Date
    a. Motion by VanGilder 2nd by Seffinga to set public hearing date for March 10th, 2026, for Bernard and Gerri Bara rezone and conditional use for PID #65-106-2-37-10-25-5 15-574-740000 property. Carried 4-0.
9. Farmers market-Julie Dearmin requesting to discuss the option of hosting a farmers' market in the Village. Dearmin presented a packet for review. She commented that she has done research through the State. She will be responsible for the $200 insurance premium and all promotions. Discussion on location. The $10 vendor fee would go to the Village. VanGilder suggested having it in the park next to the hall. A special event vendor permit would need to be filled out which is good for 3- days which is a good trial period. Dearmin would need to pay the Village vendor fee to the Village. LeBrocq commented that the Blue Gill fest would not be able to hold the market. VanGilder commented that Saturday mornings would be better than Friday nights. Beffa voiced concern over wear and tear on the grass and the possibility of local businesses be affected. Discussion on permits needed.
10. Birchwood Area Cruisers -Patrick Duffy proposed a car show during Bluegill Fest. They currently have 62 members in the club. Discussion on possible locations including Forte and St John's parking lots. VanGilder inquired about insurance coverage for the event. VanGilder asked Duffy to work with the Lion's Club for the event and for liability insurance. VanGilder commented that they would be covered under the Lion's Club special event permit if they are under them otherwise, they will need to complete their own special event permit through the Village.
11. Unsafe Buildings-
    a. Joe Atwood will provide a status report on recent appointments with property owners, including findings on unsafe buildings and proposed next steps. Atwood stated that both

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property owners voluntarily let him inspect the buildings. 119 E Park Ave and 306 W Cedar were determined they need to be torn down. Both owners stated they will take care of removing the buildings this summer. Atwood suggested having the Village attorney draft a letter to them with the required completion date. If they haven't completed the work by the deadline, the Village can tear down the building and put it on as a special assessment/charge. Darkow stated that the Village can put a lien on the property. VanGilder commented that it will save everyone money if we can work together. Atwood stated he has gone as far as he can with this process and the next step is the attorney letter. Discussion on timeline. Hayes inquired about the CDBG loans that were used on 306 W Cedar. Beffa stated that the Village is required to send the remaining funds back to the state and they will distribute any further funds. It will probably end up being a write off.

b. Motion by VanGilder, 2nd by LeBrocq to have the Village attorney draft a letter to the 2 properties to be razed with a ending date of August 31st, 2026. Carried 4-0.

12. Split Parcel-Plan Commission review and recommendation to the Village Board regarding the surveyor's response to the proposed split of parcel KD 65-106-2-37-10-25-5 15-526-598000, in support of the reconstruction of the tennis/pickleball court project. VanGilder commented that he doesn't think this can be split. Beffa suggested asking the school to donate the land to the Village. VanGilder suggested asking the school to add our name to the owner of the parcel for dual ownership. VanGilder will attend the school board meeting to present this.
13. Meter Replacement-Tucker to propose meter replacement options and possible act on approving contract. Fee stated that he received a bid from Ferguson/Neptune 360 (current provider) for $105,000 for ultrasonic meters that monitor air/water temperature, flow, etc. $93,000 for T-10 meters that don't monitor temp and are radio read. These both work with radio read or for another $25,000-$30,000 we could update to antenna system. We could also do 90% T-10's and 10% ultrasonic meters. The ultra sonic meters would be placed in areas that have high freeze risks. Fee is still waiting for a quote from Camstra. VanGilder stated that there will be no decision until we have something in writing to clarify the bid. VanGilder instructed Fee to have the information by the March 23rd special meeting.
14. Park Advertising-Beffa commented that last year the program never took off. She is working with Steve Janetski on this. The banners would be put at the ball field. 4 x 6-banner placement package-Unique Design $205 per banner/ Banners should last 3- year if taken down during the winter months. $450/ 1st year includes the banner, 2 -year, or 3 -year $750. There is an additional charge if they need a design. Deadline is April 15th, so they can be created and put up. Proceeds from this will be used to maintain and upkeep the parks. VanGilder asked Beffa to send a copy to Greg Hayes. Board is fine with Beffa going forward with the program.
15. Birchwood Community Cat Fundraiser-Approve Village clerk to apply for raffle license for the card raffle of upcoming Fundraiser event. Beffa stated that the Cat program didn't do very well at Bluegill Fest this year. Mary's Bluegill Bar has offered to do a spaghetti feed for a Fundraiser on March 7th, 2026. Beffa asked to apply for a Class B raffle license to hold raffles during the feed. Motion by VanGilder 2nd by Seffinga to approve Clerk to apply for raffle license for Community Cat fund. Carried 4-0.

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16. Ordinance Amendments—Darkow explained that the Plan Commission recommended the amendment with the change of taking out Central Business District, so no car wash on Main Street. Darkow doesn't feel there is enough room for a car wash. She voiced concern about the Storage container that is behind the store. Atwood commented that with a Variance you generally have to prove a hardship to the Board to be approved. Atwood explained that there would need to be a state-approved receptacle for grease, etc. Beffa commented that by leaving CBD in the amendment it would require a Conditional Use permit that the Board could deny. Regarding ii., Darkow stated the Plan Commission recommended a limit of 6 months for pods. Beffa suggested having a written permit to determine what the use is and also to keep track of the timeline. Beffa suggested $25 permit fee, 6 -month limit, Atwood will approve and doesn't need to go to the Plan Commission, remove the verbiage of pod. This will go to a Public Hearing. iii. Darkow explained that the Committee recommended removing the term specific to utility customers.
    i. Motion by VanGilder, 2nd by LeBrocq to remove CBD from Ordinance Amendment 1-2026. Carried 4-0. VanGilder rescinded the previous motion. Motion by VanGilder, 2nd by Darkow to leave the amendment 1-2026 as written. Carried 4-0.
    ii. Motion by VanGilder, 2nd by Seffinga to remove Pod from the Ordinance and add in a $25 fee. Carried 4-0.
    iii. Motion by Darkow 2nd by Seffinga to approve Ordinance Amendment 3-2026 Wellhead Protection to amend permitted uses to change the municipality wording and take care of the typos. Carried 4-0.
    iv. Motion by VanGilder, 2nd by LeBrocq to set the Public Hearing date for Ordinance 1-2026, 2-2026, 3-2026 to be at 5 pm on March 23, 2026. Carried 4-0.
17. Resolution -
    a. This was discussed at the last meeting and Beffa made changes. Motion by VanGilder ,2nd by Darkow to Adopt 274-26 Resolution Land Use and Building Permit Policy. Carried 4-0.
18. TID 1 Project Amendment Bids
    a. Review project plans, estimates, and ad for bids for Main St/Cedar Ave, Orchard Ave Extension, and Tennis & Pickleball Court Renovation projects. Beffa presented ads for projects. Beffa would like to see bids due March 19th, 2026, by 5 pm for Cedar Avenue. Completion date of August 1st, 2026. Tennis Court -July 1st, 2026 completion date with bids due March 23, 2026. Orchard Ave-
    b. Motion by VanGilder, 2nd by Seffinga to put the ad in the paper for Orchard Ave extension, Tennis & pickleball court, and Cedar/Main Street projects. Carried 4-0. Date for sealed bids to be opened and accepted is March 23rd, 2026.
19. Loader
    a. VanGilder explained that due to turbo issues, the repair company stated there may be dirt in the pistons and recommended replacing the motor. The cost for a new motor is $90,000 and a rebuild is $40,000. They want $295,000 for a new one and $72,000 for a trade. Adam did some research and because there's no oil loss, black smoke or power loss it doesn't indicate anything wrong with the motor. No action will be taken at this time.

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20. E.O. Johnson-Beffa explained that there is a lag with her computer print time. EO Johnson has a lease trade in that we could get and save $10/ month.
    a. Motion by VanGilder 2nd by Seffinga to approve copy and contract with a new-/used one from EO Johnson. Carried 4-0.
21. Approve Operator's License
    a. Motion by Seffinga, 2nd by LeBrocq to approve license for Tara Wolf for Jason Market. Carried 4-0.
    b. Motion by Seffinga, 2nd by LeBrocq to approve license for Madison Janczak for Jason Market. Carried 4-0.
22. Tire Contract for 2026 Clean-up days
    a. Motion by VanGilder 2nd by Seffinga to approve tire contract with Liberty Tire Recycling and round up tire fees to the nearest dollar. Carried 4-0.
23. Adjournment. Motion by Seffinga 2nd by LeBrocq to adjourn. Carried 4-0.