



**Public Hearing and Regular Monthly Board of Trustees Meeting
of the Village of Birchwood was held on March 23, 2026 at 5:00 pm
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.**

MINUTES

1. VanGilder called meeting to order.
2. Pledge of Allegiance-Recited
3. Roll Call
 - a. Present- R. VanGilder, B. Darkow, P. Parkos, T. LeBrocq, R. Seffinga
4. Public Notice
 - a. Posted at Birchwood Post Office, Village Hall, Pioneer Market & Deli, and the Village Website

Public Hearing Items:

5. VanGilder Opened Public Hearing.
6. Public Comments (comments limited to public hearing matters only.)-No public comments noted.
7. Ordinance Amendment 1-2026 Conditional Use – ATV and Car Wash
 - a. Public comments on proposed amendments to Chapter 28, Article 11, Divisions 6 and 7 of the Village of Birchwood Code of Ordinances. The amendment would add “ATV and Car Wash” as a conditional use in the Community Business District (C-1) and Central Business District (CBD). No public comment noted.
8. Ordinance Amendment 2-2026 Use of Storage Containers
 - a. Public comments on proposed amendments to Chapter 28, Section 28-652 and adoption of Section 28-653 of the Village of Birchwood Code of Ordinances. The amendment addresses regulations for temporary and permanent use of storage containers, including permit requirements, placement, maintenance, and use for dwelling purposes. No public comment noted.
9. Ordinance Amendment 3-2026 Wellhead Protection
 - a. Public comments on proposed amendments to Division 2, Wellhead Protection, Chapter 26, Article IV, Water Wells of the Village of Birchwood Code of Ordinances. The amendment clarifies and updates the Wellhead Protection Ordinance to strengthen groundwater protection, update definitions, revise permitted and conditional uses and align separation distances and enforcement procedures with state regulations. No public comment noted.
10. Motion by VanGilder, 2nd by Parkos to Close Public Hearing. Carried 5-0.

Regular Board Meeting Items:

11. 2025 Audit-Brandon from Two Rivers Accounting presented/reviewed the 2025 Audit. Brandon explained that the Village is following the Generally Accepted Accounting Principles (GAAP).

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

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Brandon discussed the handout that was given to the Board. As of December 31, 2025-Total assets for the General Fund is \$458,119. Revenues for the year \$632,180 and Expenditures were \$670,751. Net Other Financing sources/uses \$65,047. Increase in fund balance of \$26,476. -CDBG Revolving Loan Fund balance-\$381,141. Dowd Family Donation Fund-\$80,877. Community Cat Fund-\$2102.00. Debt Service Fund-\$82,893. TID 1-\$81,813. TID 2 \$38,061 (pd off 2025) Total Government funds-\$1,125,006. Discussion on liabilities/loans of the Village for departments. VanGilder commented that the Village is moving in the right direction. Brandon will complete the PSC report and finish closing out TID 2. Motion by VanGilder, 2nd by Darkow to approve the 2025 audit by Two Rivers. Carried 5-0.

12. Public opening of sealed bids and approval for Village Projects-

- a. Orchard Avenue- Beffa and VanGilder verified that the calculations were correct on the lowest bid. Beffa commented that Bull Dozin's bid was received via email on March 18, 2026, and they were informed that the bid was received and would not be opened until this meeting. VanGilder added that L & L didn't use the form provided for the bidding process and there were a few lower quantities noted on their bid. Motion by VanGilder, 2nd by Parkos to accept the bid for Orchard Ave and award the contract to Bull Dozin Inc in the amount of \$161,248.25. Carried 5-0.

1. Antczak Construction--	\$195,195.19
2. L & L Excavating	\$163,208.90
3. Ritola Inc	\$209,638.17
4. Haas Sons, Inc	\$172,947.25
5. Stout Construction	\$186,289.20
6. McCabe Construction	\$175,821.00
7. Tri-City	\$183,949.00
8. Bull Dozin Inc	\$161,248.25

- b. Cedar Avenue & Main Street Improvements (TID 1 Project)-Open bids-Motion by VanGilder, 2nd by Darkow to award Cedar Avenue & Main Street contract to L & L Excavating in the amount of \$223,510.52. Carried 5-0.

1. L & L Excavating	\$223,510.52
2. Stout Construction	\$269,000 .00
3. Haas Inc	\$320,393.57
4. Bull Dozin Inc	\$277,058.14
5. Tri-City Contractors	\$278,166.05

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- c. Tennis/Pickleball Court (TID 1 Project)-Open bids- Beffa received an estimate from Peterson Services for American Fence Co. but it was not for the complete project as required. Beffa stated that the bid from L & L referenced per plan. VanGilder asked Shawn Amundson/L & L Excavating to confirm that he received the 3 addendums and that they are included in his bid. Shawn Amundson confirmed. Motion by VanGilder 2nd by Parkos to award L & L Excavating the tennis/pickleball court contract in the amount of \$165,211.22. Carried 5-0.

1. L & L Excavating	\$165,211.22
2. Stout Construction	\$167,500.00
3. Haas Inc	\$169,842.79

13. Water Meter Replacement-Discuss and possible approval of Ferguson Waterworks proposal for upgrade to existing utility meter system. VanGilder, Beffa, and Warner met Brian from Ferguson. The system would use a cellular service that would send a notification if a meter was continuously running- instead of finding it out at the end of the quarter. It also allows Melissa to have easier access to the billing process. VanGilder added that since this is an upgrade, it doesn't need to be sent out for the bidding process. The cost is around \$96,000. Fee added that he did get an estimate from Camstra and it was around \$123,000 plus \$5000/ year. Fee stated that he would put in Mock 10 meters (temp read) in areas that have had freeze problems and the remainder would be T-10 meters. VanGilder explained that these are compatible with our current program. Beffa also stated that we'll be able to track the actual dates of extra usage if needed. Motion by VanGilder 2nd by Darkow to approve Ferguson Waterworks' proposal for upgrading our water meter system. Carried 5-0.
14. Approve Contracts-Tabled from March 10, 2026, meeting. Darkow commented that since the water/sewer bills went up, these amounts should be raised as well. Fee stated that Rice Lake prices are less than the Villages. Fee commented that he has a very good relationship with Ken-Way and when he needs work done, they come right away. Last year, the Village made around \$2300 on dumping. VanGilder suggested raising them both \$1.00. Motion by LeBrocq, 2nd by Parkos to add \$1.00/1000 gallons to both contracts for Long Lake Sanitation and Ken-Way Services. Carried 5-0.
15. CD Maturity
- Dowd Foundation CD Maturity – discussion and possible action on renewal. VanGilder explained that the CD is a little over \$30,000 and matured on March 17th. Dairy State Bank offers a 6-month CD with a rate of 3.44%. VanGilder added that the Village is borrowing from Dairy State Bank to pay for the upcoming projects and when the CD matures in September, the funds will be put towards the tennis court loan. Motion by VanGilder 2nd by Parkos to approve changing the Dowd Foundation CD to a 6-month CD at Dairy State Bank. Carried 5-0.
16. Resolution No 276-26 Issuance of Tax-Exempt Promissory Note with Dairy State Bank for TID No 1 Projects
- Discussion and possible adoption of Resolution 276-26, \$550,000 tax-exempt promissory note with Dairy State Bank to finance TID No. 1 project amendments. VanGilder stated that

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Village of Birchwood
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Village plans to borrow the project funds from Dairy State Bank at a rate of 5.23% fixed for 10 years-with no signing fees or prepayment penalties. As the funds come in, they will be used to pay off the loan. LeBrocq added that the total cost for the 3 projects came in at \$549,969.47. Motion by VanGilder, 2nd by Parkos to pass Resolution 276-26 in the amount of \$550,000 tax-exempt promissory note with Dairy State Bank to finance the TID 1 project amendments. Carried 5-0.

17. Resolution 275-26 Adopting the Village of Birchwood Revised Fee Schedule-Beffa explained that it is getting confusing with the admin fee, so it is now combined with the regular fee. The land use fees are now defined versus building permits. Beffa explained that the zoning fees are used to pay the contract we have with Joe Atwood.
 - a. Motion by VanGilder, 2nd by LeBrocq to pass Resolution 275-26, adopting the Village of Birchwood updated fee schedule. Carried 5-0.
18. Ordinance Amendment 4-2026 – Parcel Combination-Beffa commented that this will streamline and update the process and application. Motion by VanGilder 2nd by Parkos to create Sec. 22-294 of the Village Code to establish requirements for parcel combinations . Carried 5-0.
19. Ordinance Amendment 5-2026 – Building Permit and Land Use Permit-Beffa explained that there are 2 separate applications for anyone building. Land use fees go to the Village, and Joe receives the building permit. Motion by VanGilder 2nd by Seffinga to accept Ordinance Amendment 5-2026 for Building and Land Use permits. Carried 5-0.
20. Board Action on Public Hearing Items
 - a. Motion by Darkow, 2nd by Parkos to approve Ordinance Amendment 1-2026 Conditional Use – ATV and Car Wash. Carried 5-0.
 - b. Motion by VanGilder, 2nd by Parkos to amend Ordinance Amendment 2-2026 Use of Storage Containers. Carried 5-0.
 - c. Motion by VanGilder 2nd by Parkos to amend 3-2026 Wellhead Protection. Carried 5-0.
21. Adjournment-Motion by Seffinga 2nd by Darkow to adjourn. Carried 5-0.

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