

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



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**Regular Monthly Board of Trustees Meeting
of the Village of Birchwood was held on April 14th, 2026, 2026 at 5:30 pm
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.**

VanGilder called the Regular Board of Trustee Meeting to Order.

Pledge of Allegiance-Recited

Roll Call-**Present**-- R. VanGilder, B. Darkow, T. LeBrocq, R. Seffinga. **ABSENT**-P. Parkos (Parkos arrived during Police report.)

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

MINUTES

1. Motion by VanGilder, 2nd by Darkow to approve current agenda- tabling 5b. Carried 4-0.
2. Public Comments (on agenda items only – limit 3 minutes) Linda Zillmer commented on agenda item #8a and #8b-she would like to see the full amendment drafts posted on the sign by the rest park. Zillmer voiced concern over item #8c-she stated the Village ordinance states that the Organizational meeting is on the 3rd Tuesday in April. She would like it to be left on this date to avoid confusion. Item # 7b-Zillmer appreciates the special meeting dates but feels there should be 30 days between Plan Commission and BOT meeting to allow for public input.
3. Committee Reports
 - a. BFCESD-Dewey Reiten reported that the fire department total staff is 24. The Fire Chief feels this is appropriate. 2026- 1st quarter fire calls are up from 2025. New brush truck is in and will be taking the place of the pickup and rescue truck. The Fire department conducted disaster response training with the Birchwood School. Radio updates in progress. 2026- 1st quarter EMS 50 calls in the 1st quarter. The new ambulance is close to being fully funded-the upcoming golf tournament will be a big part of this. Community Appreciation Day is August 2, 2026. EMS is working with the Village on the loaner life jacket station which will be located at Doolittle Park. This is a statewide DNR program. EMS is now approved to administer IV non-opioid therapy such as acetaminophen.
4. Department Reports (no discussion or action)
 - a. Water/Sewer-Fee reported that he has the mixer in at the sewer plant and all is running well. Fee has started installing the new meters. Ball Park is up and running. Fee is working on turning water on for seasonal residents.
 - b. Street/Parks-Strand reported that he is performing maintenance on equipment. The survey was completed and the fence is up at Doolittle. The Blue Gill fish will be returned by the end of the month. Strand is working on cleaning up winter damage clean-up and is getting things ready for spring. Road bans are going off next week, so the clean-up on the Baker house that burned will start.
 - c. Police- Adam reported that he submitted the Criminal Justice audit and is waiting to hear back on it. In the process, he updated the cyber-attack plan. Adam worked with the fire department on the school response training. He is continuing to update policies to align

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

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with legislative changes. Case load includes -wrapping up a large birch tree theft ring— Cobblestone hit and run suspect located---Sexual assault case---Restraining order violation sent to DA---Birchwood School student physical confrontation----SWAT call in Shell Lake- Murder for hire case---County Chief meeting discussing resources for upcoming events. Adam is requesting extra deputies for the Blue Gill Fest. VanGilder announced that Parkos arrived.

- d. Building Inspector/Zoning Administrator-Beffa read Atwood's report.
5. Financial Report
 - a. Review and discuss Monthly Financial Report (no action)
 - b. **TABLED** -Review and discuss Quarterly Financial Report (no action)
6. Meeting Minutes
 - a. Motion by VanGilder 2nd by Parkos to approve March 10th, 2026, Regular Monthly Board of Trustees Meeting Minutes. Carried 5-0
 - b. Motion by VanGilder 2nd by Darkow to approve March 23, 2026, Public Hearing and special BOT Meeting Minutes. Carried 5-0.
7. Resolutions
 - a. Resolution 277-26 Solar Energy Project Financing-The grant money will be received next year and be put directly on the loan. Motion by Darkow 2nd by Seffinga to approve Resolution No. 277-26; authorizing the Village to enter into a tax-exempt promissory note with Dairy State Bank in an amount not to exceed \$310,517 for a municipal solar photovoltaic energy project. Carried 5-0.
 - b. Resolution 278-26 Regular Meeting Schedule for the Plan Commission Committee- Beffa doesn't feel a set date is the best idea for the Committee. VanGilder commented that meetings are usually held as things coming up and should be flexible. Motion by VanGilder 2nd by Parkos to pass on Resolution No 278-26. Carried 5-0.
 - c. Resolution 279-26-VanGilder explained that the office is getting a lot of complaints. VanGilder commented that he doesn't feel the office staff should take the brunt of the unruly behavior. Beffa reiterated the importance of having written documentation. Adam stated that the complainant needs to sign the form. LeBrocq feels official complaints need to be in writing or an email. VanGilder stressed the importance of following up on complaints in a timely manner-7 days written response. Beffa asked to remove "telephone" and "in person" from the Resolution. VanGilder asked Beffa to add written correspondence and written correspondence in person. He also requested an email line to be added. Anonymous complaints will not get a response. Motion by VanGilder, 2nd by Seffinga to approve Resolution 279-26 after removing in person and telephone communication and adding a 7-day written response time. Carried 5-0.
8. Ordinance Amendments -
 - a. Ordinance Amendment No 6-2026-Abatement--Review and discuss proposed amendments to the abatement ordinance, including any changes to procedures, enforcement authority, and compliance requirements. Motion by VanGilder, 2nd by Darkow to amend Chapter 10-Environment Article 8 Public Nuisance, Section 10-231-Abatement-by adding Public Works. Carried 5-0.

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- b. Ordinance Amendment No. 7-2026 – Public Nuisances--Consider proposed amendments to the Public Nuisances ordinance, including a discussion of revisions to definitions, regulatory standards, or enforcement provisions. Beffa read the list of problems and the correct department to contact. Motion by VanGilder 2nd by LeBrocq to amend Chapter 10-Environment Article8-Public Nuisance, Section 10-228/10-230 to add in enforcement. Carried 5-0.
- c. Ordinance Amendment No. 8-2026 – Annual Organizational Meeting-Review proposed amendments related to the Annual Organizational Meeting ordinance, including provisions governing the structure, timing, and procedural requirements of the meeting. Beffa requested to move the meeting to the May Regular BOT meeting to avoid having a special meeting on the 3rd Tuesday of April. Motion by LeBrocq 2nd by Darkow to approve Ordinance Amendment No 8-2026- amending Section 2-88B of the Village Code regarding Annual Organizational Meeting to change the meeting to the next regular BOT meeting following the Spring election. Carried 5-0.
9. Motion by VanGilder 2nd by LeBrocq to change the August Regular Board of Trustees Meeting date to August 17, 2026, at 5:30 pm due to an Election on August 11, 2026. Carried 5-0.
10. Public Entity Money Market Account
 - a. Discussion and possible action on moving general money market account over to Dairy State Bank Public Entity Money Market Account. Motion by VanGilder, 2nd by Darkow to pass on moving the money from DSB. Carried 5-0.
11. Park Advertisement
 - a. Discussion on changes to the Doolittle Park 4x6 banner for Birchwood Park Advertisement Program.
12. Birchwood School Property
 - a. Motion by VanGilder, 2nd by Parkos to approve the property transfer with the Birchwood School District in exchange for the purchase of a fence and approval of a setback waiver for the fence. Carried 5-0.
13. Adjournment. Motion by Seffinga, 2nd by LeBrocq to adjourn. Carried 5-0.

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