

Village of Birchwood  
101 N. Main Street  
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Birchwood, WI 54817



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## PUBLIC NOTICE

**Annual Organizational Meeting and Regular Monthly Board of Trustees Meeting  
May 12th, 2026 at 5:30 pm  
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.**

### MINUTES

#### ANNUAL ORGANIZATIONAL MEETING

1. VanGilder called the Annual Organizational Meeting to Order.
2. Pledge of Allegiance-Recited
3. Roll Call: **Present**-R. VanGilder, B. Darkow, P. Parkos, T. LeBrocq, R. Seffinga
4. Motion by VanGilder 2<sup>nd</sup> by Parkos to approve Agenda. Carried 5-0.
5. Appoint committee members for the following terms:
  - a. Plan Commission Member – VanGilder appointed G.Hayes to a 3-year term. Motion by Parkos, 2<sup>nd</sup> by Darkow to confirm G. Hayes. Carried 5-0.
  - b. Plan Commission Member- VanGilder appointed VanGilder as Plan Commission Chairperson and B. Darkow as Committee member for 1 year term. Motion by Parkos, 2<sup>nd</sup> by Seffinga to appoint VanGilder as Chairperson and Darkow as Committee member. Carried 3-0.
  - c. Police Committee Chairperson- VanGilder appointed Stan Lindow. Motion by Seffinga, 2<sup>nd</sup> by LeBrocq to appoint Stan Lindow as Police Committee Chairperson. Carried 5-0.
6. Motion by VanGilder, 2<sup>nd</sup> by Parkos to adjourn the Annual Organizational Meeting. Carried 5-0.

#### REGULAR MONTHLY BOARD OF TRUSTEES MEETING

1. VanGilder called the Regular Board of Trustee Monthly Meeting to order.
2. Public Comments (on agenda items only – limit 3 minutes)-L. Zillmer voiced concern over the Village ordinances and the requirement to notify neighbors within 10 feet of the affected area. She commented that the notification area should be increased. She added that a notice to those residents was not sent out prior to the Conditional Use hearing. LZ stated that the Village Ordinances regarding campgrounds should be updated to address deck, shed, site, and screened porch sizes. She asked that items 9 and 10 be tabled until another hearing could be held. LZ added that she didn't see anything in the file giving Longacres permission to speak on Dulian's behalf at the public hearing, so she doesn't feel that should have been allowed.
3. Reports (no discussion or action)
  - a. Water/Sewer-None
  - b. Street/Parks-Strand reported the streets are swept. Blade is in. 50-hour maintenance has been done on new tractor. Culverts ordered, Dulian will help install. Monarch will start the week of June 15<sup>th</sup> or 22<sup>nd</sup> to shape and pave. Manholes/water valves/fire hydrants installation will be

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started next week. L & L will then start on the tennis court, and all paving will be done at the same time. Docks and buoys still need to be put in. Strand asked the school to make their senior banners the same size as the Villages for easier installation. We still need a sign at the boat landing. Strand was informed that the DNR has not approved the permit for the No-wake buoys because the other 2 municipalities didn't follow through with their part. Beffa will follow up with the other municipalities.

- c. Police-Adam reported he is working on squad maintenance including brake and tire replacement. Radio issues-GPS was updated. Brunclik assisted Rusk County case-birch theft. Traffic is consistent-Case report--2 criminal traffic cases-Harassment/trespassing complaint at apartments. 2 domestics (VOB and Edgewater). Liquor license background checks. Adam commented that Village cleanup day seemed to help-some properties are looking better.
  - d. Building Inspector/Zoning Administrator-Joe Atwood updates on current projects, razes, burnt property, etc. in the Village. Brewer waiting on Conditional Use.
  - e. BFCESD-Reiten email-nothing to report
4. Meeting Minutes Approval
    - a. Motion by VanGilder 2<sup>nd</sup> by Seffinga to approve April 14, 2026- Regular Monthly Board of Trustees Meeting Minutes. Carried 5-0.
  5. Financial Report
    - a. Review and discuss Monthly Financial Report (no action)-Beffa presented a copy to the BOT.
    - b. Review year-to-date financials and budget performance for municipal, water, and sewer funds. Beffa commented that we're waiting for our August settlement, transportation aid, and Doolittle revenue. She stressed the importance of all departments following the budget. Items not in the budget come out of our cash balance if nothing else can be cut. Our replacement fund for sewer needs to continually increase due to using it for operation and maintenance expenses. VanGilder stated that the sewer needs help. Sewer increases will be discussed during budget.
  6. Municipal Utility Billing Requests
    - a. Scott VanGilder
      - i. Request to reduce sewer consumption on 1<sup>st</sup> quarter utility bill due to water heater malfunction. VanGilder abstained from discussion and voting. Motion by Seffinga, 2<sup>nd</sup> by Parkos to table until more information can be gathered. Carried 4-0.
    - b. Edwin Schoellermann
      - i. Request to reduce sewer consumption on 1<sup>st</sup> quarter utility bill due to leak in basement that did not go into the sewer. (dirt floor). Motion by Seffinga, 2<sup>nd</sup> by Parkos to approve changing the sewer consumption to the average 4 quarter usage. Carried 5-0.
  7. Ordinance Amendment 11-2026 – Camp Fire Prevention Standards
    - a. Discussion on fire chief recommendation to amend Chapter 14 of the Village Code to establish campground fire prevention standards, consistent with Wisconsin Administrative Code ATCP 79.22. The ordinance applies to all public and private campgrounds within the Village and addresses general fire safety, fire extinguisher requirements, campfire containment and setbacks, grill maintenance, enforcement, and penalties. VanGilder stated that this will follow DNR guidelines. Motion by VanGilder 2<sup>nd</sup> by Parkos to approve Ordinance Amendment 11-2026-Camp Fire Prevention Standards. Carried 5-0.

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8. Resolution 283-26 Amend the Comprehensive Plan Future Land Use Map
  - a. Consideration and possible adoption of a resolution amending the Comprehensive Plan Future Land Use Map to correct a mapping error for Parcel ID 29579 (102 N. Wilson Street); administrative correction only, no zoning or policy change per recommendation by Plan Commission. Motion by Parkos 2<sup>nd</sup> by LeBrocq to approve Resolution 283-26 amending the Comprehensive Plan land use map. Carried 5-0.
9. Conditional Use – Bob and Lisa Longacre- Birch Lakes RV Park – 100 & 102 N Wilson St, PID 29579 - Proposed conditional use permit amendments related to campground facilities and accessory structures, including screened porches, storage sheds, and individual fire pits.
  - a. Public Comments on the conditional use, limited to property owners within 10 feet of the site.- Beffa stated that she failed to notify the abutting property owners within 10 feet for the original hearing. She did send out notices and gave them the opportunity to come tonight. The Class 2 notice was published in the Chronotype on April 8<sup>th</sup> and 15<sup>th</sup>. Notice was also posted in our 3 public places and on the Village Website. She added that this did not prohibit the Village from moving forward with this discussion and action. Beffa commented that she did receive a couple of inquiries, but they were not regarding the Conditional Use. VanGilder opened the floor to property owners within 10 feet. None noted. The Plan Commission previously approved the Conditional Use. Motion by VanGilder, 2<sup>nd</sup> by Parkos to approve the Conditional Use request for Birch Lakes RV Park. Carried 5-0.
10. Conditional Use – Steve Dullian-Birch Creek RV Park - 501 Wise Road, PID 29541 - Proposed conditional use permit amendments related to campground facilities and accessory structures, including shower house, storage sheds, and screened porch features.
  - a. Public Comments on the conditional use, limited to property owners within 10 feet of the site. None noted. -Beffa stated that the Village did receive a written request to let Longacre speak on behalf of Dulian at the hearing. VanGilder asked if the Board had any questions. None noted. Motion by VanGilder, 2<sup>nd</sup> by Seffinga to approve the Conditional Use permit for Birch Creek RV Park. Carried 5-0.
11. Doolittle Park
  - a. Waiting List Policy
    - i. Beffa explained that 3 people were interested in the same site. There was confusion last fall as to who asked for the site first. An agreement was made and all 3 continue to camp at Doolittle. The Park attendant will enforce the policy. Motion by Seffinga, 2<sup>nd</sup> by Darkow to approve Doolittle Park Waiting List Policy. Carried 5-0.
  - b. Recreational Sports
    - i. Discussion on new basketball hoop and/or 2 frisbee golf nets. Strand commented that we only need the backboard and hoop. Seffinga voiced concern over people possibly getting hit with frisbees. Frisbee nets denied. The banner funds will be used to pay for the basketball items.
  - c. Shower rate increase-Beffa explained that water/sewer rates have increased. Motion by VanGilder 2<sup>nd</sup> by Parkos to increase shower rates from \$0.50 to \$1.00. Carried 5-0.

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- d. Parking-Discussion on overflow, ATV, and trailer parking. VanGilder explained that we do not want ATVs in the park. He suggested taking some extra pavement from the road projects and making a parking spot. Members agree.
12. Ordinance Amendment 9-2026 Animal Feces and Animal Littering
  - a. Discussion and recommendation on possible amendment to Animal Waste Ordinance (Sec. 4-123) to determine whether amendments are needed to address waste deposited on public roadways, including waste generated by animal-drawn vehicles. VanGilder asked Adam if we were going to enforce the requirement to have a bag under the horse. Adam explained that we have no way to enforce this. He added that we have 1-3 buggies a week and he has more important things to do than deal with this. VanGilder asked that this part be removed from the amendment. Motion by VanGilder, 2<sup>nd</sup> by Darkow to not approve Amendment 9-2026. Carried 5-0.
13. Ordinance Amendment 10-2026 – Vacant Building Program
  - a. Consideration and possible adoption of vacant building program ordinance. The ordinance applies to vacant, abandoned, and condemned buildings and establishes program scope, exemptions, compliance requirements, and fees. Atwood explained that the Plan Commission approved this. Atwood was confused about seasonal properties being included and about the amount of the fee. He commented that unless it is a hefty fee, the Village probably won't get compliance from property owners. Darkow explained that the attorney stated that the proposed fee was too much. Darkow commented that the Plan Commission voted to send this to the BOT to set the fee and approve. Beffa explained that this is a complaint-based program and will be addressed on a case-by-case basis. Joe will not be going out and looking at all properties in the Village. Beffa recommended having the initial charge as \$525 and then sending it to the Village attorney for approval. Darkow commented that the Village can put a lien on the property to recoup expenses. Darkow suggested charging more on commercial properties than residential. LeBrocq suggested charging \$750 for residential and \$1000 for commercial. VanGilder asked Beffa to send it to the attorney with the suggested fees. This will be put on a future agenda.
14. Conditional Use – Jeff and Lynn Brewer-
  - i. Jeff & Lynn Brewer / Dave Cecil Builders, Inc - 700 N Knapmiller, PID 29483 - Proposed conditional use permit for razing an existing structure and constructing a new single-family residence with an attached garage, including review of filling and grading activities subject to Village zoning requirements.
  - b. Public Comments on the conditional use, limited to property owners within 10 feet of the site. None received. VanGilder commented that the Village received a concern over asbestos. He explained that the contractor who is tearing down the house is experienced in asbestos removal and is taking the proper precautions. The Plan Commission approved sending this to the BOT. Atwood clarified that the Conditional Use has nothing to do with razing the building, it is required for the filling and grading because it is within 300 feet of shoreland. Motion by Parkos, 2<sup>nd</sup> by Seffinga to approve the Conditional Use permit from Jeff & Lynn Brewer. Carried 5-0.
15. Motion by Seffinga, 2<sup>nd</sup> by Darkow to adjourn. Carried 5-0.

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