

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



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**The Regular Monthly Board of Trustees Meeting of
The Village of Birchwood was held on Tuesday, June 9, 2026, at 5:30 pm
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.**

MINUTES

Call meeting to order (Meeting is recorded)

Pledge of Allegiance-Recited

Roll call by Clerk: **P r e s e n t** - 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.

Rice Lake Chronotype- Public notice for Liquor License applications.

Discussion/Action Items:

1. Current agenda-Motion by VanGilder, 2nd by Darkow to approve current agenda with redline changes.
Carried 4-0.
2. Public Comments
 - a. Public Comments on Agenda Items Only (Limit 3 minutes per person)-L. Zillmer asked how Item #6-Loader replacement was going to affect the levy/taxes since this wasn't budgeted for. LZ voiced concern over the Village changing attorneys.
3. Approval of Meeting Minutes
 - a. Motion by VanGilder, 2nd by Seffinga to approve Regular Board of Trustee meeting minutes-May 12, 2026. Carried 4-0.
 - b. Motion by VanGilder, 2nd by Seffinga to approve BOR minutes from May 11, 2026. Carried 4-0.
4. Department Reports
 - a. Law Enforcement – Department Report-None
 - b. Public Works – Department report on Sewer, Water, Streets, and Parks-Fee reported that the water digs, hydrants, 3 main valves and lines are done. He discovered that the main water/sewer lines are good, but the metal underneath is not. Fee found other valves that will need to be replaced due to corrosion. Brad Scott had a steel line which had disintegrated, so this was replaced. He found other leaks in the system and feels there is another one that he is trying to locate. Fee is close to being done with his part of the road projects. –Strand reported that the motor blew on the loader. Strand is working on patching, spraying, catch box cleaning, auto maintenance, and mowing. No wake sign for Little Birch was ordered. Buoys are in. Tennis court supplies have been delivered. After it's paved, it will need to sit 30 days before painting, so it probably won't be ready for Blue Gill Fest. Cedar Ave project is progressing. VanGilder inquired about the cost for banners on Main Street. He suggested getting new banners for the 125-year Celebration and possibly partnering with the Chamber on this. Fee suggested selling the used hydrants-he will research what the selling price should be.
 - c. BFCESD update-Dewey reported that a public notice has been posted at the firehall with personnel

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

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contact information. They received a grant from Essentia Health for the Appreciation Day in August. Future plans are in the works to update the rescue boat. Online auction was held for items that weren't being used. Golf outing was a huge success and raised \$20695.52. The ambulance had 2 calls at the same time Memorial Day weekend which they were able to staff. However, this did generate discussions on how to handle future holiday staffing. They are waiting to hear back on DNR grants for the life preserver project at Doolittle.

5. Financial Report

- a. Beffa presented and discussed the Financial Report (no action)-Beffa asked Fee to change the Doolittle shower cost to \$1 on the sign and in the machines. Beffa voiced concern over the fact that we have not been able to rent the garage. These items will be discussed at next month's meeting.

6. Loader Replacement

- a. Discussion and possible action on replacing 524K front end loader-Strand explained that the motor blew on the loader. VanGilder has been researching leasing and buying a loader and it's very expensive and would need to go on the levy. Strand got estimates from Ashland for \$30,000 to rebuild the block and from Chippewa Falls for \$38,000 which also includes the recommended replacement of the fuel pump, injectors, and turbo. VanGilder suggested replacing the motor for \$40,000. Beffa stated that there is enough cash in the General Fund to pay for the repairs. Motion by VanGilder 2nd by Darkow to deny Resolution 285-26 and approve replacing the motor through McCoy in Chippewa Falls-not to exceed \$40,000. Carried 4-0
- b. Denied in previous motion--Approve Resolution 285-26 Authorization of Purchase and Financing – 2026 John Deere 524 P Loader

7. Resolution 280-26 Supporting a Comprehensive and Sustainable Transportation Funding Solution

- a. Review, discuss, and consider approval of the proposed resolution supporting long-term transportation funding. VanGilder explained that transportation aid has decreased in past years. The Town's Association is asking for support from small municipalities to appeal to Wisconsin governors and senators to try and get increased funding. Motion by VanGilder, 2nd by Darkow to approve Resolution 280-26. Carried 4-0.

8. Resolution 284-26 2025 Compliance Maintenance Annual Report

- a. Review and approve 2025 Compliance Maintenance Annual Report for the Birchwood Wastewater Treatment Plant.- We received a C in 3 items and everything else was an A or B. C Grade-Affluent quality/nitrogen and groundwater-recommendation to add more chemicals. Fee questioned whether rain events are affecting this or if something is getting dumped into the system. He also questioned if the nearby farmland with the cattle is affecting it. Fee is working on completing his Operator Certificate. VanGilder requested Fee to take day courses and complete the certificate. Motion by VanGilder 2nd by Darkow to approve Resolution 284-26. Carried 4-0.

9. Municipal Attorney

- a. Discussion and possible consideration of engagement letter with Von Briesen Law Office. Beffa commented that she is frustrated with the current counsel stemming back from the renter's eviction. Recently, she had issues working with them on the vacant building ordinance and fees. The raze order letter we requested took over 3 months to be drafted. Beffa is questioning whether they have municipal attorney experience. Von Briesen charges more per hour but could complete the work in less time because of their experience. Beffa commented that we are not under contract with the

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attorney. Motion by VanGilder, 2nd by Seffinga to approve the change to Von Briesen Law Office and approve Beffa to sign the engagement letter. Carried 4-0.

10. Raze Order

- a. Discussion and possible action on draft raze order for 306 W. Cedar Ave., Birchwood, WI, for alleged violations of Wis. Stat. § 66.0413 and Village Ordinance § 6-632. VanGilder explained that the owner has changed on this property since this started. Kimberly Lane is planning to tear it down and has 60 days to do it. Beffa will follow up with her on the paperwork. VanGilder suggested that the Village handle this and not involve the attorney. If she doesn't comply within 60 days, we will contact the attorney.

11. House Moving Route

- a. Arnevik Moving Service LLC is requesting approval of an alternative route in the event they are unable to use the previously approved route from the last board meeting due to road construction on Main St. and Cedar Ave-Proposed Alternative Route: Starting at St. John's Catholic Church property on W. Balsam Ave, travel east on W. Balsam Ave., crossing S. Main St. onto E. Balsam Ave., continue east on E. Balsam Ave. to S. Wilson St, proceed south on S. Wilson St. a short distance to the destination, and then to destination located on S. Wilson St. Motion by VanGilder, 2nd by Seffinga to approve the alternative route. Carried 4-0.

12. New Road - Orchard Avenue Extension

- a. Discuss and consider approval of a name for the new road extending from Orchard Avenue Extension (e.g., "Timber Lane"). Motion by Darkow 2nd by Seffinga to name the road extension from Orchard Lane -Timber Lane. Carried 4-0.
- b. Review the existing easement agreement and discuss possible revisions to reflect the new road access; consider referring the updated agreement to the municipal attorney for review. VanGilder stated that the current easements are for J. Robotka and Drost. VanGilder commented that he didn't think anything needed to be changed on this. Discussion to correct the guardrail placement to allow Drost access. No action taken.
- c. Not discussed--Discuss and take possible action on issuing notices of address and access changes to property owners located along the new road.

13. Municipal Utility Billing Requests – Scott VanGilder

- a. Scott VanGilder requested to reduce sewer consumption on 1st quarter utility bill due to water heater malfunction. Village staff were informed the water went down a floor drain. Motion by Darkow, 2nd by Seffinga to deny the request to reduce the sewer fees-no late fees will apply. Carried 3-0. VanGilder abstained from voting.

14. Special Event Permit-Main Street, E Chetac to Elm Ave

- a. Motion by VanGilder 2nd by Darkow to approve Lion's Club Bluegill Festival-July 17th-19th, 2026 special event permit. Carried 3-0. Seffinga abstained from voting.

15. Block/Street Closing Permit-Lion's Club Bluegill Festival

- a. Music on Main Street held from July 17th-19th, 2026 – Main Street from E Chetac Ave to Elm Street-Motion by VanGilder, 2nd by Darkow to approve street closing for music on Main Street. Carried 3-0. Seffinga abstained from voting. Dairy State Bank requested additional

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signage so their customers and drive through are not affected by this.

- b. Motion by VanGilder 2nd by LeBrocq to approve road closure for the Parade held on July 19th, 2026 - Catholic Church down Mainstreet to Elm Street. Carried 3-0. Seffinga abstained from voting.
- c. Vendors – 4 pm July 17th thru 5 pm July 19th, 2026. In front of Lion's Building on N Main St, N Main Street to Elm Ave up to Airtec Sports Birchwood property. Motion by VanGilder, 2nd by Darkow to approve road closure for vendors. Carried 3-0. Seffinga abstained from voting.

16. Special Vendor Permit

- a. Lion's Club – Bluegill Festival requesting to have food and craft vendors- July 17th, 2026-July 19th, 2026. Lion's Club to approve and maintain all pertinent information for vendors. Motion by VanGilder, 2nd by LeBrocq to approve the special vendor permit. Carried 3-0. Seffinga abstained from voting.

17. Alcohol Beverages in Public areas

- a. Motion by VanGilder, 2nd by LeBrocq to Waive Ordinance Article VI. - Offenses Involving Alcohol Beverages Sec. 16-355 © during Bluegill Festival-July 17th-July 19th, 2026. Carried 3-0. Seffinga abstained from voting.

18. Temporary Class "B" Beer Licenses-Brunclik completed background checks

- a. Motion by LeBrocq 2nd by Darkow to approve the Temporary Class "B" Beer licenses for Lion's Club Bluegill Festival July 17th-19th, 2026. Carried 3-0. Seffinga abstained from voting.
 - a. Main Street next to Village Hall from Elm to Park, Rest Park, and Firehall
 - b. Baseball Field (Lot 8, block 8) including concessions stand and inventory trailer. All of Lot 8.

19. Motion by VanGilder, 2nd by LeBrocq to Approve all Alcohol Beverage License Applications (July 1st, 2026-June 30th, 2027)-listed under #19 barring that all taxes have been paid by June 30th. Carried 4-0

- a. Pioneer Market & Deli-Business Name: Pioneer Market & Deli-Agent-Jesse DeGross
 - a. Class "A" Beer and "Class A" Liquor
- b. MBGB Holding LLC-Business Name: Blue Gill Bar-Agent- Mary Lynn Manka
 - a. Class "B" Beer and "Class B" Liquor
- c. Pizza Den Company LLC-Business Name-Paul's Pizza Den-Agent: Lauren A. Parkos
 - a. Class "B" Beer and "Class B" Liquor
- d. Amrik Enterprises LLC-Trade Name: Jason Market-Agent- Maninder K. Duhela
 - a. Class "A" Beer and "Class A" Liquor
- e. Synergy Community Cooperative-Business Name: Birchwood Cenex-Agent: Heleyna Kasten
 - a. Class "A" Beer and "Class A" Liquor
- f. DolgenCorp, LLC-Business Name- Dollar General Store #23731-Agent: April Kaiser
 - Class "A" Beer and "Class A" Liquor
- I. Pizza Den Co LLC -Business Name- The Den Taphouse-Agent: Lauren Parkos
 - a. Class "B" Beer and "Class B" Liquor
- J. Grumpy Gribbo, LLC-Business Name: The Birchwood Collective-Agent- Kelly Gribowski
 - i. Class "B" Beer and "Class C" Liquor (Wine Only)

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20. Motion by VanGilder, 2nd by Darkow to Approve Alcohol License application below. Carried 3-0. Seffinga refrained from voting.
- a. Birchwood Lions Club- Business Name-Lions Club House-Agent: Randy Seffinga
 - i. Class "B" Beer and "Class C" Liquor (Wine only)
21. Motion by VanGilder, 2nd by Darkow to Approve Alcohol License application below. Carried 3-0 LeBrocq abstained from voting.
- a. QCorbel LLC-Trade Name: The Birchwood Café-Agent-Tyler Lebrocq
 - Class "B" Beer and "Class C" Liquor (Wine only)
22. Motion by VanGilder, 2nd by Seffinga to Approve Operator's Licenses listed below (July 1st, 2026-June 30th, 2027) **excluding** Julie Winberg (false information on application-she may reapply) Carried 4-0.
Primary place of employment where license will be used.
- a. Pioneer Market & Deli
 - Applicants: Jesse DeGross (Agent), Julie Olmstead, Beth Rock, Sarah Evitch, Lori Clark
 - b. Jason Market
 - a. Applicants: Maninder Duhela (Agent), Gurjit S Duhela, Tara Wolf, Kimberly Lane, Lori Dahle, Kiana Bidinger, Amy Sherman-Madison Janczak excluded in motion per request from Renee- Jason Market.
 - c. The Den Taphouse
 - a. Applicants: Lauren Parkos (Agent), Mark Jefson, (Julie Winberg denied)
 - d. Blue Gill Bar
 - a. Applicants: Mary Lynn Manka (Agent), Jacqueline Anderson, Gianna Anderson, Kennady Sevals, Jessi Buckmaster, Alyssa Cherney, Jacob Lynch, Madison Manka
 - e. Paul's Pizza Den
 - Applicants: Lauren Parkos (Agent), Eric Hack, Daniel Belanger, Rhonda Hayes, Kristi Olsen
 - f. Birchwood Cenex
 - Applicants: Heleyna Kasten (Agent), Wyatt Veit, Bella Bree Berge, Kevin Kielas, Alexis Streit, Micah Gonderzik, Amberiel Jones
 - g. Dollar General Store #23731
 - Applicants: April Kaiser (Agent), Brittany Thurman, Jerad Clarke, Tabatha Etchison
 - h. The Birchwood Collective
 - Applicants- Kelly Gribowski (Agent)
23. Motion by VanGilder, 2nd by Seffinga to Approve Operator's License (July 1st, 2026, through June 30, 2027- listed below. Carried 3-0. LeBrocq abstained from voting.
- a. The Birchwood Café
 - a. Applicant: Tyler LeBrocq (Agent), Sarah Mullen, Jennifer Shannon
24. Motion by VanGilder, 2nd by Darkow to Approve Operator's License (July 1st, 2026, through June 30, 2027- listed below. Carried 3-0. Seffinga abstained from voting.
- a. Birchwood Lion's Club
 - Applicant: Randy Seffinga (Agent)
25. TABLED-Temporary Operator's License-Bluegill Festival (July 17th-19th, 2026)-see folder. Brunclik completed background checks. (VanGilder refrain from voting)
- a. Applicants: Rocky VanGilder, Jerry Kramer

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26. Motion by VanGilder, 2nd by to Approve Applications for Cigarette and Tobacco Products Retail License- (July 1st, 2026-June 30th, 2027) Carried 4-0
- a. MBGB Holdings LLC-Blue Gill Bar
 - b. Amrik Enterprises LLC-Jason Market
 - c. Pioneer Market & Deli-
 - d. Synergy Community Cooperative-Birchwood Cenex
 - e. Dolgen-Dollar General Store #23731
27. Park Attendant Employment Agreement
- a. Review and approve the updated compensation structure and employment agreement for the Park Attendant position. Beffa reviewed seasonal vs full time employees and in-kind work. Park Attendant will need to track hours worked on new timesheet. Discussion on hours. Motion by VanGilder, 2nd by Seffinga to approve the park attendant employment agreement. Carried 4-0.
28. Adjournment-Motion by Seffinga, 2nd by LeBrocq to adjourn. Carried 4-0.

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