



The **Regular Monthly Board of Trustees** of the **Village of Birchwood** was held on **Tuesday, September 8th, 2026**, at **5:30 p.m.** at the Birchwood Village Hall, **101 N Main Street, Birchwood, WI 54817.**

MINUTES

1. VanGilder called Meeting to Order (meeting is recorded). Agenda was posted at the Village Hall, Pioneer Market & Deli, the Birchwood Post Office and on the Village website.
2. Pledge of Allegiance-Recited
3. Roll Call by Clerk-**Present**-R. VanGilder, R. Seffinga, P. Parkos, T. LeBrocq—**Absent**-B. Darkow
4. Current Agenda
 - a. Motion by VanGilder, 2nd by Parkos to approve current agenda. Carried 4-0.
 - b. Public Comments-Citizen comments on agenda items only (3 minutes per person-None)
5. Meeting Minutes
 - a. Motion by VanGilder, 2nd by Parkos to approve August 17, 2026 Regular Board of Trustee Meeting Minutes. Carried 4-0.
6. Department Reports (No Discussion – Informational Only)
 - a. Birchwood Four Corners Emergency Service District-Dewey was absent. Beffa reported that they just had their finance meeting, so he would like to come to the budget meeting to discuss the results.
 - b. Law Enforcement-None
 - c. Water/Sewer-Fee has about ½ of the new meters installed. Some meters have been taking more time, so they won't be done by the end of the quarter. Fee will read the remainder by hand. Meters are working well and have shown a few continuous flow events. Sewer plant is doing good despite one mixer having issues. Fee has 15 credits done for certification. Solar panels haven't been tested yet, they are waiting for parts.
 - d. Street/Parks-Strand reported that the fence is up at the Pickleball Court, black dirt/poles/painting will be done next week. Centerline painting/shouldering on Cedar/Main will be completed next week. Paving is scheduled for Friday on Euclid where the water dig occurred. Ongoing equipment repair. Doolittle complaint has been taken care of.
 - e. Building Inspector/Zoning Administrator-VanGilder read Atwood's report on progress of construction in the Village. Raze list- no progress.
 - f. Clerk/Treasurer-None
7. Discussion Regarding Snow Storage, Potential Flooding Concerns, and Privacy Screening at 207 S. Wilson Street

- a. Pat Langosch-Property owner of 207 S. Wilson Street addressed the Village Board regarding concerns related to snow storage on adjacent property and potential impacts during spring snowmelt. Pat asked if he would be able to install shrubs or other vegetation along the property line between Village-owned property and the School District property to provide privacy. The concern stems from the recent removal of trees along the lot line by the School District. Pat noted that site plans previously submitted to the Village showed the tree line remaining in place and he attended a School Board meeting to inquire about privacy screening measures. Pat added that the School District stated the trees were removed to facilitate snow removal operations and stated that Village representatives had approved snow being pushed onto the adjacent area. VanGilder commented that the trees were on the school property. Motion by VanGilder 2nd by Seffinga to allow Langosch to plant shrubs between his property and the school property on the right of way that the Village owns. Carried 4-0.
8. Intent to Apply for Safe Drinking Water Funding
 - a. VanGilder recapped the discussion at the Plan Commission about creating 13 residential lots in the Industrial Park and installing water and sewer utilities. The Plan Committee recommended providing notice to the Wisconsin Department of Natural Resources (DNR) of the Village's intent to apply for Safe Drinking Water (SDW) funding. Eric/MSA stated that as of August 31st, the DNR has new guidance on funding. Applications now need to be in by May with plans and specs, so the DNR has more information and can rank projects. Eric added that the DNR now wants full engineering to determine permit and regulatory compliance. The village would need to fund it up front with interim financing. Any interest that is paid on the loan before the Safe Water Drinking Loan is approved is not included. Eric asked to be contacted to help structure the loan. VanGilder asked if the water/sewer and Orchard Ave could be combined with the Industrial Park project. Eric commented yes but SDW will only pay for water-related services. Beffa suggested contacting Ehlers to discuss creating a TID 3. Eric cautioned about double dipping on the SDW and TID loan. Eric recommended starting the income survey immediately for the potential to qualify for Community Development Block Grant funding. VanGilder asked Ehlers to attend the Plan Commission meeting to discuss the plans. Eric commented that MSA can get an estimate put together for the engineering after the Plan Commission meeting.
9. State and Local Cybersecurity Grant Program (SLCGP) Application Authorization
 - a. Beffa is working with Jason (IT) to get numbers together to apply for the grant. Beffa will prepare and apply on behalf of the Village of Birchwood for funding through the State and Local Cybersecurity Grant Program (SLCGP), with eligible project costs covered at 100% for the current funding cycle. We are looking at a laptop for the Clerk's in case of power outage, cameras for the hall, water/sewer plant protection, Firewall protection, police department needs. Nothing is purchased until the funds are awarded. The application deadline is October 30,

2026. Motion by VanGilder, 2nd by Seffinga to approve the Clerk/Treasurer to apply for the grant on behalf of the Village. Carried 4-0.

10. 125th Anniversary of Birchwood

- a. VanGilder read the proposed proclamation. Motion by VanGilder 2nd by Seffinga to approve the proclamation recognizing September 26, 2026, as “Birchwood 125th Anniversary Day”. Carried 4-0.

11. No-Wake Ordinance Revisions (Attorney Review)

- a. Discussion on revisions to the Village's No-Wake Ordinance as recommended by the Village Attorney, and authorization to submit the ordinance for administrative review. VanGilder commented that it now covers the entire Little Birch to the dam. Motion by VanGilder, 2nd by Seffinga to approve sending the revised No-Wake Ordinance to the DNR. Carried 4-0.

12. Designation of Active Sidewalks and Abandonment-Tabled

- a. Beffa explained that we have been getting complaints about certain sidewalks not being maintained. Discussion on Resolution No. 286-26 which designates active Village sidewalks and recognizes all other sidewalks as abandoned for maintenance purposes. Parkos and VanGilder commented that the sidewalk by the school should be left since the kids use it. Beffa will update the map to reflect the changes showing the abandoned sidewalks. LeBrocq asked for clarification on who is responsible for maintaining the sidewalks in front of residents/businesses that have been abandoned and who then owns it. Strand commented that these are still in the Village right of way. Tabled to obtain more information.

13. Discussion and Possible Approval of Revised Municipal Fee Schedule

- a. Review and consider approval of revisions to the Village Fee Schedule, including adjustments to selected fees to better reflect administrative, inspection, and public works costs; the addition of new fee categories for signs and raze orders; clarification of permit classifications; and updates to certain zoning, land use, and event-related fees to improve consistency and cost recovery. Beffa explained that some of the fees that were on Joe's fee schedule have been moved to ours. Signs and raze fees will now be paid to the Village. Beffa recommended increasing new homes to \$250-land use permits. Beffa explained that these fees are used to pay Joe's zoning contract. She recommended lowering driveway permits to \$50 and increasing road closure permits. Parkos stated that we should check other municipalities to see how we are charging compared to them. Beffa added that our admin fee is now included in the application fees. Motion by VanGilder, 2nd by Parkos to approve Resolution #286-26 adopting the revised Village of Birchwood fee schedule. Carried 4-0.

14. Certificate of Deposit

- a. Discussion and possible action regarding the Dowd Foundation Certificate of Deposit (CD) maturing on September 26, 2026, and the proposed allocation of the proceeds toward the TID No. 1 Project Plan Amendment for the Tennis/Pickleball Court Project. Motion by VanGilder 2nd by LeBrocq not to renew the Dowd

Foundation CD and pull out at term Sept 26, 2026 and apply funds to the loan for the tennis court. Carried 4-0.

15. Motion by Seffinga, 2nd by Parkos to adjourn. Carried 4-0.

The meeting is open to the public and is handicapped accessible. Agendas are posted in three public places which are the Village Hall, Pioneer Market and Deli, and Birchwood United States Postal Service Office notice boards, and on the village website www.birchwoodvillage.wi.us to comply with Resolution 175-15.

APPROVED