

Village of Birchwood  
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The **Regular Monthly Board of Trustees Meeting** of the Village of Birchwood  
will be held on **Tuesday, August 10<sup>th</sup>, 2021, at 6:00 pm**  
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

**AGENDA (Masks Optional) - Revised**

Village President call meeting to order - Meeting was recorded

Pledge of Allegiance

**Roll call by Clerk:** R. Vangilder, P. Parkos, J. Depoister, and M. Manning were in attendance. B. Milligan was not in attendance. Meeting was also attended by, Ashley Beffa, Linda Zillmer, Katelyn Bratvold, Brad Bratvold, Sue Kraft, Dawn Lasserre, Suzanne Pfalzgraf, Darren Nelson, and Kim Gifford.

**Public Notice:** Posted at the Birchwood Post Office, Village Hall, Gary's Grocery and Village Website.

**Police Report:** Chief Brunclik reported on incidents or injuries over the 4<sup>th</sup> of July. Bluegill Festival no reported incidents or injuries. Catalytic converters theft is on the rise and residences should be aware and watch for unusual activity around cars. Received a quote for new body and squad integrated system camera system. System will record different angles and what the body camera sees. No questions.

**Public Works Report:** Tucker Fee stated that football has started and that he will be out of town a couple of hours every night. All the Mosaic boring has been good. Nothing of the villages has been damaged. Mosaic has stayed away from things that Tucker has asked them to. Has been busy with the locates for the boring. Basketball hoop is up and is in good shape. Ron had the park regraded and pounded; the black top was setting back down hard. Every two years the DNR comes down to inspect. We have a new person who has some requests. They are not mandatory changes right now. We still have that project with the well house. She did ask me to do more documentation. When I do the detection for leaks around town. When turning off valves, need to do more documentation instead of just the short report that is sent in. Water this year is half the pump-age of last year due to leaks that were found. Things have been going well around town. Ron has been mowing. Tucker went to the distillery and got the chemical he has been using. Has not seen any change in batching in the sewer plant because of the change. If the Village wants to have Kenway back then they need to start purchasing the chemical for it. Rocky Vangilder commented that Kenway was expensive. Tucker stated that it would balance if we purchased the better-quality chemical. It would be about \$8000 a year with Kenway. Around 5 loads a week and a little above. It would be for the summer months. They would not be doing it in the real cold months, about 4 months. January thru March. Currently the chemical is coming from Perlick's, and it is free. Can be used in the summer months and in the winter months Tucker would start adding some of the newer chemical that would improve the winter a bit more. Can continue to run with Perlick through the summer and if there is any fluctuation can change over. John Depoister asked when Tucker could confirm the costs. Tucker stated that MSA has a price form last year and that he is working with Ashley Beffa on his budget items. There is some other chemical in Iowa. They can ship 6000 gallons. However, it is more than the Village would use in a year, and it would deteriorate in quality before the Village could use it. Tucker can pick it up but the cost for his time and the amount he could bring up would be the same if the Village went through Kenway. Rocky Van Golder asked what was being used when the Village had problems. Tucker stated that it was a corn mix from Greensburg. When the village first got it, it was fine, but they started to add a fine cornmeal back into the process. This swelled up in the water and caused the problems. No Questions

**Committee Reports:** John Depoister noted that the Parks Committee did have a meeting. However, Bridget Milligan was not in attendance to go over what was discussed. Will wait to hear the Parks Report when Bridget Milligan returns. BFCESD working on raising funds for the new building and getting matching grants. Also, working on resolutions. Have not elected a new president. They are waiting to get a new representative so they can have a full vote on who the new president will be. Committees are holding meetings in the following week so September will have committee reports. No other committee reports for this meeting.

**Citizen Comments on Agenda Items Only** (Limit 3 minutes per person): Linda Zillmer referred to her email. Raised concern that there was not enough time to review the agenda. That other entities that use the web service the Village uses are having issues with the service. Might help the village and other entities to investigate another service. Also, on agenda item # 5 Neighbor to Neighbor provided some history on how it was started. Stated that with the grants that are coming out that it might be time for Neighbor to Neighbor to start looking for a more accessible location. Stated that she did not think that it was meant to continue in the space below the Village Hall and that it should become an official

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organization. On Agenda item #7 Suggested that the presenter of the ideas for the sign should hold a public meeting with the planning committee. This would enable civic groups and churches are able to provide input and not feel that their previous ideas were dropped. Agenda Item # 9 Public access to the Village Hall. Had a key system in the past and the Village went to a pad system to have more control of who had access. Agenda item #10 No sure what the final language is on the Garage Sale Ordinance, is something the general public would be interested in. The Public has not had a chance to see it. Agenda item # 11 Did get clarification prior to meeting that it is not the intention of the Board to open up a new section of county road D. Agenda item # 12 stated that the covenant language should remain one year and add language that allows for and extension for two (2) to three (3) years with documentation of proof of intent to build. Agenda item # 13 to stay with the current formula for assessing the assessment. On correspondence Linda Zillmer had non-agenda items in her email. Suzanne Pfalzgraf spoke to agenda item # 5 Neighbor to Neighbor. Wanted to address the copy of the letter they received on Monday. John Depoister stated that would be address on the agenda. Suzanne Pfalzgraf asked if the board wanted her to wait until it was discussed as an agenda item since there were no public comments allowed. John Depoister said yes. Darren Nelson asked if he should wait until agenda item # 11 Amendment to Ordinance. John Depoister stated yes. No further public comments

**Correspondence:** Two (2) correspondence, one complaint about music, will be addressed through ordinance. The other correspondence was the remainder of Linda Zillmer's Letter. Signage on the Cecil building. A second sign was erected on highway 48 side of the building. Village Ordinance states only one sign allowed. This should be reviewed by the Planning Committee. Also, the Village acting as a fund raiser. Requested a full accounting of the funds spent, sources of the funds used and to whom the funds were disbursed to. Also, an accounting of the hours the Village Staff Spent on the fundraiser. No further correspondence.

**Discussion/Action Items (No public comments allowed):**

1. **Current agenda:** John Depoister stated that Item #6 Lisa Damon Request would be tabled as she was unable to attend. Item #7 will be moved up to item #4. Rocky Van Gilder made a motion to approve the current agenda with the stated changes. Second by Paul Parkos. Carried 4 to 0. In review of the Meeting Minutes, it was noted that the agenda had the wrong date for the Minutes. Should be July 13<sup>th</sup>, 2021, not August 10<sup>th</sup>, 2021. Motion was made by Rocky Van gilder to accept the current agenda with correction to the Meeting Minutes date from August 10<sup>th</sup>, 2021, to July 13<sup>th</sup>, 2021. Second by John Depoister. Carried 4 to 0.
2. **Meeting Minutes Approval:** Motion by Mark Manning to approve the July 13<sup>th</sup>, 2021, Meeting Minutes. Second by Paul Parkos. Carried 4 to 0.
  - a. July 13<sup>th</sup>, 2021 Board of Trustee Meeting Minutes
3. **Financials:** Motion by Rocky Van Gilder to approve the Financials. Second by John Depoister. Carried 4 to 0.
  - a. July 2021 Bills, Payroll, and acceptance of Treasurer's Reports
4. **Municipal Sign Approval:** Ms. Bratvold presented her sign ideas. It was noted that the current Welcome to Birchwood sign by the fish is not visible on Highway 48. The current sing is faded and the list one the right side of businesses is not readable when passing at 40 miles per hour. Does not feel that that a new sign would need all of the information that is on the current sign. If we revamp the old sign or get a new sign should be by the paw print as that is the first thing you see when coming into Birchwood. The sign could say Welcome to Birchwood Home of the Bobcats and The Bluegill Festival. Those are the two big attractions/things about Birchwood. One way the Village could dispel some of the cost is speaking to local organizations and city groups to pay for their emblem to be on the sign. Such as the Legion, the Lions Club, or the churches. That also helps people to know about the local organizations and clubs. John Depoister spoke of the last sing that it was made by the students in the wood working class to help dispel the cost. Is something the Village can look into. Rocky Van gilder asked if the school had a graphics design/ designer. Katelyn though that they did, stated that Mr. Gerry runs the wood shop. Discussion on the signs was determine that it should go to the Planning Commission. Motion by Mark Manning to take the sign idea to the Planning Commission. Second by Rock Van Gilder. Carried 4 to 0.
  - a. Welcome to Birchwood sign ideas brought forward by Katelyn Bratvold
5. **Northwest Regional Planning Commission (revised):** Kim Gifford the Housing and development specialist from Northwest Regional Planning Commission presented the information on the Block Grant. The program is geared towards helping homeowners do repairs to their homes. It is a revolving loan fund and is paid back when the homeowner sells their home. The program is for low to moderate income families. They must be below the median income level. More information is available on the Northwest Regional Planning website. You have to be

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the owner of the property and it must be your primary residence. Landlords are also eligible if the renters are low to moderate income. The funds are granted in the form as a deferred payment no interest mortgage on the home. Currently the Village of Birchwood has \$132,328.00 in funds that can be loaned out the residences for repairs or help to purchase a home. If the Village funds become depleted, there are other funds available through Northwest Regional. Ms. Gifford let flyers at the Village Hall for residents. No action. Presentation was informational only.

a. Presentation by Kim Gifford on Block Grants available and eligibility

- 6. Neighbor to Neighbor:** Suzanne Pfalzgraf spoke on behalf of Neighbor to Neighbor. Neighbor to Neighbor started in 2010 with a purpose to help residences in the area. If you need it it's yours. No cost a free will donation. Spoke of how Morris started the project out of his own pocket. Once a doner has given to Neighbor to Neighbor they have relinquished ownership of that item. Stated that Morris said that let people take what ever they want, even if it's the whole shop. John Depoister brought up a letter from a past clerk that there was not contract or lease. It was a verbal agreement when Morris started Neighbor to Neighbor. In 2011 Neighbor to Neighbor was donating \$50 towards gas and electric. Then in 2015 that was increased to \$100 a quarter. John also mentioned Katy Olesiak who started Neighbor to Neighbor as a High School Project. It was started as a community effort to help people in the Village of Birchwood. Anything over the money that was being given to the Village for gas and electric was to be used to purchase new socks, undergarments, soap and toiletries. Suzanne stated that they were not aware that they were to be purchasing new items. The issue of items being taken to St Vincent's in Rice Lake was brought up. The items were donated to Neighbor to Neighbor for the people of the Village of Birchwood not to St. Vincent's. Suzanne stated they were only taken items they could not use to St. Vincent's. The issue of some of the helpers loading up their cars and taking bags full and boxes home to sell in garage sales was brought up. The person is no longer helping at Neighbor to Neighbor. The Village would like to see Neighbor to Neighbor do more advertising by placing flyers around in the Village. Neighbor to Neighbor asked if they could paint downstairs. Suzanne requested that they be given a key to the basement. Dawn Lasserre asked why they did not have a key. John Depoister explained that it was because people were going in after hours and taking the good stuff. Also, that it presented a safety liability to the Village. John Depoister stated that a key would be something that would be discussed.

a. Donations and purpose

**b. Contract**

- 7. Lisa Damon Request:** Tabled as Lis Damon was not able to attend.

a. Damon and Johnson legacy

- 8. Special Event Permit**

a. Timber Fest (October 2<sup>nd</sup>)

i. Fundraiser for Timber Bay building: Was discussed. Chris Kroeze would be performing. Parking would be by Trinity Church, Ed's Pit Stop, and Masonite. Event is from noon to 8pm. Motion by Mark Manning to approve the special event permit for Timber Fest on October 2<sup>nd</sup>. Second by Paul Parkos.

b. 3<sup>rd</sup> Annual Family Fall Festival (September 25<sup>th</sup>)

i. Fundraiser for The Cross Youth: Ashley Beffa presented the information on the festival. There will be hayrides by Ken George. Ashley spoke to Trinity Lutheran Church on liability about the hayride as it would be on some of the village roads. The church is insured for any accidents that could happen. Also, spoke with Ron Strand and was told that there would not be a problem with the route that would be taken. Another event that will be for the festival is cow chip bingo. It will be held in a farmer's field that is in the village limits. The cow will only be there for the event and then be returned to the farm it came from. Wanted to be sure the Board was aware of it as it is livestock, but it will not be living in the village. There will be a scarecrow contest and some music provided by Travis Soper. Motion by Paul Parkos to approve the Special Event Permit for the 3<sup>rd</sup> Annual Family Fall Festival. Second by Rocky Van Gilder. Carried 4 to 0.

- 9. Public Use of Village Hall:** John Depoister spoke. Stated that the Village just spent money to make sure the sewer plant is more secure. However, the Village need to do something to ensure the Village Hall is more secure. With the keypad any organization gets a code to let them in. But they can use that pad anytime to come in after their event. John Depoister suggested that the Village get a couple of keys that are stamped DO NOT Duplicate

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and have a log who they are issued to. If they are going to have a meeting on Tuesday they would come to the hall in the morning to pick up the key and return the key the following morning. The person who signed out the key would be responsible for returning the key to the Village Hall. The key would be for the side door not the main door. That would give more control who is in the building, and if there were any issues they would be the only person with a key. Chief Brunclik suggested putting in a second dead bolt and that they would only have the key for that lock and drop the key into the lock box. A camera system was also suggested. A programable system that could be monitored by a cell phone was also suggested. Motion by Rocky Van Gilder to have Kiewit's Lock & Security in Rice Lake come and give the Village a quote on a lock/security for the Village Hall. Second by Paul Parkos. Carried 4 to 0.

- a. Access to Village Hall building via key rather than keypad
- b. Village Hall Use Application

10. **New Ordinances:** Mark Manning stated that the Garage Sale Ordinance is not completed that he was looking into what other municipalities are doing. Tabled

- a. Ordinance 2021-02, Section 1. Chapter 8 Article XI "Garage Sales"

11. **Amendment Ordinance 2021-03 Section 2. Article VIII Sec. 24-418 Operation within village:** Discussion why the Village could not include the section of "D" (Wise Road) from Hinman Drive to "DD". The Village does not have the authority to open that section of the road because of the speed change. Darren Nelson stated that he went to Washburn County and was told that the Village could open that section of the road to ATV/UTV use. John Depoister presented a letter he received from Washburn County Highway Supervisor that stated the Village does not have the authority to open the section of road is question. The letter stated that the speed limit in the section of "D" (Wise Road) from Hinman Drive to "DD" is 45 miles per hour and the Village does not have statutory right to open that section to ATV/UTV use. The Village can go to the Highway Department in January and petition to have the section of the road opened. Motion by Rocky Van Gilder to accept the Amendment to Ordinance 2021-02 Section 2 Article VIII Sec. 24-411 Operation within Village to add the exclusion of "D" (Wise Road) from Hinman Drive to "DD". Second by Paul Parkos. Carried 4 to 0

- a. Amend Ordinance 2021-02 - No ATV/UTVs allowed on County Road D from Hinman Dr to Country Road DD

12. **East Hill Subdivision Properties:** Review of Resolution by John Depoister to amend the Restrictive Covenant for East Hills Addition. Amendment to the "Time Extension". Motion to accept the resolution by Rocky Van Gilder. Second by John Depoister. Carried 4 to 0.

- a. Change covenant from 1 year
  - i. Determine listing price for property 65-106-2-37-10-25 5 15-261-502000

13. **East Hills Subdivision Lot 3:** Information was presented by CarolAnn Kollar. It was determined that lot 3 was the same as lot 4 and would be listed for the same price. Motion to list lot for the same price as lot 4 by Rocky Van Gilder. Second by Paul Parkos. Carried 4 to 0.

- a. Determine sale price and special assessment for water/sewer

14. **Adjournment:** Motion to adjourn by Mark Manning. Second by Paul Parkos. Carried 4 to 0.

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