

**Town of Birnamwood  
Birnamwood Town Hall  
N9291 Riverview Road, Birnamwood WI**

**May 19 2025 Meeting Minutes  
(PENDING BOARD APPROVAL)**

**Town Officers:**

Steven Steinke	Chairperson	Pamela M Fischer	Clerk
Kurt Olson Jr.	Supervisor I	Debbra Kessen	Treasurer
Wayne Clark	Supervisor II		

**Call Meeting to Order:**

Chairman Steinke called the Regular Monthly Meeting of the Town Board to order at 6:04 p.m. and opened with the Pledge of Allegiance.

**Adopt the Agenda:**

Supervisor Olson moved and Clark seconded a motion to adopt the agenda, all ayes, motion carried.

**Deviate From Posted Agenda:**

Supervisor Olson moved and Clark seconded a motion to deviate from the posted Agenda, all ayes, motion carried.

**Approve Previous Special Board Meeting Minutes:**

The April 15, 2025, Board Meeting Minutes were read aloud by Olson. The previous Special Month's Board Meeting Minutes of April 29, 2025, were read aloud by Steinke. Treasurer Kessen commented on the Board agreeing to allow Fischer a reimbursement of \$20.00 to \$40.00 to acquire a phone line/number for her to use for Town contact purposes. The Minutes were approved on a motion from Olson and a second from Clark, all ayes, motion carried.

**Accept Treasurer's Financial Report:**

Treasurer Kessen's Financial Report(s) stands as presented. Treasurer Kessen discussed the use and cost of the QuickBooks Online Accounting Software as well as the requesting of quotes from other Online Accounting Software providers. Further discussion regarding available Online Accounting Software programs/providers will be added as an Item to the June 16, 2025, Board meeting Agenda.

### **Approve Payment of Monthly Bills:**

A motion for payment of monthly bills presented by Fischer was approved on a motion from Clark and seconded by Olson, all ayes, motion carried.

### **Unfinished Business:**

**BOR (Board of Review) and Open Book** - All in favor of the posting of a Notice of Meeting to Adjourn Board of Review to a later date of June 2, 2025 at 6:00 p.m. as well as posting of said Notice accordingly. Awaiting response by June 2, 2025, from the Town's accessor regarding confirmation of his monthly fee and contract.

**Internet Service for Town Hall** - Upon Kessen's confirmation with Banner Bank to approve an ACH (Automated Clearing House) withdrawal on a monthly basis for payment of \$120.00 to Starlink Internet Services, all were in favor of the purchase of the Starlink Internet equipment from Best Buy in the amount of \$349.99, a satellite mounting system of \$74.00 as well as a four-year contract with the Geek Squad in the amount of \$54.99. The Board agreed to waive an installation fee of \$279.00.

**Peters' Easement, Related Documents and Contact with Town Attorney** - A Resolution with regard to Parcel ID Number: 012-221100030 drafted by Town Attorney Turonie relative to the Peters' Easement was drafted and reviewed with discussion by the Board. This Resolution voids any and all prior Easement(s) regarding the Peters' matter/property in question. Chairman Steinke to forward the endorsed (by Steinke and Fischer) and notarized (by Kessen) Resolution to Attorney Turonie for filing and follow-thru; awaiting response from Shawano County Planning and Development Department's questionable approval. Motion approved by Olson and seconded by Clark; all ayes; motion carried.

### **New Business:**

**Back-Up Plan of Town Board Member's Temporary Inability to Serve** - No Action by Board taken.

**Board Members Hired as General Maintenance Town Employees** - Chairman Steinke stated he would clarify with the Wisconsin Towns' Association's statement that categorizes Town Board Members as Town employees.

**Conditional Use Permits** - Clerk Fischer confirmed Conditional Use Permits are obtained from Shawano County Planning and Development. The issuance of said Permits is not the responsibility of the Town and those interested in obtaining said Permit(s) must contact Shawano County directly.

**Fire Call-Related Bills and Payments of Such** - On April 30, 2025, Steinke attended the Birnamwood fire/ambulance district meeting and was informed by the Fire Chief of the Birnamwood Area Fire Department of sixteen (16) outstanding Fire-Call invoices totaling \$10,141.84; whereas the Town of Birnamwood is responsible for payment of same directly to the fire department. Pursuant to Wis. Stat. §60.557, the Town is responsible for the collection of payment reimbursement from the responsible party who was in need of the Fire-Call. The Town will formalize billing procedures for unpaid Fire-Call invoices incurred from January 1 2024, thru the present, as well as seek further remedies for payment reimbursement to the Town by the responsible party who was in need of the Fire-Call.

**Fireworks Permits** - Chairman Steinke expressed his opposition to signing any Fireworks Permits due to the Township's liability for same. The Town should consider, for the future, adopting an Ordinance prohibiting the issuance of any Fireworks Permit(s) in and by the Town of Birnamwood.

**Parcel Splits (Bernarde and Groh)** - All in favor of the approval of Easement Parcel Splits for Bernarde and Groh; both Easement Parcel Splits were signed by Steinke. The endorsed Groh Easement Parcel Split was hand-delivered to Groh in person at the May 19<sup>th</sup> Board meeting; Supervisor Clark will return the Bernarde's endorsed Easement Parcel Split in person to Bernarde.

**Property Easements (Owner-Initiated and Follow-Thru)** - All in favor of landowners being responsible for the initiation and follow-thru of their proposed Easements to the Town.

**Town Audit** - Supervisor Olson will contact Judi Hegewald, a Certified Internal Auditor and Fraud Examiner, for more information relative to the Town Audit and the appropriate procedures to be taken by the Town.

**Town Board Credit Card** - Discussions regarding this matter shall be addressed at a future Board meeting.

**Town Hall Rental Contract Updates** - The current Town of Birnamwood Town Hall Rental Agreement needs updating. Supervisor Clark to draft a proposed Town Hall Rental Agreement for consideration and review by the Board.

## **Reports:**

**Chairman** - Chairman Steinke informed the Board of ten (10) tires and a tote that were dumped/abandoned onto the roadside of Eland Road. The tires and tote were removed by Steinke and the Shawano County Sheriff's Department was contacted for reporting purposes. Chairman Steinke also had conversations with the Sheriff's Department regarding tires that were dumped/abandoned on the roadside, but not within the Town of Birnamwood. The Town will give thought to hiring a second general laborer who could assist as back-up or serve as additional man-power (with clean-up for example) when issues such as storms, causing damage, occur within the township.

**Clerk Communications to the Board** - Clerk Fischer shared with the Board recent Building Permits, Timber Cutting Permits and Notices of Forest Management Lands received by the Town for in-house filing purposes.

**Fire Department and Ambulance Services** - Chairman Steinke announced the Birnamwood Fire Department and Ambulance Service will be hosting a Pancake Feed on June 28, 2025. The new ambulance purchased has yet to arrive. The Fire Department announced \$464,000.00 remains in their checking account, as well as the holding of a \$100,000.00 Certificate of Deposit (CD) and a second Certificate of Deposit (CD) in the amount of \$75,000.00. Chairman Steinke recommended and will follow-up with the Town of Birnamwood forming a First Responders service/program. Energy service providers announced their service is not responsible for any bills incurred as a result of downed trees on electrical wires. More than likely the Town will be billed for downed trees on electrical lines on property adjacent to town roadways and adjacent private property land lines.

**Roads and Bridges** - Grinding/Pulverizing blacktop for town roads has been and continues to be very costly. The Board discussed discrepancies, variables and responsibilities of dividing roads in the Town of Birnamwood, the Town of Aniwa and the Town of Almond. Chairman Steinke will follow-up further regarding up-to-date PASER inspections. Supervisor Olson will contact vendors regarding the cost and effectiveness of roadside brush cutting versus roadside brush spraying for next year's consideration. Chairman Steinke will follow-up with the cost(s) for five (5) Town of Birnamwood bridges that need inspection, updates and/or maintenance. Supervisor Olson will contact Town of Birnamwood general laborer Greg Oppen regarding the application of cold patch on town roads. The placement and proper posting and signage of Fire Numbers needs further review for purposes of fire-calls and ambulance service calls. Longevity of the Posting of Weight Limits (for example on Phoebe Road) due to heavy truck traffic causing surface breakage to be considered as an Agenda Item in the future.

**Public Comments (Limited to 5 Minutes - No Comments.**

**Future Meetings/Events** - Meeting to Adjourn Board of Review June 2, 2025  
at 6:00 p.m. Birnamwood Town Hall

Monthly Board Meeting June 16, 2025  
at 6:00 p.m. Birnamwood Town Hall

**Adjournment** - Motion from Olson and a second from Clark to adjourn. Board Meeting adjourned at 9:25 p.m.

Respectfully submitted,

*Pamela M Fischer*  
Town of Birnamwood Clerk