

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

Meeting Minutes - June 16, 2025

Town Officers:

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

Observers in Attendance: Christine Clark and Mark Low

Call Meeting to Order:

Chairman Steinke called the Regular Monthly Meeting of the Town Board to order at 6:02 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 Board Meeting Minutes:

Previous month's Board Meeting Minutes of May 19, 2025, were approved on motion from Olson and a second from Clark; all ayes, motion carried.

Accept Treasurer's Financial Report:

Treasurer Kessen presented the Financial Report as of May 31, 2025. Treasurer Kessen's Financial Report received as presented.

Approved Payments of Monthly Bills:

Payment of monthly bills (Check Numbers 10722 through 10739 in the amount of \$16,646.08) presented by Clerk Fischer approved on motion from Clark and seconded by Olson; all ayes, motion carried.

Unfinished Business:

Open Book and BOR (Board of Review) - All in favor of the 2025 Assessment Roll, Assessment for Open Examination to be held July 14, 2025, from 2-6 p.m. at the Town Hall. All in favor of the Board of Review to be held on July 21, 2025, from 4-6 p.m. at the Town Hall for the purpose of calling the Board of Review into session.

Internet Service for Town Hall - Banner Bank will process a monthly ACH withdrawal for payment of \$120.00 to Starlink Internet Services. Starlink Internet equipment for the Town Hall purchased and awaiting in-house installation. No motion made.

Peters' Resolution and Contact with Town Attorney - All in favor requesting Michael Peters' partial or full reimbursement to the Town for its attorney's fees to be tabled until all billing statements for fees rendered by Town attorney are received.

Hiring New Town Employees - Supervisor Olson and Mark Low to service the Town Tractor and Roadside Brush Cutter. Cold Patch to be obtained from the County with patching of holes on Town roads to be carried out. Separate piles of road salt and sand to be combined into one and appropriately covered. Chairman Steinke to meet with Low regarding equipment in the Town Garage. Spraying of Town roads anticipated to take place in mid-August, 2025. Supervisor Olson moved and Clark seconded the immediate hiring of Mark Low as a part-time Town employee, motion carried. Chairman Steinke motioned posting and hiring of additional general maintenance employees. Motion did not carry and no action was taken.

Fireworks Permits - With the exception of professional, bonded and insured Pyrotechnics, the Town shall not issue Fireworks Permits. No Motion made.

Town Audit - Judi Hegewald is no longer a candidate to perform the Town Audit as she chose not to renew her license. Will request an updated quote from Kerber Rose Auditors for their Town Audit services (2021 quote was \$6,500 to \$8,000). Chairman Steinke to contact Wisconsin Towns Association for recommendations regarding firms that conduct Town Audits. No Motion made.

Town Hall Rental Contract Updates - The Town Hall Rental Agreement continues to be drafted by Supervisor Clark and Christine Clark. All in favor of a rental price increase and a security deposit. Rental of the Town Hall for Town residents shall increase to \$75.00 and rental of the Town Hall for non-residents shall increase to \$100.00. A security deposit of \$100.00 shall be required for all regardless of Town residency/non-residency. The Town Hall Rental Agreement/Contract shall be posted on the Town's website along with consideration of a Town Hall rental calendar listing the availability of rental dates and times. Supervisor Olson moved and Clark seconded; motion carried.

New Business:

Town Assessor - Town Assessor to provide Board with a proposed contract for services and fees on July 21 2025, as well as the Wisconsin Department of Revenue Municipal Assessment Report.

Tangle Horn Liquor and Operators License Renewals - Supervisor Olson motioned to approve, Clark seconded; motion carried.

Creekside Gardens and Events Temporary (One-Day) Liquor License - Supervisor Olson motioned to approve, Clark seconded; motion carried.

Placement and Proper Posting of Fire Number Signage - Supervisor Olson motioned to approve and Clark seconded additional placement and posting of Fire Numbers signage to multiple residential properties beyond the approach of a shared private driveway; motion carried. Town employee Low to

follow-through with Town residents in need of a second Fire Number sign beyond that posted at the approach of their shared driveway.

Town Hall Property Maintenance and Repairs - Chairman Steinke presented/requested hiring additional part-time general laborer(s) as manpower, for example, with storm damage clean-up, general maintenance of the Town Hall's interior and exterior, grounds maintenance, and installation of additional parking lot lighting. No motion made to move forward.

Accounting Software - Tabled for future Board meeting.

County Bridge Aid Program - On June 10, 2025, Chairman Steinke met with Hunter Hoffman, Shawano County Highway Department Engineer, with respect to the 2026 County Bridge Aid Program regarding five (5) Town bridges in need of repair. An estimate and summary for the replacement of Short Lane Pipes under the County Bridge Aid Program and alternatives to Short Road bridge replacement were discussed. Motion was made by Olson and seconded by Clark opposing to proceed with the 2026 County Bridge Aid Program. Motion not to proceed carried.

Chairman Report and Communications to the Board:

- **Fire Call-Related Bills and Payments** -
- **Town Fire-Call Correspondence and Invoice to Responsible Party** -
- **Roads and Bridges** -

Chairman Steinke to continue research and discussions(s) regarding Fire-Call bills generated on Reservation lands within the Town. Chairman Steinke to provide Clerk Fischer with additional unpaid Fire-Call Billing Statements for payment and follow-through with the responsible party for reimbursement. Western Avenue has been cleared/cleaned of any debris. PASER information as to when it occurs and by whom is still under investigation. Further discussions were made with regard to roads shared with other townships adjacent to the Town. Chairman Steinke requested Treasurer Kessen provide a specific breakdown of Town items within categories (i.e., snow plowing, brush cutting) etc. and the amounts budgeted for each item and the monies remaining for each category for the remaining calendar year of 2025.

Clerk Communications to the Board:

Clerk Fischer shared recent Fire Inspection Report for the Town Hall, Theilman Permit Application and continued progress with Fire-Call payments and Town reimbursement by responsible party. Clerk Fischer will continue researching the availability of Grants to benefit the Town.

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

Future Meetings/Events - **July 14, 2025 Open Book 2-6 pm Birnamwood Town Hall**
- **July 21, 2025 Board of Review 4-6 pm Birnamwood Town Hall**
- **July 21, 2025 Monthly Board Meeting 6 pm Birnamwood Town Hall**

Adjournment - Motion from Olson and a second from Clark to adjourn.
Board Meeting adjourned at 9:19 p.m.

Respectfully submitted,

_____**Pamela M Fischer**_____
Town of Birnamwood Clerk