

**Town of Birnamwood
Birnamwood Town Hall
N9291 Riverview Road, Birnamwood WI
Meeting Minutes - July 21, 2025**

Town Officers:

Steven Steinke-Chairperson
Kurt Olson Jr.-Supervisor I

Pamela M Fischer-Clerk
Debbra Kessen-Treasurer
Wayne Clark-Supervisor II

Observers in Attendance: Greg Oppen and Mark Low

Call Meeting to Order:

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:

Olson moved and Clark seconded a motion to adopt the Agenda. All ayes; motion carried.

Deviate From Posted Agenda:

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 June 16, 2025, approved on motion from Olson and a second from Clark. All ayes; motion carried.

Accept Treasurer's Financial Report:

Kessen presented the Financial Report as of June 30, 2025. Kessen's Financial Report received as presented.

Approved Payments of Monthly Bills:

Payment of monthly bills (Check Numbers 10741 through 10749 in the amount of \$22,641.74) presented by Fischer approved on motion from Olson and seconded by Clark. All ayes; motion carried.

Unfinished Business:

Open Book and BOR (Board of Review) - The 2025 BOR called to order July 21, 2025, at 4:00 pm, pursuant to due notice. Steinke, Olson, Clark and Fischer present. Also present, Assessor Jeremy Kurtzweil of Kurtzweil Appraisals. Kessen not present. Steinke, Olson and Clark served as the BOR. Fischer recorded the Minutes. Confirmed all notices properly posted and published. Kurtzweil delivered the roll to Fischer who presented same to the BOR. BOR examined the roll for errors, any omitted property or double assessments. No errors found. No members of the public were present to examine the assessment data and no notices of objections filed. Olson moved to adjourn, second by Clark. Motion passed. BOR Meeting adjourned at 6:00 pm.

Town Audit - Received quote from KerberRose Auditors for their Town Audit services. 2025 quote was \$11,000.00-\$13,500.00. Any additional assistance outside the scope of the financial statements audit would be mutually agreed upon and would be billed at KerberRose's standard hourly rates. No motion made.

Town Hall Rental Contract Updates - Town Hall Rental Agreement redraft continues update by Clark and Christine Clark. A Town Hall Rental Calendar listing available rental dates and times now on the Town's website. Olson moved and Clark seconded. Motion carried.

Internet Service for Town Hall - Starlink Internet equipment installed and internet access and services are now available. No motion made.

Placement and Proper Posting of Fire Number Signage - Kessen to prepare list of the Town's current inventory of duplicated Fire Number Signs in-house. No motion made.

Town Hall Property Maintenance and Repairs - Town's outdoor sign no longer leaning, but has severe rot and needs replacing. Outdoor light illuminating the US Flag outside the Town Hall needs addressing. The air conditioning units in the Town Hall need replacement as they no longer function. Estimates for replacing the units, including parts and labor, total \$7,900.00. Follow-up needed whether one air conditioning unit would suffice cooling the Town Hall as opposed to two units. Replacing stone edging surrounding the Town Hall with pavers and grass tabled for August Board Meeting. Steinke to contact Birnamwood Repair for pricing of industrial weed eater and pole saw. Town Garage to be padlocked. Low to draw-up plans for garage shelving. No motion made.

Peters' Attorney Payment - Attorney's fees in the matter of Peters' Easement Resolution have been paid in full by the Town. Town shall notify Peters, in writing, seeking reimbursement from the Peters for full amount of Town Attorney Turonie's fees incurred to resolve Easement issue. Olson moved and Clark seconded. Motion carried.

New Business:

Town Assessor Open Book Results and Contracts - Kurtzweil provided the Board with a proposed contract for his services and fees and the Wisconsin Department of Revenue Municipal Assessment Report. Fischer to contact Kurtzweil regarding break-down of his monthly fee and Open Book and Board of Review fees. No motion made.

Tangle Horn Bartender (Server) Licenses - Supervisor Olson motioned to approve, Clark seconded. Motion carried.

Accounting Software - The Town shall proceed forward with QuickBooks Accounting software adding Fischer as an authorized user on behalf of the Town, to Kessen's grandfathered-in QuickBooks account. Printable checks shall be ordered. Motion by Olson and second by Clark. Motion carried.

2025-2027 State of Wisconsin Local and Agricultural Road Improvement Programs - Fischer to contact Wisconsin Towns' Association for clarification on available Grant(s). No motion made.

Posting of Town Notices - Fischer to continue posting Town notices in the same fashion as she has been. No motion made.

Town Road Budget and Bids - Develop comparables of Profit and Loss Budget v. Approved 2024 Budget and comparisons of the monies spent from the 2024 Budget v. the 2025 Approved Budget needed. Claims that the State will not allow a township to create a Miscellaneous Budget/Contingency Budget needs follow-up. No motion made.

Paser Rating Contract - Olson motioned and Clark seconded contacting Shawano County Highway Department for their Paser Rating rates v. Delmore Consulting's rates. Lowest rates quoted by either the county or Delmore shall be the choice of the Board for selecting the Paser services provider.

Guard Rail Damage on Eland Road - An individual, cited for OWI, struck the guard rail on the southside of Eland Road's bridge, causing an estimated \$2,750.00 in damages. Responsible party shall be billed for the damages and if not paid, the Town shall make payment for the damages. Town, in turn, would proceed to collect reimbursement from the responsible party. Olson motioned and Clark seconded replacing the south and north sides of the guard rails on Eland Road's bridge, holding the responsible party monetarily liable for the costs of replacement of the southside guard rail.

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 -**

Steinke to personally present Birnamwood Area Fire Department with Check Number 10749 dated July 21, 2025, from the Town of Birnamwood for unpaid Fire-Call Invoices from 2023, 2024 and 2025, in the amount of \$12,100.00.

Fire-Calls generated on Ho Chunk Nation Tribal lands within the Town continues to be researched by Steinke. Steinke awaiting response from Ho Chunk Nation's Tribal Attorney. Fischer to provide a W-9 form to the Ho Chunk Nation.

Any reference to dogs at large on Ho Chunk Nation Tribal Land and following-up with the Shawano County Sheriff's Department regarding said dogs shall be removed from the Town of Birnamwood's website. Sydney Piper, Animal Control Officer, will not respond to dogs at large on Ho Chunk Nation's Tribal lands as there is no contract to do so. Fischer to follow-up with letter and invoice to those who have outstanding balances owing for Dog Control services.

Steinke to contact Meverden Excavating and Hanson Excavating regarding grading of the following roads: Elder, Popple, Lake, Cedar, Oriole, Western and Shepley. Church Road in the Townships of Birnamwood and Aniwa need clarification, in writing, as to which section of road the Town of Birnamwood and Town of Aniwa are responsible for.

Highway N from the intersection of Riverview Road and Phoebe Road to Matsche Farms will be closed for road resurfacing. Shawano County Highway Department inquired re-routing traffic down Eland Road as a detour.

The town truck is in need of maintenance (leaks hydraulic fluid and power steering fluid).

Clerk Communications to the Board:

Fischer shared Peters Permit Application. Fischer previously announced completing the mandatory requirements of the Wisconsin Department of Revenue-approved BOR training program on July 3, 2025, as well as observing several Town Clerk-related webinars. Fischer enrolled in Town Clerk seminar to be held in late September, 2025, via Zoom.

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

Future Meetings/Events - August 18, 2025 Board Meeting 6pm - Birnamwood Town Hall

Adjournment - Motion from Olson and a second from Clark to adjourn.

Board Meeting adjourned at 9:15 p.m.

Respectfully submitted,

__Pamela M Fischer__
Town of Birnamwood Clerk