

NOTICE OF MONTHLY TOWN MEETING
TOWN OF BIRNAMWOOD, SHAWANO COUNTY, WISCONSIN
Birnamwood Town Hall, N9291 Riverview Road, Birnamwood WI

JANUARY 19 2026 - 6 PM
MONTHLY TOWN BOARD MEETING
MINUTES

Town Officers: Steven Steinke Chairperson
Debra Kessen Treasurer

Kurt Olson Jr Supervisor I

Wayne Clark Supervisor II
Pamela M Fischer Clerk

1. **Others in Attendance:** Dennis Knaak, Mark Low, Terry Nousen, Pete Stewart and Phil Tautges.
2. **Call Meeting to Order:** Steinke called the Regular Monthly Meeting of the Town Board to order at 6:04 p.m. and opened with the Pledge of Allegiance.
3. **Adopt the Agenda:** Olson moved, Steinke seconded a motion to adopt the Agenda; all ayes; motion carried.
4. **Deviate From Posted Agenda:** Olson moved, Steinke seconded a motion to deviate from the posted Agenda; all ayes; motion carried.
5. **Approve Previous Board Meeting Minutes:** Olson questioned an announcement in the Draft December, 2025 Board Minutes of a "new program for snowplowing using the Oshkosh Plow Truck and Dodge One-Ton Truck when snowfall reaches 3-4 inches plus". Steinke clarified his intended verbiage of the sentence. Steinke pointed out in the Draft December 2025 Board Minutes an incorrect reference made to the new wage(s) for the role of Town Road Crew and Laborer position(s); said wage of \$22.50/hour referenced was incorrect; the correct wage should be \$22.00/hour effective December 15, 2025. Board Meeting Minutes of December 15, 2025, approved on motion from Olson, seconded by Steinke; all ayes; motion carried.
6. **Accept Treasurer's Financial Report:** Correspondence and itemized billing statement from BG & Associates regarding procedures, on their part, for closing the Housing Grant account were discussed. Steinke needs further clarification before agreeing to or signing BG & Associates' itemized billing statement. Kessen presented the Financial Report as of December 31, 2025. Kessen's Financial Report received as presented.
7. **Approved Payment of Monthly Bills:** Payment of monthly bills (Check Numbers 10878 through 10904 in the amount of \$327,412.23) presented by Fischer; approved on motion from Olson, seconded by Clark; all ayes; motion carried.
8. **Unfinished Business:**
 - **Dog Lister Contract** - Steinke moved against, as did the Board, approving anyone to act in the capacity of a Town Dog Lister nor entering into any type of contract for same. No motion made. -
 - **One-Ton Truck Blade Update** - Installation of the blade went as expected and the blade is fully functional on the One-Ton with the exception of a few hydraulic leaks. -
 - **Steel Cabinet for Town Garage** - Rural Insurance confirmed that as long as hazardous and combustible materials are stored in their original containers, there is no need for a Steel Cabinet in the Town Garage; no motion made -
 - **Town Hall Interior Maintenance and Lighting** - Painting of the interior of the town hall has been put on hold. The Town Hall Rental Contract and Agreement is approved in its entirety per motion by Olson and second by Clark; motion carried. Phil Tautges with North Branch Electric pointed out several electrical inconsistencies with regard to the town hall's interior and exterior lighting. Tautges offered to address and correct the interior and exterior lighting issues, providing the materials at cost. North Branch Electric repaired the exterior wiring for the illumination of the American Flag and donated the light for same. Tautges will prepare a Quote to address the issues. Olson motioned, Clark second North Branch Electric proceeding with the electrical issues in the interior and exterior of the town hall; motion carried -

9. **New Business:**

- **Action for Employment Misconduct** - Appropriate action was addressed as well as taken against a part-time Town of Birnamwood employee. Olson motioned and Clark second taking the appropriate action for employment misconduct resulting in termination; motion carried. -
- **Board Compensation for Special Meetings** - Any action on this matter shall be taken up by the Town Electors and not the Town Board. It may be addressed further at a Wage Review meeting. No action taken. -
- **Part-Time Employment and Wages** - Town resident Terry Nousen expressed interest in fulfilling a vacant Back-Up Part-Time Secondary Snow Plow Driver position and was encouraged to apply. Olson will contact potential leads to fulfill the vacant Primary and Secondary Part-Time Snow Plow Driver positions. The Board hereby acknowledges and thanks those individuals who assisted in removing the Oshkosh Plow Truck when it occasionally became stuck in the snow. -

10. **Chairman Report and Communications to the Board:**

- **BAES (Birnamwood Area Emergency Services)** - Nothing new to report. -
- **Fire-Call Related** - Birnamwood Area Emergency Services reimbursed the town for a fire-call invoice payment that was inadvertently paid twice (once by the recipient and once by the Town). An individual entering into a payment plan regarding an unpaid fire-call service invoice did not follow thru with a payment and as such, the Payment Plan is now null and void. Ho-Chunk Tribal Nation is attempting to satisfy a fire-call invoice that resulted from a fire on the Ho-Chunk Reservation lands by a tenant renting from the Ho-Chunk Tribe. -
- **Roads and Bridges** - Gravel surfaced and poorly-graveled surfaced roads were discussed for the purposes of proceeding with bidding prospects. No new bridge updates to report. -
- **Any Matters/Topics that may Arise Outside this Agenda** - Any damage to residents' mailboxes as a result of being struck by the Town's plow truck, shall be tabled and addressed at the next Town Board meeting. -

11. **Clerk Communications to the Board:**

- **Authorized to Charge In-House Accounts** - Authorizations shall be updated and all Account Vendors to be notified. -
- **Mail Forwarding Cancelled** - Effective December 30, 2025, all town mail is dropped off and picked up in the mailbox for the town hall's mailing address. All utility and vendor providers shall be notified to use the town's address for mailing purposes only.-
- **Posting of Minutes** - There are no statute requirements for posting Town Board Minutes. As such, the Minutes of the Board Meetings shall be prepared first as a draft and lastly approved by the Town Board at the following Board Meeting. Posting of the Town's Minutes shall be limited to the town's website. -
- **Town's Liability Coverage** - Rural Insurance confirmed the town has a legal defense policy in place. -

12. ● **Public Comments (Limited to 5 Minutes):**

13. **Future Meetings/Events: Monthly Board Meeting - Birnamwood Town Hall - February 16 2026 @ 6 pm**

14. **Any Other Business That May Come Before the Town Board to be Considered at Future Board Meeting.**

15. **Adjournment - 8:23 p.m.**

Notice dated this 19th day of January, 2026. Notice posted this 16th day of February, 2026.

Respectfully submitted,

 Pamela M. Fischer

Town of Birnamwood Clerk