

Town of Birnamwood

Meeting Minutes

January 14, 2025

Town Officers:

Dave Brounacker	Chairperson	Dennis Knaak	Clerk
Rick Lettau	Supervisor I	Debbra Kessen	Treasurer
Kurt Olson Jr.	Supervisor II		

Call meeting to order.

Chairman Brounacker called the Regular Monthly Meeting of the Town Board to order following the Town Caucus and opened with the Pledge of Allegiance. Rick Lettau was excused.

Adopt the Agenda

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

Deviate from posted agenda.

Olson moved, Brounacker seconded a motion to deviate from the posted agenda, all ayes, motion carried.

Approve previous Board Meeting Minutes.

Copies of the previous month's Regular Board Meeting Minutes were provided. The minutes were approved on a motion from Olson and a second from Brounacker, all ayes, motion carried.

Accept Treasurer's Financial Report.

The Treasurer gave the following report: deposits of \$51,387.69, expenditures of \$113,465.28, checkbook balance of \$7,109.89, TSA (tax savings account) balance of \$308,340.29, Contingency CD \$5,366.36, Truck/Equipment CD \$62,847.86 and Housing Account balance \$2,428.45. Olson moved and Brounacker seconded a motion to accept the Treasurer's report, all ayes, motion carried.

Approve payment of monthly bills.

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

Unfinished business.

New Business.

There was nothing new to address concerning roads or any other Town Business for January.

Reports.

Adjournment

Motion from Olson and a second from Brounacker to adjourn, all ayes. Board meeting adjourned.

Respectfully Submitted

Town of Birnamwood Caucus

January 14, 2025

Chairman Brounacker called the Caucus to order at 6:00 pm in the Birnamwood Town Hall.

The following residents attended; Greg Opper, Steven Steinke, Tina Steinke, Pat Knaak, Christy Clark, Wayne Clark, along with the Town Board, Treasurer and Clerk.

The Clerk reviewed rules and procedures for conducting a Town Caucus and announced Dave Brounacker Chairperson, Rick Lettau Supervisor I and Dennis Knaak Clerk filed Notice of Noncandidacy Papers.

The position of Chairperson was opened for nominations. Tina Steinke nominated Steven Steinke, seconded by Steven Steinke. There were no more nominations. Nominations for Chairperson was closed.

Nominations for Supervisor I was opened. Kurt Olson Jr. was nominated by Dave Brounacker, seconded by Debbra Kessen. Noah Sabel was nominated by Steven Steinke, seconded by Tina Steinke. There were no other nominations. Nominations were declared closed.

Nominations for Supervisor II was opened. Debbra Kessen nominated Wayne Clark, seconded by Christine Clark. Dennis Rochwite was nominated by Steven Steinke and seconded by Tina Steinke There were no other nominations. Nominations were declared closed.

Nominations for Clerk was opened. Tina Steinke nominated Steven Steinke and Steven Steinke seconded the nomination. There were no other nominations. Nominations were declared closed.

The position of Treasurer was opened for nominations. Wayne Clark nominated Deb Kessen, seconded by Kurt Olson Jr. Tina Steinke nominated Steven Steinke seconded by Steven Steinke. There were no other nominations. Nominations were declared closed.

Kurt Olson Jr. made a motion to close the 2025 Caucus, seconded by Dave Brounacker. Caucus closed at ~~7:30~~ pm.

6:30

The candidates then filled out the Notice of Nomination, Receipt of Notice of Nomination, Declaration of Candidacy and Campaign Registration Statement.

Respectfully submitted,

Dennis Knaak
Town Clerk

Town of Birnamwood

Meeting Minutes

February 11, 2025

Town Officers:

Dave Brounacker	Chairperson	Dennis Knaak	Clerk
Rick Lettau	Supervisor I	Debbra Kessen	Treasurer
Kurt Olson Jr.	Supervisor II		

Call meeting to order.

Chairman Brounacker called the Regular Monthly Meeting of the Town Board to order and opened with the Pledge of Allegiance.

Adopt the Agenda

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

Deviate from posted agenda.

Lettau moved, Olson seconded a motion to deviate from the posted agenda, all ayes, motion carried.

Approve previous Board Meeting Minutes.

Copies of the previous month's Regular Board Meeting Minutes were provided. The minutes were approved on a motion from Lettau and a second from Olson, all ayes, motion carried.

Accept Treasurer's Financial Report.

The Treasurer gave the following report: deposits of \$280,855.93, expenditures of \$283,395.10, checkbook balance of \$20,040.42, TSA (tax savings account) balance of \$373,787.50, Contingency CD \$5,366.36, Truck/Equipment CD \$62,847.86 and Housing Account balance \$2,428.66. Lettau moved and Olson seconded a motion to accept the Treasurer's report, all ayes, motion carried.

Approve payment of monthly bills.

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

Unfinished business.

New Business.

There was nothing new to address concerning roads. The Board approved the design plans, for boring under Robin Road from the Ho Chunk Transportation Department on a motion from Lettau and a second from Olson, all ayes, motion carried.

At the request of the Village of Eland for the transfer of a reserve "Class B" liquor license, the chairman and supervisors of the Town of Birnamwood discussed and reviewed information from the Department of Revenue, then voted to pass Resolution 2025-01, transferring 1 reserve "Class B" liquor license to the Village of Eland for the sum of \$10,000.00 on a motion from Lettau and a second from Olson, all ayes. Motion carried. The license transfer meets the Department of Revenue requirements; both municipalities in the same county, contiguous or within 2 miles of the transferring municipality and the transferring municipality establishes the issuance fee in the amount of not less than \$10,000.00 (sec.125.51 (4)(e) Wis. Stats.). Upon receiving the check in the amount of \$10,000.00 from the Village of Eland the board signed the Resolution 2025-01. The transfer is permanent and reduces the towns reserve "Class B" licenses to 2.

Adjournment

Motion from Lettau and a second from Olson to adjourn, all ayes. Board meeting adjourned.

Respectfully Submitted

Town of Birnamwood

Meeting Minutes

March 11, 2025

Town Officers:

Dave Brounacker	Chairperson	Dennis Knaak	Clerk
Rick Lettau	Supervisor I	Debbra Kessen	Treasurer
Kurt Olson Jr.	Supervisor II		

Call meeting to order.

Chairman Brounacker called the Regular Monthly Meeting of the Town Board to order and opened with the Pledge of Allegiance.

Adopt the Agenda

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

Deviate from posted agenda.

Lettau moved, Olson seconded a motion to deviate from the posted agenda, all ayes, motion carried.

Approve previous Board Meeting Minutes.

Copies of the previous month's Regular Board Meeting Minutes were provided. The minutes were approved on a motion from Lettau and a second from Olson, all ayes, motion carried.

Accept Treasurer's Financial Report.

The Treasurer gave the following report: deposits of \$390,693.08, expenditures of \$405,435.12, checkbook balance of \$5,779.53, TSA (tax savings account) balance of \$145,073.50, Contingency CD \$5,366.36, Truck/Equipment CD \$26,347.86 and Housing Account balance \$2,428.84. Lettau moved and Olson seconded a motion to accept the Treasurer's report, all ayes, motion carried.

Approve payment of monthly bills.

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

Unfinished business.

Deviated to Mike Peters and Sunrise Road Discontinuation of Public Easement which was approved by the Town Board at the September 10, 2024 Board Meeting and approved by the Department of Revenue. Since then the DNR got involved and the building project is on hold. Chairman Brounacker will contact the State Agencies and report to Mr. Peters

New Business.

With the warm weather they will patch roads as temperatures permit. The Board posted Town Roads as of March 10th following the County Spring Breakup Restrictions.

Adjournment

Motion from Lettau and a second from Olson to adjourn, all ayes. Board meeting adjourned.

Respectfully Submitted

**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 19th 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 Opper 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

**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	Debra 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

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

**June 2 2025 MEETING TO ADJOURN
BOARD OF REVIEW TO LATER DATE
MINUTES
(PENDING BOARD APPROVAL)**

Town Officers:

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

Call Meeting to Order:

Chairman Steinke called the June 2, 2025, Meeting to Adjourn Board of Review to Later Date to order at 6:03 p.m.

Unfinished Business:

BOR (Board of Review) and Open Book - All were in favor of the posting of a Notice of Meeting to Adjourn Board of Review to a later date of July 21, 2025, at 4:00 p.m. as well as posting of said Notice accordingly. Awaiting response from Assessor Kurtzweil with regard to his availability for purposes of holding the Open Book Session, the Town's Board of Review and an anticipated update to the Assessor's Contract with the Town of Birnamwood. Motion approved by Olson and seconded by Clark; all ayes; motion carried.

Future Meetings/Events - Monthly Board Meeting June 16, 2025, at 6:00 p.m.-Birnamwood Town Hall
- Board of Review July 21, 2025, at 4:00 p.m.-Birnamwood Town Hall

Adjournment - Motion from Olson and a second from Clark to adjourn. Board Meeting adjourned at 6:15 p.m.

CAVEAT - It should be noted shortly after this meeting was adjourned, Clerk Fischer received a return telephone call from Assessor Kurtzweil. Clerk Fischer discussed, in short, Kurtzweil's contract with the Town of Birnamwood; Kurtzweil stated he doesn't necessarily update his Contracts with any particular Township per se stating if the Town is happy with his services, he is more than happy to continue serving the Town with their needs. Assessor Kurtzweil also mentioned that July 21, 2025, tentatively worked for purposes of the Board of Review. Clerk Fischer shared Chairman Steinke's telephone number with Kurtzweil and instructed Kurtzweil to call Chairman Steinke.

Respectfully submitted,

_____*Pamela M Fischer*_____
Town of Birnamwood Clerk

**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
Debra Kessen-Treasurer
Wayne Clark-Supervisor II

Observers in Attendance: Greg Opper 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

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

Minutes of the Board of Review – July 21, 2025

Town Officers:

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

In Attendance: Jeremy Kurtzweil, Town Assessor

Absent: Treasurer Debra Kessen

Call Meeting to Order

The 2025 Board of Review for the Town of Birnamwood called to order at 4:00 pm on Monday, July 21, 2025, pursuant to due notice. Roll call was taken with the following Board members present: Steven Steinke, Kurt Olson Jr., Wayne Clark, Pamela M Fischer. Also present: Kurtzweil of Kurtzweil Appraisals.

Steinke, Olson and Clark served as the Board of Review. Fischer recorded the Minutes.

Confirmation of all notices were properly posted and published.

Fischer, attended the Wisconsin Department of Revenue approved BOR training program completing the mandatory requirements on July 3, 2025.

Kurtzweil delivered the roll to Fischer. Fischer presented the roll to the Board of Review.

Board of Review examined the roll for errors, omitted property and double assessments. There were no corrections of errors under Wisconsin Statute §70.43. Any changes from the Open Book were included in the assessment roll.

There were no members of the public present requesting to examine the assessment data. There were no other notices of objections filed.

Olson moved to adjourn, second by Clark; motion passed.

Meeting adjourned at 6:00 pm.

Respectfully submitted,

Pamela M Fischer

Pamela M Fischer,
Birnamwood Town Clerk

Town of Birnamwood
Birnamwood Town Hall, N9291 Riverview Road, Birnamwood WI
Meeting Minutes – August 18, 2025

Town Officers: Steven Steinke-Chairperson Kurt Olson Jr-Supervisor I Wayne Clark-Supervisor II
Debbra Kessen-Treasurer Pamela M Fischer-Clerk

Observers in Attendance: Christine Clark and Mark Low

1. **Call Meeting to Order:** Steinke called the Regular Town Board Monthly Meeting to order at 6:02 p.m. and opened with the Pledge of Allegiance.
2. **Adopt the Agenda:** Olson moved, Clark seconded motion to adopt Agenda. All ayes; motion carried.
3. **Deviate From Posted Agenda:** Olson moved, Clark seconded motion to deviate from the posted Agenda. All ayes; motion carried.
4. **Approve Previous Board of Review and Board Meeting Minutes:** Previous month's Board of Review and Board Meeting Minutes of July 21, 2025, approved on motion from Olson, Clark seconded. All ayes; motion carried.
5. **Accept Treasurer's Financial Report:** Kessen presented the Financial Report as of July 31, 2025. Two CD's not labeled for any specific purpose/category. One CD gaining interest since 2014, with no contributions. Town to explore combining two CD's into one. Kessen to examine further in May, 2026. Kessen's Financial Report stands as read.
6. **Approved Payments of Monthly Bills:** Payment of monthly bills (Check Numbers 10771-10781 in the amount of \$57,805.53) presented by Fischer approved on motion from Olson, Clark seconded. All ayes; motion carried.
7. **Unfinished (Old) Business:**
 - **Failure to License Dog/Failure to Pay Dog @ Large Invoices** - Fischer submitted letter to pay and invoice on July 21, 2025, to Lyndie Stevens. No response. Prior judgment imposed on Stevens for failure to license dog(s). Fischer to follow-up with second letter and invoice, and explore the DOR's Tax Refund Intercept Program for purposes of intercepting Stevens' Income Tax Return(s) to satisfy the outstanding invoice. Enforcement of the Animals at Large Ordinance on Ho-Chunk Tribal Land, in the township, has come to an impasse as to responsibility to respond and enforce Animal at Large complaints. Shawano County Sheriff's Department won't respond and directs the complainant to contact Animal Control Officer Piper; Piper will not respond to an animal complaint without a contract with the Ho-Chunk Tribe. Steinke giving thought to attending Ho-Chunk Tribal meeting to gain insight on the tribe's animal control issue. No motion made.
 - **Guardrail Damage Eland Road** - Waiting for Shawano County to schedule the install of the Guardrail replacement. No update. Materials to repair are anticipated to arrive soon. No motion made.
 - **Confirm Pacer Rating Contract** - Shawano County will conduct the Pacer Rating at a fee of \$1,500 to be submitted and completed in October, 2025. No motion made.
 - **QuickBooks Accounting Software** - No Updates. Upon Kessen's QuickBooks Accounting Software contract expiring and under the new contract, the switch-over adding the Town access to the QuickBooks Accounting Software shall occur. No motion made.
 - **Town Hall Rental Contract Updates** - Redraft continues by Clark and Christine Clark. Current updates presented thus far acceptable. First page of contract revised to reflect going into effect January, 2026. Second page focuses on rental fee, security deposit, etc. No motion made.

- **Town Assessor Contract** - Emailed Kurtzweil July 25 2025, questioning the amount the town owes for outstanding regular monthly fees and services for the 2025 Open Book and Board of Review. Subsection #7 "Payment of Salary and Expenses" on Kurtzweil's "Assessment Services Contract for the Town of Birnamwood for the Assessment Years of 2026 thru 2028" needs clarification. Fischer to contact Kurtzweil. Contract signed by Steinke and attested by Fischer. Olson motioned to approve and move forward with Kurtzweil's Assessment Services Contract, Clark seconded. Motion carried.

- **2025-2027 State of Wisconsin Local and Agricultural Road Improvement Programs** - On July 31 2025, Wisconsin Town's Association announced funds are set aside for LRIP in the State Budget approved last month. There will be another round of applications/awards in the future. Follow-up in Fall 2025, necessary to gain information on the next application period. As of August 18, 2025, an announcement had not occurred. No motion made.

8. **New Business:**

- **Cutting/Logging Notices and Permits** - No Cutting/Logging Permit(s) were issued by Shawano County nor the DNR to Shepley Taproom, registered owner/agent of MFL's near the intersection of Shepley and Raspberry Roads. Steinke to contact Shawano County and if need be, the registered owner of the MFL, to inquire further details regarding permits. No motion made.

- **Google's @townofbirnamwood.wi.gov Email Accounts** - Steinke and Fischer elect to continue use of their Google Workstation Email Accounts. Kessen, Olson and Clark elect not to. Fischer to deactivate Kessen's, Olson's and Clark's Google Workstation Email Accounts. Google withdraws \$63 per month from Steinke's personal credit card and also invoices the Town of Birnamwood. The town can expect reimbursement by the State for the fees imposed by Google Workstation for use of the @townofbirnamwood.wi.gov email accounts thru December, 2025. Google Workstation will accept ACH withdrawals for the monthly amount due for Steinke's and Fischer's email accounts. No motion made.

- **Grants** - Wisconsin Towns' Association and the Wisconsin County Highway Association is sponsoring online training, overview of requirements, timelines, common errors and bidding procedures (Webinar) related to the Local and Agricultural Road Improvement Grant(s). No motion made.

- **Meverden Excavating and RC Pavers' Road Work** - Received Meverden Excavating and RC Paver's Invoices. Elder Road and sections of Oriole Road have fresh gravel and have been graded. Awaiting return call from Meverden Excavating with respect to hot patch mix, grading and rolling of Lilly, Lake and North Branch Roads for first week of September 2025. The shoulders of Bluebird Road were tapered by Meverden Excavating. No motion made.

- **Road Damage (Shepley & Raspberry)** - Pavement at the intersection of Shepley and Raspberry Roads has been completely "demolished" by logging equipment/trucks used to move timber outside a MFL property. Steinke will contact Shawano County and if need be, the registered owner of the MFL, to inquire further details regarding permits and the road damage. No motion made.

9. **Reports:** Outdoor lighting quotes from North Branch Electric for the Town Hall parking lot and outside the Town Hall are tabled for October, 2025. Discussion by Board of the preference of signing checks before, during or following each Board Meeting to be tabled for October.

- **Fire-Call Related Invoices - 2023 Invoices:** Expecting payment on one invoice of \$191.84 owing by end of August, 2025. Awaiting \$908.16 refund from fire department for two invoices previously paid, but inadvertently placed on fire department's Open Balance Sheet. United Health Care and Partners Mutual Insurance to reopen two separate claims never filed. No Response from Ho-Chunk Tribal Attorney on March, 2023 Invoice and no responses from two other invoiced individuals. **2024 Invoices:** Erie Insurance to reopen claim and if denied, invoiced individual will pay \$550 balance owing by end of August, 2025. No response from Ho-Chunk Tribal Attorney on April, 2024 Invoice, and no responses from three other invoiced individuals. **2025 Invoices:** \$1,400 paid in full on two separate invoices. No response from Ho-Chunk Tribal Attorney on March, 2025 Invoice and no responses from two other individuals invoiced.

All Fire-Call Invoice recipients with open balances have until end of September, 2025, to satisfy their unpaid invoices in full. If not, the town shall explore further remedies to collect outstanding balances. Board presented letter addressed to then Chairman Ed Meverden with the Town of Birnamwood dated March 10, 2005, from Ho-Chunk Nation Tribal Attorney Wendy Helgemo announcing Ho-Chunk Nation had, in 2001, negotiated with the Village of Wittenberg to provide all Fire Protection Services on parcels of land owned by the Ho-Chunk Nation within the Town of Birnamwood. Olson questioned if a Release had been executed and signed relinquishing Town of Birnamwood's responsibility to respond. An unsigned and non-dated Agreement for Fire, Rescue and Ambulance Services between the Wittenberg Fire Department and Ho-Chunk Nation to provide Fire, Ambulance and Rescue Service(s) was also presented. No contract(s) can be found between Ho-Chunk, Wittenberg and/or Birnamwood. No motion made.

- **Roads and Bridges** - Spraying by "4 Concept Spraying", Eau Claire, Wisconsin, will occur in October or November, 2025, for weeds and brush along the following Roads: Church, Phoebe, Cherry, Riverview, Elm, Ranch, Whippoorwill, North Branch, Cedar, Pine and Cranberry. The following roadsides are to be brush-cut: Shepley, Town's section of Field Street, Cherry, Lake, Popple, Hummingbird, Norrie, Western, Raspberry and Trout. Within a couple of weeks Raspberry and Shepley Roads will get fill. Two culverts yet to be set. Load of Patch on order. Aniwa Town Board will discuss drafting a document specifying the correct portions of Church Road that are their responsibility to maintain. Crescent Road, a portion of which is in our township, is divided with one other township. The Town of Birnamwood has been maintaining Crescent Road. Addressing maintenance of Crescent Road with the other township necessary. No motion made.

Chairman Report and Communications to the Board:

Nothing finalized regarding the Air Conditioning Units in the town hall. Furnace serviced and water softener needs salt. Fan sensor-switch in the men's bathroom needs addressing. Outdoor light illuminating the American Flag is on 24/7. The 1-Ton Dodge Ram Pick-Up Truck is in bad shape (air conditioning doesn't function and should be addressed in Spring, 2026, hoses leak and plow blade is rotted and has holes in it). Low to pump out plugged 24" floor drain in the Town Garage. The Birnamwood Area Emergency Services as of June, 2025, had a balance of \$634,464.00 in their checking account and an Ambulance CD of \$176,000.00. Steinke contacted Pomasl Fire Equipment in Antigo and was told still no new ambulance ready for Birnamwood; Pomasl not aware if new ambulance paid for or not. Mattoon's ambulance will be out-of-service. Birnamwood Fire Department and the Ambulance Service may separate again. Fire Department giving consideration to no longer charging for lift assist.

Clerk Communications to the Board:

Fischer shared Jacobi, St. Paul's Lutheran Church, Onesti/Miller and Resch Permit Applications. In-House Accounts with Birnamwood Repair, Whitetail Crossing, NAPA Auto Parts, Rew Motors, Beversdorf Garage and Birnamwood Shell Mart have been advised of individuals allowed to charge on behalf of the Town. Come October, 2025, the Town's HP Desktop computer will no longer be supported by Microsoft Windows. The HP Desktop shall be at risk for hacking and will not have the capacity to upgrade to Windows 11. Fischer to compare pricing/costs of a new Town Desktop or Laptop.

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

10. **Future Meetings/Events** - September 15, 2025 Board Meeting 6pm - Birnamwood Town Hall
11. **Any Other Business** - That May Come Before the Town Board to be Considered at Future Board Meeting.
12. **Adjournment** - Motion from Olson and second from Clark to adjourn. Board Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Pamela M Fischer

Town of Birnamwood Clerk

- **Google @townofbirnamwood.wi.gov Email Account** - Steinke and Fischer retain their Google email accounts. Olson, Clark and Kessen's accounts removed/deleted. Steinke's personal credit card has been the payment source for paying the Google Invoices. Fischer to research Google's acceptance of an ACH withdrawing the town's charges by Google on a monthly basis. No motion made.
- **Town Assessor's Fees** - Assessor's fees from July 21, 2025 thru September 15, 2025, paid in the amount of \$9,125.00 bringing the Town current on outstanding Assessor's fees. Contract with the town's Assessor executed by all interested parties. No action taken.

10. New Business:

- **DOR's Referral Program for Collection of Outstanding Debtors' Invoices** - The State offers a Debt Collection Initiative whereby the Town could partner with DOR in collecting debts owed to the Town. Current debtors with outstanding invoices with the Town, have until September 24th, November 5th and November 20th of 2025, respectively, to pay their invoices in full. The town could take steps notifying all debtors that their unpaid invoices would be submitted to the DOR's State Debt Collection Initiative program for payment; follow-through by the Town with the State Debt Collection Initiative program could then commence. Olson motioned moving forward with obtaining additional information on DOR's State Debt Collection Initiative, Steinke seconded; motion carried.
- **Outdoor Lighting Quote** - To be readdressed at the October 20, 2025, Board Meeting. No action taken.
- **Phrasing and Posting Town Bids** - Legal Opinions from the Wisconsin Town's Association are available at the Town Hall as reference for proper phrasing and posting of bids by the Town. No motion made.
- **Purchases made Prior/After Board Meetings** - Board approved filing a Menard's Governmental Entity Credit Application for town purchases. Authorized users selected for use of said in-house account: Steinke, Clark, Christine Clark, Greg Opper and Mark Low. Outcome of approval/denial for the credit account shall be addressed at the October 20, 2025, Board meeting. Received as presented.
- **Submission of Additional New Fire-Call Invoices** - No new Fire Call Invoices from the Fire Department have been received. Of previous Fire-Call recipients invoiced, \$2,850 was collected with an outstanding balance owing of \$8,550. No motion made.
- **Town Computer and Printer** - Kessen received quotes and locked-in prices from Best Buy for a laptop, proposed software, printer and cable(s) for use by the Town. The Town shall reimburse Kessen for any purchases made. Olson motioned moving forward with the purchase of said Laptop, proposed software, printer and cable(s) for use by the Town, Steinke seconded; motion passed.

11. Chairman Report and Communications to the Board:

Steinke and Low built shelving in the Town Garage and organized the garage itself. A Dry Board has been purchased for the Town Garage to aid Town employees to notify each other of the specific work each has completed or will be completing. There are 150 (+/-) random duplicated Fire Number Signs, some of which are double-duplicated, in the Town Garage (ordered incorrectly by a former Town Board Official years ago). Opper to provide Kessen a list of the number of duplicated Fire Number signs. Steinke will research reimbursement and/or recycling of the Fire Number Signs as well as the "No Trucks Allowed" signage. The Town's Enorossi Side Mower, no longer in use, shall be placed for sale on Facebook Marketplace with an asking price of \$500. No motion made.

- **Fire Call-Related Bills and Payments** - Ho-Chunk Nation's Tribal Attorney has not responded to Steinke. Steinke unable to attend recent Ho-Chunk Nation's Tribal meetings to gain insight on matters specific to the Tribe and the Town. A lieutenant with the Shawano County Sheriff's Department does attend Ho-Chunk Nation's Tribal monthly meetings. No motion made.

Animal Control Officer Piper not responding to animals at large on Ho-Chunk Tribal Nation lands remains at odds. Ho-Chunk Tribal Nation refuses to sign a Contract with the Town of Wittenberg to enforce their Animal Control Ordinance. The Town of Birnamwood contracts with Wittenberg for use of their Animal Control Officer. It may be suitable for the Shawano County Sheriff's Department to communicate directly with Piper regarding any animals at large on Tribal lands. No motion made.

- **Roads and Bridges** - The Aniwa Town Board is aware of discrepancies regarding recognition and maintenance of the division of Church Road. Discussions are in progress. No motion made.

Crescent Road borders the Town of Almon and Town of Birnamwood. Crescent has historically been maintained by the Town of Birnamwood with the Town of Almon receiving half available road maintenance funding, but with no maintenance efforts on the part of the Town of Almon. Worth considering is to propose a road swap. Steinke to do more research on matter. No motion made.

The Board will not proceed with an application for the Local Roads Improvement Program and the Pre-Disaster Flood Resilience Grant. Plans for the town applying for LRIP may be considered in 2026-2027.

12. Clerk Communications to the Board:

Fischer will be attending the Wisconsin Election Commission's Conference on September 30th and October 1, 2025, at the Rothschild Expo Center. Building Permits for Kayla Hanke and Mark & Tanya Hipke received.

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

Future Meetings/Events – October 20, 2025 Monthly Board Meeting 6 pm Birnamwood Town Hall

Adjournment - Motion from Olson and a second from Steinke to adjourn. Board Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Pamela M Fischer

Town of Birnamwood Clerk

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

Meeting Minutes–October 20, 2025

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

Observers in Attendance: Mark Low and Greg Opper

1. **Call Meeting to Order:** Steinke called the Regular Monthly Meeting of the Town Board to order at 6:14 p.m. and opened with the Pledge of Allegiance.
2. **Adopt the Agenda:** Olson moved, Clark seconded a motion to adopt the Agenda; all ayes, motion carried.
3. **Deviate From Posted Agenda:** Olson moved, Clark seconded a motion to deviate from the posted Agenda; all ayes, motion carried.
4. **Approve Previous Board Meeting Minutes:** Previous month's Board Meeting Minutes of September 22, 2025, approved on motion from Olson, seconded by Clark; all ayes, motion carried.
5. **Accept Treasurer's Financial Report:** Kessen presented the Financial Report as of September 30, 2025. Kessen's Financial Report received as presented. Board's changes/additions to the Town of Birnamwood Tax Notice insert to be provided to Kessen by November 7, 2025. Approved on motion from Olson, seconded by Clark; motion carried. Town's new laptop, cables and printer purchased. Town's portion of software costs and line item-specifics for the 2026 town budget to be presented at the November 17, 2025, Budget meeting.
6. **Approved Payment of Monthly Bills:** Payment of monthly bills (Check Numbers 10804 through 10830 in the amount of \$74,342.94) presented by Fischer approved on motion from Olson, seconded by Clark; all ayes, motion carried. Olson's personal credit card payments for the town's Starlink Satellite Internet fees shall be reimbursed Olson for October thru December 31, 2025, in the amount of \$360.00. Invoice for "Bug Busters" early October, 2025, spraying of the town hall and garage exterior shall be presented and paid for at the November 17, 2025, Board Meeting.
7. **Unfinished (Old) Business:**
 - **Cutting/Logging Notices, Permits, MFL's -**
 - **Road Damage (Shepley & Raspberry) Kretz Lumber -**

No contact from Zimmerman of Kretz Lumber nor Gilbertson, registered agent for Shepley Taproom LLC., since September 10, 2025, regarding permits, timber cutting and damages to Shepley and Raspberry Roads. Failure to timely file with Shawano County a Managed Forest Land Logging Permit is an issue with the DNR. Town proceeding with a claim for damages carries insufficient evidence that Kretz Lumber caused the majority of damages to Shepley and Raspberry Roads; no motion made.
 - **Google Email Accounts -**

Fischer to continue efforts verifying with Google the withdrawal of monthly e-mail account fees from the town's checking account. Wisconsin Towns Association or the Wisconsin Elections Commission may be helpful resources resolving this issue; no motion made.

- **Town Hall Rental Contract Update(s) -**

The updated Town Hall Rental Contract going into effect January, 2026, includes a price increase in town hall rental: \$100.00 Deposit Requirement; \$75.00 town hall rental fee for town residents/property owners; and \$100.00 town hall rental fee for non-residential/non-property owners within the town. Further updates to the rental contract forthcoming; no motion made.

8. **New Business:**

- **2026 Town Budget -**

Kessen announced the break-down of revenues v. expenditures for the 2026 Town of Birnamwood Budget to be presented to and reviewed by the Board for approval at the November 17, 2025 Budget Hearing. Fischer to determine total amount paid to Google since the onset of the email accounts for the Clerk and Chairman. Kessen to contact the State regarding carry-over of remaining budget monies from one year to the next. Steinke recommended removal of the Matsche Launch Pad and the Voting Equipment category items from the 2026 budget; no motion made.

- **Outdoor Lighting Quote -**

Further discussion/consideration of additional outdoor lighting to illuminate the town's parking lot is a closed matter. Olson motioned and Clark seconded not moving forward with additional outdoor lighting; motion carried.

- **Animal Control/Lister Contract and Ordinance -**

Kessen to contact Sydney Piper, Dog Control Officer, requesting her appearance at the November 17, 2025, Board meeting to clarify date(s) Piper met with all town households, in person, for an official count of dogs in the town. Kessen to verify the town's Animal Control Contract includes Piper's duties and fee as the Dog Lister; no motion made.

- **Menards' Governmental Entity Credit Account -**

Application for a Governmental Entity Credit Account was delivered, in person, to the Menards' Antigo location. Awaiting response; no motion made.

- **DOR State Debt Collection Program -**

Fischer currently in phase II of the Debt Collection Program in that all individuals who have an outstanding balance owing for services, damages, etc., with the town have been notified they have an additional 30 days to pay or their outstanding Invoice(s) shall be turned over to the DOR State Debt Collection Program for interception of their State Income Tax Refund(s) to satisfy their outstanding fees with the town; no motion made.

- **Town Employees -**

Steinke clarified the Town of Birnamwood does not have full-time employees and all those that are employed by the town, are part-time; no motion made.

9. **Reports:**

- **Chairman Report and Communications to the Board -**

- Fire-Call Related -**

Concerns were voiced by Steinke that the Tigerton Fire Department is understaffed. That being said, Wittenberg Fire Department serves as back-up to Tigerton leaving Birnamwood Fire Department responding to Wittenberg's fire calls. If Birnamwood Fire Department responded to Wittenberg, at that given moment, the Town of Birnamwood may not have effective Fire-Call response time. Birnamwood Fire

Department continues to await the new ambulance. Steinke will make another attempt to attend a Ho-Chunk Tribal Nation's monthly meeting for Fire-Call and road maintenance purposes on Ho-Chunk's Tribal Reservation Land.

- Roads and Bridges -

Steinke suggested exploring other vendors/providers the town could contact for Cold Patch and Hot Tar mix for the town's roads. Onesti Roadside Brush Cutting Services shall begin cutting in November, 2025, starting at Shepley Road. Neighboring township resident shared concerns if there were toxic chemicals in the spray used for spraying roadside brush. Contact with Andrasko is at a stand-still; Steinke still waiting for a response from Andrasko regarding the town's failed air conditioning unit. A variety of road signs were ordered and are awaiting posting by the town. Current inventory of duplicated Fire Number signs prepared by Low and provided to Kessen. Olson to contact the Town of Almon regarding funding and maintenance of Crescent Road. The Town's Enorossi Side Mower sold for \$300.00. There is no current Town Emergency Management Plan in place for the township pursuant to Wisconsin Statute. Low requested of the Board their approval to purchase a Craftsman Chainsaw for \$150.00(+/-) for bridge brush maintenance purposes. Olson moved, Clark seconded a motion for Low's purchase of and reimbursement for said chainsaw; all ayes; motion carried.

• Clerk Communications to the Board -

- Damage to Eland Road Bridge and Guardrail Invoice -

An Invoice for \$3,108.01 for costs associated with damage to the Eland Road bridge and guardrail has been submitted to the responsible party. Erie Insurance has assured the town will be refunded the entire costs expended for assessment, materials and labor to repair the bridge and guardrail; no motion made.

- Payment(s) Received on Fire-Call Invoices -

Since September 22, 2025, \$2,400.00 was received towards Fire-Call Invoices. To date, \$5,750.00 has been collected and \$4,700.00 remains outstanding for the 2023, 2024 and 2025 Fire-Call Invoices. Collection efforts continue; no motion made.

- Building and MFL Permit(s) -

Managed Forest Law-Amended Order was received for Landowner Daniel & Tara Patridge Revocable Trust. Managed Forest Law Transfer Orders were received for landowner Aaron Gunderson and landowner Douglas A Schlicht. A Permit Application was received for Jonathan D and Mary E Brubaker.

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

Future Meetings/Events - November 17, 2025 @ 6 pm: Budget Hearing, Special Town Tax Levy Meeting and Monthly Board Meeting
Birnamwood Town Hall

Adjournment - Motion from Olson and a second from Clark to adjourn. Board Meeting adjourned at 8:26 p.m.

Respectfully submitted this
7th day of November, 2025,

Pamela M Fischer

Town of Birnamwood Clerk

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

NOVEMBER 17 2025 - 6 PM
MONTHLY TOWN BOARD MEETING
MINUTES

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

1. **Observers in Attendance:** Mark Low, Greg Opper, Sydney Piper and Eric Reeder.
3. **Call Meeting to Order:** Steinke called the Regular Monthly Meeting of the Town Board to order at 6:10 p.m. and opened with the Pledge of Allegiance.
4. **Adopt the Agenda:** Olson moved, Clark seconded a motion to adopt the Agenda; all ayes; motion carried.
5. **Deviate From Posted Agenda:** Olson moved, Clark seconded a motion to deviate from the posted Agenda; all ayes; motion carried.
6. **Approve Previous Board Meeting Minutes:** Olson noted in the October 2025 Minutes an incorrect reference made to "Bug Busters". The correct reference should have been "Bugs Beware". Steinke pointed out any mention of the word "fire" in the "Fire-Call Related" category of the October 2025 Minutes, should have been referred to as "ambulance". Previous month's Board Meeting Minutes of October 20, 2025, approved on motion from Olson, seconded by Clark; all ayes; motion carried.
7. **Accept Treasurer's Financial Report:** Shawano County's POWT'S fees shall increase from \$5.00 annually to \$15.00 annually and will be reflected on each tax bill for property where a Septic System exists. Kessen presented the Financial Report as of November 30, 2025. Kessen's Financial Report received as presented.
8. **Approved Payment of Monthly Bills:** Payment of monthly bills (Check Numbers 10831 through 10848 in the amount of \$11,843.08) presented by Fischer; approved on motion from Olson, seconded by Clark; all ayes; motion carried.
9. **Unfinished Business:**
 - **Animal Control/Lister Contract** - Animal Control Officer Sydney Piper announced her dog lister duties. The town has never had a Dog Lister Contract. A renewed Animal Control Contract, shall be submitted to the Town of Wittenberg along with the \$200.00 fee. No motion made.
10. **New Business:**
 - **Reeder Certified Survey Map** - (Although not on the Agenda, this matter was heard at the November 17, 2025 Board Meeting.) Reeder presented a Certified Survey Map for approval. Upon motion by Olson and seconded by Clark, the Certified Survey Map was approved and executed. Fischer to forward it to the Shawano County Planning and Development Department.
 - **2026 Town Budget and 2026 Collected Tax Levy Questions/Comments/Follow-Up** - No questions, comments or follow-up.
11. **Chairman Report and Communications to the Board:**
 - **Any Matters/Topics that may Arise Outside this Agenda** - Garbage has been randomly tossed into the dumpster outside the town garage. All garbage cans shall be moved inside. A new thermostat was installed in the town hall. Servicing the town hall's furnace and electrical issues were discussed. Greg Opper, announced his immediate retirement from his position as a town employee. Opper shall be

reimbursed \$100 for purchase of the air-ride seat installed in the town truck. Clark acknowledged for his donation of paper. Fischer to make contact with Birnamwood Shell Mart creating an in-house account for the town. No motion made.

- **BAES (Birnamwood Area Emergency Services)** - Lauri Klumpyan, administrative assistant for BAES passed away. The new BAES ambulance has arrived and is ready for delivery. No motion made.
- **Fire-Call Related** - Steinke attended a Ho-Chunk Tribal Nation Board meeting addressing unpaid fire-call invoices. Fischer to contact Representative Sarah Lemieux-White Eagle with the Legislative Branch of the Ho-Chunk Nation. Steinke will request BAES to consider absorbing unpaid Fire-Call Invoices. No motion made.
- **Roads and Bridges** - Division lines of Church Road finalized and settled by all parties. Maintenance responsibilities of Crescent Lane proposed. New Road signs replacing damaged/missing signs posted. Paser Ratings will be completed in November, 2025. Consideration was given to reduce the current speed limit at the approach of Robin and Radke Road. In order for the town to finalize a speed reduction, the town must investigate the need and adopt an Ordinance. As an alternative, the town shall provide installation of a "Caution-Hidden Driveway Ahead" sign to be purchased at the Ho-Chunk Tribe's expense. Approved on motion from Olson; seconded by Clark; all ayes, motion carried.

12. Clerk Communications to the Board:

- **Google Email Accounts Update** - Google Email Account fees are now deducted from the town's checking account. Credit Card payments by Steinke no longer necessary.
- **Menards' Governmental Entity Credit Account Update** - Confirmed use of the Menards' credit account; no issues indicated.
- **DOR State Debt Collection Program (SDC) v. DOR Tax Refund Intercept Program (TRIP) Updates** - For the collection of the town's unpaid invoices, the town has been added to the Department of Revenue SDC program's waiting list. Use of TRIP or the SDC programs are still options.

13. ● Public Comments (Limited to 5 Minutes): No Comments

**14. Future Meetings/Events: Monthly Board Meeting, Birnamwood Town Hall
December 15, 2025 @ 6 pm**

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

16. Adjournment at 8:11 p.m.

Notice Posted by Town of Birnamwood Clerk this 2nd day of December, 2025.

Respectfully submitted,

_____ Pamela M Fischer _____

Town of Birnamwood Clerk

- **Town of Birnamwood Employment** - Hiring a secondary part-time town road crew and laborer will be taken under advisement. A “Help Wanted” ad shall be placed on Facebook. The new wage for the role of Town road crew and laborer position shall be paid at a rate of \$22.00/hour effective December 15, 2025, until the matter can be readdressed at the January 19, 2026 Board meeting. No motion made.

10. **REPORTS:**

Chairman Report and Communications to the Board:

- **BAES (Birnamwood Area Emergency Services)** - The new BAES ambulance is in-service.
- **Fire-Call Related** - Ms. Lemieux White Eagle, Representative of the Ho-Chunk Nation is aware of the Ho-Chunk residents’ outstanding Fire-Call Invoices and is working to move forward getting them paid. Entered into a Payment Plan with a Ho-Chunk Reservation resident agreeing to \$100/month commencing January 10, 2026.
- **Roads and Bridges** - Olson and Clark to review Steinke’s outline/map of the gravel surfaced and poorly-graveled surfaced roads to be taken under advisement at the January 19, 2026 Board Meeting. Tree and Brush cutting along-side roads has concluded.
- **Any Matters/Topics that may Arise Outside this Agenda** - Purchase of a cork board and painting the town hall interior to be taken under advisement.

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

- **Permit Application** - Building Permit for a Lean-To Shed on Eland Road for Bruce and Cheryl Pritzlaff.
- **Managed Forest Law Order** - For Scott and Tina Foth on Elder Road.
- **Mail Forwarding** - Effective January 1, 2026, town mail shall resume drop-off and pick-up at the town hall address. The Clerk shall check for mail delivered at the Town Hall every two days at the latest.
- **Robert’s Rules of Order** - Minutes shall follow Robert’s Rules of Order. Fischer to contact WTA if Minutes of a prior meeting should be posted only upon approval by the Board at the following month’s Board meeting and where the Minutes of the Board shall be posted.
- **Town Clerk Hours** - Town Hall Clerk hours to take effect January 1, 2026; Tuesdays from 8 am-noon and Thursdays from 3 pm-7 pm. Closed Holidays. Appointments can be made outside of Town Hall business hours by calling the Clerk.
- **In-House Charge Accounts** - Birnamwood Shell Mart In-House Charge Account has been set up.

12. **Public Comments (Limited to 5 Minutes)** - None.

13. **Future Meetings/Events** - Monthly Board Meeting, Birnamwood Town Hall, January 19, 2026 @ 6 pm.

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

15. **Adjournment** - Clark motioned, Steinke seconded the adjournment of the December 15, 2025 Board Meeting at 7:40 p.m.

Dated this 15th day of December, 2025. Approved the 19th day of January, 2026.

TOWN OF BIRNAMWOOD

BY: *Pamela M Fischer*, Clerk