



**The Budget Workshop of the Village of Birchwood
on Tuesday, October 19th, 2021, 2021 at 5:30 p.m.
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

Village President called meeting to order
Pledge of Allegiance

Roll call by Clerk (Present: R. Vangilder, P. Parkos, J. Depoister. B. Milligan. Absent: M. Manning)

Public Notice: Posted at the Birchwood Post Office, Village Hall, Gary's Grocery and Village Website.

Linda Zillmer – Made comments about employee handbook and policies on deputy clerk-treasurer position. Commented on Holy Hill Rd. Depoister stated this was not in the budget. Depoister commented deputy position going to full time was approved by Board of Trustee last year during budget.

Minutes (Approve)

1. Discussion on 2022 Budget

a. Budget Binder provided by clerk:

i. Overview

- Provided municipal accounting terms in packets.
- 2020 audit provided to board members to show history and patterns.
- TID properties are taking from our general funds budget.
- Meetings frequency needed to be discussed.
- 2018 to current of where labor hours are being spent to better budget.
- Department heads met and discussed needs for next years budget.
- TID sales to go through realtor

ii. Updated spreadsheet from last budget meeting.

- No expense for election equipment. Potential high election year.
- No increase in assessments this year.
- Invoiced law enforcement contract
- Highlighted items that numbers can't be changed, set amount.
- Mobile home fee is no longer invoiced out and now sent via personal property tax bill. Will start in 2022.
- \$22,399 can only be used for qualified expenses.
- Insurance agent suggested budgeting 10% increase to be safe.
- Patronage dividend is typically 20-30% back in workman's comp
- Counter Act 2018 \$500 and 2019 \$50; funds should have been put into an outlay account for future program expenditures. Propose to budget for it in 2022 and protect those funds each year during audit.

iii. Wages

- Hourly rates not discussed.
- Review of Allocation of hours history chart

The meeting is open to the public and is handicapped accessible.

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- a. Shop is always over budget based on history pattern
- b. Goal is to bring things to Board of Trustees attention so going forward at committee meetings these things are being discussed and better planned for.
- c. Workhorse Payroll Portal to be used to better track hours, finance committee and department heads need to direct clerk/treasurer in order to set it up that way.
- o Committee Meeting Chart
 - a. Committee heads to estimate number of meetings for next year
- o Department Needs
 - a. Plan for emergencies
 - b. Use history to better determine department budgets and accountability
 - c. Account for replacement cost
 - d. Police
 - i. Plan for new squad
 - 1. Tahoe \$39,400 and \$41,722 fully built or Silverado \$32,000-35,000 \$35,335 fully built
 - 2. Tahoe has more dry storage and built for pursuit
 - ii. Bodycam this year and squad cam for next year
 - 1. \$4780 plus \$1000 or other squad maintenance
 - iii. Uniforms
 - 1. Board approved \$200 at last meeting
 - 2. New budget line added
 - iv. Computers
 - 1. Office is from 2014 and can wait another year
 - 2. Squad computer needs replacement but can push out another year
 - v. Copier
 - 1. Owned by village
 - 2. End contract for police department machine
 - e. Doolittle Parks
 - i. Replace walkway to bathrooms estimate \$898.26
 - ii. Basketball court funds forward to next year to pay for replacement cost.
 - iii. Dump station lock system
 - iv. Bathroom doors can wait till 2023
 - v. Maintenance
 - 1. \$27 fire extinguisher box
 - 2. \$189 hose reel
 - 3. \$60 food grade 100ft hose
 - 4. \$30 hose filter

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5. \$320 2 door or \$225 1 door announcement door.
Agreed to go with bigger one.
 6. \$222 Kiosk replacement
 7. Riprap will be done in 2023
 - vi. Seasonal sites
 1. No changes because already had 25 sites available
 - f. Parks
 - i. Tennis court needs further planning. Not included in budget.
 - ii. Welcome sign needs further planning. Not included in budget.
 - iii. Founders park needs further planning. Not included in budget.
 - g. Streets
 - i. Tires for loader needed. Board would like to see bids.
 - ii. Culvert needs to be in budget. Ron to get estimate.
 - iii. Cones, need about 30
 - h. Office
 - i. Cloud backup \$300 per year, plus managed service and virus protection \$540 per year.
 - ii. Workhorse \$5255 per year
 - iii. Gmail \$700 per year, paid per email including old emails.
Archive to reduce cost in Google Vault.
 - iv. Allocate cost between general, water, and sewer
 - v. Copier lease ended. Only pay per copy and maintenance lease.
2. Motion to adjournment by Vangilder, second by Milligan. Carried 4-0.

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