

Village of Birchwood  
101 N. Main Street  
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Birchwood, WI 54817



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The **Regular Monthly Board of Trustees Meeting** of the Village of Birchwood was held on **Tuesday, January 18, 2022, following the Caucus at 5:30 p.m.** at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/82627260656?pwd=UDJsRXISZmM4SXZNQVFXUVJGNWU5UT09>

Meeting ID: 826 2726 0656

Passcode: 794491

### **Minutes**

Call meeting to order (Meeting is recorded)

Pledge of Allegiance: Recited at Caucus

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

Also present: Ashley Beffa, B. Boatman, A. Brunclik, B. Longacre, L Longacre, L Zillmer, D. Rasmussen, N. Nelson, M. Lenbom, R. Strand, Teresa/MSA

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

Police Report – Adam has been working with detectives on the legion burglary. The Amish horse on the loose did cause some minor damage around town. The furnace has been working since Paul's Sheet Metal repaired it. Adam is working on FBI reporting and radio upgrades. Nationwide Internet Threat for school violence, luckily nothing in our area to report. He has been working with Washburn and Sawyer County for a resident that's causing issues. Paperwork for State of WI inmate due to be released. Assisted Barron County with a drug search in the Village.

Public Works Report- Numbers are still up at the sewer plant. Tucker is using some new chemicals to try and remedy.

We're caught up on snow plowing and sanding/salting. Ron is painting picnic tables. Both trucks are having repairs done.

Committee Reports: Plan Commission: Dave Rasmussen briefed the committee on what was discussed at the annual Joint Review Board. (Copy of minutes provided)

Correspondence - Citizen Comments on Agenda Items Only (Limit 3 minutes per person)

- A. L. Zillmer: States she sent 2 emails today- one regarding the approval of the Dec 7<sup>th</sup>, Public Hearing minutes and concern over the board's action to raise the levy above what was in the budget discussions and notice. She also provided an example from Baraboo - TID district to give information that may be helpful with the 2023 budget. Her 2<sup>nd</sup> email was a request to be a candidate for the 1- year term of Village President. She went on to give her resume and experience she feels qualify her for this position.

### **Discussion/Action Items (No public comments allowed):**

1. Current agenda
  - a. January 18,2022 Agenda-Motion by Parkos 2<sup>nd</sup> by Milligan to approve current agenda. Carried:4-0
2. Approve Meeting Minutes
  - a. Approve December 7<sup>th</sup>, 2021, Public Hearing, meeting minutes. Motion by Parkos 2<sup>nd</sup> by Vangilder to approve. Carried 4-0.
  - b. Approve December 7<sup>th</sup>, 2021, Special Board of Trustee, meeting minutes. Motion by Parkos, 2<sup>nd</sup> by Milligan to approve. Carried 4-0.
  - c. Regular Board of Trustees December 28<sup>th</sup>, 2021, meeting minutes. Motion by Parkos, 2<sup>nd</sup> by Milligan to approve. Carried 4-0.
  - d. Special Board of Trustees December 29<sup>th</sup>, 2021, meeting minutes. Motion by Manning 2<sup>nd</sup> by Parkos to approve. Carried 4-0

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

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3. Financials
  - a. December Bills, Payroll, and acceptance of Treasurer's Reports- Motion to approve R. VanGilder, 2<sup>nd</sup> by P. Parkos. Carried 4-0
  - b. CDBG-RLF/HEHCR 12/31/2021 Audit- Motion to approve with the correction of the (D) in CDBG-RLF/DEHCR audit by R. Vangilder, 2<sup>nd</sup> by M. Manning. Carried 4-0
4. Vacant Board of Trustee Seat(s)
  - a. Discuss and fill vacant Village President seat of J. Depoister due to his resignation because of health reasons. Motion by P. Parkos, 2<sup>nd</sup> by B. Milligan to nominate R. VanGilder to fill the remainder of the Village President's term through next April 2023 effective immediately. Carried 3-0
  - b. Discuss trustee vacancy due to R. VanGilder being moved to Village President. Motion by R. VanGilder 2<sup>nd</sup> by P. Parkos to approve/appoint Brett Boatman to fill the remaining term of R. VanGilder trustee position. Carried 4-0
  - c. Discuss and fill vacant Committee seats due to J. Depoister absence. Motion by R. VanGilder, 2<sup>nd</sup> by P. Parkos to change the 2021-2022 Village Committees as follows: Washburn Co. Emergency District: R. VanGilder -moved to Chair; Block Grant Committee: B. Boatman-added member; Ordinance: R. VanGilder-added member; Plan/Zoning: R. VanGilder-moved to Chair; Policy/Public Safety: R. VanGilder-moved to Chair, B. Boatman-added member; Streets and Utilities: R. VanGilder-moved to Chair, P. Parkos-added member; BFCESD: pending Village Chair- M. Manning Carried 4-0
5. Northwest Regional Planning Commission
  - a. CDBG RLF housing administration contract between NWRPC and the Village of Birchwood. Tabled until next month.
6. 2022 TID Service
  - a. D. Rasmussen discussed estimated fee which are for services authorized by board. The Village will only be charged for time put into the TID. 2020-2021 services were provided but not charged for. Any services by MSA are reimbursed from the TID. R. Rasmussen discussed possible projections and scenarios for the TIDs. Motion by M. Manning 2<sup>nd</sup> by P. Parkos to approve Service Agreement between Village of Birchwood and MSA Professional Services, Inc to provide TID planning, and consulting services related to TID #1 and #2, including Act 257 services as authorized by the Village. Carried 4-0
7. Municipal Signs - Industrial, Newman, and Washburn County Quotes-ALL prices are set to increase Feb 1, 2022.
  - a. Motion by M. Manning 2<sup>nd</sup> by B. Milligan to purchase streets signs (3-way, 4-way, and brackets) from Newman for \$4566.00 Carried 4-0
  - b. Motion by R. VanGilder 2<sup>nd</sup> by P. Parkos to purchase special signs (Doolittle Park, overnight parking, and wastewater treatment plant) for \$273.10. Carried 4-0. Ron will get an estimate for the 30 cones for the next board meeting.
8. Equipment and Network Estimates - Mosaic and Lenbom Consulting Quotes
  - a. A. Beffa discussed the benefits of retaining M. Lenbom and the cost savings if the Village went with his services. Per Lenbom, the Village would only need 1 internet line vs. the 2 that Mosaic proposed. During the Zoom meeting between Lenbom, the Village, and Mosaic, Lenbom's estimate for equipment was \$1663.27 vs. Mosaic at \$3472.30. The monthly charge would be less as well. Motion by R. VanGilder 2<sup>nd</sup> by B. Milligan to purchase Sonicwall firewall with 2 separate networks for Police Department and Village Hall to allow remote access, secure internet, and cost savings from Lenbom Consulting. Carried 4-0
9. Laptop and Cloud Backup
  - a. A. Beffa discussed the benefits of Tucker having a laptop to help make things more efficient for his department/reports. Beffa also discussed the need to have secure internet/WIFI access for the Village and the importance of off-sight storage. Motion by M. Manning 2<sup>nd</sup> by P. Parkos to purchase 1 year of cloud back up for main server and laptop- including set-up and configuration -for water/sewer department from Lenbom Consulting at a cost of \$1478.18. Motion carried 4-0.

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10. ATV/UTV Route Changes

- a. Request by Kelly Ingersoll for board to submit recommendation to Washburn County Highway Department to open Wise Rd/County Road D from Hinman Drive to County Rd DD to ATV/UTVs- R. VanGilder stated he will draft a letter and send to the office to be put on Village letterhead and sent to Washburn County Highway Dept. Motion by R. VanGilder 2<sup>nd</sup> by P. Parkos to approve the above request with the following verbiage change: Recommendation to Washburn County Highway Department to open Wise Rd/County Road D from Hinman Drive to the end of the Village City limits to ATV/UTVs. Carried 4-0.

11. Clarify Doolittle Park rates

- a. Motion by M. Manning 2<sup>nd</sup> by R. VanGilder to amend the October 26,2021 Budget Workshop meeting minutes to reflect that the Seasonal rates (\$2000.00) for 2022 includes sales tax however, it excludes electric. Carried 4-0
- b. Motion by R. VanGilder 2<sup>nd</sup> by B. Milligan to clarify that the Doolittle Tent camping will remain at \$16.00. Carried 4-0

12. Conventional Rate Case

- a. A. Beffa and Teresa/MSA discussed what was entailed in doing the rate increase per PSC. M. Manning voiced his concern with raising rates since taxes were also just raised. Teresa also discussed the option of doing a simplified rate change which is usually 3% to start slowly raising rates or the option of doing nothing. It was also discussed that the PSC could come in and raise rates if they feel we aren't where they think we should be. A. Beffa said she would like to see a water/sewer budget in the future. The discussion by the board favored doing the simplified rate change. This will be added to the June agenda to hopefully take effect by July. A. Beffa will start working on this. No other action taken at this time.

13. East Hills Subdivision

- a. Newsletter by Realtor example given to the board.
- b. Realtor and buyer concerns. Deanna has had interest from potential buyers, but the covenant has been a concern. Some questions that have been asked are: If someone buys 2 lots, do they have to pay the \$3000.00 per lot? Can one house be put on 2 lots? Can the garage be built before the house? Price negotiation? The board agreed that if there is a serious offer/interest, Deanna or the potential buyers can come before the board and present the offer. The board will then take it into consideration and make a decision.
- c. Offers (if any): No offers at this time.

14. Adjournment: Motion by B. Milligan 2<sup>nd</sup> by M. Manning to adjourn. Carried 4-0

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