

Village of Birchwood  
101 N. Main Street  
PO Box 6  
Birchwood, WI 54817



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The **POLICY/PUBLIC SAFETY COMMITTEE** of the Village of Birchwood  
was held on **Tuesday July 26th, 2022, at 5:00 p.m.**  
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

### AGENDA

Chairperson call meeting to order - Meeting will be recorded.

Roll call -Present: R. VanGilder, B. Milligan, P. Parkos, S. Milligan, B. Boatman-Correction to remove M. Manning's name (error) and add S. Milligan

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

Correspondence: None

Discussion/Action Items (public comments will be allowed):

1. Approve Current agenda
  - a. July 26<sup>th</sup>, 2022- Motion by Boatman, 2<sup>nd</sup> by Parkos to approve agenda. Carried 5-0
2. Election Day Emergency Response Plan-
  - a. Designate evacuation area for weather and natural disaster (BW School Commons) Motion by Parkos, 2<sup>nd</sup> by Boatman to approve. Carried 5-0
  - b. Designate alternate location to process ballots, if necessary (BW School Commons) Motion by Parkos, 2<sup>nd</sup> by Boatman to approve. Carried 5-0
  - c. Designate change of Venue (Polling Place), if necessary (BW School Commons) Motion by Boatman, 2<sup>nd</sup> by Parkos to approve. Carried 5-0
  - d. Discuss/edit/approve Response Plan and Emergency Kit Checklist- Motion by Parkos, 2<sup>nd</sup> by Boatman to approve. Carried 5-0
  - e. Refer Resolution 219-22 -Village of Birchwood Election Day Emergency Response Plan to the Village Board of Trustees for approval and adoption. Motion by Parkos, 2<sup>nd</sup> by Boatman to send Resolution 219-22 to the BOT for approval and adoption. Carried 5-0
3. Village of Birchwood-Emergency Operations Plan
  - a. Discuss/edit/approve Operations Plan- Motion by Parkos, 2<sup>nd</sup> by Boatman to approve Emergency Operations Plan. Carried 5-0
  - b. Refer Resolution 221-22- Village of Birchwood- 2017 Emergency Operations Plan updates to the Village Board of Trustees for approval and adoption. Motion by Parkos, 2<sup>nd</sup> by Boatman to send Resolution 221-22 to the BOT for approval and adoption. Carried 5-0
4. Closed Session (disciplinary action)-
  - a. Pursuant to 19.85(1) © and 19.85 (1)(b) WI statute which, if discussed publicly, would likely have a substantial adverse effect upon the reputation of any person(s) referred to in such data. Roll Call- Present: R. VanGilder, B. Milligan, P Parkos, S. Milligan and B. Boatman
5. Open Session- Motion to return to open session by VanGilder, 2<sup>nd</sup> by Parkos. Carried 5-0

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

Agendas are posted in three public places which are the Village Hall, Gary's Grocery and Birchwood United States Postal Service Office notice boards, and on the village website [www.birchwoodvillagewi.com](http://www.birchwoodvillagewi.com) to comply with Resolution 175-15.

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6. Work Order

- a. Details of work being done, equipment used, etc. VanGilder suggested looking at the percentage of hours being used in each department to help with the budget. Strand went over the process Rice Lake has for works orders. VanGilder would like Strand and Fee to send him a copy of what their schedules/duties are for the upcoming week and what duties have been completed. He'd like a report sent to him each Friday. This will make it easier for payroll and budget.

7. Timecard

- a. Discuss current processes of timecards and make necessary changes to format, procedures, and documentation. There is a time clock at the shop for Strand and Fee. If we use the percentage process, the clock will be punched and turned in. VanGilder stated the clock needs to be verified that it is correct and that it can't be opened up. The key will be turned in. VanGilder stated that a Streets Committee meeting will be held shortly, and these changes will be discussed at that time.

8. Adjournment -Motion by 2<sup>nd</sup> by B. Milligan, 2<sup>nd</sup> by Parkos to adjourn. Carried 5-0

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