

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, August 2, 2022, at 6:00p.m.**
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

MINUTES

Call meeting to order (Meeting is recorded)

Pledge of Allegiance: Recited

Roll call by Clerk: Present: R. VanGilder, S. Milligan, P. Parkos, B. Boatman-Absent: B. Milligan

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

Police Report -None

Public Works: Strand reported he's working on spraying weeds and trimming trees. He is working on shouldering. The paving crew will be coming in within the next couple of weeks. The Ford Ranger sold for \$500.00 + tax. The blue mower needs repair due to a cracked frame. VanGilder asked that he get a written quote. This will be put on next year's budget. The DNR will be regravelling the Tuscobia and will take care of 2 of the 3 illegal crossings. He is working on numbers for the budget. He'd like to use the remaining 2020 LRIP funds for widening out Edenharter and would like to put no parking signs up for the fire department. WISLR is done on odd years. He received a quote for crack filling. Fee reported sewer plant numbers continue to go down which is good. He submitted CMAR report to DNR and it's all good. VanGilder asked Ashley to give Ron and Tucker a copy of the agenda for next week's Public Works meeting, so they could prepare for it.

Committee Reports: Wichser reported that the bidding process is complete and came in (\$59,681) under budget. However, there is no surplus- due to additional purchases of loose equipment and other items. There is also landscaping that will need to be done. He mentioned the Conditional Use request and thanked the Board for working to get it completed as soon as possible. They are looking at the cost and feasibility of connecting Edenharter to 48 now- instead of later. They are having a golf tournament on Sept 25th at Tagalong with raffles. Everyone is invited.

Correspondence -None

Citizen Comments on Agenda Items Only (Limit 3 minutes per person) Linda Zillmer thanked the office for revising the agenda. She also commented on #9 and stated she felt the BFCESD, and Village should budget for the entire year. She indicated that the Village will not be able to rent it out right away. Item # 11-LZ stated that the property is zoned R-1 -so they would need to apply for rezoning before a Conditional Use. VanGilder disagreed. Beffa read the (28-73) ordinance regarding R-1 zoned areas which states that a fire station is a permitted use in R-1-with a Conditional Use.

Discussion/Action Items (No public comments allowed):

1. Current agenda
 - a. Approve current agenda-August 2, 2022-Motion by Parkos 2nd by Boatman to approve. Carried 4-0
2. Approve Meeting Minutes
 - a. Regular Board of Trustee meeting minutes-July 12th, 2022-Motion by VanGilder 2nd by Parkos to approve. Carried 4-0
3. Financials
 - a. Approve Bills, Payroll, and acceptance of Treasurer's Reports-July 2022-Motion by Parkos, 2nd by Boatman to approve. Carried 4-0
 - b. Mid-year review of department revenue and expenses- Beffa reviewed department wages and hours vs what was budgeted. She went over the overtime that was budgeted and Ron and Tucker are both under this and doing well. They are both pretty equal on the time they are spending in each department. Beffa discussed the Board meetings and where they are at compared to the budget. Special BOT meetings must be paid by the individual requesting it. Plan Commission number of meetings are over budget, but the other Committees are under. Beffa is working with Brandon to try and get Workhorse set up to include wage allocation for the TIDS. Beffa presented the Beach Bash financials. We came in under budget (\$472.82) and raised over \$1200- which will go to the Village Community Cat

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

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project. Since this is the last year of the Beach Bash, the \$500 can go towards another item for next year. The shop garage door will be put on the budget for next year. The Streets budget is \$4500, and we are at \$7218. Beffa suggested going forward we should run a report to better budget for things. VanGilder stated he didn't feel they did a very good job of budgeting last year. Parks- Budget-\$2200 and are within budget right now. The mower repair will be done next year, so it can be budgeted for. VanGilder and Parkos asked if Ron and Tucker could weld things themselves and thought it would be a good idea to buy a welder. Doolittle Park is over budget- Dan's computer program was updated. We ended up paying a little more for Lenbom Consultant- due to communication issues with Mosaic. The bathroom walkway came in over budget. Toilets needed to be replaced/repared and a ladder was fixed as well. Police-There was an issue with Mosaic/Lenbom which put that over budget. He is under budget with everything else. Adam utilizes grants for a lot of his purchases.

4. Propane Pre-Buy
 - a. Review and accept bid and quantity for propane pre-buy rate for 2022-2023 year-We have a \$2708. credit with Quality as of now. Motion by VanGilder, 2nd by Parkos to pre-buy 7000 gallons of propane at \$1.86 for a total of \$13020 minus the 2708.91 credit = \$10311.09 through Quality Propane- as long as they match Lemke Oil. Carried 4-0
5. Birchwood School District request to vacate street
 - a. Introduce Resolution 2022-22 Introduction of Resolution Regarding the Discontinuance of a Public Way. The purpose to vacate and permanently closing S Fuller St located between E Park Ave and E Birch Ave as it is no longer needed for public throughfare and is to be award the land to the School District of Birchwood. A Public (Hearing will be held not less than 40 days after this initial resolution being introduced.) No LRIP money is being collected on this street. Motion by Boatman, 2nd by Parkos to accept the resolution and move to Public Hearing. Carried 4-0
6. Sprinkler Inspection
 - a. Ahern Renewal agreement -Contract is \$636. Motion by Boatman, 2nd by Parkos to accept and renew Ahern agreement. Carried 4-0
7. Birchwood Waterworks Engineering Services
 - a. Referral to Public Works Committee to discuss and create a capital improvement plan for the current needs of the municipal well. VanGilder stated he would like to discuss SEH proposal to do an inspection of the existing water/sewer system, review sanitary report, review DNR data, perform 1 field visit, provide funding overview, and capital improvements and their recommendations for the well. Their cost would be \$7000. VanGilder spoke to MSA, and they will put a proposal together as well. VanGilder stated he didn't feel the 2nd well was needed at this time. MSA suggested doing the sewer system at the same time. They will also look at the roads and look a 5-year capital plan. Fee gave the history of where the 2nd well suggestion started. He was told we need to start putting money away for this. There are upgrades that need to be done on our current system. KLM said they feel we may be able to get 30 years out of the tower due to the maintenance that has been done. Parkos asked what the odds where of the well becoming contaminated. Tucker stated it would be hard to predict that. Fee stated he felt we have a very low risk of contamination. We are in a pool to be advised of any upcoming grants that might be available. VanGilder will contact SEH and MSA for quotes which will be discussed at budget time. Beffa would like to see Public Works look over the quotes when they come in.
8. Public Works Truck
 - a. Quote for replacement of the Silver Ford-Quote came in for a 2023 F250 regular cab w/ plow and light- Fee stated it wouldn't be in until January if we ordered it now. VanGilder asked about leasing vs purchasing. Fee stated that if we purchase it -we are getting a municipal discount, free maintenance for 5 years and will be able to gain the discount back- if we sell in 5 years. If you lease a vehicle and scratch or dent it, that is a problem. Fee is still waiting on a quote for Dodge. Parkos would like to see a local bid on plows. VanGilder would like to look at financing options and payments -to add to the upcoming budget discussions. He'd also like to look at lease options with an end buyout.
 - b. Update on sale of truck-Sold for \$500 plus tax
9. BFCESD 2023
 - a. Month to month contract-The current contract is billed on an annual basis in January for \$19500.00. Wichser stated they hope to be done with the building -approximately 8 months after they break ground. Motion by VanGilder, 2nd

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by Parkos to approve a month-to-month rental contract with the BFCESD for \$1625/month effective January 2023.
Carried 4-0

10. Recommendations from the Policy/Public Safety Committee (signatures needed)
 - a. Recommendation to approve Resolution 219-22- Adoption of the 2022 Village of Birchwood Election Day Emergency Response Plan- Motion by Parkos, 2nd by Boatman to approve. Carried 4-0
 - b. Recommendation to approve Resolution 221-22-Updates to the Village of Birchwood Emergency Response Plan 2017- Motion by Parkos, 2nd by Boatman to approve. Carried 4-0
11. Classification of Unlisted Use to go to Public Hearing
 - a. Ambulance is not listed as permitted or a conditional use under R-1. Therefore, the Birchwood Four Corners Emergency Services District (BFCESD) is requesting for classification of an unlisted use to include ambulances within the of Village Ordinance Sec. 28-73. Motion by Boatman, 2nd by S. Milligan to approve request to send to Public Hearing on August 22nd, 2022, at 6pm. Carried 4-0
12. Conditional Use Application to go to Public Hearing
 - a. Birchwood Four Corners Emergency Services District (BFCESD) applying for conditional use of Fire Station and Ambulance for Parcel ID 65-106-2-37-10-25-5 15-574-(739000), (738500), (738000); contingent upon approval of classification of unlisted use of ambulances. Motion by Parkos, 2nd by Boatman to approve request to send to Public Hearing on August 22nd, 2022, at 6 pm. Carried 4-0
13. Fall Clean-Up Day September 17th, 2022
 - a. Northcentral Recyclers Contract for electronic recycling- Motion by Parkos, 2nd by Boatman to approve contract. Carried 4-0
 - b. Republic Services proposal for refuse and mattresses collection- Motion by Parkos, 2nd by Boatman to approve contract. Carried 4-0
 - c. Liberty Tire Route Service Agreement for tire recycling-Motion by Parkos, 2nd by Milligan to approve contract. Carried 4-0
14. Closed session (if applicable)-None
 - a. Pursuant to 19.85 (1)C 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.
15. Open Session (if applicable)-None
 - a. Matters discussed in closed session
16. Adjournment- Motion by Boatman, 2nd by Parkos to adjourn. Carried 4-0

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