

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



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The **Budget Workshop** of the Village of Birchwood  
was held on **Tuesday, October 25th, 2022, at 5:00 p.m.**  
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

Village President call meeting to order - Meeting will be recorded

Pledge of Allegiance-Recited

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

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

Citizen Comments on Agenda Items Only (Limit 3 minutes per person) L. Zillmer asked if public comments were going to be allowed during the meeting. VanGilder stated there would be no public comments allowed during that time. Zillmer asked for information regarding the allocation of the public works hours/wages between the General, Water, and Sewer departments. Zillmer voiced concern that the assumed rate increase will raise the new hire base wage. Raises vs other types of compensation. How will the 2023 Village share of the BFCESD cost be handled? She questioned if last year there was an over levy that needed to be adjusted now. She will put her other questions in writing.

Correspondence-None

**Minutes**  
**No Public Comment Allowed**  
**Discussion/Action**

1. Two Rivers Accounting-
  - a. Present and review 2021 Financial Statements-Brandon gave an overview of the 2021 financials. Municipal and auditor responsibilities. The supplementary is not required but is included in the detailed balance sheets. He discussed the CDBG fund, Dowd Foundation, debt service, TID 1, TID 2 balance-revenue and expenses. Assets and liabilities were discussed for the different departments. Brandon went over the 2021 General fund, tax revenue, and other revenues. General expenditures. Property sales.
  - b. Official approval of the 2021 Financial Statement-Motion by Parkos 2<sup>nd</sup> by Boatman to approve the 2021 Financial Statements. Carried 3-0
2. Capital Improvement Planning
  - a. Discuss proposed Capital Improvement for Streets financial planning purposes.- Edenharter Rd is the project included in this. VanGilder discussed the MSA and SEH proposed contracts. The difference between the contracts was only \$100. VanGilder stated he didn't feel it was worth switching contractors for that amount. He felt MSA already has our records and has been doing a good job. VanGilder said this contract would be for the streets only- surface infrastructure investigation and needs analysis. Motion by Parkos 2<sup>nd</sup> by Boatman to approve the Capital Improvement -street financial planning contract with MSA for \$3000-to be added to the streets 2023 budget. Carried

*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.*



- 3-0. VanGilder asked for this to be put on the next agenda for MSA and he will call Mike from SEH to let them know we are sticking with MSA.
3. Closed Session-Pursuant to 19.85 (1) Motion by VanGilder, 2<sup>nd</sup> by Parkos to go into closed session. Carried 3-0- Roll call by Beffa: VanGilder-yes, Parkos-yes, Boatman-yes.
    - a. 19.85 (1)(b) and 19.85 (1)(c) 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.
  4. Open Session-Motion by VanGilder, 2<sup>nd</sup> by Boatman to returned to open session to discuss matters discussed in closed session. Carried 3-0
    - a. Employee wages for 2023 budget. Motion by VanGilder 2<sup>nd</sup> by Parkos to approve a 10% increase for all 5 employees effective Jan 2023. Carried 3-0
  5. The Board will go through the budget and make changes for the 2023 budget year. - Discussion regarding debt service. Brandon discussed the TID values. He also discussed financing options. VanGilder asked about financing a water tower. Brandon said it is a water item and the loan should be in the water department. Loan items include the Edenharter Road project---Village portion of the fire hall building---Police Squad---Public Works truck---2 plows---Mower---sweeper/broom---welcome sign. Vangilder would like to see the Village opt for the 3-year option.

Beffa went over the current Village revenue. Beffa voiced concern over the zoning fees on our fee schedule. Currently, this cost does not cover the Village expenses. She would like to see this changed to reflect the extra expenses associated with this. VanGilder agrees this needs to be raised. Administrative fees need to be addressed as well.

Doolittle Park-change projected revenue to \$55,000.

Debt service-finance loans in 2022 to lock in at lower rate and purchase in 2023.

Meetings-Rocky is at \$250 per meeting.

BOR training will be for the new elects in 2023.

Legal budget is \$5000.

Clerk wages are allocated 60% to general-20% water-20% sewer. Wages for election workers will remain the same for now.

Law enforcement: Health insurance benefit will remain the same at 78% - paid by the Village.

Law enforcement Gas budget will increase to \$4500.

Office supplies will be allocated to all departments. Stay the same at \$2100.

Streets-Projected amount to sweep streets is \$800. Crack-fill -\$13000 to get caught up on the roads. Machinery maintenance-we have been over-budget on this for the last couple of years. This will be increased to \$10,000.

Republic garbage/recycling will increase 3% in Jan 2023 per our contract.

Clean-up day cost-\$4000 budget

Nuisance control-\$350

Snowplow gas increase-Streets will stay the same.

Parks-Equipment maintenance budget is \$1000.

Doolittle- Coin machine is approved but the \$17,000 for doors is not approved. \$8500-doors Vangilder requested Ron to have a local contractor give an estimate. \$3000 for rip-rap- fish house trim approved, painting, No parking signs.

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*"The Bluegill Capitol of Wisconsin"*

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At this point, Beffa stated the end numbers are \$20,000 over budget. After discussion, the following were changed for the proposed 2023 budget. Remove-\$800 for the street sweeping. The Blue Gill fish and Welcome sign will be financed. Street gas will be changed from \$5000 to \$3000. Hold off on Depoister bench until 2024. Remove \$3000 for riprap for 2023. Hold off on the streets Capital Improvement for \$3000 until 2024. Welder expense change from \$500 to \$250. Elections training for 3 workers. Coin machine-change from 3 to 1 for repair. Discontinue Zoom subscription. Doolittle camping rates will increase 10%.

Beffa will go through and make sure that the spreadsheet calculated correctly. Total finance is \$288,711 for the 3 -year plan. Edenharter and BFCESD-10 -year plan.

6. Levy Worksheet
  - a. Draft 2022 Levy-Motion by VanGilder, 2<sup>nd</sup> by Parkos to approve 2022 Levy. Carried 3-0
7. 2023 Draft Budget Proposal
  - a. Approve 2023 Draft Budget Proposal for Public Hearing, to be held on November 17<sup>th</sup>, 2022, at 5:00 pm.-Motion by VanGilder, 2<sup>nd</sup> by Parkos to approve and send to Public hearing. 3-0
8. Adjournment-Motion by Boatman, 2<sup>nd</sup> by Parkos to adjourn. Carried 3-0

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