

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 **Monday, December 12th, 2022,** following the **Public Hearing at 5:30 pm** at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

MINUTES

Call meeting to order (Meeting is recorded)

Pledge of Allegiance -Recited at Public Hearing

Roll call by Clerk: Present: R. VanGilder, B. Boatman, S. Milligan, P. Parkos Absent: B. Milligan. VanGilder-stated for the record - Paul Parkos left after item #12.

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

-Police Monthly Report: November update on Police work-Melissa and Adam have been working on some billing issues with Motorola. Deer season patrol went well.

- Public Works Report -November report on Sewer, Water, Streets, and Parks-None

- BFCESD-Update on construction of new station- None

Correspondence – None

Citizen Comments on Agenda Items Only (Limit 3 minutes per person) L. Zillmer voiced concern over several agenda items. LZ is opposed to item #8 and feels the Founder's Park is a better idea than renaming the street. Zillmer voiced concerns regarding item #16-payment in lieu of health insurance and office vs maintenance staff items. She is opposed to item #10. She is concerned about Village borrowing. Bob Hayes addressed the Board regarding item #8. He stated he has 50% of the property owners' signatures on the petition. The only signature he didn't get was from Timber Bay. Damon's have agreed to pay 100% of the expenses to have the name changed on the road. The Damon's are having a family reunion on August 5th and would like to have a sign revealing at that time. Boatman asked how many signatures he obtained on the petition. Hayes was unaware that the Village- East Hills properties had sold.

Discussion/Action Items (No public comments allowed):

1. Current agenda
 - a. Motion by Parkos, 2nd by Boatman to approve current agenda December 12th, 2022.
Carried 4-0
2. Approve Meeting Minutes
 - a. Motion by VanGilder, 2nd by Parkos to approve regular Board of Trustee meeting minutes- November 17th, 2022. Carried 4-0
 - b. Motion by VanGilder, 2nd by Parkos to approve the Budget Public Hearing meeting minutes- November 17th, 2022. Carried 4-0
3. Financials

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- a. Approve Bills, Payroll, and acceptance of Treasurer's Reports-November 2022. Motion by VanGilder, 2nd by Parkos to approve. Carried 4-0
4. Set caucus date-Motion by VanGilder, 2nd by Parkos to set caucus date for 1/17/2023. Carried 4-0.
5. Rescind Motion
 - a. VanGilder stated that the budget number was incorrect at the November 17th, 2022, meeting and needs to be changed. Motion by VanGilder, 2nd by Boatman to rescind the motion made on November 17th, 2022-approving the budget number amount of \$781,517.05. Carried 4-0. Motion by VanGilder, 2nd by Parkos to rescind Resolution 228-22 for 2023 for the same reason as rescinding the budget number. Carried 4-0
6. Approve 2023 Budget
 - a. Motion by Parkos, 2nd by Milligan to approve the correct amount of the balanced 2023 Municipal Budget in the amount of \$788,892 and Resolution 228-22a. Carried 4-0
7. Kennel License-VanGilder stated all vaccinations are up to date. Boatman asked if the approval was contingent on them paying 2022 and 2023 kennel license fee. VanGilder confirmed yes.
 - a. Decision on Multiple Dog (Kennel) License Application by Jesse and Kelsie Miller for 5 dogs located at 105 S Morey St, Birchwood, WI 54817. Motion by VanGilder, 2nd by Parkos to approve with the condition Millers pay the 2022 kennel fee with late fee and the 2023 license fee along with publication fee. Carried 4-0
 - b. \$500 Public Hearing fee to be waived as the Fee Schedule was approved after the date of application. Motion by Boatman, 2nd by Parkos to waive the public hearing fee. Carried 4-0.
8. Street Name change-VanGilder recapped what the family would like done and referenced the article Lisa presented with her request. VanGilder informed Hayes that he would need to contact Will Wallus to get approval in order for the 50% property owner approval to be met. Timber Bay is opposed to the name change. VanGilder suggested the possibility of changing part of Orchard Ave. to Damon Ave. if Wallus would be in favor of the name change. VanGilder stated that the Board's hands are tied at this time.
 - a. Request from Lisa Damon to change the name of Orchard Ave. to Damon Ave.-No action taken at this time.
 - b. If applicable, approve Resolution to change the name of Orchard Ave. to Damon Ave. No action taken at this time.
9. Industrial Park
 - a. Land rental to farmer for 2023- Motion by VanGilder, 2nd by Parkos to lease the industrial park land for \$500.00/year. Carried 4-0.
10. Birchwood School District FEMA Grant-VanGilder has discussed this with several school board members. The Village's assistance is needed for this process. Jordan Buss (grant writer) is applying for a grant for a community use tornado safe room. This would fit 734 people in the event of a tornado. This is large enough for students and staff and residents within ½ mile radius of the room. The school can use the room on a day-to-day basis as long as it can be ready to use as the safe room with a 5-minute notice. The Village of Birchwood has adopted the county local hazard mitigation plan. The school is asking the Village to be the technical sub-applicant for this. The Village would be a pass-through entity. The school will be responsible for any/all fees. VanGilder asked for

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verification that there would be no cost to the Village, the paperwork would be done by Buss, and just a signature from the President and Clerk is needed. Buss would handle all the paperwork and recording that would be needed to EMS and FEMA. The building will be attached to the north end of the school. Boatman asked if it would be realistic to be able to clear the area in 5 minutes- if a garage and weight room are in the building. Boatman also asked about the responsibility of the Village. Buss stated he would take care of any requests during construction, etc. There is an audit that maybe required if disbursement amounts are over the cap. The grant application is due by December 20th. FEMA deadline is mid-January. Spring of 2024 is the earliest construction could begin if selected. Teresa (MSA) stated the Village still may need to have the single audit done. G. Luebke stated the school would pay for all costs if the Village was audited. Beffa stated the specific grant needs to be indicated in the assumption agreement per the Village attorney. VanGilder stated that Ashley Beffa will be the contact person and authorized representative for the Village regarding this due to the fact he will be out of town.

- a. Motion by Parkos 2nd by Boatman to approve the FEMA grant application with the Village of Birchwood to act as the technical sub-applicant on behalf of the school district. Carried 4-0.

11. Wellhouse Corrosion Control and Water Tower Rehab Project

- a. MSA to recommend and assist in application process of the Safe Drinking Water Loan Program to provide low-interest loans, and potentially Principal Forgiveness (grant) for upcoming potable water system projects in the village. Nick/MSA gave a handout in regard to the Well house Corrosion project and the water tower rehab project. KLM inspected the tower in 2020. He gave a review of the Safe Drinking Water loan program that is available. The deadline to apply is June 30th, 2023. MSA has been working on the Corrosion project. There are 2 separate applications that would need to be done and doing them both at the same time would be a cost saving for the Village. Beffa stated she has been working with KLM on the water tower project. She asked if the Board would want to look at what KLM has proposed and then work with MSA on the grant portion. Teresa stated that KLM has worked with them as a sub-consultant. Teresa doesn't believe that KLM works on the grant end of projects. Beffa voiced concern over the cost of hiring an engineer. Van Gilder stated we would still need to work with MSA to write the grant regardless of who does the work. VanGilder asked MSA to work with KLM to help work out a plan for the Village.

12. Zoning Administrator-Building Inspector

- a. Zoning Administration and Building Inspector Proposals-Beffa informed the Board that Daryl Dostal was contacted and made aware of this agenda item. Beffa stated that Dostal took on the Zoning Administer job when he was hired as the Building Inspector. The Village has had an increase in zoning issues in the Village the past year. She feels the Village needs a more experienced Zoning Administrator. Joe Atwood addressed the Board-he has been in the construction business for 35 years, a zoning administrator for 17 years, and a building inspector for 16 years. He is state certified in building inspection, plumbing, electrical, HVAC, construction, fire inspection, and VA compliance inspection. Atwood has looked through the Village ordinances and feels they need some attention-some are well written, some are confusing, and some are obsolete. He feels they need updating. He doesn't do the

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commercial end of construction but will direct these people to the appropriate people. If he commits to this position, he will be available to the Village whenever needed. NW Regional is a great resource for the Village. He asked about Law enforcement for the Village and if Adam writes citations for zoning issues. Discussion regarding expectations of the Village and the Zoning Administrator/Building Inspector. Discussion on Municode and Village ordinances needing to be updated. Atwood asked what time frame the Village would like to see these changes made. VanGilder voiced concern over past problems with zoning/building issues in the Village. Beffa would like to see the zoning/building fees listed on the Village fee schedule. A meeting will be set up between Beffa, VanGilder, Brunclik, and Atwood to discuss changes. Atwood's fee would include roughly 20 hours a month. S. Milligan would like assistance in updating the ordinances. Beffa stated that if Atwood wants a contract signed, our next BOT meeting is on January 17th, 2023.

b. Motion by Approve Village Zoning Administrator and Building Inspector- No action taken

13. Economic Development Loan-Beffa stated that the BOT previously approved working with NW Regional Planning Commission in 2023 to update the Comprehensive Plan. She stated the cost of \$10,000 to do this was not budgeted for. Beffa suggested doing a loan for \$20,000 to cover the possible \$9000 Zoning Administrator cost and the \$10,000 Comprehensive Plan cost. VanGilder feels we should cover the cost from our cash funds instead of taking out another loan. Beffa stated she will be presenting a new fee schedule to help absorb some of the Zoning costs. VanGilder stated he has some ideas to help with this as well. Motion by VanGilder, 2nd by S. Milligan to use the Village funds instead of obtaining a loan for the cost of the Comprehensive Plan and Zoning Administrator costs. Carried 3-0.

14. Wisconsin Election Workers approval

a. Motion by VanGilder, 2nd by S. Milligan to approve 2023 Poll workers- Mary Kupper, CJ Wichser, Carol Wainz, Bobbette Robotka, Virginia Hurckman, Karen Hayes, and Becky Darkow. Carried 3-0

b. Motion by VanGilder, 2nd by Boatman to approve the 2023 Chief Inspectors- Mary Kupper and CJ Wichser (backup). Carried 3-0

15. Village PSC tariff-Standby Water Charge-Beffa updated the Board about where the office is with this process. Due to Owen Assessing combining many lots in the Village, most people will only see these charges once. Melissa has the charges already built into the next utility bills. Beffa voiced concern over the possibility of the office being overloaded with residents coming in saying their lot isn't buildable. VanGilder agreed these concerns will be addressed as they present to the office. Melissa put a notice in all the tax bills, and the notice will also go out with the utility bills.

16. Village of Birchwood Human Resource Handbook

a. Discuss and recommend changes to the updated handbook, if applicable. VanGilder stated he felt for the most part the handbook is good. Melissa will add the health insurance stipend into the handbook prior to sending it to the attorney. VanGilder stated that 32 hours is considered full time. Beffa stated that the office does have additional hours throughout the year. Clean- up day, getting called in on a Friday, etc. VanGilder is fine with the office hours.

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- b. Motion by Boatman, 2nd by S. Milligan to approve the Human Resource Handbook draft and send to Village attorney for final review and approval. Carried 3-0
17. 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.
18. Open Session (if applicable)-None
 - a. Matters discussed in closed session
19. Adjournment-Motion by Boatman, 2nd by S. Milligan to adjourn. Carried 3-0

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