

Village of Birchwood  
101 N. Main Street  
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**The Special Board of Trustees Meeting**  
of the Village of Birchwood was held on  
**Thursday, February 29<sup>th</sup>, 2024 at 5:30 p.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, B. Boatman, S. Milligan, and T. LeBrocq. ---- Absent- R. Seffinga

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

Public Comments **On Agenda Items Only** (limit 3 minutes per person)-No comments.

#### **AGENDA ITEMS:**

1. Motion by VanGilder 2<sup>nd</sup> by Milligan to approve current agenda. Carried 4-0.
2. Municipal Advisor
  - a. Determine if it is in the Village's best interest to waive requirements specified in Sec. 2-589 due to short notice and timeline identified by the Municipal Clerk-Treasurer. – Discussion on conflict of interest with any of the Board members. VanGilder asked if there were any conflicts of interest. None noted.
  - b. Beffa discussed information she recently received regarding the Conventional Rate Case. The Dept of Administration informed Beffa that the new rates need to be in effect before the Safe Water Drinking Loan closing. Rates must be effective by September 1<sup>st</sup>, 2024. Beffa was also informed by the PSC that due to the lengthy process; the application needs to be in by mid-March if the Village is shooting for a September 1<sup>st</sup> effective date. The Dept of Administration stated that the Village is short on meeting the 110% debt coverage ratio required to close on the loan. They are requiring us to do a Conventional Rate Case for the Village to be considered. Brandon is short staffed right now and doesn't have time to provide his services for the rate case. He recommended Ehlers. Beffa is familiar with them and feels they would be a good fit for the Village. The max fee on the contract is \$4500. Britta (MSA) said that the Village can include these expenses in the Safe Water Drinking loan program. Boatman asked if this was a one-time contract. Beffa answered yes. Ehlers will be an advisor- just for the rate case. VanGilder questioned if the rate case was included in Brandon's contract. Beffa replied- no. Beffa will have the application at the March BOT meeting for the trustees to review. VanGilder reiterated that Ehler's expenses would be paid in full by the loan. Beffa stated that this isn't a guarantee that we will get the funds. The SDW program is starting to require all products be American made. Because of this, they are projecting higher expenses- which will result in less funds available. Beffa stressed the importance of completing it this year. Motion by Boatman, 2<sup>nd</sup> by LeBrocq to hire Ehlers as the Village's Municipal Advisor to provide advice and services pertaining to the Conventional Rate Case and approve the contract. Carried 4-0.
3. Motion by LeBrocq 2<sup>nd</sup> by Milligan to adjourn. Carried-4-0.

*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.*