

Village of Birchwood  
101 N. Main Street  
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*"The Bluegill Capitol of Wisconsin"*

The Public Works Committee meeting was held on  
**Monday, July 10<sup>th</sup>, 2023, at 4:30 pm** Birchwood Village Hall  
101 N Main St, Birchwood, WI 54817.

**Committee Members: R. VanGilder, S. Milligan, P. Parkos, B. Beffa, and B. Hayes**

### MINUTES

Chairperson call meeting to order - Meeting will be recorded.

Pledge of Allegiance-Recited

Roll call: Present: R. VanGilder, S. Milligan, B. Beffa, B. Hayes Absent: Paul Parkos

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

Citizen Comments (Limit 3 minutes per person)-Linda Zillmer expressed concern over the uneven sidewalk in front of the Post Office and Northlakes Clinic. She suggested that the kiosk at the Rest Park be put on next years budget to be completed, so it can be used for Village notices. Zillmer asked if the Village could contract with someone to do curbside brush pickup in the spring and fall.

Correspondence-None

1. Motion by B.Beffa, 2<sup>nd</sup> by Hayes to approve the current agenda. Carried 4-0
2. Wisconsin Rural Waters to present the benefits and features of Diamond Map and how it can provide a management system for Public Works departments. Rural Waters set up the mapping system for public works back in March. Dan from Rural Water provided an overview of the Diamond Maps system. Diamond maps can be set up for all the board members, so they can track work orders and the progress/or completion of them. The lead and copper inventory can be tracked and accessed directly by the DNR. Dan said that most municipalities use the year that the house was built to get an idea what the pipes are made of. Reporting, mapping, and developing road plans for long term projects are some of the features of Diamond Map. All notes added to Diamond Maps are date/time stamped and can't be deleted. A. Beffa stated she would like to get a tablet for public works to use vs them trying to complete things on their phones. Dan stated that you can also calculate water loss from hydrant flushes for end of the year reports. Dan recommended doing an energy assessment which would determine the future needs for motor replacement. Catch basins, culverts and other road items can also be added. The information on Diamond Maps can be shared with contractors as well. Dan recommended printing each map layer out on a yearly basis.
3. Village of Birchwood Wastewater Treatment Facility
  - a. Compliance Inspection Report-May16,2023 DNR recommendations. Tucker went over the report. The 1<sup>st</sup> recommendation is to do a new sludge test for the permit. 2<sup>nd</sup> recommendation is to get permit reports in by the due dates. 3<sup>rd</sup> recommendation is to submit a copy of the current CMOM. These all need to be completed by July 19<sup>th</sup>, 2023.Hayes asked about the new carbon source being used at the sewer plant. Tucker is using micro-seed. Hayes asked about Tucker's certification. Tucker stated that it was submitted. Hayes voiced concern over the late reports. VanGilder reiterated that the reports need to be in on time.
4. Ed's Coffee & Trading Co.

*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 to comply with the provision of Sec. 2-183, Wis States §§ 19.84 and Wis. Stats §§ 19.81 and 19.89. Electronic Notices are also posted live at [www.birchwoodvillagewi.com](http://www.birchwoodvillagewi.com) for your convenience but not required by law.*

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- a. Discussion on who owns the property around the road. Placement of dumpster-Strand stated the dumpster is in our right of way. A. Beffa stated that Joe Atwood told her it could not be in the 66 feet of right of way and would need to be removed. VanGilder stated that in the winter months, it would definitely need to be moved. Strand agreed. A. Beffa stated that a street use permit would also need to be filled out if kept on our right-of-way. This could start a precedent in the Village. There is already a similar situation with Paul Parkos dumpster. Strand voiced concern over the fire trucks and possible issues with them getting through the road. VanGilder feels the dumpster should be located on their own property. B. Beffa made a motion to have them move it to their own property. No second. VanGilder stated that he felt they needed to decide if an ordinance should be done first. VanGilder asked if we could contact Stacy. Stacy has already been contacted regarding the dumpster. B. Beffa suggested checking with other municipalities to see how they handle these situations. A. Beffa will follow up.
5. Steve Robinson's request to cut trees in Village ROW. -Steve approached Strand about cutting the trees for \$1.00. VanGilder would like Strand to be informed of any cutting and the location Robinson will be working in. A. Beffa stated that if he is a subcontractor, he should have the appropriate insurance. Strand said that Robinson has all the tree cutting equipment. Motion by VanGilder, 2<sup>nd</sup> by B. Beffa to have Steve Robinson cut trees in the Village ROW for the Village-as a sub-contractor, not a Village employee, and Robinson must have the appropriate insurance. Carried 4-0
6. Parks & Streets
  - a. Possible hire of part-time (as needed) worker for department. Strand recommended Steve Robinson for the position. Ron would like to have someone they can call to help if they have an emergency. The part-time worker would only be in the plow truck not the loader. A. Beffa will check with the Village insurance company to see if a subcontractor can use Village equipment.
7. Motion by VanGilder, 2<sup>nd</sup> by B. Beffa to go into Closed session. (No minutes or actions taken) Discussion only. 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. On the following topic for the purpose of employee performance and certifications review.
8. Reconvene into Open Session
9. Matters discussed, if any, in closed session. No Matters to be discussed.
10. Adjournment-Motion by VanGilder, 2<sup>nd</sup> by Hayes to adjourn. Carried 4-0

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