

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
Monday, October 2, 2023, 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, T. LeBrocq, and R. Seffinga

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

Correspondence (if any) None

AGENDA ITEMS:

1. Motion by Milligan 2nd by Boatman to approve current agenda. Carried 5-0
2. Review current Employee earnings, hours, and benefits and compare to budget. Beffa gave an overview. Keep current legislative pay the same- BOT/Committee President-\$250.00/meeting—Trustees-\$100/meeting----BOR-\$60/meeting-----Budget Workshop-\$55/meeting---Committee members-\$30/meeting—Office, Police, and Public Works-hourly wage for meetings (used as hours worked-flex time to keep within weekly hours)
Election workers will be kept at \$10.25/hour and the Chief Inspector will increase from \$12.36 to \$13.00/hour due to the increase in responsibilities.
Staff travel for Village business- mileage and meals (depending on location) will be paid at the state structured per diem rate.
Employee Benefits-Ashley is losing health insurance in February and will need to go on the family plan under the Village insurance. She will no longer receive the stipend. The Village pays 78% of health insurance premiums.
WRS rates are increasing- Office/public works employees increasing from 6.8% to 6.9% --Police increasing from 13.2% to 14.3%. The employees' share is increasing by .10%.
Adam's disability and life insurance rates are staying the same for 2024.
PTO-OT-Flex time---Per Brandon, staff is allowed to flex time as long as it does not result in over 40 hours (OT). Public Works can bank their OT as comp time. Per the handbook, the maximum comp hours allowed per year is 240. This is paid out at the end of the year, if applicable. Beffa reiterated that when OT is paid during the same pay period, it is allocated to the departments that caused the OT. When used later as comp time, it is split between all departments, not the department that caused it. Strand stated that most of his comp time is from snowplowing. Fees are usually from water digs. Beffa stated that in the handbook it says that OT or comp time needs preapproval from the Village President. She would like to see Public Works follow this and email Rocky, so she can determine what is causing the OT/comp time. VanGilder agreed. Public Works will continue to get paid out at the end of the year for their comp time balance.

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 to comply with Resolution 175-15.

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Adam will be allowed to keep 240 comp hours at all times- to be used as short-term disability coverage. At the end of the year, he will be paid out for anything over 240 hours. The handbook will be revised to reflect that the Police Chief comp time is handled differently than Public Works. Beffa will adjust the budget to include this liability.

Office training certification-Melissa has 1 more year of UWGB Clerk's institute that results in a .50 raise in July. Beffa is working on both the WI Municipal Clerk's and Treasurers certifications. Budget will reflect these increases.

All election workers will go through training in January for the upcoming 2024 elections.

Strand and Fee will continue to complete training to keep their water and sewer certifications current. (does not affect municipal budget)

Strand stated there are no classes listed for roads yet, but he would like to keep up on that training as well.

Beffa discussed hourly pay rates and presented a spreadsheet with examples of what wage projections would be with 3% to 10% pay increases.

- a. Motion by VanGilder 2nd by Boatman to go into Closed Session – Pursuant to 19.85(1) to discuss employee performance review. Carried-5-0
 - b. Motion by VanGilder, 2nd by Seffinga to return to Open Session. Carried 5-0. The Board discussed the draft 2024 Employee wages, hours, and benefits. VanGilder stated that effective January 1st, 2024-there will be a 4% increase in wages for all employees.
3. Motion by LeBrocq, 2nd by Milligan to adjourn. Carried 5-0

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