

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



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Budget Hearing and the Regular Monthly Board of Trustees Meeting  
of the Village of Birchwood will be held on November 12th, 2024 at 5:30 pm  
at the Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817.

### AGENDA

Pledge of Allegiance

Roll call by Clerk: 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 Website

#### AGENDA ITEMS (Discussion/Action):

1. Approve Current Agenda
2. Call Budget Hearing to Order
3. Public Comments
  - a. Board to Hear Public Comments on 2025 Draft Budget and Municipal Levy
4. Close Budget Hearing
5. Call Regular Monthly Board of Trustees Meeting to Order
6. Public Comments on Agenda Items Below (Limit 3 Minutes Per Citizen)
7. Department and Committee Reports
  - a. Birchwood Police
  - b. Public Works
  - c. BFCESD
8. Meeting Minutes
  - a. Approve Minutes from October 8<sup>th</sup>, 2024, Reg. Board of Trustee Meeting
9. Finances
  - a. Approve October 2024 Financial Reports
10. Birchwood Ice Cream Container (No Action)
  - a. Kelsey Miller To Present Birchwood Ice Cream Container Business Plan.
11. Safe Drinking Water Loan
  - a. Approve Resolution 256-24 Authorizing the Issuance and Sale of Up To \$792,614 Water System Revenue Bond, Series 2024, And Providing for Other Details and Covenants with Respect Thereto
  - b. Approve Financial Assistance Agreement with Principal Forgiveness
12. Water Tower Project
  - a. Approve Application of Payment from Viking Industrial Painting.
13. 2023 Audit
  - a. Approve 2023 Audit of The Financial Statements of The Village of Birchwood and Representation Letter.
14. Municipal Insurance
  - a. Discuss Deductible Options and Act on Rates For 2025 Municipal Insurance.



15. Washburn County Highway Department
  - a. Winter Maintenance Material Agreement
16. CivicPlus
  - a. Approve Statement of Work of The CivicPlus Master Services Agreement - Includes Republication with Code Update, Full-Service Supplementation Subscription, And Online Code Hosting Premium Bundle with Annual Uplift Of 5% To Be Applied in Year 3.
17. Zoning Administrator and Building Inspector
  - a. Approve Contract Agreement - Joe Atwood to Perform the Duties of the Village Building Inspector and Village Zoning Administrator
18. Raney Day
  - a. Approve Raney Day Contract Agreement –Web Hosting the Village Website and [www.birchwoodvillagewi.com](http://www.birchwoodvillagewi.com) Domain.
19. Chick Feathers
  - a. Approve Commercial Service Agreement – Chick Feathers to Perform the Duties of the Village Agent to advertise, show, and prepare a letter of intent.
20. Town of Edgewater
  - a. Approve Law Enforcement Addendum for Edgewater Police Services
21. Two Rivers Accounting
  - a. Approve Contract Agreement – Two Rivers Accounting to Perform the duties of the Village Auditor
22. Command Central
  - a. Approve Election Hardware Maintenance Agreement – Command Center to Perform the Duties of Election Hardware Maintenance of Village of Birchwood’s ICE Election Machine in 2025
23. Razed Buildings and Dilapidated Properties
  - a. Review Razed Building and Dilapidated Properties in The Village List Provided by Zoning Administrator and start the process of compliance letters.
24. Doolittle Park
  - a. Approve Assessing a \$25/Day Non-Removal Fee for Campers That Are Not Using Winter Storage and Have Left Items on The Site After October 1<sup>st</sup>.
  - b. Possible Action to Allow the Village to Have Units and Property Left on The Site Removed After October 5<sup>th</sup> at The Expense of The Camper, If They Are Not Using Winter Storage.
25. Garage Lease
  - a. Draft New Garage Lease
26. 2025 Budget and Municipal Levy
  - a. Approve 2025 Budget and Municipal Levy
27. Operator’s License
  - a. Approve Sarah Evitch For Gary’s Grocery
28. Committee Member
  - a. Bob Hayes Requested to Step Down from Zoning Board of Appeals for The Remainder of His Term, End of Term April 30, 2024.
29. Adjournment.

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*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.*

*It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.*