



The **Budget Workshop** of the Village of Birchwood  
on **Thursday, October 7<sup>th</sup>, 2021, 2021 at 6:00 p.m.**  
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

Village President called meeting to order

Pledge of Allegiance

Roll call by Clerk (R. Vangilder, J. Depoister, and M. Manning) B. Milligan- absent. Accountant present (B. Willger)

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

-President made change to October 7<sup>th</sup>, 2021 agenda item 1. Change budget year to 2021 from 2019.

Citizen Comments:

Linda Zillmer – Comments on preference for clerk to provide copy of agenda packets to follow along.  
Garbage fees.

Accountant Willger: Comments no formal action on budget during workshop.

Correspondence - None

### Minutes

#### 1. Discussion on 2022 Budget

##### a. Budget Binder provided by clerk:

- i. History 2017-2020 actual
- ii. Current as of 9/31/2021 and 2021 budget
- iii. Levy Worksheet
- iv. Depreciation and outlay account (audit)

##### b. Accountant

- i. 2020 Audit just done and some of the numbers will be updated
- ii. 2021 Municipal Levy
  - Previous year actual levy reported plus 2021 personal property aid (\$495.25) totaled \$186,884. Less last year's debt service levy \$43,472 and less 2022 personal property aid (\$700.79) adjustments to result of \$142,980 allowable 2022 levy. Full amount of debt service allowed \$75,626. Loader \$13,251 and \$62,375 TID debt. Coming due in 2022.
  - Options are to include 100% of allowable debt service, what was last year's \$43,409, or something between that.
  - Last year budgeted for \$186,389 shortage was the difference of what was out into the debt service fund (\$43,409)
  - TID 2 \$45,100, TID 1 \$17,275 and Loader \$13,251 totals \$75,626
  - The benefit of putting full amount verse holding levy flat is it's covered and not taking payment out of general budget but also consider increase in taxes which is the downfall (17.28% tax increase).

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- Option to use specifically for the debt service or other option is to include in general fund budget. If included in general, you don't have to specifically use it for debt service.
  - $\$218,606/186,389=1.1728$  (17.28% increase)
  - Boards responsible to know and understand levy.
  - Board needs to be aware of debt structure as this could fall on general fund.
  - Board of Trustee goal is to pay down TID as much as possible. If going to levy for the debt then should be put towards the debt, per advice of accountant.
  - Moving forward, going to budget the levy of \$142,980, not factoring in any of the debt service.
  - Compare Mill Rates to other municipalities to assist in determining increase.
- iii. Discussed and adjusted 2022 Revenues and Expenses
- \$22,399 Other Federal Payments for ARPA funds, restricted use only, received in through general fund although will be later used for water or sewer project
  - General Property Taxes – Levy amount just set for now
  - Shared tax Budgets from state – \$121,224.71 letter received from state
  - 2% Fire Insurance is an in and out revenue and expense
  - State Transportation Aid – \$41,250.90 letter received from state
  - Computer Aid – predicted to be about the same
  - Personal Property – \$700.79, letter from state
  - DNR PILT – no major changes
  - License and Cigarettes are predictable and consistent
  - Dog License reduced because of Covid and lack of enforcement by county
  - Building permits – municipal only receives \$25 per building permit and \$300 per zoning.
  - Citation – Police Chief kept at \$900 estimate
  - Clerk Fees – Increased budget with new staff and procedures to be more efficient
  - Snowplowing decreases due to less accounts this year
  - Cleanup Day is for when Village charges for items during cleanup day
  - Weed and nuisance control reflects the efforts made this year has resolved this issue.
  - Doolittle Park – Revenue, not including sales tax.
  - Miscellaneous revenue was high in past year from refunds from overpayments
  - Rent Hall \$19,500 fire district and the rest is water and sewer office rent. Journal entries are entered to reflect those amounts. Water and Sewer are treated and operated as their own entity.
  - Sale of other equipment – sweeper, scrap, skate park, etc
  - Patronage Dividends – dividend check
  - Long term debt - money goes and comes out
    - o Police Chief Trucks \$22,000 plus box top for \$1500 and Tahoe \$28,000 – Outlay and \$10,000 trade-in value

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- Money was not actually set aside last year so those funds are not available to put towards new squad
  - Stormwater used up that part of the budget last year
- Salaries – may vary with new committee chairpersons and meeting needs
- Office supplies – needs to be allocated better between water, sewer, and municipal
- \$500 per ordinance estimate. Need to allocate funds to water, sewer, and general for attorney fees. Budgeted \$5,000 to assist in covering cost of getting ordinances up to date.
- Salary – Need to look at how software program is allocating.
- Insurance – budgeted for new employee just in case. \$16,500
- Office Supplies
  - Cloud backup for offsite storage needs to be included in next year's budget. \$70 per month to include backup, maintenance, and remote support.
  - Postage lease – cost savings options
  - Google email – archive to save cost
  - New Workhorse program
  - \$5500 to computer and \$4000 to office supplies.
- Telephone \$2000
  - Switching over and will have cost savings
  - Corrections have been made to billing to help save cost and refunds are coming due to billing errors
- Travel and education
  - Remote learning
- Election equipment
  - No cost for replacement
- Accounting
  - Down to one audit a year now
- Insurance
  - Waiting on estimates
- Police travel and education
  - Make into one budget line
- Squad maintenance
  - Tires replacement cost
- Patrol Equipment
  - Day to day uniforms
  - Squad and body camera \$4,780
    - i. Body camera this year and squad next year
  - Over budgeted collectively then therefore no funds to put away for next year
- BFCESD \$35,253.71

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



*"The Bluegill Capitol of Wisconsin"*

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2. Closed Session - None
3. Open Session – N/A
4. Motion by Manning to adjourn, second by Vangilder. Carried 3-0.

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