

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



Ashley Beffa
ashley@birchwoodvillagewi.com
Phone: 715-354-3300
Fax: 715-354-7500

The **Budget Workshop** of the Village of Birchwood
on **Monday, October 3rd, 2022, at 5:00 p.m.**
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

Village President call meeting to order - Meeting will be recorded

Pledge of Allegiance-Recited

Roll call by Clerk: Present: R. VanGilder, B. Boatman, S. Milligan, B. Milligan- Absent: P. Parkos

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

Citizen Comments on Agenda Items Only (Limit 3 minutes per person) L. Zillmer asked when the auditor will present last year's financials.

Correspondence-None

Minutes

No Public Comment allowed

1. Budget Presentation by Municipal Clerk/Treasurer on budget items. -A. Beffa gave overview of where we are currently at with the budget. The actual numbers will be discussed at the next workshop. Beffa will make an annual budget binder for the upcoming year. Our goal is to have the budget complete in November. Brandon is working with Ashley on doing journal entries throughout the year, so we have a more accurate idea of where we are at. Beffa stated Melissa has been working on our outstanding utility bills and the balances are the lowest they have been in years. Beffa gave a review on the different terms used in budget. Beffa discussed how our sales tax is being handled.
We still have CDBG funds available for Village residents. The Comprehensive Plan needs to be updated in 2023, it is currently expired.
Starting in January, Beffa will separate out the funds on the financial report, so we can see exactly what each department has available. Beffa asked how the Board wants to handle the CDs that are maturing. Beffa discovered that the property assessments were off on the TID. This is being worked on and may affect the levy worksheet.
In the future, when the Board approves a Certified Survey map, if the property is in a TID, the TID needs to have an addendum done.
The Village is looking at taking on some additional debt in the upcoming year The Village is looking at a new squad, mower, and truck. Beffa feels that if we go new -it should be with the intention that it will be kept no more than 3-5 years and then traded. She discussed different financing options and rates. Debt service financing was explained. The hope is that we can take the TID off the debt service and add the equipment to it instead which would offset any change to taxpayers. Beffa explained how the equipment is split between the different departments. She discussed using the \$5000 LRIP funds for the road project on Edenharter. The estimate for this was \$24,147.51, so the balance would need to be financed. We were denied for the 80/20 Rural grant- but approved for the 80/20 Local Roads Improvement grant.

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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Ron would like to hold off on the Rural program from Main to the Legion and just concentrate on Edenharter and the Local Grant roads. The cost for the design would be \$17629 (our share) and would also need to be financed. The construction would take place in 2024- using the 80/20 funds. Beffa discussed how inflation is affecting the Village.

Ashley spoke about budgeting for unexpected expenses and the importance of prioritizing spending. She also reiterated the importance of charging the appropriate fees to protect taxpayers' dollars. She stressed the importance of using free resources to obtain information vs using MSA or the Village attorney.

Beffa gave an overview of some of the subscriptions, etc. that we are currently paying for. She requested the Village obtain a membership to Amazon. Workhorse expenses are increasing. We will be staying with the payroll portal.

The BFCESD monthly rent will be \$1625/month starting in January. Beffa gave an overview of fire protection vs fire service. Hydrant flushing was discussed.

Beffa spoke to the PSC regarding the stand-by service requirement for certain properties in the Village. We are working on getting clarification of the terms in the tariff. We are required to follow the tariff and possibly go back and retroactively bill these properties. Ashley and Melissa are working to see what we need to do to identify these properties to follow the tariff and stay in compliance.

The Village Hall is something that needs to be discussed regarding upcoming repairs, etc. There are maintenance items that need to be done such as the flower barrels, carpet cleaning, and the railing needs to be painted.

Committee meeting pay is \$30.00/meeting. Board of Trustees are at \$100/BOT meeting. Village President is \$100/mileage and \$150/ BOT meeting. Mileage needs to be logged and paid for exact mileage. Beffa would like to see the President rate be a flat rate of \$250/meeting. She requested the Board to discuss this. Beffa discussed payroll processing difficulties. Staff pay for meetings was also discussed. Public Works workers need to be paid OT for meetings. Beffa will look into the clerk's wage for meetings.

Shop budget items: Welder

Streets: Crack filling, patching, Capital Improvement, paving, banners, sweeping, equipment
Water/Sewer-Capital improvement plans/repairs

Doolittle: Parking signs, parking lot, rip wrap, painting, coin machine, rugs, bathroom doors, goose deterrent. Profit and loss statement will be available next Monday.

Parks: Welcome sign, bench honoring John Depoister, new mower, tennis court, Love Light trees, fishing pier materials

Ordinances: Municode update

Employee Benefits: Wage Increases--Payout Comp Time balance at the end of the year vs paying overtime when accrued--Sick time carryover and payout--Vacation carryover and vacation schedule—UW-Green Bay raise incentive—Beffa will create a spreadsheet with projected numbers. Melissa will email a copy of the new proposed HR handbook to the BOT.

BOT training-Clerk and BOT members

Election training- extra training needed

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TID budget will be discussed next week.

Water-Sewer Budget-We did not qualify for a water rate increase. The water and sewer budget will be discussed in December.

2. The Board will go through the budget and make changes for the 2023 budget year. See previous agenda item #1. Board will discuss at next meeting October 10th, 2022.
3. Closed Session- None
 - a. Pursuant to 19.85(1) © 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.
4. Open Session-None
 - a. Matters discussed in closed session.
5. Adjournment- Motion by B. Milligan 2nd by B. Boatman to adjourn. Carried 4-0

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