

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



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The **Regular Monthly Board of Trustees Meeting** of the Village of Birchwood was held on **Tuesday, September 13th, 2022, at 6:00p.m.** at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

MINUTES

Call meeting to order (Meeting is recorded) -6:00 PM

Pledge of Allegiance-Recited

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

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

-Police Monthly Report: August update -Goodyear tires for the squad were purchased at \$140.00/tire after the discount. New computer is here for the squad, he is waiting for the dock. The Mock program and state certification is done. This was all paid for by the Dept of Administration Grant. Adam is working on getting a quote for a new squad. He will probably end up with a range in price to use at the budget meeting. He'd like to get the squad next year before his current squad depreciates anymore. School incident: Preventative measures were taken before contacting the subject to ensure the safety of the kids and residents near the school. Due to the controlled situation, the subject was apprehended without incident. He also worked with SWAT on the school situation and in a kidnapping situation in Winter. VanGilder said he received good feedback on the way the school situation was handled.

- Public Works Report -August (August 12th, 2022, meeting minutes handed out)

a. Water/Sewer Department update -Fire department started their water and sewer dig today and the sewer was hit. The road will be shut down until tomorrow. All proper authorities were notified. Strand cleaned out the sludge from seepage 1. Tucker is waiting on the estimates for the truck. VanGilder reiterated that we need to get this ordered as soon as possible. The black truck is going in the shop for new struts and oil pan- all due to rust issues. The water leak at the Post Office was fixed which resulted in our pumping declining from 96,000 to 43,000 a day, which is a great improvement. Jeff Labelle will be back to finish pressure checks in the Village. They still feel there is a leak on Hinman. Labelle will also help determine where more box valves can be placed to help with shut offs in the Village.

b. Streets Department-Streets/Park Repair and Maintenance-update He has 3 bids in for the new mower along with 3 bids for the plow. He is cutting ditches and getting ready to shut down Doolittle Park. The new shop door was installed. Strand is cleaning up the shop yard. He went to 1 class last week and will attend another one in the upcoming week. Fee and Strand are working on getting their paperwork in to remove themselves from being listed as "in training" through the DNR. A manhole was upgraded/raised during the paving of Masonite parking lot. Strand is waiting to hear back from Monarch for the LRIP project on Edenharter. The trail in front of Dollar General will be shut down. It will roughly cost \$110 for materials. Cody isn't charging to drill the holes. Strand is waiting on locates. Clean up day is this Saturday. He is working on putting more equipment on the online auction site.

- BFCESD-Update on construction of new station-Dan updated the Board on budget info. EMS went up 1800 and Fire went down 1000. EMT's are currently getting \$11.00/hour for call. The BFCESD will be invoicing for the payment plan in October- which will be due in November. Construction started on the

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hall. Tucker voiced concern over the use of one 6-inch line being used vs. two. He is concerned that there may be bacteria build up if there isn't enough water usage. Cooper Engineering feels they will be fine with the one line. Wichser stated there will be more usage at the new hall now due to more meetings, auxiliary, and showers. EMS purchased a new cot for \$26000.00. The BFCESD only paid \$2000.00 due to grants that were utilized. The new cot has a 750 lb. capacity. The Golf tournament has been postponed until next spring/summer.

Correspondence -County Rd D will be closed again tomorrow- due to the sewer hit. Tentative budget meetings are scheduled for Sept. 26th and Oct. 3rd.

Citizen Comments on Agenda Items Only (Limit 3 minutes per person)- Linda Zillmer asked that the Board consider the recommendation she made at the Public Hearing to amend the street ordinance instead of vacating the street.

Discussion/Action Items (No public comments allowed):

1. Current agenda
 - a. Motion by B. Boatman, 2nd by P. Parkos to approve current agenda-September 13th, 2022. Carried 4-0
2. Approve Meeting Minutes
 - a. Motion by P. Parkos, 2nd by S. Milligan to approve the Regular Board of Trustee meeting minutes-August 2nd, 2022. Carried 4-0
 - b. Motion by P. Parkos, 2nd by S. Milligan to approve the Public Hearing meeting minutes August 22nd, 2022. Carried 4-0
 - c. Motion by P. Parkos, 2nd by S. Milligan to approve the Special BOT meeting minutes August 22nd, 2022. Carried 4-0
3. Financials
 - a. Motion by R. VanGilder, 2nd by P. Parkos to approve Bills, Payroll, and acceptance of Treasurer's Reports-August 2022. Carried 4-0
4. November 2022 Board of Trustee meeting
 - a. Change/set date for meeting due to Election Day Nov 8th, 2022—November 1st. Motion by B. Boatman, 2nd by S. Milligan to change November meeting to November 1st at 6: 00 pm. Carried 4-0
5. Certified Survey Map -VanGilder signed Certified Survey Map presented by Linda Sturtevant.
 - a. Purpose: Resurvey of Lot 2 of CSM#2507. No new parcels have been created. The Survey was performed to document the onsite conditions along the Southerly Border of Said Lot 2.
 - i. All of Lot 2, certified survey map number 2507, Volume 11 page 30, document number 262696, part of government Lot 4, Section 25, Township 37 North, Range 10 west, Village of Birchwood, Washburn County, Wisconsin.
6. Itemized Services Quotes from MSA and SEH- VanGilder informed MSA and SEH that we received their quotes which will be discussed at the budget meeting and voted on at the next BOT meeting. Mike from SEH gave an overview of their services. He commended the Village for moving forward with the Capital Improvement Plan. They met with Tucker on the Water side and feel they could give him additional support regarding the operations of the plant. They also spoke with Ron regarding the streets. Nick from MSA-said they have 380 professionals that are available to help

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the Village with anything needed. He also commended the Village for taking this step. VanGilder thanked them both for their detailed proposals. VanGilder asked the Board members to take the time and go through the proposals. See list below for information included in proposals:

- a. Water system evaluation itemizing services needing to be done and implemented into Village's Capital Improvement Plan for projected planning and budgeting.
 - b. Sewer system evaluation itemizing services needing to be done and implemented into Village's Capital Improvement Plan for projected planning and budgeting.
 - c. Streets evaluation itemizing services needing to be done and implemented into Village's Capital Improvement Plan for projected planning and budgeting.
7. Application for Cigarette and Tobacco Products Retail License- (July 21st, 2022- June 30th, 2023)
 - a. Synergy Community Cooperative-Trade Name: Birchwood Cenex-Agent: Heleyna Kasten-Motion by B. Boatman, 2nd by P. Parkos to approve above application. Carried 4-0
 8. Alcohol Beverage License Application- (September 14th, 2022- June 30th, 2023)- (Provisional License issued 7-21-2022)-Motion by P. Parkos, 2nd by R. VanGilder to approve below application. Carried 4-0
 - a. Synergy Community Cooperative-Trade Name: Birchwood Cenex-Agent: Heleyna Kasten
 - i. Class A Beer
 - ii. Class A Liquor
 9. Approve Operator's License-September 14th, 2022, to June 30th, 2023-Motion by B. Boatman, 2nd by P. Parkos to approve operator's licenses listed below. Carried 4-0
 - a. Synergy Coop-Birchwood Cenex applicants: K. Kielas and M. Villiard
 10. Birchwood Chamber Membership-Motion by P. Parkos, 2nd by B. Boatman to approve membership listed below. Carried 4-0
 - a. Renew membership with Birchwood Chamber-\$200.00
 11. Birchwood School District request to vacate street -VanGilder asked if there were any other questions or needed discussion regarding the below Resolution. Motion by P. Parkos, 2nd by B. Boatman to approve Resolution 2022-22A listed below. Carried 4-0
 - a. Approval of Resolution 2022-22A Final Resolution Regarding the Discontinuance of a Public Way to vacate and discontinue part of the street (now known as Fuller Street) lying between Lots 13 through 16 of Block 17 of the Original Plat of the Village of Birchwood, WI and Lots 6 through 12 of Block 22 of the Original Plat of the Village of Birchwood all in the Southeast quarter of the Southwest quarter of Section 25 in Township 37N, Range 10W, Village of Birchwood, Washburn County, WI.
 12. Annual Performance Report-
 - a. Northwest Regional Planning Commission request for project status and 2022-2024 committed projects. VanGilder read the list of projects for the next couple of years. CIP for Streets, Water, Sewer; Well Project; Water Rate Increase; LRIP Grant-Edenharter; FFY 2023-2026 BIL STP-Local and Rural; Rip Rap Project at Doolittle; Tennis Court replacement and parking; Crack Filling; Welcome Sign; Bluegill Fish Landscaping- The form will be filled out and sent to NWRPC.
 13. S&K Lease Agreement-Lease expired in 2008. Strand stated he needs the area open for snow plowing. VanGilder stated that the Village has had multiple inquiries as to why S & K is keeping so

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much equipment on the premises. Clerks will set up a meeting between S& K and the Board. Clerk will also check with Featherly Realtor to get an idea of what a fair rent would be for the property.

- a. Discuss expired Lease Agreement between the Village of Birchwood and S& K for the Village water tower premises to be used for the purpose of TV antenna tower and equipment for the operation of the Birchwood Cable TV System.

14. Closed session (if applicable)-None

- a. 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.

15. Open Session (if applicable)-None

- a. Matters discussed in closed session

16. Adjournment- Motion by P Parkos, 2nd by B. Boatman to adjourn. Carried 4-0

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