

Village of Birchwood
101 N. Main Street
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Birchwood, WI 54817



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The **Regular Monthly Board of Trustees Meeting** of the Village of Birchwood was held on **Tuesday, October 11th, 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)

Pledge of Allegiance -Recited

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

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

-Police Monthly Report: September update on Police work-No report

- Public Works Report -September report on Sewer, Water, Streets, and Parks

Strand has been working on shutting down Doolittle Park for the season. Swim dock needs to be taken out yet. Water has been shut off. Still working on shoulders. He will mow one more time. Getting ready for winter. He will be doing truck maintenance and getting the equipment ready for winter.

Tucker has been working on Doolittle and Ball park shut down. Fire hydrants are being done today.

He's putting new flags on the hydrants. Will be checking drums before winter. Lift station repairs.

Sewer plant is working well with the chemicals. He is working with MSA to get larger fans in the pond next year. He is waiting for test results on some samples. CTL had to send to another lab due to an equipment problems, which is causing a delay in the results. The DNR is aware of this. CTL changed some of the routes and drivers which has caused some issues with the process. Tucker is working with Ciara on these issues.

- BFCESD-Update on construction of new station-Budget-D. Wichser reported the water/sewer are complete up to the station. They are ready for concrete. They have been doing erosion control management. The retention pond will be complete after the clay liner is installed. There was extra excavation needed on Edenharter due to the discovery of an underground Charter cable. This needed to be moved and cost \$8500 from the contingency fund. The building is scheduled for delivery for mid - December. EMS-applied for federal grant. It looks like they will get \$127,000.00 which needs to be used for EMS equipment. They are looking at an UTV rescue vehicle, cardiac monitor, and a lift assist for the new cot. Wichser stated the funds need to be used right away and are not able to be set aside for later use.

Correspondence – None

Citizen Comments on Agenda Items Only (Limit 3 minutes per person)-F. Soper asked if there are any light ordinances for commercial buildings in the Village. He is wondering about the new firehall lighting system. Wichser stated the lights will be down directional lights and are listed in the plan. The clerk can help him obtain the ordinance. B. Hayes voiced concern about S & K lease. He feels that they are parking their trucks all over the place. Hayes gave a history of what the original arrangement was supposed to be. There are no porta potties which are causing them to use the brush for bathroom duties. Hayes also voiced concern over a flier that went out stating that citizens having to pay to have damaged carts repaired. Beffa stated that residents are not being charged if the garbage men damage the cart. The only time someone would be charged would be for negligence on the resident's part, such as leaving out and the plow hitting them. Republic has been notified of several complaints of damage due to their employees. L Zillmer felt the businesses should be requested to put shields on the LED lighting they are using. #9-Zillmer is opposed to any liquor license being issued to Dolgen.

The meeting is open to the public and is handicapped accessible.

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#13-She would like tabled because there is no dollar amount listed. # 14-she doesn't think the Village can allow this. She is opposed to this request. #16-She feels this should go to the Policy committee and should have all trustees available to discuss this.

Discussion/Action Items (No public comments allowed):

1. Current agenda
 - a. Approve current agenda October 11th, 2022-Motion by Boatman, 2nd by S. Milligan to approve. Carried 3-0
2. Approve Meeting Minutes
 - a. Regular Board of Trustee meeting minutes-September 13th, 2022-Motion by Boatman 2nd by S. Milligan to approve. Carried 3-0
 - b. Public Hearing meeting minutes -September 13th, 2022-Motion by Boatman 2nd by S. Milligan to approve. Carried 3-0
 - c. Budget Workshop Minutes- October 3rd, 2022-Motion by Boatman 2nd by S. Milligan to approve. Carried 3-0
3. Financials
 - a. Approve Bills, Payroll, and acceptance of Treasurer's Reports-September 2022-Motion by Boatman 2nd by S. Milligan to approve. Carried 3-0
4. Danny Harnisch-207 S Wilson
 - a. Request to have Village lawn mowing fee reduced. Invoice was sent for 3 hours of mowing at \$200 per our ordinance. VanGilder looked at the lot and said there are a lot of trees on it and feels this is a lot to invoice-He also stated Strand said he wasn't sure how long it took him- Boatman asked if he received notices-which he was informed that yes he had. Adam notified the property owner it needed to be cut. Motion by VanGilder 2nd by Boatman to reduce the fee from \$600 to \$300 and rebill Harnisch for the new amount. Carried 3-0
5. Kevin Sweeney-200 E Chetac
 - a. Request to have sewer charges adjusted (water leak that did not go down sewer-call with any questions)-Tucker stated there was a leak at this property. The water went through the meter but did not go through the sewer system. It was running into the yard. The neighbor noticed the area was soaked. Vangilder stated that we can't do anything about the water charge, but the sewer could be adjusted. Motion by VanGilder 2nd by Boatman to waive the sewer charges for the current utility bill and only charge for the water of \$234.13. Carried 3-0
6. Northwest Regional Planning Commission
 - a. Approve proposal to update the Village Comprehensive Plan with correct name (Birchwood)- VanGilder gave an overview of the plan and the number of meetings that will be entailed. The cost of services to update the plan is \$9995.25. Motion by Boatman 2nd by S. Milligan to approve contract with NWRPC to update Village Comprehensive Plan. Carried 3-0
7. S & K TV Systems
 - a. Lease for use of Village Property-VanGilder has been working with S & K on this. He gave the history of the original lease. The current lease expired 14 years ago. He would like to see an annual or monthly lease for the property. VanGilder presented an offer to them -but has not heard back. His goal is to have this set by the end of the year. He is also trying to get them to cover the 14 years they have been there without a lease.
8. Application for Cigarette and Tobacco Products Retail License- (October 12th, 2022- June 30th, 2023)

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- a. DolgenCorp, LLC- DBA Dollar General Store #23731-Agent: Jessica Allen-Motion by Boatman 2nd by S. Milligan to approve the application for cigarette and tobacco products retail license. Carried 3-0
9. Alcohol Beverage License Application- (October 12th, 2022- June 30th, 2023)- Motion by Boatman 2nd by S. Milligan to approve the application for the liquor licenses listed below. Carried 3-0
 - a. DolgenCorp, LLC-DBA Dollar General Store #23731-Agent: Jessica Allen (call with questions if needed)
 - i. Class A Beer
 - ii. Class A Liquor(wine)
10. Animal Nuisance Control
 - a. Birchwood Community Cat Welfare project funds for ongoing feral cat control-Beffa updated the Board on the progress of the feral cat issue. She is requesting the Board designate the \$350 that was budgeted for J. Evitch (trapping) to the cat fund. Evitch no longer provides services for the Village. Motion by Boatman 2nd by S. Milligan to move the funds from the trapping fund to the cat welfare fund. Carried 3-0
11. 2022 Recommendations/requests for approval from Parks Committee-2023 requests were discussed during the Budget workshop 10-10-2022.
 - a. Doolittle Shoreline rip wrap project
 - i. Fall 2022 -Site 19-approximately \$1000.00-Motion to approve Boatman, 2nd by S. Milligan. Carried 3-0
 - b. Raise tent site camping fee from \$16.00 to \$20.00- including tax. Motion by Boatman 2nd by S. Milligan to approve. Carried 3-0
12. Corrosion Control System Bids
 - a. Acceptance of one bid for Corrosion Control System at the wellhouse to hire a contractor. Nick-MSA gave an overview of the bid they received. Springlake Contracting Inc price was \$130,670 for the base project. There would be an additional \$8300 to replace the flow meter for a total of \$138,970. This was higher than MSA's projected \$41,250. MSA contacted Springlake regarding their bid. The bid included subcontractor costs of \$90,000 for equipment, electrical, and controls. MSA stated the Village has 2 options. The project can be awarded to Springlake Contracting or re-bid the project. Re-bidding does not guarantee lower bids and can actually result in an increase in the project cost. The Village has 30 days from October 6, to accept the bid from Springlake. MSA would need to know the choice by Nov 3rd in order to further help the Village. VanGilder asked if MSA could look at other municipalities to see if they have similar past projects and do a comparison on the costs. Motion by Boatman 2nd by S. Milligan to re-bid the Corrosion Control System project. Carried 3-0
13. Reinstatement of Water Utility Tax Equivalent
 - a. Resolution 2022-26 to Authorize and Reinstatement the Water Utility Tax Equivalent Payable to the General Government Pursuant to Section 66.0811 of the Wisconsin Statutes. -Beffa spoke to the Village auditor regarding the concern about the missing dollar amount. Brandon stated that this amount is set by the PSC and based on mill rates. It is not a number that is determined by the Village. Motion by Boatman, 2nd by S. Milligan to approve the above Resolution. Carried 3-0
14. Application to Work on Highway Right-of-Way

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- a. Jennifer Linville requesting Village of Birchwood to accept responsibility of Use of Highway Right of Way by Others for the purpose of planting a variety of wildflowers and grasses to absorb excess water in ditch area of Parcel ID 65-106-2-37-10-25-5 15-577-770500 & 65-106-2-37-10-25-5 15-577-770000—Discussion regarding the planting of flowers in the ditch line. VanGilder stated he likes to see the grass cut in the ditches. Strand stated this is State right of way. Boatman asked if there was excess water there. Strand stated yes at time, when it rains. Motion by VanGilder 2nd Boatman by to deny the above request. Carried 3-0
15. Purchase Contract and Options to Finance (Finance in 2022, first P&I Payment in December 2023)
- a. Street department requesting approval to purchase a new snowplow for Birchwood’s Municipal Truck F-550 and determine financing. This was discussed during the Budget meeting on October 10th, 2022. \$8550 Motion by Boatman 2nd by S. Milligan to approve the purchase contract and finance of the above item. Carried 3-0
 - b. Sewer and Street department requesting approval to purchase 2023 Ford F250 Regular Cab 4wd truck and determine financing. Discussed at 10-10-22 -Budget meeting. \$50,711 (includes plow) Financing will be determined at the final budget meeting. Motion by Boatman 2nd by S. Milligan. to approve purchase contract and financing of the above truck. Carried 3-0
 - c. Sewer and Street department requesting approval to purchase a new snowplow for Birchwood’s Municipal Truck F-550 and determine financing. -Approved at 10-10-22 Budget meeting. See (a)
 - d. Sewer and Parks requesting new 52”-54” deck mower and determine financing. Motion by Boatman 2nd by S. Milligan to approve purchase and financing of the Country Clipper for \$4995. Carried 3-0
16. Staff Benefits
- a. Vacation schedule- discuss current schedule and approve any changes if made-Motion by S. Milligan 2nd by Vangilder to approve changes to schedule to include: 1 year=40 hrs;2-5 years= 80 hrs; 5-10 years = 120 hrs; 10-15 years=160 hrs; 15+ years= 1 day per yr to a max of 25 days. A maximum of 40 hours of vacation can be rolled over per year with the approval of the BOT. Carried 3-0
 - b. Sick Leave-discuss current schedule and approve any changes if made-No changes made.
 - c. Holiday Schedule-discuss current schedule and approve any changes if made-Request to add Christmas Eve and New Year’s Eve for a total of 10 holidays. Motion by Boatman 2nd by S. Milligan to approve request. Carried 3-0
 - d. Comp Time/OT-discuss current process and approve any changes if made-Employee can decide whether they want to take OT or Comp Time. Motion by Boatman 2nd by S. Milligan to payout balance at the end of the year. Carried 3-0
 - e. Initial discussion on draft of updated HR Employee handbook, if applicable-Tabled
17. Closed session-Pursuant to 19.85 (1) None
- a. 19.85 (1)(b) and 19.85 (1)(c) 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.
18. Open Session-if applicable-None
- a. Matters discussed in closed session
19. Adjournment-Motion by Boatman, 2nd by S. Milligan to adjourn. Carried 3-0

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