

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 **Thursday, November 17th, 2022**
at the **Birchwood Village Hall, 101 N Main St, Birchwood, WI 54817**

MINUTES

Call meeting to order (Meeting is recorded)

Pledge of Allegiance: Recited at Public Hearing

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: October update on Police work -No report

- Public Works Report -October report on Sewer, Water, Streets, and Parks- Strand gave reports. Streets shouldering is done. Culverts and catch basins have been cleaned. Brush cutting is complete. Loader is set for plowing. Plows are on. Contract with Sawyer County for Main Street salting is set. Mowers are ready for next year, everything is winterized. Couderay is buying our old brush hog. Sewer plant buildings are cleaned. Sewer is running well. Ken Way is coming next week. Doolittle is closed. Strand is working on shoreline repair for Site 19. Strand is putting the Love Light Tree up. Christmas decorations are up. The Lion's Club donated the full amount for the tree. Thank you to them for their support. VanGilder is working on getting 2023 Committee meeting dates set.

- BFCESD-Update on construction of new station- No report

Correspondence – None

Citizen Comments on Agenda Items Only (Limit 3 minutes per person) L. Zillmer voice concern over item #4,5,7,12. Not in favor of number 7. #8 thanks to all the volunteers and Ashley. #11- Thinks vacation time should be prorated. #12 -asks for explanation.

Discussion/Action Items (No public comments allowed):

1. Current agenda
 - a. Approve current agenda November 17th, 2022-Motion by Boatman 2nd by Milligan to approve. Carried 3-0- Motion by VanGilder, 2nd by Boatman to move items #4 and 5 around. Carried 3-0
2. Approve Meeting Minutes
 - a. Regular Board of Trustee meeting minutes-October 11th, 2022-Motion by Boatman 2nd by Milligan to approve. Carried 3-0
 - b. Budget Workshop meeting minutes- October 10th, 2022-Motion by Boatman 2nd by Milligan to approve. Carried 3-0
 - c. Budget Workshop meeting minutes-October 25th, 2022- Motion by Boatman 2nd by Milligan to approve. Carried 3-0
3. Financials
 - a. Approve Bills, Payroll, and acceptance of Treasurer's Reports-October 2022 Motion by VanGilder 2nd by Boatman to approve. Carried 3-0

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

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4. Approve Budget
 - a. Beffa discussed the changes from the public notice to include land rental from S & K of \$2750. Total financed amount of \$259,841 as discussed; Property Insurance rate change, Doolittle Park repair and maintenance corrected. This also includes the BFCESD building, Police, and Street items. Motion by VanGilder 2nd by Boatman to approve the balanced 2023 Municipal Budget in the amount of \$781,517.05 and approve Resolution 228-22 for 2023. Carried 3-0
5. 2022 Municipal Levy
 - a. Motion by Vangilder 2nd by Milligan to approve 2023- Levy of \$116,814.00. Carried 3-0. For clarification-Motion by VanGilder 2nd Boatman that the Municipal levy for 2023 is \$260,750 and the debt service is \$116,814.00. Carried 3-0
6. Kelsie Miller-Request for kennel license- Millers were advised to attend the meeting but did not attend. Millers paid \$50 for the license. VanGilder asked for the Clerk to advise Millers of the Public Hearing cost to see if they want to proceed. Per VanGilder we will send to Public Hearing if they wish to. No action taken.
 - a. Refer for Public Hearing per Village Ordinance
 - b. Set cost for Public Hearing -discussed at Public Hearing \$500
7. ATV/UTV Route Changes-This was already approved at the BOT in January 2022. In Jan, VanGilder sent letter to Washburn County to request this to be open and it was denied. Another request needs to be done for 2023. Washburn County would like the Village and Town of Birchwood to put in a joint request for this. Motion by Boatman 2nd by Milligan to approve below request again. We will submit a recommendation for this. Carried 3-0
 - a. Request by Kelly Ingersoll for board to submit recommendation to Washburn County Highway Department to open Wise Rd/County Road D from Hinman Drive to County Rd DD to ATV/UTVs
8. Birchwood Community Feral Cat Project
 - a. Municipal Clerk to provide financial report-Financial report handed out to show amounts raised by Doolittle Bash, Timber Bay Food truck, Pancake Breakfast, and Garage sales.
 - b. Karen Lee to provide TNR project efforts-Gave overview of the process. 42 cats trapped the 1st night- 2nd night 1 cat was trapped. 9 of those were kittens that went to the Humane Society. A total of 20 of the cats did not come back to the Village due to re-homing.
 - c. Birchwood Community Feral Cat Project requesting local government to develop a plan to create and change laws and policies for ongoing animal control and welfare.
9. Liquor License Application for the period of 11-18-2022/6-30-2023
 - a. Eds Pit Stop LLC-Agent: Stacy D Rurup-Trade Name-Ed's Coffee & Trading Company-Motion by Boatman, 2nd by Milligan to approve the licenses listed below. Carried 3-0
 - i. Class "B" Beer-
 - ii. "Class C" Wine-
10. Donation of Sick Leave-Motion by Boatman, 2nd by Milligan to approve the below request. Carried 3-0
 - a. Ron Strand request to donate 8 hours of sick leave to Ashley Beffa
11. Human Resource Handbook-Motion by VanGilder, 2nd by Boatman to move this item to the December 12th,2022, BOT meeting to give the BOT more time to review. Carried 3-0

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- a. Discuss and recommend changes to updated handbook and possible approval to send to Village attorney for review.
12. Village of Birchwood PSC tariff-Beffa discussed the requirement to charge for stand-by water service in our PSC tariff. Melissa has been working with the PSC and Wesley from Rural Water to try and determine which properties are subject to this charge. This was included in our 2016 updated tariff. We are required to back bill these property owners for the last 2 years. Beffa reviewed the questions the Clerks have presented to the PSC. VanGilder asked what determines if a lot is unbuildable. Beffa explained that this fee helps maintain the water mains- which is the purpose of the standby charge. Kelly, the Village assessor is in the process of combining properties/parcels for 2023. VanGilder understands our hands are tied and we need to follow the tariff -but doesn't agree with it. Beffa said if a full rate increase was done, we may be able to remove this from the tariff. Beffa believes if this would have been implemented back in 2016, we would have more funds available for the upcoming water projects. VanGilder reiterated he knows we have to move forward with this. The goal of the Clerk's office is to have this effective on our January utility bill. VanGilder would like to speak to the PSC regarding this. The Village will need to determine what lots, if any- are unbuildable. A letter will be sent out with the tax statements informing residents of this charge.
 - a. Discuss current Standby Water Service fees
 - b. Determine process of PSC requirement to backbill-2 years
13. Closed session (if applicable)
 - 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.
14. Open Session (if applicable)
 - a. Matters discussed in closed session
15. Adjournment-Motion by Boatman 2nd by Milligan to adjourn. Carried 3-0

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