

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – DECEMBER 9, 2019**

The December 9, 2019 Regular Village Board meeting was called to order at 6:00 p.m. by President Jon Evenson at the Biron Municipal Center. The meeting was properly posted according to Wisconsin State Statutes.

PRESENT: Jon Evenson, Tammy Steward, Sue Carlson, June Siegler (via telephone), Dan Muleski, Mark Honkomp. Also present: 7 guests

MINUTES: Minutes were reviewed from the November 25, 2019 Special Board and Board meeting. Motion Carlson, second Muleski, to approve the minutes as printed. M.C.

PUBLIC COMMENT: None

FINANCE & BUDGET COMMITTEE: Tammy Steward reporting. The committee met December 4 and all bills, non-lapsing accounts and journal entries for the Village and Utility departments were in order. Motion Steward, second Muleski to approve all bills and journal entries for November. M.C. Treasurer Witt presented a list of dog license fees area municipalities charge. Biron is in line with their fees so there will be no increase in Biron's dog license fees for 2020 and 2021.

In order to serve Membrane Systems new facility in the business park electric service needs to be extended on Integrity Way from its current termination point so the new service location will serve them and future tenants. Water Works and Lighting provided a quote of \$26,888.85 to install the electrical service. President Evenson directed the Clerk to issue a check and deliver it to Water Works and Lighting on December 2, 2019. The Finance Committee approved the expense at their December 4th meeting.

The Clerk was directed to move budgeted funds from the General Fund to the Non-Lapsing fund in the amount of \$157,165.66.

Motion Evenson, second Steward to approve the Finance Committee report and to include approval of the expense paid to Water Works and Lighting. M.C.

TREASURER'S REPORT: Treasurer Pam Witt reporting. Totals reported to the Finance Committee are: Receipts for November 2019: \$218,205.35. Expenses: \$410,081.79. General checking account bills were paid on check #'s 21923-21993 with 8 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of November bills paid from the General Fund was included for the Board to review. Village Non-Lapsing Fund \$801,706.40. Utilities Checking: \$260,517.15. Money Market \$359,078.95. Utility bills were paid on check #'s 4295-4315. Non-Lapsing Fund: \$14,450.80. A list of all checks paid for utilities was included for the Board to review. Motion Muleski, second Honkomp to approve the Treasurer's report. M.C.

PERSONNEL COMMITTEE REPORT: Chairperson Mark Honkomp reporting. Evenson reviewed past holiday bonuses for Village staff. Motion Siegler, second Honkomp to pay \$100 to full time staff and \$50 to part time staff. This is a one-time taxable holiday bonus and will be payable in the first two weeks of December. M.C. Motion Evenson, second Muleski to approve the Personnel Committee report. M.C.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. The Village received several complaints about possible Ordinance violations. Muleski will be contacting the Village attorney for advice on fining habitual violators. Ordinance codification is nearly complete with the Zoning chapter yet to be finalized. One goal is to clearly define building setbacks. Also needed is clarity on processes for commercial and residential development. Motion Evenson, second Honkomp to approve the Legislative, Ordinance and Zoning Committee report. M.C.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. The 2020 Wastewater budget will include a reduction in hours for the Clerk and Public Works Director and an increase in hours for the utility clerk. Motion Steward, second Muleski to increase wastewater rates by 3% across the board effective January 1, 2020. M.C. Residents will be notified with the next billing in December. New Biron signs have been installed at entrances to the Village. On November 30 a crew member was plowing using the new plow truck and didn't have the plow high enough to clear the railroad tracks on South Biron Drive, causing damage to the rail, truck and plow undercarriage. One tire was also cut and a new tire will be purchased. Repairs are estimated at \$2,400.00. The Clerk filed an insurance claim. An individual is interested in buying the 1991 GMC patrol truck. Motion Muleski, second Steward to approve sale of the truck for \$2,000.00. M.C. Motion Muleski, second Evenson to approve the Public Works Committee report. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson June Siegler reporting. Trustee Carlson requested use of the municipal center for income tax preparer training sponsored by the AARP Foundation for two and one-half days in January (21, 22, 23). Motion Muleski, second Evenson to approve three days rental of the municipal center free of charge. M.C. The group is responsible for set-up and take down of tables and chairs and clean-up. Vruwink reported a tree trimmer contractor broke off a light pole on Shore Acres Drive and will be paying for the damage, estimated to be \$1,200.00. Motion Honkomp, second Muleski to approve the Public Property Committee report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Sue Carlson reporting. President Evenson will be meeting with the committee chair and utility clerk to finalize the water budget for 2020. The utility clerk discovered an unpaid water bill owed by New Page from 2016 that was not collected. The Board directed the utility clerk to invoice Verso. Vruwink reported he is updating the Village water maps. Motion Honkomp, second Siegler to approve the Water Utility Committee report. M.C.

WASTE WATER COMMISSION REPORT: *Note: The Waste Water Treatment Plant is operated & staffed by the City of Wisconsin Rapids. One member of the Village of Biron Board of Trustees is an acting member of the Commission.* Motion Evenson, second Muleski to approve the November 6, 2019 minutes. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Eight medical and one fire call was made in November, with eighty-four total calls made in 2019. Current active roster is eighteen. Motion Muleski, second Evenson to approve the Fire Department report. M.C.

CLERK'S REPORT: Pursuant to Wis. Stats. 7.30(4), the Village president must nominate election officials to the Village Board no later than the Board's last regular meeting in December. Evenson nominated: Patricia Buzza, Dawn Weaver, Maggie Muleski, Noreen Bartosh, Susan Curry, and Susan Carlson. **Motion** Evenson, second Honkomp to approve the slate as nominated. M.C. with Muleski and Carlson abstaining. The Clerk reported on the Presidential Election Academy she attended sponsored by UW-Green Bay Continuing Education and Community Engagement-Government Affairs. The Presidential Election is the biggest election that a Clerk will administer.

Training covered the cycle of an election beginning with the January pre-election preparations; day of the election best practices, and Election Day wrap up, training poll workers, election recounts, and much more. Motion Evenson, second Muleski to approve the Clerk's report. M.C.

PRESIDENT'S REPORT:

Earth, Inc. submitted pay application for Bridgewater Bid Package D, Recreational Improvements in the amount of \$266,410.03. Classic Development is responsible for expenses relating to the boat landing in the amount of \$26,500.00. Motion Evenson, second Siegler to approve payment in the amount of \$239,910.03. M.C.

Eagle Construction submitted pay application No. 3 for construction of restrooms and shelter in the Bridgewater area in the amount of \$9,690.00. Motion Muleski, second Honkomp to approve the payment. M.C.

Earth, Inc. submitted pay application No. 1 for sanitary sewer and water main extensions in the amount of \$128,552.10. Motion Honkomp, second Muleski to approve the payment. M.C. Evenson reported he met with Greg McDonald regarding the purchase of Cozy Inn and possible changes he'd like to make. Discussions will continue once state building codes and zoning regulations are fully studied.

Trustee Muleski reported he spoke with the Lee's regarding possibly building on a parcel they currently lease on North Biron Drive. If they are unable to build on the lot they would like to sell it. This parcel is next to a parcel the Village owns that will be used for a small park. Evenson contacted the DNR to ask about applying for a Stewardship grant for purchase of the Lee property. The grant would be for up to fifty percent of the *lowest* appraisal. Grants are awarded on merit and there is no guarantee the Village would be awarded a grant. The Lee's do not own the parcel; they lease it from CWPCo. Once the land exchange between CWPCo and the Biron Licensee Group is complete, which may be some time in 2020, a minimum of two appraisals would have to be obtained by the Village to be submitted to the DNR with the Stewardship grant application. There may be potential donors to help cover the cost of purchase. Evenson will write a letter to the DNR of the Village's interest in purchasing the property so they'll reply with a timeline for us to follow. He will present a plan to the Board at the January meeting.

Currently there is one vacant Trustee position on the Board that the President needs to appoint subject to Board approval. Of the three Trustee positions on the ballot in April 2020, one incumbent will be retiring. Discussion held on mailing a notice to all residents asking their consideration to run for a Trustee position. Mailing cost is potentially \$300.00 for postage and post cards.

ADJOURN: Motion Honkomp, second Steward to adjourn at 7:50 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____

Jon T. Evenson, President