

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – February 14, 2022**

The February, 2022 Regular Village Board meeting was called to order at 6:30 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, Patty Gapen, Mike Guillemot, and Dan Muleski. Mark Honkomp is excused. Also present: 5 guests

MINUTES: Motion Guillemot, second Carlson to approve minutes of the January 10, 2022 Regular Board Meeting as printed. Motion carried.

PUBLIC COMMENT: A resident asked if there is a timeline for Sunset Point Park development. The Public Works Director stated the old garage on the lot will be razed in the Spring.

WATER WORKS & LIGHTING COMMISSION OVERHEAD POWER SERVICE FACILITIES Josh Elliott provided an overview of replacing overhead power service facilities between Sunset Point Park and 80th Street with underground power service facilities. The overhead lines have been susceptible to wind related storm damage, causing prolonged power outages. Preliminary engineering conducted by Water Works and Lighting Commission has identified a 2022 project cost of about \$100,000 for the removal of the overhead services facilities and replacement with underground services facilities. Water Works and Lighting Commission has requested Biron to support this project and accept a \$25,000 local share contribution toward the project. Classic Development Corporation has agreed to contribute 50% of the \$25,000 local share contribution. Biron's contribution to this Water Works and Lighting Commission project is an eligible expenditure for Biron's TID 3, and will be considered a 2022 TID 3 liability, to be paid in accordance with previously adopted Biron TID Increment and Liability Resolutions.

President Evenson presented *Resolution 22-02 Biron's Support of the Removal of the Water Works and Lighting Commission Overhead Power Service Facilities Between Biron's Sunset Point Park and 80th Street and Replacement with Underground Power Service Facilities*. Motion Muleski, second Steward to adopt Resolution 22-02. Motion carried.

FINANCE & BUDGET COMMITTEE: Chairperson Patty Gapen reporting. All bills, non-lapsing accounts, and journal entries for the Village and utility departments are in order. Chief Kerkman requested \$18,315.00 from the fire equipment non-lapsing account to purchase two SCBAs. That non-lapsing account has a current balance of \$10,551.29. The 2022 budgeted amount of \$11,360.00 will not be transferred until December. Motion Steward, second Gapen to recommend to the Board \$8,000.00 be transferred from the General Fund and in December 2022 the remaining balance be transferred to the non-lapsing fund. Motion carried. After Board discussion, motion Muleski, second Evenson to transfer the full 2022 budgeted contribution of \$11,360.00 from the General Fund to the Fire Department equipment non-lapsing account at this time. Motion carried. Kerkman would like to purchase helmet lights and a hose cart. The cost of \$2,870.00 would be paid from the fire department fund-raising account. Motion Steward, second Gapen to approve the expenditure. Motion carried.

The water utility has a petty cash fund of \$200.00 used to pay for postage for water samples and for making change when residents pay utility bills. Many residents pay with \$50 or \$100 bills which

depletes the fund rapidly. The utility clerk requested the petty cash fund be increased to \$300.00. Motion Gapen, second Steward to increase the petty cash fund to \$300.00. Motion carried

Motion Gapen, second Carlson, to refund property tax overpayments of \$3,557.95 to Scott Paterick, \$6.55 to Lyle Wolden, \$294.27 to Donald Winkelman, and \$597.01 to Donna Wandry. Motion carried.

Motion Muleski, second Evenson to approve all bills, non-lapsing accounts, and journal entries for the Village and utility departments, to reimburse tax overpayments to the three individuals listed above, and to approve the Finance Committee report. Motion carried.

TREASURER'S REPORT: Treasurer Pam Witt reporting. Totals reported to the Finance Committee: Receipts for January: \$1,323,902.52. Expenses: \$360,986.63. General checking account bills were paid on check #'s 23756-23814 with seven autopays to IRS, Deferred Comp and WRS for payroll deductions. A list of January bills paid from the General Fund was included for review. Village Non-Lapsing Fund \$896,440.08. Utilities Checking: \$156,555.67. Money Market \$313,707.84. Utility bills were paid on check #'s 4680-4693. Non-Lapsing Fund: \$34,019.70. A list of all checks paid for Utilities was included for review. Motion Muleski, second Guillemot to approve the Treasurer's report. Motion carried.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Dave Kerkman reporting. There were eight emergency responses in January. Department roster is at fifteen. Motion Evenson, second Honkomp to approve the Volunteer Fire Department report. Motion carried.

PERSONNEL COMMITTEE REPORT: no report

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. When the new building inspector was hired his pay rate was set at 90% of the retiring building inspector's rate. He continues to do an excellent job. This wage is paid by building permit fees collected throughout the year. Motion Muleski, second Evenson to adjust the building inspector's rate of pay to the 100% level. Motion carried. The Clerk issued provisional operator licenses for Noelle Tetzlaff and Nicole Marshall and requests the Board grant regular operator licenses to them. Motion Muleski, second Guillemot to grant regular operator licenses to these two individuals. Motion carried. Attorney Abts provided a statement he is in process of finalizing the ordinance codification and expects to complete the work in February. A Multi-Metro Deer Management informational report submitted by Daniel Hobbs, Hunt Coordinator, was reviewed. Motion Evenson, second Guillemot to approve the Legislative, Ordinance and Zoning Committee report. Motion carried.

PUBLIC WORKS COMMITTEE REPORT: Chair Tammy Steward reporting. An informational committee meeting was held February 3. Trzebiatowski presented a ten-year plan he developed for equipment and road replacement costs. He updated the Esri license to a Professional version. This program is used to manage road ratings. There were no water main breaks during the very cold weather. Motion Muleski, second Gapen to approve the Public Works Committee report. Motion carried.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Committee Chair Mike Guillemot reporting. Customers that requested to move to a different boat slip have been contacted. A customer paid a deposit for a slip but recently moved to a property along the river and he no longer needs the slip and is requesting a refund of the deposit. Municipal Center rental rates were discussed. Per hour rental rates and kitchen use rates will be eliminated. Biron resident hall

retainer fee (up to 250 people) will increase from \$500 to \$525. Biron resident meeting room (up to 100 people) will increase from \$100 to \$250 per day. Biron resident small meeting room (up to 50 people) will increase from \$75 to \$150 per day. Non-resident hall retainer fee will increase from \$600 to \$625. Non-resident large meeting room (up to 100 people) will increase from \$200 to \$300 per day. Non-resident small meeting room (up to 50 people) will increase from \$150 to \$200 per day. Motion Evenson, second Muleski to approve the Municipal Center rental rates effective immediately. Motion carried.

The committee discussed memorial benches. Zach informed the committee a bench was damaged by a tree. We can replace this bench with a memorial bench. Zach will contact CWPCo to see if and where memorial benches would be allowed along the walking path. Sunset Park could potentially have two or three benches. Mike wants a diagram of locations for benches made available for people to choose from. Motion Gapen, second Steward to approve the Public Property Committee report. Motion carried.

WATER UTILITY COMMITTEE REPORT: Chairperson Sue Carlson reporting. Payments for water expenses over \$10,000 must receive prior approval from the committee chairperson before a payment to the vendor can be processed. Water cash and working funds balance would also need to be communicated to the committee member at the time of the payment request. If unable to contact the chairperson, any water committee member could be contacted to approve payments. Zach discussed future water infrastructure projects. Due to other construction projects that are currently being planned by the county, our first project needs to be from South Biron Drive to Fox Street. This project is to be completed in 2023 with an estimated cost of \$250,000. Zach was asked to investigate grant resources to help fund this and future projects. The water tower will be inspected in 2025 and maintenance needs to be done in 2030 for approximately \$530,000. Sue discussed Zach taking a test needed to receive a Civil Engineer license. This discussion is being referred to the Personnel committee. Susan requested the utility clerk contact surrounding communities to investigate how much money they are receiving for cell tower rent. The lease expires in November. Mariani requested late fees be forgiven due to company ownership transition and not being provided the utility bill timely. One-half was forgiven and it has been paid. Motion Muleski, second Evenson to approve the Water Utility Committee report. Motion carried.

WASTEWATER COMMISSION REPORT: *Note: The Wastewater 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.* There has been no change in status of the Wastewater Agreement negotiations with the City of Wisconsin Rapids. Motion Evenson, second Steward to approve the Wastewater Commission meeting minutes of December 8, 2021 and January 12, 2022 and the committee report. Motion carried.

NEW BUSINESS: Special Board Meeting, February 21 at 5:30 p.m.

CLERK'S REPORT: Clerk Anne Arndt reporting. Crew wages and equipment costs for work performed on December 15 and 16, 2021 were submitted 1/11/2022 to Emergency Management Director Christensen. On 1/18/2022 the WI Disaster Fund Coordinator notified the village we are identified as an eligible WDF applicant. January expenses were submitted 2/7/2022. Total expenses of \$9,559.02 were submitted 2/8/2022 to the Emergency Management Director along with time sheet copies and photos of damage. Final application documentation is due 3/16/2022 to remain eligible for the WDF program.

Arndt reported a search function is now live on the Village website. A HAVA Election Security .GOV Email Domain Subgrant is available, up to \$600 per municipality to cover costs associated with a transition to a @wi.gov or @gov.email for a clerk or municipal email account. Arndt applied for the grant February 14.

PRESIDENT'S REPORT: none

ADJOURN: Motion Muleski, second Gapen to adjourn at 7:45 p.m. Motion carried.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____
Jon T. Evenson, President