

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – MARCH 11, 2019**

The February 11, 2019 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, June Siegler, Bob Walker, Mark Honkomp (via phone) Dan Muleski is excused. Also present: 9 guests

MINUTES: Minutes were reviewed from the February 11, 2019 Board meeting. Motion Siegler, second Steward, to approve the minutes as printed. M.C.

PUBLIC COMMENT: None

EHLERS PRESENTATION: David Ferris reviewed the status of each TID. After the Plan Commission meets to review an amendment to allow increment sharing between TID 2 and TID 3, their recommendation will be made to the Board. The Village is seeking financing for TID 3 recreation projects.

FINANCE & BUDGET COMMITTEE: Chairperson Bob Walker reporting. Bills, non-lapsing accounts and journal entries were in order for Wastewater, Water Utility and the Village accounts. A revised Purchasing Policy was reviewed. Motion Walker, second Steward to approve the revised policy. M.C. The Clerk will update and all Trustees and employees will need to sign the new policy. Miscellaneous Income Processing and Fundraising Events policies will be reviewed at a future meeting. The Committee decided a policy for meeting attendance via telecommunication was not needed at this time. Those trustees who would want to attend via phone are responsible for initiating the call to the meeting room so the Village doesn't incur any long distance charges. **Motion** Walker, second Evenson to approve the bills for the Village and Wastewater Department, Water Utility and to approve the committee report. M.C.

TREASURER'S REPORT: Treasurer Pam Witt reporting. Totals reported to the Finance Committee are: Receipts for February 2019: \$64,952.50. Expenses: \$746,617.19. General checking account bills were paid on check # 21248-21314 with 6 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of February bills paid from the General Fund was included for the Board to review. Village Non-Lapsing Fund \$976,286.95. Utilities Checking: \$186,663.21. Money Market \$354,210.30. Utility bills were paid on check # 4178-4181. Non-Lapsing Fund \$14,423.71. A list of all checks paid for utilities was included for the Board to review. The Clerk reported in 2013 ten percent of the \$87,500.00 water revenue bond was to have been paid to the utility but discovered it had not been paid. The Finance Committee will look into this at their next meeting. **Motion** Walker, second Honkomp to approve the Treasurer's report. M.C.

PERSONNEL COMMITTEE REPORT: No report

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Trustee Steward reporting. The Committee met February 27 and decided to create a policy to deal with nuisances in a standardized way, along with a template letter, and a standard assessment. If the nuisance is not abated then Attorney Abts suggested we should use Circuit Court on a quarterly basis. A complaint was reviewed regarding tree limbs falling onto a neighbor's fence due to snow weight. Ordinance 8.12 disallows the Village to become involved in private property issues. A letter will be sent to the complainant with a copy of the Ordinance. The revision of the snowmobile/ATV/UTV ordinance by Attorney Abts was reviewed by the committee with one minor revision. Evenson stated he was contacted by the building inspector regarding a Village industrial review process. There is no ordinance and this will be referred

to the committee's next meeting. Fire Chief Kerkman stated he would like input on this ordinance.

Motion Honkomp, second Siegler to approve the Legislative, Ordinance & Zoning Committee report. M.C.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. **Motion** Steward, second Walker to approve the purchase of four tires for the street sweeper at a cost of \$700. M.C. Vruwink located a wheel leader in Hartford and is sending two employees to look at it this week.

Motion Evenson, second Walker to pre-approve up to \$40,000 for the purchase if they decide to buy it. M.C. Purchase of cutting edges was approved previously but after difficulty in obtaining them, they were bought locally from CMK and for a lower price. Vruwink stated he emailed ND Papers again about the poor condition of the railroad tracks on Biron Drive. Vruwink also stated the patrol truck will need replacing in the next year. **Motion** Steward, second Walker to approve the Public Works Committee report. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson June Siegler reporting. The Committee did not meet but Siegler reported she approved attendance of three employees at a Rural Water safety training. **Motion** Evenson, second Walker to approve the Public Property, Safety & Recreation Committee Report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Sue Carlson reporting. Amendment #1 is a fee that will be charged by OMNNI Associates to engineer 325 feet of water main from the east side of Eagle Road to the railroad tracks by ND Papers' wood yard. The fee amount is \$2,855.00 which includes OMNNI separating the water projects from the DOT project. **Motion** Carlson, second Siegler to approve the additional engineering costs. M.C. Vruwink reported there were four water freeze-ups during the cold weather. **Motion** Honkomp, second Walker to approve the Water Utility Committee report. M.C.

WASTEWATER 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 Siegler to accept minutes from the February 6th meeting and place on file. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Kerkman submitted a written summary outlining training and emergency calls made in February. **Motion** Evenson, second Walker to approve the Fire Department report. M.C.

CLERK'S REPORT: Arndt reported United Heartland audited 2018 workers' compensation and found all records to be in order. The Wisconsin Public Records Board approved the Wisconsin Municipal Records Schedule in August 2018 that can be used by municipalities for the administration and disposition of public records. The Clerk recommends adoption of the General Records Schedule and prepared Resolution 19-02. **Motion** Walker, second Carlson to adopt the Wisconsin Municipal Records Schedule and Resolution 19-02. M.C. Attorney Abts has been notified and will be amending Village Ordinance 1.07 accordingly. Arndt outlined concerns with Solarus email for Village and Trustee email addresses. The Village is able to create unlimited email addresses through the Village's website provider at no charge. The Clerk currently does not have an email address and one would be created with the new system so the Village+email would be for general Village contact, public notices, etc. The Clerk will continue to maintain the Village email account. **Motion** Walker, second Evenson to convert Village, employee and trustee email addresses to Web Monger, LLC. M.C. Arndt reported she was recently appointed to serve on the Wisconsin Elections Commission Training Advisory Committee. **Motion** Evenson, second Steward to approve the Clerk's Report. M.C.

PRESIDENT'S UPDATE:

The Joint Review Board will meet April 8 at 5:30 p.m. to consider the draft project plan amendments for TID 2.

Freeberg Automotive development incentive: Ellis Freeberg stated his business has grown and now has twelve full time employees. There is an elevation challenge with a proposed concrete driveway exiting on Wolosek Avenue. He will be meeting with an engineer to draw up a new proposal to bring back to the Plan Commission. A development agreement has not been yet been completed and signed.

A potential tenant is exploring relocating to the business park and is seeking a % pay as you go+ development incentive. No decisions have yet been made.

Bridgewater Work Group report: task schedule was updated. Recreational improvements bid package will be ready to go out soon. Lighting at the boat landing, restroom buildings, and landscaping bid packages will go out after that. The hope is the new CTH U will open by June, then open the road to Anchor Bay, abandon the east section on CTH U, and the new road opened so access to the boat landing remains open.

Award bid for North Biron Drive sanitary sewer and water main extensions: bids were opened March 5 and the low bidder was Earth, Inc. with a bid of \$139,381.00 **Motion** Evenson, second Walker to award the bid to Earth Inc. in the amount of \$139,381.00. M.C.

Approval of certified survey maps for Biron Licensee Group LLC: **Motion** Walker, second Steward to approve certified survey maps BLG-1A, BLG-5A, and BLG-6A. M.C.

The annual organizational meeting will be April 24 at 6:00 p.m.

Motion Walker, second Siegler to accept the President's report. M.C.

ADJOURN: **Motion** Walker, second Siegler to adjourn at 8:45 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____

Jon T. Evenson, President