

**VILLAGE OF BIRON REGULAR BOARD MEETING  
MINUTES – August 12<sup>th</sup>, 2024**

The August 12<sup>th</sup> Regular Village Board meeting was called to order at 6:33 p.m. by President Jon Evenson at the Biron Municipal Center. The meeting was properly posted according to Wisconsin State Statutes.

**PRESENT:** Jon Evenson, Mark Honkomp, Jamie Biegel, Mike Guillemot, Dan Muleski, Patty Gapen. Tammy Steward present by phone. Also present: Samantha Daugherty, Kayla Lumaye, Peggy Dougherty, Larry Koopman, Keith Helmrick, 3 resident members.

**MINUTES:** Motion Biegel, second Gapen to approve minutes of the July 8<sup>th</sup>, 2024, Regular Board Meeting as printed. Motion carried. Motion Gapen, second Biegel to approve minutes of the July 29<sup>th</sup>, 2024, Special Board Meeting as printed. Motion carried.

**PUBLIC COMMENT:** Resident Joe Reinwand was present and asked about dropping off brush at the compost site and if it can be chipped at compost. Director Lumaye stated residents can drop off brush at compost site as long as it is less than 6" diameter.

**FINANCE COMMITTEE:** Chairperson Patty Gapen reporting. All bills, non-lapsing accounts, and journal entries for the Village and utility departments are in order. The committee discussed options for map storage, work done at municipal garage and new line item for Fire Department Revenues. The committee also stated the final incentive payment for Freeberg Properties was sent. Muleski, second Guillemot to approve all bills, non-lapsing accounts, and journal entries for the Village and utility departments and to approve the Finance Committee report. Motion carried.

**TREASURER'S REPORT:** Treasurer Samantha Daugherty reporting. Totals reported to the Finance Committee: Receipts for July: Receipts: \$198,242.20 and Expenses: \$187,331.21. General checking account bills were paid on check #'s 25811-25900 with ten autopays to IRS, Deferred Comp and WRS for payroll deductions and WI DOR for sales tax withholding and NPESB for loan payment. A list of July bills paid by the General Fund was included for review. Village Non-Lapsing Fund: \$1,156,501.68 Utilities Checking: \$29,789.80, Water Money Market: \$999,762.18, Utility bills were paid on check #'s 5153-5165. Wastewater Non-Lapsing Fund: \$34,732.96. A list of all checks paid for Utilities was included for review. Motion Honkomp, second Evenson to approve the Treasurer's report. Motion carried.

**BIRON VOLUNTEER FIRE DEPARTMENT REPORT:** Chief Kerkman was not present, board read monthly summary. The department held EMR training, Incident Command and Incident situational review training. 2 EMRs assisted with Wisconsin Rapids Fireworks, 5 automatic aid calls and 1 mutual aid fire call. A total of 10 calls for July; 4 Medical calls and 6 Fire calls. Received a \$5,000 grant from Ocean Spray and will use it to purchase portable radios for Engine 1. Participated in Paws for a Cause event at Municipal Center selling brats and hotdogs. Motion Honkomp, second Muleski to approve the Volunteer Fire Department report. Motion carried.

**PERSONNEL COMMITTEE REPORT:** Chairperson Honkomp reporting, entered into closed session pursuant to Wis. Stat. 19.85(1)(c); Evenson, yes; Biegel, yes; Gapen, yes; Guillemot, yes; Honkomp, yes; Muleski, yes; Steward, yes. Entered into Closed session at 8:24pm.

Motion Guillemot, Second Evenson to return to open session, Motion carried 8:35 pm, Motion Muleski, Second Biegel to follow attorney recommendations to recind termination and accept resignation effective May 3<sup>rd</sup>, 2024 and to make available requested personal belongings that were not already picked up and to request previous check be returned from former employee. Roll call vote: Evenson, yes; Honkomp, no; Guillemot, yes; Biegel, yes; Gapen, yes, Muleski, yes; Steward, yes. Motion carried. Motion Evenson, Second Guillemot to accept personnel committee report. Motion carried.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Chairperson Dan Muleski reporting. Muleski discussed short term rentals and resident Tim McKellips provided information he obtained from State and County regarding existing standards that must be met before an owner can rent property as a short-term rental. Discussed having our permit reference the State and County permit. Discussed possible ordinance for short term rental that would include occupancy restrictions, owner/property manager residency and availability requirements, licensing fees and village permit, parking requirements, restrictions of outdoor events and no commercial use. Muleski will discuss with the village attorney the needs for an ordinance.

Discussion took place to approve certified survey map 9806 for Dynamic Roofing in Lot 1 of Biron Business Park. Motion Muleski, second Guillemot to approve CSM 9806, motion carried. Discussion took place to approve certified survey map 2778 for Lot 1 of Bridgewater for new twin home. Motion Honkomp, second Muleski, Motion carried.

Operator's license applications were received from Mason Mitchell for Anchor Bay Bar and Grill. Provisional license applications were received from Austin LeCloux for Anchor Bay Bar and Grill. Motion Muleski, second Honkomp to grant operator's license effective July 26<sup>th</sup>, 2024 through June 30<sup>th</sup>, 2025 and provisional license effective July 26<sup>th</sup>, 2024 through September 26<sup>th</sup>, 2024 for the above named applicants. Motion carried. Motion Honkomp, second Gapen to approve the Legislative, Ordinance and Zoning Committee report. Motion carried.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. Committee met July 30<sup>th</sup>. Larry Koopman discusses the Huffman Road Reconstruction Project 24-107 bid tabulation report from bid opening held August 8<sup>th</sup>. Motion Evenson, Second Biegel to approve Bid Tabulation Report received from Lampert Lee & Associates. Motion carried. Motion Muleski, Second Biegel to approve Earth Inc. as the low bidder for Huffman Road Reconstruction project 24-107 with their bid for \$649,940.50 with cost sharing of culvert related work with local cranberry marshes with final cost to the village of \$549,290.50. Motion carried. Lampert Lee & Associates will provide an updated right of way map which will need approval as the road right of way has shifted onto the cranberry marsh property.

Motion Honkomp, second Steward to approve proposal dated August 8<sup>th</sup> from Lampert Lee & Associates for planning, design, engineering, bidding, permitting, construction management and inspection services for Huffman Road Reconstruction project 24-107 with total not to exceed \$75,000. Motion carried. Motion Honkomp, Second Gapen to approve Wood County Highway Commissions estimate of \$232,000.00 for paving and shouldering of Huffman Road Reconstruction project 24-107. Motion carried.

Motion Evenson, Second Honkomp to approve project 24-107 Huffman Road Reconstruction, to be completed in 2025, with approved bids, estimates and proposals from Earth Inc, Wood County Highway Department, and Lampert Lee & Associates, totaling not to exceed \$875,000.00 which includes \$18,709.50 in contingencies. This project will be funded by the Village of Biron and is

intended to be TID 3 eligible for reimbursement by TID 3 increment to the Village of Biron, including both principal and interest expenses. Motion carried. A preliminary start date of May 1<sup>st</sup>, 2025 was given for project 24-107. Project 24-107 will take approximately 120 days to complete from the project start date. Motion Guillemot, second Gapen to approve the Public Works Committee report. Motion carried.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT:** Chairperson Mike Guillemot reporting. Motion Muleski Second Gapen to approve the purchase and installation of 10 swing gate lockable bollards, at 5 locations on the Bridgewater Multi-Purpose Trail, to restrict non-authorized vehicle access to the trail at those 5 access locations. The swing gate lockable bollards will be purchased from Belson Outdoors, or a local provider if available at a lesser cost, at a total installed cost not to exceed \$10,000. This purchase and installation will be funded by the Village of Biron and is intended to be TID 3 eligible for reimbursement by TID 3 increment. Motion carried.

Motion Guillemot Second Gapen to approve the purchase and installation of one (1) 6' Heritage Bench from Belson Outdoors, to be installed on the Bridgewater Multi-Purpose Trail, replacing a previously installed bench damaged by a 2021 storm event, at a cost not to exceed \$ 1142.00 plus shipping. This bench will be purchased by the Village of Biron and is intended to be TID 3 eligible for reimbursement by TID 3 increment. Motion carried.

Discussed new playground equipment and available grants and fundraising ideas to raise money. More committee discussions will take place and will look to add to the 2025 budget. Discussed rental of the Aqua Skiers shelter. Muleski added would need to coordinate with Aqua Skiers schedule as they use area for practice and shows. Lumaye added Mark Anderson from CWPCo did not see an issue with renting out the facility and will check with his boss and follow up. Will look to incorporate playground equipment there as well if grant is available and fundraising successful. More committee discussion will take place. Lumaye provided update on Boat Launch Fee beginning spring of 2025. CWPCo is looking for an ordinance that states a fee exists as well as the enforcement plan. Talked about signs in parking lot to indicate trailer parking only. Discussed adding the fee to the annual rental cost of Biron's boat docks. Lumaye will contact CWPCo for more details and follow up with the committee. Motion Guillemot Second Muleski to approve the Public Property Committee report. Motion carried.

**WATER UTILITY COMMITTEE REPORT:** Chairperson Jamie Biegel reporting. The committee met July 30<sup>th</sup>. Biegel discussed contract with USG Solutions that would be signed now and first payment due January 2025. The first year's payment of \$54,111 would come out of water budget for 2025. USG Solutions contract includes all engineering, required permitting, 100% compliance with WI DNR, exterior every 11-12 years, interior every 14-15 years, 100% warranty of all work and coatings, emergency services and yearly inspections. Motion Evenson, Second Honkomp to approve USG Solutions contract, Motion carried. Superintendent Lumaye reported watermain break in alley between Center Street and Williams Street this month. The necessary repairs were made with some overtime of crew wages. Discussed simplified rate case that was applied for in June and is effective for August 13<sup>th</sup> billing cycle. Motion Guillemot Second Muleski to approve 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 were no minutes for the July 10<sup>th</sup> meeting, they will be added to next month's board packet. Evenson discussed the Wastewater Agreement status and

discussions held with the mayor of Wisconsin Rapids. Mediation scheduled for August 21<sup>st</sup>, 2024. Motion Honkomp Second Biegel to approve wastewater commission report, Motion carried.

**NEW BUSINESS:** No new business

**CLERK'S REPORT:** Samantha reporting. Upcoming Fall Primary election. Motion Evenson Second Honkomp to approve Clerks report. Motion carried.

**PRESIDENT'S REPORT:** Evenson reporting, reviewed Biron Loan Summary and TID Increment report provided. Consider approval for annual incentive payment to Classic Development in the amount of \$327,049.25 using the available TID increment after all other village TID increment obligations were met. Motion Evenson Second Honkomp to approve payment of \$327,049.25 to Classic Development Motion carried. Discussed current projects in Bridgewater with Keith Helmrick providing updates for the Phase 1 Bridgewater Project Expenses, Phase II 2024 In-Process Bridgewater Street and Utility Expenses, Phase II 2025 Bridgewater Street and Utility Project Expenses and Phase II 2025 Natural Gas Extension from Hwy 54 to Bridgewater Project Expense.

Motion Evenson, Second Gopen to approve the Phase 1 Bridgewater Engineering Expenses for 2024 totalling \$6187.06. These expenses were paid for by Classic Development per the 2018 Amended and Restated Development Agreement between Village of Biron and Classic Development Corp and are being approved by the Village of Biron as a TID 3 eligible expense and will be reimbursed by the Village of Biron beginning in 2025 with available TID 3 increment. Motion carried.

Motion Muleski, Second Steward to approve the Phase II Bridgewater Engineering, Consulting, and Construction Expenses, totaling \$ 312,242.66, as provided by the 2018 Amended and Restated Development Agreement between the Village of Biron and Classic Development Corp., for Red Hawk Court and Waterview Drive extension, in-process and scheduled to be completed in 2024. These 2024 expenses will be paid by Classic Development Corp. and are being approved by the Village of Biron as TID 3 eligible projects and costs and will be reimbursed by the Village of Biron beginning in 2025 with available TID 3 increments. Motion carried.

Motion Evenson Second Biegel to approve the Phase II Bridgewater Engineering, Consulting, and Construction Estimates for 2025 construction projects, totaling \$ 1,448, 573.65, as provided by the 2018 Amended and Restated Development Agreement between the Village of Biron and Classic Development Corp., for Waterview Drive Extension, "B" Street Cul-de-Sac east of Waterview Drive, and "C" Street Cud-de-Sac west of Bridgewater Drive. The 2025 expenses associated with these projects will be paid by Classic Development Corp. and are being approved by the Village of Biron as TID 3 eligible projects and costs and will be reimbursed by the Village of Biron beginning in 2026 with available TID 3 increments. Motion carried.

Motion Evenson Second Honkomp to Approve the Phase II WE Energy estimate for the 2025 installation of Natural Gas line from Hwy 54 to and through Bridgewater, of \$ 300,000.00, as provided by the 2018 Amended and Restated Development Agreement between the Village of Biron and Classic Development Corp. The 2025 expenses associated with this project will be paid by Classic Development Corp. and are being approved by the Village of Biron as a TID 3 eligible project and cost and will be reimbursed by the Village of Biron ginning in 2026 with available TID 3 increments. Because of Utility credits and other means of cost off-sets potentially available to Classic Development, Biron will limit reimbursement to less than 100% of project cost, with the exact amount to be determined in future years as a function of the annual TID project expense

review and reimbursement. Motion carried. Motion Honkomp second Guillemot to approve Presidents report Motion carried.

**ADJOURN:** Motion Honkomp, second Guillemot to adjourn at 8:37 p.m. Motion carried.

Respectfully Submitted,

Samantha Daugherty, Clerk

Approved by Biron Board of Trustees

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Jon T. Evenson, President

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