

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – AUGUST 13, 2018**

The August 13, 2018 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, Mark Honkomp, Bob Walker, Tammy Steward, Dan Muleski, Sue Carlson and June Siegler. Also present: 6 guests

MINUTES: Minutes were reviewed from the July 9, 2018 Public Hearing. **Motion** Walker, second Muleski to approve the minutes as printed. M.C. Minutes were reviewed from the July 9, 2018 Board meeting. **Motion** Carlson second Siegler to approve the minutes as printed. M.C.

PUBLIC COMMENT: A resident expressed thanks to the Board for supporting the Bridgewater development over the past fifteen years.

FINANCE & BUDGET COMMITTEE: Chairperson Bob Walker reporting. Bills, non-lapsing accounts and journal entries were in order for the Wastewater Department, Water Utility and Village. **Motion** Muleski, second Carlson to approve the bills for the Village and Wastewater Department. M.C. The Committee will be reviewing Village purchasing policies to ensure compliance. **Motion** Muleski, second Walker to approve the Finance and Budget Committee report. M.C.

TREASURER'S REPORT: Treasurer Pam Witt reporting. The totals reported to the Finance Committee are: Receipts for July 2018 were \$74,554.59. Expenses were \$144,475.20. General checking account bills were paid on check #~~20738-20777~~ with 3 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of July bills paid from the general fund was included for the Board to review. Village Non-Lapsing Fund \$837,840.17. Utilities Checking: \$150,673.07. Money Market \$426,542.74. Utility bills were paid on check #~~4062-4079~~. Non-Lapsing Fund \$14,408.17. A list of all checks paid for utilities was included for the Board to review. **Motion** Muleski, second Honkomp to accept the Treasurer's report. M.C.

PERSONNEL COMMITTEE REPORT: Chairperson Mark Honkomp reporting. The committee recommends these additions to the Employee Handbook: (1) Administrative Assistant reports to the Village Clerk; Utility Clerk reports to the Board. (2) Section II (Personnel Policies), new sub-section U. Performance Reviews: Performance reviews for the Director of Public Works, the Village Clerk, and the Utility Clerk/Administrative Assistant shall be conducted by the chair of the Personnel Committee or his/her designee. Ideally, these reviews should be completed annually, but they must be done at least once every two years. **Process:** (1) Each member of the Personnel Committee will draft a performance review for the three aforementioned employees, using the Village's Employee Performance Review form. (2) The Personnel Committee will meet, compare their respective drafts for each employee, and come to consensus on each employee's review. This will be the draft performance review that will be the basis for meetings with the employees. (3) The Personnel Committee chair will appoint a member (or members) of the Personnel Committee to meet with each employee to conduct the performance review. For the Utility Clerk/Administrative Assistant, the Village Clerk will participate in the performance review meeting since the Administrative Assistant position reports to the Village Clerk. Input from the employee will be sought and added to the draft performance review. (4) The Personnel Committee will meet, consider input from the meetings with employees, and finalize the performance review. (5) The employee will receive a copy of the final performance review form. (6) A copy of the final performance review form will be kept in the employee's personnel file for a period of two years past the employee's termination date. **Motion** Honkomp, second Walker to approve the employee review process and add these additions to the Employee Handbook. M.C. **Motion** Muleski, second Evenson to accept the Personnel Committee report. M.C.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. As ordinances are rewritten they will be reported to the board in batches for review and when codification is complete a public hearing will be held. Tom Haferman has requested assurance from the Village to maintain current setbacks to allow razing the current structure and construct a new residence on his property on N. Biron Drive. **Motion** Evenson, second Muleski to maintain setbacks relative to the Haferman property on N. Biron Drive through August 2020, at which time the approval would become void unless the property owner requests an extension of a similar time frame. M.C.

There are nineteen properties on Biron Drive, Huffman Road and County U that are zoned agricultural but are actually residential. A letter will be sent to these property owners stating the Village is considering rezoning these properties to residential and asking their input. **Motion** Evenson, second Walker to send a letter to these residents regarding rezoning. M.C. A public hearing will be held on this zone change along with a zoning change request from the Biron Licensee Group for properties along Biron Drive. Hopefully the public hearing will be held in early October.

Required utility hook-up continues to be an ongoing issue and Attorney Abts will be making a recommendation to the Committee regarding hardship exemption requests, special assessments, and related issues at the next Committee meeting.

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

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. The steering box on the Jet Vac was replaced for \$745.00. The ERG valve on the 2008 Ford went out and while dismantling it was discovered the turbo also needs replacing. **Motion** Evenson, second Muleski to authorize up to \$4,000.00 for needed repairs. M.C. Two manholes were refurbished and one on Cardinal will be completely replaced. **Motion** Honkomp, second Walker to approve the Public Works Committee report. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson June Siegler reporting. A thank you note for Village sponsorship of a concert and refreshments was received from the City Band. Cranberry breakfast planning will commence soon. **Motion** Walker, second Muleski to approve the Public Property, Safety & Recreation Committee Report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Susan Carlson reporting. Hydrants are being flushed. KLM will be washing the water tower in the next week. **Motion** Walker, second Evenson to accept the Water Utility Committee report. Steward abstained. 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.* Minutes from the July 11 and August 1 meetings were available for review. **Motion** Walker, second Siegler to approve the Wastewater Commission report. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Dan Muleski reporting. Attendance at the community picnic was down slightly. A picnic financial report will be presented to the Board at the September meeting. There was one fire call today where sparks from old wires flew to the ground but caused no flames. **Motion** Honkomp, second Siegler to approve the Volunteer Fire Department report. M.C.

CLERK'S REPORT: The Clerk reported she has completed three years training at the Municipal Clerks and Treasurers Institute and graduated July 19, being the first Biron Village Clerk to do so. There was a municipal center rental issue which resulted in calling a crew member in on an overtime basis instead of calling the assigned security personnel. The Public Property Committee will be developing a security chain of command policy. **Motion** Muleski, second Walker to approve the Clerk's Report. M.C.

PRESIDENT'S UPDATE: Sanitary Service Area Amendment is on the agenda of the Wood County Board at their August 21 meeting. After their approval the Huffman Road and CTH U project will move forward.

The bid for Huffman Road and CTH U sanitary sewer and water main extension were received by Lampert-Lee and was awarded to Earth, Inc. and they are recommending adoption by the Board. **Motion** Muleski, second Honkomp to approve the recommendation to award the bid to Earth, Inc. for \$1,500,972.20. M.C. Construction is expected to be completed this year.

The DNR has requested a requirement for a financial guarantee from the three responsible parties for Village recreational projects in the Bridgewater area. No construction can be done in wetland areas until the request is filled. The Villages share is \$442,931.00. **Motion** Evenson, second Muleski to authorize the Clerk, Trustee Walker, and President Evenson to work with Robb Siegler at Nekoosa Port Edwards State Bank to obtain a letter of credit and report to the Board at the September 10 meeting. M.C.

Kubisiak Lands Management Plan is required as part of the abandonment order for CTH U. The conservation easement is required to be held by a government entity (Village of Biron). This document is available for viewing at the Clerk's office.

Business Park: extensive water testing is being done by an interested party. Another area business is looking to expand and are still negotiating for a site.

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

ADJOURN: **Motion** Steward, second Honkomp to adjourn at 8:25 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____

Jon T. Evenson, President