

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – AUGUST 14, 2017**

The August 14, 2017 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, Dan Muleski, Bob Walker, Tammy Steward, June Siegler and Sue Carlson. Mark Honkomp is excused. Also present: Public Works Supervisor Bill Vruwink, Treasurer Pam Witt, Julie Shebek, Rick Bakovka, Mike Schoenholz, Dick Bartosh, Gary Phillips, Bob Lee, Terry Lee, Tom Spranger, Richard O'Sullivan, Larry Shepard, Judy Shepard, Tom Haferman, Allen Witt

MINUTES: Minutes were reviewed from the July 10, 2017 Regular Board Meeting. **Motion** Carlson, second Walker to approve the minutes as printed. M.C. Minutes were reviewed from the July 20, 2017 Special Board Meeting. **Motion** Muleski, second Carlson to approve the minutes as printed. M.C.

ACTION ON PUBLIC HEARING: A public hearing was held August 14, 2017 at 6:00 p.m. to consider conditional use request from United States Cellular Operating Company LLC to construct a 150m monopole communication tower within the Municipal Use District on leased land that is owned by the Village. The subject property is located at 291 Eagle Road. **Motion** Walker, second Carlson to approve issuance of a conditional use permit to US Cellular. M.C.

PUBLIC COMMENT: Richard O'Sullivan, VP Human Resources, and Dick Bartosh, Safety Director, representing Mid-State Technical College, briefly reviewed their Disaster Recovery Plan and requested use of the Biron municipal center as an emergency response center in the event a disaster (active shooter, etc.) would occur at the MSTC Wisconsin Rapids Campus. **Motion** Evenson, second Muleski to explore an agreement with terms to be developed between MSTC and the Village Board. M.C.

Rick Bakovka, president of REGI, thanked the Board for facilitating recreational trail connection discussions with the City of Wisconsin Rapids and updated the Board on projects within Wood and Adams counties. He also requested the Board consider joining REGI when preparing the 2018 budget.

FINANCE & BUDGET COMMITTEE: Chairperson Bob Walker reporting. Bills, non-lapsing accounts and journal entries were in order for Utilities and Village accounts. An invoice from Lampert Lee & Associates for Bridgewater permit applications and fees for culverts, bridge, pier and CTH U culverts was reviewed. **Motion** Walker, seconded Muleski to approve the committee's recommendation to approve payment of all bills including the Lampert Lee invoice. M.C. **Motion** Walker, second Muleski to approve the August bills and journal entries. M.C.

President Evenson led a discussion of the financial projections for the Bridgewater project developed by Ehlers Associates. The projections include a potential reduction of the Village's share of costs for the project, with an increased share of cost for Classic Development and others. These costs can be recouped through tax increment if the project is successful. With the updated data a revised development agreement is needed. **Motion** Muleski, second

Carlson to begin negotiations with Classic Development to update the development agreement. The update/revision team will include Evenson, Walker, and Arndt. M.C. **Motion** Evenson, 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 2017 were \$97,300.91. Expenses were \$148,839.67. General checking account bills were paid on check #~~ç~~ 20024-20075 with 6 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of all July/August bills was included for the Board to review. Village Non-Lapsing Fund \$716,393.02. **Utilities Checking:** \$179,117.27. Money Market \$464,065.33. Utilities bills were paid on check #~~ç~~ 3917-3924. Non-Lapsing Fund \$14,387.27. A list of all checks paid for utilities was included for the Board to review. **Motion** Walker, second Carlson to accept the Treasurer~~ç~~ report. M.C.

PERSONNEL COMMITTEE REPORT: Chairperson June Siegler reporting. Previously, the Clerk recruited election workers and recommended their names to the Board for appointment. Election workers are identified by the IRS as employees. Since the Clerk is responsible for conducting elections per state statute, election workers are employees hired, supervised, and fired by the Clerk. No Board approval is necessary but the Clerk will inform the Board of any personnel action taken.

The Committee recommends the logo embroidery cost be included as part of the crew clothing allowance. It is not necessary to have a logo embroidered on t-shirts but should be added to jackets, coats or shirts. For safety reasons it was recommended that t-shirts not be split/cut down each side and sleeveless or open/mesh weave t-shirts be purchased instead. It was recommended the Public Works Supervisor obtain a quote for a bulk order of t-shirts that would be provided to employees as needed and cost to be deducted from their annual clothing allowance.

Gift cards and other incentives are taxable income and will be reported on employee paychecks.

Commuting to/from work in a village owned vehicle is taxable income. Several options were discussed and it was recommended to have the employee choose.

The following additions will be added to the employee handbook:

Section II. Personnel Policies

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.

Section IV-B. Work Hours and Overtime . Other Non-Exempt Employees

Sub-Section C. Lunch Break

An employee may not work through his/her unpaid lunch break or forego taking the paid breaks as a means of shortening his/her workday or earning compensatory time off. If an employee is required to work through his/her lunch break due to unavoidable work-related circumstances, a shortened work day or compensatory time off may be granted at the discretion of the employee's supervisor or the chair of the Personnel Committee. Paid breaks are a privilege, not a right, and employees may be required to

forego them if work conditions require doing so. Paid breaks not taken during the work day may not be converted into compensatory time or any other type of benefit or compensation.

The Committee recommends a language change to the Utility Clerk/Administrative Assistant job description. *"In the event the Village Clerk is unable to perform his/her duties in the Clerk position, the Village Board ~~will~~ may appoint this person as Deputy Clerk+.*

Motion Muleski, second Carlson to approve the Personnel Committee report. M.C.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: The Committee will be meeting to recommend action to the Plan Commission on a parcel rezoning request. Building permits and the lack of residents applying for them was discussed. The assessor uses permit information to provide new construction data to the Department of Revenue, who determines net new construction value that helps increase the levy limit. Permits are also how the assessor locates new values to help keep municipalities in compliance with the state's equalization calculations. For example, if a resident remodels a kitchen for \$50,000, the assessor can add that to the books. If a resident does that without a permit, then the village is not capturing that value and is unfairly allowing someone to avoid a value increase which ultimately impacts everyone's tax bill. The village publishes an informational booklet and a suggestion was made to provide one to each new resident. The booklet is available at the municipal center and the Clerk will be adding it to the village website. **Motion** Evenson, second Walker to approve the Legislative, Ordinance & Zoning Committee report. M.C.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. The committee reviewed quotes for a new pickup truck and recommends purchasing a 2017 Ford F250 from Rapids Ford. **Motion** Muleski, second Walker to authorize up to \$27,000 to purchase a new truck with funds to be taken from the non-lapsing truck fund. M.C. Vruwink will be obtaining a quote for an eight foot plow to put on the front for use in plowing at the Municipal Center, bike/walking trails and other narrow areas.

Vruwink received a request for utilities on a parcel on Van Slate Street and will be getting an estimate. Vruwink reported the estimated cost to the Village to extend Eagle Road to the railroad tracks is \$60,000 to \$65,000. He will be looking at other companies that do cement roads. **Motion** Muleski, second Evenson to approve the Public Works Committee report. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson Sue Carlson reporting. A note from the Wisconsin Rapids City Band was read thanking the Village for sponsorship and refreshments. Vruwink reported one bench and picnic table was installed at Gateway Park. **Motion** Evenson, second Muleski to approve the Public Property, Safety and Recreation Committee report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Mark Honkomp reporting. Vruwink reported lead and copper testing is complete and the Village is compliant. **Motion** Walker, second Evenson to accept 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.* Minutes from the August 1st meeting were available for review. **Motion** Muleski, second Evenson to approve the Wastewater Commission report. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Dan Muleski reporting. There was a good crowd at the community picnic. Final totals are not available yet as all bills have not been received. **Motion** Walker, second Carlson to approve the Volunteer Fire Department report. M.C.

CLERK'S REPORT: The Clerk reported on her attendance at the Clerks Institute in Green Bay and thanked for Board for their support of training and continuing education. The Clerk will be attending the WI Municipal Clerks Association annual conference training August 22-25 and has received a full scholarship. Arndt reported she was selected to serve on the 2018 conference planning committee. **Motion** Walker, second Evenson to approve the Clerks Report. M.C.

PRESIDENT'S UPDATE: Evenson reported on several meetings he attended regarding potential Bridgewater funding. **Motion** Muleski, second Walker to accept the Presidents report.

ADJOURN: **Motion** Walker, second Evenson 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