

**VILLAGE OF BIRON REGULAR BOARD MEETING  
MINUTES – September 11, 2023**

The September 11, 2023 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. A moment of silence was observed in recognition of Patriot Day.

**PRESENT:** Jon Evenson, Tammy Steward, Mark Honkomp, Jamie Biegel, Mike Guillemot, Dan Muleski, Patty Gapen. Also present: Anne Arndt, Samantha Daugherty, Kayla Lumaye, 8 guests

**MINUTES:** Motion Honkomp, second Guillemot to approve minutes of the July 10, 2023 Regular Board Meeting as printed. Motion carried.

**PUBLIC COMMENT:** Jeff Penzkover, District 11 County Board Supervisor, stated there are economic development grants available through the county. A resident expressed concern on the condition of the recreational trail. Buckthorn is out of control. Tree limbs need to be trimmed or removed.

**FINANCE COMMITTEE:** Chairperson Patty Gapen reporting. All bills, non-lapsing accounts, and journal entries for the Village and utility departments are in order. A proposal from Tech Pros was reviewed. After lengthy discussion, this was referred back to the Committee. Office staff will work with the committee to identify deficiencies, if any, and contact the website/email provider. Motion Muleski, second Biegel to approve all bills, non-lapsing accounts, and journal entries for the Village and utility departments and to approve the Finance Committee reports for August and September. Motion carried.

**TREASURER'S REPORT:** Treasurer Samantha Daugherty reporting. Totals reported to the Finance Committee: Receipts for July: Receipts: \$194,152.74 and Expenses: \$165,386.36. General checking account bills were paid on check #'s 24942-25027 with eleven autopays to IRS, Deferred Comp and WRS for payroll deductions. A list of July bills paid from the General Fund was included for review. Village Non-Lapsing Fund: \$1,134,373.18. Utilities Checking: \$455,108.08. Water Money Market: \$338,762.88. Utility bills were paid on check #'s 4957-4969. Wastewater Non-Lapsing Fund: \$34,201.77. A list of all checks paid for Utilities was included for review.

Receipts for August: \$903,458.52 and Expenses: \$789,930.09. General checking account bills were paid on check #'s 25028-25084 with six autopays to IRS, Deferred Comp and WRS for payroll deductions. A list of August bills paid from the General Fund was included for review. Village Non-Lapsing Fund: \$1,137,745.22. Utilities Checking: \$406,020.72. Water Money Market: \$341,385.80. Utility bills were paid on check #'s 4970-4990. Wastewater Non-Lapsing Fund: \$34,217.74. A list of all checks paid for Utilities was included for review. Motion Muleski, second Honkomp to approve the Treasurer's reports for July and August. Motion carried.

**BIRON VOLUNTEER FIRE DEPARTMENT REPORT:** Dan Muleski reporting for Chief Dave Kerkman. There were nine medical and one fire call in August. The Association continues preparation for their third annual gun raffle and dinner to be held October 23. Motion Muleski, second Evenson to approve the Volunteer Fire Department report. Motion carried.

**PERSONNEL COMMITTEE REPORT:** Notice was received from Teamsters Union Local 662 expressing its desire to continue the Agreement and reopen for the purpose of negotiating changes or revisions in wages, hours, and working conditions. Evenson stated some municipalities attending the League's conference are offering health insurance through ETF (Employee Trust Funds). In some cases it has been advantageous. Some municipalities are offering health care enhancements for employee retention. The Committee will look into other insurance plans.

Work Horse Software Services is offering a free customer conference October 20, in Wausau, which can be attended in person or virtually. The utility clerk and clerk would like to attend. Motion Honkomp, second Muleski to send both to in-person training with the understanding work schedules would be adjusted Monday through Thursday to cover the Friday afternoon training; thus resulting in one hour compensatory time. Motion carried. The public works director will provide office coverage on that day.

In June, the Board approved summer hours for office staff; Monday through Thursday, 7:00 a.m. to 4:00 p.m. with a half hour unpaid lunch, and Friday 7:00 a.m. to 1:00 p.m. This schedule was to be reviewed in September to consider making it permanent. Motion Honkomp, second Guillemot to make the office hours change permanent, with the understanding the Board may revise these hours at will. Motion carried.

The clerk requested to attend Presidential Election Academy training November 8-10. Offered by UW-Green Bay, held virtually November 8-10. Cost is \$179.00. A total of 4.75 hours compensatory time would be earned November 8 and 9. Motion Honkomp, second Gapen to approve attendance and earned compensatory time as presented. Motion carried.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Chairperson Dan Muleski reporting. A meeting will be scheduled with legal counsel to assist drafting an ATV/UTV ordinance. Ordinance 10.09 Weed Control was revised to *"Any grass/weeds in excess of eight (8) inches in height from the ground surface are prohibited."* Motion Muleski, second Honkomp to revise Ordinance 19.5 Keeping of Chickens, "if a resident wants more fowl than permitted by Ordinance they must pull a State permit". Motion carried. Motion Muleski, second Guillemot to grant regular operator licenses for Barbara Simmons, Emily Eilers, and Alexa Matthews, who previously had provisional licenses. Motion carried. Motion Evenson, second Honkomp to approve the Legislative, Ordinance and Zoning Committee report. Motion carried.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. The committee recommends having the bulk pickup done twice a year; once in spring and once in fall. The spring pickup would be the last week of April and the fall pickup would be the last week of October. For residents to utilize this service, they will have to pay in advance. The exact pricing is still being worked out and will be based on the prices the landfill charges. A form will be created for the residents to fill out. This form will include the name, address, phone number and brief description of item(s) to be collected. The crew would load bulk items with the end loader into the dump trucks. The crew will then drop the items at the landfill. The Village will only be accepting the items the landfill takes.

Kayla discussed having to replace the steering gear box on the passenger side, the cost was \$863. She discussed the need to rebuild the water pump and presented a quote from MC Tools and Repair for \$3,592.52. She then presented a second quote from MC Tools and Repair with the end cost of the repair \$2,911.63. Motion Muleski, second Guillemot to purchase the parts needed to repair the water pump. Motion carried. She discussed having to replace an injector and presented a quote from Mid-State Truck Service for \$484.91.

Kayla discussed the mill lift station update. When Kayla met with Xylem to discuss the progress of the job, she was told the holdup has been the control panel. The control panel was originally built to the 220-volt configuration currently on site. Zach Trzebiatowski had Xylem rebuild the control panel to a 460-volt configuration. Kayla was unaware of the changes Zach had Xylem make. Kayla had to request the panel be rebuilt back to a 220-volt configuration. This will result in an additional \$3,000 to \$5,000 cost added to the project.

Kayla discussed the emergency repair that was performed on June 14<sup>th</sup>, 2023, at the 31<sup>st</sup> Street lift station. The pump was pulled at that time. Xylem brought the pump back to their shop and found that the parts were obsolete. Due to this, Xylem could not repair the pump. Replacing the pump will cost \$13,660.00. Motion Honkomp, second Muleski to replace the pump, to be paid from the storm and sanitary non-lapsing account. Motion carried.

Kayla discussed the preventative maintenance performed by Xylem on 08/21/2023. She stated that when the 32<sup>nd</sup> Street lift station pump was pulled, Xylem told her the pump is beginning to fail. The pump will need to be replaced. Kayla recommended the committee budget for a new pump. She also stated that the guide rails to guide the pumps into place were rotting away due to being galvanized pump. She stated she had ordered four stainless steel pipes from Wisconsin Metals for \$1,900 to replace the old guide rails.

Kayla stated she was going to have a meeting with Westwood, Tammy Steward, and Jon Evenson on September 13<sup>th</sup> to discuss the infrastructure that needs to be updated when CTH U is redone. Jon misunderstood what Westwood had wanted, they wanted a local officials meeting. Jon discussed the local officials meeting that will take place on September 25<sup>th</sup>. This meeting is for the local fire departments, county sheriffs, County highway commissioner, Roland Hawk and Village officials to discuss the public safety and emergency management that will be needed when the CTH U project is being completed.

Bridgewater area second lift paving: Quotes from Wood County Highway are Bridgeview Drive (no shoulders) \$17,425; Bridgewater Drive (no shoulders) \$21,370; Waterview Drive (no shoulders) \$36,285. Quote from Earth, Inc for shouldering all three roads \$9,375. Motion Evenson, second Honkomp to accept the four quotes totaling \$84,455.00, using funds from the 50/50 Road Aid Program, and the balance to be paid from the non-lapsing resurface streets account. Motion carried.

Motion Evenson, second Honkomp to approve the Public Works Committee report. Motion carried.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT:** Chairperson Mike Guillemot reporting. Municipal Center entry doors will be installed in October. We now have the Slow No Wake signs but are waiting to install them until we have the Slow No Wake buoys that are still on backorder. Municipal Center rental application was reviewed and proposed revisions accepted. 2024 budget items were discussed. Kayla and Fire Chief Kerkman are looking into the costs of a generator and solar panels. 2025 dock rental fee will be \$1,000 plus \$55 sales tax, totaling \$1,055. Motion Honkomp, second Muleski to approve the Public Property Committee report. Motion carried.

**WATER UTILITY COMMITTEE REPORT:** Chairperson Jamie Biegel reporting. More water meters are needed. Midwest Meters stated if we order before January 1, 2024, we can get 2023 pricing of \$325 per meter. In 2024, the price will increase between 1% to 6%. If we were to get the 180 meters for 2023 pricing that would be \$325 per meter totaling \$58,500. The current budget is short approximately \$19,500. Meter exchanges are progressing nicely, 132 out of 150 meters have been exchanged.

Kayla discussed well 3 and the aeration tank need to be inspected in 2024. Kayla presented a quote from Municipal Well and Pump for the well 3 pump inspection. She stated the overall price will be determined by the condition of the pump when it is pulled out. Kayla asked that the committee budget for this in 2024. Jon stated part of the bill for the inspection would need to be paid from the non-lapsing fund.

Jamie discussed the water tower inspection in 2026 and water tower repainting in 2031. The tower inspection will cost \$3,000. The repainting will cost approximately \$625,000. Jamie would like to add a line-item to the budget for water tower repairs/ inspections and place money into this fund each year to go towards repainting the tower. Kayla stated the money currently in the non-lapsing fund is to be used for repainting the tower.

Kayla discussed the remaining DNR deficiency. She stated that we are done to 1 out of 11 deficiencies. The remaining deficiency is for the village not requiring the owner of private wells to provide documentation of inspection. The problem was the owners were being sent the incorrect form. They were sent a form for filling/sealing the well (Form 3300-005) rather than inspecting it (Form 3300-305). The owners are now receiving the proper form and Kayla is working with Kyle from the DNR to get this deficiency taken care of.

Jamie discussed the pumps used for chemicals at the wellhouse are intended for swimming pool chemicals. There is a need to have replacement pumps onsite in case of emergency. One phosphate and one chlorine pump will be purchased for a total of \$1,962.92. An additional pump will be budgeted for and purchased in 2024.

**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. July and August meeting minutes were not yet available.*

**NEW BUSINESS:** None

**CLERK'S REPORT:** HeyGov online payment system is now available for utility bill payments and working very well. Arndt reported on the WMCA Education Conference held in August. Along with the many training sessions attended, she was re-elected as District 7 Co-Director, and serves on the WMCA Board of Directors. Motion Evenson, second Muleski to accept the Clerk's report. Motion carried.

**PRESIDENT'S REPORT:** Evenson reported on a League conference recently attended. Workforce housing was a popular discussion topic.

Motion Evenson, second Muleski to pay Classic Development an annual developer reimbursement payment of eighty percent of TID 3 increment of \$139,709.48; TID 1 increment of \$35,081; TID 2 excess increment of \$38,771.74, totaling \$213,562.20. The Village withheld \$10,000 administrative fee. Total amount paid to Classic Development \$203,562.22. Motion carried.

Ordinance 1.4.1 Board of Review states the Board of Review shall consist of the president, clerk and 3 trustees. There are currently two trustees serving. Jamie Biegel volunteered to become a member of the Board of Review, and was confirmed by the Village Board.

Motion Honkomp, second Gapen to accept the President's report. Motion carried.

Village Trick or Treat hours will be Tuesday, October 31 from 5:00 to 7:00 p.m.

**ADJOURN:** Motion Honkomp, second Guillemot to adjourn at 9:20 p.m. Motion carried.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

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

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