

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – SEPTEMBER 9, 2019**

The September 9, 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, Mark Honkomp, Dan Muleski. Also present: 4 guests

MINUTES: Minutes were reviewed from the August 12, 2019 Regular Board meeting. Motion Muleski, second Siegler, to approve the minutes as printed. M.C. Minutes were reviewed from the August 26, 2019 Special Board meeting. Motion Honkomp, second Carlson to approve the minutes as printed. M.C.

PUBLIC COMMENT: None

FINANCE & BUDGET COMMITTEE: Tammy Steward reporting. Steward reported the committee met September 9 and all bills, non-lapsing accounts and journal entries for the Village and Utility departments were in order. Motion Muleski, second Siegler 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 August 2019: \$731,807.36. Expenses: \$433,002.29. General checking account bills were paid on check #'s 21707-21761 with 6 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of August bills paid from the General Fund was included for the Board to review. Village Non-Lapsing Fund \$924,670.23. Utilities Checking: \$218,237.86. Money Market \$358,281.68. Utility bills were paid on check #'s 4252-4263. Non-Lapsing Fund: \$14,441.90. A list of all checks paid for utilities was included for the Board to review. Motion Muleski, second Evenson to approve the Treasurer's report. M.C.

PERSONNEL COMMITTEE REPORT: Chairperson Mark Honkomp reporting. Notice has been received from Teamsters Union Local 662 of their desire to open the Collective Bargaining Agreement for the purpose of negotiating changes or revisions in wages, hours and working conditions. Due to the resignation of Bob Walker there is a vacancy on the Personnel Committee. Motion Honkomp, second Steward to appoint Trustee Siegler to the Personnel Committee until the Trustee vacancy is filled. M.C. Motion Muleski, second Evenson to approve the Personnel Committee report. M.C.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. Provisional operator's licenses were issued by the Clerk to Leanne M. Haasl, Michael P. Strasburg, and Christian M. Stromley on August 27, 2019 and is requesting the Board to grant them operator's licenses. Motion Muleski, second Honkomp to grant operator's licenses to these three individuals. M.C.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. 2020 Budget: projects for consideration: chip seal or repave Cardinal, 31st Street (behind Kwik Trip) and Johnson Parkway. Possible purchases include a new plow truck.

6,700 feet of sanitary sewer needs to be cameraed on Cardinal, Cranberry Road, and part of South Biron Drive to the Bauer Street lift station. Approximate cost is \$7,500. Motion Muleski, second Steward to approve up to \$7,500.00 to be paid from the Storm/Sanitary Sewer non-lapsing fund. M.C. This work will be completed in 2020 and paid from the 2020 Budget.

Vruwink reported Huffman Road is deteriorating. He's looking into a LRIP grant and possible one-time funding from the State of Wisconsin. A line agreement would be needed with JJW Cranberry due to marsh ditches and dikes. Lift stations will be inspected on September 16.

Manholes on Elk and Center Streets and Van Slate need to be refurbished. Motion Muleski, second Honkomp to approve up to \$7,160.00 to complete the work with funds to be paid from the Storm/Sanitary non-lapsing fund; work to be done this October. M.C.

Vruwink sent another email to ND Papers regarding condition of the railroad tracks on Biron Drive. He has received no response. President Evenson offered to write a letter to them.

Motion Muleski, second Honkomp approve the Public Works Committee report. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson June Siegler reporting. Discussion on the Municipal Center entrance getting new doors and a canopy or construction of an overhang. Vruwink indicated that the doors are now in working order and the handicap mechanism that is attached to the door is showing wear. Chuck Gibbons from Lampert & Lee presented four ideas on the front entry area of the municipal building. He presented door replacement ideas and suggestions on the front entry having an enclosure or overhang. Option 1 short overhang extending out 3 to 4 feet. Option 2 overhang out to sidewalk or beyond; can drive under overhang. Option 3 vestibule airlock two sets of doors into atrium with a pair of doors going outside. Option 4 Full canopy carport. The option the committee agreed on was for a vestibule with two sets of doors into the atrium area. The price for this addition out over the sidewalk area is roughly \$30,000 to \$35,000 and engineering cost to design \$2,500 to \$3,500. Entry doors can be either steel, aluminum or fiberglass. The committee would like to see this amount put into the budget for a future renovation project.

The committee discussed rental fees and security deposits for the Municipal Center. Revisions to the municipal center and park shelter rental forms and fees were discussed. The committee decided to increase the rental fees for the hall to \$600.00 for non-residents and \$500.00 for residents and security deposit increased for the hall to \$300.00. The large & small meeting room will now have a security deposit of \$200.00. The kitchen use fee was discussed and a change to have the form read "fee for kitchen use". The committee agreed Village employees can rent for personal use at the Village resident rate.

Motion Siegler, second Carlson to increase the rental fee to \$600.00 plus a \$300.00 retainer fee for non-residents and \$500.00 plus a \$300.00 retainer fee for Village residents for the large room (up to 250 people) effective January 1, 2020 for events that are booked in 2020 and a security deposit of \$200.00 for rental of the small meeting room. M.C.

Hall rental rules and regulations were not followed on August 23 by the renters. Kitchen countertops and tables were not wiped down. There was excessive garbage, cigarette butts, food ground into the floor, and debris around the Municipal Center, entrance, and bathrooms. Motion Honkomp, second Steward to retain the security deposit due to excessive cleaning required. M.C.

Motion Honkomp, second Steward to approve the Public Property Committee report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Sue Carlson reporting. A new generator with transfer case needs to be purchased for the water tower. Current generator is 22 years old. This generator purchase and work needs to be completed prior to this winter. Motion Carlson, second Muleski to approve \$10,000 for a new natural gas generator with funds to be paid from the water non-lapsing fund. M.C.

Budget preparation was discussed by Carlson. Revenue has been decreasing this year.

Vruwink reported the actuating valve is installed on the aeration tank. **Motion** Steward, second Muleski to approve the Water Utility Committee report. M.C.

CRANBERRY HARVEST BREAKFAST: Chairperson Tammy Steward reporting. The breakfast will be October 19 from 8:00 a.m. to Noon. The flyer has been distributed, posted on the Village website, and a Face Book event has been posted. Volunteers are needed as are donations of cranberry desserts. Siegler volunteered to make contacts to have some cranberries donated. It was suggested perhaps a cranberry

history display could be set up in the entry way. Steward will be contacting the Wisconsin State Cranberry Growers Association for assistance.

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 Honkomp, second Evenson to approve the August 7 minutes. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Kerkman reported they conducted training for water supply and hose operations at ND Papers. There were nine calls made in August for a total of sixty-six made in 2019. The Department held their first annual community picnic on August 23. The first annual raffle fundraiser was a success. A final report will be provided at the next Board meeting. Motion Honkomp, second Siegler to approve the Fire Department report. M.C.

PRESIDENT'S REPORT:

President Evenson, Larry Koopman and Mike Schoenholz attended a Town of Plover meeting on September 4 to discuss the agreement for the jurisdictional transfer of a portion of County Highway U. The Town approved the agreement. The Village of Biron will maintain the portion of the road and receive the state aid for that portion. Overall abandonment of County Highway U is being held up by Wood County Highway Department. Evenson remains in contact with the Highway Commissioner to get this resolved as soon as possible.

Bridgewater Working Group report: the notice of final assessment was mailed to affected property owners on September 6. A request for proposal for docks went out September 11. Work began today on the new restroom in the boat landing area.

Change Order for Bridgewater Recreational Improvements Engineering and Land Surveying Services Contract submitted by Lampert-Lee and Associates: Motion Muleski, second Evenson to approve the change order requesting an additional \$10,000.00 to cover construction inspection, staking and administration services. M.C.

Change Order for Bridgewater Buffer Area Engineering and Land Surveying Services Contract submitted by Lampert-Lee and Associates: Motion Evenson, second Honkomp to approve the change order requesting an additional \$5,000.00 to cover construction inspection, staking and administration services. M.C.

Motion Muleski, second Steward to approve the President's report. M.C.

There is a vacant Trustee position since June due to the resignation of Bob Walker, leaving three committees with only two members. The Board requested the appointment be made as soon as possible.

ADJOURN: Motion Honkomp, second Steward to adjourn at 8:10 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____

Jon T. Evenson, President