

**VILLAGE OF BIRON SPECIAL BOARD MEETING
MINUTES – JANUARY 28, 2019**

The January 28, 2019 Special 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, Dan Muleski, Tammy Steward, Sue Carlson, June Siegler, Bob Walker (via telephone). Also present: 9 guests

Consideration of Freeberg Service and Repair development agreement request will be held over to the next Board meeting.

Fire Chief Kerkman addressed the Board to request considering amending the purchasing policy to increase his expenditure limit so he wouldn't always be requesting Board action. Trustee Siegler stated he can already exceed the limit by contacting the proper committee chairperson for permission, who will report at the next Board meeting. Trustee Walker stated he will review the policy. Motion Evenson, second Muleski to approve \$1,116.46 for purchase of a turnout jacket and pants. M.C. Kerkman stated a firefighter wants to take EMT training and the tuition was not budgeted. The department is not required to have an EMT on staff. Tuition is \$1,313.00 and the Fire Department could pay \$338.00. He is asking if the Village will pay the balance of \$975.00. Discussion held seeking an agreement where he would be required to remain a department member for a pre-determined number of years or will have to repay the full tuition. Trustee Steward offered to use revenue from the pancake breakfast to cover the \$975.00. Motion Muleski, second Carlson to approve the tuition cost understanding the funds will come from the Fire Department budget and cranberry breakfast proceeds and an agreement will be drafted where the individual would have to repay the funds if he remains with the department less than five years or if he fails the certification test. M.C.

Village financing for the Bridgewater project is being developed with Ehlers with a preliminary report given at the February Board meeting.

Engineering invoices for Bridgewater Recreation Improvements and North Biron Drive Sanitary Sewer and Water Main Extensions projects were reviewed. Philosophically, construction could be a Village project and the Village would gain the assessment revenue. The assessment does not cover utility extension costs in full so the shortfall could be covered by TIF increment. The utility would gain the monthly sewer and water revenue. The utility had paid \$2,424.85 in 2018 and since the auditors are currently auditing the Village, the Clerk will ask them to journal entry the reimbursement.

The Lee family leases a lot next to where a Village park will be located along North Biron Drive. They are interested in selling the lot once they take possession through the land exchange with Consolidated Water Power Company (CWPCO). It is buildable only in the footprint of the existing structure. Utilities will be installed as part of the construction in the area. The Village may be interested in acquiring the lot to extend the park size. The Clerk has been in contact with the DNR regarding applying for a grant to assist with the purchase. A grant requirement is to have the lot appraised and the Village would incur that cost. Motion Honkomp, second Muleski to take necessary steps to move forward with the grant application process to pursue acquisition of the Lee property. M.C.

Larry Koopman discussed recreational improvements of grant eligible items. Vruwink has been researching cost of these items. The Board needs to decide on which items and vendor(s) they want to use so Larry can include the information in the bid procedure. This will be discussed further at the next Bridgewater working group meeting on February 7 with a recommendation to the Board at their February 11 meeting. An informational kiosk is a grant requirement to be installed near the boat landing. CWPCO has requested they have input in the style, type and content of the kiosk.

A draft letter was reviewed that will be mailed to those residents who will have sewer and water installation outlining the process and their special assessment amount. An informational meeting is planned for February 25. Discussion was held regarding the \$500 Public Service Commission required water lateral installation fee in addition to the assessment. The utility must be in compliance with the PSC. Evenson stated he will contact the PSC for clarification. The \$500 is due at time of connection; it must be paid immediately and cannot be financed through the assessment.

Discussion held on required time frame for utility hookup:

Village Ordinance 13.23 SEWER MAIN CONNECTIONS. (1) REQUIRED. Pursuant to §281.45, Wis. Stats., and except as provided in sub. (2) below, all owners of habitable Village properties not connected to the Village sewerage system shall connect to said sewerage system within 6 months or less from the date that sewer main becomes available to such property.

(2) EXCEPTIONS. The sewer main connections required under sub. (1) above, as well as any special assessment for sewer main, shall be deferred up to 10 years for those properties served by a lawfully functioning septic system which has been installed for less than 10 years. The property owner shall be required to submit to the Village Board satisfactory proof of the date of the initial installation of the septic system. Within 6 months after the 10 year anniversary date of the initial installation of the septic system serving the property, the property owner shall connect to the Village sewerage system.

The time frame to hook up to water is no longer than twelve months.

The Phillips property on North Biron Drive has 9,600 square feet of wetland and a lot of road frontage, causing the utilities assessment to be the maximum amount. An exception is appropriate to reduce the assessment to the minimum amount. Motion Muleski, second Steward to adjust the special assessment on Lot 15 from \$20,025.39 to the minimum assessment amount of \$14,135.39. M.C.

Two lots on North Biron Drive are large enough to be split in two parcels and have two laterals installed as follows:

Guillemot and McKellips properties: it was requested to allow for the possibility of splitting off the second lot in the future by having an additional set of connections installed with the agreement they pay the cost of a single connection and the cost of the materials for a second connection initially and then pay the balance of cost if/when the lot is split to two lots. The cost of the materials for the second connection would be a maximum of \$3,516. This would be in addition to the \$20,025 for the basic connection to the property. If the second lot is created they will be expected to pay the difference between the initial cost of

\$23,541 (\$20,025 and \$3,516) and \$28,270, or an additional \$4,729. If both lots were split they would be zoned R2.

Motion Muleski, second Honkomp to approve the two lateral installations and costs as presented above. M.C.

Each DNR grant identifies components eligible. Complete information needs to be kept for EPA and DNR audit purposes. Larry Koopman will work with the Clerk on grant administration. He will be submitting a proposal for time and materials at the February Board meeting.

ADJOURN: Motion Honkomp, second Muleski to adjourn at 8:35 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____

Jon T. Evenson, President