

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – January 8, 2024**

The January 8, 2024 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, Mark Honkomp, Jamie Biegel, Mike Guillemot, Dan Muleski, Patty Gapen. Also present: Anne Arndt, Peggy Doughty, Kayla Lumaye, Samantha Daugherty, 5 guests

MINUTES: Motion Honkomp, second Biegel to approve minutes of the December 11, 2023 Regular Board meeting. Motion carried.

PUBLIC COMMENT: None

FINANCE COMMITTEE: Chairperson Patty Gapen reporting. All bills, non-lapsing accounts, and journal entries for the Village and utility departments are in order. Property tax overpayments of \$393.56 by Richard Plaster; \$106.42 by Sharon Lucas; \$680.78 by Nathan Epstein; \$229.33 by Bradley Kurszewski; \$177.53 by Thomas Sorenson; \$677.42 by Charles Parrott; \$8.00 by James Siegler; \$372.38 by Mrs. Pierre Fifi; and \$3,684.21 by Erbes Construction were reviewed. Motion Gapen, second Muleski to reimburse tax overpayments to the nine residents listed. Motion carried. Motion Muleski, second Guillemot to approve all bills, non-lapsing accounts, and journal entries for the Village and utility departments and to approve the Finance Committee report. Motion carried.

TREASURER'S REPORT: Treasurer Samantha Daugherty reporting. Totals reported to the Finance Committee: Receipts for December: Receipts: \$543,370.12 and Expenses: \$480,522.93. General checking account bills were paid on check #'s 25281-25355 with three autopays to IRS, Deferred Comp and WRS for payroll deductions. A list of December bills paid from the General Fund was included for review. Village Non-Lapsing Fund: \$1,213,644.97. Utilities Checking: \$455,108.08. Water Money Market: \$348,381.56. Utility bills were paid on check #'s 5037-5051. Wastewater Non-Lapsing Fund: \$34,279.66. Motion Muleski, second Biegel to approve the Treasurer's report. Motion carried

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Kerkman reporting. Training consisted of a tour of ND Paper. Ten medical and two fire calls were made, along with a presence at one car accident. One hundred twenty-six calls were made in 2023 consisting of ninety-six medical, twenty-three fire, three rescue, two CO checks, and two car accidents. The department supplied automatic aid to Grand Rapids for a residential structure fire. A quarterly EMR meeting was held. Lt. Kathy Larson was promoted to EMS Captain and FF/EMR Alex Bork promoted to Lieutenant. The Chief provided copies of the department annual summary. Motion Honkomp, second Biegel to approve the Fire Department report. Motion carried.

PERSONNEL COMMITTEE REPORT: Chairperson Mark Honkomp reporting. Benefit time for non-exempt employees was discussed as follows:

Definition of Non-Exempt Employees

Full-time Employees: A regular full-time non-exempt employee is defined as a person hired to fill a regular position and who normally works a minimum of eight (8) hours per day (non-public works

employees work an adjusted Friday), totaling forty (40) hours per week, inclusive of paid holidays and vacation and sick day usage.

Job Related Training and Certifications, and Travel Pay

You may be permitted to attend, with pay, work-related meetings, conferences, trainings, institutes, and seminars, and appropriate State of Wisconsin courses or examinations for continued certification related to your position and approved by your department head or supervisor, provided the costs are included in the approved budget. The Village of Biron will pay you for this time under applicable Village, state and federal laws.

Hours of Operation

Normal hours for the Village Municipal Center are 7:00 am - 4:00 pm Monday through Thursday, and 7:00am – 1:00pm Friday, excluding holidays. However, employee hours may vary and are scheduled according to the present needs of the Village. Full Time non-exempt, non-public works employee work hours shall be the same as the normal hours of the Village Municipal Center, with half hour non-paid lunch periods (Monday – Thursday). This results in four (4) 8.5-hour days (Monday – Thursday), and one (1) 6-hour day (Friday), totaling forty (40) hours weekly.

Overtime

All effort should be made to work total normal work hours each day.

Lunch Break

A one-half (½) hour unpaid lunch break and two (2) paid breaks of fifteen (15) minutes shall be granted to employees who work an eight and one-half (8 ½) hour day. A lunch break will not be granted for a six (6) hour work day, although two (2) paid fifteen (15) minute breaks will be granted.

Compensatory Time

The employer encourages Compensatory time to be consumed during the week in which it was earned, or as soon as reasonably possible. Compensatory time may accumulate to a maximum of forty (40) hours and may not be carried over into the next calendar year. Compensatory time not consumed by December 15th of each year shall be paid out in the final pay period of the calendar year. Compensatory time earned following December 15th in a calendar year, will carry into the next calendar year. Compensatory time off shall be consumed in increments of not less than one (1) hour.

Full-time Employees

A regular full-time employee is defined as a person hired to fill a regular position and who normally works five (5) days and forty (40) hours per week, inclusive of paid holidays and vacation and sick day usage.

Vacations

A week of vacation is defined and will be compensated as five days, totaling forty (40) hours. A day of vacation is defined and will be compensated as the number of normal work hours for that day, for that position. Vacation time shall be allocated for the calendar year beginning January 1.

Vacation Increments: Employees shall take vacation in increments of not less than one half day, or four (4) hour increments.

Holidays

Non-exempt, non-public works employees shall adjust their hours worked for each week in which a holiday(s) occur, to allow for, and as to not exceed a forty (40) hour work week, inclusive of the eight (8) hour holiday(s)

Years of Service Completed – Employment Award

Employees shall be recognized for the completion of every five (5) years of employment and service to the Village of Biron. This award shall be paid as a stipend at the employee's current hourly wage, and added to the next regular payroll following the employee's employment anniversary date, based on the following benefit schedule: 5 years - 8 hours; 10 years - 10 hours; 15 years – 12 hours; 20 years – 14 hours; 25 years – 16 hours; 30 years – 18 hours; 35 years – 20 hours

An employee had a ten year anniversary in July 2023 and received a \$20 award applicable at that time. Motion Muleski, second Guillemot that the employee receive the revised award amount retroactive to January 1, 2023 minus the \$20 award previously paid. Motion carried.

IV-A. Work Hours and Overtime Non-Exempt Public Works Employees

Motion Evenson, second Muleski to pay the Assistant Crew Leader wage to an employee who works one hour Saturday and one hour on Sunday. They shall also receive two hours call-in pay at the regular hourly rate of the Assistant Crew Leader and shall be paid time and one-half the regular hourly rate of the Assistant Crew Leader for hours worked. Motion carried.

Evenson will review all revisions to present at the February 10th Board meeting for adoption.

Motion Evenson, second Guillemot to approve the Personnel Committee report. Motion carried.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. Wisconsin Rapids Firefighters Charitable Foundation will hold an Ice Golf Scramble Fundraiser on January 27 (backup date February 17) and have applied for a temporary operator's license and a Special Class "B" retailers license. Kellner Knights have applied for a Special Class "B" retailers license for their radar run to be held in February. Motion Honkomp, second Biegel to grant the licenses and to approve the Legislative Committee report. Motion carried.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. Kayla reported mill lift station repairs will be completed by the end of January. Motion Muleski, second Gapen to approve the Public Works Committee report. Motion carried.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson Mike Guillemot reporting. There are several items in the municipal center no longer being used. The committee recommends selling them in the future. New exit doors in the hall will be installed depending on weather conditions. A proposal from Arrow Precision Asphalt Maintenance was reviewed for sealcoating the parking lot at the municipal center. Motion Muleski, second Guillemot to approve the bid of \$20,935.00. Funds will be paid from the non-lapsing account. Motion carried. Discussion was held regarding hosting a scarecrow festival on October 19. A fall fundraising event will be that same day at the municipal center. The committee suggested asking area businesses to sponsor the festival. Evenson reviewed a 2023 dock/slip end of year summary report. Motion Muleski, second Biegel to approve the Public Property Committee report. Motion carried.

WATER UTILITY COMMITTEE REPORT: Chairperson Jamie Biegel reporting. Well #3 inspection is complete. Detention tank inspection is also complete. A chemical pump for the wellhouse is needed. Motion Honkomp, second Biegel to purchase a new pump for \$963.00. Motion carried.

Many residents still need to have cross connection inspections performed. Calls will be made, then letters sent and if there is still no response disconnect notices will be sent. A chemical scale is needed at the well house. A new one costs \$2,600.00. Motion Biegel, second Gapen to purchase the scale, to be paid from repairs of water plant. Motion carried. An invoice from Westwood for \$4,087.46 was received for engineering proposed routes for a water main to loop the water system. It was suggested paying the invoice from Village non-lapsing funds. Evenson stated since this project is in TID #3, TID funds could be used to pay the invoice. Motion Honkomp, second Guillemot to approve the Water Utility Committee report. Motion carried.

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.* Motion Evenson, second Muleski to approve minutes of the December 13 Commission minutes, and the Wastewater Commission report. Motion carried.

NEW BUSINESS: None

CLERK'S REPORT: Arndt reported there will be no February Primary election in the Village. A new larger message/notice board will be installed outside the municipal center entrance. The Wood County Clerk will be conducting election training January 27 for clerks and chief election inspectors. The Personnel committee approved attendance at their January 3rd meeting. Motion Honkomp, second Muleski to approve the Clerk's report. Motion carried.

PRESIDENT'S REPORT: The 2023 dock report was reviewed. Evenson reviewed a First Amendment to Development Agreement between MSS Estates LLC and the Village. MSS Estates has initiated construction of a 7,500 square foot expansion of the building. The "Later Phase Expansion" is included in this First Amendment . The incentive paid October 1, 2026 will be available tax increment from 2025 and 2026. Motion Evenson, second Guillemot to approve the First Amendment to Development Agreement as revised. Motion carried.

ADJOURN: Motion Honkomp, second Muleski to adjourn at 7:55 p.m. Motion carried.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____
Jon T. Evenson, President