

**VILLAGE OF BIRON SPECIAL BOARD MEETING  
MINUTES – DECEMBER 5, 2018**

The December 5, 2018 Special Board meeting was called to order at 7:30 a.m. by Trustee Walker 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

Motion Muleski, second Steward to convene in closed session pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; for the purpose of discussing job responsibilities and consider compensation of Village employees.

Motion Muleski, second Honkomp to reconvene in open session pursuant to Wis. Stats. 19.85(2) for possible additional discussion and/or action concerning any matter discussed in closed session and/or any unfinished items remaining on the agenda.

Motion Honkomp, second Walker to approve a 3% across the board wage increase and a 3% health insurance employee contribution for all six Village employees effective January 1, 2019. M.C.

Walker reviewed a Personnel Records Management policy. Records with information pertaining to employee evaluation, candidate evaluation, notices of offers of employment, performance reviews, disciplinary actions, etc. are to be kept on Village property in a locked secure location that is accessible to Personnel Committee members only. This policy will be reviewed further at the Board meeting on December 10, 2018.

The security system at the municipal center and well needed replacing. The quote of \$680 submitted by Mobile Lock and Security was approved. However, the fire chief requested a new keypad and battery which added \$169 to the cost. The Clerk reported she contacted the former security provider to cancel their service and learned there was a five year contract in place that was signed in June 2015. This provider also stated the village would be responsible for paying the 18 months left on the contract at a cost of \$954.72. The Clerk was successful in negotiating a 25% discount making the new cost \$716.04; half to be paid by the village and half to be paid by utility funds.

**ADJOURN:** Motion Muleski, second Carlson to adjourn at 8:25 a.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

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

Signed: \_\_\_\_\_

Jon T. Evenson, President