

**VILLAGE OF BIRON ANNUAL ORGANIZATIONAL BOARD MEETING  
MINUTES – APRIL 17, 2017**

The April 17, 2017 annual organizational Board meeting was called to order at 5:10 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, Bob Walker, Tammy Steward, Dan Muleski, June Siegler and Sue Carlson. Also present: Public Works Supervisor Bill Vruwink and Jon Trautman, Schenck S.C.

**MINUTES:** Minutes were reviewed from the April 10, 2017 Public Hearing. **Motion** Honkomp, second Walker to approve the minutes as printed. M.C. Minutes were reviewed from the April 10, 2017 regular Board Meeting. **Motion** Walker, second Honkomp to approve the minutes as printed. M.C.

**OATH OF OFFICE:** President Evenson, Trustees Honkomp, Steward and Walker took the oath of office as administered by the Clerk.

**COMMITTEE APPOINTMENTS:** No changes were made to any Board Committees. The Plan Commission has two alternate members whose appointment will be made at the May 8 Board meeting.

**SCHENCK, S.C. AUDIT REPORT:** Jon Trautman reviewed Management Communications. There are no changes from the 2015 report for internal controls. Account reconciliations are being completed monthly, as previously recommended. Trautman reviewed the water utility rate of return. Current rates are not high enough to pay the debt, even with the rate increase effective this spring. As a result, the Public Service Commission will force a rate study and rate increase if the Village doesn't take further action on its own. The sewer utility also continues to operate at a loss. Trautman reviewed the new Tax Increment District (TID) reporting requirements and will be assisting the Village through the new process.

**PERSONNEL COMMITTEE REPORT:** Chairperson June Siegler reporting. Revised job descriptions were previously presented to the Board for review. **Motion** Siegler, second Walker to approve the job descriptions. M.C. The Committee will be meeting with each employee and will be developing a policy to conduct annual performance reviews. **Motion** Evenson, second Honkomp to approve the Personnel Committee report. M.C.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Chairperson Dan Muleski reporting. The parcel owned by the Village needed by Head Start for their building addition must be vacated as it is a dedicated right-of-way. President Evenson offered to contact John Martin, Director of Head Start, to discuss options for cost savings. **Motion** Evenson, second Walker to approve the Legislative, Ordinance, & Zoning Committee report. M.C.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. Vruwink provided a proposal for televising sanitary sewer in the older part of the Village. The cost is approximately \$7,600 for inspecting approximately 7,000 feet of sewer. **Motion** Honkomp, second Walker to approve up to \$7,600 with funds to be paid from the Storm/Sanitary Sewer Replacement non-lapsing account. M.C. Vruwink reported the storm sewer outlet near the Cranberry Creek bridge needs replacing and he will be seeking repair estimates. **Motion** Walker, second Steward to approve the Public Works Committee report. M.C.

Walker reported he met with Joe Terry of the City Engineering Department about the proposed First Street construction project and recreational trail. First Street North will be relocated and parking will be prohibited. Discussion was held regarding cost and specifically what the Village would be charged for. **Motion** Evenson, second Steward to authorize up to a \$20,000 payment to the City of Wisconsin

Rapids for them to connect their new recreational trail to Biron's existing recreational trail, subject to the Village Board's approval of final plan documents, including an itemized list of all costs. M.C. with Siegler and Honkomp voting no. Evenson will contact Joe Terry with the Village's proposal. **Motion** Walker, second Steward to approve the Public Works Committee report. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT:** Chairperson Sue Carlson reporting. Vruwink provided information for outdoor 36 gallon metal waste receptacles for Gateway Park. **Motion** Carlson, second Walker to approve purchasing two waste receptacles not to exceed \$1,000, including installation. M.C. **Motion** Honkomp, second Evenson to approve the Public Property, Safety and Recreation Committee report. M.C.

**ADJOURN:** **Motion** Honkomp, second Walker to adjourn at 7:05 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

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

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