

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – MAY 11, 2020**

The May 11, 2020 Regular Village Board meeting was called to order at 6:00 p.m. by President Jon Evenson at the Biron Municipal Center. The meeting was properly posted according to Wisconsin State Statutes. President Evenson welcomed all newly elected and re-elected Trustees.

PRESENT: Jon Evenson, Tammy Steward, Sue Carlson, Mike Guillemot, Patty Gapen, Dan Muleski, Mark Honkomp. Also present: 5 guests

MINUTES: Minutes were reviewed from the March 9, 2020 Board meeting. Motion Honkomp, second Muleski to approve the minutes as printed. M.C. (Note: no Board meeting was held in April)

PUBLIC COMMENT: None

COMMITTEE APPOINTMENTS: President Evenson presented his committee appointments.
Personnel: Mark Honkomp, Chair; Patty Gapen, Sue Carlson
Finance & Budget: Patty Gapen, Chair; Mike Guillemot, Tammy Steward
Legislative, Ordinance & Zoning: Dan Muleski, Chair; Tammy Steward; Mark Honkomp
Public Property, Safety & Recreation: Mike Guillemot, Chair; Dan Muleski, Sue Carlson
Public Works, Wastewater & Sanitation Services: Tammy Steward, Chair; Mike Guillemot, Dan Muleski
Water Utility: Sue Carlson, Chair; Mark Honkomp, Patty Gapen
City of Wisconsin Rapids Wastewater Commission Representative: Tammy Steward
Motion Honkomp, second Carlson to approve Trustee Committee appointments. M.C.

Board of Review: Tammy Steward, Sue Carlson, Village President, Village Clerk
Plan Commission: Village President, Dan Muleski, Bill Vruwink, Tom Schneider, Pete Wolter
Bridgewater Public Access: Pete Wolter, Jim Riebe, Mark Nordbeck, Tom Schneider, Dan Muleski
Board of Zoning Appeals: Noreen Bartosh, Justin Becker, Myron Saeger, Carla Brizzee, Jan Gaber, Maggie Muleski (alternate), Dick Bartosh (alternate)
Motion Evenson, second Muleski to approve Commission and Committee appointments. M.C.

COMMITTEE PROGRAMS OF WORK Committee chairpersons were advised to discuss their program of work and re-evaluate if necessary at their next meeting.

FINANCE & BUDGET COMMITTEE: Acting Chair Tammy Steward reporting. The committee met May 6. All bills, non-lapsing accounts and journal entries for the Village and Utility departments were in order. Motion Steward, second Honkomp to approve all bills and journal entries for April. M.C. Trustee Steward asked why Trustees were told due to the Safer At Home Order in place no meetings could be held in April but some did attend meetings and requested per diems. She felt it was unfair. President Evenson stated the president, treasurer, and village clerk reviewed invoices and time sheets to make sure checks and balances were occurring. Signature forms were provided by the clerk to sign off that all check numbers matched, etc. Motion Evenson, second Muleski to approve the Finance Committee report. M.C.

TREASURER'S REPORT: Treasurer Pam Witt reporting. Totals reported to the Finance Committee are: Receipts for March 2020: \$72,463.07. Expenses: \$377,287.75. General checking account bills were paid on check #'s 22132-22299 with 8 auto pays to IRS, Deferred Comp and

WRS for payroll deductions. A list of March bills paid from the General Fund was included for the Board to review. Village Non-Lapsing Fund \$932,625.86. Utilities Checking: \$153,048.30. Money Market \$364,367.66. Utility bills were paid on check #'s 4351-4363. Non-Lapsing Fund: \$14,462.35. A list of all checks paid for Utilities was included for the Board to review.

Totals reported for April 2020 are: Receipts \$79,587.63. Expenses \$187,807.49. General checking account bills were paid on check #'s 22300-22383 with 9 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of April bills paid from the General Fund was included for the Board to review. Village Non-Lapsing Fund \$932,740.84. Utilities Checking: \$201,188.61, Money Market \$359,327.27. Utility bills were paid on check #'s 4364-4376. Non-Lapsing Fund: \$14,464.13. A list of all checks paid for Utilities was included for the Board to review.

Motion Muleski, second Honkomp to approve the March and April Treasurer's reports. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Kerkman was unable to attend the meeting and no report was available.

PERSONNEL COMMITTEE REPORT: Chairperson Mark Honkomp reporting. The Wisconsin Employment Relations Commission conducted an election April 21, 2020 to determine whether employees in the DPW employee collective bargaining agreement wanted to continue to be represented by the General Teamsters Union Local No. 662. Election results were unanimous and the DPW employees voted to continue to be represented by General Teamsters Union Local No. 662. Motion Muleski, second Evenson to approve the Personnel Committee report. M.C.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. Ordinance codification continues with Chapters 17 and 20. Resolution 20-01 Amending Chapter 19 of the Village of Biron Code of Ordinances – Licensing Requirement for the Keeping of Chickens, was reviewed. New language is *Applications shall be made to the Village Treasurer Village Clerk and the fee for the license shall be set in the amount established by resolution by the Village Board on an annual basis.* Motion Muleski, second Guillemot to approve Resolution 20-01. M.C. A chicken permit application was reviewed and permit fee of \$20.00 was recommended. Motion Honkomp, second Guillemot to approve the chicken permit application and permit fee of \$20.00. M.C. The Village Clerk will mail a letter, permit application and copy of Ordinance 19.05 to those residents known to have chickens. Motion Honkomp, second Guillemot to approve the Legislative, Ordinance and Zoning Committee report. M.C.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. A resident claimed flooding in their basement was a result of a faulty storm sewer and was asking the Village to pay her expenses. The Village's insurance company determined the Village has immunity from damages and the claim is disallowed. The homeowner was advised to file a claim with her homeowner's insurance.

Motion Evenson, second Honkomp to accept a bid from the City of Wisconsin Rapids for \$4,637.29 for televising 4695 feet of sanitary sewer mains. M.C.

Motion Muleski, second Honkomp to accept a bid from Wood County for \$12,810.00 to chip seal 80th Street, Cardinal Street, and Johnson Parkway. M.C.

Motion Honkomp, second Muleski to accept a bid from Fahrner Asphalt of \$2,886.00 to crack seal South Biron Drive from First Street to the Cranberry Creek bridge. M.C.

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

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Committee member Sue Carlson reporting. Motion Carlson, second Evenson to accept a bid from Rich Weiler Concrete for \$2,435.00 to revise the ADA ramp at Gateway Park. M.C.

Motion Muleski, second Honkomp to accept a bid from James Pecher Electric for \$800.00 to install hand dryers in the two restrooms on North Biron Drive. M.C.

Discussion was held regarding installation of two donated fountains at the Business Park. The Committee had previously recommended delaying installation due to the cost. A new bid was provided by Water Works & Lighting for \$4,144.57, Lake and Pond Solutions for \$2,482 Boehm Electric for \$5,500.00 for a grand total of \$12,126.57. The Committee will be meeting May 15 to discuss the cost and provide a recommendation to the Board at the May 18th meeting.

Motion Muleski, second Guillemot to approve the Public Property Committee report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Sue Carlson reporting. Vruwink presented an agreement for professional services submitted by Lampert-Lee and Associates to provide construction inspection, testing, reporting and as-built documentation for water main construction associated with the Eagle Road/CTH U reconstruction project; time and materials not to exceed \$12,500. Motion Evenson, second Muleski to accept the bid from Lampert-Lee. M.C. Motion Muleski, second Guillemot to approve the Water Utility Committee report. M.C.

WASTE WATER 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 Muleski to approve the March 4, 2020 minutes. M.C.

CLERK'S REPORT: Arndt reported Village turnout for the April 7th election was 52%. The Village hall (polling location) was set up following recommended safety procedures from the Wisconsin Department of Health Services. Hand washing stations and disinfectant spray was available to voters. Two safety shields were constructed the Village crew members to protect poll workers and voters. Social distancing guidelines were followed. Trustees elected for a two-year term are Susan Carlson, Patty Gapen, and Dan Muleski. Trustees Carlson and Steward and the Clerk will be attending Board of Review training on May 13. Motion Evenson, second Honkomp to approve the Clerk's report. M.C.

PRESIDENT'S REPORT: Eagle Construction pay request #6 for \$16,025.55 for the Bridgewater Restroom and Shelter project was reviewed. Motion Muleski, second Evenson to approve payment. M.C. There is a remaining project balance of \$70,537.00

Evenson reviewed a Special Letter of Representation from the La Chapelle law firm regarding the Freeberg Properties LLC Development Agreement. The firm offers services to the Village and Mr. Freeberg on an ongoing basis. They have agreed to act as the scrivener in order to prepare a draft of the development agreement. Scope of representation regarding this matter is limited to drafting the agreement only, and does not involve rendering legal advice. Motion Evenson, second Muleski to approve execution of the Special Letter of Representation. M.C.

The thirteen seasonal rental boat slips are rented and one person is on a waiting list. As there is a need for additional seasonal rental slips the Village is able to add four additional slips to dock

cluster 3. A bid from MSC Boat Lifts and Docks for \$16,037.00 for the additional 4 slips was reviewed. Motion Guillemot, second Muleski to accept the bid. M.C.

Gary Phillips, representing the Biron Licensee Group (BLG), reported on sale of land to the Village for a park area on North Biron Drive for \$79,773.00. The BLG has incurred expenses for assessments to Lessors for BLG costs incurred (\$77,219), costs for removal of house after fire on the property (\$1,554), and Classic Development costs for added land to the new road (\$1,000) totaling \$79,773. The land was now been deeded by CWPCO to BLG . The Village has made improvements on the property; those expenses are not grant eligible.

Resident properties who have utilities special assessments are required to hook up to Village utilities by May 31. Only three of twenty-two have connected to date. Residents will receive reminder letters after June 1.

CWPCO provided a progress report on Biron improvements for the final stages of land conveyance.

CWPCO/Biron Easement and Maintenance Agreement. The agreement will be for twenty-five years and outlines future improvements; operation, maintenance, repairs and monitoring; maintaining the buffer zone; shoreline stabilization; seeding, trees, and shrubs; and others. This agreement is also the Village's dock permit. Attorney Abts has reviewed the agreement. Motion Evenson, second Honkomp to approve the agreement. M.C.

There will be a Special Board Meeting, May 18 at 6:00 p.m. Meeting will be called to order at the municipal center. The Board would then travel to tour the Bridgewater development area. Upon return the meeting will continue to finish conducting business.

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

ADJOURN: Motion Honkomp, second Guillemot to adjourn at 8:05 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____

Jon T. Evenson, President