

**VILLAGE OF BIRON REGULAR BOARD MEETING  
MINUTES – JANUARY 14, 2019**

The January 14, 2019 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, Mark Honkomp, Dan Muleski, Tammy Steward, Sue Carlson, June Siegler, Bob Walker. Also present: 6 guests

**MINUTES:** Minutes were reviewed from the December 10, 2018 Board meeting. **Motion** Honkomp, second Walker to approve the minutes as printed. M.C.

**PUBLIC COMMENT:** None

**FINANCE & BUDGET COMMITTEE:** Chairperson Bob Walker reporting. Bills, non-lapsing accounts and journal entries were in order for Wastewater, Water Utility and the Village accounts.

Todd Pauls, of Pauls & Associates, reviewed changes to the assessment process due to past case law administrative rules, resulting in additional required inspection notices and meetings and additional Board of Review annual meetings. The 2019 assessment year contract will be an additional \$1,600. **Motion** Walker, second Muleski to approve the additional contract cost. M.C.

The Village shall receive \$16,979.66 (In lieu of taxes-utilities \$8,828 and Intergovernmental \$8,151.66) in additional revenue not anticipated at the time the 2019 budget was adopted in November 2018. Funds will be appropriated as follows: \$514 to 110-00-51601-056-000 Municipal Center-Unifirst; \$1,600 to 100-00-51540-000-000 Assessment Services; \$500 to 100-00-51100-000-000 Legislative Miscellaneous Expenses and Dues; \$14,365.66 to 100-00-53312-074-300 Public Works Truck/Equipment non-lapsing fund. **Motion** Muleski, second Walker to approve Resolution 19-01 appropriating additional revenue in the 2019 budget. M.C.

**Motion** Walker, second Honkomp to approve tax overpayment refunds totaling \$480.61 to J. Larson, Sorenson, Weeks, Hill, Call, Tank, Billman, Cardo, Kohnen, Aschenbrenner, A. Larson and Wolden. M.C.

Chief Kerkman requested creation of a petty cash account of \$100 for the fire department to improve ability to purchase small items that are not practical or efficient through the normal process of a purchase order. An operational guideline policy and voucher was provided for review. **Motion** Walker, second Muleski to approve use of a petty cash fund. M.C. The Finance Committee will review the fund use/transactions in three to six months to determine continuation.

An outside audit of fire department showed numerous financial transactions lacked supporting documentation or evidence of proper approvals. The Finance Committee plans to conduct an internal investigation of those certain transactions from 2017 and 2018. New policies have been adopted and oversight responsibilities for financial transactions shifted to the general ledger. All village fund raising activities will need to have a budget.

**Motion** Muleski, second Walker to approve the bills for the Village and Wastewater Department, Water Utility and to approve the committee report. M.C.

**TREASURER'S REPORT:** Treasurer Pam Witt reporting. The totals reported to the Finance Committee are: Receipts for December 2018: \$889,971.16. Expenses: \$234,908.76. General checking account bills were paid on check # 21067-21176 with 8 auto pays to IRS, Deferred Comp

and WRS for payroll deductions. A list of December bills paid from the general fund was included for the Board to review. Village Non-Lapsing Fund \$955,243.26. Utilities Checking: \$113,138.75. Money Market \$352,136.30. Utility bills were paid on check #4137-4157. Non-Lapsing Fund \$14,417.92. A list of all checks paid for utilities was included for the Board to review. **Motion** Walker, second Honkomp to approve the Treasurer's report. M.C.

**PERSONNEL COMMITTEE REPORT:** Chairperson Mark Honkomp reporting. Honkomp provided file cabinet keys to committee members. M.C. **Motion** Evenson, second Muleski to approve the committee report. M.C.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Chairperson Dan Muleski reporting. Residents recently sent a letter regarding junk and debris on and around their property have not cleaned it up. Another letter will be sent outlining penalties. A committee meeting will be scheduled in February. **Motion** Honkomp, second Muleski to approve the the Legislative, Ordinance & Zoning Committee. M.C.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. Vruwink reported he is waiting for responses related to various projects. The committee will meet later this month. **Motion** Siegler, second Walker to approve the Public Works Committee report. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT:** Chairperson June Siegler reporting. Chief Kerkman requested purchase of a thermal imager for \$2,989.01 out of their fundraising monies; 600 feet of hose and nozzle for \$2,729.12 from the department's 2019 budget; and five SCBA replacement tanks for \$2,729.12 with funds from the 2018 and 2019 budgets. **Motion** Siegler, second Honkomp to approve all purchases. M.C. Chief Kerkman discussed the fact that their radios are obsolete and need to be replaced. It was suggested that at budget time they start a non-lapsing fund for replacing hoses and other equipment. **Motion** Walker, second Carlson to approve the Public Property, Safety & Recreation Committee Report. M.C.

**WATER UTILITY COMMITTEE REPORT:** Chairperson Sue Carlson reporting. Vruwink reported the well aeration tank has been cleaned and inspected. He recently met with OMNNI to discuss utility pipe insulation on Eagle Road. **Motion** Evenson, second Muleski to approve the Water Utility Committee report. M.C.

**WASTEWATER 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.* Minutes from the November, December and January meetings were not yet received from the City.

**BIRON VOLUNTEER FIRE DEPARTMENT REPORT:** Chief Kerkman submitted a written report, which is placed on file. Assistant Chief Dillingham reported in the event Wood County Rescue would no longer be in service, measures are in place with the City and other communities to provide services to the Village. **Motion** Evenson, second Walker to approve the Fire Department report. M.C.

**CLERK'S REPORT:** Arndt reported there is no statewide spring Primary and no Primary in Biron. The next election is April 2. **Motion** Walker, second Muleski to approve the Clerk's report. M.C.

**PRESIDENT'S UPDATE:** Wood County is improving one mile of CTH U and needs to acquire right of way. An offer of \$200 has been made to the Village on behalf of Wood County by OMNNI. **Motion** Muleski, second Walker to waive the offer and donate the right of way. M.C.

Discussion was held regarding the Board hosting a forum for Village residents so they could express any concerns and receive updates on area construction. This will most likely be held in the Fall.

Keith Helmrick, Classic Development, reported on progress of the Bridgewater project. A working group has been formed to assist wherever needed to make sure timelines are kept with purchases, grant requirements, etc. As a result several financial decisions need to be made by the Board and a special board meeting will be held January 28 at 6:30 p.m. An informational meeting is tentatively scheduled for February 25 to meet with residents who will be receiving municipal sewer and water service to explain the process, timelines, and special assessments.

Membrane System Specialists will be relocating to the Business Park and plan to build in the Spring.

President Evenson relayed to the Board a conversation between himself and Wood County Highway Commissioner Roland Hawk. Commissioner Hawk approached President Evenson asking for cooperation from Biron regarding Biron property needed for storm drainage facilities related to the Eagle Road reconstruction project. A Wood County Board member had suggested to Commissioner Hawk that he pursue a trade for property with Biron to resolve a prior liability assumed by the County . that the County was attempting to pass along to Biron. President Evenson communicated to Highway Commissioner Hawk that Biron had previously acted to deny responsibility for the County liability in question, but that Biron would cooperate fully with Wood County to allow storm drainage facilities to be constructed on Biron property, if that land use and construction benefits Biron and Wood County in completing the Eagle Road reconstruction project. The Biron Board was in agreement with President Evenson's position and communication to Commissioner Hawk.

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

**ADJOURN:** **Motion** Honkomp, second Muleski to adjourn at 8:00 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

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

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

Jon T. Evenson, President