

**REGULAR VILLAGE OF BIRON BOARD MEETING NOVEMBER 12, 2012**

The Regular Board meeting was called to order by President Jon Evenson at the Biron Municipal Center. The meeting was properly posted according to Wisconsin State Statutes.

**PRESENT:** Trustees: Tammy Steward, Dan Muleski, Susan Carlson, June Siegler, Doug Egre and Bob Walker. Also in attendance were: Treasurer Pam Witt, Public Work's Supervisor Rick O'Keefe, Representatives from MSA Professional Services - Dan Borchardt, Kirk Skoog and Chuck Sulik, representatives from Wellington Facilities – Mandy and Chuck, Bridget Chariton representing the Humane Society, Melisa Loken representing Heart of WI and nine residents.

**MINUTES:** Minutes were reviewed from the Regular Board Meeting held on October 8, 2012, the special board meeting held on October 15, 2012 and the informational meeting held on October 29, 2012. A correction to the October 15, 2012 meeting was made to the spelling of Stanton Mead's name and a correction was made to the board meeting held on October 15, to note that it was a special board meeting. **Motion** Muleski to approve the minutes from the October 8, 2012 Regular Board Meeting, seconded Carlson. M.C. **Motion** Siegler to approve the minutes from the Special Board meeting held on October 15, 2012, seconded Steward. M.C. **Motion** Carlson to approve the minutes from the Public Informational meeting held on October 29, 2012, seconded Siegler. M.C.

**FINANCE & BUDGET COMMITTEE:** Chairperson Doug Egre reporting. **Approve all bills, Non Lapsing Accounts and Journal Entries for the Village, Water and Wastewater Departments** – Committee reviewed bills, journal entries and non lapsing accounts and found them to be in order for all departments. **Motion** Walker to approve all bills and journal entries for the Village, Water and Wastewater Departments as recommended by the Finance Committee, seconded Siegler. M.C. All bills and journal entries that were approved are on file in the office.

**BUDGET:** Committee met and discussed the budget. **Motion** Steward to accept the budget, seconded Carlson. M.C. **Motion** Muleski to accept the Finance and Budget Committee report, seconded Walker. M.C.

**TREASURER'S REPORT:** Treasurer Pam Witt reporting. The report of expenditures and receipts was reviewed. The total receipts' for October is \$42,396.45 and expenses were \$95,913.45. The checking account balance on hand October 31, 2012 is \$330,696.14. General checking account bills were paid on check #'s 15704-154766 and 6 auto pays to pay the State, IRS and Deferred Comp for payroll deductions. A list of all October bills was included for the board to review. Investment accounts through October: Village Non-Lapsing Fund \$318,865.55. **Water Utility:** Checking \$51,344.03, Money Market \$25,174.35, Non-Lapsing Fund \$71,233.76. Water bills were paid on check #'s 3369-3381. **Wastewater Department:** Checking \$18,099.86, Non-Lapsing Fund \$14,327.75. Wastewater bills were paid on check #'s 2597-2601. A list of all checks paid for the water & wastewater were included for the board to review. **Motion** Walker to accept the Treasurer's report, seconded Carlson. M.C.

**PUBLIC WORK'S COMMITTEE REPORT:** Chairperson Tammy Steward reporting. **Public Work's Supervisor's Update** – Brush pickup is done This is the last week for grass & leaf pickup. The trucks are being set up for snowplowing. **Motion** Siegler to accept the Public Works Committee report, seconded Walker. M.C.

**WATER UTILITY COMMITTEE REPORT:** Chairperson Bob Walker reporting. Water Superintendent's Update: The communications between the tower and well are being updated. **Motion** Egre to accept the Water Utility Committee report, seconded Evenson. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE:** Chairperson Sue Carlson reporting. **Update on Shelter House Project** – The shelter house is moving along nicely. The block is painted and the electrical is installed. The shelter house hall rental form was reviewed and approved. **Items needed for the Banquet Facility** – 3 wooden booster seats were ordered and have been received at a cost of \$27.50 each. Also ordered and received were two new 101 cup coffee pots for a cost of \$139.99 each. **Public Work's Supervisor's Update** – A fan in the women's restroom was replaced in addition to the one replaced in the men's restroom. **Motion** Muleski to accept the Public Safety & Recreation committee report, seconded Egre. M.C.

**PERSONNEL COMMITTEE:** Chairperson Siegler reporting. **Discussion on Union and Non Union Employees Handbook Policy** – The changes to the handbook policy were discussed. They will be brought before the board at the next board meeting for approval. Committee agreed to a wage increase equal to the CPI on October 15<sup>th</sup> of 2.96%. A request was made to allow crew members to take a village truck home when on call. This will be put in writing and brought before the board at the next meeting. **Motion** Walker to accept the Personnel Committee report, seconded Egre. M.C.

**WASTEWATER COMMISSION REPORT:** Commission Member Steward reporting. *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.* - **Review Minutes from the November 7, 2012 Wastewater Commission meeting.** The minutes from the meeting were included in the packet for review. Commission members approved the 2013 budget. Revenues are expected to continue to decrease so a 5% increase in sewer use fees would be needed to balance the budget. The revenue from the Village of Rudolph was not accounted for in the budget. **Motion** Evenson to send the Wastewater Commission members a letter to update their budget with the revenue from the Village of Rudolph, seconded Walker. M.C. Basically the plant is running fine. There still are some problems with the filamentous from Ocean Spray but there are some options being looked into like a pilot program for a step feed process to help with the problem. **Motion** Walker to accept the Wastewater Treatment Commission report, seconded Muleski. M.C.

**PRESIDENT'S REPORT:** President Evenson reporting. **Presentation by the Heart of WI** – Melissa Loken presented a power point presentation just noting the services they have to offer. **Review Assessment Services Agreement** – BA Pauls and Associates submitted two addendum statements for the 2013 assessment year. The 2013 contract amount has increased by \$150.00 for additional data entry required by the state for sales reporting and fielding. There will also be an additional one time charge of \$500.00 to enter sketches into the data base on all homes and commercial buildings which is required by the Department of Revenue. **Motion** Walker to approve both addendums to the assessment services, seconded Steward. M.C. **Review Service Agreement with South Wood County Humane Society** – Bridgett Chariton, Executive Director was present to address any questions the board may have about the Wood County Humane Society services. For services for 2013 they are requesting \$1,350.00. The board agreed to retain the Wood County Humane Society's services for 2013. **MSA Updates on the CDBG Grant, Water Distribution System Improvements and South Biron Drive 2013 Reconstruction Project; funding amounts and alternatives, financing** – The Village conducted an informational meeting on this project on October 29<sup>th</sup>. There were several positive comments such as – the need to update the roadway and the water & storm water utilities. Concerns were expressed with the cost of the projects. Riparian rights were discussed with a representative from CWPCO. Tom Witt is currently working with the City of Wis. Rapids on a portion of trail along N. First St. Plan Commission will be reviewing the village's trail and various options. There will be another informational meeting prior to proceeding with the final plans for the recreational trail. There is a 16 month timeline for CDBG projects. Projects would need to be completed by the end of 2013. An environmental review for CDBG takes about 60 days. TID 2 was designed to cover many various projects and could fund some of the projects. In 2008 Act 57 allowed for projects within ½ mile of the TID boundaries. **Motion** Evenson to approve amendment #3 attachment A in its entirety in the amount of \$38,000, seconded Steward. Motion failed by roll call vote. **Motion** Evenson to approve amendment #3 attachment A, in the amount of \$5,000.00 for phase 1 – contracting with WEDC, seconded Muleski. M.C. with all in favor. Several options were presented for financial planning. The intent to apply has been resubmitted for the Safe Drinking Water program. **Motion** Muleski to accept the President's report, seconded Steward. M.C.

**ADJOURNMENT:** **Motion** Carlson to adjourn the November 12, 2012 board meeting, seconded Siegler. M.C.

Respectfully Submitted,

Debra Eichsteadt, Clerk