

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – DECEMBER 12, 2016**

The December 12, 2016 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, Bob Walker, Tammy Steward, June Siegler, Dan Muleski and Sue Carlson. Also present: Public Works Supervisor Bill Vruwink, Treasurer Pam Witt, Alan Thompson, Shirley Carpenter, Bill Carpenter, Richard Schaetz, Mike Schoenholz, Keith Helmrick

MINUTES: Minutes were reviewed from the November 14 Regular Board Meeting. **Motion** Siegler, second Steward to approve the minutes as printed. M.C. Minutes were reviewed from the November 21 Public Hearing and Special Board meeting. **Motion** Honkomp, second Steward to approve the minutes as printed. M.C.

PUBLIC COMMENT: Alan Thompson requested the Village pay for cleaning under his shower when there was a sewer backup during the South Biron Drive project. The Village paid Service Master \$688.00 to clean but Thompson said they did not clean well enough as they did not clean under the shower base. He was asked if the check valve was working and he stated he didn't know. In addition, the Village has paid Thompson \$637.00 for previous construction costs. A plumber will need to do the disconnect. The balance is construction work, which Thompson stated he would complete himself. Thompson was asked to provide the Board with a detailed, itemized estimate to remove and reinstall the shower base for their consideration.

Keith Helmrick of Classic Development reported on an Order Amending Licensing and Approving Plans issued November 30, 2016 by the Federal Energy Regulatory Commission (FERC), for Consolidated Water Power Company Project No. 2192-043. This was a favorable decision. This is the land exchange and project known as Bridgewater. Helmrick anticipates early 2017 construction relocating County Road U. The Aqua Skiers will relocate slightly down the river toward Biron.

FINANCE & BUDGET COMMITTEE: Chairperson Bob Walker reporting. All bills, non-lapsing accounts and journal entries were in order for the Wastewater Department, Water Utility and Village. A CD will mature December 14, 2016 and instead of renewing, the funds will be deposited in a Village money market account. **Motion** Muleski, second Siegler to approve the Finance and Budget Committee report.

TREASURER'S REPORT: Treasurer Pam Witt reporting. The totals reported to the Finance Committee are: Receipts for November 2016 were \$58,494.64. Expenses were \$89,297.96. General checking account bills were paid on check # 19377-19481 with 6 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of all November bills was included for the Board to review. Village Non-Lapsing Fund \$756,511.54. **Water Utility:** Checking \$174,987.28. Money Market \$457,036.29. Water bills were paid on check # 3841-3848. **Wastewater Department:** Checking \$62,965.63. Non-Lapsing Fund \$14,372.91. Wastewater bills were paid on check # 2849-2852. A list of all checks paid for water & wastewater was included for the Board to review. **Motion** Honkomp, second Walker to accept the Treasurer's report. M.C.

PERSONNEL COMMITTEE: Chairperson June Siegler reporting. The Committee will continue reviewing job descriptions. The committee reviewed snow plowing times and roads plowed throughout the Village. There is no written policy in the Employee Handbook. The Committee asked Public Works Director Vruwink to meet with the crew to draft snow plowing guidelines, which were presented to the Board for review.

Discussion will continue regarding hiring a part-time custodian for the Municipal Center. Duties would include light maintenance, cleaning/vacuuming the Municipal Center, cleaning restrooms at the park, setup and takedown of chairs/tables at the hall for events. Siegler volunteered to compile the list with the help of other Trustees to present at a future meeting.

Walker presented modifications to the Employee Handbook as follows:

1. Add to Section 4, Subsection A, third paragraph: The normal work schedule shall be 6:30 a.m. until 3:00 p.m. Employees may be required to work other schedules. Other hours and schedules shall be established by the Village. Except in emergencies or other unforeseen circumstances, at least two persons will be scheduled to work the aforementioned normal work schedule hours (the Public Works Supervisor may be one of those two persons), unless approved in advance by the Village Board's Public Works Committee Chairperson. The Village reserves the right to establish a time clock.

2. The new breastfeeding policy will be added to Section 2, Personnel Policies, new Subsection C.

3. Modify handbook cover page to reflect new revision date.

Motion by Muleski, second Walker to approve all modifications. M.C. The Clerk will distribute copies of the amended handbook to all employees this week.

The clerk requested clarification for dates Christmas and New Year's holidays will be taken off by Village employees. Holiday days off will be December 23, December 26 and January 2 and the Municipal Center and Shop will be closed. Garbage will be collected December 27 and January 3. These dates have been posted to the Village website.

Arndt and Vruwink requested they be allowed to carry over accumulated compensatory time to 2017. **Motion** Honkomp, second Walker to approve the request on a one-time basis. M.C. **Motion** Muleski, second Walker to approve the Personnel Committee report. M.C.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. A sewer backup complaint was reviewed and the previous decision stands. The Village has no responsibility to find lot lines for selling and/or improvements to parcels. This is past policy. Vruwink reported all electricity for street lights on Shore Acres and South Biron Drive is complete. The lights and poles have not yet arrived. **Motion** Walker, second Honkomp to approve the Public Works Committee report. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson Sue Carlson reporting. The ceiling fixture in the Municipal Center entrance will be removed and replaced with a commercial grade ceiling fan. Motion Carlson, second Honkomp to authorize Vruwink to purchase a commercial grade ceiling fan up to \$1,000. M.C. The crew will install the ceiling fan and replace side lights in the entry with increased wattage bulbs with a dimmer switch. Vruwink will obtain quotes for a picnic table that is wheelchair accessible for use at Gateway Park. Stumps will be removed at the Municipal Center when the ground is stable for heavy equipment. **Motion** Muleski, second Evenson to approve the Public Property, Safety and Recreation Committee report. M.C.

LEGISLATIVE, ORDINANCE AND ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. The communication tower is still on hold. The committee will meet December 15 to continue that discussion along with zoning codes. M.C. **Motion** Honkomp, second Evenson to approve the Legislative, Ordinance and Zoning Committee's report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Mark Honkomp reporting. Vruwink reported the water tower was down for maintenance December 5 as the circulating pump was not working. The electric control valve malfunctioned, causing the system to lose pressure. Village residents were notified door-to-door via Village crew and a water boil advisory was issued for 24 hours. Water testing was done the following day and the advisory lifted. An additional circulating pump was ordered to have on hand. **Motion** Muleski, second Siegler to accept 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 December 7 Commission meeting was accepted as printed. **Motion** Honkomp, second Evenson to approve the Wastewater Commission report. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Dan Muleski reporting. The annual ISO audit was conducted. Hazmat and mask training is completed. **Motion** Walker, second Honkomp to approve the Volunteer Fire Department report. M.C.

CLERK'S REPORT: The Clerk provided all requested information to the County Clerk for the statewide Presidential recount. No issues or discrepancies were found with Village ballots, poll lists, absentee applications or inspectors' statements. All Wisconsin clerks received a very large records request from a senior editor of FreePress.org. The Wisconsin Elections Commission advised to respond receipt only until the recount is completed on December 12. Rapids Rafters provided information for a Village outing in 2017. This will be discussed at a future meeting.

PRESIDENT'S UPDATE: Evenson reported on Catalyst restructuring. The Biron business park is still the primary choice for an agriculture packaging plant to build in 2017. M.C. **Motion** Muleski, second Honkomp to accept the President's report. M.C.

ADJOURN: Motion **Honkomp**, second Walker to adjourn at 8:25 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____
Jon T. Evenson, President