

RE-ORGANIZATIONAL / VILLAGE OF BIRON BOARD MEETING APRIL 16, 2012

The April 16, 2012 re-organizational / board meeting was called to order by President Jon Evenson at 6:30 p.m. at the Biron Municipal Center. The meeting was properly posted according to Wisconsin State Statutes.

PRESENT: Trustees: Tammy Steward, Susan Carlson, Dan Muleski, June Siegler, Doug Egge and Bob Walker. Also in attendance were Schenck's CPA Jon Trautman, MSA representatives David Bluhm and Dan Borchardt, DesignTech representative Brian Knutson and Public Works Director / Water Superintendent Rick O'Keefe.

APPOINT COMMITTEES, BOARDS & COMMISSIONS & REVIEW RESPONSIBILITIES:

There was only one change to committee assignments. Bob Walker will be the chairperson of the Water Utility Committee and Doug Egge will be the chairperson of the Finance Committee. **Motion** Steward to approve this change, seconded Carlson. M.C. Board of Appeals - **Motion** Muleski to reappoint Noreen Bartosh for a 3 year term as chairperson and Justin Becker and Carla Brizzee to a 3 year term as committee members and appoint Steve King and Jan Gaber as an alternate on a two year term, seconded Steward. M.C.

REVIEW AUDIT WITH SCHENCK SC – JON TRAUTMAN: Jon Trautman, CPA, discussed the audit and noted items listed in the management communications. A fund balance should be at least 15% and upwards. There will be a webinar this fall that will explain the audit process and report in more detail. More internal controls will be put on journal entries and expenditures.

WATER UTILITY COMMITTEE: Chairperson Walker reporting. **Approve Engineering Services Contract for the South Biron Drive Utilities, Water Main Looping and Emergency Water System Connection Project** – The cost estimates for grant submittal and engineering services are within the total costs talked about at the last meeting.. The engineering plans would be valid for subsequent years when applying for grants. **Motion** Walker to approve the \$55,000 contract with MSA providing the plans can be filed by the deadline date, seconded Muleski. M.C. There may be some of this expense that could be applied to TID 2.

DISCUSS THE PLANS FOR THE SHELTER HOUSE: Shelter house options were discussed by the Board. Here are some of the ideas that were agreed to: the bathrooms would be 3 season – April to October, with a small heater that would turn on at a certain temp. The building would be built maintenance free with a 24 x 48 footprint, good quality hardware and doors with time locks, stainless steel toilets, instant heat hot water, automatic or push faucets and blow dryers for hands. There will be a counter and outlets for plugging in crock pots etc., a utility room, and steel cathedral type metal roof with soffit - material to match the municipal center. Committee will discuss the shelter house further.

ADJOURN: **Motion** Steward to adjourn the April 16, 2012 meeting, seconded Walker. M.C.

Respectfully Submitted,

Debra Eichsteadt, Clerk