

**VILLAGE OF BIRON REGULAR BOARD MEETING  
MINUTES – MAY 13, 2019**

The May 13, 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, Tammy Steward, Sue Carlson, June Siegler, Bob Walker, Mark Honkomp. Dan Muleski is excused. Also present: 8 guests

**MINUTES:** Minutes were reviewed from the April 24, 2019 Board meeting. Motion Honkomp, second Walker, to approve the minutes as printed. M.C.

**PUBLIC COMMENT:** None

**FINANCE & BUDGET COMMITTEE:** Chairperson Bob Walker reporting. A business has delinquent personal property taxes from 2012 and 2013. Our auditors suggested they be written off the books. Treasurer Witt reported that discussions with the Village's attorney suggest that it might cost the Village as much or more than is owed (approximately \$670) to pursue payment of these taxes. Motion Steward, second Siegler to write off the \$670 liability of this personal property tax for 2012 and 2013. M.C.

Clerk Arndt reported that state Department of Revenue required the Village to correct a budget imbalance that occurred because of an unanticipated revenue source that was discovered after the budget's adoption. Motion Walker, second Evenson to forgive \$18,339.80 of the water utility's 2019 payment in lieu of taxes which will bring the budget in balance. M.C.

Clerk Arndt reported that it has been strongly recommended for the Village to have a system for off-site backup of electronic records. The committee approves the purchase of a Microsoft cloud storage account at a rate of \$99.99 per year that will include five licenses as well as an upgrade to the regularly used Microsoft Office products package.

The fire department submitted a fundraiser event application. Our ordinance states members of the fire department may organize an activities organization and elect officers provided that social activities are not funded from Village funds. Monies raised by members shall be kept in a special fund and used as directed by the membership. The ordinance needs to be revised to be compliant with the existing village policy for fundraising events and the members may raise funds for special activities. Motion Walker, second Siegler to approve the application. M.C. Motion Walker, second Honkomp 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. Totals reported to the Finance Committee are: Receipts for April 2019: \$106,361.74. Expenses: \$257,707.67. General checking account bills were paid on check # 21376-21460 with 10 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 \$923,891.64. Utilities Checking: \$174,745.91. Money Market \$353,931.37. Utility bills were paid on check # 4192-4207. Non-Lapsing Fund: \$14,429.74. A list of all checks paid for utilities was included for the Board to review. **Motion** Walker, second Evenson to approve the Treasurer's report. M.C.

**PERSONNEL COMMITTEE REPORT:** Chairperson Mark Honkomp reporting. The utility clerk will be retiring this year. The committee is reviewing job responsibilities. Auditors caution annually about segregation of duties. Auditor Trautmann offered to send a proposal for proper financial controls for the

Village to review. Trustee Walker will be contacting him to do so. Discussion held regarding part vs full time, reducing the work week, or combining positions. No decisions made at this time. Motion Evenson, second Walker to approve the committee report. M.C.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Chairperson Dan Muleski. Zoning Board of Appeals meets May 21 to act on a variance request from Biron Licensee Group LLC and Consolidated Water Power Company to create two non-conforming R-2 zoned residential lots. Discussion held regarding camper use on residential lots. Existing ordinance needs revision. **Motion** Honkomp, second Steward to approve the Legislative, Ordinance & Zoning Committee report. M.C.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. Committee will meet May 15 to open bids for the sewer lining project. **Motion** Siegler, second Steward to approve the Public Works Committee report. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT:** Chairperson June Siegler reporting. MSC Boat Lifts & Docks presented a proposal for a 20x12 floating dock at Gateway Park. It will meet ADA requirements and include a kayak rack launch. Motion Steward, second Walker to approve purchase of a floating dock for \$27,593 which covers installation and set-up. Money to be taken from the Parks non-lapsing fund. M.C.

Information was presented for purchase of six Belson large capacity round trash receptacles at \$425 each; three Belson six foot benches at \$823 each, and two KayPark picnic tables at \$1,227 each. All will be installed at the new park. Motion Steward, second Honkomp to approve the purchases up to \$8,500 including shipping. M.C.

A resident cut down nine trees from Village property around the area of Wellington Home. This individual stated he is a groundskeeper at Wellington. Vruwink has been unsuccessful making contact with him. The Clerk contacted the Village attorney who provided several options.

The Village has sponsored the final City Band concert of the season in the past and provided cookies. Motion Carlson, second Siegler to buy a half page ad for \$200. The Clerk will contact Mary Beth Rokus to request addition of ~~Mark~~ your calendar for the Cranberry Harvest Breakfast, October 19+. There is a picture of the shelter house at the park and the committee would like to add ~~Mark~~ shelter house is available for rent. Call 715-423-6580 to the ad. **Motion** Evenson, second Walker to approve the Public Property, Safety & Recreation Committee report and to donate \$200 plus 12 dozen cookies to the City Band or \$250 if the cookies are donated by Kwik Trip. M.C.

**WATER UTILITY COMMITTEE REPORT:** Chairperson Sue Carlson reporting. The PSC approved a simple rate case increase of 3% to go in effect June 13. A notice was mailed to each resident. **Motion** Honkomp, second Siegler 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.* **Motion** Steward second Walker to accept minutes from the April 3 and May 8 meetings and place on file. M.C.

**BIRON VOLUNTEER FIRE DEPARTMENT REPORT:** Chief Kerkman submitted a written summary outlining training and emergency calls made in April. **Motion** Honkomp second Steward to approve the Fire Department report. M.C.

**CLERK'S REPORT:** Open Book was held May 2 and Board of Review May 9. Board of Review will meet June 10 at 6:15 p.m. for final adjournment to allow fifteen days for an open book change. The Department of Revenue approved the Allocation Amendment making TID 2 a donor TID. **Motion** Steward, second Evenson to approve the Clerk's Report. M.C.

## **PRESIDENT'S UPDATE:**

Trustee Walker submitted his resignation as he will be moving out of the Village in late June. He will continue on the Board until June 15.

Motion Walker, second Steward to approve the preliminary plat of Bridgewater, Dwg No. SB-29, sheets 1, 2 and 3. M.C. A copy is available at the Municipal Center for viewing.

Motion Honkomp, second Siegler to approve purchase from MSC Boat Lifts and Docks a floating dock, 24qx 10qwith 16qgangway, ADA compliant, with benches for \$21,406 including installation. It will be installed in 2020 at the new village park. M.C.

Wood County Highway Commissioner Roland Hawk submitted a Stormsewer System Operation and Maintenance memorandum of understanding related to County Highway U reconstruction project. The County expects the Village to fully maintain the road at no cost. This will be a significant cost to the Village with manpower and equipment use. Part of the road is located in Grand Rapids. No plans were provided by the County. President Evenson will contact Commissioner Hawk to discuss further. No action taken.

Change Order for Bridgewater Recreational Improvements Engineering and Land Surveying Services Contract: the original proposal dated 2/5/2018 was not to exceed \$60,000. Additional engineering costs results in a request for an additional \$26,000. Motion Evenson, second Walker to approve their request for an additional \$26,000. M.C.

Bridgewater Shoreline Buffer Area . Resource Conservation Plan . Engineering and Land Surveying Services for Plantings and Re-Vegetation Plans: Lampert Lee will team with Rettler Corporation to provide landscape architecture services not to exceed \$7,600 for Lampert-Lee and \$4,500 for Rettler Corporation, for a total not to exceed \$12,100. Motion Evenson, second Honkomp to approve their proposal. M.C. The contractor is responsible for maintenance.

Bids for Bridgewater Bid Package D . Recreational Improvements: Lampert-Lee recommends the Village award the construction contract to Earth, Inc. but recommend that parts of the bid be rejected and re-bid due to bid prices that are unusually high. The following Bid Item Numbers are recommended to be rejected: 3, 12, 13, 14, 15, 18, 19, 20, 21, 22, 23, 24, 25, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 51, 61, and 76. The total of the bid prices for the items recommended be rejected is \$337,671.50. Total of bid prices for items recommended be awarded to Earth, Inc. is \$459,891.10. Motion Walker, second Honkomp to approve the recommendation of Lampert-Lee and reject all bid item numbers listed above and to award the remaining items bid to Earth, Inc for a total of \$459,891.10. M.C.

Naming park and streets in Bridgewater project area: With approval of the preliminary plat, local streets within Bridgewater are Waterview Drive, Bridgeview Drive, and Bridgewater Drive.

The village park will be named Sunset Point Park and the street from CTH U/North Biron Drive going to the park is Sunset Point Drive.

The new CTH U section will also be named North Biron Drive and will continue as North Biron Drive to the intersecion with 80<sup>th</sup> Street North where CTH U turns south.

The current north/south section of CTH U north of where the new CTH U turns west will contniue to be named 80<sup>th</sup> Street North.

The street coming off CTH U going into Anchor Bay and Rapids Prop and the newboat landing and parking lot will be named Anchor Landing Drive.

Motion Walker, second Evenson to approve the names of the park and street names in the Bridgewater project area. M.C. All street names have to be approved by Wood County Emergency Management.

Helmrick and Koopman met with Highway Commissioner Hawk regarding pavement marking and signage on 80<sup>th</sup> Street North. There will be a three way stop at the intersection of CTH U and 80th Street North and arrows marking the route for CTH U. There will be local street name signs installed at the intersections of CTH U and all of the new Village streets.

The Village and Town of Plover need to have a discussion regarding road maintenance and who will claim state aid on a quarter mile segment of 80<sup>th</sup> Street that is in Wood and Portage counties.

**Motion** Walker, second Steward to accept the President's report. M.C.

Trustee Siegler stated May 5-11 was declared Municipal Clerk Appreciation Week by Governor Evers. Arndt reported she achieved certification March 1 as a municipal clerk.

**ADJOURN:** Motion Siegler, second Walker to adjourn at 8:55 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

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

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

Jon T. Evenson, President