

**VILLAGE OF BIRON REGULAR BOARD MEETING  
MINUTES – JUNE 12, 2017**

The June 12, 2017 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 and Sue Carlson. Dan Muleski is excused. Also present: Public Works Supervisor Bill Vruwink, Treasurer Pam Witt, Bill Carpenter, Shirley Carpenter, Mike Schoenholz

**MINUTES:** Minutes were reviewed from the May 8, 2017 Regular 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 the Wastewater Department, Water Utility and Village. **Motion** Evenson, second Walker to approve the April bills and journal entries. M.C.

**Motion** Evenson, second Walker to approve the Village of Biron Purchasing Policy as presented. The clerk was directed to draft a user agreement signature page. M.C.

The Committee recommended approval of the Village of Biron Credit Card Policy eliminating language ~~to~~ sales tax charges are found on the receipts turned in for payment, it will be the supervisor's responsibility to pay for those charges. No sales tax charges will be paid by the Village. ~~and~~ with the provision that all cash back earned from the business credit card will be receipted in a miscellaneous revenue account of the Village General Fund. **Motion** Walker, second Honkomp to approve the policy as amended. M.C.

**Motion** Honkomp, second Carlson to approve the Finance and Budget Committee report. M.C.

**TREASURER'S REPORT:** Treasurer Pam Witt reporting. The totals reported to the Finance Committee are: Receipts for May 2017 were \$6,363,36. Expenses were \$65,111.78. General checking account bills were paid on check #~~cs~~ 19889-19953 with 9 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of all May/June bills was included for the Board to review. Village Non-Lapsing Fund \$716,212.76. **Water Utility:** Checking \$26,115.39. Money Market \$462,311.66. Water bills were paid on check #~~cs~~ 3892-3901. **Wastewater Department:** Checking \$128,192.16. Non-Lapsing Fund \$14,383.66. Wastewater bills were paid on check #~~cs~~ 2875-2879. A list of all checks paid for water & wastewater was included for the Board to review. **Motion** Honkomp, second Steward to accept the Treasurer's report. M.C.

**PERSONNEL COMMITTEE REPORT:** Chairperson June Siegler reporting. Employee performance reviews will be conducted annually or at least every two years. After Board discussion, the Utility Clerk/Administrative Assistant job description was referred back to the committee. The Village of Biron Purchasing Policy and Credit Card Use Policy will be added to the Employee Handbook. **Motion** Evenson, second Walker to approve the Personnel Committee report. M.C.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Applications were reviewed for alcohol beverage, cigarette and operators/bartenders. **Motion** Honkomp, second Walker to approve applications for Combination Class ~~A~~+Beer and Cider for Kwik Trip, Inc, Leon Kosiec, Jr, Agent; Combination ~~C~~Class B+licenses for Somewhere Else, Robert and Kay Larsen, Agents; CD Place, David S. Slucas, Agent; and Anchor Bay and Grill, LLC, Dennis V. and Doris A. Moon, Agents; Temporary

%Class B+license for the Biron Volunteer Fire Department, Daniel Muleski, Fire Chief; and cigarette license applications for Anchor Bay Bar and Grill, LLC and Kwik Trip Inc. for over the counter sales only. Honkomp donated \$10 for a temporary picnic license for the Fire Department.

**Motion** Honkomp, second Walker to approve all operators/bartenders license applications as presented. M.C.

Communications Tower Lease: A new communications tower will be constructed on the same property as the Village water tower but due to the area being partial wetland it will be only 95 feet from the Village's water tower. **Motion** Evenson, second Honkomp to approve Ground Lease, Site Number 774512, with a modification of "the Lessee would be required to provide proof of liability insurance covering all leased property and property outside the leased property boundary limit that might be impacted if equipment installed on the leased property would sustain damage or fall, resulting in damage to property outside the leased property, up to 150 feet beyond the leased property boundary limit." in Section 13 A Insurance. M.C.

**Motion** Honkomp, second Walker to approve the Legislative, Ordinance & Zoning Committee report. M.C.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. Public Works Director Vruwink reported the Village received an "A" rating for the Compliance Maintenance Annual Report (CMAR) and noted the Village has been proactive with preventive maintenance of the sanitary sewer system. **Motion** Carlson, second Honkomp to approve Resolution 17-01 Compliance Maintenance Resolution. M.C.

Hydra Kleen recently completed inspection of 7,500 feet of sewer piping across from the paper mill, Shore Acres Drive, and Buffalo Street. No major issues were found. They will be providing the Village with a USB device of their report, which will be reviewed at a future Board meeting.

Vruwink reviewed the proposed 2020 reconstruction of CTH U and Eagle Road. OMNI recommended changing the configuration of kidney island area to make the intersection perpendicular instead of curved. Project engineers will be invited to a future Board meeting to discuss options. **Motion** Walker, second Steward to approve the Public Works Committee report. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT:** Chairperson Sue Carlson reporting. Trash cans and a handicap accessible picnic table will be installed at Gateway Park. The Village park suffered quite a bit of recent storm damage and the crew has been busy removing fallen trees and branches and repairing the fence. **Motion** Walker, second Siegler to approve the Public Property, Safety and Recreation Committee report. M.C.

**WATER UTILITY COMMITTEE REPORT:** Chairperson Mark Honkomp reporting. Utilities will be billed monthly beginning June 12. We are in the process of fire flow testing hydrants and will be testing for lead and copper. **Motion** Walker, second Evenson 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.* Revised minutes from the May 3rd meeting were available for review. **Motion** Steward, second Honkomp to approve the Wastewater Commission report. M.C.

**BIRON VOLUNTEER FIRE DEPARTMENT REPORT:** Chief Dan Muleski reporting. Officers from Grand Rapids and Biron will meet with a Biron Mill Safety Specialist on June 14 and both departments will participate in practice at the mill on June 19. New air tanks arrived and are in service. One SCBA and a few more air tanks will be budgeted for in 2018 to complete the inventory to meet new government standards. **Motion** Evenson, second Honkomp to approve the Volunteer Fire Department report. M.C.

**BOARD OF REVIEW:** Chairperson Tammy Steward reporting. Open Book and Board of Review was held May 23. All members need to be recertified in 2018 as there is new required training. **Motion** Evenson, second Honkomp to approve the Board of Review minutes of May 23, 2017 at printed. M.C.

**CLERK'S REPORT:** The clerk reported all Trustees have new Solarus email accounts and the Village website has been updated with the new email addresses. The new business cash back card has been received and the clerk has been contacting vendors setting up new accounts to generate cash back on purchases. Prior to initial receipt of any credit card each individual user must agree to and sign the Agreement for Use of Bank Credit Card form. **Motion** Honkomp, second Walker to approve the Clerk's Report. M.C.

**PRESIDENT'S UPDATE:** Cost estimates from Lampert-Lee & Associates for public facilities, road, and utility infrastructure expansion were provided to the Board for information. President Evenson will be meeting with Classic Development soon. Discussion was held regarding a proposed railing on the bike trail the City of Wisconsin Rapids is constructing along First Street North. President Evenson will be contacting the City Engineering Department proposing eliminating three feet of paved shoulder, which will create six feet of bike trail without modifying grades. **Motion** Walker, second Honkomp to accept the President's report.

**ADJOURN:** **Motion** Honkomp, second Walker to adjourn at 8:15 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

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

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

Jon T. Evenson, President