

## REGULAR VILLAGE OF BIRON BOARD MEETING JUNE 14, 2010

The June 14, 2010 Regular 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, Margaret Billman, Dan Muleski, Tim Krause and June Siegler. Also in attendance were Public Works Supervisor Rick O'Keefe, Treasurer Pam Witt, and one resident.

**MINUTES:** Minutes were reviewed from the Regular Board Meeting held on May 10, 2010 and Board of Review held on May 19, 2010. **Motion** Siegler, to accept the minutes from the Regular Board Meeting held on May 10, 2010, seconded Billman. M.C. **Motion** Carlson to accept the minutes from Board of Review held on May 19, 2010, seconded Steward. M.C.

**FINANCE & BUDGET COMMITTEE:** Chairperson Billman reporting. **Committee Minutes & Update:** **Review Audit Report and Accounting Procedures-** Committee met with Jeff Cohen to discuss the audit results. The audit was done by Schenck Solutions. Committee discussed with Mr. Cohen how to correct each observation. **Motion** Siegler to approve the recommendation of the Finance & Budget Committee to hire Jeff Cohen to complete the accounting system work for the Village of Biron at a cost of \$1500.00 which includes mileage, seconded Krause. M.C. Committee met and reviewed all bills and journal entries for the Village, Wastewater Department and Water Utility. Committee also reviewed time sheets, president's salary and the trustee compensation policy. **Motion** Carlson to pay all bills as recommended by the Finance Committee, seconded Siegler. M.C. Discussion was held on the President's request for meeting pay for a Finance Committee meeting that he attended. This reimbursement request was denied by the Finance Committee. After discussion, **Motion** Krause to have Finance & Budget Committee consider revision and clarification of the Trustee Compensation Policy and approve the President request for meeting pay for the May 26, 2010 Finance & Budget Committee special meeting as requested, seconded Carlson. M.C. with Billman against and Evenson abstaining. **Motion** Steward to approve all May 2010 journal entries as recommended by the Finance Committee, seconded Krause. M.C. **Reviewed Non-Lapsing Accounts** – Committee reviewed non-lapsing accounts. **Review General Account Balances & Upcoming Expenses & Revenues** – Committee reviewed balances to date and is expecting that there will be a balanced budget at the end of the year. Mid year the balances are a little tighter until the end of August when the remainder of tax collections is paid to the Village from the County. **Review & Recommendation for Identity Theft / Red Flag Rules Policy** – The Village is required to have an Identity Theft Policy in place to protect the tax payers, employees and utility customers from identity theft. Several policies were reviewed and various sections combined to create a workable policy for the Village of Biron. **Motion** Muleski to accept resolution 4-10 adopting an Identity Theft Policy as recommended by the Finance Committee and required by the Federal Trade Commission's Red Flags Rule, seconded Carlson. M.C. **Fifth Amended Chapter 13 Notice – Bankruptcy** – Bankruptcy notice was received for a business that was located in the Village. The utility accounts will be reimbursed by Wood County as they will hold the lien against the property. The remaining balance is for personal property and is less than \$200.00. Committee suggested some options for the clerk to check on. **Motion** Muleski to accept the Finance and Budget Committee report, seconded Krause. M.C.

**TREASURER'S REPORT:** Treasurer Witt reporting. The report of expenditures and receipts was reviewed. The checking account balance on hand May 31, 2010 is \$134,725.78. The balance includes total receipts of \$38,480.96 and expenditures of \$60,352.65. Investment accounts through May: Village Non-Lapsing Fund CD's \$392,185.75. **Water Utility:** Checking \$57,199.83, Money Market \$26,455.79, Non-Lapsing Fund \$69,443.12. **Wastewater Department:** Checking \$56,324.40, Non-Lapsing Fund \$14,297.31. **Motion** Muleski to accept the Treasurer's report, seconded Steward. M.C.

**PUBLIC WORK'S COMMITTEE REPORT:** Chairperson Steward reporting. **Review and Approval of CMAR report** – The Wisconsin Department of Natural Resources requires an annual report be submitted for sewer utilities. **Motion** Krause to adopt resolution #5-10 approving the submittal of the Wisconsin Department of Natural Resources NR 208 Compliance Maintenance Annual Report (CMAR), seconded Billman. M.C. **Public Work's Supervisor's Update** – Warranty parts were ordered for the brush chipper. A worker's compensation claim was filed for a crew member who broke his hand in three places. A reminder of the open house at the municipal garage to be held on June 17, 2010 from 11:00 a.m. – 1:00 p.m. **Motion** Muleski to accept the Public Work's Committee report, seconded Siegler. M.C.

**WATER UTILITY COMMITTEE, LEGISLATIVE, ORDINANCE & ZONING COMMITTEE, PUBLIC WORKS COMMITTEE (JOINT MEETING):** Chairperson of the Water Utility Committee – Krause; Chairperson of Legislative, Ordinance & Zoning Committee – Muleski; and Chairperson of Public Works Committee – Steward reporting. **Agreement Concerning Utility Payment Options With Suburban Heights Mobile Home Park** – The chairperson’s of the mentioned committees met to draft an agreement for a payment plan for the utility bills. **Motion** Muleski to approve the agreement effective July 1, 2010, as drafted by the chairpersons of the joint committees. seconded Krause. If the account becomes delinquent, per the agreement, the remaining amount will be put on the tax roll. **Water Superintendent’s Report** – As an informational item, the water utility meter reading system is outdated. Currently there is only one manufacture that still handles our type of meters but they are discontinuing them. Committee will need to review the options for upgrading. **Motion** Billman to accept the Water Utility Committee report, seconded Evenson. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE:** Chairperson Carlson reporting. **Review Plans & Financing Options for Shelter House** – Committee reviewed plans and will check with contractors to update the cost of the project. The fund raiser kickoff for the shelter house will begin with the Cranberry Breakfast. **Request for Donation to the Wisconsin Rapids City Band** – **Motion** Carlson to support the Wisconsin Rapids City Band with a \$500.00 donation, seconded Steward. M.C. This can be used for a Biron night and some ad space. **Recommendation for Repairs on Park Equipment** – The ground is shifting under the park equipment and causing damage to the park equipment. There are no safety issues now so a floating slab will be put under the equipment in the fall. This should help support the equipment. **Replacement of Chairs at the Municipal Center** – **Motion** Steward to approve the committee recommendation to purchase 20 chairs at a cost of \$745.80 to replace the outdated / unstable chairs at the municipal center, seconded Siegler. M.C. **Seal Coating at Municipal Center and Park** – Cost estimates to seal coat the parking lot at the municipal center and park were reviewed by committee. **Motion** Carlson to approve the committee recommendation to hire AA to restripe and apply two coats of seal on the tennis court, park parking lot and municipal center parking lot at a cost not to exceed \$6,939.00, seconded Muleski. M.C. The funds to cover these projects will come out of the non lapsing accounts. **Update** - Committee met with the Fire Chief and discussed the approval process for expenditures. If it is an emergency purchase, the Fire Department should get approval from the Committee Chair or the Village President prior to purchasing; otherwise expenditure requests over \$500.00 should go through the Public Property, Safety & Recreation Committee. **Motion** Muleski to accept the Public Property, Safety & Recreation Committee report, seconded Siegler. M.C.

**CRANBERRY BREAKFAST VOLUNTEER PLANNING** - Volunteer Committee Member June Siegler reporting. Update – Volunteers met and discussed advertising for the breakfast. The next meeting will be in July. Anyone interested in volunteering is welcome to attend.

**PERSONNEL COMMITTEE:** **Non Union Employees Wages & Benefits** – Our health insurance policy starts May 1<sup>st</sup> of each year but the deductible through the insurance carrier is from January – December. After discussion it was requested that Committee review options one more time for deductible changes to our internal policy. **Motion** Billman to accept the Personnel Committee report, seconded Evenson. M.C.

**WASTEWATER COMMISSION:** Commission Member Tammy 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 May 13, 2010 and June 9, 2010 Wastewater Commission meeting** - At the May 13, 2010 commission meeting, members discussed the plant expansion project. The plant expansion project should be done this fall. At the June 9, 2010 commission meeting, action was taken on the CMAR report. Currently there are still problems with the BOD’s and suspended solids so the plant received lower grades than normal. The plant expansion was discussed at the June 9<sup>th</sup> meeting also. **Motion** Krause to accept the Wastewater Treatment Commission report, seconded Carlson. M.C.

**PLAN COMMISSION:** Commission Chairperson Jon Evenson reporting. **Consider Recommendation for Village Park on North Biron Drive** – Commission members reviewed an area to the west of the proposed Village Park on North Biron Drive. This property, if acquired, would expand the proposed Biron Park by 170 frontage feet and 8,344 square feet. Commission members are recommending that the Village seek a “first right of refusal agreement” with Biron Licensees LLC for west section of Lot 20, and all of Lot 19. This does not obligate the Village to purchase this land. The parcels have a couple of buildings on them and possibly one could serve as a restroom. The land transfer needs to occur first before a “first right of refusal” could be accepted. **Motion** Krause to have the Village of Biron pursue a “first right of refusal” with Biron Licensee LLC, for the west section of Lot 20, and all of Lot 19, as depicted on the map, seconded Steward. M.C. **Discuss Establishment of Development**

**Covenants for Business Park** – Commission members are reviewing various covenant samples and will draft a covenant that will provide additional protection for the Village of Biron. **Discuss Components of Comprehensive Plan** – The first two elements were reviewed by commission members and distributed to the Board. Work will continue on the remaining elements. The next Plan Commission meeting is tentatively scheduled for June 29<sup>th</sup>. **Motion** Steward to accept the Plan Commission report, seconded Krause. M.C.

**PRESIDENT’S REPORT:** President Evenson reporting. **Approve Alcohol Beverage License Renewals, Cigarette Licenses & Operators Licenses** – The alcohol beverage licenses applications, operators’ applications & cigarette license applications were reviewed. **Motion** Krause to accept the application requests for combination Class B (beer and liquor, Class “B” beer and “Class B” liquor) licenses for: Somewhere Else of Wisconsin Rapids, Inc, Robert Larsen Agent; Dennis Moon, Anchor Bay Bar & Grill LLC, David Slucas, CD Place Inc.; a Class “A” beer license for Kwik Trip, Linda Liebe Agent; the Tobacco Products Licenses for Anchor Bay Bar & Grill, LLC, Somewhere Else Tavern, and Kwik Trip, Inc, and the operators license requests as presented, seconded Steward. M.C. **Report on Meeting Activity** – The League of Wisconsin Municipalities meeting in Rothschild was attended by Evenson. There was some discussion at this meeting on legislative activity and on the recent legislation that allowed a loophole that is being used by assisted living homes. President Evenson met with MSA representative Kirk Skoog to discuss the EPA grant and environmental document which is almost complete. When complete posting requirements will need to be followed. **Motion** Krause to accept the President’s report, seconded Muleski. M.C.

**ADJOURNMENT:** **Motion** Krause to adjourn the June 14, 2010 board meeting at 8:20 p.m., seconded Siegler. M.C.

Respectfully Submitted,

Debra Eichsteadt, Clerk