

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – JUNE 8, 2020**

The June 8, 2020 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. President Evenson welcomed all newly elected and re-elected Trustees.

PRESENT: Jon Evenson, Tammy Steward, Sue Carlson, Mike Guillemot, Patty Gapen, Mark Honkomp. Dan Muleski is excused. Also present: 6 guests

MINUTES: Minutes were reviewed from the May 18, 2020 Special Board meeting. Motion Honkomp, second Carlson to approve the minutes as printed. M.C.

PUBLIC COMMENT: None

FINANCE & BUDGET COMMITTEE: Chair Patty Gapen reporting. The committee met June 4. All bills, non-lapsing accounts, and journal entries for the Village and Utility departments were in order. Motion Guillemot, second Honkomp to approve all bills and journal entries for May and to approve the Committee report.

TREASURER'S REPORT: Treasurer Pam Witt reporting. Totals reported to the Finance Committee are: Receipts for May 2020: \$89,806.78. Expenses: \$121,006.24. General checking account bills were paid on check #'s 22384-22422 with 7 auto pays to IRS, Deferred Comp and WRS for payroll deductions. A list of May bills paid from the General Fund was included for the Board to review. Village Non-Lapsing Fund \$942,587.68. Utilities Checking: \$229,381.01. Money Market \$361,870.26. Utility bills were paid on check #'s 4377-4384. Non-Lapsing Fund: \$14,465.85. A list of all checks paid for Utilities was included for the Board to review. Motion Honkomp, second Guillemot to approve the May Treasurer's report. M.C.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief David Kerkman reporting. May training included ladder training on Fire Rescue 1 and COVID-19 training on Fire Recue 1. Virtual trainings and meetings are being held at this time. May emergency calls included 1 medical and 3 fire. 2020 total calls are 25 medical and 10 fire. Current department roster is at 19 but one member is moving out of the area and another moved to auxiliary status. Recruitment is on-going. On a recent fire call, Engine 2 lost oil pressure and had to be towed back to the station. Engine 1 broke down on another fire call. The Chief will be looking at purchasing a new truck in the future. Motion Carlson, second Evenson to approve the Fire Department report. M.C.

PERSONNEL COMMITTEE REPORT: Chairperson Mark Honkomp reporting. Honkomp reported utility clerk Lori Sullivan has been employed one year and will be receiving the full pay rate effective June 3. Motion Evenson, second Steward to approve the Personnel Committee report. M.C.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. Complaints are handled as they come in. Attorney Abts notified the Village that Ordinance Chapter 17 Zoning is ready to be reviewed. He would like to talk about it three parts as that ordinance is very lengthy. Meetings will be scheduled soon. New Board of Review rule changes include Ordinance 1.4.1 (c) needs to be added "Confidentiality of Information Obtained by Assessor". Attorney Abts wrote *Resolution 20-02 Amending Chapter 1 of the Village of Biron Code of Ordinances – Confidentiality of Information About Income and Expenses Requested by the*

Assessor in Property Assessment Matters in the Village of Biron. Motion Honkomp, second Guillemot to approve Resolution 20-02. M.C. Motion Honkomp, second Steward to approve the Legislative, Ordinance and Zoning Committee report. M.C.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. A water drainage issue occurred along the Sunset Point Drive area due to heavy rain. Culverts need to be installed near several driveways in that area. The area will continue to be monitored by Lampert-Lee Engineering.

The CARES grant has \$200,000,000.00 available for 80/20 cost share grants for midwestern states area. Grants are on a first come, first served basis. MSA contacted Bill offering to write a grant. Road extensions would be 80th to 72nd Street, 72nd to the lift station, lift station to Huffman Road, and completing the rest of Integrity Way. MSA will charge \$8,000 to write the grant. Project cost estimate needs to be submitted to the EDA. If they sign off on it, which could take several months, we could apply for a grant. The grant writer cannot do the engineering design. The four projects estimated cost is \$2,204,606.00. Motion Steward, second Guillemot to authorize the initial stages of an EDA grant; and a meeting will be held with Vruwink, Dan Borchardt from MSA, and North Central Regional Planning to discuss the grant process. M.C.

Vruwink emailed a video of the defective sewer lining to TERRA. TERRA asked for all video of work performed in 2019. The City of Wisconsin Rapids will finish videoing the rest of TERRA's work from last year, which is approximately 1,000 feet. Motion Evenson, second Guillemot to approve up to \$3,000.00 to pay the City of Wisconsin Rapids to complete inspecting the previous work done by TERRA. M.C. Vruwink will email the rest of the videos to TERRA for their review.

Vruwink reported Larry Koopman of Lampert-Lee said he inspected work done by Earth between the trail and the roadway where there is no drainage. Earth will be redoing that work.

Shrubs in the area of Eagle Road and Biron Drive (kidney island) will be moved elsewhere and the area will be filled in with asphalt for better visibility.

Motion Guillemot, second Honkomp to approve the Public Works Committee report. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson Mike Guillemot reporting.

The Municipal Center rental agreement clearly states decorating may be done on Fridays between 7:30 a.m. and 3:00 p.m. There have been instances where renters expect to gain entry to the hall earlier in the day than they reserved so they can decorate. The Committee recommends the following language be added to the rental agreement - *"If staff needs to open outside of your rental hours you will be charged \$50.00, which will be deducted from your retainer fee."*

The restroom near Anchor Bay is completed. The restroom by the Aqua Skiers site is not yet completed. Restrooms will be opened June 9. The addition of two restrooms on North Biron Drive will expand responsibilities of public works staff (cleaning, trash removal, stocking supplies). Vruwink stated the crew will be checking the area daily Monday through Friday. On the weekends there is one crew member on a rotating basis who comes in Saturday and Sunday to check the wells. They are paid double time for one hour each day. If they work longer than that one hour Saturday and Sunday, the additional time is paid at time and one-half. No call time will be paid. Vruwink has talked with the crew and they are agreeable to the schedule. He feels there is no need to hire a seasonal employee. Vruwink stated the Grasshopper mower needs to be replaced. He

feels the prices may be lower in the Fall. Another six foot mower will reduce time spent by the crew mowing.

The Village has no social media policy. The Fire Department has had a Facebook page for some time but did not seek Village Board approval. Arndt stated she would like to create a Facebook page for the Village that would be informational only and made closed for comments, but people could instant message questions. Draft copies of a Village policy and Fire Department standard operational guidelines were reviewed. Attorney Abts stated the Board needs to regularly audit the social media accounts and the policy will accomplish that. The public seems to feel more comfortable with social media than websites. Attorney Abts agreed to review both documents and offer any revisions. The revised policies will be brought to the Committee for their review prior to Board approval.

The Little Free Libraries located on Village owned property will be monitored for inappropriate material and any found will be removed.

In the Sunset Point park parking area, curb stops will be installed in an effort to stop parking in wrong areas.

Discussion was held regarding memorial benches being installed along North Biron Drive park/dock/Bridgewater areas. The cost of one bench (already installed in that area) is \$823. Cost of plaque unknown. The bench would need to be set in concrete and installed by the Village crew, which will add to the total cost. The Committee will discuss this at a future meeting.

Motion Steward, second Evenson to approve the Public Property Committee report. M.C.

WATER UTILITY COMMITTEE REPORT: Chairperson Sue Carlson reporting. Evenson presented information on the Water Utility budget. He suggested the Village take over the business park infrastructure debt to help alleviate the Water utility expenses. Trustee Steward stated legalities of doing this need to be researched and if the Village takes on this additional debt, it should be reviewed annually. The Board will take action on the budget and this issue at the July meeting. Motion Evenson, second Honkomp, to approve the Water Utility Committee report. M.C.

WASTE WATER 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.* April and May minutes were not received by the Village.

CLERK'S REPORT: Arndt reported Open Book will be June 11 from 3:00 to 5:00 p.m. at the Municipal Center; Joint Review Board will be June 11 at 6:00 p.m. at Pittsville Community Center; Board of Review will be June 18 from 9:00 to 11:00 a.m. at the Municipal Center. A citizen member is needed for the Joint Review Board. Mark Honkomp volunteered. All three events are open to the public. Wood County will be accepting bids on the property located at 3241 Plover Road on June 26 at 4:00 p.m. Motion Honkomp, second Steward to approve the Clerk's report. M.C.

PRESIDENT'S REPORT: Gary Phillips, representing the Biron Licensee Group (BLG), reported on sale of land to the Village for a park area on North Biron Drive for \$79,773.00. The BLG has incurred expenses for assessments to Lessors for BLG costs incurred (\$77,219), costs for removal of house after fire on the property (\$1,554), and Classic Development costs for added land to the new road (\$1,000) totaling \$79,773. The land has now been deeded by CWPCO to BLG. The Village has made improvements on the property; those expenses are not grant eligible. This is a provision of the development agreement and a reaffirmation of the request.

Bridgewater update: there are 34 boat slips installed – 7 at Anchor bay, 8 transient (for short term public boat docking), and 19 rentals. All rental docks have been rented. A new wait list will be established. A rental guideline for staff was reviewed. Dock signage is still being worked on.

Utilities connection/special assessments – 13 residents have paid; 10 of them are connected including 4 Biron Licensee Group members and 1 business. 2 residents have paid and are waiting to be connected. 11 residents haven't paid for connection and a letter will be mailed to them they are beyond deadline for payment and connection.

Evenson reported a Legacy Grant Application was sent to the Legacy Foundation on May 29. The Foundation will respond by July 1. If the grant is awarded, the funds will be used to purchase property adjacent to Sunset Point Park on North Biron Drive.

Motion Steward, second Honkomp to approve the President's report. M.C.

ADJOURN: Motion Guillemot, second Honkomp to adjourn at 8:30 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____
Jon T. Evenson, President

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