

## **REGULAR VILLAGE OF BIRON BOARD MEETING AUGUST 9, 2010**

The August 9, 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, Tim Krause, Dan Muleski and June Siegler. Also in attendance were Public Works Supervisor Rick O'Keefe, Treasurer Pam Witt, and three residents.

**MINUTES:** Minutes were reviewed from the Regular Board Meeting held on July 12, 2010. **Motion** Krause to accept the minutes from the Regular Board Meeting held on July 12, 2010, seconded Steward. M.C.

**APPOINTMENT OF TRUSTEE REPLACEMENT, DISCUSS COMMITTEE ASSIGNMENTS:** A resume for Bob Walker had been distributed to board members prior to the board meeting for review. **Motion** Krause to appoint Bob Walker as Trustee for the Village of Biron to fulfill Margaret Billman's term of office, seconded Muleski. M.C. with all in favor. Tim Krause stated that he has received positive input from residents about Bob Walker. **Motion** Evenson to have Bob Walker fill the same committee assignment positions as Margaret Billman held, seconded Krause. M.C. These assignments are chairperson of Finance, committee member of Water Utility and committee member of Personnel Committee. Bob Walker then took the oath of office.

**FINANCE & BUDGET COMMITTEE:** Chairperson Krause reporting. **Review All Bills, Non Lapsing Accounts and Journal Entries for the Village, Water and Wastewater Departments** – Committee reviewed bills, non-lapsing accounts and journal entries. **Motion** Muleski to pay all July bills for the Village, Water Utility and Wastewater Departments, seconded Steward. M.C. **Update on Accounting Work** – Jeff Cohen has completed his work on asset tracking and will be reviewing it with Tim Krause and office staff on Thursday morning. **Motion** Muleski to accept the Finance and Budget Committee report, seconded Carlson. M.C.

**TREASURER'S REPORT:** Treasurer Pam Witt reporting. The report of expenditures and receipts was reviewed. The checking account balance on hand July 31, 2010 is \$113,641.66. The balance includes total receipts of \$148,531.92 and expenditures of \$84,162.78. Investment accounts through July: Village Non-Lapsing Fund CD's \$393,448.00. **Water Utility:** Checking \$54,577.74, Money Market \$27,822.27, Non-Lapsing Fund \$69,443.12. **Wastewater Department:** Checking \$4,578.65, Non-Lapsing Fund \$14,298.49. **Motion** Steward to accept the Treasurer's report, seconded Siegler. M.C.

**PUBLIC WORK'S COMMITTEE REPORT:** Chairperson Steward reporting. **Public Work's Supervisor's Update** – The culvert on 32<sup>nd</sup> Street / Kahoun Road will likely be replaced toward the end of August. The road will need to be closed for a couple of days. This will be a galvanized culvert and will be done using Wood County's 50/50 culvert replacement program. The total cost for the Village using this 50/50 culvert replacement grant should be \$6,470.29. **Motion** Evenson to accept the Public Work's Committee report, seconded Siegler. M.C.

**WATER UTILITY COMMITTEE:** Chairperson Krause reporting. **Purchase of a Portable Chlorine Tester** – After discussion with committee it was determined that the portable chlorine tester should not be replaced at this time but committee would review in the future. **Purchase of Utility Software Program** – The current utility program is DOS based and would need to be updated to support the electronic read meters. **Motion** Muleski to purchase Workhorse Utility Billing System for a one-time cost of \$6,000.00 plus \$790.00 annually for support, seconded Walker. M.C. It was suggested that the annual support payment be reviewed with Workhorse to see if that type of support is warranted. **Annual DNR Inspection and Recommendations** - The DNR performed their annual inspection of the water utility system. A full report should be available from the DNR sometime in September or October. On site it was stated that there could be a backflow problem with our pumps and should be corrected by installing back pressure and relief valve pressure kits. After review, committee recommends going with Hawkins at a cost of \$600.00 each for a total of \$1800.00. **Motion** Muleski to authorize up to \$2,000.00 pending receipt of the full report from the DNR stating that this is a requirement, seconded Krause. M.C. Committee will also review the possibility of using Hawkins for delivery service of chemicals. **Washing of Water Tower Water** – Committee reviewed the costs to wash the water tower. It was noted that the paint was flaking off so it would be beneficial to wait to clean the tower just prior to fixing the paint. The summer of 2011 will be the 5 year inspection time for the water tower. **Motion** Muleski to accept the Water Utility Committee report, seconded Steward. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE:** Chairperson Carlson reporting. **Shore Acres Park Arrangement / Plans and Placement of Shelter House and Timeline for Building Projects / Placement of Basketball Hoops at Park** – Plans for the shelter house have been circulated to various companies. So far the bids have come in under what is set aside in the non-lapsing fund for the shelter house. The placement of

the shelter house seems to be best suited by the fountain area to easily utilize the existing utilities. The basketball hoops will be removed from the parking lot and tennis court areas but committee will need to determine the size of the courts yet. It appears that a 30 x 50 foot size would work well and that the skating pond would then need to be made smaller. **Municipal Center Entry Way Ceiling Fan** – Committee is still reviewing options. **Update on Municipal Center HVAC Repairs** – Freon was added to the unit that supplies the entryway. The core was freezing up and then leaking into the hallway. The problem appears to be corrected. **Biron's City Band Sponsorship Evening** – August 10, 2010 is the last City Band concert. This concert is held at Robinson Park with the PACC Center being used in case of rain. Cookies are being donated either in part or completely by Kwik Trip. **Motion** Siegler to accept the Public Property, Safety & Recreation Committee report, seconded Steward. M.C.

**PERSONNEL COMMITTEE: Health Insurance Deductible for Non Union Employees** – **Motion** Steward to have the deductible of 750 employer / 250 employee carry through to the end of 2010 and the new deductible of 500 employer / 500 employee will start January 1, 2011, seconded Carlson. M.C. **Employee Handbook for Non-Union Employees** - The non-union employee handbook with changes as suggested for page 13 was distributed for review. Committee is not looking for approval at this time. **Motion** Krause to accept the Personnel Committee report, seconded Evenson. M.C.

**WASTEWATER COMMISSION:** Water Superintendent Rick O'Keefe reporting for Commission Member Tammy Steward. *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 August 4, 2010 Wastewater Commission meeting** - At the August 4, 2010 commission meeting, members discussed the purchase of a quad axle truck. They will look at prices of used trucks before deciding. The plant expansion project was also discussed. They are still having problems with Ocean Spray exceeding the criteria for limits. **Motion** Muleski to accept the Wastewater Treatment Commission report, seconded Krause. M.C.

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE:** Chairperson Muleski reporting. At the last committee meeting members met with representatives from the Wood County Planning & Zoning Office to discuss the Shoreland – Wetland & Floodplain Zoning Ordinance. To date there is no additional information. There are no new ordinance violations but a letter still needs to be sent to dog owners that have not obtained dog licenses yet.

**PRESIDENT'S REPORT:** President Evenson reporting. **Action on Website Upgrade** – Mitch Biba, Web Mongers, quoted \$1800.00 to upgrade the Biron website. The ideas were listed and presented to the board for review. **Motion** Carlson to approve up to \$1800.00 to upgrade the website, seconded Krause. M.C. **Report on Meeting Activity** – President Evenson reported that he had met with Larry Koopman from Lampert Lee and Keith Helmrick on DNR permitting for Bridgewater and County Highway U. He also met with Dan Muleski, Rick O'Keefe, Deb Eichsteadt and Consolidated Water Power Company officials to discuss rezoning issues that needed to be addressed for the sale of the power company to Great Lakes Utility and the transmission lines to Water Works & Lighting Commission. **Discuss Future Viewing of Public Officials Liability Video** – The viewing of this video was discussed and Evenson will view prior to his recommendation for board viewing. **Reminder for 2011 Budgets** – Committees should be reviewing budgets over the next 60 days. Budgets will then be reviewed by the Finance & Budget Committee. **Motion** Krause to accept the President's report, seconded Muleski. M.C.

**ADJOURNMENT:** **Motion** Muleski to adjourn the August 9, 2010 board meeting, seconded Muleski. M.C.

Respectfully Submitted,

Debra Eichsteadt, Clerk