

REGULAR VILLAGE OF BIRON BOARD MEETING SEPTEMBER 13, 2010

The September 13, 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, Bob Walker and June Siegler. Also in attendance was Public Works Supervisor Rick O'Keefe, Treasurer Pam Witt, three residents, Kirk Skoog, MSA Professionals and Brian Knuteson, Design Tech.

MINUTES: Minutes were reviewed from the Regular Board Meeting held on August 9, 2010. **Motion** Steward to accept the minutes from the Regular Board Meeting held on August 9, 2010, seconded Siegler. M.C.

PUBLIC COMMENT: Brian Knuteson from Design Tech, discussed the shelter house project, his original design plans and concerns about the changes in code requirements for a public facility. Brian is concerned about his liability with the original plans that need to be updated prior to construction. The original plans are just being used to seek material estimates for future budgeting of project costs. If constructed, plans would be updated. The board is considering a one to two year fund raising 50/50 match if the shelter house is built.

FINANCE & BUDGET COMMITTEE: Chairperson Walker reporting. **Review All Bills, Non Lapsing Accounts and Journal Entries for the Village, Water and Wastewater Departments** – Committee reviewed bills and will review the non-lapsing accounts and journal entries for August at the next meeting. **Motion** Krause to pay all August bills for the Village, Water Utility and Wastewater Departments, seconded Walker. M.C. **Update on Accounting Work** – Jeff Cohen completed his work recommended by the auditors last year and reviewed with Tim Krause and office staff. The accounting system was updated to track the TIF accounts and the accounts to track all village assets was completed such as the street sweeper, trucks, storm sewers, roads, etc. The bill was \$200.00 less than expected. **At the Finance Meeting** – Committee reviewed how the proceeds from the Cranberry Breakfast would be handled. **Motion** Muleski to have the wording stated as “funding improvements at the Village park,” seconded Steward. M.C. **Motion** Muleski to accept the Finance and Budget Committee report, seconded Steward. M.C.

TREASURER'S REPORT: Treasurer Pam Witt reporting. The report of expenditures and receipts was reviewed. The checking account balance on hand August 31, 2010 is \$295,344.01. The balance includes total receipts of \$258,054.95 and expenditures of \$76,352.60. Investment accounts through August: Village Non-Lapsing Fund CD's \$393,456.10. **Water Utility:** Checking \$56,011.59, Money Market \$29,130.99, Non-Lapsing Fund \$69,443.12. **Wastewater Department:** Checking \$21,863.88, Non-Lapsing Fund \$14,299.09. **Motion** Krause to accept the Treasurer's report, seconded Walker. M.C.

PUBLIC WORK'S COMMITTEE REPORT: Chairperson Steward reporting. **Replacement of Culvert on 32nd Street** – The culvert on 32nd Street / Kahoun Road was replaced at the end of August. The total cost for the Village using this 50/50 culvert replacement grant should be \$6,470.29. **Preliminary Budget** – Committee has begun working on the 2011 budget. The tires on the gray pickup were replaced at a cost of \$470.72. **CWE Update on South Biron Drive Project** – Dave Grutzik, CWE, met with committee and discussed the South Biron Drive project. Cost numbers may be available mid-October. Committee is working on this to have information available in case there is stimulus money available for the project. **Installation of New Manhole on Cranberry Road** – A new manhole was put in Cranberry Road. Most of the cost should be homeowner cost but the new manhole would be village cost. Public Works Supervisor O'Keefe will work with the contractors on the charges and whose payment responsibility it will be – homeowner / village. **Wastewater Budget Items** – Committee discussed a possible small rate increase on the wastewater bills. The charges for wastewater disposal from the City of Wisconsin Rapids are based on flows to the City and those costs keep increasing along with the costs of the plant expansion project. Committee is considering possibly raising the quarterly service charge 10% from \$36.00 to \$39.60 and wastewater usage charges 10% from \$6.92 to \$7.61. The board discussed the possible increase and various options that may prevent an increase, for example - how much additional cost could be contributed just to the plant expansion that maybe could be returned to the wastewater budget through some of the TIF 2 & TIF 3 funds. Committee will also be sending out letters to the residents that put their sump pump drainage into the wastewater system. This is extra being pumped to the City at a cost to the wastewater department. Those residents will need to change that system. The rate increase will be reviewed at a future meeting. **Motion** Muleski to accept the Public Work's Committee report, seconded Krause. M.C.

WATER UTILITY COMMITTEE: Chairperson Krause reporting. **Annual DNR Inspection and Recommendations** - The full DNR annual inspection report of the water system was received. The report lists the deficiencies first and then the recommendations. The main concern was that there could be a siphon problem with our chemical feed pumps and should be corrected by installing back pressure and relief valve pressure kits. At the last meeting a motion was made to go with Hawkins at a cost of \$600.00 each for a total of \$1800.00 to correct this problem. The report from there is just recommendations. One was for an emergency operation plan. The DNR has some grant money available for homeland security to practice the emergency operation plan and / or set one up. That application has been filed and been awarded to the Village. On October 26th there will be a meeting with the Pre-Emergency Planning, LLC to go over emergency operations. One note of concern is that we haven't raised our rates for awhile but there has been no need to raise them. One of the other minor problems was a misclassification in water main materials in the Public Service Commission annual report by the accountants. Water Superintendent O'Keefe has talked to the City of Wisconsin Rapids in the past to have a hard connection to the City water supply in case it is needed by the village. Committee will review this. **Motion** Walker to accept the Water Utility Committee report, seconded Muleski. M.C.

WASTEWATER COMMISSION: 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. **Review Minutes from September 8, 2010 Wastewater meeting** - At the September 8th meeting commission members voted to purchase a new truck with a stainless box and warranty at a cost of \$145,755.00. This truck is used by the City to transfer sludge. A special meeting will be held on September 14th for commission members to discuss the purchase of new UV lights to help with the problem on exceeding limits. **Motion** Muleski to accept the Wastewater Treatment Commission report, seconded Siegler. M.C.

VOLUNTEER FIRE DEPARTMENT PICNIC UPDATE - Chairperson Volunteer Fireman Muleski reporting. There was some concern by the Fire Department due to the lack of volunteers for this year's picnic. The picnic was a success though and residents are thanked for attending. The board may look at other options / events for the picnic. There could be a couple of board liaisons that would work with the Fire Department to help with expansion, activities and volunteers.

PRESIDENT'S REPORT: President Evenson reporting. **Report on Meeting Activity** - Kirk Skoog, MSA updated the board on the meeting held with the Wisconsin Department of Transportation. Three main points were that the traffic impact analysis for the business park was accepted; Classic Development can make a request to modify access along Highway 54; and the Village should provide the DOT trigger points for when the proposed temporary access from 72nd Street north to Highway 54 should be modified and / or closed. Kirk Skoog also reported that the procurement and financial documents have been submitted to the EPA for the reimbursement from the grant received through Representative Obey's office. Kirk Skoog also stated the value in all three TIF districts has increased in the last year. This is good news for the economic times. Kirk Skoog then discussed the WDNR's 2011 Clean Water fund and the 2011 WDNR SDWLP funding policy. If the same criteria is extended to the 2012 programs, the village would qualify for funding a watermain looping project. **Reminder for 2011 Budgets** - Committees should be reviewing budgets. Budgets will then be reviewed by the Finance & Budget Committee. President Evenson did attend the chief elected officials' workshop in Ashland. It was a good conference and the opportunity to socialize with other municipalities was valuable. New legislation was passed this last year that prohibits municipalities from decreasing public safety budgets unless you have approval from the Department of Revenue. This is called MOE, maintenance of effort. **Motion** Muleski to accept the President's report, seconded Siegler. M.C.

ADJOURNMENT: **Motion** Muleski to adjourn the September 13, 2010 board meeting, seconded Krause. M.C.

Respectfully Submitted,

Debra Eichsteadt, Clerk