

**VILLAGE OF BIRON REGULAR BOARD MEETING
MINUTES – February 12, 2024**

The February 12, 2024 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, Tammy Steward, Mark Honkomp, Jamie Biegel, Mike Guillemot, Dan Muleski, Patty Gapen. Also present: Anne Arndt, Peggy Doughty, Kayla Lumaye, Samantha Daugherty, Chief Dave Kerkman

MINUTES: Motion Honkomp, second Biegel to approve minutes of the January 8, 2024 Regular Board meeting. Motion carried.

PUBLIC COMMENT: None

FINANCE COMMITTEE: Chairperson Patty Gapen reporting. All bills, non-lapsing accounts, and journal entries for the Village and utility departments are in order.

Property tax overpayments of \$42.83 by Phillip Schoeller, \$732.89 by Wisconsin Illinois Senior Housing, and \$136.02 by Lyle Wolden were reviewed.

Chief Kerkman would like to purchase two SCBAs and fourteen facepiece neckstraps and facepiece bags, totaling \$20,000. He is requesting this purchase be made from the Fire Department Equipment/SCBA non-lapsing fund, using the current fund balance of \$14,213.96 and an early allocation of \$5,786.04 from the 2024 budgeted funds. Motion Guillemot, second Biegel to approve the purchase using non-lapsing funds and approve an early allocation of 2024 non-lapsing funds. Motion carried.

A proposal from Tech Pros for \$1,650 for a new computer for the clerk and a new computer and two monitors for the utility clerk was reviewed. Associated labor costs of \$105 per hour would be capped at two hours for each installation, for a total of \$420. Motion Gapen, second Guillemot to approve the purchase. Motion carried. A new budget line item will be created to separate technology services and technology hardware.

President Evenson reviewed recent changes made with Utility bank accounts to improve interest earnings.

A proposal for Administration Security Compliance was reviewed. Motion Evenson, second Honkomp to approve the proposal for \$246 per month, effective January 1, 2024. Motion carried. A proposal for Fire Department Security Compliance was reviewed. Motion Honkomp, second Gapen to approve the proposal for \$192.50 per month, effective February 1, 2024. Motion carried.

Motion Gapen, second Biegel to adopt the 2024 Water Utility budget. Motion carried. Motion Gapen, second Guillemot to adopt the 2024 Wastewater budget. Motion carried.

Motion Evenson, second Biegel to approve all bills, non-lapsing accounts, and journal entries for the Village and utility departments, approve property tax reimbursements for a total of \$911.74, and to approve the Finance Committee report. Motion carried.

TREASURER'S REPORT: Treasurer Samantha Daugherty reporting. Totals reported to the Finance Committee: Receipts for January: Receipts: \$1,409,966.35 and Expenses: \$1,218,778.88. General checking account bills were paid on check #'s 25356-25434 with nine autopays to IRS, Deferred Comp, Department of Revenue, and WRS for payroll deductions. A list of January bills paid from the General Fund was included for review. Village Non-Lapsing Fund: \$1,217,485.41. Utilities Checking: \$532,578.37. Water Money Market: \$350,190.66. Utility bills were paid on check #'s 5052-5067. Wastewater Non-Lapsing Fund: \$34,296.71. Motion Muleski, second Biegel to approve the Treasurer's report. Motion carried.

BIRON VOLUNTEER FIRE DEPARTMENT REPORT: Chief Kerkman reporting. Training was on SCBA use and entry level members attended orientation. Twelve medical and three fire calls were made in January. The Chief attended a quarterly Wood County Fire Chiefs meeting and upgraded emergency lighting on Engine #2 to LED lights. Firefighter Roach completed the Firefighter I class. There are five members in the entry level firefighter class. The department roster is at twenty. Motion Honkomp, second Muleski to approve the Fire Department report. Motion carried.

PERSONNEL COMMITTEE REPORT: Chairperson Mark Honkomp reporting. The Employee Handbook was given a final review. Gender-neutral language was added throughout the Handbook. Motion Muleski, second Guillemot to approve the Employee Handbook as revised. Motion carried. The clerk will distribute copies to staff. A signed Acknowledgement of Receipt form is to be returned to Chairperson Honkomp. Motion Gapen, second Biegel to approve the Personnel Committee report. Motion carried.

LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT: Chairperson Dan Muleski reporting. Chief Kerkman reviewed Ordinance 5.81 Village of Biron Fire Inspection Frequency. This would allow annual inspections on basic business inspections. Motion Muleski, second Guillemot to adopt Ordinance 5.81. Motion carried. Motion Muleski, second Biegel grant regular operator licenses for Lisa Laatsch Sullivan and Daniel Sullivan, who previously had provisional licenses. Motion carried. Motion Evenson, second Honkomp to approve the Legislative Committee report. Motion carried.

PUBLIC WORKS COMMITTEE REPORT: Chairperson Tammy Steward reporting. The Public Works Director and crew members viewed items at Wisconsin Surplus. There is an item they would like to bid on. The auction ends in nine days. Motion Muleski, second Steward to approve up to \$1,500 to bid on the item. Motion carried. Motion Muleski, second Biegel to approve the Public Works Committee report. Motion carried.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT: Chairperson Mike Guillemot reporting. Discussion was held regarding the pedestrian trail. Vehicles and semi trucks still drive on the trail. The bollard and rocks have been removed so the crew can plow the trail. It was suggested above ground removable bollards be considered. Guillemot reported he spoke with Dustin Hoffman regarding adding an above ground fuel tank so he could sell off-road fuel at his business. Motion Muleski, second Honkomp to approve the Public Property Committee report. Motion carried.

WATER UTILITY COMMITTEE REPORT: Chairperson Jamie Biegel reporting. Motion Biegel, second Honkomp to approve payment to Municipal Well & Pump for \$51,793.00. Motion carried. Motion Biegel, second Evenson to approve purchase of a magnetic locator for \$1,121. Motion carried. Motion Muleski, second Biegel to approve payment to Westwood Infrastructure for \$2,047.50 for engineering services for the CTH U watermain project. Funds to be paid from TID #3 dollars. Motion carried.

Motion Honkomp, second Guillemot to approve the Water Utility Committee report. Motion carried.

WASTEWATER COMMISSION REPORT: *Note: The Wastewater 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.* Motion Evenson, second Honkomp to approve the January 10 Commission minutes, and the Wastewater Commission report. Motion carried.

NEW BUSINESS: The Public Works Director reported there is a Regional Roundtable sponsored by the League of Wisconsin Municipalities on April 10 in Whiting. It was suggested those attending carpool.

CLERK'S REPORT: Arndt reported a new larger message/posting board has been installed near the Municipal Center entrance. There have been numerous communications sent to clerks from the Wisconsin Elections Commission regarding absentee ballot witness addresses, and updated Election Day and Election Administration Manuals in preparation for upcoming 2024 elections. Motion Honkomp, second Muleski to approve the Clerk's report. Motion carried.

PRESIDENT'S REPORT: Evenson reported he's been communicating with the South Wood County Humane Society to revise a 2024 contract for services. This will be brought to the Board for their approval.

ADJOURN: Motion Honkomp, second Biegel to adjourn at 8:10 p.m. Motion carried.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: _____

Signed: _____
Jon T. Evenson, President