

REGULAR VILLAGE OF BIRON BOARD MEETING SEPTEMBER 12, 2011

The September 12, 2011 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, Doug Egre, Dan Muleski, June Siegler and Bob Walker. Also in attendance were Treasurer Pam Witt, Clem Safranik and Kirk Skoog from MSA Professional Services, Keith Helmrick from Classic Development and two residents.

PUBLIC COMMENT: Bill Carpenter discussed the recycling services. Many times his area is not picked up. Many times there are different drivers on the routes and are unfamiliar with the area. Veolia is pretty good about trying to pick up the missed recycling within a couple of days. This issue will be looked into.

MINUTES: Minutes were reviewed from the Regular Board Meeting held on August 8, 2011. **Motion** Steward to approve the minutes from the August 8, 2011 Regular Board Meeting, seconded Siegler. M.C.

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, non lapsing accounts and journal entries and found them to be in order. **Motion** Walker to pay all bills for the Village, Water Utility and Wastewater Departments as recommended by the Finance & Budget Committee and approve all journal entries, seconded Carlson. 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, 2011 is \$362,609.72 which includes \$354,548.89 from the tax settlement. The balance includes total receipts of \$370,388.56 and expenditures of \$67,948.73. Investment accounts through August: Village Non-Lapsing Fund CD's \$341,214.60. **Water Utility:** Checking \$97,381.48, Money Market \$36,204.38, Non-Lapsing Fund \$70,603.09. **Wastewater Department:** Checking \$25,725.38, Non-Lapsing Fund \$14,308.86. **Motion** Siegler to accept the Treasurer's report, seconded Carlson. M.C.

PUBLIC WORK'S COMMITTEE REPORT: Chairperson Steward reporting. **Update** – The board reviewed some pictures of the sewer jet vac truck that may be available. A street light on Shore Acres needs to be fixed.

Public Work's Superintendent's Update – The corner of South Biron Drive and Eagle Road was fixed. The shrub trimmer was replaced with a gas one. **Motion** Muleski to accept the Public Works Committee report, seconded Egre. M.C.

WATER UTILITY COMMITTEE: Chairperson Egre reporting. **Budget** - Committee worked on budget and felt it was ready for budget committee to review. **Capital Improvement Projects and MSA's Proposal for a Water System Study** – MSA amended their proposal to include the GIS work that the village was planning on doing. This will save the Village \$2,800.00. **Motion** Muleski to approve the water system study, MSA Task Order 09-1 for \$25,000.00 including the GIS mapping services, seconded Walker. M.C. **Review 2011 Annual Waterworks Inspection** - Some work on the templates for monitoring cross connections need to be done. **Update** – The painting of the tower is complete and went well. **Motion** Siegler to accept the Water Utility Committee report, seconded Muleski. M.C.

PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE: Chairperson Carlson reporting. **Budget** – Committee worked on the budget but will review again and include the capital improvement projects. **Carpet Cleaning** - Committee will review quotes. **Entry Door** – Committee would like to get a handicap accessible door. **Replacement of Silverware, Pots & Pans at the Municipal Center** – Committee will be reviewing the replacement of the silverware and pots and pans. They maybe will be replaced a few items at a time. **Solar Street Lights on Shore Acres** – This is being turned over to Public Works Committee to review. **Motion** Muleski to accept the Public Property, Safety & Recreation Committee report, seconded Egre. M.C.

LEGISLATIVE, ORDINANCE AND ZONING COMMITTEE: Chairperson Muleski reporting. **Review Building Permits** – Committee reviewed the building permits issued to date. **Update on Shoreland & Wetland Zoning** – Committee will review this again and determine if the village should adopt an ordinance knowing that changes will still be made at the state level on the requirements. **Review Ordinance Complaints and Violations** – A letter will go out to the mobile home park concerning dog licensing and the number of dogs allowed. A resident will also receive a letter for not obtaining a building permit. **Motion** Carlson to accept the Legislative, Ordinance and Zoning Committee report, seconded Steward. M.C.

PERSONNEL COMMITTEE: Chairperson Siegler reporting. **Discuss the Requirement to Establish an Employee Grievance Procedure** – Committee met with Attorney Dean Dietrich by phone. A grievance policy needs to be in place by October 1st for non union employees and January 1st for union employees. Cost sharing is ½ and ½ for grievance costs. **Wisconsin Retirement Deductions** – Committee is discussing various options for handling the retirement deduction. **Motion** Muleski to accept the Personnel Committee report, seconded Evenson. M.C.

WASTEWATER COMMISSION: Commission Member 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 the September 7, 2011 meeting** - Minutes were distributed for review. The problems with Ocean Spray have finally been worked out. **Motion** Siegler to accept the Wastewater Treatment Commission report, seconded Carlson. M.C.

PRESIDENT'S REPORT: President Evenson reporting. **Update on Midwest Cold Storage** – The project is moving along and pictures of the site were reviewed. The funding should be received by the Village within the next two weeks. **Update on EPA Grant** – The technical review of the grant application is complete. This indicates that all of the proper procedures were followed and the application document is complete. The environmental review of the application is not yet complete and may take another four weeks. When the environmental review is finished, a 30-day public comment period will begin. During this time it is ok to put projects out for bid. If there are no significant issues raised during the comment period, at the conclusion of the 30 days a Finding of No Significant Impact (FONSI) will be issued. Soon afterward the EPA will issue the official grant award. Once the Village signs the acceptance document then funds will be available for the construction work. **Update on Budget** – Committees are working on their budgets and these will be reviewed by the budget committee. **Comprehensive Plan** – The comprehensive plan should match with the CIP plan and also include a Highway 54 corridor redevelopment area in the future land use map. **Flu Clinic** – A flu clinic will be held at the municipal center on October 5, 2011 from 10:00 a.m. – 12:00 p.m. **Motion** Muleski to accept the President's Report, seconded Egge. M.C.

ADJOURNMENT: **Motion** Muleski to adjourn the September 12, 2011 board meeting, seconded Carlson. M.C.

Respectfully Submitted,

Debra Eichsteadt, Clerk