

**VILLAGE OF BIRON REGULAR BOARD MEETING  
MINUTES – July 12, 2021**

The June 14, 2021 Regular Village Board meeting was called to order at 6:37 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, Sue Carlson, Patty Gapen, Mike Guillemot, Mark Honkomp, and Dan Muleski. Also present: 7 guests

**MINUTES:** Motion Honkomp, second Guillemot to approve minutes of the June 14, 2021 Regular Board Meeting as printed. M.C.

**PUBLIC COMMENT:** Amy Scheid, owner of Great Expectations, is interested in renting the municipal center kitchen for catering preparation. State regulations changed recently making it cost-prohibitive to use her commercial home kitchen. She would like to use the kitchen on Fridays and Saturday for prep work. She has eleven weekends booked so far catering. The earliest time she wants to use the kitchen is August 20 and 21. An agreement needs to be drafted with dates, times, cost, duration, etc. There may be a special Board meeting on July 26 and the Board may take action at that time. Amy stated she would be able to attend.

**PRESENTATION OF FINANCIAL STATEMENT** Amber Danielski of CliftonAllenLarson, reviewed the Village financial statements for 2020. A full report is on file in the clerk's office. Amber suggested the Village create a capital asset threshold policy for amounts up to \$5,000. Motion Carlson, second Muleski to accept the Financial Statements and Supplementary Information for year ending 12/31/2020. M.C.

**FINANCE & BUDGET COMMITTEE:** Chairperson Patty Gapen reporting. The committee met July 7. All bills, non-lapsing accounts, and journal entries for the Village and Utility departments were in order. Chief Kerkman presented an invoice for \$8,356.87 for additional items added to the new fire engine not included in the original quote from Custom Fire of \$502,584.00. Motion Gapen, second Steward, to pay the invoice from the Fire Department Equipment non-lapsing account and when the old fire engine is sold, that money will be deposited back into the Fire Department Equipment non-lapsing account. M.C. Gapen asked if the department held any fund raisers to help pay for the new engine and they have not. Discussion at this Board meeting held regarding transferring funds from a Public Works line item to the Fire Department budget.

Motion Muleski, second Honkomp to approve all bills and journal entries for June. M.C.

Motion Steward, second Muleski to transfer \$8,356.87 from line item 100-00-53311-062-000 to the fire department budget, with the understanding when the old fire engine sells, this line item will be reimbursed \$8,356.87 from those proceeds and the balance will be deposited in the Fire Truck non-lapsing fund. M.C

The Committee reviewed the Purchasing Policy with the addition of "Sale of Village Property". Motion Evenson, second Steward to approve the policy as amended. M.C. The Clerk will have employees sign new policy statements.

The Finance Committee met this evening at 6:15 p.m. to consider two expense reimbursements presented by Classic Development. (1) Final reconciliation of May 2019 Bridgewater expenses – this is a one-time payment. Funds will be used from the balance of the one million dollars borrowed from Nekoosa Bank for Bridgewater expenses. (2) Developer Agreement 2021 reimbursement payment to Classic Development – Keith Helmrick presented documentation for assessed value and property taxes on all Bridgewater parcels. The Clerk was asked to verify all information and found it to be correct as provided. The Agreement states eighty percent of TID 3 increment is paid to the developer. This payment will be made annually with the amount based on TID increment. Motion Muleski, second Guillemot to approve these two expenditures of \$73,506.82 and \$113,615.18. M.C.

Motion Muleski, second Evenson to approve the Finance & Budget Committee's report. M.C.

**TREASURER'S REPORT:** Treasurer Pam Witt reporting. Totals reported to the Finance Committee are: Receipts for June: \$303,454.53. Expenses: \$206,210.20. General checking account bills were paid on check #'s 23279-23344 with 6 autopays to IRS, Deferred Comp and WRS for payroll deductions. A list of June bills paid from the General Fund was included for review. Village Non-Lapsing Fund \$892,896.79. Utilities Checking: \$293,691.73. Money Market \$24,496.73. Utility bills were paid on check #'s 4569-4588. Non-Lapsing Fund: \$287,321.16. A list of all checks paid for Utilities was included for review. Motion Muleski, second Gapen to approve the Treasurer's report. M.C.

**BIRON VOLUNTEER FIRE DEPARTMENT REPORT:** No report

**PERSONNEL COMMITTEE REPORT:** No report

**LEGISLATIVE, ORDINANCE & ZONING COMMITTEE REPORT:** Chairperson Dan Muleski reporting. Muleski has been working with the Clerk on several potential Ordinance violations. The Committee will meet July 26 at 3:00 p.m. to consider possible Ordinance revisions. Motion Honkomp, second Evenson to approve the Legislative, Ordinance and Zoning Committee report. M.C.

**PUBLIC WORKS COMMITTEE REPORT:** Chairperson Tammy Steward reporting. Motion Honkomp, second Muleski to approve Resolution 21-09 Approving the Submittal of the Wisconsin Department of Natural Resources NR 208 Compliance Maintenance Annual Report (CMAR). M.C. Trzebiatowski stated the new lawnmower should be delivered in August. He is compiling a ten year plan of recurring budgetary items to keep the Village in compliance with DNR regulations. He would also like to get a road resurfacing plan together. Motion Muleski, second Guillemot to approve the Public Works Committee report. M.C.

**PUBLIC PROPERTY, SAFETY & RECREATION COMMITTEE REPORT:** Chairperson Mike Guillemot reporting. The Committee recommends using our cleaning personnel to clean public bathrooms at the S. Biron Drive park, boat landing area, and Aqua Skiers area on Fridays, on a trial basis. The Village Crew will continue to clean and pick up garbage from these areas on weekends. Zach has ordered signs for transient docks. Evenson drafted a rental docks policy, which will be considered at the July 26 special Board meeting.

Trash and recycling receptacles at the boat landing area was discussed. Evenson provided a quote from Belson Outdoors for three 55 gallon trash receptacles and liners. Trash receptacles will have cedar slats and the recycle receptacle will have blue slats. Motion Muleski, second Guillemot to purchase these three receptacles at a cost of \$1,830 plus \$293.64 shipping. M.C. It was suggested

“Pack it in. Pack it out.” signs be posted at the kiosk and near the boat landing. The dumpster will remain at the site for crew use and it was suggested it be gated and locked.

The park shelter house is being used by larger groups that do not rent the facility. Dan said he will ask the Wood County Parks Department what they do if groups use their facilities without reserving them.

The Committee recommends changing the utility clerk’s position title to Utilities and Facilities Clerk.

Motion Honkomp, second Muleski to approve the Public Property Committee report. M.C.

**WATER UTILITY COMMITTEE REPORT:** Chairperson Sue Carlson reporting. The Committee met June 30 to begin work on the 2020 budget. One committee member will work with the utility clerk and another with the Public Works director and those ideas will be discussed at a future meeting. Wood County plans to rebuild County Highway U from the Village to the new section of U and 80<sup>th</sup> Street out to Highway 54. The intent is to move the highway away from the dike along North Biron Drive. The Highway Commission has invited Village representatives to their next meeting.

Trzebiatowski reported on well #2 that was recently pulled and inspected. Work to be done will include replacing the shaft, rebuilding the pump, and cleaning the casing. The cost for this project was included in the 2021 budget. This will be completed when parts ordered are received. Inspections that are needed in the future are 2023 Aeration tank inspection, and 2024 Inspection of Well #3.

Motion Honkomp, second Evenson 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.* Evenson provided an update on the status of the wastewater agreement negotiations with the City of Wisconsin Rapids. Village attorneys plan to schedule a face-to-face meeting in July. Motion Muleski, second Honkomp to approve Wastewater Treatment Commission report. M.C.

**CLERK’S REPORT:** Arndt reported the first payment of America Rescue Plan Act funds were transferred to the Village on June 25. Funds are in the General Fund at this time and Board action is needed to transfer those funds elsewhere. Motion Muleski, second Evenson to transfer the ARPA funds to a non-lapsing account where it will earn interest. M.C. Arndt will check with auditors for an appropriate line item to use. The Village’s Face Book page has been created and is for informational purposes only. Motion Evenson, second Honkomp to approve the Clerk’s report. M.C.

**PRESIDENT’S REPORT:** Evenson reported on the annual Joint Review Board meeting. He would like to have a special Board meeting on July 14 at 6:00 p.m. to review job descriptions. Attorney Abts was invited to attend.

Motion Gapen, second Muleski to approve the President’s report. M.C.

**ADJOURN:** Motion Muleski, second Honkomp to adjourn at 8:45 p.m. M.C.

Respectfully Submitted,

Anne Arndt, Clerk

Approved by Biron Board of Trustees

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Jon T. Evenson, President