



Village of Maine Minutes

Monday, December 12, 2016

Village of Maine Board Meeting

Maine Municipal Center

6111 N. 44th Avenue

Wausau, WI 54401

The Board of Trustees of the Village of Maine held a regular monthly Board of Trustees Meeting at the Maine Municipal Center on Monday, December 12, 2016. A Closed Session was held at 5:30 p.m. General Business will commence after the adjournment of the Closed Session and Oversight Committee Meeting.

AGENDA

1. Call meeting to order at 5:30 p.m.– Betty Hoenisch, Village President
2. CLOSED SESSION pursuant to Section 19.85 (1) (g) of the Wisconsin State Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in connection with the Peoples State Bank loans. The Village of Brokaw Board, Brokaw's legal counsel and the Town of Texas Town Board will be invited into the Closed Session.
3. Adjourn the Closed Session
4. Reconvene the Board of Trustees Meeting after the adjournment of the Oversight Committee Meeting
5. Discussion and possible action on matters discussed in agenda item two
6. General Business
7. Pledge of Allegiance to the Flag
8. Motion to dispense of the reading and approval of the minutes from the November 14, 2016 Board of Trustees Meeting, the November 28, 2016 Budget Workshop and the December 8, 2016 Budget Public Hearing / Special Board of Trustees Meeting and Meeting
9. Treasurer's Report
10. Zoning Administrator's Report
11. Fire Department Report
12. Comments from the audience on Other Business items A - G below

13. Other Business:

- A. Discussion and possible action on ATV trails in the Village of Maine - Randy Springer will present map and information on possible funding for the signage and other costs related to designating the proposed trail system
 - B. Discussion and possible action to approve the resolution for the initial attachment area of the Town of Texas properties
 - C. Discussion and possible action to approve the Fire Department's Smokey Bear sign on Village of Maine property
 - D. Discussion and possible action on the Fire Department Inspector contract
 - E. Discussion and possible action on the Zoning Administrator and Building Inspector Agreement
 - F. Discussion and possible action on the Personnel Policy for 2017
 - G. Discussion and possible action to approve updates to the canopy/building sign and outdoor message board sign
14. Report from audience on culverts, road issues or requests to have an item placed on the next Village Board Meeting agenda
15. Review bills payable
16. Motion to approve bills payable
17. The next Board of Trustees Meeting will be Monday, January 9, 2017
18. Adjournment

I certify this agenda was posted at the Red Granite Bar & Grill, Richard's Restaurant & Bar, Schmidt's Bar and the Maine Municipal Center, 6111 N. 44th Avenue, Wausau, WI on December 10, 2016

Cindy Bailey

Village of Maine Clerk

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The Board of Trustees of the Village of Maine held a regular monthly Board of Trustees Meeting at the Maine Municipal Center on Monday, December 12, 2016. A Closed Session was held at 5:30 p.m. General Business will commence after the adjournment of the Closed Session and Oversight Committee Meeting.

Call meeting to order

President Hoenisch called the Village of Maine Board of Trustees Meeting and Closed Session to order at 5:35 p.m. President Hoenisch stated that the Town of Texas Board and Village of Brokaw Board were present at the meeting. Also present, were Maine legal counsel, Attorney Randy Frokjer and Village of Brokaw Attorney, Dean Dietrich. Duane Gau, the Cooperative Boundary Oversight Commission Administrator was also in attendance.

Cooperative Boundary Oversight Commission members present:

Chairperson Betty Hoenisch
Town of Texas Chairman Matt Bootz
Village of Brokaw President Jeff Weisenberger
Commission Administrator Duane Gau

Village of Brokaw officials present:

President Jeff Weisenberger
Deputy Clerk Brenda Weisenberger
Trustee Matt Deffner
Trustee Adam Dykman
Trustee Marjorie Josiger
Trustee James Sonnentag
Trustee John Borth
Trustee Daniel Manowski
Attorney Dean Dietrich

Village of Maine Board officials present:

President Betty Hoenisch
Clerk Cindy Bailey
Treasurer Patti Behrendt
Trustee Tad Schult
Trustee Keith Rusch
Trustee Wes Schoepke
Trustee Jon Graveen
Trustee Tom Mullaley
Trustee Vickie Bartelt
Attorney Randy Frokjer

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Town of Texas officials present:

Chairman Matt Bootz

Clerk Lorraine Beyersdorf

Treasurer Marion Matsche

Supervisor Delmer Winter

Supervisor Walter Borchardt

CLOSED SESSION pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in connection with the Peoples State Bank loans. The Village of Brokaw Board, Brokaw's legal counsel and the Town of Texas Town Board will be invited into the Closed Session.

President Hoenisch read the Wisconsin Statute pertaining to Closed Sessions. She then asked for a motion to convene into closed session.

Trustee Tad Schult made a motion to convene into closed session pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes. Seconded by Trustee Rusch.

President Hoenisch took a roll call vote of the Village of Maine Board of Trustees in favor of going into closed session. Those in favor were: Trustees Jon Graveen, Keith Rusch, Tad Schult, Tom Mullaley, Vickie Bartelt and Wes Schoepke therefore, the motion carried unanimously.

Brokaw President Weisenberger and Texas Chairman Bootz also convened their Board into Closed Session. Oversight Commission Chairperson Hoenisch convened the Oversight Commission into Closed Session.

Adjourn the Closed Session and reconvene the Board of Trustees Meeting after the adjournment of the Oversight Committee Meeting

President Hoenisch called for a motion to adjourn the Closed Session and reconvene the Board of Trustee meeting.

Trustee Mullaley made a motion to adjourn the Closed Session and reconvene the Board of Trustee meeting at 6:27 p.m., seconded by Trustee Bartelt. Motion carried.

Discussion and possible action on matters discussed in agenda item two

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President Hoenisch asked if there were additional comments or questions with regard to agenda item two from the Village of Maine Board members and if not, a motion was in order.

Trustee Schoepke made a motion to commence with litigation in connection with the Peoples State Bank loans and hire Quarles and Brady for legal counsel on the Peoples Bank matter. Trustee Mullaley seconded that motion. Motion carried.

General Business

President Hoenisch welcomed the public that were present and explained that there had been a Closed Session at 5:30 p.m., therefore the Village Board would do bill approval at the end of the meeting.

Pledge of Allegiance to the Flag

President Hoensich asked everyone present to stand and recite the Pledge of Allegiance to the Flag

Motion to dispense of the reading and approval of the minutes from the November 14, 2016 Board of Trustees Meeting, the November 28, 2016 Budget Workshop and the December 8, 2016 Budget Public Hearing / Special Board of Trustees Meeting and Meeting

President Hoenisch asked the Village Board members if there were any additions or corrections to the minutes that were provided in their meeting packet. She then called for a motion to dispense of the reading and approval of the minutes as presented.

Trustee Mullaley made a motion to dispensed of the reading of the November 14, 2016 Board of Trustees Meeting, the November 28, 2016 Budget Workshop and the December 8, 2016 Budget Public Hearing / Special Board of Trustees Meeting and approve those three sets of minutes as submitted. Trustee Graveen seconded that motion. Motion carried.

Treasurer's Report

President Hoenisch asked Treasurer Behrendt to present the November 2016 Treasurer's Report.

Treasurer Behrendt gave her report as follows:

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Village of Maine General Accounts:

Village of Maine Checking Account (People's State Bank)

Beginning balance on November 1, 2016 - \$12,710.98
Deposits and Interest for November 2016 - \$65,380.99
Disbursements for November 2016 - \$77,998.14
Balance on November 30, 2016 - \$14,093.83

Village of Maine Checking Account (Abby Bank)

Beginning balance on November 1, 2016 - \$2,500.00
Deposits and Interest for November 2016 - \$151,540.09
Disbursements for November 2016 - \$61,659.52
Balance on November 30, 2016 - \$92,380.57

Money Market Account (People's State Bank)

Beginning balance on November 1, 2016 - \$97,896.44
Deposits and Interest for November 2016 - \$11,595.06
Disbursements for November 2016 - \$79,410.99
Balance on November 30, 2016 - \$30,080.51

Municipal Savings Account (Abby Bank)

Beginning balance on November 1, 2016 - \$103,977.86
Deposits and Interest for November 2016 - \$120,533.19
Disbursements for November 2016 - \$151,540.09
Balance on November 30, 2016 - \$72,970.96

Village of Maine Fire Department Accounts:

Fire Department Checking Account (Petty Cash)

Beginning balance on November 1, 2016 - \$694.08
Deposits and Interest for November 2016 - \$0.00
Disbursements for November 2016 - \$15.00
Balance on November 30, 2016 - \$679.08

Fire Department Memorials & Special Donations Account

Beginning balance on November 1, 2016 - \$21,680.22
Deposits and Interest for November 2016 - \$7.67
Disbursements for November 2016 - \$0.00
Balance on November 30, 2016 - \$21,687.89

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Fire Department Equipment Outlay Account

Beginning balance on November 1, 2016 - \$59,118.61

Deposits and Interest for November 2016 - \$14,010.22

Disbursements for November 2016 - \$11,585.43

Balance on November 30, 2016 - \$47,543.40

President Hoenisch asked for a motion to approve the Treasurer's report.

Trustee Rusch made a motion to approve the Treasurer's report. Trustee Schoepke seconded that motion. Motion carried.

Zoning Administrator's Report

President Hoenisch asked Zoning Administrator/Building Inspector Rich Grefe to present his report.

Zoning Administrator Grefe explained that six permits were issued in November. The permits were for Goetsch's Welding and Machine commercial addition, James Kramer's garage, David Berndt's garage, Mitch Block's minor alteration, George Waldvogel's farm house wrecking permit and an extension to Paul Knaack's wrecking permit.

Mr. Grefe reported he had completed ten inspections in the month of November. Three of the inspections were on-site zoning inspections, two were final building permit inspections, two were electrical service inspections and three were rough-in building inspections.

Fire Department Report

President Hoenisch asked Clerk Bailey to read Chief Bozinski's fire department report.

Clerk Bailey stated that Chief Bozinski had contacted her to explain that due to end of year fire department duties he was unable to provide a report however, he would have one in January.

Comments from the audience on Other Business Items A - G below

President Hoenisch asked for comments from the audience on Other Business items 14A through 14G. There were no questions or comments from the audience.

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Other Business:

Discussion and possible action on ATV trails in the Village of Maine - Randy Springer will present map and information on possible funding for the signage and other costs related to designating the proposed trail system

President Hoenisch stated that Randy Springer has requested to have this item on tonight's agenda. President Hoenisch asked Mr. Springer to make his presentation to the Village Board.

Mr. Springer introduced himself, Trailmates President Randy Thurs, Pro Motor Sport's owner Al Zahrt and Lincoln County Recreation Deputy Travis Watruba.

Mr. Springer then reported that he has done a lot of research on UTV's and ATV's traveling on municipal roads with specific restrictions. Mr. Springer showed a map of the roads he felt would be good candidates for ATV travel so there would be a full circle through Maine.

Mr. Springer explained that the cities of Merrill and Tomahawk have ATV trails right through them. Mr. Springer also explained that he has contacted the Marathon County Highway Commissioner and they will allow ATV's/UTV's to cross County Road K however, the County Highways cannot be used as part of a route, due to vehicular speed and safety issues.

Mr. Springer then asked if this was something the Board felt was possible.

Attorney Frokjer reported that he has created ATV/UTV trail ordinances for some of the Lincoln County municipalities, therefore he would be able to send samples for the Village Board to review. The ordinance should reference that state statute so the Marathon County Sheriff's Department can enforce the ordinance.

Deputy Watruba explained that his job is the Recreation Deputy for Lincoln County Sheriff's Department. He then explained that trails are off road means of travel and routes are roads that are used by ATV's/UTV's. In Lincoln County highways 8, 17, 51 and 64 are not open to ATV's/UTV's, however all other roads are open.

Attorney Frokjer stated that generally the concern of municipalities is safety. Deputy Watruba stated that safety has not been an issue in Lincoln County.

Attorney Frokjer also explained that the Town of Pine River, which he represents, was once closed to ATV's/UTV's and has now opened their township roads as routes. Attorney Frokjer stated that each municipality has the ability to decide.

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Discussion and questions followed:

- Age requirements for youth on ATV's/UTV's routes and trails
- Signage requirements for routes and trails
- Cost for signage and installation
- Snowmobile trails being opened to ATV's/UTV's
- 46 snowmobile/ATV/UTV complaints in Lincoln County for 2016
- 6 snowmobile/ATV/UTV accidents in Lincoln County for in 2016
- Recreational deputy in Marathon County or who responds to accidents of complaints

Trailmates Snowmobile Club President, Randy Thurs stated that the club would assist Mr. Springer on the signage cost because it would encourage people to join the club.

Mr. Springer was encouraged to investigate the number of signs needed, the cost of signs and installation. This item will be on the January 9, 2017 Board of Trustees meeting agenda.

Discussion and possible action to approve the Resolution for the initial attachment area of the Town of Texas properties

President Hoenisch explained that the Initial Attachment Area is part of the Cooperative Boundary Agreement between Maine and Texas. Attorney VanderWaal prepared the Initial Attachment Area Ordinance for the Village of Maine Board to approve. The properties in the Initial Attachment Area will become part of the Village of Maine on January 1, 2017.

President Hoenisch asked for a motion to approve the Resolution adopting the Initial Attachment Area Ordinance.

Trustee Schoepke made a motion to approve the Resolution, seconded by Trustee Schult. Motion carried.

Discussion and possible action to approve the Fire Department's Smokey Bear sign on Village of Maine property

President Hoenisch explained that Maine Fire Department had purchased a Smokey Bear sign on a 50/50 DNR grant. Chief Bozinski has submitted the proper permit application for the sign. Approval from the Village Board is a formality requested by Attorney Frokjer and Zoning Administrator Grefe. The Fire Department purchased the sign with DNR grant funds and submitted a permit application to Mr. Grefe.

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Discussion followed on the placement of the sign due to the County Highway right-of-way and the vision triangle that must be adhered to, especially because the corner of County Road WW and Town Hall Road WW has some ongoing safety issues.

President Hoenisch asked for a motion to approve the Fire Department's Smokey Bear sign permit.

Trustee Schoepke made a motion to approve the Fire Department Smokey Bear Sign with the stipulation that it is installed to meet the County Highway setbacks and vision triangle requirements. Trustee Mullaley seconded that motion. Motion carried.

Discussion and possible action on the Fire Department Inspector contract

President Hoenisch explained that Mr. Pollard from First In Safety Fire Inspection Services, LLC has been doing a wonderful job for the Village of Maine. She stated that Mr. Pollard is very detail oriented and works well with Fire Chief Bozinski and Building Inspector Grefe on inspections and/or property complaints. He also provides very informative inspection reports and invoices.

President Hoenisch asked for a motion to approve the Fire Department Inspector's 2017 contract.

Trustee Schoepke made a motion to approve the 2017 First In Safety Fire Inspection Services, LLC contract. Trustee Rusch seconded that motion. Motion carried.

Discussion and possible action on the Zoning Administrator and Building Inspector Agreement

President Hoenisch explained that Mr. Grefe has been employed as Maine's Zoning Administrator and Building Inspector since 2007. She stated that Mr. Grefe has taken on the task of Village of Brokaw's building inspector and will also have additional ordinance work due to the Village of Maine Incorporation. She went on to explain that Mr. Grefe has never asked for an increase to his contract fee and due to the added responsibilities she is requesting that the Village Board add a \$3,000.00 increase in the 2017 Zoning and Building budget. The increase would ensure that Mr. Grefe is adequately compensated for the extra tasks the Board is asking him to do.

President Hoenisch asked Mr. Grefe if he was amenable to the fee increase. Mr. Grefe stated the annual fee of \$23,000.00 was fine. Discussion then followed on the need to adjust his office hours so that they are consistently scheduled each week. If there is a specific day and time each week it will be easier for residents to determine when he is available to meet with them. Mr. Grefe stated that he would hold office hours every Thursday from 4:00 p.m. to 7:00 p.m. and by appointment, as he is currently doing.

President Hoenisch asked for a motion to approve Mr. Grefe's 2017 Building Inspector and Zoning Administrator Agreement.

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Trustee Schoepke made a motion to approve Mr. Grefe's 2017 Agreement with annual compensation of \$23,000.00 and the adjusted office hours as stated. Trustee Mullaley seconded that motion. Motion carried.

Discussion and possible action on the Personnel Policy for 2017

President Hoensich requested that the Village Board review the 2017 Personnel Policy Draft and complete all the red areas.

President Hoenisch then stated that every year, even through the recession, the Public Works Department Employees were always given a wage increase. She stated that 2017 is a very difficult budget year with all the unknown financial needs related to the Village of Brokaw, engineering and the well exploration.

Trustee Schoepke stated that he did not feel the Village Board should make any revision to the 2017 Personnel Policy. The Village Board agreed that there would be no increases to the salaries, retirement contribution or the healthcare subsidies.

Trustee Bartelt stated that she has never worked at a job where you could be paid a lump sum for any unused vacation hours each year. She also stated that she felt employees are supposed to use their vacation or carry it over to the next year.

President Hoenisch explained that there are other employers that allow employees to carry over vacation due to pending surgery or other issues that may require more vacation than they have available per year. She went on to explain that often times it is difficult for employees to take vacation in the summer due to the Public Works road projects and the number of employees. In winter, employees may plan to take vacation time and they may be called in due to extreme weather conditions that cannot be handled by one full-time and a couple of part-time workers.

There was additional discussion on the 2017 Personnel Policy. President Hoenisch called for a motion to approve the 2017 Personnel Policy.

Trustee Schoepke made a motion to approve the 2017 Personnel Policy with no revisions to salaries, retirement and healthcare subsidy benefits. The portion of the policy regarding vacation hours being paid in a lump sum will need to be removed however, the policy will allow the employees to roll their vacation hours into their 407 Plan with Edward Jones. Trustee Bartelt seconded that motion. Motion carried.

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Discussion and possible action to approve updates to the canopy/building sign and outdoor message board sign

President Hoenisch explained that at the November 28, 2016 Budget Workshop Trustee Rusch had offered to work with Stratford Sign Company on updating the outdoor message board and canopy sign.

Trustee Rusch explained the details of the quote he received from Stratford Sign Company. He also stated that he had spoken to the owner of the company and they are very busy this time of year therefore, the signs cannot be updated or installed until January 2017.

President Hoenisch asked for a motion to approve Stratford Sign Company's quote.

Trustee Schoepke made a motion to approve Stratford Sign Company's quote of \$1,780.00 for message board sign and \$985.00 for the canopy sign. Trustee Bartelt seconded that motion. Motion carried.

Report from audience on culverts, road issues or requests to have an item placed on the next Village Board Meeting agenda

There were no comments regarding culverts and road issues. There were also no requests to have an item placed on the next agenda.

The next Board of Trustees Meeting will be January 9, 2017

President Hoenisch stated the next Board of Trustees Meeting will be Monday, January 9, 2017.

President Hoenisch then reported that the Village Board would be reviewing/approving bills and signing Christmas Cards before the meeting is adjourned. She wished residents in the audience a Merry Christmas and invited them to stay for the bill approval process if they would like.

Review bills payable

Clerk Bailey distributed the vendor bills and time slip folders for the Trustees to review and initial.

Motion to approve bills payable

President Hoenisch asked for a motion to approve the bills payable.

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Trustee Rusch made a motion to approve the accounts payable invoices and timesheets as presented. Trustee Bartelt seconded that motion. Motion carried.

Adjournment

President Hoenisch asked for a motion to adjourn the Board of Trustees Meeting.

Trustee Mullaley made a motion to adjourn at 9:28 p.m., seconded by Trustee Graveen. Motion carried.

Respectfully submitted and approved January 9, 2017

Cindy Bailey

Village of Maine Clerk