



Village of Maine Minutes

Monday, April 11, 2022

Village of Maine Board Meeting

Maine Municipal Center

6111 N. 44th Avenue

Wausau, WI 54401

OFFICIAL NOTICE AND AGENDA

The Board of Trustees of the Village of Maine will hold a regular monthly meeting at the Maine Municipal Center on Monday, April 11, 2022, at 4:00 p.m. Accounts Payable will be reviewed at 6:00 p.m. p.m. General Business will commence at 6:30 p.m. *** NOTE - we are continuing to take COVID-19 precautionary measures.

AGENDA

1. Call the meeting to order – Betty Hoenisch, Village President
2. President will entertain a motion to convene into Closed Session pursuant to Section 19.85 of the Wisconsin Statutes
 - A. Discussion regarding 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance data of any public employee or subcontractor over which the governmental body has jurisdiction or exercises responsibility in connection with Maine's Administration, Fire Department, Utility, Public Works Departments and Committee members.
 - B. Discussion regarding 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive bargaining reasons require a closed session in connection with land purchase, shared services agreements and/or wastewater treatment system upgrade.
3. Adjourn the Closed Session and reconvene the Board Meeting
4. Discussion and possible action on matters discussed in item 2A and 2B
5. **5:00 p.m.** - Discussion and possible action on Fire Department Bylaws and Standard Operating Procedures
6. Review bills - motion to approve the payment of time slips, invoices, and statements
7. **6:00 p.m.** - General Business

8. Pledge of Allegiance to the Flag
9. Motion to dispense of the reading and approval of the minutes from the February 14th and March 14th Board Meetings and March 17, 2022, Special Board Meeting.
10. President's Report
11. Administrator's Report
12. Clerk's Report
13. Treasurer's Report
14. Fire Department Report
15. Marathon County Supervisors Report by Jonathan Fisher
16. Comments from the audience on Other Business items A - D below
17. Other Business:
 - A. Discussion and possible action on Lincoln Drive cul-de-sac
 - B. Discussion and possible action on Timber Drive cul-de-sac
 - C. Discussion and possible action to approve Board of Appeals members for term ending May 2025
 - D. Discussion and possible action to approve Plan Commission members for a term ending May 2025
18. Report from audience on culverts, road issues and/or requests to have an item placed on the next Village Board Meeting agenda
19. The next Board of Trustees Meeting will be Monday, May 9, 2022
20. Adjournment

I certify that this agenda was posted at the Brokaw Post Office, Brokaw Village Hall, Red Granite Bar & Grill, Richard's Restaurant & Bar, Schmidt's Bar and the Maine Municipal Center, 6111 N. 44th Avenue, Wausau, WI April 9, 2022. (Please note - the Bars and Restaurants that are posting locations may not hold regular hours due to COVID-19.) Agenda was also posted on Maine's website.

Betty Hoenisch,

Village President

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Call the meeting to order

President Hoenisch called the meeting to order at 4:00 p.m.

Present at the meeting:

President, Betty Hoenisch, Clerk, Cindy Bailey, Treasurer, Patti Neumann, Trustee, Tom Mullaley, Trustee, Jon Graveen, Trustee, Merriebeth Russ, Administrator, Keith Rusch and Attorney, Randy Frokjer.

President will entertain a motion to convene into Closed Session pursuant to Section 19.85 of the Wisconsin Statutes

A. Discussion regarding 19.85(1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance data of any public employee or subcontractor over which the governmental body has jurisdiction or exercises responsibility in connection with Maine's Administration, Fire Department, Utility, Public Works Departments and Committee members.

B. Discussion regarding 19.85(1)(e) of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive bargaining reasons require a closed session in connection with land purchase, shared services agreements and/or wastewater treatment system upgrade.

President Hoenisch asked for a motion to go into closed session and invite Administrator Rusch, Clerk Bailey and Treasurer Neumann.

Trustee Mullaley made a motion to go into closed session at and invited Administrator Rusch, Clerk Bailey and Treasurer Neumann. Trustee Graveen seconded the motion. The motion carried by a roll call vote of four in favor and zero opposed.

Adjourn the Closed Session and reconvene the Board Meeting

President Hoenisch asked for a motion to adjourn the closed session and reconvene the Board of Trustees meeting.

Trustee Mullaley made a motion to adjourn the closed session and reconvene the Board of Trustees meeting at 4:48 p.m. Trustee Graveen seconded the motion. Motion carried.

Discussion and possible action on matters discussed in item 2A, 2B above

Item 2A:

There was no action on this item.

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Item 2B:

There was no action on this item.

Discussion and possible action on Fire Department Bylaws and Standard Operating Procedures

Attorney Frokjer discussed Standard Operating Procedures (SOPs) versus Bylaws stating they are two different types of documents. He gave this definition of Standard Operating Procedures according to the National Fire Protection Association: “an organizational directive that establishes a standard course of action.” He stated that in other words, SOPs are written guidelines that explain what is expected and required of fire service personnel in performing their jobs. Bylaws are the laws the fire department follows and are governed by the Board of Trustees. His recommendation to the Board would be that the Fire Department keep the two documents separate from each other.

Attorney Frokjer requested that Chief Bozinski remove section 74.1.5 and 74.2.16 of the SOPs and then bring the proposed SOPs back to the Board for approval.

Review bills - motion to approve the payment of time slips, invoices, and statements

Trustee Graveen made a motion to approve the bills and time sheets as submitted. Trustee Russ seconded the motion. Motion carried.

General Business

Pledge of Allegiance to the Flag

Motion to dispense of the reading and approval of the minutes from the March 14th Board Meeting and March 17, 2022, Special Board Meeting

President Hoenisch asked for a motion to approve the minutes unless there were changes to submit.

There were no requests of changes to be made.

Trustee Graveen made a motion to approve the minutes from the March 14, 2022, Board Meeting and the March 17, 2022, Special Board Meeting as submitted. Trustee Mullaley seconded the motion. Motion carried.

President's Report

- President Hoenisch stated that she had completed the DOT Paser submittal. These submittals are to receive quarterly Transportation Aids. She stated that the submittals were more time consuming this year, however, they did provide \$208,823.00 of revenue for 2021.

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- President Hoenisch explained that she and Administrator Grefe worked on a new commercial project with Mike Kilinski. The project approval will be scheduled for the May 5, 2022, Plan Commission Meeting.
- Due to the freezing rain President Hoenisch has ordered more salt and sand and hopefully this will get us to the end of the winter season.
- She has been working with Marathon County zoning regarding a failed septic system. The owner nor plumber would provide a waiver of liability for road damage so, Marathon County is asking that the resident wait until road weight limits are removed. After the limits have been removed the County will issue the sanitary permit.

Administrator's Report

- I had previously contacted Northern Pipe to schedule our inspection of sewer infrastructure. We are required by the DNR to inspect 25% of our system each year. I am meeting with one of their representatives this Wednesday to document which parts of our system we want to target. Clayton and I have identified 2 areas we believe are contributing the most I/I (Inflow/Infiltration) into the system. These areas will be part of the inspection grid to hopefully identify and repair problem areas. I had discussions with Northern Pipe last fall regarding these areas and our need to investigate them in the spring when we see the most I/I. I anticipate that the scheduled inspections will occur very soon after our meeting this week.
- Last Thursday Tom and I picked up the new Utility Truck, a 2021 Ford F350 with just over 3, 000 miles. The new plow is scheduled to be installed on the 19th of this month. I will drop it off on the 18th and can submit payment information to Cindy so that she can apply for reimbursement for the meter upgrade components, the truck and plow to USDA staff. I have varied reporting on the contingency monies available and have asked for a final accounting of that amount. Once that has been determined we can provide an updated list of potential projects to be covered with remaining funds.
- I recently received a Memorandum of Understanding from Great Lakes Community Action Partnership (GCLAP) regarding details of their assistance. We have been approved to be part of the program. This assistance will GIS map utility features (hydrants, valves, lift stations etc.) and provide software support to manage facility maintenance for 1 year at no cost to the Village. I will review the document w/ Randy and Betty to confirm it meets our requirements before signing off on the assistance.
- As directed, I have been working with the DNR to become part of the State funded testing program for PFAS in well water. Last week Tim, Clayton and I participated in an online training session that explained the sampling process. We are part of the first waive of State covered PFAS testing (April through May), but do not know the exact timeline yet. We will be notified 1-2 weeks prior to our testing window and will receive sampling kits shortly after notification.
- System water temperatures are finally rising to the point where we are past freezing concerns. I had been working with our most problematic location over the winter and we have avoided service lines freezing and/or transmission line breaks for the first time since I have been involved with the Utility.
- Clayton had to rebuild the Sodium Hypochlorite (Chlorine) Chemical feed pumps for Wells 7 and 8. They were operating but at 100% pumping capacity. With the rebuild they are back down to supplying the proper chemicals at 25%-30% capacity. I checked with a couple of sources and a 6–9-month operational timeline for rebuilds is common. This time he only replaced several O-rings since the kits we received had the wrong diaphragms. We now have the correct diaphragms in house if needed. Spare pumps have been ordered so we have them on hand in case of emergency.

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Clerk's Report

Clerk Bailey stated that there were 701 voters at the April 5, 2022, Spring Election. That was about 450 fewer voters than at the last Spring Election

Treasurer's Report

For the Month of March 2022 Village of Maine General Accounts

Checking Account

Beginning Balance as of: 2/28/2022		\$20,733.20
Deposits and Interest	\$ 197,445.65	
Disbursements	\$ (174,142.41)	
Balance as of: 3/31/2022		\$44,036.44

Municipal Savings Account

Beginning Balance on: 2/28/2022		\$813,415.66
Deposits and Interest:	\$ 137,101.66	
Disbursements:	\$ (197,444.36)	
Balance as of: 3/31/2022		\$753,072.96

Municipal Savings Account (Shared Revenue)

Beginning Balance on: 2/28/2022		\$1,232,360.77
Deposits and Interest:	\$ 209.35	
Disbursements:	\$ -	
Balance as of: 3/31/2022		\$1,232,570.12

Village of Maine Fire Department Accounts

Checking Account

Balance as of: 2/28/2022		\$227.94
Deposits and Interest	\$ 0.01	
Disbursements	\$ -	
Balance as of 3/31/2022	.	\$227.95

Memorial & Donations Money Market Account

Balance as of: 2/28/2022		\$42,416.75
Deposits and Interest	\$ 201.80	
Disbursements		
Balance as of : 3/31/2022		\$42,618.55

Equipment Outlay Account

Balance as of: 2/28/2022		\$5,709.10
Deposits and Interest	\$ -	

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

Trustee Mullaley made a motion to approve the Treasurer's report as submitted. Trustee Graveen seconded the motion. Motion carried.

Fire Department Report

- Discussed repairs needed on Tender 1 in the amount of \$22,000.00
- Quotes being obtained for a new Brush Truck
- Need for someone to monitor the Smokey Bear fire hazard sign

Marathon County Supervisors Report by Jonathan Fisher

- Of the 81,000 registered voters in Marathon County, 26,000 voted in the April 5, 2022, Election
- Municipalities gave \$531,000.00 of their ARPA funds
- Marathon County is at only 6% of its debt capacity

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

There were no comments.

Discussion and possible action on Lincoln Drive cul-de-sac

The Board looked at the Lincoln Drive CSM as presented and discussed the proposed cul-de-sac.

President Hoenisch asked for a motion on the proposed Lincoln Drive cul-de-sac.

Trustee Graveen made a motion to approve the Lincoln Drive cul-de-sac CSM as presented. Trustee Mullaley seconded the motion. Motion carried.

Discussion and possible action on Timber Drive cul-de-sac

The Board viewed the Timber Drive CSM as presented and discussed the proposed cul-de-sac.

President Hoenisch asked for a motion on the proposed Lincoln Drive cul-de-sac.

Trustee Mullaley made a motion to approve the Timber Drive cul-de-sac CSM as presented. Trustee Russ seconded the motion. Motion carried.

Discussion and possible action to approve Board of Appeals members for term ending May 2025

This item was tabled.

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Discussion and possible action to approve Plan Commission members for a term ending May 2025

This item was tabled.

The next Board of Trustees Meeting will be Monday, May 9, 2022

Adjournment

Trustee Mullaley made a motion to adjourn at 8:25 p.m. Trustee Graveen seconded the motion. Motion carried.

Respectfully submitted and approved May 9, 2022.

Cindy Bailey

Village Clerk