



Village of Maine Minutes

Monday, September 9, 2019
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, September 9, 2019 at 6:00 p.m. Accounts Payable will be reviewed at 6:00 p.m. and General Business will commence at 7:00 p.m.

AGENDA

1. Call meeting to order at 6:00 p.m. – Betty Hoenisch, Village President
2. Review bills - motion to approve the payment of timeslips, invoices and statements
3. Board will conduct Public Works ninety-day employment review
4. Pledge of Allegiance to the Flag
5. Motion to dispense of the reading and approval of the minutes from the July 15, 2019 and August 12, 2019 Board Meeting, the June 24, 2019, July 24, 2019, July 30, 2019, August 3, 2019 and the August 6, 2019 Special Board Meeting minutes.
6. President's Report
7. Administrator's Report
8. Treasurer's Report
9. Comments from the audience on Other Business items A - G below
10. Other Business:
 - A. Discussion and possible action Village of Maine's Procurement Policy
 - B. Discussion and possible action regarding the Vierbicher Engineering Agreement Amendment to Provide Professional Consulting Services

- C. Discussion and possible action on Proposal for Community Development Block Grant (CDBG) Administration
 - D. Discussion and possible action regarding the Sewer Engineering Contract and RUS Certification
 - E. Discussion and possible action on Scope of Engagement Letter from Quarles and Brady
 - F. Discussion and possible action on 2020 Re-evaluation
 - G. Discussion and possible action on public works fire, remediation plans and equipment replacement
11. Report from audience on culverts, road issues and/or requests to have an item placed on the next Village Board Meeting agenda
12. Adjournment

I certify this agenda was posted at the Brokaw Post Office and Village Hall, Red Granite Bar, Richard's Restaurant & Bar, Schmidt's Bar and the Maine Municipal Center, 6111 N. 44th Avenue, Wausau, WI on September 7, 2019.

Betty Hoenisch,
Village of Maine President

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Call meeting to order

President Hoenisch called the meeting to order at 6:00 p.m.

Present at the meeting:

President Betty Hoenisch, Administrator Keith Rusch, Clerk Cindy Bailey, Treasurer Patti Behrendt, Trustee Wes Schoepke, Trustee Tom Mullaley, Trustee Schult and Trustee Jon Graveen and Attorney Randy Frokjer.

Review bills payable and approve

Clerk Bailey distributed the bills and timesheets to the Trustees.

President Hoenisch asked for a motion to approve the bills and time sheets as presented.

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

Board will conduct Public Works ninety-day employment review

The Board conducted the employee review.

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President Hoenisch asked for a motion.

Trustee Schult made a motion to approve a \$1.00 increase in wages for the Public Works employee reviewed. Trustee Schoepke seconded the motion. Motion carried.

Pledge of Allegiance to the Flag

Motion to dispense of the reading and approval of the minutes from the July 15, 2019 and August 12, 2019 Board Meeting, the June 24, 2019, July 24, 2019, July 30, 2019, August 3, 2019 and the August 6, 2019 Special Board Meeting minutes.

President Hoenisch asked for a motion to approve the July 15, 2019 and August 12, 2019 Board Meeting, July 24, 2019, July 30, 2019, August 3, 2019 and the August 6, 2019 Special Board Meeting minutes. The June 24, 2019 minutes were tabled.

Trustee Graveen made a motion to approve the July 15, 2019 and August 12, 2019 Board Meeting, July 24, 2019, July 30, 2019, August 3, 2019 and the August 6, 2019 Special Board Meeting minutes as submitted. Trustee Mullaley seconded the motion. Motion carried.

President's Report

President Hoenisch reported that Scott's Construction has completed the 2019 chip sealing projects. They include:

- ❖ Hillcrest Drive from County Road K to N. 72nd Avenue
- ❖ N. 44th Avenue-County Road K to Falcon
- ❖ N. 60th Avenue-Hillcrest Drive to County Road A
- ❖ W. Cassidy Drive-Merrill Avenue east to termination

She also reported that Lakes Asphalt Maintenance will start the crack filling tomorrow, weather permitting.

She stated that she has had meetings with Nick Novy from American Asphalt, Tom Elias from Michels Corporation and Joel Berens Land Clearing Services.

She explained that she has had many meetings and phone calls regarding the Public Works fire and will continue to keep the Board informed during Special Meetings.

Administrator's Report

- A significant amount of time lately has been occupied assisting in the collection and preparation of documents to meet USDA, CBDG and PSC requirements.
- Since my last report I did meet on site with the DNR representative to review and approve the dry hydrant locations for the new distribution system. We now have all permits required for the new water system design.

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- I have made contacts with multiple State, Federal and private funding sources to assist with the completion of the new boat landing road. As mentioned, before I believe the remaining funding will come from multiple sources. The DNR representative assigned to Maine from the Natural Resources Board is continuing to look for State project opportunities for us. I have some applications to complete for assistance from private sources and am attempting to time the requests to meet the best possible return from those sources.
- Prior to Clayton taking over utility management, cleaning of the different tanks within the sewer plant was not done on a consistent schedule. Clayton had targeted an every other year plan but cleaning of the second to the last tank verified that we should be doing this on a yearly basis. Blower outlets were plugged in that section, negatively impacting the effectiveness of the system. He will be cleaning the last section soon.
- Clayton is scheduling Staab Construction to install the sewer utility blower motor that was delivered last week. A redundant system is required and the 2 blowers in the utility are no longer models that are available. One blower is operating fine and the replacement should be able to be bolted in with the correct shaft coupling. The original installation quote was over \$6,000.00 which seemed excessive. Clayton negotiated that down to just over \$4,000.00. We had discussed installing the 400 lb. motor in house but that may negate any warranties. With that in mind it is best to have the professionals complete the installation. The motor cost about \$8,600.00 and the monies will come from the Sewer Utility Equipment Replacement fund established from the expenditure restraint distribution last year.
- In efforts to improve the sewer plant results Clayton has adjusted the distribution points for adding Alum and Caustic. Initial results look promising and Clayton will continue to monitor and report the results of experimenting with distribution amounts to Vierbicher as they assess the future options for the sewer utility.

Treasurer's Report

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

Treasurer's Report

The Treasurer's Report is as follows:

Village of Maine Checking Account

Beginning balance – 7/31/19 - \$28,986.13

Deposits and Interest - \$169,644.79

Disbursements - \$192,209.62

Balance as of 8/31/19 - \$6,421.30

Maine Municipal Savings Account

Beginning balance on 7/31/19 - \$721,217.49

Deposits and Interest - \$304,958.50

Disbursements - \$168,379.51

Balance as of 8/31/19 - \$857,796.48

Maine Municipal Savings Account (Shared Revenue)

Beginning balance on 7/31/19 - \$214,166.98

Deposits and Interest - \$177.62

Disbursements - \$0.00

Balance as of 8/31/19 - \$214,344.60

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Village of Maine Fire Department Accounts:

Checking Account

Balance as of 8/31/19 - \$242.07

Memorials & Special Donations Account

Balance as of 8/31/19 - \$26,139.82

Equipment Outlay Account

Balance as of 8/31/19 - \$5,709.10

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

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

There were no audience comments related to items A – G.

A. Discussion and possible action Village of Maine's Procurement Policy

The Board discussed the procurement Policy.

Trustee Schoepke made a motion to approve Resolution 2019-18-the Village of Maine Procurement Policy. Trustee Graveen seconded the motion. Motion carried.

B. Discussion and possible action regarding the Vierbicher Engineering Agreement Amendment to Provide Professional Consulting Services

President Hoenisch stated that it is necessary to discuss and approve the amended engineering agreement with Vierbicher Associates for the USDA Water System Project.

Trustee Mullaley made a motion to approve the Vierbicher Engineering Agreement Amendment to provide professional services for the water system improvement project. Trustee Schoepke seconded the motion. Motion carried.

C. Discussion and possible action on Proposal for Community Development Block Grant (CDBG) Administration

The Board discussed the necessity to approve the Administration Agreement with Vierbicher for the Community Development Block Grant Program for the Brokaw wastewater system.

Trustee Mullaley made a motion to approve the Vierbicher Agreement to provide professional Consulting Services for the Community Development Block Grant program. Trustee Graveen seconded the motion. Motion carried.

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D. Discussion and possible action regarding the Sewer Engineering Contract and RUS Certification

President Hoenisch and the Board discussed Wastewater System agreement and RUS certification.

Trustee Schult made a motion to approve Vierbicher’s Wastewater Collection System Agreement and the USDA RUS Certification. Trustee Mullaley seconded the motion. Motion carried.

E. Discussion and possible action on Scope of Engagement Letter from Quarles and Brady

President Hoenisch stated to the Board that this is a requirement for the USDA funding package.

Trustee Mullaley made a motion to approve Quarles and Brady’s Scope of Engagement letter. Trustee Schoepke seconded the motion. Motion carried.

F. Discussion and possible action on 2020 Revaluation

The Board discussed at length the need to have a revaluation this next year or in the near future. The DOR determines when they will require the revaluation to be completed.

Trustee Schoepke made a motion to tell Action Appraisers that we will not do a revaluation in 2020 and that the Board will only approve a maintenance contract for next year. Trustee Mullaley seconded the motion. Motion carried.

G. Discussion and possible action on public works fire, remediation plans and equipment replacement

No action taken on this item.

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

Jonathan Fisher asked that he be placed on the October 14, 2019 Board Meeting Agenda.

Adjournment

President Hoenisch asked for a motion to adjourn.

Trustee Schoepke made a motion to adjourn at 7:46 p.m. Trustee Mullaley seconded the motion. Motion carried.

Respectfully submitted and approved October 14, 2019.

Cindy Bailey

Village of Maine Clerk