



Town of Maine Minutes

Monday, December 14, 2015
Board of Supervisor Meeting

Town of Maine Town Hall
6111 N. 44th Avenue
Wausau, WI 54401

The Board of Supervisors of the Town of Maine held a regular monthly meeting at the Town of Maine Town Hall on Monday, December 14, 2015. Accounts Payable were reviewed at 6:30 p.m. with General Business at 7:30 p.m.

Agenda

1. Call meeting to order at 6:30 p.m. – Betty Hoenisch, Town Chairperson
2. Review Bills Payable
3. 7:30 p.m. – General Business
4. Pledge of Allegiance to the Flag
5. Motion to Approve Bills Payable
6. Clerk's Report
 - A. Motion to dispense of the reading of the minutes from the November 9, 2015 Board Meeting, the November 12, 2015 Special Board Meeting / Closed Session, the November 16, 2015 Budget Public Hearing & Special Town Meeting, the December 2, 3, 5, and 6, 2015 Public Informational Meetings, and the December 10, 2015 Special Board Meeting and approval of those minutes.
7. Chairman's Report
8. Supervisor's Report
9. Treasurer's Report
10. Zoning Administrator's Report
11. Fire Department Report
12. Comments from the audience on Other Business items below
13. Other Business:
 - A. Discussion & possible action on appointment of election inspectors for 2016 & 2017
 - B. Discussion & possible action on Election Inspector and Chief Inspector wages
 - C. Discussion & possible action on First in Safety, LLC contract
 - D. Discussion & possible action on Redevelopment Resources, LLC proposal for Fire Department Engine grant and proposal for Fire Department building grant research
 - E. Discussion & possible action on Zoning Administrator / Building Inspector Agreement with Rich Grefe
 - F. Discussion & possible action to approve Nikole Daley for employment on the Town of Maine Fire Department
 - G. Discussion & possible action to approve hourly rate of pay for Fire Department Engineer position
 - H. Discussion & possible action to approve Public Works Personnel Policy
 - I. Discussion & possible action to approve 2015 Tax Levy to be payable in 2016
14. Report from audience on culverts, road issues, or requests to have an item placed on the next Town Board Meeting agenda
15. Chairperson updates Board members on complaints, road projects, and other town issues
16. The next Board of Supervisors Meeting will be January 11, 2016.
17. Adjournment

Notice & agenda of this meeting was posted at the Red Granite Bar & Grill, Richard's Restaurant & Bar, Schmidt's Bar & the Town of Maine Town Hall, 6111 N. 44th Avenue, Wausau, WI on December 11, 2015.

Tina M. Meverden, Town of Maine Clerk

Monday, December 14, 2015 Board of Supervisor Meeting

The Board of Supervisors of the Town of Maine held a regular monthly meeting at the Town of Maine Town Hall on Monday, December 14, 2015 at 6:30 p.m.

Chair Hoenisch called the meeting to order at 6:30 p.m.

Review Accounts Payable

Present were Chair Betty Hoenisch, Supervisor Tad Schult, Supervisor Keith Rusch, Clerk Tina Meverden, Treasurer Cindy Bailey, Zoning Administrator / Building Inspector Rich Grefe, Town Attorney Randy Frokjer, and community members.

Pledge of Allegiance to the Flag

Motion to approve accounts payable bills

Chair Hoenisch called for a motion to approve the accounts payable bills. Supervisor Rusch made a motion to approve the accounts payable bills, seconded by Supervisor Schult. Motion carried.

Minutes Approval

Chair Hoenisch called for a motion to dispense of the reading of the minutes from the November 9, 2015 Board Meeting, the November 12, 2015 Special Board Meeting / Closed Session, the November 16, 2015 Budget Public Hearing & Special Town Meeting, the December 2, 3, 5, and 6, 2015 Public Informational Meetings, and the December 10, 2015 Special Board Meeting and approval of those minutes.

Motion by Supervisor Schult to dispense of the reading and approve the meeting minutes as submitted from the November 9, 2015 Board Meeting, the November 12, 2015 Special Board Meeting / Closed Session, the November 16, 2015 Budget Public Hearing & Special Town Meeting, and the December 2, 3, 5, and 6, 2015 Public Informational Meetings with one correction to the December 10, 2015 Special Board Meeting as follows: In paragraph two of page two, the name *Dan Demi* should be changed to *Dan Deml*. The motion was seconded by Supervisor Rusch. Motion carried.

Clerk's Report

Clerk Meverden reported that she has been kept quite busy the past month by the December 8, 2015 Special Referendum Election. She noted that 597 electors voted in favor of the Town becoming incorporated as a Village and 119 electors voted against the Town obtaining village status.

Clerk Meverden commented that she has had the valuable help of many from the Government Accountability Board as well as aid from the Marathon County Clerk to understand and complete the needed tasks to make the Referendum election a success.

Clerk Meverden announced that the election for Village offices will tentatively be held on April 5, 2016. She listed the positions available – Village President, six Village Trustees positions, Village Clerk, Village Treasurer, and Village Constable.

Chairman's Report:

Chair Hoenisch reported that she created a draft copy of the newsletter for the Incorporation Referendum Public Informational Meetings. She added that Attorney Frokjer, Gary Becker (Vierbicher Consultants), and Supervisor Rusch helped to review and/or edit it, and community volunteers met to stamp, tab, and sort the newsletters for mailing.

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Chair Hoenisch stated that attendance at the eight public informational meetings was great and many important questions were asked. She thanked the voters who supported the incorporation of the Town of Maine into a Village. In addition, she thanked Attorney Frokjer and Town Board members for their hard work and dedication throughout the difficult process.

Chair Hoenisch explained that the budgeting process this year was difficult due to the Brokaw issue. She noted that the budget was passed at the November 18, 2015 Budget Public Hearing and Special Town Meeting.

Chair Hoenisch reported that there was a problem with the manufacturing assessment due to the transition this past year from the Town's previous assessor to its current assessor. This glitch delayed tax preparations by a week as the Department of Revenue needed to correct assessment totals. After corrections were made, the tax rate submittal form was completed and sent to the County Treasurer.

Chair Hoenisch noted that she worked with Treasurer Bailey on both the Lottery Credit and Garbage / Recycling assessments in an effort to submit the proper information to the Marathon County Treasurer. She added that the amount assessed on the property tax bills for garbage / recycling will only increase by \$1.00.

Chair Hoenisch thanked Public Works lead person John Marquardt for driving her around on the town roads so that she could rate them for the D.O.T. PASER submittal. The submittal keeps the D.O.T. properly informed so that the Town receives its necessary road aids.

Supervisors Report:

Supervisor Schult's Report

Supervisor Schult reported that he attended a hearing with the Wisconsin Department of Workforce Development on Thursday, December 10, 2015 regarding an on-going lawsuit with John Ohrmundt. He publicly thanked the three witnesses at the hearing that provided information on behalf of the Town; he stated that they conducted themselves professionally. Supervisor Schult explained that the Town will not know the outcome of the case for approximately three months and that there is the possibility that the final decision may be appealed yet again.

Supervisor Rusch's Report

Supervisor Rusch thanked community members who attended the public informational meetings. He also thanked the Maine Fire Department for participating in the City of Wausau's Christmas parade as well as their efforts in decorating the Maine Fire House in the spirit of the season.

Treasurer's Report – November 2015

Treasurer Bailey reported that she picked up property tax bills from the Marathon County Treasurer today and that she will begin promptly to ready them for mailing. She stated that her goal is to mail them out by Thursday of this week.

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Town of Maine General Accounts:

Checking Account..... Beginning Balance on 10/31/2015	- \$ 8,122.70
Deposits	- \$ 73,457.05
Disbursements	- \$ 80,339.34
Balance on 11/30/2015	- \$ 1,240.41
Garbage/Recycling CD..... Balance on 11/30/2015	- \$ 33,705.23
Money Market Account... Beginning Balance on 10/31/2015	- \$ 299,849.08
Deposits and Interest	- \$ 57,878.10
Disbursements	- \$ 73,457.05
Balance on 11/30/2015	- \$ 284,270.13

Town of Maine Fire Department Accounts:

Checking Account..... Balance on 11/30/2015	- \$ 806.08
Memorial & Donations Money Market Account... Balance on 11/30/2015	- \$ 26,104.37
Equipment Outlay Account... Balance on 11/30/2015	- \$ 59,009.88

Chair Hoenisch called for a motion to approve the Treasurer’s report. Supervisor Rusch made a motion to approve Treasurer’s report, seconded by Supervisor Schult. Motion carried.

Zoning Administrator’s Report – November 2015

Zoning Administrator / Building inspector Rich Grefe reported that he issued one wrecking permit for the month of November. He added that he completed two zoning inspections and four building inspections for the month. The building inspections were comprised of three final inspections and one rough in inspection.

Fire Department Report:

Clerk Meverden explained that Interim Chief Bozinski did not provide a Fire Department Report for the Month of November as he was busy with year-end responsibilities.

Comments from audience on Other Business Items

Chair Hoenisch explained that this is the time designated for the audience to make comments on agenda items A through I. She noted that in the past the Town Board has welcomed comments during the general business items of the agenda, however due to disrespectful behavior recently comments will not be allowed during general business. Audience members will be allowed to add input during this agenda item and then again later after general business is completed.

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Bob Pound asked for more information regarding Agenda Item D. Chair Hoenisch explained that the Town has limited resources, aging Fire Department equipment, and lack of space between the Fire Department and Public Works. Because of these factors the Town is pursuing grants to: 1) aid in the purchase of Fire Department equipment (Fire Engine), and 2) aid in the construction a new Fire House.

Chair Hoenisch explained that Interim Chief Bozinski suggested hiring a reputable company from Madison to complete the grant writing. Chair Hoenisch noted that she, Interim Chief Bozinski, and a representative from Redevelopment Resources, LLC met via teleconference and that this evening the Board will decide whether or not to enter into contract for grant writing services with the company.

Other Business:

A. Discussion and possible action on appointment of election inspectors for 2016 & 2017

Chair Hoenisch reported that Clerk Meverden provided the Board with a list of thirty-one candidates to serve as election inspectors for the 2016 – 2017 term.

Clerk Meverden explained that it has been increasingly difficult to find poll workers for needed elections as those on her list are aging and cannot always help due to health issues and the like. She noted that she made known her need for additional election inspectors and as a result both Chair Hoenisch and Supervisor Schult made phone calls to recruit more individuals. Clerk Meverden expressed her appreciation for their effort.

Supervisor Schult suggested approving all candidates except numbers eight and nine on the list. Supervisor Rusch asked Clerk Meverden if she would have an adequate number of election inspectors if two individuals were removed from the list. She replied that she would still have enough inspectors to work even the busiest elections.

Supervisor Schult made a motion to approve all with the exception of numbers eight and nine on the list of thirty-one possible candidates for election inspectors to serve the 2016 - 2017 election cycle, seconded by Supervisor Rusch. Motion carried.

Attorney Frokjer stated that to comply with the state statute Maine has to appoint three election inspectors to each polling place. He noted that the list of election inspectors approved this evening will qualify for Maine to meet the requirements for the April 5, 2016 Spring Election.

B. Discussion and possible action on Election Inspector and Chief Inspector wages

Chair Hoenisch reported that Clerk Meverden provided the Board with a list of the wages fourteen other comparable municipalities in central Wisconsin pay their Election Inspectors and Chief Inspectors. She added that the discussion of wages came up during election training at the Marathon County Courthouse and that this discussion spurred Clerk Meverden to research the subject.

Chair Hoenisch stated in generalities the information provided on wages and made a comparison between Maine and Stettin. She gave a possible explanation as to why Stettin pays significantly more per hour to its poll workers than Maine – their valuation is significantly higher than Maine and thus they generate more income.

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Chair Hoenisch contacted two of Maine's Chief Inspector's as well as two Election Inspectors to ask their opinion on a wage increase. The consensus among the inspectors was that they volunteer to help at elections because they enjoy doing it and that they are satisfied with their wages.

Clerk Meverden shared more specifics from her research: 1) Fourteen area municipalities were contacted; 2) Eleven municipalities pay more per hour than Maine; 3) Two municipalities pay less than Maine and one municipality pays about the same; 4) Maine is generous with food and refreshments and provides all three meals on Election Day. Eight other municipalities do the same while two municipalities provide only two meals, another two provide only breakfast, and the last two provide no meals as their poll workers plan a pot luck; 5) With the exception of Stettin, all of the municipalities researched are smaller in population than Maine.

Chair Hoenisch noted that the Town of Knowlton, although lower in population, has a higher valuation of property. When asked by Supervisor Schult what Chair Hoenisch's recommendation was, she stated that she struggled with a suggested wage and then proceeded to list the wages paid by the various municipalities on the information sheet.

Attorney Frokjer commented that the Town of Pine River hosted a seminar done by the WTA. Poll workers' wages were discussed at that meeting. It appeared that paying Election Inspectors \$9.00 per hour and Chief Inspector's \$10.00 per hour was the average among towns with some paying a little less and others paying a little more.

Supervisor Rusch asked how long it has been since the poll worker wages were reviewed. Chair Hoensich stated that it has probably been about six years. She then continued by suggesting the wages be raised to either \$9.00 or \$10.00 per hour for Election Inspectors and \$10.00 or \$11.00 per hour for Chief Inspectors.

Clerk Meverden explained that a raise in wages does not constitute a huge increase in budget as some years there are no elections and even in busy years where there may be four elections that only equates to four days of pay in the entire year for poll workers.

Supervisor Rusch made the motion to increase the pay for Election Inspectors from \$8.00 to \$9.00 per hour and from \$9.00 to \$10.00 per hour for Chief Inspectors, seconded by Supervisor Schult. Motion carried.

C. Discussion and possible action on First in Safety, LLC contract

Chair Hoenisch reported that Maine Fire Inspector, Jeff Pollard, has done a wonderful job with the Town's fire inspections. She noted that he works well with area business owners and keeps Interim Chief Bozinski and Town Officials informed on inspections and business activities. She also provided some of the cost saving measures he is implementing to cut costs for the Town of Maine.

Supervisor Rusch clarified that Mr. Pollard has been performing fire inspections for Maine the past year. His contract is up, and he is resubmitting another contract with the Town for continued Fire Inspection services.

Supervisor Schult made a motion to approve First in Safety, LLC's contract for fire inspection services, seconded by Supervisor Rusch. Motion carried.

D. Discussion and possible action on Redevelopment Resources, LLC proposal for Fire Department Engine grant and proposal for Fire Department building grant research

Chair Hoenisch reported that Redevelopment Resources estimates the cost to prepare and submit the Assistance to Firefighters Grant for the Fire Department Engine to be approximately \$3,500.00 and the estimate for research and development of a funding model for a Fire Department building to be approximately \$840.00.

Supervisor Schult made a motion to approve the estimated cost of \$3,500.00 paid to Redevelopment Resources, LLC to prepare and submit the grant for the Fire Department Engine and the estimated cost of \$840.00 paid to the same party for completing research on a Fire Department building grant, seconded by Supervisor Rusch. Motion carried.

E. Discussion and possible action on Zoning Administrator / Building Inspector Agreement with Rich Grefe

Chair Hoenisch asked Mr. Grefe if there were any changes he would like to make to his 2016 contract. Mr. Grefe replied that he was satisfied with the contract and asked for no revisions or changes.

Supervisor Schult made a motion to approve the 2016 contract with Zoning Administrator / Building Inspector Rich Grefe, seconded by Supervisor Rusch. Motion carried.

F. Discussion and possible action to approve Nikole Daley for employment on the Town of Maine Fire Department

Chair Hoenisch reported that Ms. Daley is trained both as an Emergency Medical Responder and as a firefighter. She added that Ms. Daley lives in Brokaw and thus resides close when quick responses are needed. Chair Hoenisch ended by stating that the Fire Department interview committee has recommended that the Town Board hire Ms. Daley for employment on the Maine Fire Department.

Supervisor Schult made a motion to approve Nikole Daley for employment on the Town of Maine Fire Department, seconded by Supervisor Rusch. Motion carried.

G. Discussion and possible action to approve hourly rate of pay for Fire Department Engineer position

Chair Hoenisch reported the Interim Fire Chief Bozinski sent an email message to the Board recommending that Mr. Wanke receive \$15.00 per hour for his work as Fire Department Engineer (Equipment Maintenance).

Supervisor Schult made a motion to approve a \$15.00 hourly rate of pay for the position of Fire Department Engineer, seconded by Supervisor Rusch. Motion carried.

H. Discussion and possible action to approve 2016 Public Works Personnel Policy

Chair Hoenisch stated that Public Works employees did not ask for an increase in wages for 2016. Public Works Lead John Marquardt however asked that his co-worker Scott Cyzan receive the same rate of hourly pay that he receives. Mr. Marquardt feels as if a Public Works Lead Person is not necessary.

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Chair Hoenisch noted that Mr. Marquardt will be retiring in 2016. As a cost savings measure (because of the Brokaw issue), the Board has decided not to complete any paving projects in 2016. It has also decided not to fill the full-time vacancy left when Mr. Marquardt retires but rather operate with one full-time employee (Mr. Cyzan) and several part-time workers as needed (John Marquart, John Rakow, and Gus Gollhardt). Chair Hoenisch stated that this scenario will serve to save money in the Public Works salary budget.

Chair Hoenisch reported that Mr. Cyzan is comfortable with operating as the only full-time Public Works employee as the Town will not attempt any road construction projects. Only road maintenance will be done in 2016.

The Town Board paged through the 2016 Personnel Policy and reviewed items needing change:

- 1) Full-time Public Works Employee pay rate to increase from \$19.00 per hour to \$19.25 per hour
- 2) The Healthcare Subsidy Benefit to increase from \$5,500 annually to \$6,000 in 2016

Discussion centered on changing the label of *Subsidy Benefit* to *Supplemental Income*. Attorney Frokjer explained that the monies provided are not tied to medical bills that could potentially be paid out through the benefit. The monies are simply income that is supplemental to the workers salaries. Monies from the accounts can be placed in a retirement fund or be paid out at year's end in addition to being used for medical or dental bills.

Supervisor Rusch made a motion to approve the 2016 Public Works Personnel Policy with the amendment of the \$19.25 for the hourly rate of pay for the full-time Public Works employee, seconded by Supervisor Schult. Motion carried.

I. Discussion and possible action to approve 2015 Tax Levy to be payable in 2016

Chief Hoenisch reported that the total tax collectible after the School Tax Credit equals \$3,960,265.11. This amount includes tax levies from the Town of Maine, the State of Wisconsin, Marathon County, the Wausau School District, and Northcentral Technical College.

Supervisor Rusch made a motion to approve the 2015 Tax Levy of \$3,960,265.11 to be payable in 2016, seconded by Supervisor Schult. Motion carried.

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

Scott Breneman expressed concern regarding Public Works employee Scott Cyzan working alone while cutting trees. He felt this could situation could present a safety hazard. Chair Hoenisch replied that the Board will never place an employee in an unsafe situation – unsafe situations will involve at least two employees.

John Marquardt commented that residents of Brokaw were pleased that the December 8th Referendum allowing Maine to become a Village passed. Many look forward to consolidating with the Village of Maine.

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A community member asked if the paperwork for the incorporation has been submitted. Attorney Frokjer replied by stating that the paperwork has been submitted to the Wisconsin Department of Administration. Another resident asked the timeline for the finalization of the incorporation. Attorney Frokjer stated that it should be completed soon.

Discussion continued on Maine's village status and possible annexations to the City of Wausau.

One resident questioned the oil/fluid being deposited on town roads as a result of IROW's garbage trucks. Supervisor Rusch stated that he has looked into the matter several times and never seems to get resolution from those at IROW. He commented that he again will make contact and see if the situation can be remedied.

Chair Hoenisch informed the audience of a meeting that will be held at the Maine Town Hall on Tuesday, December 22, 2015 from 5:00 p.m. to 7:00 p.m. regarding the County Road K construction project.

Schedule next monthly Board of Supervisor Meeting for Monday, January 11, 2016 with bill approval at 6:30 p.m. and general business at 7:30 p.m.

Adjournment.

The Town Board of Supervisors adjourned the meeting after signing Christmas Cards and working on a Christmas gift card list.

Respectfully submitted and approved on January 11, 2016.

Tina M. Meverden

Town of Maine Clerk