



## Village of Maine Minutes

**Monday, July 11, 2016**

**Village of Maine Board Meeting**

**Maine Municipal Center**

**6111 N. 44<sup>th</sup> Avenue**

**Wausau, WI 54401**

**The Board of Trustees of the Village of Maine held a monthly Board of Trustee Meeting at 6:30 p.m. on Monday, July 11, 2016 at the Maine Municipal Center, 6111 N. 44<sup>th</sup> Avenue, Wausau, WI 54401.**

### AGENDA

1. Call meeting to order at 6:30 p.m. – Betty Hoenisch, Village President
2. Review bills payable
3. 6:50 p.m. – Call the Board of Review to order and close the 2016 Assessment Roll
4. 7:00 p.m. – General Business
5. Pledge of Allegiance to the Flag
6. Motion to approve bills payable
7. Motion to approve Village Board Meeting Minutes
  - A. Motion to dispense of the reading of the minutes from the June 13, 2016 Village Board Meeting and the June 16, 2016 Board of Review and approval of the minutes.
8. President's Report
9. Trustee's Report
10. Clerk's Report
11. Treasurer's Report
12. Zoning Administrator's Report
13. Fire Department Report
14. Comments from the audience on Other Business items below
15. Other Business
  - A. Discuss County / Village Mitigation Plan and Land Use Plan – presentation by Darryl Landeau from North Central Wisconsin Regional Planning Commission
  - B. Discussion and possible action to approve revised Certified Survey Map for Burnell Utecht's Road Development Agreement with the Village of Maine
  - C. Discussion and possible action regarding the possibility of holding two Village Board Meetings per month with the ability to cancel the second Board Meeting if there are no agenda items to be addressed
16. Report from audience on culverts, road issues or requests to have an item placed on the next Village Board Meeting agenda
17. President updates Board members on complaints, road projects and other Village issues

18. The next Board of Supervisors Meeting will be Monday, August 8, 2016.
19. Adjournment

I certify that this agenda was posted at Red Granite Bar & Grill, Richard's Restaurant and Bar, Schmidt's Bar, and the Maine Municipal Center, 6111 N. 44<sup>th</sup> Avenue, Wausau, WI 54401 on July 9, 2016.

*Betty J. Hoenisch,*  
Village of Maine President

### **Monday, July 11, 2016 – Village of Maine Board Meeting Minutes**

The Board of Trustees of the Village of Maine held a monthly Board of Trustee Meeting at 6:30 p.m. on Monday, July 11, 2016 at the Maine Municipal Center, 6111 N. 44<sup>th</sup> Avenue, Wausau, WI.

#### **Call the meeting to order at 6:30 p.m. – Betty Hoenisch, Village President**

President Hoenisch called the Village of Maine Board Meeting to order at 6:30 p.m.

Present at the meeting:

President Betty Hoenisch, Trustee Vickie Bartelt, Trustee Jon Graveen, Trustee Tom Mullaley, Trustee Keith Rusch, Trustee Tad Schult, Treasurer Patti Behrendt and Zoning Administrator Rich Grefe.

#### **Review Accounts Payable Bills**

President Hoenisch distributed the bills and requested that three trustees initial the invoices prepared by Clerk Bailey. President Hoenisch requested that Trustee Rusch explain the invoice approval process to Trustee Graveen since it is his first time reviewing the monthly bills.

#### **6:50 p.m. – Call the Board of Review to order and close the 2016 Assessment Roll**

President Hoenisch reported that the Marathon County Treasurer's office had some concerns and questions regarding the assessment records from Brokaw's annexation of the Charlotte and William Lemke property.

Research and review of those annexation records delayed the printing of Maine's 2016 Assessment Roll. This delay prevented Maine's President and Clerk from having adequate time to review the assessment roll before the June 16, 2016 Board of Review.

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The roll has now been reviewed to determine that all parcels were accurately rolled when the Village Incorporation process took place, President Hoenisch reported.

President Hoenisch then explained that Allan Beilke stopped at the office to check on his assessment value due to the demolition of his barn in December 2015.

President Hoenisch and Mr. Beilke reviewed the 2015 and 2016 Assessment rolls and discovered that there was no change to Mr. Beilke's 2016 improvement value. Mr. Beilke provided dated pictures that showed his contractor completing the demolition project and the barn lumber being hauled away on December 22, 2015.

President Hoenisch called Village Assessor Zacharias and he reviewed the Beilke file. Assessor Zacharias' file notes revealed their final inspection had been completed on December 21, 2015 while the lumber was still on site, therefore he had left the barn value on the roll. President Hoenisch stated that Assessor Zacharias will remove \$4,900.00 of improvement value from Beilke's assessment pending approval from the Village Board.

Trustee Rusch made a motion to approve the removal of \$4,900.00 of improvement value from Allan Beilke's 2016 assessment value and a motion to close the 2016 Assessment Roll. Trustee Mullaley seconded that motion. Motion carried.

### **7:00 p.m. – General Business**

#### **Pledge of Allegiance to the Flag**

#### **Motion to approve bills payable**

President Hoenisch asked if the Village Board members had any comments or questions regarding the bill approval. None were heard. President Hoenisch called for a motion to approve the accounts payable bills.

Trustee Schult made a motion to approve the invoices presented. Trustee Mullaley seconded that motion. Motion carried.

#### **Motion to approve the Village Board Meeting minutes**

President Hoenisch stated the June 13, 2016 Village Board Meeting minutes and the June 16, 2016 Board of Review minutes needed to be approved. She asked if there were any corrections or revisions. None were heard. President Hoenisch called for a motion to dispense of the reading of the minutes and approval of the minutes as presented.

Trustee Schult made a motion to approve of the June 13, 2016 and the June 16, 2016 minutes as submitted. Trustee Graveen seconded that motion. Motion carried.

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### **President's Report**

President Hoenisch informed the Village Officials that she had reviewed this evening's agenda with Attorney Frokjer and he had given his legal opinion on a few of the items. Due to the legal fees the Village of Maine is incurring on the Village of Brokaw matter and the City of Wausau lawsuit and in an attempt to be frugal with legal fees I excused Attorney Frokjer from attending tonight's meeting, President Hoenisch explained.

President Hoenisch reported that the office has been busy during open office hours.

President Hoenisch explained the office remodeling project is almost complete, however now the huge task at hand is to file all the old records. She commented that Clerk Bailey's son Daniel was a tremendous help with the moving project. He is also volunteering his time for an internship with the Village of Maine and part of the internship duties are to file old records. Daniel does a great job and is very meticulous with the records work.

President Hoenisch reported that she and Trustee Schult have been working with Wisconsin Public Service and their utility installation company Meade Construction on the gas line extension project. Due to the damage to Naugart Drive, Trustee Schult and Public works employee Scott Cyzan suggested that Kern Drive and Laredo Lane be videotaped before Meade Construction started the gas line install on those two roads. She stated we have pictures that were taken on June 27, 2016 of the Naugart Drive damage and on July 4, 2016 I videotaped Kern and Laredo. The pictures and video will insure that the roads, ditches and shoulders are put back together properly.

President Hoenisch explained that she and Trustee Schult worked for past several years on plans to upgrade Saber Drive and Sandy Drive. The first stage is to create cul de sacs at the end of those two roads. I have been working with residents at the end of those roads to obtain the land needed for the cul de sacs. REI is surveying and mapping those cul de sacs.

### **Trustee's Report**

President Hoenisch explained that Trustee Schoepke had asked to be excused tonight.

President Hoenisch asked if any of the Trustees had a report this evening.

Trustee Schult reported that he had met with the WPS contractor Meade Company and they have patched areas on Naugart Drive that they damaged when they got their excavator stuck.

Trustee Schult also reported that he drove to the Town of Texas where the Meade Company worked prior to coming to the Village of Maine. I am not happy with the reconstruction crew's work that I viewed in the Town of Texas, he stated.

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### **Clerk's Report**

President Hoenisch reported that Clerk Bailey left Sunday afternoon for a seminar at the Municipal Clerk's Institute in Green Bay. The new clerk's orientation started at 4:30 p.m. Sunday and the seminar will run until Friday at noon. This is the seminar the League of Wisconsin Municipalities recommends especially for new Village Clerk's.

President Hoenisch also explained that it was bad timing for a seminar since the clerk's attending the seminar needed to prep all weekend for their Board Meetings and pay vendor bills in advance. Clerk Bailey will present her reports at the August meeting.

### **Treasurer's Report**

President Hoenisch asked Treasurer Behrendt to present the June 2016 Treasurer's Report. Treasurer Behrendt read her report.

### **Village of Maine General Accounts:**

#### **Village of Maine Checking Account**

Beginning balance on June 1, 2016 - \$ 14,568.35  
Deposits for June 2016 - \$ 293,393.28  
Disbursements for June 2016 - \$ 263,942.40  
Balance on June 30, 2016 - \$ 44,019.23

#### **Money Market Account**

Beginning balance June 1, 2016 - \$ 523,173.46  
Deposits and Interest for June 2016 - \$ 9,732.87  
Disbursements for June 2016 - \$ 256,306.17  
Balance on June 30, 2016 - \$ 276,600.16

#### **Village of Maine Fire Department Accounts:**

Checking Account Balance on June 30, 2016 - \$ 700.08  
Memorials & Special Donations June 30, 2016 - \$ 28,376.67  
Equipment Outlay Account June 30, 2016 - \$ 59,078.00

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

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

### **Zoning Administrator's Report**

Zoning Administrator Greffe explained that June had been a busy month with ten building permits issued.

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Mr. Grefe reported he had completed twelve inspections in the month of June. Eight of those inspections were zoning inspections and four were building inspections.

### **Fire Department Report**

President Hoenisch asked Treasurer Behrendt to read Chief Bozinski's fire department report.

President Hoenisch informed Mr. Pound who was in the audience that Clerk Bailey had researched his question on the Village Board minutes that were on the website without the fire department reports being included at the end of the minutes.

Clerk Bailey's research revealed that none of the previous minutes on the website had Chief Bozinski's report attached. Due to Clerk Bailey being a new clerk she had used the previous clerk's minute template and followed the wording on that template.

Now that Clerk Bailey is aware of the situation her solution was to create a tab on the website's home page and future monthly fire reports will be found under that tab.

### **Comments from the audience on Other Business items below**

President Hoenisch asked for comments from the audience on the Other Business items 15A through 15C.

Glen Hoenisch asked about item 15C regarding two meetings a month. President Hoenisch explained there would be information on that agenda item when it was discussed later in the meeting.

### **Other Business:**

#### **Discuss County / Village Mitigation Plan and Land Use Plan – presentation by Darryl Landeau from North Central Wisconsin Regional Planning Commission**

President Hoenisch introduced Mr. Landeau, the planner for North Central Wisconsin Regional Planning Commission.

Mr. Landeau explained that Marathon County is a member of the North Central Wisconsin Regional Planning Commission and he is assisting them with their Hazard Mitigation Plan.

Mr. Landeau distributed a presentation on the FEMA requirements for a Hazard Mitigation Plan. FEMA requires plans to be updated every five years; however as a town Maine was not required to adopt a plan. Now that Maine has become a Village it is required to be part of Marathon County's plan.

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Mr. Landeau explained that he requested to be on tonight's agenda because he is doing face to face outreach to all Cities and Villages in Marathon County. Mr. Landeau also informed the Village Board that there is no cost to Maine because Marathon County is a member of the North Central Wisconsin Regional Planning Commission.

Mr. Landeau then explained the FEMA handout to the Village Board.

Mr. Landeau distributed copies of the 2011 Hazards and Mitigation chart that the Town of Maine submitted to Marathon County as part of the County's 2011 Hazard Mitigation Plan.

Mr. Landeau reviewed the Hazards and Mitigation chart with the Village Board members and asked what hazards they may have concerns about.

Concerns that were aired and discussed:

- Trustee Schult- heavy rain issues
- Trustee Rusch – road wash outs
- Treasurer Behrendt – when Maine and Brokaw merge there may be issues regarding the old mill property
- President Hoenisch – lack of tornado and severe weather shelter for Maine Municipal center occupants and Maine School students
- Bob Pound – breach of Van Der Geest Dairy manure pit that houses 44 million gallons of manure

Next Mr. Landeau asked what areas in the Village of Maine may be vulnerable or at risk.

Areas or items of risk that was aired and discussed:

- Bob Pound – the Wisconsin Public Service transmission station at the corner of County Road WW and N. 32<sup>nd</sup> Avenue may be affected by storm damage, which could cause loss of electricity that would affect a lot of residents and businesses
- Trustee Schult – storm related accidents or road conditions on the portion of I-39 that is in the Village of Maine

Mr. Landeau informed the Village Board that sometimes during the Hazard Mitigation Plan update grants are available to help with mitigation needs. Mr. Landeau then asked what things the Village of Maine Board would like done to minimize the impact to it's residents and facilities if funding was available to the municipality.

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Items listed and discussed:

- President Hoenisch – new fire department in the Village of Maine with a basement that could be used for a storm shelter for the Maine Hall and Maine School.
- Glen Hoenisch – a generator for the Village hall
- Trustee Schult – possible funding for culverts and drainage plans/systems due to storm water changes because farm strip cropping no longer being used. Maine is experiencing a lot more drainage issues.

Mr. Landeau stated he will put together a plan based on the comments he heard this evening. He will send a copy of the plan for the Village Board to review and revise. Mr. Landeau explained that North Central Wisconsin Regional Planning Commission will ask the Village of Maine to adopt the Hazard Mitigation Plan by resolution.

Next Mr. Landeau talked about Maine's Comprehensive Land Use Plan and possible assistance from North Central Wisconsin Regional Planning Commission to update plan.

President Hoenisch explained that Maine planned to use the current zoning ordinance and land use plan until the Village of Maine and Village of Brokaw consolidate. At that time the land use plan and zoning ordinance would be updated to accommodate the needs of both municipalities.

Mr. Landeau stated he had discussed the unique situation of the proposed Brokaw/Maine merger at his office and how that merger would affect the ten year update requirement for land use plans. Mr. Landeau explained it may be best for the Village of Brokaw and the Village of Maine to re-affirm the plans they currently have and then create a new plan once the actual merger takes place. Mr. Landeau suggested that the Village of Brokaw and the Village of Maine consult with their legal counsel for advice on their respective plans.

Discussion followed on the City of Wausau lawsuit due to Maine's Incorporation and the Cooperative Boundary Plan Agreement between the Village of Brokaw, the Village of Maine and the Town of Texas. Mr. Landeau asked questions on the status of the lawsuit and the Cooperative Boundary Plan Agreement to enable him to better understand the Village of Maine's needs.

Mr. Landeau stated that North Central Wisconsin Regional Planning Commission is here to do what the Village of Maine needs and wants. This is a unique and more complicated situation than normal, however we are here to assist, he said.

Mr. Landeau thanked the Village Board for allowing him to attend the Board Meeting and stated he would be in contact when the Hazard Mitigation Plan is revised.

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The Village Board thanked Mr. Landeau for attending and the assistance offered by the North Central Wisconsin Regional Planning Commission.

### **Discussion and possible action to approve revised Certified Survey Map for Burnell Utecht's Road Development Agreement with the Village of Maine**

Zoning Administrator Rich Grefe distributed copies of Marathon County's aerial map of Mr. Utecht's parcels that will be affected by the revised road outlot certified survey map.

President Hoenisch and Zoning Administrator Grefe explained the original approval of Mr. Utecht's road outlot certified survey map at the July 2015 Plan Commission and Town Board Meetings. Revisions currently being requested by Mr. Utecht were also explained.

President Hoenisch explained the conditions and revisions that Attorney Frokjer felt should be part of tonight's motion if the Village Board decides to approve the revised road outlot certified survey map that Mr. Utecht has presented.

Those conditions and revisions are:

- Approval of CSM is conditioned upon developer entering into a satisfactory Road Development Agreement with the Village of Maine.
- The Road Development Agreement must state that the developer will construct the public road "Outlot 1" to Maine's road specifications including paving of the road
- The approval of this CSM is contingent upon "Outlot 3" being joined to the adjacent parcel to the east
- The motion should state that the Village of Maine will not accept the road until all terms of Mr. Utecht's Road Development Agreement are met
- Mr. Utecht's surveyor should list Outlot 1 on the CSM as a Village Road or a Public Road instead of a Town Road

Discussion and questions followed after which President Hoenisch called for a motion to approve Mr. Utecht's revised Road Outlot CSM.

Trustee Rusch made a motion to approve the revised CSM with the conditions that the term Town Road is amended to state Public Road; Outlot 3 is noted on the CSM as being attached to the Hintz parcel; Mr. Utecht entering into a satisfactory Road Development Agreement with the Village of Maine; Outlot 1 is built to Maine's road specifications including paving of the road; and Mr. Utecht's road will not be accepted until all of these conditions are met. Trustee Mullaley seconded that motion. Motion carried.

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### **Discussion and possible action regarding the possibility of holding two Village Board Meetings per month with the ability to cancel the second Board Meeting if there are no agenda items to be addressed**

President Hoenisch explained that this item had been tabled at the June Board Meeting to allow Trustee Bartelt to do additional research. President Hoenisch asked Trustee Bartelt to present her research.

Trustee Bartelt explained that she had contacted several Villages and all of them have different procedures. The municipalities that hold two meetings do not cancel the second meeting as she proposed last month. If a quorum does not show, they adjourn the meeting, however they still approve the bills because invoices are paid twice a month.

Trustee Bartelt also explained that most of the Village's she had contacted have citizen committees. The Village Trustees are assigned to a committee and chair that committee.

Trustee Bartelt also explained that in talking to the different Village's they all recommended that the Village of Maine create a handbook or procedure book with frequently asked questions that would inform the public where to go for help or who to call for information. It would be very helpful to have a basic handbook, she stated.

Trustee Bartelt then stated that Maine needs to start looking at how we want our Village to run.

Discussion and questions followed on the two meetings a month and committees.

Trustee Bartelt explained that she no longer believed it was necessary to hold two Board Meetings a month. She now felt that the committees could be formed to research Village issues and report back to the Village Board. Committees are volunteers and by utilizing the committees we could be more cost effective to the taxpayers.

Trustee Schult stated that with complex issues such as the Brokaw Dissolution it would not be a good idea to have volunteers without any experience or history on the matter making recommendations to the Board.

President Hoenisch stated that the former Town Board was always very cost conscience with their time. The Village of Brokaw dissolution issue was so involved there is no way that it would be cost effective for a committee to do the work the Town Board took upon themselves to do, she stated.

Trustee Bartelt disagreed with Trustee Schult and President Hoenisch.

Trustee Bartelt offered to table the agenda item tonight and do additional research.

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Treasurer Behrendt added comments on nonprofit organizations she volunteers for and how their committees work.

Trustee Rusch felt it would be beneficial for Trustee Bartelt to do additional research and report back to the Village Board. Trustee Mullaley agreed.

Trustee Bartelt made a motion to table this item until she has time to conduct additional research. Trustee Mullaley 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.**

Trustee Bartelt requested that the Marathon County Fire number issue be placed on the August Board Meeting agenda.

President Hoenisch replied that she had already placed that item on the August agenda. On Saturday while prepping for tonight's meeting I received an invitation from Marathon County Board Chairman Kurt Gibbs asking the Village of Maine to voluntarily join with the County in the Uniform Addressing project, she stated.

Discussion followed on some of the information she, Chief Bozinski and Bob Pound had received while attending Marathon County's meeting to update municipal officials and fire department officers on the project.

### **President updates Board members on complaints, road projects and other Village issues**

President Hoenisch reported on a call she received Saturday, July 9, 2016 at approximately 9:20 p.m. from a resident regarding noise from a wedding that was being held in the tent at Willow Springs Garden.

President Hoenisch explained that she has checked the noise level almost every weekend so she would have firsthand knowledge regarding the noise issues. Mr. Griffin has been out there on his golf cart monitoring the activities and noise every time I visited the site. President Hoenisch complimented Mr. Griffin on his efforts and diligence to appease his neighbors and rectify the noise issues.

President Hoenisch listed the resident's complaints. President Hoenisch then explained she had given the residents some comparisons and examples of other noise issues that are part of everyday life. She also presented solutions, however the residents were not amenable to her suggestions. The problem she observed is that the residents are not using their air conditioning because they prefer to not use it. They stated they like the country breeze blowing through their house.

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President Hoenisch asked the Board members if they had any suggestions.

Trustee Rusch stated that there are reasonable requests and then there are unreasonable requests.

Discussion followed on the barn events verses the tent functions, the berm Mr. Griffin is building and the certified bands the will be used next summer. The Village Board decided to wait until next summer before addressing the complaint.

**The next Board of Supervisors Meeting will be Monday, August 8, 2016.**

### **Adjournment**

President Hoenisch called for a motion to adjourn.

Trustee Mullaley made a motion to adjourn at 9:34 p.m., seconded by Trustee Schult.  
Motion carried.

Respectfully submitted and approved on August 8, 2016

*Betty J. Hoenisch*

Village of Maine President