



## **Village of Maine Minutes**

**Monday, June 13, 2016**

**Village Board Meeting**

**Maine Municipal Center**

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

**Wausau, WI 54401**

The Board of Trustees of the Village of Maine will hold a regular monthly meeting at the Maine Municipal Center on Monday, June 13, 2016. Accounts Payable will be reviewed at 5:00 p.m. Village of Maine Board members will then travel to the Town of Texas to attend a Board of Supervisors Special Board Meeting that is scheduled to commence at 6:00 p.m. Village of Maine Board members will return to the Maine Municipal Center at approximately 7:30 p.m. for the General Business portion of this Board Meeting.

### **AGENDA**

1. Call the meeting to order at 5:00 p.m.– Betty Hoenisch, Village President
2. Review bills payable
3. 5:45. p.m. - Village Board members will travel to the Town of Texas Municipal Center, T4510 River Hills Road, Wausau, WI to attend a Town of Texas Board of Supervisors Special Board Meeting regarding a Resolution to Authorize Sharing of Costs and Expenses with the Village of Maine
4. Village Board members will travel back to the Maine Municipal Center
5. 7:30 p.m. – General Business
6. Pledge of Allegiance to the Flag
7. Motion to approve bills payable
8. Motion to approve Village Board Meeting Minutes
  - A. Motion to dispense of the reading of the minutes from the May 9, 2016 Board of Trustee Meeting, May 19, 2016 Special Board Meeting and the June 6, 2016 Special Board Meeting and approval of those minutes.
9. President's Report
10. Trustee's Report
11. Clerk's Report

12. Treasurer's Report
13. Zoning Administrator's Report
14. Fire Department Report
15. Comments from the audience on Other Business items below
16. Other Business:
  - A. Announcement regarding Trustee John Marquardt's resignation
  - B. Discussion and possible action to nominate and appoint a Village Trustee to complete Mr. Marquardt's term of office that will end April of 2017
  - C. Discussion and possible action to approve Liquor Licenses, Amusement Licenses and Tobacco Licenses for IDK Wings/dba Get Bent, LLC, Red Granite Bar and Grill, Rib Mountain Bowmen's Club, Inc., Richard's Restaurant and Bar, Tina's S & R Mirage, Schmidt's Ballroom and Bar and Willow Springs Garden, LLC
  - D. Discussion and possible action to approve the Stray Cat Agreement between the Lincoln County Humane Society and the Village of Maine
  - E. Discussion and possible action to approve Clerk Bailey to create the July vendor checks on Saturday, July 9, 2016. This is to accommodate Clerk Bailey attending the Municipal Clerk Institute in Green Bay, WI from July 10th thru July 15th, 2016
  - F. Discussion and possible action to approve Independent Contractor contracts with Village Trustees who plan to submit quotes for work they will be performing for the Village of Maine
  - G. Discussion and possible action to approve a quote for the office tile installation.
  - H. Discussion and possible action to approve payment for individual(s) assisting with the office remodel moving project
  - I. Discussion and possible action to approve Daniel Bailey to complete an internship at the Village of Maine

- J. Discussion and possible action regarding the possibility of holding two Village Board Meetings per month with the ability to cancel the second Village Board Meeting if there are no agenda items to be addressed
- K. Discussion and possible action to approve the amended Official's Salary Policy
- 17. Report from audience on culverts, road issues or requests to have an item placed on the next Village Board Meeting agenda
- 18. President updates Board members on complaints, road projects, and other Village issues
- 19. The next Board of Trustee Meeting will be July 11, 2016.
- 20. 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. 44<sup>th</sup> Avenue, Wausau, WI on June 11, 2016.

*Cindy Bailey*

Village of Maine Clerk

**Monday, June 13, 2016 Village Board Meeting**

The Board of Trustees of the Village of Maine held a regular monthly meeting at the Maine Municipal Center on Monday, June 13, 2016 at 5:00 p.m.

**President Hoenisch called the meeting to order at 5:00 p.m.**

Present were President Betty Hoenisch, Trustee Vickie Bartelt, Trustee Tom Mullaley, Trustee Keith Rusch, Trustee Wes Schoepke, Trustee Tad Schult, Clerk Cindy Bailey, Treasurer Patti Behrendt, Zoning Administrator/Building Inspector Rich Greffe, and community members.

**Review Accounts Payable**

## **Monday, June 13, 2016 Village Board Meeting**

### **Travel to Town of Texas to attend their Board of Supervisors Special Board Meeting**

Village Board members traveled to the Town of Texas Municipal Center, T4510 River Hills Road, Wausau, WI at 5:45 p.m. to attend a Town of Texas Board of Supervisors Special Board Meeting regarding a Resolution to Authorize Sharing of Costs and Expenses with the Village of Maine.

**President Hoenisch began the general business portion of the meeting at 7:45 p.m.**

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

### **Motion to Approve Accounts Payable Bills**

President Hoenisch called for a motion to approve accounts payable bills.

Trustee Bartelt made a motion to approve accounts payable bills, seconded by Trustee Rusch. Motion carried.

### **Minutes Approval**

President Hoenisch called for a motion to dispense of the reading and approval of the minutes from the May 9, 2016 Board Meeting, the May 19, 2016 Special Board Meeting and the June 6, 2016 Special Board Meeting.

Trustee Mullaley made a motion to approve the minutes from the May 9, 2016 Board Meeting, the May 19, 2016 Special Board Meeting and the June 6, 2016 Special Board Meeting. Trustee Bartelt seconded the motion. Motion carried.

### **President's Report:**

- ❖ President Hoenisch stated that it has once again been a very busy month in the Village office.
- ❖ President Hoenisch explained that she has been assisting new home owners in obtaining addresses from the County.
- ❖ President Hoenisch also stated that she has been working with Wisconsin Public Service on the gas line extension for County Road K, Kern Drive, Lincoln Drive, Maine Drive and Naugart Drive.
- ❖ President Hoenisch explained that she, Clerk Bailey, Trustee Bartelt and Trustee Mullaley attended a League of Wisconsin Municipalities Officials 101 Seminar in Green Bay on June 3, 2016. She stated that the Village of Maine Board had received a warm welcome and the seminar was a good learning opportunity.
- ❖ President Hoenisch also discussed the paving of Falcon Drive and North 20<sup>th</sup> Avenue. That project is now complete and that includes the portion in the Village of Brokaw. The Village of Maine decided to complete the project on their own since it became clear that there would be no help provided by the Village of Brokaw. She stated that poor road conditions prompted the completion of this project. Approximately \$26,000.00 for the project was funded through the Marathon County Highway Department Tri Grant program. President Hoenisch thanked everyone that had helped her with this project over the last several years.

### **Trustee Schult's Report:**

Trustee Schult stated that the ditching projects on North 60<sup>th</sup>, North 28<sup>th</sup>, Hillcrest Drive and Naugart Drive had gone very well. The Public Works Employees have accomplished a lot using the rented excavator. This was a large cooperative effort between Maine, WPS and Frontier Communications. It has been a very successful project.

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**Clerk’s Report**

Clerk Bailey reported that she has been busy assisting residents in the office. She stated that she has been processing the liquor license renewals and renewing operator’s licenses.

She explained that she has started training in the WisVote program anticipating the upcoming August 9<sup>th</sup> Election. She has been working with the Government Accountability Board regarding the conversion of data because of the incorporation. Clerk Bailey stated that she has been advised to stop working on the program until all the issues have been resolved. When the problems are resolved she will be allowed to close the April 5, 2016 Election.

**Treasurer’s Report for the month of May:**

Treasurer Behrendt gave the Treasurer’s Report as follows:

**Village of Maine General Accounts:**

<b>Checking Account.....</b>	Beginning Balance on 4/30/16	\$11, 931.18
	Deposits	\$66,690.26
	Disbursements	\$64,053.09
	Balance on 5/31/16	\$14,568.35
<b>Money Market Account...</b>	Beginning Balance on 4/30/16	\$585,964.29
	Deposits and Interest	\$3899.43
	Disbursements	\$66,690.26
	Balance on 5/31/16	\$523,173.46

**Village of Maine Fire Department Accounts:**

<b>Checking Account.....</b>	Balance on 5/31/16	\$595.53
<b>Memorial &amp; Donations Money Market Account...</b>	Balance on 5/31/16	\$28,101.21
<b>Equipment Outlay Account...</b>	Balance on 5/31/16	\$59,069.08

President Hoenisch called for a motion to approve the Treasurer’s report as submitted.

Trustee Rusch made a motion to approve Treasurer’s report as submitted, seconded by Trustee Mullaley. Motion carried.

**Zoning Administrator’s Report – January 2016**

Zoning Administrator / Building Inspector Rich Grefe reported that he issued six permits for the month of May. Administrator Grefe stated that he had completed twelve inspections in the month of May. Six inspections were zoning related and six were building related.

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Mr. Grefe noted that President Hoenisch had put together information for a floodplain study that the DNR had requested. Administrator Grefe submitted the information and noted that the study could become part of a Floodplain and Shore Land Zoning Ordinance that Maine might be able to adopt.

### **Fire Department Report:**

Clerk Bailey read a report submitted by Chief Joe Bozinski concerning the status of Maine Fire Department for May 2016. To view this report you will find it under the Fire Department Reports tab on the Maine website.

### **Comments from audience on Other Business Items**

President Hoenisch welcomed comments from the audience with regard to other business agenda items 16A through 16K.

Bob Pound asked how someone applies for a vacant Board position, with regard to item 16B.

President Hoenisch stated that there really is only vague information in the State Statutes with regard to this situation other than the Village is under no obligation to post the position. The Board members have the ability to reach out to people that they would like to nominate, which is how the vacancy is being handled.

Bob Pound asked if holding a second Board meeting would reduce/eliminate Special Board Meetings, with regard to item 16J.

President Hoenisch stated that she did not feel that this would eliminate the Special Board Meetings. She suggested that it was a good question and the Board would discuss it further, later in the meeting.

### **Announcement regarding Trustee John Marquardt's resignation**

President Hoenisch read the resignation letter submitted by former Trustee John Marquardt.

Trustee Mullaley requested that it be noted that the Wisconsin Court System case law rulings are the reasons Mr. Marquardt was forced to resign, not that anything had been done wrong. At the time he was elected the Village had been advised that there would be no conflict with his holding a Trustee position. Since then, the Board has taken this under legal advisement and it became necessary for Mr. Marquardt to resign the Trustee position, enabling him to retain his Public Works position.

Trustee Schult thanked Mr. Marquardt for his service on the Village of Maine Board and reminded everyone that John had received a very large number of votes to hold a Trustee position.

Mr. Marquardt stated that he'd like to take the opportunity to thank those that voted for him and stated that his inability to finish the term after receiving their support, was something that he felt most regretful of in the situation.

### **Discussion and possible action to nominate and appoint a Village Trustee to complete Mr. Marquardt's term of office that will end April of 2017**

President Hoenisch asked for the Board Members to raise their hands to make nominations for the vacant Village of Maine Trustee position.

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Trustee Schult stated that he would like to nominate Mr. Jon Graveen for the position of Trustee. He stated that Mr. Graveen had run at the last election and had received a large number of votes.

President Hoenisch asked for other nominations for the position of Trustee. There were no other nominations.

President Hoenisch asked for a motion to appoint Mr. Jon Graveen to the vacant Trustee position.

Trustee Rusch made a motion to appoint Mr. Jon Graveen to the vacant Trustee position. Trustee Mullaley seconded the motion. Motion carried.

### **Discussion and possible action to approve Liquor Licenses, Amusement Licenses and Tobacco Licenses for IDK Wings/dba Get Bent, LLC, Red Granite Bar and Grill, Rib Mountain Bowmen's Club, Inc., Richard's Restaurant and Bar, Tina's S & R Mirage, Schmidt's Ballroom and Bar and Willow Springs Garden, LLC**

President Hoenisch stated that IDK Wings/dba Get Bent, LLC, Red Granite Bar and Grill, Rib Mountain Bowmen's Club, Inc., Richard's Restaurant and Bar, Tina's S & R Mirage, Schmidt's Ballroom and Bar and Willow Springs Garden, LLC had applied for Liquor Licenses and Amusement Licenses for the term of July 1, 2016 to June 30, 2017. She stated that she would turn this over to Clerk Bailey since she was responsible for the issuance of these licenses.

Clerk Bailey stated that the following establishments had submitted acceptable renewal applications: IDK Wings/dba Get Bent, LLC, Red Granite Bar and Grill, Rib Mountain Bowmen's Club, Inc., Richard's Restaurant and Bar, Tina's S & R Mirage, Schmidt's Ballroom and Bar and Willow Springs Garden, LLC.

President Hoenisch asked for a motion to allow Clerk Bailey to issue the licenses for the above stated establishments.

Trustee Schult made a motion to allow Clerk Bailey to issue the liquor and amusement licenses for the above stated establishments by June 30, 2016. Trustee Mullaley seconded the motion. Motion carried.

### **Discussion and possible action to approve the Stray Cat Agreement between the Lincoln County Humane Society and the Village of Maine**

President Hoensich gave a history and the positive experiences the Village of Maine has had with the Lincoln County Humane Society. She stated that the Village Constable has been taking cats there during this calendar year so it is necessary to renew this contract. If Board members have questions in the future they should bring these up toward the end of the contract. None of the Board members expressed any concerns.

Constable Behrendt spoke to the Board about all the positive aspects there are with working with the Lincoln County Humane Society. He also discussed the number of cats that the Village takes to the Humane Society each year. Financially, it is very good for the Village of Maine.

President Hoenisch asked for a motion to approve the stray cat contract with the Lincoln County Humane Society.

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Trustee Schult made a motion to approve the stray cat contract with the Lincoln County Humane Society. Trustee Rusch seconded the motion. Motion carried.

### **Discussion and possible action to approve Clerk Bailey to create the July vendor checks on Saturday, July 9, 2016. This is to accommodate Clerk Bailey attending the Municipal Clerk Institute in Green Bay, WI from July 10th thru July 15th, 2016**

Clerk Bailey discussed with the Board the necessity for the Trustees to approve bills early so that she is able to create vendor checks on July 9, 2016. She stated that she will be attending the Clerks Institute in Green Bay from July 10 to July 15 and will be unable to attend the July 11, 2016 Board of Trustees Meeting.

President Hoensich asked for a motion to approve Clerk Bailey to create the July vendor checks on Saturday, July 9, 2016.

Trustee Schoepke made a motion to approve Clerk Bailey to create the July vendor checks on Saturday, July 9, 2016. Trustee Mullaley seconded the motion. Motion carried.

### **Discussion and possible action to approve Independent Contractor contracts with Village Trustees who plan to submit quotes for work they will be performing for the Village of Maine**

President Hoenisch asked the Trustees for any contracts they would like to submit. Trustee Schult submitted his contract.

Discussion followed with the Board regarding the contract submitted. Items were listed by various Board Members as having a need to be changed or deleted. All parties agreed that the contract submitted by Trustee Schult would be approved once the changes were made.

President Hoenisch asked for a motion to approve the contract submitted by Trustee Schult.

Trustee Schoepke made a motion to approve the contract submitted by Trustee Schult stating that the contract would read: " labor to assist with the Public Works Department, cutting trees back on the road right of ways, labor for building maintenance and upgrades, and labor on special road projects". Trustee Rusch seconded the motion. Trustee Schult abstained from voting on the motion. Trustee Schoepke, Trustee Rusch, Trustee Bartelt and Trustee Mullaley voted in favor of the motion. Motion carried.

### **Discussion and possible action to approve a quote for the office tile installation.**

President Hoenisch read the two quotes for the installation of the office tile. They are as follows:

Maaco's Flooring: \$3,882.00

Custom Environments: \$2,850.00

The Board discussed the contents of each of the quotes.

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President Hoenisch asked for a motion to approve one of the quotes for the installation of the office floor tile.

Trustee Schoepke made a motion to approve Custom Environments to complete the installation of the office floor tile for \$2,850.00 at a savings of \$1,000.00 for the Village of Maine. Trustee Mullaley seconded the motion. Trustee Schult abstained from voting on the motion. Trustee Schoepke, Trustee Rusch, Trustee Bartelt and Trustee Mullaley voted in favor of the motion. Motion carried.

### **Discussion and possible action to approve payment for individual(s) assisting with the office remodel moving project**

President Hoenisch stated that she had asked several strong people to help move the office furniture into the Municipal Center Hall while the office is remodeled. She and other Board members discussed a fair amount to pay anyone helping. The amount the Board decided on is \$10.00/per hour.

President Hoenisch asked for a motion to approve paying individuals assisting in the moving of the office furniture during the office remodel.

Trustee Schoepke made a motion to approve paying individuals assisting in the moving of the office furniture during the office remodel \$10.00/per hour. Trustee Mullaley seconded the motion. Motion carried.

### **Discussion and possible action to approve Daniel Bailey to complete an internship at the Village of Maine**

The Board discussed bringing Daniel Bailey in to complete an internship required by his degree which will enable him to receive his diploma from Indiana Wesleyan University in August. Daniel would be committing to work free of charge at the Village office for one hundred fifty hours.

Trustee Schult made a motion to approve Daniel Bailey to complete his internship with the Village of Maine pending approval with Indiana Wesleyan University. Trustee Mullaley seconded the motion. Motion carried.

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

President Hoenisch stated that Trustee Bartelt requested Clerk Bailey to place this item on the agenda and she gave Trustee Bartelt the floor to begin discussion.

Trustee Bartelt stated that she had done a considerable amount of research and had found that many/most Villages in Wisconsin held two monthly Board meetings. Trustee Bartelt went on to say that she felt that many of the Special Board Meetings that the Village of Maine holds had to do with permit and zoning issues. Trustee Bartelt also stated that she felt that a second meeting would be cost effective for the Village of Maine and also enable the Board to address issues in a faster manner.

President Hoenisch encouraged the Board to further discuss this issue and suggested that the Trustees all research the reasons that the Board has had Special Meetings in the last twelve months. After continued discussion President Hoenisch suggested that the Board Members do more research with regard to this issue and suggested that the Board table this item and continue this at another meeting. President Hoenisch asked for a motion to table this item.

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Trustee Bartelt made a motion to table this item until the next Board Meeting to allow her some time to do more research to determine how other Villages handle two scheduled Board Meetings each month. Trustee Mullaley seconded the motion. Motion carried.

### **Discussion and possible action to approve the amended Official's Salary Policy**

President Hoenisch discussed several items that needed to be amended with regard to the Village Board Salary and Wage Policy. After allowing discussion by each Board Member President Hoensich asked for a motion to amend the recently approved Village Board Salary policy.

Trustee Schoepke made a motion to amend the Trustees salary to \$465.50 per month, the Treasurer's salary amended to \$1,100.00 per month and the Constable's salary amended to \$125.00 per month. Trustee Mullaley seconded the motion. Motion carried.

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

President Hoenisch stated that there were no new road or culvert issues to discuss.

**The next Board of Trustees Meeting will be July 11, 2016.**

### **Adjournment**

President Hoenisch asked for a motion to adjourn the meeting.

Trustee Schoepke made a motion to adjourn the meeting at 9:40 p.m. Trustee Mullaley seconded the motion. Motion carried.

Respectfully submitted and approved on July 11, 2016,

*Cindy Bailey*

Village of Maine Clerk