



Village of Maine Minutes

Monday, May 9, 2016
Village Board Meeting

Maine Municipal Center
6111 N. 44th Avenue
Wausau, WI 54401

The Board of Trustees of the Village of Maine held a regular monthly meeting at the Maine Municipal Center on Monday, May 9, 2016 at 5:30 p.m. Accounts Payable Bills were reviewed at 5:45 p.m. with General Business at 7:30 p.m.

Agenda

1. Call meeting to order at 5:45 p.m.– Betty Hoenisch, Village President
2. Discussion and possible action to appoint Village Clerk and Village Treasurer
3. Village Clerk and Village Treasurer will take their oaths of office
4. Review bills payable
5. Orientation for Board of Trustees
6. Open and review sealed road bids
7. Village Board will review and discuss the sealed road bids
8. 7:30 p.m. - General Business
9. Pledge of Allegiance to the Flag
10. Motion to approve bills payable
11. Clerk's Report
 - A. Motion to dispense of the reading and approval of the minutes from the April 11, 2016 Village Board Meeting, the April 12, 2016 Special Board Meeting, the April 13, 2016 Special Board Meeting and the April 19, 2016 Special Board Meeting/Closed Session approval of those minutes
12. President's Report
13. Trustee's Report
14. Treasurer's Report
15. Zoning Administrator's Report
16. Fire Department Report
17. Comments from the audience on Other Business items below
18. Other Business:
 - A. Discussion and possible action to award sealed bids for 2016 road projects.
 - B. Call Board of Review to order and make a motion to adjourn until June 16, 2016 from 6:00 p.m. to 8:00 p.m.
 - C. Appoint Board of Review members for the June 16, 2016 Board of Review.
 - D. Discussion and possible action to approve the Resolution authorizing the Village of Maine to join the League of Wisconsin Municipalities.
 - E. Discussion and possible action to approve the Resolution to update the DNR authorized representative for the DNR Recycling Grant.
 - F. Discussion and possible action to approve the Plan Commission members for the term ending May, 2019.

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- G. Discussion and possible action to approve the Board of Appeals members for a term ending May, 2019.
 - H. Discussion and possible action to approve the proposal for office furniture and flooring.
 - I. Discussion and possible action on purchasing a game camera for problem areas along Village of Maine roads.
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- 19. Report from audience on culverts, road issues or requests to have an item placed on the next Village Board Meeting agenda.
 - 20. Presentation by Attorney Frokjer on the conference call with President Hoenisch to the League of Wisconsin Municipalities regarding Village Official's salaries.
 - 21. Discussion and possible action to approve Village Board salaries, per diems and mileage reimbursement for the term ending April, 2017.
 - 22. Village Board will work on time sheets, expense reports and mileage reports.
 - 23. President will update the Board with regard to complaints, road projects and other Village issues.
 - 24. The next Board of Trustees Meeting will be June 13, 2016.
 - 25. 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. 44th Avenue, Wausau, WI on May 7, 2016.

Betty J. Hoenisch

Village of Maine President

Monday, May 9, 2016 Village Board Meeting Minutes

The Board of Trustees of the Village of Maine held a regular monthly meeting at the Maine Municipal Center on Monday, May 9, 2016 at 5:45 p.m.

President Hoenisch called the meeting to order at 5:45 p.m.

Discussion and possible action to appoint Village Clerk and Village Treasurer

President Hoenisch explained that the Village Clerk and Village Treasurer would need to be sworn in again. They were initially sworn in for the remainder of the term ending April 18, 2016. The oath of office for this swearing in would be for the appointed term of May 1, 2016 to April 2017.

Trustee Mullaley made a motion to re-appoint Cindy Bailey as Village Clerk and Patricia Behrendt as Village Treasurer for the term ending April, 2017. Motion seconded by Trustee Rusch. Motion carried.

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Village Clerk and Village Treasurer will take their oaths of office

President Hoenisch gave Clerk Cindy Bailey and Treasurer Patricia Behrendt their Oaths of Office and they were sworn in.

Review bills payable

President Hoenisch asked that Clerk Bailey distribute the invoices payable. The bills were reviewed and initialed by the Trustees.

Orientation for Board of Trustees

President Hoenisch reviewed the following items with the Trustees due to the fact that there are several new Board members. President Hoenisch covered the following:

- ❖ The sealed bid process for road projects
- ❖ To be conscience at all times with regard to gatherings and quorums.
- ❖ The necessity of Board members to schedule a time with the President or Clerk if they have items to discuss.
- ❖ The necessity of Board Trustees to do research on their own with regard to items on the agenda.
- ❖ The Village calendar with regard to Monthly Board Meetings and Plan Commission Meetings.
- ❖ The necessity for all Board Members to speak one at a time at Meetings and to raise your hand for the floor.

Open and review sealed road bids

President Hoenisch and the Board of Trustees opened and reviewed the sealed bids for road projects for 2016.

General Business

Pledge of Allegiance to the Flag

Motion to approve bills payable

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

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

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Motion to Approve Minutes

President Hoenisch stated that there were minutes on the table for everyone to review. She asked for a motion to approve the minutes.

Trustee Rusch made a motion to approve minutes from the April 11, 2016 Village Board Meeting, April 12, 2016 Special Board Meeting, April 13, 2016 Special Board Meeting and the April 19, 2016 Special Board Meeting and Closed Session. Trustee Mullaley seconded the motion. Motion carried.

Clerk's Report

Clerk Bailey reported that it had been a busy month in the office. President Hoenisch has trained her on various tasks for the position including the renewal of Liquor Licenses and Operator's Licenses.

The Clerk also did research related to the Board of Review procedures and she has distributed the current training material. Three Trustees have completed their training at this time.

President's Report

President Hoenisch reported that:

- ❖ She had a meeting with Attorney Frokjer on April 13, 2016 to review and approve the final Cooperative Boundary Agreement with the Town of Texas and the Village of Brokaw.
- ❖ Attorney Frokjer and Attorney VanderWaal had worked at the Maine Municipal Center to review five boxes of email records to determine which of these contained attorney privilege material. The open records have been taken to Attorney Lubinsky in Madison. After the records are reviewed by Attorney Lubinsky they will be turned over Stratford Rose Law Firm, which represents the City of Wausau.
- ❖ She and Zoning Administrator Grefe have been researching Plan Commission discussion and motion for the Willow Springs Garden Conditional Use Permit Public Hearing.
- ❖ That she asked Clerk Bailey to re-type the April Board Meeting minutes due to the fact that there have been some issues brought to the Board's attention regarding the Willow Springs Garden Conditional Use Permit that the minutes could clarify. Clerk Bailey typed that portion of the minutes verbatim. The Board felt that the Public Hearing regarding Willow Springs had gone very well. The Board was led to believe that the situation was ironed out due to the neighbor's affirmation that they were okay with things at the end of the Public Hearing. President Hoenisch stated that Mr. Griffin has been very willing to correct things as requested. The Board is going to meet with the three concerned neighbors in the near future. Trustee Bartelt has also volunteered to clarify that the motion made in the Public Hearing is recorded verbatim in the Plan Commission Meeting Minutes.
- ❖ She retold 2 stories related to the Maine Fire Department and praised the Fire Department for the excellent feedback from residents the Board has received with regard to their excellence while on duty.

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Trustees Reports:

- ❖ Trustee Mullaley reported that he had attended MPC meetings and had initially thought that there would not be much benefit for Maine considering the projects that were in progress however, he now feels that the intersection of Hwy WW and County Road K issues may possibly be addressed at those meetings and he will continue to attend in the future.
- ❖ Trustee Marquardt stated that he had contacted three different parties to have them clean up manure issues on Village roads.
- ❖ Trustee Rusch stated that he had contacted Stratford signs and has obtained a quote to change the sign to read "Village of Maine".

President Hoenisch asked that Trustee Rusch submit a copy of the quote so that she could place that item on next month's agenda.

Treasurer's Report – April 2016

Village of Maine General Accounts:

Checking Account:

Beginning Balance on 3/31/2016 - \$12,703.99

Deposits - \$56,854.98

Disbursements - \$57,627.79

Balance on 4/30/2016 - \$11,931.18

Money Market Account:

Beginning Balance on 3/31/2016 - \$581,523.77

Deposits and Interest - \$61,295.50

Disbursements - \$56,854.98

Balance on 4/30/2016 - \$585,964.29

Village of Maine Fire Department Accounts:

Checking Account - Balance on 4/30/2016 - \$793.08

Memorial & Donations Money Market Account - Balance on 4/30/2016 - \$28,091.25

Equipment Outlay Account - Balance on 4/30/2016 - \$59,059.04

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

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

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Zoning Administrator's Report – April 2016

Zoning Administrator / Building Inspector Rich Grefe reported that he had issued two building permits for the month of April.

Administrator Grefe reported that he had completed six on-site inspections. Of these two were Zoning Inspections and four were Building Inspections.

Zoning Administrator Grefe also spoke with a representative from Anderson Brothers and Johnson regarding their sign which had been blown over by the wind. Mr. Grefe also said that he would be working with Attorney Frokjer with regard to two additional sign requests that he had received and would follow up with that at a later date.

Fire Department Report:

Clerk Bailey read a report submitted by Chief Joe Bozinski with the status of Maine Fire Department for March 2016.

Comments from the audience on Other Business Items

President Hoenisch asked community members if they had any comments on *Other Business* items 18A through 18I. There were no comments or questions from the audience.

Discussion and possible action to award sealed bids for 2016 road projects.

Screened granite hauled to roads south of Hillcrest Drive Bid By:

- ❖ -Laddick Materials - \$7.88 per ton
- ❖ -Red Rock Granite - \$6.28 per ton

Screened granite hauled to roads north of Hillcrest Drive Bid by:

- ❖ -Laddick Materials - \$7.28 per ton
- ❖ -Red Rock Granite - \$6.73 per ton

Screened granite hauled to Public Works stockpile Bid by:

- ❖ -Laddick Materials - \$7.28 per ton
- ❖ -Red Rock Granite - \$6.22 per ton

President Hoenisch asked for a motion to award the bid for screened granite hauled to roads south of Hillcrest Drive, roads north of Hillcrest Drive and the Public Works stock pile.

Trustee Schult made a motion to award the bid for screened granite south of Hillcrest Drive to Red Rock Granite at \$6.28 per ton; to north of Hillcrest Drive to Red Rock Granite at \$6.73 per ton; to the Public Works stockpile at \$6.22 per ton. Trustee Rusch seconded the motion. The motion was carried.

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Chip seal by 22 feet wide over crushed blacktop for Decator Drive, Sandy Drive and Bayshore Drive Bid By:

- ❖ -Fahrner Asphalt Sealers - \$27145.00 per mile
- ❖ -Scott Construction - \$26070.00 per mile

Chip seal by 22 feet wide over lane wedged roads for North 32nd Avenue, North 20th Avenue and North 14th Avenue Bid By:

- ❖ -Fahrner Asphalt Sealers - \$19,966.00 per mile
- ❖ -Scott Construction - \$16,700.00 per mile

President Hoenisch asked for a motion to award the bid for liquid hot oil chip seal by 22 feet wide over crushed blacktop for Decator Drive, Sandy Drive and Bayshore Drive.

Trustee Schult made a motion to award the bid for chip seal over crushed blacktop to Scott Construction at \$26,070.00/mile for Decator Drive, Sandy Drive and Bayshore Drive. Trustee Schoepke seconded the motion. Motion carried.

President Hoenisch asked for a motion to award the bid for liquid hot oil chip seal over lane wedged roads by 22 feet wide for North 32nd Avenue, North 14th Avenue and North 20th Avenue depending on how far the budget goes.

Trustee Schult made a motion to award the bid for chip seal over lane wedged roads to Scott Construction at \$16,700.00/mile for North 32nd Avenue, North 14th Avenue and North 20th Avenue. Trustee Mullaley seconded the motion. Motion carried.

Crack filling per pound Bid By:

- ❖ -Fahrner Asphalt Sealers - \$1.21 per pound with 3 year warranty
- ❖ -Lakes Asphalt Maintenance - \$1.20 per pound with 1 year warranty

President Hoenisch asked for a motion to award the bid for crack filling per pound.

Keith made a motion to award the bid for crack filling to Lakes Asphalt at \$1.20 per pound with a one year warranty. Trustee Mullaley seconded the motion. Motion carried.

D.O.T. spec crushed road base per ton for approximately 3,000 tons more or less hauled to roads south of Hillcrest Drive Bid By:

- ❖ -Anderson Brothers and Johnson - \$8.80 per ton
- ❖ -Red Rock Granite - \$12.48 per ton

D.O.T. spec crushed road base per ton for approximately 3,000 tons more or less hauled to roads north of Hillcrest Drive Bid By:

- ❖ -Anderson Brothers and Johnson - \$8.57 per ton
- ❖ -Red Rock Granite - \$12.48 per ton

D.O.T. spec crushed road base per ton for approximately 3,000 tons more or less picked up at the quarry Bid By:

- ❖ -Anderson Brothers and Johnson - \$6.15 per ton
- ❖ -Red Rock Granite - \$5.95 per ton

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President Hoenisch asked for a motion to award the bid for D.O.T. spec crushed road base per ton for approximately 3,000 tons more or less.

Keith made a motion to award the bid for D.O.T. spec crushed road base hauled to roads south of Hillcrest Drive to AB & J at \$8.80 per ton; award the bid for D.O.T. spec crushed road base hauled to roads north of Hillcrest Drive to AB & J at \$8.57 per ton; award the bid for D.O.T. spec crushed road base picked up at the quarry to AB & J at \$6.15 per ton. Trustee Schoepke seconded the motion. Motion carried.

Call Board of Review to order and make a motion to adjourn until June 16, 2016 from 6:00 p.m. to 8:00 p.m.

President Hoenisch called the Board of Review to order. She asked for a motion to adjourn the Board of Review until June 16, 2016 from 6:00 p.m. to 8:00 p.m.

Trustee Schult made a motion to adjourn the Board of Review until June 16, 2016 from 6:00 p.m. to 8:00 p.m. Trustee Bartelt seconded the motion. Motion carried.

Appoint Board of Review members for the June 16, 2016 Board of Review.

President Hoenisch explained that all Board Members must be appointed to the Board of Review, which was confirmed by Assessor Troy Zacharias. She asked for a motion to appoint the Board Members to the Board of Review at this time.

Trustee Rusch made a motion to appoint President Betty Hoenisch, Clerk Cindy Bailey, Treasurer Patti Behrendt, Trustees Tad Schult, Keith Rusch, John Marquardt, Wes Schoepke, Vickie Bartelt and Tom Mullaley to the Board of Review. Trustee Mullaley seconded the motion. Motion carried.

Discussion and possible action to approve the Resolution authorizing the Village of Maine to join the Wisconsin League of Municipalities

President Hoenisch discussed her conversation with League of Municipalities Director, Jerry Deschane and the benefits for the Village of Maine to become a member. She stated that she and Attorney Fokjer have discussed the potential benefits for joining free of charge for the first year and then go forward from there.

President Hoenisch asked for a motion to approve adopting Resolution 2016-02 authorizing the Village of Maine to become members of the Wisconsin League of Municipalities.

Trustee Rusch made a motion to approve adopting Resolution 2016-02 and become members of the Wisconsin League of Municipalities. Trustee Schoepke seconded the motion. Motion carried.

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Discussion and possible action to approve the Resolution to update the DNR authorized representative for the DNR Recycling Grant.

President Hoensch stated that as Village President she needs to become authorized representative for the DNR Recycling Grant.

President Hoensch asked for a motion to authorize her as the DNR Recycling Grant representative.

Trustee Schult made a motion to authorize President Hoensch as the representative of the DNR Recycling Grant and approve Resolution 2016-03. Trustee Mullaley seconded the motion. Motion carried.

Discussion and possible action to approve the Plan Commission members for the term ending May, 2019.

President Hoensch stated that she had contacted Wes Schoepke, Kathy Schultz and Steve Zahn to serve another term on the Plan Commission.

President Hoensch asked for a motion to appoint those members for another term ending in 2019.

Keith made a motion to appoint Wes Schoepke, Kathy Schultz and Steve Zahn to serve another term ending May 2019 on the Plan Commission. Trustee Bartelt seconded the motion. Motion carried.

Discussion and possible action to approve the Board of Appeals members for a term ending May, 2019.

President Hoensch stated that she had contacted both Kathy Schultz and Bonnie Lemke. She stated that she would like to appoint Kathy Schultz as Secretary and Bonnie Lemke to another term on the Board of Appeals ending in May 2019.

Trustee Schult made a motion to appoint Kathy Schultz as Secretary and Bonnie Lemke as a member on the Board of Appeals for a term ending in May 2019. Trustee Schoepke seconded the motion. Motion carried.

Discussion and possible action to approve the proposal for office furniture and flooring.

Trustee Rusch suggested that any Board members that would like to view the preliminary drawing of the office furniture could go into the office to see that to get a better understanding of furniture placement.

President Hoensch explained the history of the lack of office furniture budget up to now. Joan Mullaley suggested that the Village obtain a quote from her daughter who is an office designer at EBI. President Hoensch agreed to contact her daughter.

There was additional discussion by Trustees regarding the options available for purchase for office furniture.

President Hoensch asked for a motion with regard to the office renovation.

Trustee Schoepke made a motion to approve the office renovation not to exceed a budget of \$15,000.00. Trustee Schult seconded the motion. Motion carried.

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Discussion and possible action on purchasing a game camera for problem areas along Village of Maine roads.

President Hoenisch stated that the latest problem road is Fleet Drive, which is a dead end road west of North 32nd Avenue.

Trustee Schoepke stated that he would be willing to research the possibility of purchasing a game camera to attempt to catch young people from causing disturbances. This item was tabled until Trustee Schoepke is able to do his research.

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

Bob Pound reported that there is a wash out at 16050 North 60th Avenue which is breaking out the roadway shoulder.

Presentation by Attorney Frokjer on the conference call with President Hoenisch to the League of Wisconsin Municipalities regarding Village Official's salaries.

Attorney Frokjer gave a brief presentation about Village salaries and stated that he would be attending a League of Municipalities Seminar in the near future and would get back to the Board with the information he had obtained.

Discussion and possible action to approve Village Board salaries, per diem and mileage reimbursement for the term ending April, 2017.

President Hoenisch suggested that this item be tabled until Attorney Frokjer is able to obtain more information for us.

Village Board will work on time sheets, expense reports and mileage reports.

President Hoenisch handed out the various forms and explained to all the Board Members the procedures for filling them out.

President will update the Board with regard to complaints, road projects and other Village issues.

No report given.

Schedule next monthly Board of Supervisor Meeting for Monday, June 13, 2016.

Adjournment.

President Hoenisch called for a motion to adjourn at 10:17 p.m.

Trustee Mullaley made a motion to adjourn, seconded by Trustee Bartelt. Motion carried.

Respectfully submitted and approved June 13, 2016

Cindy S. Bailey

Village of Maine Clerk