



## Village of Maine Minutes

**Monday, February 8, 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 held a regular monthly meeting at the Maine Municipal Center on Monday, February 8, 2016. 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, Village President
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 January 11, 2016 Board Meeting, the January 13, 2016 Special Board Meeting / Closed Session, the January 25, 2016 Special Board Meeting / Closed Session, the February 3, 2016 Special Board Meeting and Cooperative Plan Workshop, and the February 4, 2016 Special Board Meeting / Closed Session and approval of those minutes.
7. President's Report
8. Trustee'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 to approve Krause, Howard & Company, SC for 2015 year-end review
  - B. Discussion & possible action to approve Brad Melby for employment on Maine Fire Department
  - C. Discussion & possible action to approve 2016 Ford F-250 Utility Truck for Maine Fire Department
14. Report from audience on culverts, road issues, or requests to have an item placed on the next Village Board Meeting agenda
15. President updates Board members on complaints, road projects, and other village issues
16. The next Village Board Meeting will be March 14, 2016.
17. Adjournment

Notice & agenda of this meeting was posted at the Red Granite Bar & Grill, Richard's Restaurant & Bar, Schmidt's Bar & the Maine Municipal Center, 6111 N. 44<sup>th</sup> Avenue, Wausau, WI on February 6, 2016 with item C added.

*Tina M. Meverden*, Village of Maine Clerk

## Monday, February 8, 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, February 8, 2016 at 6:30 p.m.

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

### Review Accounts Payable

Present were President Betty Hoenisch, Trustee Keith Rusch, Clerk Tina Meverden, Treasurer Cindy Bailey, Zoning Administrator / Building Inspector Rich Grefe, and community members. Trustee Tad Schult and Village Attorney Randy Frokjer were not in attendance.

### Pledge of Allegiance to the Flag

### Motion to Approve Accounts Payable Bills

President Hoenisch called for a motion to approve accounts payable bills. Trustee Rusch made a motion to approve accounts payable bills, seconded by President Hoenisch. Motion carried.

### Minutes Approval

President Hoenisch called for a motion to dispense of the reading of the minutes from the January 11, 2016 Board Meeting, the January 13, 2016 Special Board Meeting / Closed Session, the January 25, 2016 Special Board Meeting / Closed Session, the February 3, 2016 Special Board Meeting and Cooperative Plan Workshop, and the February 4, 2016 Special Board Meeting / Closed Session and approval of those minutes.

Motion by Supervisor Rusch to dispense of the reading and approve the meeting minutes from the January 11, 2016 Board Meeting, the January 13, 2016 Special Board Meeting / Closed Session, the January 25, 2016 Special Board Meeting / Closed Session, the February 3, 2016 Special Board Meeting and Cooperative Plan Workshop, and the February 4, 2016 Special Board Meeting / Closed Session with the following corrections: 1) Sentence four of paragraph four on page six of the January 11, 2016 Board Meeting minutes should read "*She added that the Town Board at that time did **not** know with certainty any numbers*" rather than "*She added that the Town Board at that time did know with certainty any numbers.*" In addition, sentence two of paragraph six on page six of the January 11, 2016 Board Meeting minutes should read "*...it may take a couple of years **or** more for the process to be complete*" rather than "*...it may take a couple of years of more for the process to be complete.*" 2) Pam Henke's name was misspelled and should be spelled Pam Hanke in sentence one of paragraph four on page three of the February 3, 2016 Special Board Meeting and Cooperative Plan Workshop minutes. The motion was seconded by President Hoenisch. Motion carried.

### Clerk's Report

Clerk Meverden reported that since the state database for voters (called WisVote) went live on January 11, 2016, she has been on the phone several times per week with the Government Accountability Board in Madison. She explained that there are several glitches with the new system that prevent her from entering items like contests and candidates for future elections.

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Clerk Meverden stated that both she and President Hoenisch worked long and hard to complete and send out all state and federal tax filings for the year encompassing 2015. She added that 2015 is the first year Maine has had to file all tax forms electronically because the Village has in excess of fifty employees.

Clerk Meverden reported that she attended two seminars last month – one on Absentee Voting and another which provided training on the DS-200, a new piece of voting equipment that is much more technologically advanced than the Village's previous voting machine.

### **Village Trustees Reports:**

#### **Trustee Rusch's Report**

Trustee Rusch provided a report on the status of the lawsuit with the City of Wausau. In addition, he explained that a press release has been prepared by the Village Board in response to the allegations propagated by Wausau. Trustee Rusch noted that legal counsel will review the press release before it becomes public.

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

Trustee Schult provided no report as he was not able to attend the meeting. He was on vacation to visit his brother out of state.

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

President Hoenisch reported that she and Fire Chief Bozinski gathered needed research as well as provided a lengthy narrative for Lisa Schneider, the individual preparing the Fire Department grant. She added that the grant was submitted on January 15, 2016.

President Hoenisch explained that she has been working with the attorneys from Maine, Texas, and Brokaw as well as with the consultants from Vierbicher to complete the following tasks – noticing the public of the draft Cooperative Plan, scheduling the Public Hearing and workshop on the draft Cooperative Plan, and securing Wausau West Auditorium for the Public Hearing.

President Hoenisch commented that the Cooperative Boundary Agreement is generating interest as twenty-eight people have stopped by the Village Hall to pick up copies of the document. Others have opted to search the Village website to review it.

President Hoenisch stated that most of the mailers noticing the Cooperative Plan Public Hearing were sent out on January 29<sup>th</sup> with the exception of Merrill addresses and out of area zip codes. Those were sent out the following day on January 30<sup>th</sup>.

President Hoenisch reported that a second notice regarding the Cooperative Plan Public Hearing was published in the Wausau Daily Herald. She explained that because the Public Hearing was scheduled for Ash Wednesday and many attend church services that evening, the village officials from Maine, Texas, and Brokaw, as well as the municipal attorneys will stay at the meeting until 10:00 p.m. or longer if necessary to give everyone the opportunity to comment on the Cooperative Plan.

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President Hoenisch explained that the February 10, 2015 Cooperative Plan Public Hearing begins at 7:00 p.m. She stated that those interested can come anytime between 7:00 p.m. and 10:00 p.m. to provide comments on the matter. She added that comment forms will be available for those who wish to write down their concerns. The comment forms will be accepted up to twenty days after the Public Hearing. Next, they will be compiled by Vierbicher who will then produce a synopsis of the comments.

President Hoenisch commented that she and Attorney Frokjer having been working with the Village's Errors and Omission Insurance Company to hire an attorney to handle the injunctive relief claim against the Village. She explained that the insurance coverage to handle the costs involved with the lawsuit will most likely be inadequate.

**Treasurer's Report – January 2016**

Treasurer Bailey thanked residents for their patience during tax season as she learns the responsibilities of her job. She added that she has sent out approximately 300 dog licenses and has an additional 100 to send out.

Treasurer Bailey stated that the tax season has been busy but nonetheless has gone fairly smoothly. She added that approximately 345 individuals came in person to pay their property taxes.

**Village of Maine General Accounts:**

|  |                   |
|--|-------------------|
| <b>Checking Account.....</b> Beginning Balance on 12/31/2015   | - \$ 44,976.75    |
| Deposits   | - \$1,073,081.56  |
| Disbursements  | - \$1,105,370.26  |
| Balance on 1/31/2016   | - \$ 12,688.05    |
| <b>Garbage/Recycling CD.....</b> Balance on 1/31/2016          | - \$ 2,500.00     |
| <b>Money Market Account...</b> Beginning Balance on 12/31/2015 | - \$ 142,096.52   |
| Deposits   | - \$ 2,660,718.05 |
| Interest   | - \$ 144.11       |
| Disbursements  | - \$1,073,081.56  |
| Balance on 1/31/2016   | - \$1,729,877.12  |

**Village of Maine Fire Department Accounts:**

|  |                |
|--|----------------|
| <b>Checking Account.....</b> Balance on 1/31/2016                            | - \$ 186.08    |
| <b>Memorial &amp; Donations Money Market Account...</b> Balance on 1/31/2016 | - \$ 26,111.44 |
| <b>Equipment Outlay Account...</b> Balance on 1/31/2016                      | - \$ 59,029.93 |

Chair Hoenisch called for a motion to approve the Treasurer's report. Trustee Rusch made a motion to approve Treasurer's report, seconded by President Hoenisch. Motion carried.

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### **Zoning Administrator's Report – January 2016**

Zoning Administrator / Building Inspector Rich Grefe reported that he issued two permits for the month of January – one a wrecking permit and another for a major alteration. He noted that the major alteration project currently has outstanding permit fees. Mr. Grefe added that he completed two on-site zoning inspections and one on-site building inspection for the month. The building inspection was for electrical service on a new home.

Mr. Grefe reported that Marathon County has informed Maine that because of its new village status there are several items the County will no longer enforce. As a consequence, Maine has to create its own ordinances and ordinance plans. One such item relates to Floodplain and Shore Land Zoning Ordinances. The Village has six months from the time the DNR contacts it to create its own Floodplain and Shore Land Zoning Ordinances.

Mr. Grefe explained that the County provided Maine with a form to complete regarding information on shore Land and livestock licensing, animal waste management, addressing / GIS services, and nonmetallic mining. He noted that the County will continue to offer some of the services listed, but other services the Village may have to contract with the County to receive. Bottom line – the County is receptive and open to offering assistance if they are able by law to do so.

Mr. Grefe noted another project of interest – A floodplain study for a Maine home on the Wisconsin River that does not meet FEMA requirements.

Bob Pound asked if the Village of Brokaw has a Floodplain and Shore Land Zoning Ordinance that Maine might be able to adopt. Mr. Grefe explained that he had inquired about that same issue, but was told that since Brokaw's floodplain and shore Land ordinances are old and "grandfathered" in, it would not apply to any new areas of development.

### **Fire Department Report:**

Clerk Meverden read a report submitted by Chief Joe Bozinski concerning the status of Maine Fire Department for January 2016. To view the report as read by Clerk Meverden, see the concluding pages of these minutes.

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

President Hoenisch welcomed comments from the audience on agenda items A through C.

Bob Pound asked what was the purpose of the utility vehicle for the Maine Fire Department as referenced in agenda item C. President Hoenisch explained that the Fire Department had some funds left from their 2015 budget in which they desired to use toward the purchase of a vehicle to pull the ATV trailer, haul hoses and gear, and transport members to training and activities.

President Hoenisch added that Maine Fire Department's long term plan is to purchase an enclosed trailer for the ATV. This heated and air conditioned trailer would be used to house the cascade system as well as be used to house individuals during emergency situations.

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John Rakow stated that he thought the Fire Department was going to wait on the status of the grant for the engine before moving ahead on the utility truck purchase. He added that with one truck down completely and another one up for retirement the money used to purchase the utility truck could go “a long ways” toward the purchase of an engine if the grant is not successful. He suggested the Village Board hold off a month or two until they discover the outcome of the grant.

Bob Pound commented that in the past when grant applications were submitted in January the outcome was usually not discovered until September or October.

Bob Pound asked the anticipated cost of the Fire Department utility vehicle and if it was accounted for in the budget. Trustee Rusch stated that the cost is just under \$30,000 and that the funds to pay for it are leftover from the 2015 budget.

Trustee Rusch asked if the purchase of the utility truck will impact the funds sitting in an account for the new equipment. President Hoensich stated that there is approximately \$21,000 left from the 2015 Fire Department Budget. The Fire Department asked if that amount could be carried over into 2016 to go toward the purchase of the utility truck.

President Hoenisch added that the additional \$8,000 to \$9,000 needed to purchase the utility truck after the leftover monies from the 2015 budget were applied could be taken from either the Fire Department Donation Account or the Fire Department Equipment Outlay Account.

Bob Pound stated that in the past he has written grants for the Fire Department. From his experience in grant writing, one must communicate how badly the financial situation is to gain the sympathy of those reviewing the grant and have a better chance of receiving monies offered. He explained that if those reviewing the grant see that Maine Fire Department is spending \$30,000 on a utility truck, their grant application request may be jeopardized.

President Hoenisch commented that during the grant writing process Maine had to disclose the funds it had. It was stated that monies in the Fire Department Donation Account and the Fire Department Equipment Outlay Account were going to be applied toward the portion of the Fire Engine the grant monies did not cover. President Hoenisch also noted that it was explained in the grant application Maine’s situation with Brokaw and how it will negatively impact Maine’s ability to afford the purchase of new equipment.

### **Other Business:**

#### **A. Discussion and possible action to approve Krause, Howard & Company, SC for the 2015 year-end review**

President Hoenisch reported that the cost for Krause, Howard & Company, SC to complete the 2015 year-end review was quoted at not to exceed \$3,850.00. She noted that the cost is up approximately \$100.00, but stated that it is still more reasonable than what was paid to another firm Maine contracted with in 1999.

Trustee Rusch made a motion to approve Krause, Howard & Company, SC to complete Maine’s 2015 year-end review, seconded by President Hoenisch. Motion carried.

**B. Discussion and possible action to approve Brad Melby for employment on Maine Fire Department**

President Hoenisch noted that no Village Board members were able to attend Mr. Melby's interview, as they were meeting in closed session regarding the litigation with Wausau at the time. Mr. Melby was approved however by the Maine Fire Department Interview Committee.

President Hoenisch informed that Mr. Melby lives in the Town of Berlin. He is a Cub Scout leader that holds his scout meetings at the Village Hall. She shared that during a tour of the Maine Fire Department with his Cub Scouts, Mr. Melby expressed interest in becoming a member of the department.

President Hoenisch stated that Mr. Melby has no fire experience and will need to be trained.

Trustee Rusch made the motion to approve Brad Melby for employment on the Maine Fire Department, seconded by President Hoenisch. Motion carried.

**C. Discussion and possible action to approve 2016 Ford F-250 Utility Truck for Maine Fire Department**

Trustee Rusch stated that based on comments received this evening he would like to suggest the Board table the item until more is known about the grant for a fire engine. He explained that he would also like more information about the truck purchase as well as have an opportunity to speak with Chief Bozinski on the matter.

President Hoenisch shared that Chief Bozinski was fine with placing the agenda item on a later meeting, but she offered to place it on tonight's meeting because she felt it should be discussed and approved at a regular monthly meeting. She noted that since it has been fully discussed, the comments from tonight's meeting could be used to meet again on the subject. President Hoenisch hoped that the next time a meeting is had on the matter Chief Bozinski and others from the Fire Department could be present to offer more information.

President Hoenisch suggested that the Board ask the Fire Department to draw the \$8,000 to \$9,000 they need to purchase the utility truck from 2016's operating budget rather than take the money from the Fire Department Donation or Equipment Outlay Accounts. That way no monies would be taken from the accounts where Maine's portion of the Fire Engine's cost would be drawn from (should the grant be approved).

President Hoenisch expressed agreement with tabling the matter. She added that fire department members were very impressed with the prices offered by the vendors on the vehicle.

Trustee Rusch made a motion to table the approval of a 2016 Ford F-250 Utility Truck for Maine Fire Department until more information is received, seconded by President Hoenisch. Motion carried.

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

No comments or requests were made by audience members.

**Monday, February 8, 2016 Village Board Meeting**

**Schedule next monthly Board of Supervisor Meeting for Monday, March 14, 2016 with bill approval at 6:30 p.m. and general business at 7:30 p.m.**

**Adjournment.**

President Hoenisch called for a motion to adjourn. Trustee Rusch made a motion to adjourn at 8:44 p.m., seconded by President Hoenisch. Motion carried.

Respectfully submitted and approved on March 14, 2016.

*Tina M. Meverden*

Village of Maine Clerk