

**VILLAGE OF BROKAW – VILLAGE OF MAINE – TOWN OF TEXAS  
COOPERATIVE BOUNDARY OVERSIGHT COMMISSION MEETING**

The Cooperative Boundary Oversight Commission held a meeting at 6:30 p.m. on Thursday, March 9, 2017 at the Town of Texas Municipal Center, T4510 River Hills Road, Wausau, WI.

**Call to order**

Chair Hoenisch called the meeting to order at 6:35 p.m.

**Roll call of members**

Present at the meeting:

Brokaw - President Weisenberger

Maine - President Hoenisch, Clerk Bailey and Attorney Frokjer

Texas - Chairman Matt Bootz and Supervisor Delmer Winter

OSC Administrator Duane Gau was present along with Brokaw, Maine and Texas Board members and community members

**Approval of minutes of prior meetings**

Chair Hoenisch stated that a motion was needed to dispense of the reading of the February 9, 2017 minutes and the minutes need to be approved as part of the motion.

Mr. Weisenberger made a motion to dispense of the reading of the February 9, 2017 Oversight Commission minutes and approve the minutes. Chair Hoenisch seconded that motion. Motion carried.

**Administrator's Report**

Chair Hoenisch asked Administrator Gau present his February report.

Administrator Gau read his report which included:

- information that Charlie Blarek, Brokaw's public works employee would be retiring on March 25, 2017
- Meetings he attended on Feb. 13<sup>th</sup>, 17<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup> and 28<sup>th</sup>
- Administrator duties and tasks completed during the month of February

**Discussion and possible action on:**

**Marathon County's Uniform Addressing and possible participation by the Village of Maine and Village of Brokaw**

Attorney Frokjer reported that he, President Hoenisch and Trustee Graveen attended a meeting with Marathon County Administrator Karger to update him on the Brokaw matter. The sign project was one of the subjects discussed.

## **Cooperative Boundary Oversight Commission meeting - Thursday, March 9, 2017**

Chair Hoenisch explained that Mr. Karger understands the Brokaw situation and funding for sign would be an added burden. Another issue is that Maine installed new signs in 2009 and spent a substantial amount of taxpayer funds to purchase and install the signs. The signs are cemented in and are in very good shape, she stated. The sign vendor that built them told Maine officials they should last twenty to twenty-five years life.

Attorney Frokjer further explained that City's and Village's do not have to participate in the Uniform Addressing Project at this time. The technology is going to change a lot in the next few years and we will be able to join at a later date, should we want too, he stated. Attorney Frokjer explained that Administrator Karger assured us that if we opt out it will not affect Maine's working relationship with the County.

Mr. Weisenberger made a motion to send a letter to Marathon County Director Rebecca Frisch stating that Maine and Brokaw are opting out of the Uniform Address Sign Project. Motion seconded by Ms. Hoenisch. Motion carried.

### **Brokaw Economic Adjustment Plan EDA grant application**

Administrator Gau reported that on September 12, 2016 the Village of Maine approved a work agreement for North Central Wisconsin Regional Planning Commission to submit an EDA Grant Application. The EDA Grant plan usually is for \$50,000.00 and has a 50/50 match requirement. Due to Brokaw's financial situation the NCWRPC will initially apply for an 80/20 grant, however that amount may not get awarded. The NCWRPC needs a letter committing a \$25,000.00 match. Brokaw will be the primary municipality for the grant application, therefore the letter of support will need to come from them.

Administrator Gau recommended approving the commitment letter he prepared.

Mr. Weisenberger made a motion to approve the EDA grant application committment letter, seconded by Ms. Hoenisch. Motion carried.

### **Leggette, Brashears & Graham, Inc. Proposal for Well Siting Activities**

Administrator Gau explained that this company does well siting activities and he worked with them in the Village of Kronenwetter. Administrator Gau explained that Mr. Jansen was the project manager for Beecher Hoppe in 1992 when Wausau Papers did some well siting work in the former Town of Maine. Mr. Jansen now works for Leggette, Brashear & Graham and they will be the testing company for the new well for Brokaw if approved tonight.

Discussion followed on the location of the well, 1992 testing results, quality and quantity of water needed for a municipal well, avoiding the pollution plume and possible route(s) for water transmission line.

Mr. Weisenberger made a motion to approve Leggette, Brashears & Graham, Inc. Task 1 Proposal for Well Siting Activities for \$3,500.00. Ms. Hoenisch seconded the motion. Motion carried.

**Phoenix Fabricators & Erectors Proposal for Well Siting Activities**

Administrator Gau explained that Vierbicher Associates, Inc. had several options in the Cooperative Boundary Agreement for supplying water off of Brokaw's tower for immediate need and also for future service areas. One of the options Vierbicher recommended doing was to do an evaluation of Brokaw's water tank and foundation to see if it would be feasible to raise the elevated tank for future service areas. This evaluation is part of the research being done to review options that may satisfy PSC requirements/recommendations.

Mr. Weisenberger made a motion to approve Phoenix Fabricators & Erectors to evaluate the water tank for the cost of \$5,000.00. Ms. Hoenisch seconded the motion. Motion carried.

Mr. Bootz arrived from a County meeting he needed to attend since he is also a County Supervisor.

**Maine overseeing Brokaw's accounting practices and bill approval procedures, bank accounts, invoices and banking transactions**

Administrator Gau gave a short report on February's accounting activities and the work he and Clerk Bailey have completed to transition Brokaw's accounting to Maine's QuickBooks system.

Administrator Gau presented a list of the accounting activities practices, billing approval procedures, banking accounts, invoices and banking transactions that he would like approved.

The items included:

- All General Water and Sewer Fund accounts for Brokaw have been set up in Maine's QuickBooks system
- Monthly Brokaw bills will come to a Brokaw officer and also be reviewed by CBA Administrator
- Maine's Clerk to pick up Brokaw's bills and code them for the CBA OSC to review and approve
- Maine's Clerk will create vendor and payroll checks
- Checks will be turned over to the Village of Brokaw for signatures and to be mailed to vendors
- Accounting and banking transactions will be conducted by Maine's Clerk
- CBA Administrator will function as Brokaw's Treasurer

Discussion followed on the Treasurer item of the list.

Chair Hoenisch explained that it would be more cost effective for Texas Clerk Beyersdorf, Maine's Treasurer Behrendt or Maine's Clerk Bailey to do Brokaw's tax collection since they are already trained in the J Maul tax program and dog licensing software. Chair Hoenisch asked Texas Clerk Beyersdorf if this was something she would be interested in assisting with. Clerk Beyersdorf asked if it would entail just tax collections or other treasurer duties.

**Cooperative Boundary Oversight Commission meeting - Thursday, March 9, 2017**

Clerk Bailey explained that Administrator Gau and she have the other duties such as banking deposits and transfers already setup. Clerk Bailey felt that the treasurer job would mainly consist of tax collections and possibly some budget tasks.

Chair Hoenisch suggested that the Treasurer item be discussed at a future meeting.

Mr. Bootz made a motion to approve the items on Administrator's list, except for the last item regarding treasurer duties. Motion was seconded by Mr. Weisenberger. Motion carried.

**Chairperson will entertained a motion and roll call vote to convene into Closed Session pursuant to Wisconsin State Statute 19.85 (1) (7) for the purpose of considering employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to Village of Brokaw Employees.**

Motion by Mr. Weisenberger to go into closed session at 7:13 p.m., seconded by Mr. Bootz. Roll call vote was taken. Mr. Bootz, Mr. Weisenberger and Chair Hoenisch all approved going into closed session.

Chair Hoenisch invited Clayton Laszewski into the closed session.

Motion by Mr. Bootz to go out of closed session and reconvene the open session at 8:00 p.m. Mr. Weisenberger seconded the motion. Motion carried.

**Discussion and possible action on matters discussed in Closed Session – item six above**

Motion by Mr. Bootz that once Mr. Blarek is retired and off the payroll, Mr. Laszewski's hourly compensation will be increased from 22.32 per hour to 22.58 per hour. Mr. Weisenberger seconded the motion. Motion carried.

**Approve accounts payable for the Village of Brokaw**

Oversight Commission members discussed and reviewed the bills presented by Clerk Bailey.

Chair Hoenisch called for a motion to approve Brokaw's accounts payable.

Motion by Mr. Weisenberger to approve the bills presented with the exception of Attorney Dietrich's bill. Mr. Bootz seconded that motion. Motion carried.

**Set compensation for the Village of Maine Clerk to do Brokaw's monthly accounting**

Administrator Gau explained that Brokaw is currently paying Krause and Howard Company, SC a monthly fee of \$4,800.00 to provide accounting services for the items listed in 5E above.

Clerk Bailey explained that she would be doing Brokaw's accounting separate from Maine's work until Brokaw consolidates with Maine. She further explained that she has setup four

## **Cooperative Boundary Oversight Commission meeting - Thursday, March 9, 2017**

companies for Brokaw's sewer district, well, general account and TIF/TID district. She also explained that she has worked with Duane on Brokaw's chart of accounts. Clerk Bailey explained that she is working to get the beginning balances for the bank accounts. Brokaw did not have any employee files, therefore I created employee folders for Brokaw. Administrator Gau is in charge of obtaining the necessary signatures from Brokaw's employee and officials.

Mr. Bootz questioned how many hours Clerk Bailey has to date in the accounting setup work. Clerk Bailey replied twenty-five hours for setup and I expect to have an additional twenty-five hours to finish the final setup work.

Mr. Bootz questioned how many hours she felt the monthly accounting would take. Clerk Bailey estimated it would be sixteen to twenty hours a month to do paychecks, vendor bills, pay liabilities, do monthly submittals, bank transfers, reconcile bank statements. This would not include hours to do the yearly audit work.

Mr. Bootz asked what amount she would like per hour. Clerk Bailey explained what she had been paid at previous accounting jobs. Because I will be paying my own payroll taxes I feel \$30.00 per hour would be fair.

Mr. Bootz made a motion to approve \$30.00 per hour compensation for Clerk Bailey to do Brokaw's monthly accounting as a sub-contractor. As part of the motion Mr. Bootz stated this item should also be approved by Brokaw, Texas and Mane's Boards. Motion was seconded by Mr. Weisenberger. Motion carried.

### **Items that need to be placed on future agendas**

Administrator Gau stated he would work with Chair Hoenisch on OSC agenda items.

### **Schedule next CBA Oversight Commission meeting**

Discussion followed on the date, time and place to hold the next meeting. The next meeting would be held on Thursday, April 6, 2017 at 6:30 p.m. at the Maine Municipal Center.

### **Adjournment**

Chairman Hoenisch called for a motion to adjourn.

Mr. Bootz made a motion to adjourn at 8:30 p.m., seconded by Mr. Weisenberger. Motion carried.

Respectfully submitted,  
Betty Hoenisch,  
CBA OSC Chairperson