

Village of Maine
Special Meeting of the Board of Trustees
Monday, June 8, 2026
Village Hall

President Hase called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said. Interim Clerk Heindl verified that all open meeting requirements have been satisfied.

ROLL CALL: Trustees present: Dan Brandenburg, Judith Hase, Bruce Reynolds, Ben Seidler, and Wes Schoepke.

Also Present: Attorney Shane VanderWaal and Interim Clerk Jamie Heindl.

Pledge of Allegiance was said.

Greg Johnson from Ehlers gave a presentation on Capital Planning & Levy Forecasting.

Motion by Brandenburg/Seidler to request a cost for assistance on the Levy Limit Worksheet. Carried.

Motion by Reynolds/Brandenburg to approve the minutes of the 05/11/2026 regular meeting with the correction to change the date from Tuesday, May 5th to Monday, May 11th. Carried. 5/0

Motion by Brandenburg/Seidler to approve the minutes of the 05/26/2026 Special meeting. Carried. 5/0

Motion by Reynolds/Brandenburg to approve the rezone request for Parcel ID 146-2907-151-0982 to change from B2 General Commercial to R1 Single Family Residential. Carried. 5/0

Motion by Schoepke/Seidler to approve the pump replacement for Well #8 with Municipal Well & Pump in the amount of 11,450.00. Carried. 4/1 abstain (DB).

Motion by Brandenburg/Schoepke to update the personnel policy to v. 2026_06 instead of having it change annually. Carried. 5/0

Motion by Reynolds/Seidler to update Pay Period/Overtime to have Payroll will be on Thursday unless it is a holiday and shall then be paid a day prior. Carried. 5/0

Motion by Reynolds/Brandenburg to update Pay Period/Overtime to say The Utility Operator shall receive \$300/week as standby pay. Carried. 5/0

Motion by Brandenburg/Seidler to keep Holiday Pay at eight (8) hours for a full day. Carried. 5/0

Motion by Seidler/Brandenburg to update Sick Pay to 48 hours per year earned on an accrual basis at a rate of 2 hours per pay period on 24 pay periods per year and to change the accumulation of 30 days to 240 hours. Carried. 5/0

Motion by Brandenburg/Reynolds to update Personal Days to be 24 hours per year instead of 3 days per year. Carried. 5/0

Motion by Schoepke/Brandenburg to change Bereavement Leave to 24 hours instead of 3 days and 8 hours instead of one day. Carried. 5/0

Motion by Reynolds/Brandenburg to add to Vacation Time for the 80 hours as a paycheck to include the request must be submitted in writing to the Village Clerk by December 5th. Carried. 5/0

Motion by Hase/Reynolds to update the paragraph for Vacation Time to be paid out upon separation to remove: However, if an employee separates from employment with the Village with less than one year of service, he or she. Add: The employee. Also remove PTO at the end of the paragraph as vacation is the only paid time that is paid out upon separation. Carried. 5/0

Motion by Reynolds/Seidler to add "Uniform Allowance – Public Works" To maximize safe working conditions, reflect good appearance, and to provide ease of recognition/identification for Public Works employees, a basic daily uniform(pants and shirt) will be provided to designated employees through a professional uniform service. Upon termination of employment, all uniforms will be returned to the Village of Maine. Failure to do so will result in a deduction from the final paycheck in the amount charged through the uniform service provider.

In addition, Public Works employees are eligible for a uniform reimbursement to be determined by the annual budget per calendar year for job-related clothing items (boots, safety glasses, gloves, etc.) purchased by the employee. A detailed paid receipt must be submitted to the Village Clerk to request reimbursement. Carried. 5/0

Motion by Reynolds/Hase to update Finance & Personnel to Village Board in Performance Review Procedures. Carried. 5/0

Motion by Brandenburg/Reynolds to approve the changes to Ordinance §1.18 Finance Committee. Carried. 5/0

Hase to nominate Reynolds to the Finance Committee, Second by Schoepke. Carried.

Brandenburg to nominate Seidler to the Finance Committee, Second by Reynolds. Carried.

Motion by Reynolds/Hase to approve the Finance Committee Application and set the due date of July 13, 2026. Carried. 5/0

Reynolds to nominate Brandenburg to the Municipal Projects & Public Property Committee, Second by Hase. Carried.

Brandenburg to nominate Reynolds to the Municipal Projects & Public Property Committee, Second by Hase. Carried.

Motion by Brandenburg/Seidler to approve the Municipal Projects & Public Property Committee Application and set the due date of July 13, 2026. Carried. 5/0

Motion by Schoepke/Reynolds to strike “and fourth” from Ordinance §8.15.030 (a) Regular meetings. Carried. 5/0

2026 Road Projects: President Hase gave a presentation on work that needs to be completed.

Motion by Brandenburg/Reynolds to approve up to \$2500 for staking on Apple, Keller, and Cloverdale. Carried. 5/0

Public Works Organizational Chart: President Hase shared an organizational chart and how the public works department is currently operating.

Motion by Brandenburg/Reynolds to table the Sound System Quote until we have comparable quotes. Carried. 5/0

Motion by Brandenburg/Reynolds to approve vouchers for payment in the amount of \$133,380.31. Carried.

Roll Call Vote: Brandenburg – yes, Hase – yes, Reynolds – yes, Seidler – yes, Schoepke – yes.

New Business:

- TERX – water @ Brokaw
- Maintenance for generator at Brokaw
- Saleable items at the Brokaw public works building
- Humane Society agreements
- Website quotes

Next Board meeting: Special meeting on 06/23/2026 at 5:30 p.m.

Motion by Schoepke/Brandenburg to adjourn at 9:14 p.m.

Submitted by,

Jamie Heindl, Interim Village Clerk