

VILLAGE OF MARATHON CITY, MARATHON COUNTY, WISCONSIN

VILLAGE BOARD MEETING – HYBRID **VILLAGE HALL BOARD ROOM** **WEDNESDAY, MARCH 5, 2025 – 6:00PM**

MINUTES

1. CALL TO ORDER at 6:00 pm

ROLL CALL: K. HANDRICK, C. RUPLINGER, M. AHRENS, K. SORENSON, K. PAUL, B. PARLIER, J. LAWRENCE

The meeting was called to order by President Handrick with Roll Call. All Trustees present.

2. PLEDGE OF ALLEGIANCE

3. RECOGNITION OF VISITORS

a. Virtual Meeting Guidelines

- i. This meeting will be recorded and available upon request

b. Public Participation at Government Meetings

Attending meeting in person were Katie Johnson from Menzner Hardwoods, Co and Melody Hamlin from Funktion Design Studio. Virtually attending was Kevin O'Brien from The Record Review.

4. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- a. Discuss and Possible Action on Approval of Minutes for February 5, 2025 Village Board Meeting

Motion – Approve Minutes from February 5, 2025 Village Board Meeting

Motion made by Paul second by Ruplinger. Motion passed by voice vote.

5. APPROVAL OF LICENSE APPLICATIONS

- a. Discuss and Possible Action on Approval of the Following Operator Licenses for Home Bar & Grill

- i. Rebecca Groshek
- ii. Ella Altfillisch
- iii. Nathan Zuelke

Trustees reviewed the applications and recommendations from Administrator Cherek and Police Chief Geske before making motions on applicants.

Motion – Approve Operator Licenses for Rebecca Groshek and Ella Altfillisch & Deny Operator License for Nathan Zuelke for Home Bar & Grill

Motion made by Ruplinger second by Ahrens. Motion passed by voice vote.

- b. Discuss and Possible Action on Approval of Operator License for Tracy Harbaugh for True North Energy

Motion – Approve Operator License for Tracy Harbaugh for True North Energy

Motion made by Ruplinger second by Sorenson. Motion passed by voice vote.

6. REVIEW AND APPROVAL OF BILLS

Trustees questioned the following bills:

Check #48488 – Seubert Excavating & Land Services, LLC – Excavator use at house fire

Check #48534 – Strand Associates – WPDES permit for WI DNR

Motion – Approve Payment of Bills

Made by Ahrens second by Ruplinger. Motion passed by voice vote.

7. ADMINISTRATORS REPORT

Administrator Cherek presented the Administrators Report. Details can be found in the Agenda Packet

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- a. Discuss and Possible Action on Approval of the Following Applicants for Firefighter and EMT
 - i. Joseph Leitermann – Firefighter/EMT
 - ii. Devin Hall – Firefighter
 - iii. Rich Seubert – Firefighter
 - iv. Nathan Seubert – Firefighter

Administrator Cherek shared with the Trustees a letter of recommendation from Fire Chief Hall for the 4 applicants to the Fire Department. All applicants were interviewed and passed background checks.

Motion – Approve Devin Hall, Rich Seubert and Nathan Seubert as Firefighters and Joseph Leitermann as Firefighter/EMT

Motion made by Sorenson second by Paul. Motion passed by voice vote.

- b. Discuss and Possible Action on Approval of Agreement for Fire Safety and Prevention Inspections

Administrator Cherek presented the Board with an agreement between the Village of Marathon City Fire Department and Central Wisconsin Fire Safety, LLC. Owner Chad Clark has been doing fire inspections for the Village for the past couple years and has met the needed insurance requirements.

Motion – Approve Agreement for Fire Prevention and Inspections

Motion made by Paul second by Ruplinger. Motion passed by voice vote.

- c. Discuss and Possible Action on 1st Amendment to the Menzner Hardwoods CO Development Agreement

Administrator Cherek informed the Board of a Conditional Use Permit Application as well as a request for variances in the Restrictive Covenants and Development Agreement for parcel 151-2906-314-0966, owned by Menzner Hardwoods, Co. The requested changes include reorienting the building's front façade to face West instead of South, reducing the front façade defined building

materials from 40% to 35%, increasing the allowable building height from 35 to 38 feet, and approving 70% rooftop to be covered with solar panels.

Cherek turned the floor over to Melody Hamlin from Funktion Design Studio to present the site proposal and requested changes to the Development Agreement. Hamlin explained that the project will be completed in 4 Phases, with Phase 1 completion in fall of 2026 and Phase 2 projected for completion 5 years later. Menzner Hardwoods is requesting the Village approve the variance requests for the first 2 Phases under a single approval to be completed withing the 5-year timeframe.

Phase 1 includes a 100,000 sq.ft. manufacturing plant, a 6,400 sq.ft. employee support area with offices, employee entrance, break room, lockers and restroom facilities, referred to as Building A in the site plan. Phase 1 would include sitework including rough grading for Building A and Building B, associated parking lots, driveways, truck access and maneuvering areas, sidewalks, landscaping, utilities and stormwater management. Building B would be part of Phase 2 and includes a 125,000 sq.ft. distribution warehouse and a 20,896 sq.ft. two-story administration building.

Hamlin expressed that the architectural company looked at a south facing façade but the needs of the production and distribution buildings no longer make it possible with the storm water requirements and grade of the parcel site.

Hamlin and Menzner Hardwoods requested lowering the front façade building materials from 40% to 35%. When discussing this, the Board established the front façade to include the full bump-out including the north and south sides of the bump out, therefore; putting the building material requirements above the required 40% outlined in the Restrictive Covenants. No amendment would be needed to the Developers Agreement.

Hamlin asked for a variance in the building height to exceed the 35 feet laid out in the Restrictive Covenants. They have the wall height designed to 36' but are asking for 38'. With Building B being a much larger building and including solar arrays, they may have to go higher with the wall than allowed.

The Restrictive Covenants states that solar arrays are allowed but need Board Approval. Hamlin and Menzner Hardwoods asked for approval of 70% of the rooftops of Buildings A & B to be solar arrays.

Motion – Approve the 1st Amendment to the Menzner Hardwoods, Co. Development Agreement with 1 Modification in 4A to Return to 40% Front Façade Building Materials
Motion made by Paul second by Sorenson. Motion made by voice vote.

- d. Discuss and Possible Action on Employee Handbook Amending Chapter 5, Longevity Pay Section.

Administrator Cherek detailed Village Ordinance 3.2.9(B), stating that the Village shall establish, maintain and control a Separate Bank Account within the General Fund as a Longevity Award Fund for the benefit of the Village's Volunteer Firefighters, Emergency Medical Technicians and First Responders. It states that \$100 per Eligible Person should be contributed annually by the Village and then states how it should be distributed upon Eligible Person Retirement from the Department.

During the Audit with KerberRose, Administrator Cherek questioned this Account. Auditors found no record of a Separate Account and noted that the Village has also not been contributing \$100 annually to any account. The Village currently pays Eligible Persons in the Fire Department directly from the Village General Fund Bank Account.

In discussing this with the Village Attorney, it was strongly recommended to Cherek that the Village repeal the section of Ordinance 3.2.9(B) and add it to the Longevity Pay Section in the Employee Handbook. Attorney Vanderwaal revised the wording, clarifying terminology on payment of Longevity Awards.

Motion – Approve Amending of Employee Handbook Chapter 5, Longevity Pay Section

Motion made by Sorenson second by Lawrence. Motion passed by voice vote.

10. RESOLUTIONS AND ORDINANCES

- a. Discuss and Possible Action on Repealing Ordinance Section 3.2.9 (B) of the General Code Entitled *Separate Volunteer Accounts*.

As discussed in the Handbook update section, the Repeal of Ordinance Section 3.2.9(B) would eliminate the use of a Separate Volunteer Account meant to be used as a Longevity Award Fund for the Fire Department members. The Village has not been utilizing a different fund for payment of Longevity Awards; therefore, it would seem sensible to remove this section of the Code of Ordinances.

Motion – Approve Repealing of Ordinance Section 3.2.9(B) of the General Code Entitled *Separate Volunteer Accounts*

Motion made by Ruplinger second by Paul. Motion passed by voice vote.

- b. Discuss and Possible Action on Amending Charter Ordinance NO. 1, Consolidation of Offices - Clerk/Treasurer Appointment

Administrator Cherek pointed out to the Board the fact that the Village hired him as Administrator and Treasurer and hired Cassandra Lang as Clerk. He also indicated that when going through Ordinances, he noticed that Ordinance 2.3.1(A) states that the Administrator shall serve as Clerk and Treasurer, pursuant to Charter Ordinance No. 1, adopted on 12/4/1980.

This Charter Ordinance regards the Consolidation of Offices, Clerk-Treasurer Appointment. Since the Village has been operating with a Treasurer and Clerk as separate positions held, Ordinance 2.3.1(A) needs to be revised. The first step to revising Ordinance 2.3.1(A) is to amend Charter Ordinance No. 1. This amendment would need approval and upon approval it would require a Class 1 publication notice and a filing with the Secretary of the State of Wisconsin. Charter Ordinance No. 1 would take effect 60 days after publication of the approved Ordinance Amendment. The Village would then be able to move on to amending the Village Ordinance.

Motion – Approve Amending of Charter Ordinance No. 1, Consolidation of Offices - Clerk-Treasurer Appointment

Motion made by Parlier second by Ruplinger. Motion passed by roll call vote with 2/3 majority requirement met.

SORENSEN – Yes
HANDRICK – Yes

PAUL – Yes

RUPLINGER – Yes

PARLIER – Yes

AHRENS – Yes

LAWRENCE – Yes

**11. VILLAGE BOARD WILL GO INTO CLOSED SESSION PER WIS. STAT. 19.85 (1) (C)
“CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE
EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE
GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.”**

**MOTION - VILLAGE BOARD WILL GO INTO CLOSED SESSION PER WIS. STAT.
19.85(1)(e) at 7:25 pm**

Motion made by Ruplinger second by Sorenson. Motion passed by roll call vote.

C. RUPLINGER – Yes M. AHRENS – Yes K. SORENSON – Yes K. PAUL – Yes
B. PARLIER – Yes J. LAWRENCE – Yes K. HANDRICK – Yes

- a. Appointing Assistant Fire Chief

**12. VILLAGE BOARD WILL CONTINUE IN CLOSED SESSION PER WIS. STAT. 19.85(1)(e)
“DELIBERATING OR NEGOTIATING THE PURCHASE OF PUBLIC PROPERTIES, THE
INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC
BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A
CLOSED SESSION.”**

- a. DG Market
- b. Marathon School – Veterans Park Use License

13. VILLAGE BOARD WILL RETURN TO OPEN SESSION

MOTION – Village Board will return to Open Session at 7:50 pm

Motion made by Paul second by Lawrence. Motion passed by roll call vote.

M. AHRENS – Yes K. SORENSON – Yes K. PAUL – Yes B. PARLIER – Yes
J. LAWRENCE – Yes K. HANDRICK – Yes C. RUPLINGER – Yes

14. ITEMS FOR FUTURE MEETINGS & SCHEDULED MEETINGS:

- a. Special Village Board Meeting – Wednesday, March 19, 2025 – 6:00 pm
- b. Regular Village Board Meeting – Wednesday, April 2, 2025 – 6:00 pm
- c. Special Meetings as Needed

15. ADJOURNMENT at 7:51 pm

Motion made by Ruplinger second by Ahrens. Motion passed by voice vote.

Cassie Lang
Clerk, Deputy Treasurer