

**TOWN OF MCMILLAN
M403 ELM STREET
TOWN BOARD MINUTES
July 9, 2018 7:00 PM**

1. The meeting was called to order at 7:00 p.m. by Carolyn Opitz.
2. The pledge of allegiance was recited.
3. **Roll Call:** Russ Weichelt, Dave Swenson, Carolyn Opitz, Kevin Steines, Robert Steiner – All present
Other officers present – Attorney Lee Turonie, Clerk Mike Taylor, Treasurer Donna Siltala, Fire Chief Rodney Bauer
4. **Visitors** – 15
5. **Comments from the Audience** - None
6. Motion (Steiner/Steines) to approve the Town Board Meeting minutes of June 11, 2018 with the stipulation that the May 12, 2014 minutes referenced should be changed to May 12, 2018.
Motion carried 5-0 by roll call vote.
7. Motion (Swenson/Steiner) to approve the Town Board Meeting minutes of June 18, 2018.
Motion carried 5-0 by roll call vote.
8. Motion (Swenson/Steiner) to approve the Town Board Meeting minutes of June 23, 2018.
Motion carried 5-0 by roll call vote.

9. Reports

Plan Commission – Deb Davis reported that the Al Deiler land split and change from rural to general zoning and the Ken & Karen Seehafer land division change request were approved earlier today. Meetings of the Plan Commission will now be held on the second Monday of each month at 6:00 pm.

Fire Department – Chief Rodney Bauer submitted the attached Fire Dept. report dated July 9, 2018.

Library – Ruth Voss reported that Farm Technology days in Marshfield starts tomorrow and that a calendar of activities for kids is available at the library. Hub City Days is Saturday, July 28th and will feature a family zone. Author Michael Perry will be at the Community Center at 211 E. 2nd Street at 1:00 pm on July 14th.

Carolyn Opitz – Garbage & Ordinances

Lee Turonie reported that the board may have until November 1st to pass a resolution regarding an elected clerk position.

David Swenson – Highway

Barricades on loan were set up on closed roads by the City of Marshfield on short order which some residents have been moving or driving around. Culverts have been replaced or will be replaced on Drake, on Galvin (north and south of town hall), Spruce, Birch (between Cty Rd T and Hwy 97) with culvert undermining also found south of the locker plant on Staadt and at Kloehn & Marsh Rd. Fox is marked for ditch work. Great cooperation from Phil Rentmeester at Marathon County.

Kevin Steines – Town Hall Maintenance

Kevin spoke with Randy Guessert to start concrete work by next month, otherwise an alternative will be chosen. No Eagle Scout project progress to report.

Russell Weichelt – Newsletter

Articles for the next newsletter are due by the next town board meeting.

Robert Steiner – Buildings & Grounds, No news to report

Clerk Report

Clerk Mike Taylor reminded everyone to avoid a quorum when meeting in person, by phone or email to avoid providing notice of an open meeting. Turonie also cautioned members to avoid a walking quorum.

Taylor asked if there was a Town ordinance addressing chickens and was told that there is a County ordinance which he is in receipt of.

Taylor provide a Summary of Clerk Hours for the last two weeks of June.

A Wisconsin Towns & Villages Association Meeting in Marathon City July 26th

Taylor asked who is responsible for filing all Planning and Zoning activity by address in the Town Hall. Opitz explained that Deb Davis of the plan commission will assume this task.

Taylor reported the following notices of Permit Activity from Marathon County

Mullins Cheese, DNR discharge permit

Douglas & Julie Seehafer, Residential Storage Shed @ M419 Mann St

Jerold Hartle, Detached garage @ M138 Stadt

Douglas & Julie Seehafer, Application for Shoreland Alteration Permit @ M431 E McMillan St

Justin & Becky Cera, Residential Remodel @ M520 Birch St

Gerald & Naomi Jensen, Hay Shed @ M406 N Drake Ave

Kelly & Kasey Hintz, Sanitary Permit @ 417 Magee St

Dane & Jennifer Stroetz, Three grain bins @ M521 Stadt Ave

John & Joni White, Replace old shed @ M309 Felton Lane

Seehafer Acres Inc, Free standing garage @ M243 State Hwy 97

Alan Karau, Marathon County Notice of Failing Sewage System (2nd notice)

Taylor issued a Weight Limit Posting Multiple Trip Permit to Kenneth Shug Excavating & Trucking LLC for 7/9-7/14/18

The Tax Exempt forms for tax exempt property owners was not mailed to property owners by the March 31st deadline and consequently was not submitted to the WI DOR by the July 2nd deadline.

Taylor reported that QuickBooks has an active Accounts Payable account with a negative balance of \$16,213.33 which should not be used. Town books should be on a cash basis not accrual basis. Correcting entries will need to be done to zero out this account.

Payroll items in QuickBooks do not have the correct accounts associated with them. As an example, Fire Dept. meetings are being charged to the Town Board meetings account. These will need to be corrected.

The 2018 Budget was not loaded into QuickBooks by the previous clerk. This needs to be corrected. A Budget vs Actual Report is not constructible at this time.

There is a negative balance of \$2,574,970.51 in the Tax Savings account in QuickBooks. No 2018 tax receipts have been entered. The actual balance in the account is \$336,290.34 according to the Bank Statement. No 2018 tax receipts have been entered in this account and the account has not been reconciled since November 30, 2017. This needs to be done for each month starting with December, 2017.

The Pioneer checking account and Fire Dept. savings account have not been reconciled in QuickBooks since November 30, 2017. This needs to be done for each month starting with December, 2017. The balance in the Fire Dept. savings account is understated in QuickBooks by \$10,208.23. All discrepancies were displayed by projecting the QuickBooks files on the white board.

Treasurer and Financial Report for the Month of June 2018

Donna Siltala presented the attached Financial Report, a Budget Summary Report for the period January 1 to July 9, 2018 as well as a summary of all Pioneer Bank deposits and disbursements for the month of June 2018 as attached.

Motion (Steines/Swenson) to approve the Financial Report ending June 30, 2018 as presented. Motion carried 5-0 by roll call vote.

Motion (Swenson/Steiner) to approve check numbers 15663 to 15717 and five electronic fund transfers numbered 604181, 1754, 0626181, 0629181 and 0703181. Motion carried 5-0 by roll call vote.

Unfinished Business

10. AI Deiler CSM – Motion (Steines/Swenson) to approve the attached AI Deiler rezoning application and resolution to change the parcel zoning from Farmland Preservation to General Ag for the purpose of splitting the parcel into two lots. Motion carried 5-0 by roll call vote.

11. Doug and Julie Seehafer CSM - Motion (Swenson/Steines) to approve the Doug and Julie Seehafer CSM changes and resolution as attached and approved by the Plan Commission for the purpose of splitting the parcel into two lots. Motion carried 5-0 by roll call vote.

12. 2018 Budget Amendent

Taylor submitted a 2018 Semi-Annual Report which was missing tax revenues, expenditures which may or may not be correctly designated due to the previous use of an Accounts Payable account, and 2018 budget figures. For this reason, Siltala submitted a Budget Summary Report for the period January 1 to July 9, 2018. A copy of the Budget Summary and Line Item Budget presented at the Budget Hearing and Special Town Meeting of Electors on November 16, 2017. Both Taylor and Siltala noted that the line item budget was not balanced, with total 2018 Proposed Revenues listed as \$1,027,083.11 and 2018 Proposed Expenditures listed as \$902,963.00, a difference of \$124,120.11. Motion (Steiner/Swenson) to increase account 59990 Other Misc. Financing Uses from zero to \$112,120.11, increase account 51300 Legal by \$12,000 from \$3,000 to \$15,000, and increase account 53240-14 Truck 2006 by \$1,000 from \$3,000 to \$4,000. Motion carried 5-0 by roll call vote.

New Business

13. Approve/Disapprove Operator Licenses

Motion (Swenson/Steines) to grant Provisional Operator licenses for the following servers of alcohol: Larry Wenzel, Bernard Wenzel, Richard Quirt Jr. Motion carried 5-0 by roll call vote. A provisional license is valid for a period of 60 days from issuance.

Motion (Steines/Swenson) to grant a Provisional Operator license for Carlie Schreiner and waive the \$10 fee allowing her to serve alcohol at the 2018 Fall Festival on September 8th. Motion carried 5-0 by roll call vote. A provisional license is valid for a period of 60 days from issuance.

14. Part-time Employees for Highway Maintenance Rod Bauer & Josh Troutman

Motion (Steines/Swenson) to approve the hiring of Rod Bauer and Josh Troutman as part-time road crew employees at a rate of \$14/hour. Motion carried 5-0 by roll call vote.

15. Audit of Town Books & QuickBooks Repairs

Motion (Steines/Steiner) to authorize up to \$2,000 to have Jeff Kropp of Accounting Workshop in Stevens Point to correct the Chart of Accounts, Accounts Payable, 2018 Budget and Payroll items in QuickBooks. Motion carried 5-0 by roll call vote.

16. **Town Clerk Professional Development** – no action taken

17. Community Picnic

Motion (Steines/Weichelt) to allocate \$2,500 from account 55200 Parks Fund toward the community picnic at the Town Pavilion reserved by Dorothy Olson on August 26th. Motion carried 3-2 by roll call vote (Ayes: Steines, Weichelt & Opitz, Nays: Steiner & Swenson).

18. **Fall Festival Mission** – no action taken

19. Treasurer's Position

The Ad-hoc committee voted 2-1-1 to retain Donna Siltala as Treasurer. Motion (Steiner/Swenson) to accept the Ad-hoc committee recommendation and Donna Siltala as Treasurer. Motion carried 3-2 by roll call vote (Ayes: Steines, Weichelt & Opitz, Nays: Steiner & Swenson). Motion (Weichelt/Steines) to designate the Treasurer's term as one year or until the third Monday of April if a new Treasurer is elected, whichever comes first. Motion carried 5-0 by roll call vote.

20. Expense Reimbursement Policy

Turonie explained that there are four elements to a good expense reimbursement policy. Who gets reimbursed – Town Board & Fire Dept, For What – meetings, education and town business, At what rate – IRS business rate for mileage, Net of Sales Tax and Proof required – Receipts and written request for reimbursement. No action taken.

Motion (Steines/Weichelt) to adjourn at 10:34 p.m. Motion carried 5-0 by roll call vote.

Submitted by:

Mike Taylor, Town Clerk