

**TOWN OF MCMILLAN**  
**M403 ELM STREET**  
**TOWN BOARD MINUTES (APPROVED 9/25/18)**  
**September 10, 2018 7:00 PM**

1. The meeting was called to order at 7:02 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** – Stacy Chilson & Jim Schwalbach, Little Rose Riders Snowmobile Club
5. **Comments from the Audience** – George Derfus, Gary Franz, Allyson Mayeux, Deb Derfus and Mike Joyce addressed the Town Board.
6. **Little Rose Riders Snowmobile Club Trail Permission**  
Motion (Swenson/Steines) to allow snowmobile travel on the entire length of Marsh Road. Motion carried 5-0 by roll call vote.
7. Motion (Steiner/Swenson) to approve the Town Board Meeting minutes of July 30, 2018.  
Motion carried 3-0-2 by roll call vote (Weichelt and Steines abstained).
8. Motion (Steines/Swenson) to approve the Town Board Meeting minutes of August 13, 2018. Motion carried 4-0-1 by roll call vote (Steiner abstained).

**9. Reports**

**Plan Commission** – Deb Davis, no report/excused

**Fire Department** – Chief Rodney Bauer submitted the attached Fire Dept. report dated 9/10/2018

**Library** – Ruth Voss, no report/excused

**Carolyn Opitz – Garbage & Ordinances**

Opitz submitted the attached copy of the Northwest Recycling Board 2018 report and 2019 proposed budget denoting recycling charges per household of \$17.88 in 2018 and \$18.13 in 2019. Red cards will be issued again for the tire recycling program in 2019. More weeding and trimming of trees are needed on the grounds. Opitz asked for an accounting of the prizes given away at the Community Picnic.

**David Swenson – Highway**

Grass cutting, grading, dust control, and paving operations were the main road crew activities in August, 2018.

**Kevin Steines – Town Hall Maintenance & Community Picnic**

No progress on the drain tile this month although utility locating and marking has been done.

**Russell Weichelt – Newsletter**

Weichelt gave the newsletter printer final approval to print the fall newsletter the day after the August 13<sup>th</sup> Town Board meeting. Some residents expressed their frustration over the fact that the newsletter with Community Picnic advertising was not delivered in time for the August 26<sup>th</sup> event. Steiner wanted to go on record stating that no one tried to delay the printing of the newsletter. Taylor pointed out that the approved July 9<sup>th</sup> meeting minutes read “Articles for the next newsletter are due by the next town board meeting” which was August 13<sup>th</sup>.

**Robert Steiner – Buildings & Grounds, Nothing to report**

**Clerk Report**

Taylor provide a Summary of Clerk Hours for the month of August.

Taylor will attend a budget and property tax workshop held by the Wisconsin Towns & Villages Association in Warrens on September 25<sup>th</sup>.

Taylor thanked Bernice Mercer, Ruth Voss, Kathy Doebereiner, Kathy Parbel, Arlene Schweiso, and Kathy Walden for a nice job running the polls on August 14<sup>th</sup>. Of the 1262 registered voters, 379 casted ballots (30% turnout).

In person absentee voting begins Monday, September 24<sup>th</sup>. See the newsletter for additional information about the November 6<sup>th</sup> General Election.

Taylor will not be in the office the week of September 17<sup>th</sup> and will make up the office hours on August 10<sup>th</sup> and November 2<sup>nd</sup>. Please direct any questions to Chairman Opitz during that time.

Taylor reported the following notices of Permit Activity from Marathon County:  
Ken & Karen Seehafer rezoning approved to build a new residence at M219 State Hwy 97  
Alan & Debra Deiler rezoning approved per CSM #7737 to build a new home  
David & Mary Swenson zoning permit to build an attached garage at M516 Elm St

On August 13, 2018 Town Attorney Lee Turonie submitted a letter to attorneys Dean Dietrich (Ruder Ware) and Scott Corbett (Marathon County) stipulating the dismissal of the Town of McMillan from the Town of Rib Mountain vs Marathon County case.

The Fire Dept. has a credit balance with Galls, LLC dating back to 2012 and will be issued a refund check of \$2,650.92.

To satisfy the Social Security Administration, Taylor prepared and submitted all 42 missing employee W2 forms for the 2016 tax year in a span of 4.5 hours. Please see Taylor if you did not receive a W2 for 2016.

The negative balance of \$16,213.33 in Accounts Payable prior to Taylor's tenure was found to be a duplicate bill. A correcting entry was done to zero out this account.

The negative balance of \$2,574,970.51 in the Tax Savings account in QuickBooks has been brought up to date. All 2018 tax receipts have been entered in QuickBooks in the span of 4.5 hours. In QuickBooks we remain \$2,934.14 apart with Marathon County in tax revenue due to McMillan.

All monthly checking, savings and CD account statements that had not been reconciled since November 30, 2017 were reconciled through August and tie with Treasurer Siltala's records.

We received an insurance settlement check today in the amount of \$13,925.95 for the 2002 Pierce ladder truck. Lastly, someone is needed to run the wiring for the FAX line in the Clerk's office.

**Treasurer and Financial Report for the Month of June 2018**

Donna Siltala presented the attached Financial Report and a summary of all Pioneer Bank deposits and disbursements for the month of August 2018 as attached. Motion (Swenson/Steiner) to accept the Financial Report ending August 31, 2018 as presented. Motion carried 5-0 by roll call vote. Siltala questioned why there was not an accounting of the prizes given away at the Community Picnic. Special charges for garbage collection do not get added to the garbage roll until new home owners receive occupancy approval from the Building Inspector. Siltala does not use the smart phone issued to her and will give the phone to the Fire Chief to use and will facilitate the transfer at Cellcom.

## **Unfinished Business**

### **10. Checks to Approve**

Motion (Swenson/Steines) to approve check numbers 15786 to 15799, three electronic fund transfers numbered 1761 to 1763, check numbers 15806 to 15854 and check numbers 15855 to 15869 from the attached list of late arriving bills. Check numbers 15800 to 15805 were voided due to copier error. Motion carried 5-0 by roll call vote.

### **11. Birch Street Road Project**

Taylor explained that he called Earth, Inc. to ask that work begin on the Birch St. project which prompted a discussion about contracts. Opitz explained that paving of Birch St. will have to wait until roads already in the queue for paving are completed.

### **12. Town Credit Card**

Motion (Steiner/Steines) to approve Town credit cards issued by Pioneer Bank for the offices of Fire Chief and Town Clerk with a combined credit limit of \$1500 per account with the stipulation that any credit limit increase must be approved by the Town Board. Motion carried 5-0 by roll call vote.

### **13. Approval of August 21, 2018 Budget Committee Minutes and Additional 2018 Budget Amendments**

Motion (Swenson/Steiner) to approve the August 21, 2018 Budget Committee recommendations as presented in the attached minutes. Motion carried 5-0 by roll call vote.

The attached Budget vs Actual Report dated 9/4/18 was presented by Taylor. Motion (Steiner/Steines) the approve necessary changes to the 2018 budget per Addendum A attached. Motion carried 5-0 by roll call vote.

### **14. Initial Meeting with Jeff Kropp of Accounting Workshop**

Taylor met with Jeff Kropp of Accounting Workshop on September 5<sup>th</sup>. The Town of McMillan has incurred \$400 in charges to correct the imbalance in Accounts Payable, correct the payroll items that were charged to the wrong expense account, research the proper tax treatment of monies paid out to fund Pat Weigel's pension, and detail the proper treatment of tax receipts received in December so that the Tax Savings account could be reconciled.

Jeff explained that donations to the Fire Dept should be charged to 48500 Donations by Private Organizations and Individuals or a subaccount of it. All Fall Fest expenses should be tracked in a separate expense account (which they are) for reporting on Form C. By year end, a simple transfer of funds from the Fire Dept. savings account to the Pioneer general checking account in the amount of all Fall Fest expenses paid out from the Pioneer checking account should take place.

Funds received from the Stratford Fire Dept. should be assigned to 47323 Mutual Aid Fire Protection. The fire expenses incurred to serve neighboring communities should be assigned to their own Fire expense account (which we already do).

Refunds from prior years should be assigned to 48000 Misc. Revenue.

Election workers earning \$600 or more per year must pay FICA and Medicare from dollar one.

Should the Town Board wish to have Accounting Workshop examine the Form C submitted for 2017 and the 2017 accounting we can expect to pay up to \$1500 above the \$400 in charges already incurred.

Motion (Steines/Swenson) to have Accounting Workshop examine the Form C submitted for 2017 and the 2017 accounting at a cost not to exceed \$1500 above the \$400 in charges already incurred. Motion carried 5-0 by roll call vote.

## New Business

### 15. Cleaning Service for Town Buildings – No action taken

### 16. Annual WISLR Road Certification Report

Dave Swenson is in receipt of the materials and is aware that the report is due by October 12<sup>th</sup>.

### 17. 2019 Budget Workshop Meeting Dates

The Town Board will meet Tuesday, September 25<sup>th</sup> at 6:00 pm, Tuesday, October 2<sup>nd</sup> at 6:00 pm and Tuesday, October 23<sup>rd</sup> at 6:00 pm (if needed).

### 18. Rescue 3 Replacement & Breather Equipment – Possible Loan

Moved from Agenda item 19 to 18 at the request of Siltala. Chief Bauer requested funds up to \$90,000 to purchase a replacement for Rescue 3 and up to \$144,210 for 17 sets of Self-Contained Breathing Apparatus.

Motion (Steines/Weichelt) to table the matter until the Budget Workshop on September 25<sup>th</sup> to gather more information. Motion failed 2-3 (Steiner, Opitz, and Swenson nays).

Motion (Opitz/No Second) to approve up to \$144,210 for 17 sets of Self-Contained Breathing Apparatus with the condition that efforts be made to gain better pricing then rescinded motion.

Motion (Steiner) to approve up to \$144,210 for 17 sets of Self-Contained Breathing Apparatus. No second.

Motion (Opitz/Steines) to table the matter until the Budget Workshop on September 25<sup>th</sup> to gather more information. Motion carried 5-0 by roll call vote.

### 19. Matured Fire Dept. CD

Moved from Agenda item 18 to 19 at the request of Donna Siltala. Motion (Steines/Steiner) to not roll over the CD and transfer the funds to Pioneer Checking. Motion carried 5-0 by roll call vote.

### 20. Mutual Aid Agreement with Stratford

Motion (Swenson/Steines) to approve the attached Mutual Aid agreement with Stratford dated 6/13/18. Motion carried 5-0 by roll call vote.

### 21. Persons Authorized to Use Menard's Account

Motion (Opitz/Swenson) to limit the persons authorized to sign for charges on the Menard's credit card to Carolyn Opitz, Adam Knapp, Pat Weigel, Robert Steiner, Mike Taylor, and Rodney Bauer. Motion carried 5-0 by roll call vote.

### 22. Deputy Clerk Appointment

Taylor appointed Bernice Mercer as Deputy Clerk to perform clerk duties as requested by Taylor in his absence and will be paid directly by Taylor.

Adjourned at 11:55 p.m.

Submitted by:  
Mike Taylor, Town Clerk

Addendum A Attached

## Addendum A

### Changes to the 2018 Budget Necessary to Fund Accounts Over Budget, 9/10/18

Note: Prior to the changes listed below, the beginning balance of 59990 Misc. Finance Uses (necessary to balance revenues and expenditures in the adopted budget) was \$111,057.11

1. Move \$400 from 51110-02 Board Expense to fund 51000-01 Publication Fees.
2. Move \$100 from 51110-02 Board Expense to fund 51110-03 Association Dues.
3. Move \$200 from 51110-02 Board Expense to fund 51110-09 Board Mileage.
4. Move \$7,000 from 59900 Misc. Finance Uses to fund 51300 Legal
5. Move \$1,500 from 59900 Misc. Finance Uses to fund 51420-01 Clerk Wages
6. Move \$550 from 59900 Misc. Finance Uses to fund 51420-02 Clerk Expense
7. Move \$100 from 59900 Misc. Finance Uses to fund 51420-09 Clerk Mileage
8. Move \$2,350 from 59900 Misc. Finance Uses to fund 51440-01 Election Wages
9. Move \$6,500 from 59900 Misc. Finance Uses to fund 52240 Fire Calls
10. Move \$694.53 from 52250-19 Equipment Apparatus Maint. to fund 52250-12 Rescue 3
11. Move \$4,755.50 from 53311-01 Wages/FICA to fund 53311-02 OT (Overtime)
12. Move \$2,209 from 53311-05 Fuel to fund 53311-03 Employee Retirement
13. Move \$416.18 from 53311-17 Granite to fund 53311-16 Dust Control
14. Move \$32,000 from 59900 Misc. Finance Uses to fund 53315 Hwy St Construction Local
15. Move \$1,300 from 59900 Misc. Finance Uses to fund 53620 Garbage
16. Decrease budgeted Fire Dept loan principal \$493.75 and increase budget Fire Dept. Loan principal \$493.75 (net change to budgeted debt service is zero).
17. Carolyn Opitz will investigate why 53635 Recycling is over budget by \$8,395.76. Investigated and since corrected (overpayment corrected).

The ending balance of 59990 Misc. Finance Uses should now total \$59,757.11 (\$51,300 less)