

**TOWN OF MCMILLAN**  
**113904 ELM TREE ROAD, MARSHFIELD WI**  
**TOWN BOARD MINUTES**  
**Monday, December 10, 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:** Robert Steiner, Dave Swenson, Kevin Steines, Carolyn Opitz; Russ Weichelt absent.

**Other officers present** – Clerk Tanya Holcomb, Treasurer Donna Siltala, Plan Commission Chair Deb Davis, and Fire Chief Rod Bauer

4. **Visitors** – Marshfield Insurance Agency. Broker, Cory Hoffman reviewed the insurance renewals for 2019. There is a 4.5% increase for the Town’s policy and a 5.4% increase for the Fire Department.
5. **Comments from the Audience**

Dorothy Olsen commented that the November 15, 2018 minutes were posted to the website but had not been approved by the board. Holcomb responded that she would check into this and report back at the next board meeting.

George Derfus asked for the cost of the budget “do-over” meeting. Holcomb confirmed that she would add this to the open records request.

George Derfus discussed the community picnic and the supposed controversy regarding the same. Further explained that Deb Derfus spoke with the state auditor.

George Derfus discussed the services that are proposed to be cut. Mrs. Opitz addressed the concerns.

Gary Franz thanked the people responsible for the setup of the Special Meeting of Electors held on Friday, December 7, 2018.

6. Motion (Steiner/Swenson) to approve the Special Town Board Meeting Minutes of December 3, 2018. Motion carried 3-1 by roll call vote (Steines abstained and Weichelt absent).

## 7. Reports

**Plan Commission** – Deb Davis, nothing to report.

**Fire Department** – Chief Rodney Bauer, presented the attached report dated December 10, 2018.

**Library** – Ruth Voss, presented the hours for the library during the month of December. She also discussed the MARSH program and the new coffee bar.

**Garbage & Ordinances** - Carolyn Opitz, nothing to report.

**Highway** - David Swenson, “Leave the place better than you found it”. Swenson stated that he sits on the board because he believes in this. Further commented that we need to think about the township long term. Will need to address dust control.

**Town Hall Maintenance & Community Picnic** - Kevin Steines, commented that we still need to discuss the community picnic with Attorney Lee Turonie. Further commented that the event will happen. Mrs. Opitz

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provided Dorothy Olsen with a business card for the state auditor. The auditor will provide guidance on the process for the community picnic.

**Newsletter** - Russell Weichelt, absent.

**Buildings & Grounds** – Robert Steiner, nothing to report.

**Clerk Report** – Tanya Holcomb commented that the Town of McMillan is hosting the Western Towns Association meeting on January 31, 2019. The Western Towns Association rotates hosting towns alphabetically.

The Town received a cancellation notice for the workers comp insurance. Invoices for workers comp and liability insurance was processed and is subject to approval tonight.

There is a need to schedule a final meeting for the end of the years to pay any subsequent invoices, make budget amendments and designate any funds. Motion to schedule the meeting on December 28, 2018.

Clerk commented on the use of the current website due to the inability to post agendas, minutes or make any further alteration. The Clerk will work towards securing bids to allow the Clerk to make changes to the website as needed.

Clerk reminded the board that the officers that are up for election this year and who chose not to run, have to submit the form of non-candidacy by December 21, 2018 per Wisconsin State Statute.

### **Treasurer and Financial Report for the Month of September 2018**

Donna Siltala presented the attached Financial Report and a summary of all Pioneer Bank deposits and disbursements for the month of November, 2018 as attached. Motion (Steines/Swenson) to accept the report as presented. Motion carried 4-0 by roll call vote. The Treasurer further commented that the balance of the tax savings account will be transferred to the general checking account and that the funds for the breathers will be funded by Pioneer bank tomorrow.

### **Unfinished Business**

#### **8. Checks to Approve**

Motion (Steiner/Swenson) to approve check numbers 16019-16064, and two electronic fund transfers numbered 1770, and 1771. Motion carried 4-0 by roll call vote.

**9. Reorder agenda** – Motion (Steines/Swenson) to move item #14 to item #9. Motion carried 4-0 by roll call vote.

**Recycling in Tax Bills** – Motion (Steines/Steiner) to include a special assessment in the tax bills to cover the recycling cost. Motion carried 4-0 by roll call vote. The cost is \$3.03 per month.

**10. 2019 Budget (attached)** – Motion (Swenson/Steiner) to approve the 2019 Budget. Motion carried 4-0 by roll call vote.

**11. Caucus** – Motion (Steines/Opitz) to set the caucus date for Monday, January 14, 2019 at 6pm at the McMillan Fire Department. Motion carried 4-0 by roll call vote.

**12. Budget to Actual Report** – reviewed by the board. Budget amendments will be reviewed during the last meeting on the year.

**13. Funds Transfer – Park Savings Account** - Motion (Swenson/Steiner) made to transfer \$3,855 from the Park Savings Account to the Checking Account to cover overages. Motion carried 4-0 by roll call vote.

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- 14. Funds Transfer – Fire Department Fall Fest Account** - Motion (Steiner/Swenson) to transfer \$16,346.75 from the Fire Department Fall Fest Checking Account to the Main Checking Account to reimburse the town for expenses incurred. Motion carried 4-0 by roll call vote.
- 15. Ambulance Contract** – Motion (Steines/Steiner) to approve the Ambulance Contract (attached). Motion carried 4-0 by roll call vote.
- 16. Christmas Gifts for Town Employees** – Motion (Steines/Steiner) to approve Christmas Gifts for the Town Employees; same as the prior year. Motion carried 4-0 by roll call vote.

Motion (Steines/Steiner) to adjourn at 8:50 pm. Motion carried 4-0 by voice vote.

Submitted by:  
Tanya Holcomb, Town Clerk