

MCMILLAN TOWN BOARD MEETING MINUTES

113904 Elm Tree Road, Marshfield, WI 54449

May 10, 2021 7:00PM

1. Call to order - Pledge of Allegiance
2. Roll Call – Steines, Forst, Seyfert, Spring, Bauer – All present.
3. Visitors/Public Comment – Deb Derfus asked Seyfert about a comment made during the campaign regarding \$200,000 missing. Seyfert explained he didn't see where the money was on the reports he was looking at.
Driveway permit – Peterson would like the form didn't see on the website.
Oertel asked for the Treasurer to explain letter to editor a bit more. Treasurer handed out papers to the audience and board. Report handed out is the general ledger – Gen Prop Taxes Revenue - \$2million addressed in letter highlighted are debits where it should be credits, multiply by two basically how much the books were off. Forst this happened in 2019 – Clerk was Tanya Holcomb Treasurer was Donna Siltala. Personal Property was not broken out according to accounts. All accounts payable items were refunds which are debits and don't belong in revenue accounts. Steines during transition was there also a transition with the software and clerk's position. Treasurer there is no blame to place on anyone in this room, it was something that was overlooked. The board would have missed this if the expenses were left in a revenue line item. Brought up because of comments made at annual meeting. Don't think there is an audit that is needed, however if done suggest 2019. Derfus the last audit recommendations were implemented in 2016. Changes were made in 2018.
4. Approval of Town Board Meeting Minutes – April 12, 2021 – Motion Steines/Spring to approve as presented. Carried voice vote.
5. Approval of Special Town Board Meeting Minutes – April 27, 2021 - Motion Steines/Forst to approve as presented. Carried voice vote.
6. Reports
Plan Commission – Dorothy Olson reported approval of the Leick's Green Acres/Wenzel rezone. Sent maps to NCRPC who should follow up with PC next month. Haven't heard anything from county regarding FP list. Vreeland received two calls regarding a parcel split. Would like to have a special joint meeting – only approved by Board and there is a charge. Recommendation from Chair is to let the CSM go it's normal course. Olson will forward any email from the county or the surveyor to the Clerk.

Fire Department – Adam Knapp – Knapp read the report. Additional to report – looking for permission to apply for three grants. Chair will put grant applications on agenda for next month. Derfus asked about grants and cost to town. DNR is 50/50 the other two no cost to town.
Steines received calls from residents on Winterberry – road is broken up and needs attention.

UNFINISHED BUSINESS

7. Treasurer Financial Report – Accounts reconcile. Reservation for bridge of about \$212,000. Bridge is scheduled to begin end of August due to contractor scheduling. County told Chair the construction will be done before deer season. Motion Steines/Spring to approve as presented, carried by voice vote.
8. Clerk Report
 1. Notifications & Correspondence – Announced at the April 12th board meeting, UW Extension Office requesting an officer of the organization to sign an Assurance of Nondiscrimination by Partner Organization. Since this was presented as the board changed the signature is outstanding.
All board members were enrolled and should have received a notification from Wisconsin Towns Association regarding the Town Officials Workshops. The morning sessions are scheduled this week and afternoon sessions for next week.
Received a Quote from Wisconsin Salt Solutions postmarked April 16th for 4500 gallons of calcium chloride in the amount of \$1.125/gallon and magnesium chloride in the amount of \$1.05/gallon
WE Energies requested notification and contact during any design phases of road construction.
Zoning Permits Issued to Properties on Ash Street, Sunset Meadow Drive, Meadow Avenue, County Road E, Cayman Avenue and Staadt Avenue. A sanitary permit was also issued to the property on Sunset Meadow Drive.

Board of Review has been rescheduled for May 24th from 6pm to 8pm. Publication and postings of the notice have been completed.

The 4-H would like to utilize the pavilion for their monthly meetings on the second Monday of each month. They are willing to increase the donation they make to utilize the facility and possibly do some work around the park and pavilion.

2. Checks to Approve – Checks 18359-18383 including EFTs 2021-20 through 2021-27 in the amount of \$85,147.57. Three bills have been held back for further account review: O'Reilly Auto - Received a statement from dated March 28th – in April a check was issued to for a previous statement balance. This account has a credit and invoices are needed to reconcile. Second is Emergency Medical Products received an invoice in the amount of \$70.49; per the March statement there was a credit utilized on a previously paid invoice by EMP. With this account, invoices are available, statements are not. There has also been a PO issued for EMP in the amount of \$679.98. Festival Foods – Received a statement for the month of April with no invoices to reconcile account.

WE Energies amount is higher than usual. When the payments were made online, the bills were switched to paperless and the spam filters caught the notifications; there was also a misallocation when the Town paid for the gas to the pavilion for the furnace installation. The accounts are now balanced and the payment for the installation credited correctly.

The loan payment is included in this checklist because of the next months meeting date and payment date.

Clerk would also ask the Board to consider allowing the Advance Disposal payments to be set up online as part of the utilities. The billing and the date of the meetings tends to keep the payments a month in arrears.

Motion Steines/Bauer approved as presented. Discussion: Board questioned checks on the list, all questions answered by Clerk. Carried by voice vote.

3. Review with Board Budget and Actual Balances – Clerk & Board reviewed the quarterly budget.

NEW BUSINESS

9. Open/Award Quotes for Lawn Mowing – Steines opened quotes for lawn mowing services:
Beaver Creek – Park \$210 mowing and trim FD \$110
Lawns and Landscape – Park \$240 lawn mowing FD \$130
All Star – Park \$120 + \$40 mowing and trimming FD \$90 + \$30 120 – Weed Control \$75/hour
Solutionz – Park \$200 + \$25 trimming FD \$110 + \$25 trimming – Weed Control \$25/each place each application
Turf Tamers – FD \$200 mow/trim Park \$125 – not licensed for spraying
L&L, Beaver Creek are licenses to spray.
All Star, Turf Tamers and Solutionz are not licenses to spray.
Motion Spring/Steines to accept All Star quote for lawn mowing, trimming and weed control.
10. Rezone for Leick's Green Acres & Wenzel – Board asked if the PC had any concerns. There are no concerns from the commission. Motion Forst/Steines to approve the rezone. Discussion: Steines mentioned any further construction/deconstruction is between applicant and county. FD signed off on the property not having a sprinkler system. Carried by voice vote.
11. Appointments –
Highway – Chair to appoint Tom Seyfert Highway Supervisor. Steines suggested Bauer co-chair highway committee.
Library/Newsletter – Nicole Forst
Buildings & Grounds – Kevin Steines
Garbage/Recycling – Bob Spring
Motion Steines/Spring to accept the Supervisor appointments. Carried by voice vote.
12. Securing Board Computers – Prior to this meeting, some board members had comments on this issue. Opening up to discussion. Purpose to having them. Derfus explained utilizing zoom during COVID. Microsoft 365 is on all the computers. Jessica working on policy and procedures saved to one drive all computers. Spring is the need still there for the computers.
13. Phones for Board Members – In light of what happened in the City of Marshfield there was an open record request and the mayor was removed for deleting messages from his personal

phone when he had a city phone. Further discussion mentioned some board members not wanting additional phones, not utilizing the phone for personal use, experience with CellCom and the quote not including every surcharge and/or fee, also not in the budget year. Seyfert like the idea of cell phone rather than computer. Steines recommends getting digital files of the road construction/maintenance. Revisit at budget time since not in budget.

Olson mentioned each board member elected to be accessible to all constituents. Please answer phone.

14. ADJOURN – Motion Steines/Spring to adjourn at 8:31pm.

Respectfully submitted,
Patti Rahn, Clerk