

MCMILLAN TOWN BOARD MEETING MINUTES

113904 Elm Tree Road, Marshfield, WI 54449

December 13, 2021 7:00PM

1. The meeting was called to order at 7:00pm by Chair. The Pledge of Allegiance was recited.
2. Roll Call: Steines, Forst, Seyfert, Spring, Bauer all present.
Motion to move items 10 & 11 Steines/Forst to beginning of agenda. Motion carried by voice vote.
3. Comprehensive Plan Adoption by Ordinance – Motion Steines/Forst to adopt the ordinance amending the code of the Town of McMillan Part: II: General Legislation Chapter 255: Comprehensive Plan. No discussion. Roll Call: Steines, Forst, Seyfert, Spring, Bauer. Motion passed by roll call vote.
4. Approve/Disapprove List of Properties Submitted for Rezone
 1. Motion to approve Forst/Steines list compiled of parcels submitted to town board from residents to plan commission. No discussion. Roll Call: Steines, Forst, Seyfert, Spring, Bauer. Motion passed by roll call vote.
 2. Motion to approve Forst/Steines list compiled of parcels submitted from DATCP. Discussion included the next steps. CPZ receive approval information of decision of town board, public hearings take place at county level, then to ERC and county board. Roll Call: Steines, Forst, Seyfert, Spring, Bauer. Motion passed by roll call vote.
5. Approval of Town Board Meeting Minutes – November 8, 2021 – Steines/Seyfert to approve as presented. No discussion. Lorrie asked for clarification on which Bauer is speaking. Clerk clarified how the minutes are written. Motion carried by voice vote.
6. Reports
Plan Commission – Dorothy Olson – Special meeting on the 9th approved use of phone for attendance to meetings. CSM approved with recommendation if there is a sale to lot 3 in the deed noted with a shared driveway. Only question brought up was whether there is an ordinance addressing driveways. Olson further explained the reason behind the Plan Commission separating the list of parcels to be approved due to commission members having parcels on the list.

Garbage & Recycling – Bob Spring – No report.

Library – Nicole Forst – No report.

Buildings & Grounds – Kevin Steines – Cable came in for internet and needs to be run.

Highway – Tom Seyfert – Walk through on the Stadt Bridge project. There are a few small things to take care of yet, including putting smaller rock in, caulking and/or taring needs to be completed, another piece of equipment had to be brought in and shouldering may not be completed until spring. Contractor punchlist is there and contractors have.

Part time highway personnel are unable to assist at this time and need to find someone. Seyfert called nine people and one person responded. Bauer helped plow this weekend. A couple mailboxes were damaged, Seyfert is working on repairs. CDL endorsement is required as is air brake endorsement. George Derfus asked which driver hit mailboxes. Seyfert explained that he really doesn't know who was driving. Debbie Derfus asked if the position is going to be posted. Forst asked if there is a baseline for deciding when to plow. Seyfert explained that Pat Weigel typically makes that determination.

Bauer mentioned seeing ATV signs on county roads. Seyfert called Chris at the county and asked about areas without signs. Galvin south of 97, County Road E from Marshfield to Elm Tree is not opened for ATV due to traffic counts, all other county roads are open.

Seyfert explained the LRIP grant was approved by the county committee. Thank you to Patti & Nicole for work done on the application. This is a reimbursement grant with project start next year. Total project cost is \$1,189,417.65; application was at 80/20% with town portion of \$237,883.53.

UNFINISHED BUSINESS

7. Fire Department Report – Adam Knapp – Chief read the report.

1. Purchase Order for Water Softener – Assistant Chief asked for approval. Forst stated she saw the report and the numbers mean nothing. Asst Chief further explained the report states a higher level of calcium which with the softener would make easier to wash rigs. Forst is this a want or need. Asst Chief was budgeted in Fire Department budget 2021. George Derfus asked why this is needed now, when the department has gotten along without. Asst Chief stated this problem is going to cause damage to turn out gear. Chief explained Lurvey looked into other companies. Date drawn 9/11/2019 of water sample with a recommendation to go with a water softener. Discussion at the last meeting was due to spots, this month is the turn out. Seyfert why say no if it's in the budget. Clerk mentioned no departments inquiring of funds available from the Clerk or Treasurer's office. Spring don't feel the calcium will affect the suits, struggle to spend \$1800 on a water softener to wash vehicles, there are also products to purchase to help moderate ph of water for water spots. Vehicles are washed after every call. Are personal vehicles being allowed to be washed in winter? Chief stated all firefighters have been asked not to and there's been no issues. Bauer stated washing personal vehicles in the station is a perk to being a member of the department. Motion Steines/Seyfert to table until the Fire Department brings back more information to the Board. Discussion included what the Board would like to see as more information. Seyfert will obtain a couple more quotes and bring to Fire Department and get a more updated water test completed. Motion carried by voice vote.
2. Department Officers – Chief presented a list department officers in the reading of the report. Forst the agenda does not call out what the board is doing for this item. Other items were specific to the action required this has been a problem before. Bauer explained the item is basically approving the department election of officers. Asst Chief stated from memory the by laws state only Chief needs approval from Board. Forst has by laws and asked who is the line officers. Chief stated line officers are Asst Chief, Captain, Lieutenant. Bauer removed himself from the Chair seat and took a seat in the audience. Conflict of interest was discussed, as was ethics of the relationship between the Chair and the officers. In the past, if there was a member of the department on the board that Supervisor would abstain from the vote. Asst Chief asked if the statement on the agenda would cover agenda items. Forst asked if the agenda was given to the town attorney. Optiz stated the disclaimer is on the top because agendas were very wordy. D. Derfus keep in mind the agenda needs to be as specific as possible. Seyfert with the disclaimer, the board can speak on this. Forst is comfortable talking, however cannot continue to be consistently inconsistent. Clerk explained the attorney reviewed this agenda.

Bauer explained there is an investigation in the township and the attorney was contacted. He requested being kept in the loop and requested agendas. Steines explained the misunderstanding that Bauer when running for Chair was going to step down from department and since learning he's still involved, believes there is a conflict of interest with the Chair of the Board being married to the Assistant Chief.

Motion Steines/Spring to approve the officers Lorrie Bauer, Kim Kilty, Cody Bauer for

two-year terms beginning 2022. Other officers will be brought next year after elections. Forst make clear the conflict of interest with the Chair. Motion carried by voice vote, Bauer abstain.

3. Bauer returned to board seat. Attorney advised there is no conflict of interest other than voting on family members. Board members suggested Grant for Compressor – Steines/Seyfert motion to authorize Lorrie Bauer to write the grant for the compressor. Amount is \$30,000. Clerk asked if email was checked as Asst Chief stated there is limited time for the submission deadline and she has not received information from the Clerk's office. Chair explained Clerk has a lot of work. Forst is compressor the same as cascade system. Asst Chief no the compressor and cascade are different. Breathing air tanks approved last meeting are part of the system. Steines confused on what exactly this grant would purchase. Motion carried by voice vote. Bauer abstain.
8. Treasurer Financial Report – Accounts reconciled. Report modified a bit. The Tax Savings account balance would be the interest however this year the balance is ARPA and the interest on this account. Since the bridge is close to completion, those funds were transferred. Forst/Steines to approve the report as presented. Discussion: Treasurer if we've got cash that is reserved should it not be segregated physically in it's own separate account as well as road projects. Previously the town utilized CD, Treasurer suggests physically separating the funds. Motion carried by voice vote. Treasurer announced the tax bills are available.

9. Clerk Report

1. Notifications & Correspondence – Marathon County Conservation, Planning & Zoning sent notices including Revision of Animal Waste Management Ordinance, filed decision for Merkel and Edwards CUP respectively as well as to approve livestock facility site application, Zoning permits were issued for properties on Dragonfly and two Staadt Ave. Marshfield Insurance has the renewal for the town commercial package, still awaiting the Fire Department package. In the past the Agent, Clerk & Chair have met to review the renewal package in December.

Wisconsin Town Association sent the Town Advocacy Council dues. The TAC is the legislative group of WTA and the cost of membership is \$516.75 which is in addition to the WTA dues. The town has not participated in this group for several years. If participation is desired, the check will be included in the end of year checklist.

Clerk's Office received an open records request on December 2, 2021 which was forwarded to the Fire Chief on December 6, 2021 as the request related to records regarding the foam product discussed during budgets. Can someone please confirm receipt and status of this request so I might respond to the requester and remain compliant with open records law? Chief received and Asst Chief is looking into the information. Clerk will contact requester with status. Chief will follow up with Assistant Chief.

2. Checks to Approve – There is one check that printed however the number did not print on the checklist that number is 18671 to Advanced Disposal located approximately half way down the list. The O'Reilly statement that was pulled from the claims last month for no invoices, has been submitted again without invoices and has been pulled. Another pulled claim is Mid State Technical College as the breakdown submitted does not match the total. Clerk also requested direction from Board regarding the account allocation of the Quest expenditure as the detail of cost states Brickyard Subdivision Review and in the letter comments and recommendation were made on the subdivision plan and storm

water management plan. Also, as a side note, a copy of the agreement will be sent to Quest with the check as previous emails to Quest have not been received. Direction is that the engineer is to review the entire subdivision. Further discussion of the subdivision and the process was discussed including contract, bond, and board decisions.

Checks to approve include 18659 – 18692, with EFT 202153 – 202158 in the amount of \$79,212.99. Discussion: Several bills were questioned. Motion Forst/Steines to approve checks as presented. Motion carried by voice vote.

NEW BUSINESS

10. Berger CSM – Motion to approve Steines/Forst. Discussion: Clerk suggested an administrative correction to the CSM Certification. JPC shared access be recorded or a separate address be recorded if lot 3 is sold. Plan Commission addressed all concerns from Joint Plan Commission. Minimum driveway standards were discussed. Steines/Seyfert Amend motion to include the corrected certification on the second page discussed by clerk. Carried by voice vote.
11. 2022 Ambulance Contract – Clerk explained contract. Forst/Spring motion to approve 2022 ambulance contract. Motion carried by voice vote. Asst Chief discussed lift assists.
12. Comprehensive Plan Adoption by Ordinance – Motion to approve Forst/Steines moved to approve adoption of the comprehensive ordinance. Carried by roll call vote: Steines, Forst, Seyfert, Spring, Bauer all ayes.
13. Set Date for Budget Workshop – Seyfert/Steines December 20th at 6pm. Carried by voice vote.
14. Set Date for End of Year Special Meeting – Forst/Steines December 30th at 6pm. Payroll by Tuesday. Carried by voice vote.
15. Appointment of Election Inspectors - Table to next meeting to allow Clerk more time to contact nominees from parties. Motion Steines/Forst to table.
16. Set Date of Caucus – January 10, 2022, at 6pm Motion Forst/Steines Discussion: Nomination for supervisors non candidacy. Carried by voice vote.
17. Part time Highway Employees – Seyfert will get with the Clerk to create a posting. Emergency situations were discussed. Motion Seyfert/Spring to approve the hiring Rod Bauer & Kevin Steines as part time employees. Discussion: Same as Schneider at \$18/hour. Carried by voice vote. Steines and Bauer abstain.
18. Employee Christmas Bonus – Motion Seyfert/Forst to approve Employee Christmas Bonus at Weigel \$250, Rahn \$350, Katona \$200 and Schneider \$200. No discussion. Motion carried by voice vote.
19. Visitors/Public Comment – John Cokl mcmillanmeetings.us to present a working prototype, mobile responsive. Board and PC agenda/minutes, could also include bylaws, newsletter, calendar and mail list. Also created a gmail address for responses to mailing list. Did not create to compete with website or mcmillannews.com. Cokl willing to update or turn over the credentials to Clerk.

George Derfus – comments at end of meeting, likes because didn't have anything to talk about but now does. Cable cut, installed? No it's not. Discussed digger's hotline. Are residents going to have an opportunity to review. Having agenda approved by attorney is wrong.

Lorrie Bauer question of whether or not there is a FEMA Go account. Asked Clerk, told there was no reason. Lorrie will set up and use the clerk cell and email.

20. Motion to adjourn Forst/Seyfert at 9:35pm. Carried by voice vote.

Respectfully submitted,

Patti Rahn, Clerk