

**M403 ELM STREET  
TOWN BOARD MINUTES  
February 8, 2016 7:00 PM**

The meeting was called to order at 7:00 p.m. by Chairperson Carolyn Opitz.

The Pledge of Allegiance was recited.

**Roll Call:** Debbie Derfus, Dave Swenson, Carolyn Opitz, Gary Franz and Joe Burger – All Present.

**Visitors:** No comments from Visitors.

**Comments from Audience:** No comments from the audience.

**Approval of Minutes**

Joe/Debbie moved to approve the Town Board Meeting minutes of January 11, 2015, as corrected to include a notation reiterating that a check must have prior approval by the board before issuance.

Roll Call: Debbie, Dave, Carolyn, Gary and Joe – All Ayes.

Deb/Dave moved to approve the Town Board Meeting minutes of January 15, 2016 as presented.

Roll Call: Debbie, Dave, Carolyn, Gary and Joe – All Ayes.

**Reports:**

**Plan Commission** – Carolyn presented the Plan Commission update in John Bujalski's absence. Carolyn shared a Joint Meeting of the Plan Commission to review the CIP & Subdivision regulations, February 22, 2016 beginning at 7pm.

The Plan Commission will begin the five year review of the Stroetz Quarry.

**Fire Department** - Rod Bauer submitted the following report;

***Fire Department Report for the Town Board – 2-8-16***

*Number of calls to date: EMS Calls – 2 med calls; Fire Calls – 1 Mutual Aid with Stratford Fire Depart; 1 Electrical Pole Fire*

*New Applicants to Department – The Department has two applicants to process. The department has also gained a new member. Kaja Brockman has been accepted to the department.*

*The department is utilizing Image Trend for all vehicle checks. There has been training provided for the group to work with Image Trend. The department is currently working on taking inventory for the equipment. This will take some time due to the amount of equipment.*

*On the mutual aid fire with Stratford, Tender 2 was side swiped while parked next to a porta tank. Stratford's insurance will be picking up the cost of fixing the tender. Tender 1 had a failure in the side wall of one of the tires and it has been since replaced. All four rear tires have been replaced due to their age. They were the original tires from when the vehicle was purchased in 1990.*

*Two officers went to Stratford for Training officer training.*

*The department has one officer and one fire fighter that are attending Fire fighter II class in Mosinee.*

*EMS Update: The EMS group finished up their refresher. They will be renewing their licenses soon. The group sent two people down to Milwaukee for the WEMSA conference. The First Responder service license has been renewed. The EMS group also has a new member. Travis Patton is now licensed to respond to EMS calls.*

**Library** – Ruth Voss – No Report.

**Supervisors:**

**Carolyn Opitz** – Garbage, Ordinances, Newsletter.

Carolyn reported there has been no reply from Swid Law so this is considered closed. The timing of the next newsletter was discussed. Items to be included should be in by the March 14, 2016 board meeting.

**David Swenson** – Highway

Dave reported the salt use for this winter season has been already been as much as was used last year. At the Annual Meeting the constituents stated a desire for road improvements, however that requires more money. The bridge inspections are done. Dave also shared a report received at the WMCTA of permits and equalized value for the Town.

**Debra Derfus** – Buildings & Grounds, Website

Deb had nothing to report for Buildings & Grounds or Website. Deb noted the Clerk’s duties to include posting the Board meeting agenda and minutes.

**Joe Burger** – IOH Permits – Townhall Maintenance

Joe reported included updating the permits to include the changes the county suggested be made.

**Gary Franz** – Newsletter – Townhall Maintenance

Gary discussed newsletter items. Debbie noted campaigning in the newsletter is not allowed. Carolyn mentioned the hall entrance needs attention where the concrete meets the blacktop.

**Clerk –**

Financial Report for the Month of January, 2016

The beginning cash on hand was \$1,955,473.31. Receipts for the month of January totaled \$996,491.21. Total disbursements for the month were \$1,340,995.73. In order to reconcile to the cash balance on hand, we add back the \$2,105.29 in unpaid payroll tax liabilities for January, and subtract the December payroll tax liabilities of (\$5,301.42) that were paid in December. The ending cash balance was \$1,610,968.79.

Approval of Checks Written from 1/11/2016 to 2/8/2016

The check register from 1/11/2016 through 2/8/2016 totals \$17,533.64 and is comprised of checks numbered # 13977 - # 14006. Also, includes checks # 79 and # 81, documentation prepared for automatic withdrawals from our checking account.

Joe/Dave moved to approve and accept the Clerk’s financial report and the checks as listed above.

Roll Call: Debbie, Dave, Carolyn, Gary and Joe. All Ayes.

**Treasurer -**

**Financial Report:**

Checking Account Bank Balance	\$81,842.81
Minus: Outstanding Checks	(3,775.11)
Plus Outstanding Deposits	120.00
Checking Account Balance – 1/31/2016	78,187.70
Tax Savings Account	1,390,386.49

Fire Department Equipment CD (3/12/16)	20,109.67
Public Works Replacement Apparatus CD (1/18/16)	80,212.06
Park Fund Savings Account	8,948.88
Volunteer Firefighters Fund Savings Account	33,123.99

**Total Cash on Hand –12/31/2015** **1,610,968.79**

**Citizens State Bank of Loyal Loan on 2002 Fire Truck** **\$113,392.76**

Debbie/Dave moved to accept the Treasurer’s Financial Report as presented.  
Roll Call: Debbie, Dave, Carolyn, Gary and Joe. All Ayes.

**Unfinished Business – None**

**New Business –**

**Approve/Disapprove Liquor License for Belvedere Supper Club, LLC.**

This item was tabled to the next regular scheduled Board meeting.

**Approve/Disapprove Subdivision Regulations of the Town of McMillan, State of Wisconsin**

This item was tabled to the next regular scheduled Board meeting.

**Move to Approve Checks to be written to Marathon County – County, State and MFL monies collected in January; Marshfield, Stratford & Spencer School Districts; Mid State & North Central Tech Colleges; dog License remittal through January**

Debbie mentioned an issue with prior approval of checks of such amounts; she would like to see a meeting scheduled to review the checks prior to approval. Joe asked if postponing the approval of checks would impact the due date of the settlements. Patti explained the way the calendar falls for 2016 impacted the grace period for the tax payments which impacts the settlement dates; also sharing that if the settlements are not paid by the due date each taxing district has the ability to implement a fine for non-payment.

Dave/Joe moved to approve and pay the February Settlement payments.

Roll Call: Deb and Gary – No. Dave, Carolyn and Joe – Aye

**Approve Larry & Sara Yaeger CSM**

Joe/Gary moved to approve the Larry & Sara Yaeger CSM. Discussion: Debbie asked if this has gone through all the steps involved in the approval process.

Roll Call: All Ayes

**Approve Appointed Interim Town Clerk**

Norm resigned as Town Clerk. Patti was appointed Deputy Clerk in January. An ad has been placed in the newspaper calling for applications/resumes. After discussion of exact resignation dates, timeframe to fill the position and the process for applying, Debbie recommended the entire Board see any of the resumes submitted.

Debbie/Joe moved to approve the appointment of Interim Town Clerk Patti Rahn until the next regular scheduled town board meeting.

Roll Call: All Ayes

**Approve/Disapprove Fire Department SOP 114 – Social Media**

Discussion took place including monitoring the use of social media, prior incidents of action and social media, as well as getting the advice of the Town Attorney or the WTA Legal Counsel.

Joe/Debbie moved to seek legal counsel prior to adoption.

Roll Call: Debbie, Carolyn, Gary & Joe – Aye Dave - No

**Approve/Disapprove Fire Department SOG 115 – Station Staffing**

Discussion of station staffing including an allotment of \$10/per person if the staffing time covered includes a meal; disaster determination being made by whom and the need of guidelines establishing; as well as guidelines for volunteer vs paid fire departments took place.

Joe/Carolyn moved to approve the Fire Department SOG 115 – Station Staffing.

Roll Call: Deb – No, Dave – Abstain, Carolyn – Aye, Gary – Abstain, Joe – No. Motion Failed.

Joe suggested looking at a possible change in wording to be reviewed at the next regularly scheduled town board meeting.

**Approve/Disapprove Fire Department SOP 116 – Compensation**

Debbie noted the terminology needs to be changed at the bottom of Section A to read Workmans' Comp rather than accident and special sickness. Gary noted the washing of vehicles is now in writing. Deb inquired if the compensation items were in the budget to which Rod stated no, however the department is willing to make cuts in other areas to accommodate.

Carolyn/Debbie moved to approve Fire Department SOP 116 with the correction to the terminology in Section A.

Roll Call: Debbie, Carolyn, Gary and Joe – Aye. Dave – Abstain.

Submitted:

Patti Rahn, Interim Town Clerk