

M403 ELM STREET  
TOWN BOARD MINUTES  
July 11, 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, Joe Burger – All present

**Open Bids for Galvin** - Debbie/Dave move open bids for Galvin to visitors section of the agenda. Roll Call: All Ayes. Motion carried. Carolyn opened bids from American Asphalt of WI in the amount of \$110,445. Kevin Kraft explained the bid includes an ultra-thin asphalt, with approximately 3 areas that require wedging; from Hwy 97 to Elm; the bid also includes sweeping, tack coating but no shouldering is included. Dave moved to mill 1 in joint, sweep & prep roadway, tack, wedging, and overlay. Debbie second. Discussion: Joe what does amount come to as far as budget. Carolyn explained \$150K was in the CIP. How much additional is the shouldering? Dave doesn't have that information. Deb asked if the bid is in ballpark? Yes. Roll Call: Debbie, Dave, Carolyn, Gary, Joe - All Ayes. Motion carried. Mid-August begin date projected.

**Visitors:**

**Comments from Audience:** Constituents from Birch St. shared concerns about the grant substitution, asked for data on citizen count in the road counts for the roadways, and felt more communication is needed.

**Approval of Minutes:** Debbie/Joe approve May 17, 2016. Roll Call: All Ayes

Debbie/Dave moved to approve the minutes of the May 11, 2016 & June 13, 2016 meetings with corrections. (base course applied to Drake Ave. north of Cty Rd C and the town's portion of Eau Pleine St. west of Drake to Stadt) Roll Call: Debbie, Dave, Carolyn, Gary, Joe - All Ayes. Motion carried.

**Reports: Plan Commission – John Bujalski –** Absent, no report.

**Fire Department – Rod Bauer represented by Lorrie Bauer** *Number of calls to date: EMS Calls – 3 EMS calls, Fire Calls – 1 False Alarm, 1 Power line down, 1 Unauthorized Burning*

*New Hire for the department- Cody Bauer and Kyle Kilty have joined the department as probationary members. The department will be looking into applying for a grant to purchase new breathers through FEMA. Our current breathers are approaching 20 years old at this point. Update on webpage- The department has been working with Deb and Jon on this. The fire departments portion of the work for webpage should be done by August. All of the hose has been tested for the year. We lost about 8 lengths of hose. We will be replacing these lengths of hose, which have been budgeted for replacement. Fire Department has been working with Patti to update our payroll and reimbursement paper work. We would like to thank Patti for helping us with this. EMS Update: Lorrie is working on the operational plan for the service upgrade. The EMS group has three individuals that will be taking EMT in August. Fall Festival- If any of the board members are looking at assisting us that day please feel free to contact Rodney.*

**Library – Ruth Voss** absent – no report.

**Supervisors Reports: Carolyn Opitz –** Garbage, Ordinances, Newsletter – no report.

**Dave Swenson** - Highway – Dave reported that dust control has been applied, working on mowing ditches & intersections including mowing in areas that Marathon County hasn't gotten to, and fixing a drainage issue across from town garage. Questions from the audience including inquiring about the drainage pipe coming from the parsonage into the ditch and whether or not the township would be billing the county for the mowing.

**Debbie Derfus –** Buildings and Grounds, Website – Debbie reported sand was added to the play area and volleyball court, the ball diamond was tilled, and pavilion lock fixed.

**Joe Burger –** IOH Permits, Town Hall Maintenance, County Addressing – Joe reported that no IOH permits have been issued and he's not received any complaints of IOH issues. No report on Town Hall Maintenance. Addressing – Marathon County sent a town road map of duplicate names in county and there are many. The map was made available following the meeting for anyone interested in viewing. Further discussion included other counties involved with addressing and whether or not villages and cities are committing to the same addressing system.

**Gary Franz –** Newsletter, Town Hall Maintenance – Gary asked to have the fall newsletter articles at the next meeting to send the newsletter mid-August and nothing to report on hall maintenance.

**Clerk –** Approval of Checks and Financial Report - Financial Report for the Month of June 2016

Beginning balance of \$524,901. Total receipts were \$15,045.69. Total disbursements were \$116,906.15. Ending balance of all accounts totaled \$423,040.54.

Approval of Checks – The check register from June 14<sup>th</sup> through July 11<sup>th</sup> total disbursements \$94,984.46 and is comprised of checks 14243 - 14303 including electronic checks ACH6292016.

Directions: Clerk asked for direction regarding payroll for fire fighters. In going through payroll paperwork discrepancies and deficiencies were found along with no policy regarding timelines for fire fighters payroll and/or a designated contact for paperwork completion. Debbie suggested getting the list to the next Board meeting. Lorrie asked a for a list of names emailed and she will follow up with Rod. Anyone from the list who completes paperwork will have payroll checks prepared for the following board meeting.

Dave/Debbie moved to accept the financial report and checks as presented, as well as the Clerk’s Report. Discussion: Gary Franz asked about the Kuyoth bill, and a check that’s a year old payable to ODonnell LockSmith. The check is from the Treasurer’s Report. Roll Call: Debbie, Dave , Carolyn, Gary, Joe – All Ayes. Motion carried.

**Treasurer – Financial Report**

CHECKING ACCOUNT BALANCE, BANK	19,111.24
LESS OUTSTANDING CHECKS	-5563.17
PLUS OUTSTANDING DEPOSITS	0.00
RECONCILED CHECKING ACCOUNT BALANCE	13,548.07
TAX SAVINGS ACCOUNT	319,377.56
PARK FUND SAVINGS ACCOUNT	8,951.85
VOLUNTEER FIREFIGHTERS FUND SAVINGS ACCOUNT	33,134.91
FIRE DEPT EQUIPMENT CD (9/12/2016)(.015 %)	20,120.17
PUBLIC WORKS REPLACEMENT APPARATUS CD (7/20/2016)	27,907.98
	423,040.54
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Citizens State Bank of Loyal Loan (2002 Fire Truck)	113,392.76

Debbie/Dave moved to approve the Treasurer’s report as presented. Discussion: Gary mentioned the O’Donnell outstanding check. Discussion followed about voiding the check. Gary also mentioned that the check to QuickPrint was going to be checked on. Lorrie stated that QuickPrint has only received one check and there was only one bill, which was paid. A second check was issued but never received. Discussion followed regarding voiding the outstanding check - Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All Ayes. Motion carried.

**Unfinished Business:** None

**New Business:** Open Bids for Galvin – See above.

Approve/Disapprove Contract with MSA for Mann contingent upon the ability to substitute the TRI Program grant – MSA presented a task order agreement to engineer Mann St. – Debbie/Joe table the approval of task order for MSA til next meeting. Dave suggested contacting Marathon County for engineering and bid assistance. Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All Ayes.

Approve/Disapprove Clerk/Treasurer Salaries – Debbie mentioned that the performance of Steve and Patti has been evaluated and the amount of work done is tremendous. Debbie/Joe moved to increase Treasurer salary from \$9,000 to \$10,000/year and the Clerk from \$16 to \$17/hour. Discussion: Patti asked for an effective date? Effective 7/11/2016. Gary asked for the Treasurer hours. It was explained the salary is based on a WTA formula where the Treasurer is typically paid half of the clerk salary. Joe further explained the treasurer receives an annual salary paid bi-weekly. Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All Ayes. Motion carried

Also discussed was the extra work done by Steve to gather records for an open records request, 65 hours, for one year of records. Debbie suggested Steve bill the Town for his time. Joe further explained Steve was hired to do it because we couldn't hire anyone else. A bill will be prepared for next meeting.

Approve/Disapprove Pavilion Costs and Policies and Procedures – Debbie mentioned some issues with renters from Saturday going in on Friday nights early but not paying rent for Friday. Propose if in on Friday, pay an additional \$25; knowing this option isn't available to people renting on Sunday. After discussion the suggestion was to rewrite the contract and revisit the issue in the spring.

Approve/Disapprove Temporary Class B Liquor License for McMillan Fire Department – Debbie/Joe moved to approve Class B Liquor License for McMillan Fire Department for Fall Fest. Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All Ayes.

Approve/Disapprove Carlson CSM – Carolyn stated John Bujalski thought this was already approved but it was not done. Bob Carlson on Birch St, east of T. Clerk explained when received and presented. Debbie/Carolyn approve as presented. Discussion of the procedures followed. Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All Ayes.

Approve/Disapprove Town of McMillan Just Fix It Resolution #01-2016 – WTA asked for approval of the resolutions by the townships. Carolyn read the Resolution. Attached to become part of this record. Dave/Debbie moved to approve the resolution. Discussion: Debbie asked what affect this resolution may have on town work. Joe explained by approving the resolution the town is making a supportive statement to the legislators and the governor to fund future projects. Roll Call: Debbie, Dave, Carolyn, Gary, Joe – All Ayes.

Joe moved to adjourn the meeting at 9:04 pm. Debbie second. All in favor. Motion carried.

Respectfully submitted,  
Patti Rahn