

**M403 ELM STREET
TOWN BOARD MINUTES
August 10, 2015 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 and Gary Franz – Present. Joe Burger was out of town on vacation.

Visitors: Stacy Chilson and several members of the Little Rose Riders Snowmobile Club and Carol Weinfurtner.

Comments from Audience:

Discussion took place regarding the use of Marsh Road as a snowmobile trail for this up-coming Winter months. One complaint was noted, however, there were several good comments regarding the courtesy shown by the snowmobile riders. The Club kept the road/trail well groomed!

Debbie/Gary moved to approve Marsh Road as a designated snowmobile trail for the Little Rose Snowmobile Club for this coming Winter season – this item will be re-visited next Fall by the Town Board.

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

Carol Weinfurtner spoke of the use of the Park Pavilion for their family wedding and the need for additional energy supply to operate all of the equipment.

Debbie/Dave moved to approve a temporary electrical box paid by the Weinfurtners and also approved a permanent electrical box to be paid by our township.

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

Discussion took place regarding the use of our Park Pavilion. The Board discussed locking the Park Pavilion during the day time hours because the bathrooms, the floors and the garbage are not being handled properly.

Dave/Debbie moved to have Steiner Septic Service bring in a portable bathroom – to be located just north of the play grounds. This portable bathroom will be there throughout the fall months.

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

Approval of Minutes

Debbie/Dave moved to approve the Town Board minutes of July 13, 2015, noting the correction in the minutes; Zig Circle to Zyg Street in Dave's report.

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

Reports:

Plan Commission – None

Fire Department - Rod submitted the following report;

Fire Department Report for the Town Board –8-10-15

Number of calls to date:

EMS Calls – 2 calls

Fire Calls - none to report

New Applicants to Department – We have three new members on the department. The new members are: Tonya Ochoa, Tyler Hiles and Ernie Lurvey.

The whole group, fire and ems personnel, can now get onto ImageTrend to do the vehicle checks. The vehicle checks will now be done on the computer.

We will be purchasing a tablet for the use of fire inspections. The individual that has done it in the past no longer has access to that tablet. We have discussed the requirements to run the program with ImageTrend and they have recommended the Microsoft Surface Pro 3. The tablet will also be used for vehicle checks and sometimes used for EMS calls. The tablet will be stored on Vehicle 8.

EMS Update: The EMS equipment budget is over, due to the fact that we had to purchase another EpiPen. We needed to use one on a call.

Library – Ruth Voss reported that approximately 270 people attended the Groundbreaking Ceremony of the new Everett Roehl/Marshfield Public Library. Many activities have been provided this summer at our library, plans are now being made for the Fall/Winter programs.

Supervisors:

Carolyn Opitz – Garbage, Ordinances, Newsletter.

Carolyn talked of our Fall/Winter Newsletter and that the reports must be in by next week so that we can take them to the press. She talked of the Wisconsin Towns Association meeting held on July 30th. Mike Koles, the new Executive Director, highlighted many of the areas that WTA is working on and how we, as township personnel, can become involved and assist in the process. Writing letters and calling our Assembly and Senate people are very necessary. Carolyn and Norm will be attending a Northwest Recycling Board meeting on August 19th. at the Cameron Town Hall.

David Swenson – Highway

Dave’s report included the road conditions in our township and the mowing of the ditches. Base course product and culverts have now been placed on Birch and Staadt Roads to permit manure handling for the Ken Seehafers. The Seehafers will reimburse the Township for the base course and the culverts, the township supplied the labor for these culvert projects. The City of Marshfield has sent a letter to the Developer of the Zyg Street Project, saying the development has not been in compliance with the original approval documents, thereby, causing many water issues on Zyg Street. The City is seeking full compliance with the Developer on this matter.

Debra Derfus – Buildings & Grounds, Website

More items are being added to the township’s web-site, particularly our Fire Department and from Ann, our Treasurer. The bridge in the park area will be repaired as it heaved during the winter months, cost of approximately \$1,000.00. The Gazebo Project will be completed in the next two weeks. The lights are being updated in the Highway Buildings. Joe will continue to work on the Town Hall Building with quotes for repairs, etc.

Joe Burger – IOH PERMITS – TOWNHALL MAINTENANCE

Joe's reports and comments are mentioned above – see Dave and Debbie's reports.

Gary Franz – NEWSLETTER – TOWNHALL MAINTENANCE

A fall Newsletter is being planned. Articles for the Newsletter need to be submitted to Gary or Norm by the third week of August. Gary will continue to study the Town Hall situation. The lighting in the Town Hall has been studied and are OK – ballasts are the problem.

Clerk –

Financial Report for the Month of July, 2015

The beginning cash on hand was \$611,300.81. Receipts for the month of July totaled \$37,430.92. Total disbursements for the month were \$110,636.14. In order to reconcile to the cash balance on hand, we add back the \$4,745.64 in unpaid payroll tax liabilities for July, and subtract the June payroll tax liabilities of (\$1,553.84) that were paid in July. The ending cash balance at 7/31/15 was \$538,095.59.

Approval of Checks Written from 7/14/2015 to 8/11/2015

The check register from 7/14/2015 through 8/11/2015 totals \$76,372.98 and is comprised of checks numbered #13574 - #13578, the payroll for 7/16/15, also, is comprised of checks numbered #13583 - #13639, excluding voided check, # 13636. Also, excluded are checks #13631 through #13635 – payroll for 8/13/15. Also, does include hand written checks #58 – #60.

Debbie/Gary moved to approve and accept the Clerk's financial report and the checks as listed above.
Roll Call: Debbie, Dave, Carolyn and Gary. All Ayes.

Treasurer -

Financial Report:

Checking Account Bank Balance	\$171,418.37
Minus: Outstanding Checks	(3,381.92)
Checking Account Balance – 7/31/2015	\$168,036.45
Tax Savings Account	266,086.64
(Transferred \$100,000.00 to Check Acct-7/10/15)	
Fire Department Equipment CD (9/12/15)	10,102.03
Public Works Replacement Apparatus CD	60,212.06
Park Fund Savings Account	8,502.30
(Transferred \$6,505.00 to Check Acct-7/27/15)	
½ Cost of Gazebo	
Volunteer Firefighters Fund Savings Account	25,156.11
Total Cash on Hand – 7/31/2015	\$538,095.59
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 and Gary. All Ayes.

Unfinished Business –

NONE

New Business -

1. Discussion/Approve/Disapprove Little Rose Riders Snowmobile Club, to utilize Marsh Road as a snowmobile trail. Action reported above.
2. Approve/Disapprove Picnic License for MACCI Business After 5, to be held at Seehafer Farm Creamery, on 8-20-2015.

Dave/Debbie moved to approve the Picnic License for MACCI Business After 5, to be held at Seehafer Farm Creamery, on 8-20-15.

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

3. Approve/Disapprove Picnic License for McMillan Fire Department Fall Fest, to be held on 9-12-2015.

Debbie/Carolyn moved to approve the Picnic License for McMillan Fire Department Fall Fest, to be held on 9-12-15.

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

4. Approve temporary and permanent electrical panels in the Park Pavilion. Action reported above.
5. Discussion/Approve/Disapprove of renting a portable bathroom for up-coming wedding to be held at our Park Pavilion. Action reported above.
6. Discussion/Approve/Disapprove of a credit card, to be used by the Town Clerk for on-line purchases.

Debbie/Dave moved to approve credit card purchases by the Town Clerk for on-line purchases with a maximum limit of \$500.00. Roll Call: Debbie, Dave, Carolyn and Gary. All Ayes.

7. Preapproval of a check for a Fire Department tablet.

Debbie/Dave moved to approve a check for a Fire Department tablet, cost of \$1,189.96, charging/debiting the 2 % dues expense account.

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

8. The 2016 Budget Process to begin in September. The first meeting will be held in the week of September 21st., possibly September 23, 2015, beginning at 6:00 PM.

Debbie/Dave moved to adjourn at 8:20 PM. All Ayes. Adjourn.