

**TOWN OF MCMILLAN
M403 ELM STREET
TOWN BOARD MINUTES
October 13, 2014 7:00 PM**

The meeting was called to order at 7:00 p.m. by Carolyn Opitz.
The pledge of allegiance was recited.

Roll Call: Debbie Derfus, Dave Swenson, Carolyn Opitz, Norm Kommer – All present.

Visitors:

- **Tim Vreeland – Not Present**

The CSM for Marge Hansen’s Proposed Parcel Split was discussed by the Board.
Dave and Carolyn both indicated that they had spoken to John Bujalski who stated that there is no problem with doing this parcel split.

Debbie/Dave moved to approve Marge Hansen’s CSM as presented.

Roll Call: All Ayes.

- **Jon Trautman – Schenck CPA’s Discussion of 2013 Financial Audit**

Jon went through the management letter and the bound financial audit for the fiscal year 2013. He reported that Schenck has issued a clean, unmodified opinion.

Referring to the balance sheet, Jon stated that a good rule of thumb is to have a 15-20% minimum fund balance to carry over. The Town’s unassigned fund balance of \$291,000 at 12-31-13 is about 38%, which is excellent!

Page 2 of the Management Communication Letter discusses the audit itself. The audit does not issue an opinion; however, the town’s internal controls are reviewed. The Clerk and Treasurer are separate now; which is a good thing, according to Jon.

Jon stated that, in the future, whether or not there is an external review/audit, the town will need to prepare an annual financial report. This can be done internally or it can be hired out, which is what about 90% of small towns do.

Questions?

Carolyn asked about the difference in cost between an annual audit and an annual review. Jon stated that the cost may go down in future years, as long as things stay the same; however, at this point in time, there is not enough history. Jon stated that reviews are less expensive; but there is still a certain amount of work that must go into it.

Most townships do not have any review or audit; however there are some that chose to have an audit or a review every year. Some have nothing for a few years, and then have an audit every 3-5 years. It varies from town to town.

- **Stacey Chilson, Little Rose Riders - Snowmobile Trail Request**

Mr. Chilson asked the Board to approve the snowmobile trail along Marsh Street. He stated that he has spoken to every resident who lives on that street, and everyone is fine with the trail.

Dave expressed concern about what this would do to the chip seal road, and asked if all other avenues have been explored.

Mr. Chilson replied that the road he lives on has chip seal and, in all honesty, it is taking a beating because they are spinning on the road near the stop sign. That said, the other routes that they looked into would not work out because of some neighbors’ objections.

Carolyn asked Mr. Chilson if his club would take financial responsibility for any damage done to the roads. Mr. Chilson answered that their club does not have that kind of a budget.

Carolyn suggested that they could try it for one year, and see what happens.

Debbie/Dave moved to approve the snowmobile trail along Marsh Street for one year.

Roll Call: All Ayes.

Comments from the Audience -

Larry Seehafer

Calloway Drive – Mr. Seehafer asked about the status of Calloway Drive. Has there ever been a performance bond issued, and what protection do the tax-payers have if the town needs to take that road over? Will the town engineer be inspecting this road before the town accepts it. Board answered, “Most definitely!”

Carolyn – The performance bond is intended for roads that have not been completed. If the road is completed, and there are problems with it later on, the performance bond would not be applicable.

Carolyn stated that Mr. Hill is paying \$1600 every year, and that is why the town is maintaining the road.

Mr. Seehafer argued that if the town is acting as a contractor for Mr. Hill, we would then be liable for any damages that occur on that road.

Debbie – The board that preceded us made this agreement with Mr. Hill, and we’re trying to stay in his good graces and follow through with the agreement.

Mr. Seehafer suggested that we have Mr. Hill sign a waiver saying that the town is not liable for any damage done to the road when they’re maintaining it. Board members agreed!

Supervisor Vacancy - Mr. Seehafer spoke on Gary Franz’s behalf. He stated that, since the last election ended in a tie vote; he feels that the public has spoken, and Mr. Franz should be offered the position on the board that is being vacated by Mr. Engel.

Approval of Minutes

Town Board Meeting September 8, 2014

Special Meeting September 19, 2014

Special Meeting September 24, 2014

Dave/Debbie moved to approve the Town Board minutes of September 8, 19, and 24, 2014.

Roll Call – All Ayes.

Reports -

Plan Commission – No PC Member Present

Fire Department – Kevin Schmidtke

Kevin reported the following to the Town Board:

- 3 calls since last meeting
- “Get Fired Up” was on Sunday. Handed out all 150 bags we had stuffed. Good turnout.
- Our elections will be on October 29. We will be voting on Chief, Lieutenant and EMR Director.
- Half of the rigs have been dot inspected and oil changes done for the year
- Got approved for the DNR Grant. It is a 50/50 grant; we will proceed with purchases after the first of the year.
- Our EMR group will start its every other month training on October 28. They will train at different fire departments in the area. This is a two year training program.
- We will be meeting towards the end of the month to hopefully finish our “SOG’s.” Once our SOG’s and bylaws are complete, we will give a hard copy to the town clerk.

Carolyn asked Kevin to get a copy of the job descriptions that have been approved to the Clerk’s office.

Library – Ruth Voss

Ruth gave an update on the happenings at the Public Library:

- There is candidate information available at the library.
- Memorabilia from various libraries throughout the state is currently on display
- “Make a Difference” Day – October 25
- “Great things are Happening Here” – November 16
- Story time for children began
- 80 children are participating in “1000 Books before Kindergarten” Program

- Tales from the Haunted Woods – October 30
- Adult Craft Workshop – November 9
- Sweet Adelines will be performing in December, no date yet.

Supervisors -

Norm Kommer – Library & Newsletter

Norm thanked Ruth for her nice report on the library happenings.

Carolyn Opitz – Garbage, Ordinances & Newsletters

Newsletter – There was discussion about when to send out another newsletter.

It was suggested that we get the budget mailed out to residents in advance of the Public Hearing on November 10. Board members agreed that we should get it done by October 31, which gives us two weeks. Items to include in the next newsletter include:

- Budget
- Snowplowing
- Tax Collections (Ann)

David Swenson – Highway

- Pat is still mowing ditches and back banks, which has improved the intersections in the town.
- We still need to shoulder Staadt Ave.
- We’re checking into tire prices on the Grader.
- MSA Capital Improvements are being worked on.
- We have received the money from Mullins, but not Town of Eau Pleine yet. All paperwork has been submitted to the state.

Carolyn attended the WTA meeting and learned more about the Implements of Husbandry, and the need for the town to pass an ordinance. This is a requirement of the state. A gentleman, Scott Fisher, will be coming from the University to tell us more about our options.

Debra Derfus – Buildings & Grounds

- We have gotten prices on repair work to be done at the Town Hall. This is part of our discussion with MSA on Capital Improvements.
- Website – Debbie has been working with Taylor. We are at the point to get what we want transferred to the new website.

Clerk –

Financial Report for the Month of September 2014

The beginning cash on hand was \$373,723.20. The town had receipts totaling \$74,662.30 in September. The disbursements for the month were \$286,714.19. In order to reconcile to the cash balance on hand, we add back the \$1,701.69 in unpaid payroll tax liabilities for September, and subtract the August payroll tax liabilities (\$1,728.17) that were paid in September. The ending cash balance at 9-30-2014 was \$161,644.83.

Checks numbered 12996 - 13052, plus checks numbered 22,23,and 27 were issued since the last meeting and totaled \$110,379.86.

Debbie/Norm moved to approve checks 12996-13052, and #'s 22,23,27, and to approve the September 2014 financial report, as presented.

Roll Call: All Ayes.

Treasurer -

Ann reported a checking account balance of \$210,266.97, after subtracting the outstanding checks totaling \$3,646.95. After adding \$91,377.86 in C.D.’s and savings accounts, the total cash on hand is \$301,644.83 as of 9-30-2014. After accounting for the \$140,000 loan with Citizens State Bank of Loyal, the ending balance of liquid assets is \$161,644.83.

Ann reported that the tax savings account has been zeroed out.

Fall Fest is nearly wrapped up. When Ann gets the bills approved tonight, she should be able to finish up quickly.

Debbie/Dave moved to accept the Treasurer's Report for September 2014, as presented.

Roll Call: All Ayes.

Unfinished Business -

1. Approve/Disapprove Ambulance Service Contract with the City of Marshfield.

The contract amount increased this year over last year from \$42,361 to \$44,704.

Dave/Debbie moved to approve the Ambulance Service Contract with the City of Marshfield for \$44,704.

Roll Call: All Ayes.

2. Approve/Disapprove the revised town zoning map and the Farmland Preservation Zoning District Language.

Approve/Disapprove Farmland Preservation Resolution from the County.

Carolyn read the Resolution that was prepared by the County.

Dave looked at the revised zoning map and explained it to the audience, pointing out the areas of Farmland Preservation and Transitional Ag. Dave explained that the Town of McMillan participated because all parcels in the Farmland Preservation District had to be contiguous and McMillan was the key for neighboring communities to continue in this enterprise.

Dave explained that Marathon County has used the Town of McMillan as sort of a "poster child," because we have concentrated our developments in limited areas in the town.

Debbie/Norm moved to approve the resolution (#9-2014), as read by Carolyn.

All Ayes.

Carolyn addressed the Farmland Preservation Zoning District Language. At the October CPZ Committee meeting, there was discussion about the feedback that had been received from the town meetings. With this information, a decision was made to reduce the minimum acreage from 39 acres to 35 acres for residential construction.

New Business -

1. **Approve/Disapprove Resolution on BOA Hearing re. WE Energies set-back variances**

Carolyn read the resolution for WE Energies. It is an application of Mi-Tech Services on behalf of WE Energies (property owned by R & S Rottscheit, K Rottscheit, K Rodriguez, and K Bushman) for the purpose of requesting a variance to setbacks to upgrade an existing facility.

Carolyn explained that this property is on Stadt Ave. The gas company wants to put up an 8x10 shed building that would go over the piping. Carolyn and John Bujalski have visited the site and neither of them have a problem with granting this variance.

Debbie/Dave moved to approve the Resolution on BOA Hearing re. WE Energies set-back variances.

Roll: All Ayes.

2. **Reappoint Clerk and Treasurer, plus discussion of their salaries.**

Carolyn asked for a motion to reappoint the Clerk and Treasurer.

We need to do reviews before we can discuss salaries.

It was suggested that we defer this to next month, after the performance reviews have been completed. All agreed.

Carolynn and Debbie will do the reviews during the last week of the month.

3. **Accept Resignation of Supervisor Geoff Engel.**

Carolyn read Geoff Engel's resignation, effective at 2 p.m. on October 13, 2014.

Debbie/Dave moved to accept the resignation of Geoff Engel.

Roll Call: All Ayes.

4. Appoint Supervisor to complete Engel's term.

Carolyn acknowledged Larry Seehafer's comments about Gary Franz taking on the Supervisor position; however, she had already asked Joe Burger (and he agreed) to fill the position to the end of the term (April 2015).

Norm/Debbie moved to appoint Joe Burger to complete Geoff Engel's term.

Roll Call: All Ayes.

Joseph W. Burger was given the Oath of Office.

Debbie/Dave moved to adjourn at 8:40 p.m. All Ayes. Adjourn

Submitted by:

Denise Barg, Town Clerk