

**TOWN OF MCMILLAN
M403 ELM STREET
TOWN BOARD MINUTES
December 9, 2013 7:00 PM**

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

The pledge of allegiance was recited.

Roll Call: Debbie Derfus, Dave Swenson, Carolyn Opitz, Rick Duerr – All present. Geoff Engel – Arrived Late.

Visitors -

Tim Vreeland -

- Mr. Vreeland brought back the private road agreement for Jeff Redetzke because the county would not approve it without the Board's notarized signature. Carolyn signed it.
- Mr. Vreeland presented a CSM for Roman Schaefer showing his proposed parcel split - Mr. Schaefer wants to divide his parcels between his four children. Mr. Bujalski said that the Plan Commission does not need to address this because he is simply dividing his property.

Rick/Debbie moved to approve the land parcel split for Roman Schaefer. All ayes. Motion passed unanimously. Carolyn signed Mr. Schaefer's CSM.

- Tim presented the new CSM for Mr. Weichelt showing the shortened road length back to 850 feet. The county will approve this shorter road. There is no further action needed on this at this time.

Jennifer Howen of Rural Insurance –

Jennifer summarized the coverage for the upcoming renewal for the period from 1/1/14 to 1/1/15. The town has a total blanket limit of \$1,483,101.

The comparison of Premium Rates for 2013 and 2014 is presented below:

	<u>2013</u>	<u>2014</u>
Business owners' Policy	\$ 15,009.00	\$ 14,934.00
Worker's Compensation Policy	4,390.00	4,880.00
Farm Bureau Membership	45.00	50.00

The rates on the Business owners' Policy have decreased in 2014; however, the Workers' Comp rates have increased. Worker's Comp rates are set by the Wisconsin Compensation Rating Bureau, and they are set in stone.

Claims -

There were two claims paid in 2013:

- 10/9/13 – 200 Ford hit tree during fire call
- 9/14/13 – Firefighters injured at McMillan Fall Fest

Renewal Documentation –

Jennifer went over some changes in her procedures for obtaining renewal documentation. Kevin agreed to get Jennifer an updated list of drivers.

The renewal for the town's policy is due Jan. 4th; however, Jennifer is willing to make exceptions because they realize there are timing issues with meetings.

Comments from the Audience -

Kevin Schmidtke –

What will the Town Board do about people plowing across the road?

We are going to put a notice in with the tax bills. The Board had a discussion about enforcement - What can we do about people who continue to plow across the road despite warnings from the town. Carolyn said that she intends to call anyone that she sees doing this. It was suggested that we charge the homeowners and add

the labor charge to their tax bills. Carolyn agreed to call the City of Marshfield to see what they charge homeowners for shoveling.

Approval of Minutes -

Town Board Meeting 11/11/2013

Special Town Board Meeting 12/2/2013

Corrections noted - There were two names misspelled – “Weichelt” and “Mancl”

Debbie/Dave moved to approve the minutes from 11/11/13 and 12/2/13, with two spelling corrections. Roll Call: Debbie, Dave, Carolyn, Rick, Geoff – All ayes. Minutes approved unanimously.

Reports -

Plan Commission – The Plan Commission did not meet in November or December.

Fire Department –

- Christine Mickel did a fund raiser that brought in over \$900 for Fall Fest – Thank you Christine!
- Three members went to Stratford H.S. to help with the snowmobile safety class.
- Have most vehicles through their annual DOT's.
- Working with Marshfield Utilities to get a rebate on the lighting work that was done at the Fire Station
- Election of new officers: Assistant Chief – Rod Bauer; Captain – Scott Trachte; Lieutenant – Jason Domres. We need to swear these officers in at the Board, so this should be on the agenda for January.
- Kevin needs his budget approved before the end of the year.

How do we purchase something without a credit card? Kevin explained that they would like to purchase a phone-based paging system, and it is much cheaper if they can purchase it online using a credit card. Suggestions were to go to Office Max, or obtain an estimate to get pre-approval from the board.

Brian – How is the fire department supposed to operate on \$38,000 next year? Debbie stated that Kevin has been told that if he needs more money he can come to the board. Rick told Kevin to have his numbers to the board for the last meeting in December.

Geoff asked about emails that have been going around regarding a potential theft across the street. Debbie stated that there was a meeting with Kevin and it was determined that there was nothing to the allegation. If there had been more to it, it would have been brought to the board.

Library – Ruth Voss

- The library continues to promote the “Give-a-Kid-a-Book” program until the end of December.
- Plans are being made for programs in the early part of 2014, including leggo activities.

Supervisors:

Geoffrey Engel – Website

- Geoff got emails from Clerk and Treasurer to go on to the website. So far all he has is agendas and minutes, so it will be pretty bare bones to start out with. John Bujalski. did not respond with Plan Commission information.
- We need to get an estimate from Solorus on hours they have worked so far so they can be paid before the end of the year.
- Carolyn volunteered to help gather information to go on the website. If Geoff does not get any more information, he will ask Solarus to just copy what's already out there, just so we can get going.

Rick Duerr – Library – Nothing to report.

Carolyn Opitz – Garbage & Ordinances-

- Have a garbage meeting on Wednesday night. Got calendars to go in with the tax bills.
- We should be getting a draft of the new ordinance book soon.
- We got a letter on the study that was done on Hwy. 97 at Galvin and AAA. State Hwy 97 vehicles are exceeding the speed limit. The intersection angle is a danger. Vehicles are using the turning lanes as

passing lanes. Mitigation strategies were read. There will be new warning signs and regulatory signs installed on Hwy 97 and the trees/bushes will be trimmed.

- Complaint regarding the cell tower lights at Elm and Hwy 97 – Originally there was just a red light at night, and now there is a flashing white light at night. Carolyn has contacted Rebecca Frisch at the County to try to get this issue resolved.
- Carolyn is involved on a committee with Rural Health Initiative in Shawano. Farmers are not getting the medical help that they need. Several medical organizations have donated to this cause, and now visiting nurses will go out and help with medical care.
- Has been in contact with Jeff Hill, who has a signed contract with American Asphalt, for work to be completed on Callaway; but due to the weather conditions, the work has not been completed. Carolyn called American Asphalt and asked how much damage would be done to this road if we do not complete the project until next spring. He said that it should be ok.

David Swenson – Highway

- We are working with the ice and snow to keep the roads in drivable condition.
- \$7300 bill for the older truck; also had to replace the windshield on this vehicle.
- Just learned that there is a broken axle on the new truck. The axle will need to be sent to Milwaukee, or else replaced.
- We will need to document where snow is being pushed across the road, and take appropriate action.

Debra Derfus – Buildings & Grounds

- Question: Do they need to be residents in order to rent the pavilion? Yes!
- Question: Should we be putting insurance out for bids? Should this be on the agenda in January for discussion? Since the premium payment is due January 4, we are probably a little late this year; however, it would be a good idea for 2015. Couldn't we renew on a temporary basis and cancel if we found someone else? Agreed to put this on the January agenda.

Clerk – Approval of Checks and Financial Report

Denise reported checks issued from November 12 to December 9 totaled \$46,951.09; which includes check numbers 12313 - 12356 and two payroll transfers. The beginning cash on hand at 11-1-13 was \$705,839.01. After receipts totaling \$44,865.58 and disbursements totaling \$(101,735.23), the cash on hand at the end of the month is \$648,969.36.

Motion by Dave/Debbie to approve checks numbered 12313 - 12356, including electronic transfers #111213 and #111313. Roll call: All Ayes. Motion passed unanimously.

Treasurer – Financial Report

Ann reported a checking account balance of \$387,845.65, minus outstanding checks of \$1,051.61, plus \$262,175.32 in C.D.'s and savings accounts with TOTAL CASH ON HAND of \$648,969.36 as of 11-30-2013.

The Tax Savings Account has been zeroed out, ready for the new tax season to begin.

There was discussion about the outstanding checks. Ann will work to clean these up. Kevin volunteered to talk to the firefighters on the list.

Debbie/Dave moved to approve the financial report as presented. Roll Call: All ayes. Motion passed unanimously.

The FD has received a couple more donations that Ann will be transferring to the savings account before the end of the year.

Unfinished Business -

1. Approve/Disapprove Employees' Wages

Carolyn and Debbie met with the employees and completed the reviews, except for Kevin Schmidtke, Ron Derfus, and Gene Schneider

Debbie recommended Pat's salary being raised to \$18.75, which is about average for county members. She also recommended raising his retirement contribution from \$0.95/hour to \$1.00/hour. It was

recommended to give both Ron Derfus and Gene Schneider a \$.25/hour raise. They are always ready and available, so this is a token of appreciation.

Debbie/Dave moved to go forward with the recommendations as presented for 2014. Roll Call: Debbie – aye; Dave – aye; Carolyn – aye; Rick – no; Geoff – aye. Motion passed.

New Business -

1. Approve/Disapprove Parcel Split for Roman Schaefer

This was taken care with Tim Vreeland, Visitor.

2. Approve/Disapprove Extension of F.D. Administrative Position for Six Months

Geoff/Debbie moved to approve the extension of F.D. Administrative Position for six months.

Brian's agreement that was approved by the board last year will expire in December 2013. The dollar amount will not increase, but the work can be completed.

Roll Call - All ayes. Motion passed unanimously.

3. Approve/Disapprove Policies/Procedures Change Regarding Incident Reporting

Carolyn pulled out the current policies/procedures and she recommended adding another bullet that says: "Any complaint or allegation must be submitted to the Town Clerk and the document must be signed and dated."

Debbie/Rick moved to approve the change to the policy/procedure as presented.

Geoff stated that he feels this is already covered in our current policies/procedures. By filling out Form 1, as our current policy requires, we would pretty much be accomplishing the same thing. What does the proposed bullet point add? Perhaps we simply need to start following our current procedures. Rick stated that we should tie this procedure in with our new grievance policy.

There was discussion of the potential theft complaint at the Fire Department, and how this relates to the new proposed policy.

Call the question. Roll Call: Debbie – aye; Dave – aye; Carolyn – aye; Rick – aye; Geoff – no. Motion passed 4 to 1.

4. Approve/Disapprove of Marathon County Humane Society Agreement

Geoff/Debbie moved to approve the Marathon County Humane Society Agreement.

A service agreement was sent to the town from Marathon County Humane Society. If the town were to sign the agreement, the annual cost would be \$1,200. Carolyn stated that we have not taken any dogs to the Humane Society for the past two years.

Call the question. Roll Call: All "no's." Motion failed unanimously.

5. Approval/Disapproval of Prepaid VISA for Payroll

Payroll needs prepaid VISA in order to enroll. The enrollment process requires a VISA payment to get started. Should we put more on it in case we need to order things on-line?

Debbie/Rick moved to have a prepaid VISA card in the amount of \$2,500 to cover Payroll enrollment and miscellaneous expenses.

Call the question. Roll Call: Debbie – aye; Dave – aye; Carolyn – aye; Rick – aye; Geoff – no. Motion passed 4 to 1.

6. Approval/Disapproval of Election Inspectors for 2014-2015

Geoff/Rick moved to approve the list of Election Inspectors for 2014-2015, as presented.

Roll Call: Debbie – aye; Dave – abstain; Carolyn – aye; Rick – aye; Geoff – aye. Motion passed.

7. Set Caucus Date for January 2014

The date must fall between January 7 and January 28.

The caucus was set for the night of our meeting on January 13, beginning at 6:30 p.m.?

8. Set Date for Final Approval of End of Year Expenses

The final meeting of the year was set for Monday, December 30 at 6:30 p.m.

9. Approval/Disapproval of Employee Christmas Gifts

Debbie/Rick moved to approve MACCI gift certificates in the amounts of \$100 for full-time employees (Pat) and \$50 for part-time employees (Denise, Ann, Ron, Gene).

Roll Call: Debbie – aye; Dave – aye; Carolyn – aye; Rick – aye; Geoff – aye. Motion passed unanimously.

Geoff/Debbie moved to adjourn at 9:00 p.m. All Ayes.

Adjourn

Submitted by:

Denise Barg, Town Clerk