

**TOWN OF MCMILLAN
M403 ELM STREET
TOWN BOARD MINUTES
July 18, 2011 7:00 PM**

- A. Call to Order: **Meeting was called to order by Chairperson Carolyn Opitz.**
- B. Pledge of Allegiance **was recited.**
- C. Roll Call: **R. Wegner, D. Swenson, C. Opitz, R. Duerr, G. Engel. Approx 25 guests present.**
- D. Appoint Secretary of Meeting
**Motion by Duerr, second by Swenson to appoint Nancy Dittman as secretary of meeting.
Voice vote carried.**
- E. Approval of Minutes:
**Minutes from June 13, 2011, were read by Clerk Dittman.
Motion by Swenson, second by Duerr to approve with these corrections:
under G3. add that the picnic ‘was held in connection with Dairy Fest in the City of Marshfield.’
Roll call : Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.**
- F. Recognition of Visitors
Steve Barg, Marshfield Administrator, addressed the Board promoting teamwork with the City.
- G. Reports
1. Ronald Derfus Constable
Derfus reported that there were no complaints besides barking dogs. Would like the Town to have an ordinance on stray dogs.
 2. John Bujalski Plan Commission
Bujalski reported that the commission met on June 27. Would like to host an Ag Enterprise meeting in conjunction with the Towns of Day and Eau Pleine. In October will review the siting law for mega-farms. Non-conforming parcels will be reviewed in the future.
 3. Karl Greenberg Fire Department
The department handled 2 EMS calls, a car fire, trees/power lines down, natural gas leak. Assistant Chief Schmidtke reported 3 transports at Farm Tech Days (FTD) and no complaints. Chairman Opitz will get together with the FD to prepare a summary report and submit to FTD.
 4. Ruth Voss Library
Voss not present. Duerr stated that town residents can use the Marathon County library system at no cost.
 5. Geoffrey Engel Communications, Fire Dept Liaison
Solarus will give us the ability to update the website ourselves. Email addresses were created for Plan Comm, FD, Town Board and EMS with 30 more available. If needed, committee members may have email addresses.
 6. Dave Swenson Recycling & Garbage, Highway
Asphalt patch on Galvin culvert was done – will apply for 50/50 cost sharing on this project with the County. Winterberry chip seal was applied; may be under warranty. Will look at traffic count to assess road use during FTD.
 7. Rick Duerr Communications, Recycling & Garbage
Did not visit recycling center yet. Newsletter will be printed next week with help from Barb, Bruce & Jim; reports from the town board, FD, and committees should be submitted by Tuesday, July 26th. Anyone interested is invited to help with the newsletter.
 8. Robert Wegner Park & Buildings
Trees in park have wind damage; will fall under our level of insurance. Instead of wood chips, the cmte is considering ‘buckshot’, or small round pea gravel. 5 rentals for Aug. The building cmte met in June; information will be presented later in the meeting.

9. Carolyn Opitz Chairperson
Follow-up on Anderson bill: letter for auditor cost \$239 with no outstanding bills after this. Auditor will give his report on August 8th. Joint Towns Assn meeting on July 28th. Rural Mutual will issue refund based on claims; had one claim in 2010.
10. Nancy Dittman Clerk/Treasurer
- a. Financial Report **Presented by Clerk Dittman.**
Motion by Wegner, second by Duerr to approve.
Roll call : Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.

 - b. Approval of bills
Questions on bills: Marshfield Utilities late charges, Frontier two checks.
Motion by Duerr, second by Wegner to approve checks #10699 to #10768 and EFT 106, 116, 206 & 306, transfers 403 & 404.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.
- H. Comments from the Audience
Myron Keding-Fire inspection done by Rod Bauer at Someplace Else Bar & Grill indicates violation with wall by exit on south side. Plan Comm recommends closing the left-hand door. George Derfus-Comments on Marshfield Util. and Anderson Law bills, March 7 attorney fees.
- I. Unfinished Business:
1. Discussion and possible action on FDIC coverage of town financial
Opitz visited Pioneer Bank; one solution would be to set up 2 checking accts, one interest-bearing up to the \$250,000 limit, the other non-interest bearing. Some discussion on CD due date.
Motion by Wegner, second by Swenson to table issue to next month. Voice vote carried.
- J. New Business:
1. Approve/Disapprove Proposed Parcel Split for Denny Dillenburg
Bujalski explained that if parcel remains in same zoning, it can be less than 35 acres.
Motion by Wegner, second by Duerr to approve Dillenburg parcel split.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.

 2. Approve/Disapprove rezone on M358 State Highway 97 (pending Planning Commission approval)
Bujalski is accelerating process due to owner's licensing requirements. Auto repair falls under home occupation but parcel requires C1 zoning due to vehicle sales.
Motion by Duerr, second by Swenson to approve rezone pending Plan Commission approval.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.

 3. Discussion and possible action on extension of Clerk/Treasurer's interim position
Apology extended to Dittman on reaching end-of-term with no interviews held yet.
Motion by Engel, second by Wegner to extend interim clerk/treasurer for 2 months.
Discussion: Term would end September 15 and provide coverage thru Fall Festival. Dittman clarified that she is under no obligation to stay if new clerk is hired before that date.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.

 4. Approve/Disapprove Resolution Creating Election Wards
Dittman explained that the resolution was needed after each census. Diane Wessel of Marathon County CPZ created 3 wards, each with a population of 1000 or less. The north half of the township comprises Ward 1 and is in a separate supervisory district from the south half. The SW portion of the township is Ward 2; the SE portion of the township is Ward 3. After the town approves the wards, the county will vote on the supervisory districts.

Motion by Duerr, second by Swenson to create election wards according to State Statutes 5.15 as presented by the clerk. Discussion: Question on when the supervisory districts are on the county board agenda. More investigation needed on why town is in 2 supervisory districts.
Roll call: Wegner-N, Swenson-N, Duerr-N, Engel-N; failed.
Discussion: Letter of explanation could be sent. Questions should be directed to Duerr. Swenson will call current supervisor for more information.

5. Approve/Disapprove list of authorized signatures for Menards
Motion by Duerr, second by Swenson to update purchase agreement with Menards in Marshfld.
Discussion: Reduce list to one person only from FD, highway, parks/buildings.
Roll call: Wegner-N, Swenson-Y, Duerr-N, Engel-N; failed 1 - 3.
Discussion: Revisit issue next month.

6. Approve/Disapprove I.T. hardware purchases
Motion by Engel, second by Wegner to allocate up to \$400 for purchase of USB hard-drive for clerk's office and up-to-date printer for FD.
Discussion: Hard drive will be used for backup; can be locked in safe. Printer will improve communications for the FD. Current printer functionality is questionable and ink is expensive. Scan to email is replacing fax. Hard drive will be 1 terabyte and can store historical documents.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.
Discussion: Will need a policy on backup routine and access/storage of hard drive.

7. Approve/Disapprove temporary liquor license for Fall Festival (waive fee)
Motion by Engel, second by Swenson to accept liquor license and waive fee.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.

8. Approve/Disapprove transfer of Fall Festival Funds for 2011 expenditures
Rod Bauer presented the need for temporary authority for one supervisor and the town clerk to transfer up to \$15,000, not to exceed the amount in Fall Festival savings account, and allow immediate payment of Fall Festival bills. Supervisor and clerk must be available to sign checks on the spot Sept 10th. Bill Owen will keep a ledger and turn it over to the auditor for 2011. For the future, an ordinance could allow for a Fall Festival checking account.

Motion by Swenson, second by Engel to allow transfer of funds for 2011 expenditures up to \$15,000 with clerk/supervisor signatures. Discussion: Town ordinance states that the chairman must sign checks; Carolyn Opitz will be the designated supervisor. Ledger should contain every transaction.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.

9. Approve/Disapprove mutual aid agreement with City of Marshfield
Spencer and Stratford already have mutual aid agreements with automatic rollover.
Motion by Duerr, second by Wegner to accept proposed mutual aid agreement with the City of Marshfield.
Discussion: Names need to be changed. Addendum would be attached to bring up-to-date (no other changes were made since 2009). Complete new copy will be received.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.
Discussion: Rod Bauer and Engel will meet with City to carry out.

10. Discussion and possible action on correspondence from former Clerk/Treasurer
Motion by Engel, second by Duerr to take no action at this time and contact the township attorney on how to proceed. Discussion: Opitz will be designated contact for lawyer. Letter read to the audience. Former clerk is receiving unemployment benefits. Validity of contract is in question.
Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.

11. Discussion and possible action on Building Committee recommendations
Wegner presented 4 recommendations from the Building Committee.
 - A. **New outdoor grill for park with can for ashes and adequate base placed 20' from building. Will purchase with funds from park savings account.**
 - B. **Security door inside town hall between bathrooms and office/meeting area. Costs are \$227 for door, @\$300 to install. FD to research if meets fire codes.**

- C. **Keyless lock with timed access on pavilion door.**
Estimated cost of \$700 installed. Three year warranty. Set per day/week.
Motion by Wegner, second by Duerr to purchase timed-access keyless lock for not more than \$700 installed. Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.
- D. **Publish bid notice for remodeling of old highway building.**
Stop heating both areas, nothing wrong structurally, new siding and new roof.
Motion by Wegner, second by Duerr to have town place an ad in the paper to remodel 46 x 82 steel building. Discussion: Question on location of budgeted money. Documentation needed to limit speculation – architect report, town meeting minutes.
Roll call: Wegner-Y, Swenson-N, Duerr-Y, Engel-N, Opitz-N. Failed 2 - 3.
(Engel explains Nay vote due to poorly-made motion.)
- K. Announcements: **Mileage rate increased to 55.5 cents per mile for July – Dec 2011.**
Duerr: Add to next month's agenda 'Discussion and possible action on reimbursement of town supervisors.'
Bauer: Presented copy of ad for sale of 1985 ambulance.
- L. Adjournment: **Motion by Engel, second by Swenson to adjourn. Voice vote carried.**
Meeting adjourned at 10:04pm.

Respectfully submitted,

Nancy Dittman, Interim Clerk/Treasurer MIN TB 07182011