

**TOWN OF MCMILLAN  
M403 ELM STREET  
TOWN BOARD MINUTES  
August 8, 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. Approval of Minutes:  
**Motion by Engel, second by Swenson to approve the minutes from July 18, 2011.**  
**Roll call : Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.**
- E. Recognition of Visitors  
**Jon Trautman and Thias Shefchik, auditors from Schenck SC**
- F. Unfinished Business:
1. Discussion and possible action on Resolution Creating Wards  
**Duerr attended Executive Cmte Meeting of County Board; recommends approval of wards. McMillan had been in District 27, now will be split into 27 (Supervisor Kraus) and 29 (Supervisor Wiesman). Split might be beneficial since 2 people could speak for McMillan. Motion by Duerr, second by Swenson to accept the resolution.**  
**Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.**
  2. Discussion and possible action on list of authorized signatures for Menards  
**Motion by Engel, second by Swenson to accept list as presented with revisit in one year.**  
**Discussion: Follow up with Menards to see if cap can be put on purchase amount and if photo id is required. Auditor Trautman recommends using charge acct instead of personal purchases.**  
**Roll call: Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.**
  3. Discussion and possible action to advertise for bids for the roofing and outside wall sheathing of the old garage  
**Motion by Wegner, second by Duerr to ask for bids to re-skin and insulate walls and replace the roof on the old highway building. Discussion: Bids will be opened at the Sept board meeting to be accepted or rejected. General concerns on vapor barrier, code, heating unit, and whether the town has money to cover any major surprises. Ad will be placed in News Herald 2 times.**  
**Roll call: Wegner-Y, Swenson-N, Duerr-Y, Engel-Y; carried 3 - 1.**
- G. New Business:
1. Presentation of 2010/first quarter 2011 audit by Jon Trautman, CPA, Schenck SC  
**Trautman presented the audit to the town board. Major points: 1) Recommends carrying 15% of annual expenditures in undesignated fund to meet operating needs. 2) Lack of computer controls allows financial data to be accessed freely. 3) Money orders should not be used. 4) 941's should be reconciled monthly. 5) Ordinance needed to allow Fire Dept to have separate account. 6) More internal control if town had a clerk do books/accounting and treasurer handle money.**
  2. Discussion and possible action on audit  
**Motion by Wegner, second by Swenson to accept the audit as presented.**  
**Roll call : Wegner-Y, Swenson-Y, Duerr-Y, Engel-Y; carried.**
- H. Comments from the Audience
- I. Announcements: **Special town board meeting on August 15, 2011.**  
**Will have recommendation for new clerk/treasurer at special meeting.**
- J. Adjournment: **Motion by Duerr, second by Wegner to adjourn. Voice vote carried.**  
**Meeting adjourned at 8:20pm.**

Respectfully submitted,

Nancy Dittman, Interim Clerk/Treasurer MIN TB 08082011