

**TOWN OF MCMILLAN  
M403 ELM STREET  
TOWN BOARD MINUTES  
August 13, 2018 7:00 PM**

1. The meeting was called to order at 7:00 p.m. by Carolyn Opitz.
2. The pledge of allegiance was recited.
3. **Roll Call:** Russ Weichelt, Dave Swenson, Carolyn Opitz, Kevin Steines – all present. Robert Steiner – excused  
**Other officers present** – Attorney Lee Turonie, Clerk Mike Taylor, Treasurer Donna Siltala, Fire Chief Rodney Bauer
4. **Visitors** – None
5. **Comments from the Audience** – None
6. **Motion (Steines/Swenson)** to move Road Bids and the Ken Harter CSM up as the next items on the agenda. Motion carried 4-0 by roll call vote.
7. **Road Bids**  
Dave Swenson opened the sealed bids from Earth, Inc. (\$49,900.00) and Paul Bugar Trucking, Inc. (\$50,793.00) for approximately 5136 feet of road, five culverts, rip rap and approximately 3,000 feet of drain tile. Motion (Steines/Swenson) to award the bid to Earth, Inc. provided sufficient funds are available from the 2018 budget. Motion carried 3 -1 by roll call vote (Swenson – nay).
8. **Ken Harter CSM**  
Motion (Swenson/Weichelt) to approve the land division request for Ken Harter per the attached CSM previously approved by the McMillan Plan Commission. Motion carried 4-0 by roll call vote.
9. **Approval of Town Board Meeting Minutes – July 30, 2018**  
Motion (Swenson/Opitz) to approve the Town Board Meeting minutes of July 30, 2018.  
Motion failed 2-0-2 by roll call vote (Steines & Weichelt abstained).

**10. Reports**

**Deb Davis, Plan Commission** – nothing to report

**Rodney Bauer, Fire Department** – Chief Rodney Bauer submitted the attached Fire Dept. report dated August 13, 2018

**Russ Voss, Library** – Ruth Voss excused

**Carolyn Opitz, Garbage & Ordinances** – nothing to report

**David Swenson, Highway**

July work included replacing culverts, debris removal from ditches, dust control and ditch mowing. A Zig resident reported that construction flags have been placed in his area but no one knows why. Opitz added that approximately \$65,000 has been spent on road repairs resulting from the June flood.

**Kevin Steines, Town Hall Maintenance & Community Picnic**

Randy of Gessert Concrete was contacted again about installing drain tile and concrete work at the Town Hall. Steines presented additional bills for the Community Picnic.

**Russell Weichelt – Newsletter**

The newsletter proof will be approved by Weichelt tomorrow.

**Robert Steiner – Buildings & Grounds**, Excused absence/no news to report

## **Clerk Report**

Taylor provide a Summary of Clerk hours for the month of July. He will be out of the country the week of September 16<sup>th</sup> and will make up the hours on Friday, August 10<sup>th</sup> and Friday, November 2<sup>nd</sup>. Estimated payroll checks will be issued for the September 21<sup>st</sup> pay day.

The Wisconsin Towns Association is sponsoring a series of fall workshops in various locations in September. See Clerk Taylor for details.

Taylor reported the following notices of Permit Activity from Marathon County:

Alan Karau, M213 Cty Rd E, Failing Private Sewage System, 2<sup>nd</sup> Notice

Haffenbredl Family Legacy Trust, Sanitary Permit at M620 Cty Rd C, Stratford

Kelly & Kasey Hintz, New home construction at M306 Birch Street

Kurtiss & Brook Olson, Sanitary permit at M534 Cayman Ave

Carolyn Deegan, Additional garage at M528 Cayman Ave

Lorraine Michalski, Sanitary permit at M400 County Rd E

Michael & Joan Stockheimer, Sanitary Permit at M440 Drake Ave

On June 19, 2018 The Marathon County Board of Supervisors adopted amendments to the Marathon County Zoning code as it relates to metallic minerals. See Clerk Taylor for the website link for more details.

Taylor issued a Seasonal Weight Limit Posting Trip Permit to Doine Transport, Inc on July 16, 2018

The IRS has imposed \$251.06 in penalties for late federal payroll tax deposits from February, March, and April, 2016. On July 13, 2018 the Social Security Administration has informed us that the 2016 W-2's and W-3 have not been received and that penalties may be imposed. Taylor called the Social Security Administration on August 7, 2018 to go on record as working on the issue by contacting the Wisconsin Department of Revenue copies.

In the past month, the Payroll items in QuickBooks were corrected with the help of Accounting Workshop., Taylor reconciled the Pioneer checking accounts for December, 2017 through July, 2018, and the 2018 Budget has been loaded in QuickBooks. Work to enter all of the tax deposits from December, 2017 and 2018 are underway. The books from the previous clerk are "a mess" according to an email from Jeff Kropp of Accounting Workshop (copies forwarded to board) and may take from \$1,500 to \$2,000 to repair. Taylor will present the updates to Accounting Workshop and seek another quote to repair the Chart of Accounts and 2017/2018 clerk books.

The balance in the Fire Dept. savings account remains understated in QuickBooks by \$10,208.23 until work can be done on it.

The Wisconsin Demographics Services Center reported that, as of January 1, 2018, the Town of McMillan population based on US Census data was 2,018 (an increase of 50 from the 2010 Census). See attached.

## **Treasurer and Financial Report for the Month of July 2018**

Donna Siltala presented the attached Financial Report as well as a summary of all Pioneer Bank deposits and disbursements for the month of July 2018 as attached. Siltala is exploring the option of a town credit card for online ordering.

Motion (Swenson/Steines) to approve the Financial Report ending July 31, 2018 as presented. Motion carried 4-0 by roll call vote.

## **Unfinished Business**

### **11. Checks to Approve**

Motion (Swenson/Steines) to approve check numbers 15762 to 15785 and two electronic fund transfers numbered 1759 & 1760. Motion carried 4-0 by roll call vote.

### **12. 2018 Budget Amendments**

Weichelt, Bauer, and Steiner volunteered to serve on a Budget Committee to review the 2018 Budget with Clerk Taylor on Tuesday, August 21, 2018 at 6:00 pm in the Clerk's office.

### **13. Picnic License for McMillan Fire Department Auxiliary**

Motion (Steines/Weichelt) to grant a Temporary Class "B"/"Class B" Retailer's License (Picnic license) and waive the \$10 fee for the McMillan Firefighters in conjunction with the 2018 Fall Festival on September 8, 2018. Motion carried 4-0 by roll call vote.

## **New Business**

### **14. US Census LUCA Address Update Program**

Taylor called the US Census and learned that this is a voluntary program, that only the initial application materials to participate in the program have been received by the US Census and that the due date for submitting our data is upon us. Opitz also called the US Census and learned that, while the deadline has passed, we have to submit two more forms.

### **15. Park Maintenance Contract**

Motion (Weichelt/Steines) to have Clark Landscaping provide weed control at a rate of \$75.00 per application. Motion carried 4-0 by roll call vote.

### **16. Jeffrey Nikolai CSM – No action taken**

### **17. Raising Private Building due to Public Health and Safety Concerns– No action taken**

Motion (Weichelt/Swenson) to adjourn at 8:18 p.m. Motion carried 4-0 by roll call vote.

Submitted by:

Mike Taylor, Town Clerk