

TOWN OF MCMILLAN
M403 ELM STREET MARSHFIELD, WI. 54449

**TOWN BOARD MEETING
September 11, 2017 7:00 P.M.**

The meeting was called to order at 7:00 p.m. by Chairperson Carolyn Opitz. The Pledge of Allegiance was recited.

ROLL CALL- Debbie Derfus, Dave Swenson, Carolyn Opitz, Gary Franz, Kevin Steines – Present

VISITORS – Bill Arneson recommended future bidding for any hard surface roads include striping as he believes there are currently two roads that are very dangerous. Clerk clarified the bid did include striping with the call for Elm Street; can't speak to Galvin. Bill further recommended the Board speak with contractors and specify time frames in future bids.

Dorothy Olson provided a written open records request for itemized Fall Fest expenses; profit and loss to the Clerk and Chair, stating the request submitted last year for the same information was not completely provided. Clerk clarified the information provided last year included reports generated from the Clerk and Treasurer computers where Fall Fest expense and revenue is not itemized. Dorothy explained the request was for detailed items, that she believes the Fire Department would have the detailed information and last year this was not provided. Carolyn explained the Fire Department probably didn't see the request.

George Derfus shared comments from residence who attended the community picnic that the park looks good and that Clark's is doing a good job mowing. He inquired of the time frame to start the roof of the Town Hall. Kevin stated there is a meeting scheduled on Wednesday of this week to discuss the project.

Larry Seehafer inquired of any plans for shouldering Elm Street. Dave explained Elm Street shouldering is delayed due to contractor schedules; however shoulder paving on Marsh & Sugarbush are planned for this week. Larry asked if no shoulder signs could be installed and Dave responded affirmatively.

Paul Mancl suggested including in the bids any shouldering. The bid for Elm Street did not include shoulder. Pat works on smaller shouldering projects, however the Elm Street shouldering is delayed due to scheduling.

Dave/Debbie move to address Old Business: Winterberry Ditch Fill In during Visitor portion of meeting. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Mr. LaMoine whose residence neighbors M228 Winterberry Circle explained he's experienced drainage problems since he moved into his property and with the neighbor's resent filling in of the ditch; it's not a matter of if but when the water will cause a problem and flow into his residence. Carolyn explained that two written complaints were received regarding this and the problem will be addressed. LaMoine asked if a time restriction to correct will be conveyed to the property owners. After discussion of the method in which the town would utilize to contact the property owner, who would do the work required to repair the situation and if the town does the work how to recover the cost as well as an expected response time frame; Dave/Kevin moved to send a certified letter to M228 Winterberry Circle requesting the removal of fill placed in the ditch/right-of-way; installation of the correct sized culvert with a response to the Town within 10 days of receipt of the letter. Discussion: Was a permit obtained by the property owner? Were visits made to the residence in question? Recovering costs should the town complete the work to rectify the situation. If this enforcement takes place on Winterberry Circle, would the same action be taken from the resident complaint on Galvin? Further discussion suggested citing the pertaining ordinance in letter. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

COMMENTS FROM AUDIENCE –

APPROVAL OF MINUTES: Town Board Meetings of August 14, 2017 – Correction adding the amendment of budget amounts to highway construction. Debbie/Dave moved to approve the minutes of the August 14, 2017 meeting with corrections. No discussion. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

REPORTS:

PLAN COMMISSION – DEB DAVIS – absent. Carolyn and Dave updated the Board on the actions from the Plan Commission meeting. Lang was approved; and Josh Miller attended discussing the Kulp project and an annual agreement of the Joint Plan Commission resolution.

FIRE DEPARTMENT – ROD BAUER – no report received; no representative of department in attendance.

LIBRARY – RUTH VOSS – Shared the events at the library for the month of September which is Dinosaur month and shared information for upcoming technology classes.

SUPERVISORS:

CAROLYN OPITZ – GARBAGE, ORDINANCES, NEWSLETTER – Nothing to report.

DAVID SWENSON – HIGHWAY – Dave reported on grass cutting and additional work needed for recent projects. The E McMillan project is still underway; also striping & shouldering is being scheduled with the contractors.

DEBRA DERFUS – BUILDINGS & GROUNDS, WEBSITE – No building and grounds or website updates. There were approximately 150 people who attended the picnic and it was a very nice community event. The cost came in under \$2,500; and with the money left over the committee will meet to see if the event should be continued. Debbie personally thanked the following for their participation & help: Dorothy Olson, Paul Mancl, Kevin Steines & his boys, Gary Franz, Judy Christianson, George Derfus, Larry Seehafer and Patti Rahn.

The light in the Clerk's office was mentioned, Gary and Debbie will take care of changing out the light switch in Clerk's office.

GARY FRANZ – NEWSLETTER – TOWH HALL MAINTENANCE – Gary reported the newsletter is out and extra copies are available in the clerk's office, and he & Kevin will be starting on the hall stuff.

KEVIN STEINES – TOWN HALL MAINTENANCE – Left message with contractors to start the repairs now that Fall Fest is done. Meetings shouldn't be affected. Colors need to be picked out for shingles. Will coordinate the contractors and get diggers hotline contacted.

Dave comment – gas line working down by him and the contractors are leaving a mess in the ditch. Extending gas line on south side of Elm Street; down Staadt. He also stopped and spoke with installers telling them the ditch needs to be cleaned up more than it is. Gas line being paid for by the contractor of the tennis court.

CLERK – APPROVAL OF CHECKS AND FINANCIAL REPORT – CLERK'S REPORT – Clerk presented the financial report and the check list within the Board packet. The checks submitted for approval include #15110 – 15144 and EFT 17-21, 22, & 23 in the amount of \$53,513.88.

Debbie/Dave accept the Clerk's Financial Report as presented. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Debbie/Kevin move to approve the Check List as submitted. No further discussion. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes Motion carried.

Clerk presented Marathon County Conservation, Planning & Zoning Department Notifications to include Applications for zoning permits for Tim Ablett, Lavern Hardinger and Rob Peck North Wind Renewable Energy.

There is a Zoning permit from Leffel for Plan Commission and Board review next month. There is no update on the addressing law suit, also no communication regarding addressing budget from county.

TREASURER – FINANCIAL REPORT – TREASURER REPORT - Steve read the Financial report included in the meeting packets. He asked the Board if he should do something different with Fire Department CD or let it automatically renew? The Board elected to auto renew the CD. Steve understands there is a paperwork issue with the CD's. The Clerk is working on cleaning things up with bank.

Debbie/Dave move to approve the Treasurer's Financial Report as presented. Discussion: Switching banks. Discussion of CD's renewing continued. Treasurer suggested letting it roll. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes Motion carried.

The Clerk mentioned a conversation with Clark's Landscape where Casey requested permission to mow an extra time this year in order to get the lawn in better shape. There are no issues with this request.

UNFINISHED BUSINESS:

Open/Review/Award Assessor Proposals –

Clerk presented the two sealed bids received to the Chair to open. Bids included Jim Kurtzweil – Assessment Services contract \$18,500 for a 3-year contract. Action Appraisers and Consultants –\$20,500 for 2018, 2019 maintenance only.

Debbie/Dave move to award Jim Kurtzweil Assessment Services 3-year contract in the amount of \$18,500. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Review and Amend 2017 Budget & Designations – The Board has made the designation of the Fire Department CD for SCBA, only thing left is the Highway CD designation. Dave suggested designating the CD for equipment. Debbie suggested a designation to the Staadt Bridge project. Debbie/Dave move to designate the Public Works CD in the amount of \$27,946.42 to the Staadt Bridget project. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Winterberry Ditch Fill In – Discussed Above

NEW BUSINESS –

Over-Weight Permit – Carolyn explained there the change in weight restrictions on St Joes and McMillan the town implemented followed suit with what the City of Marshfield has on the contiguous roadway. The State Patrol has received requests for extra patrol and has apparently issued over weight tickets. Due to the extra patrols, a permit process needs to be established. Clerk suggested utilizing the county's permit form and having on line access to the document on the town website. The permits will be signed either by the Chair or the Road Supervisor and issued with no fee.

Debbie/Dave moved to adapt the county's overweight application form/permit. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Set Date for Budget Workshop – Wednesday, September 20th at 4:30pm

Debbie moved to adjourn the meeting at 8:16 pm. Dave second. All in favor. Motion carried.

Respectfully submitted,
Patti Rahn, Clerk