

TOWN OF MCMILLAN
M403 ELM STREET MARSHFIELD, WI. 54449

**TOWN BOARD MEETING
December 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 – None

COMMENTS FROM AUDIENCE – Carolyn shared with those present, the Clerk & Treasurer have resigned due to personal reasons and prefer to leave the discussion at that; anything else will be addressed.

Bill Arneson inquired of the job postings. Bruce Wineman asked about the advertising and placements of those ads for the positions as well as the length of interim terms.

APPROVAL OF MINUTES: Town Board Meeting November 13, 2017 – Debbie/Dave move to approve the minutes of the November 13th meeting with corrections. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – all Ayes. Motion carried.

Town Board Special Meeting of November 15, 2017 – Debbie/Kevin move to approve the minutes of the November 15th special meeting as presented. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – all Ayes. Motion carried.

Town Board Special Meeting Closed Session of December 7, 2017* - Dave/Debbie move to approve the minutes of the December 7th special meeting and closed session as presented. Discussion: The interim term appointment of the Treasurer and length of appointment. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – all Ayes. Motion carried.

REPORTS:

PLAN COMMISSION – DEB DAVIS – In Deb's absence Carolyn reported the Plan Commission has not met for two months due to lack of agenda items.

FIRE DEPARTMENT – ROD BAUER – Rod shared the fire calls update since the last meeting with the Board. Discussed a joint grant application with Stratford Area Fire Department; vehicles; and training. Asked for guidance from the Board regarding repairs to Rescue 3. This vehicle is currently out of service and will be added to the next board agenda for more review.

LIBRARY – RUTH VOSS – Ruth shared upcoming events at the library and the community center.

Carolyn asked to move the Approve/Disapprove Fire Department Election of Officers – Debbie/Kevin motioned to move the agenda item to this point in the meeting. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Debbie/Dave move to approve the following Fire Department Election of Officers: Pat Weigel 1st Lt; Dom Gerretson 2nd Lt and Kim Kilty Assistant EMS Coordinator. Discussion: Current positions or newly created; EMS workload increase. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – all Ayes. Motion carried.

SUPERVISORS:

CAROLYN OPITZ – GARBAGE, ORDINANCES, NEWSLETTER – Carolyn stated she was asked some time back about prices for garbage changing with the city. Contact was made with the manager of Advance Disposal. When this was RFP'd by the city Thorp and Advanced bid. Thorp did not get the award. Price dropped due to carts which reduced the cost of personnel within the agreement.

DAVID SWENSON – HIGHWAY – Dave reported snow fence up, wings on plows, several snow events where salt has been spread this month. Bill Arneson requested on behalf of the town citizens living on Birch Street to be put on agenda to discuss paving of Birch St from Cty Rd T to Day Road.

DEBRA DERFUS – BUILDINGS & GROUNDS, WEBSITE – Gazebo decorated.

GARY FRANZ – NEWSLETTER – TOWH HALL MAINTENANCE – Nothing on newsletter. For the hall, he found new bulbs and replaced two of them at \$4.90 and have now gone up to \$5.90. Less than \$13 with fixes. Other bulbs were \$21.90. Bruce Wineman let Gary know of website where bulbs were less expensive.

KEVIN STEINES – TOWN HALL MAINTENANCE – Casey took care of sink hole, so should be good. About 3 yards of dirt, good for now and will revisit in spring along with concrete.

FURTHER HIGHWAY UPDATE – Dave advised he addressed two issues today while spending three hours on the phone discussing Winterberry and the filling in of the ditch there along with a complaint from a Cayman resident regarding spreading of liquid manure. The manure spreading was resolved. Dave was asking for direction from the Board regarding Winterberry as the land owner has made attempts to repair the situation since receiving the letter from the Town, but the adjacent property owners are not satisfied with the work. The Board will watch the situation and address in spring due to weather and ground conditions.

CLERK – APPROVAL OF CHECKS & FINANCIAL REPORT – Disbursements include Check 15255 through 15292 and Electronic Fund Transfers 1730, 1731 & 1732 for a total of \$53,620.15; it was explained that the check list includes some 3rd quarter payroll from the Fire Department along with Steve Katona’s final check. Further discussion included the invoice for Grays & Pietz for legal as well as the outstanding check list and follow up with Zabler and Alysha Bauer.

Debbie/Dave moved to approve the checks Check 15255 through 15292 and Electronic Fund Transfers 1730, 1731 & 1732. No discussion; Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

FINANCIAL REPORT – Clerk gave the financial report for November 30, 2017 and explained an adjusted Beginning Balance due to voided check 15133; this check was included in the balances of the reconciliation of October 31st in the uncleared checks. Receipts \$44,551.96, Disbursements \$105,181.70 for an ending cash balance as of November 30, 2017 of \$225,425.08.

CHECKING ACCOUNT BALANCE, BANK	\$170,711.14
LESS OUTSTANDING CHECKS	\$-18,621.41
PLUS OUTSTANDING DEPOSITS	
RECONCILED CHECKING ACCOUNT BALANCE	\$152,089.73
TAX SAVINGS ACCOUNT	\$29.49
PARK FUND SAVINGS ACCOUNT	\$7,887.15
VOLUNTEER FIREFIGHTERS FUND SAVINGS ACCOUNT	\$17,306.76
FIRE DEPT EQUIPMENT CD, 6 Month. 9/12/2017, 0.1500	\$20,165.53
PUBLIC WORKS CD, 3 Month, 11/18/2017, 0.1500	\$27,946.42
ENDING CASH BALANCE	\$225,425.08

Debbie/Dave moved to approve the Financial Report as presented. Discussion included the outstanding check list; transfers still need to be done prior to the end of year for the pavilion rentals and fall fest. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

CLERK’S REPORT – Marathon County CPZ Notifications included application for zoning permit for M510 Galvin Ave; application for sanitary permit for Richard & Jane Seifert, Notices of hearing from the City Planner for City of Marshfield, and certified copies of county ordinance for Leffel rezone.

UNFINISHED BUSINESS - City of Marshfield 2018 Ambulance Service Contract – Carolyn mentioned the ambulance contract to some of the other townships also having agreements with the City. It was the majority consensus the price

increase is not good, but nothing can be done. In the past there was a usage formula followed and this year is a flat 5% increase across the board with an anticipated increase of more than 5% next year. Debbie/Kevin approve ambulance service contract for 2018. Discussion: this amount of money is just for privilege of having them come out \$53,575 for one year; patients receiving care are also billed by the City of Marshfield after the call. Also discussed was the possibility of checking with other townships/agencies that offer ambulance services Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Designation of Town Posting Places – Resolution 2017-3 – Clerk contacted WTA for advise on the designation and was informed a resolution would be easier to find with any turnover in the office. Clerk wrote a resolution and read it. Carolyn talked with Bernie at Resource Recover. Gary spoke with a representative of the vet clinic. Dorothy Olson suggested building a structure similar to that used for snowmobile signs. Debbie/Dave move to approve Resolution 2017-3 and designate the town posting places as Resource Recovery, LLC dba This n That; Town Hall; and Belvedere. Discussion: Removal of Belvedere due to conflicts with postings and open hours and in 2017 why isn't the town utilizing the website as a designated posting place. The clerk explained the statutory requirement for three physical posting places beyond a website. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

NEW BUSINESS – Approve/Disapprove Renewal of Insurance Policy – Insurance policy numbers were shared as well as the premium increase for additional auto coverage in the Fire Department policy. Debbie/Kevin moved to renew the policy with Marshfield Insurance and include the additional endorsement. Discussion: payment of additional premium. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes.

Review of Employee Wages – Clerk shared the wage for highway, clerk, election, plan commission and constable; as well as the year of the last wage increases. Gary felt the majority all got pretty good raise last year, but the bosses didn't get any raise. Debbie/Gary move to leave wages as currently set. Discussion: Dave stated there may be a time when highway personnel needs insurance. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes.

Employee Christmas Gifts – Debbie/Dave moved to keep the employee Christmas Gifts as presented last year. No discussion. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes.

Election Inspectors Appointment – Clerk explained the terms for the appointments beginning January 2018 through December 2018. Two chief inspectors and five election inspectors. Debbie/Kevin move to appoint as presented. No discussion. Roll Call: Debbie, Carolyn, Gary, Kevin – All Ayes. Dave – Abstain.

Set Date for Caucus –Debbie/Kevin moved to set the date for caucus on January 8th, 2018 at 6:30pm. Discussion: Time of caucus last year. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Set Date for End of Year Board Meeting – Suggestion of December 21st or 27th – Debbie/Dave move to set EOY board meeting for December 21st 2017 at 7pm. No discussion. Roll Call: Debbie, Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Policy & Procedure for Township Grant Application(s) – Carolyn questioned the requirement of a grant application coming before the board; asking if there are no taxpayer dollars involved, no matching funds expended and the money is in and out? Carolyn suggested a list of grants and those other than the known applications come before the board. It was explained that the advice from the WTA is that all grants in the name of the Town must have Board approval. Debbie suggested the Fire Department bring a list of grants to the Board in January or February for review. Rob Bauer stated there are two grants in process at this time.

Approve/Disapprove Appointment of Interim Clerk – Gary suggested postponing the decision of this item for a month and appoint a deputy clerk to give the Board time to schedule a closed session and address any issues as a whole. Kevin asked if the Clerk would be available for the end of year meeting. Debbie offered to take the position of interim clerk and explained that someone cannot be a Board Member and take other roles such as Clerk, Deputy Clerk and/or Treasurer unless they resign from the Board. Gary/Kevin moved to put decision on hold, pending the current Clerk changing her mind on her resignation. Discussion: The Township must have a Clerk. Possible candidates for fill in replacements. Speaking with Marathon County regarding candidates. Roll Call: Debbie, Dave, Carolyn, Kevin – All Nay. Gary Aye. Motion did not carry.

Debbie explained for anyone who doesn't know what is going on, the Clerk resigned and she has volunteered to step down as Supervisor to take interim clerk position. Dave/Carolyn move to approve appointment of Debbie Derfus as interim clerk. No discussion. Roll Call: Debbie, abstain. Dave, Carolyn, Gary, Kevin - Aye. Motion carried.

Approve/Disapprove Appointment of Town Board Supervisor Vacancy* - Debbie talked to Joe Burger who offered to accept the position to fill out her term of office. Gary talked to Russ Weichelt and asked to attend meeting if interested, not

here. Kevin asked if anyone in audience might be interested with no response. Dave/Carolyn move to appoint Joe Burger as Town Supervisor for the remainder of Debbie Derfus' term. Discussion: Interim is not a definite period of time. Debbie could be nominated at caucus for an open seat on the Board. Roll Call: Dave, Carolyn, Gary, Kevin – All Ayes. Motion carried.

Gary moved to adjourn the meeting at 9:05. Discussion: George Derfus asked for clarification on the clerk position; Dorothy Olson asked when the Board approved the levy; Kevin and Debbie thanked Patti for her work as the Clerk and Gary wished her luck. Kevin second. All in favor. Motion carried.

Respectfully submitted,
Patti Rahn, Clerk