

**MCMILLAN TOWN BOARD MEETING MINUTES**  
113904 Elm Tree Road, Marshfield, WI 54449  
**April 11, 2022 7:00PM**

1. Meeting called to order at 7:00pm. Pledge of Allegiance was recited.
2. Roll Call – Steines, Forst, Seyfert, Bauer – present; Spring absent.
3. Visitors/Public Comment – Moved back to beginning of the meeting; comments move to podium, keep whispers down to a minimum.  
G Derfus – Opitz and Cokl missing any campaign signs. None missing Derfus missing four. Invoices have been a problem with Fire Dept – Bauer at times yes. Clerk getting bills afternoon on Friday was an issue.  
Where stand on water softener for Fire Dept? Not installed, hasn't been talked about or approved. Discussed purchasing due to spots on vehicles, what happens when rains?  
Open records requests – Oertel had one, G Derfus had one, D Derfus had three and have not gotten sufficient response. Bauer will check with Clerk and go over.  
One of the problems is arrogance of fire department, should improve on perception.  
Attorney bills for this month? Bauer yes. Open records and election. Response came from lawyer for location fee of request. Bauer location fee for at least one of the phones, would not have been there if the board would have approved phones for the board members.  
Fire call to Rangeline, McMillan was called on that call? Bauer yes. Why was the truck going south on 97? Took Galvin to Cty Rd C for firmer roads. After the fire the McMillan Firefighters were at SAFD to help with clean up. Weigel punch out? Bauer if he doesn't punch out he takes it off his timecard.  
No chairman report? Bauer no. Why not? Bauer chimes in enough so a 5 – 10 minute speech is not necessary.  
Thank Nicole Forst & Kevin Steines for their service. Done a great job.  
Why cops here? R Derfus because of you. Bauer because of conduct at meeting last month. As town chair he has option to have law enforcement, he is enforcing the right. Seyfert comments at very end of meeting that were not appropriate. Asked for clarification, Seyfert will not repeat.  
Forst – is town paying for law enforcement? No.  
  
Jeff Veers – bring to boards attention, not here to throw anyone under the bus. Called and did not get a response. Emailed the clerk, let know intention never received a response. Clerk – that is incorrect. Check spam.  
  
John Cokl – newsletter revenue and expenses were different. Are those numbers suppose to be the same and if not, where is the remaining funds and why is it not visible. In his work his revenue and expenditures balance. Newsletter states internet and website expenses seemed high.  
  
Dennis Frank – When is the patrolman going to begin grading roads? Seyfert the frost is not out and that's what is keeping the grader from going out. Bauer trying to save surface by waiting for frost.  
  
Terry Bohman – Asking if Winterberry Circle is on the agenda and if it's going to be hard surface. Seyfert not hard surface right away, will get work as soon as possible to be completed in spring.
4. Approval of Town Board Meeting Minutes – March 14, 2022 – Motion Steines/Seyfert to approve as presented. Carried by voice vote.
5. Reports

Plan Commission – Dorothy Olson – Last meeting began discussion on creating a checklist for future land division. Going through ordinances and will present recommendations to board after completion. If any would like to annex out of township, the town can do nothing about it as it's a property owner decision. Residents appeared at meeting, asking about processes for uses and division.

Swenson – two petitions for annexation agenda for Joint Plan Commission

Garbage & Recycling – Bob Spring – Tire recycle Saturday, April 30<sup>th</sup> at Pankratz Trucking on Hwy 10 south west of Marshfield.

Library – Nicole Forst – Reviewing policies and procedures over next several months. No more information on contract.

Buildings & Grounds – Kevin Steines – Pavilion heat seems to be running well. Suggest looking at rental agreement to open possible to more than residents only to recoup some of the heating costs. Bauer - Any ideas with cable? Steines – suggested having Clark bury again and leave note in the utility room.

Highway – Tom Seyfert – Dan Betka from DNR reviewed the area between Mann and Marsh Road west of County Road E. Working on a program for addressing the water table increases. Suspect more information from DNR to present in future. Water in ditches, coming through back yards, street signs and a couple culvert permits. R Derfus – how soon will weight limits go on? Seyfert the weight limits are on.

## **UNFINISHED BUSINESS**

6. Fire Department Report – Adam Knapp read the fire report.
7. Treasurer Financial Report – Accounts reconciled. Transfers made for the park fund and fall fest revenue were made in January. Highway allocation was overstated by those amounts. Motion Steines/Forst as presented. Carried by voice vote.
8. Clerk Report
  1. Notifications & Correspondence – Marathon County CPZ issued a sanitary permit on Dragonfly Rd and a zoning permit for property on State Hwy 97 and Birch Tree Rd, and a shoreline alteration permit for Birch Tree Rd. Correspondence includes a survey from Wood County Highway Department and fiber optic registration form from Bug Tussel Wireless. Open Book is scheduled for this week, April 13<sup>th</sup> from 5-7pm. Board of Review is scheduled for May 4, 2022 from 6-8pm
  2. Checks to Approve – Checks 18846 - 18874 including EFTs 2022-16 – 2022-19 in the amount of \$37,896.07. Additionally request to run the Board quarterly payroll with the bi-weekly payroll scheduled to run this week. Motion Steines/Seyfert to approve as presented with the addition of running board payroll with bi weekly payroll. Discussion how much paid to Dempsey \$1,315.50. Renta Flash. Festival Foods. Farmway. Carried by voice vote.
9. Fire Department List of Grants for Board Approval – Same list as last month received packet of more information. DNR, AFG are cost share. All remaining is money to the fire department. Department has not determined what the applications would be specifically for. Steines asked if the date on the information is carried over from 2021 to 2022. Forst asked for more specific

information which has not been given. No answer to what is being applied for. Knapp stated the department has not specifically designated purchases for the list of grant applications. Lorrie Bauer, Assistant Chief looks into grants and she's working this evening and not able to be here. Steines found some from the list where the department would not be eligible.

G Derfus – what are these grants going to cost the town? Knapp don't have an amount. Asking for permission to look at these programs. Seyfert suggested paging through the list to see if the department is eligible and bring more information back to board.

Motion Steines/Seyfert go ahead with the list of grants as exploratory. Discussion: not applying for at this time, reviewing list and bringing back to board for approval prior to application being submitted to funding source. Bring to board prior to submission for explanation in order to avoid any misinterpretation. Possibly have the Assistant Chief who is writing the grants get the application to the Clerk to email to the Board members for review. Bauer concerned with the timeframe of the applications and getting the applications to the Board before submission. Carolyn Opitz first of all you have a motion on the floor with a second. All it is for is to look at grants. If there isn't a protocol for applying for grants write one up. Carried by voice vote.

## **NEW BUSINESS**

10. Agenda Timing – Bauer explained that this is not to do with Clerk. Personally, do not like the fact the agendas are put in front of board 5 minutes before the meeting. Bauer some of the information in the packet is more in depth than the amount of time allowed to look over. Unsure how to handle the checks, maybe submit what's available on a Friday. Forst what about getting information other than the checklist. Steines looking at items in specific. Bauer broad the entire packet of information. Allow for more time would allow for more research.

Gary Franz – few years ago use to have hard copies in the office by Friday afternoon. Perhaps go back to that.

Seyfert – can Clerk do that by Friday, does the board put that on the Clerk with a Friday deadline. Getting info to Clerk is the biggest issue.

Steines in a perfect world it would be nice to do this by Friday morning. Bauer - Agenda typically set on Thursday afternoon. Fire Department can email the board with the information if they like. It hasn't been an issue in the recent past with the FD sending the Board emails with complaints.

Lorrie Bauer took the better part of Saturday and half a ream of paper to put grant information together for the board.

Seyfert misunderstanding he thought these were applications. What Spring said was spot on with responsibility and knowledge of board commitment.

Katona – can work on the financial report early in the month with access to the computer.

Seyfert – would like to see checks which aren't run before the meeting.

Bauer – if Plan Commission information is relevant prefers to have info go through Clerk.

Motion to table Steines/Forst to next month. Carried by voice vote.

11. Part time Highway Hires/Employees – Seyfert brought up last month, wanted to discuss for clarification on the process and the pay rate. Forst asked if there is an ordinance on hiring and if there is, should be followed. Opitz stated there is an ordinance. Bauer the other question is utilizing the FD for some of those tasks. Steines suggested contacting WTA. Motion Forst/Steines to table til next month.

12. Call for Road Material & Crack filling Bids – Seyfert read the draft of the road bid drawn up. Motion Steines/Forst to approve the bid. Discussion: Does this mean that a resident may also call the awarded contractor for material delivered to their residence? Swenson this was done in the past however the bid must also state this in the bid. D Frank was able to get materials last year from Red Rock for the price bid to the township. Olson last year when Laddick bid, they did not receive the bid however they did include in their bidding process delivering to residents for

the same price as bid. Steines received a bid last year for crushed recycled which was never put out for bid. Carried by voice vote.

13. Winterberry Circle Road Repairs – Seyfert explained this is the area from last year's list. Will have Road Patrolman dig up with a max of 170' plan is to dig out the soft if the length goes past the estimate. Dig out, get gravel on and then it will sit. Depending on the area, the black top may have to be bid. Bohman suggested a sign erected even before any work begins due to the hazard. This will be phased with this portion going back to gravel. This will be one of Patrolman's project for this year.
14. Mann Street – LRIP State Municipal Project Agreement – Applied for an 80/20 split. Award was put into a 50/50 TRID. Seyfert suggesting to change course and look into other option for repairing the roadway. Also mentioned the email from Griesbach detailing due to the traffic count, the roadway must be widened to 12' rather than 11'. Forst suggested the BIL grant. Clerk explained that is for Carbon Reduction projects. Olson when is the end of the contract. Seyfert explained the end date is June 2027.  
Bornbach – City Bid hot mix contract – pulverizing is a 1.09 sq yd 89-90 a ton for hot mix. Seyfert needs to make a phone call to the state or county highway commissioner as to a response timeframe. Opitz do you know for sure you can change the plan for the repair and stay within the grant award. Seyfert going to get pricing and look into this further. No action, Seyfert will follow up and gather more information. Bauer suggested also contacting the City of Marshfield to see what the long term plan may be there.
15. Release of Holding Tank Agreement Pin #056.2603.313.0961 – Bauer explained basically this is a piece of property Kwik Trip is looking to acquire on McMillan. Clerk explained that Marathon County CPZ has stated there is no POWTS attached to this pin. Bauer called out section five of the original agreement. Motion Steines/Seyfert to release the holding tank agreement. Carried by voice vote.
16. ARPA Grant Declaration – Clerk explained the declaration of loss revenue. Motion Steines/Forst to declare lost revenue to be the default designation according to the final rule.

Steines thanked for the opportunity to serve. Forst thanked for opportunity. Seyfert and Bauer thanked both.

ADJOURN – Motion Steines/Forst to adjourn 8:54pm.