

TOWN OF MCMILLAN SPECIAL MEETING MINUTES
McMillan Town Hall
113904 Elm Tree Road, Marshfield, WI 54449
April 23, 2022 9:00 AM

1. The meeting was called to order at 9:06 a.m. by Chairperson Rodney Bauer
The Pledge of Allegiance was recited.
2. Chair Bauer requested a motion to appoint John Cokl as note taker for the meeting. Motion (Seyfert/Opitz).
Motion carried 4-0 by roll call vote. One abstention (Cokl)
3. **Roll Call:** John Cokl; Carolyn Opitz; Tom Seyfert; Bob Spring; Rod Bauer
4. Chair Bauer submitted the resignation of Patti Rahn to the note taker for the file and noted all Town Supervisors were provided a copy.
5. Chair Bauer submitted the resignation of Steve Katona to the note taker for the file and noted all Town Supervisors were provided a copy.
6. **MOTION** – to discuss and possible vote on qualified individuals and length of time to fill vacant Town Clerk position. (Seyfert/Cokl)
DISCUSSION – it was noted that there is no such thing as an “interim clerk” which is why the Board desires to put a time limit. Since April 16, 2022 the clerk phones have not been answered, the emails have not been answered. Payroll is due Thursday, April 28, 2022. Does the county have a list of clerks that could help us? Rod will contact the County Clerk on Monday. Someone with experience approach Opitz regarding the position.
MOTION TO AMEND – to interview potential Clerk candidates, to serve for a period of four months, on Wednesday, April 27, 2022 at 6pm. Ideal candidates should:
 - a. Have prior Clerk experience and have understanding of requirements in Wis Stats §60.33
 - b. Be willing to work part-time; 32 hours per week at a rate of \$21.63 per hour
 - c. Be willing to work 50% of the time per week in the office with at least one day until 5:30pm
 - d. Be willing to answer the phone; and respond to phone and email messages
 - e. Be responsible for Town pavilion rentals, the building and grounds Supervisor will act as back-up
 - f. Be capable of miscellaneous duties as listed in the Town of Sun Prairie Clerk job description. (attached to these minutes)
 - g. Town residency is not required.(Seyfert/Opitz). Motion carried by roll call vote, 5-0.
7. **MOTION** – to discuss and possible vote on qualified individuals and length of time to fill vacant Town Treasurer position. (Cokl/Seyfert)
MOTION TO AMEND – to interview potential Treasurer candidates, to serve for a period of two months, on Wednesday, April 27, 2022 at 6pm. This position would be required to visit the Town Office weekly to complete necessary duties. Salary would be the same as prior Treasurer. (Cokl/Seyfert). Motion carried by roll call vote, 5-0.
8. **MOTION** – to table resolution for bank accounts. (Seyfert/Cokl). Motion carried by roll call vote, 5-0.
9. **MOTION** – to adjourn. (Seyfert/Spring). Motion carried by unanimous voice vote.

Adjourn: 10:41 a.m.

Respectfully Submitted by:

John Cokl, Town Clerk Pro Tempore

Town Clerk Duties and Responsibilities S.S. 60.33

TITLE: Town Clerk

JOB SUMMARY: Self-directed, appointed position.

Performs as clerk for Town Meetings;

Administers all elections within the Town;

Maintains all Official records and proceeding of the Board; Maintains financial records of Town;

Prepares annual financial reports;

Assessment and tax roll work, reference;

Files reports with County and State agencies;

Issues Operator Licenses and other permits;

Performs related work as required by Wisconsin Statutes.

The position is 32 or 40 hours per week, with regular office hours at the Town Hall.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

A. Election Administration S.S. 60.33(4)

(Perform duties as required by chapter 1 thru 11 of State Statutes relating to elections)

1. Achieve Wisvote Certification to Administer all phases of all elections, including training elections officials, staffing polling placing, mailing military and absentee ballots requests, interpreting election laws and canvassing results, deliver ballots to school district offices, and county clerk office.
2. Maintain Wisvote voter registration files in accordance with State law, conduct voter registration, and purge files as required by statutes. Develop poll list and print for use at elections.
3. Prior to local election make packet of filing papers for candidates, receive and check nomination papers, draw for placement on ballot, enter candidate's in Wisvote, post and publish election notices, notify winners, prepare and administer oaths.

B. Administers Board Business S.S. 60.33(1), 60.33(2)

1. Prepares, posts/publishes Town Board Meeting agendas, prepares meeting information packet for Town Board members for semi-monthly Board meetings. Mail notice to people on the agenda.
2. Attend and record (in writing) minutes of semi-monthly Board meetings.
3. Organizes Town Board business, recording official records and administering adopted policies.
4. Attesting the action of the Chairperson, Town Board and recording and reviewing legal documents for accuracy.
5. Post and publish Town and Annual meeting notices, serve as clerk for Town meetings, post resolutions adopted at town meetings.
- * 6. Research topics of interest for Board members, at their request.

- * 7. Compose letters and other documents for Board members at their request.
- C. Maintain Town Financial Records S.S. 60.33(3)
 - 1. Maintain a record of Town revenues and expenditures on Town computerized bookkeeping system using Wisconsin Department of Revenue chart of accounts.
 - 2. Such records shall contain complete record of the finances of the Town, showing the receipts, with the date, amount, source and purpose of each receipt; the disbursements, with the date, amount, object and purpose of each disbursement, reconcile monthly bank statements with Town records.
 - 3. Make monthly disbursements (run checks) as approved by the Town Board, prepare year-to-date budget report for Town Board, prepare year-to-date budget report of highway expenditures for Highway Patrolman.
 - * 4. Work with Treasurer, determine amount of money to be invested in CD or other investments, determine cash flow needs.
 - * 5. Prepare resolution regarding fund transfers when necessary.
 - 6. Prepare Annual Financial Report of the Town of Sun Prairie, distribute to residents at April election, bulk mail remainder. Prepare Financial Report Form (Form CT) for Wis. Dept. of Revenue.
 - 7. Supply information for annual Town Board audit of Town financial books

D. Town Budget Preparation S.S.60.40 S.S. 65.90

- 1. Review budget preparation process with Board, provide 6-9 months of current year for budget purpose, provide anticipated revenues and expenditures for new budget, set up schedule of budget meetings with board, compile payroll information for Board, review budget with board, make change as dictated by Board.
- 2. Publish and post Budget Summary and meeting notices for Town Elector Meeting, Budget Hearing and Town Board meeting, have budget sheets available for public.

E. Assessment and Tax Roll Administration S.S. 70.50,70.65, 70.73, 88.42, 985

- * 1. Organizes information for assessor, building permits, changes in zoning, land divisions and any other property changes; verification and additions to personal property roll.
- 2. Review assessment roll for errors, correct and bring to assessors' attention.
- 3. Schedule Open Book and Board of Review, publish legal notices of Open Book and Board of Review; set appointments. Notify people who have requested to meet with assessor.
- 4. Serve as clerk of Board of Review, administering oaths, taking notes, recording, voting and issuing final determination.
- 5. Verify the assessor has delivered Assessment roll to County Land Regulations and Records Office, filed Statement of Taxes with WI Dept of Revenue.
- * 6. Following adoption of Town Levy and Town Budget, Clerk & Treasurer receive and calculate mil rates, state aids and tax credits for all taxing jurisdictions (3 school districts, MATC, County, State and Local). Calculate state aids and tax credits. Deliver calculations to County Land Regulations and Records Office.

7. Following printing of tax bills, complete Statement of Taxes for WI Dept of Revenue. Prepare letter for insertion with tax bills.

F. Records Management S.S. 60.33(7)

1. Update and correct assessment rolls pursuant to state law and action by the Board of Review, provide information to public regarding assessment values and tax rates. Work with title clearing companies and lending initiations regarding special assessments, values and legal descriptions.

2. Maintains Town Board Minute Board, Resolution Book and Ordinance Book.

* 3. Record building permits issued, record zoning changes.

* 4. Maintain payroll records, vacation, holiday and sick leave record, make social security, federal and state withholding payments to appropriate agencies, quarterly file necessary returns and WI wage report. Prepare W2 forms, 1099, and all other tax reports.

* 5. Prepare information for Insurance Co. audit, meet with auditor. Request and file Certificate of Insurance from all people contracted by the Town.

* 6. Establish and maintain data base inventory of all town equipment and material.

G. Licensing S.S.60.33(8)

1. Review state law changes regarding liquor and beer licensing. Prepare and mail out packet of information regarding liquor, beer, cigarette, and bartenders licenses to all license holders. Receives, witness and review applications for licenses pursuant to municipal ordinances and State Statutes, issues licenses in accordance with these regulations.

2. Publish notice of liquor license public hearing, type licenses approved by Board, mail licenses (must be in establishments by July 1), file licensing information with the State Department of Revenue.

H. Highway Related Responsibilities

* 1. Prepare bids forms and request bids (e.g. salt, contracted highway work), develop contract.

2. Maintain and correct highway miles certification list for State Dept. Transportation, complete surveys as necessary.

* 3. Collect and prepare information for County Aid, file with County. File final expenses with county to collect aid.

* 4. Work with county to establish Town Highway Survey program on Town computer to maintain highway condition, completed work, anticipated work and projected costs.

5. Perform duties specified in chapter 78 thru 90 State Statutes relating to highways, bridges and drains.

I. Miscellaneous

1. Complete numerous fiscal surveys and forms for the federal, state and other agencies.

* 2. Respond to inquiries from the general public, work with people to facilitate requesting zoning change, land divisions, provide copies of assessments/tax bills

3. Maintain map of school district boundaries.

- * 4. Draft resolutions and ordinances as necessary.
- * 5. Perform such duties as requested by Town Board.
- * 6. Listen to complaints from townspeople as they arise and assist in resolving them or refer to proper channels
- * 7. Sort mail, date, and check correspondence directed to Town call chairman and advise of matters requiring attention, take care of correspondence directed to Clerk and Treasurer.
- * 8. Type correspondence and reports as needed, file correspondence and board meeting materials. Provide verbal or paper copies of open records information to people/agencies as requested.
- * 9. Develop town newsletter, have printed and mailed on quarterly basis.
- * 10. File and maintain clerk office records.
- 11. Attend workshops, seminars and conventions pertaining to Town Governments, Clerk responsibilities and Municipalities.
- 12. Investigate other means of financing available to Municipality
- 13. Prepare and mail invoices to those purchasing services or equipment from Town.
- 14. Publish weed notice.
- 15. Furnish complete summary of the Town indebtedness to the County and State.
- 16. Complete duties as added by the Town Board, State or other agency as directed by the Town Board, (e.g. census, landfill closing, ordinance revision, etc.).
- 17. Maintain resident list, dog license listing.
- 18. File recycling reports due state.



McMillan Clerk

1 message

Patti Rahn <prjammer@gmail.com>
To: rod.bauer2021@gmail.com

Sat, Apr 16, 2022 at 3:11 PM

Since 2011, the Township of McMillan has employed approximately thirteen appointed Clerks. I held this position from January 2016 to December 2017 when I resigned stating personal reasons. In June of 2019, I worked as a Deputy Clerk under the then Clerk. I was appointed as Treasurer following that resignation also in June 2019. In August of 2019, after the resignation of the Clerk, I was appointed to the position on August 19th. I have since held the position of appointed Town Clerk. For clarification, I have held this position for 4 years, and 8 months.

The work of a municipal clerk is at times challenging and rewarding. One of the biggest challenges is working in a position where annual elections change those with whom one works. Changes in elected officials can bring either smooth or tumultuous transitions. Since the Spring Election of 2021 and most recently during the campaigning process and following the Spring Election of 2022, transition and working conditions have been turbulent and stressful to the point of causing physical illness and impairment.

The disregard for equal employee treatment not only creates a disproportionate imbalance, it creates what the Chair has accused me of in the past without my actions whatsoever. Time and time again, the Chair has infused himself into Fire Department issues where the Chief knew nothing of the certain situation brought to the Clerk by the Chair. Time and time again, subordinates of the Fire Chief have contacted the current sitting Board Members and/or campaigning or newly elected members and attempted to take action against me and the Chair shared NO information until specifically questioned by me after the fact, at which time the response was simply affirming the question without explanation. Time and time again, he has "shared the blame" with me due to his lack of follow-up. Further, the Chair stated as a response to a public comment question that the Clerk "never asked" to use the restroom facilities when the water was out in the office/garage building furthers the fact of inequity toward employees. In reality, the Chair is correct, I did not ask to utilize the Fire Department restroom facilities. What I did ask was "What do I do if I need the restroom?" The response was that I could take a 5-gallon bucket of water from the Fire Department to flush the toilet in the garage.

Several more situations could be cited, the most recent however is truly telling of what has occurred and what is to come. During the last town board meeting, a motion was made to allow exploration of grant opportunities for the fire department. After that board meeting I received a phone call, shortly after an email requesting more information and a letter of tax-exempt status "in order to complete the application", and following that, during Open Book with the Town Assessor, another request was made to add an alert to the website and further discussion of the need for information to apply for the grant. When I explained I could not attempt to grant either of the requests because there is no WiFi in the Town Hall, disparaging remarks were made only to elicit a response.

On several occasions, I have attempted to resolve issues by contacting the Town Board of Supervisors via email and verbally. The majority of attempts made have gone unacknowledged and unanswered. What has taken place are orchestrated attacks on my character, integrity, and performance; only exacerbating the unhealthy working conditions.

With this, I am formally resigning the position of Appointed Town Clerk of the Town of McMillan; effective immediately.

Patti Rahn



Sender notified by

MCMILLAN TREASURER

<treasurer@townofmcmillan.com>

To: rod.bauer2021@gmail.com

Cc: bmspring89@gmail.com, seyfer122@gmail.com, nicoleforsttownboard@gmail.com, kev.steines@gmail.com

Sat, Apr 16, 2022 at 3:15 PM

I am resigning my position of Treasurer effective immediately.

Steve Katona

Treasurer, Town of McMillan

113904 Elm Tree Road

Marshfield, WI 54449

1-715-650-3198