

**TOWN OF MCMILLAN**  
**McMillan Town Hall**  
**113904 Elm Tree Road, Marshfield, WI 54449**  
**September 9, 2024 7:00 PM**

1. The meeting was called to order at 7:00 p.m. by Deb Derfus. The Pledge of Allegiance was recited.
2. **Roll Call:** Present: Rod Bauer, Nicole Forst, Dave Swenson, Carolyn Opitz, Deb Derfus.
3. **PUBLIC COMMENT** – none
4. **Approval of Town Board meeting minutes from August 12, 2024 – MOTION** to approve the minutes as presented. Forst/Swenson; all ayes.
5. **Approval of Town Board meeting minutes from August 21, 2024 – MOTION** to approve the minutes as presented. Forst/Bauer; all ayes.
6. **Approval of Town Board meeting minutes from August 26, 2024 – MOTION** to approve the minutes as presented. Swenson/Forst; all ayes.
7. **Approval of Town Board meeting minutes from August 29, 2024 – MOTION** to approve the minutes as presented. Forst/Swenson; all ayes
8. **REPORTS**
  - a. Plan Commission – approved the Peskie CSM and suggested any new driveway consider distance from the bridge.
  - b. Highway – Mann Street is currently being worked on. Received a complaint regarding Kraus Street. Town of Day stated they'd grade our section since we are without a highway person currently.
  - c. Website/Library – nothing to report for the library.
  - d. Buildings and Grounds – Benches have been put back and the bridge was stained. There was a complaint about the pavilion air conditioning so Stini was called and serviced the AC and furnace for winter. Three weddings have been held at the pavilion this year!
  - e. Garbage – Swenson addressed a few garbage and recycling complaints.
  - f. Policies and Procedures – nothing to report.
  - g. Newsletter – received lots of comments that the newsletter was nice.
  - h. Ordinances – nothing to report
  - i. Fire Department
    - i. 0 fire calls; 6 EMS calls; 2 false alarm; 1 automatic aid
    - ii. Cutters and spreaders are now in service on Engine 10
    - iii. Fall Fest was another successful year and the Fire Department would like to thank Bruce Seehafer for allowing fireworks in his field.
    - iv. Two estimates for the shed roof. Big Dog Roofing (\$3,750) and Altmann Builders (\$3,150).
9. **CLERK REPORT**
  - a. Received a letter from the IRS informing us that the Town failed to file their IRS Form 941 for the period ended September 2021.
  - b. Clerk reported working on the ARIP grant and successful closing of August election.
  - c. Received one open records requests and fulfilled one open records requests.
  - d. Received a complaint from a resident on Hitimar regarding their constantly wet ditch.
  - e. Discussed bank fraud offerings available from Associated Bank. There have been no attempts of fraud on any of our accounts. It was decided that we would turn on notifications for all outgoing transactions and then report back after a month or two.
  - f. Marathon County issued three zoning permits: two on County Road E; Staadt Ave
  - g. Marathon County issued three sanitary permits: County Road E

- h. **MOTION** – approve checks 20242-20292 plus electronic transfer 240801-240810; Forst/Opitz; all ayes.
- i. Year to date budget to actual through September 9, 2024 was presented.

**10. TREASURER REPORT**

- a. August 2024 Bank reconciliation was presented.
- b. **MOTION** – to move \$50,000 from main checking to the tax savings account. Swenson/Opitz; all ayes.
- c. **MOTION** – to move \$800 from the main checking to the park fund for June/July/August rentals plus 1 deposit donation. Swenson/Opitz; all ayes.

**11. Peskie CSM – MOTION** – to approve CSM as presented. Forst/Opitz; all ayes.

**12. Appoint Plan Commission member – MOTION** – to appoint Ken Clark to the Plan Commission. Forst/Opitz; all ayes.

**13. Closed Session Regarding Personnel Matters pursuant to WI Stats §19.85(1)(c) to consider McMillan town employee performance evaluation and to consider hiring McMillan town employee and compensation.** – entered into closed session at 7:44pm.

**14. Reconvene into open session and possible action on topics discussed in closed session** – reconvene into open session at 9:14pm. The Board went through the employee reviews for Rod Bauer, John Cokl, and Donna Siltala. Deb Derfus will give Mike, potential highway worker, a tour of our facilities this week.

**Budget workshop was rescheduled to Saturday, September 28 at 10am.**

**MOTION** – to adjourn the meeting; Opitz/Bauer; all ayes

**ADJOURN:** 9:15 p.m.

Respectfully Submitted by: John Cokl, Town Clerk