

**TOWN OF MCMILLAN**  
**McMillan Town Hall**  
**113904 Elm Tree Road, Marshfield, WI 54449**  
**December 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** – George Derfus thanked Kurt Bornbach, Kevin Steines, and Ken Clark for getting the McMillan trucks DOT inspected.
4. **Approval of Town Board meeting minutes from November 11, 2024 – MOTION** to approve the minutes as presented. Forst/Swenson; all ayes.
5. **Approval of Town Board meeting minutes from November 17, 2024 – MOTION** to approve the minutes with the following amendment: Rod was present at the meeting. Swenson/Opitz; all ayes
6. **REPORTS**
  - a. Plan Commission – **MOTION** – to move #10 to present; Forst/Opitz; all ayes. Deb and Dorothy stated that some of the numbers were incorrect. **MOTION** – to send Bluhm CSM back to plan commission; Forst/Opitz; all ayes, Bauer abstained.
  - b. Highway – Derfus talked to our insurance company. The insurance agent confirmed that if town employees want to donate time, they can do that but they should be “on the clock” when doing work for the town. If after they punch out, they would like to donate their time, they may indicate that on their timesheet. Took the International and Freightliner trucks down to Rigs & Wrenches for repairs. Mann is complete and the engineer has checked the road and certified that it is up to specifications.
  - c. Website/Library – Nothing to report
  - d. Buildings and Grounds – There was a broken toilet in the pavilion but it has since been repaired. There are many rentals throughout December and January. Forst presented a quote from Merit Electric to replace soffit lights and install 3 ceiling fans. **MOTION** – to approve Merit quote; Forst/Swenson; all ayes.
  - e. Garbage – Waste Management will put a hood on their trucks to prevent recycling flying out.
  - f. Policies and Procedures – nothing to report.
  - g. Newsletter – nothing to report.
  - h. Ordinances – nothing to report
  - i. Fire Department
    - i. 0 fire calls; 5 EMS calls; 1 motor vehicle accident; 2 false alarms
    - ii. **MOTION** – to approve purchase of 2 radios and 2 pagers in the amount of \$4,083 using the DNR grant and coming out of the 2025 budget; Opitz/Forst; all ayes.
7. **CLERK REPORT**
  - a. Received a voluntary invoice for WTA town advocacy council for \$261.13 for six months.
  - b. Received three open records requests and responded to three open records requests.
  - c. Marathon County issued one sanitary permits: County Road E
  - d. **MOTION** – approve checks 20391-20428 excluding 20421, plus electronic transfer 241101-241110; Forst/Opitz; all ayes.
  - e. Year to date budget to actual through December 9, 2024 was presented. **MOTION** – to add \$17,544.02 to budgeted expense line item 51910 and corresponding budgeted revenue line item; Bauer/Opitz; all ayes.
8. **TREASURER REPORT**
  - a. November 2024 Bank reconciliation was presented.
  - b. No action

9. **MOTION** – to approve the 2025 Marshfield Insurance renewal; Forst/Opitz; all ayes
10. **Bluhm CSM** – completed in 6a
11. **Set 2025 Caucus date – MOTION** – to set caucus date: January 13, 2025 at 6:30pm, Forst/Bauer; all ayes.
12. **Set date for year-end meeting – MOTION** – to set year-end meeting to be December 30, 2024 at 2:00pm. Forst/Swenson; all ayes.
13. **Employee Christmas gift – MOTION** – to gift the following amounts (net pay) to the following employees:
  - a. John Cokl = \$150
  - b. Donna Siltala = \$150
  - c. Cody Shanks = \$75
  - d. Kurt Bornbach = \$75
  - e. Rod Bauer = \$75
  - f. Larry Carolfi = \$75
  - g. Kevin Steines = \$75
  - h. Trevor Forst = \$50
  - i. Andrew Oblender = \$50
  - j. Caleb Dennee = \$50
  - k. Forst/Swenson; all ayes. Bauer abstained.
14. **Approve 2025 budget – MOTION** to table Forst/Bauer; all ayes
15. **Stratford Snow Runners – MOTION** to table Forst/Swenson; all ayes
16. **Cory and Curt Weigel parcel combination application – MOTION** – to approve parcel combination application for lot 1 and 2; Opitz/Forst; all ayes
17. **Tires for the grader and oil leaks** – no action
18. **Approve Fire Chief** – no action
19. **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 7:58pm.
20. **Reconvene into open session and possible action on topics discussed in closed session** – reconvene into open session at 8:59pm. Deb Derfus is going to contact three applicants from the full-time highway worker application pool. Lorrie is going to begin submitting state highway paperwork for accidents on state highways.

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

**ADJOURN:** 9:02 p.m.

Respectfully Submitted by: John Cokl, Town Clerk