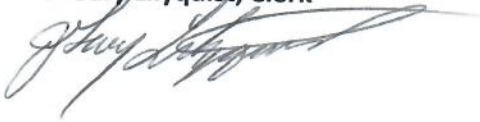


**Board Meeting Agenda, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
December 10, 2018, 7:00 pm**

- I) Meeting called to order was called to order by Chris Nelson Deputy Chairperson, at 7:00 pm.
Present Board members: Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist
Others Present: Jeff Erickson, Mickey Simonson, David Baeulieu, Kenny Kellogg, Stephanie Larsen
- II) Additions or Subtractions No changes to the agenda.
- III) Prior meetings minutes - Motion by Jon Eckel and Second by Chris Nelson to except the minutes of the Regular Board Meeting of November 20, 2018 (Changing the word Ordinance to Policy in the maintenance report.) and Special Meeting of the Electorate November 20, 2018. Passed.
- IV) Financial Report. The Clerk reviewed the financial and budget report for December 10, 2018. Motion by Jon Eckel and Second Chris Nelson by to except the Financial and Budget Report. Passed.
- V) Maintenance Report Primary focus was on maintenance: replacing blades, finishing the remainder items on the 2019 IHC, general maintenance of equipment. Have not had weekend plowing and sand. Chris Nelson reported on his conversation with Jon Amrhien concerning Leeland Road. The result is the town employees will track work, truck, sand and other expense. The Town will then bill the Town of Balsam Lake.
- VI) Planning Commission Report No action to report.
- VII) Old Business.
- a. Motion by Jon Eckel and Second Chris Nelson by to Adopt the 2019 Operating Budget of \$699,132 as presented at the Special Meeting of the Electorate held November 20, 2018.
 - b. Motion by Chris Nelson and Second by Jon Eckel to set the date 2019 Town Caucus January 14, 2018, at 7:00 p.m., at the Regular Board Meeting January 14, 2019.
 - c. After discussion on the Antler Lake Aerator System Agreement, the Clerk was asked to make the suggested changes and present them at the next meeting.
 - d. Jon Eckel presented a draft Snow Plowing Policy for discussion. After discussion Jon Eckel will make the suggested changes for the next regular Board meeting.
- VIII) New Business.
- a. Jon Eckel and Gary Lilyquist will attend the 2019 WTA District Meeting in Cumberland February 16, 2019.
- IX) Adjourn to Executive Session Motion by Jon Eckel and Second Chris Nelson by to suspend the regular meeting to move to executive session to discuss compensation for Town employees. Passed.

- X) Call the Board back into regular session. Motion by Jon Eckel and Second Chris Nelson by to close the executive session and reopen regular meeting.
- a. Motion by Jon Eckel and Second Chris Nelson by to increase the compensation for Town employees by 1.5% (\$25.67 Jeff Erickson and \$21.48 Myland Simonson) the first pay period in January, 2019. Passed.
- XI) Adjournment. Motion by Jon Eckel and Second Chris Nelson by to adjourn at 7:55 p.m. Passed.

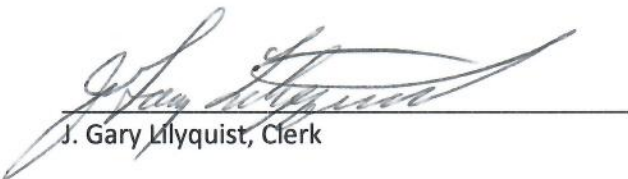
J. Gary Lilyquist, Clerk

A handwritten signature in cursive script, appearing to read "J. Gary Lilyquist", written in black ink.

**Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
November 20, 2018, 7:00 pm
Minutes for Budget Hearing and Special Town Meeting of the Electorate**

Present Board members: Harlan Hegdal, Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist
Others Present: David Baeulieu, Stephanie Larsen

- I) Budget Hearing was called to order by Harlan Hegdal
- The Clerk report the meeting was posted in Three place and published November 7 and 14, 2018 in the Inter-County Leader.
- a. Discussion on revenue and expenditure. The Clerk reported that there were no changes to the budget or levy request from prior meetings. The Clerk will check on the budget number for the revenues for the Milltown Fire Association prior to the December meeting.
- b. The chairperson request concerns or comments on the budget or levy. None were received.
- II) Close the Budget Hearing. Motion by Jon Eckel and Second Chris Nelson by to except the Budget Report. Passed
- III) The Special Town Meeting of the electorate was called to order by Harlan Hegdal
- a. The chairperson request concerns or comments on the budget or levy. None were received.
- b. Motion by Jon Eckel and Second Chris Nelson by to except Resolution 18-3 to approve the total highway expenditures. Hand vote 7aye and 0 Nay.
- c. Motion by Jon Eckel and Second Chris Nelson by to except Resolution 18-1 to Exceed the Levy Limit. Hand vote 7aye and 0 Nay.
- d. Motion by Jon Eckel and Second Chris Nelson by to except Resolution 18-2 to Adopt the Town Tax Levy of \$509,602. Hand vote 7aye and 0 Nay.
- IV) Motion by Chris Nelson and Second by Jon Eckel to Close the Special Town Meeting to the electorate except the Budget Report. Passed.


J. Gary Lilyquist, Clerk

TOWN OF MILLTOWN, POLK COUNTY, WISCONSIN

Adopt the Town Tax Levy at Special Town Meeting of the Electors

Public Resolution Number: 18-2

Whereas, s. 60.10(1)(a) of Wis. Statutes authorizes the town electors of a town to adopt the town tax levy at a town meeting of the electors;

Whereas, a special town meeting of the electors has been called for this 20 day of November, 2018;

Whereas, the electors, after proper notice, have with a special town meeting vote, authorized the Town of Milltown to exceed the allowable state levy limit;

Now, therefore, the special town meeting of the Town of Milltown, Polk County, Wisconsin, by a majority vote of the eligible electors voting on this 20 day of November, 2018 duly assembled and voting resolves and orders as follows:

BE IT RESOLVED, the town electors of the Town of Milltown, Polk County, Wisconsin hereby adopt the town tax levy for 2018 to be collected in 2019 in the amount of \$509,602.


The town clerk shall properly post or publish this resolution as required by law under s. 60.80(1)(a), Wis. Statutes within 30 days of adoption.

Adopted this 20 day of November, 2018, at a Special Town Meeting.

Number of town electors voting aye 7

Number of town electors voting nay 0

Number abstaining or not voting (if determined) 0

Signature of Town Meeting Chairperson 

Signature of Town Clerk 

Posted October 16, 2019 at:

Milltown Fire Hall, 129 Eider St.
Milltown Post Office, 71 Main St.
Milltown Library, 61 Main St. W

TOWN OF MILLTOWN, POLK COUNTY, WISCONSIN

Resolution to Exceed the Levy Limit at Special Town Meeting of the Electors

Public Resolution Number: 18-1

Whereas, the State of Wisconsin has imposed levy limits under s. 66.0602 of the Wis. Statutes for town tax levies in 2018 and thereafter;

Whereas, s. 66.0602(5) of Wis. Statutes allows the town electors in towns under 3,000 in population to exceed the maximum allowable levy limit by adoption of a resolution at a town meeting of the electors;

Whereas, the town board has adopted a resolution supporting an increase in the town tax levy which would exceed the maximum allowable state levy limit for the Town of Milltown;

Whereas, this Special Town Meeting of the electors has been called and noticed to consider the adoption of a resolution to endorse the town board's resolution to exceed the state levy limits; specifically, by increasing the allowable town tax levy for 2018 (collected in 2019) by 13.87% percent;

Now, therefore, the special town meeting of the Town of Milltown, Polk County, Wisconsin, by a majority vote of the eligible electors voting on this 20 day of November, 2018 duly assembled and voting resolves and orders as follows:

BE IT HEREBY RESOLVED, that the town electors of the Town of Milltown, Polk County, Wisconsin endorse the town board resolution to increase the town tax levy for 2018 (collected in 2019) by 13.87% percent over the allowable 2018 levy, which is an increase of \$62,074 (the amount for Debt Service and Interest) over the allowable 2018 town tax levy.

The town clerk shall properly post or publish this resolution as required by law under s. 60.80(1)(a) of Wis. Statutes within 30 days of adoption.

Adopted this 20 day of November, 2018, at a Special Town Meeting.

Number of town electors voting aye 7

Number of town electors voting nay 0

Number abstaining or not voting (if determined) 0

Signature of Town Meeting Chairperson  Harlan Hegdal

Signature of Town Clerk  J. Gary Lilyquist

Posted October 16, 2019 at:

Milltown Fire Hall, 129 Eider St.
Milltown Post Office, 71 Main St.
Milltown Library, 61 Main St. W

TOWN OF MILLTOWN, POLK COUNTY, WISCONSIN

Adopt the Town Tax Levy at Special Town Meeting of the Electors

Public Resolution Number: 18-3

Whereas, the State of Wisconsin to approve the total 2019 highway expenditures pursuant to s. 81.01(3) of Wis. Statutes. ---\$471,563 and additional \$35,000 may add unexpended funds form 2018 budget.

BE IT RESOLVED, the town electors of the Town of Milltown, Polk County, Wisconsin hereby adopt the 2019 highway expenditures \$471,563 and additional \$35,000 may add unexpended funds from 2018 budget.

Adopted this 20 day of November, 2018, at a Special Town Meeting.

Number of town electors voting aye 7

Number of town electors voting nay 0

Number abstaining or not voting (if determined) 0

Signature of Town Meeting Chairperson 

Signature of Town Clerk 

Posted October 16, 2019 at:

Milltown Fire Hall, 129 Eider St.
Milltown Post Office, 71 Main St.
Milltown Library, 61 Main St. W

Dated this 20 day of November 2018.

By: , J. Gary Lilyquist

Town Clerk of the Town of Milltown

**Board Meeting Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
November 12, 2018, 7:00 pm**

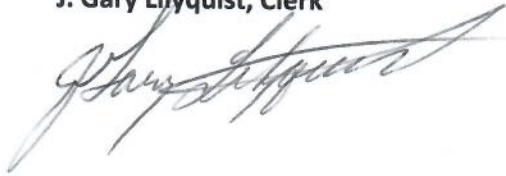
- I) Meeting called to order by Deputy Chairperson Chris Nelson at 7:00 pm
- II) Additions or Subtractions - Two additions Snow Plow Ordinance and Loan Signatures for 2019 IHC Plow Truck.
- III) Prior meetings minutes - Motion by Jon Eckel and Second by Chris Nelson to except the minutes of the Regular Board Meeting of October 15, 2018. Passed.
- IV) Financial Report - The Clerk reviewed the financial and budget report November 12, 2018. Motion by Jon Eckel and Second Chris Nelson by to except the Financial and Budget Report. Passed.
- V) Maintenance Report
 - a. New Plow Truck is in the Shop. Will have the signing and radio installed shortly.
 - b. Leeland Road was discussed: The Town of Milltown plows and sands Leeland Road for Balsam Lake Township. The question is, who stands the expense or is there some exchange of plowing the town is not aware of? Chris Nelson will contact the Town of Balsam Lake to open a discussion.
 - c. The issue of when to Plow and sand is a question that is not defined by the Town. How much snow requires plowing? When should the town sand? What about ice storms? What are the priority roads? Were the questions raised. Jon Eckel will research a Policy to be discussed at the next meeting.
- VI) Planning Commission Report Reported approval by the Commission for a use change of the commercial property owned by Scott and Yvette Marek on HWY 35 to auto repair. There were no objections.
- VII) Old Business.
 - a. The Clerk presented the packet of materials for use at the November 20, 2018 Budget Hearing and Special Meeting of the Electorate. There were no objections or corrections to the materials.
- VIII) New Business.
 - a. Motion by Jon Eckel and Second by Chris Nelson to Resolution 18-5 To Exempt the Treasure from Bond (replacing 17-3). Passed.
 - b. Audit for 2018 – After discussion the board will not request and audit for 2018. The Clerk ask to have help from Avion Account in closing the books for 2018. Approved by consensus.
 - c. The 2019 Caucus date will be approved at the December 10, 2018. The suggested date is the January 14, 2019, Regular Board Meeting.

d. Motion by Jon Eckel and Second by Chris Nelson to authorize the Deputy Chairperson, Chris Nelson, Treasurer, Mary Sue Mooris, and Clerk, J. Gary Lilyquist to sign for the Frandsen Bank and Trust Loan for the 2019 Plow Truck. Passed.

IX) Motion by Jon Eckel and Second by Chris Nelson to adjourn to Executive Session. Passed.

X) Motion by Jon Eckel and Second by Chris Nelson to reopen the regular board meeting and adjourn 8:20 p.m. Passed.

J. Gary Lilyquist, Clerk

A handwritten signature in cursive script, appearing to read "J. Gary Lilyquist", written in black ink.

**Board Meeting Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
October 15, 2018, 7:00 pm**

- I) Meeting called to order by Harlan Hegdal at 7:00 pm
- II) Additions or Subtractions Two additions to the agenda Polk County Ordinance No. 74-18 and subdivision for Josh Younker.
- III) Prior meetings minutes Motion by Jon Eckel and Second by Chris Nelson to except the Board Hearing September 10, 2018 and Regular Board Meeting of September 10, 2018. Passed.
- IV) Financial Report - The Clerk reviewed the financial and budget report October 15, 2018. Motion by Chris Nelson and Second by Jon Eckel to except the Financial and Budget Report. Passed.
- V) Maintenance Report
 - a. Tires for One-ton truck. Motion by Chris Nelson and Second by Jon Eckel to except the quote for tires form NAPA for \$906.60. Passed.
 - b. Reported on road damage by heavy equipment on 195th. Myland will contact the contractor. No Town action is expected.
 - c. Half Moon Breach bath house is closed down, docks will be out soon, dock repair/replacement is need, have estimate of \$ 4,200 for new dock, no stripe on 190th due to rain, will wait to spring. Having beaver problems, cost is \$50 per set and \$50 per beaver, five beaver caught.
 - d. Clerk asked to pay government rate for mileage for pre-build travel. Approved by consensuses.
 - e. New Plow truck due for delivery the last week in October.
- VI) Planning Commission Report Reported approval by the Commission for the Josh Yunker subdivision. Motion by Chris Nelson and Second by Jon Eckel to approve subdivision. Passed.
- VII) Old Business.
 - a. Motion by Chris Nelson and Second by Jon Eckel to approve Retail Alcohol Beverage and Operators License Ordinance 18-5. Passed.
 - b. Antler Lake Aerator – Harlan Hegdal report that our insurance covers the Aerator.
- VIII) New Business.
 - a. Motion by Chris Nelson and Second by Jon Eckel to request the Clerk to secure a loan from Frandsen Bank & Trust for the new Truck, interest rate of 4.595%. Passed.
 - b. Motion by Chris Nelson and Second by Jon Eckel to reject the purposed Polk County Resolution No. 79-18 that discontinues the Arnell Memorial Human Society contract. Passed. Clerk was requested forward the motions.
 - c. Working session to review draft budget documents and build budget for 2019. The board reviewed the documents outlining the options for including the debt and interest on the 2018 tax levy. The chairperson asked for public input on the discussion, which, was positive to add all the debt and interest to the levy to provide for addition black top road work. Due to Jeff

being in workman's comp some projects were not completed, which, may provide additional \$25,000 for next year's budget. Request was made to have the dollar amount impact calculated for the Special Town Meeting to set levy.

- d. After discussion on option four that included all debt and interest, Chris Nelson moved and Second by Jon Eckel to approve Exceeding the Levy Limit - Board Resolution Number 18-4. Passed.
- e. Motion by Chris Nelson and Second by Jon Eckel to set the Public Budget Hearing and Special Town Meeting of the Electors for Tuesday, November 20, 2018, at 7:00 P.m., at the Milltown Fire Hall. Passed.

IX) Meeting Adjourned at 8:15 pm by Harlan Hegdal.

A handwritten signature in cursive script, appearing to read "Harlan Hegdal", written in dark ink.

**Board Hearing Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
September 10, 2018, 7:00 pm**

I) The Hearing called to order for public comment: Meeting was called to order by Harlan Hegdal at 7:00 p.m.

II) Announcement of post for the hearing. Hearing was posted in the Inter-County Leader on August 30, 2018 and September 6, 2018.

III) Ordinance Alternative Claims Procedure 18-4: Hegdal opened the floor for public comment.

The Clerk clarified that reoccurring bills, preapproved contracts and loans are covered by this ordinance. All other bills are approved by the board as required by statute.

No public input was received.

IV) Retail Alcohol Beverage and Operators License 18-5: Hegdal opened the floor for public comment.

The clerk reviewed the issue that developed during the licensing process this spring. From that experience it was suggested the Town needed a policy to state who and how to receive a license. The Ordinance was developed by using materials available from the Wisconsin Towns Association and speaking the Village of Milltown as to their fee structure. The ordinance is based on Wis. Statute, pass practice and mirrors the Village.

Linda La Mere Owner/Agent of Five Flags Golf Course raise the issue of a Six-month Class "B" license feeling that the golf course is open for six months. The clerk responded that the six-month license was for list for future request that would be for a short-term use, for an example not-for-profit even. The price is the same.

V) Adjournment. Hegdal closed the meeting 7:10 p.m.



**Board Meeting Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
September 10, 2018, 7:15 pm**

- I) Meeting called to order: Meeting was called to order by Harlan Hegdal at 7:15 pm.
- II) Additions or Subtractions: No additions or subtractions.
- III) Prior meetings minutes: Minute of August 13, 2018 Board Meeting was reviewed and two grammatical errors were corrected. Motion by Jon Eckel and Second by Chris Nelson to except the August 13, 2018 Board Meeting minutes as amended. Passed.
- IV) Financial Report: The Clerk reviewed the financial and budget report September 10, 2018. Clerk hopes to be printing checks out of QuickBooks by next meeting. Additional request to approve payment to the Polk County and Town Treasurer for dog licenses \$214.00 and \$10.00. Motion by Chris Nelson and Second by Jon Eckel to except the financial and Budget Report. Passed.
- V) Maintenance Report: Myland Simonson reported that all the chip seal was completed. The Village of Milltown helped reclaim the trap rock on 190th to be used this winter for mixing with the salt and sand. The center line painting on 190th will happen before the end of Fall. LP gas line was repaired after a leak was discovered. Monroe called and stated the prebuild for the new truck will occur in the next few weeks. The sander needs to be delivered to Marshfield. Myland arranged for to be delivered on the Village truck that is going in for repairs. Luck and Eureka has traded hours and are helpful. Tire are needed on the 1 Ton truck. Three quotes were presented. Myland was asked to get firm quotes for the tires by next meeting.
- VI) Planning Commission Report: No new business to report.
- VII) Old Business.
Mutual Aid Agreement (Milltown Fire Association): The board was presented with Eureka's and the Village of Milltown's Mutual Aid agreement. After discussions it was suggested all mutual aids should be the same. Motion by Motion by Jon Eckel and Second by to Chris Nelson to have the same fees as other Towns. (Labor \$25, Dump Truck with Plow \$55, Front End Loader \$75, and Backhoe \$70). Passed.

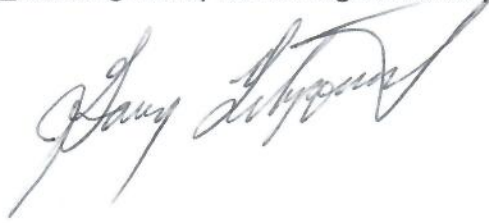
Ordinance Alternative Claims Procedure 18-4: Motion by Chris Nelson and Second by Jon Eckel to approve Ordinance 18-4. Passes.

Retail Alcohol Beverage and Operators License 18-5: The Chairperson requested the Retail Alcohol Beverage and Operators License 18-5 until the next board meeting. No objection.
- VIII) New Business.
Antler Lake Aerator: The Town of Milltown took over the Aerator several years ago. The Clerk checked the files and did not fine a written agreement; however, the owner of the property Les Novak would like documents that the liability rests with the Town. Discussion followed as to the history, access to the aerator (now going off the boat landing) and placement of the power source.

The board requested the Clerk contact the Rural Insurance in regards to coverage and report at the next meeting. The Chairperson is checking on the Town legal liability. Chairperson asked if there was any other business. Abel Villarreal requested the Town place gravel on Antler Lake Court (This is a private road.) The board explain that the Town does not maintain any private roads and stated examples to other request that were denied.

Reminder of meeting date changed to October 15, 2018.

IX) Adjournment: Meeting was by Harlan Hegdal at 7:35 pm.

A handwritten signature in cursive script, appearing to read "Gary Hegdal", is written over the text of the adjournment.

**Board Meeting Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
August 13, 2018, 7:00 pm**

- I) Meeting called to order by Harlan Hegdal.
- II) Additions or Subtractions No addition to the agenda.
- III) Prior meeting minutes - Motion by Jon Eckel and Second by Chris Nelson to except the July 16, Board Meeting. Passed.
- IV) Financial Report - July 17, 2018 Financial and Budget Report. The new QuickBooks format for reporting revenue and expense was compared to the older format in Excel. There were no objects to the change. Request to add Countryside Cooperative invoice to the payables for \$1,166.82. QuickBooks format for budget reporting was present with the Budget changes approved at the last Board Meeting. This is the new format for reporting on the budget. Motion by Chris Nelson and Second by Jon Eckel to except the financial and Budget Report. Passed.
- V) Maintenance Report - Myland Simonson report that he was mowing ditches. He inspected Oscar Lane and found no major issues. Half Moon boat landing was fixed. Repair Breezy Bay landing. Half Moon beach the Men's room door was replaced. The docks at the Park are in poor condition and need work or replacement in the future. Requested funds for addition chip seal estimating between \$8,000 and \$9,000.

Motion by Chris Nelson and Second by Jon Eckel to have Scotts do and additional ½ mile of chip seal not to exceed \$9,000. Passed.

Workman's comp claim - Jeff Erickson was injured on August 3, 2018, about 11:45 am. The claim was filed August 4, 2018. A claims adjuster and Nurse were assigned by the Insurance company. The Clerk was requested to call the claims adjuster to discuss light duty work, which the Town has none.

- VI) Planning Commission – No Report.
- VII) Old Business.
Labor Policy 18-1 was presented to the board. After a short discussion, Motion by Jon Eckel and Second by Chris Nelson to approve the Labor Policy 18-1. Passed.
- VIII) New Business.
Motion by Jon Eckel and Second by Chris Nelson to table the Mutual Aid Agreement and contact the Milltown Fire Association to receive a request with numbers attached. Passed.

Retail Alcohol Beverage and Operators License 18-5 was presented. Followed by discussion on how the Ordinance was developed.

The Chairperson requested a hearing date of September 10, 2018, at 7:00 P.m. for the Retail Alcohol Beverage and Operators License 18-5 and the Ordinance for Alternative Claims Procedure 18-4.

Meeting date for the October Board Meeting was changed to October 15, 2018.

IX) Adjournment - Motion by Jon Eckel and Second by Chris Nelson to adjourn at 7:48 pm.
Passed


J. Gary Lilyquist, Clerk

**Board Meeting Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
July 16, 2018, 7:03 pm**

- I) Meeting called to order by Harlan Hegdal. Before starting the meeting Chairperson Hegdal introduced Kim Butler a candidate for the Assembly to make a few comments on her background and stand on issues.
- II) Additions or Subtractions No addition to the agenda.
- III) Prior meeting minutes - Motion by Chris Nelson and Second by Jon Eckel to except the June 7, 2018 Board Hearing and June 7, 2018 Board Meeting. Passed.
- IV) Financial Report - July 17, 2018 Financial and Budget Report. The Clerk reported that Trap rock was \$550 over budget for 170th Ave and Waterman had increased their price by \$10 a month. In addition, the Clerk requested feedback on the QuickBooks check register format to be used for future reports. Motion by Chris Nelson and Second by Jon Eckel to except the financial and Budget Report. Passed.
- The Board indicated that the new format would work. The Clerk will work with Avion to adjust column widths.
- V) Maintenance Report Monarch completed work on 230th. Jeff and Myland will finish placing the shoulder on 230th shortly. The Scotts work for 190th will take place later this Fall. Jeff requested an additional funds for chip sealing. He is estimating between \$8,000 and \$9,000. Having beaver problems on Dau Road, requested the use of a trapper and request he is paid as beavers are removed. Motion by Chris Nelson and Second by Jon Eckel to pay the trapper prior to board meeting. Passed.
- VI) Planning Commission - Report on the Nelson Construction Service 26.27-acre subdivision south of 190th Ave on Highway 46. There was discussion no highway access, who was responsible for the roads in the subdivision, emergency access, sewer and water, and the look, feel and intent of the project. Motion by Jon Eckel and Second by Chris Nelson to support the preliminary plans with review and approval of the final plans. Passed.
- VII) Old Business.
- a. 2017 Audit – The audit report from CarlsonSV was present and discussed. The audit was a clean audit, meaning that auditors found no material deficiencies with internal controls. It showed that the Town over spent the budget by \$211,241. However, the town received \$69,305 more in revenue than budgeted. \$117,080 was used for capital in 2017, which reduced cash; over spend the budget by \$211, 241, minus \$117,080. This is a true statement. This number is based on two key factors. First, the Town borrowed \$117,080 in 2016 that funded a purchase in 2017. Second, there was over spending mainly in Road Construction. The Town has a cash balance of \$163,966 ending 2017. Motion by Chris Nelson and Second by Jon Eckel to accept the audit report. Passed

VIII) New Business.

- a. New format for financial and budget report and budget adjustments. The Clerk presented print outs generated in QuickBooks that may meet the Towns financial review needs. In addition, an adjusted 2018 budget was introduced that better reflect future revenue and expense. There were no adjustments in revenue projections; due to the tax collections for other government entities, the revenue report needed explanation to why several accounts show unbudgeted amounts. These are payment to other taxing authorities. Expense budget was reviewed. Money for adjustment to cover short falls was mainly taken out of Construction and Utilities. Motion by Chris Nelson and Second by Jon Eckel to approve the new format and the budget adjustments.
- b. Ordinance for Alternative Claims Procedure 18-4. This is an ordinance that allows payment out side of the normal broad approval process and recommend by the Wisconsin Towns Association (WTA). Motion by Chris Nelson and Second by Jon Eckel to schedule a public hearing at a future date. Passed.
- c. Review of 2019 liquor License letter. The Clerk presented a suggested letter to be sent to businesses requesting liquor license based on experience and knowledge gain in 2018. The Town does not have an ordinance on liquor licensing. After discussion, there was a consensus to draft an ordinance for the next board meeting.
- d. Transportation Resolution (WTA recommendation) - Motion by Chris Nelson and Second by Jon Eckel to approve the resolution and have the clerk send it to the recommended destination. Passed.
- e. Town of Milltown Signing holding tank agreements. After discussion it was agreed that a board member or officer can sign holding tank agreements.
- f. Countryside Cooperative 2018-2019 Propane Prepay/ Fixed Contract. Motion by Jon Eckel and Second by Chris Nelson to contract with Countryside Cooperative and have the Clerk draft a check for the amount to cover 2018-2019 propane needs. Passed.
- g. Fireworks are approved by the Town Board provide the person requesting the approval is license and meets all regulation.

IX) Executive Session - Motion by Jon Eckel and Second by Chris Nelson to adjourn to Executive Session to discuss compensation for Town employees. Passed.

X) Adjournment Motion by Jon Eckel and Second by Chris Nelson to adjourn at 9:00 pm. Passed


J. Gary Lilyquist, Clerk

**Board Meeting Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
June 7, 2018, 7:15 pm**

- I) Meeting called to order by Chris Nelson. Motion by Chris Nelson and Second by Jon Eckel to appoint Jon Eckel to chair the meeting. Passed.
- II) Additions or Subtractions No addition to the agenda Motion by Chris Nelson and Second by Jon Eckel to approve the agenda. Passed
- III) Prior meeting minutes - Motion by Chris Nelson and Second by Jon Eckel to except the May 14, 2018. Minutes. Passed.
- IV) Financial Report - June 7, 2018 Financial and Budget Report. The clerk reported that all banking statements are reconciled in QuickBooks up to May 31, 2018. A sample of a report for checks written in QuickBooks was presented. Next QuickBooks project is establishing a budget and reports. The Audit is complete and will set up a meeting with Carlson SV for a review and will have a report at the next meeting. Motion by Chris Nelson and Second by Jon Eckel to except the financial and Budget Report. Passed
- V) Maintenance Report Monarch will start work on 230th. Jeff and Myland will add 3-4 inches of gravel to help set a crown. Did not get bids for crack sealing. Suggested using patch and construction budget money for addition patch work. Jeff reported success in using the new cold mix from Monarch. The board agreed with the plan.
- VI) Planning Commission - Report No new reports.
- VII) Old Business.
- a. Clerk asked the board to re-approve Liquor Licenses, because the notice in the news paper was not published prior to the last meeting.
Liquor License Renewal - Motion by Chris Nelson and Second by Jon Eckel to Renew of Liquor License and Operator License (Bar Tender License) for July 1, 2018 to June 30. 2019 for VFW #6856, Jim's Bar and Rec, Inc., Five Flags Golf Course pending passage of background checks. Passed.
- b. Casual Employees Policy - After discussion motion by Chris Nelson and Second by Jon Eckel to approve the Casual Employee Policy 18-1 and appoint Kenny Kellogg and Rick Bowen, as casual employees. Passed.
- a. Driveway Ordinance 18-3 - Motion by Chris Nelson and Second by Jon Eckel to approve Driveway Ordinance 18-3. Passed
- VIII) New Business.
- Motion by Chris Nelson and Second by Jon Eckel to approve Fireworks Display at Half Moon Breach with the stipulation that the Town as no liability and Half Moon is responsible to obtain all licenses and permits. Passed

IX) Executive Session - Motion by Chris Nelson and Second by Jon Eckel to adjourn to Executive Session to discuss compensation for Town employees. Passed`

X) Motion by Chris Nelson and Second by Jon Eckel to Call the Board back into regular session.

Motion by Chris Nelson and Second by Jon Eckel to adjust compensation to make the employees whole for untaxed payments from January 1, 2018 to June 30, 2018 and pay Jeff Erickson \$400.00 and Myland Simonson \$300 per pay period starting with the July 13, 2018 payroll. Passed.

Request to move the next regular Board Meeting to Monday, July 16, 2018, at 7:00 pm, so all employees are available to attend. Motion by Chris Nelson and Second by Jon Eckel to move the board meeting. Passed.

XI) Adjournment Motion by Chris Nelson and Second by Jon Eckel to adjourn at 7:47 pm. Passed


J. Gary Lilyquist, Clerk

**Board Hearing Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
June 7, 2018, 7:00 pm**

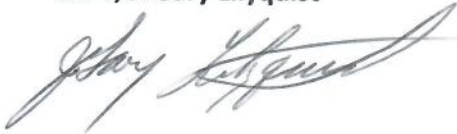
- I) The Hearing called to order by Chris Nelson. at 7:05 pm. Motion by Chris Nelson and Second by Jon Eckel to appoint Jon Eckel to chair the meeting. Passed.

Present Board members: Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist
Others Present: Jeff Erickson, Mickey Simonson, Stephanie Larsen

- II) The Ordinance was presented by the chair. The public did not voice any concerns on Driveway Ordinance 18-3.

- III) Adjournment – Meeting was adjourned by Jon Eckel, at 7:11 pm.

Clerk, J. Gary Lilyquist



**Board Meeting Minutes, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
May 14, 2018, 7:00 pm**

I) Meeting called to order by Harlan Hegdal at 7:00 pm.

Present Board members: Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist
Others Present: Jeff Erickson, Mickey Simonson, Kenny Kellogg, David Baeulieu, Rick Bowen, Stephanie Larsen, Representatives for Scott and Faherner

II) Additions or Subtractions Motion by Chris Nelson and Second by Jon Eckel to add Driveway ordinance and subdivision to the Agenda.

III) Prior meeting minutes Motion by Chris Nelson and Second by Jon Eckel to approve the April 2, 2018 and Special Meeting April 2, 2018. Passed.

IV) Financial Report The clerk noted adjustment to the budget are needed to balance short falls in a few budget categories. Motion by Chris Nelson and Second by Jon Eckel to approve the May 14, 2018 Financial and Budget Report.

Motion by Chris Nelson and Second by Jon Eckel to approve to correct underpayment of \$250.00 to the Antler Lake Pro and Rehab District.

V) Maintenance Report Jeff Erickson reported on warranty maintenance work on the 2017 Truck and minor repair.

VI) Planning Commission the Planning commission reported that they completed work on a Driveway ordinance and a support of a subdivision. Motion by Chris Nelson and Second by Jon Eckel to except the subdivision. Passed.

Motion by Chris Nelson and Second by Jon Eckel to hold a public hearing, at 7:00 pm prior to the next Board meeting on the driveway ordinance and move the regular meeting to 7:15 pm. Passed.

VII) Old Business.

Insurance update for 2018. Carl Thomfohrda presented the requested changes of replacement coverage and suggested the Town move to and \$1,000 deductible. Motion by Chris Nelson and Second by Jon Eckel to change the deductible to \$1,000 and insure for replacement costs. Passed.

Road Maintenance - Motion by Chris Nelson and Second by Jon Eckel to accept the following bids.

230 th Ave-HWY 35 to 150 th St.	Monarch,	for paving,	\$104,674.75
170 th Ave -190 th to 180 th Ave,	Faherner,	for Chip/Seal,	\$13556.88
170 th Ave -190th to 180th Ave	Town Furnishes	137-ton FA2 trap rock,	\$4,347.70
190 th Ave -HWY 35 to HWY 46,	Scott,	Chip/Seal and Trap Rock,	\$32,198.00
190th Ave -HWY 35 to HWY 46	Faherner,	3-mile Lines,	<u>\$2,476.90</u>
			Total \$157,254.23

Passed.

Additional Contracted Road work – Jeff Erickson will get bids for crack seal for the next meeting.

Audit - Clerk reported that the Audit for Year ending 2017 is close to completion and the CT Form for state reporting of Town Finances was submitted. Comparing figures from the CT Form to the 2017 budget show minor differences. The Management letter is being completed and should have it soon.

Milltown Fire Association Report – George Town made a presentation to adjust their payment at the last Fire Association Meeting. Chris Nelson and Jon Eckel reported on the discussion that ended in the Town not supporting any changes to the current method of financing the Fire Association.

Reminder that the Open Book was held May 9, 2018, from 6-8 pm and Board of Review is scheduled for May 16th, 2018, at 6pm.

VIII) New Business.

Board of Review - Motion by Chris Nelson and Second by Jon Eckel to Appoint alternate Rick Bowen to Board of Review.

Liquor License Renewal - Motion by Chris Nelson and Second by Jon Eckel to Renew of Liquor License and Operator License for July 1, 2018 to June 30, 2019 for VFW #6856, Jim's Bar and Rec, Inc., Five Flags Golf Course pending passage of background checks.

Liquor Operator License - Motion by Chris Nelson and Second by Jon Eckel to Operator License (Bar Tender License)

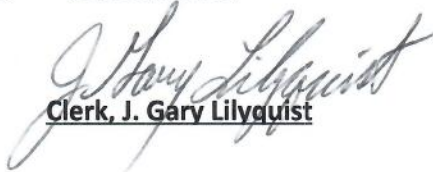
Casual Employees - After discussion and sharing concern of hiring casual employees, motion by Chris Nelson and Second by Jon Eckel to set the rate of pay at \$20.00 per hour and must be listed as a casual employee (Kenny Kellogg and Rick Bowen). Anyone not on the list requires prior approval by the Chairperson or Supervisor.

IX) Motion by Chris Nelson and Second by Jon Eckel to Adjourn to Executive Session. Passed

X) A motion by Chris Nelson and Second by Jon Eckel to Call the Board back into regular session.

Motion by Chris Nelson and Second by Jon Eckel to set the next regular meeting for Thursday, June 7th, 2018, at 7:15 pm and Public Hearing June 7th, 2018, at 7:00 pm. Passed.

XI) Adjournment.


Clerk, J. Gary Lilyquist

Town of Milltown
BOARD OF REVIEW
Clerk, P.O. Box 475, Milltown, WI 54858
May 16, 2018, 6:00 pm

1. Call the meeting to order by Chris Nelson.
2. Motion made by Chris Nelson, seconded by Gary Lilyquist to elect Jon Eckel as Chair. Passed.
3. Roll Call Jon Eckel, Chris Nelson, Gary Lilyquist, Rick Bowen (alternate), Ron Meyer (Assessor).
4. Confirmations of appropriate Board of Review and Open Meeting Notices. The Clerk reported and presented copies of notices and stated where posted: Paper, Fire Hall, Post Office, and Library.
5. Motion made by Jon Eckel and seconded by Gary Lilyquist to appoint Chris Nelson as Vice-Chairperson for Board of Review. Passed.
6. Verify that a member has meet the mandatory training requirements. The Clerk reported that Gary Lilyquist, Jon Eckel, and Chris Nelson completed the train and registered at the State.
7. The Clerk verified that the Town has as ordinance for the confidentiality of income and expense information provide to assessor under state law (sec. 70.47(7)(af). Ordinance 18-1 and 18-2 copies were available.
8. Review of new laws. Ron Meyer reviewed the new open book minimum 10 days prior to the BOR. He is recommending 21 days for next year.
9. Motion made by Chris Nelsons and seconded by Gary Lilyquist to adoption policy 18-1 BOR regarding procedure for sworn telephone testimony and sworn written testimony. Passed.
10. 9. Motion made by Chris Nelsons and seconded by Gary Lilyquist to adoption policy 18-2 BOR regarding the procedure of waiver of Board of Review hearing request.
11. Filing and summary of Annual Assessment Report by Assessor's Office. Ron Meyer summited the report and copies made and distributed.
12. Filing and summary of Annual Assessment Report by Assessor Ron Meyer summited the report and copies made and distributed.
13. **Receive the Assessment roll and sworn statements form the clerk. Clerk received and filed the documents.**
14. The Board Reviewed the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed propertyAfter review no action was taken.
15. Discussion/Action -Certify all correction of error under state law (sec. 70.43, Wis. Stats.). After review no action was taken.
16. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll. Ron Meyer present 3 Open book changes and enclosed it with the Assessment Roll.
17. Allow taxpayers to examine assessment data. No Taxes payers were present.
18. No Taxes payers present. Motion by Gary Lilyquist to Stop the tape, seconded by Chris Nelson. Passed.
19. No objection filed or waver required.
During the first two hours, consideration of:

- a. Waivers of the required 48-hour notice of intent to file and objection when there is good cause.
 - b. Requests to testify by telephone or submit sworn written statement
 - c. Subpoena request
 - d. Act on and other legally allowed/required Board of Review matters
20. Review Notices of Intent to file objection. None filed.
 21. Proceed to hear objections, if and if proper notice/waiver given unless scheduled for another date. None filed.
 22. Consider/act on scheduling additional Board of review Date(s). None needed.
 23. Motion by Gary Lilyquist to Start the tape at 7:58 pm, seconded by Chris Nelson. Passed.
 24. Adjourn at 8:01 pm.

J. Gary Lilyquist, Clerk, Town of Milltown

Town of Milltown
BOARD OF REVIEW
Clerk, P.O. Box 475, Milltown, WI 54858
May 16, 2018, 6:00 pm

1. Call the meeting to order by Chris Nelson.
2. Motion made by Chris Nelson, seconded by Gary Lilyquist to elect Jon Eckel as Chair. Passed.
3. Roll Call Jon Eckel, Chris Nelson, Gary Lilyquist, Rick Bowen (alternate), Ron Meyer (Assessor).
4. Confirmations of appropriate Board of Review and Open Meeting Notices. The Clerk reported and presented copies of notices and stated where posted: Paper, Fire Hall, Post Office, and Library.
5. Motion made by Jon Eckel and seconded by Gary Lilyquist to appoint Chris Nelson as Vice-Chairperson for Board of Review. Passed.
6. Verify that a member has meet the mandatory training requirements. The Clerk reported that Gary Lilyquist, Jon Eckel, and Chris Nelson completed the train and registered at the State.
7. The Clerk verified that the Town has as ordinance for the confidentiality of income and expense information provide to assessor under state law (sec. 70.47(7)(af). Ordinance 18-1 and 18-2 copies were available.
8. Review of new laws. Ron Meyer reviewed the new open book minimum 10 days prior to the BOR. He is recommending 21 days for next year.
9. Motion made by Chris Nelsons and seconded by Gary Lilyquist to adoption policy 18-1 BOR regarding procedure for sworn telephone testimony and sworn written testimony. Passed.
10. 9. Motion made by Chris Nelsons and seconded by Gary Lilyquist to adoption policy 18-2 BOR regarding the procedure of waiver of Board of Review hearing request.
11. Filing and summary of Annual Assessment Report by Assessor's Office. Ron Meyer summited the report and copies made and distributed.
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13. **Receive the Assessment roll and sworn statements form the clerk. Clerk received and filed the documents.**
14. The Board Reviewed the Assessment Roll and Perform Statutory Duties:
 - a. Examine the roll
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed propertyAfter review no action was taken.
15. Discussion/Action -Certify all correction of error under state law (sec. 70.43, Wis. Stats.). After review no action was taken.
16. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll. Ron Meyer Present the Openbook changes and enclosed it with the Assessment Roll.
17. Allow taxpayers to examine assessment data. No Taxes payers were present.
18. No Taxes payers present. Motion by Gary Lilyquist to Stop the tape, seconded by Chris Nelson. Passed.
19. No objection filed or waver required.
During the first two hours, consideration of:

- a. Waivers of the required 48-hour notice of intent to file and objection when there is good cause.
 - b. Requests to testify by telephone or submit sworn written statement
 - c. Subpoena request
 - d. Act on and other legally allowed/required Board of Review matters
20. Review Notices of Intent to file objection. None filed.
 21. Proceed to hear objections, if and if proper notice/waiver given unless scheduled for another date. None filed.
 22. Consider/act on scheduling additional Board of review Date(s). None needed.
 23. Motion by Gary Lilyquist to Start the tape at 7:58 pm, seconded by Chris Nelson. Passed.
 24. Adjourn at 8:01 pm.

J. Gary Lilyquist, Clerk, Town of Milltown

A handwritten signature in black ink, appearing to read "J. Gary Lilyquist", written in a cursive style.

**Annual Meeting, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
Milltown Fire Hall
April 18, 2018, 7:00 pm
148th**

- I) Meeting called to order by the Town Chairperson and established the Town Clerk to record the minutes.
- a. Board member in attendance: Harlen Hegdal, Chris Nelson, Jon Eckel, Mary Sue Morris, and James Lilyquist
 - b. Community Members in attendance: Jeff Erickson, Mickey Simonson, Kenny Kellogg, David Baeulieu, Mike Dau, Scott H Marek
- II) Vote rules at the Annual meeting: The chairperson stated the rules of the meeting as: will call for a voice vote on motions, unless the Chairperson or any Town resident request voting by a hand, standing, or paper ballot. There is no absentee voting at the annual meetings.
- III) Additions or Subtractions to the Agenda: The Chair requested to add health insurance to the agenda under new business. It was added by consensus.
- IV) Clerk read the prior year's Annual Meeting minutes: Motion by Mike Dau and Seconded by Scott Marek. To accept the minutes. Passed
- V) Financial Report
- a. The clerk reviewed how the financial and budget report were prepared from the records. An explanation was provided to the changes in the depreciation and loan schedule. The 2017 Budget report showed Receipts collect where \$69,354 over budget and Expenditures were \$94,207.89 over budget.
 - b. Motion by David Baeulieu and Seconded by Mike Dau to accept the unaudited Financial and Budget Report. Passed.
- VI) Maintenance Report Jeff Peterson provided maps of the township showing the roads out for construction bids. Jeff had met with contractors to provide information to the Town's requirement. The discussion focused on road repairs an what some roads required. It was noted that in 2019 the road report is due to the State.
- VII) Public input on possible change to the Town Clerk's position.
- a. The following concepts as to how the Town may proceed into having the Clerks duties completed was discuss: continue with an Elected Clerk, have an appointed Clerk, elected Clerk and appointed deputy with delegated duties, Elected Clerk and contract for services. No conclusion was reached, but it was clear the board could propose a referendum if needed. The Clerk does not plan to run for in the 2019 spring election.
- VIII) Set compensation
- a. Mary Sue Morris completed a survey of salaries for area Towns. It should that the Chairperson, Treasurer, and Clerk were below other townships. It was explained that any action would not take effect until after the 2019 Spring Election. After discussion on the survey results that following motion was entertained.
 - b. That the following Salaries be set: Chairperson \$4,200, Supervisors \$3,000, Treasurer \$6,000, Clerk \$15,000, Board of Review \$50.00, per meeting. Motion by David Baeulieu and Seconded by Mike Dau to accept the motion. Passed.
- IX) Other Business
- a. Health insurance – The board became aware that the method of contributing to health insurance does not meet the new stands for contribution by employers. After discussion the Chair will check on an option he researched and bring it to the next board meeting.
- X) Set the date for the 2019 Annual Meeting Motion by David Baeulieu and Seconded by Chris Nelson to set the annual meeting for Wednesday, April 17, 2019, at 7:00 pm at the Milltown Fire Hall.
- XI) Adjournment Motion by Chris Nelson and Seconded by to Jon Eckel adjourn the meeting 8:20pm.

Clerk, J. Gary Lilyquist

**Board Hearing Agenda, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
April 2, 2018, 7:00 pm**

I) The Hearing called to order by Harlan Hegdal for public comment, at 7:03 pm.

Present Board members: Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist
Others Present: Jeff Erickson, Mickey Simonson, Kenny Kellogg, David Baeulieu, Rick Bowen, Stephanie Larsen

II) Board did not receive comments from the public on Ordinance 18-1 Appoint Alternate Members for Board of Review or Ordinance 18-2 Related to Confidentiality of Income and Expenses ...

III) Adjournment – Meeting was adjourned by Harlan Hegdal, at 7:10 pm.

Clerk, J. Gary Lilyquist

**Board Meeting Agenda, Town of Milltown,
Clerk, P.O. Box 475, Milltown, WI 54858
April 2, 2018, 7:15 pm**

I) Meeting called to order by Chairperson Harlan Hegdal, at 7:15 pm

Present Board members: Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist

Others Present: Jeff Erickson, Mickey Simonson, Kenny Kellogg, David Baeulieu, Rick Bowen, Stephanie Larsen

II) Additions or Subtractions -None

III) Prior meeting minutes. Motion by Chris Nelson and Seconded by Jon Eckel to accept the March 12, 2018 minutes. Passed.

IV) Financial Report. April 2, 2018 Financial and Budget Report. Clerk reported that his cash balance is off; however, the error was found and will make the corrections after the Audit's completion. The Financial and Budget were completed prior to receiving the Bank Statements so there are no outstanding checks stated. Plan is unchanged to will work with Avion Accounting to setup an electronic accounting system after the Annual meeting. Motion by Chris Nelson and Seconded by Jon Eckel to accept the Financial Report. Passed.

The Audit is on schedule. The Treasurer and Clerk met last week and will meet with the Auditor, at 12:30, April 4, 2018, in Amery offices.

V) Maintenance Report. The 2010 IHC has all repairs completed from the tire blow out. The grader is being used to clear the gravel Roads, which takes about 6 hours to complete and avoids removing the gravel. Nothing broke down in the last two snow storms. The board directed Jeff to get road construction bids for the next meeting. Jeff and the Clerk will to post notice and open bids prior to the next meeting for review and recommendations.

VI) Planning Commission Report. Commission is willing worked on a Driveway ordinance and expect to have a draft for the board next meeting.

VII) Old Business.

Motion by Jon Eckel and Seconded by Chris Nelson to approve BOR related: Ordinance 18-1 Appoint Alternate Members for Board of Review and Ordinance 18-2 Related to Confidentiality of Income and Expenses. Passed.

Motion by Jon Eckel and Seconded by Chris Nelson to set date for the Board of Review (BOR) for May 16th or 17th 2018, at 6:00 pm. Passed.

Annual Meeting April 18, 2018, at 7:00 p.m. Board review the agenda Financial and Budget Report, selected the format for Debit and Depreciation Schedules. Mary Sue reported on progress on the compensation survey for board members and offices.

Milltown Fire Association – Harlan Hegdal reported that he believed it was unlikely that Georgetown would leave the Association. Amery will not cross Apple River's Fire District and Luck cannot reach parts of the Town.

Town of Milltown Attorney is being dropped from the agenda.

New Business.

Rural Insurance made a presentation outline the cost and coverage. The board asked that a quote be presented at the May meeting based on replacement costs. Jensen-Sundquist Insurance Agency and Milltown Community Insurance did not make a presentation.

Adjourn to **Executive Session** to discuss compensation for Town employees

Call the Board back into regular session.

No action was taken.

VIII) Adjournment – Meeting was adjourned by Harlan Hegdal, at 8:40 pm.

Clerk, J. Gary Lilyquist

**Board Meeting Minutes, Town of Milltown,
P.O. Box 475, Milltown, WI 54858
March 12, 2018, 7:00 pm**

1. Meeting called to order by acting Deputy Chairperson Chris Nelson, at 7:00 pm

Present Board members: Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist
Others Present: Jeff Erickson, Mickey Simonson, Kenny Kellogg, David Baeulieu, Rick Bowen, Stephanie Larsen

2. Additions or Subtraction to Agenda. None

3. Approval of prior meeting minutes of February 12, 2018. Motion by Chris Nelson and Seconded by Jon Eckel to accept the February 12, 2018 minutes. Passed.

4. Financial Report prepared by J. Gary Lilyquist Clerk. March 12, 2018 Financial and Budget Report. Clerk reported that his cash balance is off \$2,100.00 and will work at finding the cause. The Budget Report is accurate in regards to Receipts and Expenditures; however, as more information is available it is clear that the Chart of Accounts will require an update to match the CT-Form (Annual report to the State). After the April 3rd election the Clerk will work with Avion Accounting to setup an electronic accounting system. Motion by Chris Nelson and Seconded by Jon Eckel to accept the Financial Report. Passed.

5. Maintenance Report Presented by Jeff Erickson. The roads were kept up during the two storms in the last week without any new repairs on the equipment. Did have a tire blow out on the 2010 IHC, which damaged fender and hood. Parts are order for the repairs.

6. Planning Commission Report. Commission is willing worked on a Driveway ordinance and expect to have a draft for the board after two meetings.

7. Report on Towns Association Jon Eckel and Gary Lilyquist attended. Jon Eckel reported on the training for the Board of Review (BOR) training, change to the laws in holding a BOR that the Town of Milltown will need to adopt 2 new ordinances, and script the BOR. In addition, reported on WTA legislative update, need to be active in the Towns Advocacy Council (cost \$.25 per resident), and broadband.

8. Old Business.

Report on Audit for Year ending 2017 - The Clerk is meeting with CarlsonSV Accounting April 4th and 12:30, to go over the requested documents and set a time line for completion.

Reported that Payroll Outsourcing was successful for the first payroll, except for the employees not getting an email for a check stub. The checks are in the employee's account on the Fridays after the prior work week's end.

Milltown Fire Association Report – Georgetown is place the question to disassociate with the Milltown Fire Association at their annual meeting.

Town of Milltown Attorney – Chris Nelson made calls, has nothing to report.

Assessor Plat Update – Clerk completed a worksheet to show the settlement, amounts collected a due. Plat 1&2 settlement was \$110,999.82 and \$49,718.18 is due by 2022.

Insurance update on status of proposals – The Board is schedule to review 3 proposals at the April meeting.

Compensation for Clerk's extra duties and casual Heavy Equipment Operator. The Clerk request an additional \$700 per month in compensation for the extra duties in updating records, audit, working on converting accounting to an electronic format. Second, request was made to increase the pay for temporary heavy equipment operators. This request was supported by a 2002 annual meeting policy that provided for the board to pay for services beyond normal operations of the board. Discussion followed. Motion by Jon Eckel and Seconded by Chris Nelson to increase compensation of the Clerk's position by \$700 per month, to be paid monthly, for addition work discussed and to increase the hourly rate for temporary heavy equipment operators to \$20.00 per hour. Passed.

9. New Business.

Annual Meeting April 18, 2018, at 7:00 p.m. – Clerk presented a draft of the 2016 Financial and Budget Report noting that the report contained the numbers provided by the former clerk. There are differences in the numbers in some categories. The Clerk will provide a draft Annual report at the next meeting. Board compensation was discussed resulting in the Treasure and Clerk agreeing to meet and develop a survey. The Treasurer volunteered to make calls to gather information.

2018 Preparations for Open Book and Board of Review (BOR) – the Town requires two new ordinances:

BOR related: Ordinance 18-3a Appoint Alternate Members for Board of Review

BOR related: Ordinance 18-3b Related to Confidentiality of Income and Expenses ...

Motion by Jon Eckel and Seconded by Chris Nelson to approve the first reading and schedule a hearing prior to the next Board meeting. Passed.

After discussion about the timing of the Annual Meeting and BOR a Motion by Jon Eckel and Seconded by Chris Nelson to move the regular board meeting to April 2, 2018 at 7:15 pm and hold a Hearing on the ordinances at 7:00 pm prior to the meeting. Passed.

The Board adjourn to Executive Session to discuss compensation for Town employee's compensation.

The Board reconvened in regular session called to order by Chris Nelson.

Motion by Chris Nelson and seconded by Jon Eckel to increase the hourly pay by 2.7% for 2018. Passed. The board will meet again to address other open concerns.

Motion to adjourn by Jon Eckel and Seconded by Chris Nelson. Passed.

10. Adjournment – Meeting was adjourned by Chris Nelson at 9:20 pm.

Clerk, J. Gary Lilyquist

**Board Meeting Minutes, Town of Milltown,
P.O. Box 475, Milltown, WI 54858
February 12, 2018, 7:00 pm**

1. Meeting called to order by acting Deputy Chairperson Chris Nelson, at 7:00 pm

Present Board members: Chris Nelson, Jon Eckel, Clerk Gary Lilyquist

Others Present: Jeff Erickson, Mickey Simonson, Kenny Kellogg, David Baeulieu, Rick Bowen, Stephanie Larsen

2. Additions or Subtraction to Agenda. None

3. Approval of prior meeting minutes of January 8, 2018. Motion by Jon Eckel and Seconded by Chris Nelson to accept the December 18, 2018 minutes. Passed.

4. Financial Report prepared by J. Gary Lilyquist Clerk. The Clerk reported a change in the begin balance of cash and revenue January 8, 2018. It was cause by miss stating the beginning balance by adding in the outstanding checks, which had already occurred and misstated tax revenue. Correction where made and presented. Motion by Jon Eckel and Seconded by Chris Nelson to accept the Financial Report. Passed.

5. Maintenance Report Presented by Jeff Erickson. Reported findings regarding replacing the 2010 truck. New truck cost of \$110,603.20 with \$46,500 traded in of the 2010 truck. Reported on snow plowing and sanding with all town road being pushed back. Requested to discuss salary. The board will hold and executive session at its next meeting.

6. Planning Commission Report. Commission is willing worked on a Driveway ordinance and will meet a 6:00 pm at the next meeting on March 12, 2018.

7. Report on Towns Association meeting January 25, 2018. Jon Eckel reported Towns Advisory Council, Senate Bill 713, Assembly Bill 857, National impact, the change caused a funding source for low cost loans to be combine with other department not available to Towns.

8. New Business.

2010 Truck - Motion by Jon Eckel and Seconded by Chris Nelson to accept the proposal for a new truck, cost of \$110,603.20 with \$46,500 traded in of the 2010 truck and requesting the Clerk to secure Financing, Passed.

Audit for Year ending 2017 – Motion by Chris Nelson and Seconded by Jon Eckel to accept the proposal by Carlson SV, Amery, for the 2017 audit for \$6,500 and Form CT for \$500. Passed

Payroll Outsourcing - Motion by Jon Eckel and Seconded by Chris Nelson to accept the proposal by Avion Accounting, Siren for Biweekly payroll, monthly withholding payments, Quarterly payroll reports, Annual forms W-3, W-2, 1099Misc and 1096, \$875. Passed.

Polk County Highway Dept. Purchase Agreement - Motion by Jon Eckel and Seconded by Chris Nelson to accept the Polk County Highway Dept. Purchase Agreement. Passed.

Accounting Software – This was an informational item introduce Quick Books as a software for Town Accounting. Avion Accounting charges \$110 per hour for training and setup. Estimated setup and software cost is estimated at \$1000 for 2018.

Milltown Fire Association Report – The Town of Georgetown has stated that at their annual town meeting that they have disassociating from the Milltown Fire Association on the agenda. Georgetown funds about 40% of the

cost and believe that it is not a fair contribution for services. Georgetown has the highest evaluation of the members which their assessment is based.

9. Old Business.

Town of Milltown Attorney – The board discuss the need for a Town Attorney. Chris Nelson will make contacts and report at the next meeting.

2018 WTA District Meeting, Friday, March 10, 2018 in Cumberland – Jon Eckel and Gary Lilyquist plan to attend.

2018 WTA District Convention, Sunday, October 14-October 16, 2018 – item is move to the August agenda.

The Town will order one copy of the Town officer handbook

Clerk report on office needs, the top issue was a file cabinet and supplies to set it up, estimated at \$400.

Chief Election Officer pay change - Motion by Chris Nelson and Seconded by Jon Eckel to pay the Chief Election Office and addition \$2.00 per hour, \$12.00 per hour (This will be more in line with other towns). Passed.

Board of review (BOR) – discussion centered on needed train to conduct and BOR, which require at least one person be trained. Jon Eckel and Gary Lilyquist will attend training and a UW Extension training course was order for \$35.

Insurance coverage – Changes in the state reinsurance program will cause increase for Town insurance. The board requested the clerk to contact other insurance companies for proposals. Current insurance carrier is Rural Insurance in Balsam Lake.

The Clerk raised the issue of compensation with the board. The clerk stated that an adjustment in compensation was warranted, based on discussions with other townships. At this time the clerk could not make a suggestion, but would keep the board informed. The Clerk will track the hours required for the position.

Motion to adjourn by Jon Eckel and Seconded by Chris Nelson. Passed.

10. Adjournment – Meeting was adjourned by Chris Nelson at 8:30 pm.

Clerk, J. Gary Lilyquist

Board Meeting Minutes, Town of Milltown,

P.O. Box 475, Milltown, WI 54858

January 8, 2018, 7:00 pm

1. Meeting called to order by acting Chairperson Jon Eckel, at 7:00 pm

Present Board members: Chris Nelson, Jon Eckel, Treasurer Mary Sue Morris, Clerk Gary Lilyquist

Others Present: Jeff Erickson, Mickey Simonson, David Baeulieu, Rick Bowen, Virgil Hanson, Stephanie Larsen

2. Additions or Subtraction to Agenda. None

3. Approval of prior meeting minutes of December 18, 2018. Motion by Chris Nelson and Seconded by Jon Eckel to accept the December 18, 2018 minutes. Passed Unanimous.

4. Financial Report prepared by J. Gary Lilyquist Clerk. The Clerk requested that along with the posted check that checks 20354, 20356, and 20357 be approved for payment and included in next month financial report. The Clerk reviewed some small changes in the report format. Motion by Chris Nelson and Seconded by Jon Eckel to accept the Financial Report. Passed Unanimous.

5. Maintenance Report Presented by Jeff Erickson. Reported findings regarding replacing the 2010 truck. New truck estimated cost of \$120,974, which, is a sister truck to the newer one. It includes the sander, 9 foot wing blade, and stainless box. Trade in value of the old truck is \$46,000. The board asked Jeff to get prices for the February 12, 2018 meeting.

6. Planning Commission Report. Commission is willing worked on a Driveway ordinance. Stephanie Larsen volunteered to be secretary for the planning commission starting at the next meeting.

7. New Business.

Harlan Hegdal, by written request to appoint a deputy chairperson. Jon Eckel motive to appoint Chris Nelson, passed.

The clerk review office needs, such as, computer, support hardware, and printer, and estimate cost. The clerk did not know what other equipment or supplies are needed being new in the office. Chris Nelson and Jon Eckel supported the clerk to get the needed equipment and supplies to carry out duties.

Outsourcing Payroll was placed on hold until the clerk had time to determine the time requirements. Two proposals were presented for reference of cost, estimate of \$1,000 annually.

The board and clerk reviewed a closing of the books for 2017. After a discussion regarding the change in the clerk's position and discovering the books were not audited for years, the clerk was asked to get proposals to audit the Town of Milltown books.

8. Old Business. None

9. Motion to adjourn by Chris Nelson and Seconded by Jon Eckel. Passed Unanimous.

10. Adjournment at 7:45 pm.

Clerk, J. Gary Lilyquist