

**Board Meeting Agenda
Town of Milltown Public
January 9, 2023, 7:00 pm, at the Milltown Fire Hall**

1. Meeting called to order

2. Agenda Subtractions

3. Prior meeting minutes approval

December 28 2022 meeting minutes

4. Financial Report approval

Financial Report ending December 28, 2022

Profit & Loss ending December 28, 2022 this statement will not be ready as Cheryl Kloehn, Clerk, Town of Milltown is still reconciling the Town of Milltown books as there was not enough time between the December 28, 2022 meeting and January 9, 2023 board meetings.

Financial Report ending December 31, 2022

Profit & Loss ending December 31, 2022 this statement will not be ready as Cheryl Kloehn, Clerk, Town of Milltown is still reconciling the Town of Milltown books as there was not enough time between the December 28, 2022 meeting and January 9, 2023 board meetings.

5. Maintenance Report

6. New Business

a. Campground

7. Old Business

a. Update on Town Hall

b. Update on Town of Milltown Website- please have comments ready so we can go live with our new website.

8. Adjourn

Town Caucus Agenda
Town of Milltown
Clerk, P.O. Box 475, Milltown, WI 54858
January 09, 2023, 6:30 pm
Held at the Milltown Fire Hall

- I) Meeting called to order by Michael Dau, Chairman
- II) Sign in Sheet: All attendees please sign the sign in sheet.
- III) Tellers: If needed select two tellers to collect and count votes.
- IV) Nominations: Nominees must be a qualified elector of the Town of Milltown at the time of taking office. Nominations may come from the floor or by conducting a vote by secret ballot. All nominations via the floor must receive a second. Nomination ties will be broken via drawing lots or by conducting another vote the procedure to be given before voting.

Nominations for:

Chairperson:

Supervisor 1:

Supervisor 2:

Treasurer:

- V) Winning nominees need to fill out nominee paperwork and return to the clerk within 5 days.
- VI) Adjournment

Board Meeting Agenda
Town of Milltown Public
December 28, 2022, 7:00 pm, at the Milltown Fire Hall

1. Meeting called to order

Town of Milltown meeting was called to order by Mike Dau at 7:00 p.m. on December 28, 2022.

Present Board Members: Michael Dau, Jon Eckel, Mark Engelhardt Chris Nelson, and Cheryl Kloehn.

Other Present: J Gary Lilyquist, Mick Simonson, Justin Gamache, Rick Kemis, Dick Wealthy, Linda LaMere

2. Agenda Subtractions

Chris Nelson made a motion to add dog bite to new business and campground to Old Business. Jon Eckel seconded. Passed.

3. Prior meeting minutes approval

November 14, 2022 meeting minutes: Chris Nelson made a motion to accept the November 14, 2022 meeting minutes. Jon Eckel seconded.

Minutes for Budget Hearing and Special Town Meeting of Electorates: Chris Nelson made a motion to accept the Minutes for the Budget Hearing and Special Town Meeting of Electorates. Jon Eckel seconded. Passed.

4. Financial Report approval

Financial Report ending December 23, 2022: Jon Eckel made a motion to table until January 9, 2022 meeting. Chris Nelson seconded. Passed.

Profit & Loss ending December 23, 2022: Jon Eckel made a motion to table until January 9, 2022 meeting. Chris Nelson seconded. Passed.

5. Maintenance Report

Mick Simonson stated that there are no major problems. The inside dually tire needed to be repaired. The wing was attached to the grader with Jeff's help.

The overhead doors need to be repaired as the bottom thresholds, cable, pins are not working properly. Mick Simonson asked for a bid from Lake Country Door on new rubber thresholds, cables and pins for \$3336.00. Jon Eckel made a motion to accept the bid from Lake Country Door LLC for \$3336.00 to repair the overhead doors at the shop. Chris Nelson seconded. Passed.

Talked to Tony to look grader, has loose tie rods, pins and play in tire. Mick would like to order parts through Green and then Tony would repair at the Town Shop. Mick would like this done before grading in the spring. Mick Simonson also stated that the air conditioner does not work and the grader is starting to show its age.

Noble tire in Barron for new tires for the grader, they go thru Bauer Built which we do not have an account set up. The Clerk would be able to set up the account with Bauer Built. Tires from Bauer Built would be \$2404.00 each with State discount with \$100.00 service charge and \$150 per tire to mount. As example of what the tires could cost, Balsam Lake township paid \$5500 a piece for tires.

Chris Nelson brought an idea of obtaining quotes for used graders and trading in the Town of Milltown's grader. Mike Dau will check on used grader prices.

Tommy from Monroe Truck stopped to discuss with Mick Simonson on a competitive check on Monroe trucks costing \$600 for one and \$750 for both trucks. Board decided that it was not necessary at this time.

John Christianson stopped to talk with Mick Simonson and stated that the Xmark mower should be traded in sooner than later. Mick Simonson will get a quote for January's meeting. If over \$25,000, then we will open for bid.

At the Beach, people are parking all over and Mick Simonson is worried about them taking out sewer vents. He will take the loader out and bank up the parking area in order to keep people from parking all over.

6. New Business

- a. January 9, 2022 Caucus: Need to appoint a Chairman for the January 9th Town Caucus, Chris Nelson made a motion to appoint J Gary Lilyquist as Chairman of the Caucus. Jon Eckel seconded. Passed.
- b. Kemis Driveway Permit: Rick Kemis presented to the Board that he wanted to put in a driveway into one of his fields, but because of waterway issues did not. He did further research and found that agricultural land is exempt from the waterway issues. Chris Nelson made a motion to approve the driveway permit into his farmland off 230th, Jon Eckel seconded. Passed.
- c. Dog Bite- 1553 230th Ave, there was a dog bite issue and the dog held onto the person for 7 minutes and there was major hemorrhaging. The ambulance was called. Darrel Hall contacted Mike Dau, the Chairman and stated that this was the second time that the dog had done this. There is no dog ordinance in the Town of Milltown. This is a county issue. Mike Dau will call Darrell Hall and Cheryl Kloehn, Clerk will call Polk County. Checking with the Sheriff's Department, if the dog is at large, then they step in. As long as the dog is on the property or inside the home, the Sheriff's Department cannot do anything.

7. Old Business

- a. Update on Town Hall: Cabinets are in, the doors are coming along good. The Town Hall should be done in February 2023. J Gary Lilyquist made a comment that the sidewalks are far from the building and the Town of Milltown should revisit the concrete sidewalks and blacktopping of the lot before the work is done. Suggestion that we should get a hold of Monarch to do the blacktop and be put on the list.
- b. Update on Town of Milltown Website: Comments were made that the Town of Milltown website is not similar to the Village of Osceola website. It was stated that we would prefer that type of look and this was discussed with Julie. The

website is also not mobile ready and that tock photos could be used until other photos are obtained. An email was sent to JJ Web Services to restructure the web site ASAP so that we can go live.

- c. Bonding for Town of Milltown Treasurer: Chris Nelson discussed with Rural Insurance and since the Town of Milltown has a Resolution 17-03, Treasurer's Bond, that we do not need a bond for the Treasurer.
 - d. Campground: Dick Wealty and Linda LaMere is pursuing a campground adjacent to Five Flags Golf Course. They thought that they would be able to obtain services from Village of Balsam Lake for water and sewer. They presented at the board meeting to the Village of Balsam Lake and were told that the Village of Balsam Lake will not bring services to the campground unless the Town of Milltown annex the property. The board discussed that everything between the land and the village would have to be annexed. This request is tabled until the January 9, 2022 meeting.
8. Closed Session

Entering into closed session pursuant to Wis Stat. Sec. 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises authority.

Chris Nelson made a motion to enter into closed session for wages of the Maintenance Supervisor, Mick Simonson and Maintenance Worker, Justin Gamache, and Cheryl Kloehn, Clerk. Jon Eckel seconded. Passed.

Chris Nelson made a motion to enter back into open session of the regular Town of Milltown Board Meeting. Jon Eckel seconded. Passed.

Chris Nelson made a motion to give Mick Simonson, Maintenance Supervisor a \$1.50 per hour raise effective January 1, 2023 taking his hourly rate from \$28.69 to 30.19 per hour and Justin Gamache, Maintenance Worker a \$.75 per hour raise effective January 1, 2023 taking his hourly wage from \$24.37 to \$25.12per hour. Both employees will receive a performance review with the Town of Milltown Chair, Mike Dau the first week in January 2023 and again on July 1, 2023. Jon Eckel seconded. Passed.

Chris Nelson made a motion to give the Town of Milltown Clerk, Cheryl Kloehn a \$5.00 an hour raise, taking the wage from \$19.00 per hour to \$24.00 per hour effective January 1, 2023. Jon Eckel seconded. Passed.

9. Adjourn

The next Board Meeting will be held on January 9, 2023 at 7:00 p.m. and the Caucus will also be held on this date.

Chris Nelson made a motion to adjourn the Town of Milltown December 28, 2022 Board Meeting, at 9:00 p.m. Jon Eckel seconded. Passed.

MONTHLY FINANCIAL REPORT

December 28, 2022

Outstanding Checks 188,466.88

	x	Money Market Checking Account		551,625.54
	x	Business Checking Account		35,347.56
Bank Balances			November 20, 2022	<u>\$ 586,973.10</u>

Dates	DEPOSITS			
11/21/22	x	State of Wisconsin	10,915.24	Nov 2022 Shared Revenue
	x	Deposits are recorded in the balance		
		TOTAL DEPOSITS	<u>10,915.24</u>	<u>\$ 586,973.10</u>

Pay period dates	DESPERMENTS			
10/30/22-11/05/22	x	Mylan Simonson 40 Hr 2 OT	923.93	Maintenance Salary
10/30/22-11/05/22	x	Justin Gamache 40 hr 1 OT	847.89	Maintenance Salary
10/30/22-11/05/22	x	Cheryl Kloehn 28.Hr	424.22	Clerk
10/30/22-11/05/22	x	Bank Payroll Fee	5.25	Bank fee
	x	IRS	3,080.26	Federal
	x	Dept of Rev Tax Withholding	621.23	State
	x	Employee Trust Fund	1,391.08	ETF
	x	Wi Dept of Rev	276.92	
11/06/22-11/12/22	x	Mylan Simonson 32 HR 1 OT 8 Holiday	894.38	Maintenance Salary
11/06/22-11/12/22	x	Justin Gamache 32 hr 8 Holiday	826.55	Maintenance Saairy
11/06/22-11/12/22	x	Cheryl Kloehn 32.5 HR	488.53	Clerk
11/06/22-11/12/22	x	J Gary Lilyquist 21.25	294.37	Election
11/06/22-11/12/22	x	Bank Payroll Fee	7.00	Bank fee
11/13/22-11/19/22	x	Mylan Simonson 40 HR 10 OT	1,162.97	Maintenance Salary
11/13/22-11/19/22	x	Justin Gamache 40 hr 3 OT	891.61	Maintenance Salary
11/13/22-11/19/22	x	Cheryl Kloehn 21HR	324.31	Clerk
11/13/22-11/19/22	x	Bank Payroll Fee	5.25	Bank fee
11/20/22-11/26/22		Mylan Simonson 32 VAC 3 OT 8 Holiday	953.50	Maintenance Salary
11/20/22-11/26/22		Justin Gamache 32 VAC 8 Holiday	826.54	Maintenance Salary
11/20/22-11/26/22		Cheryl Kloehn 32 HR	481.31	Clerk
11/20/22-11/26/22		Bank Payroll Fee	5.25	Bank fee
11/27/22-12/03/22		Mylan Simonson 40 Hr 17 OT	1,364.70	Maintenance Salary
11/27/22-12/03/22		Justin Gamache 40 hr 10 OT	1,044.12	Maintenance Salary
11/27/22-12/03/22		Cheryl Kloehn 25.Hr	381.56	Clerk
11/27/22-12/03/22		Bank Payroll Fee	5.25	Bank fee
12/04/22-12/10/22		Mylan Simonson 40 Hr 7 OT	1,073.53	Maintenance Salary
12/04/22-12/10/22		Justin Gamache 40 hr	826.54	Maintenance Salary
12/04/22-12/10/22		Cheryl Kloehn 34.5.Hr	516.36	Clerk
12/04/22-12/10/22		Bank Payroll Fee	5.25	Bank fee
		IRS	5,578.24	Federal
		Dept of Rev Tax Withholding	933.78	State
		Employee Trust Fund	1,377.28	ETF
		Wi Dept of Rev	276.92	

Check Number

12/5/22	23172	Alcivia	2,548.53	Regulartor, diesel 495 g @ 4.55
12/5/22	23173	Avion Accounting	157.50	Payroll Services
12/5/22	23174	Bakke Norman	3,673.50	Legal Fees
12/5/22	23175	Cheryl Kloehn	280.64	certified Letters BOR
12/5/22	23176	Holiday Station	21.22	Maintenance Gas
12/5/22	23177	Lake County Door	367.50	Repair of North Door Shop
12/5/22	23178	Midwest Machinery	50.86	Blade Bolt
12/5/22	23179	Void	0.00	
12/5/22	23180	Milltown Hardware	45.47	Maintenance Battery Shovel
12/5/22	23181	Monroe Truck Equip	125.46	Maintenance Worklamp
12/5/22	23182	MSA Professional	11,400.00	9/11/22-11/05/22 Services
12/5/22	23183	NW WI Elec	201.79	Town Hall & Shop
12/5/22	23184	Polk Burnett Electric	26.00	10/13/22-11/13/22 Antler
12/5/22	23185	Polk County Clerk	1,053.82	2022 Election Notice
12/5/22	23186	US Postal Service	90.00	Box Rental for Year
12/5/22	23187	Verizon	92.18	Shop/Clerk Cell Phone
12/5/22	23188	Milltown Fire Assoc	11,425.97	2% Plan
12/5/22	23189	Chris Nelson	100.00	BOR Pay
12/5/22	23190	Jon Eckel	100.00	BOR Pay
12/5/22	23191	Mark Engelhardt	100.00	BOR Pay
12/5/22	23192	Mike Dau	100.00	BOR Pay
12/5/22	23193	Auto Plus of Luck	80.74	Maintenance wiper blade, etc
12/5/22	23194	Avion Accounting	202.50	Payroll Expenses
12/5/22	23195	Inter County Coop	426.92	Advertising
12/5/22	23196	Lakeland Communications	49.35	Dec 2022 Phone
12/5/22	23197	Milltown Hardware	18.49	Maintenance Side Cutter
12/5/22	23198	Steve Wickman	590.00	Trapping Beaver
12/5/22	23199	Verizon	92.18	Dec 2022 Shop/clerk Cell
12/5/22	23200	Watermans Sanitation	88.00	Garbage

49,158.75

TOTAL DESPERSMENTS

Total \$ 537,814.35

MONTHLY FINANCIAL REPORT

December 31, 2022

Outstanding Checks 185,362.45

	x	Money Market Checking Account		502,131.38
	x	Business Checking Account		26,322.55
Bank Balances			December 31, 2022	<u>26,322.55</u>
				\$ 528,453.93

Dates

DEPOSITS

12/30/22	x		246.14	Buildling Permit
12/30/22	x		255.35	Refund overpayment
12/31/22		Taxes	149,399.07	Taxes
12/31/22		Taxes	278,002.74	Taxes
12/31/22		Taxes	101,825.43	Taxes
	x	Deposits are recorded in the balance		

TOTAL DEPOSITS

529,728.73

\$ 527,952.44

Pay period dates

DESPERSMENTS

12/11/22-12/17/22	x	Mylan Simonson 40 Hr 33 OT	1,779.79	Maintenance Salary
12/11/22-12/17/22	x	Justin Gamache 40 hr 29 OT	1,461.90	Maintenance Salary
12/11/22-12/17/22	x	Cheryl Kloehn 20.5.Hr	317.04	Clerk
12/11/22-12/17/22	x	Bank Payroll Fee	5.25	Bank fee
12/18/22-12/24/22	x	Mylan Simonson 40 HR 28 OT	1,649.68	Maintenance Salary
12/18/22-12/24/22	x	Justin Gamache 40 hr 16 OT	1,176.41	Maintenance Salary
12/18/22-12/24/22	x	Cheryl Kloehn 30 HR	453.34	Clerk
12/18/22-12/24/22	x	Bank Payroll Fee	5.25	Bank fee

Check Number

0.00

TOTAL DESPERSMENTS

Total \$ 527,952.44