

Board Meeting Minutes
Town of Milltown
Clerk, P.O. Box 475, 1502 200th Ave, Milltown, WI 54858
February 17th, 2025, 7:00 pm, at the Milltown Town Hall

1. Meeting called to order: Jon Eckel called the February 17th, 2025, Town of Milltown Board Meeting to order at 7:00 pm.
Board Members Present: Jon Eckel, Chris Nelson, Mark Engelhardt, Cheryl Kloehn
Others Present: David Beaulieu, Doug Bergstrom, Brook Jackson (Royal CU), Jeff Vollrath, Craig Carlson, Jamie Carlson, J. Gary Lilyquist
2. Agenda Additions or Changes (According to Open Meeting Laws): Chris Nelson made a motion to accept the February 17th, 2025, Town of Milltown Board Agenda as posted. Jon Eckel seconded the motion. Passed.

3. Public Comment: Dave Beaulieu made a comment if public access on Rice Lake could be plowed out. Maintenance will look and plow the area at Rice Lake.

Doug Bergstrom announced that the Town of Milltown has received the DNR permit for Antler Lake boat landing. There is another round of grants in April or May and DNR will match 50%.

4. Prior meeting minutes approval

January 13th, 2024 Meeting Minutes: Chris Nelson made a motion to approve the January 13th, 2025 meeting minutes. Jon Eckel seconded the motion. Passed.

5. Financial Report approval

Revised Financial Report Ending December 7th, 2024, and January 13th, 2025: Chris Nelson made a motion to accept the revised December 7th, 2024, Financial report adding deposit from Village of Luck for 1334.00. Jon Eckel seconded the motion. Passed.

Chris Nelson made a motion to accept the revised January 13, 2025, financial report correcting a deposit of \$754,106.77 to a corrected amount of \$21,889.32. Jon Eckel seconded the motion. Passed.

Financial Report Ending February 17th, 2025, Profit & Loss Ending January 31, 2025: Chris Nelson made a motion to approve February 13th, 2025, financial report, P&L and pay bills. Jon Eckel seconded the motion. Passed.

6. Maintenance Report

Frank Rau reported that the Maintenance Department is working on organizing the shop and the end loader will be driven to the Town of Eureka to rebuild the cylinders, a guy from Sterling Township has rebuilt cylinders and the kits are ordered for \$500.00, saving money for the township. The gravel pit will need more grass planted. Frank Rau will meet with Dane to wrap everything up in the gravel pit. Information from the Polk County Land is attached to board members' packets. Kimball Midwest has a special for a cabinet with assorted sizes of bolts, nuts, washers, grade 5 1800 pieces to purchase for \$735.00. Town of Milltown Board Members approved the purchase.

7. New Business

- a. RCU Presentation(Brooke Jackson): Brooke Jackson presented a money market account for municipalities which the rate is 4.2% at this time. There is no minimum or maximum balance, checks, electronic transfers can be done off this account. Packets given to the Board members. Deposits can be made off the computer, lots of options. What is the insurance coverage for monies at RCU? \$250,000 is the insurance coverage for monies at RCU. RCU is working with a third party that pools all funds together and distributes through other credit unions. RCU can provide financials to show their strength. Chris Nelson asked if the rate changes daily, Brooke explained that the rate changes monthly and matches the 90-day Treasury rate. Issues with checks written out to other businesses and coming back due to fraud. Look into positive pay for the Town of Milltown. Brooke Jackson to update on the split of funds.
- b. Cintas: Cintas called and asked about doing rugs on a weekly basis. Rugs currently at the Town Hall are bought by the Town. Discussion on only paying for every other two weeks.
- c. Maintenance Worker Resume's-Interviews - Closed Session
- d. Vacation/Sick Time Payouts – Closed Session.
- e.

8. Old Business

- a. Carlson Construction: Jamie Carlson provided the binders for Town of Milltown. Plans also being provided. A change order was submitted for the keys and locks which Carlson Construction is waiting for an answer from the Town of Milltown. Going through the check list, training has not been done as of today as not all items are completed for this project. Test and Balance report has been submitted to the board. The breaker/sensor by the bathroom, done 2/11/25. Exhaust was to be installed with 2" rubber, provide a credit and still not properly sealed. Caulking the exterior and interior perimeter of door, pictures given, done 2/11/25. A change order was submitted for the threshold, until Carlson construction receives a response from the Town of Milltown, the project is still not finished. Active door leaf, mechanical room, painted, sanded, primed and painted. Done prior to 2/11/25. In floor heat boiler in the mechanical closet, before and after pictures provided, caulking, they put a rubber boot and used a putty to seal. Done 2/11/25. Before and after pictures of the thermostat. Add Ons to the low voltage, presented voltage protector, but spec calls for conduit. Carlson Construction to talk with Maxwell Heating on the conduit. Pictures for the wall air conditioner before and after. J channel, not anything done as Town of Milltown questioned if there was j channel. There is a J channel along with silicone and the problem is there is no overhang on the building. There were screws missing on the wall and water was coming in. Key was found on top of the water heater. Records room closes smoothly. Done 2/11/25. Two new orders, one for changing the doors/keys. Carlson Construction believes that the only items left are the training and the questions on list. Jon Eckel will go through everything and as it relates to the doors, as a general contractor it is your responsibility for keys. Carlson Construction has not heard anything on credits. Jon Eckel will go through the change orders and the 2 change orders in hand right now. A motion needs to be carried on, two change orders before the Town of Milltown Board members, change order \$532.32 bottom plate insert and threshold, is this for the shop. Jon Eckel made a motion to deny the change order for \$532.32 as applied for by Carlson construction for the thresholds, kick plates. Chris Nelson seconded the motion Passed. The other change order for rekeying the doors, Jon Eckel asked if they had any documentation seeking how the

doors should be keyed. Carlson Construction received an email from the clerk asking that the doors be keyed with the same key for all doors in the hall and shop. Those were required in the spec book to ask Town of Milltown how the doors should be keyed. It is the contractor's responsibility to follow specs, and request contractors to contact Township to see how doors should be keyed. Jon Eckel made a motion to deny the change order for the rekeying of the doors. Chris Nelson seconded the motion. Passed.

- b. Beach Agreement – Mike's Meeting/Town of Milltown & Village Meeting-Mike and Jon will be meeting with Larry before the fire meeting. March 5th is the meeting date with Mike Dau, Jon Eckel and Larry from the Village of Milltown. Town of Milltown has insurance coverage and Village of Milltown has insurance coverage. Village of Milltown Police Officer should be patrolling Half Moon Beach on each shift. Spy Point for cameras at the shop for \$120/year per camera.
 - c. S&A – Shop Apron-letter attached- letter from date of the letter which was 12/26/24 and no response from S&A. In the letter from Bakke Norman, it states as follows: "be advised that if you do not agree, the Town reserves the right to have the work done by a third part and use the remaining contract funds for said work. You will also be responsible for any costs incurred more than the remaining contract funds expended by the Town to complete the work."
 - d. Andrie Electric Invoice, 2022 Minutes - \$9850.00 – Minutes from March 21, 2022, Adrie Electric presenting additional costs of \$13,625.00 and after further discussion bill should be paid by Carlson Construction. After further research, the Clerk has found the minutes from October 10, 2022, minutes where the board has approved the payment of the additional \$9850.
9. Closed session: The Town of Milltown will hold a Closed Session pursuant to Wis Stat 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." for the Town of Milltown Shop Addition
10. Closed session: Closed Session: The Town of Milltown will hold a closed session pursuant to Wis Stat 19.85(1)(c), Wis. Stat for discussion of employment.

Jon Eckel made a motion to move into closed session. Chris Nelson seconded. Passed.

11. Reconvene into Open Session with possible action on Closed Session items.
12. Chris Nelson made a motion to move back in open session, Jon Eckel seconded the motion. Passed.

Chris Nelson made a motion to offer Jeff Vollrath the full-time Maintenance Worker following a background check and reference check at \$25.00 per hour. The clerk completed the background check and reference check, all checks were great. Jeff Vollrath start date is 2/18/25 with 8 days' vacation and 10 sick days for 2025. A six-month review will take place August 11, 2025, in closed session.

13. Adjourn: Chris Nelson made a motion to adjourn the February 17th, 2025, board meeting at 9:30 pm. Jon Eckel seconded the motion. Passed.
- 14.

Next Meeting: March 13th, 2025, at 7:00 pm.