

**TOWN OF MCMILLAN**  
**FINANCE COMMITTEE MEETING MINUTES**  
McMillan Town Hall  
**Monday June 24, 2019 7:00 pm**

1. Meeting called to order at 7:00 p.m. by John Cokl.
2. Roll call: Russ Weichelt, Doug Seehafer, John Cokl, Stephanie Gudmunsen, Mary Mancl, Robert Steiner
3. Introductions: Committee members introduced themselves.
4. Determine # members: All members agree to six members to make up the committee, no objections brought forward.
5. Appointment lengths: Committee members are appointed by the McMillan Town Board. The Town Board makes appointments in the month of May. Recommendation that Finance Committee members serve 1 year terms with unlimited renewable appointments. Committee members should notify the Town Board by April 1st if they are willing to serve another 1 year term and wish to be considered for another appointment.
6. Frequency and goals of meetings: All agree to meet monthly for approximately 6 months, then re-visit meeting frequency to determine if meetings can be held quarterly. Agenda items for meetings can be requested by Town Board members, Finance Committee members and citizens by emailing John Cokl. Members offered items for the purpose of meeting and potential agenda items including:
  - a. Members need to begin to acquire more information about the town's budget process and policies, individual department needs and the overall finances for the town. Agenda items should include various methods to accomplish this.
  - b. Invite department heads to attend Finance Committee meetings, one at a time beginning with the department with the largest budget. Department heads would be able to talk about their departments, budgets and what their needs are in order to help familiarize the committee with each department.
  - c. Reviewing the year to date budget and any concerns at every meeting. Town Clerk or Town Treasurer will provide the year to date budget with updated revenue and expenses prior to each meeting.

- d. Compare our expenditures to other townships. Possible townships of similar size would be Lincoln or Richfield.
7. Select officers: Motion (Weichelt/Mancl) to appoint John Cokl as Chair of the Finance Committee. Motion carried 6-0. Motion (Steiner/Mancl) to appoint Stephanie Gudmunsen as Secretary of the Finance Committee. Motion carried 6-0.
8. Review example policies and procedures: Town Chairman Derfus will send Finance Committee Chair Cokl a copy of the town's policy and procedure manual. Town Treasurer will provide Cokl with the login information for the Wisconsin Town Association membership when it becomes available to her. Table further discussion until July meeting.
9. Website proposal: Town Clerk Holcomb was going to find out if hosting was required in order to purchase the Bronze package from the proposed website developer. No update available on the status of this. Motion (Cokl/Steiner) to recommend to the Town Board to approve the bronze package for website with exploration of hosting options. Motion carried 6-0.
10. Review year to date budget concerns: The committee would like to have a list of contact persons for each department for budget questions. The committee would also like to begin to put together a list of what the township currently has for assets as well as what each department's long term needs are for Capital Improvement items. Table further discussion pending the committee receiving additional information regarding specific budget concerns for each department.
11. Bridge replacement fund issues: Information provided to the committee on the status of the bridge replacement fund and how the funding for the project works. No recommendation needed at this time, will continue to get updates as more information becomes available.
12. Options to pay \$17,000 Fire Department bill: Discussion of options to pay this bill. Question if the money should come out of the bridge fund or if it should be absorbed into various department budgets over the remainder of the year. No recommendation at this time, table until next meeting.
13. Other issues as presented: Fire Chief Rodney Bauer voiced concern about the Finance committee changing meetings from monthly to quarterly. Chief Bauer updated the committee that there will be a bill for \$7,765 coming soon for fire gear that has been

ordered. Chief Bauer reports this expense was anticipated and is covered under the current budget. Discussion regarding the need for this new gear and if there is a way to limit the amount of new gear that must be purchased in the future. Committee member Mancl pointed out an important issue that came up during this discussion that department heads are not consistently presenting purchases over \$1,000 to the Town Board prior to making the purchase. This town policy needs to be reviewed with all department heads and enforced going forward.

14. Motion (Seehafer/Steiner) to adjourn. Motion passed 6-0.

Next meeting July 22, 2019 at 7:00 p.m.

Minutes submitted by:

Stephanie Gudmunsen

Finance Committee Secretary

6/28/19