

**TOWN OF MCMILLAN**  
**FINANCE COMMITTEE MEETING MINUTES - DRAFT**  
McMillan Town Hall  
**Monday July 22, 2019 7:00 pm**

1. Meeting called to order at 7:00 p.m. by John Cokl.
2. Announce quorum, members present: Russ Weichelt, John Cokl, Stephanie Gudmunsen, Mary Mancl, Robert Steiner
3. Motion (Steiner/Mancl) to approve the June meeting minutes. Motion carried 5-0.
4. Presentations from various departments: Department heads provided general overview of what is in their budget. Presenting department heads included Gary Franz for Transportation and Roads, Dave Swenson for Sanitation, Rodney Bauer for Fire Protection, and Robert Steiner for Library.
5. Review of Departments and their 2019 budgets moved to the end of the agenda.
6. \$1,000 purchase prior approval: Cokl reviewed the town ordinance as it is currently written and points out that the Fire Department only has to get prior approval from the town board for purchases of \$1,000 or more, if the money is being taken from the volunteer fund. Therefor, the Fire Department has been following the ordinance properly. Mancl suggested the ordinance be changed so it is consistent for all departments. Discussion. Motion (Mancl/Steiner) to propose \$1,000 purchase threshold for prior approval from the board for all departments. Motion carried 5-0.
7. Website update: Cokl provided new information regarding hosting for the web site. The developer has to have a 36 month commitment to purchase hosting from them in order to develop the website. The developer will also ensure the website is ADA compliant. Motion (Gudmunsen/Mancl) to recommend to the town board to approve moving forward with web site development by JB Systems including hosting for at least 36 months. Motion carried 5-0.
8. Review prior year's budgets vs current year: Committee members reviewed and discussed documents.
  - a. Discussion of potential areas to make up for \$14,000 insurance shortfall. Motion (Cokl/Steiner) to recommend to the town board that \$3,500 from the fire truck sale be used for the \$14,000 shortfall from truck repairs and that the

Transportation/Roads, Fire Protection, Legislative/General and Buildings and Grounds Departments reassess their budgets for 2019 to identify potential cost savings. Motion carried 5-0.

9. Discuss July 2019 Clerk report and discuss possible solutions. Cokl states that he has not received a report from the Treasurer related to the Clerk's report. Motion (Cokl/Steiner) to table the Treasurer report to the August meeting. Motion carried 5-0. Discussion regarding Clerk report and accounting software. Clerk Holcomb reports she will not be able to validate the financial information unless the software access is changed. Options discussed. Motion (Steiner/Mancl) to recommend to the town board to authorize Clerk to install new Quickbooks software where Clerk is the administrator and can set up Treasurer as a user. Motion (Cokl/Mancl) to amend the motion to include recommendation that between now and the point where the new software is installed, that it reverts back to the way it was set up prior to June 2019. Motion carried 5-0. Discussion held regarding the office locations of the Treasurer and Clerk and if the ordinance is being followed with respect to access to records. The committee feels this is a town board decision. Cokl stated that he thinks that if the board needs to access a users computer, the user should be present or have the ability to request to be present.
10. Establish budget process timeline: Motion (Cokl/Steiner) to request the town board begin the 2020 budget process and the Finance Committee is willing to oversee or assist the budget process as directed by the board. Motion carried 5-0.
11. Motion (Mancl/Weichelt) to adjourn. Motion carried 5-0.

Next meeting August 26, 2019 at 7:00 p.m.

Minutes submitted by:

Stephanie Gudmunsen

Finance Committee Secretary

7/28/19