

# Town of Rusk Regular Monthly Meeting

## Meeting Minutes

December 13, 2012

*Present:* President Steve Zmrazek, Steve Styczynski, David Franklin, Deputy Clerk Pat Arnold, Treasurer Donna Matus

*Next meeting/s:* Special Meeting to Pay Bills and set Caucus Date – **December 19, 2012** at 6 pm.

Special Meeting to Audit Books - **January 8, 2013** at 10 am  
(no other action will be taken at this meeting)

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**I. Chairman Steve Zmrazek called the meeting to order at 7:00 pm, followed by the ‘Pledge of Allegiance’ and Moment of Silence for Healing and Support.**

**II. Roll Call taken with all Board Members Present**

**III. Minutes to be approved**

Amended October 11, 2012 minutes.

Motion by Franklin, 2<sup>nd</sup> by Zmrazek to correct minutes to reflect first motion to adjourn failed due to lack of vote.  
Motion carried.

November 8, 2012 minutes.

Motion by Franklin, 2<sup>nd</sup> by Styczynski to dispense with the reading of the minutes

Motion by Franklin, 2<sup>nd</sup> by Zmrazek to strike a public comment and special comments from the minutes. Motion carried.

Motion by Franklin, 2<sup>nd</sup> by Styczynski to approve the minutes as amended. Motion carried.

**IV. Public Comments Related to Agenda Items**

Chairman gave brief description of agenda items. Chairman advised that additional agenda items had been legally posted within 48 hours of this meeting, in the three approved locations.

**V. Treasurer’s Report**

Report given by the Treasurer. Money market has been zeroed out and all money transferred to the checking account as of November 30, 2012.

Motion by Styczynski, 2<sup>nd</sup> by Franklin to approve the November 13, 2012 Treasurer’s report. Motion carried.

Motion by Franklin, 2 <sup>nd</sup> by Zmrazek to move and insert agenda item “Adopt policy for Board to approve bills” at this time for consideration. Motion carried
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**VI. Adopt Policy for Board to Approve Bills**

Motion by Zmrazek, 2<sup>nd</sup> by Franklin that fifteen minutes prior to the regular monthly meeting, the board Members will meet and audit the monthly bills. Each board member will sign and date each bill at that time. Motion carried.

**Policy: Each board member will sign and date each bill after reviewing.**

Motion by Franklin, 2 <sup>nd</sup> by Zmrazek to move agenda item Audit and Pay Bills to the bottom of the Agenda. Motion carried.
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**VII. Ordinance to Extend Town Officer Terms**

Motion by Zmrazek, 2<sup>nd</sup> by Styczynski to adopt the resolution to extend the Town Officers Terms in Response to Election Law Changes. Motion carried.

**VIII. Bruce Ambulance Service Donation Request**

Non-profit organization. Does service the Town of Rusk. Legal for us to donate. If there is money left, will donate \$250 per public comment suggestion.

Motion by Franklin, 2<sup>nd</sup> by Zmrazek to move 'Amend the Budget' agenda item to right before 'Pay the Bills'. Board will Audit the Bills, Amend the Budget and then Pay the Bills. Motion carried.

**IX. Snow Plowing Park Drive Area**

Township notified that Township of Sumner will no longer plow Park Drive. Township crew will plow in future.

**X. Town Shed**

Electrical upgrade is in progress. Existing meter has been moved and a new meter installed.

**XI. Barger's**

Survey flags indicate survey had been completed. Flags appear to be where thought. Anticipate receiving map in December.

**XII. New Fire Signs**

Work in progress. Try to get reimbursed sign that was damaged due to an accident.

**XIII. Policy for Posting Minutes and Agenda on Website**

Motion by Franklin, 2<sup>nd</sup> by Zmrazek, that Clerk will post agenda on the website on the same day as posted on approved bulletin board locations. Approved minutes to be posted within 7 days following a Town Business Meeting. Motion carried.

**XIV. Define contents of Meeting Minutes**

Motions by Franklin, 2<sup>nd</sup> by Styczynski to have minutes contain only business transactions and items requested to be on the next month's agenda. Motion carried.

**XV. Explanation of Clerk Office Expenses**

Motion by Zmrazek, 2<sup>nd</sup> by Styczynski, to table this item until next month. Motion carried.

**XVI. Attendance at Board Meeting Requirement for Board, Clerk and Treasurer**

Per Legal Counsel of the Wisconsin Town's Association memo, a salaried member is required to attend at least one (1) meeting per year. No violation, no action taken.

Motion by Styczynski, 2<sup>nd</sup> by Franklin, to take a 10 minute recess. Motion carried.  
Chairman Zmrazek reconvened the meeting at 9:00 pm.

**XVII. Amend the 2012 Budget**

Board reviewed recommended budget adjustments.

Motion by Franklin, 2<sup>nd</sup> by Styczynski, to move \$500 from Assessor Salary line item to Clerk's Expense line item, and move \$185 from Publishing line item to be split with \$125 into Election Expense, \$10 into Treasurer's Salary and \$50 into Town Hall Expenses. Motion carried.

Note: Treasurer's Bond expense should be reflected in Bond and Insurance Expense, not Treasurer's Expense.

**XVIII. Approve & Pay Monthly Bills**

Motion by Zmrazek, 2<sup>nd</sup> by Franklin to pay the monthly bills. Motion carried.

**XIX. Next Month's Agenda Items from Public Comments**

- a. Audit books
- b. Discuss having Treasurer Resign
- c. Review process for requesting Bids/estimates/quotes
- d. Discuss and timely action to implement plans for New Shed
- e. Set Caucus Date
- f. Determine who has Town of Rusk Credit Cards.
- g. Treasurer availability

**XX. Adjournment**

Motion by Styczynski, 2<sup>nd</sup> by Franklin to adjourn the meeting at 10:50 pm. Motion carried.