

Regular Monthly Board Meeting Minutes  
April 18, 2013 at the Rusk Town Hall

Meeting was called to order by Chair Lisa Dobrowolski at 8:35 pm.

ROLL CALL: Chairperson Lisa Dobrowolski - 1<sup>st</sup> Supervisor Steve Styczynski – 2<sup>nd</sup> Supervisor David Franklin  
All Present.

MEETING MINUTES – Consideration of approval / distribution of the March 14, 2013 meeting minutes  
Minutes read aloud by Clerk Pat.

**Motion by Franklin, 2<sup>nd</sup> by Dobrowolski, to approve the March 14, 2013 minutes as read. Motion passed unanimously.**

OFFICIALS' REPORTS / COMMENTS:

A - Chairperson: Lisa Dobrowolski

- Thanked Steve Zmrazek for many years of service to the Town.
- Would like to see shorter meetings in the future.

B - 1<sup>st</sup> Supervisor: Steve Styczynski

- Add agenda item to look at Building Permit language and Building Inspections.
- Comment on past election provision for Absentee Voting

C – 2<sup>nd</sup> Supervisor: David Franklin

- When agenda item requested, it should appear on the agenda
- Phone calls should be returned
- Clerk's expense – determine what should be approved.
- Requested a report of past Clerk Expenses.
- Consider hiring a different Building Inspector

D – Treasurer: Donna Matus

- Why does Clerk need a PO Box? Extra charge for mileage?
- Treasurer's Monthly Report –

Balance Forwarded (General Checking Account)	\$5,241.74
Transfer from Money Market	62,000.00
Deposits	170.94
Interest	1.51
Disbursements	<u>-67,133.64</u>
Balance General Checking	280.35
Balance Money Market	<u>47,599.38</u>
Total Available	\$47,879.73

Motion by Franklin, 2<sup>nd</sup> by Dobrowolski to approve as presented. Motion passed unanimously.

E – Clerk: Pat Arnold

- Purpose to ensure Town is in compliance with State and Federal Laws and Accepted Accounting Principles Presented new combined Time and Expense Report Sheet.
- Report can be emailed to Clerk. Supervisors must complete a sheet showing monthly Salary. Create/keep Electronic signature on file for each Supervisor.
- Accepted Accounting Principles dictate the Vendor's be paid by signed receipts. All statements must match with receipts received.
- PO Box is a good way to separate Clerk's personal mail from Town business. Goes to town at least once a week. No additional charge to Town for mileage
- Setting regular hours of Monday – Wednesday, 9 am – 12pm, and Friday 9am – 12pm. Appointments upon request.
- Invoices paid will include Change of Address/Phone/Heading. Clerk's name will not be specified.

CITIZENS COMMENTS – This is a time for anyone to comment or ask questions.

- Notice Agenda and Meeting Agenda must be identical
- Previously citizens were receiving agenda via email. Wish to continue.
- Fire signs discussion. Place on next month's agenda.
- Need to post WTA meeting on April 24, 2013. All supervisors may attend.
- Discussion on receipts must be signed by person incurring expense on behalf of the Town
- What constitutes a Walking Quorum – how citizens can become involved without being aware of it.
- J. Prorok take truck in for annual service

OTHER BUSINESS:

A – Update on the Barger's Survey & Claim

1. Barger's are having a new survey taken.
2. Ken Prorok wishes to be notified if Town decides to convey a portion of the Right-of-Way
3. Franklin called attorney. No returned response.

4. Lisa will contact Town's attorney.
- B - Jim Toman Report - Implementing Plans for a New Town Shed
1. Additional information provided.
  2. Informational meeting set for May 2, 2013 at 7 pm for Cleary presentation.
  3. J. Kowalski would like to talk to a Board member about his property adjacent to town hall. Franklin will do so.
- C - Expense Report Policy
1. Report due by 4<sup>th</sup> of each month in order to receive reimbursement for expenses, accompanied by all receipts
- D - Town Drug Test Policy - CDL
1. No update by Styczynski
  2. Emergency snow plow operator not included
  3. Do municipal vehicles require DOT inspection?
  4. Lisa will provide update next month
- E - Report on the process for payment of Property Taxes on line for our Town
1. Board would like to revisit possibility of having available E-Tax payments, which cost \$1.50 per transaction.
  2. Future agenda item – prior to tax season (Nov-Dec)
- F - Delinquent Personal Property Tax
1. Certified letter returned unsigned.
  2. Board directed Treasurer to create one letter/statement showing each year's delinquent amount plus any interest, court costs, etc. that was incurred. Letter to be brought to next meeting for signature by Board members.
  3. Clerk to investigate if Tax Intercept can be used. Present at next meeting.

#### NEW BUSINESS

**Motion by Franklin, 2nd by Dobrowolski to move items C and D to front of agenda. Motion carried.**

- C - Approve Clerk access to internet accounts at Sterling Bank  
**Motion by Franklin, 2nd by Dobrowolski to give Clerk 'inquiry only' online access to Sterling Bank Accounts, and Treasurer full online access to Sterling Bank Account. Ayes – Franklin, Dobrowolski Nay-Styczynski. Motion carried 2/1.**
- D – Set Board of Review date.  
 Assessor having problems with computer system. Perhaps ready in July.
1. **Motion by Dobrowolski, 2nd by Franklin to set the Board of Review meeting at 6:00 pm on Thursday, May 9 prior to the start of the Regular Board meeting. Motion passed unanimously.**  
 Motion rescinded by Dobrowolski.
    - First meeting must be held any time after the 2<sup>nd</sup> Monday of May.
  2. **Motion by Dobrowolski, 2nd by Styczynski to set the Board of Review meeting at 6:00 pm on Thursday, May 16. Motion passed unanimously.**

Break: **10 minute break called at 10:38 pm.**  
**Meeting reconvened at 10: 48 pm.**

- A - Approve & Pay Monthly Bills  
**Motion by Franklin, 2nd by Dobrowolski to pay bills as presented, with the exception of the Car Quest statement, pending receipt to verify amount charged. Motion passed unanimously**
- B - Approve & Pay Supervisors wages  
**Motion by Franklin, 2nd by Dobrowolski to pay S Styczynski's wages. Ayes – Franklin, Dobrowolski, Styczynski abstained. Motion carried.**
- Motion by Styczynski, 2nd by Dobrowolski to pay D Franklin wages. Ayes – Styczynski, Dobrowolski Franklin abstained. Motion carried.**

- E – Adjournment  
**Motion by Dobrowolski, 2nd by Styczynski to adjourn the meeting at 11:15 pm. Motion passed unanimously.**

Respectfully submitted by Pat Arnold - Town Clerk

Future Agenda items

1. Set pay rate for non-elected employees
2. Review Building Permit
3. Double sided Fire Signs
4. December agenda – Election workers appointed odd years

Upcoming Meeting Dates

April 24, 2013	Rusk County WTA Unit Mtng	7 pm@ Rusk Crt Hse
May 2, 2013	Cleary Presentation	6 pm @Town Hall
May 9, 2013	Monthly Town Board	6 pm @ Town Hall
May 16, 2013	Board of Review	6 pm @ Town Hall
April 17, 2014	Annual Town Meeting	7 pm @ Town Hall