

**Minutes of the (Regular) Meeting of the
Brown Township Board
November 10th, 2021**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:07 p.m. on November 10th, 2021.

2. Roll Call

Paul Adamski conducted a roll call: Paul Adamski, Deborah Knutson, Lani Millsap, Tim Joseph and Paul Wondolowski were present. Others in attendance were Rob Carson from Networks Northwest and Sandy Nelson from the Planning Commission.

3. Approve the Agenda

Tim Joseph made a motion to approve the meeting agenda; Lani Millsap seconded. Motion carried.

4. Public Comment

No public comment.

5. Approval of Minutes from the previous meeting

Tim Joseph made a motion to approve the minutes of the October 13th, 2021 minutes; Lani Millsap seconded. Motion carried.

6. Public Hearing - Brown Township Park and Recreation Plan

Paul Adamski closed the regular business meeting at 7:12 p.m. See attached Public Hearing minutes for the Brown Township and Recreation Plan. The regular business meeting reconvened at 7:38 p.m. See new business below.

7. Reports

Supervisor - Paul Adamski reported he has one special use permit for adding on to a wood shed (#1438).

Clerk - Deborah Knutson reported that the November 2nd Election went really well. There were 75 voters.

Treasurer - Lani Millsap presented financial reports showing check #13935 to #13962 for payments. Total disbursements of \$10,004.00. Tim Joseph made a motion to pay October's bills; Paul Wondolowski seconded. Motion passed. The Treasurer's Report was received showing a current passbook balance of \$357,291.85. She also reported that she received the first half of the ARPA funds of \$38,675.00. She is getting ready to send out winter tax bills. She is also working with Deborah Knutson to pass on managing and reconciling the bank accounts minus the tax account. She and Deborah are also getting ready for the audit on November 23rd.

Assessor - Board of Review is to meet in December.

Planning Commission - Tim Joseph reported that they have gotten through the whole zoning ordinance. A lot stayed the same but some things were changed or reworked. Next step is getting the whole revised version on PDF. Then making sure that there are no errors and sending on to the lawyer. Then there will be a Public Hearing and then sent on to the County and then finally the Township Board. Once this is finalized they will move on to the Master Plan and ORV's.

8. New Business

Brown Township Park and Recreation Plan - Tim Joseph moved to adopt the Parks and Recreation Plan with the addition of frisbee golf added to the plan; Paul Wondolowski seconded. 5 - yeas; 0 - nays; 0 - absent. Resolution 1-2021 passed. The Clerk signed the resolution.

PNC Bank Accounts - Lani Millsap has been noticing increasing fees for the bank accounts at PNC Bank where the Township has their General Fund, Fire and Rescue and Roads accounts. If she changes to a different account better suited for the Township, it would save between \$60 to \$100 a month in fees. She also mentioned that they have a remote scanning machine that she could scan in checks right from home. This would cost \$25 a month to have this machine.

Paul Adamski brought up that it is terrible to have to pay fees on an account that has the amount of money that it does in it. After some discussion it was decided to wait and check other banks on what they charge for fees. Paul Wondolowski made a motion to table the PNC bank account changes till next month; Deborah Knutson seconded; Motion passed.

9. Discussion Period

- a. **American Rescue Plan Act Funds (ARPA)** - Some discussion was had about what could be done with ARPA funds. Rob Carson mentioned they can be used for things such as roads, broadband internet, utilities, Township Hall improvements, recreation and much more. The funds have to be used by 2026 and it is important to keep good records and receipts of the monies spent.
- b. **Marijuana - Restricted Funds** - Deborah Knutson is trying to figure out a way to keep track of the money that is used for Marijuana expenses. After some discussion it was concluded that the best way is to use a form for each month for the money that is spent on Marijuana and to reimburse the general fund. This is done only for accounting reasons and no money is being moved in the bank account.
- c. **Cemetery** - Paul Adamski reported that he had the Talon Group do a title search for the old cemetery off of River Road and Millarch and there is no easement. The Township would either have to buy property or get easement from an adjoining property.

Lani Millsap brought up the floors in the Hall and they are in pretty rough shape and cleaning them really won't help the situation. Paul Adamski thinks there are wood floors under the tile that could possibly be redone. Deborah Knutson will make some phone calls to a few places to see about redoing the floors or new floors.

10. Upcoming Events - Next Board Meeting - December 8th, 2021 7:00 p.m.

11. **Adjournment** - Tim Joseph made a motion to adjourn the meeting at 8:55 p.m.; seconded by Paul Wondolowski.

Minutes recorded by Deborah Knutson, Clerk.

Minutes approved - December 8, 2021