

Minutes of a special meeting of the Brown Township Board

Brown Town Hall – June 20th, 2022

The special meeting was called to order by Supervisor Paul Adamski at 7:02 p.m.

Board Members Attendance: Present: Paul Adamski, Supervisor; Deborah Knutson, Clerk; Lani Millsap, Treasurer; Timothy Joseph, Trustee; Paul Wondolowski, Trustee.

Others in attendance: None.

The purpose of the meeting is **budget review and planning.**

Revenues from the previous fiscal year were reviewed and discussed.

Expenditures from the previous fiscal year and what is anticipated for the upcoming year were reviewed and discussed. Deborah Knutson mentioned that the Clerk budget was over due to subscriptions that were not used by the clerk before such as QuickBooks and extra training and help from the accountant. The Assessor's budget was over because of the extra postage that was reimbursed for 2019 and 2020. The Township Hall was over because the Audit was not accounted for in last year's budget. This year there will be no audit.

The following line items needed to be amended to create a balance of all line items

<u>Transfer the amount of</u>	<u>from line item</u>	<u>to line item</u>
\$1,135.38	101.567 (Cemetery)	101.215 (Clerk)
\$878.77	101.567 (Cemetery)	101.257 (Assessor)
\$2,293.57	101.567 (Cemetery)	101.265 (Township Hall)

There was a motion made by Deborah Knutson to amend the current fiscal year budget by transferring a total of \$4,307.72 as listed above; seconded by Tim Joseph.

There was a discussion of **salary adjustments.** Assessor's salary is going up to \$12,110 a year coming out to \$1,009 a month before taxes also the postage of approximately \$500.00 a year. Lani Millsap mentioned that Deborah Knutson's workload has increased and that a raise should be discussed. Tim Joseph made a motion to increase the clerk's salary to \$10,000 a year; Lani Millsap seconded. Roll call vote 5-0 unanimous. Motion Carried.

After the salary increase, the budget was looked over and changes were made for the fiscal year 2022/2023. The changes that were made was \$3,975 more for the Clerk due to the extra subscriptions needed for QuickBooks and salary increase, \$1,000 was added to Board of Review for training and a new board member, \$500 was added to Treasurer for postage, \$2,500 was added to Assessor for postage and salary increase, \$1,000 was added to Elections for extra elections this year due to election payroll, \$1,000 was added for the Township Hall since it is close to being over budget, \$15,000 was added for Roads because of the Lyman/Siegfried road and possible other projects. Bank service charges were decreased \$155.00.

There being no further business, the special meeting was adjourned at 7:55 p.m.