

**Minutes of the (Regular) Meeting of the
Brown Township Board
July 12, 2023**

1. Call to Order

Paul Adamski called the regular business meeting of the Brown Township board to order at 7:03 p.m. on July 12, 2023.

2. Roll Call

Deborah Knutson conducted a roll call: Paul Adamski – Supervisor, Deborah Knutson - Clerk, Melissa Hughey – Treasurer, Paul Wondolowski - Trustee and Tim Joseph – Trustee were present. Also, Pamela Tompke – Cemetery Sexton and Jon Millsap – Hall Rental Administrator were present.

3. Approve the Agenda

Tim Joseph made a motion to approve the meeting agenda with the addition of Cemetery Plots to New Business; Paul Wondolowski 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 June 14, 2023 meeting; Paul Wondolowski seconded. Motion carried. Tim Joseph made a motion to approve the minutes of the June 19, 2023 Budget Meeting; Paul Wondolowski seconded. Motion carried. Tim Joseph made a motion to approve the minutes of the June 19, 2023 Public Hearing; Paul Wondolowski seconded. Motion carried.

6. Reports

Supervisor – Paul Adamski reported that there were quite a few calls this month on various things. There was a Land Use Permit for a 40 x 60 pole building with a 30 x 15 lean-to on Skocelas Road (#1458).

Clerk – Deborah Knutson reported that she reached out to Steam and Squeegee to see if they could clean the Hall a few times a year with a more thorough cleaning in the spring. They said the spring cleaning would be about \$350 and about \$150 each normal cleaning. Deborah will get a hold of them to see if they can come in August to clean and give a quote for 2024. She also talked to Paula, the Accountant, about the best way to save documents and programs on the Clerk's and Treasurer's computer. Documents can be saved to the cloud but it would be easier to save programs to an external drive.

Treasurer – Melissa Hughey presented financial reports showing check #14456 to #14478 for payments. Total disbursements of \$10,303.09. Tim Joseph made a motion to pay the bills; Paul Wondolowski seconded. Motion carried. The Treasurer's Report was received showing a current balance of \$481,313.32. Melissa reported that tax bills went out on July 1st and she's already getting bills back. She mentioned that she has \$50.55 petty cash and sees no real use for it, so wondering what she should do with it. It was discussed that she should keep it until after the summer tax season, in case it is needed.

Assessor – No report was given.

Planning Commission – No report was given.

7. New Business

- a. Cemetery Plots – Pam Tompke, Sexton, reported to the Board that Tom and Chris Grevey are interested in buying 2 graves in Schoolhouse Cemetery. They are not Brown Township residents but they have other family who have plots in the cemetery. Tim Joseph made a motion to allow the Grevey’s to buy 2 graves in Schoolhouse Cemetery; Paul Wondolowski seconded. Motion carried.
- b. A Plus Accounting – Yearly Services – A Plus Accounting would like to contract for services on a yearly basis with a flat rate of \$200.00 a month for up to 30 hours of billable services per year. Tim Joseph made a motion to accept the contract for services for A Plus Accounting for July 1, 2023 to June 30, 2024; Paul Wondolowski seconded. Motion carried.
- c. Tables for the Hall – Deborah Knutson reported that the tables from Jackpine are \$142.67 per table if you buy more than 4 tables at a time. Tim Joseph made a motion to buy 6 tables from Jackpine; Paul Wondolowski seconded. Motion carried.

8. Discussion Period

- a. Hall Rental – Jon Millsap – Hall Rental Administrator – came to answer questions about how Hall Rentals are going this year and to discuss concerns about cleaning and also to update Hall Rental forms.

9. Upcoming Events

Next Board Meeting – August 9, 2023 – 7:00 p.m.

- 10. Adjournment** – Tim Joseph made a motion to adjourn at 8:18 p.m.; Paul Wondolowski seconded. Meeting adjourned.

Minutes recorded by Deborah Knutson, Clerk.
Minutes approved – August 9, 2023