

## TOWN OF RUSSELL BOARD APPROVED MINUTES

February 3, 2020

**Call to Order** at 7:00 p.m. by Interim Chairman Willeford

**Pledge of Allegiance** followed.

**Agenda Posted:** Confirmed. Clerk Mierzejewski informed those present all locks are keyed the same for the 3 posting places.

**Attendance:** Board members present: Willeford, Ausloos, Schmahl.

Others present: Treasurer Cobble, Clerk Mierzejewski

**Approval of Meeting Minutes:** Minutes from January 7, 2020, were read. Supervisor Schmahl made a motion to approve the minutes as read with the addition of “discussion was held for the address sign for Lucy Mueller”. Supervisor Ausloos seconded motion. Motion carried.

**Treasurer’s Report:** Treasurer Cobble presented the treasurer’s report from January 2020. After questions were answered pertaining to the report, Supervisor Ausloos made a motion to approve the treasurer’s report as read. Supervisor Schmahl seconded motion. Motion carried.

**Monthly Bills:** Town Clerk presented the bills for February 2020. Discussed settlement to the schools will be made when figures are received from the County. Motion made to pay the bills as presented by Supervisor Schmahl, seconded by Supervisor Ausloos; motion carried.

### **Town Members/Special Topics:**

- Supervisor Schmahl reported contacting Lucy Mueller, informing her the address sign was ordered and he will deliver it when received.

### **Monthly Correspondence and/or email:**

- Interim Chairman Willeford received invitation to Wisconsin Asphalt Pavement Association seminar and Construction Business Group Winter Conference. No board members expressed interest in attending.
- Interim Chairman Willeford received map from US Department of Commerce. Town Clerk will file map.
- Clerk Mierzejewski received email from Laurie at JK Inspections introducing a new building inspector, Brian Witkowski. Interim Chairman Willeford will contact Mr. Witkowski and invite him to a town meeting.

### **Building Permit:**

- Supervisor Ausloos followed up on a building permit from fall of 2019 for William Braun. Supervisor Ausloos contacted Mr. Braun, explained why a building permit is required, and Mr. Braun agreed to obtain the permit. Town Clerk will send necessary documents to Mr. Braun and issue the building permit.

### **Liquor/Operator Licenses:**

- Clerk Mierzejewski indicated Jovan's requested a license for bartender Cheri Schad. Appropriate paperwork, payment was received; and background check was obtained. After discussion, Supervisor Ausloos made a motion to approve the license. Supervisor Schmahl seconded. Motion carried.

**Recycling Center:** Nothing to report.

**Constable Report:** Nothing to report.

### **Town Roads:**

- Estimate received from Struck and Irwin Paving for patching of 5 miles of town roads. A check on the condition of the roads will be done by the Town Board in March.
- Interim Chairman Willeford contacted Wade, at the County Highway Department, to introduce himself as Interim Town Chairman and discuss town roads.
- Supervisor Ausloos explained some town residents are interested in allowing ATVs to be on town roads. He indicated residents who want this need to get a copy of ordinance/proposal to present to Town Board. Supervisor Ausloos will check with other townships that have this ordinance.

### **Board of Audit:**

- Treasurer Cobble presented the totals for the Town of Russell Board of Audit 2019. Clerk Mierzejewski presented the totals from the clerk's recordkeeping for 2019. The totals matched. Supervisor Schmahl made a motion to accept the audit numbers match. Supervisor Ausloos seconded motion. Motion carried. The Board of Audit form dated February 3, 2020, was signed by the Town Board.

### **Other Town Business:**

- Discussed condition of Town Hall roof. When the weather warms up a visual inspection will be done, and further discussion held.
- Treasurer Cobble requested approval to upgrade Quicken Program. Request granted. Also, US Postal Service not happy when property tax payments are placed in treasurer's mailbox without a stamp; should go through proper mailing channels. Treasurer is reviewing delinquent personal property and real estate tax report.
- Clerk Mierzejewski requested approval of the following poll workers for 2020 elections: Rosemarie and Herb Dickman, Judy Schmitz, Janet Seiler, Mark Novotovic, Jackie Ausloos, Larry Kempf, and Lori Braun. Board approved all poll workers.

- Clerk Mierzejewski requested purchase of printer for exclusive use for town clerk activities. Supervisor Schmahl made motion for purchase of a printer for town clerk with \$100.00 limit. Supervisor Ausloos seconded motion. Motion carried.
- Clerk Mierzejewski raised question on rate for mileage reimbursement. Currently Town reimbursement rate is \$0.45/mile. IRS rate for 2020 is \$ 0.575/mile. Board suggested adding this to the annual meeting agenda for discussion.
- Clerk Mierzejewski informed Town Board of a Clerk Training Institute held for a week in Green Bay. Discussion was held. Town Clerk with check with other municipal clerks to see if they have attended this training and if they felt it was beneficial.

**Adjourn:** Motion to adjourn was made by Supervisor Schmahl, seconded by Supervisor Ausloos. Motion carried. Meeting adjourned 9:12 p.m.

Respectfully submitted:  
Lynette Mierzejewski  
Town of Russell Clerk

**Tentative Upcoming Meeting Schedule:**

Monday, March 2, 2020 at 7 p.m.

If you have an item for the agenda, please contact Interim Town Chairman:  
Mike Willeford (920)-946-6778