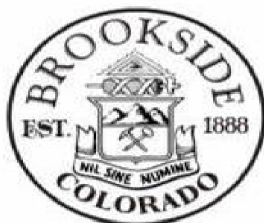


Town Of Brookside Town Hall



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TOWN OF BROOKSIDE Regular Town Board Meeting April 9, 2024, 7:00 PM

Call to Order, Roll Call and Pledge: Mayor Arlin Bolkema opened the meeting at 7:00 P.M. The Pledge of Allegiance was said. Present: Board Members John Grooms, Jana Schutte and Kim DiOrio; Mayor Arlin Bolkema; Town Clerk Shelby Mehring. 2 citizen attended. Approval of Minutes, Agenda and LOEs: Trustee DiOrio made the motion to accept the minutes from March 12 meeting. Trustee Grooms Second the Motion. The Motion passed with four AYES. Trustee Schutte made the motion to accept the agenda. Trustee Grooms second the motion. The motion passed with four AYES. Trustee Grooms made the motion to accept the General fund LOE trustee DiOrio second the motion. The motion passed with four AYES. Trustee DiOrio made the motion to accept the Water fund LOE Trustee Grooms second the motion. The motion passed with four AYES.

Water Enterprise Report- 3@ 2 months & 2@3months; \$1304.81 past due invoices corrected one three month citizen paid in full

Community Center: Month of April: 3 rentals scheduled; one completed.
Volunteer Hours Recorded: John Grooms : 2.5 hours Locks and Cameras

Upcoming Meetings:

- Board workshop: Tuesday, April 23, 2024 @ 7:00 PM
 - **CANCELED** due to clerk's absence
- Celebration for Cloyce Mann's Service to Brookside: May 11 @6pm
- Board Meeting: Tuesday, May 14, 2024 @ 7:00 PM
- Board Workshop: Tuesday May 28 @ 7pm
 - Land use code

Old Business:

1. ARPPA funds- Clerk is still working on locating all the documents and more information that needs to be located. There is a report that is due, clerk is working on information on how to complete the report and possibly find more documentation regarding the ARPPA funds.
2. Community center rental deposit with card reader- Clerk has emailed SIPPA trying to find information
3. Version Wireless Tower- No further Communication was made. Community members Kelee Dell and Carrie Rutherford said that we need to check our documentation regarding the land around the water tank and pervaded their documentation. The clerk is to contact the clerk and recorder to get more information.

New Business:

1. **Budget resolution-** resolution No.02- 24 resolution for the exemption from audit. Mayor Bolkema read the resolution trustee DiOrio Made the motion to accept the resolution for the exemption from audit. Trustee Grooms Second the motion. Motion passed with 4 ayes. The board also needed to sign the document for the exemption from audit for Lenny Merriam to file the exemption from audit.
2. **Holiday and Sick Pay-** The board discussed holiday pay for employees and decided that there will be no holiday pay at this time. The board discussed the holidays that the office will be closed, and the clerk is to post them and put them in the newsletter. Office closers for 2024 as follows January New Year's Day; May 27- Memorial Day; July 4- Independence Day; September 2- Labor Day; November 11- Veteran's Day; November 27&28- Thanksgiving; December 24 & 25- Christmas
3. **IT Update-** Things are moving slowly to gain access to all the accounts. The clerk is currently working to get access to the GoDaddy account.
4. **Bookkeeping-** Amber Conover with Second-61 is working to change all the clients from QuickBooks due to multiple issues with the program. The options are Koble with Gusto for payroll or Xledger. Currently quick books will not allow the town to update the payment method because previous clerk had tied the town QuickBooks to her name. For payroll and quarterly taxes Amber Conover took checks and information to correctly write the checks.
5. **Plaque for Cloyce Mann and the art work in community building-** The previous clerk was tasked with making a plaque for Cloyce Mann for the service that he provided the town as trustee and Mayor. The board decided to have a plaque made and to have a pizza party May 11 at 6 Pm. They also decided to have something made for the artwork of Dave Merrick as well.
6. **Mini Grant- Street sign updates-** The clerk checked to make sure the street sign replacement would qualify for the grant. The clerk is to find were we can take the matching funds. Possibly from AARPA money? The board does not want the matching money to come from the capital improvement fund.
7. **Cash for change for office-** The clerk asked for a petty cash fund to be able to give change when needed. The consensus of the board was to have a check written for \$50 to be a petty cash fund and to keep it in a bank bag along with an accounting log.
8. **Fire Hydrant-** The fire department asked for the hydrants to be flushed with the proper paperwork. They don't have the documentation for 2023. There is no record of the hydrants being flushed in 2023 in the office. The clerk will round up the necessary paperwork so it will be ready.
9. **Tech Radium Quote-** The clerk was provided with a quote for a company that is a message system. Board decided that the product was not necessary for Brookside and declined.
10. **Julie Annear: Mine Reclamation-** She was coming to discuss the signs in the park but had to reschedule.

Adjournment: Trustee Schutte Motion to adjourn, 2nd by Trustee Grooms, Motion passed with four AYES at 8:19 PM.

Respectfully submitted by, Shelby Mehring, Town Clerk