

## Special Board Meeting of the Town of Trade Lake

11811 Town Hall Rd, Frederic, WI 54837

11/18/2021

Meeting called to order by chairman Ramona Moody at 6:30 pm. There are 5 in attendance.

Board Members Present: Chairman Ramona Moody  Supervisor Scott Doornink  Supervisor Adam Lesak

Others Present: Treasurer Patsy Tucker  Clerk Marjie Gravelle  Hwy Maintenance Jeremy Scheider

Patsy was appointed to take minutes of this meeting.

Affidavit of Posting: Notices and agenda were posted according to §19.84 at the Trade Lake Store, Bass Lake Lumber, and the Town Hall on November 18, 2021 @ 2:30p.m.

Approval of Agenda: Motion by Lesak to approve the agenda and order. Seconded by Doornink Motion carried by voice vote.

Payment of Town Bills: Motion by Lesak to pay town bills in the amount of \$30,243.59 Seconded by Doornink. Motion carried by voice vote.

Clerk resignation: Marjorie Gravelle has given notice of resignation. Marjie's last date will be December 9, 2021

Advertisement for clerk position: Motion by Lesak to post the clerk position in the local papers. Seconded by Doornink. Motion carried by voice vote.

Optional appointment until position is filled: Jen Goldman offered to head up elections as she is already chief election inspector for Trade Lake. Jen will communicate with Marjie to see what the need is and to move forward with setting this up. The board is in agreement with Jen being appointed as deputy clerk to help with elections per Marjie's direction.

Quickbooks online: Motion by Lesak to move to Quickbooks online. Seconded by Doornink. Motion carried by voice vote. Chairperson Moody will have Clerk Gravelle work with Clerk Toni Carter from the Town of Grantsburg to transfer from Quickbooks desktop version to the online version as the Town of Grantsburg has already done this process and can be of assistance.

Mailing address for clerk: Until the clerk position is filled, we will transition mail to be sent to Treasurer Patsy Tucker's address. Motion by Lesak to change mailing address for the Clerk to Patsy Tucker. Seconded by Doornink. Motion carried by voice vote.

Adjourn: Motion by Doornink to adjourn. Seconded by Lesak. Motion carried by voice vote. Meeting adjourned at 7:25p.m.