

**MINUTES OF THE TOWN OF BARNES
SPECIAL TOWN BOARD MEETING
Thursday, September 20, 2012 at Barnes Town Hall**

[APPROVED] *

Chairperson Lu Peet called the Special Town Board Meeting to order at 5:00p.m. Roll call was taken; members of the Board present were: Chris Webb, Mitch McGee, Donna Porter, Lu Peet, Supervisor Jack Meinke, absent (arrived at 5:50p.m.). Also in attendance was Steve Baldwin, Town Clerk-Treasurer and Bob Lang, Roads & Property Foreman. Peet verified with Baldwin that notice of the meeting had been properly and timely posted as required by law.

Motion (Webb/Porter) to approve the Agenda as presented. Call for discussion. **Motion carried.**

AGENDA

1. **Budget Planning Session for the 2013 Budget:** Baldwin stated the purpose of the meeting was to review the Town's Chart of Accounts for Revenue/Expenses for all required/desired changes for the 2013 Budget, and to identify all outdated accounts that could be deactivated.
 - a) **Revenue Acct. Changes?:** Minor name changes were made. Account 44200 for the old dog license income has a negative \$301. balance; it is incorrect because the correcting journal entry for the deposit error of last January was entered twice by mistake; dog license income should be deposited with property taxes and the balance should be 0. Discussion. The board directed Baldwin to deactivate all old unused accounts.
 - b) **Expense Accounts – Review of Y-T-D Changes:**
 - **Election Account Change:** New Cost Center 51700 reviewed; it is required by GAB.
 - **Admin. & Highway Supplies Accounts:** The new Sub-accounts added were reviewed.
 - **Finance Software fee:** account 51515 added for QuickBooks
 - **Electric charges allocation:** Discussion. Decision to allocate Electric for Town Hall, Highway and BES at 1/3 to each.
 - c) **Proposed Changes:**
 - **Make Janitor Hwy-Buildings & Grounds?:** Keep at Janitor/Parks Maint./Cemetery
 - **Admin. for Fire & Ambulance and centralize Fired Chief/Amb. Director salary & all Utilities for Fire & Ambulance:** Discussion. Approval to set-up BES-Admin.
 - **Gasoline usage allocation:** The Cemetery error has already been fixed and changed per the August monthly meeting discussion. For 2013, we will allocate actual fuel usage based upon the monthly fuel meter readings on a monthly closing basis prior to running the budget reports for the monthly meetings.
 - It was identified that the Hwy-Regular Part-time Wages (Jerry Witt's hours), account 53310-3 is not set-up properly and is accumulating against cost center 53310 that is only for the Full-time staff; Baldwin to research and correct.
 - Bob Lang proposed a new plow truck purchase. This will be added to the agenda and discussed at the September 27th Special Meeting currently scheduled.
2. **Motion (Webb/McGee) to adjourn the Special Meeting.** Call for discussion. **Motion carried.**
Meeting adjourned at 7:10p.m.

Respectfully Submitted,

Stephen C. Baldwin, Town of Barnes Clerk-Treasurer

Dated this 4th Day of October, 2012

* **Note:** These Minutes were approved by the Town Board at their October 16th, 2012 monthly meeting.