

**Town of Forest  
Richland County, WI  
Regular Monthly Board Meeting Minutes  
November 13, 2018**

The regular meeting of the Town of Forest was called to order at 6:09 pm (following the budget meeting) by Chairman, Wayne Longacre. In attendance were: Wayne Longacre, Jim Carley, Dan White, Patience Duhnke, Lynette Owens, John Matthes, Susan Reed and Jeanetta Kirkpatrick.

Lynette Owens affirmed that the meeting notice was properly posted on the website and at the Town Hall, Viola Library, and Epitaph News on Sunday, and emailed to interested parties on Monday.

October 9 meeting minutes were approved. Motion by Wayne Longacre, second by Jim Carley, carried. October 22 special meeting minutes were approved. Motion by Wayne Longacre, second by Jim Carley, carried.

Treasurer's Report: Patience Duhnke presented the treasurer's report.

Patrolman's Report: As Henry was unable to attend, Dan White reported Henry has been preparing equipment for winter and moving the salt and sand piles. Lynette reported that Henry asked about having maintenance performed on the furnace before winter as this has not been done since its installation. The board directed the clerk to check on having it done. Henry also suggested the town look into a carbon monoxide detector for the office area. The clerk will investigate.

Public Comment: None

Old Business: None

New Business:

New Clerk: The new Clerk, Lynette Owens, was introduced and welcomed.

Update Credit Cards: After discussion, motion was made by Wayne Longacre, seconded by Dan White to cancel any previous cards that may be active; to issue a credit card in the name of Town of Forest, Lynette Owens, Clerk, with a limit of \$2,500.00; to issue a second credit card in the name of Town of Forest, with a limit of \$2,500.00 for use by those authorized to do so by the Town Board, and when not in use, said second card shall remain secured at the Town Hall. Motion carried.

Monthly bills and financial activity were reviewed. Jim Carley moved to pay the bills as presented, seconded by Dan White. Motion carried.

Next meeting is set for December 11, 2018 at 6 pm.

Dan White moved to adjourn; second by Jim Carley; motion carried.

Respectfully submitted,  
Lynette Owens, Clerk