

Town of Plum Lake

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Special Town Board Meeting Minutes

Approved 2/24/26

Special Meeting of the Town of Plum Lake

Board of Supervisors met at the Plum Lake AEMS Station in Sayner on

February 24, 2026 at 5:30 PM.

Meeting called to Order at 5:30pm. The meeting was duly called by Chair Postuchow with the notice posted at the Town Hall in Sayner, the US Sayner Post Office, and notice was given to the *Vilas County News-Review*, *The Lakeland Times*, WRJO, WERL, as well as posted on the Town of Plum Lake website.

Roll Call: Chair Postuchow, Supervisor 1-Rasmussen, Supervisor 2-Eliason, Clerk Arnold and Helen Bryner

A quorum was present

1. Discussion and Possible Action to Authorize the Opening of a Town Bank Account Designated for Donations

The Town Board discussed the establishment of a separate Town bank account designated exclusively for the receipt, holding, and tracking of donations made to the Town of Plum Lake.

The purpose of the donations account is to:

- Improve transparency and accountability of donated funds
- Segregate donations from general operating funds
- Ensure compliance with donor intent and Town Board of Town of Plum Lake or Town Chair authorization
- Support accurate accounting and audit review

It was noted that:

- Donated funds shall be used only for purposes authorized by the Town Board or Town Chair
- Any donor-restricted donations shall be tracked separately and expended solely in accordance with donor intent
- The account shall be subject to all Town financial controls and reporting requirements

Motion made by **Supervisor Eliason**, seconded by **Supervisor Rasmussen**, to authorize the opening of a separate bank account in the name of the Town of Plum Lake, designated for donations with authorized signers on the account to be a board member and treasurer or town chair. The donations account shall:

- **Be included in all regular financial reports**

- **Be subject to standard internal controls**
- **Be reviewed as part of the Town's annual audit process**

Vote: Chair Postuchow: Aye, Supervisor 1 Rasmussen: Aye, Supervisor 2 Eliason: Aye. Unanimous. Motion Carried

The Town Board reviewed minutes typed during meeting. No questions or corrections

Motion made by Supervisor Rasmussen to approve the 2/24/26 Special Board meeting minutes. Seconded by Supervisor Eliason. Vote: Unanimous. Motion Carried

Adjournment:

Motion made by Supervisor Eliason, Seconded by Supervisor Rasmussen to adjourn the meeting. Vote: Unanimous. Meeting adjourned at 6:04

Recorded by T. Arnold this 24th day of February, 2026

DONATION ACCOUNT POLICY STATEMENT

The Town of Plum Lake may accept monetary donations. All donations shall be deposited into the Town's designated Donations Bank Account.

1. Segregation of Funds

Donated funds shall be segregated from general operating funds to ensure transparency and proper tracking. Donation funds will not roll over at the end of the year into the general fund.

2. Donor Restrictions

Donations received with specific donor intent or restrictions shall be tracked separately and expended solely for the designated purpose.

3. Authorization of Expenditures

All expenditures from the donations account shall require Town Board or Town Chair approval *unless* otherwise authorized by prior board action.

4. Accounting and Reporting

The donations account shall be included in all regular financial reports and reviewed during the Town's annual audit.

5. Statutory Authority

Authority for administration of Town finances is provided under Wis. Stat. § 60.22(1), with accounting standards governed by Wis. Stat. § 66.0603.