

Board of Audit Town Board Meeting
Special Meeting 6:30 p.m.
Wednesday, February 23, 2022
12165 Hancock Street



Attending in person, Twp Chair Brian Kolbinger , Twp Vice Chair Brad Wilkening, Twp Supervisor Luke Babler, Twp Supervisor Robin Boros, Twp Supervisor Joe Danielson, Twp Clerk Lucinda Messman, Twp Treasurer Tanya Danielson

No others in attendance

Tuesday, April 7, 2020 The Becker Town Board passed Resolution 2020-15: A Resolution Establishing the Ability Conduct Open Meetings by Telephone. The Town Board of Becker Township, Sherburne County, Minnesota, will continue to make available/utilize teleconferencing as requested so long as a health pandemic exists under Minn. Stat. Ch. 12.

Meeting called to order at 6:00 p.m.. Quorum verified.

Supervisors confirmed that Tuesday, March 8, 2022 at 8:01 pm at Township Hall will be the Annual Meeting.

Supervisors met as the Board of Audit to examine and audit the Towns' accounts in accordance with Minnesota. Statutes §§ 366.20 and 366.21. Notice was posted in accordance with Open Meeting Law statutes.

Treasurer provided an accounting of all money received and how it was disbursed. The Town Board then reviewed the Town Accounts for the year by examining and comparing the clerk's books, the treasurer's books and bank account information. This action does not take the place of the regular financial audit that will be completed by an outside public accountant. The review of the outside audit normally takes place over summer months. The 2020 outside audit was approved in 2021 and performed by Schlenner, Wenner & Co.. They have begun receiving information for the 2021 audit.

The Treasurer provided the appropriate documentation for the history of expenditures for 2021 and information regarding anticipated increases in general expenditures as well as a basic financial report for the year. The Treasurer will prepare a full financial report to be presented for the Annual Meeting.

Supervisors selected the following receipts to see original records and check clerk and treasurer financials for accuracy:

- | | | |
|------------------|--------------------------|----------|
| • Receipt 240872 | for an assessment search | 5.00 |
| • Receipt 240905 | for Permit T2021-211 | 1,153.69 |
| • Receipt 240909 | for Ag Market Credit | 3,558.47 |
| • Receipt 240856 | for Permit T2021-147 | 210.46 |
| • Receipt 241596 | for Interest earnings | 363.08 |

2021 Receipts balanced and totaled \$1,911,498.76.

Supervisors selected the following disbursements to see original records and check clerk and treasurer financials for accuracy:

• Check 14911	Cleaning Town Hall	525.00
• Check 15111	Escrow Return	687.50
• Check 15333	Payroll	1,383.91
• Check 15309	Escrow Return	3,000.00
• PO 1371	Phone/internet services	181.27
• PO 1354	Phone/internet services	179.53

2021 Disbursements balanced and totaled \$1,328,611.98.

After reviewing the above documentation, the Treasurer requested she and the clerk would like to make a \$ 0.52 addition to receipts (# 240971) in order to balance to the bank. This amount has been off and it could be a transposition error. A brief discussion if how much time should be spent looking for this figure. It would cost the township much more than making an adjustment. Board members agreed and approved the adjustment.

Treasurer presented fund balance report and the receipts register and disbursement for posting prior to the annual meeting.

Clerk presented the report of funds received from the county auditor in 2021.

Levy recommendations were discussed for 2023

- Federal and State recommends at least 4.1% increases yearly to maintain budget levels
- 2021 expenditures and estimates for 2022 services
- Upcoming anticipated expenses
- Increases in cost of living/everything is getting more expensive
- Road costs are increasing
- Justification for any increases in the levy must be there or it shouldn't increase

2023 Levy Recommendations

General Fund – recommend increase to 180,000

- Costs of doing business have gone up
- Inflation has/is occurring all expense categories

Road and bridge – much discussion – recommend increase to 1,050,000

- Population is increasing, increasing traffic on roads
- Increases in oil prices and diesel fuel impact asphalt costs
- CIP continues to aid in planning for maintenance
- Keep in mind that as population increases, the bill is spread out more
- Maintenance needs to continue

- Board has no desire to use bonding or assessing to make sure road work and maintenance gets completed. Therefore the township will need to continue to make smaller increases

Fire Fund – have been increasing/using ‘surplus’ to get to even with costs in prior years

- Recommend increasing to 120,000
- Future increases will be based on Fire Department budgeting.

Town Hall funds – after budget review, maintain at 15,000

- Expenses will be greater than levy for 2021
- ARPA funds are available to assist with upgrades at this time – do not increase

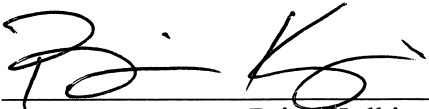
Levy recommendation as follows:

General Fund	180,000
Road and Bridge Fund	1,050,000
Fire Fund	120,000
Town Hall Fund	15,000
<u>Recommended Levy 2023</u>	<u>1,365,000</u>

Road Supervisors will prepare the written road report for the Annual Meeting.

Clerk to prepare the Board of Audit Report for the Annual Meeting.

Meeting adjourned 6:41 p.m.


 Brian Kolbinger, Chair


 Lucinda Messman, Clerk

Dear Sirs,
I am pleased to inform you that your application for the position of [Job Title] has been successful. We are pleased to have you join our team.

The position is located at [Location] and will be responsible for [Key Responsibilities]. We offer a competitive salary and benefits package.

We are pleased to have you join our team. The position is located at [Location] and will be responsible for [Key Responsibilities].

Yours faithfully,
[Signature]
[Name]
[Title]

[Signature]
[Name]
[Title]