

Board of Audit Town Board Meeting
6:00 p.m.
Monday, March 6, 2023
12165 Hancock Street



Attending in person, 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

Absent: Twp Chair Brian Kolbinger

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

Supervisors confirmed that Tuesday, March 14, 2023 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 later in the year. The 2021 outside audit was approved in 2022 and performed by Schlenner, Wenner & Co.. They have begun receiving information for the 2022 audit.

The Treasurer provided the appropriate documentation for the history of expenditures for 2022 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 241602 for Permit T2022-25 962.70
- Receipt 240953 for Permit T2022-022 & 031 5,084.89
- Receipt 241601 for Permit T2021-254 430.00

2022 Receipts balanced and totaled \$2,351,950.74

Supervisors selected the following disbursements to verify original record documentation and check clerk and treasurer financials for accuracy:

- Check 15567 Becker True Value 185.76
- PO 1446 City of Becker 17.08
- Check 15753 Bogart, Pederson & Associates 24,768.00

- Check 15562 Wruck Excavating 9,184.77
- Check 15653 Newman Traffic Signs 19.19

2022 Disbursements balanced and totaled \$ 2,611,296.12

After reviewing the above documentation, the Treasurer requested she and the clerk would like to make a \$ 1.00 addition to receipts in order to balance to the bank. The clerk would like to make an adjustment in funds to balance to the Treasurer. Currently the General Fund and Permit fund are off by \$.78. This amount has been off and is likely a transposition error. A brief discussion of how much time should be spent looking for these two figures. It would cost the township much more than making an adjustment. Motion to approve the two adjustments by Danielson. Second by Boros. Motion carried, all voting in favor.

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 2022.

Levy recommendations were discussed for 2024

- Federal and State recommends at least 4.1% increases yearly to maintain budget levels.
- 2022 expenditures and estimates for 2023 services.
- Upcoming anticipated expenses.
- Increases in cost of living/everything is getting more expensive.
- Road costs are increasing significantly.
- Justification for any increases in the levy must be there or it shouldn't increase.

2024 Levy Recommendations

General Fund – recommend increase to 195,000

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

Road and bridge – much discussion – recommend increase to 1,300,000

- Population is increasing, increasing traffic on roads.
- Increases in oil prices and diesel fuel impact asphalt costs (97th Street coming in substantially higher than originally predicted and this project involves three entities and a grant).
- 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.
- Significant increase in plowing and related expenses due to snowfall this season.

- Budget will need to be revised for 2023, though not ready to make that call this evening. It will be completed in the coming months.

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

- Recommend increasing to 150,000.
- Future increases will be based on Fire Department budgeting.
- This amount is still less than our actual cost.

Town Hall funds – after budget review, it needs to increase to 25,000

- Expenses were greater than levy for 2022.
- ARPA funds were used to assist with ADA upgrades.
- General maintenance costs have increased.

Levy recommendation as follows:

General Fund*	195,000
Road and Bridge Fund	1,300,000
Fire Fund	150,000
Town Hall Fund	25,000
<u>Recommended Levy 2024</u>	<u>1,670,000</u>

*General Fund includes a \$20,000 line item in the budget for donations.

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

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

Roads

County Road 93 – residents were present at the February Town Board meeting and asked if the Town Board would be willing to take on this road from Sherburne County as the Township standard is for a 66’ right of way and the county wishes to obtain a 100’ right of way which would cause many residents to lose longstanding tree growth in front of the parcels.


- A discussion and various opinions and options were discussed.
- An upgrade of the road to Township Standards would be required.
- This is north of our section of 185th.
- 1.6 mile stretch.
- What type of costs would impact the township as far as maintenance?
 - 20-25 year life of road surface – then reclaim.
 - Plowing/Sanding/Sweeping/Mowing would all see increases.
 - Crack sealing, filling, etc.
 - The annual budget would need to increase.
 - What benefit is there to the township?
 - What about increases born by the rest of the population in the township?
 - Clerk to request some numbers from the engineer.
 - Clerk to check with auditors to see if they have some averages from the state.
 - This will be discussed at the next town board meeting.

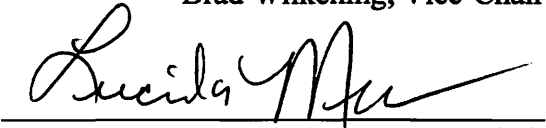
97th Street SE discussed briefly – status and that it is planned for completion in 2023. Other entities involved are Clear Lake Township and the City of Becker.

The clerk received a call from the MN Department of Labor and Industry on Friday stating they heard that Becker Township changed building inspectors to the new city inspector, Mark Lucht. The clerk corrected this information to the MN DLI and let them know that the Township’s Building Official services are provided by Metro West.

- Discussion that the City of Becker announced they hired a building inspector at the last Town Board meeting, February 27th, 2023.
- At this time, there is no change for the Township residents as the Township was not involved in the actions of the City of Becker and do not know what their intentions are at this time.
- Changing building officials takes time and there are many things to consider. It is not something that is completed quickly.
- Metro West is the current Town Building Official.

Meeting adjourned 6:59 p.m.


Brad Wilkening, Vice-Chair


Lucinda Messman, Clerk