

Franconia Township

2022 Annual Audit and 2024 Budget Meeting

Saturday, March 4, 2023

Franconia Town Hall 25156 St. Croix Trail. N. Shafer, MN 55074

Town Board Members Present

Owen Kuhnly - Chairman

Sonny Sparby - Vice Chair

Doug Wallis - Supervisor

Karen Anderson - Clerk/Treasurer

Others Present

None

Call to Order:

Chairman, Owen Kuhnly called to order the Franconia Annual Audit and Budget meeting at 8:59 a.m.

The Pledge of Allegiance was waived.

Motion made by Sonny Sparby to approve the agenda with the additional items of Deputy Clerk, elections, emails, website and Jake. Seconded by Doug Wallis. Motion carried.

Motion made by Sonny Sparby and seconded by Doug Wallis to approve the 2022 Annual Audit and Budget meeting minutes. Motion carried.

Treasurer's Reports:

Treasurer Karen Anderson indicated as of December 31, 2022 there is a checking account balance of \$1,102,527.92 and saving/investment balance of \$1,422,977.52 for a total balance of \$2,525,505.44. Claim numbers used were 1583 through 1852. Receipt numbers were 401562 through 401600 and 401451 through 401495. There were no voided receipts. Disbursement check numbers were 13456 through 13715 and BankPay 659 through BankPay757. Voided checks were 13456; 13505,13532; 13533; 13538 and 13539. Outstanding checks totaled - \$8,502.41. Indebtedness balance as of 12/31/2022 is \$610,000. Motion made by Doug Wallis and seconded by Owen Kuhnly to accept the Treasurer's report. Motion carried.

Owen made the comment that the \$2000.00 for the historical book includes the amount of \$1,310.04 from the John Jackson book sales. Franconia Township responsibility is \$689.96. Treasurer will correct CTAS. Jeff will be paid for his services in March and there will be around \$300.00 left in the fund.

Board also asked the Treasure to reissue the outstanding check made out to Wally's Small Engine Repair.

Motion made by Doug Wallis to adjourn the 2022-year end meeting and seconded by Owen Kuhnly. Motion carried. Meeting adjourned at 9:22 a.m.

AUDIT MEETING

Chairman, Owen Kuhnly called the audit and budget meeting to order at 9:23 a.m.

Treasurer Karen Anderson presented the Board with an audit procedure and format agenda. The 2022 CTAS books have been closed and all the 2022 CTAS financial reports have been printed. The Board was presented with a list of the checks receipt from Chisago County for spot checking, a copy of the receipt register and disbursement register.

Receipt County Income - Receipt #'s 401562 property tax short settlement; 401569 Township Roads; 401574 E911 Township Share; 401585 Aggregate Tax; 401600 Property tax 2022 settlement payment #1 and 401484 Property tax 2022 settlement payment #2. No issues found.

Receipt Spot Check (minimum 3 receipts) - Receipt #'s 401459 - RW Communications for \$75.00; 401479 Tyler Olson \$1600.00 and 401579 Shirley Gustafson \$1,310.04. No issues found. No voided receipts.

Disbursement Spot Check - #13668 (Claim #1805) Fahrner Asphalt Sealers LLC Inc. - Quiet Valley double chip seal project payment #1 -\$36,068.84; #13636 (Claim #1761) Peterson Excavating, Inc. - Quiet Valley project payment #1 \$21,475.31 and #13624 (Claim #1749) Bluhm Construction Inc. - 260th & 280th pavement repairs \$33,480.00. No issues found.

Voided checks were: - No voided checks were spot checked.

MAT Checklist - Board completed the MAT checklist without incident.

General Overview and Recommendations - Mandatory outside audit when a Township has a Clerk/Treasurer position. Board stated to continue with the type of Treasure report and monthly providing the Board with a copy of the bank statements and CTAS schedule 1. The Board agreed that 2 Board members and the Clerk/Treasure would sign checks, therefore there would be the 3 required signatures. Board was concerned about Clerk/Treasure being unable to carry out duties. A Deputy Clerk would be sworn in for the Clerk and would look at a Deputy Treasure. The Treasure stated that she would make sure that a backup jump drive and the prior month's receipts and disbursement were at the Town hall for safe keeping.

Motion made by Doug Wallis and seconded by Sonny Sparby to adjourn the audit meeting at 10:30 a.m. Motion carried.

2024 BUDGET AND LEVY MEETING

Present: Owen Kuhnly, Sonny Sparby, Doug Wallis and Karen Anderson.

Chairman Owen Kuhnly called the budget/levy meeting to order at 10:31 a.m.

Set 2024 Budget/Levy

Proposed 2024 budget/levy - General Fund - \$70,000.00; Equipment Fund -\$30,000.00; Fire Fund - \$50,000.00; Road Maintenance Fund - \$20,000.00; Road & Bridge Fund - \$470,000.00; Blacktopping Fund - \$150,000.00; Shafer Franconia Fire Truck & Building Fund - \$30,000.00; Township Hall Building & Maintenance Levy - \$50,000.00 for a total 2024 levy of \$870,000.00. This is a 0% increase to the 2023 levy. A motion to present the citizens at the annual meeting the proposed 2024 levy was made by Owen Kuhnly and seconded by Sonny Sparby. Motion carried.

Set 2023 Audit Meeting

A date was set for the 2023 audit and budget meeting for Saturday March 2nd, 2024 at 9:00 a.m. at the Franconia Town Hall. A motion to approve the date was made by Doug Wallis and seconded by Sonny Sparby. Motion carried.

New Projects - Owen Kuhnly, Engineer Jake Guzik and Maintenance Lee Cartier will work on the list of projects for 2024.

Other Business – Board reminded that they need to Canvass the election results after the annual meeting. Owen stated that Lee Cartier would clean the town hall and make sure there is adequate seating. Doug Wallis will help with setting up the town hall and Sonny Sparby will make sure that the walk ways and driveway have been salted.

Annual Meeting reports – Jake Guzik, Bolton-Menk Engineer will provide a report on the 2023 maintenance projects. Maintenance Supervisor, Lee Cartier will report on the 2022 maintenance and projects.


Website – Owen Kuhnly will work with Lynn Koalska, LMEK Graphics & Designs on updating the township website.

Deputy Clerk – Owen Kuhnly will speak with those interested in the position and give report at the March regular meeting.

Motion made by Sonny Sparby and seconded by Doug Wallis to adjourn the levy/budget/other business meeting. Motion carried.

Meeting adjourned at 11:18 a.m.

Respectfully Submitted,


Karen Anderson, Clerk/Treasurer


Owen Kuhnly - Chairman