

Brandon Township

Douglas County, Minnesota

February, 2021 Board of Audit Meeting Minutes

The Brandon Township Board of Audit Meeting was held on February 16, 2021, at the 106 Mallard Ln Township Garage with Supervisors Kerby Lund, Dennis Lund and Bryan Meichsner present together with Treasurer Kathy Zimmerman and Clerk Mike Cleary. With a quorum present, the meeting was called to order at 6:30 pm. The pledge of allegiance was recited by all.

Approval of Agenda: The agenda was approved as presented on a motion by Bryan and a second by Dennis. Motion carried 3-0.

Treasurer's Annual Report: The purpose of the meeting was to review the financial records of the township for 2020 and to go over the budget and the proposed 2022 tax levy. It was noted that the supervisors review and approve each claim when submitted monthly during the year. The supervisors also review a detailed report each month of the receipts and disbursements as well as the monthly bank statements and reconciliations. The supervisors declined examination of individual claims paid during the year. The Treasurer's Report for the Year Ended December 31, 2020 was presented and studied. Motion by Dennis and a second by Bryan, to approve the Treasurer's Report and the Audit. Motion carried 3-0.

Proposed Meeting Agenda: The draft agenda for the March, 2021 annual meeting was reviewed with a motion to approve by Kerby with a second by Dennis. Motion carried 3-0.

Proposed Tax Levy for 2022: After reviewing past budgets and the continuing need for reserves for future road projects and replacement of equipment, the supervisors unanimously approved a proposed levy of \$255,000 for 2022 on a motion by Bryan and a second by Dennis. This is an increase of \$8,000 or 3.2% over the 2021 levy of \$247,000.

Adjournment: The meeting was adjourned at 6:45 pm.

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Clerk, Mike Cleary

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Chairman, Kerby Lund

These minutes are not official until approved by the Township Board