

Brandon Township

Douglas County, Minnesota

February 20, 2024 Meeting Minutes

A regular monthly board meeting was held on February 20, 2024 at the 106 Mallard Ln Township Hall with Supervisors Kerby Lund and Dennis Lund present together with Clerk Mike Cleary and Treasurer Kathy Zimmerman. With a quorum present, the meeting was called to order at 7:00 pm. The pledge of allegiance was recited by all. There were three residents present. Supervisor Bryan Meichsner joined the meeting at approximately 7:15pm.

Approval of Agenda: Motion by Dennis & a second by Kerby to approve the agenda. Motion carried 2-0.

Approval of Minutes: Motion by Kerby with a second by Dennis to waive the reading and approve the minutes of the January 16, 2024 regular monthly meeting, Motion carried 2-0.

Treasurer's Report: Beginning cash and investment balance on January 1, 2024 was \$573,400.87. January, 2024 receipts and disbursements were \$5,800.32 and \$188,383.51, respectively, resulting in an ending balance of \$390,817.68 at January, 31, 2024. Motion by Dennis with a second by Kerby to approve the Treasurer's Monthly Report. Motion carried 2-0.

Road, Equipment and Facilities: Discussion was held regarding the condition of Wolf Creek Road and when it might be appropriate to present a petition to pave the ½ mile stretch from Cty Rd 16 to Svend Dr. Due to the cost and work involved of the planned reconstruction of Chippewa Hts, Wallen & Shorewood Rds in 2025, the township would not be able to address a petition for Wolf Creek Rd until after 2025. It is unknown at this time what the cost would be post 2025 and whether the township could afford its share on a possible 80/20 splitting of the cost.

Board of Audit:

- a. The purpose of the Board of Audit was to review the financial records of the township for 2023 and to go over the budget and the proposed 2024 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. Two sets of books are maintained by the Clerk and Treasurer using the State of MN CTAS accounting program which are reconciled monthly. Division of duties are accomplished by the Clerk writing the monthly checks and the Treasurer making all deposits to the bank. The supervisors declined examination of individual receipts and claims made during 2023. The Treasurer's Report for the Year Ended December 31, 2023 was presented and studied. Motion by Bryan and a second by Dennis, to approve the Treasurer's Report and the Audit. Motion carried 3-0.
- b. Mike presented the proposed agenda for the annual meeting together with a listing of known donation requests and a proposed levy for 2025. After reviewing past budgets and the continuing need for reserves for future road projects and replacement of equipment, a motion was made by Bryan with a second by Dennis to propose a 4.2% increase in the levy

from \$275,000 in 2024 to \$286,500 in 2025. Motion carried 3-0. It was also noted that the township is in good financial shape with approximately 7.5 months of cash and investments on hand.

New Business:

- a. The 2024 annual Town/Township Clean Up Day will be held on May 18th in Evansville. The supervisors decided not to participate in this event in 2024 but to wait until it returns to Brandon.
- b. Motion by Dennis with a second by Bryan to approve payment of claims totaling \$4,538.27. Motion carried 3-0. The full list of claims is available for public inspection at the Township Clerk's office.

Correspondence and Clerk Notes: Mike reported that was one new building permit and three new special assessment searches since the prior meeting. Mike also reported that the City of Brandon is conducting inspection of sanitary sewer lines to include the township hall and, if repairs are needed, it will be at township cost. All election judges have been trained and scheduled for the March 5th Presidential Nomination Election.

Adjournment: The meeting was adjourned at 8:15 pm.

Clerk, Mike Cleary

Chairman, Kerby Lund

These minutes are not official until approved by the Township Board