

Watab Township
660 NW 5th Street
Sauk Rapids, Minnesota
Tuesday, January 15, 2019

ANNUAL AUDIT/BUDGET MEETING MINUTES

The Watab Township annual audit/budget setting meeting was called to order by Chairman Waytashek at nine o'clock a.m. on Tuesday, January 15, 2019, in the Watab Township Hall.

ROLL CALL

Present were Supervisor Craig Gondeck, Supervisor Julie Johnson, and Chairman Waytashek. Others present included Clerk Jon Hull, Treasurer Deborah O'Keefe, and Steve Wollak (2019 Supervisor candidate).

Clerk Hull and Treasurer O'Keefe offered comments regarding utilization of receipt books, the workers' compensation report, and an opportunity for professional audits in addition to the Board's annual audit involvement.

Discussion revolved around customization of CTAS account codes; increased diligence in coding disbursements to the proper accounts (general, road and bridge, fire districts); grant accounting; costs of building, drive-way, and land disturbance permits; and the need for more definitive time information from Township officials.

The meeting was recessed for a short break at 10:30 a.m.

Additional information was requested for the dollars levied for Township hall debt, heating costs (heat zones and the possibility of gas boilers); and storage containers. Township supervisors will investigate further possibilities.

A motion was made by Supervisor Johnson to establish next year's road and bridge levy at \$475,000. This motion was later rescinded.

Steve Wollak excused himself from the meeting at 11:15 a.m.

Township supervisors discussed the proposed 2019 levy which included proposed amounts:

REVENUE	\$100,000.00
ROAD & BRIDGE	475,000.00
FIRE DISTRICT # I	55,000.00
FIRE DISTRICT #II	62,000.00
TOWN HALL	<u>0.00</u>
TOTAL	\$755,000.00

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A motion was made by Supervisor Johnson and seconded by Chairman Waytashek adopting the proposed levy. Voting in favor of the motion were Supervisor Johnson and Chairman Waytashek. Opposed to the motion was Supervisor Gondeck who had issues with the Road and Bridge levy.

Township Supervisors verified that clerk's and treasurer's books matched for year ending December 31, 2018.

Township Supervisors verify claims and receipts at every meeting, so only a sampling of these documents were checked at this time. They were as follows:

Claims# 88308	Receipts# 6780
88309	6782
88310	6784

Cash Basis Accounting Report and Statement of Indebtedness reports, as well as Statements of Disbursements and Receipts and other budget reports were reviewed and accepted.

A motion was made by Supervisor Johnson, seconded by Supervisor Gondeck, and carried authorizing Township Treasurer O'Keefe to proceed with obtaining a credit card for official Township use.

A motion was made by Supervisor Johnson, seconded by Supervisor Gondeck, and carried to recess the annual budget/levy meeting until six o' clock p.m. on Tuesday, February 5, 2019, in the Watab Township Hall.

Respectfully submitted,

Respectfully accepted,

Jon L. Hull
Township Clerk

Todd B. Waytashek, Township Chairman

Craig Gondeck, Township Supervisor

Julie P. J. Johnson, Township Supervisor