

# **Board of Audit Meeting Summary**

**Convene Board of Audit – 6:30 pm**

**Present: Chairman Gene Stoeckel, Supervisor Bill Whitcomb, Supervisor Duden, and Clerk/Treasurer Tammy Creasy**

## **Financial Reviews and Permits**

Reviewed revenue entries (33, 35, 123) and expenditure entries (529, 550, 634)

1. 33 - Permit 2025-25 at 5754 25<sup>th</sup> Avenue and related payment for Telecom Power Equipment and SMJ Consulting Services discussed, totaling \$540.06
2. 35 - Permit 2025-9 6032 110<sup>th</sup> Avenue and related payment for new construction, totaling \$6,062.69
3. 123 - General cash entries of \$1,010 from Township Clean-Up Day; suggestion to add resident names as further detail
4. 529 – The Planning Company invoice from August 2025 for \$7,372.50 was reviewed, divided across several categories (noise regulations \$500, super majority votes \$665, code enforcement \$100, Betzler sketch \$350, Section 27 \$1,890, Aspen Road variance \$1,190, zoning administration \$2,177.50, meetings \$500)
5. 550 – Loucks & Associates invoice 48279 for \$638.90 was reviewed. The charges were for Serenity Meadows and were recoded appropriately as general escrow and not roads
6. 634 – Federated Co-ops bill for propane, 117.80 gallons for \$166.98. Minor error in description originally 1,017.80, the extra 0 has been removed.

## **Additional Invoice and Payment Checks**

Reviewed revenue entries (10, 53, 59) and expenditure entries (253, 254, 255)

7. 10 – Mille Lacs County Auditor payment of \$133.38 was reviewed. PILT Statement.
8. 53 – Permit 2025-60 at 3322 Balsam Lane and related payment \$699.75. Building permit and related invoice 6303172 for \$483.94 acknowledged; documentation attached showing total permit fee of \$1,183.69.
9. 59 – Permit 2025-63 at 10803 65<sup>th</sup> Street and related payment \$6,058.69.

## **Publishing Expenses**

10. 253 - ECM Publishing \$41.25, Mar 27 Union Times for April 7 PH Hall Setback Variance - Ad #1459173
11. 254 – ECM Publishing multiple total \$407.79, Apr 7 Union Times PH Hall Setback Variance – Ad #1459173, Oct 6 PH Section 27 – Ad #1492959, Sep 8 PH Serenity Meadows – Ad #1483990, Oct 6 PH CUP Barthel Ad #149255
12. 255 – ECM Publishing \$77.00, Nov 3 Union Times PH Johnson Variance – Ad #1498062

## **Additional Comments**

- Noted Minnesota Statute 331A.02 sets the legal requirements for being a qualified newspaper for public notices. Among those requirements is subd. 1€ which requires that the paper has its known office of issue located in either the county in which lies, in whole or in part, the political subdivision that is publishing the public notice or an adjoining county.
- Alternatives discussed (social media, website, billboards) but statutory obligation remains
- Mention of Minnesota Newspaper Association’s website as a free option for township notice publication
- Anticipation of increased publication costs with four upcoming elections
- Suggestion to consolidate published notices where possible to reduce cost

## **Audit Changes and Next Steps**

Positive news: Annual audit threshold increased to \$1 million budget—no annual audit required until 2029

Optional outside services are still available from auditor. Options include bid oversight, payroll review, review, compilation, and agreed upon procedures

State auditor report for 2025 already completed, with attached year-end financial statements

## **Adjournment – 6:48 pm**

Supervisor Whitcomb motions to adjourn, Supervisor Duden seconds, and passes unanimously to adjourn Board of Audit meeting