

Approved

LUTSEN TOWN BOARD OF AUDIT MEETING

January 31, 2023

Minutes

Attendees: Samantha McQuatters-Spangle, Chris Homyak, Carl Friesner, Ashley VanDoren

Call to Order: Chairperson, C Friesner called the meeting to order at 6 p.m. with the Pledge of Allegiance:

Approval of Agenda: C Friesner motioned to approve the agenda. C Homy seconded; motion passed.

Review/Audit and Approval of 2021 Financial Records: Clerk Mcquatters-Spangle explained the process of supervisors randomly choosing a month folder to compare receipts and disbursements to the records in the audit binder from CTAS [City & Town Accounting System – our accounting program] documents. Months chosen- July and September. Question included how board payroll and some claims are split between the General and the Fire Funds. After review, supervisors signed the Financial Record for 2022. Witnessed by the clerk and treasurer. This document will be on display at the Annual Meeting. All records are available in the town office for review.

Citizens' Comments: None

Adjournment: C Friesner motioned to adjourn at 6:15. C Homyak seconded. Motion passed.

Approved

LUTSEN TOWN BOARD BUDGET PLANNING MEETING

January 31, 2023

Minutes

Attendees: Samantha McQuatters-Spangle, Chris Homyak, Caqrl Friesner, Paul Geottl, Ashley VanDoren and Matt Kartes

Call to Order: C Friesner called the meeting to order at 6:53pm with the Pledge of Allegiance.

Approval of Agenda: C Friesner motioned to approve the agenda; C Homyak seconded. Motion passed.

Review of 2022 & 2023 General Budget and Planning of Proposed 2024 Budget: Treasurer A VanDoren explained the handouts to be used for budget planning with the columns to the right on each page showing budget and actual costs for years 2018 through 2022. Line by line the items were discussed with comparisons with the previous years and questions on why some costs were higher or lower than the proposed budget items as well as increased costs of some items. The budget plan will be available on the home page of lutsentownship.com and at the Annual Meeting in March with the final review in August for any adjustments.

Proposed 2024 General Town Budget: \$28,200. This does not include all requested donations.

Proposed 2024 Fire district Budget: \$191,645 for a total combined budget of \$219,845.

Review of 2022 & 2023 Fire and EMS Budgets and Planning of Proposed 2024 Budget: Again the line by line items were discussed and compared to previous years while considering future needs and inflation costs.

Proposed Levy amount will be decided at annual meeting when amounts are finalized.

Citizen Comments: None

Adjournment: C Friesner motioned to adjourn at 7:56pm. C Homyak seconded. Motion passed.