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## LUTSEN TOWN BOARD OF AUDIT MEETING

January 30, 2024

### Minutes

**Attendees:** Samantha Mcquatters-Spangle, Lolli Cooper, Philip Creighton, Carl Friesner, Ashley VanDoren, Stacy Paolo

**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. L Cooper seconded; motion passed.

**Review/Audit and Approval of 2023 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, June, May 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 2023. 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 6:19. L Cooper seconded. Motion passed.

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## LUTSEN TOWN BOARD BUDGET PLANNING MEETING

January 30, 2024

### Minutes

**Attendees:** Samantha Mcquatters-Spangle, Lolli Cooper, Carl Friesner, Steve Duclos, Ashley VanDoren, Philip Creighton and Stacy Paolo

**Call to Order:** C Friesner called the meeting to order at 7:00pm with the Pledge of Allegiance.

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

**Review of 2023 & 2024 General Budget and Planning of Proposed 2025 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 2020 through 2023. 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.

Important discussed items included:

- Resurfacing parking lot\
- Increase in insurance totals
- Increase for election amounts due to presidential election
- Decrease in Telephone bill due to switching carrier
- Updating townhall Kitchen for possible commercial use/rentals
- Updating playground equipment next to townhall for public use

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 2025 General Town Budget: \$146,350. This does not include all requested donations.**

**Proposed 2024 Fire district Budget: \$251,445 for a total combined budget of \$397,795.**

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**Review of 2023 & 2024 Fire and EMS Budgets and Planning of Proposed 2025 Budget:** The line-by-line items were discussed and compared to previous years while considering future needs and inflation costs. Some important noted increased include

- Replacement of expired turnout gear as requested by OSHA
- Replacement of out-of-date fire computer and printer
- Training for new volunteer firefighters and training review
- Replacing all expired medical supplies
- Fixing or replacing broken flir camera
- SCBA pack replacements

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

**Citizen Comments:** None

**Adjournment:** C Friesner motioned to adjourn at 8:11pm. L Cooper seconded. Motion passed.