

Avon Township Board of Audit Meeting Minutes – February 12, 2014
Avon Township Hall; 16881 Queens Road, Avon (MN)

1. **Call to order** – Chair Gondringer called the meeting to order at 7:30 PM in the main chamber of the Avon Town Hall.
2. **Pledge of Allegiance** – The pledge was recited.
3. **Roll Call** – Present: Richard Bresnahan, LeRoy Gondringer, Kelly Martini, and Stephen Saupe. Absent: John Merdan. Also present: Marion Gondringer (Deputy Clerk), Ken Mergen (Planning Commission Chair)
4. **Approval of agenda** – A discussion of Joe Koopmeiner’s salary was added to the agenda. Bresnahan moved to accept the agenda as amended. Gondringer second. All in favor. Motion carried.
5. **Scheduled Business**
 - a. **Maintenance Employee** – A mistake was made in the amount of Joe Koopmeiners recent checks; they have been too low. Martini has corrected the mistake and a check will be issued to Koopmeiners for the difference he is owed. Koopmeiners requests more to be withheld from his check. Gondringer and Mergen met for a 90-day review. The general agreement is that Koopmeiners is doing an excellent job. However, there was a question of whether the 90-day review was designed for Koopmeiners performance or for the nature of the job description.
 - b. **Examination of Claims** – The Supervisors audited the claims. Mergen and Bresnahan randomly selected a month of claims to review (Feb 2013). These were claims #1986 – 1999 and checks 7363 – 7390. Claims were as expected. Bresnahan moved to approve the audit of the randomly selected claims records. Gondringer second. All in favor. Motion carried.
 - c. **Audit** – The Supervisors examined the financial records maintained by the Treasurer and by the Clerk (Deputy Clerk). The records matched. Bresnahan moved to approve the yearly audit of the Avon Township financial records. Gondringer second. All in favor. Motion carried.
 - d. **Budget /Levy for 2015** – After carefully examining the expenditures and income for the past year, the Supervisors decided to keep the total levy amount the same as the past several years. The amounts that will be recommended to the residents for approval at the Annual Meeting are summarized below:

Approval (initials): _____, _____, _____

Avon Township – Summary of Levy Amounts			
Fund	2013	2014	2015
General Revenue	\$149,400	\$153,900	\$145,200
Road & Bridge	\$201,200	\$196,700	\$205,900
Fire	\$63,500	\$63,500	\$63,500
Capital Reserve	\$10,000	\$10,000	\$10,000
Total	\$424,100	\$424,100	\$424,100

6. **Meeting Schedule** – Bresnahan moved to hold the annual Avon Township Audit Meeting as a meeting separate from the regular Supervisor’s Meeting. Gondringer second. All in favor. Motion carried.

7. **Adjournment** – Bresnahan moved to adjourn at 10:05 PM. Gondringer second. All in favor. Motion carried.

Respectfully submitted,
 Stephen Saupe, Clerk

Supervisor Approval:

 Richard Bresnahan

 LeRoy Gondringer

 John Merdan

Attest

 Date