

**CASTLE ROCK TOWNSHIP
BOARD OF SUPERVISORS
ANNUAL BUDGET AND AUDIT MEETING
February 16, 2016 6:30 PM**

Approved

The Annual Budget and Audit Meeting of the Board of Supervisors of Castle Rock Township was convened at the Town Hall on Tuesday, February 16, 2016. Those present were Sandy Weber, Chair; Russ Zellmer Vice-Chair, Dave Nicolai, Jon Juenke, Barbara Lang, Clerk and Rhonda Rademacher, Treasurer. Supervisor Jeff Partington was absent.

Sandy Weber, Chair, called the meeting to order at 6:35 pm and the Pledge of Allegiance was recited.

Sandy Weber asked Rhonda Rademacher to take over and to review the proposed 2015 budget levy information.

(Listed by line item, and only those with changes of more than \$100 from the previous year's Budget are listed)

Page 1:

- #6 Professional Services Misc. Election equipment estimate was moved to "Elections" category to match state-mandated accounting numbers. Decrease by \$650.00 to \$1,500.00
- #10 Planning Commission/Wages Decrease by \$200.00 to \$2,500.00
- #11 Clerk/Wages Increase by \$1,000.00 to \$15,000.00
- #13 Treasurer/Deputy Treasurer - Wages Increase by \$500.00 to \$7,000.00
- #14 Election Judges - Other Exp Increase by \$7,250.00 to \$8,250.00. Includes Township's share of the cost of new election equipment, as well as election judge training and time for three elections in 2016.
- #13 Training Increase by \$200.00 to \$1,000.00
- #19 FICA/SS/Medicare Increase by \$400.00 to \$5,800.00
- #20 Federal Withholding-Employee Decrease by \$800.00 to \$2,000.00
- #21 PERA Increase by \$500.00 to \$4,000.00
- #22 MN Withholding Increase from \$1,000.00 to \$1,200.00
- #25 Building Inspections Decrease by \$4,000.00 to \$20,000.00
- #25 Septic Inspections Increase by \$1,000.00 to \$2,000.00
- #29 Resource Strategies – Comp Plan New category added for expected expense for the required update for the Township Comprehensive Plan
- #30 Website Management Category now includes cost for web consultant, annual domain name and web host fees. Increase by \$200.00 to \$250.0 to reflect these expenses more accurately
- #32 Printing Budgeted \$150.00 for printing the special edition of the Chronicle prior to the Township elections
- #40 Telephone – includes internet Increase by \$100.00 to \$1,800.00
- #43 Office Equipment & Supplies Decrease by \$2,000.00 to \$2,000.00
- #47 Town Hall Maintenance Increase by \$300.00 to \$2,000.00 for expected replacement of several light fixtures

2016 Updated Expense Total for General Funds: \$118,840.00

Page 2:

Roads & Bridge Fund Disbursements

- #1 Blacktop Road Maintenance Increase by \$54,000.00 to \$60,000.00 to include expected billing for the Alverno Ave blacktop project completed in 2015
- #2 Road Labor General Increase by \$500.00 to \$1,500.00
- #6 Grading – Summer Road Work Increase by \$5,000.00 to \$30,000.00
- #7 Dustcoating Increase by \$2,000.00 to \$37,000.00 to maintain dustcoating on turnback roads
- #15 Ice and Snow Removal Decrease by \$5,000.00 to \$35,000.00

2016 Updated Expense Total for Road & Bridge Fund Disbursements: \$252,300.00

Capital Projects Funds - None listed for 2016

Fire & Ambulance Disbursements

- #26 City of Farmington Increase by \$3,000.00 to \$58,000.00

2016 Updated Expense Total for Fire & Ambulance Fund Disbursements: \$83,054.00

Park Fund Disbursements

- #30 Buildings-Structures No money budgeted for 2016
- #32 Mowing Increase by \$250.00 to \$5,500.00
- #34 Weed Control Decrease by \$700 to \$500 to include spraying at Countryside Park

2016 Updated Expense Total for Park Fund Disbursements: \$6,600.00

Escrow Fund:

- #37 Added Escrow Disbursements to record expenses incurred prior to reconciling Escrow funds – estimated \$7,000.00 to accommodate active Escrows

2016 Updated Expense Total of Page 2 to \$467,794.00

Page 3 Income:

- #1 Interest Increased by \$3,500.00 to \$7,000.00
- #4 Conservation Credit New category as designated by County 2016 Est. \$5,500.00
- #5 Delinquent Taxes Decreased by \$2,000.00 to \$4,000.00
- #9 Town Road Allotment Increased by \$2,000.00 to \$19,000.00
- #13 Town Aid Decreased by \$6,900.00 to \$3,100.00 due to different distribution
- #14 Ag Preserve Conservation Credit New category as designated by State 2016 Est. \$6,200.00
- #15 Market Value Ag Credit New category as designated by State 2016 Est. \$6,500.00
- #20 Donations Increase by \$1,000.00 to \$2,000.00
- #19 City of Farmington Decrease by \$500.00 to \$500.00
- #23 Filing Fees Increase from \$6.00 to \$120.00
- #27 Escrow Funds Reduce to \$5,000.00
- #32 Savings Reduce to \$27,605.00

Total Income in Proposed 2016 Budget: \$467,794.00

Discussion was held regarding the levy, recommending 0% levy increase.

Dave Nicolai made a motion and Jon Juenke seconded for a 0% levy increase at the March Annual Meeting. 4 ayes. Motion carried.

Brief recess was called at 7:30 pm.

Sandy Weber, Chair, resumed order at 7:35 p.m.

Barbara Lang, Clerk, and Rhonda Rademacher, Treasurer, presented the financial reports and documentation, which was audited by the Supervisors. No discrepancies were found.

Dave Nicolai made a motion and Russ Zellmer seconded to approve the reviewed 2015 audit. 4 ayes. Motion carried.

Jon Juenke made a motion and Dave Nicolai seconded to adjourn the budget and audit meeting. 4 ayes. Motion carried.

Meeting adjourned 7:42 p.m.

Respectfully Submitted,
Barbara Lang, Clerk

Attest: Sandy Weber, Chair