

Coe Township Meeting Minutes – May 19, 2014

The meeting was called to order at 6:30 pm.

Board members attending: Betsey Morthland, Paul Riewerts, Mark Kruckenberg, Mike O'Hara, Annie Tague, Rick Mitton, Steve Simpson, and Bev Hansen

Guests attending: Rich Morthland and Jim Hecker

Minutes from the April meeting were read. Paul moved to approve the minutes as edited, Mike 2nd, motion passed.

Public Comments:

- none

Supervisor report:

- notices are in The Review for the budget hearing and to inform the public they may review the budget if they wish
- the budget hearing will be at the June 16th Township Board Meeting also at that meeting we will need to pass the prevailing wage ordinance
- TOI annual dues are due now, Steve passed around a sheet for members to ensure that their contact information was correct
- Steve will be out of town from May 21st to June 1st and will not be able to collect messages during that time period

Highway Commissioner:

- the road crew has been out ditching, using the new machine ... it does a great job ... can do the ditching at this time with no fields in but won't be able to do with the fields because it throws the material quite a distance
- the crew has been doing some trenching, going to be renting a machine to do some more
- have been patching some roads, got 4 ton of material for that
- planning on grinding some roads
- Cordova uses slurry on some roads, we may try that – slurry is self-leveling when it goes down – going to do a ¼ mile test patch ... hopefully the slurry can give more life to the seal-coat roads
- truck issue: spent \$12,000 on the truck in the last year, we were offered \$6000 for it and it will continue to require repairs to keep it going if we keep it ... Rick is looking at a truck for sale in Pleasant Valley – we will need to replace our truck

Assessor's report:

- Annie will be gone June 1st – June 11th

Clerk's report:

- none

Cemetery report:

- visited with Jim Sallows – will get him set-up with entering burials
- received 2 checks from Chris Bode for the \$50 fee for burials for sexton pay ... need to create a spread sheet or other method to track the money ... the checks are made out to Coe Township, Brenna will cut checks to the appropriate sexton
- next board meeting will be June 10, 2014 at 7:00pm

NEW BUSINESS:

1. Cemetery Board Annual Compensation

- the Township Board previously agreed to pay the Cemetery Board members \$500/year, we need to approve the payments at this time
- Betsey motioned to approve the payments, Mark 2nd, motion passed

2. Audit Report

- the auditor found no discrepancies on the books
- the auditor did have recommendations of things we should do, or do differently – Steve discussed each of the recommendations – in many cases either the issue has been resolved already or it's something we're not sure we want to initiate
- the auditor suggested more than once that we use only Quick Books, we use a spread sheet and less-involved form of Quick Books and really don't want to change our system – it works for us just fine and would be complicated to switch over
- it was also suggested to use 2 signatures on checks but that's impractical because invariably you end up with checks sitting around with one set of signatures waiting for the other person to show up to fill it in and sign – it's just not a fail-safe policy in our situation
- Betsey commented that our system seems to be working fine, the board reviews each expenditure as it is, don't see a need to implement anything more
- Steve will review the issues in October and report back to the board at that time

3. Annual Audit

- this year we don't need to do a CPA audit but we do need to do an internal audit to make sure our practices are done right
- Tony Hughes, Wayne Brinkmeier, and Michelle Tague will be doing it
- in the past people were paid \$75.00 to do the internal audit
- Betsey moved to pay for the citizen audit, \$75 each, Paul 2nd, motion passed

4. 2014-2015 Budget

- ROAD DISTRICT Budget
 - had an issue with where to put some funds, Rick discussed it with TOI and our accountant, the line item had to match the levy so the funds were placed in a different account (can buy capital items out of general funds)
 - basically we need to budget the money that was levied ... if board members have concerns they should call Steve, he will email the final budget before our June meeting
- TOWNSHIP
 - this year's budget pretty much the same as last year with the exception of cemeteries
 - upped salaries budgeted for cemeteries in case it was necessary to haul rock there
 - also added another \$2000 for mowing the cemeteries and budgeted \$3500 to allow for signs (per state statute) to show ownership of plats

BILLS

- Mike moved to approve the bills, Mark 2nd, motion passed

Mark moved to adjourn, Betsey 2nd, motion passed