

Cato Township Meeting Minutes 04/01/24

Call to order & Pledge of Allegiance by Clark-Hubbard 7:01 PM

Roll Call: Present – Behrenwald, Clark-Hubbard, Grieser, Myers & Deputy Clerk Reynolds

Absent- Lincoln

Also present; Zoning Admin Kelsey & 5 community members.

Motion by Myers supported by Grieser to approve agenda. No discussion. All in favor, motion carried.

Clark-Hubbard noted 2 changes to the March 4 meeting minutes; Should read *Grant* agreement, rather than resolution agreement & adoption of Ordinance number 2024-01 Sec 3.24 & Sec 5.04. Motion by Clark-Hubbard supported by Behrenwald to approve March Minutes as revised. No discussion. All in favor, motion carried.

Public comment on Agenda Items: Clark-Hubbard started public comment time by addressing the audience reminding them to be quiet during meeting and respectful of Board & each other. No further public comment.

Treasurer's report given by Treasurer Grieser. Clark- Hubbard noted & complimented new layout of information. Motion by Myers supported by Behrenwald to accept as presented. No discussion. All in favor, motion carried.

Monthly bill detail provided by Deputy Clerk. Two additional bills to be added; The Daily News for BOR postings & BOR Training. Discussion surrounding Big E Technologies & Clark-Hubbard notes 4 Consumers bills are normally 3 (cemetery LED & cemetery are added together & paid as one). Clark-Hubbard states McKenna bill was supposed to be under budget & 3 postings from Lakeview Area News were the same 3 posts, however 3 invoice amounts are different. Clark-Hubbard makes motion to approve bills less McKenna & Lakeview Area News, adding Daily News & BOR members, supported by Myers. All in favor, motion carried. Clark-Hubbard will follow up with McKenna & LAN on billing inconsistencies. Note ARPA reporting deadline is end of April. Clark-Hubbard will remind Lincoln.

Fire District- skip until Lincoln is back in May.

Kelsey gave monthly Zoning report. 7 permits approved, 0 denied.

Myers spoke on land division & a property line adjustment that may need rescission. Working with Global Land Solutions & assessors to get answers. Also had inquire regarding commercial split on M-46 but nothing further.

Planning Commission report given by Behrenwald- working on Lakefront Residential District. Request to change July 10 meeting to July 17. Grieser confirmed change with TDL. Clark-Hubbard will change on website.

Supervisor's report given by Clark-Hubbard. BOR organizational meeting was 3/5 & two appeals dates 3/13 & 3/14. Had 5 appeals, noting 2-3 personal property tax exemptions and 1 poverty exemption.

Potential new alternate member to be discussed during new business. Roads to be discussed during old business. In contact with Village regarding trail grant. Question: What is allowed for meal reimbursement for BOR? MTA meeting 4/16 hosted by Douglass & Pine. Let Clark-Hubbard know if you plan on attending so that she may send RSVP. No Cemetery update. Audit filed in Dec with F65 & Qualifying statement being filed by auditor in past. Clark-Hubbard noticed F65 was filed late (in Feb) and Qualifying Statement has not yet been filed. Clark Hubbard has reached out to auditor with no response to calls. Myers suggested possibly taking bids for new auditor.

Old Business:

1. Clark-Hubbard gave report on Road Commission 2024 Chloride Contract. It is recommended that 3 applications are done. Last year applications were done early summer, mid summer (2) & late summer (2). Pricing is the same as last year. Clark-Hubbard proposed schedule of early summer (2), mid summer (2) \$25,684.07 & late summer (1) \$9,728.81. No further discussion. Clark hubbard made motion, Behrenwald seconded. No further discussion. Roll Call- unanimous. Motion carried. Clark-Hubbard to notify Road Commissioner & get on schedule. Next meeting will discuss budget & road repairs for 2024.

New Business:

1. Nancy Lundwall, Cato resident in attendance as proposed BOR alternate. Was at organizational meeting. Clark-Hubbard made motion to appoint Nancy Lundwall as BOR alternate. Myers seconded. No discussion, motion carried.
2. Issues with PR/January checks- YTD information is incorrect. Processed as Vendor checks. Clark-Hubbard has reached out to Blaine Gebhardt, Trusted Solutions, as Quickbooks Specialist. Gebhardt would perform 1 hour consultation at \$65/hour. Clark-Hubbard motioned to approve 10 hours plus initial 1 hour consultation to 1) fix January payroll 2) file Q1 reports on-time by the end of April and 3) review PR withholding GLs if time allows. Grieser support. Roll call; unanimous. Motion passed.
3. Banking transitions- Currently have 4 accounts (tax, general, fire & honeymoon heights), plus investment/CD account. Previous motion to change accounts to Community First Federal Credit Union at start of fiscal year. Grieser made motion under existing CFFCU account, to add a checking account for general funds and 2 sub accounts for fire dist. & honeymoon heights. Behrenwald second. No discussion, motion carried.
Grieser motioned for signers of account to be Treasurer Joyce Grieser, Deputy Treasurer Darlene Rushmore, Clerk Todd Lincoln & Deputy Clerk Miranda Reynolds. Myers seconded the motion. No discussion, motion carried.
Grieser made a motion for a new separate Tax Account; savings, sub savings & checking account. Behrenwald supported. No further discussion. Roll call, motion carried.
Griese made final motion to add Treasurer Joyce Greiser & Deputy Treasurer Darlene Rushmore only to be added to the Tax account. Myers supported. No discussion. Roll call, motion carried.
4. Discussion held regarding new accounts to have Debit or Credit card(s) on new accounts. Certificates of Deposit to be left with CFFCU until time of renewal in November. Decision next meeting on cards.
Cash controls- Clark-Hubbard noted that state manuals have policy of reconciliation of bank accounts monthly. Greiser stated in the past auditor has told Board every other month. Clark-Hubbard would like to strive for monthly reconciliation. Myers agrees.
Tax ID to be used only by the Treasurer.
Clark-Hubbard would like a formal investment policy.

Discussion regarding evidence of collection of funds. Should receipt books be used? Formal notes on how payments collected.

Clark-Hubbard confirmed daily deposits were made. Less frequently with lessor amounts.

Locked files should be used by Clerk & Treasurer.

Reminder that checks cannot be signed by the same office. Clark-Hubbard would like list of checks that were double signed. Clerk to cut check with Treasurer mailing out, upon approval only.

Public Comments

N Lundwall- mail should be brought to & kept at the community center upon receipt.

G Towne- collection of taxes/funds by board only.

M Hubbard- believes receipt book is a good idea.

J Snyder- thanks Board for service.

Motion to adjourn by Behrenwald, seconded by Myers. All in favor. Meeting adjourned at 8:37pm

Next Regular meeting May 6, 2024; 7:00pm

Respectfully submitted,
Miranda L. Reynolds, Cato Deputy Clerk