

Minutes of the Avon Township Board of Audit Meeting February 4, 2026

Call to Order – Supervisor Chad Klocker called the meeting to order at 6:17 PM in the Main Chamber of the Avon Township Hall, 16881 Queens Road, Avon (MN). The meeting was also available via Zoom (see website for login instructions).

Pledge of Allegiance – the Pledge was recited.

Roll Call – Present: Craig Blonigen, Chad Klocker, Kelly Martini, and Marion Gondringer (Deputy Clerk). A quorum was present. Also present: Paul Buttweiler (*Deputy Treasurer*). Steve Saupe on leave of absence.

Agenda – Blonigen moved to approve the agenda as presented. Klocker second. All in favor. Motion carried.

Scheduled Business

1. **Examination of Claims & Receipts** – The Supervisors audited the claims and receipts from 2025. A member of public, LeRoy Gondringer, randomly selected five claims and five receipts. Each was examined and compared to the records maintained independently by the Treasurer and Clerk/Deputy Clerk. The claims and receipts were found to be in order; all were allowed. A summary of the claims **Table 1** and receipts (**Table 2**) that were examined are given below.

Table 1: Summary of the 2025 claims audited at the 2026 Audit Board Meeting				
Claim/check #	Date (2025)	Amount	Claim	Allowed?
4782	1/8	\$69.74	Craig Blonigen – office supplies	Yes
4805	2/5	203.64	Central McGowan	Yes
4816	3/5	371.30	Star-Publications	Yes
4840	5/7	\$58.13	Steve Saupe – office supplies	Yes
4865	6/4	\$73,732.00	City of Avon	Yes

Table 2: Summary of the 2025 receipts audited at the 2026 Audit Board Meeting				
Receipt #	Date (2025)	Amount	Receipt	OK
1917	1/23	\$4,637	Final tax settlement	Yes
1924	2/13	\$246.75	Midcontinent - royalties	Yes
1943	5/30	\$250.00	Shady's Sunset Bay	Yes
1955	6/26	\$150.00	Jared Maleska – 911 sign	Yes
1982	9/30	\$502.91	American Heritage – interest	Yes

2. **Examine / Audit Town Accounts** – The year-end financial records maintained independently by the Treasurer (**Appendix 1 & 2**) and by the Clerk/Deputy Clerk (**Appendix 3**) were examined and compared. The Treasurer noted that there were two ways to present the year-end statements due to the transfer of \$40K from one account to another. The Supervisors selected the one that provided the necessary information yet was easiest to understand for the public. Klocker noted some discrepancies in the two sets of records. These were corrected.

3. **Examine / Audit Bank Accounts** – The bank account balances independently maintained by the Treasurer and Clerk/Deputy Clerk were examined and compared. They were identical.
4. **Budget for 2026** – The Supervisors examined the budgeted and actual disbursements and receipts from 2025. A few changes were made for 2027. The budget is appended.
5. **Levy for 2026** – After analyzing the financial status of the Township and the Levy History (**Table 3**), the Supervisors determined the levy amounts for 2027 that they will recommend to the residents for approval at the Annual Meeting (**Table 4**).

Table 3: Avon Township Levy History										
Fund	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
General Revenue	\$155,000	\$162,000	\$156,000	\$82,850	\$82,850	\$86,110	\$101,310	\$109,350	\$112,350	\$89,950
Road & Bridge	\$199,100	\$196,100	\$196,100	\$315,600	\$315,600	\$350,000	\$343,690	\$379,750	\$376,750	\$420,950
Fire	\$68,000	\$63,000	\$70,000	\$70,000	\$70,000	\$92,000	\$83,000	\$150,000	\$150,000	\$184,000
Capital Reserve	\$2,000	\$3,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$5,000	\$5,000	\$5,000
Total	\$424,100	\$424,100	\$424,100	\$470,450	\$470,450	\$530,110	\$530,000	\$644,100	\$644,100	\$699,900

Table 4: Proposed Levy for 2027	
Fund	Amount
General Revenue	\$69,950
Road & Bridge	\$440,950
Fire	\$209,000
Capital Reserve	\$5,000
Total	\$724,900

6. **Audit Results** – Blonigen moved to approve the 2026 audit of the 2025 financial records and the levy for 2027. Klocker second. Both in favor. Motion carried.
7. **Audit Board Report** – the Supervisors summarized the results of the 2025 audit in the Audit Board Report (*see separate document*). Blonigen moved to approve the Audit Board report for 2025. Klocker second. Both in favor. Motion carried.
8. **Adjournment** – Motion by Blonigen to adjourn the meeting at 6:58 PM. Second by Klocker. All in favor. Motion carried. Meeting adjourned.

Respectfully submitted,
 Stephen G. Saupe, Clerk
 Marion Gondringer, Deputy Clerk

date: _____

Supervisor Approval:

date: _____

Craig Blonigen

Chad Klocker

Bryan Rassier

Appendix 1. Treasurer 2025 Year-end Cash Control Statement

As on 12/31/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements
General Fund	261,094.89	163,874.30	0.00	0.00	81,540.34
Road and Bridge	392,179.34	426,884.95	0.00	0.00	507,668.73
Demolition Escrow - Maciejewski	0.00	0.00	0.00	0.00	0.00
Novel Solar Decommissioning Escro	0.00	0.00	0.00	0.00	0.00
Novel Vegetation Plan Escro	0.00	0.00	0.00	0.00	0.00
Road Damage Deposit	1,000.00	3,000.00	0.00	0.00	1,000.00
Fire Fund	86,639.57	147,624.63	0.00	0.00	123,467.50
General Capital Projects	51,103.01	4,918.78	12,670.00	40,000.00	91,216.00
ARPA Fund	0.00	0.00	0.00	0.00	0.00
Total :	792,016.81	746,302.66	12,670.00	40,000.00	804,892.57

Appendix 2. Treasurer 2025 Escrow Summaries

Avon Township

Schedule 8 - Investment Activity with Accrued Interest

2/3/2026

For the Period: 1/1/2025 to 12/31/2025

**Demolition Escrow - Maciejewski
CD**

Date	Previous Balance	Deposits	Withdrawals	Interest	Ending Balance
01/01/2025	\$ 2,073.09	\$ -	\$ -	\$ -	\$ 2,073.09
06/20/2025	2,073.09	-	-	25.91	2,099.00
Investment Breakdown by Fund					
205	\$ 2,073.09	\$ -	\$ -	\$ 25.91	\$ 2,099.00
Investment Total	\$ 2,073.09	\$ -	\$ -	\$ 25.91	\$ 2,099.00

**Novel Solar Decommissioning Escro
CD**

Date	Previous Balance	Deposits	Withdrawals	Interest	Ending Balance
02/13/2025	-	200,000.00	-	-	200,000.00
03/13/2025	200,000.00	-	-	632.26	200,632.26
04/13/2025	200,632.26	-	-	702.22	201,334.48
05/13/2025	201,334.48	-	-	681.94	202,016.42
06/13/2025	202,016.42	-	-	707.06	202,723.48
07/13/2025	202,723.48	-	-	686.65	203,410.13
08/13/2025	203,410.13	-	-	711.94	204,122.07
09/13/2025	204,122.07	-	-	714.43	204,836.50
10/12/2025	204,836.50	-	-	693.81	205,530.31
11/12/2025	205,530.31	-	-	719.36	206,249.67
12/12/2025	206,249.67	-	-	698.59	206,948.26
Investment Breakdown by Fund					
206	\$ -	\$ 200,000.00	\$ -	\$ 6,948.26	\$ 206,948.26
Investment Total	\$ 0.00	\$ 200,000.00	\$ -	\$ 6,948.26	\$ 206,948.26

**Novel Vegetation Plan Escro
CD**

Date	Previous Balance	Deposits	Withdrawals	Interest	Ending Balance
02/13/2025	\$ -	\$ 62,500.00	\$ -	\$ -	\$ 62,500.00
03/13/2025	62,500.00	-	-	192.98	62,692.98
04/13/2025	62,692.98	-	-	214.32	62,907.30
05/13/2025	62,907.30	-	-	208.11	63,115.41
06/13/2025	63,115.41	-	-	215.76	63,331.17
07/13/2025	63,331.17	-	-	209.51	63,540.68
08/13/2025	63,540.68	-	-	217.21	63,757.89
09/13/2025	63,757.89	-	-	217.96	63,975.85
10/12/2025	63,975.85	-	-	211.65	64,187.50
11/12/2025	64,187.50	-	-	219.42	64,406.92
12/12/2025	64,406.92	-	-	213.07	64,619.99
Investment Breakdown by Fund					
207	\$ -	\$ 62,500.00	\$ -	\$ 2,119.99	\$ 64,619.99
Investment Total	\$ 0.00	\$ 62,500.00	\$ -	\$ 2,119.99	\$ 64,619.99

Fund	Starting Balance	Deposits	Withdrawals	Interest	Ending Balance
205	\$ 2,073.09	\$ -	\$ -	\$ 25.91	\$ 2,099.00
206	-	200,000.00	-	6,948.26	206,948.26
207	-	62,500.00	-	2,119.99	64,619.99
	\$ 2,000.00	\$262,500.00	\$-	\$ 9,094.16	273,594.16

Appendix 3. Clerk/Deputy Clerk 2025 Year-end Cash Control & Financial Statement

Clerk Financial Report 12/31/2025

Account Name	Beg Balance	2025		Ending Balance
		Receipts	Disbursements	
General revenue	\$ 261,094.89	\$139,610.04	\$ 81,540.34	\$ 279,164.59
Road and bridge	\$ 392,179.34	\$ 451,149.21	\$ 507,668.73	\$ 335,659.82
Road Damage Deposit	\$ 1,000.00	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00
Fire	\$ 86,639.57	\$ 147,624.63	\$ 123,467.50	\$ 110,796.70
Capital Reserve Fund	\$ 51,103.01	\$ 4,918.78	\$ 91,216.00	\$ 17,475.79
Sale of assets		\$ 12,670.00		
Total	\$ 792,016.81	\$ 758,972.66	\$ 804,892.57	\$ 746,096.90

Bank Account Balances 12/31/2024

<i>Checking (American Heritage Bank)</i>	\$ 333,878.01
<i>Outstanding Checks</i>	\$ (652.60)
<i>Deposits in Transit</i>	\$ -
Bal with outstandings (Am Heritage Bank)	<u>\$ 333,225.41</u>
Money Market (American Heritage Bank)	\$ 367,183.88
Money Market (Credit Union)	\$ 45,687.61
End of the Year Bank Balance	\$ 746,096.90
Plus outstanding checks	\$ 652.60
Ending Balance 2026	\$ 746,749.50

Avon Township Proposed Budget – Year 2027; Reviewed March 2026						
GENERAL REVENUE	2026 Levy	Actual Expenses in 2025	Actual Income in 2025	Predicted 2026 Expenses	Predicted 2026 Income	2027 Levy
Election - Judges, machine rent, ballots, County admin. fees		\$ 3,711.00		\$ 6,000.00		
Insurance - MATIT - Insurance, Workers Comp Insurance		\$ 7,674.00		\$ 12,000.00		
Office - Expendable supplies, postage		\$ 1,334.00		\$ 1,500.00		
Legal - Notices posted		\$ 1,268.00		\$ 1,000.00		
Legal - Attorney fees		\$ 2,901.00		\$ 2,000.00		
Mileage		\$ 150.00		\$ 400.00		
Payroll - Wages incl. - Supervisors, Clerk, Treasurer, Deputies, meeting stipends, PERA, Medicare, IRS, MN Rev for all		\$ 26,687.00		\$ 30,000.00		
Township Admin - MAT Dues, workshop & conferences, Co Assessor fee		\$ 18,363.00		\$ 17,000.00		
Town Hall (Maint) - cleaning supplies, p towels, ice melt etc		\$ 131.00		\$ 300.00		
Town Hall - awards, celebrations, memorials		\$ 136.00		\$ 250.00		
Utilities - electric, internet, propane, septic, garbage, recycling		\$ 7,792.00	\$ 71.00	\$ 7,000.00		
Compost site fee		\$ 1,000.00		\$ 1,200.00		
Receipts/Refunds (Permits & Fees) - CUP, IUP, variances, Cert of Compliance, liquor license, encroachments, access permits		\$ 1,100.00	\$ 6,411.00		\$ 2,300.00	
Receipts (Services) - Special assessment searches			\$ 425.00		\$ 200.00	
Receipts (Interest)			\$ 6,340.00		\$ 4,000.00	
Receipts (Royalties) - Midcontinent Cable			\$ 3,131.00		\$ 2,000.00	
General Revenue TOTAL	\$ 89,950.00	\$ 72,247.00	\$ 16,378.00	\$ 78,650.00	\$ 8,700.00	\$ 69,950.00
ROAD & BRIDGE						
Fuel - Gas, oil		\$ 3,727.00		\$ 10,000.00		
Payroll - Maint payroll, plow drivers, IRS, MN Revenue		\$ 15,831.00		\$ 20,000.00		
Roads (Reconstruction) - Resurface, rebuild, improvements		\$425,880.00		\$ 374,450.00		
Roads (Maintenance) - Repair, tar patch, surveys		\$43,587.00		\$ 50,000.00		
Roads (Snow) - Salt sand		\$ -		\$ 12,000.00		
Signs - 911s, replacement, lost, stolen		\$ 2,400.00	\$300.00	\$ 500.00		
Truck - Maintenance, registrations, shop materials, tools, plow tow		\$15,925.00		\$ 16,000.00		
Weed control - seeder rent, chemicals, tree removal		\$1,704.00		\$ 3,000.00		
Receipts - County Gas & Gravel tax payments		\$ 54,780.00			\$ 45,000.00	
Road & Bridge Total	\$ 420,950.00	\$ 563,834.00	\$300.00	\$ 485,950.00	\$ 45,000.00	\$ 440,950.00
Fire Fund						
Fire - Annual protection fees		\$ 123,467.00		\$ 128,500.00		
Fire - Fire Hall payment				\$ 80,500.00		
Fire Total	\$ 184,000.00	\$ 123,467.00	\$ -	\$ 209,000.00	\$ -	\$ 209,000.00
Capital						
Capital fund - snow plow, equipment, etc.	\$ 5,000.00	\$ 91,216.00	\$ 12,670.00	\$ 5,000.00		\$ 5,000.00
Grand Totals	\$ 644,100.00	\$ 759,548.00	\$ 16,678.00	\$ 778,600.00	\$ 53,700.00	\$ 724,900.00