

MINUTES

**Town of New Independence
Board of Supervisors' Meeting
New Independence Town Hall
March 6, 2017**

Chairman: Kurt Johnson
Vice Chairman: Jon Olson
Supervisor: Mike Ruhland
Treasurer: Peter Olson
Clerk: Sandra Lee Olson

Chair Kurt Johnson called the March Board of Supervisors' Meeting to order at 7:00 PM and noted that all officers were present: Supervisors Kurt Johnson, Jon Olson, and Mike Ruhland; Treasurer Peter Olson; and Clerk Sandra Lee Olson. No one else was in attendance.

After the Pledge of Allegiance was recited, Jon Olson made a motion to accept the Agenda. Mike Ruhland seconded the motion, and a unanimous vote in favor of the motion followed.

Clerk Sandra Lee Olson read the minutes of the February meeting. Mike Ruhland made a motion which included the following changes/additions be made to the minutes:

- On page 1/the paragraph related to the Treasurer's Report.
 - The first sentence should have read: *Treasurer Peter Olson presented the Treasurer's Report for the period ending on January 31, 2017*
- On page 3/the paragraph related to Payroll
 - The second sentence should have read: *Following the motion by Mike Ruhland, second by Jon Olson, and unanimous approval to pay the payroll, the claims were submitted to the treasurer.*
- On page 3/the section related to Claims
 - The motion was omitted and should have read: *Jon Olson made a motion to pay the claims. Mike Ruhland seconded the motion. A unanimous vote in favor of the motion followed.*

The Treasurer's Report for the month ending on February 28, 2017, was read by Treasurer Peter Olson. Upon completion of the report, Mike Ruhland made a motion to accept the report as read. Jon Olson seconded the motion, which was subsequently accepted by a unanimous vote. The first page of the report is shown below while the remaining pages were placed on file with other reports from the meeting.

Cash Accounts					
		Statement Date	Interest	Previous Balances	Current Balances
Wells Fargo Business Checking 8888881054 (EFT)		Online Balance as of February 28, 2017		\$24,645.58	\$12,888.84
Wells Fargo Business Checking 8888883050 (Primary)		Online Balance as of February 28, 2017	\$ 0.12	\$ 3,464.82	\$ 20,465.32
		Total Balance for Checking Accounts		\$28,110.40	\$33,354.16
Wells Fargo Business Savings 8888886624		Online Balance as of January 31, 2017	\$ 0.33	\$ 14,193.21	\$ 14,193.54
		Total Balance for Cash Accounts	\$ 0.45	\$ 42,303.61	\$ 47,547.70
Investments-CDs					
		Statement Date	Interest/Penalty	Current Balance	Current Balance
WF CD1 8888888954 (matures 8/20/2018)	0.17%	Online Balance as of February 28, 2017	\$ 9.96	\$ 26,043.25	\$ 26,053.21
WF CD2 8888888962 (matures 8/20/2018)	0.17%	Online Balance as of February 28, 2017	\$ 9.96	\$ 26,043.25	\$ 26,053.21
WF CD6 8888880876 (matures 11/28/2017)	0.55%	Online Balance as of February 28, 2017	\$ 11.95	\$ 25,579.97	\$ 25,591.92
		Total of All CDs	\$ 31.87	\$ 77,666.47	\$ 77,698.34
		Total of CDs and Savings	\$ 32.20	\$ 91,859.68	\$ 91,891.88
Total of all accounts with checks outstanding (Cash Accounts and CDs)					\$ 126,246.04
Receipts					
2/5/2017	Transfer from EFT to Checking	General Fund	\$20,000.00		
2/9/2017	SLC Town Road Aid	Road & Bridge Fund	\$2,674.26		
2/28/2017	SLC 2016 Tax Production Tax	General Fund	\$5,560.00		

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Sandra Lee Olson presented her Clerk's Report for the month of February 2017. As part of her report she included the following tasks that were completed:

- February 28, 201
 - Met with Mary Anderson regarding the road concern expressed by Wally Kucza
 - Mailed the ad information for the Annual Meeting

The entire financial component of her report included:

- Cash Balance Statement (reproduced below)

<u>Town of New Independence Clerk</u>	<u>Cash Balance Statement</u>	<u>3/5/2017</u>		
As of <u>3/5/2017</u>				
Fiscal Year: <u>2017</u>				
<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$13,080.53	\$27,083.02	\$24,300.92	\$15,862.63
Road and Bridge	\$15,238.14	\$2,947.33	\$1,193.94	\$16,991.53
Sowle Cartway Bond Fund	\$500.00	\$0.00	\$0.00	\$500.00
Total:	\$28,818.67	\$30,030.35	\$25,494.86	\$33,354.16

- Cash Control Statement
- Outstanding Checks and Deposits in Transit Report
- Schedule B—Investment Activity

A motion was made by Kurt Johnson and seconded by Mike Ruhland to accept the Clerk's Report as presented. The motion passed with a unanimous vote in favor of the motion.

The following items of Incoming Correspondence were presented to the Board

1. University of Minnesota...notification of wood ash being applies to a parcel in New Independence that is owned by Chet Luczak
2. Frontier Communications...monthly phone and internet service (\$65.74)
3. Brookston Baseball...request for donation
4. University of Minnesota
 - Workshop of Communication Skills for Construction...March 28, 2017, U of M, St. Paul, MN
 - Workshop of Gravel Road Maintenance and Design...April 9, 2017, Arrowhead Lodge, Brainerd Lakes, MN
5. St. Louis County (SLC)...letter regarding future notice will all be by email, date of Local Board of Appeal and Equalization will be April 19, 2017, from 6-7 pm, request to be notified when a fire destroys a house, and early notice of building permits.
6. Public Employees Retirement Association (PERA)...monthly newsletter, *PERA News*
7. University of Minnesota LTAP
 - Work Zone Safety, Temporary Traffic Control, and Flagging Workshop...June 5, 2017, MnDot District 1, 1123 Mesabi Avenue, Duluth, MN. Registration begins at 8:30 am
 - Minnesota Roadway Maintenance Training and Demo Day...May 18, 2017, SW Minnesota State University, Mankato, MN

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8. US Department of Commerce/Census Bureau...request for information regarding census updates
9. US Department of Commerce/Census Bureau...information to be completed for an online survey
10. United States Postal Service...receipt for box payment
11. Minnesota Association of Townships...information on the upcoming Spring Short Course. There is an incentive for new officer training
 - April 6, 2017, Grand Rapids, Sawmill Inn, Registration opens at 8:00 am
 - April 7, 2017, Carlton Black Bear, Registration opens at 8:00 am
12. Federated Co-ops, Inc...statement showing delivery on January 10 and tank rental. There is a \$889.97 credit balance
13. Lake Country Power...newsletter, *Strictly Business*
14. Lake States Tree Service, Inc...information request for upcoming tree removal
15. St. Louis County Association of Townships (SLCAT)...minutes for January 25, 2017
16. PERA...monthly reporting form
17. Arrowhead Water Conditioning...salt delivery and unpaid balance (\$87.60)
18. Lake Country Power...monthly statement showing a credit of \$76.08
19. Minnesota Association of Townships...magazine, *Minnesota Township Insider*
20. PERA...notice of receipt for PERA Exclusion Report being complete
21. St. Louis County...breakdown of 2016 Taconite Production Tax Distributions

Chair Kurt Johnson read the following Payroll into the record. Jon Olson then made a motion to pay the payroll as read. That motion was seconded by Mike Ruhland, and a unanimous vote in favor of the motion was cast. The payroll was submitted to the Treasurer for payment

3927.	Payroll -----	\$149.68
3928.	Payroll -----	\$74.84
3929.	Payroll -----	\$145.00
3930.	Payroll -----	\$50.79
3931.	Payroll -----	\$322.55
3932.	Payroll -----	\$74.84

The following Claims were presented to the Board by Chair Kurt Johnson. After the claims had been read, Jon Olson made a motion to pay the claims as presented. Mike Ruhland offered a second to the motion, and a unanimous vote in favor of the motion followed. All Claims were submitted to the Treasurer for payment.

3933.	Sandra Lee Olson -----	\$78.71
3934.	Peter Olson -----	\$36.92
3935.	Sandra Lee Olson -----	\$215.67
3936.	Frontier Communications -----	\$65.74
3937.	Public Employee Retirement Association -----	\$104.90
3938.	Arrowhead Water Services -----	\$87.60
3939.	Lake Country Power -----	\$300.00

The following items of Unfinished Business were presented to the Board:

1. Cemetery: There had been no activity since the last meeting.
2. Roads
 - Road Foreman's Report from Peter Olson was given. Peter reported that the roads have become sloppy with the spring thawing. Peter did contact Victor Lund from St. Louis County about dead end signs for South Schelin Road. The County will charge \$150 per sign for fabrication and installation. Peter requested that a formal letter be drafted to the County requesting three signs for South Schelin. Kurt Johnson made a motion to send a letter to St. Louis County regarding installation of signs on South Schelin Road. A second to the motion was offered by Mike Ruhland and subsequently passed with a unanimous vote in favor of the motion. The clerk was directed to write the letter to St. Louis County. Peter Olson will be named as the contact person for the township.
 - SLC Update was given by Sandra Lee Olson. She reported meeting with Mary Anderson of St. Louis County. Per Ms. Anderson, the township is responsible for the North Johnson Road up to the point where sections seven (7), eight (8), seventeen (17), and eighteen (18) meet. This is approximately where "the first driveway" is located. Ms. Anderson suggested that a meeting be set with one of the surveyors for St. Louis County. Sandra Lee Olson will set up a meeting with one of the surveyors and verify with that department.
3. Town Hall
 - Kurt Johnson did meet with Kyle Karppinen about the storage area for the Town Hall. Kyle will start the project soon.
4. Weed Control had nothing to report.
5. Keys and combination for safe have not been obtained. The clerk will have keys made.
6. Virus Protection has been installed on the Treasurer's computer. Peter said that it is working well at this point.
7. The budget that was worked on at the last meeting was handed out to the Board. It will be reviewed periodically by the Board to determine how money is being directed.

New Business

1. The Tentative Annual Meeting Agenda was presented to the Board by the Clerk. Jon Olson made a motion to accept the agenda. Mike Ruhland seconded the motion, which was subsequently passed with a unanimous vote.

A discussion was held on reimbursements for the Annual Meeting. Kurt Johnson made a motion to pay meeting rate to Supervisors when they attend the Annual Meeting since they are requested to give a summary of their activities during the previous year. The Clerk and Treasurer are required to be present as well. Mike Ruhland offered the second to the motion, which then passed by a unanimous vote in favor of paying officers who attend the Annual Meeting.

In the past, the moderator has received sixty dollars (\$60) for the Annual Meeting. Kurt Johnson made a motion to pay the moderator the stipend paid last year (if the moderator is not an officer). Jon Olson seconded the motion, which passed with a unanimous vote in favor of the motion.

2. Levy Recommendation from the Board was discussed. Because the consensus was that the township has a reasonable amount of money on hand to cover expenses and doesn't

foresee an increase in the budget, Jon Olson made a motion to suggest a zero percent (0%) increase in the levy for 2018. Mike Ruhland seconded the motion, which was accepted with a unanimous vote in favor.

3. The Clerk reminded Board members that the Local Board of Appeal and Equalization will be held on April 19, 2017 from 6-7 pm. All three supervisors have been trained and are up to date with their certification. The County has been notified of New Independence's status for the 2017 meeting.
4. Minnesota Association of Townships is offering its Spring Short Course on April 6, 2017, in Grand Rapids and April 7, 2017, at Black Bear. Kurt Johnson made a motion to authorized any officer attending either Short Course to be compensated for mileage, reimbursement, and extended meeting rate. Mike Ruhland seconded the motion, which passed with a unanimous vote in favor of the motion.
5. Department of Commerce/Census Department information was received via Mike Maish. There is an online survey to complete and a contact needs to be listed for New Independence. Kurt Johnson agreed to serve as that contact. The Clerk will complete the survey.
6. Lake State Tree Service sent a letter about upcoming tree trimming that will occur. Since the New Independence Town Hall site does not have any trees, nothing needs to be submitted to Lake State Tree Service.
7. Federated Co-ops bill included a charge for the tank rental. The township currently has a substantial amount of credit and did not feel it was necessary to change the charge, which was deducted from the prepay balance. No action will be taken
8. The Board of Audit was conducted by the Supervisors. Upon completion, the Treasurer's Records and the Clerk's Records were signed by the supervisors who conducted the audit.

Officer Reports

- Joint Powers...Kurt Johnson
- Next SLCAT is March 22, 2017, at Cotton, 6:30 PM, Sue H. will speak
- Short Course is April 6 or 7 (this was changed from the dates listed on the agenda)

At 9:03 PM, Kurt adjourned the meeting following a motion for adjournment by Mike Ruhland, second by Kurt Johnson, and unanimous vote in favor of adjournment.

Minutes submitted for approval on _____

Clerk's Signature _____

Chair of the Board of supervisors' Signature _____

UPCOMING MEETINGS

Board of Supervisors' Meetings for 2017

April 3	July 10	October 2
May 8	August 7	November 1
June 5	September 11	December 4

2017 SLCAT Calendar

March 22, 2017	Cotton Community Center	6:30 pm (Sue H. – Speaker)
April 26, 2017	<i>WHITE TWP.</i>	6:30 PM (<i>White Twp – Speaker</i>)
May 24, 2017	Cotton Community Center	5:30 pm Socializing
		6:00 pm Meeting & Election of Officers
		6:30 pm Dinner
		7:00 pm Speaker

Unofficial