

MINUTES

**Town of New Independence
Board of Supervisors' Meeting
New Independence Town Hall
April 3, 2017**

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

At 7:02 PM, Kurt Johnson called the April Board of Supervisors' Meeting to order and noted that all officers were present (Supervisors: Kurt Johnson, Jon Olson, and Mike Ruhland; Treasurer Pete Olson; and Clerk Sandra Lee Olson). Jay Tremblay also attended the meeting.

Following the Pledge of Allegiance, Supervisor Ruhland made a motion to accept the Agenda (note there is a change in the order of business) as printed. Supervisor Olson seconded the motion and a unanimous vote in favor followed.

Clerk Sandra Lee Olson read the minutes of the March 6, 2017, Board of Supervisors. As the minutes were read, an addition was made on the first page. The sentence was corrected as "Jon Olson seconded the motion, which was subsequently accepted by a unanimous *vote*." Another insertion was made to the second item of New Business. The section sentence of that section was amended to read: "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 20108." Noting the revisions had been made during the reading of the minutes, Supervisor Olson made a motion to accept the minutes as read. Supervisor Ruhland seconded the motion, which was subsequently accepted with a unanimous vote.

Peter Olson presented the Treasurer's Report, which included the following pages:

1. Customized Cover page (reproduced below)

| Cash Accounts |
|-----------------|
| |
| Investments-CDs |
| |

2. Cash Control Statement
3. Outstanding Checks and Deposits in Transit Report

4. Current Investments

Once Treasurer Olson finished reading his report, Supervisor Ruhland made a motion to accept the report as presented. Supervisor Olson offered a second, and the motion was accepted. The entire report was placed on file with other documents from the meeting.

Clerk Olson presented her Clerk's Report for the month of March. As part of her report, she noted task that had been completed since the last meeting. Those tasks follow:

- March 27, 2017
 - Mailed the ad information for the Local Board of Appeal and Equalization
 - Completed online Census information

In addition to the tasks completed, Clerk Olson presented the Budget Report, which showed receipts and disbursements through March 31, 2017, along with a comparison to the 2017 Budget. Her intention is to present the report quarterly so the Board can determine the appropriateness of the 2017 Budget guidelines.

The final component of the Clerk's Report was related to finances. While her report included several pages, she noted that the amounts presented by the Treasurer agreed with amounts included in the Clerk's record. The Clerk's Report included the following pages and were placed on file with the other documents from the meeting:

1. Cash Balance Statement (reproduced below)

| <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 | \$43,980.43 | \$38,909.63 | \$18,151.33 |
| Road and Bridge | \$15,238.14 | \$2,947.33 | \$1,321.63 | \$16,863.84 |
| Sowle Cartway | \$500.00 | \$0.00 | \$0.00 | \$500.00 |
| Bond Fund | | | | |
| Total | \$28,818.67 | \$46,927.76 | \$40,231.26 | \$35,515.17 |

2. Cash Control Statement
3. Outstanding Checks and Deposits in Transit Report
4. Statement of Receipts, Disbursements and Balances (Schedule 1)
5. Schedule 8—Investment Activity

Upon completion of the Clerk's Report, Kurt Johnson made a motion to accept the report—subject to audit. Mike Ruhland seconded the motion, which was subsequently accepted through a unanimous vote.

The following items of Incoming Correspondence were presented to the Board:

1. United States Department of Commerce...online survey related to payroll on March 12, 2017
2. St Louis County Association of Townships (SLCAT)
 - Registration for Lobby Day, March 28, 2017
 - Minutes of the February 22, 2017, meeting
3. Federated Co-ops, Inc...invoice showing a prepay balance of \$889.97

4. The Voyageur Press...invoice for legal ad for Annual Meeting (\$28)
5. St. Louis County (SLC) Auditor...statement for waste assessment (\$70.00)
6. Lake Country Power...monthly billing for electrical service (\$47.17 due)
7. SLC Assessor
 - Information related to mailing for Local Board of Appeal and Equalization (LBAE)
 - Materials for the LBAE
8. Lake Country Power...notice of Annual Meeting and ballots
9. Public Employees Retirement Association...monthly reporting form
10. Kristin Fogard, St Louis County Inspector...information on weed control
11. Minnesota Association of Townships...urge Senators to vote no on SF 1060
12. Alborn Fire Department...minutes of the February 22, 2017, meeting
13. St. Louis County (SLC) Environmental Department...postings that are related to upcoming dates for collection.
14. Frontier Communication...bill for Internet and telephone service at the Town Hall. The clerk noted that the check written for Frontier was written prior to receiving the statement. A credit will appear on next month's statement.
15. Jay Tremblay...statement of snowplowing dates and amount due for the 2017 snowplowing at the Town Hall and cemetery (\$540)
16. SLC...form to be completed by the Board for Wayside Liquor

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

1. Cemetery
 - Kurt Johnson reported that there is a tree on the fence at the cemetery that should be removed. Supervisor Johnson made a motion to meet at the cemetery between 9 am and noon on April 8, 2017, to remove the tree. Supervisor Ruhland seconded the motion. The clerk will post the notice on Tuesday, April 4, 2017, so a closed meeting does not occur.
 - Jim Witkowski submitted had previously submitted a bid for lawn mowing for 2017. Jim is willing to continue mowing the cemetery under the 2017 terms. Supervisor Johnson made a motion to contract with Jim Witkowski for the 2017 mowing at the Town Hall and cemetery. Supervisor Olson seconded the motion, which was passed with a unanimous vote. The Clerk will notify Jim Witkowski that he is authorized to mow for 2017.
2. Roads
 - Road Foreman's Report
 - Road Foremen Peter Olson reported that he drove the roads on April 2, 2017. Based on conditions that day, he suggested that Rodda needs to grade the township roads. There is a frost boil on Johnson Road and another on Salo Road. It is uncertain if the responsibility for the frost boil on Salo Road is the responsibility of St. Louis County or New Independence. In addition to the frost boils, Peter noted that there is a culvert on Nelson Road that will need to be raised. It appears to have been crushed over time and can likely be salvaged. The brushing that was completed last fall by McRae Land Improvements was effective. There is a telephone unit that has been upturned but does not appear to be a result of the brushing.

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- In addition to reviewing the roads, Peter has been in contact with SLC about road signs on South Schelin Road. Victor Lund is the head of the department and has assigned the work to Duane who will work with New Independence on the marking and installation of the signs. In his conversation with the County, Peter was told that the signs will not deter people from driving South Schelin. Peter did explain that installations of the signs has been authorized by the Town Board to work toward settling the situation.
 - SLC Update for determining the end of New Independence's jurisdiction on North Johnson was addressed by Clerk Olson. She did not have an opportunity to meet with a surveyor since the last meeting but will meet with someone before the May meeting.
3. Kyle Karppinen has been working at the Town Hall on the storage area. He also will try to solve the issue with the vent pipe in the bathroom. Since the bathroom was remodeled, there has been a problem with flushing the toilet and draining water from the sink. Kurt Johnson will let Kyle know that there is a Local Board of Appeal and Equalization meeting on April 19 at the Town Hall. To make the area more appealing, Supervisor Johnson made a motion to have a cleaning meeting on April 11, starting at 6 PM. At that time, supplies will be moved to the completed storage area. Officers would be compensated at the meeting rate. Supervisor Olson seconded the motion, which subsequently accepted by a unanimous vote.
 4. Communications from Kristin Forgard have received related to Noxious Weed Control. In her recent emails, she has sent a list of noxious weeds and a pdf of weeds with pictures. The clerk will email both components to Supervisors and the Road Foreman.

Ms. Forgard also asked for input on training session. A discussion was held on the feasibility of sending representatives from New Independence to the training sessions. The Board agreed that the best time would be evening meetings since everyone involved from New Independence works during the day. The Clerk will forward the information to the County.

5. Keys and combination for safe were to be distributed at the April meeting. The Clerk did distribute plastic laminated, wallet-size print outs of the combination. She will have keys for the May meeting. She was not able to complete that portion of the task because she gave her Town Hall key to Kyle during the construction of the storage area.
6. The Board was reminded that the Local Board of Appeal and Equalization will be held on April 19, 2017 from 6-7 pm.
7. The Minnesota Association of Townships will sponsor the Short Course on April 6 in Grand Rapids and April 7 at Black Bear. Supervisor Ruhland is planning to attend as is Clerk Olson.

The following items of New Business were presented to the Board for its action:

1. Girl Scout Leader Ali Anderson contacted the Clerk and requested the use of Town Hall by the local Girl Scout Troop that currently meets in the South Ridge Forum. A discussion was held about making the Town Hall more accessible for the community. Supervisor Olson made a motion to allow the Girl Scout Troop access to the Town Hall for its meetings. The Town Hall, however, will not be available until after the

construction is completed and the bathroom issue is resolved. A tentative date could be set as any time after April 19, 2017. Kurt Johnson seconded the motion, and a unanimous vote in favor of the motion was cast. As a discussion was held about giving a key to the Girl Scouts, the Board discussed the possibility of installing a combination entrance lock. A lock of this type would allow several codes to be entered for various uses and amounts of time. This would eliminate the number of keys required for the Town Hall. No action was taken to purchase an entry combination lock now. Instead the Board will have an opportunity to review options available. The Clerk will contact Ali Anderson about the Board's decision.

2. The Clerk informed the Board that a payment was made to Lake Country Power last month, but credit is not listed on the latest statement. The Clerk did not notice the discrepancy until the day of the meeting while making claims. The claims for the April meeting include another prepayment of \$300 to Lake Country Power. This will allow time for the Clerk to contact Lake Country to insure the credit from last month is applied. Supervisor Johnson made a motion to authorize the prepayment to Lake Country Power. Supervisor Ruhland seconded the motion, which passed with a unanimous vote in favor of the motion.
3. Every year the New Independence is asked to complete a form for St Louis County prior to the granting of the liquor license for Wayside. Supervisor Olson made a motion to complete the form for the application. Supervisor Ruhland seconded the motion, which passed with a unanimous vote in favor of the motion.
4. Supervisor Olson made a motion to sign the Resolution Distributing Funds to four non-profit organizations that will serve Health, Social, or Recreational needs of residents from New Independence. Supervisor Ruhland seconded the motion, which was passed with a unanimous vote in favor of the motion. The amounts were suggested at the Annual Meeting and will be dispersed in the following manner:
 - Brookston Youth Baseball \$250
 - Tester-Niemi Post \$250
 - South Ridge All-Night Grade \$250
 - South Ridge Trap Shooting Club \$250

Peter Olson asked the Board to consider assisting the South Ridge athletes by contributing to the sports trainer that works with athletes by being available at home games and on Wednesday during practice times. Supervisor Ruhland made a motion to assist with this program by offering \$250. Supervisor Johnson seconded the motion, which passed by a unanimous vote. A check will be drafted and delivered to the Panther Pac before the next Town Board Meeting.

5. New Independence received information on the upcoming Annual Meeting for Lake Country Power and ballots. The Board will not be able to attend the Annual Meeting on April 19, 2017, because the Local Board of Appeal and Equalization is scheduled for that date and time. A motion was made by Supervisor Johnson, seconded by Supervisor Ruhland, and unanimously passed to complete the ballot in favor of approve the amendments. Another motion was made by Supervisor Johnson, seconded by Supervisor Ruhland, and unanimously passed to complete the ballot by voting for Craig Olson, who

was running unopposed. The Clerk will complete the ballots and mail them in the special envelope provided.

6. Minnesota Association of Townships (MAT) sent an email asking for support against Omnibus Senate Transportation Finance Bill (SF 1060). During discussion of this correspondence, Supervisor Ruhland checked his email for a message he received just prior to the Town Board Meeting. The email was a thank you to township officers throughout the State for the assistance given. MAT worked with senators to get an amended version of the Omnibus State Transportation Finance Bill. The vote was on March 30, 2017. No action was needed by the Town Board.
7. Jay Tremblay submitted his bill for the 2016-17 snowplowing season. This year Jay plowed the cemetery and Town Hall more often than last year so the bill for the season was \$540.

The claims (payroll and general) were read into the record by Chairman Johnson. After all the claims were read, Supervisor Olson made a motion to approve the claims (payroll and general) as listed below. Supervisor Ruhland seconded the motion, which received a unanimous vote in favor of the motion. All claims were submitted to the Treasurer for payment.

Payroll

| | | | |
|-------|---------|-------|----------|
| 3940. | Payroll | ----- | \$196.45 |
| 3941. | Payroll | ----- | \$149.68 |
| 3942. | Payroll | ----- | \$214.99 |
| 3943. | Payroll | ----- | \$80.80 |
| 3944. | Payroll | ----- | Void |
| 3945. | Payroll | ----- | \$149.68 |
| 3946. | Payroll | ----- | \$379.75 |

Claims

| | | | |
|-------|--|-------|----------|
| 3947. | Peter Olson | ----- | \$13.91 |
| 3948. | Kurt Johnson | ----- | \$8.03 |
| 3949. | Sandra Lee Olson | ----- | \$123.47 |
| 3950. | Frontier Communications | ----- | \$70.00 |
| 3951. | Voyageur Press | ----- | \$28.00 |
| 3952. | St. Louis County Auditor | ----- | \$70.00 |
| 3953. | Lake Country Power | ----- | \$300.00 |
| 3954. | Public Employee Retirement Association | ----- | \$145.10 |
| 3955. | Brookston Baseball | ----- | \$250.00 |
| 3956. | South Ridge Trap Shooting Club | ----- | \$250.00 |
| 3957. | Tester Niemi VFW Post | ----- | \$250.00 |
| 3958. | South Ridge All-Night Grad Party | ----- | \$250.00 |
| 3959. | US Treasury | ----- | \$425.21 |
| 3960. | Minnesota Department of Revenue | ----- | \$54.79 |

Another motion was offered by Supervisor Johnson, seconded by Supervisor Ruhland, and passed unanimously to draft checks for three additional claims that were addressed during the

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meeting. The claims and related checks will be drafted after the meeting and delivered to the appropriate recipients.

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|-------|------------------------------|----------|
| 3940. | Jay Tremblay----- | \$540.00 |
| 3941. | Jay Tremblay----- | \$60.00 |
| 3942. | South Ridge Panther Pac----- | \$250.00 |

Because there were no Officer Reports for March, Supervisor Ruhland offered a motion for adjournment. The motion was seconded by Supervisor Olson and passed by a unanimous vote in favor of the motion. Supervisor Johnson adjourned the meeting at 8:23 PM.

Minutes submitted for approval on _____

Clerk's Signature _____

Chair of the Board of supervisors' Signature _____

UPCOMING MEETINGS

Board of Supervisors' Meetings for 2017

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

2017 SLCAT Calendar

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|----------------|-------------------------|--|
| April 26, 2017 | WHITE TWP. | 6:30 PM (White Twp – Speaker) |
| 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 |