

MINUTES

**Town of New Independence
Board of Supervisors' Meeting
New Independence Town Hall
June 6, 2016**

Chairman: Michael Maish
Vice Chairman: Kurt Johnson
Supervisor: Jon Olson
Treasurer: Peter Olson
Clerk: Sandra Lee Olson

Chairman Mike Maish called the monthly Board of Supervisors' Meeting to order on June 6, 2016, at 7:04 pm. Mike noted that Supervisors Kurt Johnson, Supervisor Mike Maish, Treasurer Peter Olson, and Clerk Sandra Lee Olson were in attendance, but Supervisor Jon Olson was not at the meeting.

Following the Pledge of Allegiance, the clerk read the minutes of the May 9, 2016, meeting. After she had completed reading the minutes, Kurt Johnson made a motion to accept the minutes as read. A second to the motion was offered by Mike Maish, and the motion passed with a unanimous vote in favor. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none). The minutes were placed on file with documents for the meeting.

Treasurer Peter Olson read his monthly report that consisted of a summary of bank funds, the Cash Control Statement, Outstanding Checks and Deposits in Transit Report, and Current Investments with Accrued Interest

Upon the completion of the Treasurer's Report, Mike Maish offered a motion to accept the report—subject to audit. The motion was seconded by Kurt Johnson and passed with a unanimous vote in favor. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none). The entire report was filed with the clerk. The first page is shown below:

New Independence Treasurer's Report Presented to Board at the June 2016 Meeting June 6, 2016					
Cash Accounts					
		Statement Date	Interest	Previous Balances	Current Balances
Wells Fargo Business Checking xxxxxx3050 (Primary)		Online Balance as of April 30, 2016		\$ 3,000.00	\$ 3,000.00
Wells Fargo Business Checking xxxxxx1054 (EFT)		Online Balance as of April 30, 2016	\$ 0.18	\$ 25,177.64	\$ 19,804.32
		Total Balance for Checking Accounts	\$ 0.18	\$ 28,177.64	\$ 22,804.32
Wells Fargo Business Savings xxxxxx6624		Online Balance as of April 30, 2016	\$ 0.74	\$ 28,913.55	\$ 28,914.29
		Total Balance for Cash Accounts	\$ 0.92	\$ 57,091.19	\$ 51,718.61
Investments-CDs					
		Statement Date	Interest/ Penalty	Previous Balance	Current Balance
WF CD1 xxxxxx8954 (matures 8/20/2018)	0.17%	Online Balance as of April 30, 2016	\$ 9.60	\$ 25,955.11	\$ 25,964.71
WF CD2 xxxxxx8962 (matures 8/20/2018)	0.17%	Online Balance as of April 30, 2016	\$ 9.60	\$ 25,955.11	\$ 25,964.71
WF CD6 xxxxxx0876 (matures 11/28/2017)	0.55%	Online Balance as of April 30, 2016	\$ 11.52	\$ 25,474.19	\$ 25,485.71
		Total of All CDs		\$ 77,384.41	\$ 77,415.13
		Total of CDs and Savings		\$ 106,297.96	\$ 106,329.42
		Total of all accounts with checks outstanding (Cash Accounts and CDs)		\$	\$ 129,133.74

Clerk Sandra Lee Olson presented the Clerk's Report for the month ending on May 31, 2016. Her report included the Cash Balance Statement, the Cash Control Statement, Outstanding Checks and Deposits in Transit Report, Current Investments with Accrued Interest, and a Statement of Receipts, Disbursements and Balances (Schedule 1). After the report was given, Kurt Johnson offered a motion to accept the report—subject to audit. Mike Maish seconded the motion, which passed with a unanimous vote. (Yes—K. Johnson and M. Maish; No—none;

**Town of New Independence
Board of Supervisors' Meeting
June 6, 2016**

Abstaining—none). While the entire report was filed with the clerk's records for the meeting, the last page of the report is shown below and shows fund balances:

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	(7,459.57)	13,547.72	0.00	23,719.99	12,694.72	16,9315	23,719.99	(6,775.72)	99,409.49	92,633.77
Road & Bridge Fund	29,450.41	2,832.57	0.00	0.00	4,252.94	0.00	0.00	28,030.04	6,919.93	34,949.97
Sowle Cartway Bond Fund	500.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00

Incoming Correspondence

1. Alborn Fire Department
 - Minutes from the April 27, 2016, meeting
 - Information on ads for the calendar
2. Frontier Communications...monthly internet and phone (\$63.59)
3. St. Louis County (SLC) Planning and Development Department...CDBG, HOME, and ESG Programs Requalification
4. SLC Land and Minerals Department.... Classification of State tax forfeited land—Board Resolution #16-285
5. Brookston Baseball...thank you and sponsor recognition
6. Atlas...advertisement for EZ Street asphalt
7. SLC Auditor...waste assessment
8. Couri & Ruppe, P.L.L.P...information on the upcoming Legal Seminar to be held on October 1, 2016, at Cotton Town Hall
9. Federated Co-ops...invoice showing a credit of \$61.19 and unused credits of \$1,165.67
10. University of Minnesota...magazine *Technology Exchange*
11. Kevin McConnell...new agreement for snowplowing
12. Minnesota Association of Townships...information on the District 10 Meeting
13. SLC Auditor/Treasurer...automatic payment option
14. SLC Auditor...invoice for AutoMark maintenance (\$180)
15. SLC Election Office...2016 Party Election Judge Lists
16. Phil Chapman (SLC Election Office)...information for online election judge training portal
17. SLC Phil Chapman...Election Training and Reminders
18. Lisa Sweet (SLC Election Office)...request for information on Offices/Questions for the 2016 Primary & General Elections
19. State Demographic Center....2015 Population and Household Estimates as of April 1, 2015
 - Estimated population is 291
 - Estimated households is 122
20. Minnesota Association of Townships...flyer for upcoming short course
21. Rodda Grading & Excavating...invoice for grading North and South Schelin Roads (\$352)
22. Public Employees Retirement Association (PERA)...monthly reporting form

**Town of New Independence
Board of Supervisors' Meeting
June 6, 2016**

-
- 23. Minnesota Association of Townships...township member officer cards
 - 24. Lake Country Power...notice of capital credit allocation of 2015 (\$25.90)
 - 25. Lake Country Power...monthly statement showing a credit of \$60
 - 26. Minnesota Association of Townships...*Township Insider*
 - 27. Homeland Security & Emergency Management...request for notice of completion
 - 28. Michael Maish...letter of resignation

Approval of Payroll/Claims

After the Payroll was read into the record by Chairman Mike Maish, Kurt Johnson made a motion to approve the payroll as read. Mike Maish offered a second to the motion, which was passed unanimously. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none). Checks 3748 and 3749 were voided due to misprints. When checks were disbursed at the end of the meeting, check 3754 was misprinted. To rectify the error, a new check (3768) was written for the payroll. Because the payroll information is associated with payroll claim 3754, the claim will be marked as cleared when check 3768 clears the bank. At that point, check 3768 will be voided so there is not a double entry.

3748. Payroll -----	Void
3749. Payroll -----	Void
3750. Payroll -----	\$149.68
3751. Payroll -----	\$145.00
3752. Payroll -----	\$550.70
3753. Payroll -----	\$37.42
3754. Payroll -----	\$112.26

Mike Maish read the Claims into the record. Kurt Johnson made a motion to approve the claims as read. Mike Maish offered a second to the motion, which was passed unanimously. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

3755. -----	Void
3756. Kurt Johnson -----	\$8.63
3757. Mike Maish -----	\$29.90
3758. Sandra Lee Olson -----	\$168.75
3759. Jim Witkowsky -----	\$555.00
3760. Internal Revenue Service -----	\$536.09
3761. Minnesota Revenue -----	\$76.46
3762. St. Louis County Auditor -----	\$70.00
3763. Frontier Communications -----	\$63.59
3764. PERA -----	\$149.70
3765. St. Louis County Auditor -----	\$180.00
3766. Rodda Grading & Excavating -----	\$352.00
3767. Lake Country Power -----	\$250.00
3768. Payroll -----	\$112.26

Unfinished Business

1. Cemetery

Kurt reported that the cemetery is in very good shape and looks appealing. Anvids have redone the flower bed by the entrance. There is a dead tree that will eventually need to

**Town of New Independence
Board of Supervisors' Meeting
June 6, 2016**

be removed. The tree currently is resting on another tree. Kurt suggested that the gravel be sprayed because weeds are starting to grow. Mike Maish made a motion to purchase Roundup and spray the area. Kurt Johnson seconded the motion, which passed by a unanimous vote. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none). Kurt will pick up the chemical and spray the areas needed.

2. Roads

- Mike reported that Rodda has graded North and South Schelin Roads. North and South Johnson Roads have since been graded. Mike has asked Rodda to grade the roads that were not graded. In addition, Mike would like to have North and South Schelin Roads graded as well.
- Rodda is still grading after nine o'clock. He has been asked not to grade roads in the evening because there have been complaints from residents.
- Mike noted that the culvert on Nelson Road might have to be replaced due to a hole in the plastic culvert. He suggested a metal culvert be used next time.
- The school bus had difficulty last fall turning around on South Johnson Road. Mike has contacted Floyd who will haul five loads of pit run. After the gravel has had a chance to set up, Floyd will return and put class 5 on the turnaround.
- Steve Paulson on North McArthur Road requested fire numbers for properties on North McArthur Road. He was referred to Rob Obey.

3. Town Hall

- Nothing this meeting to discuss

4. Fire Hall Addition

- The fire hall addition is moving forward. The footings are in. Some rocks did have to be removed but the project should be completed by fall.

New Business

1. Meeting change for July

- Jon Olson will not be able to be at the meeting scheduled for July 11 and requested that the Board meet on July 5. Mike Maish made a motion to change the July meeting date to July 5 (alternate July 12) from July 11. The clerk will post the meeting for July 5 unless Kurt contacts her within a day or two of the June meeting. Kurt seconded the motion, which passed by a unanimous vote. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

2. Summer Short Course

- This year MAT is offering a session on June 30 in Carlton that will start at 2 pm instead of the usual 8:30 am. Preregistration must be completed by June 15 to qualify for the early bird rate of \$50/person. Registration rates increase to \$60 for those registering the day of the session.
- Mike Maish made a motion to allow any board member to attend that can attend. Reimbursement will be offered for registration, meeting rate, and mileage for those attending.
- Clerk Sandra Lee Olson noted that she will attend because clerk training will be offered for clerks. This will go toward the requirement set by the State for clerks.

3. Election Training

- Clerk's Training

**Town of New Independence
Board of Supervisors' Meeting
June 6, 2016**

- There will two mandatory training sessions offered through the County:
 1. Friday, June 24, 2016, 9:00 am at the County Board Room, St. Louis County Court House in Duluth
 2. Monday, June 27, 2016, 12:30 pm at Clinton Town Hall in Iron
- There will also be training offered at Short Course in Carlton on June 30, 2016
 1. This training will complete the number of hours required by the State to certify clerks so they can train election judges.
 2. Mike Maish made a motion to pay mileage and meeting rate for the clerk to attend the mandatory training. Kurt Johnson seconded the motion, which passed with a unanimous vote. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).
- Election Judge Training through online course
 1. Mike Maish made a motion to register for the online option for election judges that have had previous training. The cost to the township is \$9.90/trainee. Kurt Johnson seconded the motion, which passed unanimously. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).
- Election Judge Training for new judges
 - The County will offer two training sessions
 1. Tuesday, July 19, 2016, 9:00 am, at the County Board Room, St. Louis County Courthouse, in Duluth
 2. Thursday, July 21, 2016, 12:30 pm, at the Clinton Town Hall in Iron
 3. Mike Maish made a motion to pay \$15/hour for election judges this year. They would receive compensation for training and hours worked. In addition, mileage will be paid for meeting outside the township. Kurt Johnson seconded the motion, which passed with a unanimous vote. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).
 - The clerk asked for names of individuals that might be able to serve as election judges for the Primary and/or General Elections. Several names were suggested. In addition, she will post for election judges.
- 4. St. Louis County Snowplow Agreement
 - New Independence has 4.52 miles that St. Louis County snowplows. A new agreement for Snowplowing was received. Under this agreement, the township will pay \$875/mile for snowplowing services.
 1. Mike Maish made a motion to sign the snowplow agreement with St. Louis County. Kurt Johnson seconded the motion, which passed unanimously. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).
- 5. District 10 Meeting will be held August 25, 2016, at Grand Lake Town Hall. Registration is at 5:30pm with the meeting beginning at 6:00 pm. There is no preregistration required. The information will be included on the July and August agendas.
- 6. St. Louis County Automatic Payment Option
 - St. Louis County offers an automatic payment option to townships.
 1. Kurt Johnson made a motion, which was seconded by Mike Maish and passed, not to enroll in the automatic payment option. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none). Board members prefer to have the paper trail.

**Town of New Independence
Board of Supervisors' Meeting
June 6, 2016**

7. Fire Department Calendar

1. Mike Maish made a motion to send \$200 to the Albion Fire Department. The \$200 will cover a color ad on the calendar. A request will also be made to include monthly meeting dates. Kurt Johnson seconded the motion, which subsequently passed with a unanimous vote in favor of the motion. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

8. St. Louis County (SLC) Planning and Development Department participation in the CDBG, HOME, and ESG Programs Requalification

1. Mike Maish made a motion, which was seconded by Kurt Johnson and passed, to continue participation in the CDBG, HOME, and ESG Programs. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

9. Resignation

1. Kurt Johnson made a motion, which was seconded by Mike Maish and passed, to accept the resignation from Mike Maish who will be moving out of the township. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).
2. Minnesota Statutes require that a committee of the remaining supervisors and the clerk be established to appoint a new supervisor. The clerk suggested that the committee meet at a separate time and not during a regular board meeting. That would allow calls to be made to potential individuals. Since Jon Olson was not at the meeting, the Board will discuss the appointment at the July meeting.

10. Classification of State tax forfeited land

- New Independence received notice that a parcel within its boundaries will be reclassified. The township has sixty days from the date of the letter dated May 9, 2016, to complete the form number LD.withhold.9/02. By completing the form, the township would have the opportunity to acquire the property. The notification is for parcel 122125, 52-17-28, with a description of WLY 594 ft of NLY1320 ft of NE ¼ of SW ¼ ex 1 ac for the county.
- Mike Maish made a motion to agree with the reclassification so the property would be back on the tax rolls. Kurt Johnson seconded the motion, which passed unanimously. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

11. Road Foreman

- With Mike Maish resigning, the roads are not under the supervision of a supervisor.
- Mike Maish made a motion to appoint Peter Olson as the road foreman. Compensation would be at a rate of \$20/hour with mileage at the IRS rate. Peter would be considered an employee of the township. Kurt Johnson seconded the motion, which passed. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

12. Check Signatures

- Mike Maish is currently a signer on township checks.
- With his resignation, he is no longer a legal signer. The statutes require three signatures.
 1. Mike Maish made a motion to have Kurt Johnson sign as the chairman of the board. If the board opts for a different chair at its July meeting, that person will need to be added to the account. Kurt Johnson seconded the motion,

**Town of New Independence
Board of Supervisors' Meeting
June 6, 2016**

which passed. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

2. Kurt and Sandra Lee will go to Wells Fargo before the July meeting to complete the paperwork.

Officer Reports

- SLCATO Annual Meeting: Mike Maish
 - As part of his report, Mike noted that Sandra Lee Olson won registration for the Annual Meeting in St. Cloud.

At 8:47 pm, Mike Maish declared the meeting to be adjourned following a motion by Kurt Johnson, a second by Mike Maish, and a unanimous vote. (Yes—K. Johnson and M. Maish; No—none; Abstaining—none).

Minutes submitted for approval on _____

Clerk's Signature _____

Chair of the Board of Supervisors' Signature _____

Upcoming Meetings

Board of Supervisors' Meetings for 2016

July 5, 2016	September 12, 2016	November 1, 2016
August 1, 2016	October 3, 2016	December 5, 2016

St. Louis County Association Township Officers' Meeting (7:00 PM Meeting Time)

2016

June 30, 2016MAT Summer Short Course IN THE "PM"Black Bear—Carlton
August 2016MAT District 10 MeetingTBA
September 21, 2016 10:35 AM MAT Fall L&R.....St. Cloud Holiday Inn