

# Minutes

**Town of New Independence  
Board of Supervisors' Meeting  
New Independence Town Hall  
November 1, 2016**

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

The November 1, 2016, Board of Supervisors' Meeting was called to order by its chair, Kurt Johnson, at 7:08 PM. Kurt noted that all officers except Supervisor Mike Ruhland were in attendance. The officers present included: Supervisor Kurt Johnson, Supervisor Jon Olson, Treasurer Peter Olson, and Clerk Sandra Lee Olson.

After the Pledge of Allegiance was recited, Jon Olson made a motion to accept the Agenda as written. Kurt Johnson offered a second, and a unanimous vote followed.

Clerk Sandra Lee Olson read the Minutes from the October 3, 2016, monthly meeting. Jon Olson, then, made a motion, which was seconded by Kurt Johnson, to accept the minutes as read. A unanimous vote was cast in favor of the motion.

The Treasurer's Report was presented by Treasurer Peter Olson. He noted that the report was through October 30 instead of October 31 because the interest for the Checking and Savings Accounts would not be posted until November 1 even though they are credited as of October 31. If he had waited for the interest on those two accounts to show online, the report would not have been ready for the meeting. In addition to the first page, which is reproduced below, the Treasurer's Report also included the Cash Control Statement and Outstanding Checks and Deposits in Transit Report. The entire report was placed on file with other documents from the meeting. Jon Olson made a motion to accept the report subject to audit. Following a second to the motion by Kurt Johnson, the motion was unanimously accepted.

Cash Accounts					
		Statement Date	Interest	Previous Balance	Current Balance
Wells Fargo Business Checking xxxxxx1054 (EFT)		Online Balance as of October 30, 2016		\$ 3,000.00	\$ 3,000.00
Wells Fargo Business Checking xxxxxx3150 (Primary)		Online Balance as of October 30, 2016		\$ 8,872.84	\$ 8,356.23
Total Balance for Checking Accounts:				\$ 11,872.84	\$ 9,356.23
Wells Fargo Business Savings xxxxxx6024		Online Balance as of August 31, 2016		\$ 44,190.99	\$ 44,190.99
Total Balance for Cash Accounts:				\$ -	\$ 56,063.83
Investments-CDs					
		Statement Date	Interest/Penalty	Previous Balance	Current Balance
WF CD1 xxxxxx8934 (matures 5/20/2018)	0.17%	Online Balance as of October 30, 2016	\$ 9.62	\$ 26,004.11	\$ 26,013.73
WF CD1 xxxxxx2196 (matures 8/20/2018)	0.17%	Online Balance as of October 30, 2016	\$ 9.62	\$ 26,004.11	\$ 26,013.73
WF CD6 xxxxxx0876 (matures 11/20/2017)	0.55%	Online Balance as of October 30, 2016	\$ 11.55	\$ 25,532.99	\$ 25,544.54
Total of All CDs:				\$ 30.79	\$ 77,541.21
Total of CDs and Savings:				\$ 121,732.20	\$ 121,762.99
Total of all accounts with checks outstanding (Cash Accounts and CDs):				\$	\$ 181,119.22
This report was prepared on October 31. Interest on Checking and Savings are credited on October 31 but are not posted until November 1. Interest for Checking and Savings will appear on the December report.					
No receipts were received during October 2016.					

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Clerk Sandra Lee Olson presented the Clerk's Report for the period ending on October 30, 2016. In addition to the financial portion of the report, she noted the following forms had been completed:

- October 4, 2016:
  - filed the Minnesota Withholding Tax (e-file because no voucher system was available for withholding)
  - completed and filed with F941 for Federal Social Security, Medicare and Withholding
  - sent notice for a legal ad to Voyageur newspaper notifying residents of the upcoming election

The financial portion of the Clerk's Report for the month of October included the Cash Control Statement (shown below), Cash Balance Statement, and Outstanding Checks and Deposits in Transit Report. Kurt Johnson made a motion to accept the report subject to audit. Jon Olson seconded the motion, and the motion was approved through a unanimous vote. All three pages of the report were placed on file with other documents from the meeting.

Town of New Independence Treasurer		Cash Control Statement				30/31/2016	
For the Period: 1/1/2016 To 10/30/2016							
Name of Fund	Beginning Balance	Total Receipts	Total Disbursements	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	(\$7,459.57)	\$89,842.22	\$100,813.59	(\$18,430.74)	\$0.00	\$350.00	(\$18,080.74)
Road and Bridge	\$29,450.41	\$7,529.85	\$9,843.27	\$28,936.97	\$0.00	\$0.00	\$28,936.97
Sowle Carthay Bond Fund	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
<b>Total</b>	<b>\$22,490.84</b>	<b>\$97,372.07</b>	<b>\$110,656.86</b>	<b>\$9,006.23</b>	<b>\$0.00</b>	<b>\$350.00</b>	<b>\$9,356.23</b>

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

1. Frontier Communications...monthly invoice for internet and phone service (\$63.45)
2. Alborn Fire Department...minutes from 9/28/2016
3. The Voyageur Press...invoice for election publication (\$72.53)
4. Public Employees Retirement Association...monthly reporting form
5. State of Minnesota...Check for MV Credit—Agricultural
6. St. Louis County/Public Works Department...first half of 2016-2017 snowplowing invoice for \$1,977.51
7. Federated Co-ops
  - propane pre-buy contract
  - statement showing a credit balance of \$1,226.86
  - propane safety information
8. Brent's Septic Service....invoice (\$175.00) for pumping the septic at the town hall
9. Lake Country Power...monthly statement showing a credit balance of \$267.38
10. Rodda Grading and Excavating...invoice for grading all roads (\$1,012.00)
11. Minnesota Association of Townships...township officer list which is due January 31, 2017
12. Summit...bill for the toilet replacement (\$450.00)

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Approval of Payroll/Claims

The following Payroll items were read into the record by Kurt Johnson. It should be noted that the amounts listed on the Agenda were incorrect.

Jon Olson made a motion to pay the payroll as read. In addition, it was noted that Mike Ruhland's check will be held until the Board of Canvass will be held on November 14. The check he receives will be in payment for the October 12 Clean-up Meeting, the Board of Canvass, and one hour of work to dispose of the garbage and fix the light by the front door. By reallocating the payment for the November 1 Board meeting to the Board of Canvass meeting, the check amount for PERA will not be impacted. Following a second to the motion by Kurt Johnson, the motion was adopted through a unanimous vote.

3855. Payroll -----	\$778.44
3856. Payroll -----	\$280.65
3857. Payroll -----	\$145.00
3858. Payroll -----	\$149.68
3859. Payroll -----	\$92.35
3860. Payroll -----	\$168.39

The following Claims were read into the record by Kurt Johnson. Disbursements 33874 and 3875 were added after the Agenda was printed. Jon Olson made a motion to pay the claim as read. Kurt Johnson seconded the motion, and a unanimous vote in favor of approval was cast.

3861. Kurt Johnson -----	\$10.35
3862. Sandra Lee Olson -----	\$47.44
3863. Peter Olson -----	\$24.73
3864. PERA -----	\$226.50
3865. Frontier -----	\$63.45
3866. Christopher Olson -----	\$7.50
3867. Joyce Greer -----	\$7.50
3868. Voyageur Press -----	\$72.53
3869. Jon Olson -----	\$107.29
3870. Rodda Grading & Excavating -----	\$1,012.00
3871. St. Louis County/Public Works Department -----	\$1,977.51
3872. Brent's Septic Service -----	\$175.00
3873. Summit -----	\$450.00
3874. Payroll -----	\$74.84
3875. PERA -----	\$8.00

The following items of Unfinished Business were discussed by the Board:

1. Cemetery
  - Kurt Johnson reported that Betty Blom passed away and was buried in the Town Cemetery. He expressed concern that the markers put in to help locate the individual plots are hard to find due to grass clippings. A discussion on the situation included suggestions that could be pursued in the spring: using a magnet to locate the markers and spraying with Roundup to prevent growth around the markers or purchasing a

metal detector to use when trying to locate the markers. The Board will discuss the situation more in the spring.

## 2. Roads

- Peter reported that some trees have to be cut on the brushing project. There have been favorable comments from landowners with the exception of a South Schelin Road landowner.
- Grading has been completed, but a complaint was received from Gary Fredrickson. Peter would like him to meet with the Town Board and himself to discuss the turnaround and signage. The decision made will be reflect that of the Board so it would be best if Mr. Frederickson appeared before the Board to discuss the issues he has with any complaints about the road.

## 3. Town Hall

- Clean up Day at the Town Hall
  - The clean up at the town hall went well. Furniture was moved around and unwanted items were placed at the curbside for individuals to take. By putting items outside, the township will not have to pay fees associated with the disposal of unwanted items.
- Plumbing Issue
  - Jon reported that the septic has been pumped and the toilet has been replaced. The bathroom vent needs to be addressed because the vent is not vented correctly. Arrangements will be made to extend the vent through the roof. Kurt will talk to Kyle about the project since Kyle will be doing a storage closet for the Town Hall. Jon will see that a paper towel unit will be purchased and will be installed prior to the election.
- Cabinet/Closet for files
  - Kurt contacted Kyle Karppinen to build a storage closet for town records. The project is not likely to start prior to January since Kyle currently is booked through then.

## 4. Paperwork for New Officer

- Mike Ruhland was not at the meeting so the paperwork will be addressed at the next meeting.

## 5. MAT Conference

- Sandra Lee Olson informed the board that she will not be attending the MAT Conference in St. Cloud because she will be out of the area.

## 6. Payroll and Minutes Seminar

- The clerk did not attend the seminar as planned because she was at the Town Hall for the cleanup project.

## 7. Election

- AutoMark Testing
  - The AutoMark Testing was completed on November 1 prior to the meeting.
- Election Judges
  - Three of the judges that were trained for the election will not be able to work for the General Election. Those judges that have been trained have agreed to work longer hours to compensate for the other judges.
  - A motion was made by Jon Olson and seconded by Kurt Johnson to supply food for the judges. Most businesses offer a meal when employees work longer than eight hours. Two of the judges will be working more than sixteen hours. The

motion carried unanimously. Peter Olson will pick up food for the judges and will be reimbursed for the cost.

- Board of Canvass
    - The Board of Canvass will be held on November 14 at 7 PM to certify the results of the Township Election. Officers who need to be in attendance are the supervisors and the clerk.
  - Campaign Financial Reports
    - Reports of spending need to be completed by all individuals who were elected to the township positions. This needs to be done by State law.
8. Alborn Fire Department
- Stacy Kleiner will see that the minutes for the Fire Department meetings are sent to Kurt Johnson in lieu of the clerk. Kurt serves on the Joint Powers Committee and would like to review the minute prior to board meetings.

#### New Business

1. Calendar Dates for Next Year will be addressed at the December meeting
2. Snowplowing
  - Kurt Johnson made a motion to post for the 2016-2017 snowplowing season. There have been inquiries as to the snowplowing by residents interested in the position. By posting the board makes it available to any interested party. Jon Olson seconded the motion, which carried with a unanimous vote.
3. Transfer money from savings to regular checking.
  - The current cash balances in the checking account are:

<u>Name of Fund</u>	<u>Ending Balance</u>
General Fund.....	(\$20,974.45)
Road and Bridge.....	\$23,830.38
Sowle Cartway Bond Fund .....	\$500.00
TOTAL .....	<b>\$3,355.93</b>
  - Jon Olson made a motion, which was seconded by Kurt Johnson, to transfer \$30,000 from Savings to Regular Checking to cover expenses. The motion carried unanimously. The clerk will make the transfer.

#### Officer Reports

- Joint Powers Meeting: Kurt Johnson

At 8:45 Jon Olson made a motion for adjournment, which was seconded by Kurt Johnson. Following a unanimous vote in favor of the motion, Kurt declared the meeting closed.

Minutes submitted for approval on \_\_\_\_\_

Clerk's Signature \_\_\_\_\_

Chair of the Board of supervisors' Signature \_\_\_\_\_ - \_\_\_\_\_

**UPCOMING MEETINGS**

**Board of Supervisors' Meetings for 2016**

December 5, 2016

**2016-2017 SLCAT Calendar**

November 17-19, 2016 MAT Annual River's Edge Convention Center St. Cloud  
December 7, 2016 SLCAT Dec. Mtg. Cotton Comm.Center 6:30 pm (Cindy M – Speaker)  
(Decide on Lobby Day – schedule bus and reserve room @ St. Paul)  
  
January 25, 2017 SLCAT Jan.Mtg. Cotton Comm.Center 6:30 pm (Megan Julin.-  
Speaker)  
February 22, 2017 SLCAT Feb.Mtg.Cotton Comm.Center 6:30 pm (Philip Lobb-Speaker)  
March 22, 2017 SLCAT Mar.Mtg. Cotton Comm.Center 6:30 pm (Sue H. – Speaker)  
April 26, 2017 SLCAT Apr.Mtg. – **WHITE TWP. 6:30 PM (White Twp – Speaker)**  
May 24, 2017 SLCAT May Mtg. Cotton Comm.Center 5:30 pm/ Socializing  
6pm Mtg. /Election of Officers/6:30 Dinner/7pm Speaker