

MINUTES

**Town of New Independence
Board of Supervisors' Meeting
New Independence Town Hall
December 4, 2017**

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

At 7:00 PM, Chairman Kurt Johnson called the monthly Board of Supervisors' Meeting to order. Kurt noted that all officers were present (Supervisors: Kurt Johnson, Jon Olson, and Mike Ruhland; Treasurer Peter Olson; and Clerk Sandra Lee Olson)

Following the Pledge of Allegiance, Jon Olson made a motion to accept the Agenda as printed. Mike Ruhland seconded the motion, which passed with a unanimous vote.

Clerk Sandra Lee Olson read the minutes for the monthly November meeting, which was accepted through a motion by Mike Ruhland, a second by Jon Olson, and a unanimous vote. The minutes were placed on file with other documents from the meeting.

Treasurer Peter Olson read the Treasurer's Report into the record. His report included the summary of accounts shown below, a summary sheet printed from the Wells Fargo website, Cash Control Statement, Outstanding Checks and Deposits in Transit Report, and Current Investments. Mike Ruhland made motion to accept the report; Jon Olson offered a second to the report; and a unanimous vote to accept the motion followed. The entire report was placed on file with other documents from the meeting.

Cash Accounts						
		Statement Date	Interest	Previous Balances	Current Balances	
Wells Fargo Business Checking xxxxxx1054 (EFT)		Online Balance as of November 30, 2017		\$ 3,000.00	\$ 3,000.00	
Wells Fargo Business Checking xxxxxx3050 (Primary)		Online Balance as of November 30, 2017	See Below*	\$ 30,171.31	\$ 16,219.81	
Total Balance for Checking Accounts				\$ 33,171.31	\$ 19,219.81	
Wells Fargo Business Savings xxxxxx6624		Online Balance as of November 30, 2017	See Below*	\$ 14,196.03	\$ 14,196.74	
Total Balance for Cash Accounts				\$ 47,367.34	\$ 33,416.55	
Investments-CDs						
		Statement Date	Interest/ Penalty	Current Balance	Current Balance	
WF CD1 xxxxxx8954 (matures 8/20/2018)	0.17%	Online Balance as of November 30, 2017	\$ 9.99	\$ 26,131.06	\$ 26,141.05	
WF CD2 xxxxxx8962 (matures 8/20/2018)	0.17%	Online Balance as of November 30, 2017	\$ 9.99	\$ 26,131.06	\$ 26,141.05	
WF CD6 xxxxxx0876 (matures 11/28/2017)	0.55%	Online Balance as of November 30, 2017	\$ 12.00	\$ 25,685.42	\$ 25,697.42	
Total of All CDs				\$ 31.98	\$ 77,947.54	\$ 77,979.52
Total of CDs and Savings				\$ 31.98	\$ 92,143.57	\$ 92,176.26
Total of all accounts with checks outstanding (Cash Accounts and CDs)				\$ 31.98	\$ 125,314.88	\$ 111,396.07
Receipts						
*Interest on checking and savings were not entered for October because the Treasurer's Report was completed on October 30, 2017						
10/31/2017	Savings Interest for October		\$0.36			
10/31/2017	Savings Interest for November		\$0.35			
11/30/2017	Checking Interest for October		\$0.23			
11/30/2017	Checking Interest for November		\$0.15			
11/17/2017	State of Minnesota		\$140.79			

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Clerk Sandra Lee Olson presented the Clerk's Report for the period ending November 30, 2017. Both the Treasurer's Report and the Clerk's Report were in agreement. While her report included Cash Balance Statement, Cash Control Statement, Outstanding Checks and Deposits in Transit Report, and Current Investments with Accrued Interest. The first page of her report is shown below. Mike Ruhland made motion to accept the report; Jon Olson offered a second to the motion; and a unanimous vote to accept the motion followed. The entire report was placed on file with other documents from the meeting.

<u>Town of New Independence Clerk</u>		<u>Cash Balance Statement</u>			<u>12/3/2017</u>
As of <u>12/3/2017</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	\$111,295.91	\$117,175.12	\$7,201.32	
Road and Bridge	\$15,238.14	\$7,634.87	\$11,354.52	\$11,518.49	
Sowle Cartway Bond Fund	\$500.00	\$0.00	\$0.00	\$500.00	
	Total:	\$28,818.67	\$118,930.78	\$128,529.64	\$19,219.81

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

1. State of Minnesota...Market Value Credit Agricultural (\$140.79)
2. Frontier Communications...monthly phone and internet bill (\$59.11)
3. Rodda Grading and Excavating...grading of roads in October (\$1210.00)
4. Federated Co-ops, Inc...Statement of account (credit of \$878.71)
5. Lake Country Power...*Strictly Business* newsletter
6. Minnesota Management & Budget...information on Direct Deposit by the State of Minnesota and enrollment forms
7. Arrowhead Water Conditioning...invoice for salt (\$43.80)
8. University of Minnesota...*Minnesota LTAP/Technology Exchange*
9. Minnesota Department of Revenue...notice that New Independence qualifies for annual withholding instead of the current quarterly filing
10. Rinke Noonan...information on Drainage and Waters Conference to be held on Thursday, February 15, 2018, at River's Edge Convention Center, St. Cloud
11. Lake Country Power...power statement (\$91.09 Credit), newsletter for November, and information on Go Green
12. Olson Trucking and Equipment...invoice for class 5 and rental on ASV for turnaround (\$3,550.00))
13. Minnesota Association of Townships Agency...packet on Workers' Compensation Renewal Invoice (\$349 due by January 1, 2018) and Audit (due by January 31, 2018)
14. Wells Fargo...CD renewal from November 28 through December 5, 2017
15. Savannah Lomston (gmail)...student request for 2018 Levy
16. Minnesota Department of Revenue (Frontier email) (duplicate email from Margaret Dunsmore) ...notice regarding certification of at least one member of the LBAE Board by February 1, 2018.
17. PERA...request for updated calendar
18. Alborn Fire Department...minutes for the October 25, 2017 meeting
19. Census 2020...reminder LUCA

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The Board discussed the following items of Unfinished Business:

1. Cemetery
 - Nothing to report. There have been no burials or problems since the November meeting
2. Roads
 - Road Foreman's Report
 - No problems were noted on township roads
 - Rodda graded roads since the last meeting
 - Tree Limbing Project has not been started but is on the project list for McRae Land Improvements
3. Town Hall
 - Border to Border
 - Sandra Lee Olson will open the Town Hall on December 5 so the technician can work on the Border to Border project.
4. Weed Control
 - There is a grant application available for weed control. Mike Ruhland will look at the application and determine the appropriateness for New Independence. Sandra Lee Olson will look up the expense for printing materials for the cemetery. That will give Mike a dollar figure to include in the grant application.
5. CD Renewal
 - CD #6 was renewed by Sandra Lee Olson. The best interest available at this point was 0.35%
6. Donations
 - A discussion was held on donations to various organizations. Kurt researched the topic since the last meeting. According to the information he accessed, the township has been legal in donating to the local school and local public recreational programs. The discussion included topics related to maximum amount to be donated by New Independence at \$2,000 with a maximum to individual groups at \$200. Recommendations are offered at the Annual Meeting, but the final decision is the responsibility of the Board as they are responsible to maintain the law. There was no vote on the topic and all discussion was an open discussion.

New Business

1. Website
 - The official website for New Independence had to be rebuilt because the old site was parked. In order to continue with the website, a new web building program was needed. Jon Olson made a motion to reimburse Sandra Lee Olson for the cost of the fees associated with the website. Mike Ruhland seconded the motion, and a unanimous vote was cast in favor of the motion. The new website address (www.newindtwp.com) is linked to the old website address and will be in effect for five years. The Board can decide at that point to renew the site or let it lapse.

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2. State of Minnesota Direct Deposit
 - Mike Ruhland made a motion to sign up for direct deposit for State of Minnesota funds. This would eliminate the need to go to Wells Fargo to deposit checks as they arrive. Jon Olson seconded the motion, which passed with a unanimous vote in favor.
3. State of Minnesota/Department of Revenue Annual Filing vs Quarterly Filing
 - New Independence qualifies for Annual Filing vs quarterly filing. Kurt Johnson made a motion authorizing the clerk to complete the process. Mike Ruhland seconded the motion, which passed with a unanimous vote in favor of the motion.
4. Drainage and Waters Conference
 - There was no interest from the Board in this conference.
5. 2018 Levy Request
 - Kurt Johnson made a motion authorizing the clerk to contact the student requesting the levy and suggest she use our website to obtain the information. Mike Ruhland seconded the motion, which was subsequently passed by a unanimous vote.
6. Department of Revenue request for LBAE certification by February 1, 2018
 - Clerk Sandra Lee Olson will complete the necessary paperwork noting that Kurt Johnson is certified through July 1, 2018. The action must be completed by February 1, 2018. Failure to do so will result in an open book meeting.
7. PERA Request to use ERIS
 - Kurt Johnson made a motion authorizing the clerk to use ERIS. Jon Olson seconded the motion, which received a unanimous vote in favor of the motion.
8. Clerk's Training on January 11, 2018, in St. Michael's
 - Clerk Sandra Lee Olson opted not to attend the training on January 11, 2018, because it is geared for new or inexperienced clerks.
9. Wages for 2017
 - W2s will be available at the January meeting
10. Reorganization of the Board will be held at the January 8, 2018, meeting

Approval of Payroll/Claims

Payroll: Motion by Jon Olson to accept and pay the payroll claims; second by Mike Ruhland; unanimous vote in favor of accepting and paying the payroll claims.

4077. Payroll -----	\$224.52
4078. Payroll -----	\$74.84
4079. Payroll -----	\$145.00
4080. Payroll -----	\$46.17
4081. Payroll -----	\$322.55
4082. Payroll -----	\$74.84

Claims: Motion by Jon Olson to accept and pay the claims; second by Mike Ruhland; unanimous vote in favor of accepting and paying the claims

4083. Frontier Communications -----	\$59.11
4084. Rodda Grading and Excavating -----	\$1,200.00
4085. Arrowhead Water Services -----	\$43.80
4086. Lake Country Power -----	\$300.00

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4087. Olson Trucking and Equipment-----	\$3,550.00
4088. MATIT-----	\$349.00
4089. Peter Olson-----	\$13.38
4090. Sandra Lee Olson-----	\$605.35
4091. PERA-----	\$112.90
4092. US Treasury-----	\$374.41
4093. Minnesota Revenue-----	\$41.78

Additional Supervisor Meetings

Joint Powers Commission meeting was attended and report given by Kurt Johnson.

A motion for adjournment was offered by Mike Ruhland at 8:23 pm. Following a second by Kurt Johnson and a unanimous vote in favor of adjournment, Kurt adjourned the meeting.

Minutes submitted for approval on _____

Clerk's Signature _____

Chair of the Board of supervisors' Signature _____

UPCOMING MEETINGS

Board of Supervisors' Meetings for 2018

January 8	May 7	September 10
February 5	June 4	October 1
March 5	July 9	November 5
April 2	August 6	December 3

2017-2018 SLCAT Calendar (meetings convene at 6:30 pm)

Dec. 6, 2017	Cotton Town Hall
Jan 24, 2018	Cotton Town Hall
Feb 28, 2018	Cotton Town Hall
Mar. 28, 2018	Cotton Town Hall
Apr 25, 2018	TBA
May 23, 2018	Cotton Town Hall