

MINUTES

**Town of New Independence
Board of Supervisors' Meeting
New Independence Town Hall
February 5, 2018**

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

The February Board of Supervisors' Meeting was called to order by its chair, Kurt Johnson, at 7:02 PM. After Kurt opened the meeting, he noted that all officers (Supervisors: Kurt Johnson, Jon Olson, and Mike Ruhland); Treasurer Peter Olson; and Clerk Sandra Lee Olson) were in attendance.

Following the Pledge of Allegiance, Mike Ruhland made a motion, which was seconded by Jon Olson, to accept the order of the Agenda. The motion carried with a unanimous vote.

The first order of business was to complete the items carried over from the Reorganization of the Board meeting which was included on the January Agenda.

1. Responsibilities of the Board were discussed. Mike Ruhland made a suggestion to have the following areas covered by the individuals noted. Jon Olson seconded the motion, which passed with a unanimous vote in favor.
 - Town Hall operations will be overseen by Jon Olson and Mike Ruhland.
 - Cemetery operations will continue to be the responsibility of Kurt Johnson
 - Joint Powers Board will continue to be attended by Kurt Johnson
 - Noxious Weed Inspector will continue with Mike Ruhland as the overseer
 - St Louis County Association of Townships will be attended by any or all officers able to attend.
 - Roads will continue to be under the supervision of Peter Olson as Road Foreman.
2. Compensations were discussed because the Clerk had inadvertently stated that the previous rate was \$20/hour when in fact it was \$25/hour. No change was made to the hourly rate.

Board of Audit was conducted by the Supervisors. Prepared statements of records were presented by both the Clerk and the Treasurer. Upon reviewing the records, Mike Ruhland made a motion to accept the records of the Clerk and Treasurer. Each report was signed and put on file with other township documents. The reports will be available for the Annual Meeting.

Minutes of the January meeting were read by the Clerk. Mike Ruhland made a motion, which was seconded by Jon Olson, to accept the minutes as read. The motion passed with a unanimous vote in favor.

Peter Olson read the Treasurer's Report into the record. While the first page of his report is shown on the next page, the entire report was placed on file with other documents from the meeting.

**Town of New Independence
Board of Supervisors' Meeting
February 5, 2018**

Cash Accounts				
	Statement Date	Interest	Previous Balances	Current Balances
Wells Fargo Business Checking xxxxxx1054 (EFT)	Online Balance as of January 31, 2018		\$ 3,000.00	\$ 3,805.26
Wells Fargo Business Checking xxxxxx3050 (Primary)	Online Balance as of January 31, 2018	\$ 0.22	\$ 30,193.29	\$ 28,456.16
Total Balance for Checking Accounts			\$ 33,193.29	\$ 32,261.42
Wells Fargo Business Savings xxxxxx6624	Online Balance as of January 31, 2017	\$ 0.36	\$ 14,197.11	\$ 14,197.47
Total Balance for Cash Accounts			\$ 47,390.40	\$ 46,458.89
Investments-CDs				
	Statement Date	Interest	Previous Balances	Current Balances
WF CD1 xxxxxx8954 (matures 8/20/2018)	Online Balance as of January 31, 2018	\$ 9.99	\$ 26,150.72	\$ 26,160.71
WF CD2 xxxxxx8962 (matures 8/20/2018)	Online Balance as of January 31, 2018	\$ 9.99	\$ 26,150.72	\$ 26,160.71
WF CD6 xxxxxx0876 (matures 11/28/2017)	Online Balance as of January 31, 2018	\$ 7.64	\$ 25,704.81	\$ 25,712.45
Total of All CDs			\$ 78,006.25	\$ 78,033.87
Total of CDs and Savings			\$ 92,203.36	\$ 92,231.34
Total of all accounts with checks outstanding (Cash Accounts and CDs)			\$ 125,396.65	\$ 124,492.76
Receipts				
1/9/2018	State of Minnesota		\$725.78	
1/26/2018	St. Louis City Tax Apportionment		\$805.26	
	General Fund	\$610.87		
	Road and Bridge	\$194.39		
Total Receipts for Month (not including interest)			\$1,531.04	

Sandra Lee Olson presented her Clerk's Report. The following reports were completed and sent or filed electronically:

- Workmen's Comp
- W2s sent to individuals, filed with Social Security, filed with the State
- 1099s sent to individuals and filed with the State—need to be filed at the Federal level
- PERA Exclusion Report
- Balanced the Tax Apportionment and Taconite Credits received in December and January
- Posted information about the upcoming caucuses on the website
- Sent notice for the Annual Meeting to the *Portage*
- Posted for revised meeting schedule and Annual Meeting at posting places and website
- Listed the New Independence website with the State
- Weed Report was sent

The financial portion of the Clerk's Report included several pages. The first page of the report is recreated on the next page; the entire report was placed on file with other documents from the meeting. Upon completion of her report, Kurt Johnson made a motion to accept the report—subject to audit. Mike Ruhland seconded the motion, which was passed with a unanimous vote in favor of the motion.

**Town of New Independence
Board of Supervisors' Meeting
February 5, 2018**

Town of New Independence Clerk

Cash Balance Statement

2/1/2018

As of 2/1/2018

Fiscal Year: 2018

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$21,384.18	\$1,364.85	\$2,355.93	\$20,393.10
Road and Bridge	\$10,024.27	\$194.39	\$60.34	\$10,158.32
Sowle Cartway Bond Fund	\$500.00	\$0.00	\$0.00	\$500.00
Total:	\$31,908.45	\$1,559.24	\$2,416.27	\$31,051.42

Incoming Correspondence

1. Minnesota State Retirement System...Holiday greetings
2. Public Employees Retirement Association of Minnesota...information on preretirement workshops
3. Frontier Communications...monthly statement for Internet and phone (\$70.99)
4. Rodda Grading & Excavating...invoice for looking at 5744N (\$251.00)
5. Federated Co-ops...notice of delivery for Town Hall (\$372,13)
6. Lake Country Power...notice of meeting at South Ridge School, 8162 Swan Lake Road, Culver, on February 13 from 500-7:00 pm
7. Lake Country Power...monthly power bill showing a credit of \$164.65
8. US Treasury/Internal Revenue Service...code for electronically filing 1099s
9. US Postal Service...yearly charge for post office box (\$54.00)
10. Lake Country Power...newsletter *Strictly Business*
11. Social Security Administration...notification allowing Peter Olson to use the electronic filing system for W2s
12. Minnesota Benefit Association...information on group life insurance program, dental and vision insurance, and legal and identity theft protection
13. St. Louis County Association of Townships (SLCAT)...dues for SLCAT and Minnesota Association of Townships (MAT) and pocket calendars
 - SLCAT\$179.00
 - MAT.....\$432.80
 - Total\$611.80
14. St. Louis County Auditor...Election Clerk Certification for Sandra Lee Olson, which is valid for the 2018-2019 election cycle
15. St. Louis County Land and Minerals Department...notice of potential gift of 123 acres of land from the Minnesota Deer Hunters Association and the Ruffled Grouse Society to St. Louis County
16. St. Louis County Planning and Community Development Department...notice of Planning Commission Public Hearing on proposed Safe Routes to School program language amendments, Thursday, February 8, 2018, at 9:10 am
17. St. Louis County Planning and Community Development Department...permits issued in 2017
18. St. Louis County Public Works Department...2018 Fee Schedule for Plowing
19. Alborn Fire Department...minutes from December 27, 2017

**Town of New Independence
Board of Supervisors' Meeting
February 5, 2018**

Emails were presented regarding the notes below each icon. The PDFs could not be printed.



After Kurt Johnson read the payroll into the record, Jon Olson made a motion to pay the payroll as presented. Mike Ruhland seconded the motion, which was then passed with a unanimous vote in favor of the motion, and the Payroll was submitted to the Treasurer for payment

4108.	Payroll -----	\$187.10
4109.	Payroll -----	\$93.55
4110.	Payroll -----	\$187.10
4111.	Payroll -----	\$46.17
4112.	Payroll -----	\$398.80
4113.	Payroll -----	\$93.55

Chairman Johnson read the following Claims into the record. Jon Olson made a motion to pay the claims as presented. That motion was seconded by Mike Ruhland and passed. Following the unanimous vote in favor of the motion, the claims were submitted to the Treasurer for payment.

4114.	Peter Olson -----	\$14.17
4115.	Sandra Lee Olson -----	\$207.74
4116.	Public Employee Retirement Association -----	\$124.00
4117.	Frontier Communication -----	\$70.99
4118.	Rodda Grading and Excavating -----	\$251.00
4119.	US Postal Service -----	\$54.00
4120.	St. Louis County Association of Townships -----	\$611.80

The following items of Unfinished Business were presented to the Board

1. Cemetery
 - Kurt Johnson noted that no visible tracks were evident at the cemetery suggesting that no one has gone to the land behind the cemetery.
2. Town Hall
 - Jon Olson will see what needs to be done to the thermostat so that it is working properly. Kurt made a motion to pick up a mirror for the bathroom, a cleaning tablet/solution for the toilet, salt for the ramps, and water. Mike Ruhland seconded the motion, which passed. Jon will pick up the items and submit the bill.
3. Weed Control
 - Noxious Weed Report was mailed following the last meeting.

**Town of New Independence
Board of Supervisors' Meeting
February 5, 2018**

- Mike Ruhland completed and submitted the Grant Application for funds.

Unofficial

**Town of New Independence
Board of Supervisors' Meeting
February 5, 2018**

4. Roads
 - Peter Olson did complete the monthly review of roads and found them to be in good shape.
 - He also talked with Rick McRae about the limbing project. Although Rick hasn't started it, he felt he's likely to start next week.

New Business

1. Federated Co-ops will be notified to use the prepaid credits
2. Mike Ruhland will review the Minnesota Benefit Association Insurance Options and report back to the Board
3. St. Louis County Board Meeting is trying to get out into the communities and is planning to hold its February meeting at Alborn. The information for the meeting is shown below:
 - Alborn Community Center
6388 Highway 7
Alborn, MN
Tuesday, February 27, 2018
9:30 am to 3:30 pm
4. Land from the Minnesota Deer Hunters Association and the Ruffled Grouse Society to St. Louis County was discussed. Although the letter says it is 123 acres, the map shows 223 acres. The Clerk will contact St. Louis County
5. The 2018 Budget was developed by the Board and will be finalized at the next meeting.
6. The Board will make the 2019 Levy Recommendation at the next meeting after it reviews the Budget, which was tentatively developed at this meeting.
7. 2017 Annual Meeting Minutes were given to all officers so they had a chance to review issues that were presented last year.
8. A tentative 2018 Annual Meeting Agenda was given to all officers and will be reviewed at the next meeting.
9. The Clerk would like to develop a policy book for the town board. As she thought about items to include, she is hoping to present resolutions at next meeting for meeting dates, compensations, and record retention. She also asked the Board for other topics that should be included in the policy book. No suggestions were given
10. The next meeting Board of Supervisors' meeting will be February 26 not March 5. The change has been posted.
11. Lobby Day will not be attended by New Independence because no officer is able to attend.
12. Alborn Fire Department Pancake Breakfast will be held on March 10. It is possible that a banner might be posted at the New Independence Town Hall.
13. Political Caucuses will be held on February 6. A link was posted on the Township Website (www.newindptwp.com)

Officer Reports

- Joint Powers—Kurt Johnson reported that the Joint Powers Board met to approve bids for the Fire Department.

Mike Ruhland offered a motion for adjournment, which was seconded by Jon Olson and passed. Kurt Johnson adjourned the meeting at 9:15 pm/

**Town of New Independence
Board of Supervisors' Meeting
February 5, 2018**

Minutes submitted for approval on _____ February 26, 2019 _____

Clerk's Signature _____

Chair of the Board of supervisors' Signature _____ - _____

UPCOMING MEETINGS

Board of Supervisors' Meetings for 2018

February 26	June 4	September	November 5
April 2	July 9	10	December 3
May 7	August 6	October 1	

2018 SLCAT Calendar (meetings convene at 6:30 pm) and Related Meetings

Feb. 21-22 nd	WINTER L & R MAT (Best Western Capital Ridge, St. Paul)
February 28, 2018	Cotton Township 6:30 pm <u>Phil Lobb to schedule a speaker</u>
March 13, 2018	TOWNSHIP ANNUAL MEETING
March 21, 2018	Lobby Day – see attached Bus Reservation Info to Sign up
March 28, 2018	Cotton Township 6:30 pm-SLC Mary Anderson Planning Dept.
April 5, 2018	MAT Spring Short Course – Sugar Lake Lodge, Grand Rapids
April 6, 2018	MAT Spring Short Course – Duluth DECC
April 19, 2018	MAT Town Law Review; Best Western Premier Nicollet Inn, Burnsville, 16 th Annual Legal Short Course 8:30 – 4pm
April 25, 2018	Solway Township 6:30 pm-Solway to schedule a speaker
May 23, 2018	ANNUAL MEETING AND ELECTION COTTON TOWNSHIP 5:30 PM
June 28, 2018	MAT Summer Specialized Training – Duluth DECC
August 2018	MAT District 10 Meeting – To be Determined
Sept. 19-20, 2018	MAT Fall L & R (Holiday Inn, St. Cloud, MN)
October, 2018	Couri & Ruppe Legal Short Course – Cotton
Oct. 24, 2018	Cotton Township 6:30 pm
Nov. 15-17, 2018	MAT ANNUAL CONFERENCE – DULUTH DECC
Dec. 5, 2018	Cotton Township 6:30 pm