

MINUTES

**Town of New Independence
Board of Supervisors' Meeting
New Independence Town Hall
January 8, 2018**

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

The January Board of Supervisors' Meeting was called to order by its chair, Kurt Johnson, at 7:01 PM. After calling the meeting to order, Kurt noted that the following officers were in attendance: Supervisors—Kurt Johnson and Mike Ruhland; Treasurer Peter Olson; and Clerk Sandra Lee Olson. Supervisor Jon Olson did not attend.

Following the Pledge of Allegiance, Mike Ruhland made a motion to accept the Agenda—including Reorganization of the Board and Monthly Supervisors' Meeting. Kurt Johnson offered a second to the motion, which passed unanimously.

The first item on the agenda was the Reorganization of the Board, which occurs at the first monthly meeting of each year.

1. Supervisor Positions

- Chair/Vice Chair
 - A motion was made by Mike Ruhland and seconded by Kurt Johnson to continue with Kurt Johnson as the Chair of the Board and Jon Olson as the Vice Chair of the Board. The carried with a unanimous vote.
- Supervisor Responsibilities
 - A motion was made by Kurt Johnson and seconded by Mike Ruhland to table all of the other supervising responsibilities (Town Hall, Cemetery, Roads, Joint Powers, Noxious Weed Inspector, St Louis County Association of Townships, any other positions) until the next meeting when there is a full Board. The carried with a unanimous vote.
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2. Compensations for the various offices were discussed next

- Supervisors
 - Mike Ruhland made a motion that supervisors be compensated with \$100 as the Regular Meeting Rate, \$150 as the Extended Meeting Rate, and \$25 per hour for work done outside of meetings. Kurt Johnson offered the second to the motion, which passed with a unanimous vote in favor.
- Treasurer
 - Kurt Johnson made a motion that the treasurer be compensated with \$100 as the Regular Meeting Rate, \$150 as the Extended Meeting Rate, \$100 as the monthly stipend, and \$25 per hour for work done outside of normal expectations. Mike Ruhland offered the second to the motion, which passed with a unanimous vote in favor.
- Clerk
 - Mike Ruhland made a motion that the clerk be compensated with \$100 as the Regular Meeting Rate, \$150 as the Extended Meeting Rate, \$400 as the monthly stipend, and \$25 per hour for work done outside of normal expectations. Kurt

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Johnson offered the second to the motion, which passed with a unanimous vote in favor.

- Mileage
 - The Clerk informed the Board that the mileage rate is set by Federal Government Guidelines and has been set at \$0.545 for 2018.

Clerk Sandra Lee Olson read the minutes for the January 8, 2018, Board of Supervisors' Meeting. As she read them, she noted changes as follows:

1. The first paragraph on the second page was changed to read:
 - “Mike Ruhland made a motion to accept the report; Jon Olson offered a second to the ~~report~~ motion; and a unanimous vote to accept the motion followed.”
2. The minutes did not include information about the motions to approve the payroll and claims. The information was added to read as follows:
 - “Motion by J. Olson to accept and pay the payroll claims; second by Mike Ruhland; unanimous vote in favor.”
 - “Motion by Jon Olson to accept and pay the claims; second by Mike Ruhland; unanimous vote in favor.”

Upon completion of the reading of the minutes, Mike Ruhland made a motion to accept the minutes as corrected during the reading; Kurt Johnson offered a second to the motion, which was accepted by a unanimous vote in favor.

Peter Olson read the Treasurer's Report into the minutes. While the entire report was placed on file with other documents from the meeting, the first page is shown below. In addition to the first page, his report included CTAS Cash Control Statement, CTAS Outstanding Checks and Deposits in Transit Report, and CTAS Current Investments. The report was accepted, subject to audit, after a motion by Kurt Johnson, a second by Mike Ruhland, and a unanimous vote in favor.

New Independence
Treasurer's Report
Presented to Board at the January 2018 Meeting
Period Ending on December 31, 2017

Cash Accounts				
	Statement Date	Interest	Previous Balances	Current Balances
Wells Fargo Business Checking xxxxxx1054 (EFT)	Online Balance as of December 31, 2017		\$ 3,000.00	\$ 3,000.00
Wells Fargo Business Checking xxxxxx3050 (Primary)	Online Balance as of December 31, 2017	\$ 0.23	\$ 16,219.81	\$ 30,193.29
	Total Balance for Checking Accounts		\$ 19,219.81	\$ 33,193.29
Wells Fargo Business Savings xxxxxx6624	Online Balance as of November 30, 2017	\$ 0.37	\$ 14,196.74	\$ 14,197.11
	Total Balance for Cash Accounts		\$ 33,416.55	\$ 47,390.40
Investments-CDs				
	Statement Date	Interest	Previous Balances	Current Balances
WF CD1 xxxxxx8954 (matures 8/20/2018)	Online Balance as of December 31, 2017	\$ 9.67	\$ 26,141.05	\$ 26,150.72
WF CD2 xxxxxx8962 (matures 8/20/2018)	Online Balance as of December 31, 2017	\$ 9.67	\$ 26,141.05	\$ 26,150.72
WF CD6 xxxxxx0876 (matures 11/28/2017)	Online Balance as of December 31, 2017	\$ 7.39	\$ 25,697.42	\$ 25,704.81
	Total of All CDs	\$ 26.73	\$ 77,979.52	\$ 78,006.25
	Total of CDs and Savings	\$ 26.73	\$ 92,176.26	\$ 92,203.36
	Total of all accounts with checks outstanding (Cash Accounts and CDs)	\$ 26.73	\$ 111,396.07	\$ 125,396.65
Receipts				
12/5/2017	Money was transferred from EFT to Checking	\$20,236.00		

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Sandra Lee Olson presented the Clerk's Report. As part of her report, she reported that the Local Board of Appeal and Equalization Trained Member Certification Form was sent. The Clerk later talked with Margaret Dunsmore and learned that the form is no longer required by the State. The Clerk's Report in its entirety was placed on file with other documents from the meeting after Mike Ruhland made a motion to accept the report, subject to audit. Kurt Johnson made a second to the motion, which was subsequently accepted through a unanimous vote. In addition to the CTAS Cash Balance Statement (shown below), her report included CTAS Cash Control Statement, CTAS Outstanding Checks and Deposits in Transit Report, and CTAS Schedule 8—Investment Activity with Accrued Interest.

Town of New Independence Clerk	Cash Balance Statement				1/7/2018
As of 1/7/2018					
Fiscal Year: <u>2017 2018</u>					
Name of Fund	Beginning Balance	Total Receipts	Total Disbursements	Ending Balance	
General Fund	\$13,080.53	\$148,443.26	\$140,139.61	\$21,384.18	
Road and Bridge	\$15,238.14	\$10,986.97	\$16,200.84	\$10,024.27	
Sowle Cartway Bond Fund	\$500.00	\$0.00	\$0.00	\$500.00	
Total:	\$28,818.67	\$159,430.23	\$156,340.45	\$31,908.45	

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

1. Frontier Communications...monthly internet and phone service (\$69.95)
2. Rinke Noonan...information on Drainage and Water Conference, February 15, 2018, St. Cloud Convention Center
3. Public Employees Retirement Association...monthly reporting form (2 copies)
4. State of Minnesota
 - a. Disparity Reduction Aid\$ 61.00
 - b. Township Aid.....\$524.00
 - c. MV Credit Agricultural.....\$140.78

Total \$725.78
5. Federated Co-ops
 - a. Unused Prepaid Credits \$878.71
 - b. Delivery of Propane \$372.23 (\$345.53)
6. Lake Country Power...credit balance (\$306.52)
7. Arrowhead Water Conditioning...delivery of salt on December 8, 2017 (\$10.95)
8. St. Louis County Auditor...invoice for Proposed Tax Notice preparation and delivery (\$83.41)
9. McRae Land Improvements...Christmas card
10. St. Louis County/Planning and Development Department... Subdivision Ordinance 60 proposed Safe Routes to School program language amendments
11. Minnesota LTAP...workshop information for Minnesota LTAP Conference, February 27, 2018 at Duluth Holiday Inn, 200 West First Street
12. MTFG...*MTFG Clippings* magazine
13. Minnesota Association of Townships...*Minnesota Township Insider*
14. Alborn Fire Department...minutes of the November 29, 2017, meeting.

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The following Payroll was read into the record by Chair Kurt Johnson. Upon completion, Kurt made a motion to pay the claims as presented. Mike Ruhland offered a second to the motion, which passed with a unanimous vote. All payroll claims were submitted to the Treasurer for payment.

4094. Payroll -----	\$149.68
4095. Payroll -----	\$74.84
4096. Payroll -----	\$145.00
4097. Payroll -----	\$46.17
4098. Payroll -----	\$322.55
4099. Payroll -----	\$74.84

Chair Kurt Johnson read the following Claims into the record. Upon completion, Mike Ruhland made a motion to pay the claims. A second to the motion followed by Kurt Johnson and a unanimous vote in favor of acceptance. All claims were submitted to the Treasurer for payment.

4100. Kurt Johnson -----	\$16.63
4101. Sandra Lee Olson -----	\$150.04
4102. Town of Alborn -----	\$1,200.00
4103. Frontier Communication -----	\$69.95
4104. Public Employee Retirement Association -----	\$104.90
4105. Arrowhead Water -----	\$10.95
4106. St. Louis County Auditor -----	\$83.41
4107. Peter Olson -----	\$14.17

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

1. Cemetery
 - Brian Blom notified the Board that someone was cutting wood near the cemetery. Kurt Johnson did respond to the notification by going to the cemetery where he met an individual who was coming out of the area. When Kurt talked with him, Kurt was told that the man was cutting wood on his leased property. Kurt was satisfied with the man's response but did inform him of the concern expressed by a township resident. Kurt reported that was the only cemetery concern since the last meeting.
2. Roads
 - Road Foreman Peter Olson did check the roads and found them to be in good condition. He also reported that the tree-limbing project has not been started but is on Rick McRae's list.
3. Town Hall
 - Clerk Sandra Lee Olson met with the technician at the Town Hall on December 5, 2017, so the connections could be completed, however, the technician did what she could and will return once Frontier Communications completes its portion of the agreement.
 - Kurt Johnson expressed concern about freezing pipes at the Town Hall. Possible solutions were made including a warning light in the window. No action was taken at this time.

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4. Weed Control

- The Town Board was considering sending notice to all households regarding weed control within our town ship. Sandra Lee Olson told the Board that Community Printing for brochures for cemetery brochures and certificates in 2014 were \$209.38. If notices were to be sent with weed control information, the cost would likely be around \$100. As Mike Ruhland completes the grant application for Weed Control, he can use that figure.
- The Annual Weed Control Report was completed, signed, and will be sent to the Kristin Forgard, County Weed Inspector.

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

1. As a point of interest, the Board of Audit is scheduled for the February Town Board Meeting.
2. The Budget Meeting is scheduled for the March meeting. Kurt Johnson made a motion to hold the meeting at the February meeting. A second was offered by Mike Ruhland, and a unanimous vote in favor of the motion followed.
3. Subdivision Ordinance 60 proposed Safe Routes to School program language amendments
 - The supervisors felt there were no issues with the program language amendments
4. Drainage and Water Conference
 - The conference will be held on February 15, 2018 at St. Cloud River's Edge Convention Center. No one from New Independence is able to attend this meeting.
5. Minnesota LTAP Conference
 - This conference will be held on February 27, 2018 at Duluth Holiday Inn, 200 West First Street. The general consensus of the Board was that it is not appropriate for New Independence.
6. March Meeting
 - Kurt Johnson will not be able to attend the March 5, 2018, meeting. A motion was made by Mike Ruhland, seconded by Kurt Johnson, and passed with a unanimous vote to change the meeting date to February 26, 2018. The Clerk will make the new posting.

Officer Reports

- Joint Powers Commission: Kurt Johnson reported that the estimates for the work at the Alborn Fire Department were over \$10,000, which prompted the meeting.

Mike Ruhland made a motion for adjournment, which was seconded by Kurt Johnson and passed through a unanimous vote. Kurt adjourned the meeting at 8:28 PM

Minutes submitted for approval on _____ February 5, 2018 _____

Clerk's Signature _____

Chair of the Board of supervisors' Signature _____ - _____

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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)

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

Unofficial