REGULAR MEETING

**October 5, 2017**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Kippley at 5:00 P.M., on Thursday, October 5, 2017, in the City/Town Government Center.***

**ROLL CALL:**

Present: Supervisors-Anttila, Kippley, Skelton; Clerk-Knaus; Treasurer-Shuck; Step-Up Foreman-Niemi, Attorney - Kearney

 Absent:

Also Present: Bill Maki, Sydney Hinsz, Chad Skelton, Mitch Brunfelt

1. **APPROVAL OF AGENDA**

 **IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO APPROVE THE AGENDA. UNANIMOUSLY CARRIED**

1. **APPROVAL OF MINUTES**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPROVING THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 7, 2017 AND SPECIAL MEETING ON SEPTEMBER 20, 2017 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF SEPTEMBER 2017, LISTED RECEIPTS IN THE AMOUNT OF $105,429.15 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Taconite Production TaxHealth Fair DonationsGarbage BagsWorker’s Comp Audit RefundWater Connection PaymentRefunds & Reimbursements | 86,148.25750.002,088.00188.00100.0013,132.86 |
| Other TaxesCemetery RevenueRefuse CollectionLLCC RentalTwin Lakes Pavilion RentalSnowplowingInterest Earned | 40.551,100.00351.5850.00100.001,300.0079.91 |
| **TOTAL** | **$ 105,429.15** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF SEPTEMBER 2017 RECEIPTS AS READ. UNANIMOUSLY CARRIED**

**4. CITIZENS/GUESTS**:

* Mitch Brunfelt–Appeared on behalf of the Mesabi East Schools Referendum Committee and distributed a sample resolution for the Board to consider. Skelton though the referendum is proactive for economic development in the area and helps bring people to the community. Kippley agreed this is a good project.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO PASS RESOLUTION 2017-010. UNANIMOUSLY CARRIED**

**5. UNFINISHED BUSINESS:**

5.1 Gardendale/TLLP 2016 Final Payment No. 3 & Change Order

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE FINAL PAYMENT NO. 3 TO MESABI BITUMINOUS, INC. IN THE AMOUNT OF $19,569.10 FOR THE 2016 GARDENDALE/TWIN LAKES LOOP PROJECT. UNANIMOUSLY CARRIED**

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING CHANGE ORDER NO. 2 WHICH IS AN ADJUSTMENT TO THE FINAL QUANTITIES INSTALLED IN THE FIELD DECREASING THE CONTRACT AMOUNT BY $8,617.92. UNANIMOUSLY CARRIED**

5.2 Eagle Scout Project – Building progress has been delayed due to weather. Supervisor Skelton continues to communicate with Bradach Lumber and Lagerquist.

5.3 Twin Lakes Pavilion Project – Sosola is communicating with local vendors and will let the Board know when they have been secured for the Project.

5.4 Cemetery Columbarium Project – Weather permitting forms will be poured. Completion date scheduled for this Fall.

5.5 PMSG/LLCC Usage - Address needs to be updated in draft agreement for Loon Lake Community Center. Board members will consider buy back amount of inventory once list is received from PMSG. Kearney will fine tune agreement language regarding moveable property, when and how building will be used, with a five year term for the agreement.

5.6 Stefanich Property –New road is staked out, cleared, and fabric and culvert have been purchased. Road will be finished weather permitting.

5.7 Hinsz Property Access – Road needs to be completed first, then determine access; Temporary access can be granted.

5.8 Mechanic/Equipment Operator Hire – Skelton chaired hiring committee. Interviewed candidates and those not selected will be notified once position is filled.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO HIRE ADAM HEIKKILA AS THE FULL-TIME MECHANIC/EQUIPMENT OPERATOR EFFECTIVE IMMEDIATLEY AFTER RECEIVING PASSING PRE-EMPLOYMENT PHYSICAL, DRUG SCREENING, AND BACKGROUND CHECK RESULTS. UNANIMOUSLY CARRIED**

5.9 Stepetz Road Project 2018 – Project will cost $700,000 estimated. Board needs to have financial discussion.

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO SCHEDULE A SPECIAL MEETING FOR WEDNESAY, OCTOBER 11, 2017 AT 4:00 P.M. TO DISCUSS ROAD PROJECT FOR 2017-18 AND THE CAPITAL IMPROVEMENT PLAN IN DETAIL, THE AMBULANCE/EMT PROGRESS, AND VOTING MACHINES. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 Absentee Ballot Board Resolution 2017-007

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING RESOLTUION 2017-007 APPOINTING KNAUS, SHUCK, AND ZINSKI TO THE ABSENTEE BALLOT BOARD FOR THE 2017 ELECTION. UNANIMOUSLY CARRIED**

6.2 Election Judges Resolution 2017-008

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2017-008 APPOINTING 13 ELECTION JUDGES FOR PRECINCTS 1, 2, AND 3 FOR THE 2017 ELECTION.**

6.3 Wild Rice/Sulfate Standard Resolution 2017-009 – RAMS distributed the Wild Rice/Sulfate Standard Resolution to all local governing bodies asking to approve and provided documentation from state and local legislators on the critical issue.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING WILD RICE/SULFATE STANDARD RESOLUTION 2017-009. UNANIMOUSLY CARRIED**

6.4 Deputy Treasurer Vacancy – There is no Deputy Treasurer in place to fill in if Shuck is out of the office for a prolonged period of time for example to conferences or for illness. There are times when the office has to be closed because both Knaus and Shuck have to attend training. Treasurer duties are separate from Clerk duties. Former Clerk Helander is the Deputy Clerk to step-in if needed for Knaus. Knaus would like to put an ad in the newspaper and accept applications. Board agreed salary would be commensurate upon qualifications.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING ADVERTISING AND POSTING A DEPUTY TREASURER VACANCY. UNANIMOUSLY CARRIED**

6.5 Highway 100 Bridge Detour – St. Louis County provided map of detour to take place Summer 2018. There is no temporary bypass. Detour will last three months. Kippley will share with Ambulance/EMT group and Mesabi East Schools.

6.6 Schedule Board of Canvass Meeting

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO SCHEDULE THE BOARD OF CANVASS MEETING FOR MONDAY, NOVEMBER 13, 2017 AT 5:00 P.M. IN THE CITY/TOWN GOVERNMENT CENTER CONFERENCE ROOM. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 PMSG July 2017 minutes & financial report

7.2 Ambulance Report September 2017

7.3 East Range Sportsmen’s Club August 2017 minutes & financial report

7.4 Aurora Chamber of Commerce August 2017 minutes

7.5 RAMS September Newsletter & August 2017 minutes

7.6 East Range Joint Powers Board August 2017 minutes

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO FILE ALL MINUTES. UNANIMOUSLY CARRIED**

**8. REPORTS:**

Clerk Knaus

1.) Elections – Absentee Voting began 9/22/17

2.) Prepared the Powerpoint & attended the Bonding Bill Presentation 9/27/17 at Mesabi Range College with Chairman Kippley for the Joint Water Facility

3.) Quarterly Reports will be submitted for the 3rd Quarter 2017

4.) Levy of 2% increase was submitted by 9/30/17 to St. Louis County

5.) Attended Community Advisory Panel meeting September 14, 2017 at Giants Ridge – presentation was on the Minnesota School Trust Lands

6.) Emergency Operations Planning Project which was approved last month is ongoing – price reduced due to Hoyt Lakes joining the City of Aurora and Township ($2,300.00)

7.) Township Legal Seminar – This Saturday 9-4 in Cotton (Couri)

8.) MNDOT is accepting applications for Local Road Improvement Programs due 12/1/17. I’m checking to see if our Stepetz Road Project will qualify.

9.) MNDOT is requesting all townships review their maps using Geographic Information Systems (GIS) for accuracy. They are working on a statewide system for all townships.

10.) St. Louis County/State of MN has opened up a grant application period for up to $3,000 per precinct for upgrading voting machines to the DS200 model from the current M100. Each machine costs $6,000.00. If we are interested in upgrading our machines, the grant application needs to be submitted by December 15, 2017. A resolution from the Board would also be needed. Thoughts?

**Supervisor Updates not previously discussed:**

Anttila

 Crew is doing a great job! Attending PMSG meetings.

Kippley

 Would like the Public Works crew to use the grader at the gun range. A culvert at the gun range also needs attention and we need to have a plan in palce. Kippley thought the response at the bonding presentation was very positive.

 Skelton

 Chaired the hiring committee for the Mechanic position. Working with Eagle Scouts on Twin Lakes Project.

**9. CORRESPONDENCE:**

1. Operation Round-Up Fire Department $500.00 Grant Notice

2. Operation Round-Up Health Fair $500.00 Grant Notice

3. Essentia Health $250 Sponsorship Award Notice for the Health Fair

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO FILE ALL CORRESPONDENCE RECEIVED. UNANIMOUSLY CARRIED**

**10. TRAINING REQUESTS & MEETING NOTICES**:

* Knaus & Shuck – Friday, 10/27/17 MCFOA Region II Training – Hoyt Lakes - $25 each

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING KNAUS & SHUCK TO ATTEND MCFOA TRAINING IN HOYT LAKES, MN WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING THE TOWN OFFICE TO BE CLOSED ON FRIDAY, 10/27/17 UNTIL 1:00 P.M. TO ALLOW KNAUS & SHUCK TO ATTEND THE MCFOA TRAINING WITH NOTICE TO BE POSTED. UNANIMOUSLY CARRIED**

* Public Works – Thursday, 10/19/17 – Safety Training at City/Town Government Center

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING ANY PUBLIC WORKS EMPLOYEES TO ATTEND THE LOCKOUT/TAGOUT OSHA SAFETY TRAINING AT THE CITY/TOWN GOVERNMENT CENTER ON FRIDAY, OCTOBER 19, 2017. AFTER THE TRAINING, KNAUS & PUBLIC WORKS DESIGNEE WILL ACCOMPANY THE SAFETY TRAINER TO FACILTIES TO PERFORM A MOCK OSHA INSPECTION. UNANIMOUSLY CARRIED**

**11. APPROVAL OF BILLS AND PAYROLL FOR THE MONTH OF SEPTEMBER 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor Name** | **Description** | **Total** |
| CC09-05-17 | Cardmember Service | Health Fair, FD & PW Supplies | $921.45 |
| VOL09-17 | Kansas State Bank | Sep 2017 Loader Payment | $2,581.45 |
| 30621 | Couri & Ruppe, P.L.L.P. | Annexation, Water District | $647.50 |
| 30622 | F.I.R.E. | Live Burn Training | $600.00 |
| 30623 | Praxair Distribution Inc. | Cylinder Rental Inv. 78806913 | $120.98 |
| 30624 | Tomahawk Ford | Refuse Collection Aug 2017 | $10,837.89 |
| ST09-12-17 | MN Dept. of Revenue - Sales Tax | Aug 2017 Sales Tax Payment | $1,235.00 |
| 61933 | Payroll Period Ending 09/09/2017 |  | $1,706.36 |
| 61934 | Payroll Period Ending 09/09/2017 |  | $198.38 |
| 61935 | Payroll Period Ending 09/09/2017 |  | $545.29 |
| 61936 | Payroll Period Ending 09/09/2017 |  | $140.38 |
| 61937 | Payroll Period Ending 09/09/2017 |  | $2,040.25 |
| 61938 | Payroll Period Ending 09/09/2017 |  | $1,976.54 |
| 61939 | Payroll Period Ending 09/09/2017 |  | $512.78 |
| 61940 | Payroll Period Ending 09/09/2017 |  | $1,704.97 |
| 61941 | Payroll Period Ending 09/09/2017 |  | $626.53 |
| 61942 | Payroll Period Ending 09/09/2017 |  | $904.93 |
| 61943 | Payroll Period Ending 09/09/2017 |  | $1,214.66 |
| D09-13-17 | Empower | Deferred Comp & Roth Deduction | $1,005.00 |
| F09-13-17 | E.F.T.P.S. | Employee Withholding | $4,755.37 |
| J09-13-17 | Accounts Payable - Payroll Adj. | Ck#61939 Nori STD reimb. | $1,025.05 |
| J9-13-17 | Accounts Payable - Payroll Adj. | Ck#61935 Hinsz STD reimb. | $928.76 |
| M09-13-17 | MN Department of Revenue | Employee Withholding | $753.59 |
| P09-13-17 | P.E.R.A. | Retirement Deductions | $2,759.55 |
| 30625 | Shuck, Emma | Travel Exp. reimb. | $220.08 |
| 61944 | Payroll Period Ending 09/23/2017 |  | $1,698.16 |
| 61945 | Payroll Period Ending 09/23/2017 |  | $27.70 |
| 61946 | Payroll Period Ending 09/23/2017 |  | $510.79 |
| 61947 | Payroll Period Ending 09/23/2017 |  | $2,127.97 |
| 61948 | Payroll Period Ending 09/23/2017 |  | $2,169.52 |
| 61949 | Payroll Period Ending 09/23/2017 |  | $478.28 |
| 61950 | Payroll Period Ending 09/23/2017 |  | $1,696.81 |
| 61951 | Payroll Period Ending 09/23/2017 |  | $626.53 |
| 61952 | Payroll Period Ending 09/23/2017 |  | $870.43 |
| 61953 | Payroll Period Ending 09/23/2017 |  | $1,180.16 |
| D09-27-17 | Empower | Deferred Comp & Roth Deduction | $1,005.00 |
| F09-27-17 | E.F.T.P.S. | Employee Withholding | $4,813.76 |
| J09-27-17 | Accounts Payable-Payroll Adj. | Ck#61949 Nori STD reimb. | $1,025.05 |
| J9-27-17 | Accounts Payable - Payroll Adj. | Ck#61946 Hinsz STD reimb. | $928.76 |
| M09-27-17 | MN Department of Revenue | Employee Withholding | $774.46 |
| P09-27-17 | P.E.R.A. | Retirement Deductions | $2,821.10 |
| 61954 | Payroll Period Ending 09/29/2017 |  | $305.81 |
| 61955 | Payroll Period Ending 09/29/2017 |  | $284.77 |
| 61956 | Payroll Period Ending 09/29/2017 |  | $193.16 |
| 61957 | Payroll Period Ending 09/29/2017 |  | $64.38 |
| 61958 | Payroll Period Ending 09/29/2017 |  | $420.97 |
| F09-29-17 | E.F.T.P.S. Monthly | Employee Withholding | $179.84 |
| M09-29-17 | MN Dept. of Revenue Monthly | Employee Withholding | $60.15 |
| P09-29-17 | P.E.R.A. Monthly | Retirement Deductions | $167.02 |
| 30628 | XZ8966930 | HCSP Reimbursement | $91.62 |
| 30629 | XZ6344990 | HSCP Reimbursement | $83.85 |
| 30630 | XZ2179747 | HCSP Reimbursement | $619.83 |
| 30631 | XZ6272397 | HCSP Reimbursement | $416.67 |
| 30632 | XZ4114822 | Health Care Saving reimb. | $123.07 |
| 30633 | APG Media of MN | Mtg Notice, Mechanic Ad, Office | $255.20 |
| 30634 | Aurora Electric | Cold Storage Electrical Parts & Install | $8,495.00 |
| 30635 | Biss Lock, Inc. | Cold Storage Bldg. Locks | $1,145.00 |
| 30636 | Bradach Lumber | Eagle Scout Project | $1,412.85 |
| 30637 | Central Pension Fund | Central Pension Fund Contributions | $3,072.00 |
| 30638 | Colosimo, Patchin, & Kearney | Legal Retainer | $772.65 |
| 30639 | Como Oil & Propane | Propane | $577.70 |
| 30640 | Christensen Parts | Truck #9 Lowboy Battery | $366.57 |
| 30641 | East Range Joint Powers Board | Quarter 4 2017 | $3,750.00 |
| 30642 | East Range Shopper | Elections, Health Fair, Snowplowing, Nori | $456.13 |
| 30643 | EOC/TriMark | Safety Supplies | $235.22 |
| 30644 | Essentia Health | New Hire Testing | $339.00 |
| 30645 | Excel Business Systems | Copier Contract | $93.45 |
| 30646 | Fred Faust | Shop Supplies | $29.87 |
| 30647 | Frontier | Telephone & Internet Service | $678.64 |
| 30648 | Government Forms & Supplies | Checks | $401.66 |
| 30649 | Hoyt Lakes, City of | Ambulance Agreement | $350.00 |
| 30650 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - NOV 17 | $8,190.00 |
| 30651 | Knaus, Jodi | Travel Expense reimb. | $226.49 |
| 30652 | KS Embroidery | Uniforms | $370.00 |
| 30653 | L & L Rentals, Inc. | Knuuti Pit, Stefanich Road | $778.20 |
| 30654 | L & M Supply, Inc. | Supplies | $162.22 |
| 30655 | Lake Country Power | Electric Service | $2,309.00 |
| 30656 | Lawson Products | Shop Supplies INV 9305260802, 9305238891 | $921.95 |
| 30657 | Madison National Life Ins Co, Inc. | STD & LTD Premiums | $332.95 |
| 30658 | Menard's-Virginia | Floods, Tools, FD | $413.84 |
| 30659 | Minnesota Power | Electric Service | $298.68 |
| 30660 | Minnesota Pump Works | Lift Station Repairs | $578.40 |
| 30661 | Monitor Productions, Inc. | Iron Range Tourism Screen Ads; Laskiainen, LLCC, Pavilion | $395.00 |
| 30662 | Pace Analytical Services, Inc. | Water Testing Services 171284528 | $16.00 |
| 30663 | Pit & Quarry Supplies Inc. | Snowplow Blades | $8,275.00 |
| 30664 | Portable John | Toilets @ parks | $69.75 |
| 30665 | Nuss Truck & Equipment | Volvo Loader Repairs | $2,707.91 |
| 30666 | Range Office Supply & Equipment Co. | Office Supplies | $98.69 |
| 30667 | St. Louis County Public Works  | Fuel Aug 2017 | $2,458.73 |
| 30668 | SeaChange Print Innovations | Elections Supplies - Ballots | $1,283.76 |
| 30669 | Verizon | Cell Phone | $29.78 |
| 30670 | Volunteer Firefighter's Benefit Assoc. | FF Insurance Policies | $113.00 |
| 30671 | Walt Hautala | Black Dirt | $400.00 |
| 30672 | Powerplan | Parts | $189.40 |
| 30673 | DS Solutions | Election Supplies | $300.00 |
| 30674 | Lundgren Motors, Inc. | Truck Parts | $198.76 |
| 30675 | Mike's Repair Service, Inc. | DOT Inspection | $796.00 |
| 30676 | Range Paper | Can liners | $6,533.40 |
| 30677 | Town of White Petty Cash Fund | Postage | $161.00 |
| 61959 | Payroll Period Ending 09/30/2017 |  | $528.16 |
| 61960 | Payroll Period Ending 09/30/2017 |  | $534.07 |
| 61961 | Payroll Period Ending 09/30/2017 |  | $443.40 |
| 61962 | Payroll Period Ending 09/30/2017 |  | $73.84 |
| 61963 | Payroll Period Ending 09/30/2017 |  | $125.09 |
| 61964 | Payroll Period Ending 09/30/2017 |  | $42.30 |
| 61965 | Payroll Period Ending 09/30/2017 |  | $299.52 |
| 61966 | Payroll Period Ending 09/30/2017 |  | $571.52 |
| 61967 | Payroll Period Ending 09/30/2017 |  | $815.80 |
| 61968 | Payroll Period Ending 09/30/2017 |  | $89.61 |
| 61969 | Payroll Period Ending 09/30/2017 |  | $714.41 |
| 61970 | Payroll Period Ending 09/30/2017 |  | $109.32 |
| 61971 | Payroll Period Ending 09/30/2017 |  | $198.01 |
| 61972 | Payroll Period Ending 09/30/2017 |  | $182.24 |
| 61973 | Payroll Period Ending 09/30/2017 |  | $56.10 |
| 61974 | Palo Volunteer Fire Department | Good Will Fund | $75.00 |
| 61976 | Colonial Life | Sep 2017 Employee Deductions | $391.32 |
| 61977 | I.U.O.E. Local 49 | Union Dues Deductions Sep 17 | $276.00 |
| 61978 | Minnesota Life Insurance Company | Life Insurance - OCT 17 | $144.00 |
| 61979 | MN NCPERS | Employee Deductions | $32.00 |
| F09-30-17 | E.F.T.P.S. FD | Withholding Tax | $173.52 |
|  |  | **TOTAL** | **$132,642.44** |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF SEPTEMBER 2017 IN THE AMOUNT OF $132,642.44 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Health & Wellness Fair: Friday, October 6, 2017 8:00 AM to Noon @ Loon Lake Community Center; Nori Retirement Party: Friday, October 13, 2017 1:00 PM @ Public Works Garage; Fire Department Pancake Feed: Saturday, October 21, 2017 @ 7:30 AM – Noon @ Loon Lake Community Center; General Election: Tuesday, November 7, 2017, Polls Open at 7:00 AM; Next Regular Meeting: Thursday, November 9, 2017 5:00 PM @ City/Town Government Center; MPCA Rules Hearing: Tuesday, October 24, 2017 @ Mesabi Range College 4:00 PM; Special Meeting: Wednesday, October 11, 2017 @ 4:00 PM at City/Town Government Center; Board of Canvass: Monday, November 13, 2017 @ 5:00 PM at City/Town Government Center;

**13. ADJOURNMENT:**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ADJOURN THE MEETING AT 6:44 P.M. UNANIMOUSLY CARRIED**

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**Jodi L. Knaus, Clerk Edward Kippley, Chairman**