REGULAR MEETING

**March 2, 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, March 2, 2017, in the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Sydney Hinsz, John Jamnick, Tony Jeffries, Jim Makowsky

1. **APPROVAL OF AGENDA**

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

1. **APPROVAL OF MINUTES OF THE REGULAR MEETING ON FEBRUARY 2, 2017 & THE BOARD OF AUDIT MEETING ON FEBRUARY 8, 2017 AS PRESENTED.**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE THE MINUTES OF THE REGULAR MEETING ON FEBRUARY 2, 2017 & BOARD OF AUDIT MEETING ON FEBRUARY 8, 2017 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF FEBRUARY 2017, LISTED RECEIPTS IN THE AMOUNT OF $164,537.75 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| 2016 Taconite Production Tax  Township Aid  Propane Reimbursement (SLC)  Garbage Bag Sales | 130,345.00  26,850.51  4,512.32  1,374.00 |
| PMSG Reimbursement (Sign Bases) | 1,024.50 |
| LLCC Rental  Water Connection Revenue  Interest Earned | 260.00  100.00  71.42 |
| **TOTAL** | **$ 164,537.75** |

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

**4. CITIZENS/GUESTS**:

* Iron Range Tourism Bureau Staff –Tom Jeffries presented to the Board the marketing benefits of the Iron Range Tourism Bureau and distributed the 2017 magazine with the new tagline #MesabiISMagic. The organization has a new philosophy and is working hard to promote the Iron Range.

**5. UNFINISHED BUSINESS:**

5.1 New Storage Facility at Public Works Location – Doors should be installed next week. Ameribuilt will apply tar based sealant and Town will provide insulated around perimeter of building. A change order was presented for a inrease of $300.00 to perform this work.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING CONTRACT CHANGE ORDER #1 IN THE AMOUNT OF $300.00 FOR A TOTAL COST OF $97,657.60 TO AMERIBUILT. UNANIMOUSLY CARRIED**

5.2 Stefanich/Moeller Property Agreement – Kearney presented a revised agreement between the Town and the Stefanich family. The agreement will be sent to the Stefanich family.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE THE AGREEMENT. UNANIMOUSLY CARRIED**

5.3 Twin Lakes Pavilion Discussion – The Board reviewed the proposal from Architectural Resources with an estimated cost of $22,000.00. This will be discussed in more detail at a later date.

5.4 Regional Safety Committee – Knaus distributed a resolution authorizing new regional safety group at an estimated cost of $500 per year for six trainings led by the LMCIT. An Agreement Establishing a Regional Safety Group was also distributed to be reviewed. Kearney recommended table to review terms and out clause.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO TABLE TO NEXT MONTH’S MEETING. UNANIMOUSLY CARRIED**

5.5 2017 St. Louis County Crushing & Striping Programs – The Board reviewed the programs and application. Hinsz recommended striping Lake Mine Road and Scenic Acres Road. The Board approved to stripe a maximum of two roads.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING THE PARTICIPATION IN ST. LOUIS COUNTY’S 2017 STRIPING PROGRAM FOR A MAXIMUM OF TWO ROADS TO BE DETERMINED BY THE FOREMAN. UNANIMOUSLY CARRIED**

5.6 Eagle Scout Project – The Board determined Supervisor Skelton, Hinsz, and Knaus will meet with Jacob Lagerquist and finalize the plans for the project. The building will be no larger than 10 X 15 and near the pumphouse. A meeting to be scheduled soon.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPOINTING SKELTON, HINSZ, AND KNAUS TO REPRESENT THE TOWN FOR THE EAGLE SCOUT PROJECT AT TWIN LAKES. UNANIMOUSLY CARRIED**

5.7 Matthew Montain Request – Road 44 - The Board reviewed the written request along with the information in the Town’s Road file.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO DENY MONTAIN’S REQUEST FOR MAKING ROAD 44 A MINIMUM MAINTENANCE ROAD BECAUSE MONTAIN ALREADY HAS ACCESS TO HIS PROPERTY. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 Blacktop – Pre-Mix Heater Trailer Request– Foreman Hinsz indicated the 1996 STEPP Trailer we have is rusted through the bottom. Repairs have been made to the best of their capability to allow usage until a new one is purchased.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY DIRECTING HINSZ TO BRING QUOTES FROM STATE BID PRICING AND INFORMATION ON TRAILERS TO NEXT MONTH’S MEETING. UNANIMOUSLY CARRIED**

6.2 Schedule Local Board of Appeal Meeting

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO SCHEDULE THE LOCAL BOARD OF APPEAL MEETING FOR WEDNESDAY, APRIL 19, 2017 AT 1:00 P.M. CITY/TOWN GOVERNMENT CENTER UPSTAIRS CONFERENCE ROOM. UNANIMOUSLY CARRIED**

6.3 Retirement Notice – Edward Alto

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO ACCEPT THE RETIREMENT NOTICE FOR EDWARD ALTO FROM HIS HOUSEKEEPING POSITION EFFECTIVE FRIDAY, MARCH 31, 2017 AS LAST DAY WORKED AND THANKED HIM FOR HIS YEARS OF SERVICE TO THE TOWN OF WHITE. UNANIMOUSLY CARRIED**

6.4 Seasonal Hires – Board discussed hiring two temporary summer laborers and hiring lifeguards & determining beach hours depeding on the number of applications received. **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADVERTISE FOR TEMPORARY SUMMER LIFEGUARDS AND LABORERS WITH THE CLERK TO DETERMINE APPLICATION DEADLINE. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 East Range Sportsman’s & Conservation Club January 2017 minutes and treasurer’s report were reviewed;

7.2 ERJPB January 2017 minutes were reviewed

7.3 East Range CAP January 2017 minutes were reviewed

7.4 SLCAT January 2017 minutes were reviewed

7.5 PMSG January 2017 minutes & LLCC financial report were reviewed

7.6 RAMS January 2017 minutes & February 2017 newsletter were reviewed

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

**8. REPORTS:**

Clerk Knaus

1.) Laskiainen was a great success! We sold out of tacos on Saturday…

2.) A Wilson-McShane (Health Insurance Provider) conducted an audit February 6, 2017. The audit went great (see letter in correspondence). This same morning, I was scheduled to go listen to Secretary of State Steve Simon in Mt. Iron. The auditor arrived late, so Emma went in my place. There is a possibility legislation could be passed requiring us to update our voting machines at a cost of estimated $10,000 per precinct. Stay tuned.

3.) Auditors will be here the week of March 27, 2017

4.) PAS Program Follow-up: Final report has been closed out. Next step is to set up a meeting with the Army Corps Environmental Infrastructure Program (contact Jeff Follett) to secure funding for replacing the culverts addressed in the report – I forwarded a copy of this report to St. Louis County because some of the culverts are located on County Roads.

5.) On February 9th the Joint Water District Committee reviewed the Preliminary Draft Report for the Joint Water Supply Study. Afterwards, I submitted the requested information to Tammy Omdal at Northland Securities.

6.) Polymet has confirmed they will be the guest speaker at the April 26th monthly SLCAT meeting the Township is hosting at the LLCC. Mark your calendars!!

7.) No updates regarding 2018 Tandem Truck

8.) Attended CAP meeting 2/9/17

9.) Attended Regional Safety Committee meeting; Next meeting scheduled for March 22nd at Noon in Virginia. They would like a minimum of two representatives from each entity.

10.) Supervisor Anttila, Emma and I attended the SLCAT meeting on 2/22/17.

11.) Ed and I attended the ERJPB meeting 2/28 – AEOA announced new housing grant program for low-income seniors – cities have been approached. I will check to see if this applies to township residents.

12.) Public Works Safety Jackets are in for sizing – then they will be sent to KS Embroidery

13.) The Town Board will need to adopt four Data Privacy Policies in the near future to be compliant. I’ll have them ready for next month’s meeting.

**Supervisor Updates not previously discussed:**

Anttila

The Public Works crew did a fantastic job at Laskiainen.

Kippley

Directed Hinsz to plow gun club.

**9. CORRESPONDENCE:**

1. Recharge the Range Website Notice

2. Tri-City Ambulance Meeting – 3/8/17 @ 6:30 p.m. Hoyt Lakes City Hall (Special Meeting Notice posted in case of Board quorum)

3. Local #49 Audit Compliance Notice 2/14/17

4. Dementia Friends Meeting Notices – April & June 2017 - Free

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

**10. TRAINING REQUESTS**:

* St. Louis County Road Projects Meeting – Tuesday, March 7, 2017 @ 9:00 a.m. City/Town Government Center (Special Meeting Notice posted in case of Board quorum);
* Town Board & Knaus – Attend Township Lobby Day at State Capital Tuesday, March 28, 2017; Free transportation by bus from Virginia or Cotton

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE ANTTILA AND KNAUS TO ATTEND LOBBY DAY WITH EXPENSES PAID. UNANIMOUSLY CARRIED**

* Town Board, Clerk, Treasurer - MAT Spring Short Course – Friday, April 7th - $50 Carlton, MN

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE ANY BOARD MEMBER, CLERK, & TREASURER TO ATTEND THE MAT SPRING SHORT COURSE ON FRIDAY, APRIL 7, 2017 AT $50 PER PERSON PLUS EXPENSES PAID. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO CLOSE THE TOWN OFFICE ON APRIL 7, 2017 SO STAFF CAN ATTEND TRAINING. UNANIMOUSLY CARRIED**

* Knaus – Legal Short Course – Thursday, April 20, 2017 Ostego, MN - $50

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE KNAUS TO ATTEND THE LEGAL SHORT COURSE ON APRIL 20, 2017 AT A COST OF $50 WITH EXPENSES PAID. UNANIMOUSLY CARRIED**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **Vendor** | **Description** | **Check** |
| 61630 | Payroll Period Ending 01/28/2017 |  | $596.92 |
| 61631 | Payroll Period Ending 01/28/2017 |  | $1,215.88 |
| 61632 | Payroll Period Ending 01/28/2017 |  | $1,659.28 |
| 61633 | Payroll Period Ending 01/28/2017 |  | $1,930.66 |
| 61634 | Payroll Period Ending 01/28/2017 |  | $1,542.23 |
| 61635 | Payroll Period Ending 01/28/2017 |  | $1,503.83 |
| 61636 | Payroll Period Ending 01/28/2017 |  | $1,776.30 |
| 61637 | Payroll Period Ending 01/28/2017 |  | $870.93 |
| 61638 | Payroll Period Ending 01/28/2017 |  | $1,129.61 |
| D02-01-17 | Empower | Deferred Comp & Roth Employee | $1,105.00 |
| F02-01-17 | E.F.T.P.S. | Employee Withholding | $4,364.06 |
| G02-01-17 | Minnesota Revenue - Wage Garn. | Wage Garnishment | $294.24 |
| M02-01-17 | MN Department of Revenue | Employee Withholding | $651.44 |
| P02-01-17 | P.E.R.A. | Retirement Deductions | $2,650.74 |
| 30265 | XZ8966930 | HCSP Reimbursement | $288.63 |
| CC02-02-17 | Cardmember Service | License, Minute Book Paper, Saw | $118.19 |
| 30256 | Ameribuilt Buildings, Inc. | Cold Storage Building | $83,357.60 |
| VOL2-10-17 | Kansas State Bank | Feb 2017 Loader Payment | $2,581.45 |
| 30264 | Tomahawk Ford | Refuse Collection Jan 2017 | $10,518.65 |
| 61643 | Payroll Period Ending 02/11/2017 |  | $616.42 |
| 61644 | Payroll Period Ending 02/11/2017 |  | $1,241.38 |
| 61645 | Payroll Period Ending 02/11/2017 |  | $1,888.16 |
| 61646 | Payroll Period Ending 02/11/2017 |  | $2,690.64 |
| 61647 | Payroll Period Ending 02/11/2017 |  | $1,788.53 |
| 61648 | Payroll Period Ending 02/11/2017 |  | $1,537.83 |
| 61649 | Payroll Period Ending 02/11/2017 |  | $1,941.96 |
| 61650 | Payroll Period Ending 02/11/2017 |  | $904.93 |
| 61651 | Payroll Period Ending 02/11/2017 |  | $1,248.20 |
| D02-15-17 | Empower | Deferred Comp & Roth Employee | $1,105.00 |
| F02-15-17 | E.F.T.P.S. | Employee Withholding | $5,274.51 |
| G02-15-17 | Minnesota Revenue - Wage Garn. | Wage Garnishment | $276.44 |
| M02-15-17 | MN Department of Revenue | Employee Withholding | $864.06 |
| P02-15-17 | P.E.R.A. | Retirement Deductions | $3,005.32 |
| ST02-15-17 | MN Dept of Revenue - Sales Tax | JAN 2017 Sales Tax Payment | $1,241.00 |
| 30266 | XZ6344990 | HSCP Reimbursement | $108.08 |
| 30267 | AirGas USA, LLC | Safety Jackets | $770.00 |
| 30268 | Arrowhead Regional Firefighters | 2017 Dues | $65.00 |
| 30269 | Central Pension Fund | Central Pension Fund Contributions | $3,360.00 |
| 30270 | Como Oil & Propane | LLCC Propane | $3,050.01 |
| 30271 | CVMM P.A. | Cemetery Legal Fees | $2,545.86 |
| 30272 | Excel Business Systems | Copier Contract | $95.61 |
| 30273 | FirstLab | Membership Fee | $250.00 |
| 30274 | Hoyt Lakes, City of | Ambulance Agreement | $350.00 |
| 30275 | L & M Supply, Inc. | Safety Clothing | $66.95 |
| 30276 | Lake Country Power | Electric Service | $3,288.00 |
| 30277 | Lawson Products | Shop Supplies INV 9304729546, 9304691572, 9304691573 | $283.50 |
| 30278 | Little Falls Machine, Inc. | Plow Truck Parts, Truck 7 & 8 | $3,013.11 |
| 30279 | Menard's-Virginia | FD Shelving, Magnetic Sweeper, Road Patch | $812.62 |
| 30280 | Knaus, Jodi | Travel Expense Reimb. | $56.00 |
| 30281 | Minnesota Power | Electric Service | $278.67 |
| 30282 | Pace Analytical Services, Inc. | Water Testing Services 171275940 | $53.50 |
| 30283 | St. Louis County Public Works | Dry Hydrant Sign | $113.58 |
| 30284 | Shuck, Emma | Travel Exp. Reimb. | $164.07 |
| 30285 | Skubic Bros. International | Seal Truck 7 & 8 | $37.74 |
| 30286 | Town of White Petty Cash Fund | WD40, Postage | $70.93 |
| 30287 | Verizon | Cell Phone | $29.72 |
| 30288 | Anttila, Craig | Travel Expenses | $28.00 |
| 30289 | MN State Patrol, CMV | Vehicle Decals 2017 | $28.00 |
| 30290 | Carquest Aurora | Belts, brackets, additives, lights | $366.61 |
| 30291 | Frontier | Telephone & Internet Service | $665.23 |
| 30292 | Madison National Life Ins Co, Inc | LTD/STD Mar 2017 | $365.81 |
| 30293 | APG Media of MN | Feb Mtg Notice | $69.60 |
| 30294 | Colosimo, Patchin, & Kearney | Legal Retainer | $415.00 |
| 30295 | East Range Shopper | Advertising | $78.74 |
| 30296 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Apr 17 | $9,360.00 |
| 30297 | Range Office Supply & Equipment | Supplies | $89.48 |
| 30298 | Radko Iron & Supply, Inc. | Shop Iron | $90.00 |
| 30299 | St. Louis County Public Works Dept. | Fuel Payment Jan 2017 | $6,446.21 |
| 30300 | Praxair Distribution Inc | Cylinder Rental Inv 76432181 | $211.81 |
| 61662 | Payroll Period Ending 02/28/2017 |  | $305.81 |
| 61663 | Payroll Period Ending 02/28/2017 |  | $420.97 |
| 61663 | Payroll Period Ending 02/28/2017 |  | $304.04 |
| 61664 | Payroll Period Ending 02/28/2017 |  | $193.16 |
| 61665 | Payroll Period Ending 02/28/2017 |  | $64.38 |
| 61668 | Minnesota Life Insurance | Life Insurance - Mar 17 | $143.10 |
| 61669 | MN NCPERS | Employee Deductions | $32.00 |
| 61670 | Colonial Life | Feb 2017 Employee Deductions | $391.32 |
| F02-28-17 | E.F.T.P.S. Monthly | Employee Withholding | $92.62 |
| M02-28-17 | MN Department of Revenue Monthly | Employee Withholding | $7.53 |
| P02-28-17 | P.E.R.A. Monthly | Retirement Deductions | $154.52 |
|  |  | **Total** | **$182,966.91** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF FEBRUARY 2017 IN THE AMOUNT OF $182,966.91 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, April 6, 2017 5:00 PM @ City/Town Government Center; Annual Meeting: March 14, 2017 6:00 PM @ Loon Lake Community Center; Township Lobby Day: Tuesday, March 28, 2017; LBAE: Wednesday, April 19, 2017 1:00 PM @ City/Town Government Center; SLCAT Meeting: Wednesday, April 26, 2017 at 6:30 p.m. at the Loon Lake Community Center

**13. ADJOURNMENT:**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO ADJOURN THE MEETING AT 7:02 P.M. UNANIMOUSLY CARRIED**

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