REGULAR MEETING

**August 2, 2018**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Skelton at 5:00 P.M., on Thursday, August 2, 2018, in the City/Town Government Center.***

**ROLL CALL:**

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

 Absent:

Also Present: Sharon Hilton

1. **APPROVAL OF AGENDA**

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

1. **APPROVAL OF MINUTES**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE MINUTES OF THE REGULAR MEETING ON JULY 9, 2018 AND SPECIAL MEETINGS HELD ON JULY 2, 2018 AND JULY 19, 2018. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF JULY 2018, LISTED RECEIPTS IN THE AMOUNT OF $625,929.66 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Twin Lakes Pavilion RentalRefuse Collection Revenue5/18 Tax ApportionmentFire Contract Half PaymentPermit Fees | 675.00358.81595,598.7918,000.0050.00 |
| W/WW RevenuesGarbage Bag RevenueLLCC RentCemetery RevenueCapital Charges (City of Aurora)MBFTE Training ReimbursementTown AidPERA AidInterest Earned | 150.002,700.00280.00900.002,585.361,582.501,324.501,369.5085.70 |
| **TOTAL** | **$625,929.66** |

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF JULY 2018 RECEIPTS AS READ. UNANIMOUSLY CARRIED**

**4. CITIZENS/GUESTS**:

* Sharon Hilton – Spoke to the Board about property she inherited on South Twin Lakes and lack of access to her property. She is requesting an easement to access her property. Her grandfather Henry Lampi sold the gravel pit to the Township in or around 1953 and the Township built a new road at that time. Skelton would be open to selling the property back to the family if the Township no longer uses the gravel pit. Kearney suggested getting an actual legal description of the property. The Clerk will look for original records in the office and Foreman will research land explorer on the County website.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON FOR CLERK TO RESEARCH AND MEET WITH HILTON AND TO TABLE TO NEXT MONTH. UNANIMOUSLY CARRIED**

**5. UNFINISHED BUSINESS:**

5.1 Twin Lakes Roof Repair –Kippley spoke with Harp Construction and the materials can be ordered in ten days. Board is waiting to hear from Harp on their schedule for performing the repair.

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

5.2 Gardendale Discussion – No schedule yet from Casper Construction to perform the repair work.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO TABLE TO NEXT MONTH. UNANIMOUSLY CARRIED**

5.3 PMSG/LLCC Usage Agreement – The Board wants to get this agreement resolved. Directed Clerk to send letter with August 16th date and if no representation present, Board will take action.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO SEND A LETTER TO PMSG REQUESTING A MEETING AND IF NO REPRESENTATION IS PRESENT, BOARD WILL TAKE ACTION ON THE AGREEMENT PROVIDED PREVIOUSLY. UNANIMOUSLY CARRIED**

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SCHEDULE A MEETING WITH THE PMSG ON AUGUST 16, 2018 AT 5:00 P.M. UNANIMOUSLY CARRIED**

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SCHEDULE A BOARD OF CANVASS MEETING FOR ELECTION RESULTS AT 4:00 P.M. ON AUGUST 16, 2018. UNANIMOUSLY CARRIED**

5.4 Thor Hinsz Property Access - Hinsz will come to the September meeting.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO TABLE THIS DISCUSSION TO NEXT MONTH. UNANIMOUSLY CARRIED**

5.5 Cemetery Project – Blackwoods is forming the concrete benches. No new updates.

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

5.6 Biwabik Connection/Lake Mine Road Update –Board directed Clerk to continue to monitor this project and submit invoices to City for their usage, as appropriate.

5.7 Joint Water Project Update – The parties continue to meet and work on the project. Knaus distributed notes from the July 19, 2018 meeting with SEH and a project contact list.

5.8 Emergency Operations Plan Resolution 2018-012

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2018- 012 ADOPTING THE EMERGENCY OPERATIONS PLAN FOR THE TOWNSHIP. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 Annual Cafeteria Plan Resolution 2018-013

 **IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING RESOLUTION 2018-013 ADOPTING THE TOWN OF WHITE CAFETERIA PLAN. UNANIMOUSLY CARRIED**

6.2 2019 Fire Protection/First Responder Services Contract

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING THE 2019 FIRE PROTECTION/FIRST RESPONDER SERVICES CONTRACT WITH ST. LOUIS COUNTY. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 East Range Joint Powers Board June 2018 minutes

7.2 East Range Sportsmen’s Club June 2018 minutes and financial report

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

**8. REPORTS:**

Clerk Knaus

1.) Elections: Filing period for local Supervisor Seat C is July 31-Aug 13; Election Judge Training was held August 1st along with Public Accuracy Testing; new voting machines have been ordered; Office must be open till 5:00 PM on 8/13/18 and Saturday, 8/11 from 10:00 – 3:00 p.m.;

2.) Worker’s Compensation Annual audit through Berkely Risk was conducted on August 1, 2018

3.) Met with Tom Kelly from Walker, Giroux, and Hahne & Jeff Jacobson regarding 3rd party services for the OAA; they seem to be willing to do this;

4.) Health Fair planning will begin – looking at Friday, October 5th

5.) Census 2020 preliminary address updates were submitted

6.) We had three recordable OSHA 300 log incidents recently (2 shift in hearing loss and 1 injury)

7.) The final Blandin Leadership meeting will be August 21, 2018

8.) The backhoe and grader have both been ordered; the backhoe cost came in $10,000.00 LESS due to the warranty we need, per Kalin’s recommendation. The final cost to Township is $86,254.71 after warranty and trade-in.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ACCEPT AND FILE THE CLERK’S REPORT. UNANIMOULSY CARRIED**

**Updates not previously discussed:**

Anttila

 Road sides look good; mower is fixed; directed Hinsz to get periodic updates from trapper; permit is pending with DNR;

 Kippley

 Highway 100 bridge is open;

**9. CORRESPONDENCE:**

1. 2019 Town Aid Notice

2. St. Louis County – List of Permits Issued 1st Half 2018

3. Pay Equity Compliance Notice & Certification

4. PERA Palo VFD Annual Contributions Report

5. Snap-On Tools Representative Change Notice

6. St. Louis County Address Change Notice

MN State Demographer 2017 Population & Household Estimates

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

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

* Shuck – Cemetery Conference – September 19-21, 2018

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING SHUCK TO ATTEND THE ANNUAL CEMETERY CONFERENCE WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

**11. APPROVAL OF BILLS AND PAYROLL FOR THE MONTH OF JULY 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** |  **Total**  |
| CC7-02-18 | Cardmember Service | Road Brooms, Office Supplies, Batteries |  $ 449.82  |
| 62329 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 420.86  |
| 62330 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 542.23  |
| 62331 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 350.21  |
| 62332 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 1,685.07  |
| 62333 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 542.23  |
| 62334 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 166.23  |
| 62335 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 1,450.32  |
| 62336 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 1,718.95  |
| 62337 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 1,945.10  |
| 62338 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 499.23  |
| 62339 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 527.99  |
| 62340 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 1,492.06  |
| 62341 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 617.86  |
| 62342 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 996.34  |
| 62343 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 1,318.16  |
| 62344 | Payroll Period Ending 06/30/2018 | Regular Payroll Period Ending 6/30/2018 |  $ 365.56  |
| D07-04-18 | Empower | Def Comp & Roth EE Ded |  $ 1,159.20  |
| F07-04-18 | E.F.T.P.S. | Employee Withholding |  $ 5,069.81  |
| J07-04-2018 | Accounts Payable-Payroll Adjustment | Peterson Payroll CK#62341 Reimb. |  $ 1,071.01  |
| M07-04-18 | MN Department of Revenue | Employee Withholding |  $ 953.30  |
| P07-04-18 | P.E.R.A. | Retirement Deductions |  $ 2,569.59  |
| MACK07-05-18 | KS STATEBANK | 2018 MACK GU713 TRUCK Payment |  $ 69,645.30  |
| 31218 | Tomahawk Ford | Refuse Collection Jun 18 |  $ 11,147.78  |
| ST7-10-18 | MN Dept of Revenue - Sales Tax | Jun 18 Sales Tax Payment |  $ 1,267.00  |
| 31219 | MCFOA | Region Training |  $ 70.00  |
| 31220 | Denise Salo | Rental Refund |  $ 75.00  |
| 31221 | Amy Powell | Cemetery Grave Buy Back |  $ 80.00  |
| 31222 | Lake Country Power | Electric Service |  $ 1,005.00  |
| 62366 | Payroll Period Ending 07/17/2018 | Robillard Lost Check PPE 12/19/16 |  $ 966.35  |
| 62349 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 336.16  |
| 62350 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 485.23  |
| 62351 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 216.35  |
| 62352 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 1,658.77  |
| 62353 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 485.23  |
| 62354 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 110.82  |
| 62355 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 1,450.32  |
| 62356 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 126.64  |
| 62357 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 1,868.91  |
| 62358 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 2,103.33  |
| 62359 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 327.26  |
| 62360 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 485.23  |
| 62361 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 1,734.55  |
| 62362 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 617.86  |
| 62363 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 996.34  |
| 62364 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 1,239.83  |
| 62365 | Payroll Period Ending 07/14/2018 | Regular Payroll Period Ending 07/14/2018 |  $ 330.92  |
| D07-18-18 | Empower | Def Comp & Roth EE Ded |  $ 1,159.20  |
| F07-18-18 | E.F.T.P.S. | Employee Withholding |  $ 4,760.39  |
| M07-18-18 | MN Department of Revenue | Employee Withholding |  $ 895.95  |
| P07-18-18 | P.E.R.A. | Retirement Deductions |  $ 2,687.51  |
| 31223 | Town of White Petty Cash Fund | Postage, Retirement Gift, Elections |  $ 128.40  |
| P7-24-18 | P.E.R.A. | Retirement Deductions |  $ 129.27  |
| 31224 | XZ6344990 | HSCP Reimbursement |  $ 416.67  |
| 31225 | XZ6272397 | HCSP Reimbursement |  $ 416.67  |
| 31226 | XZ7617518 | Health Care Medical Reimbursement |  $ 312.50  |
| 31227 | Carquest Aurora | Supplies & Parts |  $ 224.63  |
| 31228 | Mt. Iron Carquest | Truck #8 |  $ 126.68  |
| 31229 | Como Oil & Propane | Propane |  $ 778.89  |
| 31230 | Couri & Ruppe, P.L.L.P. | Annexation |  $ 190.00  |
| 31231 | Diamond Mowers | Mower Parts |  $ 386.04  |
| 31232 | East Range Joint Powers Board | Advertising |  $ 100.00  |
| 31233 | EOC/TriMark | Ear plugs, lifting straps |  $ 215.72  |
| 31234 | Envirotech Services | Dust Control |  $ 13,256.23  |
| 31235 | Essentia Health | D & A testing |  $ 60.00  |
| 31236 | Excel Business Systems | Copier Contract |  $ 124.06  |
| 31237 | Frontier | Telephone & Internet Service |  $ 682.85  |
| 31238 | FSSolutions | Drug/Alcohol Testing |  $ 52.20  |
| 31239 | Grande Ace Hardware | Lawnmower Parts |  $ 249.99  |
| 31240 | Hoyt Lakes, City of | Ambulance Agreement |  $ 350.00  |
| 31241 | Lake Country Power | Electric Service |  $ 2,075.00  |
| 31242 | Lake Superior College | FD Training |  $ 466.66  |
| 31243 | L & M Supply, Inc. | Tools, Supplies |  $ 218.51  |
| 31244 | MacQueen Emergency Group | Fire Truck Inspection |  $ 407.50  |
| 31245 | Gary Manninga | Beaver Trapping |  $ 150.00  |
| 31246 | Menard's-Virginia | Sheeting, Shelving |  $ 121.10  |
| 31247 | Mesabi Bituminous Inc | Cold Mix |  $ 828.75  |
| 31248 | Minnesota Power | Electric Service |  $ 392.77  |
| 31249 | Northern Engine & Supply, Inc. | Parts Truck 8 |  $ 328.30  |
| 31250 | Northland Fire & Safety | LLCC Kitchen Fire Inspection |  $ 142.00  |
| 31251 | Nuss Truck & Equipment | Parts |  $ 195.33  |
| 31252 | Pace Analytical Services, Inc. | Water Testing Services 181295683 |  $ 53.50  |
| 31253 | Range Paper | Garbage Bags |  $ 2,880.80  |
| 31254 | St. Louis County Auditor-PW | Motor Fuels |  $ 8,886.10  |
| 31255 | St. Louis County Auditor-PW | Road Striping - 2017 |  $ 2,599.28  |
| 31256 | Ultimate Safety Concepts Inc. | FD Hose |  $ 43.41  |
| 31257 | Verizon | Cell Phone |  $ 32.22  |
| 31258 | Wisconsin Steam Cleaner | Parts Washer Repair |  $ 822.33  |
| 31259 | Foremax Incorporated | Medical Supplies |  $ 161.05  |
| 31260 | Central Pension Fund | Retirement Contributions |  $ 3,360.00  |
| 31261 | The Control Company | Lift Station Repair |  $ 945.00  |
| 31262 | Culligan | Water Softener Service |  $ 33.75  |
| 31263 | East Range Shopper | Mtg Notice, Elections |  $ 313.20  |
| 31264 | Madison National Life Ins Co, Inc | Disability Insurance |  $ 347.20  |
| 31265 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - SEP 18 |  $ 11,160.00  |
| 31266 | PERA | Service Charge |  $ 10.00  |
| 31267 | APG Media of MN | Mtg Notice, Elections |  $ 213.80  |
| 31268 | Aurora, City of | EOP Consultant Fee |  $ 2,333.33  |
| 31269 | Aurora, City of | Security System Monitoring |  $ 48.00  |
| 31270 | Colosimo, Patchin, & Kearney | Legal Retainer |  $ 415.00  |
| 31271 | Portable John | Toilets @ parks |  $ 279.00  |
| 31272 | Grande Ace Hardware | Lawnmower Parts |  $ 237.99  |
| 31273 | Town of White Petty Cash Fund | Postage, Retirement Gift, Water Sample |  $ 106.99  |
| 31274 | Med Compass | Annual Testing |  $ 395.00  |
| 31275 | Powerplan | Parts |  $ 333.32  |
| 62368 | Payroll Period Ending 07/31/2018 | Monthly Payroll Ending 7/31/2018 |  $ 317.69  |
| 62369 | Payroll Period Ending 07/31/2018 | Monthly Payroll Ending 7/31/2018 |  $ 237.44  |
| 62370 | Payroll Period Ending 07/31/2018 | Monthly Payroll Ending 7/31/2018 |  $ 193.16  |
| 62371 | Payroll Period Ending 07/31/2018 | Monthly Payroll Ending 7/31/2018 |  $ 64.38  |
| 62372 | Payroll Period Ending 07/31/2018 | Monthly Payroll Ending 7/31/2018 |  $ 327.42  |
| 62391 | Colonial Life | Jul 2018 Employee Deductions |  $ 391.32  |
| 62392 | I.U.O.E. Local 49 | Union Dues Deductions Jul 18 |  $ 276.00  |
| 62393 | Minnesota Life Insurance  | Life Insurance - Aug 18 |  $ 182.50  |
| 62394 | MN NCPERS | Employee Deductions |  $ 32.00  |
|  |  | **TOTAL** |  **$ 195,803.26**  |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF JULY 2018 IN THE AMOUNT OF $195,803.26 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, September 6, 2018 5:00 PM @ City/Town Government Center; Regional Safety Training (Defensive/Distracted Driving – all employees): Thursday, August 16, 2018 @ 9:00 AM Biwabik; MAT District Meeting: Thursday, August 30, 2018 Grand Lake Town Hall @ 6:00 PM; Continuation of Annual Meeting: Tuesday, September 11, 2018 at 6:00 p.m. @ Loon Lake Community Center; Special Meeting: Thursday, August 16, 2018 @ 4:00 PM Board of Canvass; Special Meeting: Thursday, August 16, 2018 @ 5:00 PM PMSG;

**13. ADJOURNMENT**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADJOURN THE REGULAR MEETING AT 5:52 P.M. UNANIMOUSLY CARRIED**

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**Jodi L. Knaus, Clerk Jon Skelton, Chairman**