REGULAR MEETING

**July 6, 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, July 6, 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: Jacob Lagerquist, Jeanne Lagerquist, John Jamnick, Syd Hinsz

1. **APPROVAL OF AGENDA**

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON 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 JUNE 1, 2017 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF JUNE 2017, LISTED RECEIPTS IN THE AMOUNT OF $89,890.99 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| St. Louis County Road Maint. AgreementFD Training ReimbursementPropane Reimbursement (SLC)Pavilion RentalGarbage Bag Sales | 85,000.002,800.00218.19300.001,032.00 |
| LLCC RentalRefuse CollectionRefunds & ReimbursementsInterest Earned | 270.00144.3865.0061.42 |
| **TOTAL** | **$ 89,890.99** |

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

**4. CITIZENS/GUESTS**:

* Jacob Lagerquist–Met with Foreman Hinsz and discussed location of building. Needs copy of septic permit for variance. Supervisor Skelton met with Bradach Lumber on supplies needed. Jacob will drop off information from Boy Scouts on project approval with Clerk.
* Step-Up Foreman Niemi – Informed Board equipment on the fleet needs to be inspected (DOT certified) and requested approval to get quotes to get inspections completed.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY AUTHORIZING NIEMI TO GET A MINIMUM OF TWO QUOTES FOR THE COST OF INSPECTING THE EQUIPMENT AT PUBLIC WORKS AND ONCE QUOTES ARE RECEIVED TO CONTACT CHAIRMAN KIPPLEY FOR AUTHORIZATION. UNANIMOUSLY CARRIED**

**5. UNFINISHED BUSINESS:**

5.1 New Storage Facility at Public Works Location – Project is completed. Vendor for sealing floor will bill Town directly.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO PAY AMERIBUILT $3,762.60 AS FINAL PAYMENT. UNANIMOUSLY CARRIED**

5.2 Gardendale/TLLP 2016 Punch List –Several items still remain on the punch list. Jamnick will address concerns directly with individuals and update Board.

5.3 Adams Water Connection – Water connection was completed on July 5, 2017. Project went well. Curb stop was placed at site. Clark Niemi will update Town records. Kearney will file all legal documentation and work with Clerk on correspondence to residents.

5.4 Eagle Scout Project –Once permit is received work will begin. Clerk will order personal protective equipment for workers.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO AUTHORIZE PAYMENT UP TO $4,500.00 FOR SHED MATERIALS TO BRADACH LUMBER. UNANIMOUSLY CARRIED**

5.5 Fine Allocation for Townships – Kearney and Clerk Knaus will continue to work on this project and update Board as it becomes finalized.

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

5.6 Twin Lakes Pavilion – No new updates.

5.7 General Maintenance Worker Position – The full Board will review applications. Screening committee will conduct interviews and forward finalists to Board at next month’s meeting.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA AUTHORIZING FULL BOARD OF SUPERVISORS TO REVIEW APPLICATIONS AND RANK EACH CANDIDATE WITH SCREENING FORMS BRINGING TOP CANDIDATES TO SPECIAL MEETING. UNANIMOUSLY CARRIED**

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO FORM THE SCREENING COMMITTEE OF SUPERVISOR SKELTON AS CHAIR, CLARK NIEMI FROM PUBLIC WORKS, AND A RESPRESENTATIVE FROM THE CITY OF AURORA AT THEIR CHOOSING. UNANIMOUSLY CARRIED**

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SCHEDULE A SPECIAL MEETING ON JULY 13, 2017 AT 4:00 P.M. TO DISCUSS GENERAL MAINTENANCE WORKER APPLICATIONS AND SELECT CANDIDATES FOR INTERVIEWS. UNANIMOUSLY CARRIED**

5.8 PMSG/LLCC Usage – Kearney will meet with Clerk to draft letter to be sent to the PMSG regarding the usage of the building. Kippley is not in favor of a lease. Board is in favor of usage agreement. Kearney indicated any personal property of the PMSG isn’t covered by the Town’s insurance. Board would like Knaus to go to the school and take pictures of all inventory in the building for insurance purposes.

5.9 Stefanich Property – Kearney will provide warranty deed to Wainio, family representative for approval. Town should pay $500.00 as indicated in agreement.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA DIRECTING KEARNEY TO PROVIDE THE DEED TO CRAIG WAINIO, FAMILY REPRESENTATIVE AND FOR SHUCK TO PREPARE A $500.00 PAYMENT TO JANICE STEFANICH AND CAROL MOELLER PER THE AGREEMENT FOR THE PROPERTY. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 Blandin Foundation – Knaus has been meeting with fellow Clerks and Administrators of the East Range and Curt Anttila regarding the upcoming Leadership Training sponsored by the Blandin Foundation. The Board needs to approve members of the steering committee for this training. The steering committee will assist with promotion of and assist with selection of candidates for the training. The Blandin Foundation makes the final determination of candidates selected.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPOINTING ED KIPPLEY ON THE BLANDIN FOUNDATION STEERING COMMITTEE. UNANIMOUSLY CARRIED**

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPOINTING JODI KNAUS ON THE BLANDIN FOUNDATION STEERING COMMITTEE. UNANIMOUSLY CARRIED**

6.2 Gina Wagner – 3551 Lane 49 Verbal Request for Speed Limit Sign to be placed on Road was discussed. The road is 1/10th of a mile with only two houses. The Town has never received a complaint before regarding this road. The complaint was regarding County vehciles speeding on this road. The State of MN is the authority for speed limits. Ms. Wagner should report concerns to St. Louis County. Request is denied. Clerk will call Ms. Wagner of decision.

**7. MINUTES:**

7.1 ERJPB May 2017 minutes were reviewed

7.2 East Range Administrator/Clerk meeting minutes were reviewed

7.3 East Range Sportsmen’s Club May minutes & financial report

7.4 PMSG May 2017 minutes & LLCC financial report were reviewed

7.5 Ambulance Report for May 2017 was reviewed

7.6 RAMS May meeting minutes were reviewed

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

**8. REPORTS:**

Clerk Knaus

1.) Attended Joint Water meeting in Biwabik on 6/5/17. Plans have changed back to a new plant in Pineville.

2.) Continue to attend Ambulance/EMT Governance and Joint Committee Meetings

3.) Summer employees attended OSHA training June 7, 2017

4.) Attended the Wild Rice Forum in Mt. Iron on June 7, 2017

5.) Beach opened on June 8th and Pavilion has been rented a lot for grad parties etc.

6.) Dust Control was applied June 9, 2017

7.) 2018 Mack Truck was delivered June 23, 2017

8.) Loon Lake Community Center was inspected on June 27, 2017 by MN Department of Health – Report in correspondence

9.) Public Work’s employees had their annual physicals by Med Compass on 6/29/17

10.) Received St. Louis County Road Maintenance Agreement payment first week of July

11.) Received Property Tax Appropriation Payment of $563,654.99 on July 3rd

10.) Elections – Candidate Filing Period will be August 1 – August 15, 2017 for November 17 election. Ads will go out this month.

11.) Health Fair will be Friday, October 6, 2017 from 8:00 a.m. to Noon

Pending/Upcoming Projects:

* Highway 100 Resident Petition – Speed Limit – still waiting for MnDOT decision
* Army Corp of Engineers – PAS Program 2nd Phase – replacing culverts flagged
* St. Louis County was billed for cold mix used last year on County Roads

Board membership cards for the Minnesota Association of Townships were put in your mailbox.

**Supervisor Updates not previously discussed:**

Anttila

 Public Works is doing a great job mowing the roadside and ditches. Will attend the PMSG meeting.

 Kippley

 Has met with the family regarding the bench request at the cemetery. Directed Larry H. with the Sportsmen’s Gun Club to place the signs ordered from St. Louis County. Inquired about our sign inventory and policies and stressed we need to be compliant. Discussed noxious weeds and relayed information to Board. Discussed concern of several properties in the Township with the right of ways being blocked by cars and/or properties with blight. Directed Clerk to send letters to St. Louis County Sherrif’s Office regarding properties discussed identifying the hazards and public safety concern with photos.

 Skelton

 Has been meeting with Lagerquist & Bradach Lumber regarding the Eagle Scout Project. He has been meeting with and serving as a member of the Ambulance/EMT Hiring Committee for an Ambulance Director and serving on the Ambulance/EMT committee. Inquired about the cemetery data input into the new software program. Directed Clerk to send letter to Mr. Coombe indicating the graves added to the Center Section of the cemetery will not be sold. They will be held as green space.

**9. CORRESPONDENCE:**

9.1. State Demographer 2016 Population estimates

9.2. Aurora Chamber of Commerce Request

9.3. Energy Forward Announcement 6/7/17

9.4. St. Louis County Sale of Tax Forefeited Lands Notice 6/13/17

9.5. St. Louis County Planning & Zoning Facts & Findings Decision 6/16/17

9.6. WCHF Donates AED to Communities Press Release

9.7. LLCC Health Inspection Report

9.8 IRRRB Grant Denial Letter

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

**10. TRAINING REQUESTS & MEETING NOTICES**: None

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check #** | **Vendor** | **Description** |  **Total**  |
| F06-01-17 | E.F.T.P.S. Monthly | Employee Withholding |  $ 193.88  |
| M06-01-17 | MN Dept. of Revenue Monthly | Employee Withholding |  $ 66.50  |
| P06-01-17 | P.E.R.A. Monthly | Retirement Deductions |  $ 174.52  |
| CC06-02-17 | Cardmember Service |  Conf Reg, Mtg Supplies, DVS fees |  $ 250.60  |
| 61767 | Payroll Period Ending 06/03/2017 |  |  $ 1,706.36  |
| 61768 | Payroll Period Ending 06/03/2017 |  |  $ 1,571.47  |
| 61769 | Payroll Period Ending 06/03/2017 |  |  $ 611.99  |
| 61770 | Payroll Period Ending 06/03/2017 |  |  $ 2,106.10  |
| 61771 | Payroll Period Ending 06/03/2017 |  |  $ 560.11  |
| 61772 | Payroll Period Ending 06/03/2017 |  |  $ 498.33  |
| 61773 | Payroll Period Ending 06/03/2017 |  |  $ 1,732.61  |
| 61774 | Payroll Period Ending 06/03/2017 |  |  $ 512.78  |
| 61775 | Payroll Period Ending 06/03/2017 |  |  $ 546.88  |
| 61776 | Payroll Period Ending 06/03/2017 |  |  $ 904.93  |
| 61777 | Payroll Period Ending 06/03/2017 |  |  $ 1,214.66  |
| 61778 | Payroll Period Ending 06/03/2017 |  |  $ 221.48  |
| 30453 | Tomahawk Ford | Refuse Collection May 2017 |  $ 10,909.08  |
| D06-08-17 | Empower | Deferred Comp & Roth  |  $ 1,005.00  |
| F06-08-17 | E.F.T.P.S. | Employee Withholding |  $ 4,886.23  |
| M06-08-17 | MN Department of Revenue | Employee Withholding |  $ 759.80  |
| P06-08-17 | P.E.R.A. | Retirement Deductions |  $ 2,606.03  |
| ST06-09-17 | MN Dept. of Revenue - Sales Tax | MAY 2017 Sales Tax Payment |  $ 1,293.00  |
| VOL06-17 | Kansas State Bank | June 2017 Loader Payment |  $ 2,581.45  |
| 61780 | Payroll Period Ending 06/17/2017 |  |  $ 278.85  |
| 61781 | Payroll Period Ending 06/17/2017 |  |  $ 245.05  |
| 61782 | Payroll Period Ending 06/17/2017 |  |  $ 1,698.66  |
| 61783 | Payroll Period Ending 06/17/2017 |  |  $ 528.41  |
| 61784 | Payroll Period Ending 06/17/2017 |  |  $ 117.53  |
| 61785 | Payroll Period Ending 06/17/2017 |  |  $ 1,464.40  |
| 61786 | Payroll Period Ending 06/17/2017 |  |  $ 670.51  |
| 61787 | Payroll Period Ending 06/17/2017 |  |  $ 1,963.85  |
| 61788 | Payroll Period Ending 06/17/2017 |  |  $ 614.84  |
| 61789 | Payroll Period Ending 06/17/2017 |  |  $ 371.80  |
| 61790 | Payroll Period Ending 06/17/2017 |  |  $ 560.11  |
| 61791 | Payroll Period Ending 06/17/2017 |  |  $ 378.63  |
| 61792 | Payroll Period Ending 06/17/2017 |  |  $ 290.63  |
| 61793 | Payroll Period Ending 06/17/2017 |  |  $ 1,553.72  |
| 61794 | Payroll Period Ending 06/17/2017 |  |  $ 478.78  |
| 61795 | Payroll Period Ending 06/17/2017 |  |  $ 512.88  |
| 61796 | Payroll Period Ending 06/17/2017 |  |  $ 870.93  |
| 61797 | Payroll Period Ending 06/17/2017 |  |  $ 1,109.43  |
| 61798 | Payroll Period Ending 06/17/2017 |  |  $ 244.58  |
| D06-21-17 | Empower | Deferred Comp & Roth  |  $ 1,005.00  |
| F06-21-17 | E.F.T.P.S. | Employee Withholding |  $ 5,169.22  |
| M06-21-17 | MN Department of Revenue | Employee Withholding |  $ 758.36  |
| P06-21-17 | P.E.R.A. | Retirement Deductions |  $ 2,496.67  |
| 61799 | Payroll Period Ending 06/29/2017 |  |  $ 266.33  |
| 61800 | Payroll Period Ending 06/29/2017 |  |  $ 304.51  |
| 61801 | Payroll Period Ending 06/29/2017 |  |  $ 193.16  |
| 61802 | Payroll Period Ending 06/29/2017 |  |  $ 64.38  |
| 61803 | Payroll Period Ending 06/29/2017 |  |  $ 397.59  |
| F06-29-17 | E.F.T.P.S. Monthly | Employee Withholding |  $ 175.99  |
| M06-29-17 | MN Dept. of Revenue Monthly | Employee Withholding |  $ 58.88  |
| P06-29-17 | P.E.R.A. Monthly | Retirement Deductions |  $ 162.02  |
| 30454 | Up North Dental, P.C. | XZ4111540 HCSP Payment |  $ 1,250.00  |
| 30455 | XZ4114822 | HCSP Care Saving Reimb |  $ 322.73  |
| 30456 | XZ2234345 | HCSP Reimbursement |  $ 976.69  |
| 30457 | XZ6344990 | HSCP Reimbursement |  $ 252.70  |
| 30458 | XZ2179747 | HCSP Reimbursement |  $ 1,009.72  |
| 30459 | XZ6272397 | HCSP Reimbursement |  $ 416.67  |
| 30460 | XZ6197217 | HSCP Reimbursement |  $ 571.44  |
| 30461 | Acuity Specialty Products, Inc. | Operating Supplies |  $ 603.65  |
| 30462 | Approved Plumbing | LLCC Kitchen Sink Faucet Repairs |  $ 1,280.00  |
| 30463 | Aurora Electric | FD Well, New Garage |  $ 3,370.00  |
| 30464 | Bradach Lumber | Shop Supplies |  $ 13.77  |
| 30465 | Carquest Aurora | Equipment Parts & Supplies |  $ 263.22  |
| 30466 | Mt. Iron Carquest | FD Supplies |  $ 19.38  |
| 30467 | Central Pension Fund | Central Pension Fund Contributions |  $ 3,072.00  |
| 30468 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer |  $ 415.00  |
| 30469 | Como Oil & Propane | Propane |  $ 181.08  |
| 30470 | Couri & Ruppe, P.L.L.P. | Petition/Separation, Annexation |  $ 971.25  |
| 30471 | CVMM P.A. | Audit Letter |  $ 140.00  |
| 30472 | East Range Joint Powers Board | Advertising, Qtr 2 & 3 2017 |  $ 7,600.00  |
| 30473 | Envirotech Services | Dust Control |  $ 7,502.26  |
| 30474 | Excel Business Systems | Copier Contract |  $ 129.33  |
| 30475 | Frontier | Telephone & Internet Service |  $ 679.05  |
| 30476 | Hoyt Lakes, City of | Ambulance Agreement |  $ 350.00  |
| 30477 | Inter City Oil Co., Inc. | Motor Oil |  $ 675.32  |
| 30478 | Interstate PowerSystems | Radiator |  $ 441.13  |
| 30479 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Aug 17 |  $ 9,360.00  |
| 30480 | L & M Supply, Inc. | Landscaping Equip & Supplies, Trapping |  $ 588.46  |
| 30481 | Lake Country Power | Electric Service |  $ 2,027.00  |
| 30482 | Kade Laugen | Lifeguard Cert. Reimb. |  $ 90.00  |
| 30483 | Lawson Products | Shop Supplies INV 9305025383 |  $ 702.62  |
| 30484 | Madison National Life Ins Co, Inc | LTD/STD July 2017 |  $ 332.95  |
| 30485 | Menard's-Virginia | Cold Storage Bldg materials |  $ 1,095.64  |
| 30486 | Minnesota Power | Electric Service |  $ 258.95  |
| 30487 | Pace Analytical Services, Inc. | Water Testing Services 171280423 |  $ 53.50  |
| 30488 | Peterson Drilling Inc | FD Well Service & Labor |  $ 1,666.08  |
| 30489 | Plagemann's Floral & Gifts | Landscaping Flowers |  $ 35.88  |
| 30490 | Portable John | Toilets @ parks |  $ 279.00  |
| 30491 | Powerplan | Parts |  $ 494.36  |
| 30492 | Range Office Supply  | Supplies, Chair, First Aid Kits |  $ 717.56  |
| 30493 | Mike Skinner | Printer & Ink |  $ 381.03  |
| 30494 | Verizon | Cell Phone |  $ 29.76  |
| 30495 | Walker, Giroux & Hahne LLC | 2016 Audit |  $ 14,700.00  |
| 30496 | Foremax Incorporated | Medical Supplies |  $ 221.60  |
| 30497 | Ziegler Inc. | Repair Fee |  $ 679.59  |
| 30498 | Town of White Petty Cash Fund | Postage |  $ 55.59  |
| 30499 | Aurora, City of | Building Repair Cost Share |  $ 370.53  |
| 30500 | APG Media of MN | GMW Job Posting Notice |  $ 473.40  |
| 30501 | East Range Shopper | GMW Ad, Meeting Notice, Ads |  $ 263.34  |
| 30502 | Nuss Truck & Equipment | Parts Truck #6 Mack Truck |  $ 413.55  |
| 30503 | Madison National Life Ins Co, Inc | STD Employer FICA Contribution |  $ 619.65  |
| 30504 | MN Association of Cemeteries | 2017 Annual Dues |  $ 60.00  |
| 30505 | Pomp's Tire Service, Inc. | Tires |  $ 1,198.20  |
| 30506 | Praxair Distribution Inc | Cylinder Rental Inv 78029406 |  $ 120.98  |
| 61804 | Payroll Period Ending 06/30/2017 |  |  $ 437.49  |
| 61805 | Payroll Period Ending 06/30/2017 |  |  $ 469.03  |
| 61806 | Payroll Period Ending 06/30/2017 |  |  $ 407.92  |
| 61807 | Payroll Period Ending 06/30/2017 |  |  $ 73.84  |
| 61808 | Payroll Period Ending 06/30/2017 |  |  $ 107.35  |
| 61809 | Payroll Period Ending 06/30/2017 |  |  $ 295.58  |
| 61810 | Payroll Period Ending 06/30/2017 |  |  $ 449.32  |
| 61811 | Payroll Period Ending 06/30/2017 |  |  $ 803.40  |
| 61812 | Payroll Period Ending 06/30/2017 |  |  $ 129.03  |
| 61813 | Payroll Period Ending 06/30/2017 |  |  $ 535.05  |
| 61814 | Payroll Period Ending 06/30/2017 |  |  $ 73.84  |
| 61815 | Payroll Period Ending 06/30/2017 |  |  $ 73.84  |
| 61816 | Payroll Period Ending 06/30/2017 |  |  $ 97.49  |
| 61817 | Palo Volunteer Fire Department | Good Will Fund |  $ 65.00  |
| 61837 | Colonial Life | June 2017 Employee Deductions |  $ 391.32  |
| 61838 | I.U.O.E. Local 49 | Union Dues Deductions June 17 |  $ 272.00  |
| 61839 | MN NCPERS | Employee Deductions |  $ 32.00  |
| 61840 | Minnesota Life Insurance Company | Life Insurance - Jul 17 |  $ 144.00  |
| F06-30-17 | E.F.T.P.S. FD | Withholding Tax |  $ 146.34  |
|  |  | **TOTAL** |  **$ 136,718.94**  |

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF JUNE 2017 IN THE AMOUNT OF $136,718.94 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, August 3, 2017 5:00 PM @ City/Town Government Center; Special Meetings July 13, 2017 at 3:00 p.m. in Biwabik at the City Hall to meet with Voyageur’s Retreat Represenatives, at 4:00 p.m. at City/Town Government Center Conference Room to select candidates for interviews for the GMW position, and at 5:30 p.m. to attend the Tri-City Ambulance/EMT meeting in Hoyt Lakes;

**13. ADJOURNMENT:**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADJOURN THE MEETING AT 6:55 P.M. UNANIMOUSLY CARRIED**

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