REGULAR MEETING

**May 4, 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, May 4, 2017, in the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Sydney Hinsz, Doris Saarberg, Betty Harsila, Jacob Lagerquist, Mr. Lagerquist

1. **APPROVAL OF AGENDA**

**IT WAS MOVED BY SKELTON, 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 APRIL 6, 2017, SPECIAL MEETINGS ON APRIL 11 AND APRIL 24, 2017, AND LOCAL BOARD OF APPEAL MEETING ON APRIL 19, 2017 AS PRESENTED.**

**UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF APRIL 2017, LISTED RECEIPTS IN THE AMOUNT OF $7,616.47 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Quarter 1 Capital Charges  Propane Reimbursement (SLC)  Cemetery Revenue  Garbage Bag Sales | 2,422.00  1,385.58  1,800.00  942.00 |
| LLCC Rental  Refunds & Reimbursements  Twin Lakes Rental  Water Connection Revenue  Interest Earned | 300.00  445.67  200.00  50.00  71.22 |
| **TOTAL** | **$ 7,616.47** |

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

**4. CITIZENS/GUESTS**:

* Jacob Lagerquist–Presented to the Board rough sketches for the Eagle Scout Project at Twin Lakes along with a estimated materials list. Supervisor Skelton directed Jacob to meet with Bradach Lumber where the supplies and materials will be purchased. Jacob will meet with Foreman Hinsz at site and verify set-back and siding color to match Pavilion. Town will purchase safety gear for workers. Project start date tentative for after July 4th and wrap-up by end of August. Jacob will bring the final list of materials and sketches to the Board next month for approval.

**5. UNFINISHED BUSINESS:**

5.1 New Storage Facility at Public Works Location – Concerns still need to be addressed. Floor cannot be sealed until warmer weather.

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

5.2 Gardendale/TLLP 2016 Punch List –Road restrictions need to be lifted. Project Coordinator Jamnick is keeping a list of the calls & concerns and will do a walk-through of the punch list and report back to the next meeting.

5.3 Adams Water Connection – Quotes were requested and are due May 11, 2017. **IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO AWARD THE LOWEST QUOTE SUBMITTED TO CONNECT ADAMS RESIDENCE TO WATER. UNANIMOUSLY CARRIED**

5.4 Propane Contract – No quotes were recevied and local providers asked for an extension.

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

5.5 Capital Improvement Plan – 2017 Road Construction – Lane 49 – The Board discussed and agreed there is a need to continue to tackle projects on our CIP for roads. St. Louis County has met with Town officials and shared their plans for road and bridge improvements over the next three years. They have agreed to allow the Town to piggyback with them to save engineering costs. The Board agreed it was important to focus on getting all the culvert work done this season in preparation for next year’s resurfacing projects and maybe this road could be added to the list for next year.

**6. NEW BUSINESS:**

6.1 Petition Received 3/14/17

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA OFFICIALLY ACCEPTING THE PETITION RECEIVED ON 3/14/17. UNANIMOUSLY CARRIED**

6.2 St. Louis County – Conditional Use Application from Mesabi Bituminous – Correspondence was reviewed. Hearing will take place on May 11, 2017.

6.3 PVFD Application – Martin Thorne application was reviewed. Supervisor Skelton will conduct background check.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA AUTHORIZING THE HIRE OF MARTIN THORNE TO THE PALO VOLUNTEER FIRE DEPARTMENT PENDING RESULTS OF PHYSICAL TESTS & BACKGROUND CHECKS. UNANIMOUSLY CARRIED**

6.4 St. Louis County Correspondence of State Tax Forfeited Land was reviewed. The Board did not see any use of purchasing land being forfeited.

6.5 Resolution 2017-004 – IRRRB Grant Funding – Knaus will submit grant online.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2017-004 AUTHORIZING THE TOWN OF WHITE TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRRRB FY17 COMMUNITY INFRASTRUCTURE GRANT PROGRAM. UNANIMOUSLY CARRIED**

6.6 Fine Allocation for Townships – Documentation was distributed for review. Patchin will confer with Kearney and Kearney will report back to board with recommendation for moving forward at next month’s meeting.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON DIRECTING TOWN ATTORNEY TO LOOK INTO FINE ALLOCATION FOR TOWNS AND RECOMMEND NEXT STEPS. UNANIMOUSLY CARRIED**

6.7 Mesabi East Schools Use of Pavilion – Request to Waive Rental Fee

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO APPROVE THE USE OF THE TWIN LAKES PAVILION BY MESABI EAST SCHOOLS ON MAY 23, 2017 AT NO COST WAIVING THE RENTAL FEE PROVIDED THEY ARE RESPONSIBLE FOR ANY DAMAGE COSTS AND CLEAN-UP AFTER THE USE OF THE FACILITY. UNANIMOUSLY CARRIED**

6.8 Dust Control 2017 – Estimated cost of $15,000.00

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING UP TO $15,000.00 FOR DUST CONTROL ON TOWN ROADS PARTNERING WITH ST. LOUIS COUNTY AND USING THEIR APPROVED VENDOR FOR SERVICES. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 ERJPB March 2017 minutes were reviewed

7.3 East Range CAP March 2017 minutes were reviewed

7.4 SLCAT March 2017 minutes were reviewed

7.5 PMSG March 2017 minutes & LLCC financial report were reviewed

7.6 RAMS newsletter was reviewed

7.7 1st Quarter Ambulance report was reviewed

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

**8. REPORTS:**

Clerk Knaus

1.) Kippley, Knaus, & Shuck attended Short Course 4/7/17 – Handouts in office

2.) Local Board of Appeal decision letters have been mailed to residents who appeared before the Board

3.) Attended Legal Short Course 4/20/17 – Handouts in office; met with Couri 4/20/17

4.) Attended CAP meeting 4/13/17

5.) Attended ERJPB meeting 4/25/17 – Blandin Foundation week long Leadership Training is being offered to the East Range through the ERJPB. Each entity will choose who they wish to send.

6.) SLCAT Meeting hosted by Town 4/26/17 with Polymet as guest speaker went very well. Updates from meeting by St. Louis County: Dust Control contracts will be mailed soon, same vendors, same price for 2017; They wish to hire volunteer FD to switch out signs and posts in the unorganized territories in which they serve for pay; Crushing for 2018 will be coming out in July; notification back to County due by end of September.

7.) Census Payroll data submitted to Department of Commerce as requested

8.) 2017 Annual Consumer Confidence Report for water supply was posted and returned to MN Department of Health to remain in compliance

9.) Black-top Trailer cost per City of Aurora minutes in MDN was $28,612.25. What is the Town’s portion of payment? Discussion was held with the Board.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA THE TOWN WILL PAY UP TO 50% OF THE COST ($14,306.125) OF THE BLACK-TOP TRAILER PROVIDED THE TOWN GET IN WRITING WE CAN USE IT WHENEVER WE NEED IT AS LONG AS IT ISN’T IN USE BY EITHER AURORA OR HOYT LAKES. UNANIMOUSLY CARRIED**

10.) Portable John’s (3) have been ordered for the summer

11.) Didn’t receive any information from Scott @ Architectural Resources re: Twin Lakes Upgrades but he indicated we would have it soon (per Curt). Scott is aware of the timeline.

12.) Three of the four summer laborers have accepted position. – Supervisor Skelton indicated if the remaining candidate did not respond by end of following Monday, go to alternate list of candidates.

13.) Next Ambulance/EMT meeting is May 11th – Do I need to post a special meeting notice (quorum)?

**Supervisor Updates not previously discussed:**

Anttila

The Public Works crew doing a fantastic job.

Kippley

Has been attending Ambulance/EMT meetings and is meeting with and serving on the Governance Committee for the Ambulance/EMT. Met with Mr. Stecker who is logging near Lake Mine. Discussed with the Board the vacant cleaning position for the Town. Spoke with St. Louis County official Mr. Boder regarding the cost of cold mix the Town spent on County Roads last year. The Town will be invited to pre-construction meetings when they are held.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPOINTING KIPPLEY & KNAUS TO MEET WITH LOCAL 49ERS REGARDING THE VACANT CLEANING POSITION FOR THE CITY/TOWN HALL ON BEHALF OF THE BOARD & REPORT BACK NEXT MONTH. UNANIMOUSLY CARRIED**

Skelton

Has been meeting with Jacob 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. There are many models out there and the committee is looking at all options. The goal is to be self-sustaining.

**9. CORRESPONDENCE:**

9.1. MN DNR Reporting Requirements 3/31/17

9.2. St. Louis County - Eric Fallstrom – Update on Culverts in Township

9.3. Century Link Construction Season Notice – 4/5/17

9.4. PERA GASB 2016 PVFD Reports

9.5. Senator Franken Visit 5/22/17 in Virginia, MN Notice 5/2/17

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

**10. TRAINING REQUESTS**:

* Knaus – Data Practices Compliance Training MCFOA – 5/19/17 in Coleraine, MN $30.00

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING KNAUS TO ATTEND THE DATA PRACTICES COMPLIANCE TRAINING AT A COST OF $30.00 WITH PAID EXPENSES MAY 19, 2017 IN COLERAINE, MN. UNANIMOUSLY CARRIED**

* Full Board/Clerk/Treasurer – SLCAT Annual Meeting & Dinner – May 24, 2017 in Cotton, MN $20.00 per person

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING THE BOARD, CLERK, & TREASURER TO ATTEND THE ANNUAL SLCAT MEETING & DINNER AT A COST OF $20.00 WITH PAID EXPENSES MAY 24, 2017 IN COTTON, MN. UNANIMOUSLY CARRIED**

* Full Board/Clerk/Treasurer – 2017 Summer Short Course – June 29, 2017 in Carlton, MN $50.00 per person

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING THE BOARD, CLERK, & TREASURER TO ATTEND THE 2017 SUMMER SHORT COURSE AT A COST OF $50.00 PLUS PAID EXPENSES ON JUNE 29, 2017 IN CARLTON, MN. UNANIMOUSLY CARRIED**

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

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| --- | --- | --- | --- |
| **Check #** | **Vendor** | **Description** | **Total** |
| CC04-03-17 | Cardmember Service | Conf Fee, Supplies, DOL License | $ 440.77 |
| V04-06-17 | Kansas State Bank | April 2017 Loader Payment | $ 2,581.45 |
| 30348 | Minnesota Association of Townships | Spring Short Course | $ 150.00 |
| 30349 | APG Media of MN | Mtg Notice, Summer Jobs | $ 188.81 |
| 30350 | Aurora, City of | US Army Corps PAS Prog Reimb | $ 4,536.39 |
| 30351 | League of MN Cities Insurance Trust | Worker's Comp 2017-18 Policy | $ 26,961.00 |
| 30352 | Praxair Distribution Inc | Cylinder Rental Inv 76846662 | $ 109.55 |
| 30353 | Northland Fire & Safety | LLCC Recertification Extinguishers | $ 146.50 |
| 30354 | Northern Health & Fitness Plus | Medical Evals | $ 1,055.00 |
| 30355 | Tomahawk Ford | Refuse Collection Mar 2017 | $ 10,551.10 |
| 61712 | Payroll Period Ending 04/08/2017 |  | $ 284.16 |
| 61713 | Payroll Period Ending 04/08/2017 |  | $ 1,382.79 |
| 61714 | Payroll Period Ending 04/08/2017 |  | $ 1,766.37 |
| 61715 | Payroll Period Ending 04/08/2017 |  | $ 1,941.46 |
| 61716 | Payroll Period Ending 04/08/2017 |  | $ 1,565.06 |
| 61717 | Payroll Period Ending 04/08/2017 |  | $ 1,537.83 |
| 61718 | Payroll Period Ending 04/08/2017 |  | $ 1,598.49 |
| 61719 | Payroll Period Ending 04/08/2017 |  | $ 904.93 |
| 61720 | Payroll Period Ending 04/08/2017 |  | $ 1,214.66 |
| 61721 | Payroll Period Ending 04/08/2017 |  | $ 150.00 |
| D04-12-17 | Empower | Deferred Comp & Roth Emp Ded | $ 1,105.00 |
| F04-12-17 | E.F.T.P.S. | Employee Withholding | $ 4,487.24 |
| G04-12-17 | Minnesota Revenue - Wage Garn. | Wage Garnishment | $ 600.01 |
| M04-12-17 | MN Department of Revenue | Employee Withholding | $ 692.37 |
| P04-12-17 | P.E.R.A. | Retirement Deductions | $ 2,649.05 |
| ST4-12-17 | MN Dept of Revenue - Sales Tax | MAR 2017 Sales Tax Payment | $ 1,147.00 |
| 30356 | Knaus, Jodi | Travel Expense Reimb | $ 326.38 |
| 61722 | Payroll Period Ending 04/22/2017 |  | $ 1,789.78 |
| 61723 | Payroll Period Ending 04/22/2017 |  | $ 1,504.10 |
| 61724 | Payroll Period Ending 04/22/2017 |  | $ 1,440.05 |
| 61725 | Payroll Period Ending 04/22/2017 |  | $ 2,227.27 |
| 61726 | Payroll Period Ending 04/22/2017 |  | $ 1,515.25 |
| 61727 | Payroll Period Ending 04/22/2017 |  | $ 1,503.83 |
| 61728 | Payroll Period Ending 04/22/2017 |  | $ 1,564.49 |
| 61729 | Payroll Period Ending 04/22/2017 |  | $ 870.93 |
| 61730 | Payroll Period Ending 04/22/2017 |  | $ 1,109.43 |
| 61731 | Payroll Period Ending 04/22/2017 |  | $ 221.48 |
| 61732 | I.U.O.E. Local 49 | Union Dues Deductions | $ 272.00 |
| D04-26-17 | Empower | Deferred Comp & Roth Emp Ded | $ 1,005.00 |
| F04-26-17 | E.F.T.P.S. | Employee Withholding | $ 4,948.63 |
| G04-26-17 | Minnesota Revenue - Wage Garn. | Wage Garnishment - PPE 04/22/17 | $ 194.56 |
| M04-26-17 | MN Department of Revenue | Employee Withholding | $ 799.59 |
| P04-26-17 | P.E.R.A. | Retirement Deductions | $ 2,539.05 |
| D04-27-17 | Empower | HCSP Cont Alto Sick Leave Sev | $ 5,731.30 |
| 61733 | Payroll Period Ending 04/28/2017 |  | $ 404.51 |
| 61734 | Payroll Period Ending 04/28/2017 |  | $ 304.51 |
| 61735 | Payroll Period Ending 04/28/2017 |  | $ 193.16 |
| 61736 | Payroll Period Ending 04/28/2017 |  | $ 64.38 |
| 61737 | Payroll Period Ending 04/28/2017 |  | $ 327.42 |
| D04-28-17 | Empower | HCSP Cont Alto Unused Balance | $ 2,000.04 |
| F04-28-17 | E.F.T.P.S. Monthly | Employee Withholding | $ 195.54 |
| M04-28-17 | MN Dept of Revenue Monthly | Employee Withholding | $ 67.78 |
| P04-28-17 | P.E.R.A. Monthly | Retirement Deductions | $ 172.02 |
| 30357 | XZ8966930 | HCSP Reimbursement | $ 600.29 |
| 30358 | XZ2234345 | HCSP Reimbursement | $ 339.40 |
| 30359 | XZ6344990 | HSCP Reimbursement | $ 104.16 |
| 30360 | XZ2179747 | HCSP Reimbursement | $ 119.28 |
| 30361 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 30362 | XZ4114822 | Health Care Saving Reimb | $ 299.73 |
| 30363 | Anttila, Craig | Travel Expenses | $ 84.55 |
| 30364 | Biss Lock, Inc. | Office Safe Repair | $ 535.00 |
| 30365 | Bradach Lumber | Thermocouple | $ 19.58 |
| 30366 | Carquest Aurora | Propane, Filters, Oil, Batteries | $ 228.82 |
| 30367 | Central Pension Fund | Central Pension Fund Cont | $ 3,072.00 |
| 30368 | Como Oil & Propane | Propane | $ 2,198.73 |
| 30369 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer | $ 415.00 |
| 30370 | Culligan | Water Softener Service | $ 650.00 |
| 30371 | Frontier | Telephone & Internet Service | $ 675.30 |
| 30372 | East Range Shopper | Advertising | $ 260.64 |
| 30373 | Excel Business Systems | Copier Contract | $ 159.91 |
| 30374 | Grande Ace Hardware | Lawnmower Parts | $ 269.82 |
| 30375 | Advanced Minnesota | OSHA Training, FD Training | $ 525.00 |
| 30376 | Hoyt Lakes, City of | Ambulance Agreement | $ 350.00 |
| 30377 | Interstate PowerSystems | Radiator | $ 429.87 |
| 30378 | Kippley, Edward | Travel Expenses | $ 79.39 |
| 30379 | L & M Supply, Inc. | Exhaust, Solar Pellets | $ 133.74 |
| 30380 | Lake Country Power | Electric Service | $ 2,523.00 |
| 30381 | Lawson Products | Shop Supplies INV 9304896507 | $ 143.78 |
| 30382 | Madison National Life Ins Co, Inc | LTD/STD May 2017 | $ 332.95 |
| 30383 | Menard's-Virginia | R-10 Foam Cold Storage Bldg | $ 939.90 |
| 30384 | Mesabi Bituminous Inc | Cold Mix | $ 1,904.00 |
| 30385 | Minnesota Association of Townships | Town Government Manuals | $ 50.00 |
| 30386 | Minnesota Power | Electric Service | $ 298.52 |
| 30387 | MM&J Accounting Inc. | 98.9 FM Radio Campaign | $ 205.00 |
| 30388 | Northland Fire & Safety | LLCC Hood Cleaning | $ 440.00 |
| 30389 | Pace Analytical Services, Inc. | Water Testing 171277888 | $ 53.50 |
| 30390 | Plagemann's Floral & Gifts | Flowers Peterson | $ 46.17 |
| 30391 | Roger's Online | Computer Repair & Maint | $ 85.00 |
| 30392 | St. Louis County Public Works Dept. | Fuel Payment Mar 2017 | $ 2,890.23 |
| 30393 | Shuck, Emma | Travel Exp. Reimb | $ 137.36 |
| 30394 | Skubic Bros. International | Truck #9 | $ 283.55 |
| 30395 | Town of White Petty Cash Fund | Postage | $ 49.00 |
| 30396 | Verizon | Cell Phone | $ 29.76 |
| 30397 | Zee Medical Service | Medical Supplies | $ 334.70 |
| 30398 | Holiday Companies | Fuel | $ 21.27 |
| 30399 | League of MN Cities Insurance Trust | Worker's Comp 2017-18 Policy | $ 2,431.00 |
| 30400 | Radko Iron & Supply, Inc. | Fuel Tank | $ 559.00 |
| 61738 | Colonial Life | APR 2017 Employee Deductions | $ 391.32 |
| 61739 | Minnesota Life Insurance Company | Life Insurance - Apr 17 | $ 143.10 |
| 61740 | MN NCPERS | Employee Deductions | $ 32.00 |
|  |  | **TOTAL** | **$ 129,330.46** |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF APRIL 2017 IN THE AMOUNT OF $129,330.46 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, June 1, 2017 5:00 PM @ City/Town Government Center;

**13. ADJOURNMENT:**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADJOURN THE MEETING AT 6:35 P.M. UNANIMOUSLY CARRIED**

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