REGULAR MEETING

**March 1, 2018**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Skelton at 4:00 P.M., on Thursday, March 1, 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: Adam Heikkila, Joe Hochevar

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 KIPPLEY, SUPPORTED BY ANTTILA APPROVING THE MINUTES OF THE REGULAR MEETING AND BOARD OF AUDIT MEETING ON FEBRUARY 1, 2018 AND SPECIAL MEETINGS ON FEBRUARY 6, 2018 AND FEBRUARY 27, 2018. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF FEBRUARY 2018, LISTED RECEIPTS IN THE AMOUNT OF $169,209.07 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Taconite Production Tax  Town Road Aid  Voting Equipment Grant  Refunds & Reimbursements | 128,858.00  31,391.48  5,574.04  1,169.80 |
| Propane Reimbursement (SLC)  Garbage Bag Revenue  LLCC Rent  Interest Earned | 980.93  888.00  265.00  81.82 |
| **TOTAL** | **$169,209.07** |

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

**4. CITIZENS/GUESTS**:

* Joe Hochevar –Inquired about the Special Election details; Skelton explained a petition was received by residents and per legislation needed to be voted on by ballot. The election will be held on Annual Township Day, March 13, 2018.

**5. UNFINISHED BUSINESS:**

5.1 PMSG/LLCC Usage Agreement – Skelton believes it is good business to have open conversation. Skelton would like to discuss with them the history of a Board member (Anttila) attending their monthly meetings. Kippley attends Sportsmen’s Club meetings as a Board member. Skelton believes Anttila and Kippley should not be attending as Board members, that all Town business should be conducted at our monthly meetings, and would like to have this discussion with the groups. They can attend meetings as members of the groups (general public).

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO SCHEDULE A SPECIAL MEETING WITH THE PALO MARKHAM SCHOOL GROUP AT 5:00 P.M. ON THURSDAY, MARCH 29, 2018 AT THE CITY/TOWN GOVERNMENT CENTER TO DISCUSS THE USAGE AGREEMENT. UNANIMOULSLY CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO HAVE THE BOARD REPRESENTATIVE ATTENDING THE PMSG MEETINGS DISCUSSION AT THE SPECIAL MEETING WITH THE PALO MARKHAM SCHOOL GROUP ON MARCH 29, 2018 AND PUT ON THE APRIL 1, 2018 MEETING AGENDA. UNANIMOUSLY CARRED**

5.2 Thor Hinsz Property Access - Clerk will send letter to Thor Hinsz and put on April agenda.

5.3 Annual Meeting Discussion - Knaus asked Board where to set up for the meeting being the election polls are set up where the meeting is usually held**.** The Board would like to set up the meeting in the gym.

5.4 Backhoe Purchase Discussion – tabled to next month

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

**6. NEW BUSINESS:**

6.1 1986 John Deere 770 Grader Discussion – Anttila would like to hold off on a backhoe purchase and believes we should be looking for another grader. The John Deere grader requires reparis and is used as a back-up all year. The Board agrees and would like Hinsz to look at purchase options and research both steering options.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO CHANGE FOCUS FROM PURCHASING A BACKHOE TO PURCHASING A GRADER BUT LOOK AT BOTH OPTIONS. UNANIMOUSLY CARRIED**

6.2 Truck #7 (1999 International Tandem) Discussion – Board directed to stop the tear down of this truck and use as a back-up.

6.3 MN Benefit Association – Board Life Insurance

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING INVOICE 2018-0020886 IN THE AMOUNT OF $1665.00 FOR BOARD LIFE INSURANCE. UNANIMOUSLY CARRIED**

6.4 LMCIT Worker’s Compensation Renewal

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE WORKER’S COMPENSATION AGREEMENT NO WC 1002913-1 WITH THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST IN THE AMOUNT OF $29,392.00. UNANIMOUSLY CARRIED**

6.5 IRRRB Community Infrastructure Grant Program Resolution 2018-006 – Funds will be applied for to finish 3rd Street West and the line on County Road 110 jointly with the City of Aurora.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING RESOLUTION 2018-006 AUTHORIZING THE TOWN OF WHITE TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE IRRRB FY18 COMMUNITY INFRASTRUCTURE GRANT PROGRAM. UNANIMOUSLY CARRIED**

6.6 Palo Fire/USFS Fire Protection Agreement Renewal

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE THE COOPERATIVE FIRE PROTECTION AGREEMENT 18-FI-11090906-027 THROUGH FEBRUARY 1, 2023 WITH THE USDA FOREST SERVICE. UNANIMOUSLY CARRIED**

6.7 2019 Unorganized Township Fire Protection Contact Amount – Discussion needs to be held with the Palo Volunteer Fire Department before this can be approved.

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

6.8 Engineering Proposal for Joint Water Project with SEH – The contract was reviewed and discussed. Attorney Kearney recommended the Limitations on Consultant’s Liability language be removed or limit liability should be incresased, otherwise the agreement is solid and acceptable.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY FOR CLERK TO CONTACT SEH REGARDING THE LIABILITY LANGUAGE & DISCUSS WITH AURORA. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 East Range Joint Powers Board January 2018 minutes

7.2 East Range Sportsmen’s & Conservation Club January 2018 minutes & financial report

7.3 SLCAT January 2018 minutes

7.4 Aurora Chamber of Commerce January 2018 minutes

7.5 RAMS December 2017, January 2018, and Annual meeting minutes; February newsletter

7.6 PMSG November 2017 minutes, December 2017 financial report, January 2018 minutes & financial report

7.7 Mesabi Regional Safety Committee December 2017 minutes

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

**8. REPORTS:**

Clerk Knaus

1.) Annual Meeting preparation of the powerpoint will begin next week

2.) Auditor’s will be here next week so it will be busy in the office

3.) Elections – Absentee voting is available for the Special Election through Monday, March 12, 2018; Public Accuracy Test is Wednesday, March 7th at 10:00 AM; the office will be open for voting on Saturday, March 10th from 10:00 AM to 3:00 PM

4.) The Blandin Leadership Conference was fantastic – a lot of great ideas were born and small group work will continue throughout the summer. My group members are Becky Burich, Chris Anderson, and Christopher Enquist.

5.) PERA Exclusion report was submitted 2/28/18

6.) Thursday, March 8th the CAP meeting is at Giants Ridge and also Ambulance/EMT meeting at 5:30 PM in Hoyt Lakes – which do you want me to attend? Kippley and Skelton will be attending Ambulance/EMT meeting so Clerk will attend CAP meeting.

7.) The LMC sent out an email regarding memberships to local Chambers of Commerce. According to the email, municipalities cannot pay membership dues but can make donations. We have paid memberships the last several years. Mike Kearney stated continue doing what we have always done.

8.) The LMC sent out an email indicating all cities/towns need to have a Contractor Safety Policy in place. They sent out a sample policy which I will prepare for review.

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

**Supervisor Updates not previously discussed:**

Anttila

Road crew is doing a great job!

Kippley

Gun club moved meetings due to ice till April; St. Louis County indicates black top will be extended to 2nd Street West this summer. Need to meet withCity regarding line on 110 and discuss with Jamnick Spruce Street collapsing. Punch list this summer should be finished. This is a safety concern.

**9. CORRESPONDENCE:**

1. JPJ Project Management Itemization for Invoice #6

2. 2018 MAT Clerk & Treasurer Bond Certificate

3. East Range Joint Powers Board Resolution 2018-001 – Water Project

4. FY 2017 Assistance to Firefighters Grant Program Notice – Grant Received

5. Certified Copy of Minutes - $200,000 bond purchase – Gilbert bank

6. LMC 2018 City of Excellence Awards Notice

7. MN Discovery Center Cool & Creative Get Together Invite

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE ANY BOARD MEMBER TO ATTEND THIS MEETING WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

8. Century Link 2018 Construction Season Notice

9. Blandin Foundation Thank you

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

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

* Town Board – 2018 Spring Short Course – April 5, 2018 – Grand Rapids (new location);

**IT WAS MOVED BY KIPPLEY SUPPORTED BY ANTTILA TO APPROVE ANY BOARD MEMBER TO ATTEND THIS TRAINING WITH PAID EXPENSES AND TO CALL IN DEPUTY TREASURER TO WORK IN THE OFFICE. UNANIMOUSLY CARRIED**

* Town Board – Town Law Review – April 19, 2018 – Burnsville

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO APPROVE ANY TOWN PERSONNEL TO ATTEND THIS TRAINING WITH PAID EXPENSES. UNANIMOSULY CARRIED**

* All Employees – Safety Training – March 16, 2018 – Virginia

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO APPROVE ANY TOWN BOARD MEMBER OR EMPLOYEE TO ATTEND THIS SAFETY TRAINING WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** | **Total** |
| CC02-02-18 | Cardmember Service | Toner, Label Machine, License | $ 439.02 |
| 30924 | First National Bank of Gilbert | CD Purchase per 2/1/18 Motion | $ 200,000.00 |
| 62138 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 1,519.39 |
| 62139 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 1,402.31 |
| 62140 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 1,877.73 |
| 62141 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 2,032.62 |
| 62142 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 1,716.39 |
| 62143 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 1,974.36 |
| 62144 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 688.44 |
| 62145 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 985.19 |
| 62146 | Payroll Period Ending 02/10/2018 | Regular Payroll Period Ending 02/10/18 | $ 1,318.16 |
| D02-14-18 | Empower | Def Comp & Roth EE Ded | $ 1,305.48 |
| F02-14-18 | E.F.T.P.S. | Employee Withholding | $ 4,596.02 |
| G02-14-18 | Minnesota Revenue - Wage Garn. | Wage Garnishment - PPE 02/10/18 | $ 259.13 |
| M02-14-18 | MN Department of Revenue | Employee Withholding | $ 778.37 |
| P02-14-18 | P.E.R.A. | Retirement Deductions | $ 2,875.33 |
| 30925 | Tomahawk Ford | Refuse Collection Jan 18 | $ 10,991.27 |
| ST02-15-18 | MN Dept of Revenue - Sales Tax | Jan 18 Sales Tax Payment | $ 1,337.00 |
| 62156 | Payroll Period Ending 02/27/2018 | Monthly Payroll February 2018 | $ 396.66 |
| 62157 | Payroll Period Ending 02/27/2018 | Monthly Payroll February 2018 | $ 336.14 |
| 62158 | Payroll Period Ending 02/27/2018 | Monthly Payroll February 2018 | $ 193.16 |
| 62159 | Payroll Period Ending 02/27/2018 | Monthly Payroll February 2018 | $ 64.38 |
| 62160 | Payroll Period Ending 02/27/2018 | Monthly Payroll February 2018 | $ 374.20 |
| F02-27-18 | E.F.T.P.S. Monthly | Employee Withholding | $ 173.65 |
| M02-27-18 | MN Revenue Monthly | Employee Withholding | $ 67.33 |
| P02-27-18 | P.E.R.A. Monthly | Retirement Deductions | $ 177.02 |
| 30926 | XZ8966930 | HCSP Reimbursement | $ 261.33 |
| 30927 | XZ6344990 | HSCP Reimbursement | $ 772.39 |
| 30928 | XZ6272397 | \*\*\*VOID$183.73\*\*\*HCSP Reimbursement | $ - |
| 30929 | XZ6197217 | HSCP Reimbursement | $ 363.01 |
| 30930 | XZ4114822 | Health Care Saving Reimb | $ 342.07 |
| 30931 | APG Media of MN | Mtg Notice | $ 69.60 |
| 30932 | Aurora, City of | Town Hall Boiler Repair | $ 677.26 |
| 30933 | Aurora, City of | Adams Connection Fee | $ 500.00 |
| 30934 | Bradach Lumber | Supplies | $ 253.13 |
| 30935 | Carquest Aurora | Shop Supplies | $ 898.92 |
| 30936 | Carrot-Top Industries, Inc. | Flag Pole | $ 176.62 |
| 30937 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer | $ 415.00 |
| 30938 | Como Oil & Propane | Propane | $ 12,073.53 |
| 30939 | Election Systems & Software, LLC | Election Cards | $ 1,329.72 |
| 30940 | Essentia Health | New Hire Testing | $ 25.00 |
| 30941 | Eveleth Floral Co. & Greenhouse | Steve Gillitzer | $ 66.95 |
| 30942 | Excel Business Systems | Copier Contract | $ 162.11 |
| 30943 | Fred Faust | Shop Supplies | $ 52.49 |
| 30944 | FSSolutions | Annual Drug Testing Subscription Fee | $ 250.00 |
| 30945 | Grande Ace Hardware | LLCC Snowblower | $ 7.96 |
| 30946 | Heikkila, Adam | Travel Expense | $ 143.48 |
| 30947 | Hoyt Lakes, City of | Ambulance Agreement | $ 513.74 |
| 30948 | Hoyt Lakes IGA | Supplies | $ 453.79 |
| 30949 | L & M Supply, Inc. | Shop Tools | $ 145.79 |
| 30950 | Lake Country Power | Electric Service | $ 3,219.00 |
| 30951 | Lundgren Motors, Inc. | Liner | $ 145.59 |
| 30952 | Menard's-Virginia | Supplies | $ 115.93 |
| 30953 | Minnesota Power | Electric Service | $ 284.19 |
| 30954 | Nuss Truck & Equipment | Parts | $ 105.99 |
| 30955 | Pace Analytical Services, Inc. | Water Testing Services 181290678 | $ 53.50 |
| 30956 | Praxair Distribution Inc | Inv 81229779 | $ 709.69 |
| 30957 | Range Office Supply & Equipment | Storage Boxes, Office Supplies | $ 277.36 |
| 30958 | Range Paper | Towels, Floor Finish | $ 188.86 |
| 30959 | SeaChange Print Innovations | Elections Supplies | $ 664.08 |
| 30960 | Shuck, Emma | Travel Expense | $ 114.22 |
| 30961 | Snap-on | Tools | $ 1,055.71 |
| 30962 | Verizon | Cell Phone | $ 32.38 |
| 30963 | Foremax Incorporated | Medical Supplies | $ 211.15 |
| 30964 | Anttila, Craig | Travel Expenses | $ 28.00 |
| 30965 | Fondie, Lance | Overtime Meal | $ 28.00 |
| 30966 | Hinsz, Greg | Overtime Meal | $ 28.00 |
| 30967 | Knaus, Jodi | Travel Expense | $ 155.84 |
| 30968 | Niemi, Clark | Overtime Meals | $ 28.00 |
| 30969 | Robillard, William | Overtime Meal | $ 28.00 |
| 30970 | Central Pension Fund | Central Pension Fund Contributions | $ 4,464.00 |
| 30971 | Madison National Life Ins Co, Inc | Mar 18 Premium Due | $ 346.99 |
| 30972 | Frontier | Telephone & Internet Service | $ 683.93 |
| 30973 | East Range Shopper | Meeting Notices | $ 461.70 |
| 30974 | Virginia, City of | Safety Meeting/Annual Membership | $ 235.11 |
| 30976 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 30977 | Culligan | Water Softener Service | $ 56.25 |
| 30978 | Eveleth Floral Co. & Greenhouse | Bill Robillard | $ 42.00 |
| 30979 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Apr 18 | $ 11,160.00 |
| 30980 | Lawson Products | Shop Supplies INV 9305623898 | $ 461.29 |
| 30981 | Pace Analytical Services, Inc. | Water Testing Services 181291387 | $ 53.50 |
| 30982 | Powerplan | Parts | $ 367.49 |
| 30983 | Range Office Supply & Equipment | File Folders | $ 52.38 |
| 30984 | Skubic Bros. International | Truck #8 1997 Intl | $ 789.48 |
| 30985 | Sullivan Supply | Supplies | $ 34.25 |
| 30986 | Town of White Petty Cash Fund | Postage, Elections | $ 130.70 |
| 30987 | APG Media of MN | Mtg Notice, Elections | $ 578.20 |
| 62147 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 1,770.32 |
| 62148 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 1,391.97 |
| 62149 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 2,134.32 |
| 62150 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 2,087.42 |
| 62151 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 1,966.73 |
| 62152 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 2,167.73 |
| 62153 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 653.94 |
| 62154 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 1,150.60 |
| 62155 | Payroll Period Ending 02/24/2018 | Regular Payroll Period Ending 02/24/18 | $ 1,205.33 |
| 62161 | Payroll Period Ending 02/24/2018 | Payroll Correction - Holiday Pay Owed | $ 191.01 |
| 62162 | Payroll Period Ending 02/24/2018 | Payroll Correction - Holiday Pay Owed | $ 191.69 |
| 62163 | Payroll Period Ending 02/24/2018 | Payroll Correction - Holiday Pay Owed | $ 191.69 |
| 62164 | Colonial Life | Feb 2018 Employee Deductions | $ 391.32 |
| 62165 | I.U.O.E. Local 49 | Union Dues Deductions Feb 18 | $ 310.50 |
| 62166 | Minnesota Life Insurance Company | Life Insurance - Mar 18 | $ 154.00 |
| 62167 | MN NCPERS | Employee Deductions | $ 32.00 |
| D02-28-18 | Empower | Def Comp & Roth EE Ded | $ 1,307.34 |
| F02-28-18 | E.F.T.P.S. | Employee Withholding | $ 5,011.74 |
| M02-28-18 | MN Department of Revenue | Employee Withholding | $ 868.32 |
| P02-28-18 | P.E.R.A. | Retirement Deductions | $ 3,077.01 |
|  |  | **TOTAL** | **$ 311,895.05** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF FEBRUARY 2018 IN THE AMOUNT OF $311,895.05 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Monday, April 2, 2018 5:00 PM @ City/Town Government Center; Special Meeting: Friday, March 2, 2018 9:00 AM @ City/Town Government Center; Tri-City Ambulance Meeting: Thursday, March 8, 2018 5:30 PM @ Hoyt Lakes City Hall; Special Election & Annual Meeting: Tuesday, March 13, 2018 @ 8:30 PM; SLCAT Monthly Meeting: March 28, 2018 @ 6:30 p.m. in Cotton; Knaus: – MCFOA Annual Conference, March 19-23, 2018; 2017 Audit: March 5-9, 2018; Special Meeting: Thursday, March 29, 2018 5:00 PM @ City/Town Government Center; Board of Canvass: Thursday, March 15, 2018 at 9:00 AM @ City/Town Government Center;

**13. ADJOURNMENT**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADJOURN THE REGULAR MEETING AT 5:10 P.M AND PROCEED TO COMMUNITY MEETING AT THE LOON LAKE COMMUNITY CENTER. UNANIMOUSLY CARRIED**

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