REGULAR MEETING

**October 4, 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, October 4, 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, Bill Maki, Adam Heikkila, Lance Fondie, Dale Erickson, Mike Skinner, Ida Rukavina, Paul McDonald

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 KIPPLEY APPROVING THE MINUTES OF THE REGULAR MEETING ON SEPTEMBER 6, 2018 AND SPECIAL MEETING HELD ON SEPTEMBER 18, 2018. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF SEPTEMBER 2018, LISTED RECEIPTS IN THE AMOUNT OF $173,153.49 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| SLC Road Maint Agreement  Refuse Collection Revenue  Taconite Municipal Aid  Biwabik Utilities Reimbursement (June/July)  2018 Mineral Rents & Royalties | 85,000.00  281.84  80,937.00  3,505.59  58.90 |
| W/WW Revenues  Garbage Bag Revenue  LLCC Rent  Refunds & Reimbursements  Snowplowing  Temporary Easement Fee Hinsz  Interest Earned | 100.00  1,404.00  50.00  680.04  650.00  400.00  86.12 |
| **TOTAL** | **$173,153.49** |

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

**4. CITIZENS/GUESTS**:

* Paul McDonald – Introduced himself as a candidate for County Commissioner District 4.

**5. UNFINISHED BUSINESS:**

5.1 Twin Lakes Roof Repair –Harp Construction did not appear at the meeting for explanation of the additional charge of $200.00 and for update on the roof project.

It was tabled to later on in the meeting if he shows up.

5.2 Gardendale Discussion – A meeting was scheduled for October 9, 2018 at 2:00 PM with Casper Construction and John Jamnick. Clerk will post a Special Meeting notice.

5.3 PMSG/LLCC Usage Agreement – Waiting to hear back from PMSG regarding approval of the most recent facilities use agreement. Skelton is unavailable to meet between the 17th and 29th of October.

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

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

5.5 Biwabik Connection/Lake Mine Road Update –Biwabik has paid through July and they have been billed through August. Clerk will continue to monitor and bill as necessary and update Board.

5.6 Joint Water Project Update – The parties continue to meet and work on the project.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO SCHEDULE A JOINT WATER PROJECT MEETING FOR TUESDAY, OCTOBER 16, 2018 AT 5:30 P.M. AT THE CITY/TOWN GOVERNMENT CENTER. UNANIMOUSLY CARRIED**

5.7 Sharon Hilton Property – Meeting scheduled for Tuesday, October 9th with Kippley/Knaus/Hilton to discuss. Kearney will get deeds and compare legal descriptions of the properties.

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

**6. NEW BUSINESS:**

6.1 Bill Robillard Retirement Effective 1/1/19

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY ACCEPTING THE RETIREMENT NOTICE FROM BILL ROBILLARD AND THANKING HIM FOR HIS SERVICE TO THE TOWNSHIP. UNANIMOUSLY CARRIED**

6.2 Equipment Operator Vacancy – created by the retirement of Bill Robillard; Clerk distributed sample vacancy notice.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPOINTING CLERK KNAUS TO BE THE LIASION BETWEEN THE LOCAL 49 UNION AND THE TOWNSHIP BOARD OF SUPERVISORS AND TO SPEAK WITH THE UNION ABOUT HAVING CURRENT EMPLOYEES IN TRAINING STATUS FOR THE WATER/WASTEWATER DUTIES. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO DISCUSS WITH THE CITY OF AURORA OF UTILIZING AURORA’S LICENSE TEMPORARILY FOR A FEE UNTIL AN EMPLOYEE WITH A CURRENT LICENSE IS HIRED AND TO ADD TO THE JOINT WATER COMMITTEE AGENDA. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA FOR CLERK TO VERIFY THE EDUCATION AND WORK EXPERIENCE VERIFICATION PROCESS WITH MPCA AND TESTING REQUIREMENTS FOR OBTAINING A WATER/WASTEWATER LICENSE AND FOR FONDIE AND HEIKKILA TO PROVIDE DOCUMENTATION TO CLERK ON CURRENT APPLICABLE EDUCATION AND EXPERIENCE.**

6.3 2020 Census – A memo received from Sarah Priest, Chicago Regional Census Center Representative who met with Kippley and Knaus was reviewed. Next steps were discussed.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPOINTING KNAUS, KIPPLEY, AND SHUCK TO THE 2020 CENSUS COMMITTEE.**

6.4 Resolution 2018-014

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA ADOPTING RESOLUTION 2018-014 ESTABLISHING ABSENTEE BALLOT BOARD FOR THE 2018 GENERAL ELECTION. UNANIMOUSLY CARRIED**

6.5 Resolution 2018-015

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA ADOPTING RESOLUTION 2018-015 ESTABLISHING ELECTION JUDGES FOR THE 2018 GENERAL ELECTION. UNANIMOUSLY CARRIED**

6.6 Resolution 2018-016

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY ADOPTING RESOLUTION 2018-016 LIEN FOR UNPAID DELINQUENT UTILITY CHARGES. UNANIMOUSLY CARRIED**

6.7 Elections – Board of Canvass Meeting

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO MOVE THE REGULAR MONTHLY MEETING FROM NOVEMBER 1, 2018 TO THURSDAY, NOVEMBER 8, 2018 DUE TO THE ELECTION AND POST AND ADVERTISE CHANGE OF DATE. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SCHEDULE THE BOARD OF CANVASS MEETING FOR NOVEMBER 8TH AT 4:30 P.M. AT THE CITY/TOWN GOVERNMENT CENTER. UNANIMOUSLY CARRIED**

6.8 Fire Department AFG Grants – PPE AND FIRE TRUCK

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO HIRE DAN MACKEY AT A FEE OF $1,800.00 TO WRITE TWO FIRE DEPARTMENT AFG GRANTS. UNANIMOUSLY CARRIED**

6.9 LLCC Floor Scrubbing Machine Request - $4,274.34

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO APPROVE HAVING A DEMO MACHINE BROUGHT OUT TO THE LLCC AND REPORT BACK TO BOARD PRIOR TO PURCHASE. UNANIMOUSLY CARRIED**

6.10 Directional Signage on Lake Mine Road/Giants Ridge Road – City of Aurora passed on request from a citizen to have signage directing traffic to City of Aurora or City of Biwabik. No action was taken as the Board thought this was not necessary and the responsibilities of the cities, not the Township.

**7. MINUTES:**

7.1 East Range Joint Powers Board August 2018 minutes

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

7.3 East Range CAP September 2018 meeting packet & updated member list

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

**8. REPORTS:**

Clerk Knaus

1.) Elections: Absentee Voting began on September 21, 2018 for the General Election. Its been very busy! 52 ballots have been issued to date. Public Accuracy Testing will be held on October 31, 2018 at 1:00 p.m. at the City/Town Government Center. We will be using the M100 machines for the last time.

2.) I will be attending the Legal Seminar in Cotton this Saturday and will touch base with Michael Couri regarding the American Bank settlement and how this affects our payments from Biwabik and find out when he can visit to start on the legal agreement with Aurora for the Water Project.

3.) CAP meeting will be held on October 11th with Mesabi East Schools presenting.

4.) Staff attended Safety Training on Fire Extinguisher Use on 9/21/18 in Mt. Iron.

5.) Arrow Auto has been called and was on-site at the LLCC 10/3/18 fixing the windows and will also fix the window at Twin Lakes.

6.) New flags for the PW Garage and LLCC have been ordered from the Legion.

7.) The JD Backhoe will be delivered tomorrow, October 5, 2018.

8.) Snowplowing ad will be out Monday, October 8, 2018 in the East Range Shopper.

9.) All employees were surveyed regarding direct deposit, two employees voted no so per the Board motion this will not be implemented at this time.

10.) Quarterly reports will be filed.

11.) Reminder to all water testing kits are available in our office; RMB Environmental Laboratories is the vendor and picks up any kits used for a nominal fee.

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

**Updates not previously discussed:**

Anttila

Crushing was done on 10/03/2018; Laskiainen slides will be built 01/12/2019.

Kippley

Attended DEED meeting; ERJPB replaced Curt Anttila with Northspan on a one year contract; Lane 48/Road 42 mattress in ditch.

**9. CORRESPONDENCE:**

1. October 10, 2018 Alcohol & Mental Health Presentation Invitation

2. St. Louis County Variance Hearing Notice 10/11/18 @ Noon

3. Iron Range Childcare Training Notice @ Discovery Center in Chisholm

4. Want to Go Solar Information Session 10/16/18 @ 7:00 p.m. Mt. Iron

5. St. Louis County Land Use Plan Public Hearing Notice 10/18/18 @ 9:00 a.m.

6. Border to Border Broadband Conference Invitation October 23-24, 2018, Brainerd

7. The Child Care Shortage in Northeastern Minnesota Meeting Notice – 10/25/18 @ 9:00 a.m. - Giants Ridge

8. Brandon Larson County Auditor Candidate Letter

9. Fire Department AFG Grant Denial Letter (for Personal Protective Equipment)

10. Mesabi Daily News Article published 9/13/18

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

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

* Board/Knaus – LMCIT Regional Meeting – October 10, 2018 - $45.00

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING THE BOARD, CLERK, OR TREASURER TO ATTEND THE LMCIT REGIONAL MEETING IN MT. IRON WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** | **Total** |
| CC9-4-18 | Cardmember Service | Supplies, Dues, Elections | $ 620.68 |
| F09-04-18 | E.F.T.P.S. Monthly | Employee Withholding | $ 141.11 |
| 62451 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 136.11 |
| 62452 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 1,653.37 |
| 62453 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 395.63 |
| 62454 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 1,692.49 |
| 62455 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 2,008.62 |
| 62456 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 1,684.99 |
| 62457 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 617.86 |
| 62458 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 706.47 |
| 62459 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 985.19 |
| 62460 | Payroll Period Ending 09/08/2018 | Regular Payroll Ending 9/8/2018 | $ 1,312.18 |
| D09-12-18 | Empower | Def Comp & Roth EE Ded | $ 1,142.27 |
| F09-12-18 | E.F.T.P.S. | Employee Withholding | $ 4,029.63 |
| J09-12-18 | Accounts Payable - Payroll Adj. | Heikkila CK# 62453 | $ 815.51 |
| M09-12-18 | MN Department of Revenue | Employee Withholding | $ 756.04 |
| P09-12-18 | P.E.R.A. | Retirement Deductions | $ 2,768.47 |
| 31336 | Tomahawk Ford | Refuse Collection Aug 18 | $ 11,286.98 |
| 31337 | Robillard, William | Optical Allowance | $ 171.99 |
| 31338 | L & M Supply, Inc. | Supplies | $ 306.05 |
| 31339 | Praxair Distribution Inc | Inv 84918038 | $ 123.65 |
| 31341 | Sam Rogers | Pineville Frozen Lines | $ 1,000.00 |
| ST09-18 | MN Dept of Revenue - Sales Tax | Aug 18 Sales Tax Payment | $ 1,226.00 |
| 31340 | Shuck, Emma | Travel Expense | $ 205.52 |
| 62461 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 136.11 |
| 62462 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 1,650.07 |
| 62463 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 206.04 |
| 62464 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 1,763.34 |
| 62465 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 2,157.63 |
| 62466 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 1,575.37 |
| 62467 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 582.86 |
| 62468 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 694.42 |
| 62469 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 961.34 |
| 62470 | Payroll Period Ending 09/22/2018 | Regular Payroll Ending 6/22/2018 | $ 1,277.18 |
| D9-26-18 | Empower | Def Comp & Roth EE Ded | $ 1,055.00 |
| F09-26-18 | E.F.T.P.S. | Employee Withholding | $ 3,761.69 |
| M09-26-18 | MN Department of Revenue | Employee Withholding | $ 706.77 |
| P9-26-18 | P.E.R.A. | Retirement Deductions | $ 2,541.62 |
| 62476 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department Payroll | $ 333.03 |
| 62477 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 323.17 |
| 62478 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 307.40 |
| 62479 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 73.84 |
| 62480 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 34.42 |
| 62481 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 26.54 |
| 62482 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 279.81 |
| 62483 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 368.50 |
| 62484 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 793.25 |
| 62485 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 42.30 |
| 62486 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 468.04 |
| 62487 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 65.96 |
| 62488 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 89.61 |
| 62489 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 26.54 |
| 62490 | Payroll Period Ending 09/27/2018 | 3rd Quarter 2018 Fire Department | $ 10.77 |
| 62491 | Palo Volunteer Fire Department | Good Will Fund | $ 75.00 |
| 62471 | Payroll Period Ending 09/28/2018 | Monthly Payroll Ending September 2018 | $ 317.69 |
| 62472 | Payroll Period Ending 09/28/2018 | Monthly Payroll Ending September 2018 | $ 217.69 |
| 62473 | Payroll Period Ending 09/28/2018 | Monthly Payroll Ending September 2018 | $ 193.16 |
| 62474 | Payroll Period Ending 09/28/2018 | Monthly Payroll Ending September 2018 | $ 64.38 |
| 62475 | Payroll Period Ending 09/28/2018 | Monthly Payroll Ending September 2018 | $ 327.42 |
| F09-28-18 | E.F.T.P.S. Monthly | Employee Withholding | $ 142.18 |
| FD09-28-18 | E.F.T.P.S. FD | Withholding Tax | $ 97.64 |
| M9-28-18 | MN Department of Revenue Monthly | Employee Withholding | $ 54.62 |
| P09-28-18 | P.E.R.A. Monthly | Retirement Deductions | $ 147.02 |
| 31342 | XZ8966930 | HCSP Reimbursement | $ 403.91 |
| 31343 | XZ6344990 | HSCP Reimbursement | $ 416.67 |
| 31344 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 31345 | APG Media of MN | \*\*\*VOID$656.70\*\*\*Mtg Notice, Elections | $ - |
| 31346 | Bradach Lumber | Operating Supplies | $ 77.67 |
| 31347 | Carquest Aurora | Supplies & Parts | $ 445.29 |
| 31348 | Central Pension Fund | Retirement Contributions | $ 3,360.00 |
| 31349 | Aurora, City of | Utility Bill Unpaid - Holter/Koskiniemi | $ 417.46 |
| 31350 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer | $ 415.00 |
| 31351 | DSC Communications | Radio Install 670 Grader | $ 1,199.30 |
| 31352 | East Range Joint Powers Board | 4th QTR Service Invoice | $ 3,750.00 |
| 31353 | East Range Shopper | Mtg Notice, Elections | $ 116.85 |
| 31354 | Excel Business Systems | Copier Contract | $ 148.33 |
| 31355 | Frontier | Telephone & Internet Service | $ 682.85 |
| 31356 | Hoyt Lakes, City of | Ambulance Agreement | $ 350.00 |
| 31357 | Emergency Services Marketing | IAMRESPONDING.com renewal/3yr | $ 915.00 |
| 31358 | Inter City Oil Co., Inc. | Motor Oil | $ 1,042.51 |
| 31359 | Lake Country Power | Electric Service | $ 2,314.00 |
| 31360 | Lawson Products | Shop Supplies INV 9306132263, 9306096561 | $ 656.66 |
| 31361 | Madison National Life Ins Co, Inc | Disability Insurance OCT 18 | $ 347.20 |
| 31362 | Menard's-Virginia | Truck Light | $ 79.98 |
| 31363 | Minnesota Power | Electric Service | $ 352.43 |
| 31364 | Northern Engine & Supply, Inc. | JD Mower | $ 77.14 |
| 31365 | Pit & Quarry Supplies Inc. | Blades for Plow | $ 10,950.89 |
| 31366 | Polansky, Roxane | Travel Expense | $ 71.94 |
| 31367 | Portable John | Toilets @ parks | $ 115.29 |
| 31368 | Powerplan | Parts | $ 357.30 |
| 31369 | St. Louis County Auditor-PW | July/Aug Fuel | $ 7,108.58 |
| 31370 | Town of White Petty Cash Fund | Postage | $ 40.47 |
| 31371 | Verizon | Cell Phone | $ 32.22 |
| 31372 | Madison National Life Ins Co, Inc | ER FICA/MED for STD payments | $ 1,036.10 |
| 31373 | Niemi, Clark | Overtime Meals | $ 28.00 |
| 31374 | Seppi Brothers Concrete Products Co | Safety Blocks, Fuel Tanks | $ 90.00 |
| 62492 | Colonial Life | SEP 2018 Employee Deductions | $ 413.30 |
| 62493 | I.U.O.E. Local 49 | Union Dues Deductions SEP 18 | $ 280.00 |
| 62494 | Minnesota Life Insurance Company | Life Insurance - OCT 18 | $ 163.00 |
| 62495 | MN NCPERS | Employee Deductions | $ 32.00 |
|  |  | **TOTAL** | **$ 98,440.24** |

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF SEPTEMBER 2018 IN THE AMOUNT OF $98,440.24 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, November 8, 2018 5:00 PM @ City/Town Government Center; Regional Safety Training: Tuesday, October 30, 2018 @ 9:00 AM in Gilbert – Lockout/Tagout/Electrical Safety – Public Works employees; SLCAT Monthly Meeting: Wednesday, October 24, 2018 @ 6:30 p.m. – Cotton, MN.; Tri-City Ambulance Meeting: Thursday, October 25, 2018 @ 5:30 p.m.; Election Public Accuracy Testing: Wednesday, October 31, 2018 @ 1:00 p.m. City/Town Government Center; Special Meeting: October 9, 2018 @ 2:00 PM City/Town Government Center; Special Meeting: October 16, 2018 @ 5:30 PM at City/Town Government Center;

**13. ADJOURNMENT**

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO ADJOURN THE REGULAR MEETING AT 6:10 P.M. UNANIMOUSLY CARRIED**

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