REGULAR MEETING

**December 7, 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, December 7, 2017, in the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Sidney Hinsz, Jim Luke

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 ANTTILA, SUPPORTED BY SKELTON APPROVING THE MINUTES OF THE REGULAR MEETING ON NOVEMBER 9, 2017 AND BOARD OF CANVASS ON NOVEMBER 13, 2017 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF NOVEMBER 2017, LISTED RECEIPTS IN THE AMOUNT OF $343,466.41 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Annexation Payment  Garbage Bags  Water Reconnection Payment  Refunds & Reimbursements | 332,310.64  1,146.00  100.00  2,081.25 |
| Cemetery Revenue  Refuse Collection  LLCC Rental  Snowplowing  Interest Earned | 500.00  276.00  150.00  6,825.00  77.52 |
| **TOTAL** | **$ 343,466.41** |

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

**4. CITIZENS/GUESTS**:

* Jim Luke – appeared before the Board as a representative of Scenic Acres inquiring about the status of the Highway 135 road project specifically in regards to the Scenic Acres entrance. Skelton responded the project is scheduled for 2020, a new entrance will be created with the driving lanes being narrowed, creating a striped turn lane but the overall road will remain the same width. Luke requested better signage. Luke thanked Public Works for going above and beyond, year-round. Kippley added we are working on getting a new water plant to provide Scenic Acres with water.

**5. UNFINISHED BUSINESS:**

5.1 Eagle Scout Project – Nothing new has been completed. Skelton will call and get a timeline for completion or will have to hire someone else for finishing being the building is exposed and damage could occur.

5.2 Twin Lakes Pavilion Project –Sosola indicated prices are coming in much higher than anticipated. He will update Board with costs when he has more information. In the meantime, the heat should be shut off being it cost $500.00 last month because it’s electric heat and it doesn’t take long to turn on and reheat when the remodeling begins.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY DIRECTING PUBLIC WORKS TO SHUT OFF THE HEAT IN THE PAVILION UNTIL FURTHER NOTICE. UNANIMOULSY CARRIED**

5.3 Cemetery Columbarium Project – Hinsz indicated issues with columbarium bolts. New covers were ordered and received.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING INVOICE #548 TO BLACKWOODS CONCRETE IN THE AMOUNT OF $5,575.00 FOR WORK ON THE COLUMBARIUM. UNANIMOULSY CARRIED**

5.4 PMSG/LLCC Usage - Inventory list was received and distributed for review. Kearney will meet with Kippley and Knaus next week.

5.5 Hinsz Property Access –Kearney suggested no easement but instead an annual license. He will prepare for next meeting. Kippley indicated we need to control who has the gate key. Sidney Hinsz inquired if they can plow and the Board responded yes.

**6. NEW BUSINESS:**

6.1 Safety “mock” OSHA Inspection Report – October 2017 report was distributed.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ACCEPT THE REPORT AND MAKE THE MODIFICATIONS SUGGESTED. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 PMSG September 2017 minutes and LLCC October 2017 financial report

7.2 Ambulance Report October 2017

7.3 Mesabi Regional Safety Committee October, November 2017 minutes and 2018 schedule; Upcoming Training opportunity January 13-14, 2018

Kippley would like Public Works and someone from the Fire Department to go to training;

7.4 East Range Joint Powers Board October 2017 minutes

7.5 SLCAT October 2017 minutes

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

**8. REPORTS:**

Clerk Knaus

1.) Emma & I attended Annual MN Association of Townships Conference in Rochester last month – Emma won one of the drawings for a State of Minnesota flag that has been flown over the MN Capital. We need to purchase a flag pole and it can be placed in the conference room. The conference was very good! I passed on information to the Public Works about the beaver control session and salt application on roads. “one grain of salt per 3 inches” is the standard to meet.

2.) Special Election 2018 – Working with Couri & SOS on timeline, deadlines etc. Voting machine grant was submitted.

3.) Blandin Leadership Application period has been extended to Friday (tomorrow) at Noon. We are short male applications.

4.) The Emergency Operations Plan contract with the consultant has been signed by Tim Kauppi (Aurora is fiscal agent) so this planning will begin in January (Town, City of Aurora, & City of Hoyt Lakes).

5.) 2018 Budget is finalized – review and let me know of any concerns/changes as soon as possible. Board of Audit meeting in February will be here before we know it.

6.) LMCIT Insurance renewal is due 2/11/18.

7.) Comparable Worth Study is due 1/31/18.

8.) Quarterly Reports & Year-end processing will begin very soon!

9.) Laskiainen Committee is meeting, however I have not attended any meetings due to scheduling conflicts. Dates: February 2-4, 2018

10.) FYI – I’ve been appointed to the White Community Hospital Foundation Board (personal appointment). See attached flyer regarding free grocery store rides for City of Aurora residents.

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

**Supervisor Updates not previously discussed:**

Anttila

Crew is doing a great job! Attending PMSG meetings. A new toolbox has been ordered for the garage and the new truck is in and is very nice.

Kippley

Attending ERJPB personnel meetings to replace Curt Anttila who is retiring. Attending Shooting Club meetings. Thanks to public works for plowing the road.

Skelton

The Ambulance Director has been hired. He will continue to work on the Pavilion project.

**9. CORRESPONDENCE:**

1. St. Louis County CSAH 100 Detour Letter 11/7/17

2. Acknowledgement of Insurance Claim – Plow Parts Theft

3. Local 49 Health Fair Invitation – Mt. Iron Community Center 2/8/18

4. Essentia Health Occupational Medicine Memo 11/13/17

5. Aurora Chamber of Commerce – 2018 Membership Dues

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING DUES TO AURORA CHAMBER OF COMMERCE AT $75.00. UNANIMOULSY CARRIED**

6. RAMS Request for Legislative Priorities List

7. RAMS Nominations for Board of Directors 2018-19

8. LBAE Training Attendance List – Town Board Training good through 7/1/21

9. LMCIT 2017-18 Premium Rates

10. LMCIT 2017-18 Coverage Changes

11. St. Louis County Fair Memo – Board denied donation.

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

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

* MCFOA Region Meeting & Leadership Training – January 12, 2018 9:00 a.m. at Loon Lake Community Center; Open to entire Board/all employees; “The Privilege of Leading” by Ted Schick; $35 non-member; $30 member;

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING ANY BOARD MEMBER TO ATTEND THE TRAINING WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

* RAMS Lunch & Learn with your Legislators – Thursday, December 28, 2017 Noon in Mt. Iron

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** | **Total** |
| F11-1-17 | E.F.T.P.S. Monthly | Employee Withholding | $ 173.09 |
| M11-1-17 | MN Revenue Monthly | Employee Withholding | $ 58.89 |
| P11-1-17 | P.E.R.A. Monthly | Retirement Deductions | $ 152.02 |
| CC11-02-17 | Cardmember Service | Supplies, Training | $ 515.89 |
| 62007 | Payroll Period Ending 11/04/2017 |  | $ 1,706.36 |
| 62008 | Payroll Period Ending 11/04/2017 |  | $ 1,397.45 |
| 62009 | Payroll Period Ending 11/04/2017 |  | $ 1,644.55 |
| 62010 | Payroll Period Ending 11/04/2017 |  | $ 1,743.91 |
| 62011 | Payroll Period Ending 11/04/2017 |  | $ 1,825.39 |
| 62012 | Payroll Period Ending 11/04/2017 |  | $ 1,783.97 |
| 62013 | Payroll Period Ending 11/04/2017 |  | $ 626.53 |
| 62014 | Payroll Period Ending 11/04/2017 |  | $ 904.93 |
| 62015 | Payroll Period Ending 11/04/2017 |  | $ 1,321.48 |
| VOL11-17 | Kansas State Bank | NOV 2017 Loader Payment | $ 2,581.45 |
| D11-08-17 | Empower | Deferred Comp & Roth Employee | $ 1,005.00 |
| F11-08-17 | E.F.T.P.S. | Employee Withholding | $ 4,643.45 |
| M11-08-17 | MN Department of Revenue | Employee Withholding | $ 726.79 |
| P11-08-17 | P.E.R.A. | Retirement Deductions | $ 2,719.84 |
| 30741 | Carol Bowman | Election Travel | $ 5.35 |
| 30742 | Jessica Forsline | Election Travel | $ 18.19 |
| 30743 | Barbara Harthan | Election Travel | $ 9.63 |
| 30744 | Patricia Heikkila | Election Travel | $ 0.54 |
| 30745 | Jeri Hietala | Election Travel | $ 6.42 |
| 30746 | Glenda Johnson | Election Travel | $ 4.28 |
| 30747 | Diane Laugen | Election Travel | $ 5.35 |
| 30748 | Laura Lubahn | Election Travel | $ 0.54 |
| 30749 | Diane Palm | Election Travel | $ 1.07 |
| 30750 | Marlys Rabb | Election Travel | $ 1.07 |
| 30751 | Heather Salmi | Election Travel | $ 5.35 |
| 30752 | Betty Stende | Election Travel | $ 6.42 |
| 62019 | Payroll Period Ending 11/09/2017 |  | $ 198.00 |
| 62020 | Payroll Period Ending 11/09/2017 |  | $ 198.00 |
| 62021 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62022 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62023 | Payroll Period Ending 11/09/2017 |  | $ 160.00 |
| 62024 | Payroll Period Ending 11/09/2017 |  | $ 160.00 |
| 62025 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62026 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62027 | Payroll Period Ending 11/09/2017 |  | $ 160.00 |
| 62028 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62029 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62030 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62031 | Payroll Period Ending 11/09/2017 |  | $ 150.00 |
| 62032 | Payroll Period Ending 11/09/2017 |  | $ 209.00 |
| CAT111017 | Caterpillar Financial Services | 2017 Annual CAT Excavator Payment | $ 42,200.92 |
| 30753 | Utility Systems of America | Adams Water Connection | $ 8,400.00 |
| 30754 | Tomahawk Ford | Refuse Collection OCT 2017 | $ 10,735.87 |
| 30755 | Knaus, Jodi | Travel Expense Reimb. | $ 129.00 |
| 30756 | Shuck, Emma | Travel Expense Reimb. | $ 169.66 |
| ST11-15-17 | MN Dept of Revenue - Sales Tax | OCT 2017 Sales Tax Payment | $ 1,283.00 |
| 30757 | Lundgren Motors, Inc. | 2017 Ford 2-250 | $ 29,029.24 |
| 62033 | Payroll Period Ending 11/18/2017 |  | $ 1,698.16 |
| 62034 | Payroll Period Ending 11/18/2017 |  | $ 319.18 |
| 62035 | Payroll Period Ending 11/18/2017 |  | $ 1,321.16 |
| 62036 | Payroll Period Ending 11/18/2017 |  | $ 1,439.55 |
| 62037 | Payroll Period Ending 11/18/2017 |  | $ 2,932.41 |
| 62038 | Payroll Period Ending 11/18/2017 |  | $ 1,988.47 |
| 62039 | Payroll Period Ending 11/18/2017 |  | $ 1,563.99 |
| 62040 | Payroll Period Ending 11/18/2017 |  | $ 626.53 |
| 62041 | Payroll Period Ending 11/18/2017 |  | $ 870.43 |
| 62042 | Payroll Period Ending 11/18/2017 |  | $ 1,514.94 |
| D11-22-17 | Empower | Deferred Comp & Roth Employee | $ 1,101.88 |
| F11-22-17 | E.F.T.P.S. | Employee Withholding | $ 4,782.02 |
| M11-22-17 | MN Department of Revenue | Employee Withholding | $ 684.11 |
| P11-22-17 | P.E.R.A. | Retirement Deductions | $ 2,946.63 |
| 30758 | XZ8966930 | HCSP Reimbursement | $ 384.71 |
| 30759 | XZ2234345 | HCSP Reimbursement | $ 129.50 |
| 30760 | XZ6344990 | HSCP Reimbursement | $ 396.33 |
| 30761 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 30762 | Aurora, City of | Air Repair Town Portion Town Hall | $ 29.85 |
| 30763 | Bradach Lumber | Supplies, Small Tools | $ 75.85 |
| 30764 | Brock White Company LLC | Asphalt Cold Patch | $ 630.60 |
| 30765 | Carquest Aurora | Equipment Parts & Supplies | $ 1,098.62 |
| 30766 | Colosimo, Patchin, & Kearney | Legal Retainer | $ 415.00 |
| 30767 | Como Oil & Propane | Propane | $ 2,189.10 |
| 30768 | Crysteel Truck Equipment | Chain | $ 1,459.51 |
| 30769 | Culligan | Water Softener Service | $ 13.50 |
| 30770 | East Range Shopper | Meeting Notice | $ 32.58 |
| 30771 | EOC/TriMark | Safety Supplies | $ 580.27 |
| 30772 | Election Systems & Software | Election Card Battery | $ 16.44 |
| 30773 | Essentia Health | New Hire Testing | $ 368.00 |
| 30774 | Excel Business Systems | Copier Contract | $ 76.32 |
| 30775 | Frontier | Telephone & Internet Service | $ 681.22 |
| 30776 | Hometown Focus | Health Fair Ads | $ 261.23 |
| 30777 | Hoyt Lakes, City of | Ambulance Agreement | $ 350.00 |
| 30778 | L & M Supply, Inc. | Shop Supplies, FD | $ 479.62 |
| 30779 | Lake Country Power | Electric Service | $ 2,973.00 |
| 30780 | Lawson Products | Shop Supplies INV 9305399317 | $ 434.98 |
| 30781 | Lundgren Motors, Inc. | Damper Assembly | $ 52.28 |
| 30782 | MM&J Accounting Inc. | 98.9 FM Radio Campaign | $ 205.00 |
| 30783 | M-R Sign Co., Inc. | Traffic Signs & Stands | $ 2,937.64 |
| 30784 | Menard's-Virginia | Shop Supplies | $ 101.21 |
| 30785 | Minnesota Department of Health | LLCC Kitchen License 2018 | $ 375.00 |
| 30786 | Minnesota Power | Electric Service | $ 271.02 |
| 30787 | Christensen Parts | Batteries | $ 410.37 |
| 30788 | Northland Fire & Safety | LLCC Fire Ext. Insp. | $ 953.15 |
| 30789 | Nuss Truck & Equipment | Volvo Loader Repairs | $ 652.96 |
| 30790 | Range Office Supply & Equipment Co. | Office Supplies, FD | $ 86.53 |
| 30791 | Roger's Online | Computer Repair & Maint. | $ 99.00 |
| 30792 | St. Louis County Public Works | Fuel Oct 2017 | $ 4,055.75 |
| 30793 | Sullivan Supply | LLCC Supplies | $ 129.87 |
| 30794 | Ultimate Safety Concepts Inc. | FD Gloves | $ 2,281.19 |
| 30795 | Ultimate Safety Concepts Inc. | FD Turnout Gear | $ 10,565.00 |
| 30796 | United Truck Body Co. Inc. | Boss Plow Repl. Parts, Cutting Edges | $ 2,034.89 |
| 30797 | Verizon | Cell Phone | $ 14.83 |
| 30798 | Niemi, Clark | Overtime Meals | $ 53.00 |
| 30799 | Knaus, Jodi | Fire Warden | $ 187.50 |
| 30800 | Shuck, Emma | Fire Warden | $ 187.50 |
| 30801 | Central Pension Fund | Central Pension Fund Contributions | $ 2,688.00 |
| 30802 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Jan 18 | $ 9,360.00 |
| 30803 | Madison National Life Ins Co, Inc | Insurance Dec 17 | $ 284.55 |
| 30804 | Pomp's Tire Service, Inc. | Tires | $ 853.34 |
| 30805 | APG Media of MN | Elections, Mtg Notice | $ 1,113.60 |
| 62043 | Payroll Period Ending 11/30/2017 |  | $ 305.81 |
| 62044 | Payroll Period Ending 11/30/2017 |  | $ 265.03 |
| 62045 | Payroll Period Ending 11/30/2017 |  | $ 193.16 |
| 62046 | Payroll Period Ending 11/30/2017 |  | $ 64.38 |
| 62047 | Payroll Period Ending 11/30/2017 |  | $ 374.20 |
| 62059 | Colonial Life | Nov 2017 Employee Deductions | $ 391.32 |
| 62060 | I.U.O.E. Local 49 | Union Dues Deductions Nov 17 | $ 241.50 |
| 62061 | Minnesota Life Insurance | Life Insurance - Dec 17 | $ 144.00 |
| 62062 | MN NCPERS | Employee Deductions | $ 32.00 |
| F11-30-17 | E.F.T.P.S. Monthly | Employee Withholding | $ 175.27 |
| M11-30-17 | MN Revenue Monthly | Employee Withholding | $ 58.88 |
| P11-30-17 | P.E.R.A. Monthly | Retirement Deductions | $ 159.52 |
|  |  | **TOTAL** | **$ 199,468.50** |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF NOVEMBER 2017 IN THE AMOUNT OF $199,468.50 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Announcements: Next Regular Meeting: Thursday, January 4, 2018 5:00 PM @ City/Town Government Center; Re-organization Meeting Following; Special Closed Meeting: Wednesday, December 13, 2017 3:00 PM @ City/Town Government Center; Fire Department Christmas Party: Friday, December 8, 2017; City/Town Christmas Party: Friday, December 15, 2017 at the Haven in Hoyt Lakes, 5:30 p.m.;

**13. ADJOURNMENT:**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ADJOURN THE MEETING AT 6:08 P.M. UNANIMOUSLY CARRIED**

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