REGULAR MEETING

**February 1, 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, February 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: Sidney Hinsz

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 AND REORGANIZATION MEETING ON JANUARY 4, 2018. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF JANUARY 2018, LISTED RECEIPTS IN THE AMOUNT OF $44,149.62 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| SLC Fire ContractTax Apportionment Dec 17City of Aurora Election ReimbursementW/WW Capital Charges | 18,000.0016,779.023,417.432,496.99 |
| Garbage BagsRefuse CollectionWater Connection FeeLLCC RentInterest Earned | 2,436.00710.39100.00110.0099.79 |
| **TOTAL** | **$ 44,149.62** |

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

**4. CITIZENS/GUESTS**:

* Eric Fallstrom – Presented to the Board a map explaining the work planned for Radtke’s corner on Highway 99 paid 100% by St. Louis County. This project has been added as a safety improvement project. It impacts Lane 51 and Road 45 and those roads will need to be vacated in the future. KGM is the contractor for the road projects in 2018 and 2019. St. Louis County will obliterate these roads. Kearney will provide direction per MN Statute 164 and what needs to be done.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO SUPPORT THE ST. LOUIS COUNTY REALIGNMENT PROJECT OF HIGHWAY 99 AT RADTKE’S CORNER IMPACTING ROAD 45 AND ROAD 51 WITH WORK TO BE COMPLETED IN SUMMER 2018. UNANIMOUSLY CARRIED**

Fallstrom indicated the estimate is being worked on for Stepetz Road and may come in lower than anticipated. Cost is estimated at $35,000 a mile. Work will be done this summer with the chip-sealing taking place in 2019. Stepetz Road will be closed for 3 to 4 days to replace the culvert by Warren’s residence in August.

The St. Louis Couty Bridge on Highway 100 will be closed May 21, 2018 through July 28, 2018. Fallstrom will prepare a cooperative agreement for the Town and St. Louis County.

**5. UNFINISHED BUSINESS:**

5.1 Eagle Scout Project – Sheeting and roof are completed. Project tabled till Spring.

5.2 Twin Lakes Pavilion Project - Board would like to meet with contractor Paul Minerich and Scott Sosola, if possible to discuss project, budget, and how/if to move forward.

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO SCHEDULE A SPECIAL MEETING TO FINALIZE PLANS FOR THIS PROJECT. UNANIMOUSLY CARRIED**

5.3 PMSG/LLCC Usage - No response was received by PMSG.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO TABLE DISCUSSION TO MARCH 1, 2018 REGULAR MEETING AND DIRECTED CLERK TO SEND MEMO INDICATING PMSG TO RESPOND BY OR ATTEND MARCH 1, 2018 MEETING. UNANIMOUSLY CARRIED**

5.4 Hinsz Property Access –Draft agreement was provided to Board for review. Directed Clerk to send draft agreement to property owner Thor Hinsz for review and comment.

5.5 Krulc Property Discussion – Knaus updated Board daughter was sent all information to get up-to-date with what has transpired. Kearney indicated Town needs to get easement signed by Krulc’s before property is transferred to children.

**6. NEW BUSINESS:**

6.1 Resolution 2018-001 – Designate Polling Places for 2018 Elections

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2018-001 DESIGNATING POLLING PLACES FOR 2018 ELECTIONS. UNANIMOUSLY CARRIED**

6.2 Resolution 2018-002 – Designate Election Judges for Special Election

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2018-002 DESIGNATING ELECTION JUDGES FOR THE UPCOMING SPECIAL ELECTION. UNANIMOUSLY CARRIED**

6.3 Resolution 2018-003 – Designate Absentee Ballot Board for Special Election

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2018-003 DESIGNATING ABSENTEE BALLOT BOARD FOR THE UPCOMING SPECIAL ELECTION. UNANIMOUSLY CARRIED**

6.4 Resolution 2018-004 – POLYMET Support Resolution

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2018-004 IN SUPPORT OF POLYMET. UNANIMOUSLY CARRIED**

6.5 Voting Grant Contract – The Town was awarded a voting equipment grant in the amount of $5,574.04 to purchase new voting machines. The funds will be transmitted through SWIFT after the contract is completed. The contract expires August 31, 2019.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING THE CONTRACT BETWEEN THE STATE OF MINNESOTA AND THE TOWN OF WHITE TO RECEIVE THE GRANT AWARDED FOR NEW VOTING EQUIPMENT. UNANIMOUSLY CARRIED**

6.6 LMCIT Liability Coverage Waiver Form

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO NOT WAIVE THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY AND DIRECTED CLERK TO SIGN AND SUBMIT THE WAIVER FORM AS NECESSARY. UNANIMOUSLY CARRIED**

6.7 Annual Meeting Discussion – If the Joint Water Project continues to move forward, it may be necessary for the Town to borrow funds either through bonding or a certificate of indebtedness. It was decided to put this on the agenda for the Annual Meeting for discussion and preliminary approval by the citizens. The Board directed Clerk to invite Couri to the annual meeting to be there to answer questions if the ballot question is approved.

**7. MINUTES:**

7.1 East Range Joint Powers Board December 2017 minutes

7.2 East Range Sportsmen’s & Conservation Club December 2017 minutes & financial report

7.3 SLCAT December 2017 minutes

7.4 Aurora Chamber of Commerce December 2017 minutes

7.5 CAP November 2017 minutes

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

**8. REPORTS:**

Clerk Knaus

1.) Working with Kearney on Gardendale Easements; letters need to be redone due to not receiving them back from residents and now we are in a new year (2018) plus some changes needed to be made due to deaths, divorces etc.

2.) Special Election 2018 – Ballots have been received; absentee voting begins Friday, February 9, 2018; Phil Chapman spoke at SLCAT meeting and gave the following updates:

* Election Emergency Plan will be updated by each Town after March elections
* Voting machines will be sent for maintenance in May
* Election Administrator training will be in June
* Election Judge training will be online again this year or if they prefer in July in person
* Preparation will begin for the Presidential Primary in 2020

3.) Regional Safety Training and Meetings are happening and very beneficial for the minimal cost; all employees went to the annual AWAIR training this week; we received an updated Safety Manual for the Township which I will make a few minor additions/updates and distribute copies to employees when completed

4.) W-2’s have been distributed as well as all year-end reports

5.) Audit preparation has begun – auditors will be here March 5-9, 2018

6.) No CAP meeting this month due to POLYMET hearings

7.) Will submit PERA Firefighter Annual Service Credit Report by 2/28/18

8.) Will submit MN Revenue Fire Department Service Coverage Area report by 3/15/18

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

**Supervisor Updates not previously discussed:**

Anttila

 Laskiainen is this weekend!

**9. CORRESPONDENCE:**

1. MDH – Sanitary Survey Report for Township 1/2/18

2. PFA Project Priority List Notification – Accepting Application (4 pages)

3. St. Louis County 2017 Permits Issued Notification

4. St. Louis County 2018 Fee Schedule for Plowing Notice 1/19/18

5. Scenic Acres Water Project Support Letter 1/23/18

6. FSSolutions – Drug Testing Changes & Fee Increase Notice – 1/12/18

7. Aurora Chamber Membership Thank you (2 pages)

8. Omphalocele Awareness Day Notice – 1/31/18

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SUPPORT 1/31/18 AS OMPHALOCELE AWARENESS DAY. UNANIMOUSLY CARRIED**

9. 2018 Governor’s Capital Budget Recommendations Listing

10. St. Louis County Public Hearing Notice 2/8/18 – Safe Routes to School

11. IRRRB Art Study Data ( 6 pages)

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

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

* Town Board – SLCAT Lobby Day – March 21, 2018 – St. Paul (bus sign-up)

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA FOR ANY BOARD MEMBER TO ATTEND LOBBY DAY WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

* PolyMet Public Meetings – February 7 & 8, 2018 (bus sign-up)
* RAMS Lunch n Learn – February 13, 2018 – sign up required

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA FOR ANY BOARD MEMBER TO ATTEND THE RAMS LUNCH N LEARN WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check** | **Vendor** | **Description** |  **Total**  |
| CC01-02-18 | Cardmember Service | Tool Box, Travel, License |  $ 4,525.36  |
| 62096 | Payroll Period Ending 12/30/2017 |  |  $ 1,382.79  |
| 62097 | Payroll Period Ending 12/30/2017 |  |  $ 1,321.16  |
| 62098 | Payroll Period Ending 12/30/2017 |  |  $ 1,571.47  |
| 62099 | Payroll Period Ending 12/30/2017 |  |  $ 1,833.21  |
| 62100 | Payroll Period Ending 12/30/2017 |  |  $ 1,656.88  |
| 62101 | Payroll Period Ending 12/30/2017 |  |  $ 1,652.31  |
| 62102 | Payroll Period Ending 12/30/2017 |  |  $ 628.62  |
| 62103 | Payroll Period Ending 12/30/2017 |  |  $ 904.93  |
| 62104 | Payroll Period Ending 12/30/2017 |  |  $ 1,143.43  |
| D01-03-18 | Empower | Deferred Comp & Roth EE Ded |  $ 1,101.88  |
| F01-03-18 | E.F.T.P.S. | Employee Withholding |  $ 4,321.08  |
| G01-03-18 | Minnesota Revenue - Wage Garn. | Wage Garnishment - PPE 12/30/17 |  $ 349.87  |
| M01-03-18 | MN Department of Revenue | Employee Withholding |  $ 660.93  |
| P01-03-18 | P.E.R.A. | Retirement Deductions |  $ 2,592.94  |
| 30854 | MCFOA | Training Fee 1/12/18 |  $ 60.00  |
| 30857 | Range Association of Municipalities | 2018 Dues |  $ 400.00  |
| 30858 | JPJ Engineering, Inc. | INV #6 - Project Management |  $ 1,200.00  |
| 30855 | Holiday Inn Minneapolis Airport | \*\*\*VOID$175.11\*\*\*Heikkila Hotel DOT Class |  $ -  |
| 30856 | Heikkila, Adam | DOT Class Expenses |  $ 316.99  |
| 30859 | APG Media of MN | Mtg Notice |  $ 69.60  |
| 30860 | Carquest Aurora | Equipment Parts & Supplies |  $ 45.38  |
| 30861 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Feb 18 |  $ 9,360.00  |
| 30862 | Pomp's Tire Service, Inc. | Tires |  $ 717.67  |
| 30863 | Praxair Distribution Inc | Inv 80703259 |  $ 120.00  |
| 30864 | Range Paper | Can liners |  $ 191.99  |
| 30865 | SeaChange Print Innovations | Elections Supplies |  $ 53.07  |
| 30866 | Tomahawk Ford | Refuse Collection DEC 17 |  $ 10,887.41  |
| 30867 | Adam Heikkila | Travel Expenses |  $ 175.10  |
| ST01-12-18 | MN Dept of Revenue - Sales Tax | DEC 17 Sales Tax Payment |  $ 1,285.00  |
| 62109 | Payroll Period Ending 01/13/2018 |  |  $ 1,425.68  |
| 62110 | Payroll Period Ending 01/13/2018 |  |  $ 115.89  |
| 62111 | Payroll Period Ending 01/13/2018 |  |  $ 1,366.04  |
| 62112 | Payroll Period Ending 01/13/2018 |  |  $ 1,720.34  |
| 62113 | Payroll Period Ending 01/13/2018 |  |  $ 1,965.63  |
| 62114 | Payroll Period Ending 01/13/2018 |  |  $ 1,658.36  |
| 62115 | Payroll Period Ending 01/13/2018 |  |  $ 1,761.07  |
| 62116 | Payroll Period Ending 01/13/2018 |  |  $ 673.70  |
| 62117 | Payroll Period Ending 01/13/2018 |  |  $ 963.74  |
| 62118 | Payroll Period Ending 01/13/2018 |  |  $ 1,262.72  |
| D01-17-18 | Empower | Deferred Comp & Roth EE Ded |  $ 1,105.48  |
| F01-17-18 | E.F.T.P.S. | Employee Withholding |  $ 4,762.36  |
| G01-17-18 | Minnesota Revenue - Wage Garn. | Wage Garnishment - PPE 01/13/18 |  $ 337.87  |
| G1-17-18 | Minnesota Revenue - Wage Garn. | Wage Garnishment - PPE 12/16/17 |  $ 341.25  |
| M01-17-18 | MN Department of Revenue | Employee Withholding |  $ 741.59  |
| P01-17-18 | P.E.R.A. | Retirement Deductions |  $ 2,793.27  |
| HC01-25-18 | Empower | HCSP Contribution Kippley Unused  |  $ 1,250.00  |
| HCS1-25-18 | Empower | HCSP Contribution Unused  |  $ 15,004.48  |
| 62119 | Payroll Period Ending 01/31/2018 |  |  $ 357.18  |
| 62120 | Payroll Period Ending 01/31/2018 |  |  $ 276.93  |
| 62121 | Payroll Period Ending 01/31/2018 |  |  $ 193.16  |
| 62122 | Payroll Period Ending 01/31/2018 |  |  $ 64.38  |
| 62123 | Payroll Period Ending 01/31/2018 |  |  $ 280.65  |
| F01-30-18 | E.F.T.P.S. Monthly | Employee Withholding |  $ 155.23  |
| M01-30-18 | MN Department of Revenue Monthly | Employee Withholding |  $ 60.97  |
| P01-30-18 | P.E.R.A. Monthly | Retirement Deductions |  $ 154.52  |
| 30868 | Up North Dental, P.C. | Anttila HCSP |  $ 1,000.00  |
| 30869 | XZ8966930 | HCSP Reimbursement |  $ 488.56  |
| 30870 | XZ2234345 | HCSP Reimbursement |  $ 1,401.80  |
| 30871 | XZ6344990 | HSCP Reimbursement |  $ 823.72  |
| 30872 | XZ6272397 | HCSP Reimbursement |  $ 416.59  |
| 30873 | XZ6197217 | HSCP Reimbursement |  $ 391.38  |
| 30874 | Fondie, Lance | Clothing Allowance |  $ 400.00  |
| 30875 | Hinsz, Greg | Clothing Allowance |  $ 400.00  |
| 30876 | Niemi, Clark | Clothing Allowance |  $ 400.00  |
| 30877 | Peterson, Wesley | Clothing Allowance |  $ 400.00  |
| 30878 | Robillard, William | Clothing Allowance |  $ 400.00  |
| 30879 | Heikkila, Adam | Clothing Allowance |  $ 400.00  |
| 30880 | Shuck, Emma | Clothing Allowance |  $ 400.00  |
| 30881 | Knaus, Jodi | Clothing Allowance |  $ 400.00  |
| 30882 | Polansky, Roxane | Clothing Allowance |  $ 400.00  |
| 30883 | Acuity Specialty Products, Inc. | Operating Supplies |  $ 790.28  |
| 30884 | Aurora, City of | Town Hall Boiler Repair |  $ 66.31  |
| 30885 | Carquest Aurora | Equipment Parts & Supplies |  $ 158.96  |
| 30886 | Central Pension Fund | Central Pension Fund Cont |  $ 2,976.00  |
| 30887 | Como Oil & Propane | Propane |  $ 2,585.31  |
| 30888 | Driveline Specialists, Inc. | 2006 Ford F250 front |  $ 235.00  |
| 30889 | DSC Communications | Radio Install F250 Truck |  $ 620.60  |
| 30890 | East Range Joint Powers Board | Services Fee Qtr 1 2018 |  $ 3,750.00  |
| 30891 | EOC/TriMark | Safety Supplies |  $ 151.43  |
| 30892 | Eveleth Floral Co. & Greenhouse | Lauri Anttila |  $ 114.00  |
| 30893 | Excel Business Systems | Copier Contract |  $ 97.88  |
| 30894 | Fred Faust | Shop Supplies |  $ 292.20  |
| 30895 | Hoyt Lakes, City of | Ambulance Agreement |  $ 350.00  |
| 30896 | Lake Country Power | Electric Service |  $ 2,996.00  |
| 30897 | Lawson Products | Shop Supplies  |  $ 1,224.21  |
| 30898 | Madison National Life Ins Co, Inc | Feb 18 Premium Due |  $ 346.59  |
| 30899 | MN State Patrol, CMV | \*\*\*VOID$200.00\*\*\*Vehicle Decals 2018 |  $ -  |
| 30900 | Northern Engine & Supply, Inc. | Parts |  $ 26.50  |
| 30901 | Pace Analytical Services, Inc. | Water Testing Services 181289932 |  $ 16.00  |
| 30902 | Pit & Quarry Supplies Inc. | carbide |  $ 285.00  |
| 30903 | Range Office Supply & Equipment Co. | Date Stamps, Notary Stamp, paper |  $ 225.26  |
| 30904 | St. Louis County Assoc. of Township | Travel Expense |  $ 104.00  |
| 30905 | St. Louis County Public Works Dept. | Fuel Dec 2017 |  $ 5,633.40  |
| 30906 | Shuck, Emma | Optical Allowance |  $ 200.00  |
| 30907 | Skubic Bros. International | Truck #7 |  $ 1,237.79  |
| 30908 | Town of White Petty Cash Fund | Postage, Jacket lettering |  $ 57.00  |
| 30909 | Verizon | Cell Phone |  $ 32.38  |
| 30910 | Ziegler Inc. | Oil |  $ 78.12  |
| 30911 | Minnesota Power | Electric Service |  $ 331.63  |
| 30912 | Knaus, Jodi | Travel Expense |  $ 125.21  |
| 30913 | Anttila, Craig | Travel Expenses |  $ 28.00  |
| 30914 | Aurora, City of | Town Hall Boiler Repair |  $ 749.08  |
| 30915 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer |  $ 415.00  |
| 30916 | Nuss Truck & Equipment | Parts |  $ 155.26  |
| 30917 | East Range Shopper | Meeting Notices |  $ 68.40  |
| 30918 | Carquest Aurora | Shop Supplies |  $ 45.38  |
| 30919 | Sullivan Supply | Laskiainen Supplies |  $ 796.16  |
| 30920 | Lawson Products | Shop Supplies INV 9305554721 |  $ 343.43  |
| 30921 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Mar 18 |  $ 11,160.00  |
| 30922 | Frontier | Telephone & Internet Service |  $ 683.93  |
| 30923 | Bradach Lumber | Supplies |  $ 26.01  |
| 62124 | Payroll Period Ending 01/27/2018 |  |  $ 1,411.03  |
| 62125 | Payroll Period Ending 01/27/2018 |  |  $ 64.38  |
| 62126 | Payroll Period Ending 01/27/2018 |  |  $ 1,367.81  |
| 62127 | Payroll Period Ending 01/27/2018 |  |  $ 1,605.06  |
| 62128 | Payroll Period Ending 01/27/2018 |  |  $ 2,052.06  |
| 62129 | Payroll Period Ending 01/27/2018 |  |  $ 1,462.14  |
| 62130 | Payroll Period Ending 01/27/2018 |  |  $ 1,654.37  |
| 62131 | Payroll Period Ending 01/27/2018 |  |  $ 653.94  |
| 62132 | Payroll Period Ending 01/27/2018 |  |  $ 945.12  |
| 62133 | Payroll Period Ending 01/27/2018 |  |  $ 1,224.91  |
| 62134 | I.U.O.E. Local 49 | Union Dues Deductions Jan 18 |  $ 310.50  |
| 62135 | Minnesota Life Insurance Company | Life Insurance - Feb 18 |  $ 149.00  |
| 62136 | MN NCPERS | Employee Deductions |  $ 32.00  |
| 62137 | Colonial Life | Jan 2018 Employee Deductions |  $ 586.98  |
| D01-31-18 | Empower | Def Comp & Roth EE Ded |  $ 1,305.48  |
| F01-31-18 | E.F.T.P.S. | Employee Withholding |  $ 4,213.73  |
| G01-31-18 | Minnesota Revenue - Wage Garn. | Wage Garnishment - PPE 01/27/18 |  $ 359.29  |
| M01-31-18 | MN Department of Revenue | Employee Withholding |  $ 693.68  |
| P01-31-18 | P.E.R.A. | Retirement Deductions |  $ 2,702.94  |
|  |  | **TOTAL** | **$161,815.74** |

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

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, March 1, 2018 5:00 PM @ City/Town Government Center; Laskiainen: Friday, February 2 – Sunday, February 4, 2018; Tri-City Ambulance Meeting: Tuesday, February 6, 2018 5:30 PM @ Hoyt Lakes City Hall; Water Committee Meeting with SEH: Tuesday, February 6, 2018 @ City/Town Government Center – 9:00 AM; SLCAT Monthly Meeting: February 28, 2018 @ 6:30 p.m. in Cotton; Knaus & Heikkila: – Blandin Foundation Leadership Conference, February 12-16, 2018;

**13. ADJOURNMENT**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO ADJOURN THE REGULAR MEETING AT 6:48 P.M. AND PROCEED TO THE BOARD OF AUDIT MEETING. UNANIMOUSLY CARRIED**

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