REGULAR MEETING

**November 8, 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, November 8, 2018, in the City/Town Government Center.***

**ROLL CALL:**

Present: Supervisors-Anttila, Kippley, Skelton; Clerk-Knaus; Treasurer-Shuck; Step- Up Foreman-Niemi, Attorney – Kearney

Absent:

Also Present: Lance Fondie

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 KIPPLEY, SUPPORTED BY ANTTILA APPROVING THE MINUTES OF THE REGULAR MEETING ON OCTOBER 4, 2018 AND SPECIAL MEETINGS HELD ON OCTOBER 9TH AND OCTOBER 16TH, 2018. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF OCTOBER 2018, LISTED RECEIPTS IN THE AMOUNT OF $24,555.43 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Election machines & Primary Reimb. Aurora  Refuse Collection Revenue  LMCIT Insurance Refund  AG Market Value Credit  Quarterly Tax Reimbursement | 5,362.43  358.81  2,703.00  1,469.34  131.82 |
| Garbage Bag Revenue  LLCC Rent  Refunds & Reimbursements  Snowplowing  Cemetery Revenue  Interest Earned | 1,506.00  1,520.00  815.51  10,400.00  200.00  88.52 |
| **TOTAL** | **$22,555.43** |

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

**4. CITIZENS/GUESTS**:

* None

**5. UNFINISHED BUSINESS:**

5.1 Twin Lakes Roof Repair –Final Invoice approval of $7,605.00

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING FINAL PAYMENT OF $7,605.00 TO HARP CONSTRUCTION FOR THE TWIN LAKES ROOF PROJECT WITH THE UNDERSTANDING PAYMENT WILL NOT BE RELEASED UNTIL A FINAL REPORT IS RECEIVED INCLUDING PRODUCT WARRANTY INFORMATION, INSTALLATION DATE, AND ALL PERTINENT INFORMATION TO THE PROJECT. UNANIMOUSLY CARRIED**

5.2 Gardendale Discussion – Nothing has been done to fix Poplar Street or the intersection at Stepetz Road.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA DIRECTING FOREMAN TO TEMPORARILY FIX GARDENDALE/POPLAR STREET WITH A GRADER PATCH AND/OR HOTMIX TO MAKE THE ROAD PLOWABLE AND SAFE FOR WINTER AND FIX THE INTERSECTION AT STEPETZ ROAD AS DISCUSSED. UNANIMOUSLY CARRIED**

5.3 PMSG/LLCC Usage Agreement – Agreement needs to be signed.

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

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 –No new updates.

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

5.6 Joint Water Project Update – The parties continue to meet and work on the project. Approval letter from DNR was reviewed to conduct testing at Lake Mine boat landing through April 30, 2019.

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

5.7 Sharon Hilton Property – Kearney and Knaus need to meet with Sharon Hilton in December.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA DIRECTING KNAUS & KEARNEY TO MEET WITH HILTON AND EXPLAIN PROPERTY ACCESS. UNANIMOUSLY CARRIED**

5.8 Equipment Operator/Mechanic Vacancy – Heikkila and Fondie are interested in obtaining licensure to replace Robillard in the water/wastewater department. They will shadow Aurora licensed personnel and will not receive extra compensation while doing this as the contract is clear only licensed personnel get the extra $1.00 per hour and it was noted other Public Works employees perform duties in water/wastewater also without extra compensation. The Town Board is willing to send them for training and will form an agreement with the City of Aurora until a Town employee gets licensed.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO PAY FONDIE AND HEIKKILA AN ADDITIONAL $1.00 PER HOUR AS BACKPAY FOR TRAINING HOURS COMPLETED ONLY ONCE CERTIFICATION IS RECEIVED. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO POST AND ADVERTISE FOR AN EQUIPMENT OPERATOR/MECHANIC WITH AN APPLICATION DEADLINE OF FRIDAY, DECEMBER 2, 2018. UNANIMOUSLY CARRIED**

5.9 Stepetz Road Project – final cost estimate and maps were distributed for review.

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

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO SCHEDULE A SPECIAL MEETING WITH ST. LOUIS COUNTY THE LAST WEEK OF NOVEMBER OR DECEMBER 6TH TO REVIEW THE MAPS AND PROJECT IN DETAIL. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 LLCC Requests – Betty Harsila called and requested a new chest freezer be purchased. Would an upright be better? Anttila will research and get back to the Board. Jones requested electrical outlets be added on the South wall and bleacher side.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA THE BOARD SUPPORTS THE PURCHASE OF A NEW FREEZER AND THIS WILL BE ADDED TO THE AGENDA WHEN WE MEET WITH THE GROUP. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO CONTACT DAN FURRY TO DO AN ELECTRICAL INSPECTION AND FIX ANY OUTLETS IN THE GYM AT THE LOON LAKE COMMUNTY CENTER AND ADD OUTLETS WHERE NEEDED. UNANIMOUSLY CARRIED**

6.2 Minnesota Pump Works – The estimate for work on the lift station was reviewed.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY APPROVING THE PURCHASE OF A NEW PUMP FOR THE GIANTS RIDGE LIFT STATION AT AN ESTIMATED COST OF $11,500.00 AND TO REBUILD THE 2ND PUMP FOR A BACKUP. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 East Range Joint Powers Board September 2018 minutes

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

7.3 East Range CAP October 2018 meeting packet & September 2018 minutes

7.4 RAMS August & September 2018 minutes

7.5 PMSG August & September 2018 minutes & September financial report

7.6 SLCAT Annual meeting minutes from May 2018

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

**8. REPORTS:**

Clerk Knaus

1.) Elections: Great voter turnout! Not official until Board of Canvass meets next week. Total votes in Township was 786; Supervisor Anttila re-elected with 514 votes; write-in votes 144.

2.) Quarterly reports were filed.

3.) Public Works staff attending Safety Training on October 30th in Gilbert on Lockout/Tagout/Electrical Safety.

4.) Arrow Auto completed repairs at LLCC and fixing the window at Twin Lakes is in progress.

5.) Aurora electric completed the electrical e-stop near the boiler room at the LLCC.

6.) New flags were received for the PW Garage and LLCC.

7.) Snowplowing applications are coming in but are low compared to last year; deadline before late fee is next Friday, November 16th.

8.) Emma and I will be out of the office next Thursday afternoon and Friday attending the Annual MAT Conference in Duluth. Deputy Clerk and Treasurer will be working in the office.

9.) Monday, November 12th is a holiday so the office is closed (Veteran’s Day).

10.) Clerk Lammi and I still need to meet to draft an agreement for the Township to work under Aurora’s water/wastewater license.

11.) 2019 Budget is done and rolled over with minor changes from 2018.

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

**Updates not previously discussed:**

Anttila

Crew is doing a good job on the roads; Trees at LLCC need to be cut before Laskiainen.

Skelton

Will follow-up on LLCC complaint.

**9. CORRESPONDENCE:**

1. St. Louis County Decision of SLC Board of Adjustment Notice

2. MAT Communications Newsletter

3. ST. Louis County Land Use Plan Update Hearing 11/8/18 Notice

4. RAMS Resolution – Iron Range Broadband

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPROVING RESOLUTION 2018-017 SUPPORTING IRON RANGE BROADBAND. UNANIMOUSLY CARRIED**

5. RAMS Broadband Test Notice

6. DNR Issues permits for NorthMet Mining Project

7. RAMS Lunch n Learn Invite – 11/15/18

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

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

* Fondie – MPCA Collection System Basics – Nov. 13-15, 2018 - $390.00 plus expenses

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING FONDIE TO ATTEND THE MPCA TRAINING NOVEMBER 13-15, 2018 WITH PAID EXPENSES. UNANIMOUSLY CARRIED**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check #** | **Vendor** | **Description** | **Total** |
| CC10-02-18 | Cardmember Service | Supplies, Elections, Oil Filters | $ 231.94 |
| 31375 | Deere Credit, Inc. | 2018 310L Backhoe Payment #1 | $ 29,616.89 |
| 62496 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 1,653.37 |
| 62497 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 1,798.34 |
| 62498 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 2,291.52 |
| 62499 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 1,664.50 |
| 62500 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 617.86 |
| 62501 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 707.61 |
| 62502 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 464.21 |
| 62503 | Payroll Period Ending 10/06/2018 | Regular Payroll Period Ending 10/06/2018 | $ 1,312.18 |
| D10-10-18 | Empower | Def Comp & Roth EE Ded | $ 1,680.00 |
| F10-10-18 | E.F.T.P.S. | Employee Withholding | $ 3,729.12 |
| M10-10-18 | MN Department of Revenue | Employee Withholding | $ 693.85 |
| P10-10-18 | P.E.R.A. | Retirement Deductions | $ 2,557.30 |
| 31376 | APG Media of MN | Mtg Notice, Elections | $ 442.90 |
| 31377 | Fondie, Lance | Travel Expenses | $ 316.00 |
| 31378 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Nov 18 | $ 11,160.00 |
| 31379 | Northern Engine & Supply, Inc. | JD Mower | $ 235.50 |
| 31380 | Pace Analytical Services, Inc. | Water Testing Services 181297942 | $ 53.50 |
| 31381 | Praxair Distribution Inc | Inv 85411023 | $ 123.65 |
| 31382 | Sullivan Supply | Supplies LLCC | $ 499.86 |
| 31383 | Tomahawk Ford | Refuse Collection Sep 18 | $ 11,149.95 |
| ST10-2018 | MN Dept of Revenue - Sales Tax | Sep 18 Sales Tax Payment | $ 1,252.00 |
| U10-15-18 | Department of Employment & Economic | Unemployment Benefits Paid | $ 7.48 |
| 31384 | Harp Construction & Roofing, Inc. | Pavilion Roofing Project 1/2 Payment | $ 7,500.00 |
| 62504 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 1,650.07 |
| 62505 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 193.16 |
| 62506 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 265.47 |
| 62507 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 1,789.81 |
| 62508 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 1,910.10 |
| 62509 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 1,581.23 |
| 62510 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 582.86 |
| 62511 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 672.61 |
| 62512 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 417.78 |
| 62513 | Payroll Period Ending 10/20/2018 | Regular Payroll Period Ending 10/20/2018 | $ 1,198.85 |
| D10-25-18 | Empower | Def Comp & Roth EE Ded | $ 1,680.00 |
| F10-25-18 | E.F.T.P.S. | Employee Withholding | $ 3,596.62 |
| M10-25-18 | MN Department of Revenue | Employee Withholding | $ 650.30 |
| P10-25-18 | P.E.R.A. | Retirement Deductions | $ 2,496.67 |
| 31385 | XZ8966930 | HCSP Reimbursement | $ 102.77 |
| 31386 | XZ2234345 | HCSP Reimbursement | $ 90.39 |
| 31387 | XZ6344990 | HSCP Reimbursement | $ 416.67 |
| 31388 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 31389 | XZ7617518 | Health Care Medical Reimbursement | $ 182.72 |
| 31390 | XZ6197217 | HSCP Reimbursement | $ 1,023.88 |
| 31391 | Acuity Specialty Products, Inc. | Operating Supplies | $ 228.75 |
| 31392 | Alex Air Apparatus, Inc | Annual Compressor Test | $ 589.00 |
| 31393 | APG Media of MN | Mtg Notice, Elections | $ 540.40 |
| 31394 | Aurora, City of | Utility Bill Unpaid | $ 433.32 |
| 31395 | Biss Lock, Inc. | FD Push Button | $ 325.00 |
| 31396 | Bradach Lumber | Mouse Traps, Thermocouple | $ 36.55 |
| 31397 | Carquest Aurora | Supplies & Parts | $ 715.63 |
| 31398 | Central Pension Fund | Retirement Contributions | $ 3,360.00 |
| 31399 | Colosimo, Patchin, & Kearney | Legal Retainer | $ 415.00 |
| 31400 | Como Oil & Propane | Propane | $ 9,337.09 |
| 31401 | Couri & Ruppe, P.L.L.P. | Annexation | $ 427.50 |
| 31402 | Diamond Mowers | Mower Parts | $ 2,641.17 |
| 31403 | DSC Communications | Radio Install Backhoe | $ 601.09 |
| 31404 | East Range Shopper | Mtg Notice, Elections | $ 541.96 |
| 31405 | Edwards Oil | Gloves/Glasses | $ 41.38 |
| 31406 | Excel Business Systems | Copier Contract | $ 222.05 |
| 31407 | Frontier | Telephone & Internet Service | $ 686.37 |
| 31408 | Hoyt Lakes, City of | Ambulance Agreement | $ 350.00 |
| 31409 | Inter City Oil Co., Inc. | Motor Oil | $ 862.96 |
| 31410 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - DEC 18 | $ 11,160.00 |
| 31411 | Thomas Jones | Overpayment Refund | $ 5.00 |
| 31412 | Knaus, Jodi | Travel Expense | $ 124.80 |
| 31413 | L & L Rentals, Inc. | Culverts | $ 1,375.72 |
| 31414 | L & M Supply, Inc. | Supplies | $ 280.89 |
| 31415 | Lake Country Power | Electric Service | $ 2,077.00 |
| 31416 | League of MN Cities | Acrobat License | $ 80.58 |
| 31417 | Daniel Mackey | FD Grant Writing | $ 1,800.00 |
| 31418 | Madison National Life Ins Co, Inc | STD/LTD Insurance | $ 351.20 |
| 31419 | Gary Manninga | Beaver Trapping | $ 400.00 |
| 31420 | Powerplan | Parts | $ 195.09 |
| 31421 | Richard Melin | Flags | $ 80.85 |
| 31422 | Menard's-Virginia | FD Supplies | $ 294.64 |
| 31423 | Mike's Repair Service, Inc. | DOT Inspection | $ 2,566.28 |
| 31424 | Minnesota Association of Townships | Annual Conference | $ 165.00 |
| 31425 | Minnesota Department of Health | LLCC Kitchen License 2019 | $ 375.00 |
| 31426 | Minnesota Power | Electric Service | $ 292.03 |
| 31427 | Minnesota Pump Works | Lift Station Service Agreement | $ 790.95 |
| 31428 | Minnesota State Fire Dept. Assoc. | 2019 Dues | $ 148.00 |
| 31456 | MM&J Accounting Inc. | 98.9 FM Radio Campaign | $ 205.00 |
| 31457 | Northern Engine & Supply, Inc. | JD Mower | $ 302.29 |
| 31458 | Nuss Truck & Equipment | Parts | $ 157.04 |
| 31459 | Pace Analytical Services, Inc. | Water Testing Services 181299045 | $ 53.50 |
| 31460 | Range Paper | Supplies | $ 717.71 |
| 31461 | St. Louis County Auditor-PW | Crushing Contract | $ 120,555.00 |
| 31462 | St. Louis County Auditor-PW | Sep 18 Fuel | $ 2,029.26 |
| 31463 | SeaChange Print Innovations | Elections Supplies | $ 58.86 |
| 31464 | Skubic Bros. International | Parts | $ 99.79 |
| 31465 | Town of White Petty Cash Fund | Postage | $ 127.62 |
| 31466 | Verizon | Cell Phone | $ 32.38 |
| 31467 | Mesabi Bituminous Inc | Cold Mix | $ 1,000.93 |
| 31468 | OEM Controls, Inc | Control Handle | $ 358.48 |
| 31469 | Praxair Distribution Inc | Inv 85954469 | $ 120.00 |
| 62514 | Payroll Period Ending 10/31/2018 | Monthly Payroll October 31, 2018 | $ 337.44 |
| 62515 | Payroll Period Ending 10/31/2018 | Monthly Payroll October 31, 2018 | $ 395.37 |
| 62516 | Payroll Period Ending 10/31/2018 | Monthly Payroll October 31, 2018 | $ 193.16 |
| 62517 | Payroll Period Ending 10/31/2018 | Monthly Payroll October 31, 2018 | $ 64.38 |
| 62518 | Payroll Period Ending 10/31/2018 | Monthly Payroll October 31, 2018 | $ 350.81 |
| 62529 | Colonial Life | OCT 2018 Employee Deductions | $ 413.30 |
| 62530 | I.U.O.E. Local 49 | Union Dues Deductions OCT 18 | $ 280.00 |
| 62531 | Minnesota Life Insurance Company | Life Insurance - NOV 18 | $ 163.00 |
| 62532 | MN NCPERS | Employee Deductions | $ 32.00 |
|  |  | **TOTAL** | **$ 275,643.73** |

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF OCTOBER 2018 IN THE AMOUNT OF $275,643.73 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, December 6, 2018 5:00 PM @ City/Town Government Center; Board of Canvass: Tuesday, November 13, 2018 5:00 PM @ City/Town Government Center; Regional Safety Training: Wednesday, November 14, 2018 @ 9:00 AM at City/Town Government Center – Snow Plow Safety/Cold Disorders – Public Works employees; Annual MAT Conference: November 15-17, 2018 @ DECC, Duluth, MN;

**13. ADJOURNMENT**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADJOURN THE REGULAR MEETING AT 6:22 P.M. UNANIMOUSLY CARRIED**

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