REGULAR MEETING

**November 9, 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, November 9, 2017, 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: Bill Maki, Sydney Hinsz, Stefanie Dickinson

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 ON OCTOBER 5, 2017 AND SPECIAL MEETING ON OCTOBER 11, 2017 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF OCTOBER 2017, LISTED RECEIPTS IN THE AMOUNT OF $27,879.65 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Capital Charges (City of Aurora)Market Value Credit AgriculturalGarbage BagsPFD Operation Round Up GrantWater Reconnection PaymentRefunds & Reimbursements | 2,406.391,446.431,488.00500.0050.004,632.76 |
| Cemetery RevenueRefuse CollectionLLCC RentalSnowplowingInterest Earned | 800.00427.161,425.0014,625.0078.91 |
| **TOTAL** | **$ 27,879.65** |

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

**4. CITIZENS/GUESTS**:

* Stefanie Dickinson appeared before the Board requesting street lighting on Lane 55. Kippley stated the Township doesn’t provide street lighting on Town roads. It is very expensive and usually in rural areas this is not expected. Yard lights are available through the power companies. Dickinson works for Minnesota Power and quoted costs for street lighting and indicated the Township pays for street lighting in Pineville. Kippley responded because this was a plotted area. Kippley told Dickinson she technically lives in the City of Aurora and this could be a joint venture if City Council would entertain the idea. Dickinson indicated she spoke with the City and County and they both referred her to the Town Board. There was discussion about the road. The Town believes this to be a County Road. Skelton would like Dickinson to submit to the Board a proposal in writing with reasoning articulating why she believes this is necessary on Lane 55. The Township will verify the ownership of the road with St. Louis County. Once the Board receives the written proposal, they will review and look into costs and needs/purpose. Skelton indicated the Board would help her in any way they can in her proposal. Kippley suggested she contact Commissioner Tom Rukavina. Anttila recommended she get other residents to sign the written proposal.

**5. UNFINISHED BUSINESS:**

5.1 Adams Water Connection

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO APPROVE PAYMENT TO UTILITY SYSTEMS OF AMERICA, INC. IN THE AMOUNT OF $8,400.00 FOR THE WORK COMPLETED TO PROVIDE THE ADAMS WATER CONNECTION. UNANIMOUSLY CARRIED**

5.2 Eagle Scout Project – Building needs to be finished. Sheating, siding, remain unfinished. Supervisor Skelton continues to communicate with Bradach Lumber and Lagerquist.

5.3 Twin Lakes Pavilion Project –Local vendors have inspected the building and are being secured for the project. Final design will take place as project progresses.

5.4 Cemetery Columbarium Project – Base was poured, benches and lighting remain and will have to wait till Spring. Kippley would like Public Works to clean out all brush on the lakeside next Spring when we have laborers in place and as time allows.

5.5 PMSG/LLCC Usage - No inventory list has been received. Skelton would like no purchasing of anything by PMSG added to agreement and recommends setting up a meeting with the group to discuss.

5.6 Stefanich Property –Gate is moved and now on our road. No fence up yet as it wasn’t provided. Rocks have been placed to barricade the old road. Payment hasn’t been cashed by party. Knaus will contact Waino to inquire about fencing and verify payment was received.

5.7 Hinsz Property Access –Kearney will give the Board options for the December meeting.

5.8 Deputy Treasurer – One application was received. Town Treasurer is appointed.  **IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO HIRE JESSICA FORSLINE AS DEPUTY TREASURER PER MINNESOTA STATUTE 367.161 EFFECTIVE NOVEMBER 13, 2017 AT $15.00 PER HOUR TO FILL-IN AS NECESSARY WHEN TREASURER SHUCK IS NOT IN THE OFFICE. UNANIMOUSLY CARRIED**

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING FORSLINE TO WORK THE WEEK OF NOVEMBER 13 – 17, 2017 FOR TRAINING AND WHEN SHUCK ATTENDS THE MAT CONFERENCE. UNANIMOUSLY CARRIED**

5.9 Resolution 2017-011 – Approving Application for Grant Funds to Purchase Voting Machines

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2017- 011 APPROVING APPLICATION FOR GRANT FUNDS TO PURCHASE VOTING MACHINES. UNANIMOUSLY CARRIED**

**RESOLUTION 2017-011 AUTHORIZING THE TOWN OF WHITE TO MAKE APPLICATION TO AND ACCEPT FUNDS FROM THE OFFICE OF THE MINNESOTA SECRETARY OF STATE TO PURCHASE NEW VOTING EQUIPMENT**

WHEREAS, the appointing authority approves of the attached Voting Equipment Grant application to purchase new voting machines, specifically DS200 models for three precincts located in the Town of White; and

WHEREAS, the authorizing authority hereby agrees to purchase a DS200 model voting machine for the Aurora Community Center known as Precinct 1, the Loon Lake Community Center known as Precinct 2, and the City/Town Government Center known as Precinct 3 at an estimated cost of $6,000.00 per machine without grant funding; and

WHEREAS, the appointing authority agrees to the St. Louis County’s Auditor’s Office assisting with the purchase of these machines and afterward providing guidance and training in the use of the DS200 machines as well as any other mandated Election training.

NOW, THEREFORE, BE IT RESOLVED, the authorizing authority of the Town of White Board of Supervisors, Aurora, Minnesota does hereby adopt this resolution.

 Upon vote taken thereon, the following voted:

 For: Anttila, Kippley, Skelton

 Against:

 Absent:

Whereupon said Resolution No. 2017-011 was declared duly passed and adopted this 9th day of October, 2017.

**6. NEW BUSINESS:**

6.1 RMB Environmental Laboratories, Inc. Request to have Township Office be drop-off site

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RMB ENVIRONMENTAL LABORATORIES, INC. TO USE THE TOWNSHIP OFFICE AS A DROP-OFF SITE FOR WATER COLLECTION SAMPLES . UNANIMOUSLY CARRIED**

6.2 Local 49 Negotiations Meeting

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO SCHEDULE A SPECIAL CLOSED MEETING FOR LABOR NEGOTIATIONS WITH LOCAL 49 ON TUESDAY, NOVEMBER 21, 2017 AT 3:00 P.M. AT THE CITY/TOWN GOVERNMENT CENTER WITH A BACK-UP DATE OF TUESDAY, NOVEMBER 28, 2017. UNANIMOUSLY CARRIED**

6.3 Pineville Water & Sewer Connection Application – The application was reviewed and denied due to it being too small of a parcel and unbuildable. It is a plotted area for residential. There is no sewer connection close enough or feasible. Knaus will contact land owner.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA DENYING BOTH WATER AND SEWER CONNECTIONS FOR THE IDENTIFIED PARCEL. UNANIMOUSLY CARRIED**

6.4 St. Louis County Tax Forefeited Parcels – The parcels identified were reviewed. The only one the Board would be potentially interested in is the Lake Mine property but according to the webiste is a very small portion. Knaus will follow-up with County and try to get more information.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON FOR KNAUS TO RESEARCH PROPERTY AT LAKE MINE AND OTHER OWNERS. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 East Range Sportsmen’s Club September 2017 minutes & financial report

7.2 RAMS September 2017 minutes & November newsletter

7.3 East Range Joint Powers Board September 2017 minutes

7.4 SLCAT April 2017 minutes

7.5 Community Advisory Panel September 2017 minutes

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

**8. REPORTS:**

Clerk Knaus

1.) 1.) Elections – Great voter turnout!

2.) Health Fair was a great success! Thanks to Essentia Health & Operation Round-up for the donations for prizes. We had over 100 people in attendance based on raffle tickets submitted.

3.) Township hosted Lockout/Tagout Training in October and in the afternoon the trainer walked through the Public Works building, Fire Department and Pavilion conducting a mock OSHA inspection. We had very minor findings that can be easily corrected. A written report will be received within the month.

4.) Emma and I attended the MCFOA training on 10/27 in Hoyt Lakes. East Range PD provided Active Shooter Training and the Rural Water Association made a presentation on the online infrastructure inventory system which was very informative. This is a project that will take some time but will be very helpful in determining value and depreciation of our water & wastewater infrastructure.

5.) Blandin Leadership Applications are being accepted through December 4, 2017. Please refer any candidate who is engaged in, lives in, or works in any of the East Range communities.

6.) East Mesabi Joint Water Systems project continues to move forward. Now we wait to see if there is a bonding bill. The applications are into the PFA and SEH is monitoring progress.

7.) 245 people attended the recent Fire Department Pancake Feed. Thanks to Operation Round Up for the donation to purchase fire alarms and CM detectors.

**Supervisor Updates not previously discussed:**

Anttila

 Crew is doing a great job! Attending PMSG meetings.

Kippley

 Attending ERJPB personnel meetings to replace Curt Anttila who is retiring.

 Skelton

 Working with Eagle Scouts on Twin Lakes Project and serving on the Hiring Committee for the Ambulance/EMT Director position. Interviews are scheduled for November 20, 2017.

**9. CORRESPONDENCE:**

1. PVFD AFG Grant Turndown Notifications (Two Grants denied)

2. City of Aurora Resolution 2017-19

3. Mesabi Regional Safety Group 2018 Training Schedule

4. Statewide Volunteer Firefighter Retirement Plan Statistics

5. LMCIT Insurance Claim – Theft of Plow parts @ Public Works

6. MN Public Facilities Authority East Mesabi Water Infrastructure Data

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

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

* Knaus & Public Works – 11/22/17 Safety Training – Biwabik City Hall

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPROVING KNAUS & PUBLIC WORKS EMPLOYEES TO ATTEND SAFETY TRAINING IN BIWABIK ON 11/22/17. UNANIMOUSLY CARRIED**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** |  **Total**  |
| CC10-02-17 | Cardmember Service | Shuck Travel, Supplies, Boiler Licenses |  $ 622.51  |
| 30626 | Fondie, Lance | Travel Expense Fall Expo  |  $ 296.24  |
| 30627 | Best Western Plus Kelly Inn | Fall Maintenance Expo Fondie |  $ 227.00  |
| VOL10-17 | Kansas State Bank | OCT 2017 Loader Payment |  $ 2,581.45  |
| 30678 | MCFOA | Training Fee |  $ 50.00  |
| 30679 | Mesabi Bituminous Inc. | Final Payment #3 |  $ 19,569.10  |
| 30680 | APG Media of MN | Meeting Notice |  $ 69.60  |
| 30681 | Carquest Aurora | Equipment Parts & Supplies |  $ 292.82  |
| 30682 | L & M Supply, Inc. | Supplies, FD & LLCC |  $ 1,117.55  |
| 30683 | Madison National Life Ins Co, Inc. | Withholding for Nori/Hinsz STD |  $ 1,201.05  |
| 30684 | Pit & Quarry Supplies Inc. | Snowplow Blades |  $ 550.00  |
| 30685 | Pomp's Tire Service, Inc. | Tires |  $ 1,397.08  |
| 30686 | Praxair Distribution Inc. | Cylinder Rental Inv. 79163768 |  $ 120.98  |
| 30687 | Tomahawk Ford | Refuse Collection Sep 2017 |  $ 10,800.01  |
| 61980 | Payroll Period Ending 10/07/2017 |  |  $ 1,706.36  |
| 61981 | Payroll Period Ending 10/07/2017 |  |  $ 105.98  |
| 61982 | Payroll Period Ending 10/07/2017 |  |  $ 545.29  |
| 61983 | Payroll Period Ending 10/07/2017 |  |  $ 2,040.25  |
| 61984 | Payroll Period Ending 10/07/2017 |  |  $ 2,118.72  |
| 61985 | Payroll Period Ending 10/07/2017 |  |  $ 512.78  |
| 61986 | Payroll Period Ending 10/07/2017 |  |  $ 1,757.64  |
| 61987 | Payroll Period Ending 10/07/2017 |  |  $ 626.53  |
| 61988 | Payroll Period Ending 10/07/2017 |  |  $ 904.93  |
| 61989 | Payroll Period Ending 10/07/2017 |  |  $ 1,232.46  |
| D10-11-17 | Empower | Deferred Comp & Roth Employee  |  $ 1,005.00  |
| F10-11-17 | E.F.T.P.S. | Employee Withholding |  $ 4,801.69  |
| J101117 | Accounts Payable-Payroll Adj. | Nori Ck#61985 STD reimbursement |  $ 1,025.05  |
| J10-11-17 | Accounts Payable-Payroll Adj. | Hinsz #61982 STD reimbursement |  $ 928.76  |
| M10-11-17 | MN Department of Revenue | Employee Withholding |  $ 768.96  |
| P10-11-17 | P.E.R.A. | Retirement Deductions |  $ 2,805.81  |
| ST10-11-17 | MN Dept. of Revenue - Sales Tax | Sep 2017 Sales Tax Payment |  $ 1,283.00  |
| 61990 | Payroll Period Ending 10/21/2017 |  |  $ 1,698.16  |
| 61991 | Payroll Period Ending 10/21/2017 |  |  $ 743.74  |
| 61992 | Payroll Period Ending 10/21/2017 |  |  $ 510.79  |
| 61993 | Payroll Period Ending 10/21/2017 |  |  $ 1,963.35  |
| 61994 | Payroll Period Ending 10/21/2017 |  |  $ 1,799.86  |
| 61995 | Payroll Period Ending 10/21/2017 |  |  $ 243.45  |
| 61996 | Payroll Period Ending 10/21/2017 |  |  $ 1,563.99  |
| 61997 | Payroll Period Ending 10/21/2017 |  |  $ 626.53  |
| 61998 | Payroll Period Ending 10/21/2017 |  |  $ 870.43  |
| 61999 | Payroll Period Ending 10/21/2017 |  |  $ 1,108.93  |
| 62000 | I.U.O.E. Local 49 | Union Dues Deductions Oct 17 |  $ 276.00  |
| D10-25-17 | Empower | Deferred Comp & Roth Employee  |  $ 1,005.00  |
| F10-25-17 | E.F.T.P.S. | Employee Withholding |  $ 4,352.61  |
| J102517 | Accounts Payable-Payroll Adj. | Hinsz Ck#61992 STD Reimbursement |  $ 928.76  |
| J10-25-17 | Accounts Payable-Payroll Adj. | Nori Ck#61995 STD Reimbursement |  $ 542.72  |
| M10-25-17 | MN Department of Revenue | Employee Withholding |  $ 672.44  |
| P10-25-17 | P.E.R.A. | Retirement Deductions |  $ 2,645.24  |
| 62001 | Payroll Period Ending 10/26/2017 |  |  $ 4,250.35  |
| D10262017 | Empower | HCSP Contribution Nori Retirement |  $ 12,421.65  |
| F10272017 | E.F.T.P.S. - SEVERANCE | Employee Withholding |  $ 2,128.41  |
| M10272017 | MN Revenue-Severance | Nori Withholding |  $ 398.45  |
| J10-30-17 | Northern State Bank of Aurora | Check Order |  $ 28.86  |
| 30688 | XZ8966930 | HCSP Reimbursement |  $ 661.96  |
| 30689 | XZ6344990 | HSCP Reimbursement |  $ 235.16  |
| 30690 | XZ2179747 | HCSP Reimbursement |  $ 57.99  |
| 30691 | XZ6272397 | HCSP Reimbursement |  $ 416.67  |
| 30692 | XZ6197217 | HSCP Reimbursement |  $ 1,461.35  |
| 30693 | Advanced Minnesota | FD Training EMR Refresher |  $ 900.00  |
| 30694 | All Service Heating LLC | LLCC Boiler Service, Pump |  $ 1,190.00  |
| 30695 | Architectural Resources Inc. | Pavilion Design |  $ 2,560.00  |
| 30696 | Bradach Lumber | Toilet Seat, Battery |  $ 21.98  |
| 30697 | Carquest Aurora | Equipment Parts & Supplies |  $ 189.61  |
| 30698 | Central Pension Fund | Central Pension Fund Contributions |  $ 2,880.00  |
| 30699 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer |  $ 415.00  |
| 30700 | Como Lube & Supplies | Filters & Oil Disposal |  $ 295.00  |
| 30701 | Como Oil & Propane | Propane |  $ 944.95  |
| 30702 | Couri & Ruppe, P.L.L.P. | Special Election, Water District |  $ 4,995.00  |
| 30703 | East Range Joint Powers Board | Mining Ad |  $ 100.00  |
| 30704 | East Range Shopper | Elections, Snowplowing, Dep. Treasurer |  $ 1,341.25  |
| 30705 | Election Systems & Software, LLC | Election Cards, Ballot Proof |  $ 1,677.90  |
| 30706 | Excel Business Systems | Copier Contract |  $ 239.81  |
| 30707 | Frontier | Telephone & Internet Service |  $ 682.83  |
| 30708 | Hometown Focus | Health Fair Ads |  $ 261.23  |
| 30709 | Hoyt Lakes, City of | Ambulance Agreement |  $ 350.00  |
| 30710 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - DEC 17 |  $ 8,190.00  |
| 30711 | KS Embroidery | Uniforms, T-Shirts |  $ 262.00  |
| 30712 | Knaus, Jodi | Travel Expense  |  $ 67.18  |
| 30713 | Lake Country Power | Electric Service |  $ 2,062.00  |
| 30714 | Lawson Products | Shop Supplies INV 9305339697, 9305315011 |  $ 861.99  |
| 30715 | Lundgren Motors, Inc. | Truck Parts |  $ 783.42  |
| 30716 | M-R Sign Co., Inc. | Traffic Signs & Stands |  $ 661.73  |
| 30717 | Madison National Life Ins Co, Inc. | Insurance |  $ 235.70  |
| 30718 | Gary Manninga | Beaver Trapping |  $ 900.00  |
| 30719 | Menard's-Virginia | FD Pancake Feed Supplies |  $ 239.88  |
| 30720 | Mike's Repair Service, Inc. | DOT Inspection |  $ 250.00  |
| 30721 | MN Association of Townships | MAT Annual Conference Registration |  $ 330.00  |
| 30722 | MN Fall Expo | Fondie Conference Fee |  $ 40.00  |
| 30723 | Minnesota Power | Electric Service |  $ 268.25  |
| 30724 | MN Secretary of State-Notary | Knaus Notary Renewal |  $ 120.00  |
| 30725 | Northern Engine & Supply, Inc. | Dump Lock |  $ 1,155.50  |
| 30726 | Pace Analytical Services, Inc. | Water Testing Services 171285910, 7491 |  $ 69.50  |
| 30727 | Polansky, Roxane | Travel Expense |  $ 79.18  |
| 30728 | Range Office Supply & Equipment Co. | Office Supplies |  $ 31.28  |
| 30729 | Skubic Bros. International | Mirror |  $ 1,387.42  |
| 30730 | Shuck, Emma | Travel Expense |  $ 162.25  |
| 30731 | St. Louis County Public Works  | Fuel Sep 2017 |  $ 2,164.78  |
| 30732 | SLCAT | Annual MAT Meeting |  $ 80.00  |
| 30733 | SLCAT | MAT Meeting Transportation Fee |  $ 60.00  |
| 30734 | Sullivan Supply | LLCC Supplies |  $ 212.58  |
| 30735 | Taconite Tire | Tire Repair |  $ 78.70  |
| 30736 | Town of White Petty Cash Fund | Postage, Cake |  $ 100.05  |
| 30737 | Verizon | Cell Phone |  $ 70.81  |
| 30738 | Acuity Specialty Products, Inc. | Operating Supplies |  $ 137.13  |
| 30739 | APG Media of MN | Meeting Notice, Health Fair |  $ 278.40  |
| 30740 | Praxair Distribution Inc. | Cylinder Rental Inv. 79700296 |  $ 117.38  |
| 62002 | Payroll Period Ending 10/31/2017 |  |  $ 345.29  |
| 62003 | Payroll Period Ending 10/31/2017 |  |  $ 225.54  |
| 62004 | Payroll Period Ending 10/31/2017 |  |  $ 193.16  |
| 62005 | Payroll Period Ending 10/31/2017 |  |  $ 64.38  |
| 62006 | Payroll Period Ending 10/31/2017 |  |  $ 304.04  |
| 62016 | Colonial Life | OCT 2017 Employee Deductions |  $ 391.32  |
| 62017 | MN Life Insurance Company | Life Insurance - NOV 17 |  $ 144.00  |
| 62018 | MN NCPERS | Employee Deductions |  $ 32.00  |
|  |  | **TOTAL** |  **$ 148,878.85**  |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF OCTOBER 2017 IN THE AMOUNT OF $148,878.85 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, December 7, 2017 5:00 PM @ City/Town Government Center; Board of Canvass: Monday, November 13, 2017 5:00 PM @ City/Town Government Center; Town Office Closed Friday, November 10, 2017 (Veteran’s Day); Shuck & Knaus to Annual MAT Conference Thursday, November 16-18, 2017 in Rochester, MN; Town Office Closed Thursday & Friday, November 23-24, 2017 (Thanksgiving Holiday); Special Closed Meeting: Tuesday, November 21, or 28, 2017 at 3:00 PM @ City/Town Government Center;

**13. ADJOURNMENT:**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADJOURN THE MEETING AT 6:50 P.M. UNANIMOUSLY CARRIED**

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