REGULAR MEETING

**June 1, 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, June 1, 2017, in the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Jacob Lagerquist, Jeanne Lagerquist, John Jamnick

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 MAY 4, 2017 AND SPECIAL MEETINGS ON MAY 1 AND MAY 11, 2017 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF MAY 2017, LISTED RECEIPTS IN THE AMOUNT OF $3,351.96 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Refuse Collection  Propane Reimbursement (SLC)  Cemetery Revenue  Garbage Bag Sales | 385.68  465.22  200.00  2,094.00 |
| LLCC Rental  Refunds & Reimbursements  Interest Earned | 50.00  89.46  67.60 |
| **TOTAL** | **$ 3,351.96** |

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

**4. CITIZENS/GUESTS**:

* Jacob Lagerquist–Presented to the Board materials list for the Eagle Scout Project at Twin Lakes. Will work with St. Louis County and Clerk Knaus on getting variance for set back from shoreline. Cost estimated $3,000.00 without siding or metal roof. Jacob will work directly with Supervisor Skelton to save time. Skelton will stop by Bradach Lumber and update them. Jacob will provide Clerk Knaus with number of workers and sizes for ordering personal protective equipment.

**5. UNFINISHED BUSINESS:**

5.1 New Storage Facility at Public Works Location – Jamnick has been corresponding with Ameribuilt regarding Town’s concerns and status of the project. This is an inconvenience for the Town to not have the building usable at this point in time. The electricity is installed. Jamnick will correspond with Ameribuilt if the building work of pastering the cracks & seams and finishing work is not completed by June 9, 2017, the Town will need to hire another vendor to complete the work. The cost of this work will be deducted from their final payment.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA DIRECTING PROJECT MANAGER JAMNICK TO CORRESPOND WITH AMERIBUILT WITH THE DEADLINE FOR COMPLETING THE BUILDING BY JUNE 9, 2017 OR THE TOWN WILL NEED TO HIRE ANOTHER VENDOR TO COMPLETE THE WORK AND THE COST WILL BE DEDUCTED FROM THEIR FINAL PAYMENT. UNANIMOUSLY CARRIED**

5.2 Gardendale/TLLP 2016 Punch List –Road restrictions lifted. Project Coordinator Jamnick still needs to do a walk through with Mesabi Bituminous.

5.3 Adams Water Connection – Jamnick met with neighbor Dickinson; quote will be updated for open diging approximately 300 feet of pipe with a new deadline for submittal of June 9, 2017. Award will go to lowest quote per motion at last month’s meeting. Kippley would like another curb stop added.

5.4 Propane Contract –One quote was recevied.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ACCEPT THE QUOTE FROM COMO OIL FOR TWO YEARS AT A RATE OF $.995 PER GALLON UP TO 40,000 GALLONS PER YEAR. UNANIMOUSLY CARRIED**

5.5 Fine Allocation for Townships – Kearney will update next month.

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

5.6 Twin Lakes Pavilion – Plan is for Knaus & Skelton to meet with Scott Sosalla in June to prepare for bids to go out in July with work to be completed late Fall. Skelton provide dates available to Knaus.

5.7 Pavilion Caretaker Position – Applications were reviewed.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO HIRE CANDIDATE DEBBY HETZEL AS A TEMPORARY PART-TIME CARETAKER FOR THE PAVILION AT $15.00 PER HOUR EFFECTIVE IMMEDIATELY. UNANIMOUSLY CARRIED**

5.8 Lifegaurd Applicant – An additional lifeguard application came in after the deadline. Because the number of applicants was limited and we could use additional help and having more lifeguards makes scheduling easier, the Board agreed to accept the late application. The applicant worked for the Township last year and was a good employee.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO HIRE EMILY BAUDEK AS A LIFEGUARD FOR THE 2017 SEASON AT TWIN LAKES AT $9.15 PER HOUR EFFECTIVE JUNE 6, 2017. UNANIMOUSLY CARRIED**

5.9 General Maintenance Worker Position MOU – Skelton met with Local 49 and came to a verbal agreement on the position duties, hours, and job title. Board reviewed Memorandum of Understanding with Local 49.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE MEMORANDUM OF UNDERSTANDING WITH LOCAL 49 REGARDING THE GENERAL MAINTENANCE WORKER POSITION FOR THE 2015-2017 BARGAINING AGREEMENT. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO POST AND ADVERTISE THE FULL-TIME (30 HOURS PER WEEK) GENERAL MAINTENANCE WORKER POSITION VACANCY. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 James Hill PVFD Application – documentation was reviewed and PVFD would like to hire.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY APPROVING THE HIRE OF JAMES HILL TO THE PALO VOLUNTEER FIRE DEPARTMENT PENDING RESULTS OF BACKGROUND CHECK, ANY FIRE DEPARTMENT TESTING, AND PHYSICAL. UNANIMOUSLY CARRIED**

6.2 Celebrate Aurora Request – Letter requesting use of Red Top was reviewed.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO APPROVE THE CELEBRATE AURORA COMMITTEE TO USE RED TOP FOR THE FIREWORKS DISPLAY ON JULY 3, 2017 PENDING PROOF OF INSURANCE. UNANIMOUSLY CARRIED**

6.3 Bench Request – A verbal request was made by Butch & Debbie Anttila to place a bench out at the Rauha cemetery on their family plot. Photos of the plot were reviewed. Chairman Kippley will contact the Anttila’s and get more specifics. There is one other bench out at the cemetery on another plot.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO GET PLAN DETAILS AND IF CHAIRMAN FEELS THE BENCH WILL NOT INTERFERE WITH MAINTENANCE OF CEMETERY OR NEIGHBORING PLOTS TO MOVE AHEAD WITH PLAN. UNANIMOUSLY CARRIED**

6.4 Twin Lakes Rental Request – Waiver of fee request was reviewed. The Board felt the fees are low considering the costs of utilities, maintenance, and cleaning after each use.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO DENY THE REQUEST FROM THE SOAR GROUP TO WAIVE THE RENTAL FEE OF THE PAVILION DUE TO CLEANING, UTILITIES, AND MAINTENANCE COSTS OF THE FACILITY. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 ERJPB April 2017 minutes were reviewed

7.3 East Range CAP April 2017 minutes were reviewed

7.4 East Range Sportsmen’s Club April minutes & financial report

7.5 PMSG April 2017 minutes & LLCC financial report were reviewed

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

**8. REPORTS:**

Clerk Knaus

1.) Board membership cards for the Minnesota Association of Townships were put in your mailbox.

2.) Final audit reports were put in your mailboxes. Emma and I had an exit interview with Greg & Tom on 5/23/17 and discussed some minor changes & recommendations in budgeting and coding. The financial standing of the Town is very good.

3.) Attended CAP meeting 5/11/17.

4.) Foreman Hinsz & I attended FREE Drug & Alcohol Suspicion Supervisory Training in Virginia 5/17/17. We have some work to do on our policies/procedures.

5.) Attended Data Compliance Training in Coleraine on 5/19/17. We need to update our policies to be compliant. Information will be forthcoming in the next few months.

6.) Administrators/Clerks met first time in several months today – Comprehensive Plan will be coming in the next few days. Curt Anttila will schedule a meeting with each City/Town individually soon to review the final Comprehensive Plan. Next Step: Develop a work plan off the Comp Plan that has more definitive projects.

7.) Estimated cost of striping for 2017 of roads was $2,700.00. Actual cost came in at $2,305.80 per Vic Lund at St. Louis County – bids were opened and awarded today.

8.) Brandon Larson from St. Louis County ran the spreadsheets for 2016 annexation calculation payment for the Town – this was submitted to Couri who will communicate with City of Biwabik.

9.) I ordered an Epsom Projector, Travel Case, & Portable Screen and it has arrived. This will be used at annual meeting presentations, Health Fair, and monthly Town meetings.

10.) Elections – Candidate Filing Period will be August 1 – August 15, 2017 for November 2017 election.

11.) Health Fair will be Friday, October 6, 2017.

Pending/Upcoming Projects:

* Highway 100 Resident Petition – Speed Limit – still waiting for MnDOT decision
* Army Corp of Engineers – PAS Program 2nd Phase – replacing culverts flagged
* St. Louis County was billed for cold mix used last year on County Roads

**Supervisor Updates not previously discussed:**

Anttila

Cemetery looked great for Memorial Day. Inquired where Kearney is at with the PMSG expired lease agreement. He was asked months ago to draft a new document. Skelton would like to be consistent across the board with all groups. Kippley would like to not have an “agreement” and questioned is it necessary. Inventory needs to be audited of the contents of the building. Board would also like in wiring a document to be signed by the PMSG and Board agreeing and clarifying the old lease is no longer valid and the Town Attorney needs to set the framework for usage going forward.

Board would like guidance from Town Attorney and recommendations from him what is the best action legally and bring draft document(s) to next month’s meeting.

Kippley

Has been attending Ambulance/EMT meetings and the groups continue to move to the new business model. This will take time, planning, and organization. Joint water district meetings continue to be held. The collapsed culvert on Lane 58 has been fixed. The East Range Sportsmen’s Club has requested millings and he directed Hinsz to borrow the skidsteer from Aurora and place millings on three sides of the buidling.

Skelton

Has been meeting with Jacob regarding the Eagle Scout Project. He has been meeting with and serving as a member of the Ambulance/EMT Hiring Committee for an Ambulance Director. The City of Hoyt Lakes approved an increase to their rates based on a recommendation from the AMB/EMT large group with representatives from each entity.

**9. CORRESPONDENCE:**

9.1. MN Department of Revenue Annual Hearing Notice 5/3/17

9.2. Local 49 Due Increase Notice May 2017

9.3. 2017 Open Enrollment – Minnesota Life Rates & Information 5/10/17

9.4. St. Louis County Decision of Mesabi Bituminous Permit 5/19/17

9.5. LMCIT Correspondence – No Dues Increase 2018 Notice 5/19/17

9.6. St. Louis County Town Road Inspections Notice 5/19/17

9.7. Central Pension Fund Annual Funding Notice

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

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

* Semi-Annual Chamber of Commerce Meeting & Dinner – 6/06/17
* Wild Rice/Sulfate Standards Meeting 6/7/17 in Mt. Iron
* Emergency Operations Plan Presentation & Discussion – City of Gilbert – 7/27/17

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** | **Total** |
| CC05-02-17 | Cardmember Service | FD Batteries, Supplies, Hotel Exp. | $ 846.04 |
| 61741 | Payroll Period Ending 05/06/2017 |  | $ 1,706.36 |
| 61742 | Payroll Period Ending 05/06/2017 |  | $ 1,522.77 |
| 61743 | Payroll Period Ending 05/06/2017 |  | $ 2,106.10 |
| 61744 | Payroll Period Ending 05/06/2017 |  | $ 1,603.21 |
| 61745 | Payroll Period Ending 05/06/2017 |  | $ 1,537.83 |
| 61746 | Payroll Period Ending 05/06/2017 |  | $ 1,598.49 |
| 61747 | Payroll Period Ending 05/06/2017 |  | $ 904.93 |
| 61748 | Payroll Period Ending 05/06/2017 |  | $ 1,285.88 |
| 61749 | Payroll Period Ending 05/06/2017 |  | $ 244.58 |
| D05-10-17 | Empower | Deferred Comp & Roth Emp Ded | $ 1,005.00 |
| F05-10-17 | E.F.T.P.S. | Employee Withholding | $ 4,454.43 |
| M05-10-17 | MN Department of Revenue | Employee Withholding | $ 702.75 |
| P05-10-17 | P.E.R.A. | Retirement Deductions | $ 2,584.13 |
| VOL05-17 | Kansas State Bank | May 2017 Loader Payment | $ 2,581.45 |
| 30401 | Tomahawk Ford | Refuse Collection Apr 2017 | $ 10,510.56 |
| ST5-12-17 | MN Dept of Revenue - Sales Tax | APR 2017 Sales Tax Payment | $ 1,132.00 |
| 30402 | MCFOA | Data Compliance Trng | $ 30.00 |
| 61750 | Payroll Period Ending 05/20/2017 |  | $ 1,698.66 |
| 61751 | Payroll Period Ending 05/20/2017 |  | $ 1,440.05 |
| 61752 | Payroll Period Ending 05/20/2017 |  | $ 1,963.85 |
| 61753 | Payroll Period Ending 05/20/2017 |  | $ 1,515.25 |
| 61754 | Payroll Period Ending 05/20/2017 |  | $ 1,503.83 |
| 61755 | Payroll Period Ending 05/20/2017 |  | $ 1,564.49 |
| 61756 | Payroll Period Ending 05/20/2017 |  | $ 870.93 |
| 61757 | Payroll Period Ending 05/20/2017 |  | $ 1,109.43 |
| 61758 | Payroll Period Ending 05/20/2017 |  | $ 244.58 |
| D05-24-17 | Empower | Deferred Comp & Roth Emp Ded | $ 1,005.00 |
| F05-24-17 | E.F.T.P.S. | Employee Withholding | $ 4,209.72 |
| M05-24-17 | MN Department of Revenue | Employee Withholding | $ 656.20 |
| P05-24-17 | P.E.R.A. | Retirement Deductions | $ 2,482.51 |
| 30403 | XZ8966930 | HCSP Reimbursement | $ 368.93 |
| 30404 | XZ6344990 | HSCP Reimbursement | $ 137.96 |
| 30405 | XZ2179747 | HCSP Reimbursement | $ 1,351.99 |
| 30406 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 30407 | APG Media of MN | Mtg Notice, LBAE Ad | $ 162.40 |
| 30408 | Baker Fire Equipment, Inc. | Fire Ext., Inspection & Repair | $ 813.00 |
| 30409 | Central Pension Fund | Central Pension Fund Contributions | $ 3,072.00 |
| 30410 | Como Oil & Propane | Propane | $ 849.18 |
| 30411 | Couri & Ruppe, P.L.L.P. | Petition/Separation Work | $ 1,433.75 |
| 30412 | Excel Business Systems | Copier Contract | $ 116.46 |
| 30413 | Fastenal | Brooms | $ 110.49 |
| 30415 | Freedom Fete | Flags | $ 180.00 |
| 30416 | Frontier | Telephone & Internet Service | $ 679.05 |
| 30417 | Hibbing Community College | OSHA Trng | $ 495.00 |
| 30418 | Hoyt Lakes, City of | Ambulance Agreement | $ 350.00 |
| 30419 | Knaus, Jodi | Travel Expense Reimb. | $ 135.93 |
| 30420 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Jun 17 | $ 9,360.00 |
| 30421 | Lake Country Power | Electric Service | $ 2,230.00 |
| 30422 | Madison National Life Ins Co, Inc | LTD/STD June 2017 | $ 332.95 |
| 30423 | Gary Manninga | Beaver Trapping | $ 100.00 |
| 30424 | MN Association of Townships | Short Course Registrations | $ 150.00 |
| 30425 | MCFOA | Membership Dues | $ 80.00 |
| 30426 | Minnesota Power | Electric Service | $ 260.58 |
| 30427 | North Country Heating | Furnace Repair | $ 125.00 |
| 30441 | US Postal Service | Post Office Box Annual Fee | $ 88.00 |
| 30442 | FLOE International, Inc. | ladder caps | $ 39.73 |
| 30443 | APG Media of MN | Meeting Notice, Caretaker | $ 201.20 |
| 30444 | Bradach Lumber | Pavilion Supplies | $ 123.38 |
| 30445 | Carquest Aurora | Batteries, FD supplies | $ 42.18 |
| 30446 | Colosimo, Patchin, & Kearney | Legal Retainer | $ 415.00 |
| 30447 | East Range Shopper | Caretaker Ad, Beach, Monthly | $ 280.50 |
| 30448 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Jul 17 | $ 9,360.00 |
| 30449 | Menard's-Virginia | Mailboxes & Bug Spray | $ 37.12 |
| 30450 | Pontem Software | Annual Subscription | $ 337.50 |
| 30451 | Praxair Distribution Inc | Cylinder Rental Inv 77622866 | $ 117.38 |
| 30452 | Plagemann's Floral & Gifts | Flowers Oman, Robillard | $ 87.95 |
| 30428 | Pace Analytical Services, Inc. | Water Testing Services 171278811 | $ 53.50 |
| 30429 | Phil's Garage Door Service | Door Installation & Opener | $ 10,651.00 |
| 30430 | Plagemann's Floral & Gifts | Flowers Nori | $ 43.00 |
| 30431 | Portable John | Toilets @ parks | $ 123.33 |
| 30432 | Praxair Distribution Inc | Cylinder Rental Inv 77219377 | $ 120.98 |
| 30433 | Range Paper | Pavilion Supplies | $ 329.30 |
| 30434 | Shuck, Emma | Travel Exp. Reimb. | $ 62.06 |
| 30435 | St. Louis County Auditor | AutoMark Machine Maint. | $ 1,078.53 |
| 30436 | Snap-on | Pliers | $ 132.75 |
| 30437 | Titan Machinery | Repack Cylinder | $ 392.76 |
| 30438 | Town of White Petty Cash Fund | Postage | $ 55.22 |
| 30439 | Verizon | Cell Phone | $ 29.76 |
| 30440 | Virginia, City of | Chainsaw Training | $ 27.43 |
| 61759 | Payroll Period Ending 05/31/2017 |  | $ 305.81 |
| 61760 | Payroll Period Ending 05/31/2017 |  | $ 383.48 |
| 61761 | Payroll Period Ending 05/31/2017 |  | $ 193.16 |
| 61762 | Payroll Period Ending 05/31/2017 |  | $ 64.38 |
| 61763 | Payroll Period Ending 05/31/2017 |  | $ 374.20 |
| 61764 | I.U.O.E. Local 49 | Union Dues Deductions | $ 272.00 |
| 61765 | MN Life Insurance Company | Life Insurance - Jun 17 | $ 143.10 |
| 61766 | MN NCPERS | Employee Deductions | $ 32.00 |
| 61779 | Colonial Life | May 2017 Employee Deductions | $ 391.32 |
|  |  | **TOTAL** | **$ 106,321.36** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF MAY 2017 IN THE AMOUNT OF $94,927.83 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, July 6, 2017 5:00 PM @ City/Town Government Center; Summer Short Course Training: Thursday, June 29, 2017 in Carlton @ 1:00 P.M.;

**13. ADJOURNMENT:**

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO ADJOURN THE MEETING AT 6:45 P.M. UNANIMOUSLY CARRIED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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