REGULAR MEETING

**February 8, 2024**

**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 8, 2024, at the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Gary & Jeanne Starken, Micheal Starken, Matt Baudek

**1. APPROVAL OF CONSENT AGENDA**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE CONSENT AGENDA WHICH INCLUDED TOWNSHIP BOARD MEETING MINUTES FROM JANUARY 4, 2024 AND REORGANIZATIONAL MEETING MINUTES FROM JANUARY 4, 2024; SPECIAL MEETING MINUTES FROM JANUARY 11, 2024 AND FEBRUARY 1, 2024; ALL BILLS AND PAYROLL AS PRESENTED BELOW, COMMITTEE MINUTES AND REPORTS, AND CORRESPONDENCE TO BE FILED FOR JANUARY 2024. MOTION CARRIED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** |  **Total**  |
| CC01-02-24 | Cardmember Service | Office Computer, Conf Room Technology |  $ 2,391.26  |
| 35111 | East Mesabi Sanitation | Refuse Collection DEC 2023 |  $ 11,830.15  |
| 35112 | Zito Media | Fire Hall & PW Telephone & Internet |  $ 410.78  |
| 35113 | Minnesota Association of Townships | 2024 Dues |  $ 908.88  |
| D01-10-24 | Empower | Employee Deductions PPE 1/6/24 |  $ 350.00  |
| DD01102401 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 343.40  |
| DD01102402 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 1,430.28  |
| DD01102403 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 2,484.24  |
| DD01102404 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 2,154.80  |
| DD01102405 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 3,140.97  |
| DD01102406 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 2,597.71  |
| DD01102407 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 1,347.40  |
| DD01102408 | Payroll Period Ending 01/06/2024 | Regular Biweekly Payroll 01/06/2024 |  $ 2,501.01  |
| F01-10-24 | E.F.T.P.S. | Payroll Deductions PPE 1/06/24 |  $ 6,091.80  |
| M01-10-24 | MN Department of Revenue | Employee Deductions |  $ 1,180.26  |
| P01-10-24 | P.E.R.A. | Payroll Deductions PPE 1/06/24 |  $ 3,371.24  |
| 35117 | Madison National Life Ins Co, Inc | ER FICA/Medicare Portion |  $ 428.40  |
| 35118 | Arrowhead Regional Firefighters  | 2024 Dues |  $ 75.00  |
| 35119 | Como Oil & Propane | LPG-Transport Shop |  $ 11,537.52  |
| 35120 | Seppi Brothers Concrete Products Co | Concrete Blocks for Propane Tank  |  $ 1,770.00  |
| 35121 | DSC Communications | FD Pagers |  $ 7,708.50  |
| 35122 | A.W. Kuettel & Sons, Inc. | Fire Hall Roof Repairs |  $ 1,660.00  |
| 35123 | APG Media of MN | Meeting Notices - Dec |  $ 74.60  |
| 35124 | East Range Times | Advertising |  $ 138.00  |
| 35125 | FSSolutions | DOT Testing |  $ 183.48  |
| 35126 | East Range Joint Powers Board | Qtr 1 2024 |  $ 3,750.00  |
| 35127 | Polansky, Roxane | Travel Expenses |  $ 143.04  |
| 35128 | Patriot Auto & Glass | Install Glass 2017 Mack Truck #5 |  $ 100.00  |
| 35129 | Wold Architects & Engineers | Facility Study Contract |  $ 3,740.83  |
| 35130 | MN Public Safety Group LLC | Fire Training |  $ 1,625.00  |
| 35131 | Town of White Petty Cash Fund | Postage |  $ 142.39  |
| 63312 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 113.26  |
| 63313 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 14.71  |
| DD01112401 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 42.30  |
| DD01112402 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 235.46  |
| DD01112403 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 132.97  |
| DD01112404 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 73.84  |
| DD01112405 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 93.55  |
| DD01112406 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 211.81  |
| DD01112407 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 320.21  |
| DD01112408 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 113.26  |
| DD01112409 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 73.84  |
| DD01112410 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 54.13  |
| DD01112411 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 192.10  |
| DD01112412 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 14.71  |
| DD01112413 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 422.71  |
| DD01112414 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 251.23  |
| DD01112415 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 54.13  |
| DD01112416 | Payroll Period Ending 11/30/2023 | Fire Department November 2023 |  $ 14.71  |
| FD01-11-24 | E.F.T.P.S. FD | FD Nov 23 Withholding Tax |  $ 74.14  |
| 63316 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 44.27  |
| 63317 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 14.71  |
| DD01122401 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 24.56  |
| DD01122402 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 24.56  |
| DD01122403 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 38.36  |
| DD01122404 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 146.77  |
| DD01122405 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 324.16  |
| DD01122406 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 14.71  |
| DD01122407 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 34.42  |
| DD01122408 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 152.68  |
| DD01122409 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 239.40  |
| DD01122410 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 93.55  |
| DD01122411 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 83.69  |
| DD01122412 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 162.53  |
| DD01122413 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 14.71  |
| DD01122414 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 353.72  |
| DD01122415 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 93.55  |
| DD01122416 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 44.27  |
| DD01122417 | Payroll Period Ending 12/31/2023 | Fire Department December 2023 |  $ 24.56  |
| FD01-12-24 | E.F.T.P.S. FD | FD DEC 23 Withholding Tax |  $ 59.64  |
| 35116 | Keller Fence Company North Inc. | Propane Tank Enclosure |  $ 7,119.00  |
| 63318 | Palo Volunteer Fire Department | Good Will Fund NOV & DEC 2023 |  $ 185.00  |
| ST01-15-24 | MN Dept of Revenue - Sales Tax | Sales Tax - DEC 2023 |  $ 1,678.00  |
| 35132 | MCFOA Region II | MCFOA Region II Training |  $ 40.00  |
| 35133 | O'Day Equipment, LLC | DSL Dispenser Down |  $ 2,211.08  |
| 35134 | Minnesota Secretary of State-Notary | Gross Notary Stamp Renewal |  $ 120.00  |
| 35135 | CTC | Town Office Phone JAN 2024 |  $ 225.40  |
| 63319 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 404.80  |
| D01-24-2024 | Empower | Employee Deductions 01/20/24 |  $ 350.00  |
| DD01242401 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 171.70  |
| DD01242402 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 1,459.53  |
| DD01242403 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 765.83  |
| DD01242404 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 2,578.06  |
| DD01242405 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 1,811.72  |
| DD01242406 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 2,687.17  |
| DD01242407 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 2,428.19  |
| DD01242408 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 1,355.83  |
| DD01242409 | Payroll Period Ending 01/20/2024 | Regular Payroll Ending 01/20/2024 |  $ 2,271.59  |
| F01-24-24 | E.F.T.P.S. | Payroll Deductions PPE 1/20/24 |  $ 5,780.35  |
| HC01-24-24 | Empower | HSCP MSRS EE YE 2023 Deposits |  $ 22,683.34  |
| M01-24-24 | MN Department of Revenue | Employee Deductions |  $ 1,129.53  |
| P01-24-24 | P.E.R.A. | Payroll Deductions PPE 1/20/24 |  $ 3,181.72  |
| 35136 | Aurora, City of | Shredding, Fire Fighting, Sensor |  $ 618.00  |
| 35137 | Aurora Auto Value | Propane, Windshield Wash, Def Fluid |  $ 404.45  |
| 35138 | APG Media of MN | Election Ad |  $ 233.50  |
| 35139 | Aurora Electric | South Ave Lift Station Battery Repair |  $ 470.00  |
| 35140 | Brian Feldt | Gas Purchase Reimbursement |  $ 24.25  |
| 35141 | Bradach Lumber | Laskiainen shovels, Supplies |  $ 82.94  |
| 35142 | Benco Equipment | Overhead Crane #404007024 |  $ 2,733.73  |
| 35143 | Como Oil & Propane | LPG-Transport LLCC |  $ 10,140.05  |
| 35144 | Colosimo, Patchin, & Kearney, LTD | Monthly retainer Feb 2024 |  $ 465.00  |
| 35145 | Crysteel Truck Equipment | Bearing Truck #6 |  $ 106.61  |
| 35146 | Excel Business Systems | Copier Contract |  $ 233.85  |
| 35147 | Eveleth Floral Co. & Greenhouse | Bernice Mattson |  $ 60.00  |
| 35148 | Edwards Oil | Gloves Laskiainen, Shop |  $ 385.02  |
| 35149 | East Range Times | Advertising |  $ 742.50  |
| 35150 | Gross, Amanda | Travel Expense |  $ 24.79  |
| 35151 | Gross, Amanda | Clothing Reimbursement |  $ 400.00  |
| 35152 | Gopher State One Call | 2024 Annual Facility Operator Fee |  $ 50.00  |
| 35153 | Curtiss Anttila | Housing Institute, Service Contract |  $ 600.00  |
| 35154 | Kippley, Edward | Hiring Committee Reimb. |  $ 48.88  |
| 35155 | KB Plumbing & Heating | LLCC Fridge Repair |  $ 532.00  |
| 35156 | Knaus, Jodi | Clothing Reimbursement |  $ 77.90  |
| 35157 | Hoyt Lakes, City of | Ambulance Agreement |  $ 800.00  |
| 35158 | A1 Services, Inc. | Pumping Holding Tank |  $ 267.80  |
| 35159 | Jim Jones | Building Repair Supplies Reimb. |  $ 289.66  |
| 35160 | JR Kopp | IT Contract |  $ 150.00  |
| 35161 | Lake Country Power | Jan Electric Service |  $ 3,580.00  |
| 35162 | Linde Gas & Equipment Inc. | Welding Supplies/Services |  $ 258.32  |
| 35163 | Lawson Products | Washers, Bolts |  $ 239.25  |
| 35164 | L & M Fleet Supply, Inc. | Solar Salt & Supplies |  $ 918.33  |
| 35165 | Mesabi East Schools ISD 2711 | Recreation Agreement |  $ 13,905.00  |
| 35166 | Minnesota Power | Street Lighting |  $ 248.51  |
| 35167 | Minnesota Power | Electric Service |  $ 190.84  |
| 35168 | Minnesota Power | Electric Service |  $ 33.39  |
| 35169 | McCoy Construction & Forestry Inc. | JD 670G |  $ 690.43  |
| 35170 | Minnesota Benefit Association | Town Board Life Ins |  $ 1,605.00  |
| 35171 | Menard's-Virginia | Ratchet Hook, Ice Melt |  $ 294.42  |
| 35172 | Northland Lawn & Sport | JD Low Viscosity |  $ 627.90  |
| 35173 | Niemi, Clark | Clothing Allowance |  $ 400.00  |
| 35174 | PeopleService Inc. | Feb 24 W/WW Professional Services |  $ 365.00  |
| 35175 | PB Distributing Inc.-Phil's Garage | Door 25 Repairs |  $ 372.25  |
| 35176 | Range Paper | Laskiainen Supplies |  $ 989.82  |
| 35177 | Renner, Richard | Clothing Allowance |  $ 400.00  |
| 35178 | Range Cooperatives | Propane for Concession Stand |  $ 260.00  |
| 35179 | RMB Environmental Laboratories, Inc | Professional Services |  $ 727.25  |
| 35180 | St. Louis County Auditor-PW | DEC 2023 Fuel |  $ 4,035.53  |
| 35181 | Sullivan Supply | LLCC Cleaning Supplies |  $ 395.10  |
| 35182 | Michael Lesar | Accountability Tags Reimb. |  $ 79.26  |
| 35183 | St. Louis County Recorder's Office | Notary Filing Fee |  $ 20.00  |
| 35184 | VC3 | Jan Service Contract |  $ 38.00  |
| 35185 | UtilityLogic | Metal Detector |  $ 317.50  |
| 35186 | Uline | Concession Stand Door Kit |  $ 315.51  |
| 35187 | Wold Architects & Engineers | Facility Study Contract |  $ 3,600.00  |
| 35188 | Brad Williams | LLCC Basketball Purchase |  $ 130.01  |
| 35189 | Lehman, Bryan | 2023 clothing allowance |  $ 72.00  |
| 35190 | Niemi, Clark | OT Meals |  $ 108.00  |
| 35191 | Peterson, Wesley | OT Meals |  $ 108.00  |
| 35192 | Renner, Richard | OT Meals |  $ 108.00  |
| 35193 | Knaus, Jodi | OT Meal |  $ 36.00  |
| 35194 | Lokken, Tanner | OT Meal |  $ 36.00  |
| 35195 | XZ4114822 | Health Care Saving Reimb. |  $ 1,500.00  |
| 35196 | XZ6344990 | Health Care Savings |  $ 109.79  |
| 35197 | XZ6272397 | HCSP Reimbursement |  $ 1,750.01  |
| 35198 | I.U.O.E. Local 49 Fringe Benefits | March 2024 Group Insurance |  $ 11,800.00  |
| 35199 | Central Pension Fund | Retirement Contributions Jan 24 |  $ 3,480.00  |
| 35200 | Madison National Life Ins Co, Inc | LTD/STD Feb 2024 |  $ 287.86  |
| 35201 | Pomp's Tire Service, Inc. | Tire |  $ 50.46  |
| 63320 | Colonial Life | Jan 24 Employee Deductions |  $ 537.42  |
| 63321 | Minnesota Life Insurance Company | Employee/Employer Insurance |  $ 156.30  |
| 63322 | I.U.O.E. Local 49 | Union Dues Jan 2024 |  $ 245.00  |
| 63323 | MN NCPERS | Life Insurance Employee Paid |  $ 32.00  |
| DD01312401 | Payroll Period Ending 01/31/2024 | January 2024 Monthly Payroll |  $ 471.13  |
| DD01312402 | Payroll Period Ending 01/31/2024 | January 2024 Monthly Payroll |  $ 236.08  |
| DD01312403 | Payroll Period Ending 01/31/2024 | January 2024 Monthly Payroll |  $ 538.52  |
| DD01312404 | Payroll Period Ending 01/31/2024 | January 2024 Monthly Payroll |  $ 364.86  |
| DD01312405 | Payroll Period Ending 01/31/2024 | January 2024 Monthly Payroll |  $ 528.56  |
| F01-31-24 | E.F.T.P.S. Monthly | Employee Deductions |  $ 237.56  |
| M01-31-24 | MN Department of Revenue Monthly | Employee Withholding |  $ 62.61  |
| P01-31-24 | P.E.R.A. Monthly | Retirement Deductions |  $ 277.52  |
|  |  | **TOTAL** |  **$ 218,851.90**  |

**2. THE TREASURER’S REPORT FOR THE MONTH OF JANUARY 2024, LISTED RECEIPTS IN THE AMOUNT OF $47,751.09:**

|  |  |
| --- | --- |
| 12/23 Tax Apportionment1st ½ 2024 Fire Contract4th Qtr Capital ChargesGreat River Energy Donation to FDGarbage Bag RevenueLMC Salt Dome Roof Insurance PmtSt. Louis County Propane Reimb.Refuse RevenueLLCC Rental FeesTwin Lakes Rent | 19,009.7118,000.002,627.531,000.002,684.001,750.001,476.87158.16865.00150.00 |
| Interest Earned | 29.82 |
| **TOTAL** | **$47,751.09** |

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF JANUARY 2024 RECEIPTS AS READ. MOTION CARRIED**

**3. CITIZENS/GUESTS**:

* Gary & Jeanne Starken, Micheal Starken, Matt Baudek – Appeared before the Board and presented them with information off the St. Louis County Land Explorer website for their parcel, a copy of a certified survey from 1955 showing the width of their parcel to be 96 feet on the lake side. The Starkens believe their original survey is correct and their dock is not encroaching on the Township’s property line. Skelton told the Starkens the documentation they provided will be given to the Township’s surveyer and find out why the discrepency between the two surveys. The Township needs to know where the property line is on the lakeside for future planning purposes. The Township will research the vaue of a small piece of property for either sale or a permanent easement, if necessary.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA ACCEPTING THE INFORMATION FROM THE STARKEN’S TO BE PLACED ON FILE AND SENT TO THE NORTHERN LIGHTS SURVEYING COMPANY TO DETERMINE THE PROPERTY LINE LOCATION. MOTION CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO IDENTIFY THE COST PER YEAR FOR A PERMANENT EASEMENT ON TWIN LAKES. MOTION CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA DIRECTING THE OFFICE STAFF TO RESEARCH FAIR MARKET VALUE COSTS FOR PROPERTY ON TWIN LAKES IF THE BOARD DECIDED TO SELL A FEW FEET OF LAKESHORE. MOTION CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SET UP A SPECIAL MEETING WITH THE STARKENS ONCE A RESPONSE IS RECEIVED FROM NORTHERN LIGHTS AND ALL INFORMATION IS COMPILED. MOTION CARRIED**

**4. UNFINISHED BUSINESS:**

4.1 Wold Facility Study Update – Maps are in progress of being digitized by Vivid Design. Invoice for services 60% of contract $3,600.00

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING THE INVOICE FOR PAYMENT IN THE AMOUNT OF $3,600.00 TO WOLD ARCHITECTS & ENGINEERS. MOTION CARRIED**

4.2 Twin Lakes Property & Dock Discussion – discussed under “Guests” on agenda

4.3 Joint Water Project - Bids awarded to Magney Construction and Utility Systems of America; Special Water Board meeting scheduled for February 14, 2024. Moving forward rates and administrative items needs to be discussed and determined.

4.4 LLCC Deed/Legal update – No new updates from the attorney.

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

4.5 Election Cycle – No new updates. Deputy Clerk Helander is working with Mr. Couri.

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

4.6 Equipment Operator Vacancy – Interviews were conducted to fill the second vacancy with Ed Kippley as Chair of the screening committee. Samuel Nelson was identified as the top finalist and Shane Hanela as the second finalist.

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO HIRE SAMUEL NELSON CONTINGENT UPON PASSING THE BACKGROUND CHECK AND PHYSICAL AND DRUG TEST AND IF DECLINES POSITION OR WITHDRAWS, MOVE TO SECOND CANDIDATE SHANE HANELA. MOTION CARRIED**

4.7 2023 Curve Realignments – No new updates.

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

4.8 Insurance Claim on Salt/Sand Dome Updates –Payment of $1,750.00 was received by the League of Minnesota Cities Insurance Trust. Repairs will begin in the Spring.

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

4.9 FEMA 2023 Spring Road Damage Updates – Mitigation proposal was submitted; reimbursement is pending for the damages in the amount of $109,256.37; final report was distributed to the Board. Administrative costs still need to be submitted and mitigation will happen in the Spring.

**5. NEW BUSINESS:**

5.1 Resolution 2024-006 Absentee Ballot Board for 2024 Presidential Primary was reviewed:

**WHEREAS,** the Presidential Nomination Primary will be held on Tuesday, March 5, 2024, and

**WHEREAS,** MN Statute 204B.19 to 204B.22, requires an absentee ballot board be appointed by the governing body of the municipality and

**WHEREAS,** the Town of White has two (2) voting Precincts; and the City of Aurora has one (1) precinct in which the Town administers elections for; and

**WHEREAS,** the following individuals have agreed to serve as the absentee ballot board and have met the qualifications established by the State of Minnesota and will process returned regular absentee ballots.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of White hereby appoints the following persons identified to serve as the absentee ballot board, for the 2024 Presidential Nomination Primary Election with the understanding that amendments may be necessary to the appointments in order to fill vacancies.

Jodi Knaus Amanda Gross Jess Forsline Lindsey Luke Stephanie Stecker

Adopted by the Town Board of the Town of White this 8th day of February, 2024.

5.2 Resolution 2024-007 Election Judges for the 2024 Presidential Primary was reviewed:

**WHEREAS,** as Presidential Nomination Primary Election will be held on Tuesday, March 5, 2024; and

**WHEREAS,** MN Statute 204B.21, Subd. 2, requires electionjudges for precincts in a municipality be appointed by the governing body of the municipality; and

**WHEREAS,** the Town of White has two (2) voting precincts; and the City of Aurora has one (1) precinct which the Town administers; and

**WHEREAS,** the following individuals have agreed to serve as election judges and have met the qualifications established by the State of Minnesota, or will be receiving training and will be eligible to serve after meeting the qualifications established by the State of Minnesota.

**NOW, THEREFORE, BE IT RESOLOVED,** that the Town of White hereby appoints the following persons identified to serve as election judges as needed, for the 2024 Presidential Nomination Primary for both the City of Aurora and the Town of White precincts with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party balance requirements.

**THEREFORE, BE IT RESOLVED,** the Town of White approves payment of an hourly wage of $16.00 per hour for Election Judges during election judge training and time served on Election Day.

Kim Zinski Linda Cazin Christina Rolando Heather Salmi

Lindsey Luke Jess Forsline Glenda Johnson Jeri Hietala

Kathryn Nisula Carole Lauseng Barb Harthan Stephanie Stecker

Michele Lammi Edith Peterson Betty Stende Amanda Gross

Mary Ann Helander Denise Ramfjord Deb Schermann Carol Bowman

Tammy Larson-Boyles

Adopted by the Town Board of the Town of White this 8th day of February, 2024.

5.3 Schedule Special Meeting for Strategic Planning Session with Curt Anttila

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SCHEDULE A SPECIAL BOARD MEETING FOR TUESDAY, MARCH 26, 2024 AT 1:00 P.M. FOR ALL EMPLOYEES TO ATTEND AND TO CLOSE THE OFFICE DURING THAT TIME. MOTION CARRIED**

5.4 Local Board of Appeal Meeting Information was received by St. Louis County

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SCHEDULE THE LOCAL BOARD OF APPEAL & EQUALIZATION MEETING FOR MAY 15, 2024 AT 1:00 P.M. AT THE CITY/TOWN GOVERNMENT CENTER. MOTION CARRIED**

5.5 Mesabi East Schools Invoice

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE INVOICE FOR PAYMENT IN THE AMOUNT OF $13, 905.00 TO MESABI EAST SCHOOLS. MOTION CARRIED**

5.6 Liability Waiver for Property/Casualty Insurance Policy

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON ELECTING TO NOT WAIVE THE STATUTORY TORTE LIABILITY LIMITS. MOTION CARRIED**

5.7 Spark Collaborative Invite

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING ANY BOARD MEMBER TO ATTEND THE SPARK COLLABORATIVE MEETING WITH EXPENSES PAID. MOTION CARRIED**

5.8 Annual Pepsi Challenge Staffing Request

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING BRYAN LEHMAN TO WORK AT THE PEPSI CHALLENGE EVENT WEATHER PERMITTING. MOTION CARRIED**

5.9 NEW Law – Transportation Advancement Account Information was shared with the Board by Clerk Knaus.

5.10 Events Discussion – National Night Out/Health Fair August 6, 2024 & Camping Under the Stars 2024

 **IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE TOWNSHIP TO HOST NATIONAL NIGHT OUT, A HEALTH FAIR, AND/OR CAMPING UNDER THE STARS EVENTS IN 2024 IF THE STAFF WANT TO PLAN AND ORGANIZE THE EVENTS. MOTION CARRIED**

**6. REPORTS:**

Clerk’s Report

1.) Presidential Primary on March 5, 2024. Letters were sent to all election judges for online training requirements and the schedule for each precinct. Absentee Voting began January 19, 2024. Public Accuracy Testing is scheduled for Thursday, February 22, 2024 at 10:00 a.m.

2.) The Pay Equity Report was submitted for the Township. State law requires all public jurisdictions to eliminate any gender-based wage inequities in compensation and submit reports to MMB every three years. Pay equity is defined as comparable pay for work of comparable skills, effort, responsibility, and working conditions. Due to the small number of employees in each job category, the report is reviewed manually by the State Pay Equity Coordinator. If it is determined we are out of compliance, wage adjustments would be mandated by the State. We should have results within 90 days.

3.) The following annual reports & year-end processing items have been completed as required:

* 1099’s
* W-2’s
* Quarterly Payroll reports for 4th quarter 2023
* PERA Annual Leave Report
* Both the Annual Federal Financial Report and the Annual Progress Report for the AFG Grant

4.) I attended the Regional MCFOA training in Keewatin on January 26th. The big take away from this training is we need to consult with the auditors when they are here in March about how we are administering the 49er contractual benefits such as the HCSP, eye glass, and clothing reimbursements.

5.) I attended the Ehler’s Public Finance Conference last week in Edina. This was a very beneficial conference. I can see how we could benefit from having a 5 to 10-year Financial Management Plan that correlates to our Strategic Plan which would drive our annual budget. We should always have 50% of our cash balance available (unspent) – or think of it as five months of revenue. We need to work on updating our Financial Policies as well. The session on Minnesota Property Tax was very helpful. I have attached the presentation for everyone to review. In the PFA & Water Utility sessions we covered all ways to finance a water project. The State is $154 million short for drinking water grants – very competitive! 27.4% of water utilities are struggling to implement full cost pricing in the rates. Their suggestions for funding were to engage your municipal advisor early in the process and NOT to rely on your engineer to determine funding sources.

6.) New Employee Orientation including safety training was conducted with Tanner Lokken who started on 1/18/24.

7.) On-going Projects & Pending Items not discussed:

* Franchise Fees for Power & Utilities (fiber)
* Road Vacation Filings for the Road Realignments in 2023
* Facilities Capital Improvement Plan & Updated Strategic Plan – Knaus & Curt Anttila

  **IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO FILE THE CLERK’S REPORT. MOTION CARRIED**

Foreman Niemi – Snow/ice events; Laskiainen preparation; mowing; grading;

Supervisors:

Anttila – Crew did a great job prepping for Laskiainen & making the dog sled track;

Kippley – Everything is going good! Wants to revisit the St. Louis County Road Maintenance Agreement. Currently we receive approximately $600/mile and the cost is actually $3,000/mile for road maintenance according to the State.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA DIRECTING CLERK TO CONTACT ST. LOUIS COUNTY AND SET UP A MEETING TO DISCUSS THE ROAD MAINTENANCE AGREEMENT. MOTION CARRIED**

Skelton – Thanks to everyone! Our biggest asset is our employees!

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

* Knaus/Gross – Annual MCFOA Conference, St. Cloud March 19-22, 2024 $375.00 plus travel expenses;

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING BOTH KNAUS AND GROSS TO ATTEND THIS TRAINING WITH EXPENSES PAID. MOTION CARRIED**

**8. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, March 7, 2024 5:00 P.M. @ City/Town Government Center; East Range Water Board Meeting: Wednesday, March 20, 2024 4:30 P.M. @ City/Town Government Center; ERJPB Meeting: Tuesday, February 27, 2024 9:00 AM @ City/Town Government Center; East Range Water Board Special Meeting: Wednesday, February 14, 2024 4:30 P.M. @ City/Town Government Center; Special Meeting with Fire Department: Thursday, February 15, 2024 5:00 P.M. @ City/Town Government Center; Annual Meeting: Tuesday, March 12, 2024 6:00 P.M. @ Loon Lake Community Center; Presidential Primary Election Day: Tuesday, March 5, 2024; LBAE: May 15, 2024 1:00 P.M.; Special Strategic Planning Meeting: Tuesday, March 26, 2024 @ 1:00 P.M. City/Town Government Center;

**9. ADJOURNMENT**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ADJOURN THE REGULAR MEETING AT 6:23 P.M. MOTION CARRIED**

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