REGULAR MEETING

**January 5, 2023**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Skelton at 5:00 P.M., on Thursday, January 5, 2023, at the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Bryanna and Brad Salo, Bill Maki, Mark Howard

**1. APPROVAL OF CONSENT AGENDA**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE THE CONSENT AGENDA WHICH INCLUDED TOWNSHIP BOARD MEETING MINUTES FROM DECEMBER 1, 2022 AND A SPECIAL CLOSED MEETING ON DECEMBER 28, 2022, ALL BILLS AND PAYROLL AS PRESENTED BELOW, COMMITTEE MINUTES AND REPORTS, AND CORRESPONDENCE TO BE FILED FOR DECEMBER 2022. MOTION CARRIED**

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| |  |  |  |  | | --- | --- | --- | --- | | **Check#** | **Vendor** | **Description** | **Total** | | CC12-02-22 | Cardmember Service | Supplies, Travel Expenses | $ 1,666.17 | | 34314 | East Mesabi Sanitation | Refuse Collection NOV 2022 | $ 12,631.79 | | 34315 | Zito Media | Fire Hall & PW Telephone & Internet | $ 408.86 | | 34316 | Stewart Signs | Electronic Sign Final Payment | $ 12,410.00 | | 34317 | Nuss Truck & Equipment | Volvo Loader & Mack 2022 | $ 2,532.81 | | J12-07-22 | E.F.T.P.S. | Penalty Fine | $ 604.64 | | 34318 | Minnesota Rural Water Association | 2023 Dues | $ 400.00 | | D12-14-22 | Empower | Employee Contributions | $ 310.00 | | DD12142201 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 1,779.16 | | DD12142202 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 1,391.14 | | DD12142203 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 598.71 | | DD12142204 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 2,115.18 | | DD12142205 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 1,688.53 | | DD12142206 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 1,613.26 | | DD12142207 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 2,452.92 | | DD12142208 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 2,292.15 | | DD12142209 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 1,285.43 | | DD12142210 | Payroll Period Ending 12/10/2022 | Regular Payroll Ending 12/10/2022 | $ 1,637.83 | | F12-14-22 | E.F.T.P.S. | Withholding 12/10/22 | $ 6,040.40 | | M12-14-22 | MN Department of Revenue | Withholding PPE 12/10/22 | $ 1,166.67 | | P12-14-22 | P.E.R.A. | Retirement Deduction 12/10/22 | $ 3,328.38 | | J12-16-22 | E.F.T.P.S. FD | Withholding Tax | $ 0.02 | | ST12-19-22 | MN Dept of Revenue - Sales Tax | Sales Tax - NOV 22 | $ 1,447.00 | | 34319 | Palo Volunteer FD Savings Deposit | Grant Funds Deposited to Savings | $ 11,934.99 | | DD12212201 | Payroll Period Ending 12/21/2022 | SL Incentive | $ 1,404.41 | | F12-21-22 | E.F.T.P.S. - SLI | Employee Withholding | $ 286.94 | | M12-21-22 | MN Department of Revenue | Withholding Niemi SLI | $ 86.16 | | 34320 | St. Louis County Auditor-PW | Oct 2022 Fuel | $ 4,238.86 | | DD12222201 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 14.71 | | DD12222202 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 48.22 | | DD12222203 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 23.54 | | DD12222204 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 166.48 | | DD12222205 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 152.68 | | DD12222206 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 34.42 | | DD12222207 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 113.26 | | DD12222208 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 255.17 | | DD12222209 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 113.26 | | DD12222210 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 24.56 | | DD12222211 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 182.24 | | DD12222212 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 79.75 | | DD12222213 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 408.91 | | DD12222214 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 123.11 | | DD12222215 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 63.98 | | DD12222216 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 67.93 | | DD12222217 | Payroll Period Ending 10/30/2022 | FD October Payroll | $ 14.71 | | FD12-22-22 | E.F.T.P.S. FD | Withholding Tax | $ 58.14 | | DD12232201 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 14.71 | | DD12232202 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 58.07 | | DD12232203 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 26.54 | | DD12232204 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 164.51 | | DD12232205 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 152.68 | | DD12232206 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 54.13 | | DD12232207 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 132.97 | | DD12232208 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 233.49 | | DD12232209 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 93.55 | | DD12232210 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 34.42 | | DD12232211 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 113.26 | | DD12232212 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 395.11 | | DD12232213 | Payroll Period Ending 11/30/2022 | FD November Payroll | $ 93.55 | | FD12-23-22 | E.F.T.P.S. FD | Withholding Tax | $ 48.02 | | J12-23-22 | KS STATEBANK | Mack Truck Payment #2/3 | $ 84,109.83 | | D12-28-22 | Empower | Employee Contributions | $ 310.00 | | DD12282201 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 2,608.17 | | DD12282202 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 137.36 | | DD12282203 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 1,372.14 | | DD12282204 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 486.21 | | DD12282205 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 2,299.66 | | DD12282206 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 1,653.53 | | DD12282207 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 1,578.26 | | DD12282208 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 2,766.47 | | DD12282209 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 2,704.22 | | DD12282210 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 1,250.43 | | DD12282211 | Payroll Period Ending 12/24/2022 | Regular Payroll Ending 12/24/2022 | $ 2,545.13 | | F12-28-22 | E.F.T.P.S. | Withholding Payroll Ending 12/24/22 | $ 7,356.28 | | M12-28-22 | MN Department of Revenue | Withholding | $ 1,431.57 | | P12-28-22 | P.E.R.A. | Retirement Deduction 12/28/22 | $ 3,941.74 | | DD12302201 | Payroll Period Ending 12/30/2022 | December 2022 Monthly Payroll | $ 373.90 | | DD12302202 | Payroll Period Ending 12/30/2022 | December 2022 Monthly Payroll | $ 128.77 | | DD12302203 | Payroll Period Ending 12/30/2022 | December 2022 Monthly Payroll | $ 273.90 | | DD12302204 | Payroll Period Ending 12/30/2022 | December 2022 Monthly Payroll | $ 257.55 | | DD12302205 | Payroll Period Ending 12/30/2022 | December 2022 Monthly Payroll | $ 458.39 | | F12-30-22 | E.F.T.P.S. Monthly | Employee Deductions | $ 171.02 | | M12-30-22 | MN Department of Revenue Monthly | Employee Withholding | $ 45.50 | | P12-30-22 | P.E.R.A. Monthly | Retirement Deductions | $ 193.00 | | 34321 | A1 Services, Inc. | Pumping Holding Tank | $ 236.00 | | 34322 | Aurora Electric | 6 LED Lights Outside Fire Hall Install | $ 2,332.00 | | 34323 | Arrowhead Regional Firefighters Ass | 2023 Dues | $ 75.00 | | 34324 | Advantage Systems Group | Service Call to Pavilion | $ 1,816.98 | | 34325 | Aurora Auto Value | Tools, Propane, Supplies | $ 960.35 | | 34326 | Michael Baland | Clothing Allowance | $ 12.40 | | 34327 | Colosimo, Patchin, & Kearney, LTD | Legal Services | $ 465.00 | | 34328 | Como Oil & Propane | Propane | $ 4,228.56 | | 34329 | CTC | Town Office Phone & Internet DEC 2022 | $ 224.31 | | 34330 | Culligan | Solar Salt | $ 42.35 | | 34331 | Excel Business Systems | Service Contract | $ 156.15 | | 34332 | East Range Times | Holiday Greeting | $ 113.85 | | 34333 | Hoyt Lakes, City of | Ambulance Agreement | $ 600.00 | | 34334 | H & L Mesabi | Plow Blades & Bolts | $ 260.90 | | 34335 | Grande Ace Hardware | Keys, Shovels | $ 110.34 | | 34336 | KB Plumbing & Heating | LLCC Boiler Service | $ 1,215.00 | | 34337 | Little Falls Machine, Inc. | Plow Parts | $ 926.09 | | 34338 | Lake Country Power | Electric Service | $ 1,790.00 | | 34339 | L & M Fleet Supply, Inc. | Roof Melt, Mailboxes, Water Tanks for Slides | $ 1,096.32 | | 34340 | Menard's-Virginia | Posts, 8 " Plier | $ 150.32 | | 34341 | Minnesota Power | Electric Service | $ 159.32 | | 34342 | Minnesota Power | Electric Service | $ 29.84 | | 34343 | Minnesota Power | Electric Service | $ 248.98 | | 34344 | Monsters Ink | Embroidery on Jackets | $ 175.00 | | 34345 | McCoy Construction & Forestry Inc. | Filters | $ 69.20 | | 34346 | M-R Sign Co., Inc. | Road Signs | $ 2,140.12 | | 34347 | Michael Lesar | Supply Reimbursement | $ 82.14 | | 34348 | Lakehead Constructors, Inc. | Door Locks & Hardware | $ 11,809.03 | | 34349 | Northern Engine & Supply, Inc. | Truck #6 | $ 530.00 | | 34350 | Nuss Truck & Equipment | Volvo Loader | $ 656.50 | | 34351 | PeopleService Inc. | W/WW Professional Services | $ 367.85 | | 34352 | Polansky, Roxane | Travel Expenses | $ 229.95 | | 34353 | Range Paper | Supplies | $ 383.66 | | 34354 | Radko Iron & Supply, Inc. | Light Shields | $ 167.58 | | 34355 | St. Louis County Auditor-PW | Nov 2022 Fuel | $ 8,577.57 | | 34356 | St. Louis County Public Works Dept. | Striping Project Admin Fee | $ 300.00 | | 34357 | St. Louis County Auditor | Assessing Fee | $ 2.00 | | 34358 | St. Louis County Recorder's Office | Notary Filing Fee | $ 20.00 | | 34359 | St. Louis County Auditor | Property Tax Statement Prep & Delivery | $ 442.60 | | 34360 | Towmaster | Truck #5 & #4 Plow parts | $ 111.11 | | 34361 | VC3 | December Service Contract | $ 326.00 | | 34362 | Acuity Specialty Products, Inc. | Supplies | $ 528.30 | | 34363 | Linde Gas & Equipment Inc. | Welding Supplies/Services | $ 182.26 | | 34364 | Central Pension Fund | Retirement Contributions Dec 22 | $ 3,456.00 | | 34365 | Ultimate Safety Concepts Inc. | Ultrajet Nozzle | $ 900.00 | | 34366 | Michael Baland | OT Meals | $ 136.00 | | 34367 | Knaus, Jodi | OT Meals | $ 34.00 | | 34368 | Bryan Lehman | OT Meals | $ 102.00 | | 34369 | Hailey Lislegard | OT Meals | $ 102.00 | | 34370 | Niemi, Clark | OT Meals | $ 136.00 | | 34371 | Peterson, Wesley | OT Meals | $ 102.00 | | 34372 | Renner, Richard | OT Meals | $ 136.00 | | 34373 | Madison National Life Ins Co, Inc | Disability Insurance | $ 334.61 | | 34374 | XZ2234345 | HCSP Reimbursement | $ 337.77 | | 34375 | I.U.O.E. Local 49 Fringe Benefits | Feb 2023 Group Insurance | $ 12,105.00 | | 34376 | Todd Roswold | Demolition Grant Payment from IRRRB | $ 6,840.00 | | 34377 | Town of White Petty Cash Fund | Postage | $ 120.00 | | 63236 | Colonial Life | DEC 22 Employee Deductions | $ 592.98 | | 63237 | Minnesota Life Insurance Company | Employee/Employer Insurance | $ 170.20 | | 63238 | MN NCPERS | Employee Deductions Jan 2022 | $ 48.00 | | 63239 | I.U.O.E. Local 49 | Union Dues DEC 2022 | $ 315.00 | | 63240 | Palo Volunteer Fire Department | Good Will Fund OCT NOV 2022 | $ 150.00 | |  |  | **TOTAL** | **$ 270,234.01** | |  |  |  |

**2. THE TREASURER’S REPORT FOR THE MONTH OF DECEMBER 2022, LISTED RECEIPTS IN THE AMOUNT OF $147,812.39:**

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| --- | --- |
| Disparity Reduction Aid  IRRRB Sign Grant  Ag Market Value Credit  Refuse Revenue  Garbage Bag Revenue  Township Aid  Cemetery Revenue  IRRRB Roswold Demolition Grant  MBFTE Fire Training Reimbursement  2022 Property/Casualty Insurance Dividend | 114,191.00  12,410.00  1,531.79  157.19  918.00  1,849.00  500.00  $6,840.00  500.00  8,878.00 |
| Interest Earned | 37.41 |
| **TOTAL** | **$147,812.39** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF DECEMBER 2022 RECEIPTS AS READ. MOTION CARRIED**

**3. CITIZENS/GUESTS**: None

**4. UNFINISHED BUSINESS:**

4.1 Fire Department Updates – Per Board’s direction, a savings account was opened at Northern State Bank of Aurora Branch for the Fire Department depositing the remaining grant monies they hadn’t spent in 2022.

4.2 Stepetz Road – Logging & Removal of Stumpage Discussion

Last month the Board approved hiring Itasca Woodland Services, however prior to contacting them Roger Nelson from the DNR called and indicated they would be very interested in doing this service for 13% of the sale of the wood but they would do everything for the sale from bidding, payments, oversight of the project, working with contractors-everything needed from beginning to end. Megan Eiting is coming to the Township office January 6th to bring a sample contract and to discuss details to relay to the Board.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO HOLD OFF HIRING ITASCA WOODLAND SERVICES DUE TO RECENT CONTACT WITH THE DNR AND TO TABLE TO NEXT MONTH. MOTION CARRIED**

4.3 Joint Water Project - Skelton updated the Board the project is moving along as anticipated. Bids will be out this Spring. Fryberger law is working with the Rosa’s to finalize the utility easement. Financing for the project is progressing and the Water Board will need to begin discussing organiztion for the new plant and communication will be placed in the Shopper in the coming weeks for the public to be informed.

4.4 Wynne Ridge/Rocky Road Bituminous Project- Final payment to St. Louis County is pending receipt of invoice.

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

4.5 Wynne Ridge & Rock N Pines Broadband Infrastructure Project Update – Project infrastructure was installed but there is no service to the area yet. Christopher Lord with Mediacom is submitting paperwork for reimbursement and that hasn’t taken place yet.

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

4.6 Cemetery Land Title/Legal Description – No new updates

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

4.7 IRRRB Community Sign Grant Awarded $29,000.00 – Stewart signs final invoice for payment was received in the amount of $12,410.00. Grant was extended to June 30, 2023 because the sign couldn’t be installed. It arrived too late. We will encumber installation costs which can be submitted for reimbursement. Knaus reminded the Board it is a 50/50 grant. The Land Use Permit from St. Louis County was approved and received to the sign can be installed in the Spring.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING PAYMENT TO STEWART SIGNS IN THE AMOUNT OF $12,410.00 AND TO TABLE TO NEXT MONTH. MOTION CARRIED**

4.8 IRRRB Residential Demolition Project Update-house was demolished. Project is complete. Payment was received from IRRRB. The Township was a pass-through agent for the resident.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPROVING PAYMENT TO MR. TODD ROSWOLD IN THE AMOUNT OF $6,840.00 FOR THE IRRRB DEMOLITION GRANT AND TO CLOSE FILE. MOTION CARRIED**

4.9 LLCC Deed/Legal Update – The Deed was sent to Mesabi East Schools and a meeting will need to be scheduled with them for discussion.

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

**5. NEW BUSINESS:**

5.1 Lakehead Constructors Invoice - $11,809.03

**IT WAS MVOED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING PAYMENT TO LAKEHEAD CONSTRUCTORS IN THE AMOUNT OF $11,809.03 FOR WORK AT THE TWIN LAKES PAVILION AND PUBLIC WORKS GARAGE. MOTION CARRIED**

5.2 LLCC Boiler Issues – A boiler has failed at the Loon Lake Community Center. In 2021, we replaced one of the three boilers. Two of the three are of old generation and need to be replaced. We should replace one this year and one next year.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON AUTHORIZING REPLACEMENT OF THE BOILER AT THE LOON LAKE COMMUNITY CENTER AT AN ESTIMATED COST OF $17,850.00 BY KB PLUMBING & HEATING. MOTION CARRIED**

**6. REPORTS:**

Clerk’s Report

1.) **Susie Parkhurst and I will meet Tuesday, January 10 at 10:00 AM to discuss her writing grants for the Township.**

**2.) Year-end closing, reconciliation, and 2023 budget finalization will be the focus now until the audit which is scheduled for the week of March 27th.**

**3.) Sam.gov website has been updated for the Township to apply for grants for the Fire Department. This process was very cumbersome and frustrating. Hopefully it is fixed now!**

**4.) Wage notification letters were sent to all full-time staff informing them of the January 1, 2023 wage increases per contract.**

**5.) Quarterly reports will be filed and employee W-2’s will be sent out by the deadline of January 31, 2023.**

**6.) Jon and I attended the quarterly tri-city ambulance meeting on December 13, 2022. The monthly cost for this contract increases to $800.00 per month for 2023.**

**7.) I attended several webinars on the Water Project EPA funding & financial responsibilities for administering these funds in December.**

**8.) At the East Range Joint Powers Board Meeting on December 27, 2022, Mayor Zins is the new Chairman and Gregor is the Vice Chairman. Astro Tourism was the topic of the meeting – focusing on Aurora and TOW areas where the Aurora Borealis can be seen. This is becoming a very large tourism attraction and there will be a presentation to the Aurora City Council in which Town Board members are encouraged to attend also.**

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

Foreman Niemi – Plowing, breakdowns, and more plowing. The department has been working on the Laskiainen slides too.

Supervisors:

Anttila – Work on the Laskiainen slides has been going well. Thanks to all the volunteers to make this happen and the Public Works department. Volunteers are always needed!!

Kippley – Plowing crew is doing great!

Skelton – There was a stolen catalytic converter from the County side of the garage on December 17th which is being investigated.

**7. TRAINING REQUESTS & MEETING NOTICES**: None

**8. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, February 2, 2023 5:00 P.M. @ City/Town Government Center with Board of Audit Meeting Following; East Range Water Board Meeting: Wednesday, February 15, 2023 4:30 P.M. @ City/Town Government Center; ERJPB Meeting: Tuesday, January 24, 2023 9:00 AM @ City/Town Government Center; CAP Meeting: Thursday, February 2, 2023 11:30 A.M. @ Giants Ridge; Mesabi East/Youth Activities Quarterly Meeting: Wednesday, January 25, 2023 @ 5:30 P.M. Mesabi East School Board Room;

**9. ADJOURNMENT**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ADJOURN THE REGULAR MEETING AT 5:41 P.M. MOTION CARRIED**

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