REGULAR MEETING

**August 3, 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, August 3, 2023, at the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Mike Skinner, Kathy Lesar, Bill Lesar, Mark Howard

**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 JULY 6, 2023 AND SPECIAL MEETING MINUTES FROM JULY 18, 2023; ALL BILLS AND PAYROLL AS PRESENTED BELOW, COMMITTEE MINUTES AND REPORTS, AND CORRESPONDENCE TO BE FILED FOR JULY 2023. MOTION CARRIED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor\_Name** | **Description** | **Check#** |
| 34735 | East Mesabi Sanitation | Refuse Collection June 2023 | $ 12,571.07 |
| 34736 | Zito Media | Fire Hall & PW Telephone & Internet | $ 408.88 |
| 34737 | Embarrass Regional Fire Department | Service Agreement FD; 8/1/23-7/31/24 | $ 3,067.01 |
| 34738 | Hometown Focus | NNO Health Fair Ad | $ 165.00 |
| ST07-11-23 | MN Dept of Revenue - Sales Tax | Sales Tax - June 23 | $ 1,643.00 |
| 34739 | MN Bureau of Criminal Apprehension | Garet Johnson BCA Check | $ 15.00 |
| 34740 | MN Bureau of Criminal Apprehension | Marshall Ness BCA Check | $ 15.00 |
| 34741 | MN Bureau of Criminal Apprehension | Derek Hirsch BCA Check | $ 15.00 |
| D07-12-23 | Empower | Employee Deductions | $ 350.00 |
| DD07122301 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 1,838.72 |
| DD07122302 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 512.35 |
| DD07122303 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 1,396.70 |
| DD07122304 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 2,233.98 |
| DD07122305 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 1,749.82 |
| DD07122306 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 1,719.34 |
| DD07122307 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 2,254.53 |
| DD07122308 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 2,094.80 |
| DD07122309 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 1,326.77 |
| DD07122310 | Payroll Period Ending 07/08/2023 | Regular Payroll Ending 07/08/2023 | $ 1,755.25 |
| F07-12-23 | E.F.T.P.S. | Withholding Payroll Ending 7/12/23 | $ 5,823.68 |
| M07-12-23 | MN Department of Revenue | Withholding Payroll Ending 7/8/23 | $ 1,130.83 |
| P07-12-23 | P.E.R.A. | Payroll Deductions | $ 3,414.61 |
| 34742 | Culligan | Seasonal Tank Exchange | $ 198.00 |
| 34743 | CTC | Town Office Phone July 2023 | $ 224.20 |
| 34744 | Grande Ace Hardware | Mower Blades | $ 796.04 |
| CC07-03-23 | Cardmember Service | Training & Supplies | $ 2,231.34 |
| J07-14-2023 | Accounts Payable - R & B Fund | Direct Deposit Payroll Error | $ 4,349.33 |
| D07-26-23 | Empower | Employee Deductions | $ 350.00 |
| DD07262301 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 1,823.62 |
| DD07262302 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 656.17 |
| DD07262303 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 1,377.70 |
| DD07262304 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 2,758.52 |
| DD07262305 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 1,714.82 |
| DD07262306 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 1,684.34 |
| DD07262307 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 2,000.81 |
| DD07262308 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 1,927.25 |
| DD07262309 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 1,291.77 |
| DD07262310 | Payroll Period Ending 07/22/2023 | Regular Payroll Ending 7/22/2023 | $ 1,664.11 |
| F07-26-23 | E.F.T.P.S. | Withholding Payroll Ending 7/22/23 | $ 5,817.36 |
| M07-26-23 | MN Department of Revenue | Withholding Payroll Ending 7/22/23 | $ 1,138.16 |
| P07-26-23 | P.E.R.A. | Payroll Deductions | $ 3,436.69 |
| 34745 | Fraboni Foods | Health Fair NNO food | $ 1,209.42 |
| 34746 | Essentia Health | Renner Random Test | $ 30.00 |
| 34747 | Excel Business Systems | Service Contract | $ 142.22 |
| 34748 | Fire Catt | Hose & Ladder Testing | $ 3,130.60 |
| 34749 | Hoyt Lakes, City of | Ambulance Agreement | $ 800.00 |
| 34750 | Jim Jones | Supplies | $ 191.71 |
| 34751 | Knaus, Jodi | Clothing Allowance | $ 86.94 |
| 34752 | Lake Country Power | Electric Service | $ 2,524.00 |
| 34753 | Lawson Products | Screws, Washers, Anchors | $ 646.47 |
| 34754 | Minnesota Power | Electric Service | $ 237.64 |
| 34755 | Minnesota Power | Electric Service | $ 26.56 |
| 34756 | Minnesota Power | Electric Service | $ 196.85 |
| 34757 | Minnesota Power | Electric Service | $ 60.00 |
| 34758 | Madison National Life Ins Co, Inc | Disability Ins | $ 306.00 |
| 34759 | Menard's-Virginia | Mailboxes, Concrete Anchors | $ 323.83 |
| 34760 | PeopleService Inc. | W/WW Professional Services | $ 365.00 |
| 34761 | St. Louis County Auditor-PW | June 2023 Fuel | $ 5,426.57 |
| 34762 | Amanda Gross | Sams Club Renewal Reimbursement | $ 110.00 |
| 34763 | Taconite Tire | Grader Tires | $ 7,883.38 |
| 34764 | Vault Health | DOT Drug Screen | $ 61.16 |
| 34765 | VC3 | July Service Contract | $ 38.00 |
| 34766 | Madison National Life Ins Co, Inc | Disability Ins | $ 365.56 |
| 34767 | Central Pension Fund | Retirement Contributions June 23 | $ 3,456.00 |
| 34768 | XZ4114822 | Health Care Saving Reimb. | $ 84.80 |
| 34769 | XZ2234345 | HCSP Reimbursement | $ 94.96 |
| 34770 | XZ6344990 | Health Care Savings | $ 341.03 |
| 34771 | Diamond Mowers | Blades | $ 916.56 |
| 34772 | Aurora Auto Value | Parts Truck 6 | $ 237.35 |
| 34773 | Aurora Electric | FD Work, Sign & Flag Pole Wiring | $ 2,100.00 |
| 34774 | Embarrass Region Fair Association | \*\*\*VOID$496.00\*\*\*Ad | $ - |
| 34775 | Fred Faust | 100 Flange Nuts | $ 49.93 |
| 34776 | Richard Melin | Flags | $ 42.90 |
| 34777 | Colosimo, Patchin, & Kearney, LTD | Legal Services | $ 465.00 |
| 34778 | Central Pension Fund | Retirement Contributions July 23 | $ 3,456.00 |
| 34779 | Couri & Ruppe, P.L.L.P. | VR Legal Services | $ 62.50 |
| 34780 | East Range Joint Powers Board | 3rd Qtr 2023 | $ 3,750.00 |
| 34781 | Amanda Gross | NNO Desert Reimbursement | $ 102.27 |
| 34782 | Amanda Gross | Travel Expense Reimbursement | $ 108.44 |
| 34783 | Knaus, Jodi | Travel Expense Reimbursement | $ 104.92 |
| 34784 | Linde Gas & Equipment Inc. | Welding Supplies/Services | $ 234.70 |
| 34785 | Mid-State Truck Service, Inc. | Truck #9 Switch Fan | $ 330.60 |
| 34786 | MacQueen Emergency Group | Truck Repairs | $ 1,403.31 |
| 34787 | Minnesota Association of Cemeteries | 2023 Annual Conference Fees | $ 1,125.00 |
| 34788 | MN DNR - Forestry Division | 13% DNR Service Fee Timber Sale Services | $ 1,004.90 |
| 34789 | Shaina Larson | Refund of Gym Rental 6/2 & 6/3 | $ 140.00 |
| 34790 | Portable John | Toilets Rental July & August | $ 1,073.40 |
| 34791 | Northern Engine & Supply, Inc. | Pickup Parts | $ 86.70 |
| 34792 | Ultimate Safety Concepts Inc. | Freight | $ 732.34 |
| 34793 | WebCemeteries | Cemetery Software | $ 999.00 |
| 34794 | I.U.O.E. Local 49 Fringe Benefits | SEP 2023 Group Insurance | $ 12,780.00 |
| 34795 | Ziegler Inc. | Backhoe Parts & Oil | $ 369.71 |
| 34796 | Menard's-Virginia | Operating Supplies | $ 131.42 |
| 34797 | Sullivan Supply | LLCC Cleaning Supplies | $ 843.31 |
| 34798 | Envirotech Services | Dust Control | $ 20,497.50 |
| 34799 | Embarrass Region Fair Association | Advertising | $ 105.00 |
| 63272 | I.U.O.E. Local 49 | Union Dues July 2023 | $ 315.00 |
| 63273 | MN NCPERS | Life Insurance Employee Paid | $ 48.00 |
| 63274 | Minnesota Life Insurance Company | Employee/Employer Insurance | $ 170.20 |
| 63275 | Colonial Life | July 23 Employee Deductions | $ 592.98 |
| DD07312301 | Payroll Period Ending 07/31/2023 | July 2023 Monthly Payroll | $ 399.24 |
| DD07312302 | Payroll Period Ending 07/31/2023 | July 2023 Monthly Payroll | $ 150.23 |
| DD07312303 | Payroll Period Ending 07/31/2023 | July 2023 Monthly Payroll | $ 349.52 |
| DD07312304 | Payroll Period Ending 07/31/2023 | July 2023 Monthly Payroll | $ 279.01 |
| DD07312305 | Payroll Period Ending 07/31/2023 | July 2023 Monthly Payroll | $ 425.65 |
| F07-31-23 | E.F.T.P.S. Monthly | Employee Deductions | $ 179.20 |
| M07-31-23 | MN Department of Revenue Monthly | Employee Withholding | $ 49.09 |
| P07-31-23 | P.E.R.A. Monthly | Retirement Deductions | $ 207.52 |
|  |  | **TOTAL** | **$ 165,498.67** |

**2. THE TREASURER’S REPORT FOR THE MONTH OF JULY 2023, LISTED RECEIPTS IN THE AMOUNT OF $717,849.37:**

|  |  |
| --- | --- |
| 12/22 Tax Apportionment  1st ½ 2023 Fire Contract  Garbage Bag Revenue  IRRRB Sign Project Grant  Direct deposit error/adjustment  LLCC Rental Fees  TL Pavilion Rental Fees  FD Safer Grant/Turnout Gear & Health Screening  Propane Reimbursement  Township Aid  Refuse Revenue | 678,628.30  18,000.00  3,004.00  5,868.50  4,349.33  460.00  1,025.00  3,500.00  1,125.23  1,374.50  485.11 |
| Interest Earned | 29.40 |
| **TOTAL** | **$717,849.37** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF JULY 2023 RECEIPTS AS READ. MOTION CARRIED**

**3. CITIZENS/GUESTS**: None

**4. UNFINISHED BUSINESS:**

4.1 Fire Department Updates:

* Applications: Benjamin Hway & Sam Nelson

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA ACCEPTING THE APPLICATION OF BENJAMIN HWAY TO THE PALO VOLUNTEER FIRE DEPARTMENT AND OFFERING EMPLOYMENT CONTINGENT UPON PASSING THE REQUIRED PHYSICAL AGILITY TESTING BY THE FIRE DEPARTMENT, THE EMPLOYMENT PHYSICAL APPROVED BY A PHYSICIAN, AND THE PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK. MOTION CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA ACCEPTING THE VERBAL APPLICATION OF SAM NELSON TO THE PALO VOLUNTEER FIRE DEPARTMENT AND OFFERING EMPLOYMENT CONTINGENT UPON SUBMITTING A COMPLETE WRITTEN APPLICATION TO THE DEPARTMENT, PASSING THE REQUIRED PHYSICAL AGILITY TESTING BY THE FIRE DEPARTMENT, THE EMPLOYMENT PHYSICAL APPROVED BY A PHYSICIAN, AND THE PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK. MOTION CARRIED**

* AFG Grant - We need two comparable quotes from different vendors dated within 30 days.

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO SCHEDULE A SPECIAL MEETING WITH FIRE DEPARTMENT MEMBERS TO DISCUSS THE 2023-2024 BUDGET, LONG-RANGE PLANNING, STANDARD OPERATING PROCEDURES AND THE AFG GRANT FOR TUESDAY, JULY 18, 2023 AT 4:30 P.M. MOTION CARRIED**

* Mesabi Range Chapter Banquet – Saturday, October 7, 2023 Poster was shared with the Board and will be posted at Loon Lake and City/Town Hall. Office Staff will also share on social media.
* FireCat Invoice

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING THE FIRECAT INVOICE IN THE AMOUNT OF $3,130.60. MOTION CARRIED**

* Another meeting needs to be scheduled with the Chief and Assistant Chief to continue discussions on creating Standard Operating Procedures for the Department. Skinner and Lesar will get potential dates to Office.
* Skelton thanked the PVFD for all their work & support at the National Night Out/Health Fair
* Public Works Storage Written Request

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

4.2 Stepetz Road Logging Project –Project is complete. DNR Invoice was reviewed for contract administration & project management.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY APPROVING PAYMENT TO THE DNR IN THE AMOUNT OF $1,004.90 FOR THE STEPETZ ROAD LOGGING PROJECT MANAGEMENT & CONTRACT ADMINISTRATION. MOTION CARRIED**

4.3 Joint Water Project - The Board reviewed the SEH July Status Report. A community Open Forum is being planned for Thursday, August 24, 2023 at 6:30 p.m. and a Project bid pre-construction meeting will be held on August 9, 2024 at 2:00 p.m.

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

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 is complete. Final reporting to IRRRB and closing of grant in progress.

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

4.7 IRRRB Community Sign Project – Sign has been installed. Grant closed 6/30/23 and final payment has been made by IRRRB. This may be removed from the agenda.

4.8 LLCC Deed/Legal Update – Kearney will update next month.

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

4.9 Spring Flooding Updates – Funding applied for through St. Louis County; meetings with FEMA are being scheduled.

4.10 National Night Out & Health Fair - August 1, 2023 – The event was wonderful. Thanks to all employees, vendors, sponsors, and everyone who promoted or assisted during the event. Gross will send a thank you letters to Essentia Health for their generous donation of $500.00 which will be received within 30 days.

4.11 Cemetery Columbarium Purchase – Contract was signed and columbarium was ordered. The office will get quotes from Mesabi Masonry for the apron around the base of the columbarium.

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

4.12 Digital Inclusion Committee & Grant – Grant reimbursement of $4,000.00 to Township is pending.

4.13 Election Cycle – No new updates.

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

4.14 Twin lakes property – Dock has not been moved. Skelton directed the office to send a 2nd notice certified mail.

4.15 Camping Under the Stars at Loon Lake Meteor Event – Scheduled for Saturday, August 12, 2023; Enrollment has been slow but we have enough to continue with the event. Niemi provided quotes for a dock for Loon Lake Community Center.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO MOVE THE DOCK DISCUSSION AS AN AGENDA ITEM TO NEXT MONTH. MOTION CARRIED**

4.16 Tri-City Ambulance Taxing District Discussion – Meeting Request sent to Cloquet

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO CALL AND REACH OUT TO CLOQUET AND CLARIFY WE WANT TO FIND OUT HOW THIS ALL WORKS AND DO NOT WANT TO MAKE THIS POLITICAL IN ANY WAY AND OFFER TO GO THERE IF NEEDED FOR A MEETING. MOTION CARRIED**

4.17 General Maintenance Worker Back Up Position for Facility Cleaning – the employee works full-time year round with a normal schedule of M-F and earns vacation, sick time, and comp time. No back-up exists for her position when she is absent. In the summer months, this position also cleans the Pavilion on Saturdays/Sundays working every weekend from May through September. Every other position in the Township has a back-up.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE ADVERTISEMENT FOR AN INTERMITTNET GENERAL MAINTENANCE WORKER TO PROVIDE BACK-UP CLEANING DUTIES IN THE ABSENCE OF THE FULL-TIME EMPLOYEE. MOTION CARRIED**

**5. NEW BUSINESS:**

5.1 Embarrass Region Fair Ad - $496.00 for a full-page ad; the Board previously approved to help the Embarrass Fair by paying for an advertisement for the event.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING 1/8TH OF A FULL PAGE ADVERTISEMENT AT A COST OF $105.00 WITH PAYMENT TO THE EMBARRASS REGION FAIR ASSOCIATION AS A REIMBURSEMENT. MOTION CARRIED**

5.2 St. Louis County Permit Request

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE PERMIT APPLICATION IN WHITE TOWNSHIP AS REQEUSTED BY ST. LOUIS COUNTY. MOTION CARRIED**

5.3 Computer Station for Office – the computer at the workstation for the deputy employees crashed and is not repairable. The CPU needs to be replaced. The monitor is still usable. It is over ten years old.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY APPROVING THE PURCHASE OF A NEW COMPUTER WORKSTATION FOR THE TOWNSHIP OFFICE. MOTION CARRIED**

**6. REPORTS:**

Clerk’s Report

1.) Quarterly Payroll Reports were filed

2.) Office staff have been busy planning the two community events over the last month; after the Meteor Event and when Amanda returns from vacation we will finalize the September Annual Meeting presentation for the Board to review and give input. The Annual Meeting is scheduled for Tuesday, September 12, 2023 at 6:00 p.m.

3.) There were some changes made to the PERA Retirement Laws this past legislative session on eligibility thresholds and now employees will be vested after three years of service for public employees (down from five years) and 10-year graded vesting applies for Police and Fire members. There is an informational Zoom meeting on Thursday, August 10, 2023 at 11:00 p.m.

4.) We are still checking into costs and styles for the stage padding at LLCC.

5.) The Lead Service Line Inventory Grant Application was submitted by July 20, 2023.

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

* IT Professional Services
* Franchise Fees for Power & Utilities (fiber)
* Road Documentation Filings with St. Louis County for all platted roads
* Road Vacation Filings (Road 45/Lane 51)
* Standard Operating Procedures for Fire Department
* Facilities Capital Improvement Plan & Updated Strategic Plan

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

Foreman Niemi – Dust Control is complete; graveling and ditching roads; installed two culverts for St. Louis County;

Supervisors:

Anttila – would like to set up a meeting for the garbage contract which ends in October; office staff and public works staff are all doing a good job;

Kippley – great job to everyone for National Night Out; Township Garage and all facilities look great!!

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

* Fall Equipment Expo – St. Cloud – 2 employees;

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING THE REQUEST TO SEND TO PUBLIC WORKS EMPLOYEES TO THE FALL EQUIPMENT EXPO IN ST. CLOUD, MN WITH PAID EXPENSES. MOTION CARRIED**

**8. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, September 7, 2023 5:00 P.M. @ City/Town Government Center; East Range Water Board Meeting: Wednesday, August 16, 2023 4:30 P.M. @ City/Town Government Center; ERJPB Meeting: Tuesday, August 22, 2023 9:00 AM @ City/Town Government Center; East Range Water Project Public Information Meeting: Thursday, August 24, 2023 6:30 P.M. Aurora Community Center; Continuation of Annual Township Meeting: Tuesday, September 12, 2023 6:00 P.M. Loon Lake Community Center;

**9. ADJOURNMENT**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO ADJOURN THE REGULAR MEETING AT 6:16 P.M. MOTION CARRIED**

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