REGULAR MEETING

**July 2, 2020**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Skelton at 5:00 P.M., on Thursday, July 2, 2020, via teleconference in the City/Town Government Center.***

**ROLL CALL:**

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

Absent:

Also Present: Mike Skinner, Dan Harp

1. **APPROVAL OF AGENDA**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE AGENDA. AYES 3, NAYES 0; MOTION CARRIED**

1. **APPROVAL OF MINUTES**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE THE MINUTES FROM THE REGULAR MEETING ON JUNE 4, 2020. AYES 3, NAYES 0; MOTION CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF JUNE 2020, LISTED RECEIPTS IN THE AMOUNT OF $7,198.82 AS READ BY TREASURER GROSS:**

|  |  |
| --- | --- |
| 1ST Qtr Capital Charges – City of Aurora  Garbage Bag Revenue  Refuse Revenue  Propane  DNR Fire Assistance  Refunds & Reimbursements | 2,345.69  3,618.00  359.79  464.37  350.00  27.49 |
| Interest Earned | 33.48 |
| **TOTAL** | **$7,198.82** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF JUNE 2020 RECEIPTS AS READ. AYES 3, NAYES 0; MOTION CARRIED**

**4. CITIZENS/GUESTS**: Dan Harp appeared before the Board to voice concern of Road 51 condition which is maintained by the County. Niemi responded temporary fixes will take place this year and it is on the list for 2021 to be redone.

**5. UNFINISHED BUSINESS:**

5.1 Fire Department Updates

a.) Truck Estimate – Utlimate Body and Frame provided an estimate in the amount of $2,000.00 Skinner recommended we table as it is not a priority right now.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO TABLE TO NEXT MONTH. AYES 3, NAYES 0; MOTION CARRIED**

b.) Technology Grant – Grant was approved from Blandin to purchase hot spots and IPAD’s for the Fire Department. Skinner and Knaus will work together to purchase equipment and submit receipts for reimbursement. The AFT grant should be opening soon for application. Knaus and Skinner will work on submitting a USDA grant for SCBA equipment. Knaus will request City of Biwabik’s copy of their grant application.

c.) PSTrax Software was discussed for the Fire Department. Staff attended a demo last month of the software. Skinner requested five modules be purchased. Skelton requested the Chief submit to the Board a development plan on how the software modules will be used, accessed, and documented.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING A ONE TIME PAYMENT OF UP TO $1,169.00 FOR A PSTRAX SOFTWARE IMPLEMENTATION FEE WITH THE UNDERSTANDING THE FIRE DEPARTMENT WILL SUBMIT A DEVELOPMENT PLAN TO THE BOARD FOR SOFTWARE USE. AYES 3, NAYES 0; MOTION CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING A ONE YEAR LICENSE FEE FOR PSTRAX SOFTWARE FOR THE FIRE DEPARTMENT AT A COST OF UP TO $1,324.00. AYES 3, NAYES 0; MOTION CARRIED**

d.) Ice machine – was ordered and installed at a cost of $1,689.47 at the Fire Hall

d.) Skinner Report – He applied for a DNR grant for wildland gear/PPE. He spoke with FirstNet for the hotspot he has requested for the Department as part of the Blandin grant. Knaus verified the Fire Department is included in the COVID-19 Preparedness Plan for the Township.

5.2 Office Remodel Project – Still waiting to hear from contractor for office remodel.

**IT WAS MOVED BY SKELTON SUPPORTED BY ANTTILA TO TABLE TO NEXT MONTH. AYES 3, NAYES 0; MOTION CARRIED**

5.3 Army Corps of Engineers Section 569 Project Update – Final approval is pending from the Army Corps. Engineering design is being finalized. Easements have been mailed to affected property owners. Bid opening is tentatively scheduled by SEH for July 21 to be held electronically. The Final Agreement between the Army Corps and the Township, certificate of authority, copy of bid advertisement and lobbying form were distributed to the Board for review.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO SCHEDULE THE BID OPENIING MEETING FOR JULY 21, 2020 AT 2:00 P.M OR AS SEH SCHEDULES ELECTRONICALLY WITH PROPER NOTIFICATION AND POSTING. MOTION CARRIED. AYES 3, NAYES 0; MOTION CARRIED**

5.4 Joint Water Project Update – Costin Group, SEH, and Building Rescue June invoices were distributed. The City and Township need to meet to finalize legal agreement and get all Board members/Council up-to-date on the project. Knaus will work with Lammi to schedule a meeting.

5.5 Stepetz Road –Final payment is pending.

5.6 Cemetery Land Title/Legal Description – No new updates.

5.7 LLCC Repairs Update – No new updates.

5.8 Radtke’s Corner/Road 45/Lane 51 Abandon Road Sections – No new updates.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO TABLE ITEMS 4-8 TO NEXT MONTH. AYES 3, NAYES 0; MOTION CARRIED**

5.9 Voyageur’s Retreat Road Repair Update – This has been taken care of by the City of Biwabik.

5.10 St. Louis County KGM Conditional Use Permit Application – Hearing was postponsed; St. Louis County will notify the Township of the new date/time.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO TABLE TO NEXT MONTH. AYES 3, NAYES 0; MOTION CARRIED**

5.11 Twin Lakes Property Purchase Request – After last month’s meeting Knaus contacted Todd Toman, who was referred by Jared Ahrens to conduct an appraisal of the property. Toman never responded. After careful thought and consideration, the Board discussed the boat landing near this property has become quite popular this summer. It was discussed maybe expanding this area by adding picnic tables, garbage cans, and green space by making the area more functional and practical for patrons. Since there is still a public purpose for the property and use for the Township, selling isn’t favorable at this time.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY DIRECTING KNAUS TO RESPOND TO THE INTERESTED BUYER THE TOWNSHIP IS NOT INTERESTED IN SELLING THE PROPERTY AT THIS TIME BECAUSE THERE IS STILL A PUBLIC PURPOSE FOR THE PROPERTY AND USE BY THE TOWNSHIP. AYES 3, NAYES 0; MOTION CARRIED**

**6. NEW BUSINESS:**

6.1 COVID-19 Updates – The COVID Team is now meeting as needed. The Press Release regarding the Northern Lights Festival was distributed to the Board. The Emergency Declaration is still in effect and is it unknown how long the pandemic will last. Safety precautions are being taken to keep employees and citizens safe.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO CONTINUE TO KEEP ALL TOWNSHIP FACILITIES CLOSED TO THE PUBLIC THROUGH AUGUST 6, 2020 (THE NEXT BOARD MEETING). AYES 3, NAYES 0; MOTION CARRIED**

6.2 COVID-19 Preparedness Plan – required by State. Subject to change.

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPROVING THE COVID-19 PREPAREDNESS PLAN FOR THE TOWN OF WHITE. AYES 3, NAYES 0; MOTION CARRIED**

6.3 Resolution 2020-007 Appoint Election Judges for the Primary Election

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2020-007 ESTABLISHING ELECTION JUDGES FOR 2020 PRIMARY ELECTION. AYES 3, NAYES 0; MOTION CARRIED**

6.4 Resolution 2020-008 Appoint Absentee Ballot Board for the Primary Election

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY ESTABLISHING ABSENTEE BALLOT BOARD FOR 2020 PRIMARY ELECTION. AYES 3, NAYES 0; MOTION CARRIED**

6.5 Resolution 2020-009 Opposing Request to Detach Property from the City of Biwabik to the Town of White – Van Klein submitted request in writing along with Wiswell’s to detach.

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA APPROVING RESOLUTION 2020-009 OPPOSING REQUEST TO DETACH PROPERTY FROM THE CITY OF BIWABIK TO THE TOWN OF WHITE. AYES 3, NAYES 0; MOTION CARRIED**

6.6 City/Town Government Center Roof Replacement – Quote received by City of Aurora was reviewed. Town’s portion of cost is $9,478.03 (20%). Board would like to meet with the City to discuss this.

6.7 Fine Allocation – BCA Joint Powers Agreement was approved and the Township’s ORI has been assigned.

6.8 Truck #8 – Repair quotes were reviewed

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY APPROVING THE QUOTE FROM CUMMINS SALES & SERVICE UP TO $5,310.00 FOR REPAIR OF TRUCK #8. AYES 3, NAYES 0; MOTION CARRIED**

**7. MINUTES:**

7.1 East Range Joint Powers Board May 2020 minutes

7.2 Northspan Monthly Consultant Report – June 2020

7.3 Tri-City June 2020 Updates & Financial Report

7.4 East Range Sportsmen’s & Conservation Club February – May 2020 minutes & Ladies Day Event Information

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA REQUESTING MORE INFORMATION FROM THE SHOOTING RANGE ON THE LADIES DAY EVENT INCLUDING A SAFETY PLAN. AYES 3, NAYES 0; MOTION CARRIED**

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO FILE ALL MINUTES. AYES 3, NAYES 0; MOTION CARRIED**

**8. REPORTS:**

Clerk’s Report

1.) Elections: Absentee Voting began Friday, June 26, 2020. Ads have been placed in the MDN and Shopper. Voters will be let into the building to vote. Safety precautions will be taken.

2.) No new updates on the Voyageur’s Retreat sinkhole. Jacobson was emailed as directed on June 8, 2020 our position on the hole. No annexation payment has been received yet for 2019. I do know the accounting firm is looking at the spreadsheets for verification.

3.) The CUP for Pineville property by KGM has been postponed. The County will notify us when this is rescheduled.

4.) Quarterly Reports will be filed.

5.) The Coronavirus Relief Fund Certification Form was submitted to MN Department of Revenue for the Town’s payment of $37,525. 00 in funding based on 2018 population @ $25.00 per person.

6.) JD Mower delivery has been delayed. We have the Certificate of Indebtedness from the First National Bank of Gilbert to turn in but need serial numbers. Once the equipment is delivered, we will be able to process the paperwork and get our funding.

7.) We have been notified by the LMCIT that our property inspections/appraisals for insurance are due. I will work with Clark & Jared Ahrens to get this done.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO FILE THE CLERK’S REPORT. AYES 3, NAYES 0; MOTION CARRIED**

Niemi – Dust control will be applied next week; crew has been busy mowing and ditching; Laborers are doing a great job!

Anttila – Employees are doing a great job! Directed Foreman to contact Potlatch and ask permission for testing for gravel and asking to purchase property again. Foreman will check to see what’s there first before calling.

Skelton – Thanks to everyone for the great job their doing during this difficult time in our country.

**9. CORRESPONDENCE:**

1. IRRRB Approved $7 million in COVID-19 Relief Funds Notice

2. LMCIT 0% Dues Increase for 2021 Notice

3. MN Power Press Release 6/17/2020

4. Ochs Insurance Annual Renewal Rate Notice

5. Lake Country Power Notice of Capital Credit Allocation

6. IRRR Community Relief Program Letter of Support & Application Information

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO FILE ALL CORRESPONDENCE RECEIVED. AYES 3, NAYES 0; MOTION CARRIED**

**10. TRAINING REQUESTS & MEETING NOTICES**: NONE

**11. BILLS AND PAYROLL FOR THE MONTH OF JUNE 2020 AS LISTED:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** | **Total** |
| CC06-02-20 | Cardmember Service | Training | $ 2,154.00 |
| D06-03-2020 | Empower | Employee Deductions 06/03/20 | $ 327.64 |
| DD06032001 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 661.85 |
| DD06032002 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,236.71 |
| DD06032003 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,634.00 |
| DD06032004 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,999.16 |
| DD06032005 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,536.08 |
| DD06032006 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 277.69 |
| DD06032007 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,529.60 |
| DD06032008 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,800.81 |
| DD06032009 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,059.96 |
| DD06032010 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 1,485.38 |
| DD06032011 | Payroll Period Ending 05/30/2020 | Regular Payroll Ending 5/30/2020 | $ 268.84 |
| F06-03-20 | E.F.T.P.S. | Employee Withholding 06/03/20 | $ 4,710.76 |
| J06-03-20 | Accounts Payable-Payroll Adj. | Baland STD Payroll Adj. | $ 73.95 |
| M06-03-20 | MN Department of Revenue | Employee Withholding 6/03/20 | $ 815.40 |
| P06-03-2020 | P.E.R.A. | Retirement Deductions 6/3/20 | $ 2,635.21 |
| 32616 | Town of White Petty Cash Fund | Postage | $ 176.80 |
| 32617 | Short Elliot Hendrickson, Inc. | Army Corps Project | $ 5,810.74 |
| 32618 | Tomahawk Ford | Refuse Collection and Disposal | $ 11,696.36 |
| ST06-2020 | MN Dept of Revenue - Sales Tax | May 2020 Tax Due | $ 1,324.00 |
| D06-17-20 | Empower | Employee Deductions 06/17/20 | $ 327.64 |
| DD06172001 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 69.10 |
| DD06172002 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,236.71 |
| DD06172003 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,634.00 |
| DD06172004 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,885.86 |
| DD06172005 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,540.69 |
| DD06172006 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 641.80 |
| DD06172007 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,669.06 |
| DD06172008 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,782.86 |
| DD06172009 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,059.96 |
| DD06172010 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 1,485.38 |
| DD06172011 | Payroll Period Ending 06/13/2020 | Regular Payroll Ending 6/13/2020 | $ 632.95 |
| F06-17-2020 | E.F.T.P.S. | Employee Withholding 06/17/20 | $ 4,899.20 |
| M06-17-2020 | MN Department of Revenue | Employee Withholding 6/17/20 | $ 858.93 |
| P06-17-2020 | P.E.R.A. | Retirement Deductions 6/17/20 | $ 2,838.79 |
| 32619 | Aurora, City of | Air Conditioning Unit | $ 24.00 |
| 32620 | Excel Business Systems | Copier Contract June 2020 | $ 100.65 |
| 32621 | East Range Joint Powers Board | 3rd Qtr 2020 | $ 3,750.00 |
| 32622 | Colosimo, Patchin, & Kearney, LTD | Monthly Fee | $ 415.00 |
| 32623 | Hoyt Lakes, City of | Ambulance Agreement | $ 350.00 |
| 32624 | Couri & Ruppe, P.L.L.P. | Legal Services | $ 52.50 |
| 32625 | Edwards Oil | Safety Vests, Gloves | $ 282.32 |
| 32626 | KaTom Restaurant Supply, Inc. | Ice Machine | $ 1,689.47 |
| 32627 | Lake Country Power | Electric Service | $ 1,957.00 |
| 32628 | L & M Supply, Inc. | Fuel for Chainsaws | $ 119.94 |
| 32629 | Mesabi Bituminous Inc | \*\*\*VOID$2212.28\*\*\*Cold Mix - Rd 54 | $ - |
| 32630 | MCFOA Region II | Annual Dues | $ 90.00 |
| 32631 | Menard's-Virginia | Garbage Cans, Pavilion Supplies | $ 123.82 |
| 32632 | Minnesota Power | Electric Service | $ 86.42 |
| 32633 | Minnesota Power | Electric Service | $ 20.84 |
| 32634 | Minnesota Power | Electric Service | $ 197.88 |
| 32635 | Northern Engine & Supply, Inc. | Hose & Fittings | $ 89.42 |
| 32636 | Nuss Truck & Equipment | Volvo Loader Cutting Edge | $ 2,259.49 |
| 32637 | Pace Analytical Services, Inc. | Water Testing Services 2012018340 | $ 53.50 |
| 32638 | Praxair Distribution Inc | INV 96972518 | $ 124.88 |
| 32639 | RR Holdings LLC | Snow Fencing | $ 538.85 |
| 32640 | Range Paper | Shop Supplies, Paper | $ 5,341.56 |
| 32641 | St. Louis County Public Works | Fuel May 2020 | $ 1,638.24 |
| 32642 | APG Media of MN | Mtg Notice, Elections | $ 404.72 |
| 32643 | Acuity Specialty Products, Inc. | Towels, Zep TNT Cleaner | $ 905.71 |
| 32644 | XZ4114822 | Health Care Saving Reimb | $ 142.18 |
| 32645 | XZ6344990 | HSCP Reimbursement | $ 251.38 |
| 32646 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 32647 | XZ7617518 | Health Care Medical Reimb. | $ 392.70 |
| 32648 | Madison National Life Ins Co, Inc | LTD/STD Insurance Jul 2020 | $ 345.21 |
| 32649 | Central Pension Fund | Retirement Contributions | $ 3,456.00 |
| 32650 | Mid-State Truck Service, Inc. | Truck #9 | $ 412.31 |
| 32651 | MN Department of Health | Army Corps Project Watermain | $ 150.00 |
| 32652 | APG Media of MN | Annual Subscription | $ 209.95 |
| 32653 | A.W. Kuettel & Sons, Inc. | Water heater installation | $ 3,795.00 |
| 32654 | I.U.O.E. Local 49 Fringe Benefits | Aug 2020 Group Ins | $ 11,385.00 |
| 32655 | Nor-Tech | Desktop Computers | $ 1,340.00 |
| 32656 | East Range Shopper | Ads | $ 170.00 |
| 32657 | Frontier | Telephone & Internet Service | $ 696.98 |
| 32658 | Carquest Aurora | Supplies & Parts | $ 268.51 |
| 32659 | Bradach Lumber | Rake, Pest Control, Faucet Parts | $ 74.42 |
| 32660 | Eveleth Floral Co. & Greenhouse | Baland, Lubahn | $ 120.00 |
| 32661 | McCoy Construction & Forestry | Hinge, Cylinder | $ 288.81 |
| 32662 | Becky Fallstrom | \*\*\*VOID$50.00\*\*\*Twin Lakes Refund | $ - |
| 63002 | Palo Volunteer Fire Department | Good Will Fund Apr/May 2020 | $ 56.00 |
| 63003 | Colonial Life | Jun 2020 Employee Deductions | $ 592.98 |
| 63004 | I.U.O.E. Local 49 | Union Dues Deductions Jun 2020 | $ 280.00 |
| 63005 | MN NCPERS | Employee Ded June/July 2020 | $ 64.00 |
| DD06302001 | Payroll Period Ending 06/30/2020 | Monthly Payroll June 2020 | $ 344.73 |
| DD06302002 | Payroll Period Ending 06/30/2020 | Monthly Payroll June 2020 | $ 128.77 |
| DD06302003 | Payroll Period Ending 06/30/2020 | Monthly Payroll June 2020 | $ 315.81 |
| DD06302004 | Payroll Period Ending 06/30/2020 | Monthly Payroll June 2020 | $ 257.55 |
| DD06302005 | Payroll Period Ending 06/30/2020 | Monthly Payroll June 2020 | $ 374.20 |
| F06-30-20 | E.F.T.P.S. Monthly | Employee Withholding | $ 181.29 |
| M06-30-20 | MN Dept of Revenue Monthly | Employee Withholding | $ 48.81 |
| P06-30-20 | P.E.R.A. Monthly | Payroll Ending 06/2020 | $ 187.00 |
|  |  | **TOTAL** | **$ 113,140.34** |

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON APPROVING ALL BILLS AND PAYROLL FOR THE MONTH OF JUNE 2020. AYES 3, NAYES 0; MOTION CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, August 6, 2020 5:00 PM @ City/Town Government Center; ERJPB Meeting: Tuesday, July 21, 2020 @ 9:00 via Zoom;

*All meetings are being held via telephone conference*.

**13. ADJOURNMENT**

**IT WAS MOVED BY SKELTON, SUPPORTED BY KIPPLEY TO ADJOURN THE REGULAR MEETING AT 6:41 P.M. AYES 3, NAYES 0; MOTION CARRIED**

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