

**Biwabik Township Monthly Board Meeting Minutes**  
**Biwabik Township Hall – 6555 Oak Drive, Gilbert, MN**  
**Monday, February 10, 2020**

**Call to Order:** 6:00 PM Chairman Soderling

Present: Supervisors Hautala, Paris, and Soderling, Clerk Highland, Treasurer Hines, and 3 guests; Kevin Merritt, Sarah Shaulis, and Chuck Larson

**Pledge of Allegiance:** Recited.

**Special Agenda Requests:** None

**Minutes: Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve the January 13, 2020 Monthly Board Meeting Minutes, the December 17, 2019 Emergency Meeting Minutes, and the December 26, 2019 Special Board Meeting Minutes. Motion carried unanimously.

**Financial Report:** Treasurer Hines reported the following for the January financial report.

Opening Balance 01/01/2020	\$545,309.32
Receipts	\$ 52,258.62
Disbursements	- \$ 40,656.80
Ending Balance 01/31/2020	\$556,911.14
Deposits in transit	- \$ 0.00
Outstanding Checks	+ \$ 1,587.89
Petty Cash	- \$ <u>100.00</u>
<b>Total</b> Checking Acct.	<b>\$558,399.03</b>
<b>Total</b> Investments	<b>\$ 98,250.52</b>

The Clerk and Treasurer are in balance with the bank.

**Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve the cash control financial report and file it for audit. Motion carried unanimously.

There was some discussion about CD interest through First National Bank of Gilbert.

**Claims:** Clerk Highland reviewed the claims with the Board. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve and pay claims for \$9,873.13. Motion carried unanimously.

**Reports:**

Road/Equipment – A written road maintenance report was submitted. Maintenance on equipment has been kept up on during times of no snow. The new truck should be coming in May. Supervisor Hautala requested to have snow pushed back on the sides of mail boxes. Merritt replied he has already been working on this.

After a snowstorm that hit on a weekend Clerk Highland received a message from a concerned citizen about emergencies during big snow falls. It was decided that Highland will leave a message (assuming there is notice of a storm) on the answering machine with Foreman Merritt's phone number so residents can call him with questions. Fire and EMR departments have his number as well if they need to call.

Safety kits in the garage are outdated and supplies will need to be ordered.

Fire – A written report was submitted. Two people will be retiring from the fire department. Thanks from the Board was given to Roxanne Rodgers and Gordy Imberg for their time served as a first responder and a fire fighter.

First Responders – Chuck Larson reported one call for January and two calls for December. Two EMRs requested to go to Long Hot Summer training in the cities. Chuck and Nita plan to attend the Arrowhead EMS training in Duluth as volunteers. **Motion** by Chairman Soderling, seconded by Supervisor Paris to approve expenditures for Chris and Jessica

Clark to attend Long Hot Summer training in the cities. Motion carried unanimously. Wyatt Clark has officially started as a junior fire fighter/EMR.

Recreation – Treasurer Hines reported the door to the warming shack is damaged and will need to be repaired. Supervisor Hautala asked the Board if they would support him looking into DNR grant opportunities to make a walking trail from the town hall to the cemetery. We would need some in-kind whether from Road and Bridge or Ameri-corps. He would also like to bring this up at the annual meeting. Clerk Highland is in favor of this. Chairman Soderling asked if a liner for the rink has been ordered yet. Hautala will look into it once he gets measurements.

Cemetery – No report.

**Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve the reports as presented. Motion carried unanimously.

#### **Old Business:**

##### New Town Hall Discussion –

Chairman Soderling reported J.K. Mechanical will not talk to him about the bill. He has reached out to Couri and Ruppe about the situation. Bob Ruppe has drafted and sent a letter contest to J.K. Soderling feels we should pay for the non-warranty service call for \$306.00. **Motion** by Chairman Soderling, seconded by Supervisor Paris to pay J.K. Mechanical for labor for the service call to fix the bent tab. Motion carried unanimously.

Supervisor Paris reported Black Hawk Electric has moved the thermostat and added an outlet in the office to move the security system. They still need to change out the breaker at the fire hall and update the disconnect at the pole for the garage electricity.

A new housing has been ordered for the drinking fountain.

Sign retro-reflectivity – No update. Keep on agendas in old business.

Breakaway posts – Most of the sign posts in the township are double posted, we just don't know if they are legal.

Driveway Culvert Policy – No update. Keep on agendas in old business.

Supervisor Pay resident input/committee set up– No update.

Broadband Info – Chairman Soderling reported on the feasibility study. He urged community support for this project.

ATV Trail – No update. Resident Shaulis reported there hasn't been a meeting with homeowners and the DNR yet.

Floor Scrubbing Machine – Treasurer Hines reported a 14" machine from Delco would be \$2,723.00 with free delivery, demo, and guarantee it. Supervisor Paris wants to see it demoed before purchasing it. Chairman Soderling feels that for the price of the equipment, it's not worth fighting for a demo. Hines suggested approving purchase pending day of delivery demo. **Motion** by Chairman Soderling, seconded by Supervisor Hautala to approve purchase of Floor Cleaning Machine from Delco for \$2,723.00 pending approval of demo.

Discussion – Hautala would like a supervisor present during the demo. Soderling will come if he is available. Motion carried unanimously.

Simplified Budget – Clerk Highland submitted a simplified 2020 budget for the fire department. She is hoping to simplify the General and Road and Bridge budgets in the same manor. In an effort to make the Road and Bridge budget even more compact, it was suggested to maybe divide it by seasons. This idea may be difficult in regards to wages for the full year. The Board agreed they like the simplified plan and using a chart to visually track spending. Work on the more complex budgets will happen after the elections.

Equipment Budget/Savings Account – Supervisor Paris would like to see something set up like the New Town Hall Building Fund. Discussion about bringing it up at the annual meeting was had. Chairman Soderling would like to see a 10 year plan to figure which equipment may need replacement. He feels Paris is currently looking for attachments and not equipment. Continuing, he mentioned attachments could maybe come out of budgeted monies.

**New Business:**

Elections – Clerk Highland asked the Board their preference on ads for the Township Election. Legally she has to publish it in the town's legal newspaper, Hometown Focus. In the past at annual meetings it has been requested to publish the township election in the East Range Shopper. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to publish the notice of 2020 township election in the East Range Shopper and the Hometown Focus. Motion carried unanimously.

Fire Department Fire Engine Payback – Upon review of the payment status of the fire engine, Treasurer Hines noticed there was a \$6,000.00 transfer in 2016 made in error (paid to the General Fund not the Fire Engine Fund). **Motion** by Supervisor Paris, seconded by Supervisor Hautala to correct the internal transfer error from 2016 of \$6,000.00 and transfer \$6,000.00 from the General Fund to the Fire Engine Fund. Motion carried unanimously. Hines also asked the Board if they would be interested in moving the amount of money in the Fire Engine Fund to a savings account. It is currently in the checking account making it seem there is more money available to spend. Clerk Highland explained the original plan for the Fire Engine Fund was to track payments made from the Fire Department until the total cost is met and then the total would be rolled over back into the General Fund. Other thoughts at that time was hoping by the time the amount was met, it could stay with the Fire Department for more equipment purchases. Chairman Soderling feels there is a fundamental problem with us owing ourselves money. The Fire Department is not separate from the Township. Money is needlessly being taken away from their budget when it could be used towards other things like an addition. Clerk Highland requested that Chief Nygaard is kept in the loop. Soderling will contact Nygaard about the options. There is no issue from the Board to "give back" this money to the Fire Department. Soderling will also look at past minutes to make sure a change can be made. **Tabled**

Dishwasher – One of the soap dispensers for the dishwasher is not working. Sam Augustin from Ecolab had helped service the dishwasher after the move and explained servicing can be free if we purchase our chemicals through them. We currently have a lot of soap remaining from a bulk order made a few years ago. **Motion** by Chairman Soderling, seconded by Supervisor Paris to hire Ecolab to service the dishwasher. Motion carried unanimously.

Credit Application for Mid-State Truck Service – Mid-State has bought out Skubic Brothers. In order for us to continue to charge a credit application needs to be filled out. Chairman Soderling signed off on the documentation.

Website Update – Clerk Highland has contacted Art Unlimited to make a new page for 2020 minutes and submitted a quote for \$148.00. There was discussion about just posting minutes for the current year only. All minutes can be found in the office for previous years. Highland reminded the Board that certain election paperwork needs to be posted for four years. Maybe a page for just elections can be made. **Motion** Chairman Soderling, seconded by Supervisor Paris to create a new page for election information for \$148.00. Motion carried unanimously.

Other Concerns- Supervisor Paris reported that employee Bernard has successfully passed his Class A. He had attended training in Hinckley at the Local 49 training center at no cost. Paris would like to see mileage paid for this training. Bernard lost five days of work and everyone else gets paid mileage for any training attended out of the area. Chairman Soderling feels it was a requirement of the job to have a Class A. Foreman Merritt agreed with this statement. Hautala is worried about setting a precedence. In regards to setting precedence, Paris explained in the past an employee was paid wages to test for his CDL and there were no wages paid to Bernard for testing. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to pay Jonathan Bernard \$434.70 for mileage for Class A training. Motion carried unanimously.

**Correspondence:** Clerk Highland reviewed correspondence with the Board:

- ICO – Tax annual update for taxes
- Mesabi East – Community Input
- Operating Engineers 49 – Benefit meetings

- Lake Country Power – District Meeting
- Mid State Truck Service – Bought out Skubic
- MBA – Annual Renewal Statement
- Central Applicators – R.O.W. vegetation management

No action taken on correspondence.

**Hall Rentals:**

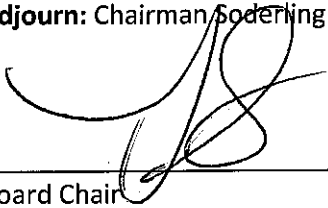

- Jenn Wudnich – Sunday, March 29, 2020
- Potluck – First Wednesday of every month
- EMR Training – Second Wednesday of every month
- Fire Training – Third Wednesday and Fourth Monday of every month

**Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve the hall rentals.

**Comments from the Audience:**

Sarah Shaulis asked how she could get involved technologically. There was discussion about a Township Facebook page. It was attempted in the past, but it fell on Clerk Highland. Highland is more concerned about making sure postings and information is given out legally versus conveniently. She likes the idea of social media for the township, but is unable to take that on at this time. Shaulis was encouraged to start a group for the township.

**Adjourn:** Chairman Soderling to adjourn the meeting at 8:11 PM.

	3-9-20	
Board Chair	Date	Attest by Clerk

