

**Biwabik Township Monthly Board Meeting Minutes
Biwabik Township Hall - 6555 Oak Drive, Gilbert, MN
Monday, February 12, 2024**

Call to Order: 5:33 PM by Chairman Hall

Present: Supervisors Hall, Hautala, and Paris, Clerk Highland

8 Guests; Chuck & Nita Larson, Kirstie Hall, Gordy Imberg, Sherrie Lamppa, Jonathan Bernard, Erik Erie and Tony Nygaard

Absent: Treasurer Bluhm

Pledge of Allegiance: Recited

Special Agenda Request: None

Minutes: **Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve the January 9, 2024 Monthly Board Meeting minutes and the January 30, 2024 Board of Audit Meeting minutes. Motion carried unanimously.

Financial Report: Clerk Highland went over the January Financial Report with the Board.

Opening Balance 01/01/2024	\$ 437,619.64
Receipts	\$ 18,110.68
Disbursements	\$ 34,185.32
Ending Balance 01/31/2024	\$ 421,545.00
Deposits in Transit	\$ - 000.00
Outstanding Checks	\$ 967.85
Petty Cash	\$ - 100.00
Total Checking Acct.	\$ 422,512.85
Total Investments	\$ 199,547.21

Motion by Supervisor Paris, seconded by Supervisor Hautala to approve the January 2024 financial report and file it for audit. Motion carried unanimously.

Claims: Clerk Highland reviewed the claims with the Board. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve claims as presented for \$17,054.79. Motion carried unanimously.

Reports:

Road & Equipment- The Union has requested to open the contract for negotiations. It was decided that the best day to hold meetings would be Wednesdays at 3:00 PM. Clerk Highland will post meetings will be held indefinitely on Wednesdays starting February 28 to discuss contract negotiations. A written report was submitted.

The crew has solicited fuel and oil quotes in hopes of finding cheaper options than ICO and TriMark. Best Oil is currently offering fuel at \$2.99/gal and dyed #1 for \$3.39/gal with no delivery fees. Chairman Hall asked if we need to sign a new contract. Employee Nygaard replied we will create an account with them. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to stop receiving fuel from ICO effective 2/29/2024 and start Best Oil by 3/01/2024. Motion carried unanimously. TriMark's price per barrel is about \$900.00. We currently have an unopened barrel. Petro Choice is \$728.75 for the same barrel. Hall wanted to make sure that the lower price wasn't a contracted price. Nygaard suggested making Petro and Cennex vendors so the crew can call around looking for the best price when oil is needed. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to amend the claims list

acknowledging that the TriMark claim will be \$924.83 less by returning the unused oil barrel. Motion carried unanimously. **Motion** by Supervisor Paris, seconded by Chairman Hall to add Petro Choice, Best Oil, and Northern Star Co-op (Cennex) as vendors. Motion carried unanimously. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to purchase a barrel of 10/30 oil from Petro Choice for \$728.75, a barrel of Hydra 1000 for \$485.60, and a drum of Trac Guard for \$548.90. Motion carried unanimously. Radtke Woodworks updated their quoted to include insulating the attic (along with repairing the fascia) and replacing the double door on the skate shack for \$7,000.00. Northland Integrity Builder's submitted a quote for repairing the fascia on the garage for over \$7,000.00. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to accept the Radtke Woodworks updated quote #1096. Motion carried unanimously.

Overhead Door submitted a quote for universal door opener remotes. It would allow all the garage doors to open with one remote (each button would be for a specific door). **Motion** by Supervisor Paris, seconded by Supervisor Hautala to accept the Overhead Door quote for \$2,525.00. Motion carried unanimously.

The quote to fix the one ton at Lundgren's is \$1,280.77, noting that parts portion would be \$485.00. If the Road and Bridge crew were to do the work, they could get parts from NAPA for \$442.29. The township would still have to pay Lundgren's for the diagnostic fee. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to have the Road and Bridge Crew work on the one-ton in house and purchase parts from NAPA for \$442.29. Motion carried unanimously.

Supervisor Paris would like to hold a special meeting with Road and Bridge about summer jobs and equipment repairs, mainly box options.

Fire- Written report submitted. Three pairs of boots are needed, they are \$589.00 each. **Motion** by Chairman Hall, seconded by Supervisor Paris to purchase boots from MacQueen for \$589.00 a pair. Motion carried unanimously. Crystal Anderson has passed her background check and physical. Chief Nygaard requested to hire her. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to hire Crystal Anderson on the fire department. Motion carried upon the following vote:

Chairman Hall	Abstain, family member
Supervisor Hautala	Aye
Supervisor Paris	Aye

Josh Olson has requested to come back to the fire department. He had retired at the beginning of 2023 because he didn't have the time to commit to the department. **Motion** by Chairman Hall, seconded by Supervisor Hautala to reinstate Josh Olson. Motion carried unanimously. Wyatt Clark has been upgraded to training officer. Jon Plesha and John St. Lawrence have resigned. The roster is currently at 13 members.

The lease agreement from Couri & Ruppe was reviewed. Paris is concerned about the wording between lessee/lesser. It seems as though they may be flip flopped. Hall will contact the attorneys for clarification.

The gutters on the fire hall need to be upgraded. There is no point in a complete replacement with addition on the horizon. There was discussion if it was worth hiring Northland Integrity Builders to do the project or rent a man lift and have the Road and Bridge crew fix the gutters. **Motion** by Chairman Hall, seconded by Supervisor Hautala to rent a manlift and have employees fix the gutters. Motion carried unanimously.

Nygaard also asked the Board if it is possible to fill the fire trucks with the township's fuel tank and do maintenance to the equipment in the shop. Other municipalities have their maintenance employees work on apparatus. Nygaard is looking for ways to save the township money. Discussion was had about how to gauge fuel and oil consumption by the fire department so the bills can be split accordingly.

First Responders- Six calls in January. One call was in McKinley, proving the county has updated their page system. Director Larson submitted a claim for the Arrowhead EMS Conference for Sherri Elg's attendance. **Motion** by Supervisor Paris, seconded by Supervisor Hautala to approve the Arrowhead EMS claim for \$150.00. The motion carried upon the following vote:

Chairman Hall	Abstain, family member
Supervisor Hautala	Aye
Supervisor Paris	Aye

Recreation- Community Resource Development has been paid for completing the IRRRB grant application for the pickle ball court.

Cemetery- Clerk Highland submitted a deed for Lynetta Muehlhauser on Riske's behalf. **Motion** by Chairman Hall, seconded by Supervisor Hautala to approve the cemetery deed for Lynetta Muehlhauser. Motion carried unanimously.

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

Old Business:

Broadband Info – Supervisor Paris delivered Bradly Gustofson's information to Chairman Hall. Gustofson is the county's contact for broadband. Hall will set up a meeting with him.

Senator Money Update – Benchmark has done some surveying at the fire hall.

Boiler Issues – A new circuit board has been ordered. This should help the false 190 degree limit trigger.

New Business:

2025 Budget – The 2024 Budget will be rolled over for the 2025 Budget. It was noted that we are unsure what working within the new levy will be like. A lot of changes happened at the road and bridge level with the cancellation of driveways. Future needs that will be discussed in a special meeting are the following;

- Elm Drive, Jackpine Lane, Cypress Lane, and Chestnut Drive. All roads require a gravel lift.
- Equipment updates (repairs or purchase new)
- Fuel Cost
- Equipment rental

MN Unemployment – The township will have to pay unemployment on a past employee because they go back five quarters. Clerk Highland attempted to raise an issue, but was unsuccessful as the employee may be called in as a temporary employee if needed. There has not been a need this winter season.

Election Meal – Instead of raising the election judge pay in 2023, it was determined they would receive a meal during their shift. Clerk Highland will submit reimbursement at the next meeting.

Other Concerns –

Tony Nygaard asked the Board if liaison's limit can be raised. They were set over 15 years ago and do not match current prices on things. Supervisor Paris noted that the purchases are supposed to be used only in emergency situations. Most things still need to come to the Board. **Table** – policy needs updating.

Correspondence: The correspondence was reviewed by the Board.

- RAMS
 - Misc Emails
- MAT
 - Misc Emails
- St. Louis County
 - Misc Emails
 - PNP Election emails
- Dick Grabko – Emails regarding Senator funds and pickle ball grant
- Union 49
 - Open Contract
- Census – BAS report, completed on-line
- Century Link – Consolidating billing account
- Ford – Emissions testing for California and Delaware

Hall Rentals:

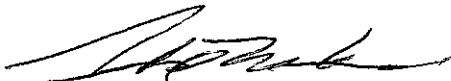
- Tony Nygaard – Saturday, March 16, 2024
- Joni Banks - Saturday, March 23, 2024

Comments from the Audience:

Erik Erie thanked the Road and Bridge department for keeping the roads clear. He asked if the Board believes there will be another levy raise year at the annual meeting. The Board does not plan on raising the levy. They would like to see how township runs on the new levy first. Paris explained the delayed process of receiving the current levy increase.

Kirstie Hall thanked Clerk Highland for patience and kindness during training. She elaborated by saying Highland is very knowledgeable in the Clerk position.

Adjourn: Motion by Supervisor Paris to adjourn the meeting. Chairman Hall adjourned the meeting at 8:15PM.



Chairperson:

3/11/24

Date:



Attest by Clerk:

