REGULAR MEETING

**January 4, 2018**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Kippley at 5:00 P.M., on Thursday, January 4, 2018, in the City/Town Government Center.***

**ROLL CALL:**

Present: Supervisors-Anttila, Kippley, Skelton; Clerk-Knaus; Treasurer-Shuck; Foreman-Hinsz, Attorney - Kearney

Absent:

Also Present: Sidney Hinsz

1. **APPROVAL OF AGENDA**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE THE AGENDA. UNANIMOUSLY CARRIED**

1. **APPROVAL OF MINUTES**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON APPROVING THE MINUTES OF THE REGULAR MEETING ON DECEMBER 7, 2017 AND CLOSED MEETINGS ON NOVEMBER 28, 2017 AND DECEMBER 13, 2017 AS PRESENTED. UNANIMOUSLY CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF DECEMBER 2017, LISTED RECEIPTS IN THE AMOUNT OF $588,892.46 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Tax Apportionment/Production Tax (SLC)  DRA, Town Aid, PERA Aid, MV Credit, Dis. Cr.  Voyageur’s Retreat Assessment Portion  Refunds & Reimbursements | 390,668.31  127,760.77  54,486.79  9,752.98 |
| Garbage Bags  Insurance Claim  Propane Reimbursement (SLC)  LLCC Rent  Cemetery Revenue  Snowplowing  Interest Earned | 1,998.00  1,625.63  848.10  770.00  500.00  385.00  96.88 |
| **TOTAL**  **Interfund Transfer from 601 to 602 per Board Approval 4/6/17** | **$ 588,892.46**  **$9,458.00** |

**IT WAS MOVED BY SKELTON, SUPPORTED BY ANTTILA TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF DECEMBER 2017 RECEIPTS AS READ. UNANIMOUSLY CARRIED**

**4. CITIZENS/GUESTS**: None

**5. UNFINISHED BUSINESS:**

5.1 Eagle Scout Project – Door is fixed, sheeting and siding has been ordered.

5.2 Twin Lakes Pavilion Project - No new updates from Sosolla, design consultant.

5.3 PMSG/LLCC Usage - Draft will be given to Vivian Williams with expectation of response by next Board meeting. Skelton would like option to purchase added. Kippley would like Board to review inventory list in detail. Anttila would like language added Town will provide all necessary purchases. Will wait to hear back.

5.4 Hinsz Property Access –Kearney will meet with Clerk next week and provide draft next month.

5.5 Gardendale/TLLP Invoice #6 – Invoice was reviewed. Board would like itemization of bill to explain charges prior to mailing payment.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE PAYMENT OF INVOICE #6 TO JPJ ENGINEERING PENDING UPON RECEIPT OF AN ITEMIZATION EXPLAINING PROJECT MANAGEMENT CHARGES. UNANIMOUSLY CARRIED**

**6. NEW BUSINESS:**

6.1 St. Louis County Crushing & Striping Programs for 2018 – no striping or sealing in 2018.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING AN ADMINISTRATIVE CONTRACT FEE OF $300.00 TO BE PAID TO ST. LOUIS COUNTY FOR THE 2018 CRUSHING PROGRAM. UNANIMOUSLY CARRIED**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ENTER INTO AN AGREEMENT WITH ST. LOUIS COUNTY FOR 50,000 TONS @ $2.50 PER TON PLUS FEES FOR CRUSHING. UNANIMOUSLY CARRIED**

6.2 Krulc Property Discussion – They haven’t connected to the water by ordinance or opted out by conveying the Poplar Street lot to their children legally which the Board gave them approval to do so to avoid connection. Kippley would like an update within 60 days and if they don’t convey the property they will be billed for the cost of connecting per Town Ordinance.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA DIRECTING KEARNEY TO SEND LETTER TO KRULC’S REGARDING THE REQUIRED WATER CONNECTION TO GET AN UPDATE ON STATUS OF PROPERTY. UNANIMOUSLY CARRIED**

6.3 Schedule Board of Audit meeting

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO SCHEDULE THE ANNUAL BOARD OF AUDIT MEETING FOR THURSDAY, FEBRUARY 1, 2018 FOLLOWING THE REGULAR SCHEDULED MONTHLY BOARD MEETING. UNANIMOUSLY CARRIED**

**7. MINUTES:**

7.1 Ambulance Report REVISED October 2017 & November 2017

7.2 East Range Joint Powers Board November 2017 minutes

7.3 RAMS November 2017 minutes

7.4 East Range Sportsmen’s & Conservation Club October 2017 minutes & financial report

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO FILE ALL MINUTES. UNANIMOUSLY CARRIED**

**8. REPORTS:**

Clerk Knaus

1.) Submitted MN Dept. of Revenue Levy Report due 12/30/17

2.) Special Election 2018 – Ballot proof submitted; supplies ordered; ads will begin appearing in February

3.) Blandin Leadership Program is moving forward; I was accepted as an applicant; Emma was selected as an alternate;

4.) Public Works crew attended December Safety Training on Snowplowing & Cold Weather in Virginia; January’s subject is the annual AWAIR training; all employees should attend - two times being offered: 9:00 a.m. and 1:00 p.m.; Training will be held on Tuesday, January 30, 2018

5.) Quarterly Reports & Year-end processing will take place in the next week; Audit preparation has begun – auditors will be here March 5-9, 2018; W-2’s will be sent out next week; New wages went into effect January 1; The tax reform bill was signed into law on December 22 for withholding changes. According to the IRS, employees could begin seeing the changes in their paychecks as early as February.

6.) Pay Equity report was submitted to MN Revenue as required every three years

7.) OSHA 300 log will be posted by February 1

8.) Indebtedness Report will be submitted to St. Louis County by 1/31/18

9.) I will attend the CAP meeting on 1/11/18

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

**Supervisor Updates not previously discussed:**

Anttila

Crew is doing a great job getting ready for Laskiainen! Attending PMSG meetings.

Kippley

Attended the RAMS legislative lunch and updated Board.

**9. CORRESPONDENCE:**

1. St. Louis County Land Use Plan Update 12/5/17

2. RAMS Annual Meeting Notice 12/6/17

3. Pepsi Challenge Personnel Request 12/15/17

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY SKELTON TO APPROVE ROBILLARD TO ATTEND THIS EVENT WEATHER PERMITTING. UNANIMOUSLY CARRIED**

4. Central Pension Fund Summary Plan Information 12/19/17

5. LMCIT 2017 Dividend Calculation – Town Receipt $5,626.00

6. Local #49 Health Insurance Increase Effective 3/1/18 to $1,240.00 per month

7. St. Louis County Ordinance 60 amendments 12/19/17

8. MN Dept. of Public Safety Super Bowl LII notice 12/29/17

9. St. Louis County Sale of Tax Forfeited Land Notice

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO FILE ALL CORRESPONDENCE RECEIVED. UNANIMOUSLY CARRIED**

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

**11. APPROVAL OF BILLS AND PAYROLL FOR THE MONTH OF DECEMBER 2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check#** | **Vendor** | **Description** | **Total** |
| 62048 | Payroll Period Ending 12/02/2017 |  | $ 1,382.79 |
| 62049 | Payroll Period Ending 12/02/2017 |  | $ 103.02 |
| 62051 | Payroll Period Ending 12/02/2017 |  | $ 1,474.05 |
| 62052 | Payroll Period Ending 12/02/2017 |  | $ 1,908.55 |
| 62053 | Payroll Period Ending 12/02/2017 |  | $ 1,582.30 |
| 62054 | Payroll Period Ending 12/02/2017 |  | $ 1,598.49 |
| 62055 | Payroll Period Ending 12/02/2017 |  | $ 626.53 |
| 62056 | Payroll Period Ending 12/02/2017 |  | $ 904.93 |
| 62057 | Payroll Period Ending 12/02/2017 |  | $ 1,143.43 |
| 62058 | Payroll Period Ending 12/02/2017 |  | $ 1,321.16 |
| D12-06-17 | Empower | Deferred Comp & Roth Emp Ded | $ 1,101.88 |
| F12-06-17 | E.F.T.P.S. | Employee Withholding | $ 4,303.14 |
| G12-06-17 | Minnesota Revenue - Wage Garn. | Wage Garnishment PPE 12/02/17 | $ 323.57 |
| M12-06-17 | MN Department of Revenue | Employee Withholding | $ 655.87 |
| P12-06-17 | P.E.R.A. | Retirement Deductions | $ 2,593.21 |
| VOL12-17 | Kansas State Bank | DEC 2017 Loader Payment | $ 2,581.45 |
| 30806 | Arrowhead Regional Firefighters | 2018 Dues | $ 65.00 |
| 30807 | St. Louis County Recorder | Knaus Notary Public Renewal | $ 20.00 |
| 30808 | North Country Heating | Furnace Repair FD | $ 850.00 |
| 30809 | Northern Engine & Supply, Inc. | Hose & Fittings | $ 126.78 |
| 30810 | Praxair Distribution Inc | Inv 80206765 | $ 614.74 |
| 30811 | Tomahawk Ford | Refuse Collection NOV 2017 | $ 11,057.57 |
| 30812 | Town of White Petty Cash Fund | Postage | $ 50.19 |
| 30813 | United Truck Body Co. Inc. | Lift Gate parts | $ 2,804.04 |
| 30814 | Blackwoods Concrete | Cemetery Columbarium Work | $ 5,575.00 |
| 30815 | Aurora Chamber of Commerce | 2018 Dues | $ 75.00 |
| ST12-12-17 | MN Dept of Revenue - Sales Tax | NOV 2017 Sales Tax Payment | $ 1,218.00 |
| 62072 | Payroll Period Ending 12/19/2017 |  | $ 751.43 |
| 62073 | Payroll Period Ending 12/19/2017 |  | $ 1,192.87 |
| 62074 | Payroll Period Ending 12/19/2017 |  | $ 795.24 |
| F12-19-17 | E.F.T.P.S. - SLI | Employee Withholding | $ 453.88 |
| 62063 | Payroll Period Ending 12/16/2017 |  | $ 1,356.91 |
| 62064 | Payroll Period Ending 12/16/2017 |  | $ 1,286.66 |
| 62065 | Payroll Period Ending 12/16/2017 |  | $ 1,634.41 |
| 62066 | Payroll Period Ending 12/16/2017 |  | $ 1,930.41 |
| 62067 | Payroll Period Ending 12/16/2017 |  | $ 1,667.26 |
| 62068 | Payroll Period Ending 12/16/2017 |  | $ 1,563.99 |
| 62069 | Payroll Period Ending 12/16/2017 |  | $ 592.03 |
| 62070 | Payroll Period Ending 12/16/2017 |  | $ 870.43 |
| 62071 | Payroll Period Ending 12/16/2017 |  | $ 1,180.16 |
| D12-20-17 | Empower | Deferred Comp & Roth Emp Ded | $ 1,101.88 |
| F12-20-17 | E.F.T.P.S. | Employee Withholding | $ 4,478.09 |
| M12-20-17 | MN Department of Revenue | Employee Withholding | $ 694.35 |
| P12-20-17 | P.E.R.A. | Retirement Deductions | $ 2,661.33 |
| TR17-1W | Sewage Collection & Disposal Fund | TRF from Water to Sewer | $ 9,458.00 |
| 62075 | Payroll Period Ending 12/28/2017 |  | $ 453.26 |
| 62077 | Payroll Period Ending 12/28/2017 |  | $ 490.71 |
| 62078 | Payroll Period Ending 12/28/2017 |  | $ 58.07 |
| 62079 | Payroll Period Ending 12/28/2017 |  | $ 10.77 |
| 62080 | Payroll Period Ending 12/28/2017 |  | $ 42.30 |
| 62081 | Payroll Period Ending 12/28/2017 |  | $ 327.11 |
| 62082 | Payroll Period Ending 12/28/2017 |  | $ 559.69 |
| 62083 | Payroll Period Ending 12/28/2017 |  | $ 764.44 |
| 62084 | Payroll Period Ending 12/28/2017 |  | $ 121.14 |
| 62085 | Payroll Period Ending 12/28/2017 |  | $ 629.66 |
| 62086 | Payroll Period Ending 12/28/2017 |  | $ 99.46 |
| 62087 | Payroll Period Ending 12/28/2017 |  | $ 162.53 |
| 62088 | Payroll Period Ending 12/28/2017 |  | $ 152.68 |
| 62089 | Payroll Period Ending 12/28/2017 |  | $ 42.30 |
| 62090 | Palo Volunteer Fire Department | Good Will Fund | $ 75.00 |
| 62706 | Payroll Period Ending 12/28/2017 |  | $ 500.56 |
| F12-28-17 | E.F.T.P.S. FD | Withholding Tax | $ 155.74 |
| 62091 | Payroll Period Ending 12/29/2017 |  | $ 266.33 |
| 62092 | Payroll Period Ending 12/29/2017 |  | $ 265.03 |
| 62093 | Payroll Period Ending 12/29/2017 |  | $ 193.16 |
| 62094 | Payroll Period Ending 12/29/2017 |  | $ 64.38 |
| 62095 | Payroll Period Ending 12/29/2017 |  | $ 280.65 |
| F12-29-17 | E.F.T.P.S. Monthly | Employee Withholding | $ 166.16 |
| M12-29-17 | MN Dept of Revenue Monthly | Employee Withholding | $ 56.34 |
| P12-29-17 | P.E.R.A. Monthly | Retirement Deductions | $ 144.52 |
| 30816 | XZ8966930 | HCSP Reimbursement | $ 69.35 |
| 30817 | XZ2234345 | HCSP Reimbursement | $ 59.05 |
| 30818 | XZ6344990 | HSCP Reimbursement | $ 1,192.22 |
| 30819 | XZ6272397 | HCSP Reimbursement | $ 416.67 |
| 30820 | Acuity Specialty Products, Inc. | Operating Supplies | $ 564.51 |
| 30821 | Aurora, City of | Fire Fighting Agreement | $ 500.00 |
| 30822 | Aurora, City of | Roof Repair, Snowblower | $ 159.39 |
| 30823 | Bradach Lumber | Ladders | $ 343.97 |
| 30824 | Carquest Aurora | Equipment Parts & Supplies | $ 1,182.44 |
| 30825 | Central Pension Fund | Central Pension Fund Contributions | $ 2,688.00 |
| 30826 | Colosimo, Patchin, & Kearney, LTD | Legal Retainer | $ 415.00 |
| 30827 | Como Oil & Propane | Propane | $ 10,923.46 |
| 30828 | DVS Renewal | License Plates | $ 192.00 |
| 30829 | East Range Shopper | Meeting Notice, Greetings | $ 199.56 |
| 30830 | EOC/TriMark | Safety Supplies | $ 177.35 |
| 30831 | Excel Business Systems | Copier Contract | $ 84.30 |
| 30832 | Frontier | Telephone & Internet Service | $ 682.72 |
| 30833 | Hoyt Lakes, City of | Ambulance Agreement | $ 350.00 |
| 30834 | Inter City Oil Co., Inc. | Motor Oil | $ 973.22 |
| 30835 | L & M Supply, Inc. | Shop Supplies, FD, LLCC | $ 333.75 |
| 30836 | Lake Country Power | Electric Service | $ 2,502.00 |
| 30837 | Madison National Life Ins Co, Inc | Employer FICA WH STD Claims | $ 367.20 |
| 30838 | Madison National Life Ins Co, Inc | Jan 18 Premium Due | $ 284.55 |
| 30839 | Minnesota Power | Electric Service | $ 234.26 |
| 30840 | Northern Engine & Supply, Inc. | Motor | $ 269.88 |
| 30841 | Pace Analytical Services, Inc. | Water Testing Services 171288877 | $ 16.00 |
| 30842 | Pit & Quarry Supplies Inc. | Bits | $ 1,058.25 |
| 30843 | Polansky, Roxane | Travel Expenses | $ 57.78 |
| 30844 | Range Office Supply & Equipment | Office Supplies, Vacuum | $ 297.07 |
| 30845 | Range Paper | Can liners | $ 100.70 |
| 30846 | St. Louis County Assoc. of Towns | 2018 Dues SLCAT & MAT | $ 1,193.78 |
| 30847 | St. Louis County Auditor | Plat Books | $ 80.24 |
| 30848 | St. Louis County Auditor | Tax Notice Preparation | $ 360.52 |
| 30849 | St. Louis County Public Works Dept. | Fuel Nov 2017 | $ 4,846.54 |
| 30850 | Total Tool Supply, Inc. | Tow Straps, Couplings | $ 1,295.06 |
| 30851 | Verizon | Cell Phone | $ 66.84 |
| 30852 | Town of White Petty Cash Fund | Postage | $ 49.00 |
| 30853 | Northern State Bank | Safe Deposit Box Fee | $ 23.00 |
| 62105 | Colonial Life | Dec 2017 Employee Deductions | $ 391.32 |
| 62106 | I.U.O.E. Local 49 | Union Dues Deductions Dec 17 | $ 310.50 |
| 62107 | Minnesota Life Insurance Company | Life Insurance - Jan 18 | $ 149.00 |
| 62108 | MN NCPERS | Employee Deductions | $ 32.00 |
| CC12-4-17 | Cardmember Service | Elections, Safety Supplies | $ 423.28 |
|  |  | **TOTAL** | **$ 121,727.74** |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY SKELTON TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF DECEMBER 2017 IN THE AMOUNT OF $121,727.74 AS PRESENTED. UNANIMOUSLY CARRIED**

**12. ANNOUNCEMENTS:** Next Regular Meeting: Thursday, February 1, 2018 5:00 PM @ City/Town Government Center with Board of Audit Meeting following; MCFOA Leadership Training & Regional Meeting: Friday, January 12, 2018 at Loon Lake Community Center; SLCAT Monthly Meeting: January 24, 2018 @ 6:30 p.m. in Cotton; Safety Training for all employees: AWAIR Tuesday, January 30, 2018 at 9:00 a.m. or 1:00 p.m.;

**13. ADJOURNMENT:**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ADJOURN THE MEETING AT 6:20 P.M. UNANIMOUSLY CARRIED**

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**Jodi L. Knaus, Clerk Edward Kippley, Chairman**