REGULAR MEETING

**August 11, 2016**

**Aurora, Minnesota**

***The Regular Meeting of the Town of White was called to order by Chairman Kippley at 5:00 P.M., on Thursday, August 11, 2016, in the City/Town Government Center.***

**ROLL CALL:**

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

 Absent: Supervisor Skelton

Also Present: Shirley Heglund, Anna Smith, Betty Stende, Mike Skinner, Matt Baudek

1. **APPROVAL OF AGENDA**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE AGENDA. MOTION CARRIED**

1. **APPROVAL OF MINUTES OF THE REGULAR MEETING ON JULY 14, 2016 AND SPECIAL MEETING ON JULY 28, 2016 AS PRESENTED.**

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE MINUTES OF THE REGULAR MEETING ON JULY 14, 2016 AND SPECIAL MEETING ON JULY 28, 2016 AS PRESENTED. MOTION CARRIED**

**3. THE TREASURER’S REPORT FOR THE MONTH OF JULY 2016, LISTED RECEIPTS IN THE AMOUNT OF $576,621.60 AS READ BY TREASURER SHUCK:**

|  |  |
| --- | --- |
| Tax Apportionment 5/20162nd Half 2016 Fire ContractSale of Garbage BagsPERA, Town Aid | 547,840.5418,000.00576.002,683.00 |
| Cemetery Revenue | 2,200.00 |
| Twin Lakes Pavilion Rental2nd Qtr Capital ChargesW/WW Revenue 2016 Federal PILTCulvert InstallationLLCC RentalInterest Earnings | 200.002,400.711,197.00769.49550.00140.0064.86 |
| **TOTAL** | **$ 576,621.60** |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO ACCEPT THE TREASURER’S REPORT FOR THE MONTH OF JULY 2016 RECEIPTS AS READ. MOTION CARRIED**

**4. CITIZENS/GUESTS**:

* Betty Stende – inquired about Range times closing and how will the public know what is going on regarding township issues. Clerk will ensure website is updated with information on a timely basis.

**5. UNFINISHED BUSINESS:**

5.1 Update on HWY 135/Lake Mine Road Trail – Hinsz updated Board work on trail is done; grass is growing in nicely; Club will do seeding.

5.2 Stefanich Property Discussion – Kippley met with family and will meet with Kearney to update him on progress.

5.3 Palo Volunteer Fire Department River Access – license agreement was reviewed.

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE LICENSE AGREEMENT BETWEEN BAUDEK’S AND TOWN OF WHITE. MOTION CARRIED**

5.4 New Storage Facility at Public Works Location – Quotes will be received by next month’s meeting.

5.5 Gardendale Phase 3 & 4 Punch List – Casper is still working on punch list items. An updated punch list is desired for next month’s meeting.

5.6 Gardendale & Twin Lakes Loop Road Project Bids – Twin Lakes Parking lot as an add-on project was discussed for a cost of $38,500.00. Public Works will do all prep work and removal of current blacktop.

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE ADD-ON PROJECT OF PAVING THE TWIN LAKES PARKING LOT AND WALKWAY FOR AN ESTIMATED COST OF $38,500 WITH THE PUBLIC WORKS CREW DOING THE PREPARATION OF THE LOT AND REMOVAL OF CURRENT BLACKTOP. MOTION CARRIED**

5.7 LLCC Estimate – All Service Heating Quote was reviewed (tabled from last month) **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE THE QUOTE FROM ALL SERVICE HEATING, LLC AT AN ESTIMATED COST OF $8,450.00 FOR REPLACING THE EXHAUST FANS ON THE ROOF OF THE LOON LAKE COMMUNITY CENTER. MOTION CARRIED**

5.8 Tandem Truck Purchase – State bid pricing costs were reviewed for a 2017 Western Star and Mack Tandem Truck. Estimates did not include warranty information or financing options. Hinsz will proceed with gathering warranty information & financing and have company representatives come to a Board meeting this Fall with arrival next Spring.

**6. NEW BUSINESS:**

6.1 Annual Health & Wellness Fair – Fair is planned for Friday, October 7th at 9:00 a.m. Essentia Health wants to partner with the Town this year.

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO APPROVE THE DATE OF THE HEALTH & WELLNESS FAIR FOR FRIDAY, OCTOBER 7, 2016 AT THE LOON LAKE COMMUNITY CENTER FROM 9:00 A.M. TO NOON, TO PARTNER WITH ESSENTIA HELATH, AND APPROVED ALL MARKETING & ADVERTISING OF THE FAIR. MOTION CARRIED**

6.2 JPJ Pay Estimate #1 – Gardendale/Twin Lakes Loop Road - $10,600.00 was reviewed.

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE PAY ESTIMATE NUMBER 1 FOR THE GARDENDALE/TWIN LAKES LOOP ROAD PROJECT TO JPJ ENGINEERING IN THE AMOUNT OF $10,600.00. MOTION CARRIED**

6.3 JPJ Pay Estimate #7 – Spruce/Poplar Street - $3,232.60 was reviewed.

 **IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE THE PAY ESTIMATE NUMBER 7 FOR THE SPRUCE/POPLAR STREET PROJECT TO JPJ ENGINEERING IN THE AMOUNT OF $3,232.60. MOTION CARRIED**

6.4 IRRRB Upcoming Grant Opportunities – Development Infrastructure Timeline and other grant opportunities were reviewed.

**7. MINUTES:**

7.1 East Range Sportsman’s & Conservation Club June 2016 minutes and treasurer’s report were reviewed

7.2 PMSG June 2016 Minutes & Financial Report were reviewed

7.3 Ambulance Report for 2nd Quarter 2016 was reviewed

7.4 ERJPB June 2016 minutes were reviewed

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO FILE ALL MINUTES. MOTION CARRIED**

**8. REPORTS:**

Clerk Knaus

1.) Painting Class at Twin Lakes scheduled for Monday, August 15, 2016 at 6:00 p.m. has been advertised and we have people signing up.

2.) Ed and I met with Kearney on the LLCC/PMSG usage agreement. He will provide the Board with a draft once it is completed.

3.) Frontier contract for phone/internet ends on 9/06/16 – Britt and I met with a vendor from Duluth to upgrade phones; cost for entire building is estimate $10,000.00. The City does not have it in their budget for this year.

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO HAVE CLERK KNAUS MEET WITH FRONTIER TO GET CONTRACT QUOTES FOR PHONE/INTERNET SERVICES. MOTION CARRIED**

4.) Table/Chair Requests – recently we’ve had two requests to use tables/chairs from the LLCC. How does the Board feel about establishing a policy, fee schedule etc. The Board would like to see a draft policy for review.

5.) Twin Lakes Beach closes August 31, 2016. Closed Mondays and Tuesdays. New hours 1:00 p.m. – 7:00 p.m. due to lifeguard availability.

6.) Primary Election was held Tuesday, August 9 – we had a total of 140 voters for 3 precincts

7.) Filing Period for General Election Seat A ends Tuesday, August 16th

**Supervisor Updates not previously discussed:**

Anttila

 No applications for PMSG scholarships. Public Works Crew is doing a great job!

 Kippley

Working a lot on the LP Project and Comprehensive Plan. Met with Clerk Knaus and the Voyageur’s Retreat Representatives a had a good discussion.

**9. CORRESPONDENCE:**

1. IMA - Energy Intensive Trade Exposed Electric Rates

2. St. Louis County Notice of Vacancy – 7/13/16

3. IRRRB Grant Application Funding Notice (not selected) – 7/5/16

4. Pump Motor Correspondence – PW Garage – 7/20/16

5. MN Power News Release – Proposals for customer-driven resources – 7/26/16

6. Wynne Ridge Paving Request – 7/25/16

7. PERA Contribution Amount for PVFD for 2017 Notice – 7/28/16

8. St. Louis County Public Hearing 8/11/16 Notice – 7/25/16

9. St. Louis County Board of Adjustment Fact & Findings – CJ’s House 7/26/16

10. MN Revenue 2017 Town Aid Notice – 7/27/16

11. MAT – District 10 Meeting Notice – 8/25/16

12. Farewell Party Notice – Britt See-Benes 8/19/16 5:00 p.m. – Legion

13. SEH Comprehensive Plan Public Meeting Notice – 8/31/16

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

**10. TRAINING REQUESTS**:

 1.) Emma Shuck– Annual Cemetery Conference, Hinckley, MN – 09/21-23, 2016

 **IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA APPROVING SHUCK TO ATTEND THE ANNUAL CEMETERY CONFERENCE SEPTEMBER 21-23, 2016 WITH PAID EXPENSES. MOTION CARRIED**

**11. APPROVAL OF BILLS AND PAYROLL FOR THE MONTH OF JULY 2016**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check #** | **Vendor** | **Description** | **Amount** |
| CC07-05-16 | Cardmember Service | Lifeguard/Beach, Paint Class Supplies | $274.37 |
| VOL07-16 | Kansas State Bank | July 2016 Loader Payment | $2,581.45 |
| 61319 | Payroll Period Ending 07/02/2016 |  | $321.10 |
| 61326 | Payroll Period Ending 07/02/2016 |  | $544.86 |
| 61320 | Payroll Period Ending 07/02/2016 |  | $424.81 |
| 61321 | Payroll Period Ending 07/02/2016 |  | $1,476.76 |
| 61324 | Payroll Period Ending 07/02/2016 |  | $608.40 |
| 61316 | Payroll Period Ending 07/02/2016 |  | $583.65 |
| 61318 | Payroll Period Ending 07/02/2016 |  | $135.20 |
| 61322 | Payroll Period Ending 07/02/2016 |  | $1,438.51 |
| 61325 | Payroll Period Ending 07/02/2016 |  | $608.40 |
| 61327 | Payroll Period Ending 07/02/2016 |  | $177.45 |
| 61329 | Payroll Period Ending 07/02/2016 |  | $594.19 |
| 61331 | Payroll Period Ending 07/02/2016 |  | $1,636.07 |
| 61333 | Payroll Period Ending 07/02/2016 |  | $1,497.46 |
| 61323 | Payroll Period Ending 07/02/2016 |  | $1,529.24 |
| 61334 | Payroll Period Ending 07/02/2016 |  | $1,159.98 |
| 61332 | Payroll Period Ending 07/02/2016 | payroll | $532.24 |
| 61317 | Payroll Period Ending 07/02/2016 |  | $346.45 |
| 61328 | Payroll Period Ending 07/02/2016 |  | $1,661.37 |
| 61330 | Payroll Period Ending 07/02/2016 |  | $1,497.46 |
| D07-07-16 | Empower | Deferred Comp & Roth Emp Ded | $305.00 |
| F07-07-16 | E.F.T.P.S. | Employee Withholding | $5,286.52 |
| M07-07-16 | MN Department of Revenue | Employee Withholding | $796.15 |
| P07-07-16 | P.E.R.A. | Retirement Deductions | $2,529.30 |
| 29864 | Tomahawk Ford | Refuse Collection June 2016 | $10,349.63 |
| 29865 | Aurora, City of | Jones Assessed & Collected Amt | $29.57 |
| ST07-13-16 | MN Dept of Revenue - Sales Tax | June 2016 Sales Tax Payment | $1,190.00 |
| 29868 | East Range Sportsman's Club | Shooting Range Classroom | $3,000.00 |
| 29869 | Embarrass Region Vol Fire Dep | Annual Agreement | $2,646.00 |
| 61357 | Payroll Period Ending 07/18/2016 |  | $0.00 |
| 29867 | Britt See-Benes, MCFOA | Region II Training | $40.00 |
| 61356 | Payroll Period Ending 07/16/2016 |  | $1,019.71 |
| 61341 | Payroll Period Ending 07/16/2016 |  | $236.61 |
| 61348 | Payroll Period Ending 07/16/2016 |  | $437.00 |
| 61353 | Payroll Period Ending 07/16/2016 |  | $128.77 |
| 61350 | Payroll Period Ending 07/16/2016 |  | $1,469.10 |
| 61352 | Payroll Period Ending 07/16/2016 |  | $1,463.46 |
| 61340 | Payroll Period Ending 07/16/2016 |  | $321.10 |
| 61345 | Payroll Period Ending 07/16/2016 |  | $1,700.23 |
| 61358 | I.U.O.E. Local 49 | Union Dues Deductions | $306.00 |
| 61343 | Payroll Period Ending 07/16/2016 |  | $1,469.06 |
| 61346 | Payroll Period Ending 07/16/2016 |  | $540.80 |
| 61338 | Payroll Period Ending 07/16/2016 |  | $564.15 |
| 61339 | Payroll Period Ending 07/16/2016 |  | $481.65 |
| 61342 | Payroll Period Ending 07/16/2016 |  | $563.33 |
| 61344 | Payroll Period Ending 07/16/2016 |  | $1,546.90 |
| 61347 | Payroll Period Ending 07/16/2016 |  | $473.20 |
| 61349 | Payroll Period Ending 07/16/2016 |  | $422.50 |
| 61351 | Payroll Period Ending 07/16/2016 |  | $528.31 |
| 61354 | Payroll Period Ending 07/16/2016 |  | $1,523.42 |
| 61355 | Payroll Period Ending 07/16/2016 |  | $1,463.46 |
| F07-21-16 | E.F.T.P.S. | Employee Withholding | $5,147.78 |
| D07-21-16 | Empower | Deferred Comp & Roth Emp Ded | $305.00 |
| P07-21-16 | P.E.R.A. | Retirement Deductions | $2,515.42 |
| M07-21-16 | MN Department of Revenue | Employee Withholding | $760.24 |
| 61359 | Payroll Period Ending 07/29/2016 |  | $305.16 |
| 61361 | Payroll Period Ending 07/29/2016 |  | $193.16 |
| M07-29-16 | MN Dept of Rev Monthly | Employee Withholding | $7.76 |
| 61360 | Payroll Period Ending 07/29/2016 |  | $514.52 |
| 61363 | Payroll Period Ending 07/29/2016 |  | $280.65 |
| 61362 | Payroll Period Ending 07/29/2016 |  | $64.38 |
| 29879 | Excel Business Systems | Copier Contract | $82.99 |
| 29880 | Fred Faust | Shop Supplies | $130.41 |
| 29883 | Hoyt Lakes, City of | Ambulance Agreement | $350.00 |
| 29888 | Lake Country Power | Electric Service | $2,288.00 |
| 29889 | Lawson Products | Shop Supplies INV 930424224, 9304245474 | $562.99 |
| 29891 | Madison National Life Ins Co, Inc | Alto FICA WH | $112.75 |
| 29892 | Madison National Life Ins Co, Inc | LTD/STD Aug 2016 | $354.73 |
| 29894 | Michael Todd & Company, Inc. | Ditching Materials | $968.96 |
| 29897 | Minnesota Assoc of Cemeteries | MAC Annual Dues | $60.00 |
| 29899 | Northland Auto Service | F250 2006 Truck Repairs | $951.35 |
| 29902 | Portable John | Toilets @ parks | $279.00 |
| 29904 | Range Office Supply & Equipment Co. | Office Supplies | $435.20 |
| 29905 | Range Times | Advertising | $165.82 |
| 29907 | Skubic Bros. International | Equipment Parts | $174.60 |
| 29910 | East Range Joint Powers Board | SEH Comprehensive Plan Services | $5,000.00 |
| 29912 | XZ8966930 | HCSP Reimbursement | $108.21 |
| 29913 | XZ2234345 | HSCP Reimbursement | $745.96 |
| 29915 | XZ6272397 | HCSP Reimbursement | $413.16 |
| 61384 | Minnesota Life Ins Company | Life Insurance - Aug 2016 | $143.10 |
| 29872 | Carquest Aurora | Equipment Supplies | $428.40 |
| 29873 | Central Pension Fund | Central Pension Fund Contributions | $3,360.00 |
| 29875 | Cousineau McGuire Chartered | Cemetery Legal Fees | $599.64 |
| 29878 | Essentia Health | DOT Testing | $399.00 |
| 29881 | Frontier | Telephone & Internet Service | $572.84 |
| 29882 | Hibbing Community College | FD Trng/OSHA Trng | $2,180.00 |
| 29884 | I.U.O.E. Local 49 Fringe Benefits | Group Health Insurance - Sep 16 | $9,990.00 |
| 29885 | Jeanette Johnson | Culvert Deposit Reimbursement | $186.20 |
| 29886 | L & M Supply, Inc. | LLCC, Pavilion, Shop & FD Supplies | $635.77 |
| 29887 | L & L Rentals, Inc. | Culverts | $3,174.18 |
| 29890 | MM & J Accounting Inc. | KGPZ Radio Ads - Child Auto Safety | $205.00 |
| 29893 | Menard's-Virginia | Pavilion Supplies | $312.02 |
| 29895 | Midwest Machinery Co | Grader parts | $64.50 |
| 29896 | Mike's Window & Screen Repair | Pavilion Screen Repair | $92.00 |
| 29898 | Minnesota Power | Electric Service | $256.97 |
| 29900 | Pace Analytical Services, Inc. | Water Testing Services | $52.90 |
| 29901 | Praxair Distribution Inc | Cylinder Rental Inv 73929110, 73635619 | $227.99 |
| 29903 | PowerPlan | Nortrax Inv 1532982 | $520.56 |
| 29906 | St. Louis County Public Works  | June 2016 Fuel Usage payment | $4,156.38 |
| 29908 | Sullivan Supply | LLCC Supplies | $76.40 |
| 29909 | Verizon | Cell Phone | $29.86 |
| 29911 | Town of White Petty Cash Fund | Petty Cash Replenishment | $113.15 |
| 29914 | XZ6344990 | HCSP Reimbursement | $467.13 |
| 29916 | XZ6197217 | HSCP Reimbursement | $106.10 |
| 61383 | Colonial Life | July 2016 Employee Deductions | $391.32 |
| 61385 | MN NCPERS | Employee Deductions | $32.00 |
| 29870 | Aurora, City of | Security System Monitoring | $38.00 |
| 29871 | Bradach Lumber | Pavillion & Shop materials | $281.61 |
| 29874 | Colosimo, Patchin, & Kearney | Legal Retainer | $360.00 |
| 29876 | Diamond Mowers | Mower Parts | $938.27 |
| 29877 | East Range Shopper | Advertising | $232.80 |
|  |  | **TOTAL** | **$116,362.64** |

**IT WAS MOVED BY ANTTILA, SUPPORTED BY KIPPLEY TO APPROVE ALL BILLS AND PAYROLL FOR THE MONTH OF JULY 2016 IN THE AMOUNT OF $116,362.64 AS PRESENTED. MOTION CARRIED**

**12. ANNOUNCEMENTS: Next Regular Meeting: Thursday, September 1, 2016 at 5:00 p.m. City/Town Government Center; Continuation of Annual Meeting: Tuesday, September 13, 2016 @ 6:00 p.m. at the Loon Lake Community Center;**

**13. ADJOURNMENT:**

**IT WAS MOVED BY KIPPLEY, SUPPORTED BY ANTTILA TO ADJOURN THE MEETING AT 6:25 P.M. MOTION CARRIED**

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