

**WASHINGTON COUNTY
TOWN OF MAY
OFFICIAL TOWN BOARD MINUTES
December 4, 2014**

The Board of Supervisors of the Town of May met at their regular monthly meeting on Thursday, December 4, 2014, at the May Town Hall. Those present included: Bill Voedisch, Board Chair; John Pazlar, Supervisor; John Adams, Supervisor; Dave Snyder, Town Attorney; Mark Erichson, Town Engineer; Pete Kluegel, Building Inspector; Linda Klein, Town Clerk and residents of the Town of May. Absent: Cheryl Bennett, Town Treasurer. Voedisch called the meeting to order at 7:00.

Minutes, Checks, Treasurer's Report

Voedisch moved, seconded by Adams, to approve the minutes of the November 6, 2014, regular board meeting. All approved.

Adams moved, seconded by Voedisch, to approve checks 17978 through 18016, as well as electronic funds transfers EFTS1214, EFTF1214 to the State and IRS, respectively as presented. All approved. The check register and treasurer's report are attached to these minutes and serve as the official record.

Adams moved, seconded by Voedisch, to approve the Treasurer's Report as presented. All approved.

Planning Commission

Appoint Planning Commission Members

Adams moved, seconded by Pazlar, to appoint Don Rolf and Steve Magner to three-year terms on the Town of May Planning Commission. All approved.

Site Visits and Compliance

Jordahl Fence

Chairman Voedisch reported that he completed a site visit to view the fences and he provided pictures of the two fences, one along Kirby and one between the fence owner and the neighbor to the east. The property is a corner lot, with its front bordering on both Lynch and Kirby. The issue at hand is that Ms. Jordahl erected two fences, one that is approximately 6'2" in height and the other being 6.5" in height. She did not apply for a building permit for either fence, and both have the unfinished side facing out.

Voedisch reported that the shorter fence along Kirby could have its posts cut down to be no more than 6 feet high. That fence is also 9 feet or so off the lot boundary so it is not considered a line fence. Its unfinished side faces out.

The second fence between the property and the neighbor has some finished boards 6'2" or higher from grade and the only post Voedisch measured was 6'5" tall from grade. Voedisch says his inspection supports Pete's contention that it exceeds 6 feet in height and thus it also needed a building permit. Its unfinished side faces the neighbor.

The height of the line fence is also at issue. Where that fence sits forward of the rear of the house it should be only 4 feet high.

Pete Kluegel sent a letter to Jordahl citing excessive height in some places, as well as having the rough side facing her neighbor. A letter came back disputing the violations. The Board asked the Planner to send a more detailed letter and again, a letter came back still disputing the violations. In Voedisch's opinion, the code doesn't specifically say the front fence must have the finished side face the road, it only talks about the finished side must face abutting "properties." The complaint is only about the line fence facing the neighbor which the neighbor says should have the finished side facing him. The Board and consultants agree that the finished side must face the neighbor.

The Board also concurred that as built, part of the line fence should be no more than 4 feet high.

Voedisch stated that Jordahl has retained counsel, and they, Voedisch and counsel, have conversed regarding this issue. Voedisch indicated he is willing to meet Jordahl and counsel on site and discuss remedies.

Voedisch moved, seconded by Adams, that he advise her attorney that (a) the finished side facing the neighbor is clearly a violation to be remedied, and (b) portions of the fence on the side lot line in advance of the rear of the house must be no higher than 4 feet. If she is willing to reduce all heights to 6 feet and commit to re-doing the fence so the neighbor sees the finished side, Voedisch will suggest a variance application for that portion that sits forward of the rear of her house. All approved.

201 Sewer System Update

201 Management: TPC completed the installation and start-up of the updated telemetry system along with the installation of the new high gain antenna on November 13, 2014. TPC has been in contact with Natural Systems regarding the installation and has forwarded on the basic operating information. TPC made these documents available to the Town and information has been emailed to the Board. On installation, Tom Birkeland with Natural Systems verified the telemetry upgrade is working well and he accessed it a number of times via the web. Since that time, they have had a few problems with programming, which are currently being resolved.

Tom completed setting up the emergency contact list of four Natural Systems numbers which include Tom's cell phone, the cell phones of 2 other project managers, and the Natural Systems general office number. C&B is also on the list as most likely they will be responding. In general if there is an alarm condition, Natural Systems will take care of it as necessary and keep the engineer and Board updated with relevant information and status updates.

New locks for the system have been purchased and Tom will be replacing all of the locks for the system. Additional keys were made and will be distributed to C&B Excavating (1), the Board (3), and Engineering Staff (3). Cheryl Bennett contacted CenturyLink to terminate the existing landline service.

Voedisch indicated that he is concerned about the dosing station pumps failing, and that if those failures have anything to do with the new TPC technology, why is it we have no way to back out of this upgrade? He stated that he believes the existing landline service should have been kept in place as a backup. If the system fails for any reason once an upgrade of any kind is done, the Town has no back-out plan in place. Erichson assures that both Natural Systems and TPC are professional organizations who understand the importance of what they are doing. Voedisch asked Erichson to stay on top of the situation, document all problems, what caused the problems, and how they were remedied.

201 Ordinance Adams advised that he has reviewed the 201 Ordinance that has been drafted by Nate Sparks and believes it may be close to ready to send to the Planning Commission. Adams questioned about the situation where a new user comes on and puts in a tank, who actually owns that tank? He will bring this up to Sparks for discussion.

201 Gopher State One Call: Katie Kasper, along with Board Chair Voedisch and Board Supervisor Adams, met with Washington County staff, including Environmental Program Supervisor Girard Groder and Pete Ganzel, on Friday, November 21, 2014 regarding the difficulties the Town is experiencing regarding locating the 201 system components in response to Gopher State One Call requests. Also in attendance was Chris LeClair, who facilitated the 201 system GIS data.

The meeting identified the following concerns from the Town:

- Inaccurate record drawings of missing information about the existing system
- Gopher State One Call responses completed by Pete based on intimate knowledge of the system rather than maps/drawings

In advance of the meeting Voedisch asked the County to take the GPS coordinates they had and map all tanks and list stations. They presented this at the meeting and all agreed it is a good place to start. The County also has AutoCADD files and a PDF detailed survey of the Moonlight Bay section since that was built about 10 years ago. Such detail surveys do not exist for the rest of the system so we will need to rely on the plotted tanks and lift stations on a set of high resolution foils covering the entire system.

Pete also mentioned that this portion of the system was installed using “open cut” construction methods and it can be assumed lines are located down the center line of roadways. Staff further stated it would have been preferred by the contractor to install the mainline down the centerline to avoid impacts to adjacent properties. Pete commented that service locations looked fairly accurate and the path of least distance would have been followed from the lift station (which are all GPS located) perpendicular to the main in the road.

Additional discussion was had regarding the overall GPS data concerning the individual septic systems and lift stations. The Town had mentioned the mapping was missing some of the septic tanks. Chris and Pete had both stated missing tank information was because the tanks could not be found/located in the field but the GPS coordinates were accurate within 3 feet (which is within the Gopher State One Call marking requirements).

Board Chair Voedisch stated the Town would like to produce a record drawing of the entire system so that anyone who picks up the drawing could mark/identify the service and mainline locations. The Town would coordinate with WSB & Associates to produce a large scale map of the system, to include the GPS coordinates of the tanks and lift stations as a start, with the Washington County parcel data (lot and road boundaries), and aerial information to identify houses and garages. Once the map has been completed, Staff would coordinate a “walk through” of the system on site with C & B Excavating to determine the approximate location of all pipes. Girard mentioned Pete would be available to assist with questions or concerns regarding the services given his intimate knowledge of the system.

In moving forward, engineering staff will coordinate with the County and C & B to determine interest in completing the record drawings and schedule.

Engineering and Roads

Panorama Manhole Repair: C & B Excavating tentatively scheduled the manhole repair the week of December 8, 2014. C & B will be in contact with the engineers prior to starting construction as the project is weather dependent.

Additional Signage: Board Chair Voedisch and Katie Kasper will be meeting with Tommy Schroeder of the road crew to discuss additional signage and/or sign replacements to be completed this winter. With the passing of the latest “No Parking” ordinance, additional “No Parking” signs may be necessary along with the replacement of two signs at Town Hall identified by Board Chair Voedisch. Staff will provide a quote from Maplewood at the January Board meeting to replace and/or install additional signs.

Washington County Paving Project: Washington County would like to include paving the entrances of 150th Street and Oldfield Road with their pavement preservation project on County Road 55 (Norell Avenue) the spring of 2015. The entrances are currently gravel and when vehicles approach CR 55, some of the gravel carries onto CR 55. This is a safety concern and maintenance issue for the County. The County proposes paving the entrances to a radius of 50-100 feet to prevent gravel from carrying onto the roadway. To pave these entrances, the County will need to remove some of the gravel to allow for the entrances to match the grade of CR 55. The County had furthered offered to either spread out the removed gravel on 150th and Oldfield to raise the grade one inch or they can remove the gravel, pave the entrance to match the gravel roads’ existing grade, and re-use the removed gravel as shouldering material in the project. The engineer confirmed that the Town would like to have the gravel spread out along 150th and Oldfield to raise the grade 1 inch.

Voedisch noted that we have just gone through this on the CR 4 repave and that the Town routinely asks for long entrance pads because vehicles need to merge with their drive wheels on tar not gravel. The entrance pads on CR 4 were short of the 40 feet we requested. They work for most vehicles but not school buses.

Old Business

2014 Ordinances

Proposed Ordinance 2014-10: Business Equipment Allowed in Buildings

Voedisch brought up the fact that the Jutz variance identified a section of the code which generally disallows storing business equipment in buildings on a residential lot. He brought forward this ordinance which changes the code such that business equipment can be stored in buildings on site so long as a small business is not operating. The proposed ordinance amendment will be noticed for the January Planning Commission meeting.

Proposed Ordinance 2014-11: Firearms Discharge Prohibition

Voedisch reported that the Sheriff advised that the existing ordinance conflicts with itself, given it allows people to shoot on their own property seeming without regard to the 500 foot setback from neighboring properties. This correcting ordinance will also be noticed for the January Planning Commission.

New Business

Arcola Mills CUP Review

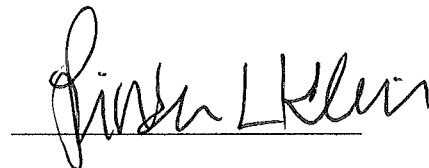
After reviewing the recent Activity Report from Arcola Mills, Supervisor Pazlar pointed out that most of the activities at Arcola Mills could be considered of a commercial nature (weddings, etc.,) Per the CUP, they should be running programs and not hosting weddings. Attorney Snyder recommended that Nate Sparks contact the Arcola people and invite them to a meeting for an informal discussion regarding the usage and if it conflicts with their conservancy zoning.

Authorize Clerk to sign bank documents/access safe deposit box

Voedisch moved, seconded by Pazlar, that the Clerk be authorized to sign bank documents and access the Town safe deposit box. All approved.

Hearing no further business, Adams moved, seconded by Pazlar, to adjourn. All approved.

Attest:



Linda L. Klein, Town Clerk



Respectfully submitted

William K. Voedisch

Fund Name: All Funds
Date Range: 12/01/2014 to 12/04/2014

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
12/04/2014	Payroll Period Ending 12/01/2014		17978	\$290.00	100-41110-100	\$290.00
12/04/2014	Payroll Period Ending 12/01/2014		17979	\$1,366.24	100-41510-100	\$1,366.24
12/04/2014	Payroll Period Ending 12/01/2014		17980	\$2,271.50	100-41400-100	\$2,271.50
12/04/2014	Payroll Period Ending 12/01/2014		17981	\$290.00	100-41110-100	\$290.00
12/04/2014	Payroll Period Ending 12/01/2014		17982	\$2,956.91	201-43102-100	\$2,956.91
12/04/2014	Payroll Period Ending 12/01/2014		17983	\$2,345.54	201-43103-100	\$2,345.54
12/04/2014	Payroll Period Ending 12/01/2014		17984	\$290.00	100-41110-100	\$290.00
12/04/2014	FUHR TRENCHING	Road work - Quail Avenue Ln	17985	\$4,975.00	201-43121-439	\$4,975.00
12/04/2014	CARQUEST AUTO PARTS	Parts for Ford plow	17986	\$105.00	201-43126-438	\$105.00
12/04/2014	STILLWATER TOWING, INC	DOT inspections Ford and Freighliner	17987	\$1,043.71	201-43126-438	\$1,043.71
12/04/2014	BOYER TRUCKS	Repair of Sterling	17988	\$2,155.00	201-43126-438	\$2,155.00
12/04/2014	WALLY CARLSON AND SONS INC	Fuel	17989	\$2,920.00	201-43126-212	\$2,920.00
12/04/2014	CITY OF MAPLEWOOD	Street signs	17990	\$650.07	201-43100-221	\$650.07
12/04/2014	M. J. RALEIGH TRUCKIN INC.	Gravel - class 5-R	17991	\$2,698.99	201-43100-443	\$2,698.99
12/04/2014	WISCONSIN CENTRAL LTD	Annual lease payment 2014-2015, #9500127055	17992	\$1,150.00	201-43131-411	\$1,150.00
12/04/2014	MARVIN L. SCHROEDER	Building rental - November	17993	\$800.00	201-43100-412	\$800.00
12/04/2014	BLUE CROSS & BLUE SHIELD OF MN	Health insurance - Marvin & Thomas Schroeder	17994	\$536.16	201-43102-130	\$109.00
					201-43103-130	\$427.16
12/04/2014	C & B EXCAVATING/SEWER, INC	Monthly service charge	17995	\$150.00	230-49450-400	\$150.00
12/04/2014	WASHINGTON COUNTY - PUBLIC HEALTH	3rd quarter maintenance 2014	17996	\$681.45	230-49450-400	\$681.45
12/04/2014	CITY OF MARINE ON ST. CROIX	Fire contract - 2014	17997	\$28,815.43	202-42200-300	\$28,815.43
12/04/2014	CITY OF STILLWATER	Fire contract 1/1/14 - 12/31/14 2nd half	17998	\$54,457.50	202-42200-300	\$54,457.50

For the Period 11/01/2014 to 11/30/2014

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits in Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$164,370.44	\$7,473.26	\$19,465.19	\$152,378.51			
Road & Bridge Fund	\$137,947.13	\$1,089.86	\$32,945.87	\$106,091.12			
Fire Fund	\$93,918.93	\$516.87	\$0.00	\$94,435.80			
Levied Park Fund	\$5,492.34	\$22.81	\$2,382.27	\$3,132.88			
Park Fund	\$6,872.44	\$1.68	\$0.00	\$6,874.12			
201 Sewer Fund	\$9,129.71	\$29,389.99	\$3,306.96	\$35,212.74			
Capital Projects Fund	\$48,631.13	\$89.58	\$0.00	\$48,720.71			
201 Sewer Replacement	\$27,348.00	\$0.00	\$27,348.00	\$0.00			
201 Sewer Pumping Fund	\$0.00	\$0.00	\$0.00	\$0.00			
Midcontinent Com Security	\$5,000.00	\$0.00	\$0.00	\$5,000.00			
Vets Rest Camp Security	\$0.00	\$0.00	\$0.00	\$0.00			
Total	\$498,710.12	\$38,584.05	\$85,448.29	\$451,845.88	\$38,584.05	\$95,618.29	\$508,880.12

MONTH OF NOVEMBER

November 30, 2014

CASH

PLANNING FEES AS OF 12/4/14

TOTAL CASH

RICHARD & LAURA GESSLER
HAUGEN - HUSNICK HOMES

\$125.70
\$601.50
(\$333.14)

ESCROW

\$446,845.88

KEVIN M JUTZ
JAMES KRIZAK
MANITOU FUND

\$3,529.61

\$338.00

\$3,056.00

\$0.00

(\$329.75)

\$4,916.29

\$2,000.00

\$1,364.06

TOTAL

\$1,364.06

TOTAL ESCROW

\$14,874.21

TOTAL CASH & INVESTMENTS*

\$1,060,887.28

*Some of these funds are restricted for specific uses and are unavailable for general use in the Town.

Letters of Credit: None

**COMMITTED AND UNCOMMITTED DOLLARS BY FUND
LEVIED FUNDS ONLY**

As of 11/30/14

GENERAL FUND

MONEY MARKET	\$152,378.51
INVESTMENTS	\$59,803.40
COMMITTED	
ROAD ESCROWS	\$2,000.00
ESCROWS	\$14,874.21
CONTINGENCY	\$50,000.00
CASH FLOW	\$70,682.00
COMMITTED TOTAL	\$137,556.21
UNCOMMITTED	\$74,625.70

ROAD & BRIDGE FUND

MONEY MARKET	\$106,091.12
INVESTMENTS	\$316,150.69
COMMITTED	
GRAVEL TAX (MAY AVE.)	\$24,571.85
CAPITAL PROJECTS:	
ROAD CONSTRUCTION	\$0.00
INVESTMENTS	\$22,886.57
BLACKTOPPING	\$2,381.00
INVESTMENTS	\$176,692.27
LYNCH ROAD - CD	\$67,000.00
CALCIUM CHLORIDE	\$15,107.20
SEALCOATING/CRACK SEALING	\$36,138.50
LYNCH ROAD - CD	\$25,000.00
COMMITTED TOTAL	\$369,777.39
UNCOMMITTED	\$52,464.42

FIRE FUND

MONEY MARKET	\$93,918.93
COMMITTED TOTAL	\$93,918.93

LEVIED PARK FUND

MONEY MARKET	\$5,492.34
COMMITTED TOTAL	\$5,492.34

CAPITAL FUND

MONEY MARKET	\$48,631.13
INVESTMENTS	\$62,020.46
COMMITTED	
HEAVY EQUIPMENT	\$110,651.59
COMMITTED TOTAL	\$110,651.59

Total Money Market	\$406,512.03
Total Investments	\$437,974.55
	<u>\$844,486.58</u>

Total Committed	\$717,396.46
Total Uncommitted	\$127,090.12
	<u>\$844,486.58</u>