

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA
OFFICIAL TOWN BOARD MINUTES
January 5, 2017

The Board of Supervisors of the Town of May met at their regular monthly meeting on Thursday, January 5, 2016, at the May Town Hall. Those present included: Bill Voedisch, Board Chair; John Adams, Supervisor; John Pazlar, Supervisor; Dave Snyder, Town Attorney; Katie Koscielak, Town Engineer; Linda Klein, Town Clerk; Jack Kramer, Building Inspector and residents of the Town of May. Absent: Cheryl Bennett, Treasurer. Voedisch called the meeting to order at 7:00.

Minutes, Checks, Treasurer's Report

Pazlar moved, seconded by Voedisch, to approve the minutes of the December 1, 2016, regular board meeting. All approved.

Pazlar moved, seconded by Voedisch, to approve checks 18908 through 18920 for the month of December and 18921 through 18932 for the month of January, as well as electronic funds transfers EFTS117, EFTF117 to the State and IRS respectively, as presented. All approved. Pazlar moved, seconded by Adams, to approve the Treasurer's report as presented. All approved.

The check register and treasurer's report are attached to these minutes and serve as the official record. Pazlar will be reviewing the outstanding bank statements.

Planning Commission Appointments

Voedisch moved, seconded by Adams, to re-appoint all planning commission members with commissions ending January, 2017, with the exception of William Still, which would be John Arnason, Jeff Chase, and Lester Rydeen. All approved. Voedisch moved, seconded by Pazlar, to move Mitch Otterson from second to first alternate. All approved.

201 System Pumping

Pumping of the tanks is approximately one-half done, doing all of the year-round homes. Seasonal tanks will be done in the spring.

Roads and Engineering

Sanding-Only Road Costs for Dresel

Voedisch passed out a sheet breaking down a variety of costs to provide sanding and salting, not plowing, and not including fuel costs. Costs vary from \$2142 to \$4848 based on variables, such as sanding only the gravel roads vs. all roads, and salt mixes from 10% up to 30%. Typically it will cost about \$3,000 to sand every road with a 10% salt mix, not counting diesel.

Road Overlay: The engineer distributed information about mill-and-overlay projects looked at 2 years ago. The first mentioned was 122nd, which has been determined to not a candidate. Her suggestion was a mill-and-overlay project for Ostlund Trail. This will be discussed at the January 19 budget meeting.

Panorama Avenue Paving

The engineer and attorney have come to a consensus that the formula should be to assess people with both driveways and frontage on Panorama. The engineer provided a map of these properties, including one undeveloped lot and the Carnelian common lake access lot, which comes to 16 properties. Estimated cost is approximately \$107,000. Attorney Snyder stated that a few lots could possibly be appraised to determine if they would yield any benefit from the paving project. He said that after paying for appraisals, the return might not be of significant value and the Board is free to bypass this option.

Voedisch moved, seconded by Pazlar, to tentatively approve the formula as presented by the engineer and supported by the attorney that the people assessed will be those having both frontage and driveway access on Panorama, or potential for a driveway, accounting for 16 lots. All approved.

The board discussed the percentage the Town might contribute. Pazlar said he is dubious about the Town participating in the funding as the Town is basically against paving roads and this would be setting a precedent. The engineer suggested that the Town could defend picking up the costs of the drainage improvements. Voedisch said he can't support either the 25% or 50% Town share has presented, and asked that the grid be changed to reflect the Town's participation at these three levels: 0%, 10%, 20%. He suggested the final decision as to the Town's participation can be made when the final decision is made to proceed, or not proceed.

Voedisch moved, seconded by Pazlar, to approve Resolution 2017-01 ordering the preparation of a feasibility report for the Panorama Avenue Street Improvement Project. On a roll-call vote: Adams, yes; Pazlar, yes; Voedisch, yes. Motion passes.

Violations

Dangerous Dog

The dog's attorney requested that the dog be allowed to end up in Minnesota near Grand Forks, North Dakota. He also stated they cannot get the dog out of town to Canada within 14 days. Lindquist submitted an appeal via email, which Snyder advised the Board to deny based on missing statutory requirements for appeal. Voedisch moved, seconded by Pazlar, to deny the appeal based on it not meeting statutory requirements.

Voedisch moved, seconded by Adams, to authorize Attorney Snyder to request the court for a summary judgment if Lindquist does not sign the original stipulation the parties agreed to. All approved.

Snyder will request Lindquist to return the signed Stipulation which states the dog must be removed from the Town by January 24, 2017.

New Business

Code Book – Update Pages

The planning staff will be putting together page changes based on the last three ordinances.

Marine School

Voedisch met with Jon Dettmann of the Marine Charter School task force to discuss using the Wilder property for their school. Voedisch advised Dettmann that amending the Wilder CUP and the Town Code is do-able, but time is of the essence if operating in the Fall of this year is the goal.

Newsletter Ideas: The Board agreed that the newsletter should have articles on the changing of the guard regarding road maintenance and information regarding future of broadband.

Voedisch moved, seconded by Pazlar, to continue the meeting to January 19, 2017 at 9 am for budget discussions. All approved.

Continuation of the January 5, 2017 May Town Board Meeting - January 19, 2017 – 9 AM

Attending the continuation meeting: Bill Voedisch, John Adams, John Pazlar, Cheryl Bennett and Engineer Katie Koscielak. Chairman Voedisch called the meeting to order.

2018 Proposed Levy

The Board conducted a line-by-line review of the 2018 budget and levy. We began with Roads since the engineer Koscielak was in attendance. The engineer and the Board specifically discussed Ostlund Trail and the need to do either a mill-and- overlay or chip seal. Given the cost of mill-and-overlay it was decided that the Town would chip seal Ostlund Trail and Oldfield Road in 2017 since these are in the greatest need due to small but frequent blowouts of the pavement. We have enough in the 2017 chip seal budget to do this road and no further work will be needed on this road in 2018.

\$5,000 is being levied in 2018 to cover the cost of manhole vacuuming in 2017 and 2018. Engineer Koscielak will get back to the board on the approximate cost.

The Road discussion being completed, the engineer was excused.

Pazlar moved, seconded by Adams, to approve a 2% cost of living increase for the clerk and treasurer effective with the 2/1/17 payroll. All approved.

The Town's fastest growing budget item continues to be fire protection. The Town does not have a current contract with the City of Stillwater so the 2016 numbers will continue until they submit a new contract. The fire contracts with the Cities of Scandia and Marine will expire at the end of 2017. Having little control of these contracts except whatever we can negotiate, a 5% levy increase was proposed for 2018.

After the review was completed and adjustments made, Adams moved, seconded by Pazlar, to approve a proposed levy of \$719,501, which is a 4.17% increase over 2017, to present to the citizens. All approved.

Pazlar moved, seconded by Adams, to adjourn the meeting. All approved.

Attest: _____
Linda Klein
Town Clerk

Respectfully submitted,
William K. Voedisch

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA

RESOLUTION 2017-01

A RESOLUTION ORDERING THE PREPARATION OF A
FEASIBILITY REPORT FOR THE
PANORAMA AVENUE STREET IMPROVEMENT PROJECT

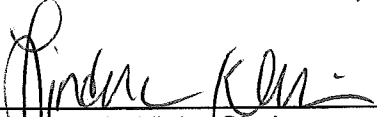
WHEREAS, the Town of May ("the Town"), as the result of a citizen's petition, tentatively proposes to improve Panorama Avenue from approximately 290 feet northeast of 130th Street to the north property line of 13230 Panorama Avenue; and

WHEREAS, the proposed improvements include reconstruction of the existing gravel roadway with bituminous paving, and

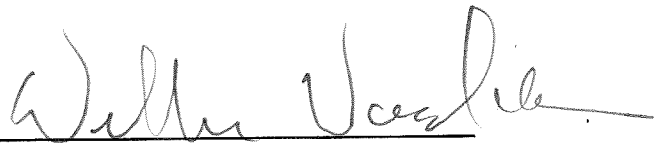
WHEREAS, all or a portion of the cost of the improvements are to be assessed to the benefited properties, pursuant to Minnesota Statutes Chapter 429.

NOW, THEREFORE, BE IT RESOLVED by the Town Board that the proposed improvement be referred to WSB & Associates, Inc. for study, and that they are instructed to report to the Board with all convenient speed, advising the Board in a preliminary way as to whether the proposed improvement is reasonable, cost-effective, and feasible, and as to whether it should best be made as proposed, and the estimated cost of the improvement as recommended.

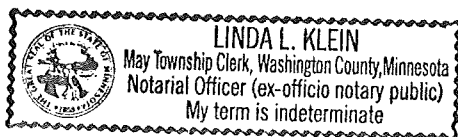
BY ROLL CALL VOTE OF THE MAY TOWN BOARD; ADAMS YES ;
PAZLAR YES ; VOEDISCH YES ; THIS RESOLUTION IS ADOPTED
THIS 5TH DAY OF JANUARY, 2017.



Attest: Linda Klein, Clerk



Bill Voedisch, Chair



For the Period : 12/1/2016 to 12/31/2016

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$142,841.07	\$68,782.21	\$36,135.73	\$175,487.55	\$68,782.21	\$36,508.23	\$143,213.57
Road and Bridge	(\$42,173.46)	\$170,976.86	\$53,252.86	\$75,550.54	\$170,976.86	\$53,252.86	(\$42,173.46)
Levied Park Fund	\$3,872.66	\$2,257.24	\$202.04	\$5,927.86	\$2,257.24	\$202.04	\$3,872.66
Fire Fund	\$100,024.41	\$79,307.61	\$88,099.28	\$91,232.74	\$79,307.61	\$88,099.28	\$100,024.41
201 Sewer Fund	\$40,137.87	\$6,282.44	\$9,221.00	\$37,199.31	\$6,282.44	\$9,221.00	\$40,137.87
General Capital Projects	\$55,926.49	\$11.54	\$0.00	\$55,938.03	\$11.54	\$0.00	\$55,926.49
Park Acquisition and Development (Optional)	\$6,908.52	\$1.42	\$0.00	\$6,909.94	\$1.42	\$0.00	\$6,908.52
201 Sewer Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
201 Sewer Pumping Fund	\$26,672.89	\$5.51	\$0.00	\$26,678.40	\$5.51	\$0.00	\$26,672.89
Midcontinent Com Security	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Total	\$339,210.45	\$327,624.83	\$186,910.91	\$479,924.37	\$327,624.83	\$187,283.41	\$339,582.95

MONTH OF DECEMBER

December 31, 2016

CASH	CHECKING	MONEY MARKET	12/31/2016
	\$1,000.00	\$473,924.37	
TOTAL CASH		\$474,924.37	
ESCROW			
	CENTURY LINK	\$4,084.61	\$63.00
	CONNEXUS ENERGY	\$239.00	(\$248.50)
	FRONTIER UTILITY ESCROW	\$3,056.00	\$17.75
	SCIENCE MUSEUM OF MN	\$0.00	\$0.00
	WILDER FOUNDATION	\$0.00	\$850.00
	XCEL UTILITY ESCROW	\$4,540.29	(\$159.50)
	ROAD ESCROWS	\$6,000.00	\$77.50
	PLANNING FEES ESCROW	\$902.25	\$850.00
TOTAL ESCROW		\$18,822.15	(\$348.00)
TOTAL CASH & INVESTMENTS*		\$1,082,692.75	\$902.25

Letters of Credit: None

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

TOWN OF MAY

CURRENT CD INVESTMENT SUMMARY

As of 12/31/16

GENERAL

Security Bank - 10/5/17	\$60,100.36
TOTAL GENERAL	\$60,100.36

ROAD & BRIDGE

Blacktopping expires 11/30/17	\$60,082.22
Blacktopping expires 7/7/17	\$15,333.71
Lynch Blacktopping expires 4/28/17	\$141,255.12
Lynch Sealcoating expires 4/28/17	\$35,082.02
Road Construction expires 7/7/17	\$22,999.85
TOTAL ROAD & BRIDGE	\$274,752.92

PARK

Security Bank - 10/5/17	\$20,566.31
TOTAL PARK	\$20,566.31

CAPITAL

Security Bank - 2/6/17	\$112,456.36
TOTAL CAPITAL	\$112,456.36

201 SEWER REPLACEMENT

Security Bank - 4/8/17	\$62,675.42
Security Bank - 11/30/17	\$72,217.01
TOTAL 201 REPLACEMENT	\$134,892.43

201 SEWER PUMPING FUND

	\$0.00
TOTAL 201 PUMPING FUND	\$0.00

Total CDs	\$602,768.38
TOTAL INVESTMENTS	\$602,768.38

December Addition

Fund Name: All Funds

Date Range: 12/23/2016 To 12/23/2016

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
12/23/2016	DRESEL CONTRACTING, INC	18908	Snow plowing, sand/salt, repairs/parts, fuel	N	Ice and Snow Removal	201-43125-336-	\$ 8,743.75
		18908				201-43125-442-	\$ 7,016.10
		18908			Road and Bridge Equipment	201-43126-212-	\$ 612.23
		18908				201-43126-437-	\$ 2,042.83
		18908				201-43126-438-	\$ 13,268.75
		Total For Check					\$ 31,683.66
12/23/2016	NATURAL SYSTEMS UTILITIES	18909	Monthly Maintenance	N	201 SEWER ADMIN & GEN'L	230-43280-400-100	\$ 540.52
		Total For Check					\$ 540.52
12/23/2016	OLSON'S SEWER SERVICE	18910	Wastewater removal and disposal, maintainece 31 locations	N	201 SEWER REPAIRS/EXPANSION	230-43283-400-120	\$ 7,678.15
		Total For Check					\$ 7,678.15
12/23/2016	CONNEXUS ENERGY	18911	201 Sewer Electric	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 126.92
		Total For Check					\$ 126.92
12/23/2016	GOPHER STATE ONE CALL	18912	201 Sewer Gopher One services	N	201 SEWER ADMIN & GEN'L	230-43280-300-180	\$ 4.05
		Total For Check					\$ 4.05
12/23/2016	CENTURY LINK	18913	Clerk phones	N	TOWN HALL	100-41941-380-	\$ 137.19
		Total For Check					\$ 137.19
12/23/2016	PIONEER PRESS	18914	Legal notices - November	N	GENERAL GOVERNMENT	100-41001-351-	\$ 20.60
		Total For Check					\$ 20.60
12/23/2016	WASHINGTON CONSERVATION DISTRICT	18915	WCA permit LGU Assistance	N	WETLANDS	100-46110-312-	\$ 156.00
		Total For Check					\$ 156.00
12/23/2016	HILLCREST ANIMAL HOSPITAL	18916	Unclaimed animal - dog	N	Animal Control Expenditures	100-42701-318-	\$ 57.00
		Total For Check					\$ 57.00
12/23/2016	JEANNIE DAVIS	18917	Clean town hall - December	N	TOWN HALL	100-41941-110-	\$ 52.50
		Total For Check					\$ 52.50
12/23/2016	WSB & ASSOCIATES, INC	18918	Engineering - October	N	CENTURY LINK UTILITY ESCROW	100-49362-303-	\$ 104.00

Fund Name: All Funds

Date Range: 12/23/2016 To 12/23/2016

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
		18918			Traffic Engineering Expenditures	201-42601-303-	\$ 336.00
		18918				201-42601-423-	\$ 1,522.50
		18918				230-42601-303-	\$ 208.00
		Total For Check					\$ 2,170.50
12/23/2016	NAC	18919	Planning & zoning	N	Planning and Zoning	100-41910-316-	\$ 1,994.20
		Total For Check					\$ 1,994.20
12/23/2016	JOHNSON/TURNER ATTORNEYS AT LAW	18920	Legal fees - November	N	City/Town Attorney	100-41610-304-	\$ 1,405.00
		18920				100-41610-423-	\$ 263.25
		18920				100-41610-886-	\$ 101.25
		18920			PLANNING FEE ESCROW	100-49361-304-	\$ 1,703.50
		Total For Check					\$ 3,473.00
		Total For Selected Checks					\$ 48,094.29

January

Fund Name: All Funds

Date Range: 01/01/2017 To 01/05/2017

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/05/2017	AVENET,LLC	18921	Web design, 12 month service, 2017	N	GENERAL GOVERNMENT	100-41001-325-	\$ 500.00
		Total For Check					\$ 500.00
01/05/2017	Payroll Period Ending 01/01/2017	18923		N	Council/Town Board	100-41110-100-	\$ 290.00
		Total For Check					\$ 290.00
01/05/2017	Payroll Period Ending 01/01/2017	18924		N	Treasurer	100-41510-100-	\$ 1,420.00
		Total For Check					\$ 1,420.00
01/05/2017	Payroll Period Ending 01/01/2017	18925		N	Clerk	100-41425-100-	\$ 2,369.18
		Total For Check					\$ 2,369.18
01/05/2017	Payroll Period Ending 01/01/2017	18926		N	Council/Town Board	100-41110-100-	\$ 290.00
		Total For Check					\$ 290.00
01/05/2017	Payroll Period Ending 01/01/2017	18927		N	Council/Town Board	100-41110-100-	\$ 290.00
		Total For Check					\$ 290.00
01/05/2017	PAUSZEK INC	18928	Assessor	N	ASSESSOR	100-41950-314-	\$ 1,300.00
		Total For Check					\$ 1,300.00
01/05/2017	COUNTRY MESSENGER	18929	Clerk's subscription - 2 years	N	GENERAL GOVERNMENT	100-41001-200-	\$ 45.00
		Total For Check					\$ 45.00
01/05/2017	CHERYL D. BENNETT	18930	Insurance, mileage	N	GENERAL GOVERNMENT	100-41001-331-	\$ 29.16
		18930			Treasurer	100-41510-130-	\$ 255.75
		Total For Check					\$ 284.91
01/05/2017	LINDA L. KLEIN	18931	Insurance	N	Clerk	100-41425-130-	\$ 156.90
		Total For Check					\$ 156.90
01/05/2017	PERA	18932	Coordinated & DCP w/holdings/616000	N	Council/Town Board	100-41110-121-	\$ 93.00
		18932			Clerk	100-41425-121-	\$ 315.64
		18932			Treasurer	100-41510-121-	\$ 302.36
		Total For Check					\$ 711.00
01/05/2017	IRS - INTERNAL REVENUE SERVICE	EFTF117	Federal withholdings	N	Council/Town Board	100-41110-135-	\$ 27.00

Fund Name: All Funds

Date Range: 01/01/2017 To 01/05/2017

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>FA-O-P</u>	<u>Total</u>
		EFTF117			Clerk	100-41425-122-	\$ 391.40
		EFTF117				100-41425-135-	\$ 91.54
		EFTF117				100-41425-171-	\$ 265.62
		EFTF117			Treasurer	100-41510-122-	\$ 267.80
		EFTF117				100-41510-135-	\$ 62.64
		EFTF117				100-41510-171-	\$ 311.13
		Total For Check					\$ 1,417.13
01/05/2017	MN DEPARTMENT OF REVENUE	EFTS117	State withholdings ID# 2478214	N	Clerk	100-41425-172-	\$ 122.31
		EFTS117			Treasurer	100-41510-172-	\$ 123.00
		Total For Check					\$ 245.31
		Total For Selected Checks					\$ 9,319.43

As on 12/31/2016

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	212,122.76	214,428.85	0.00	600.00	245,053.11	0.00	6,610.95	175,487.55	60,100.36	235,587.91
Road and Bridge	91,528.73	424,743.07	0.00	0.00	398,721.26	42,000.00	0.00	75,550.54	294,752.92	370,303.46
Levied Park Fund	6,423.15	5,014.84	0.00	0.00	5,510.13	0.00	0.00	5,927.86	0.00	5,927.86
Fire Fund	94,205.60	175,871.42	0.00	0.00	178,844.28	0.00	0.00	91,232.74	0.00	91,232.74
201 Sewer Fund	40,399.68	54,807.84	0.00	0.00	45,758.21	0.00	12,250.00	37,199.31	0.00	37,199.31
General Capital Projects	55,476.86	461.17	0.00	0.00	0.00	0.00	0.00	55,938.03	92,456.36	148,394.39
Park Acquisition and Development (Optional)	6,892.96	16.98	0.00	0.00	0.00	0.00	0.00	6,909.94	20,566.31	27,476.25
201 Sewer Replacement	0.00	0.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00	134,892.43	134,892.43
201 Sewer Pumping Fund	0.00	5.51	20,022.89	6,650.00	0.00	0.00	0.00	26,678.40	0.00	26,678.40
Midcontinent Com Security	5,000.00	10.03	0.00	0.00	10.03	0.00	0.00	5,000.00	0.00	5,000.00
Total :	512,049.74	875,359.71	20,022.89	12,250.00	873,897.02	47,000.00	18,860.95	479,924.37	602,768.38	1,082,692.75