

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA
OFFICIAL TOWN BOARD MINUTES
July 5, 2018

The Board of Supervisors of the Town of May convened their regular monthly meeting on Thursday, July 5, 2018, at the May Town Hall. Those present included: Board members John Adams, John Pazlar and Bill Voedisch; Cheryl Bennett, Treasurer; Katie Koscielak, Engineer; Jack Kramer, Building Official; residents of the Town of May and others with business before the Town. Absent: Dave Snyder, Town Attorney. Voedisch called the meeting to order at 7:00 PM.

Minutes, Checks, Treasurer's Report

Adams moved, seconded by Pazlar, to approve the minutes of the June 7, 2018 regular town board meeting and the re-convened meeting of June 26, 2018. All approved.

Pazlar moved, seconded by Adams, to approve checks for July numbered 19525 through 19555, as well as electronic funds transfers EFTS718, EFTF718 to the State and IRS respectively, as presented. All approved.

Voedisch 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 has reviewed the outstanding bank statements.

Short Term Rental complaint - Silvernale

Dave Silvernale appeared to inquire about the process of notifying people of the short term rental ordinance, since his neighbor is renting his place by the weekend; Voedisch stated citizens reporting short term rentals have to be part of the enforcement process although we also do our own searches on AirBnB and other sites. Planner Sparks is working with Attorney Snyder on a letter to notify violators we are aware of. Voedisch hopes the letters will be going out next week. Bennett suggested that a notice could be included with the 201 Sewer bills although that does not include everyone on the lake.

Speeding Complaint on 177th – Tom Frame

Tom Frame, 13010 177th Street, appeared and stated that there is a lack of police presence on his road and people are going 60 to 70mph on his road. He stated that he has worked road construction all his life and is aware of speed of vehicles. He stated that three cars in a row were driving between 60 – 70 mph. According to Frame, his neighbors agree that the speeding is a huge problem on the entire length of 177th and even down May Ave. Both ends of 177th are having problems with speed.

Voedisch and Katie visited the road on their mini road tour on Monday and found a 35 MPH sign on either end and 25MPH signs at the May corner and the Norell intersection. Frame said some speeding happens during the commute but also continues throughout the day. He believes most of the traffic is not from 182nd Street, although Voedisch indicated there are a lot of homes in Scandia on the east bay that come down Norell. Koscielak states that posting at 25 or 35 MPH cannot be done on the road since it does not meet the state definitions. A speed study can be

done by MnDOT, but the result can be that we can't post lower than 55. Voedisch will ask County to add more patrols.

Planning Commission

Wilder Forest – MACS - Marine Mills Folk School; CUP Amendment

Steve Magner appeared before the board on behalf of the Planning Commission. Marine Area Charter School (MACS) is asking to amend their CUP to add the Marine Mills Folk School (MMFS) as a new, associated use. Robin Brooksbank appeared before the Board on behalf of the Folk School. Magner indicated the PC recommended approval of the application, subject to a set of conditions offered by the Planner.

Voedisch stated that one of the conditions is that the organization must have its non-profit status, both Federal and State. Brooksbank stated that they have received non-profit status from the state and are waiting for the federal approval. Voedisch stated that the vehicle and headcount limits stated in the MACS CUP amendment must not be exceeded when MMFS usage is combined with MACS usage. He reviewed Resolution 2018-09, which is attached to these minutes.

Voedisch moved, seconded by Adams, to approve Resolution No 2018-09 to amend the Wilder Forest – MACS CUP Amendment to allow MMFS to operate within the Marine Area Charter School at the facility located at 14189 Ostlund Trail. By roll call vote: Adams, yes; Pazlar, yes; Voedisch, yes. Resolution is adopted.

Planning Commissioners and Alternates

Voedisch spoke to Arnason regarding attendance. Our code is silent as to the PC quorum, but a decent minimum is probably 4, but we have been scrambling each time to meet that. The Town code states that commissioners may be removed after missing three meetings in a year. Discussion was held to change the code to add a third alternate.

201 Sewer System

Comprehensive Review

Shane Symmank from Natural Systems and Lee Weigt from Olson's Sewer Service attended the meeting for the discussion. Adams reported that John Donner called this morning and stated there was effluent water running down the hill and towards the lake. When Adams arrived, Donner was out creating a "dam" to prevent this water from running down 133rd street and potentially reaching the lake. His efforts were successful. Weigt stated that lime was spread over the affected area. Symmank discussed the reasons for alarm failure to alert anyone that there was a power outage. He stated that the battery backup (UPS) for the Sensaphone monitoring/alarm system had failed causing everything to shut down and didn't send the normal alarm call to Shane's phone. The battery maintains a full charge when power is on and is sufficient to power the alarm for about 30 min. on its own. When Symmank inspected the UPS it was in an "error" state. Symmank will troubleshoot and figure out why. A new UPS has been installed. Voedisch would like to have the system/backup battery/ tested. Adams wants to know if we need a more reliable type of UPS system. Symmank suggested it might work to install an audible alarm at the dosing station (similar to those on individual STEP stations by the homes on the system) and post a sign asking citizens to call if they hear the alarm.

Symmank stated we have had a State Disposal Permit since 2014 which requires us to monitor nitrogen levels. Samples are taken by Natural Systems each month and are reported to the state. The numbers are within the normal range of typical nitrogen levels for septic tanks like ours. The key question is “What are the total nitrogen levels entering the ground after treatment by the drain field.” The MPCA permit renewal application is due by August 1 (current permit effective until February 28, 2019). As a condition of re-issuance, the State could potentially ask to have the 201-system effluent pretreated to get to 10 mg/liter before it enters the drain field. An interim step could be to install monitoring wells which would answer the above question. The minimum required is 3 monitoring wells with as many as 7 with the new permit. Cost is TBD with an estimate of \$5k to \$10K per well. An engineering study would be needed to obtain accurate costs. There is room in the system for the monitoring wells. If required, installation would probably be needed in 6 – 9 months.

Ideally the 8 drain fields are used in a rotation of 4 at a time - zones 1,2,3, and 7, and zones 4,5,6, and 8. The system is currently using half of the 8 zones. Because zone 5 has a failed valve, the other zones in that rotation (4, 6, and 8) cannot be used. It is recommended that the zone 5 valve be repaired ASAP. Zone 5’s valve doesn’t work either because the electrical for it is badly corroded (pictures were presented) or the valve has failed on its own. Symmank recommends that as part of the repair of zone 5, we bring all electrical for all the valves above grade to prevent corrosion. Olson’s Sewer Service quote is \$9,500 to access the vault and run new conduit and wiring. They will subcontract with Sunrise Electric.

Adams moved, seconded by Pazlar to approve the quote from Olson’s for the value vault electric. All approved.

Symmank stated that we have a refurbished pump that was put in 2 years ago at the triplex station which pumps effluent up the hill to the stilling basin. This is the only pump operating there now.

Adams moved, seconded by Pazlar to approve the purchase of two replacement pumps and installation from Tri-State Pump & Control at a not to exceed cost of \$24,000. All approved.

Voedisch reported that Tom Schroeder is mowing the 201 area.

Steve Magner reported that there is a PVC pipe in front of 41 Moonlight Bay that is sticking up about 4 inches above ground. Weigt stated they would check it out and get it to grade.

Engineering and Roads

2018 Road Tour

The road tour was held on May 30th. In attendance: Bill Voedisch, John Adams, Katie Koscielak and Jim Shaver of the Carnelian Marine Watershed. Notes from the tour are attached and include a summary of items reviewed.

Street Sweeping

On July 2nd, WSB staff and Chairman Voedisch reviewed the additional roadways to be swept and will coordinate with Mike McPhillips to have these roads swept. Koscielak will contact Mr. McPhillips.

Storm Sewer Cleaning

American Vacuum Excavating has completed the storm sewer cleaning that was approved for Panorama Avenue. Payment of \$1,500 is included in this month's checks.

Road Graveling

Voedisch has been working with Marv Schroeder to get a list of roads that need gravel.

Pazlar moved, seconded by Voedisch, to approve the gravel budget of \$29,100. All approved.

Pavement Management

Koscielak stated that the State and some muni's are finding that the chip sealing is failing and possibly doing damage to roads. We have observed possible chip seal failure on Ostlund near Wilder, but WSB is now recommending fog sealing as an alternative to try this year. The emulsion adds moisture and vitality to the roads but does not have the life of chip sealing. The target roads have been crack sealed and are ready for sealing. Fog sealing will last about 4 years. She reported that we could do about 2.7 fog seals for cost of 1 chip seal, which lasts about 7 years. Fog seal needs to cure about 6 – 8 hours, so the road will need to be partially closed for that time. The roads included for bid are:

- Lynch Road from Keystone Avenue to Manning Trail
- Square Lake Trail Court N from Square Lake Trail (CR 7) to north CDS
- 148th Street from Manning Tail to southwest cul-de-sac
- Morgan Avenue from 150th Street to south cul-de-sac.
- 130th Street from Partridge Road (CR 51) to Panorama Avenue
- Paul Court from Nason Hill Road to north CDS

We received two quotes and the quote in the parenthesis is for chip sealing: Allied Blacktop Inc. \$40,004.00 (\$112,026.00) and Fahrner Asphalt Sealers, LLC \$55,700.00 (\$140,227.00)

Voedisch moved, seconded by Pazlar, to approve fog sealing to the roads by Allied Blacktop, Inc in the amount of \$40,004. All approved.

Attention switched to two roads that are candidates for mill-and-overlay: the entry 400 feet for 124th at Ridgewood Acres West, and Ostlund at Wilder. Since we don't have a sufficient paving budget we can't do Ostlund this year, so Koscielak will get quotes for 124th for mill-and-overlay.

Old Business

Panorama Avenue

Voedisch submitted the June 11th memo on Panorama surveying and staking, and the cover letter to the Sheriff regarding no parking on Panorama Avenue. They are attached to these minutes.

Town Hall project

Pazlar stated the contractor is on vacation. Phone wire is lying across the top of the ground from the pole to the building. Bennett will contact Century Link to get the phone line buried and get phone service and alarm service restored.

New Business

Review escrows

Bennett will review our codified escrows with Sparks and make recommendations next month.

Appoint Election Judges

Voedisch moved, seconded by Adams, to approve the following individuals as election judges for the Primary Election: Mitch Otterson, Sue St. Sauver, Mary Burke, Connie Ryan Oakes, Ann Cummings, Gretchen Davidson, Jeannie Davis, Jacqueline Hogan, Elaine Larson, Donna Michael, Roxanne Nelson, Jane Norbin, Nancy Rosenbower, Mary Tilley, Bob Swinehart and including any others who are trained and needed. All approved.

Maywood request for Reduction of Letter of Credit

The Maywood (Johnson) subdivision is requesting a reduction in a letter of credit. They did curb and gutter and the first course of paving, but WSB has seen no concrete sample testing results. Also, the contractor's paving machine broke down and first course paving was not complete as of this meeting. For these reasons, Koscielak recommends no reduction in the letter of credit at this time.

Recess the meeting to a time certain

Adams moved, seconded by Pazlar, to recess the meeting to Tuesday, July 10th at 7 PM for the purpose of interviewing clerk candidates and discussing administrative policies of the clerk and treasurer positions. All approved.

July 10th, 2018 – Meeting re-convened

The Board of Supervisors of the Town of May re-convened meeting on Tuesday, July 10, 2018, at the May Town Hall. Those present included: Board members John Adams, John Pazlar and Bill Voedisch; Cheryl Bennett, Treasurer. Voedisch called the meeting to order at 7 PM.

Three candidates for Town Clerk, Roseanne Lofgren, Char Lind and Linda Tibbets, were interviewed by the Board and Treasurer. After the interviews there was clear consensus that Linda Tibbets was the best candidate.

Adams moved, seconded by Pazlar, to offer the position of part-time Town Clerk to Linda Tibbetts, at a starting hourly wage of \$25. All approved.

Adams will make the offer and contact the other candidates.

Discussion was held regarding the lack of proper filing under the previous clerk and digitizing all the files might be the way to go. It was also thought that digitizing old minutes could also be helpful. All agreed we should not burden the new clerk with this.

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

Attest: _____
Cheryl Bennett, Treasurer

Respectfully submitted,
William K. Voedisch