

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA
OFFICIAL TOWN BOARD MINUTES
June 17, 2020

The Board of Supervisors of the Town of May convened a special meeting on Wednesday, June 17, 2020 at 1:00 p.m. via virtual telephone/video conference. Those present included: Board members John Adams, John Pazlar and Bill Voedisch; Clerk/Treasurer Linda Tibbetts; Deputy Clerk/Treasurer Marsha Olson; and Town Engineer Katie Koscielak. Voedisch called the meeting to order at 1:10 p.m.

The sole purpose of this special meeting is to discuss bids received for road work. Notice was posted on the Town's website as well as at the Town Hall at least 72 hours before.

Roads

Voedisch explained the list produced by Koscielak of roads that need immediate attention via chip seal and crack fill. Voedisch noted no major construction projects are planned for Summer 2020. The patching project has been completed by Schifsky per the June 4, 2020 Town Board approval of Schifsky's proposed contract.

Koscielak said she likes crack fill as a cost-effective method to preserve township roads. She noted the town has done a lot more pothole repairs in past years which has equated to a higher repair billing. She would like to get back on schedule for pothole/crack fill.

Koscielak went out for quotes, copies of which are attached, based on last fall's road tour and this spring's road tour, asking for crack fill and chip seal. Three companies came back with quotes: Allied Blacktop with crack fill/chip seal; Astech with chip seal; and Gopher State with crack fill.

Chip Seal Quotes

(Northridge Avenue; Ozark Avenue; Panorama Avenue; 121st Street; Paris Avenue; Arcola Avenue; Quail Avenue; Johnson Road)

Astech	\$60,706.20
Allied	\$63,138.60 (Might be able to hold this price through 2021)

Crack Fill Quotes

(Quail Avenue; Johnson Road; 124th Street; Arcola Avenue; Parade Avenue; Paris Avenue; Partridge Court; Norell Avenue Court; Panorama Avenue; Ozark Avenue; 142nd Street; Ostlund Trail; Paul Court; Northridge Avenue)

Gopher State	\$39,490.32
Allied	\$25,639.58 (Might be able to hold this price through 2021)

Pazlar asked where the funding will come from for these projects? Olson noted we levied the following for Paved Streets for 2020:

Sweeping/Cleaning \$5,400
Road Patching \$10,000
Chip Seal \$20,000
Mill and Overlay \$10,000
Lynch Crack Fill/Chip Seal \$5,000
Total Paved Streets \$50,400

Voedisch noted that any fund that was levied and budgeted for 2020, would be eligible dollars for these improvements. Pazlar noted we have spent over \$25,000 on road grader improvements as well as spent a lot of money on the two plow trucks being repaired. Further, we have already approved approximately \$25,000 in pothole repairs. Pazlar said we are out of money when it comes to spending high amounts on chip seal and crack fill. He doesn't want to borrow money from other funds to pay for chip seal and crack fill. The future forecast for 2022 levy is already looking at a double-digit increase. Also, Pazlar noted overspending in 2020 will harm the 2021 budget. The township's "savings" account of extra money used to buy down levies for the past six years is empty.

As Pazlar has requested multiple times in the past, he would like to see a Master Road Improvement Outline wherein future road projects can be budgeted for in a 10-15 year schedule. The board must have a discussion about future road project planning so we don't find ourselves in this crisis every time a road project is proposed. We cannot borrow from a future budget. Pazlar does not want to borrow money from another budget.

Voedisch noted that Koscielak's recommendation would be to do all the crack fill and a portion of chip seal on roads that need it now. The first round was going to be \$37K this year. Voedisch said we could go back and look at the 14 roads that need crack fill, as in he could travel the roads again with Koscielak and come back with a firm list of roads that are "really in trouble." Pazlar asked if that is what is done during the road tours and Voedisch responded yes, he would note the roads that need attention and come up with a plan for maintenance.

There was discussion about taking money from Lynch Road accounts and Voedisch asked for the balances in said accounts. Olson reported the township has \$233,287.81 in the Lynch Road Blacktopping CD and \$50,544.30 in the Lynch Road Seal Coat CD. She further added that the town, according to the township's auditors, needs to have six months' worth of money on reserve. If we did not have this, it would be harmful on our yearly audit. Voedisch asked if the six-month reserve is of both and investments? Olson responded that it is six months of reserve on cash. Voedisch said the lowest number he has ever seen in cash control as far as funds on hand both cash and investments are probably the last report of around \$860K. Pazlar noted that if the \$860K was just a lot of excess cash and we hadn't spent it during the year on what it was committed to, by the next year, the balance would be \$1.6 Million and the following year \$2.4 Million. However, what the cash control statement shows is the \$860K that sits there is budget allocated and gets spent. If

we spend the money above and beyond budgeted account allocations, we will be in the red by the end of the year. Pazlar stressed the township has a responsibility to “live within our means.”

Voedisch said we have \$40K budgeted for paved roads. Pazlar said out of that \$40K, we have spent \$25K on road patching (\$10K budgeted) and \$25K on grader repairs (not budgeted). Voedisch said it seems to him this is wrong thinking. Pazlar again noted that the township is operating without a road maintenance plan, such as going years without chip sealing, and suddenly an emergency chip seal comes up. He is questioning the way money is being spent lately pertaining to roads.

Voedisch said the last couple of years the town decided to fog seal roads which didn't do a thing to the maintenance of said roads. Voedisch asked Olson what we paid last year for fog seal. Olson responded \$153K was listed under “Chip Seal” in the budget; fog seal was not listed. Voedisch asked Koscielak how much the town spent on fog seal in 2019 and she responded the price tag was close to \$40K from Allied. Voedisch noted the 2019 spring flood emergency repairs could have ended up in the 2019 chip seal accounting.

Voedisch said he understands we can't spend money we don't have but the citizens expect good roads. Pazlar noted this is where a master road improvement plan would be key in budgeting for road projects.

Koscielak noted four years ago, she and Mark Erichson from WSB prepared an “every seven year chip seal” regiment. She will pull that together and send it to everyone on the board. Olson noted in Stillwater Township, she gets a yearly updated report which goes out 15 years and tells what each and every road's project will be and how much it will cost, with inflation. When Olson is preparing her budget, she can easily reference the report to transfer the allotted money needed for said projects. She has asked for something like this from Koscielak in the past. Olson set as an example of how the report works: in 2020 Stillwater Township had a road project with a cost over \$1 Million wherein the money was saved for it over the past 15 years. No bonding was needed. No borrowing of money from different funds. No emergencies.

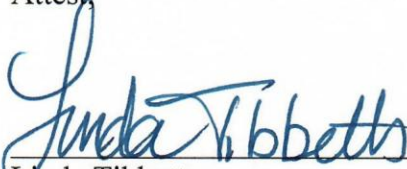
Voedisch said he wanted to go tour the roads again with Koscielak and come back with the roads that need immediate attention this year.

Adams would like to see a two-three-four year plan on all paved roads. He also likes the idea that Pazlar has of formalizing the process wherein a type of Capital Improvement Plan would outline each road and its scheduled maintenance. He would like to see a solid process rather than the piecemeal of reviewing roads.

Adams moved, seconded by Pazlar, to have the road team of Koscielak and Voedisch to tour the paved roads again, prioritize the chip seal and crack seal roads, bring it back to the board and give a list of roads that they think need to be done ASAP and the others prioritized out three years. By Roll Call Vote: Adams: YES; Pazlar: YES; Voedisch: YES. Motion passed.

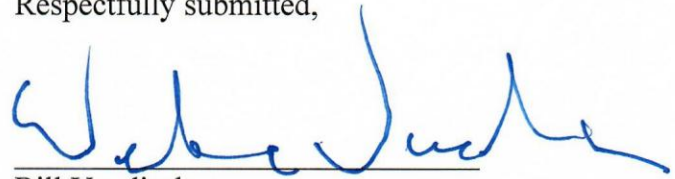
Adams moved, seconded by Voedisch, to adjourn the meeting. By Roll Call Vote: Adams: YES; Pazlar: YES; Voedisch: YES. Motion passed. Meeting adjourned at 2:40 p.m.

Attest



Linda Tibbetts
Clerk/Treasurer

Respectfully submitted,



Bill Voedisch
Board Chair



Memorandum

To: Board Chair and Supervisors, Town of May
Linda Tibbetts, Town of May Clerk

From: Katie Koscielak, Project Engineer
Mark Erichson, Town Engineer

Date: June 17, 2020

Re: Engineering Staff Report – June 2020 Special
WSB Project No. 015230-000

- 2020 Crack Fill Improvements:** Staff has solicited quotes to complete crack fill repairs along various roadways throughout the Town. The map of the roadways to receive crack fill improvements is included. The quotes were separated by street to allow the Town the flexibility to review the costs against the current budget and modify the improvements as necessary to accommodate the current budget. The tabulation of quotes received is attached.

The low quote received was from Allied Blacktop in the amount of \$25,639.58. Crack filling is a cost-effective way to prolong the life of asphalt roadways by sealing various cracks and preventing water from infiltrating into the road bed causing the asphalt to fail. Leaving the cracks untreated may result in accelerated cracking and/or potholing.

Staff recommends completing all crack fill repairs as identified as Town budget allows in 2020.

- 2020 Chip Seal Improvements:** Staff has solicited quotes to complete chip seal improvements along various roadways throughout the Town. The map of the roadways to receive chip seal improvements is included. The quotes were separated by street to allow the Town the flexibility to review the costs against the current budget and modify the improvements as necessary to accommodate the current budget. The tabulation of quotes received is attached.

The low quote received was from Astech in the amount of \$60,706.20 to complete all roadways as identified in the map. Chip seals provide an effective moisture barrier for the underlying pavement against water intrusion by further sealing cracks in the pavement and prevent deterioration of the asphalt surface from the effects of aging due to weather.

Paris Avenue and 130th Street west of Panorama Avenue received heavy pothole repairs and are recommended for crack fill improvements as well. Both roadways are in need of a larger, more costly improvements such as reclamation (similar to Morgan Avenue and 130th Street east of Panorama Avenue). Completing the chip seal improvements may prolong the need to do more costly improvements until the Town is able to budget for the improvements in the future.

The cost to complete chip seal improvements along Paris Avenue and 130th Street west of Panorama Avenue is \$11,647.90.

2020 CRACK FILL QUOTES

AREA 1: NORTHRIDGE AVENUE (170TH STREET THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	6.9	\$302.00	\$2,083.80	\$98.88	\$682.27
TOTAL AREA 1: NORTHRIDGE AVENUE QUOTE					<u>\$2,083.80</u>		<u>\$682.27</u>

AREA 2: PAUL COURT (NASON HILL ROAD THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	12.6	\$225.00	\$2,835.00	\$98.88	\$1,245.89
TOTAL AREA 2: PAUL COURT QUOTE					<u>\$2,835.00</u>		<u>\$1,245.89</u>

AREA 3: OSTLUND TRAIL (EAST GRAVEL TO OLDFIELD ROAD)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	51.2	\$138.00	\$7,065.60	\$98.88	\$5,062.66
TOTAL AREA 3: OSTLUND TRAIL QUOTE					<u>\$7,065.60</u>		<u>\$5,062.66</u>

AREA 4: 142ND STREET (MANNING TRAIL THROUGH DUL-DE-SAC)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	26.6	\$135.00	\$3,591.00	\$98.88	\$2,630.21
TOTAL AREA 4: 142ND STREET QUOTE					<u>\$3,591.00</u>		<u>\$2,630.21</u>

AREA 5: OZARK AVENUE (SQUARE LAKE TRAIL THROUGH DUL-DE-SAC)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	27	\$107.00	\$2,889.00	\$98.88	\$2,669.76
TOTAL AREA 5: OZARK AVENUE QUOTE					<u>\$2,889.00</u>		<u>\$2,669.76</u>

AREA 6: PANORAMA AVENUE (130TH STREET TO GRAVEL) AND 130TH STREET (PANORAMA AVENUE THROUGH CUL-DE-SAC (NORTH END))

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	15.1	\$32.20	\$486.22	\$98.88	\$1,493.09
TOTAL AREA 6: PANORAMA AVENUE AND 130TH STREET QUOTE					<u>\$486.22</u>		<u>\$1,493.09</u>

2020 CRACK FILL QUOTES

AREA 7: NORELL AVENUE COURT (NORELL AVENUE THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	9.8	\$144.00	\$1,411.20	\$98.88	\$969.02

TOTAL AREA 7: NORELL AVENUE COURT QUOTE \$1,411.20 \$969.02

AREA 8: PARTRIDGE COURT (PARTRIDGE ROAD THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	10.6	\$206.00	\$2,183.60	\$98.88	\$1,048.13

TOTAL AREA 8: PARTRIDGE COURT QUOTE \$2,183.60 \$1,048.13

AREA 9: PARIS AVENUE (122ND STREET THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	14	\$150.00	\$2,100.00	\$98.88	\$1,384.32

TOTAL AREA 9: PARIS AVENUE QUOTE \$2,100.00 \$1,384.32

AREA 10: PARADE AVENUE (122ND STREET THROUGH CUL-DE-SAC (SOUTH END)) INCLUDING ALL CUL-DE-SACS

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	34.2	\$144.00	\$4,924.80	\$98.88	\$3,381.70

TOTAL AREA 10: PARADE AVENUE QUOTE \$4,924.80 \$3,381.70

AREA 11: ARCOLA TRAIL (ST. CROIX TRAIL (NORTH OF RIVERVIEW TRAIL) TO GRAVEL TRANSITION)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	7	\$143.00	\$1,001.00	\$98.88	\$692.16

TOTAL AREA 11: ARCOLA TRAIL QUOTE \$1,001.00 \$692.16

AREA 12: 124TH STREET (ST. CROIX TRAIL TO RAVINE CIRCLE)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	4	\$115.00	\$460.00	\$98.88	\$395.52

TOTAL AREA 12: 124TH STREET QUOTE \$460.00 \$395.52

2020 CRACK FILL QUOTES

AREA 13: PUBLIC ROAD SOUTH OF JOHNSON'S ROAD (ST. CROIX TRAIL TO WEST TRANSITION TO GRAVEL)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	3.9	\$153.00	\$596.70	\$98.88	\$385.63

TOTAL AREA 13: PUBLIC ROAD SOUTH OF JOHNSON'S ROAD QUOTE \$596.70 \$385.63

AREA 14: QUAIL AVENUE (RAILROAD TRACKS/TOWN LIMITS THROUGH LOOP)

No.	Item	Units	Qty	Gopher State		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	MISC. LOCATIONS: SEAL BITUMINOUS PAVEMENT CRACKS	RD STA	36.4	\$216.00	\$7,862.40	\$98.88	\$3,599.23

TOTAL AREA 14: QUAIL AVENUE QUOTE \$7,862.40 \$3,599.23

TOTAL 2020 CRACK FILL IMPROVEMENTS \$39,490.32 \$25,639.58

2020 CHIP SEAL QUOTES

AREA 1: NORTHRIDGE AVENUE (170TH STREET THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	660	\$2.12	\$1,399.20	\$2.20	\$1,452.00
2	SEAL COAT AGGREGATE (FA-3) DRESSER TRAP ROCK	S Y	1700	\$0.78	\$1,326.00	\$0.89	\$1,513.00
TOTAL AREA 1: NORTHRIDGE AVENUE QUOTE					<u>\$2,725.20</u>		<u>\$2,965.00</u>

AREA 2: OZARK AVENUE (SQUARE LAKE TRAIL THROUGH DUL-DE-SAC) AND OZARK COURT (OZARK AVENUE THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	2770	\$2.12	\$5,872.40	\$2.20	\$6,094.00
2	SEAL COAT AGGREGATE (FA-2) DRESSER TRAP ROCK	S Y	9300	\$0.70	\$6,510.00	\$0.89	\$8,277.00
TOTAL AREA 2: OZARK AVENUE AND OZARK QUOTE					<u>\$12,382.40</u>		<u>\$14,371.00</u>

AREA 3: PANORAMA AVENUE (130TH STREET TO GRAVEL) AND 130TH STREET (PANORAMA AVENUE THROUGH CUL-DE-SAC (NORTH END))

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	1190	\$2.12	\$2,522.80	\$2.20	\$2,618.00
2	SEAL COAT AGGREGATE (FA-2) DRESSER TRAP ROCK	S Y	840	\$0.70	\$588.00	\$0.89	\$747.60
3	SEAL COAT AGGREGATE (FA-3) DRESSER TRAP ROCK	S Y	2400	\$0.78	\$1,872.00	\$0.89	\$2,136.00
TOTAL AREA 3: PANORAMA AVENUE AND 130TH STREET QUOTE					<u>\$4,982.80</u>		<u>\$5,501.60</u>

AREA 4: 121ST STREET (MANNING TRAIL TO WEST GRAVEL TRANSITION)

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	1760	\$2.12	\$3,731.20	\$2.20	\$3,872.00
2	SEAL COAT AGGREGATE (FA-3) DRESSER TRAP ROCK	S Y	4380	\$0.78	\$3,416.40	\$0.89	\$3,898.20
TOTAL AREA 4: 121ST STREET QUOTE					<u>\$7,147.60</u>		<u>\$7,770.20</u>

AREA 5: PARIS AVENUE (122ND STREET THROUGH CUL-DE-SAC)

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	1390	\$2.12	\$2,946.80	\$2.20	\$3,058.00
2	SEAL COAT AGGREGATE (FA-3) DRESSER TRAP ROCK	S Y	3470	\$0.78	\$2,706.60	\$0.89	\$3,088.30
TOTAL AREA 5: PARIS AVENUE QUOTE					<u>\$5,653.40</u>		<u>\$6,146.30</u>

AREA 6: ARCOLA TRAIL (ST. CROIX TRAIL (NORTH OF RIVERVIEW TRAIL) TO GRAVEL TRANSITION)

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	750	\$2.12	\$1,590.00	\$2.20	\$1,650.00
2	PRETREAT EXISTING PAVEMENT MARKINGS	L F	2100	\$0.25	\$525.00	\$0.50	\$1,050.00
3	SEAL COAT AGGREGATE (FA-3) DRESSER TRAP ROCK	S Y	1870	\$0.78	\$1,458.60	\$0.89	\$1,664.30
4	4" SOLID LINE MULTI COMP	L F	700	\$2.00	\$1,400.00	\$2.34	\$1,638.00
5	4" DBLE SOLID LINE MULTI COMP	L F	1400	\$4.00	\$5,600.00	\$1.17	\$1,638.00
TOTAL AREA 6: ARCOLA TRAIL QUOTE					<u>\$10,573.60</u>		<u>\$7,640.30</u>

2020 CHIP SEAL QUOTES

AREA 7: QUAIL AVENUE (RAILROAD TRACKS/TOWN LIMITS THROUGH LOOP)

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	3890	\$2.12	\$8,246.80	\$2.20	\$8,558.00
2	SEAL COAT AGGREGATE (FA-3) DRESSER TRAP ROCK	SY	9710	\$0.78	\$7,573.80	\$0.89	\$8,641.90
TOTAL AREA 7: QUAIL AVENUE QUOTE					<u>\$15,820.60</u>		<u>\$17,199.90</u>

AREA 8: PUBLIC ROAD SOUTH OF JOHNSON'S ROAD (ST. CROIX TRAIL TO WEST TRANSITION TO GRAVEL)

No.	Item	Units	Qty	Astech		Allied Blacktop	
				Unit Price	Total Price	Unit Price	Total Price
1	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	350	\$2.12	\$742.00	\$2.20	\$770.00
2	SEAL COAT AGGREGATE (FA-3) DRESSER TRAP ROCK	SY	870	\$0.78	\$678.60	\$0.89	\$774.30
TOTAL AREA 8: PUBLIC ROAD SOUTH OF JOHNSON'S ROAD QUOTE					<u>\$1,420.60</u>		<u>\$1,544.30</u>

TOTAL 2020 CHIP SEAL IMPROVEMENTS \$60,706.20 \$63,138.60