

**TOWN of MAY**  
**WASHINGTON COUNTY, MINNESOTA**  
**OFFICIAL TOWN BOARD MINUTES**  
**May 3, 2018**

The Board of Supervisors of the Town of May convened their regular monthly meeting on Thursday, May 3, 2018, at the May Town Hall. Those present included: Board members John Adams, John Pazlar and Bill Voedisch; Katie Koscielak, Town Engineer; Jack Kramer, Building Official; Dave Snyder, Town Attorney; Cheryl Bennett, Treasurer; residents of the Town of May and others with business before the Town. Absent: Linda Klein, Town Clerk. Voedisch called the meeting to order at 7:00 PM.

**Minutes, Checks, Treasurer's Report**

Voedisch moved, seconded by Adams, to approve the minutes of the April 5, 2018 regular board meeting. All approved. Voedisch moved, seconded by Adams to approve the minutes for the Board of Adjustments and Appeals on April 25<sup>th</sup>, 2018. All Approved.

Pazlar moved, seconded by Adams, to approve checks for April numbered 19448 through 19483, as well as electronic funds transfers EFTS0518, EFTF0518 to the State and IRS respectively, as presented. All approved.

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

Adams moved, seconded by Voedisch, to approve the addition of \$5,000 to the Lynch Rd Seal Coating CD and the addition of \$30,000 to the Lynch Rd Paving CD. All approved.

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

**Auditor's Review and Report**

Lucas Chase representing CliftonLarsonAllen presented the 2017 audit to the Board. The Town received a clean opinion.

Pazlar moved, seconded by Adams to approve the audit as presented. All approved.

**Planning Commission**

**Planning Commission – Kaufenberg Variance**

Voedisch reported that the variance as presented, would probably not be approved as presented. As a result, Kaufenberg requested to extend the request and come back with new plan. PC continued meeting and extended the request for an addition 60 days.

**201 Sewer System**

Koscielak and Adams met with Olson Sewer to discuss the 201 system and repairs. Currently, the drain fields only operate 4 out of the 8 zones. The existing electrical within the valve is showing signs of corrosion and is in need of repair. Olson Sewer provided a quote to repair the electrical. Repairing the electrical is the first step in repairing the valves to switch the drain fields. Although the electrical repair is necessary given the current state of the electrical, the repair

may not remedy why the drain fields are not turning over. If the electrical repair does not solve the valve switching the drain fields, additional investigation, including a confined space entry, to repair the valve would be necessary. Voedisch commented that the problem with the drain fields dates back to when Washington County was supervising the system. During this time, Washington County did not recommend improvements to the valve.

Voedisch questioned whether the valves to the drain fields needed to be automatic or whether the valves could be switched manually to utilize the remaining drain fields. Koscielak and Adams will coordinate with Olson Sewer and Natural Systems to discuss this option.

Koscielak commented that discussion was had with Olson Sewer regarding mapping and locating curb stops within the existing system. Olson Sewer provided Koscielak and Adams 3 quotes to address concerns with the curb stops:

Option 1 - \$6,226.00: Olson Sewer will hand dig up (to one foot of soil) and locate the existing curb stops and create as-builts with tie measurements and GPS coordinates.

Option 2 - \$6,883.35: Olson Sewer will hand dig up (to one foot of soil) and raise curb stops to grade level.

Option 3 - \$67.54 / curb stop: Olson sewer will install a cast iron sleeve and cap on the curb stop for protection.

Adams moved, seconded by Pazlar to approve \$6,883.35 for the curb stop project. Option 2. All approved.

Adams and Treasurer Bennett presented a proposed budget for the 2018 201 Sewer System a total of \$41,975.89. Adams will prepare a cover letter to go out with the invoices in mid-May. Adams moved, seconded by Voedisch to approve the 2018 Sewer Budget. All approved.

## **Engineering and Roads**

### **Road Tour**

A tentative date of Wednesday, May 23<sup>rd</sup> at 8 am was set for the road tour. Marvin and Tom Schroeder will go along to validate which roads will need more gravel. Also will check on the roads that will need crack sealing.

Calcium chloride wasn't applied until 1<sup>st</sup> week in June because of weather in 2017. Usually it is applied the week after opening fishing. Marvin is working on bringing in the gravel from the edge to the roadbeds.

Street sweeping will be done this coming Monday and Koscielak will make sure the job gets done. No new roads being added now but may do another round of sweeping in another 4 -5 weeks. All sand applied to Moonlight Bay needs to be swept up.

**Panorama staking.** Survey crew is scheduled for next week. Voedisch is available Wednesday or Thursday. Crew would prefer someone to be there to make sure getting the right areas staked. Koscielak indicated that the watershed is excited about video Brockman provided.

## **Violations**

Oswald was given citation because of intimidating a neighbor. A restraining order has been placed on him through Washington County. Snyder suggested looping in the County Attorney to let him know this is a continuing problem.

## **Old Business**

### **Town Hall project**

Pazlar reported that the siding is being finished and the forms have been laid for the new addition and the handicap ramp.

### **Scandia Fire Contract**

Nate is still working with them. Voedisch thinks they are finally agreeing with the state formula.

### **Rescind Deputy Clerk Appointment**

Treasurer Bennett asked to have the appointment of deputy clerk, Marsha Olson, rescinded. Voedisch moved, seconded by Adams to rescind the appointment of Marsha Olson as deputy treasurer as that position is no longer needed. All approved.

## **New Business**

### **Clerk Interviews**

Marsha Olson appeared before the Board. She is currently the Treasurer for Stillwater, West Lakeland and Baytown townships. The Board questioned Ms Olson on becoming clerk with the possibility of a combined position next March. Olson asked if there would be a deputy clerk for emergencies. The Board indicated that NAC could act as deputy if she were unavailable.

Adams moved, seconded by Voedisch to offer the position of part time clerk to Marsha Olson which may become a combined clerk/treasurer position in March. All approved.

Pazlar recommended that we stay close to the \$25/hour for compensation since that seems to be close to the range that most communities are now paying.

Adams moved, seconded by Pazlar, to offer a wage of \$25 per hour and that Ms Olson submit a detailed claim forms for payment for the position of clerk. All approved.

**Transition plan and training.** The Board recommended that Ms Olson attend trainings at either MAT or LMC. Adams will contact Ms Olson and offer her the position then contact Klein regarding training through the end of May.

Voedisch moved seconded by Adams, to accept the resignation of clerk as May 31<sup>st</sup> with possibility of extending the dates if needed for additional training of the new clerk. All approved.


Voedisch thanked Adams and Bennet for their work in finding clerk candidates.

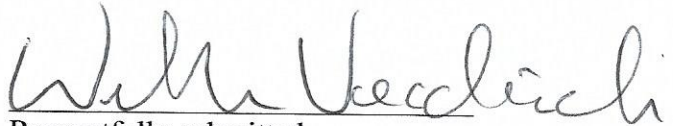
**Watershed appointment**

Town Board recommends the reappointment of Wade Johnson to the Carnelian St Croix Marine Watershed.

Voedisch moved, seconded by Pazlar, to re-appoint Johnson to another term. All approved.

Adams moved, seconded by Voedisch, to adjourn. All approved. Meeting adjourned.

Attest:   
Cheryl Bennett, Treasurer

  
Respectfully submitted,  
William K. Voedisch

Cash Control Statement

For the Period: 4/1/2018 To 4/30/2018

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$177,180.91	\$4,419.87	\$21,415.73	\$160,185.05	\$4,419.87	\$21,415.73	\$177,180.91
Road and Bridge	\$145,613.13	\$693.50	\$29,843.52	\$116,463.11	\$693.50	\$29,968.52	\$145,738.13
Levied Park Fund	\$4,630.48	\$1.01	\$0.00	\$4,631.49	\$1.01	\$0.00	\$4,630.48
Fire Fund	\$102,895.21	\$22.62	\$0.00	\$102,917.83	\$22.62	\$0.00	\$102,895.21
201 Sewer Fund	\$67,710.15	\$14.88	\$1,365.41	\$66,359.62	\$14.88	\$1,365.41	\$67,710.15
General Capital Projects	\$90,919.24	\$19.98	\$4,845.00	\$86,094.22	\$19.98	\$4,845.00	\$90,919.24
Park Acquisition and Development (Optional)	\$9,334.29	\$2.05	\$0.00	\$9,336.34	\$2.05	\$0.00	\$9,334.29
201 Sewer Replacement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
201 Sewer Pumping Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Midcontinent Com Security	\$5,000.00	\$10.00	\$0.00	\$5,010.00	\$10.00	\$0.00	\$5,000.00
<b>Total</b>	<b>\$603,283.41</b>	<b>\$5,183.91</b>	<b>\$57,469.66</b>	<b>\$550,997.66</b>	<b>\$5,183.91</b>	<b>\$57,594.66</b>	<b>\$603,408.41</b>

April 30, 2018

MONTH OF APRIL	ESCROWS as of 5/3/18
CASH	CHECKING \$1,000.00 MONEY MARKET \$544,997.66
TOTAL CASH	\$569,149.71
ESCROW	CENTURY LINK \$6,383.86 CONNEXUS ENERGY \$239.00 FRONTIER UTILITY ESCROW \$3,076.00 NORTHERN NATURAL GAS \$53.75 SCIENCE MUSEUM OF MN \$0.00 WILDER FOUNDATION \$0.00 XCEL UTILITY ESCROW \$4,364.79 ROAD ESCROWS \$8,500.00 PLANNING FEES ESCROW \$5,689.73
TOTAL ESCROW	\$28,307.13
TOTAL CASH & INVESTMENTS*	\$1,099,097.63 *

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

Letters of Credit: Johnson = \$128,037.00

# TOWN OF MAY

## CURRENT CD INVESTMENT SUMMARY

As of 4/30/18

### GENERAL

Security Bank - 10/5/18	\$60,220.65
<b>TOTAL GENERAL</b>	<b>\$60,220.65</b>

### ROAD & BRIDGE

Blacktopping expires 11/30/18	\$60,232.16
Blacktopping expires 7/7/18	\$15,371.53
Lynch Blacktopping expires 4/28/19	\$171,789.58
Lynch Sealcoating expires 4/28/19	\$40,208.63
Road Construction expires 7/7/18	\$23,056.58
<b>TOTAL ROAD &amp; BRIDGE</b>	<b>\$310,658.48</b>

### PARK

Security Bank - 10/5/18	\$20,607.48
<b>TOTAL PARK</b>	<b>\$20,607.48</b>

### CAPITAL

	\$0.00
<b>TOTAL CAPITAL</b>	<b>\$0.00</b>

### 201 SEWER REPLACEMENT

Security Bank - 10/10/18	\$67,752.97
Security Bank - 11/30/18	\$72,397.22
<b>TOTAL 201 REPLACEMENT</b>	<b>\$140,150.19</b>

### 201 SEWER PUMPING FUND

Security Bank - 10/10/18	\$16,463.17
<b>TOTAL 201 PUMPING FUND</b>	<b>\$16,463.17</b>

Total CDs	\$548,099.97
<b>TOTAL INVESTMENTS</b>	<b>\$548,099.97</b>

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

4/30/2018

**GENERAL FUND**

MONEY MARKET	\$160,185.05
INVESTMENTS	\$60,220.65
<b>COMMITTED</b>	
ESCROWS (including Road Escrows)	\$28,307.13
CONTINGENCY	\$50,000.00
CASH FLOW	\$83,465.00
<b>COMMITTED TOTAL</b>	<b>\$161,772.13</b>
<b>UNCOMMITTED</b>	<b>\$58,633.57</b>

**ROAD & BRIDGE FUND**

MONEY MARKET	\$116,463.14
INVESTMENTS	\$310,658.48
<b>COMMITTED</b>	
CAPITAL PROJECTS:	
ROAD CONSTRUCTION	\$0.00
INVESTMENTS	\$23,056.58
BLACKTOPPING	\$0.00
INVESTMENTS	\$75,603.69
LYNCH ROAD - CD	\$171,789.58
SEALCOATING/CRACK SEALING	\$58,620.00
LYNCH ROAD - CD	\$40,208.63
<b>COMMITTED TOTAL</b>	<b>\$369,278.48</b>
<b>UNCOMMITTED</b>	<b>\$57,843.14</b>

**LEVIED PARK FUND**

MONEY MARKET	\$4,631.49
<b>COMMITTED TOTAL</b>	<b>\$4,631.49</b>

**FIRE FUND**

MONEY MARKET	\$102,917.83
<b>COMMITTED TOTAL</b>	<b>\$102,917.83</b>

**CAPITAL FUND**

MONEY MARKET	\$86,094.22
INVESTMENTS	\$0.00
<b>COMMITTED</b>	
HEAVY EQUIPMENT	\$86,094.22
<b>COMMITTED TOTAL</b>	<b>\$86,094.22</b>

<b>Total Money Market</b>	<b>\$470,291.73</b>
<b>Total Investments</b>	<b>\$370,879.13</b>
	<b><u>\$841,170.86</u></b>

<b>Total Committed</b>	<b>\$724,694.15</b>
<b>Total Uncommitted</b>	<b>\$116,476.71</b>
	<b><u>\$841,170.86</u></b>

Fund Name: All Funds

Date Range: 05/01/2018 To 05/03/2018

<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>
05/03/2018	Payroll Period Ending 05/01/2018	19448	Regular Pay Period	N	Council/Town Board	100-41110-100-	\$ 290.00
	<b>Total For Check</b>	<b>19448</b>					<b>\$ 290.00</b>
05/03/2018	Payroll Period Ending 05/01/2018	19449	Regular Pay Period	N	Treasurer	100-41510-100-	\$ 1,528.07
	<b>Total For Check</b>	<b>19449</b>					<b>\$ 1,528.07</b>
05/03/2018	Payroll Period Ending 05/01/2018	19450	Regular Pay Period	N	Clerk	100-41425-100-	\$ 2,513.85
	<b>Total For Check</b>	<b>19450</b>					<b>\$ 2,513.85</b>
05/03/2018	Payroll Period Ending 05/01/2018	19451	Regular Pay Period	N	Council/Town Board	100-41110-100-	\$ 290.00
	<b>Total For Check</b>	<b>19451</b>					<b>\$ 290.00</b>
05/03/2018	Payroll Period Ending 05/01/2018	19452	Regular Pay Period	N	Council/Town Board	100-41110-100-	\$ 290.00
	<b>Total For Check</b>	<b>19452</b>					<b>\$ 290.00</b>
05/03/2018	MARVIN L. SCHROEDER	19453	Grading roads - March/April	N	HIGHWAYS, STREETS & ROADS	201-43101-336-	\$ 6,400.00
	<b>Total For Check</b>	<b>19453</b>					<b>\$ 6,400.00</b>
05/03/2018	FUHR TRENCHING	19454	Clean culvert at 130th St N	N	STORM DRAINAGE/CULVERTS	201-43151-300-	\$ 1,425.00
	<b>Total For Check</b>	<b>19454</b>					<b>\$ 1,425.00</b>
05/03/2018	DEHN OIL COMPANY	19455	Fuel	N	Road and Bridge Equipment	201-43126-212-	\$ 1,335.60
	<b>Total For Check</b>	<b>19455</b>					<b>\$ 1,335.60</b>
05/03/2018	ADVANCE AUTO PARTS	19456	Grader parts Cust #761570	N	Road and Bridge Equipment	201-43126-437-	\$ 3.69
	<b>Total For Check</b>	<b>19456</b>					<b>\$ 3.69</b>
05/03/2018	FORCE AMERICA, INC	19457	Oyno /druve sgatfm y-joints - Freightliner	N	Road and Bridge Equipment	201-43126-437-	\$ 39.22
	<b>Total For Check</b>	<b>19457</b>					<b>\$ 39.22</b>
05/03/2018	DRESEL CONTRACTING, INC	19458	Snow plowing, sand & salt, fuel, vehicle repairs	N	Ice and Snow Removal	201-43125-336-	\$ 17,756.50
	<b>Total For Check</b>	<b>19458</b>					<b>\$ 17,756.50</b>
		19458			Road and Bridge Equipment	201-43125-442-	\$ 14,875.00
		19458			Road and Bridge Equipment	201-43126-212-	\$ 2,299.71
		19458			Road and Bridge Equipment	201-43126-437-	\$ 76.59
		19458			Road and Bridge Equipment	201-43126-438-	\$ 3,428.75
	<b>Total For Check</b>	<b>19458</b>					<b>\$ 38,436.55</b>

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/03/2018	NATURAL SYSTEMS UTILITIES	19459	Monthly Service - April	N	201 SEWER ADMIN & GEN'L	230-43280-400-100	\$ 556.85
	<b>Total For Check</b>	<b>19459</b>					<b>\$ 556.85</b>
05/03/2018	CONNEXUS ENERGY	19460	201 Sewer Electric - 3 months	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 403.57
	<b>Total For Check</b>	<b>19460</b>					<b>\$ 403.57</b>
05/03/2018	RIVER VALLEY RESTORATION	19461	Town hall restoration	N	TOWN HALL	401-41941-300-400	\$ 6,650.00
	<b>Total For Check</b>	<b>19461</b>					<b>\$ 6,650.00</b>
05/03/2018	COMPANION ANIMAL CONTROL LLC	19462	Monthly service and animal pickup	N	Animal Control Expenditures	100-42701-300-	\$ 150.00
	<b>Total For Check</b>	<b>19462</b>					<b>\$ 149.59</b>
05/03/2018	OTTER LAKE ANIMAL CARE CENTER	19463	Cat to rescue	N	Animal Control Expenditures	100-42701-317-	\$ 95.00
	<b>Total For Check</b>	<b>19463</b>					<b>\$ 95.00</b>
05/03/2018	PAUSZEK INC	19464	Assessor	N	ASSESSOR	100-41950-314-	\$ 1,300.00
	<b>Total For Check</b>	<b>19464</b>					<b>\$ 1,300.00</b>
05/03/2018	CROIX VALLEY INSPECTONS, INC	19465	Building inspector	N	Building Inspections Administration	100-42401-315-	\$ 2,741.22
	<b>Total For Check</b>	<b>19465</b>					<b>\$ 2,741.22</b>
05/03/2018	CLIFTONLARSONALLEN, LLP	19466	Audit fees - 2017 partial payment	N	Accounting	100-41530-301-	\$ 4,000.00
	<b>Total For Check</b>	<b>19466</b>					<b>\$ 4,000.00</b>
05/03/2018	PIONEER PRESS	19467	Legal notices - March	N	GENERAL GOVERNMENT	100-41001-351-	\$ 41.20
	<b>Total For Check</b>	<b>19467</b>					<b>\$ 41.20</b>
05/03/2018	CENTURY LINK	19468	Clerk phone, town hall phone	N	TOWN HALL	100-41941-380-	\$ 117.99
	<b>Total For Check</b>	<b>19468</b>					<b>\$ 117.99</b>
05/03/2018	XCEL ENERGY	19469	Town hall electric	N	TOWN HALL	100-41941-380-	\$ 39.44
	<b>Total For Check</b>	<b>19469</b>					<b>\$ 39.44</b>
05/03/2018	WRIGHT HENNEPIN	19470	Town hall security repair & trip fee	N	TOWN HALL	100-41941-300-400	\$ 552.50
	<b>Total For Check</b>	<b>19470</b>					<b>\$ 552.50</b>
05/03/2018	SMILLIES SEWER SERVICE	19471	Pump septic tank	N	TOWN HALL	100-41941-388-	\$ 250.00
	<b>Total For Check</b>	<b>19471</b>					<b>\$ 250.00</b>

Fund Name: All Funds

Date Range: 05/01/2018 To 05/03/2018

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/03/2018	MANNYS INC	19472	Move fireproof files	N	TOWN HALL	100-41941-300-400	\$ 750.00
		<b>Total For Check</b>					<b>\$ 750.00</b>
05/03/2018	MIDCONTINENT COMMUNICATIONS	19473	Interest on security deposit CD	N	MISCELLANEOUS EXPENDITURES	872-49001-430-	\$ 10.00
		<b>Total For Check</b>					<b>\$ 10.00</b>
05/03/2018	YOUTH SERVICE BUREAU- STILLWATER	19474	18 contribution	N	YOUTH SERVICE BUREAU	100-46636-490-	\$ 2,000.00
		<b>Total For Check</b>					<b>\$ 2,000.00</b>
05/03/2018	JEANNIE DAVIS	19475	Clean town hall & shovel snow	N	TOWN HALL	100-41941-110-	\$ 112.50
		<b>Total For Check</b>					<b>\$ 112.50</b>
05/03/2018	JOHN PAZLAR	19476	Office supplies for town hall	N	PLANNING COMMISSION	100-41121-110-	\$ 214.27
		<b>Total For Check</b>					<b>\$ 214.27</b>
05/03/2018	CHERYL D. BENNETT	19477	Insurance, mileage, postage, office supplies	N	GENERAL GOVERNMENT	100-41001-200-	\$ 39.77
		19477				100-41001-322-	\$ 24.90
		19477				100-41001-331-	\$ 26.16
		19477			Treasurer	100-41510-130-	\$ 255.75
		<b>Total For Check</b>					<b>\$ 346.58</b>
05/03/2018	LINDA L. KLEIN	19478	Insurance, mileage	N	GENERAL GOVERNMENT	100-41001-331-	\$ 21.80
		19478			Clerk	100-41425-130-	\$ 190.00
		<b>Total For Check</b>					<b>\$ 211.80</b>
05/03/2018	NAC	19479	Planning & zoning - February	N	Planning and Zoning	100-41910-316-	\$ 5,535.50
		19479			PLANNING FEE ESCROW	100-49361-316-	\$ 381.60
		<b>Total For Check</b>					<b>\$ 5,917.10</b>
05/03/2018	JOHNSON/TURNER ATTORNEYS AT LAW	19480	Legal fees - March	N	City/Town Attorney	100-41610-304-	\$ 1,197.75
		19480			PLANNING FEE ESCROW	100-49361-304-	\$ 209.25
		<b>Total For Check</b>					<b>\$ 1,407.00</b>
05/03/2018	PERA	19481	Coordinated & DCP w/holdings/616000	N	Council/Town Board	100-41110-121-	\$ 93.00
		19481			Clerk	100-41425-121-	\$ 328.38
		19481			Treasurer	100-41510-121-	\$ 314.61
		<b>Total For Check</b>					<b>\$ 735.99</b>

Fund Name: All Funds

Date Range: 05/01/2018 To 05/03/2018

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/03/2018	POSTMASTER	19482	2 rolls of stamps	N	GENERAL GOVERNMENT	100-41001-322-	\$ 100.00
		<b>Total For Check</b>					<b>\$ 100.00</b>
05/03/2018	PARTY ON STILLWATER	19483	Chair rental for March meetings	N	GENERAL GOVERNMENT	100-41001-200-	\$ 132.50
		<b>Total For Check</b>					<b>\$ 132.50</b>
05/03/2018	IRS - INTERNAL REVENUE SERVICE	EFTF518	Federal withholdings	N	Council/Town Board	100-41110-135-	\$ 27.00
		EFTF518			Clerk	100-41425-122-	\$ 407.20
		EFTF518				100-41425-135-	\$ 95.24
		EFTF518			Treasurer	100-41425-171-	\$ 227.10
		EFTF518				100-41510-122-	\$ 278.66
		EFTF518				100-41510-135-	\$ 65.18
		EFTF518				100-41510-171-	\$ 274.27
		<b>Total For Check</b>					<b>\$ 1,374.65</b>
05/03/2018	MIN DEPARTMENT OF REVENUE	EFTS518	State withholdings ID# 2478214	N	Clerk	100-41425-172-	\$ 127.44
		EFTS518			Treasurer	100-41510-172-	\$ 126.94
		<b>Total For Check</b>					<b>\$ 254.38</b>
		<b>Total For Selected Checks</b>					<b>\$ 83,166.11</b>