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AGENDA
TOWN OF MAY
BOARD OF SUPERVISOR MEETING
July 1, 2021

- 1. Call to order**
- 2. Approve Agenda**
- 3. Board Minutes**
 - a. Review and approval of May 21, 2021 Board Workshop Meeting Minutes
 - b. Review and approval of June 3, 2021 Board Meeting Minutes
 - c. Review and approval of June 15, 2021 Board Meeting Minutes
- 4. Financials**
 - a. Approval of Checks and Treasurer's Report/Review of Bank Statements
- 5. Planning Commission**
- 6. 201 Sewer System**
- 7. Engineering and Roads**
 - a. Oldfield Road/Ostlund Trail
- 8. Violations/Complaints**
 - a. 13xxx 177th Street – Town Code Violation – Building
- 9. Old Business**
 - a. Norell Avenue/CSAH 3 Road Project
 - b. In Person Meeting
- 10. New Business**
 - a. Citizen Considerations
 - b. Conservancy Zoning
 - c. Forest Lake Youth Service Bureau Contract
 - d. Small Business Permit – Abnet Studio
 - e. Resolution 2021-10 – ARPA Funds
- 11. Adjourn**

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA
OFFICIAL TOWN BOARD MINUTES
May 21, 2021

The Board of Supervisors of the Town of May convened a workshop meeting on Thursday, May 21, 2021, via virtual telephone/video conference. Those present included: Board members John Adams, John Pazlar, and Steve Magner; Clerk/Treasurer Linda Tibbetts; Attorney David Snyder; Town Planner Nate Sparks, and Town Engineer Mark Erichson. Chair Adams called the meeting to order at 1:00 p.m.

The purpose of this meeting was to discuss Washington County's plans for portions of the township. Erichson reported that Washington County has plans/acquisitions for Wilder Foundation property, Square Lake Park, Kelley Farm property, Vet's Camp, and/or Big Marine Regional Park. The county informed township staff of these plans in a meeting held the previous week.

The DNR had acquired, about ten years ago, easements on Ostlund/Oldfield for the Gateway Trail system. Washington County, in its proposal of Unit 1, mentions the Gateway Trail system. They also list hiking trails along Oldfield and within Wilder Forest. Further, they propose a pavilion and ten parking spots with bus turnaround off Oldfield to East Boot Lake. They are proposing removal of the old school building on the corner of Oldfield and Ostlund and replacement with a parking lot.

Pazlar noted the Gateway Trail system current have easements from Pine Point Park going north through May Township into Marine on St. Croix going north to William O'Brien. He has been unable to secure a copy of all current easements obtained from the MN DNR. Erichson will reach out to the MN DNR to get a copy of all current easements. Sparks noted that in Washington County's Comp Plan, the Gateway Trail ends at Pine Point Park. Any mention of the Gateway Trail is not in the town's Comp Plan. It is not in the Met Council's requirements for the town to place it in our Comp Plan – therefore, it does not exist. The county's plan of including the Gateway Trail in its planning of the Wilder Forest property is out of the blue. The ultimate concern is the ability of township residents missing out on an opportunity to voice their opinions, either way. There has not been a public hearing in this regard. Statutorily, the township is allowed six months of review time on comprehensive plan amendments with the county that occur within the town.

If a park is created in the town's conservancy district, we require a conditional use permit to establish a park. The only permitted use in the conservancy district is agriculture. Functionally, that would require a CUP to do anything in the conservancy district.

Erichson said part of the reason he started to inquire with Washington County what their overall plans are for this area was regarding roadway improvements and costs. News of the acquisition of Wilder Forest by Washington County and the Science Museum was news to the township. Town staff have been learning about Washington County's intentions in the past six weeks. This

would Washington County's first park not on their roadways, i.e., park on township road. Since a lot of this information is not public, they have not been able to share this information globally.

Wilder Foundation has nearly 600 acres and it wants to sell all this land in May Township. Washington County, River Grove School, and the Science Museum are all part of future acquisitions. The Minnesota Land Trust is helping to facilitate some of these discussions. Some of the various properties have land conservation easements. Unit 1 is a portion of the Wilder Foundation which is looking to be purchased by Washington County. Unit 2 is the portion of the Wilder Foundation for the expansion of Square Lake Park. Unit 3 is the portion of Wilder land being purchased by the Minnesota Science Museum. Unit 4 is being purchased by River Grove School. Washington County is not the lead agency in this acquisition. They are essentially willing to acquire the portions of Wilder Foundation that the Science Museum and River Grove School are not purchasing.

Regarding Unit 1, Washington County has identified existing trails on this land. Washington County would add an additional 1.9 of trails through the wooded areas. They would be constructing a pavilion off East Boot Lake with a ten car parking lot area. This use would be a public area to access the lake with non-motorized boats. Currently, access to East Boot Lake is only off Norell. Having a parking lot off Oldfield would attract people to park in a lot to access the lake. If there are more than ten people that want to utilize the parking for lake access, they are likely to park on the adjacent road which would be Oldfield which does not have adequate width to allow for parking. If there were parking restrictions, who would monitor and enforce? Further, do we want to litter Oldfield, which is a natural country road (according to town Comp Plan), with no parking signage? The county is looking to add bus parking and a pavilion near Clear Lake. Washington County claims years ago there was access at these points, so the land is conducive to such. However, Adams in his many years has never seen evidence of such, so it must be old. Pazlar noted the county is planning a total of five parking lots off the township roads. If the county has these potential options, i.e., parking lots, etc., in the planning stage, it would be great if the town were involved in a more transparent way. The township wants to be a partner in all planning aspects, not just receiving piecemeal data.

The county is working with the MN DNR to not allow fishing on said lakes to protect the water quality, protect from invasive species and protect for various high quality environmental impacts. Further, that was some discuss of limiting access to certain lakes. This is not guaranteed. This is not a reflection of the ultimate development of the parcels. Things change over the planning stages.

Do we have a regulatory tool that the township can offer, such as a conditional use permit or another approval device that could ever contain/memorialize? The county seems to be "in a hurry" to develop this land. Their response to town staff inquiry why there is a hurry, staff were told by the county "because the public wants to get on it." When we talk about Big Marine Regional Park, where the county has obtained land through the years, much of which has not been developed as a park.

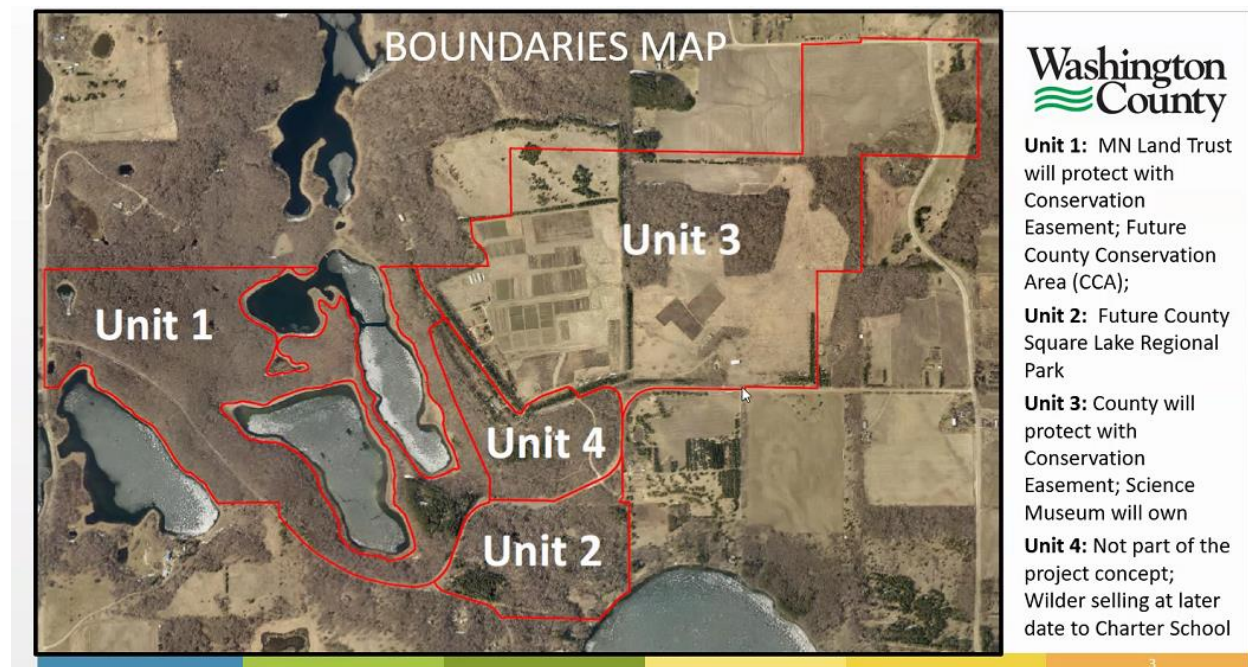
Off Ostlund there is a proposal to exclude portions of this land from conservation easements to construct a parking lot that would have a bus turnaround and 30 parking spots. This area could

involve a substantial amount of clearing and construction. The Gateway Trail easement is in this area. This would essentially serve as a hub/trailhead for the Gateway Trail system. There is no timeline available for construction of the trail. Pazlar said once the county removes the old schoolhouse, they will be putting a parking lot in place. This is on the corner of Oldfield and Ostlund. Even though it has not been represented on slides from the county, it has been mentioned by the county. Why cannot parking be accessed off Norell instead of Oldfield? Ostlund/Oldfield, with the additional of parking lot areas, would significantly increase the wear and tear on these rural roads. With the current residential concern for the high use of the road, this would just push the road's capacity over.

Communication needs to improve from Washington County. The township has not been involved as a municipality conventionally is regarding the planning of a park within its boundaries.

The Science Museum is planning on purchasing Unit 3 land from Wilder Forest. Although the complete plans for the land are unknown, the town does know it may have an “educational component.”

Town board and staff agreed to draft a letter to Commission Fran Miron outlining the town's concerns.



Regarding the Veteran's Camp, the county wants to know if the township will have any concerns related to a proposed land swap – the septic and the well are all in May Township but a proposed camp expansion would be in the City of Scandia. The town wants to know more information on potential impacts to the area, as well as to road use into the camp, 180th Street.

Meeting ended without objection at 2:59 p.m.

Submitted:

Approved:

Linda Tibbetts
Clerk/Treasurer

John Adams
Board Chair

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA
OFFICIAL TOWN BOARD MINUTES
June 3, 2021

The Board of Supervisors of the Town of May convened their regular monthly meeting on Thursday, June 3, 2021, via virtual telephone/video conference. Those present included: Board members John Adams, John Pazlar, and Steve Magner; Clerk/Treasurer Linda Tibbetts (at Town Hall); Deputy Clerk/Treasurer Marsha Olson; Town Attorney David Snyder; Town Planner Nate Sparks; Building Official Jack Kramer, and those with business before the Town. Chair Adams called the meeting to order at 7:00 p.m.

Minutes

Pazlar moved, seconded by Adams, to approve the minutes of the May 6, 2021 Monthly Board Meeting. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Motion passed.

Pazlar moved, seconded by Adams, to approve the minutes of the May 20, 2021 Board Workshop. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Motion passed.

Checks and Treasurer's Report

Pazlar moved, seconded by Adams, to approve checks for June 3, 2021 of 20794-20822 along with electronic funds transfers EFTS0621 and EFTF0621 to the State of Minnesota Department of Revenue and the Federal IRS, respectively, as presented. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Motion passed.

Pazlar presented the Treasurer's Cash Control Report showing a balance of \$893,242.19, of which \$557,141.68 is investments. Pazlar moved, seconded by Magner, to approve the Treasurer's Report as presented. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Motion passed.

Planning Commission

Olsen Application

John Arnason, Planning Commission Chair, was at the meeting to report on the May 27, 2021 Planning Commission meeting. Arnason reported the town received an application for a small business permit at 14323 Ostrum Trail from Geary and Gail Olsen. Their application is for an Interim Use Permit to operate a small business for equine assisted services. The proposed operation includes therapeutic horseback riding for people with special needs. The subject site is four parcels totaling about 30 acres and is zoned Rural Residential. No new structures or physical changes to the site are proposed. The equine assisted services is associated with River Valley Riders which is an organization that operates its principal facility in Afton. The proposal is one weekday evening with up to eight riders and twelve volunteers. The Olsens would be engaged in all aspects of the business. All activities would take place outdoors in a riding ring which is set back from the road. If it rains, the Olsens have an indoor riding ring. There are adequate parking

spaces. Arnason told the board a couple of neighbors of the Olsens attended the Planning Commission who spoke in favor of the application.

The Planning Commission recommended the Town Board approve the Olsen's application with the following conditions:

1. The owner of the property shall be onsite for all sessions.
2. Sessions may be conducted from 5:00 p.m. to 9:00 p.m. on Tuesday evenings for up to 8 students/clients and up to 12 volunteers. No more than 37 visitors may come to the site each evening of operation.
3. Activity shall only be conducted on the property as identified on the site plan.
4. All parking shall be within the areas identified on the site plan.
5. The small business is subject to periodic review at the discretion of the Town, to ensure compliance with the conditions of the IUP.
6. Annual renewal of the IUP is contingent upon the applicant's compliance with all provisions of the IUP and the Town Code, and the continued operation of the business in a manner that is compatible with the rural residential neighborhood.

Adams moved, seconded by Magner, to adopt Resolution 2021-09, a Resolution Approving an Interim Use Permit for a Small Business Providing Therapeutic Horseback Riding Services on a 30 Acre Site at 14323 Ostrum Trail, as presented. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Resolution adopted.

Town staff will draft the Interim Use Permit.

201 Sewer System

No report.

Roads and Engineering

No report.

Violations/Complaints

13xxx 177th Street – Town Code Violation – Buildings

A letter was sent to the property owner asking for a survey.

Old Business

Norell Avenue/CSAH 3 Road Project

Adams reported Washington County completed a second community engagement to gather additional information. The second round included more details of the possible construction options for the community to review and show favor towards. Adams said Alternative No. 2 seems

to be the direction the county is going to in making a construction addition. This alternative is the less invasive which is almost doing nothing more than lifting the road up, working with the subbase and then applying asphalt. This alternative would fix the sloughing near Mardus' corner.

Ordinance 2021-02 – Town Code Fee Schedule

At the last board meeting, the board reviewed the Fee Schedule and made recommended updates. Sparks drafted a proposed ordinance outlining those increases.

Adams moved, seconded by Magner, to adopt Ordinance 2021-02, an Ordinance Amending the Town of May Fee Schedule, as presented. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Ordinance adopted.

Tibbetts will post the adopted ordinance on the township's website as well as publish in the *Country Messenger*.

New Business

Citizen Considerations

None

In-Person Meetings

The May Town Board and Planning Commission has not had an in-person monthly meeting since March of 2020. Since the culture seems to be moving toward reopening to in person engagements, the board discussed the feasibility of moving to hybrid meetings, i.e., in-person at Town Hall with Zoom capabilities for virtual attendance. The board asked Tibbetts to research what it would take to host hybrid meetings at the Town Hall and report back with findings at the July meeting. Until that time, meetings shall continue virtually via Zoom.

Ordinance 2021-03 – Amending No Parking Zones

At the May meeting, the board adopted Resolution 2021-08 relating to restricting parking on Otchipwe Avenue North near Big Carnelian Lake access. Shortly thereafter its adoption, Washington County erected "no parking" signage on Otchipwe which resulted in the overflow auto/boat trailer traffic/parking moving to township roads Ozark and 127th. Residents have asked for "no parking" signs to be placed on Ozark and 127th to discourage auto/boat trailer on those roads considering safety concerns. Sparks drafted an ordinance adopting Ozark and 127th as "no parking" roads.

Adams moved, seconded by Pazlar, to adopt Ordinance 2021-03, an Ordinance Amending No Parking Zones which includes Ozark Trail North and 127th Street North, as presented. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Ordinance adopted.

Tibbetts will post the adopted ordinance on the township's website as well as publish in the *Country Messenger*.

CMSCWD Draft of 10-Year Management Plan Outcomes and Implementation Actions

Mike Isensee from Carnelian-Marine-St. Croix Watershed District (CMSCWD) was present at the board meeting. He gave a presentation on the watershed district’s ten-year management plan. A copy of the presentation is attached hereto.

Insurance Renewal

The town’s insurance agent, Mark Lenz, presented the town’s insurance summary for 2021-2022. A copy of the report is attached hereto. If the town does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. Adams moved, seconded by Pazlar, to NOT waive statutory liability coverage. By Roll Call Vote: Adams: YES; Magner: YES; Pazlar: YES. Motion passed.

Meeting ended at 8:15 p.m. without objection.

Submitted:

Approved:

Linda Tibbetts
Clerk/Treasurer

John Adams
Board Chair

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA
OFFICIAL TOWN BOARD MINUTES
June 15, 2021

The Board of Supervisors of the Town of May convened a meeting on Tuesday, June 15, 2021 via virtual telephone/video conference. Those present included: Board members John Pazlar and Steve Magner; Clerk/Treasurer Linda Tibbetts; and Deputy Clerk/Treasurer Marsha Olson. Board member John Adams was absent. The meeting started at 1:00 p.m.

The sole purpose of the meeting was to discuss American Rescue Plan (ARP) funding. Notice was posted at the Town Hall at least 72 hours prior to meeting.

Tibbetts and Olson explained ARP funds are now available to apply for through the Minnesota Management & Budget Office (MMB) at the State of Minnesota. Congress passed the American Rescue Plan which invests \$4.9 billion in state and local governments in Minnesota. The exact amount the township will receive is unknown and will be determined by population.

To receive the town's allocated funds, staff needs authority to request funds through the MMB office. Once our application is received, funds will be issued through the Department of Revenue to our bank account. MMB is asking municipalities to request funding as soon as possible.

Olson explained that funds will be delivered to the township bank in two payments, one in July of 2021 and the second 12 months later. The township will have until December 31, 2024 to spend the funds or at least start a project using the funds by December 31, 2024.

Olson outlined the spending parameters noting these could change by Congress in the future, especially considering road infrastructure having become a hot topic at the federal level. The three main areas of spending considerations are a) replace revenue loss b) water/sewer infrastructure b) broadband infrastructure. She pointed out that MAT counsel Steve Fenske stressed the importance of not rushing into spending the money, rather waiting and planning, as well as working with township counsel to determine spending use fits within the parameters.

Pazlar moved, seconded by Magner, to direct Linda Tibbetts and Marsha Olson to apply for the American Rescue Plan funding through the Minnesota Management & Budget office. By roll call vote: Magner: YES, Pazlar: YES. Motion passed.

The meeting ended at 1:19 p.m. without objection.

Submitted:

Approved:

Linda Tibbetts
Clerk/Treasurer

John Pazlar
Board Supervisor

Cash Control Statement

For the Period: 6/1/2021 To 6/30/2021

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$61,376.55	\$33,805.00	\$25,305.62	\$69,875.93	\$8,952.86	\$309.00	\$61,232.07
Road and Bridge	\$73,848.45	\$2,951.61	\$85,374.08	(\$8,574.02)	\$189.00	\$0.00	(\$8,763.02)
Levied Park Fund	\$18,757.46	\$0.00	\$326.27	\$18,431.19	\$0.00	\$0.00	\$18,431.19
Fire Fund	(\$30,710.00)	\$0.00	\$0.00	(\$30,710.00)	\$0.00	\$0.00	(\$30,710.00)
201 Sewer Fund	\$60,205.24	\$14,210.65	\$1,330.31	\$73,085.58	\$3,041.33	\$0.00	\$70,044.25
CARES Money Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00	\$14.00
General Capital Projects	\$94,663.33	\$0.00	\$0.00	\$94,663.33	\$0.00	\$0.00	\$94,663.33
Park Acquisition and Development (Optional)	\$1,363.15	\$0.00	\$0.00	\$1,363.15	\$0.00	\$0.00	\$1,363.15
201 Sewer Replacement	\$45,000.40	\$0.00	\$1,080.00	\$43,920.40	\$0.00	\$0.00	\$43,920.40
201 Sewer Pumping Fund	\$6,652.46	\$0.00	\$0.00	\$6,652.46	\$0.00	\$0.00	\$6,652.46
Midcontinent Com Security	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Total	\$336,157.04	\$50,967.26	\$113,416.28	\$273,708.02	\$12,183.19	\$323.00	\$261,847.83

June 30, 2021

CASH	CHECKING	\$1,000.00	JACK & MARJORIE BONSE	\$500.00			
	MONEY MARKET	\$267,708.02	CROIXSIDE PROP OWNERS	\$254.00			
TOTAL CASH		\$268,708.02	DITTMAN / GREENALGH	\$633.00			
			FOILAND	\$140.00			
			FRIEDHEIM	\$56.00			
ESCROW			FLOYD & GLORIA JOHNSON	\$318.75			
	CENTURY LINK	\$6,047.86	THEODORE KAMPFER	(\$24.10)			
	CONNEXUS ENERGY	(\$113.00)	LORRAINE KELLER / KELLER FARM	\$667.00			
	FRONTIER UTILITY ESCROW	\$2,972.50	KELLEY	(\$175.50)			
	NORTHERN NATURAL GAS	(\$175.25)	JOEL MARTIN (MARTINS ARCOLA)	\$1,368.30			
	WILDER FOUNDATION	(\$322.56)	PARSONS LAND - CONNORS	\$192.80			
	XCEL UTILITY ESCROW	\$3,694.29	PARSONS LAND - JUSTIN	\$503.80			
	ROAD ESCROWS	\$0.00	OJ RINEHART	(\$547.45)			
	PLANNING FEES ESCROW	\$7,214.60	SMITH	\$350.00			
TOTAL ESCROW		\$19,318.44	STAPLES	\$2,500.00			
			GENE & MARY STIFTER	\$336.50			
TOTAL CASH & INVESTMENTS*		\$830,995.30	TRILBY WHITE	\$141.50			
			TOTAL	\$7,214.60			

*Some of these funds are restricted for specific uses and are unavailable for general use in the Town. Letters of Credit: Johnson = \$ 36,626.56

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

6/30/2021

GENERAL FUND

MONEY MARKET	\$69,875.93
INVESTMENTS	\$61,740.02
COMMITTED	
ESCROWS (including Road Escrows)	\$19,318.44
CONTINGENCY	\$50,000.00
CASH FLOW	\$83,458.50
COMMITTED TOTAL	\$152,776.94
UNCOMMITTED	(\$21,160.99)

ROAD & BRIDGE FUND

MONEY MARKET	(\$8,574.02)
INVESTMENTS	\$375,984.05
COMMITTED	
CAPITAL PROJECTS:	
ROAD CONSTRUCTION	\$0.00
INVESTMENTS	\$0.00
BLACKTOPPING	\$0.00
INVESTMENTS - CD	\$61,769.31
LYNCH ROAD - CD	\$257,711.91
SEALCOATING/CRACK SEALING	\$45,000.00
LYNCH ROAD - CD	\$56,502.83
CALCIUM CHLORIDE	\$76,945.06
COMMITTED TOTAL	\$420,984.05
UNCOMMITTED	(\$53,574.02)

LEVIED PARK FUND

MONEY MARKET	\$18,431.19
COMMITTED TOTAL	\$18,431.19

FIRE FUND

MONEY MARKET	(\$30,710.00)
COMMITTED TOTAL	(\$30,710.00)

CAPITAL FUND

MONEY MARKET	\$94,663.33
INVESTMENTS	\$0.00
COMMITTED	
HEAVY EQUIPMENT	\$94,595.04
COMMITTED TOTAL	\$94,595.04

Total Money Market	\$143,686.43
Total Investments	\$437,724.07
	<u>\$581,410.50</u>

Total Committed	\$656,077.22
Total Uncommitted	(\$74,735.01)
	<u>\$581,342.21</u>

TOWN OF MAY

CURRENT CD INVESTMENT SUMMARY

6/30/2021

GENERAL

Security Bank - 10/7/21	\$61,740.02
TOTAL GENERAL	\$61,740.02

ROAD & BRIDGE

Blacktopping expires 12/7/2021	\$61,769.31
Lynch Blacktopping expires 8/13/21	\$257,711.91
Lynch Sealcoating expires 8/13/21	\$56,502.83
TOTAL ROAD & BRIDGE	\$375,984.05

PARK

Security Bank - 10/7/21	\$21,127.41
TOTAL PARK	\$21,127.41

CAPITAL

	\$0.00
TOTAL CAPITAL	\$0.00

201 SEWER REPLACEMENT

Security Bank - 12/10/2021	\$84,375.86
TOTAL 201 REPLACEMENT	\$84,375.86

201 SEWER PUMPING FUND

Security Bank - 5/11/2022	\$14,059.94
TOTAL 201 PUMPING FUND	\$14,059.94

Total CDs	\$557,287.28
TOTAL INVESTMENTS	\$557,287.28

Town of May

Receipts Register

6/24/2021

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
06/03/2021	John Julie Harreld	9592	201 Sewer #127	(06/03/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 904.11
							\$ 904.11
06/03/2021	Cornerstone Land Surveying -Thurmes	9593	201 Sewer #82	(06/03/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 937.11
							\$ 937.11
06/03/2021	Kathleen Henry	9594	201 Sewer #112	(06/03/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 913.11
							\$ 913.11
06/03/2021	Charles or Cindy Wacker	9595	201 Sewer #43A	(06/03/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 937.11
							\$ 937.11
06/03/2021	Mary I Goers	9596	201 Sewer #101	(06/03/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 937.11
							\$ 937.11
06/03/2021	Tracy Smith	9597	HR Railroad Crossing	(06/03/2021) -	N RAILROAD LEASE REIMBURSEMENT	201-34320-	\$ 94.50
							\$ 94.50
06/03/2021	MN Solar and More LLC	9598	Building Permit #21-50	(06/03/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 327.44
							\$ 327.44
06/03/2021	Doyle Construction	9599	Building Permit #21-54	(06/03/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 688.88
							\$ 688.88
06/03/2021	Schwantes Heating & Air Conditionin	9600	Building permit #21-55	(06/03/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 81.00
							\$ 81.00
06/03/2021	TruNorth Solar LLC	9601	Building Permit #21-56	(06/03/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 744.21
							\$ 744.21

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
06/03/2021	Fireside Hearth & Home	9602	Building permit #21-57	(06/03/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 81.00
06/03/2021	Matthew Caucutt	9603	Building Permit 21-58	(06/03/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 50.00
06/03/2021	ABS of Wisconsin	9604	Building Permit #21-61	(06/03/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 200.36
06/03/2021	Ross C Johnson	9613	201 Sewer #100	(06/03/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 200.36
06/03/2021	Joel Martin	9614	Park Dedication Fee for Martins Arcola	(06/03/2021) -	N Park Fees	100-34780-	\$ 800.00
06/03/2021	City of Hugo	9615	Calcium chloride	(06/03/2021) -	N Street, Sidewalk and Curb Repair Fees	201-34301-	\$ 1,578.90
06/03/2021	Wilder Foundation	9616	Payment on Escrow	(06/03/2021) -	N PLANNING FEES ESCROW	100-34110-	\$ 1,578.90
06/08/2021	Midcontinent Communications	9617	Franchise Fees - Auto May 2021	(06/08/2021) -	N CABLE FRANCHISE FEES	100-31811-	\$ 18,654.85
06/10/2021	Kenneth Motzko	9605	201 Sewer #95	(06/10/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 18,654.85
06/10/2021	Thomas L O'Dea	9606	201 Sewer #126A	(06/10/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 534.40
06/10/2021	Larry & Barb Carpenter	9607	201 Sewer #57	(06/10/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 937.11
							\$ 937.11
							\$ 937.11
							\$ 948.11
							\$ 948.11
							\$ 952.11
							\$ 952.11

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
06/10/2021	Shawn M Tyler	9608	201 Sewer #226	(06/10/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 922.11
							\$ 922.11
06/10/2021	Francis or Victoria Meyer	9609	201 Sewer #227	(06/10/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 937.11
							\$ 937.11
06/10/2021	Joseph or Jane Lendway	9610	201 Sewer #237	(06/10/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 922.11
							\$ 922.11
06/10/2021	Richard & Kathy Schalter	9611	HR Railroad crossing	(06/10/2021) -	N RAILROAD LEASE REIMBURSEMENT	201-34320-	\$ 94.50
							\$ 94.50
06/10/2021	Mark Michaelis	9612	Small business renewal	(06/10/2021) -	N BUSINESS LICENSE - SMALL BUSIN	100-32101-	\$ 25.00
							\$ 25.00
06/14/2021	Galowitz Olson PLLC	9637	Assessment Search	(06/14/2021) -	N Assessment Searches	100-34107-	\$ 15.00
							\$ 15.00
06/14/2021	Elizabeth Staples	9638	Subdivision Escrow	(06/14/2021) -	N Zoning and Subdivision Fees PLANNING FEES ESCROW	100-34103- 100-34110-	\$ 150.00
							\$ 2,500.00
							\$ 2,650.00
06/21/2021	City of Scandia	9618	Calcium Chloride reimburse	(06/21/2021) -	N Street, Sidewalk and Curb Repair Fees	201-34301-	\$ 994.71
							\$ 994.71
06/24/2021	Catherine Solheim	9619	201 Sewer #239	(06/24/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 937.11
							\$ 937.11
06/24/2021	Robert or Dawn Briggs	9620	201 Sewer #228	(06/24/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 952.11
							\$ 952.11
06/24/2021	Steven or Julie Kupfer	9621	201 Sewer #123	(06/24/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 200.00
							\$ 200.00
06/24/2021	Patricia Zaikaner	9622	201 Sewer #234	(06/24/2021) -	N 201 SEWER MAINTENANCE FEE	230-34411-	\$ 952.11
							\$ 952.11

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

Date	Remitter	Receipt #	Description	Deposit ID	Void Account Name	F-A-P	Total
06/24/2021	Joshua & Stefani Johnson	9623	Hunter's Ridge	(06/24/2021) -	N RAILROAD LEASE REIMBURSEMENT	201-34320-	\$ 94.50
06/24/2021	Jon & TamiLyn Colombo	9624	Hunter's Ridge RR fee	(06/24/2021) -	N RAILROAD LEASE REIMBURSEMENT	201-34320-	\$ 94.50
06/24/2021	Eric or Molly Sanford	9625	Building Permit #21-45	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 1,417.43
06/24/2021	Al Energy Solar	9626	Building Permit #21-47	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 1,417.43
06/24/2021	Dan Hebert	9627	Building Permit #21-53	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 233.15
06/24/2021	Berryman Construction LLC	9628	Building Permit #21-62	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 1,484.53
06/24/2021	Builders & Remodelers	9629	Building Permit #21-63	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 1,933.18
06/24/2021	ARG Heating & Cooling LLC	9630	Building Permit #21-64	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 99.21
06/24/2021	Samantha Boyd	9631	Building Permit #21-65	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 81.00
06/24/2021	Tice-Hause Design Build	9632	Building Permit #21-66	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 444.50
							\$ 1,641.31
							\$ 1,641.31

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

<u>Date</u>	<u>Remitter</u>	<u>Receipt #</u>	<u>Description</u>	<u>Deposit ID</u>	<u>Void Account Name</u>	<u>F-A-P</u>	<u>Total</u>
06/24/2021	Cedar Creek Energy	9633	Building Permit #21-67	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 586.86
06/24/2021	Schwantes Heating & Air Conditionin	9634	Building permit #21-68	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 81.00
06/24/2021	Andrew Wallace Construction	9635	Building Permit #21-69	(06/24/2021) -	N Building Permits (Excludes surcharge)	100-32210-	\$ 950.69
Total for Selected Receipts							\$ 586.86
							\$ 81.00
							\$ 950.69
							\$ 50,967.26

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

<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>
06/03/2021	Payroll Period Ending 05/31/2021	20794	May 2021 Payroll	N	Council/Town Board	100-41110-100-	
	Total For Check	20794					
06/03/2021	Payroll Period Ending 05/31/2021	20795	May 2021 Payroll	N	Council/Town Board	100-41110-100-	
	Total For Check	20795					
06/03/2021	Payroll Period Ending 05/31/2021	20796	May 2021 Payroll	N	Treasurer	100-41510-100-	
	Total For Check	20796					
06/03/2021	Payroll Period Ending 05/31/2021	20797	May 2021 Payroll	N	Council/Town Board	100-41110-100-	
	Total For Check	20797					
06/03/2021	Payroll Period Ending 05/31/2021	20798	May 2021 Payroll	N	Clerk	100-41425-100-	
	Total For Check	20798					
06/03/2021	CENTURY LINK	20799	Town hall phone	N	TOWN HALL	100-41941-380-	
	Total For Check	20799					
06/03/2021	COMPANION ANIMAL CONTROL LLC	20800	Monthly service - April Dogs/mileage	N	Animal Control Expenditures	100-42701-300-	\$ 150.00
	Total For Check	20800					\$ 150.00
06/03/2021	CONNEXUS ENERGY	20801	201 Sewer Electric	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 32.29
	Total For Check	20801					\$ 32.29
06/03/2021	CONNEXUS ENERGY	20802	201 Sewer Electric	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 37.75
	Total For Check	20802					\$ 37.75
06/03/2021	CONNEXUS ENERGY	20803	201 Sewer Electric	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 51.58
	Total For Check	20803					\$ 51.58
06/03/2021	GOPHER STATE ONE CALL	20804	Gopher One Calls	N	201 SEWER ADMIN & GEN'L	230-43280-300-180	\$ 6.75
	Total For Check	20804					\$ 6.75
06/03/2021	CROIX VALLEY INSPECTONS, INC	20805	Building inspector	N	Building Inspections Administration	100-42401-315-	\$ 1,051.72
	Total For Check	20805					\$ 1,051.72
06/03/2021	JOHNSON/TURNER ATTORNEYS AT LAW	20806	Legal Fees - April 2021	N	City/Town Attorney	100-41610-304-	\$ 1,800.25

Fund Name: All Funds
 Date Range: 06/01/2021 To 06/30/2021

Date	Vendor	Total For Check	Check #	Description	Void	Account Name	F-A-O-P	Total
06/03/2021	MARONEY'S SANITATION, INC	20807	20806	Garbage pickup - park	N	Park Areas	220-45202-384-	\$ 1,800.25
	Total For Check	20807						\$ 201.27
06/03/2021	MIDCONTINENT COMMUNICATIONS/MIDCO	20808	20808	Clerk telephone	N	TOWN HALL	100-41941-380-	\$ 201.27
	Total For Check	20808						\$ 66.55
06/03/2021	NATURAL SYSTEMS UTILITIES	20809	20809	Monthly Service - May	N	201 SEWER ADMIN & GEN'L	230-43280-400-110	\$ 907.19
	Total For Check	20809						\$ 907.19
06/03/2021	NEWMAN SIGNS, INC	20810	20810	Signs for River Grove School	N	PLANNING FEE ESCROW	100-41911-316-	\$ 322.56
	Total For Check	20810						\$ 322.56
06/03/2021	NORTHERN SALT, INC	20811	20811	Calcium Chloride	N	CALCIUM CHLORIDE	201-43140-336-	\$ 2,160.60
	Total For Check	20811						\$ 76,014.34
06/03/2021	NAC	20812	20812	Planning & zoning - April 21	N	PLANNING and Zoning	100-41910-316-	\$ 2,732.40
	Total For Check	20812						\$ 465.30
06/03/2021	ON SITE SANITATION	20813	20813	Cust # 5350 Porta potties - 5/15-6/11	N	Park Areas	220-45202-389-	\$ 125.00
	Total For Check	20813						\$ 125.00
06/03/2021	PAUSZEK INC	20814	20814	Assessor - June 2021	N	ASSESSOR	100-41950-314-	\$ 1,300.00
	Total For Check	20814						\$ 1,300.00
06/03/2021	MARVIN L. SCHROEDER	20815	20815	May Grading	N	HIGHWAYS, STREETS & ROADS	201-43101-336-	\$ 4,400.00
	Total For Check	20815						\$ 4,400.00
06/03/2021	THOMAS SCHROEDER	20816	20816	Fix guard rails Old Guslander	N	HIGHWAYS, STREETS & ROADS	201-43101-336-	\$ 600.00
	Total For Check	20816						\$ 600.00
06/03/2021	COUNTRY MESSENGER	20817	20817	Public Meeting Notices & Renewal	N	GENERAL GOVERNMENT	100-41001-351-	\$ 20.00
	Total For Check	20817						\$ 20.00

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

Date Vendor
06/03/2021 LINDA M. TIBBETTS

Check #
20818
20818
20818
20818
20818
20818
20818

Description
Expenses

Void Account Name
N Clerk

F-A-O-P
100-41425-200-
100-41425-200-
100-41425-200-
100-41425-322-
201-41425-331-
201-42601-300-

Total
119.24
192.98
31.46
55.00
24.64
75.00
498.32

Total For Check

06/03/2021 TRI-STATE PUMP & CONTROL 20819 Repairs/improvements to 201 System N 201 SEWER REPAIRS/EXPANSION \$ 1,080.00

Total For Check 20819

06/03/2021 USB & ASSOCIATES, INC 20820 Engineering April N Traffic Engineering Expenditures \$ 1,827.50
20820 201-42601-303- \$ 272.00
20820 230-42601-303- \$ 294.75
20820 \$ **2,394.25**

Total For Check

06/03/2021 XCEL ENERGY 20821 Town hall electric N TOWN HALL \$ 91.05
20821 \$ **91.05**

Total For Check

06/03/2021 PERA 20822 Coordinated & DCP w/holdings/616000 N Council/Town Board \$ 46.50
20822 \$ 235.70
20822 \$ 271.96
20822 \$ 82.46
20822 \$ 95.15
20822 \$ **778.27**

Total For Check

06/03/2021 LEAGUE OF MN CITIES INSURANCE TRUST 20824 Liability and property insurance N GENERAL GOVERNMENT \$ 9,748.00

Total For Check 20824

06/03/2021 IRS - INTERNAL REVENUE SERVICE EFT0621F Federal withholdings N Council/Town Board \$ 132.72
EFT0621F \$ (0.06)
EFT0621F \$ 13.50
EFT0621F \$ 19.22
EFT0621F \$ 629.08
EFT0621F \$ 52.58
EFT0621F \$ 224.82
EFT0621F \$ 114.01
EFT0621F \$ 18.40
EFT0621F \$ 78.66

Total For Check 20824

Fund Name: All Funds

Date Range: 06/01/2021 To 06/30/2021

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
06/03/2021	MN DEPARTMENT OF REVENUE		EFT0621S	State withholdings ID# 2478214	N	Clerk	100-41425-172-	\$ 127.89
			EFT0621S			Treasurer	100-41510-172-	\$ 59.96
		Total For Check	EFT0621S					\$ 187.85
		Total For Selected Checks						\$ 113,416.28

Fund Name: All Funds

Date Range: 07/01/2021 To 07/31/2021

<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>
07/01/2021	Payroll Period Ending 06/30/2021	20825	June 2021 Payroll	N	Council/Town Board	100-41110-100-	
	Total For Check	20825					
07/01/2021	Payroll Period Ending 06/30/2021	20826	June 2021 Payroll	N	Council/Town Board	100-41110-100-	
	Total For Check	20826					
07/01/2021	Payroll Period Ending 06/30/2021	20827	June 2021 Payroll	N	Treasurer	100-41510-100-	
	Total For Check	20827					
07/01/2021	Payroll Period Ending 06/30/2021	20828	June 2021 Payroll	N	Council/Town Board	100-41110-100-	
	Total For Check	20828					
07/01/2021	Payroll Period Ending 06/30/2021	20829	June 2021 Payroll	N	Clerk	100-41425-100-	
	Total For Check	20829					
07/01/2021	CITY OF STILLWATER	20830	Fire contract 2021 First half	N	Fire Administration	225-42210-300-	\$ 72,649.50
	Total For Check	20830					\$ 72,649.50
07/01/2021	CONNEXUS ENERGY	20831	201 Sewer Electric	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 35.41
	Total For Check	20831					\$ 35.41
07/01/2021	CONNEXUS ENERGY	20832	201 Sewer Electric	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 57.37
	Total For Check	20832					\$ 57.37
07/01/2021	CONNEXUS ENERGY	20833	201 Sewer Electric	N	201 ELECTRICAL ACCOUNT	230-43285-380-	\$ 29.52
	Total For Check	20833					\$ 29.52
07/01/2021	COUNTRY MESSENGER	20834	Public Meeting Notices & Renewal	N	GENERAL GOVERNMENT	100-41001-351-	\$ 67.00
	Total For Check	20834					\$ 67.00
07/01/2021	COMPANION ANIMAL CONTROL LLC	20835	Monthly service - May Dogs/mileage	N	Animal Control Expenditures	100-42701-300-	\$ 150.00
	Total For Check	20835					\$ 150.00
07/01/2021	CROIX VALLEY INSPECTIONS, INC	20836	Building inspector	N	Building Inspections Administration	100-42401-315-	\$ 4,330.71
	Total For Check	20836					\$ 4,330.71
07/01/2021	FRONTIER AG & TURF	20837	Parts for Lawn Mower	N	Road and Bridge Equipment	201-43126-437-	\$ 668.82

Fund Name: All Funds

Date Range: 07/01/2021 To 07/31/2021

<u>Date</u>	<u>Vendor</u>	<u>Total For Check</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
07/01/2021	GOPHER STATE ONE CALL	20838	20838	Gopher One Calls	N	201 SEWER ADMIN & GEN'L	230-43280-300-180	\$ 668.82
	Total For Check	20838						\$ 8.10
07/01/2021	JOHNSON/TURNER ATTORNEYS AT LAW	20839	20839	Legal Fees - May 2021	N	City/Town Attorney	100-41610-304-	\$ 2,043.50
	Total For Check	20839						\$ 2,043.50
07/01/2021	Lakes Center for Youth and Families	20840	20840	Intervention, Counseling & Enrichment Services	N	YOUTH SERVICE BUREAU	100-46636-430-	\$ 2,500.00
	Total For Check	20840						\$ 2,500.00
07/01/2021	MARONEY'S SANITATION, INC	20841	20841	Garbage pickup - park	N	Park Areas	220-45202-384-	\$ 159.15
	Total For Check	20841						\$ 159.15
07/01/2021	NAC	20842	20842	Planning & zoning - May 21	N	Planning and Zoning	100-41910-316-	\$ 4,247.68
	Total For Check	20842						\$ 200.00
07/01/2021	OLSON'S SEWER SERVICE	20843	20843	13288 Panorama & 14805 130th	N	201 SEWER REPAIRS/EXPANSION	230-43283-400-120	\$ 993.33
	Total For Check	20843						\$ 1,390.00
07/01/2021	ON SITE SANITATION	20844	20844	Cust # 5350 Porta potties - 6/12-7/09	N	Park Areas	220-45202-389-	\$ 125.00
	Total For Check	20844						\$ 125.00
07/01/2021	PERA	20845	20845	Coordinated & DCP w/holdings/616000	N	Council/Town Board	100-41110-100-	\$ 46.50
	Total For Check	20845						\$ 46.50
07/01/2021	RDO EQUIPMENT CO	20846	20846	Grader repairs	N	Road and Bridge Equipment	201-43126-437-	\$ 206.18
	Total For Check	20846						\$ 206.18
07/01/2021	MARVIN L. SCHROEDER	20847	20847	June Grading	N	HIGHWAYS, STREETS & ROADS	201-43101-336-	\$ 6,000.00
	Total For Check	20847						\$ 6,000.00

Fund Name: All Funds

Date Range: 07/01/2021 To 07/31/2021

<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>
		Total For Check					6,000.00
07/01/2021	THOMAS SCHROEDER	20847	Tractor for Mower & Mow Weeds	N	HIGHWAYS, STREETS & ROADS	201-43101-336-	5,360.00
		Total For Check					5,360.00
07/01/2021	LINDA M. TIBBETTS	20848	Expenses	N	Clerk	100-41425-200- 201-41425-331-	15.19
		Total For Check					24.64
		Total For Check					39.83
07/01/2021	Traffic Sign Corporation	20850	No Parking Signs	N	HIGHWAYS, STREETS & ROADS	201-43101-226-	510.00
		Total For Check					510.00
07/01/2021	WASHINGTON COUNTY - PROPERTY RECORD	20851	201 Assessment Billing	N	201 SEWER MAINTENANCE	230-43282-430-	71.54
		Total For Check					71.54
07/01/2021	CENTURY LINK	20853	Town hall phone	N	TOWN HALL	100-41941-380-	150.95
		Total For Check					150.95
07/01/2021	IRS - INTERNAL REVENUE SERVICE	EFT0721F	Federal withholdings	N	Council/Town Board	100-41110-100- 100-41110-100- 100-41110-135- 100-41110-171- 100-41425-100- 100-41425-135- 100-41425-171- 100-41510-100- 100-41510-135- 100-41510-171-	132.72 (0.04) 13.50 19.22 562.68 47.48 203.00 72.18 13.68 58.50
		Total For Check					1,122.92
07/01/2021	MN DEPARTMENT OF REVENUE	EFT0721S	State withholdings ID# 2478214	N	Clerk	100-41425-172- 100-41510-172-	110.28
		Total For Check					50.00
		Total For Selected Checks					160.28
							108,619.96



NEWS DETAIL

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MAT Staff June 14, 2021

COVID-19 and Operating the Township (06/14)

COVID-19 and Operating the Township (06/14)

June 14th Update – ***NOTE this resource is being updated as the most recent orders are interpreted and understood.***

This article addresses how townships may hold board meetings, operate during the emergency, protections for employees subject to quarantine, the Executive Order's sunset provisions, and additional information on COVID-19. The directives described in this article arise from Executive Orders and Department of Labor guidance issued by the Governor to address the COVID-19 pandemic. During a peacetime emergency, Minnesota Statutes Chapter 12 provides executive orders issued during peacetime emergencies with the full force and effect of law. The latest information from MDH can be found here (<https://www.health.state.mn.us/diseases/coronavirus/index.html>).

Table of Contents:

- Status Summary:
- Township Operations:
- Township Open Meetings:
- Additional Issues:

Status Summary:

- Statewide Emergency Currently Expires **July 14, 2021, at 11:59 pm**. The full Order can be found here (https://mn.gov/governor/assets/EO%2021-24%20Final_tcm1055-485447.pdf).
- Statewide Mask Mandate is NOT in effect. Effective Friday, May 14, 2021, the Statewide Mask Mandate has been rescinded as it relates to townships and their activities.
- Telephone Meetings Available: Yes, towns may continue to use telephone meetings.
- Emergency Preparedness Plan: Yes, towns currently need a preparedness plan to open offices or interact with the public but the plan no longer needs a masking requirement.
- Township Facility Rentals: Yes, it is possible to rent or allow public use of town facilities or amenities.

Township Operations:

Preparedness Plans: All businesses, including townships, must adopt a preparedness plan before reopening to in-person work or in-person interaction with the public. Preparedness plans provide the procedures and rules that officers, employees, and the public must follow when carrying out township business. The purpose of these plans is to mitigate the spread of COVID-19, so further stay-at-home orders are not needed. MAT has drafted township-specific preparedness plans, which can be found here (<https://mntownships.org/download/5710/>) (for towns without employees) and here (<https://mntownships.org/download/5709/>) (for towns with employees). However, these plans are limited to townships that hold in-person meetings. If the town has any other amenity, the town must modify the plan in accordance with the specific Department of Labor and Industry guidance at [Staysafe.mn.gov](https://staysafe.mn.gov).

Township Operations, Officers, and Employees: All employees are encouraged to work from home if possible but may return to work as normal. Employees may return with the use of face masks, social distancing, and the other precautions described in the town's pandemic preparedness plan. Towns should continue to use remote means of communication whenever possible.

The Use of Township Amenities: Towns may make the town hall or other amenity available.

Quarantine if Exposed: Township employees showing signs of illness should stay home to avoid passing COVID-19 to anyone else. The township may not discharge, discipline, threaten, or penalize any employee or discriminated in the work conditions of the employee because the employee has been in quarantine or has been responsible for the care of a person in quarantine. Minn. Stat. § 144.4196.

TO: Board

FROM: Clerk

RE: Abnet Pottery, a/k/a Stillpoint Stoneware; a/k/a Abnet Studios
16885 Square Lake Trail

Richard Abnet was issued a small business permit for his pottery business on November 12, 1992. Payment of the small business permit was paid yearly. This year, the invoice for the small business permit was returned “undeliverable.”

The property sold in November 2018. The Abnet Studio blog’s last post was September 2018.

Viewing from Square Lake Trails shows the “Abnet Studio” sign still erect. The current owner is listed on Washington County Property Tax website as “Westley Verne Peterson Rev. Trust” with a mailing address of Burnsville.

Current Owner:	Property Address:
WESLEY VERNE PETERSON REV TRS	16885 SQUARE LAKE TRL
2708 HAYES DR	N
BURNSVILLE , MN 55337	STILLWATER MN 55082

2708 Hayes Drive is owned by Jean Peterson.

The property is listed as “Non-Homestead Commercial/Industry”

TAX STATEMENT		2021	
2020 Values for Taxes Payable in			
VALUES AND CLASSIFICATION			
Taxes Payable Year:		2020	2021
Step 1	Estimated Market Value:	547,400	550,800
	Homestead Exclusion:		
	Taxable Market Value:	547,400	550,800
	New Improvements:		
	Property Classification:	Res Non-Hstd Comm/Ind	Res Non-Hstd Comm/Ind
<i>Sent in March 2020</i>			

**TOWNSHIP OF MAY AND
LAKES CENTER FOR YOUTH & FAMILIES, INC.
PURCHASE OF SERVICE AGREEMENT**

The Township of May, hereinafter referred to as the "Township," and LAKES CENTER FOR YOUTH & FAMILIES, INC., 20 Lake Street North, Suite 103, Forest Lake, Minnesota 55025, hereinafter referred to as the "Contractor," enter into this agreement for the period of January 1, 2021 to December 31, 2021.

WHEREAS, the intent of Township of May is to build safer communities by repairing the harm from, reducing the risk of, and involving the community in the resolution of juvenile crime;

WHEREAS, Township of May is committed to using community-based approaches to strengthen individuals, families, and community;

WHEREAS, Township of May approves of the following outcomes for juvenile diversion and early intervention:

Juvenile offenders will be held accountable for their actions by engaging in activities that repair the harm done to the victim and community and will participate in programs that promote an increased understanding of the impact of their offense on victims, communities, and themselves;

WHEREAS, the Township of May, pursuant to its goals of providing accountability and the most appropriate diversion and early intervention available to juvenile offenders, wishes to purchase services for youth involved in at-risk behavior from the Contractor to support these outcomes;

NOW, THEREFORE, the parties agree as follows:

1. Contractor's Duties – The Contractor agrees to the provision of the following services:
 - a. Confirm completed community work-service hours for youth residents of the Township of May who are ordered by the court, referred by law enforcement and/or recommended by LC4YF staff.
 - b. Educational and prevention programs, such as Chemical Awareness, Choice & Consequence or another approved alternative. Eligible juveniles include those who are referred by the Township's Police Department and other law enforcement personnel. The reason for the referral must be behavior or actions that could result in a police report and a petition for delinquency.
 - c. Evaluation and counseling. Counseling services include youth, family and group counseling. Referrals may be made for evaluation, mental health treatment and chemical health screens/assessments.
 - d. The Township's Police Department agrees to provide victims of crimes diverted by local law enforcement the opportunity for direct or indirect involvement into how the juvenile should be held accountable, including consideration of the impact of the crime on the victim and any specific needs for restitution. When necessary, due to the offense, restitution will be determined and collected.
 - e. Facilitate restorative justice interventions as appropriate
 - f. Provide support to parents of youth offenders, and provide opportunities for youth to access resources to keep youth from entering the juvenile justice system.

2. Attachments and References – The Contractor agrees to provide the enumerated services incorporated herein by reference.
3. Cost and Delivery of Purchased Services – The total amount to be paid to the Contractor for the calendar year 2021 for services purchased under this agreement shall be 2500.00 payable in a single payment no later than June 30, 2021. If this date is not in accordance with budget meetings, please contact the Executive Director. Contractor shall submit its request for funding from the City for the year 2021.
4. Eligibility for Services – A Township of May resident between the ages of five and eighteen (or older if still in high school), their family members, and potentially the victims of juvenile crime who are assessed to be appropriate shall be eligible for the services provided under the terms of this agreement.
5. Evaluation, Reporting, and Information Requirements – The Contractor agrees to reasonable evaluations of its programs, employees, and volunteers and make them available for review by the Township of May if so requested. The Contractor agrees to comply with all reporting requirements as assigned by law, rule, or contract by the State of Minnesota and Washington County. The Contractor further agrees to abide by all laws and rules regarding confidentiality and data practices. The Contractor agrees to provide necessary information allowed by law and deemed necessary by the Township of May on referred cases.
6. Indemnifications, Hold Harmless, and Defend.
Any and all claims that arise or may arise against the Contractor, its agents, servants, or employees as a consequence of any act or omission on the part of the Contractor or its agents, servants, or employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Township. The Contractor shall indemnify, hold harmless, and defend the Township, its officers, agents, and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Township, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Contractor, its agents, servants or employee, in the execution, performance, or failure to adequately perform the Contractor's obligations pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the Township of any statutory limits or immunities from liability.
7. Insurance Requirements
The Contractor agrees that in order to protect itself, as well as the Township of May, from claims arising out of the Contractor's activities under this agreement, it will at all times during the term of this agreement keep in force policies of insurance providing the following:
 - 1) Commercial General Liability insurance, including bodily injury and property damage, in the minimum amount of One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate;
 - 2) Professional Liability insurance with liability limits in the minimum amount of One Million Dollars (\$1,000,000) each occurrence and Two Million Dollars (\$2,000,000) aggregate;
 - 3) Hired & Non-Owned Auto Liability insurance, including bodily injury and property damage, in the minimum amount of One Million Dollars (\$1,000,000) each accident;

4) Umbrella Liability insurance in the minimum amount of One Million Dollars (\$1,000,000) each occurrence and One Million Dollars (\$1,000,000) aggregate;

5) Workers' Compensation insurance in the statutory amounts including Employer's Liability in the minimum amount of One Hundred Thousand Dollars (\$100,000) Each Accident, One Hundred Thousand Dollars (\$100,000) Disease - Each Employee and Five Hundred Thousand Dollars (\$500,000) Disease - Policy Limit.

Certificates of Insurance showing the coverage listed herein shall be provided to the City of Forest Lake.

8. Data Privacy – All data collected, created, received, maintained, or disseminated for any purpose by the activities of the Contractor because of this agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as amended, the Minnesota Rule implementing such Act now in force or as adopted, as well as federal regulations on data privacy.
9. Record Disclosures/Monitoring – Pursuant to Minn. Stat. 16C.05, Subd. 5, the Contractor agrees that the Township of May, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this agreement. The Contractor agrees to maintain these records for a period of three years from the date of termination of this agreement.
10. Nondiscrimination – During the performance of this agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record, ex-offender status, creed, or national origin be excluded from full employment rights in, participation in programs and services, be denied the benefits of, or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.
11. Independent Contractor – Nothing contained in this agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the Township of May. No tenure or any rights or benefits, including Workers' Compensation, unemployment insurance, medical care, paid time off (PTO), severance pay, PERA, or other benefits available to the Township of May employees shall accrue to the Contractor or employees of the Contractor performing services under this agreement.
12. Conditions of the Parties' Obligation – This agreement may be canceled by either party at any time, with or without cause, upon 30 days' notice, in writing, delivered by mail, or in person. In the event this agreement is terminated in accordance with the terms of this section, the Township shall be responsible for only the pro-rata portion of the annual payment owing to the date of termination and, if previously paid by the Township, the Contractor shall refund to the Township within 30 days the pro-rata portion of the annual payment attributable to the balance of the year remaining after the date of termination. This agreement shall automatically terminate at the end of a calendar year if the Township and the Contractor do not agree to a funding amount for the succeeding year prior to December 31 of the prior year.
13. Any alterations, variations, modifications, or waivers of the provisions of this agreement shall be valid only when they have been reduced to writing, duly signed by both parties, and attached to the original of this agreement.

14. Compliance With Law – The Contractor shall abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted insofar as they relate to the Contractor's performance of the provisions of this agreement.
15. Firearms – Unless specifically required by the terms of this contract, no provider of services pursuant to this contract, including, but not limited to, employees, agents, or subcontractors of the Contractor shall carry or possess a firearm on City premises. Violation of this provision shall be considered a substantial breach of the agreement. Violation of this provision is grounds for immediate suspension or termination of this contract, without notice, pursuant to Section 12.
16. Savings Clause – If any section of this agreement is found to be invalid or not enforceable, the remainder of the agreement will remain in force and binding.
17. Governing Law – The laws of Minnesota shall govern the interpretation and prosecution of this agreement.
18. Notices – If any official correspondence concerning this agreement needs to be communicated to the other party, the following shall be deemed the effective addresses:

As to the Township of May:	Linda Tibbetts PO Box 60 Marine, MN 55047
As to Lakes Center for Youth & Families, Inc.	Lakes Center for Youth & Families 20 Lake Street North, Suite 103 Forest Lake, MN 55025

IN WITNESS THEREOF, the Township of May and the Contractor have executed this agreement.

By: _____
Township of May

By: Linda M Mulsen
Executive Director, LC4YF, Inc.

Date _____

Date June 8, 2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/12/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Landmark Insurance Services 232 Lake Street South Forest Lake, MN 55025 Landmark Insurance Services	651-464-3333	CONTACT NAME: Landmark Insurance Services PHONE (A/C, No, Ext): 651-464-3333 E-MAIL ADDRESS: kalm@landmark-ins.com FAX (A/C, No): 651-464-7596
	INSURER(S) AFFORDING COVERAGE	
INSURED Lakes Center for Youth and Families 20 N. Lake St, Suite #103 Forest Lake, MN 55025	INSURER A: National Specialty Insurance	NAIC #
	INSURER B: SFM Mutual Insurance Co.	11347
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			0884509 13	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			0884509 13	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED RETENTION \$ 10000			0884509 13	01/01/2021	01/01/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			021434.217	12/01/2020	12/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liab			0884509 13	01/01/2021	01/01/2022	Each Occ 1,000,000 Agg Limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER MAYTO-1 Town of May 13519 May Ave N PO Box 60 Marine on St. Croix, MN 55047	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Karen V Alm</i>
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**TOWN OF MAY
WASHINGTON COUNTY, MINNESOTA
RESOLUTION NO. 2021-10**

**A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY
FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs.

WHEREAS, because of the Pandemic townships have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19.

WHEREAS, township revenues, businesses and nonprofits have faced economic impacts due to the Pandemic.

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for townships across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

WHEREAS, May Township, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance.

WHEREAS, the State of Minnesota will distribute ARPA funds to May Township because its population is less than 50,000.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF MAY
TOWNSHIP, MINNESOTA AS FOLLOWS:**

1. May Township intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
2. Township staff, together with the Town Board, are hereby authorized to take any actions necessary to receive May Township’s share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.

3. Township staff are hereby authorized to make recommendations to the Town Board for future expenditures that may be reimbursed with ARPA funds.

BY VOTE OF THE TOWN BOARD: ADAMS _____, MAGNER_____, PAZLAR_____, THIS RESOLUTION IS ADOPTED / NOT ADOPTED BY THE BOARD OF SUPERVISORS OF THE TOWN OF MAY THIS 1st DAY OF JULY, 2021.

Attest: Linda Tibbets, Clerk/Treasurer

John Adams, Chair