

TOWN of MAY
WASHINGTON COUNTY, MINNESOTA
OFFICIAL TOWN BOARD MINUTES
June 1st, 2023

The Board of Supervisors of the Town of May convened their regular monthly meeting on June 1, 2023, at the May Town Hall. Those present included: Board members John Pazlar, Steve Magner, and Don Rolf; Clerk/Treasurer Bobbi Hummel; Deputy Clerk/Treasurer Marsha Olson; Township Attorney, Dave Snyder, Planner Nate Sparks, Engineer Mark Erichson, and those with business before the Town. Chair John Pazlar called the meeting to order at 7:00 p.m.

MINUTES

Magner moved, seconded by Pazlar to approve the minutes for the May 5th, 2023 Board Meeting Minutes. All in Favor. Motion Passed.

Magner moved, seconded by Pazlar to approve the minutes for the May 23rd, 2023 Special Board Meeting with Trust for Public Land and the DNR. All in Favor. Motion Passed.

Pazlar moved, seconded by Magner to approved the minutes for the May 23rd, 2023 Special Board Meeting on the 201 Sewer Budget. All in Favor. Motion Passed.

CHECKS AND TREASURER'S REPORT

Olson presented the Treasurer's report, showing total cash and investments of \$1,774,479.60 of which \$710,916.28 is in investments. \$1,587,946.10 is committed. \$186,533.50 is non committed. Property taxes will be received soon.

Pazlar moved, seconded by Rolf to approved the Treasurers Report. All in Favor. Motion Passed.

Check approval checks #21657 to #21690 and EFT0623B, EFT0623F, and EFT0623S.

Pazlar moved, seconded by Rolf to approve the above checks for payment. All in Favor. Motion Passed.

PLANNING COMMISSION

Stifter Subdivision

Chad Nelson, Planning Commission Chair reports that the recommendation for the Stifter subdivision is to approve it with the stipulation that the shared driveway be changed into a more contractual agreement and outlot C be combined with outlot 1. Due to this change just last week the request is to postpone any formal approval tonight until the new final plat is complete with legal descriptions. The driveway agreement could also be formalized at next months meeting.

At the advice of Nate Sparks, a motion to table this item is made by Chair Pazlar, seconded by Rolf. All in Favor. Item is tabled until next month.

Eugene Stifter left the meeting but Milo Horak (Landmark Surveying) later reported that Mr. Stifter would now like to propose a new application and request three buildable lots on his property.

The applicant, Eugene Stifter, will need to officially rescind the initial request by letter and submit a new application for review. The township will hold another public hearing before Planning Commission.

Ordinance 2023-02: Amending the town code related to organizational matters of the Planning Commission

A policy change where the town board would appoint the chair and vice chair of the planning commission as needed. And, if desired, replace a chairman by majority vote. There has been a significant amount of turnover lately with a longtime chair recently leaving and Don Rolf moving to into a Board seat. The board would still regularly defer the selection to the planning commission and utilize this ordinance if a unique situation arises.

Motion made by Pazlar to approve Ordinance 2023-02, seconded by Magner. All in Favor. Motion Passed.

201 SEWER SYSTEM

Engineer Mark Erichson reports that the Carnelian Hills Sewer System will be required to complete upgrades to meet compliance regulations. The requirement must be done by 2030. The cost to complete the upgrade is estimated at 1.4 million dollars. The township is looking into a grant to cover a portion of the costs. The Point Source Implementation Grant, if approved, could cover up to 80% of the cost. The remaining 20% would be paid by the users of the system and is eligible for a low interest loan. The rates funding the grant are favorable now so it might be a good time to get the process moving. The fastest Engineer Erichson estimates the grant work to be complete would be 2025. The preliminary study indicated that the township is in the fundable range for the project. Looking into this project early allows the township to consider funding options for how to pay for their portion (20%). Mr. Erichson recommends that the township start the application project now.

Supervisor Magner would like the process to move forward now. Funding was added to the 2023 sewer budget so Mr. Erichson could work to get the application/documentation started. Also, 2 years ago the users of the system were mailed a letter regarding this upcoming requirement.

Magner motions to authorize Mr. Erichson to begin the grant application process, Pazlar seconds. All in Favor. Motion Passed.

ENGINEERING AND ROADS

Magner reports that the spring application of Calcium/Chloride was completed last week. Pothole fills were done. Sweeping should be complete. There are a couple road issues that need to be addressed – the road tour is being scheduled.

Mr. Magner and the Clerk have been working on getting a better system in place to allow for better communication to the residents about road maintenance. All three current Board members have full-time day jobs and are not able to respond to issues immediately. The goal is to create a system so the Clerk can process calls/emails, document the issue, triage as needed, and pass the information to the appropriate person. A document has been created when concerns come up about snow plowing that will be put on the website to help answer some of the questions that come up regularly.

Rolf suggests that a reminder to residents might be a good idea in the fall. Pazlar mentions that putting this in next years newsletter would be a good idea too. Streamlining processes has been helpful already with the addition of Moonlight Company as a vendor, and the township needs to continue to move in that direction.

VIOLATIONS/COMPLAINTS

None

OLD BUSINESS

Special Event Process – Ragnar Race

There has been an application submitted for a Ragnar Race to come through May Township and utilize the town hall as a change/rest point. The race is on August 11th. There is some concern as to the number of participants and the use of township roads that are winding, hilly and have no shoulders. Last year the town hall lot, ball fields, pavilion and entrance were packed with people and cars.

Rolf asks if a sheriff could be or was involved with traffic control. Pazlar did not see one last year.

Mr. Snyder states that the township does have some insurance coverage for certain instances but this particular activity might be outside the scope of what the township may ordinarily authorize for special events.

Pazlar recommends the township research what insurance they have for events like this. Having a sheriff at certain parts of the race might be a good idea.

Magner is not prepared to take any action on this tonight and he would like to see if staff can inquire neighboring communities are doing for requirements. The deposit of \$500.00 might not be enough for large events like this so he would like to see a higher bond requirement. He would like to see at least one officer helping with the traffic and have clear signage that a race is taking place.

CITIZEN CONCERNS

David Langer lives at 12820 Paradise Ave. Over 20 years ago he, and 2 other owners on Paradise Ave, requested and received private road agreement. A 4th property, who is not part of the road

agreement, are creating additional access points off of the private road and he believes they will park an RV on one of the access points. Work is taking place now. Mr. Langer has called the sheriff for documentation purposes as he does not believe multiple access points are allowed. In addition, there are excess items parked outside the residence that are outside of the amount allowed. He is here on behalf of the other neighbors on the private road agreement.

Mr. Sparks states that Paradise was an undeveloped public right of way and a private road was put into the public right of way. Technically, the town board did not publicly open the right of way but rather allowed a shared driveway in which the residents who utilize it have to pay to maintain it as their own and not a public road. The owners not on the road agreement have been told repeatedly they are only allowed one access point. The owners want to use/make access points off of the private driveway in the public right of way and create a parking pad. The town allows for only 1 access point per residence. Mr. Sparks has spoken with the property owner about the multiple driveways to no avail. Mr. Sparks notes that the public right of way was never opened for use.

Mr. Snyder suggests looking at the code and determine requirements then focus on the ordinance language dealing with driveways. If it is determined that violations are occurring the property owner should be issued a cease-and-desist letter if the ordinance supports it.

Mr. Sparks suggests that Jack Kramer visit the site as soon as possible and place a stop work order if necessary. Mr. Sparks will contact Jack tomorrow and determine the issues.

Jim Smolinski at 14706-130th St. N. would like to share concerns about a slope of gravel at the end of his driveway that continually washes out after a rainfall. It is starting to undercut his driveway. Township officials have been out the past 2 years and nothing has been done, despite promises by the township. He would like someone to come out again and get it fixed. He is happy to be available during the road to explain the situation and has provided his phone number. There is a large pothole on the corner of 130th and Panorama at the stop sign.

Steve Magner is now aware of the situation and it is flagged as a point to pay special attention to on the Road Tour in a couple weeks. Katie Koscielak will be on the road tour. Steve believes it will get done this year without issue.

NEW BUSINESS

Cartway Hearing Date

Pazlar motions to approved resolution 2023-15 extending the cartway hearing date to July 26, 2023 at 12:00 p.m. Seconded by Magner. All in Favor. Motion Passed.

2023 Youth Service Bureau Contract. Stillwater

The 2023 Stillwater Youth Service Bureau is presented and accepted for payment. The contract will be signed and payment sent this month.

Technology at Town Hall

Three proposals were received to upgrade the technology at the town hall to allow for hybrid meetings. The ranges in costs were wide. Pazlar would like to start small and more can be added if needed. EMI set up Scandia and they gave a good recommendation for them. Magner would like a clarification about the size of the TV and an updated quote. Clerk Hummel will try to get pictures of for size reference from all three vendors.


Norell Ave. Project update

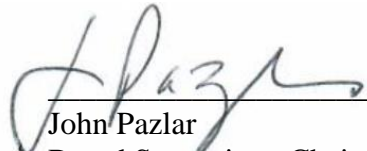
Washington County has postponed this project. No updates now as to when this project will take place.

Chicken Ordinance

This item is not on the agenda and at the advice of Mr. Snyder, will be continued next month.

Pazlar motions to adjourn the meeting, seconded by Rolf. Meeting adjourned at 8:39 p.m. without objection.


Bobbi Hummel
Clerk/Treasurer


John Pazlar
Board Supervisor, Chair