

**WASHINGTON COUNTY  
TOWN OF MAY  
OFFICIAL TOWN BOARD MINUTES  
October 1, 2015**

The Board of Supervisors of the Town of May met at their regular monthly meeting on Thursday, October 1, 2015, at the May Town Hall. Those present included: Bill Voedisch, Board Chair; John Pazlar, Supervisor; John Adams, Supervisor; Linda Klein, Town Clerk; Cheryl Bennett, Town Treasurer; Katie Kasper, Town Engineer; Dave Snyder, Town Attorney; Jack Kramer, Building Inspector; and residents of the Town of May. Voedisch called the meeting to order at 7:00.

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

Pazlar moved, seconded by Adams, to approve the minutes of the September 3, 2015, regular town board meeting. All approved.

Pazlar moved, seconded by Voedisch, to approve checks 18397 through 18436 for the month of October as well as electronic funds transfers EFTS1015, EFTF1015 to the State and IRS, respectively as presented. All approved.

Bennett asked for motions to transfer funds. Voedisch moved, seconded by Adams, to withdraw from the MM fund \$6,651.33 and add those dollars to the 201 pumping fund CD, reduce the 201 replacement CD by \$1,076.10 for repairs, withdraw from the MM fund \$37,000 and add to the Lynch Road paving CD, and add \$5,000 to the Lynch Rd. crack sealing CD. All approved. Voedisch moved, seconded by Adams to renew \$100 for Geek Squad account renewal for one year. All approved.

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

The check register and treasurer's report are attached to these minutes and serve as the official record. Pazlar will be reviewing outstanding bank statements this month.

**Wilder Foundation – Dare to Be Real (D2BR)**

Kelly Urista appeared on behalf of Wilder and Mr. Chris Crutchfield appeared representing the Dare to Be Real program, which works with all school systems fostering honest dialogue among students, teachers and administration. As a way of teaching these skills, they hold retreats and are looking for a place to hold the retreats. Their goal is to pilot a program this fall using the Wilder facility at Wilder Forest. This will involve taking one bus up and one bus back for the retreat attendees. Most of the program is inside or in the village area, and would involve no activities that might cause problems with the neighbors.

They are proposing an 8-week trial starting this fall with 500+ people attending over that period. The program will run during non-snow months, which means it ends in November and would reconvene in the spring, and probably not continue into the summer.

Attorney Snyder recommended that there is not a mechanism in the code that allows for a Letter of Agreement to vary from zoning restrictions on such short notice. However, the reality is that if they go ahead with the program, they could subsequently come forward with a request to amend the CUP if the program works out well, per success in the trial period. Snyder stated that an educational retreat center is a conditional use in the conservancy district, so their proposal would potentially be allowed. Voedisch stated that their use of the facility seems similar to the Concordia Language Villages uses – who no longer are using the property. Since it is similar, it would make sense that allowing an 8-week trial would be in the best interest of all parties.

Mr. Crutchfield gave his phone number at the meeting and asked that he be called if anything occurred that was a concern to the Town.

Voedisch moved, seconded by Adams, that, because this request is consistent with the current permit provided for Concordia Language Villages and time does not allow an amendment to the existing CUP, the board approves the trial use for this fall of the facility by Dare to Be Real as described here. All approved.

## **201 System Update**

**201 System Maintenance:** Board Member Adams met with Jill Bols, co-owner with her husband Larry, of C&B Excavating, the Town's maintenance and repair contractor on the 201 system, on Wednesday, September 23, 2015. C&B Excavating has decided to discontinue company operations and requested to terminate the contract effective December 31, 2015, meeting the 30 day notification requirement. Any projects underway, including the service replacement located between 14783-130<sup>th</sup> Street N and 14777-130<sup>th</sup> Street N, will be completed prior to the termination of the contract.

Although C&B Excavating will be terminating their contract with the Town, Jill and Larry offered to help transition the maintenance responsibilities even if the transition exceeds the December 31, 2015 termination date. The engineer met with Board Member Adams on Tuesday, September 29, 2015 to discuss the contract held with C&B Excavating and determine a method of action to request quotes/proposals from local Contractor's to perform the maintenance operations and repairs previously completed by C&B Excavating.

Olson Sewer previously maintained the system as did Peterson, who is no longer in that business. Jill recommended Olson, even though they may come in at a higher price. The engineer will also contact Natural Systems for a recommendation. The plan is to draft up an RFP to submit to others and bring the results to the next meeting so the selection and contract process can begin.

## **Engineering and Roads**

**Morgan Avenue Street Reconstruction Project:** The major re-pave improvements along Morgan Avenue have been substantially completed. Seeding and restoration were completed the week of September 21, 2015 with miscellaneous punch list items to be completed prior to next month's Board meeting.

**2015/2016 Snow Plowing:** After talking to 6 firms, engineering staff solicited formal quotes for snow plowing services during the 2015/2016 winter season from the following Contractors:

- Fuhr Trenching
- Dresel Contracting
- Invision Services

They were provided an RFP which included a Township road base map, proposal form, and specifications. In addition, the engineer and Board Chair Voedisch provided each Contractor the opportunity to meet prior to supplying a quote. Voedisch met with Invision before the RFP went out and thought they would submit a proposal but they did not.

Dresel Contracting was the only contractor to show a serious interest. The engineer and Voedisch met with Jeremy Dresel and Josh Dresel, co-owners of Dresel Contracting on Thursday, September 17, 2015 at the Dresel Contracting office. They discussed a number of topics with Dresel to ensure the needs of the Town are met this snow plowing season, including:

- Start times during heavy and light snow events
- Storage and maintenance of Township equipment
- Plowing of thawed gravel roads
- Sand/Salt application and storage

In the end, Dresel Contracting was the only Contractor to supply a proposal for snow plowing services for the Township during the 2015 / 2016 snow plowing season.

Josh and Jeremy Dresel attended the Board meeting to answer questions. Josh noted that he would be able to use his own Ford pickup with V plow in areas that are difficult to access. Dresel has a majority of employees who have been with them from 15 years or longer. The question of insurance coverage came up, and Bennett will check into this with the League of MN Cities. Snyder and Kasper will work together on the contract for snowplowing.

The board reviewed the document regarding cost estimates (included in these minutes). Adams wondered if the board should add a percentage of leeway to cover unexpected costs. Adams suggested a not-to-exceed limit on repairs or calling a supervisor if over \$500. Adams moved, seconded by Pazlar, to approve Dresel Contracting for the 2015/16 plowing season per their proposal submitted as our equipment operator, subject to the Town and operator coming to terms and approving a contract. All approved.

**Paris Avenue Culvert Repair:** The damaged culvert located along Paris Avenue has been repaired by Xcel Energy. Subsequent inspection by the engineer found the restoration to be inadequate. They contacted Xcel Energy to confirm the site will be restored back to existing conditions prior to snow fall. Adequate restoration to include removal of what looks to be an aggregate material covering the culvert, installation of topsoil and seeding of disturbed area. Cheryl reminded us that engineering expenses associated with this project are billable against the Xcel cash escrow.

**201 repair at Panorama**

The line repair under Panorama near Motzko continues to be a problem, requiring a second repair. Voedisch moved, seconded by Adams, to approve a not to exceed \$6,000 repair cost for this project. All approved.

**Old Business**

**Personnel Manual**

Snyder noted that the document is still pretty weighty, and if the board wants to review it and make changes, it can possibly be reduced. The board agreed that all members would again review the manual and submit any suggested changes to Snyder no later than one week before the next meeting.

**Violations**

**Parade Avenue Problems – unused portion**

Rick Beck reappeared to report that the junk on the two lots has been removed, including the tires. The trailer on the RoW still hasn't been removed, and the owner contends this is on HIS property. Voedisch suggested that perhaps the specific area needs to be surveyed again to ascertain where Town property ends and the property owner in question starts.

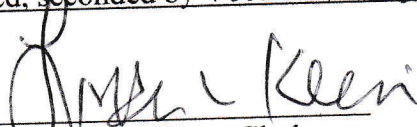
**New Business**

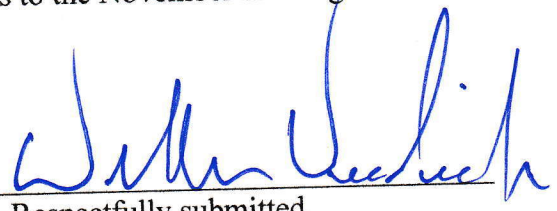
**Hillcrest Animal Hospital**

Hillcrest is increasing their fees effective January 2016. They want to know if the Town wants to increase its impound fees. Sherrill Reid reported that she will bill her fee whenever she gets a call from the sheriff even if she takes no action. With inadequate information to decide, the board will defer the approval of Hillcrest's new rates to the November meeting.

Adams moved, seconded by Voedisch, to adjourn.

Attest:

  
Linda L. Klein, Town Clerk

  
Respectfully submitted,  
Bill Voedisch, Board Chair



Cash Control Statement

Town of May

For the Period : 9/1/2015 To 9/30/2015

<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	\$178,564.06	\$8,849.20	\$18,246.73	\$169,166.53	\$8,849.20	\$18,246.73	\$178,564.06
Road and Bridge	\$194,701.67	\$106,444.17	\$120,987.93	\$180,157.91	\$106,444.17	\$120,987.93	\$194,701.67
Levied Park Fund	\$6,201.90	\$1.24	\$602.18	\$5,600.96	\$1.24	\$602.18	\$6,201.90
Fire Fund	\$94,399.29	\$18.93	\$0.00	\$94,418.22	\$18.93	\$0.00	\$94,399.29
201 Sewer Fund	\$26,494.61	\$4,537.54	\$1,540.52	\$29,491.63	\$4,537.54	\$1,540.52	\$26,494.61
General Capital Projects	\$23,765.15	\$20,004.76	\$0.00	\$43,769.91	\$20,004.76	\$0.00	\$23,765.15
Park Acquisition and Development (Optional)	\$6,887.30	\$1.39	\$0.00	\$6,888.69	\$1.39	\$0.00	\$6,887.30
201 Sewer Replacement	\$2,000.00	\$0.40	\$3,076.50	(\$1,076.10)	\$0.40	\$3,076.50	\$2,000.00
201 Sewer Pumping Fund	\$6,650.00	\$1.33	\$0.00	\$6,651.33	\$1.33	\$0.00	\$6,650.00
Midcontinent Com Security	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
<b>Total</b>	<b>\$544,663.98</b>	<b>\$139,858.96</b>	<b>\$144,453.86</b>	<b>\$540,069.08</b>	<b>\$139,858.96</b>	<b>\$144,453.86</b>	<b>\$544,663.98</b>

September 30, 2015

MONTH OF SEPTEMBER

	CASH	ESCROW	PLANNING FEES AS OF 10/1/15
CASH	CHECKING \$1,000.00		
	MONEY MARKET \$534,069.08		
TOTAL CASH	\$535,069.08		
ESCROW	CENTURY LINK \$3,529.61		
	CONNEXUS ENERGY \$291.00		
	FRONTIER UTILITY ESCROW \$3,056.00		
	SCIENCE MUSEUM OF MN \$0.00		
	WILDER FOUNDATION \$141.60		
	XCEL UTILITY ESCROW \$4,869.29		
	ROAD ESCROWS \$500.00		
	PLANNING FEES ESCROW (\$988.75)		
TOTAL ESCROW	\$11,398.75		
TOTAL CASH & INVESTMENTS*	\$1,073,205.43		

Letters of Credit: None

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

TOTAL ESCROW

TOTAL CASH & INVESTMENTS\*

# TOWN OF MAY

## CURRENT CD INVESTMENT SUMMARY

As of 9/30/15

### GENERAL

Security Bank - 10/5/15	\$59,803.40
<b>TOTAL GENERAL</b>	<b>\$59,803.40</b>

### ROAD & BRIDGE

Blacktopping expires 11/30/15	\$59,782.98
Blacktopping expires 7/7/16	\$15,295.75
Lynch Blacktopping expires 10/23/15	\$67,050.11
Lynch Sealcoating expires 10/23/15	\$25,018.70
Road Construction expires 7/7/16	\$22,942.90
<b>TOTAL ROAD &amp; BRIDGE</b>	<b>\$190,090.44</b>

### PARK

Security Bank - 10/5/15	\$20,464.71
<b>TOTAL PARK</b>	<b>\$20,464.71</b>

### CAPITAL

Security Bank - 2/6/16	\$112,175.66
<b>TOTAL CAPITAL</b>	<b>\$112,175.66</b>

### 201 SEWER REPLACEMENT

Security Bank - 10/8/15	\$70,410.12
Security Bank - 11/30/14	\$66,882.23
<b>TOTAL 201 REPLACEMENT</b>	<b>\$137,292.35</b>

### 201 SEWER PUMPING FUND

Security Bank - 10/8/15	\$13,309.79
<b>TOTAL 201 PUMPING FUND</b>	<b>\$13,309.79</b>

Total CDs	\$533,136.35
<b>TOTAL INVESTMENTS</b>	<b>\$533,136.35</b>

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

As of 9/30/15

**GENERAL FUND**

MONEY MARKET	\$169,166.53
INVESTMENTS	\$59,803.40
<b>COMMITTED</b>	
ROAD ESCROWS	\$500.00
ESCROWS	\$11,398.75
CONTINGENCY	\$50,000.00
2016 LEVY REDUCTION	\$40,000.00
CASH FLOW	\$76,138.00
<b>COMMITTED TOTAL</b>	<b>\$178,036.75</b>
<b>UNCOMMITTED</b>	<b>\$50,933.18</b>

**ROAD & BRIDGE FUND**

MONEY MARKET	\$180,157.91
INVESTMENTS	\$190,090.44
<b>COMMITTED</b>	
CAPITAL PROJECTS:	
ROAD CONSTRUCTION	\$0.00
INVESTMENTS	\$22,942.90
BLACKTOPPING	\$0.00
INVESTMENTS	\$75,078.73
LYNCH ROAD - CD	\$67,050.11
CALCIUM CHLORIDE	\$32,874.46
SEALCOATING/CRACK SEALING	\$1,251.00
LYNCH ROAD - CD	\$25,018.70
REDUCE 2015 LEVY	\$85,152.00
<b>COMMITTED TOTAL</b>	<b>\$309,367.90</b>
<b>UNCOMMITTED</b>	<b>\$60,880.45</b>

**LEVIED PARK FUND**

MONEY MARKET	\$5,600.96
<b>COMMITTED TOTAL</b>	<b>\$5,600.96</b>

**FIRE FUND**

MONEY MARKET	\$94,418.22
<b>COMMITTED TOTAL</b>	<b>\$94,418.22</b>

**CAPITAL FUND**

MONEY MARKET	\$43,769.91
INVESTMENTS	\$112,175.66
<b>COMMITTED</b>	
HEAVY EQUIPMENT	\$155,945.57
<b>COMMITTED TOTAL</b>	<b>\$155,945.57</b>

Total Money Market	<b>\$493,113.53</b>
Total Investments	<b>\$362,069.50</b>
	<b><u>\$855,183.03</u></b>

Total Committed	<b>\$743,369.40</b>
Total Uncommitted	<b>\$111,813.63</b>
	<b><u>\$855,183.03</u></b>

Statement of Receipts, Disbursements and Balances (Schedule 1)

Town of May

As of 09/30/2015

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	\$214,340.91	\$125,773.06	\$0.00	\$0.00	\$170,947.44	\$0.00	\$0.00	\$169,166.53	\$59,803.40	\$228,969.93
Road & Bridge Fund	\$217,294.58	\$305,757.14	\$0.00	\$0.00	\$342,893.81	\$0.00	\$0.00	\$180,157.91	\$190,090.44	\$370,248.35
Levied Park Fund	\$6,348.55	\$2,702.97	\$0.00	\$0.00	\$3,450.56	\$0.00	\$0.00	\$5,600.96	\$0.00	\$5,600.96
Fire Fund	\$86,274.87	\$96,244.85	\$0.00	\$0.00	\$88,101.50	\$0.00	\$0.00	\$94,418.22	\$0.00	\$94,418.22
201 Sewer Fund	\$30,198.84	\$33,139.83	\$0.00	\$0.00	\$21,597.04	\$0.00	\$12,250.00	\$29,491.63	\$0.00	\$29,491.63
Capital Projects Fund	\$60,540.95	\$33,228.96	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$43,769.91	\$112,175.66	\$155,945.57
Park Fund	\$6,875.45	\$13.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,888.69	\$20,464.71	\$27,353.40
201 Sewer Replacement	\$0.00	\$5,000.40	\$0.00	\$0.00	\$6,076.50	\$0.00	\$0.00	(\$1,076.10)	\$137,292.35	\$136,216.25
201 Sewer Pumping Fund	\$0.00	\$6,651.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,651.33	\$13,309.79	\$19,961.12
Midcontinent Corn Security	\$5,000.00	\$10.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
Vets Rest Camp Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$626,874.15</b>	<b>\$608,521.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$633,076.85</b>	<b>\$50,000.00</b>	<b>\$12,250.00</b>	<b>\$540,069.08</b>	<b>\$533,136.35</b>	<b>\$1,073,205.43</b>