

**TOWN of MAY**  
**WASHINGTON COUNTY, MINNESOTA**  
**OFFICIAL TOWN BOARD MINUTES**  
**October 16, 2020**

The Board of Supervisors of the Town of May convened a special meeting on Friday, October 16, 2020, via virtual telephone/video conference. Those present included: Board members John Adams, John Pazlar, and Bill Voedisch, and Clerk/Treasurer Linda Tibbetts. Adams called the meeting to order at 8:34 a.m.

The sole purpose of this special meeting is to discuss CARES Act Fund expenditures. Public Notice of the meeting was posted on the website as well as at the Town Hall at least 72 hours before.

Tibbetts applied for and the township received \$70,850.00 in CARES Act funding in late July. Tibbetts purchased personal protective equipment and other needed supplies for the primary and general elections using the CARES Act funding. Money not spent by November 15, 2020 will be sent to Washington County.

The CARES Act provides that payments from the funding may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the covered period. The statute specifies that expenditures using fund payments must be "necessary." The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending fund payment.

**Website Communication**

The town's current website was built in the mid 2000's through GovOffice. It lacks the ability to deliver necessary communication to residents such as email listserv, fillable applications and forms, and township documentation requested from residents and others doing business in the township. By update the website to permit an email listserv, fillable applications and forms, as well as township documentation, it will reduce the need for human contact between township staff and the public. Further, by updating the website, the township will have tools available to reach residents quickly with updates on public safety and key information on public health.

Adams moved, seconded by Voedisch, to expend \$10,680.00 to upgrade the town's current website in support of better communication with residents, to reduce physical interaction with public and staff, and to increase methods of reaching residents with key township public health announcements. By Roll Call Vote: Adams YES, Pazlar: YES, Voedisch YES. Motion passed.

Tibbetts will work with GovOffice to facilitate the contract. She will see if there can be a 60 day backout clause from the date of the inception of the contract.

**Remote Communication**

Currently, board members are using their own technology, and borrowed technology, to log into virtual board meetings. Further, they use their personal laptops for township business. To increase the security of township documentation, as well as deliver virtual contact of board members and staff. Pazlar will spec out the proposed laptops and get information to Tibbetts to purchase.

Adams moved, seconded by Pazlar, to purchase four laptops not to exceed \$7,500.00 to ensure virtual communication at board meetings as well as to store township data. By Roll Call Vote: Adams YES, Pazlar: YES, Voedisch YES. Motion passed.

**Documentation Communication**


Tibbetts is waiting for Metro Sales to submit a quote for scanning of minute books whereby the files can be searchable and uploaded to the updated website. This will eliminate staff and public interactions when information on previous meetings is requested. She will have a quote for town board review at the November 5, 2020 meeting.

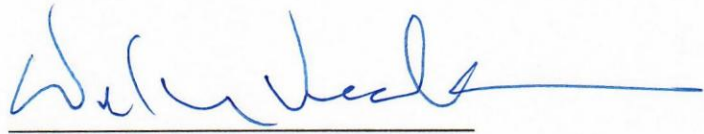
Adams moved, seconded by Pazlar, to adjourn the meeting. By Roll Call Vote: Adams: YES; Pazlar: Absent; Voedisch: YES. Motion passed.

Meeting adjourned at 9:38 a.m.

Submitted:

Approved:

  
\_\_\_\_\_  
Linda Tibbetts  
Clerk/Treasurer

  
\_\_\_\_\_  
Bill Voedisch  
Board Chair

