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PLANNING COMMISSION  
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Stillwater, MN 55082  
(612) 209-3042

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**AGENDA**  
**TOWN OF MAY**  
**ANNUAL MEETING**  
**March 14, 2023 at 8:15 p.m.**

**13939 Norell Ave. N.**  
**Marine on St. Croix, MN 55047**

- 1) Call Meeting to Order
- 2) Determine May Township Residents for Voting Purposes
- 3) Election of Moderator
- 4) 2022 Annual Meeting Minutes, Reading or Waive, and Accept
- 5) 2022 Financial Report, Reading or Waive and Accept
- 6) Washington County Updates. Fran Miron
  - a) Road Projects
  - b) Big Marine Regional Park
  - c) Land and Water Legacy initiative within the Township
  - d) Kelly Land and Cattle Company (tentative)
- 7) Youth Service Bureau
  - a) Linda Madsen. Youth Service Bureau. *(Present to answer questions)*
- 8) Proposed Tax Levy 2024 as presented in the 2023 Newsletter, Amendments and Vote
- 9) Legal Newspaper
- 10) Gopher Bounty
- 11) Comments/Concerns about Current Permits
- 12) Set Time and Place for 2024 Annual Meeting *(Proposed: March 12, 2024 at 8:15pm. Town Hall)*
- 13) Citizen Considerations
- 14) Adjourn
- 15) Board of Canvass

**TOWN of MAY  
WASHINGTON COUNTY, MINNESOTA  
ANNUAL MEETING – OFFICIAL MINUTES  
March 8, 2022**

The Town of May held its Annual Meeting on March 8, 2022 via ZOOM. Those present included: Todd Holt, Cheryl Holt, John Adams, Sheila Hause, John Pazlar, David Szczepanski, Bill Voedisch, Molly Sanford, Leigh Delisi, Cathy Wegener, Cheryl Bennett, Dean Tilley, Mary Tilley, Steve Magner, Washington County Commissioner Fran Miron, Cory Slagle from Washington County Public Works, Jenna Jones from Forest Lake Youth Service Bureau and Clerk/Treasurer Linda Tibbetts. Tibbetts called the meeting to order at 8:15 p.m.

At their February 3, 2022 Town Board Meeting, the May Town Board adopted Resolution 2022-02 allowing the Annual Meeting to be conducted virtually.

**Determine May Township Residents for Voting Purposes**

Tibbetts determined those present with voting rights: Cathy Wegener, Cheryl Holt, Todd Holt, Dave Szczepanski, Bill Voedisch, John Adams, Steve Magner, John Pazlar, Molly Sanford, Dean Tilley, Mary Tilley, Cheryl Bennett, Leigh Delisi, and Sheila Hause.

**Election of Moderator**

Tibbetts asked for nominations from the audience for moderator of the annual meeting. Cheryl Bennett moved, seconded by Bill Voedisch, to nominate and elect David Szczepanski as moderator of the Annual Meeting. Roll call vote: ALL YES. Motion passed.

**2021 Annual Meeting Minutes, Reading or Waive, and Accept**

The 2021 Annual Meeting Minutes were posted on the website in March 2021 for review. Szczepanski asked for a motion to read the minutes, or to waive the reading of the minutes and accept. Voedisch moved, seconded by Bennett, to waive the reading of the minutes and accept the minutes as presented. Roll call vote: ALL YES. Motion passed.

**2021 Financial Report, Reading or Waive, and Accept**

The 2021 Financial Report was posted on the township's website in advance of the meeting. Tibbetts reported as of December 31, 2021 the township's bank balance was \$1,468,037 and was open for any questions or comments regarding any receipts, budget balances, transactions, disbursements, etc. Wegener moved, seconded by Voedisch, to waive the reading and accept the 2021 Financial Report as presented. Roll call vote: ALL YES. Motion passed.

**Youth Service Bureau**

Tibbetts reported the town paid \$2,500.00 to Lakes Center for Youth & Families and \$2,500.00 to Stillwater Youth Service Bureau in 2021. The proposed 2023 levy includes the same. Jenna Jones from Forest Lake's Youth Service Bureau was present to relay how much the township's contract help serve the citizens in the township and throughout the area. Voedisch moved, seconded by Bennett, to allocate \$5,000.00 for the local youth service bureaus in the 2023 levy. Roll call vote: ALL YES. Motion passed.

### **Proposed Tax Levy 2023**

The proposed 2023 levy was mailed to citizens in the February 2022 Newsletter as well as published on the township's website. The Town Board approved the proposed 2023 tax levy at \$980,920, a 1.75% increase from the 2022 tax levy.

Adams moved, seconded by Pazlar, to approve the 2023 levy set at \$980,920. By Roll Call Vote: ALL YES. Motion passed.

### **Legal Newspaper**

Szczepanski noted the township's legal newspaper for 2021 was *Country Messenger*. Hause moved, seconded by Cheryl Holt, to continue using the *Country Messenger* as the town's legal newspaper. By Roll Call Vote: ALL YES. Motion passed.

### **Gopher Bounty**

Tibbetts reported that in 2021, the town paid \$0.00 in gopher bounty. Szczepanski moved, seconded by Chris Hause, to continue the gopher bounty at \$1.50 per pair of front feet. By Roll Call Vote: ALL YES. Motion passed.

### **Comments/Concerns about Current Permits**

Szczepanski asked if residents had any comments or concerns with current May Township permit holders, which include small business and Conditional Use Permit holders. No comments or concerns were brought before the meeting.

### **Washington County Updates**

County Commissioner Miron was in attendance, as well as Cory Slagle from Public Works. He wanted to report on several projects that impact the township.

#### Road Projects

Miron mentioned the County Highway 3 pavement improvement project is coming up in 2022. This project consists of Olinda Trail from County Road 4 to Old Marine Trail and will include pavement replacement, guardrail replacement, curb and gutter repairs, new signage, and striping. The roadway will remain open during construction, but citizens can expect some delays.

The County Road 15 resurfacing project from Lynch Road to 240<sup>th</sup> Street (county line) and this project will be completed in 2022. Seven locations will have right turn lane improvements and two centerline culvert replacements. The roadway will be open throughout construction with some traffic delays.

The County Road 15 and State Trunk Highway 36 interchange project is underway. This is slated to be completed by the middle of July this year. The county is planning a grand opening to thank the legislature for funding provided, both state and federal, as well as county and city funding.

Miron mentioned the project slated for 2024 of the reconstruction of County Road 55 from County Road 4 to County Road 7 is on track. He has enjoyed and appreciated the partnership with the township, and he is proud of the community input in reaching a design that is well supported.

County Road 15 will have the addition of rumble strips from County Road 12 to 240<sup>th</sup> Street (county line). The county was awarded a federal grant through the Highway Safety Improvement

Program to install centerline rumble strips. This project will be done in 2023 and will warn drivers who cross the centerline.

Regarding the 15/36 interchange, Hause asked for clarification on whether the entrance ramp will change from under the bridge to a straight right entrance to westbound 36 as she has noticed safety issues with the current under the bridge entrance ramp. Slagle said there will be construction of a straight right entrance to westbound 36 as the current under the bridge entrance ramp is temporary in nature. Adams asked when this project would be completed, and it was reiterated that it would be finished in mid-July of 2022.

Szczepanski asked for an update on the future interchange of Lake Elmo Avenue and Truck Highway 36. Miron responded that the county is in the planning process for this project, and they are seeking funding through a state bonding request. The county recognizes Lake Elmo Avenue as the next intersection along 36 that needs improvement. Miron said federal funding is available for the planning stage, but they are looking for building funds. Slagle added that the county has lined up 10 million in federal funds for the construction – he noted interchanges run in the 25 to 35 million range and they are working to fund that gap. This construction is tentatively planned for the 2025-2026 range.

#### Conservation Easements

Miron updated the citizens about work the county just recently approved after discussion with the Town Board. He respects the moratorium the township passed last summer to give them time to update their Town Code on land use items. He has had discussions with the township on planned conservation easements at the Science Museum Research Station and the county, along with the Land and Water Legacy Program and Minnesota Land Trust placed a conservation easement on 129 acres of the Science Museum's property along the St. Croix River in May Township. The county board authorized that action through a resolution and related documents are being executed. The allowable use of that property is not changing and that is one of the discussions Miron had with the town board and, according to Miron, was the reason the county was allowed to move forward with that conservation easement purchase. The county also adopted a resolution to acquire 80 acres of vacant land along 170<sup>th</sup> Street in May Township for inclusion into the Big Marine Park Reserve. Miron said he had discussions with the Town Board back in September regarding this acquisition and that the map boundaries of the Big Marine Park have been in place for many years, and he said have been supported by the township. Miron said the county will continue working with the township on any conservation or park projects in the community.

Miron thanked the Town Board for all their work, as well as Tibbetts who extends communication between the town and the county which he is most appreciative.

#### **Set Time and Place for 2023 Annual Meeting**

It was noted that the Town Hall should be the place to hold the Annual Meeting in 2023. Delisi noted it would be nice to offer a hybrid version wherein Zoom and in-person were available. Tibbetts mentioned this would be a great use of ARPA funds to update the Town Hall for this well used feature. Szczepanski moved, seconded by Holt, to hold the 2023 Annual Meeting on Tuesday, March 14, 2023 at 8:15 p.m. at the May Town Hall. By Roll Call Vote: ALL YES. Motion passed.

## **Election Results**

Tibbetts provided the Town Supervisor election results as follows: John Pazlar received 29 votes. There were zero write-in votes.

## **Citizen Considerations**

Szczepanski asked those present to bring forward any considerations for discussion.

### High-Speed Internet

Delisi would like to see broadband brought into the township. She is hoping with the infrastructure bill recently passed by the current administration, funding could be found to undertake a town wide upgrade to high-speed internet. She wanted to know how the township was planning to proceed. Tibbetts responded that although there are grants and funding available, May Township, due to its high level of average income/wealth, is not as desirable to be chosen. Pazlar agreed this has been an issue in the past. Also, Pazlar said that the cost to enter such an undertaking would be well into the millions wherein the township would need to cover matching funds. The township has tried twice in the past to come into negotiations with local providers for upgrades which have not been successful. Miron sent a letter to the township on how the county has available funding for broadband, but he can certainly look deeper into this and provide any information from the county to the township. Voedisch noted that a neighborhood in the township pooled their money and paid for the upgrade to high-speed internet. He asked Adams if a pool could be set up wherein if neighborhoods or “pockets of people” want to get the high-speed internet upgrade from their provider, the town could offer matching funds to help subsidize the project. Adams said he would like to get more information before he could provide a full response. Voedisch said the town needs to figure out if this type of matching funding is allowable with ARPA or the Build Back Better funds. Miron said the county has invested in Chromebooks at the local libraries that are available for checkout that provide high-speed internet connection.

### Gravel Road Maintenance

Voedisch noted he has several items to discuss regarding gravel road maintenance. Before the meeting, he sent several photos and a video to Tibbetts to show during the Annual Meeting. However, due to low bandwidth at the Town Hall, where the clerk was located, she was unable to show said photos/videos. Voedisch said without the photos/video, he would not be able to relay his concerns. Therefore, it was suggested to bring it to the April 7, 2022 Town Board Meeting for review and consideration.

### Snowplowing

Szczepanski commented that the company that is plowing township roads this season had done an outstanding job this year. He appreciates the fact that a “beach worth of sand” is not left on the roadway. Further, the sweeping company, in Szczepanski’s opinion, does an excellent job at spring cleanup. Wegener mentioned that a few mailboxes in her neighborhood have been hit by the plow.

### Railroad Tunnel County Road 4/Ostrum Trail

Sanford noted the graffiti in the tunnel on County Road 4 and mentioned a great deterrent of such is to paint a mural by professional artists or organized by community members. The content of the graffiti current on the tunnel is not reflective of the community nor inviting to visitors.

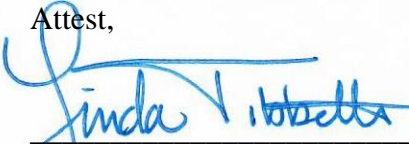
Board Election

Mary Tilley suggested we move the board election from March to November due to the low turnout and the amount of money it cost taxpayers to hold an election in March, as opposed to November. Pazlar noted that, in his opinion, municipal elections are “lost” in the big November ballot, and he is willing to spend money for judges, staff, expenses to hold the election in March. Bennett opined it is tradition and there have been many highly opposed elections. Szczepanski noted it brings the citizens to the Annual Meeting which is an important part of the township.

Voedisch moved, seconded by Bennett, to adjourn the meeting. By Roll Call Vote: ALL YES. Motion passed.

The meeting adjourned at 9:22 p.m.

Attest,



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Linda Tibbetts  
Clerk/Treasurer

Respectfully submitted,

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Dave Szczepanski  
Moderator

**TOWN OF MAY**

**ANNUAL STATEMENT OF THE TOWN TREASURER**

**CALENDAR YEAR 2022**

The annual statement of Marsha Olson, Deputy Clerk/Treasurer of the Town of May, County of Washington, State of Minnesota, of the monies recorded by her into the Town Treasury and also of the money paid out by her, for the Calendar Year ending December 31, 2022, is as follows:

STATE OF MINNESOTA  
 COUNTY OF WASHINGTON  
 TOWN OF MAY

I hereby certify that the following statement is a true account of all money received into the Town Treasury of the said Town of May from the Washington County Treasurer, the State of Minnesota, and from all other persons, and also, of all money paid out by me as Deputy Clerk/Treasurer of said Town for the calendar year ending December 31, 2022; and the following sums remained in my hands as Deputy Clerk/Treasurer on the last day of that calendar year.

**TOWN OF MAY**  
**ACCOUNT BALANCES**

General Accounts:

General Fund	\$ 416,751
Road and Bridge	\$ 879,260
Levied Park Fund	<u>\$ 23,831</u>

Dedicated Accounts:

Fire Fund	\$ (5,684)
201 Sewer Fund	\$ 94,475
Covid Relief Fund (ARPA)	\$ 319,002
General Capital Projects	\$ 130,459
Park Acquisition & Development	\$ 22,578
201 Sewer Replacement	\$ 130,326
201 Sewer Pumping Fund	\$ 34,072
Midcontinent Com Security	<u>\$ 5,000</u>

**TOTAL BANK BALANCES** \$ 2,050,069

Given under my hand this fourteenth day of March 2023.

Marsha Olson  
 Deputy Clerk/Treasurer  
 Town of May

**TOWN OF MAY**  
**2022 BUDGET VS ACTUAL**  
**2023 APPROVED LEVY, 2024 PROPOSED LEVY**

	<b>2022 BUDGET</b>	<b>2022 ACTUAL</b>	<b>2023 APPROVED LEVY</b>	<b>2024 PROPOSED LEVY</b>
<b>GENERAL FUND</b>				
PROPERTY TAXES	161,679	159,484	167,295	209,820
CABLE FRANCHISE FEES	6,000	6,457	6,100	6,250
ANNUAL & SMALL BUSINESS PERMITS	3,550	1,144	3,300	3,850
BUILDING PERMITS	80,000	138,952	80,000	80,000
TOWN AID	900	945	900	945
ZONING FEES/C OF C/MISC FEES	650	239,245	400	1,950
ANIMAL CONTROL FEES	-	75	-	-
COURT FINES	275	322	275	300
201 SEWER ADMIN FEES	600	750	1,000	1,000
FUND SPENDOWN	-	-	-	-
INTEREST REVENUE	250	753	250	500
<b>TOTAL GENERAL FUND REVENUE</b>	<b>253,904</b>	<b>548,127</b>	<b>259,520</b>	<b>304,615</b>
GENERAL GOVERNMENT	19,500	18,474	18,745	19,325
SUPERVISORS	11,880	12,123	12,055	12,185
PLANNING COMMISSION	200	-	200	200
ORDINANCES & PROCEEDINGS	-	-	-	-
CLERK	52,991	81,653	54,070	72,770
TREASURER	20,118	21,103	21,100	23,290
ACCOUNTING	16,000	15,803	15,275	16,750
TOWN ATTORNEY	25,000	16,930	25,000	30,000
PLANNER/ZONING	25,050	38,538	30,400	45,000
TOWN HALL	8,635	11,274	8,235	8,250
ASSESSOR	15,600	15,600	15,600	15,600
ELECTIONS	4,130	5,846	3,030	6,075
PUBLIC SAFETY (CODE RED)	220	218	220	220
BUILDING INSPECTOR (NON-LEVY)*	44,000	75,632	44,000	44,000
ANIMAL CONTROL	5,500	2,263	5,550	4,950
ESCROW	-	47,571	-	-
YOUTH SERVICE BUREAU	5,000	2,500	5,000	5,000
MISCELLANEOUS	80	-	-	-
INTERFUND TRANSFER	-	-	-	-
OTHER FINANCING USES - Gopher Bounty	-	-	1,040	1,000
<b>TOTAL GENERAL FUND DISBURSEMENTS</b>	<b>253,904</b>	<b>365,527</b>	<b>259,520</b>	<b>304,615</b>
<b>ROAD &amp; BRIDGE FUND</b>				
REVENUE ROAD & BRIDGE FUND				
PROPERTY TAXES	531,280	531,851	549,013	561,616
GRAVEL TAX	12,800	5,050	14,950	12,350
COUNTY GRANT	24,500	32,987	23,600	26,400
MINING FEES (5 YEARS)	7,500	-	-	-
GRAVEL INCOME - PITS	7,500	4,461	7,500	7,500
CAL CHLORIDE/GRAVEL COST SHARE	3,000	6,332	5,000	6,700
HUNTERS RIDGE REIMBURSEMENT	1,150	851	1,150	1,150
MISCELLANEOUS INCOME	-	-	-	-
INTEREST INCOME	150	-	150	-
<b>TOTAL ROAD &amp; BRIDGE REVENUE</b>	<b>587,880</b>	<b>581,531</b>	<b>601,363</b>	<b>615,716</b>



	2022 BUDGET	2022 ACTUAL	2023 APPROVED LEVY	2024 PROPOSED LEVY
ENGINEERING	21,250	21,253	23,500	23,500
HS&R - GRAVEL, BUILDING, INSURANCE, ETC.	85,420	70,257	97,500	141,817
PAVING PROJECTS	65,000	-	75,000	75,000
PAVED STREETS MAINTENANCE	99,000	33,916	118,814	83,549
SNOW & ICE REMOVAL	95,000	86,645	100,605	105,000
R & B EQUIPMENT MAINTENANCE & RENTAL	69,940	19,194	20,000	14,600
RR CROSSING LEASE	1,150	1,150	1,150	1,150
CALCIUM CHLORIDE	146,170	146,488	154,794	163,950
STORM DRAINAGE/CULVERTS/VACUUM	4,950	2,150	10,000	7,150
PURCHASE OF INVESTMENTS	-	10,000	-	-
<b>TOTAL ROAD &amp; BRIDGE FUND DISBURSEMENTS</b>	587,880	391,052	601,363	615,716
<b>LEVIED PARK FUND</b>				
REVENUE LEVIED PARK FUND				
PROPERTY TAXES	6,700	6,710	12,484	12,335
PARK FEES	-	-	-	-
INTEREST INCOME	25	112	25	25
<b>TOTAL LEVIED PARK FUND REVENUE</b>	6,725	6,822	12,509	12,360
PARKS/RECREATION	6,725	7,763	12,509	12,360
<b>TOTAL LEVIED PARK FUND DISBURSEMENTS</b>	6,725	7,763	12,509	12,360
<b>FIRE FUND</b>				
REVENUE FIRE FUND				
PROPERTY TAXES	229,386	229,537	252,128	261,725
FUND SPENDOWN	-	-	-	-
INTERFUND TRANSFER	-	-	-	-
INTEREST INCOME	75	-	75	-
<b>TOTAL FIRE FUND REVENUE</b>	229,461	229,537	252,203	261,725
FIRE PROTECTION	229,461	230,460	252,203	261,725
INTERFUND TRANSFER	-	-	-	-
<b>TOTAL FIRE FUND DISBURSEMENTS</b>	229,461	230,460	252,203	261,725
<b>CAPITAL PROJECTS FUND</b>				
REVENUE CAPITAL PROJECTS FUND				
PROPERTY TAXES	40,000	39,573	-	-
INTEREST	-	477	-	-
<b>TOTAL CAPITAL PROJECTS FUND REVENUE</b>	40,000	40,050	-	-
BUILDINGS & STRUCTURES	-	-	-	-
ROAD & BRIDGE EQUIPMENT	40,000	186	-	-
<b>TOTAL CAPITAL PROJECTS DISBURSEMENTS</b>	40,000	186	-	-
<b>TOTAL LEVY</b>	<b>969,046</b>	<b>967,155</b>	<b>980,920</b>	<b>1,045,496</b>