

**WASHINGTON COUNTY
TOWN OF MAY
OFFICIAL TOWN BOARD MINUTES
September 3, 2015**

The Board of Supervisors of the Town of May met at their regular monthly meeting on Thursday, September 3, 2015, at the May Town Hall. Those present included: Bill Voedisch, Board Chair; John Pazlar, Supervisor; John Adams, Supervisor; Cheryl Bennett, Treasurer, Town Treasurer; Katie Kasper, Town Engineer; Dave Snyder, Town Attorney; Jack Kramer, Building Inspector; and residents of the Town of May. Absent: Linda Klein, Town Clerk. Voedisch called the meeting to order at 7:00.

Minutes, Checks, Treasurer's Report

Voedisch moved, seconded by Pazlar, to approve the minutes of the August 6, 2015, regular town board meeting. All approved.

Pazlar moved, seconded by Voedisch, to approve checks 18359 through 18396 for the month of September as well as electronic funds transfers EFTS915, EFTF915 to the State and IRS, respectively as presented. All approved.

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

Voedisch moved, seconded by Pazlar, to cash the blacktop CD in the amount of \$101,797.22 to fund the Morgan Avenue repaving project. 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.

201 System Update

Manhole Repair & System Maintenance and/or Repair:

Engineer Kasper requested permission from the board to solicit quotes from alternate contractors to have the manhole repair on Panorama near 130th St completed prior to snow fall since C&B has not yet provided us with a quote. Adams is planning to talk to Jill at C&B.

Kasper also reported that they have not received a "not to exceed" quote for two separate repair strategies for the leaking services located between 14783 130th St. N. and 14777 130th St. N. and asked for permission to get quotes from alternate contractors for this project also.

Adams moved, seconded by Pazlar to get quotes for both jobs. All approved.

Drainfield Lock Box and Additional Locks

Voedisch reported that he went to check on the lockbox and make sure that the key works. He found the lockbox at the far right gate hinge, but the lock seems to need WD 40. He will take care of doing that as he checks all the locks against the master key.

Engineering and Roads

Morgan Avenue Reconstruction Project

Concrete curb and gutter installations in selected areas, bituminous curb installation, base paving and drainage swale grading have been completed. Kasper reported that she had been there in the rain and the road was draining properly. The contractor should be done by early next week.

There appears to be a problem with water standing in the culvert under the roadway between the two catch basins. Kasper recommends lining the culvert to extend the life without excavating the newly paved road. She also recommended that we check other town culverts to see if standing water is a problem in other culverts. If so, they should be lined with a plastic liner to help prevent the deterioration.

Voedisch said we should make a visual or camera inspection of all culverts under the road part of any total repave project.

The board approved a first payment of \$95,593.27 to Valley Paving with the approval of the monthly checks.

2015 Crack Fill and Chip Seal Project

Allied Blacktop has completed the crack fill and seal coat improvements on Ravine Circle, Riverview Trail and 124th Street. 124th Street crack seal repairs were to previous crack fill areas that have failed. They have been swept and look excellent.

Pazlar moved, seconded by Adams, to approve the payment to Allied Blacktop in the amount of \$34,887.40. All approved.

2015 Sign Replacement

A new sign on Kimbro Avenue and 169th Street has spelling error as it says "Kimbo." City of Maplewood is preparing a new sign and the road crew will install it when it is ready.

150th Street Emergency Culvert Repair

On August 26th after neighbor complaints, Voedisch inspected and then contacted the engineers about a failed culvert and a hole in the road on 150th Street east of Morgan Avenue. WSB solicited and received quotes from C. W. Houle for \$10,450, Fuhr Trenching for \$3,400, and Peterson Excavating for \$3,000. Given the emergency nature of the situation and the price from Peterson, Voedisch approved the work to be done by Peterson. The work was completed on Monday, August 31, 2015 and came in under the quote.

Voedisch moved, seconded by Adams, to approve \$2,850. to Peterson Excavating for the emergency repair. All approved.

2015/2016 Snow Plowing

Because we will need snow plowing services this winter, various contractors were contacted as to their interest. Voedisch contacted Frattalone and Invision Services. Invision had not yet submitted a quote but will do so.

Katie contacted other contractors:

Fuhr Trenching did not submit a quote, but was interested.

Dresel Contracting –

 Town supplied equipment \$50/hour;

 Contractor supplied equipment –

 Pickup with 9' 2" V-Plow = \$100/hour

 Front end loader = \$175/hour

Raleigh Trucking did not submit a quote and had pending interest.

Miller Excavating did not submit a quote and had pending interest.

Ken Johnson (plows for City of Grant) did not submit a quote and had pending interest.

Voedisch is going to ask Peterson Excavating to submit a quote.

Voedisch presented Snow Plowing Services Requirements, which is attached to these minutes. Discussion was held as to starting times, 4 AM vs 8 AM. Bennett and Kasper thought 6 AM would be a better alternative so roads are plowed for school buses. Marvin and Tom Schroeder both indicated that it takes about 12 – 16 hours to plow a major snow fall.

If the town buys our own fuel, we do not have to pay taxes on it. It was discussed that the fuel tanks could be stored on the contractor's property. Pazlar suggested we could verify miles driven vs fuel usage.

Pazlar questioned the contractor's ability to "feather plow" and not destroy our gravel roads during thawed conditions. Voedisch said it was part of the "Requirements" and could be made a special point during interviews.

Voedisch and Kasper would like to submit two or three candidates for the next meeting.

Old Business

Glory of May Finalists

Almost Home (Sara Tennis), Gated Lane (Renee Arcand), and Country Livin' (Naomi Arcand) were first, second and third place, respectively, winners in the Glory of May photo contest. Laurie Allman presented ideas on how to frame the pictures and related costs. Carol Seefeldt can print either a picture or on canvas. Pazlar recommended we "do a good job" and it may get more people to participate in the contest in the future. Adams suggested we do the prints in the

same frame as the Town Hall picture. The first place winner will be permanently displayed, while second and third place prints will be up for one year.

Adams moved, seconded Voedisch to have Seefeldt produce the picture and Ken Milbrandt will do the framing. All approved.

LMCIT Insurance List

Bennett reported that new exit signs are in place and that the front door now has emergency lights on the exit sign. Pazlar has contacted Balsam Tree Care to remove the trees and brush from the back of the town hall and in the park area. The board agreed that since they were residents and had done work on the park last year pro bono, they be given the job.

Connectivity Update

Voedisch reports that he has provided the County with the key contact people at Century Link and that they will be meeting about a broad initiative, which will include the remaining under-served addresses in May Township.

Personnel Manual

Snyder reported on the second draft and that he had contacted Treasurer Bennett to help with some of the vacation and insurance issues. Bennett indicated that there is a lot of stuff in the policy, such as appropriate dress and work hours, which do not apply to the town employees since we work out of our homes. Voedisch thought Snyder and Bennett should continue to work together to remove unnecessary items and if there is a question, leave it in and mark it for the board to review. The target is the October meeting for a Board review of the manual.

Violations

Gohl Grading Permit – 14180 May Avenue

Pazlar reported that everything is being done to fix the wetland and attributed the progress to Jed Chesnut. Pazlar reported Chesnut is very non-confrontational and works well with the citizens. The charges from Washington Conservation District for Jed's time will be invoiced to Gohl.

Accumulation of Items on Vacant Lot – County Road 15 and Lynch Rd.

Voedisch reported that most of the items have been removed.

Parade Avenue Problems – unused portion


Rick Beck and Aaron Cain were at the meeting to find out the progress of the garbage on Parade Avenue. They reported that there are more tires and junk there. Voedisch took pictures when he toured the site this past month with Mr. Cane. Planner Sparks has the photos and is working on initial violation letters to be sent out. Thereafter letters will come from the attorney.

New Business

No new business was presented.

Adams moved, seconded by Voedisch, to adjourn.

Attest: _____
Cheryl D. Bennett, Town Treasurer



Respectfully submitted,
Bill Voedisch, Board Chair

**May Township
Snow Plowing Services Requirements**

- 43 miles of roads: 27 gravel, 16 paved
- For gravel roads in thawed conditions, plowing requires “raised plow” feathering
- Using the Town’s trucks in preferred, at least to start, but we will also entertain quotes that use contractor trucks
- Town trucks: 2004 Sterling tandem, front plow, wing, box and sander; 2010 Freightliner single axle, 10 foot front plow, no wing, box and sander
- Contractor stores our trucks at their site; outside parking is acceptable if heater plug-ins are available
- Boxes loaded with a salt/sand mix at all times
- Quote rates for two start times: 4 AM and 8 AM
- Heavy snows would generally be plowed starting at 4 AM; lighter snows of 2” or less would generally be an 8 AM start time. The Town makes this determination the day (or night) before
- The second day of a heavy snow would generally mean a second plowing pass to widen the plowing width, and to sand
- For final plowing passes, lay down sand mix as needed
- For non-plow sanding runs, 8 AM start time is adequate
- EMERGENCY sanding as necessary – ice storms, thaw-freeze events etc
- Routine maintenance should be provided: replace edges, oil changes, air filter etc. Tire work can be contracted out.
- Fuel: to be determined

For the Period: 8/1/2015 To 8/31/2015

<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	\$183,692.16	\$11,053.80	\$15,351.59	\$179,394.37	\$11,053.80	\$15,496.59	\$183,837.16
Road and Bridge	\$274,037.29	\$7,989.35	\$87,324.97	\$194,701.67	\$7,989.35	\$87,324.97	\$274,037.29
Levied Park Fund	\$7,129.71	\$1.59	\$929.40	\$6,201.90	\$1.59	\$929.40	\$7,129.71
Fire Fund	\$94,378.21	\$21.08	\$0.00	\$94,399.29	\$21.08	\$0.00	\$94,378.21
201 Sewer Fund	\$40,640.84	\$2,303.47	\$16,449.70	\$26,494.61	\$2,303.47	\$16,449.70	\$40,640.84
General Capital Projects	\$23,759.83	\$5.32	\$0.00	\$23,765.15	\$5.32	\$0.00	\$23,759.83
Park Acquisition and Development (Optional)	\$6,885.77	\$1.53	\$0.00	\$6,887.30	\$1.53	\$0.00	\$6,885.77
201 Sewer Replacement	\$0.00	\$5,000.00	\$3,000.00	\$2,000.00	\$5,000.00	\$3,000.00	\$0.00
201 Sewer Pumping Fund	\$0.00	\$6,650.00	\$0.00	\$6,650.00	\$6,650.00	\$0.00	\$0.00
Midcontinent Com Security	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
Total	\$635,523.81	\$33,026.14	\$123,055.66	\$545,494.29	\$33,026.14	\$123,200.66	\$635,668.81

MONTH OF AUGUST

CASH

CHECKING	\$1,000.00
MONEY MARKET	\$539,494.29

TOTAL CASH

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	(\$775.10)
TOTAL ESCROW	\$11,612.40

TOTAL CASH & INVESTMENTS*

\$1,204,943.35 *

August 31, 2015

PLANNING FEES AS OF 9/3/15

RICHARD & LAURA GESSLER	\$305.80
DAN GOHL	(\$134.10)
MANITOU FUND	(\$390.00)
DAON WESTERHEIM (AG PRESERVE)	(\$306.80)
	(\$250.00)
TOTAL	(\$775.10)

Letters of Credit: None

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

TOWN OF MAY

CURRENT CD INVESTMENT SUMMARY

As of 8/31/15

GENERAL

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

ROAD & BRIDGE

Blacktopping expires 3/6/15	\$101,723.09
Gravel expires 3/17/15	\$24,589.62
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
TOTAL ROAD & BRIDGE	\$316,403.15

PARK

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

CAPITAL

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

201 SEWER REPLACEMENT

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

201 SEWER PUMPING FUND

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

Total CDs	\$659,449.06
TOTAL INVESTMENTS	\$659,449.06

COMMITTED AND UNCOMMITTED DOLLARS BY FUND
LEVIED FUNDS ONLY

As of 8/31/15

GENERAL FUND

MONEY MARKET	\$179,394.37
INVESTMENTS	\$59,803.40
COMMITTED	
ROAD ESCROWS	\$500.00
ESCROWS	\$11,612.40
CONTINGENCY	\$50,000.00
2016 LEVY REDUCTION	\$40,000.00
CASH FLOW	\$76,138.00
COMMITTED TOTAL	\$178,250.40
UNCOMMITTED	\$60,947.37

ROAD & BRIDGE FUND

MONEY MARKET	\$194,701.67
INVESTMENTS	\$316,403.15
COMMITTED	
GRAVEL TAX (MAY AVE.)	\$4,589.62
CAPITAL PROJECTS:	
ROAD CONSTRUCTION	\$0.00
INVESTMENTS	\$22,942.90
BLACKTOPPING	\$2,381.00
INVESTMENTS	\$176,801.82
LYNCH ROAD - CD	\$67,050.11
CALCIUM CHLORIDE	\$15,107.20
SEALCOATING/CRACK SEALING	\$36,138.50
LYNCH ROAD - CD	\$25,018.70
REDUCE 2015 LEVY	\$85,152.00
COMMITTED TOTAL	\$435,181.85
UNCOMMITTED	\$75,922.97

LEVIED PARK FUND

MONEY MARKET	\$6,201.90
COMMITTED TOTAL	\$6,201.90

FIRE FUND

MONEY MARKET	\$94,399.29
COMMITTED TOTAL	\$94,399.29

CAPITAL FUND

MONEY MARKET	\$23,765.15
GRAVEL TAX CD per 1/28/15 meet	\$20,000.00
INVESTMENTS	\$112,175.66
COMMITTED	
HEAVY EQUIPMENT	\$155,940.81
COMMITTED TOTAL	\$155,940.81

Total Money Market	\$498,462.38
Total Investments	\$508,382.21
	\$1,006,844.59

Total Committed	\$869,974.25
Total Uncommitted	\$136,870.34
	\$1,006,844.59