

MAY TOWNSHIP MINUTES
January 9 2020
Re-Organization Meeting
And Annual Audit 2019 Books
May Town Hall 6:00 p.m.

Members Present: Supervisors: David Horn, Jason Berg, and Dan Donahue
Clerk: Bianca Wyffels, Treasurer: Bridgette Brown
Members Absent: None
Others Present: None

CALL TO ORDER: B Wyffels called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited.

CHAIRMAN: B Wyffels, clerk, called for nominations for 2020 board chairman. A motion by D Horn, seconded by D Donahue to appoint Jason Barg as Chairman of the board for the 2020 year, carried unanimously.

VICE-CHAIRMAN: J Barg called for nominations for 2020 board Vice-Chairman. A motion by D Donahue, seconded by J Barg to appoint David Horn for Vice-Chairman 2020, carried unanimously.

APPROVE AGENDA: A motion by D Horn, seconded by D Donahue to approve the agenda as presented, carried unanimously.

RE-ORGANIZATION MINUTES 2019: B Wyffels read the 2019 re-organization minutes. A motion by D Horn, seconded by D Donahue to approve the 2019 re-organization minutes as read, carried unanimously.

UNANIMOUS BALLOT: A motion by D Horn, seconded by D Donahue to cast a unanimous ballot for the following official newspaper, posting place, depository, official signatures, park board representative, motley fire department representative, pillager fire department, carried unanimously.

- Official Newspaper: Staples World is official newspaper for legal notices, etc.
- Posting Place: Township Hall
- Depository: Pine River State Bank in Pillager, authorizing the May Township Treasurer to make payroll liability and investment electronic transfers as necessary
- Official Signatures: Jason Barg, Chairman; Dave Horn, Vice-Chairman; Bridgette Brown, Treasurer; Bianca Wyffels, Clerk; Becky Ressler, Deputy Clerk
- Board Assignments: Jason Barg, Pillager Park Board; Dave Horn, Motley Fire Department; Dan Donahue, Pillager Fire Department

MILEAGE REIMBURSEMENT: A motion by D Horn, seconded by D Donahue to set the 2020 mileage reimbursement rate for all employees, election judge and elected official at the current IRS rate, carried unanimously.

CELL PHONE: A motion by D Donahue, seconded by D Horn to provide a cell phone for both grader employees, employees using above and beyond the minutes in the approved plan will be charged accordingly, supervisors wishing to have a cell phone through the township plan may do so as long as they pay all charges including taxes, carried unanimously.

INTERNET: The township board has installed internet at the May Township Hall. Therefore, they are no longer paying the \$30 to the treasurer or Verizon month-to-month plan for a JetPac.

SCHEDULE MAY TOWNSHIP HALL MEETINGS: A motion by D Donahue seconded by D Horn to set regular township meetings on the second Monday of the month beginning at 7:00 p.m., with a second meeting on the fourth Monday of the month for June, July and August beginning at 7:00 p.m., carried unanimously.

Regular Meeting Dates:

- January 6 2020 Regular meeting
- January 9 2020 - Re-organization and Board of Audit meeting
- February 10 2020
- March 9 2020
- March 10 2020 (Annual meeting)
- April 13 2020
- May 11 2020
- June 8 2020
- June 22 2020 (Road maintenance)
- July 13 2020
- July 27 2020 (Road maintenance)
- August 10 2020
- August 24 2020 (Road maintenance)
- September 14 2020
- October 12 2020
- November 9 2020
- December 14 2020

COMPENSATION AND WAGES: A motion by D Horn, seconded by D Donahue to set the 2020 wages for the clerk at \$400.00 per month, the treasurer at \$300.00 per month, supervisors at \$200.00 per month, extra work will be compensated at \$15.00 per hour, no compensation will be paid for the annual audit, carried unanimously.

General Labor - A motion by D Donahue, seconded by D Horn to set the general labor and election judges wage at \$15.00 per hour, carried unanimously.

Road Crew - A motion by D Horn, seconded by D Donahue to set the 2020 wages for May Township grader operators at \$24.31 per hour, carried unanimously.

A motion by D Horn, seconded by D Donahue to compensate township grader operators one hour wages for attending regular township meetings, carried unanimously.

A motion by D Horn, seconded by D Donahue to set the RENTAL rate for use of a personal chainsaw for township work at \$5.50 per hour, carried unanimously.

RESOLUTIONS: A motion by D Donahue, seconded by D Horn to make no changes to the present Snowplowing and Bridgeman Cemetery resolutions, carried unanimously.

EMPLOYEE CONTRACTS PER STATE WAGE LAWS: B Wyffels presented a sample employee “at will” contract for review. The contracts are required by the State of Minnesota to inform employees of the benefits they receive and the withholdings from their checks. A motion by D Donahue, seconded by D Horn to approve the proposed wage statement form, carried unanimously.

ROAD SUPERVISOR: The board discussed the pros and cons of hiring a road maintenance supervisor. A motion by D Horn, seconded by D Donahue to create a position called Road Maintenance Supervisor, carried unanimously. The board will create a job description, they asked if the person should be an employee or a board supervisor, discussion followed. The board will continue this conversation at the February 2020 meeting.

ANY OTHER BUSINESS AS NEEDED: 61st Avenue – D Horn presented a quote from Wayne Stark Engineering regarding the culvert on 61st Avenue and water flow. A motion by D Horn, seconded by D Donahue to pay \$525 to Wayne Stark Engineering to size the culvert needed to keep the water flow on 61st Avenue, carried unanimously.

ANNUAL AUDIT 2019 BOOKS: Bridgette Brown and Bianca Wyffels presented the board with the 2019 accounting books. Discussion followed regarding receipts, CTAS, disbursements, checking accounts, saving accounts, etc. A motion by D Horn, seconded by D Donahue to accept the 2019 Audit as presented by the Clerk and Treasurer, carried unanimously.

ADJOURNMENT: A motion by D Horn, seconded by J Barg to adjourn the meeting at 7:27 p.m., carried unanimously.

Respectfully Submitted,

Jason Barg
Jason Barg, May Township Board Chair

Bianca Wyffels
Bianca Wyffels, May Township Clerk