

MAY TOWNSHIP MINUTES
April 13 2020

Elected Members Present: Supervisors – Jason Barg, Dan Donahue, David Horn
Treasurer – Bridgette Brown, Clerk – Bianca Wyffels

Elected Members Absent: None

Employees Present: Dave Hildahl

Employees Absent: Dale Fleischacker, Conrad Alexander

Others Present: Mark Breneman, Bob Kadus, Keith Rogers, Charlie Swenson, Ashlyn and Beau VanVickle, Bill Wyffels

Note: No more than 10 persons were at the board meeting at one time, all residents and elected officials were posted 6 feet apart as per the Governor's Stay-at-Home orders.

CALL TO ORDER: J Barg called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited.

APPROVE THE AGENDA: A motion by D Horn, seconded by D Donahue to approve the agenda with the addition of: VanVickle Lawn mowing, Bridgeman Cemetery fencing, Driveway permits, Assessment meeting, carried unanimously.

TREASURER'S REPORT: April Treasurer's report–

\$92389.74 February 2020 beginning balance checking, savings, grader savings (all accounts)

\$ 948.51 March 2020 Receipts

(\$6609.80) March 2020 disbursements

\$86728.45 March 2020 ending balance **all accounts**

\$40954.44 **Checking** balance

\$ 9804.64 **General savings** balance

\$35969.37 **Grader savings** balance

A motion by D Horn, seconded by D Donahue to approve the April 2020 treasurer's report, subject to audit, carried unanimously.

PAY BILLS: The clerk and treasurer presented payroll and disbursement claims. The board reviewed. A motion by D Donahue, seconded by D Horn to approve check/claims/payroll 9869-9894 PR Liabilities, and wire transfers, carried unanimously.

MINUTES: B Wyffels read the March 9 2020 minutes. A motion by D Horn, seconded by D Donahue to approve the March 9 2020 regular meeting minutes, carried unanimously.

COMMENTS FROM VISITORS:

Keith Rogers – Culvert on 116th Street, clean out and ditch.

Bob Kadus – no concerns.

Mark Breneman – using the new web site, suggested changes, likes the new financial report.

Charlie Swenson – asked about the road bid process. Board addressed his questions.

Beau and Ashlynn VanVickle – stated they are having issues with people using their driveway for parking at Bridgeman Cemetery. The board will discuss parking and fencing later in this meeting.

ROAD MAINTENANCE: All roads are good. Nothing else to report.

124th (25W) – A motion by D Horn, seconded by D Donahue to have Hildahl Construction install a culvert on 124th Street (25W) where road work has been completed, carried unanimously.

Spring Project Review – The board reviewed the work they have approved for completion on 49th Avenue and 104th Street. No action taken.

Spring Road Review – The board agreed to meet on May 1 2020, 9:00 a.m., starting at the May Township Hall, for the spring road review.

Contractors – The following contractors presented their hourly rates per piece of equipment: Hildahl Contractors, VanVickle Excavating, and Swenson Aggregate and Construction.

OTHER REPORTS:

Motley Fire Department – No report.

Pillager Fire Department – Calendar sales are still going good. Regular meeting.

Pillager Park Board – weed control, sealing tables, putting docks in, water slide was donated, applied for the Crow Wing Power grant.

OLD BUSINESS:

Position Descriptions - Maintenance Supervisor and Heavy Equipment Operator – A motion by D Horn, seconded by D Donahue to approve the position descriptions for the Maintenance Supervisor and the Heavy Equipment Operator, carried unanimously.

Purchasing Policy – The board reviewed the proposed purchasing policy. It was agreed to add a line for a retainer fee on road projects. A new copy of the policy will be presented at the May regular board meeting.

Assessment Meeting - The meeting was held on April 6 2020. Minutes were presented to the board, prepared by the Cass County Assessor.

2020 Spring Short Course – Spring Short Course meetings have been cancelled.

Maintenance Building – New building specifications. The board discussed their specifications for the new maintenance building. Such things as: size of building, number of windows, heating, concrete, overhead and service doors, floor grates, insulation, etc. No action taken.

NEW BUSINESS:

Bridgeman Cemetery Burial Request Application – D Horn stated he would like to see a head stone fee paid when burial site is granted. Discussion followed. D Donahue will create a form to be filled out by residents requesting a burial site at Bridgeman Cemetery. The board will also request a flat head stone fee at the time of application submission. The fee and application form will be kept on file at the May Township hall with the Clerk. Application form, when finalized, will be on the website for easy access.

Bridgeman Cemetery Fence – Discussion was held regarding the fence at Bridgeman Cemetery. The fence needs to be repaired and moved. The fence will help distinguish a parking lot. J Barg will bring back new fencing estimates to the May regular board meeting.

VanVickle Mowing – Clint and Carson VanVickle presented a mowing contract for the 2020 summer. A motion by D Horn, seconded by D Donahue to approve the contract as presented, carried unanimously.

Driveway Permit – D Horn presented an “application for access driveway permit”. He asked the board if they would like to re-instate the use of this permit process as it has been used in the past. Discussion followed. The board agreed to use the permit process. The clerk will create a permit application and put on the web site.

CLOSED MEETING: Employee Update – The board closed the meeting at 9:22 p.m. for a discussion on employees. The board re-opened the meeting at 9:40 p.m. The board reviewed employee performance. Employee will be asked to attend the next board meeting.

OTHER BUSINESS: PNP Election – B Wyffels stated she has sent the expenses for the PNP Election to Cass County. The total submitted: \$1013.38.

Landfill Moratorium – B Wyffels stated she has been in contact with Cass County, Brainerd MPCA, and State MPCA regarding a landfill moratorium. No action taken. Research will continue.

CONTINUATION: At 10:10 p.m. the board agreed to continue this meeting on April 27 2020 at 6:00 p.m.

APRIL 27 2020 6:00 P.M.

Elected Members Present: Supervisors – Jason Barg, Dan Donahue, David Horn

Clerk – Bianca Wyffels

Elected Members Absent: None

Employees Present: Dave Hildahl, Conrad Alexander

Employees Absent: Dale Fleischacker

Others Present: Mark Breneman, Doug Barnett

Meeting re-convened at 6:00 p.m. April 27 2020.

Pledge of Allegiance was recited.

Discussion began.

Maintenance Building – D Donahue presented more information regarding a loan for the maintenance building. Discussion followed on the best options for May Township. A MN Rural Development Loan is approximately 2.3% as of the date of this meeting. No action taken.

J Barg stated he has been in contact with general contractors and building companies. Discussion followed.

D Horn presented an estimate from a trust company in Pine River. Discussion on snow load and spacing of the trusts was held. No action taken.

It was decided, Board members are to find the contractor whom they would like to supervise the building of the new maintenance garage. They will choose 2-3 of these contractors to come to a second meeting in May to present their ideas, thoughts, etc.

Mark Breneman presented a Post Frame Building Estimate from Menards.

Closed Meeting 6:30 p.m. to 6:38 p.m.

At 6:30 p.m. the Board of Supervisors closed the meeting for a private discussion with C Alexander. At 6:38 p.m. the Board of Supervisors re-opened the meeting.

Re-open Meeting at 6:38 p.m.

The board stated they have accepted C Alexander's verbal resignation with regret and wish him well in his future endeavors.

Road Grader Operator: A motion by D Donahue, seconded by D Horn, to hire Bill Wyffels to run road grader for May Township, carried unanimously.

Road Projects Under \$25000 – D Horn stated he would like to give all May Township Road maintenance projects under \$25000 to Dave Hildahl. Discussion followed. A motion by D Horn, seconded by D Donahue to give the 49th Avenue project to Hildahl Construction, project is not to exceed \$25000 for time and material, carried unanimously. If left over dirt from this project look at using it to start building the pad for the new maintenance shop.

96th Street (7E) – need a culvert. Will look at on Road Review day.

Other road projects were discussed. No action will be taken until after road review on May 1 2020.

Comments from Visitors:

Doug Barnett – had questions on the cost of the fire departments to May Township. If it would be better to use one and not two departments. The board stated there are sections in May Township which both fire departments are responsible for and gave the reason we have to keep using two fire departments in our township. He also had questions on the disposal of the old maintenance garage.

Driveway Access Permit Process – D Horn presented an Application for Access Driveway Permit from Larry Holmberg. The application and \$150 check was given to the clerk for processing. Once the driveway is in the board will review, if satisfactory, they will sign the permit.

ADJOURNMENT: A motion by D Horn, seconded by D Donahue to adjourn the meeting at 8:45 p.m., carried unanimously.

Respectfully submitted,

Jason Barg

Chairman

Bianca Wyffels

Bianca Wyffels, Clerk