

**MAY TOWNSHIP MINUTES**  
**5834 112<sup>th</sup> Street**  
**Pillager, MN 56473**  
**August 10 2020**

Elected Members Present: Supervisors – Jason Barg, Dan Donahue, David Horn  
Clerk – Bianca Wyffels Treasurer – Bridgette Brown  
Employees Present: Dave Hildahl, Bill Wyffels, Jake Sirucek  
Employees Absent: None  
Others Present: Chad Converse, Tom and Kathy Bisek, Mark Breneman

Note: No more than 10 persons were in the township hall 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 7:02 p.m.

**PLEDGE OF ALLEGIANCE:** Pledge of Allegiance was recited.

**CONSENT AGENDA:** A motion by D Horn, seconded by D Donahue to approve the consent agenda, including the agenda, Clerk’s report: July 13 and 27 2020, the following was added to the agenda: Pine River Bank, Cemetery, gravel 100<sup>th</sup> Street, handicapped ramp extension, carried unanimously.

**TREASURER’S REPORT:** August Treasurer’s report– A motion by D Horn, seconded by D Donahue to approve the August 2020 treasurers report as presented subject to audit, carried unanimously.

\$ 112271.76 June 2020 beginning balance checking, savings, grader savings (all accounts)  
\$ 46692.42 July 2020 Receipts  
\$ 42813.75 July 2020 disbursements  
\$ 116150.43 July 2020 ending balance **all accounts**  
\$ 20396.26 **Checking** balance  
\$ 59763.90 **General savings** balance  
\$ 35990.27 **Grader savings** balance

**PAY BILLS:** The clerk presented payroll and disbursement claims. The board reviewed. A motion by D Horn, seconded by D Donahue to approve check/claims/payroll 9945-9974 PR Liabilities, and wire transfers, carried unanimously.

**COMMENTS FROM VISITORS:**

Chad Converse – 1. Gravel, 2. Election update. Both will be addressed during the meeting.

Tom and Kathy Bisek – 1. Just moved to area, curious about the meeting.

Mark Breneman – 1. Maintenance building pad needs to be part of overall building costs. The board agreed all expenses will be recorded under the same fund (program code).

**OTHER REPORTS:**

**Motley Fire Department** – June one run in May Township.

**Pillager Fire Department** – Not able to get to meeting.

**Pillager Park Board** – There was a short meeting, dock has been updated with additional spindles for safety.

**ROAD MAINTENANCE: 108th Street** – done and seeded. 124<sup>th</sup> Street, 61<sup>st</sup> Avenue, and Red River trail need to be graded once a week unless to dry.

**Spraying** – The board agreed to start spraying roads as soon as possible.

**Gravel Hauling** – The board asked Dave Hildahl to contact Charlie Swenson and Jim Lund and set up a schedule to have gravel hauled on the previously approved roads. This should be started on August 24 2020.

#### **OLD BUSINESS:**

**Maintenance Building Financing** – D Donahue stated he has been in contact with Pine River Bank. Discussion was held on the advantages of using Pine River Bank verses another bank or applying for a federal loan. A motion by D Horn, seconded by J Barg to approve applying for a loan with the Pine River Bank for the new maintenance building, carried unanimously.

**Maintenance Building** – VanVickle Masonry LLC presented a quote for the new maintenance building. The board reviewed. After discussion the board agreed the total project is going to be over \$175000. More information is needed on the process for bidding a project over \$175000.

**Maintenance Building Specs** – The board reviewed all the information they have received to date regarding the maintenance building. Then they discussed the maintenance building specifications.

**Legal Fees** – D Donahue presented a Representation Agreement between May Township and Borden, Steinbauer, Krueger & Knutson. This agreement is to have the legal papers drawn up to engage in a loan with Pine River State Bank for the new maintenance building. Attorney fees: \$215 per hour, Paralegal or Legal Assistant fees: \$100 per hour. A motion by D Donahue, seconded by J Barg to enter into an agreement between May Township and Borden, Steinbauer, Krueger & Knutson (lawyers) for the purpose of drawing the legal papers necessary to bond for the new maintenance building, carried unanimously.

**Bridgeman Cemetery** – D Horn stated he has been in contact with Gordon Martin regarding Bridgeman Cemetery. He has expressed interest in resigning as Cemetery Supervisor. No action taken.

**Election Update** – The Clerk stated we have purchased shields for the election judge stations, hand sanitizer, etc. for the election on August 11 2020. These costs will be sent to Cass County for reimbursement.

#### **NEW BUSINESS:**

**Gravel** - A motion by D Horn, seconded by J Barg to approve crushing a 1000 yards of gravel at a cost of \$3.50 per yard from Hoffman Gravel and an additional \$0.90 for county pit run, carried unanimously.

**Handicapped Ramp** - A motion by D Horn, seconded by J Barg to extend the handicapped ramp with stairs going off the north side, carried unanimously.

**CARSS ACT Monies** – The clerk stated there are monies we can use to purchase election supplies related to COVID 19 and monies we can use to purchase IT equipment for the township related to COVID 19. D Donahue will work with B Wyffels to access this funding.

**100<sup>th</sup> Street** A motion by D Horn, seconded by J Barg to approve 3 inches gravel on 100<sup>th</sup> Street (4E), carried unanimously.

**CONTINUATION MEETING** – At 9:00 p.m. a motion by D Horn, seconded by D Donahue to continue the meeting on August 17 2020 at 8:00 a.m., to review and finalize the building specifications, carried unanimously.

**CALLED TO ORDER:** The meeting was called to order at 8:00 a.m. Dave Horn and Dan Donahue were present at 8:00 a.m. Jason Barg was present through speaker phone. Clerk: Bianca Wyffels. Pledge of Allegiance was recited.

D Horn and D Donahue separated the quotes received by independently identifiable parts as per page 6 MAT document C4000. The board agreed to act as their own general contractor for this project, to save costs. They created a spreadsheet with a breakdown of costs per identifiable part.

**Bridgeman Cemetery** – D Horn and D Donahue held a discussion on Bridgeman Cemetery. D Donahue made a motion, seconded by D Horn to survey Bridgeman Cemetery, develop a new map, and stake the corners, using Jim Kramer, carried unanimously.

**CONTINUATION MEETING** – At 9:00 a.m. a motion was made by D Horn, seconded by D Donahue to continue this meeting until 5:00 p.m. August 17 2020 in order for Jason Barg to be present, carried unanimously.

**CALL TO ORDER:** J Barg called the meeting to order at 5:00 p.m. Supervisors present: D Horn, D Donahue, J Barg. Clerk: Bianca Wyffels.

D Donahue presented a spreadsheet of all quotes received. The spreadsheet is broken down by the following components: building, electrical, plumbing and heating, concrete, legal and site preparation. D Donahue stated he has been in contact with PRSB (Pine River State Bank) and our legal counsel. Paperwork is in process for a May Township bond for the maintenance building. No issues at this time.

Discussion followed on the process the board would like to use to proceed with the maintenance building project. The board reviewed all quote, by above stated categories and choose the three lowest quotes for the construction. A motion by D Horn, seconded by D Donahue to invite VanVickle Masonry, Kevin’s Electric and Sportsman’s Plumbing to attend the August 24 2020 meeting, for the purpose of contracting work for our new maintenance building, carried unanimously.

**ADJOURNMENT:** A motion by D Horn, seconded by D Donahue to adjourn the meeting at 6:20 p.m. carried unanimously.

Respectfully Submitted,

Jason Barg  
Chairman

Bianca Wyffels  
Bianca Wyffels, Clerk