

## MAY TOWNSHIP MINUTES

January 6 2020

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

Treasurer - Absent, Clerk – Bianca Wyffels Treasurer - Bridgette Brown

Elected Members Absent: None

Employees Present: Dave Hildahl, Conrad Alexander

Employees Absent: Dale Fleischacker

Others Present: Brenda Lowber

**CALL TO ORDER:** D Horn called the meeting to order at 7:00 p.m.

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

**APPROVE THE AGENDA:** A motion by J Barg, seconded by D Donahue to approve the agenda, carried unanimously.

**TREASURER'S REPORT:** January Treasurer's report– December receipts \$84937.87 December disbursements \$6746.55, checking balance \$92358.39, savings \$87819.37 grader savings \$900.12. Total checking, savings and investments, December 2019 \$92358.39. A motion by J Barg, seconded by D Donahue to approve the December 2019 treasurer's report, subject to audit, carried unanimously.

**PAY BILLS:** The clerk presented payroll and disbursement claims. The board reviewed. A motion by J Barg, seconded by D Donahue to approve check/claims/payroll 9811-9830, PR Liabilities, and wire transfers, carried unanimously.

**FUND TRANSFER:** B Wyffels presented a Cash Control Statement showing the fund balances. It showed the need to transfer funds from the general fund to the cemetery fund (this does not affect cash). She stated this had not been done for several years and is needed for the year-end report to the secretary of state. Discussion followed. A motion by D Horn, seconded by J Barg to move \$1900.00 from the general fund to the cemetery fund, retro-active to December 31 2019, carried unanimously (this motion does not affect cash).

A motion by J Barg, seconded by D Donahue to move \$35000 into the grader savings account, carried unanimously.

**MINUTES:** B Wyffels read the December 2019 minutes. A motion by J Barg, seconded by D Donahue to approve the December 9 2019 regular meeting minutes, carried unanimously

### COMMENTS FROM VISITORS:

No comments from visitors.

**ROAD MAINTENANCE:** D Hildahl and C Alexander reported snow plowing is going good. Question was asked if we should start scraping roads. Discussion followed. The board agreed to scrap roads (for ice build-up) mainly on the north facing intersections and spot check other roads for ice buildup.

#### **OTHER REPORTS:**

**Motley Fire Department** – no report.

**Pillager Fire Department** – meeting was tonight not able to attend.

**Pillager Park Board** - no meeting.

#### **OLD BUSINESS:**

**Culvert Map** – second large map for a spare wall map has been ordered. Not received yet.

**Web Page** – D Donahue has postcard ready to send to May Township residents regarding the new website and new township email address. He presented it to the board. No changes needed. Will be sent as soon as webpage is complete.

**MAT Clerk/Treasurer Training** - B Wyffels asked if she and the treasurer could attend MAT Clerk/Treasurer Training on January 30 2020. A motion by J Barg, seconded by D Donahue to pay the registration fee, mileage and an hourly wage to the clerk and treasurer to attend the January 30 2020 training, carried unanimously.

**61<sup>st</sup> Avenue Culvert Issue** – D Horn talked with Jim Kramer. Mr. Kramer ask him to call another person. D Horn will update the board as this progresses.

#### **NEW BUSINESS:**

**SYLVAN TOWNLINE SHARED ROAD AGREEMENT:** The clerk received an email from Sylvan Township request they sign a new agreement for the “old farm road” running south from county road #31 to where it joins Pinto Pass (45<sup>th</sup> Avenue SW). Discussion followed on the odd/even year description. The document was signed.

**MAINTENANCE BUILDING:** The board discussed more issues to building a new maintenance garage. They will bring their ideas to the annual meeting in March.

#### **ANY OTHER BUSINESS NEEDED:**

**Floor Jack** – A motion by D Donahue, seconded by J Barg to have C Alexender purchase a floor jack for the township maintenance building, carried unanimously.

**Annual Meeting** – The board discussed ways to encourage residents to attend the annual meeting. Their concern is not enough residents are attending the meeting, the levy is set by a small number of residents, and the costs of maintaining township roads has increased significantly in the last few years. They will try to reach more residents on current issues of May Township by adding a letter to the webpage.

**The meeting did not adjourn it has been continued to Friday, January 10 at 9:00 a.m. to work on annual meeting letter to residents.**

#### **JANUARY 10 2020, 9:00 A.M. CONTINUATION MEETING:**

**Letter to residents** - The board brainstormed on the following: how to get more residents to attend and participate in setting the 2021 levy, how to explain the needs of May Township roads, etc. The board drafted a letter, the clerk will type and add to the townships webpage.

**Grader Operator** – The board reviewed the present grader operators’ performance. After discussion the board agreed to pursue a replacement.

**Road Supervisor Position** – The board continued the discussion on whether to or not to add an employee as road supervisor. A job description will be created and reviewed at the February meeting. Look into conflict of interest if we add the job duties to a present employee’s description.

**ADJOURNMENT:** A motion by D Donahue, seconded by D Horn to adjourn the meeting at 10:55 a.m., carried unanimously.

Respectfully submitted,

David Horn  
Chairman

Bianca Wyffels  
Bianca Wyffels, Clerk

**MAY TOWNSHIP MINUTES**  
**February 10 2020**

Elected Members Present: Supervisors – Jason Barg, Dan Donahue, David Horn  
Treasurer - Absent, Clerk – Bianca Wyffels Treasurer - Bridgette Brown  
Elected Members Absent: None  
Employees Present: Dave Hildahl, Conrad Alexander  
Employees Absent: Dale Fleischacker  
Others Present: Chad Converse, Charlie Swenson, Pat Bundy

**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 culvert on 61<sup>st</sup> Avenue, deputy treasurer, bid form, carried unanimously.

**TREASURER'S REPORT:** February Treasurer's report– January receipts \$3136.33 January disbursements \$7307.24, checking balance \$16332.28, savings \$35899.92 grader savings \$35955.28. Total checking, savings and investments, January 2020 \$88187.48. A motion by D Donahue, seconded by D Horn to approve the January 2020 treasurer's report, subject to audit, carried unanimously.

**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 9831-9844, PR Liabilities, and wire transfers, carried unanimously.

**MINUTES:** B Wyffels read the January 2020 minutes. A motion by D Horn, seconded by D Donahue to approve the January 6 2020 regular meeting minutes, carried unanimously. A motion by D Donahue, seconded by D Horn to approve the January 9 2020 re-organization meeting, carried unanimously.

**COMMENTS FROM VISITORS:**

Charlie Swenson – here for information on future road projects.

Chad Converse – had questions regarding the proposed new township garage. He said Morton Buildings has a snow guarantee and he thought the board should seek a proposal from them on the new township garage.

Pat Bundy – Land Department – presented two land sales Parcel #15 South May Township (\$44400) and Parcel #16 South May Township (\$15600). Mr. Bundy said these parcels do not fit into the county's long term land management plan and are better fitted for ownership and use. May Township does not want to purchase these parcels and approved the sale. A motion by D Horn, seconded by D Donahue to approve the sale of both Parcels #15 and #16, carried unanimously. May Township will receive 20% of the land sales.

**ROAD MAINTENANCE:** Snow has been pushed back from roads, residents are asking about ice scraping, etc.  
**Machinery Rates** – The board discussed how and who to ask for machinery rates. No action was taken.

**61<sup>st</sup> Avenue Culvert Issue:** Wayne Stark was asked to review the water drainage on 61<sup>st</sup> Avenue. The results were presented to the board. Discussion followed. No action was taken.

**OTHER REPORTS:**

**Motley Fire Department** – D Horn reviewed the annual bill from the Motley Fire Department & their annual report.

**Pillager Fire Department** – reviewed the Pillager Fire Department annual report.

**Pillager Park Board** - no meeting.

**OLD BUSINESS:**

**Employee Contract** – The board reviewed the contracts for the grader operators. Employee's signed and D Donahue witnessed the signatures.

**Culvert Map** – second large map received.

**Maintenance Building** - The board discussed more issues to building a new maintenance garage. How to pay for the building was discussed. An USDA grant was discussed, and other types of funding.

**Floor Jack** – C Alexander has purchased a floor jack.

**NEW BUSINESS:**

**Election Judges** - A motion by D Horn, seconded by D Donahue to approve the following as judges for the March 2020 PNP election: Susan Sebasky, Tom and Linda Michealson, Brian Horn, Bianca Wyffels, Bridgette Brown, Beth Ausland, Mark Brenneman, and Dave Horn carried unanimously.

**Set Levy** – A motion by D Horn, seconded by D Donahue to request the following levy at the annual meeting: General Fund - \$50000; Road and Bridge Fund - \$150000; Fire Fund - \$25000; New Building Project - \$50000, carried unanimously.

**Deputy Treasurer** – A motion by D Horn, seconded by D Donahue to approve paying \$15 an hour for 5 hours of training to the deputy treasurer, carried unanimously. After 5 hours the board will review again.

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

Respectfully submitted,

Jason Barg  
Chairman

Bianca Wyffels  
Bianca Wyffels, Clerk

**MAY TOWNSHIP MINUTES**  
**March 9 2020**

Elected Members Present: Supervisors – Jason Barg, Dan Donahue, David Horn  
Treasurer - Absent, Clerk – Bianca Wyffels Treasurer - Bridgette Brown  
Elected Members Absent: None  
Employees Present: Dave Hildahl, Conrad Alexander  
Employees Absent: Dale Fleischacker  
Others Present: Mark Breneman, Jim Ackerson, Bob Kadus, Keith Rogers, Jake Sirucek, Charlie Swenson, Wanda Lutzke

**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, carried unanimously.

**TREASURER'S REPORT: March Treasurer's report–**

\$88187.48 January beginning balance checking, savings, grader savings (all accounts)

\$23911.74 February Receipts

(\$19709.43) February disbursements

**\$92389.74 February ending balance all accounts**

\$46623.74 **Checking balance**

\$ 9803.58 **General savings balance**

\$35962.42 **Grader savings balance**

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

**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 9845-9868 PR Liabilities, and wire transfers, carried unanimously.

**MINUTES:** B Wyffels read the February 2020 minutes. A motion by D Horn, seconded by D Donahue to approve the February 10 2020 regular meeting minutes, carried unanimously.

**January 2020 minutes correction –** A motion by D Donahue, seconded by D Horn to make the following correction to the January 2020 minutes: **TREASURER'S REPORT:** January Treasurer's report– December receipts \$84937.87 December disbursements \$6746.55, **checking balance ~~\$92358.39~~ \$3638.90**, savings \$87819.37 grader savings \$900.12. Total checking, savings and investments, December 2019 \$92358.39. A motion by J Barg, seconded by D Donahue to approve the December 2019 treasurer's report, subject to audit, carried unanimously. Carried unanimously.

**COMMENTS FROM VISITORS:**

Mark Breneman – frustrated with how the treasurer's report is posted in the minutes. Board will review. Also he asked for the 2020 annual report. The board stated there is only so many copies available. He could look at the report tonight but was asked to leave for the annual meeting.

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

Jim Ackerson – no issues.

Bob Kadus – brought gopher feet.

Keith Rogers – brought gopher feet.

Wanda Lutzke – no issues.

Jake Sirucek – no issues.

**ROAD MAINTENANCE:** All roads are good, snowplowing has been slow. Nothing else to report.

**OTHER REPORTS:**

**Motley Fire Department** – One medical run in May Township.

**Pillager Fire Department** – Annual report is out, calendars brought in \$21000 for equipment.

**Pillager Park Board** - no meeting.

**OLD BUSINESS:**

**Maintenance Building** – Tabled until after annual meeting.

**Annual Report** – B Wyffels presented the board with the 2020 Annual Report. A motion by D Horn, seconded by D Donahue to review the report tonight, but because there are only 25 copies, not to pass any reports out until the annual meeting to make sure there were enough for residents attending, carried unanimously.

**61<sup>st</sup> Avenue Culvert** – A motion by D Horn, seconded by D Donahue to approve a 50/100 year water flow on 61<sup>st</sup> Avenue, carried unanimously.

**Maintenance Supervisor** – D Donahue presented a draft job description for the May Township Maintenance Supervisor. This was tabled until the April 2020 township meeting.

**NEW BUSINESS:**

**Delete Cemetery Fund** – B Wyffels stated May Township has four funds: Cemetery, General, Road and Bridge, and Fire. She asked the board to delete the Cemetery fund as it has not been used for several years. Discussion followed. A motion by J Barg, seconded by D Donahue to delete fund: Cemetery, carried unanimously.

**Assessment Meeting Date** – B Wyffels stated Cass County Assessor has scheduled the Annual Assessment Meeting for April 6 2020 at noon. Board members will be able to attend.

**2020 Spring Short Course** – A motion by D Horn seconded by D Donahue to attend the MAT March 23 2020 Short Course meetings at Breezy Point, leaving the May Township Hall at 8:00 a.m., carried unanimously.

**Donation Requests** – B Wyffels presented several requests for donations. Discussion followed. A motion by J Barg, seconded by D Donahue to send a \$200 donation to the Cass County Historical Society, carried unanimously.

**Maintenance Worker Wages** – A motion by D Horn, seconded by D Donahue to pay Conrad Alexander one hour wages for every meeting he has attended as per the re-organization meeting minutes, carried unanimously.

**ADJOURNMENT:** A motion by D Horn, seconded by D Donahue to adjourn the meeting at 8:40 p.m., carried unanimously.

Respectfully submitted,

Jason Barg

Chairman

Bianca Wyffels

Bianca Wyffels, Clerk

## 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 116<sup>th</sup> 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.

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

**Spring Project Review** – The board reviewed the work they have approved for completion on 49<sup>th</sup> Avenue and 104<sup>th</sup> 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 49<sup>th</sup> 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

## MAY TOWNSHIP MINUTES

May 11 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, Bill Wyffels

Employees Absent: None

Others Present: Mark Breneman, Chad Converse, Julie Mertens, Sue Cantleberry, Wade Cantleberry, Shawn Cantleberry, Chad Hoenke, April Sandhoff, Neil Trout, Michelle and Allen Marshall, Kim Gibbs, Charlie Swenson

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 7:00 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, carried unanimously.

**TREASURER'S REPORT:** May Treasurer's report–

\$ 86728.45 March 2020 beginning balance checking, savings, grader savings (all accounts)

\$ 7.89 April 2020 Receipts

(\$29070.74) April 2020 disbursements

\$57665.60 April 2020 ending balance **all accounts**

\$11884.87 **Checking** balance

\$ 9805.45 **General savings** balance

\$35975.28 **Grader savings** balance

A motion by D Donahue, seconded by D Horn to approve the May 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 Horn, seconded by D Donahue to approve check/claims/payroll 9865-9916 PR Liabilities, and wire transfers, carried unanimously.

**MINUTES:** B Wyffels read the April 13 2020 minutes and the May 1 2020 Road review minutes. A motion by D Horn, seconded by D Donahue to approve the April 13 2020 regular meeting minutes and the May 1 2020 road review minutes, carried unanimously.

### COMMENTS FROM VISITORS:

Charlie Swenson – asked questions regarding future road projects in May Township, if our present contractors have liability insurance, and asked what the other contractor's equipment hourly rates are.

Mark Breneman – stated he feels the roads are not up to May Township standards. The board stated they do the best they can with the money approved at the annual meeting. He asked about job descriptions and if

they could be put on the township web page. The township has job descriptions, they will review putting them on the web page. He asked if minutes could be on the web site prior to approval. No minutes are on the web site until approved.

Chad Converse – Low area on road going into Bridgeman Cemetery needs a culvert. Board is aware. New building – if cost is over \$100,000 bids and advertising are required. The board stated the bid process threshold have moved to \$175,000. They are aware if the project is estimated to exceed \$175,000 a bid process will be followed.

Julie Mertens, Sue/Wade/Shawn Cantleberry, Chad Hoenke, April Sandhoff, Neil Trout, Michelle and Allen Marshall, Kim Gibbs – These residents all live on 124<sup>th</sup> Street. As there were too many to meet inside the building per the Governors Covid-19 guidelines, this part of the meeting was held outside. The residents expressed concerns about the dust, speed, weight of vehicles, and grading. After a discussion it was established 124<sup>th</sup> Street might need to be tarred to be able to maintain it. The board does not have funding to do this. Township funding is set at the annual meeting in March. The residents can petition to have a road tarred, in doing this the residents will have an assessment placed on their property. D Horn will ask Anderson Brothers for an estimate to tar 124<sup>th</sup> Street. The estimate will be emailed to Julie Mertens.

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

**Employee –** A motion by D Horn, seconded by D Donahue to hire Jake Suricek to run the grader when other employees are unable too, carried unanimously.

**Chloride –** D Horn will call Cass County to see if we can only chloride one or two roads.

#### **OTHER REPORTS:**

**Motley Fire Department –** No report.

**Pillager Fire Department –** Regular meeting.

**Pillager Park Board –** docks are in.

#### **OLD BUSINESS:**

**Purchasing Policy –** The board reviewed the proposed purchasing policy. A motion by D Donahue, seconded by D Horn to approve the proposed purchasing policy, changing the bid amount to \$175,000 per Minnesota Association of Township guidelines, carried unanimously.

**Landfill Moratorium Resolution –** The board reviewed the proposed Resolution Landfill Moratorium. A motion by D Horn, seconded by D Donahue to approve the resolution on a Commercial Landfill Moratorium in May Township, carried unanimously. The clerk will send a copy to Cass County Administrator's Office.

**Township Road Construction Permit –** A motion by D Horn, seconded by D Donahue to approve the Road Construction permit and process, carried unanimously. The permit will be placed on the website for easier access to residents in May Township.

#### **NEW BUSINESS:**

**Maintenance Building –** The board discussion the need for an engineer and architect. If we pursue a loan for SBA these two items will be required. Discussion followed. It was decided to ask Hytec Construction Company

and Norson Construction Company to attend a special board meeting for the purpose of discussing the use of an engineer and architect.

**Special Board meeting** – A motion by D Horn, seconded by D Donahue to hold a special board meeting on May 26 2020, beginning at 6:00 p.m. and invite Hytec and Norson Construction Companies to attend, carried unanimously.

**Code of Ethics** – The board reviewed the proposed Code of Ethics Policy. A motion by D Donahue, seconded by D Horn, to approve the Code of Ethics Policy as presented, carried unanimously.

**Bridgeman Cemetery Fence** – Discussion was held regarding the fence at Bridgeman Cemetery. J Barg presented one quote to repair the fence and move some of it, to allow for a larger parking area. No action taken.

**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

**MAY TOWNSHIP MINUTES**  
**May 26 2020 6:00 p.m.**  
**Special Meeting**  
**Township Maintenance Building**

Elected Members Present: Supervisors – Jason Barg, Dan Donahue, David Horn  
Clerk – Bianca Wyffels  
Others Present: Mark Breneman, Doug Barnett

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 6:00 p.m.

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

**Maintenance Building** – J Barg stated he had called Norson Construction Company and Hytec Construction Company. Norson was not interested in coming to the meeting unless they would receive the project. Hytec Construction Company was scheduled to come, however, they did not show.

The board talked about the need for an engineer and architect, the loan process, etc.

It was agreed we should branch out and seek other companies input into the building project. J Barg will contact Central Building Supply and D Donahue will contact a local construction company. Discussion was held on the need for another special board meeting. No action taken.

**Other Subjects Discussed -**

Land Donation Sign at Bridgeman Cemetery - Doug Barnett ask when the Jesse Monroe Barnett sign would be completed at Bridgeman Cemetery. This sign was discussed at the annual meeting. The Clerk will write a paragraph about the donation of the land for the cemetery and bring back to the board for review at the next regular meeting.

Fencing at Bridgeman Cemetery – J Barg presented two fence quotes for Bridgeman Cemetery. Oberg Fence - \$2723.00 and Elite Fence and Deck - \$4900.00. A motion by D Donahue, seconded by J Barg to approve Oberg Fence quote, carried unanimously. J Barg will contact Oberg Fence and start the project.

Compost Site at Bridgeman Cemetery – It was brought to the Boards attention a compost site would be nice at the cemetery. Discussion followed. It was agreed to build a compost site at the same time the fence is moved at Bridgeman Cemetery.

124<sup>th</sup> Street Tar Quote – D Horn presented a quote from Anderson Brothers Construction regarding tar for the road 124<sup>th</sup> Street - \$82687.27. The Clerk will forward the quote to Julie Mertens as requested at a prior meeting.

Beaver Trappe – D Horn stated 8 beavers have been trapped in May Township. One dam on 57<sup>th</sup> Avenue (46S) needs to be cleared and one dam on 104<sup>th</sup> Street (8E) needs to be cleared. J Barg will work with the Beaver Trapper to accomplish this.

**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



**MAY TOWNSHIP MINUTES**  
**5834 112<sup>th</sup> Street**  
**Pillager, MN 56473**  
**June 8 2020**

Elected Members Present: Supervisors – Jason Barg, Dan Donahue, David Horn (Arrived at 7:15 p.m.)

Clerk – Bianca Wyffels

Elected Members Absent: Treasurer – Bridgette Brown

Employees Present: Dave Hildahl, Bill Wyffels, Jake Sirucek

Employees Absent: None

Others Present: Jill & Dean Johnson, Arlene Schmidt, 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 7:00 p.m.

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

**CONSENT AGENDA:** A motion by D Donahue, seconded by J Barg to approve the consent agenda, including the agenda, Clerk's report: May 11 and 26 2020, Treasurer's report (see below), carried unanimously.

**TREASURER'S REPORT:** June Treasurer's report–

\$ 57665.60 April 2020 beginning balance checking, savings, grader savings (all accounts)

\$ 222.13 May 2020 Receipts

\$14049.70 May 2020 disbursements

\$ 43838.03 May 2020 ending balance **all accounts**

\$ 6050.80 **Checking** balance

\$ 1805.84 **General savings** balance

\$35981.39 **Grader savings** balance

**PAY BILLS:** The clerk presented payroll and disbursement claims. The board reviewed. A motion by Dan Donahue, seconded by J Barg to approve check/claims/payroll 9917-9931 PR Liabilities, and wire transfers, carried unanimously.

**COMMENTS FROM VISITORS:**

Jill & Dean Johnson – The Johnsons asked if 53<sup>rd</sup> Avenue (off of 124<sup>th</sup> Street) was an abandoned road. The board stated the road had been abandoned several years ago.

Arlene Schmidt – requested a composting area at Bridgeman Cemetery. The board stated this issue had been brought to their attention at the May meeting. They board has agreed this would be a good idea and will implement as soon as possible.

Mark Breneman – asked if the monthly meeting agenda could be added to the web site. The board will review at a later date.

## **OTHER REPORTS:**

**Motley Fire Department** – No report.

**Pillager Fire Department** – Calendar sales are still going good, no runs May Township.

**Pillager Park Board** – No host has been found. Signage has been placed at the lake for Covid-19.

**ROAD MAINTENANCE:** 49<sup>th</sup> Avenue project. The board discussed at length where to put the dirt that is being removed from the ditches along these roads. Any leftover dirt will be used to start the pad for the new maintenance building.

Hourly wage for Jake Sirucek – A motion by D Horn, seconded by D Donahue to pay \$15 per hour to Jake Sirucek for grader operating, carried unanimously.

## **OLD BUSINESS:**

**Maintenance Building Financing** – D Donahue presented several option to finance the new maintenance building. SBDA – 3% interest, Bremer Bank – 4-4.5% interest, Deerwood Bank – 3.5-3.9%. Closing costs where discussed. D Donahue will bring more information regarding financing to the next board meeting.

**CONTINUATION MEETING:** At 9:00 p.m., a motion by D Horn, seconded by D Donahue to continue this meeting on June 9, 2020 at 6:30 p.m. for a further discussion on the maintenance building, carried unanimously

## **CONTINUATION MEETING JUNE 9 2020:**

Members Present: Dave Horn, Dan Donahue, Jason Barg

Clerk – Bianca Wyffels

Employees – Bill Wyffels, Dave Hildahl, Jake Sirucek

Visitors Present – Dean Johnson, Mark Breneman, Clayton & Sandy Barg, Brad Arnold (Hytec)

Call to Order: The meeting was called to order at 6:30 p.m.

Maintenance Building – Brad Arnold, Hytec, presented and answered questions. Things discussed were: lower glass on the drawing, add a service door, footings, windows, heat, doors both overhead and service, sewer/water, tank or floor drain, fire code, rafters/snow load, can we use rough saw wood, insulation, door closures, floor layout, roof pitch, coating, concrete floor, colored or galvanized siding, gas tank, etc.

Hytec will present a proposal in three weeks. Concrete should be poured by November 1 2020.

**CONTINUATION MEETING:** At 9:00 p.m. the board had one item left on the agenda. It was to review the culvert problem on 61<sup>st</sup> Avenue – fire #12827. A motion by D Horn, seconded by D Donahue to continue this meeting on June 12, 2020 at 9:00 a.m., carried unanimously

## **CONTINUATION MEETING JUNE 12 2020 9:00 A.M.:**

Members Present: Dave Horn, Jason Barg

Absent: Dan Donahue

Others: Wayne Stark

Meeting opened at 9:00 a.m. June 12 2020 on 61<sup>st</sup> Avenue (45S). They met here to review the water flow across the driveway to the Fisher property. We investigated the culvert flow south and north of the driveway. Found 2 south of drive way, with one plugged on east end and one north of driveway that needs to be looked at again for flow when there is high water flow. Culvert at driveway needs to be replaced, longer and increased in size. Wayne Stark will be giving more information when he finishes his study.

**ADJOURNMENT:** A motion by D Horn, seconded by J Barg to adjourn the meeting at 9:35 a.m., carried unanimously.

Respectfully submitted,

Jason Barg

Chairman

Bianca Wyffels

Bianca Wyffels, Clerk

**MAY TOWNSHIP MINUTES**  
**5834 112<sup>th</sup> Street**  
**Pillager, MN 56473**  
**June 24 2020**

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

Clerk – Bianca Wyffels

Employees Present: Dave Hildahl, Bill Wyffels

Employees Absent: Jake Sirucek

Others Present: Chad Converse, Mark Brenneman,

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 7:00 p.m.

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

Road Maintenance – 49<sup>th</sup> Avenue Project – D Hildahl and B Wyffels gave an extended overview on the progress of the 49<sup>th</sup> Avenue road project. Discussion followed.

124<sup>th</sup> Culvert is in. Waiting for gravel.

61<sup>st</sup> Avenue – board reviewed Stark Engineering suggestion on 61<sup>st</sup> Avenue culvert size. Discussion followed. D Donahue will contact land owner, Dana Fisher, with the results of the survey. Board agreed culvert needs to be 30 feet with flairs.

Road Ditch Mowing – A motion by D Horn, seconded by D Donahue to hire Jack Lund to mow May Township ditches, carried unanimously.

Maintenance Building – discussion was held on the new maintenance building **pad**, it is in process. Deerwood Bank is interested in loaning us the funds to build the maintenance garage based on the annual meeting residents' commitment of \$25000 for FY21. Discussion followed. D Donahue will continue negotiations with Deerwood bank on behalf of May Township for this loan. Other discussion on maintenance building: size, door placement, etc.

Gravel Hauling – there will be approximately 1700 yards of gravel hauled on township roads. J Barg will send request for quote to three companies, requesting a cost of laying gravel on roads, August work. These bids will include using a tandem truck. The work must be started and completed in August 2020.

Bridgeman Cemetery Sign – J Barg presented a second option for a sign indicating the origin of the cemetery. It is a metal sign 18 x 24 inches costing \$70. Discussion followed on the height of the lettering. J Barg will bring an estimate on a sign approximately 24 x 36 inches to the July meeting.

**ADJOURNMENT:** A motion by D Horn, seconded by J Barg to adjourn the meeting at 8:25 p.m., carried unanimously.

Respectfully submitted,

Jason Barg

Chairman

Bianca Wyffels

Bianca Wyffels, Clerk