

May Township Minutes
5834 112th Street
Pillager, MN 56473
February 10 and 17 2025

Elected Members Present: Supervisors - Jason Barg, Kim Lewis, Chad Converse

Elected Members Absent: None

Treasurer – Elizabeth Ausland Clerk – Bianca Wyffels

Employees Present: Dave Johnson (road maintenance) Employees Absent: None

Others Present: Bob Kadus, Rod Veith, Bruce Martin, Andrew Fink, Joshua Fink

INVOICE REVIEW PRIOR TO MEETING – The board members are encouraged to come to the township hall 15 minutes prior to the regular meeting to review invoices. The clerk and treasurer are present for questions.

CALL TO ORDER: J Barg called the meeting to order at 7:13 p.m.

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was recited at the annual audit meeting prior to this meeting.

APPROVE AGENDA: A motion by C Converse seconded by K Lewis to approve the agenda with the addition of ditching, carried unanimously.

MEETING MINUTES: A motion by C Converse, seconded by J Barg to approve January 2025 meeting minutes as presented, carried unanimously. : A motion by K Lewis, seconded by J Barg to approve January Re-organization 2025 meeting minutes as presented, carried unanimously.

TREASURER’S REPORT: Treasurer’s report– Treasurer was out sick no report was given at this time.

B Wyffels asked the board to change the way they pay employees. She asked that payroll be paid out at the end of the month for supervisors, clerk, treasurer, and maintenance operator. Her reasoning is: 1. The “at will” contracts state there is an “annual” salary beginning January 1 and ending December 31 each year. If an employee is paid in the middle of the month, they have not earned their entire salary for that month and therefore would be overpaid. They discussed at length. A motion by K Lewis, seconded by C Converse to change payroll to the end of the month for supervisors, clerk, treasurer and maintenance operator, carried unanimously. J Barg, Chairman, Clerk, and Treasurer will sign the payroll checks as normal.

PAY BILLS: Treasurer was out sick no bills to pay at this time.

COMMENTS FROM VISITORS:

Rod Veith – has concerns about snowplowing and grading

Joshua Fink – no issues

Andrew Fink – no issues

Bob Kadus – 61st off of 102 need sand and by the deer farm, south side of 49th Avenue SW. The board will make sure these areas are located.

OTHER REPORTS:

PARK BOARD (PLPB): K Lewis stated the budget for 2025 has been completed, there is some monies that will be put into a CD, they are looking for “camp hosts”, there needs to be some “weed” work done in the Spring.

PILLAGER FIRE DEPARTMENT: O runs in May Township this month. They need new radios; the cost is approximately \$5172 each. The Pillager Fire Department will bill May Township \$16589 this year. They are looking at a new fire hall in the near future, March 1 is the Fireman’s Dinner, and they increased the annual retirement contribution to \$6000 this year.

MOTLEY FIRE DEPARTMENT: One medical run in May Township.

ROAD MAINTENANCE: B Wyffels has updated the road report to include 2024. The board will review and make recommendations at the next meeting.

K Lewis asked the board how they choose which roads to improve. There is a fall and spring road review. She asked if there was some type of check-off form for each road. She also asked if there was a pattern for road grading and snowplowing. Such as: east and west roads the first part of the month/week and north south road the second part of the month/week. There was no pattern identified.

Ditching 49th Avenue – C Converse presented a potential Quote to ditch 49th Avenue. Discussion followed. The board agreed that this needs to be done. The quote will be mailed with a response date of May 12 2025. A motion by C Converse, seconded by K Lewis to send the quote to: Rod Vieths, Charlie Swenson, Ideal Construction, Cal Disterhaupt, JL Trucking, carried unanimously.

Red River Trail – J Barg has met with and presented the “notice of recording Red River Trail” to residents on Red River Trail. The board directed the Clerk to post the March 17 2025 meeting in the Staples World as soon as possible. The following resolution was approved by the board:

**MAY TOWNSHIP BOARD
RESOLUTION RED RIVER TRAIL**

At a town board meeting of May Township in Cass County, Minnesota, held on the 10th day of February, 2025 at 7:00 p.m. at the town hall in said township, Supervisor K Lewis introduced and moved the adoption of the following Resolution, which was seconded by Supervisor C Converse, and unanimously adopted by the town board of supervisors.

WHEREAS, May Township in Cass County, Minnesota, contains a number of township roads, and

WHEREAS, Nearly all of the township roads have been established by use and/or prescription or by dedication and there may or may not be record of such roads recorded in the office of the County Recorder of Cass County, Minnesota, and

WHEREAS, The township board of supervisors has determined it to be in the best interest of the township, the public and all parties concerned to determine and record the center line location of **Red River Trail, a duly established town road, and**

WHEREAS, The town board has caused to be prepared, and a road map indicating the location of said town road contained in the township, and

WHEREAS, The town board held a public hearing on the proposal on the 17th day of March, 2025 at 7:00 p.m. and that notice of said hearing was provided according to law.

NOW, THEREFORE, BY IT RESOLVED, that easements for township roads and road rights-of-ways listed on the attached Exhibit A are hereby determined to be the duly Established center lines of the 66 foot road in said township and the center lines of the duly established 33 foot cartways and roads in said township, all as shown on attached survey; that in the event the physical location of a town road differs from the legal description of that road as contained herein, the legal description shall govern unless otherwise noted.

Post in the Staples World:

**NOTICE OF MEETING
OF MAY TOWNSHIP BOARD**

YOU ARE HEREBY NOTIFIED, and advised that the township board of May Township in Cass County, Minnesota, will meet at the town hall in said township on the 17th day of March, 2025 at 7:00 p.m. to consider and determine, among other things, the adoption of the following resolution:

WHEREAS, May Township in Cass County, Minnesota, contains a number of township roads, and

WHEREAS, Nearly all of the township roads have been established by use and/or prescription or by dedication and there may or may not be record of such roads recorded in the office of the County Recorder of Cass County, Minnesota, and

WHEREAS, The township board of supervisors has determined it to be in the best interest of the township, the public and all parties concerned to determine and record the center line location of **Red River Trail, a duly established town road, and**

WHEREAS, The town board has caused to be prepared, and a road map indicating the location of said town road contained in the township, and

NOW, THEREFORE, BY IT RESOLVED, that easements for township roads and road rights-of-ways which will be presented to the aforesaid meeting are hereby determined to be the duly Established center lines of the 66 foot road in said township and the center lines of the duly established 33 foot cartways and roads in said township, all as shown on attached survey; that in the event the physical location of a town road differs from the legal description of that road as contained herein, the legal description shall govern unless otherwise noted.

FURTHER BE IT RESOLVED, the township map is on file with the township clerk and may be inspected and examined at reasonable times by calling the Clerk of the Township whose name is Bianca Wyffels.

YOU ARE FURTHER ADVISED that you may attend the meeting as scheduled above and state your position with reference to the township adopting the proposed resolution.

NEW BUSINESS: Annual meeting – B Wyffels stated the annual meeting is on March 11. She is working on the annual report. And still the park and fire department reports. She also asked the board to allow the March 10 meeting and the annual meeting (March 11) to include Zoom. The board agreed.

2026 LEVY – The board was presented a proposed levy for the 2026 year. The board agreed to propose a levy of \$300,000 at the annual meeting. General fund: \$54380, R&B: \$183114, Fire Fund: \$37306 and Bond payment: \$25200 = \$300,000

Re-Organization Meeting 2026 – The Clerk asked the board to hold the next re-organization meeting in December 2025. Discussion followed. The main reason: payroll for employees start January of each year and continues to December. They are all salaried. A motion by C Converse, seconded by J Barg to hold the 2026 re-organization meeting in December 2025, carried unanimously.

Payroll – The Clerk asked the board to allow payroll to be created and dispersed at the end of each month instead of the day of board meetings. Employees are paid from the first of the month to the end of the month and should receive compensation on the last day of the month. Discussion followed. A motion by K Lewis, seconded by J Barg to pay payroll on the last day of the month, carried unanimously. Payroll reports will be given to the board as usual.

OLD BUSINESS: Employee Handbook – The Clerk presented the second reading of the employee handbook. K Lewis made some changes to the handbook. The board reviewed it as presented. K Lewis asked who the employee's report too? Should the "at will" contract should include the supervisor's name? K Lewis will be the clerk's and treasurer's supervisor and J Barg will be the road grader (maintenance) supervisor.

A motion by J Barg, seconded by C Converse to approve the employee handbook as presented carried unanimously.

CONTINUATION: The board agreed to **continue** this meeting until February 17 2025 so that the treasurer can have her reports presented and a 2025 budget can be created and reviewed.

CONTINUATION MEETING: February 17, 2025 J Barg called the meeting to order at 7:00 p.m.
Elected Members Present: Supervisors - Jason Barg, Kim Lewis, Chad Converse
Treasurer – Elizabeth Ausland Clerk – Bianca Wyffels

RESIGNATION: The Clerk presented a letter from Dave Johnson resigning his position as of April 1 2025. The board accepted his resignation with regret.

Discussion on the hiring process was held. C Converse will ask a person he knows if they are interested. CLC was suggested as an option for potential employees.

TREASURER’S REPORT: Treasurer’s report– A motion by C Converse, seconded by K Lewis to approve the February 2025 treasurers report (January 2025 data) as presented subject to audit, carried unanimously.

\$ 25839.64	General Checking balance
\$ 31295.42	General Saving balance
\$ 1012.00	Grader Saving balance
\$ 24524.54	Paving Maintenance account balance (124 th Street money from special assessment)
\$ 82671.60	Total Funds

PAY BILLS: The treasurer presented payroll and disbursement claims. The board reviewed. A motion by J Barg, seconded by K Lewis to approve PR Liabilities, wire transfers, check/claims/payroll, carried unanimously.

BUDGET – The Clerk and Treasurer presented a budget for 2025. They also reviewed the invoices for the month of February and the receipts. The board agreed to call the following and arrange for late payment:—
Motley Fire Department – C Converse will contact – make two payments one now and one in June.
Cass County – Gravel – C Converse will contact – pay in June.
Widseth – B Wyffels will review the payments made and amount owed.

100th Street – C Converse stated we have been approved for the 100th Street Bridge project. He was contacted by Cass County asking why we want to keep the old culverts. The board will recycle the old culverts.

Cass County Historical Society – A motion by K Lewis, seconded by J Barg to send \$200.00 to the Cass County Historical Society, carried unanimously.

ADJOURNMENT: A motion by K Lewis, seconded by J Barg to adjourn the meeting at 8:05 p.m., carried unanimously.

Respectfully Submitted,

Jason Barg
Chairperson

Bianca Wyffels
Clerk