

Regular Town Board Meeting
7:00 p.m.
Monday, December 21, 2020
12165 Hancock Street

Attending

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| <input checked="" type="checkbox"/> Township Chair Brian Kolbinger | <input checked="" type="checkbox"/> Township Clerk Lucinda Messman |
| <input checked="" type="checkbox"/> Township Vice Chair Brad Wilkening | <input checked="" type="checkbox"/> Township Treasurer Tanya Danielson |
| <input checked="" type="checkbox"/> Township Supervisor Robin Boros | <input checked="" type="checkbox"/> Township Deputy Clerk Fran Seeley |
| <input checked="" type="checkbox"/> Township Supervisor Luke Babler | (zoom) |
| <input checked="" type="checkbox"/> Township Supervisor Joe Danielson | |

Absent Members: none

Other in person attendees: Kelli Bourgeois – Township Attorney, Ben Wikstrom – Township Planner, Tony Wruck – Township Maintenance Contractor;

Zoom Attendees: Sgt. Frank – Sherburne County Sheriff’s department (phone), Mary Roe – City of Becker Planner, Wes Davis – Township Engineer (via zoom);

Tuesday, April 7, 2020 The Becker Town Board passed Resolution 2020-15: A Resolution Establishing the Ability Conduct Open Meetings by Telephone. The Town Board of Becker Township, Sherburne County, Minnesota, will utilize teleconferencing as requested so long as a health pandemic exists or a peacetime emergency is declared under Minn. Stat. Ch. 12. This meeting was held both in person and utilizing a remote system.

Meeting called to order at 7 pm. Clerk took roll call of those in attendance. Quorum verified by Chair Kolbinger.

Pledge of Allegiance

CONSENT AGENDA

Consent Agenda Items:

- Minutes Approval:
 - Regular Town Board Meeting October 2020.
 - Special Town Board Meetings November 9, 2020
 - Special Town Board Meeting November 13, 2020
 - Regular Town Board Meeting November 16, 2020
 - Special Town Board Budget Workshop Meeting December 1, 2020
- Upcoming electronic fund transfers/automatic payments approval: City of Becker – water/sewer, Xcel Energy – gas/electric, Ace Disposal – Twp maintenance, Advanced Disposal – container at Town Hall, Midco Business – phone and internet, Upcoming

EFTS related to payroll: Federal taxes, State taxes and PERA - mandated rates, State of MN for building permit surcharge fees

- Correspondence acknowledgement: Thank you from Becker Food Shelf, Tri-Cap posting, Annual Notice of Regular Planning Commission and Joint Planning Board meeting dates, LTAP Newsletter
- Approvals: Revised Covid-19 Preparedness plan in compliance with executive orders

Motion to approve consent agenda by Danielson. Second by Boros. Motion carried all voting in favor.

REGULAR AGENDA ITEMS

Motion to approve a regular agenda by Wilkening. Second by Babler. Motion carried, all voting in favor.

SHERIFF'S REPORT

- 116 Calls for Service
- Pretty much normal
- Pulled 185th Ave SE records for curve – 2 accidents on 185th this past month – car/deer

RESIDENTIAL OPEN FORUM - none

ENGINEERING REPORT – Engineer Wes Davis

- Invoice for initial payment for the 185th Ave SE overlay was presented. All quantities were verified. This payment will go to Sherburne County as they are administering the contract. Normally, Sherburne County's new procedure (now under a Joint Powers Agreement the board approved earlier in the year) is to bill after the job is 100% complete and they have made all payments to the contractor to insure that amounts do not change and that all signatures have been completed. They will contact us if something changes. In this instance, the board wanted to get this amount into the correct fiscal year and will adjust plans moving forward. Sherburne County did send the partial invoice presented tonight upon request. There is retainage yet to be paid. **Motion to pay the invoice for 185th Ave SE as presented in the amount of \$319,189.57 by Danielson. Second by Babler. Motion carried, all voting in favor.**
- **Capital Improvement Plan** - portions carry over to the Capital Asset Policy
 - Budget cap at 500,000 with a 3% interest rate throughout the years
 - More realistic goal of 75% weighted average for paved roads in 20 years and 4 for paved roads.
 - Discussed some Chip seal – double/triple – Road Supervisors have seen this. It converts roads over years into bituminous surfaces with the right application.
 - Preliminary plan out for projects 2021-2024
 - Some lower rated roads
 - This is not set in stone, just gives a starting point
 - Fill in with crack-filling and chip seals to fill in/out the budget

- This is a preliminary plan for the next few years
 - Looking for confirmation of 75 as average weighted goal and budgets at 500,000 as realistic.
 - Looking at proposed projects, need board authorization to get going with plans and specs as we are at crunch time.
 - If we go with Sherburne County, plans and specs required by mid-January.
 - If we go on our own, we need to bid end of January/February to get plans and specs ready for bidding.
 - Meet with road supervisors next week and go over what is desired next week
 - Salida crossing is more complex than just road repair/upgrade/maintenance
 - Easement exhibit displayed. Since these are easements – can the roadway be improved? Drainage issues discussed. Possible U-shaped road? Snow storage is an issue for the 33’ area. Road Supervisor to discuss with appropriate business owner(s) and create exhibit. Clerk to send copies of easements to Township Attorney.
 - Engineer will create/prep preliminary exhibit/drawing on this
 - Attorney to create appropriate documents
 - Title work will be required if a mortgage exists
 - 1st thing – Road Supervisors need to talk to landowner with a layout/exhibit. Engineer to prepare.
 - Budget numbers look fine and the CIP has been laid out well.
- **LRIP Grant open until March.**
 - Township can do reconstruction/improvement of roads with regional significance. Can include more than one road and an expected useful life of at least 10 years.
 - 97th has a large amount of traffic - runs west to Clear Lake
 - Abnormally high ADT as it is cut across to Hwy 10
 - Safety issues
 - two sharp curves
 - not much shoulder
 - 109th Street – from 185th into Orrock Twp
 - Higher ADT than many – cut across between Townships and to CR 4
 - Preliminary estimate of project/materials costs is \$1,332,977.85. Grant maximum award per LGU is \$1,250,000
 - Grant would cover materials, not engineering and permitting.
 - Requires the following before funding can be applied for – guessing it will take about 1.5 weeks for engineer to prep plus costs of borings and survey. Can come up with more accurate estimation of these costs for the next meeting.
 - Preliminary plans to be completed along with detailed/accurate cost estimates (borings, survey, plans, quantities). About ½ the design is required before a good cost estimate is available.
 - History of road/ADT estimates/how road services the region, etc.
 - meet with the County Engineer for their recommendation

- While the Board Agrees with these two projects, they requested the Engineer come up with a more accurate estimate of hours and operations involved/required to move forward on this grant. Engineer to present the information at the January meeting.
- **Input App**
 - Date wasn't working – can be fixed, should be now. Maybe a loadable credit card? Debit card won't work for the app as it is overseas. Cost is approximately \$13/month – table for later discussion.
- **Midco Update**
 - Cc'd clerk on emails
 - Tried calling them
 - No progress at this point
 - No new permits until they deal with their problems
 - Clerk contacted Attorney Bourgeois regarding performance bond/information – we do have one on file
- **Utility Permits**
 - Reviewed all utility companies – those without bonds on file – no permits until all documents are received
- **Capital Asset Policy - required minimums necessary. Policy reviewed**
 - Infrastructure definition is valuation greater than \$50,000 ok? This number is a baseline. Policy from three other entities and put together – this was an average number. Board consensus – 50,000 is fine for now.
 - Next section 3. Capitalization thresholds table – our Auditor reviewed and was ok with these numbers
 - Land/Land Improvements 10,000
 - Construction in Progress 10,000
 - Other Improvements 25,000
 - Buildings 25,000
 - Building Improvements 25,000
 - Infrastructure 50,000
 - Other Assets 5,000 – discussion of 1,000 – 10,000, keep at 5,000
 - Effective date: 12/21/2020
 - The other highlighted numbers shown 5,000/50,000/25,000 fine
 - Prior date of 1980 is fine
 - Next effective dates - fine
 - Middle numbers of 5,000 shown – is that ok
 - Pavement conditions
 - Current level is 68.46. Auditor recommended a bit lower to give some wiggle room. Board goal is 75%, but in case something happens and we drop below the 68.46, rather than having to revert to a different depreciation method, we give a bit of space. After speaking with Wes, he agreed that having wording of at least 60 as weighted average for this policy recommended.
 - Same for the gravel roads – recommending 2.75 as a minimum
 - **Motion to approve Capital Asset Policy with data as noted above by Wilkening. Second by Danielson. Motion carried, all voting in favor.**

TOWN PLANNING COMMISSION

- Planning Commission
 - Preliminary and Final Plat for Nathan Pramann
 - Shannon Barthel Boundary Adjustment – Buildable lot of record
- Solar information
 - Some applications are being formulated, we received notice
 - PUC Boundary is exempt from local land use
 - Clerk to contact and find out what parcels are involved, and the timeline/plan
 - Once we know parcels and if in the PUC Boundary we will know how to proceed
- Planning Commission draft resolution to clean up 2007 documents presented. It references the Town Board as action authority and it changed to Joint Planning Board for many actions. Recommended verbiage changes noted – move to public hearing for January.
- Yearly Appointments
 - Planning Commission – Brian Kolbinger and Frank Kasowski, Jr's seats expire 12/31/2021.
 - Supervisor Babler expressed interest, but would prefer to serve on the Joint Planning Board
 - Town board does provide for a liaison position for a board member
 - Originally, goal of the ordinance was to have planning commission to be non-elected persons, appointed by the Town Board with a Town Board liaison person attending. It is ok to have two Town Board members on this board.
 - 3 unexcused absences = replace the board members
 - **Motion to reappoint both Kasowski and Kolbinger for three year terms, expiring 12/31/2023 by Danielson. Second by Babler. Motion carried, all voting in favor.**

SUPERVISOR AND BOARD REPORTS

FIRE BOARD – Supervisor Babler

- New truck that was ordered should arrive around February 1st
- CARES Act items: Coveralls and turnout gear backordered again. Should be here end of January/mid-February. All other items arrived.
- Ratification of memo of understanding. A Township Board member is on the Ratification Board now. This is to say that we have a member on this ratification board.
Motion to approve Memorandum of Agreement Addendum to Contract to Provide Fire Protection Services Between the City of Becker, Town of Becker and Becker Fire Department Joint Powers Board by Danielson. Second by Wilkening. Motion carried, all voting in favor.

CENTRAL MISSISSIPPI RIVER REGIONAL PLANNING PARTNERSHIP – Supervisor Kolbinger

- Discussing next year
- Engagement studies discussed with lack of participation due to the covid environment

- Looking at the structure of the CMRRPP Group

ROAD REPORT – Supervisor Boros & Supervisor Danielson

- 168th Speed bump concerns
 - Long time cul de sac
 - ROW exhibit viewed
 - Easements may exist for this due to separate document
 - Could be easement by use – show when used and maintained/plowing/repaving – clerk to research documentation on record ease
 - Discussion of historical to this point
 - Owner removed some sod, but water still hits and runs. He does have a nice yard
 - Options
 - Pushing road through
 - Redo sod to decrease grade – not on township expense
 - Board did put the speed bump back
 - 2016 ditch around area was discussed
 - Homeowner concerned if Township is using his land
 - At one time board said no additional right of way, put the road through
 - Clerk to research documentation as much as was prior to this board – research all right of way documentation.
- Chip seal sample roads planned – Supervisors Boros and Supervisor Danielson to meet with Engineer after Christmas
- Annual Snowmobile Association Use Resolution **Motion to approve Resolution 2020-31: Resolution Permitting use of Certain Town Road Rights of Way by Sherburne County Snowmobile Trail Association by Danielson. Second by Babler. Motion carried, all voting in favor.**
- Woodberry Farms Cul-de-sac plantings – Supervisor Babler
 - Proposal from Native Landscape reviewed
 - Approval of cost/motion for chair to sign required
 - Will need to be mowed/maintained once per year – our contractor can handle
 - Will need to send letters to homeowners
 - do not mow this spring; and
 - install do not mow signage
 - **Motion to approve proposal by Native Landscape as presented and authorize chair to sign contract by Danielson. Second by Borso. Motion carried, all voting in favor.**

TOWN HALL

- Historic Registry
 - Options for submitting historic registry application/nomination reviewed by clerk
 - History center staff is willing to do the application with assistance of clerk and deputy clerk or we can go through a grant application process and hire someone to prepare the reports. Karah has never done one of these before, but is willing to prepare. It will take longer if the history center does this (1-1.5 years)

- Grant writer would be quicker (9 months), but will need to repeat a lot of the work we have already completed.
- Why do this? One of the oldest buildings. There are only a few buildings in the county on the historic registry.
- Board Consensus – due to the amount of work already completed, continue with history center, clerk and deputy clerk. If something changes, the board wants to be informed.
- Gazebo – Supervisor Babler
 - We can use park funds at Sherburne County for the green space
 - Discussion of what we want to do
 - Benches
 - Shrubs
 - More ideas will be discussed this spring
 - Cannot use the funds to rebuild the gazebo
 - Will meet with Gina Hugo
 - City of Becker – permits not needed, only concern is that we do not interfere with sight lines at the intersection

FRANCHISE AGREEMENT

- Midco – draft agreement is similar but not identical to Tekstar
- Clerk to check progress on Tekstar agreement status
- The agreements need to be the same – statutory requirement
- Question – Midco has made a mess out of some locations in the township, can we put some additional language in there regarding restoration?

150TH YEAR CELEBRATION - tabled

CARES FUNDING

- State report released – distributed to the Town Board
- Final report has been made to the state – copy included in packet..

TREASURES REPORT

- Grant updates
 - Three applications withdrawn, 1 required to send some funds back, another may need to as well
 - Some need more information
 - Attorney Bourgeois – there is no entitlement to grant money. If not qualified, taxpayers must pay back. Important that people communicate and if funds need to be returned, board must request them. This all needs to be finalized by the end of the year.
 - Paperwork still being collected
 - **Motion that any funds not determined by the Treasurer to meet qualifications should be returned to Sherburne County this week (December 24th), by Babler. Second by Boros. Motion carried, all voting in favor.**


- **Motion to approve treasures report as distributed by Wilkening. Second by Babler. Motion carried, all voting in favor.**
- Motion to pay warrants. Supervisors Danielson abstained from voting on warrants as his company submitted a claim for payment.
 - **Motion to pay warrants 8423-8425 and 15051-15083 and PO's 1313-1322 in the amount of \$469,369.05 by Babler. Second by Boros. Motion carried 4-0-1.**
- **Motion to adopt 2021 budget as discussed in the budget workshop by Wilkening. Second by Danielson. Motion carried, all voting in favor.**
- Credit Card – discussion regarding use for the Input application. **Motion for Treasurer to obtain a credit card and review a credit card policy by Danielson. Second by Babler. Motion carried, all voting in favor.**
- Attorney Bourgeois – Credit card policy should be obtained/reviewed by treasurer and adopted next month.

OTHER

- March Annual Meeting and election location discussed. The Legion did approve letting us use their facility that day, March 9, 2021. Board decided that the annual meeting will be in person, at the Legion unless prohibited by law and voting will occur there as well. Clerk will notify Sherburne County.
- **Motion to approve Resolution 2020-30: Resolution designating annual polling place as the Becker American Legion for 2021 by Babler. Second by Wilkening. Motion carried, all voting in favor.**
- Board of audit – April 6, 2021. Supervisor Babler and Supervisor Boros are trained. Supervisor Babler requested time either after 4:30 on the 6th so he can attend. Clerk will request different time.
- Reminder – seats 4 and 5 are open for filing the 29th – Jan 12th. \$2 fee. Supervisor Danielson and Supervisor Kolbinger are in those seats.
- Various year end reminders

Meeting adjourned at 8:41 p.m.


 Brian Kolbinger, Chair


 Lucinda Messman, Clerk