Regular Town Meeting
Monday, January 27, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Gary Gilbert
☑ Township Supervisor Joe Danielson
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley

Absent Members: none

Attending Staff: Damien Toven – Township Attorney, Wes Davis – Township Engineer, Ben Wikstrom – Township Planner, Jacob Sanders – City of Becker Planner (7:10 pm)

Others Attendees: Sgt. Frank - Sherburne County Sheriff, Mark Kolbinger, Tony Wruck, Aric Olsen – Vonco II, Ted Meyers, Kevin Tajites Dave Lucas – Sherburne County

Meeting called to order and quorum verified by Chair Kolbinger.

Pledge of Allegiance

CONSENT AGENDA

MOTION TO APPROVE BY WILKENING, SECOND BY DANIELSON – MOTION CARRIED

Consent Agenda Items:

- Regular Town Board Meeting Minutes December 2019
- 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: Danish Cemetery Association Contribution Request, Center Point Energy Notice, Records Destruction Report 1/6/2020, MAT Abbreviated Financial Statements, BWSR News Release, Pioneer Tree Service..
- Approval of Resolutions – Full text on file for each resolution.
  - **Resolution 2020-01:** Resolution Appointing Election Judges
  - **Resolution 2020-02:** Resolution Appointing the 2020 Absentee Ballot Board
  - **Resolution 2020-03:** A Resolution Recommending Allowing Existing Shed to Remain on Property while New Shed is Built.

REGULAR AGENDA APPROVAL

Motion to approve agenda after moving Engineer's report to follow the public hearing for right of way ordinance by Danielson. Second by Gilbert. Motion carried, all voting in favor.

SHERBURNE COUNTY SHERIFF'S REPORT

- 85 Calls for service. Mainly vehicles off road during storms.
- Crash this morning
- Snow across road – visited people who have been pushing snow across road to educate that it is illegal. It is working.

OPEN FORUM

- No one present

TOWN PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES – Planner Wikstrom

- Wruck Excavating Plat public hearing at Planning Commission – Joint Planning Board to make final decision tomorrow.
- Started a public hearing for Sunflower Ranch CUP. Sheriff's comments were heard. Sherburne County Highway department has not yet commented and board recessed public hearing to wait on these comments. CUP Application is in good order.
- Reviewing possible ordinance changes in accessory structure sizes allowed.
- Nothing on shipping containers or width/depth ratios at this time – these topics keep coming up and more checking is being done.

ENGINEER'S REPORT – Wes Davis

- Estimate for 185th Ave SE Overlay presented to the board
    - Estimate of approximately $320,000 includes
        - Class 5 for under concrete driveways with >3' cuts needed
        - Concrete – 6" driveway with rebar
        - Material for tying driveways off to road
        - 1.5" wearing course lift
        - striping
    - To get in with County bid, RFP goes out Wednesday this week, Board could do the concrete work as an add on if desired.
    - 3.3 miles in length. Figure 3-4 days for the paving/on-site inspections
    - Board directive to have Engineer prep necessary paperwork and get things to Sherburne County to add this project to theirs. Make the Class 5/Concrete an ad-alternate.

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- 4 entities made donations this month. 459 calls in 2019. Down approximately 30 from previous years.

Central Mississippi River Regional Planning Partnership – Supervisor Kolbinger & City Planner Sanders

- Active since last Board meeting (3 meetings for the group)
    - Consultant in town in person – effective and got to know the players
    - Started stakeholder mapping
    - Governance adopted – elected board members. Executive council (Liason group – Planner Sanders is a member of this) puts subjects together for the meetings.
    - Tour cancelled due to weather
    - Data is coming in
    - Branding is important and being done. Important so people know what is going on and who to ask about things.

Roads Report – Supervisor Danielson

- A Snowplowing issues – but with nice weather, most roads have snow off of them.
- A few mailbox issues – handled
- A bit of brushing will be done before spring.

- **Motion to award General Maintenance contract to Wruck Excavating for 2020 by Wilkening. Second by Danielson. Motion carried, all voting in favor.**

Town Hall –

- Porch light diode needs repair – Hubbard ordered
- Picking up trash and delivering to dumpster at Jeff's is adding mileage. Can it be relocated to Town Hall? What are the requirements to have here and locked? Type of enclosure required? It would be more accessible and reduce trash to one vendor. City Planner Sanders will get information to Clerk regarding requirements. Comments regarding trash: 80% of the trash comes from the North part of Becker – 175th tends to produce most of the trash. Decision will be made next month.

Weed Inspection Report

- Supervisor Kolbinger and Supervisor Gilbert will sign. Clerk to file with county.

Recycling Day 2020 – keep as it has been for now

- **Motion authorizing clerk to sign paperwork as needed for the SCORE Grant by Wilkening. Second by Babler. Motion carried, all voting in favor.**

Other –

- Tri County Humane Society – Clerk unable to reach appropriate people at this time for clarification on language regarding shots/veterinary care at their discretion charged to township. No animals taken there last year. Board – wait until clarification obtained – bring back next month.

Board of Audit

- Hold with the next meeting as budgeting is done in October now.

Boundary Validation Paperwork – Supervisor Kolbinger will handle

Fee Schedule 2020 Supervisor Wilkening

- Reviewed several sections and updated
- **Motion to approve Resolution 2020-04: A Resolution Setting Fees and Charges for the Town of Becker after additional change of altering research fee to $100 per hour by Wilkening. Second Babler. Motion carried, all voting in favor.**

PUBLIC HEARING – Right of Way Ordinance: Utility Ordinance

Utility ordinance pulled out of regular right of way ordinance at request of board.

Standard review – all looked fine. Chair asked for any public comments. Hearing none, **Motion to close public hearing by Wilkening. Second by Danielson. Motion carried, all voting in favor.**

Discussion – none

- **Motion to approve Ordinance 2020-01: Utilities Ordinance, Ordinance for the Management of Utilities in the Public Rights-of-Way under Becker Township's Jurisdiction by Babler. Second by Gilbert. Motion carried, all voting in favor.**

- **Motion to approve Summary Ordinance 2020-01: Utilities Ordinance, Ordinance for the Management of Utilities in the Public Rights-of-Way under Becker Township's Jurisdiction by Wilkening. Second by Danielson. Motion carried. Vote 5 in favor-0 against.**

PUBLIC HEARING – Right of Way Ordinance – Amended

Cleanup after removing utility portion. Emergency abatement correction. No questions/comments by board members. Chair asked for public comment. Hearing none: **Motion to close public hearing by Danielson. Second by Babler. Motion carried, all voting in favor.**

Discussion – None

- **Motion to approve Ordinance 2020-02: Right-Of-Way Ordinance, Ordinance for the Management of the Public Right-of-Way under Becker Township's Jurisdiction by Wilkening. Second by Babler. Motion carried, all voting in favor.**
- **Motion to approve Summary Ordinance 2020-02: Right-Of-Way Ordinance, Ordinance for the Management of the Public Right-of-Way under Becker Township's Jurisdiction by Danielson. Second by Babler. Motion carried. Vote 5 in favor – 0 against.**

Comments for Vonco Application

- Dave Lucas, Sherburne County Solid Waste Administrator handed out map [full text on file: Vonco] showing the buffer area to be used for leachate tanks
- CUP is held by Becker's Joint Planning Board
- Aric Olsen discussed locations with board
- Damien – no, this activity does not require the amending/opening of the CUP. Sherburne County has the authority to issue the waiver. Township can provide comment to the county. It would be ideal if the Joint Planning Board agreed with this comment.
- Board consensus for comment: "*The Becker Town Board [*and if in agreement Becker Joint Planning Board] *acknowledge Sherburne County Board has jurisdiction/authority to grant the waiver as no amendment of the existing CUP is required. The Boards do request Sherburne County hold firm to the ordinance language specifically restricting fill from being located within that buffer area.*
- Clerk to email comments after Joint Planning Board meets.

TREASURER'S REPORT - TANYA DANIELSON

- Engagement letter from Bergan KDV received. Audit has again gone up in price. Variation in pricing from year to year is difficult to budget. Requested clerk check for other firms. Quote received from Schlenner Wenner.
  - Clerk called all references to question on their opinion and found a few others who have used their services and questioned them as well. Some use the CTAS software, others use Quickbooks, others use Banyon software. The company handles information from all three well.
  - Treasurer likes that quote gives pricing for the next three years. It is higher, but all references like them. Constant change in who we deal with at current firm is an issue and lack of feeling able to call and question. Changing prices without consulting or letting us know ahead there will be a higher fee is an issue encountered in past years.
  - Recommendation to change firms. Clerk and Treasurer will make sure the state reports get filed.
  - **Motion to accept proposal from Schlenner Wenner by Gilbert. Second by Babler. Motion carried, all voting in favor.**

- **Motion to approve treasurer's report as distributed by Wilkening. Second by Babler. Motion carried, all voting in favor.**
- **Motion to pay warrants 14484-14513, and PO 1199-1208 in the amount of $131,497.47 by Wilkening. Second by Babler. Motion carried, 4-0-1. Supervisor Danielson abstained as his company had submitted an invoice.**

CLERK'S ITEMS – LUCINDA MESSMAN

- Reminder: Local Board of Appeal and Equalization is set for April 7 at 9 A.M..
- PNP March 3, 2020 7 am – 8 pm voting
- Annual Election March 10th – 10 am – 8 pm voting

Meeting Adjourned 8:12 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Regular Town Meeting
Monday, February 24, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Gary Gilbert
☑ Township Supervisor Joe Danielson
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley

Absent Members: Township Supervisor Luke Babler
Attending Staff: Damien Toven – Township Attorney, Wes Davis – Township Engineer, Ben Wikstrom – Township Planner, Sgt. Frank – Sherburne County Sheriff's Department
Others Attendees: Mark Kolbinger – Sherburne Citizen Tribune, Tony Wruck – Township Contractor, Brandon and Nicolle Hines, Robin Boros, Barry and Vicki Wagner

Meeting called to order and quorum verified by Chair Kolbinger.

Pledge of Allegiance

CONSENT AGENDA

MOTION TO APPROVE BY WILKENING, SECOND BY DANIELSON – MOTION CARRIED

Consent Agenda Items:

- Regular Town Board Meeting Minutes January 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: Records Destruction Report 2/10/2020, Contribution Requests, Sample Ballots – PNP and Township, Indebtedness Report
- Approval of Resolutions – Full text on file for each resolution.
  - **Resolution 2020-05:** Appointing Head Election Judge and Alternate Head Election Judge for Presidential Nomination Primary

REGULAR AGENDA APPROVAL

Motion to approve agenda by Danielson. Second by Gilbert. Motion carried, all voting in favor.

SHERBURNE COUNTY SHERIFF'S REPORT

- 125 Calls for service.
- 41 Traffic Stops
- 10 accidents due to snow
- 1 dog report other than barking

OPEN FORUM

- No one present

METES AND BOUNDS SPLIT APPLICATION

- Parcel thought to be a 40 acre parcel
- State Statutes and Local ordinance require 2, 20 acre parcels
- Certificate of Survey field work shows it is 39.6 acres
- Described as a 40, but is not
- Cannot use a Metes and Bounds split application, must use minor subdivision application and Planning/Joint Planning board process
- Attorney Recommends denial as submitted and public hearing option.
- Buyer is here today - Barry Wagner – works for surveyor and is on Planning and Zoning for Nowthen. Described term for a Nominal "40" and distributed a document from Bureau of Land management to Township Attorney. Stated County allows nominal "20"
- Attorney Toven – can review the materials to see if this can be done without issue as a metes and bounds split. Definitely will look into if the board desires. At this point, recommendation for dual track. Provide information and that way if authorization cannot go through metes and bounds, he is already in place to do a minor subdivision process as each parcel is less than 20 acres.
- Discussion of logical vs. actual vs. statute.
- Board: Review is required – it will come down to language. Attorney directed to review the information and ordinance.
- Discussion regarding deadlines/dates with clerk
- No decision at this time. This item is tabled while further information is gathered/ordinances are reviewed.

ENGINEER'S REPORT – Wes Davis

Bid results from 185th overlay project bid with Sherburne County presented to Town Board. Knife River has lowest overall for all projects bid. Our portion would be $349,306 – includes base/class 5 under drives/shoulder overlay/concrete driveway/bituminous/striping. Goal of savings is achieved in bituminous and striping. Concrete and Class 5 are high. Recommendation to remove the add-on items of concrete and class 5. They will still need to be completed, but board should be able to find a local contractor to do them at a better rate.

Motion to authorize Knife River as contractor without the class 5/concrete add-on item for driveways by Wilkening. Second by Danielson. Motion carried, all voting in favor. Engineer to speak with Sherburne County tomorrow and let them know.

TOWN PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES – Planner Wikstrom

- Preliminary/Final Plat Sandy Forest – adjacent to City property. ROW dedication required
- Sunflower Ranch – application withdrawn due to county requirements of two turn lanes and center lane.
- Amending Accessory Structure sizes allowed to percentage of land rather than straight square footage.

SUPERVISOR REPORTS

Fire Board – Supervisor Kolbinger

- Met to pay bills

Central Mississippi River Regional Planning Partnership – Supervisor Kolbinger

- A lot going on. See email in file. Jacob could not be here, so highlights reviewed. Next meeting on the 27th.

1) Executive Committee (Derek Vetsch, Tracy Bertram, Tim Dolan, and Barry Heinnberg) has met twice in the last month and has reviewed outstanding governance items including Financial Policy, Communication Strategies, Partnership Engagement / Resolution of Understanding, Complaints Policy, and others.

2) The Liason Team has been working on developing a communication strategy in light of recent issues with communications. Marc is working on scheduling a meeting with Administrators to gain feedback to improve communications.

3) The Liason Team and PlanningNEXT have been working on developing an FAQ and answers to the questions so information can be relayed to the public in a cohesive fashion. Will be on agenda for 2/27 Regular meeting.

4) The Liason Team and PlanningNEXT have been working on the Logo / Assets and Guide for the project.

5) Next Regular Meeting is on 2/27

1. Financial Policy, Partnership Engagement / Resolution of Understanding, Complaints Policy to be presented for Review and Approval (this portion should be fairly quick so there is time for PlanningNEXT)
2. PlanningNEXT will be in attendance along with their economic development consultant Kevin Hively (Ninigret Partners).
3. The Executive Committee approved extending the meeting for 30 minutes (so 2 hour total meeting) due to PlanningNEXT being there and needing quite a bit of time to present their information.

6) PlanningNEXT will be touring the area (with Liason Staff) following the regular meeting. City Planner Sanders has made himself available to assist with this.

Roads Report – Supervisor Danielson

- Staying in touch with contractor
- Minor brushing occurring over next few weeks – goal prior to 3/15/2020
- Wruck Excavating to handle small stuff, Jim Free to handle any big trees
- Potholes will be showing soon – let him know if you see any and they will be fixed

Town Hall –

- Porch light fixed and works well
- Elections next week – need supplies from basement
- Rest of information waiting for spring

Animal Control

- Clerk – difficult to reach Tri-County Humane Society
- North Metro Animal Care is available option – clerk left message, nothing yet, will bring next month

Other –

- **Motion authorizing No comments for the Monty Tropical Hideout Liquor License by Wilkening. Second by Danielson. Motion carried, all voting in favor.**

- **Motion to approve Resolution 2020-06 Fee Schedule for 2020 by Danielson. Second by Gilbert. Motion carried, all voting in favor.**

TREASURER'S REPORT - TANYA DANIELSON

- Clerk provided detail of Becker Meadow Escrow/costs. Treasurer requested and was granted the following motions:
  - **Motion authorizing**
    - **Transfer 2540.55 to permit fund from Becker Meadows Escrow; and**
    - **1600 to Parks fund from Becker Meadows Escrow; and**
    - **Refund of $859.45 remaining in the Becker Meadows Escrow to applicant**
    - **By Wilkening. Second by Gilbert. Motion carried, all voting in favor.**
  - **Motion authorizing refund of remaining escrow of $125.72 for Boulder Crossing and closing that fund out by Danielson. Second by Wilkening. Motion carried, all voting in favor.**
- **Motion to approve treasurer's report by Wilkening. Second by Gilbert. Motion carried, all voting in favor.**
- **Motion to pay warrants 14514-14547, and PO 1209-1215 in the amount of $66,854.77 by Danielson. Second by Gilbert. Motion carried, all voting in favor.**

BECKER TOWNSHIP 2020 BOARD OF AUDIT

- 2020 Board of Audit met during the Regular Board meeting of the Becker Town Board on 2/24/2020 as required by statute. The Town Board Supervisors reviewed the clerk and treasurer's financial records and compared them.
  - All funds balanced – no discrepancies. Funds consist of:
    - General Fund
    - Road and Bridge Fund
    - Town Hall Fund
    - Fire Fund (Joint with City)
    - Fire Hall Bond (Joint with City)
    - Fines and Fees
    - Escrow Funds
    - Park Acquisitions & Development
    - TPC/JPB Fund
    - Scenic Hills Fund and Scenic Hills 2nd addition fund were paid out and are no longer used
    - Boulder Crossing Fund ordered paid out and no longer to be used earlier this evening
  - Overall receipt totals matched at $1,280,112.22.
    - Receipts 241061, 241027, 241174 were pulled and original documentation verified.
    - All records match in both records as well as original documentations.
  - Overall disbursement totals matched at $1,991,324.53.
    - Disbursements 14165, 14288, 14420 were pulled and original documentation verified.
    - All records match in both records as well as original documentation.
    - All claims paid as ordered.
  - Checkbook is balanced for both officers.
  - Transfers between funds have occurred as ordered.
  - Treasurer has collateral statements in order from bank.
  - Clerk to find out how park funds held at Sherburne County may be spent.

- Donations increases for 2021 levy discussed. Mainly youth and adult sports as more people from Township are participating. Attorney opinion, this is allowed as the recreation is through the City of Becker. Donation can be made straight to that portion.
- Levy recommendation for 2021 discussed.
    - Fire Fund has been low as excess funds being used, but needs to increase to match our expenses. Currently spending about $112,000 per year and levy is for 80,000. Expected to need approximately $125,000 in 2021.
    - General fund donations increase to 20,000 overall suggested.
    - General fund line item of $5,000 for Township's 150th anniversary suggested.
    - All other items to remain the same.

CLERK'S ITEMS – LUCINDA MESSMAN

- Reminder - PNP March 3, 2020 7 am – 8 pm voting
- Annual Election March 10th – 10 am – 8 pm voting

Meeting Adjourned 8:21 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Meeting took place following township elections on March 10, 2020.

Clerk Lucinda Messman called the meeting to order at 8:01 p.m..

Nominations for moderator opened. Brad Wilkening was nominated for moderator by Gary Gilbert. Second by Luke Babler. Motion carried all voting in favor.

Brad Wilkening, was elected moderator for the 2020 Becker Township Board Annual Meeting took a seat up front and conducted the meeting.

Motion to accept agenda by Brian Kolbinger. Second by Ted Meyers. Motion carried, all voting in favor.

Motion to approve minutes as distributed by Joe Danielson. Second by Gary Gilbert. Motion carried, all voting in favor.

Centra Care Health Annual Report – Jason Weaver – Director of Finance – Monticello

- Highlights for the past year were reviewed
  - 7th year of No levy for the hospital
  - 6 million dollar Emergency Room renovation completed – better design with Mental health suites now as well
  - Primary Care is in Big Lake – specialty care is on site
  - November 12th is the Annual Hospital District Board Meeting
- Preparing for Coronavirus – COVID 19
  - Reminders – help avoid overload at hospitals
  - wash hands
  - review symptoms – CDC Site, MN Dept of Health site
  - don't touch face
  - if sick stay home
  - discussion of the 14 day quarantine and what it means
- 24/7 Nurse line – call for advise – Centra Care Connect 320-200-3200 open and available.

Central Mississippi Regional River Planning Partnership – Jacob Sanders Liaison Team Member and City of Becker Planner

- Framework 2030 area – 2 counties, focus area are the members
- Was Highway 25 Coalition (2016 start) that was to help ease traffic congestion
- Evolved into CMRP – website: https://regionalplanningpartnership.org/about-the-partnership-agendas-and-notes/
- Brian Kolbinger is our voting member – Brad Wilkening is the alternate.
- This is the region's first collaborative planning and economic development project.
- This is not a comprehensive regional plan. It is a framework to help communities in guiding their individual comprehensive plans.
- Goals

- Working together to advance the region
- Engage the regional community
- Building a framework for success

- Model of the plan was shown/reviewed
- Survey availability – online or physical format

Board of Audit Report read by Clerk Lucinda Messman.

2018 Treasurer's report presented in the evening packet - Treasurer Tanya Danielson

Open Forum portion of the meeting brought no comments:

Permit Report Data distributed in packet was reviewed Supervisor Brad Wilkening.

Road Report presented by Supervisor Gary Gilbert. Information distributed could be read by those in attendance.

- Repaired/rebuilt roads
  - 190th Ave North of 75 Street,
  - Garden Grove Road,
  - 67th Street from 175th Ave west to CR 11 (joint project with Santiago Twp),
  - 77th street west from CR 127 (from 12' wide to two car widths with new culverts),
  - 112th Street east of CR 51 and reconditioning and
  - regrading of 92nd street from CR 11 to 157th Ave are holding up well.
- Failing gravel roads to be reviewed for 2020 or future improvement include
  - 67th Street east of 17th to CR 16,
  - 117th Street east of CR 51,
  - 107th St east of CR 67 and
  - 157th Street off CR 50.
- Planning to construct/reconstruct gravel road in Salida 164th Ave north of 149th Street in either 2020/2021.
- Paved roads
  - 185th Ave SE project (109th Street to CR 4) was reconstructed
  - Final wear course to be installed along entire 3 mile length this summer

Newspaper recommendation – keep as Citizen Tribune. Motion by Tanya Danielson. Second by Joanna Meyers. Motion carried, all voting in favor.

Next Annual meeting set for Tuesday, March 9, 2021 at 8:01 p.m. at Becker Township Hall, 12165 Hancock Street, Becker, MN. Motion by Brian Kolbinger. Second by Luke Babler. Motion carried, all voting in favor.

Posting locations recommended as Becker Town Hall, Becker City Hall and Becker Township website www.beckertownship.org. Motion by Luke Babler. Second by Joe Danielson. Motion carried, all voting in favor.

Town Board Report – Brian Kolbinger, Town Board Chair

- Historic Levy discussion – why some made large increases in the past/reason to continue with nominal increases going forward.
- Discussed Fire Fund/Fire department
    - Do we make sure to pay various items? Fire is joint with City of Becker and Santiago. We send our portion and the Fire Department manages their own budget. If desired, we can get a copy of that.
- Pie chart shows part of taxes that go to township
- Factors that relate to tax bills

Township Levy -

- **8:38 pm General Fund – motion to approve at $175,000. This total includes up to $20,000 in donations and $5,000 for a 150th Anniversary Township Celebration by Joe Danielson. Second by Robin Boros. Motion carried, all voting in favor.**

- **8:39 pm Road and Bridge Fund - motion to approve $950,000 by Gary Gilbert. Second by Ted Meyers. Motion carried, all voting in favor.**

- **8:39 pm Town Hall Fund – motion to approve $15,000 by Joe Danielson. Second by Gary Gilbert. Motion carried, all voting in favor.**

- **8:40 pm Fire Fund – motion to approve $100,000 by Brian Kolbinger. Second by John Veckved. Motion carried, all voting in favor.**

Report of Election – waived until after Board of Canvass has met to verify results.

Other – Mark Swanson, District Hospital Board Representative introduced himself (arrived approximately 8:30 pm) and encouraged everyone who hasn't toured the new hospital facility updates to do so and see what they offer.

Motion to adjourn Becker Township 2020 Annual Meeting by Ted Meyers at 8:42 p.m. Meeting adjourned.

Brad Wilkening, Moderator

Lucinda Messman, Clerk

Regular Town Meeting
Monday, March 16, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Gary Gilbert
☑ Township Supervisor Joe Danielson
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson

Absent Members: ☑ Township Deputy Clerk Fran Seeley
Attending Staff: Kelli Bourgeois – Township Attorney, Sgt. Frank – Sherburne County Sheriff's Department, Jacob Sanders – City of Becker Planner
Others Attendees: Tony Wruck – Township Contractor, Dave Anderson – Sons of American Legion Post 193

Due to social distancing recommendations by the CDC and Minnesota's Governor, a limited number of people are allowed in the building at one time. Engineer Davis and Planner Wikstrom sent reports in written format and were available by phone if required.

Meeting called to order and quorum verified by Chair Kolbinger.

Pledge of Allegiance

CONSENT AGENDA

MOTION TO APPROVE BY WILKENING, SECOND BY GILBERT – MOTION CARRIED

Consent Agenda Items:

- Regular Town Board Meeting Minutes February 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: Simply Surfacing LLC, Carr's Tree Service, City of Becker, Xcel Energy, March 2020 LTAP Newsletter

REGULAR AGENDA APPROVAL

Motion to approve agenda by Danielson. Second by Babler. Motion carried, all voting in favor.

SHERBURNE COUNTY SHERIFF'S REPORT

- 157 Calls for service.
- 53 Traffic Stops
- April 1 – ATV's south of 95 not allowed.

OPEN FORUM

- Dave Anderson – Sons of American Legion Post 193. Request for land use.
  - Concert planned behind legion (next door) August 22, 2020 from 1-6 pm
  - Fisher House in MN is beneficiary
  - Three bands planned – Country, Blue Grass, Western-Swing

- Would like to use the grassy area behind the building rather than try to fence off
- If alcohol, will be by the Lions as they have a handle on alcohol at events
- Free will donations will be accepted
- Security will either be Becker Police Reserve or Sherburne County – still working on this part
- City of Becker requested noise permit - would Township approve/be willing to sign?
- Township requested event insurance certificate – agreed to
- Planning to advertise – Radio, printed ads, Bank Marquis, Fisher House in Minneapolis
- Town Board Supervisors in full support of event – consensus
- **Motion to authorize Chair to sign forms as necessary to allow the event by Babler. Second by Gilbert. Motion carried, all voting in favor.**

TOWN PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES – Planner Wikstrom

- Memo reviewed. Full text on file.
  - Nominal 40, Sign for Theco
  - Shipping container ordinance needs work as some public businesses have them. One idea from other LGU's – if <200 square feet – allow them. This would allow those 20' long, but not the larger ones. Current businesses with them on site have been told no enforcement will occur until the ordinance is revamped as they were not addressed specifically prior to the change in ordinance.

ENGINEER'S REPORT – Wes Davis

- Memo reviewed. Full text on file.
  - Working with Sherburne County regarding monument preservation
  - Pre-con for 185th Ave had not yet been scheduled

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- Mayor presented commendation letter for outstanding job with Northern Metals Fire.
- Bills are coming in – so are funds. Northern Metals is covering costs of Becker Fire Department and the other Fire Departments who assisted. No taxpayer dollars are being spent on that event.

Central Mississippi River Regional Planning Partnership – Framework 2040 – Planner Sanders

- Structure handed out and reviewed. Similar information to Annual meeting so not very in depth tonight as all Supervisors were at that presentation.
- More discussion planned for April
- It is not a comprehensive plan, it is a regional planning effort. Framework is helping with land use and transportation. It is more robust than previous plans – a type required for federal funding.
- Supervisor Kolbinger stated that this doesn't get done unless all regions pull together
- Reminder for all board members to fill out the survey by March 31.

Roads Report – Supervisor Danielson

- Wruck Excavating and Jim's Tree Service are finishing up this week
- Most trees are done
- Potholes are coming out – patching, just not with hotmix yet. If you see, let him know where they are located.
- Road restrictions have started
- Road Tour – put on hold until we see how this Covid-19 situation resolves itself.

Town Hall – Supervisor Babler

- Top flagpole – quote to fix needed – board consensus – get them
- Should we get a 150 year flag made for the Township? - board consensus – yes – make both happen

Animal Control

- After review, board wants to set up contract. **Motion to approve Chair signing contract documents as necessary by Danielson. Second by Wilkening. Motion carried, all voting in favor.**

Other –

- Park Funds – discussion of how they can be used and possibilities.

TREASURER'S REPORT - TANYA DANIELSON

- Road allotment was discussed. All money goes into road and bridge.
- **Motion to approve treasurer's report as presented by Babler. Second by Gilbert. Motion carried, all voting in favor.**
- **Motion to pay claims 14548-14583 and PO's 1216-1225 in the amount of $74,203.72 by Wilkening. Second by Babler. Motion carried, all voting in favor.**

OTHER ITEMS

- With the Covid information – recommendations for next week's public hearings? Get text numbers and have people wait in cars until their turn/item they want to hear. Try to be as exact as possible on scheduling. Chair will do best to keep on time.
- Attorney Bourgeois reviewed information available. It is changing daily right now.
- Annual Election March 10th – 10 am – 8 pm voting

Meeting Adjourned 7:58 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Special Town Board Meeting
Monday, April 7, 2020
8:50 a.m. by Tele/Video Conference due to pandemic

Attending Board Members

☑ Township Chair Brian Kolbinger - video
☑ Township Vice Chair Brad Wilkening - phone
☑ Township Supervisor Robin Boros - phone
☑ Township Supervisor Joe Danielson - phone
☑ Township Supervisor Luke Babler – phone/left immediately following vote.
☑ Township Clerk Lucinda Messman - video

Absent Members: Township Treasurer Tanya Danielson, Township Deputy Clerk Fran Seeley ,
Attending Staff: none
Others Attendees: none

Prior to the meeting, Chair Kolbinger found it wasn't practical or prudent to meet in person because of the health pandemic and state of emergency declared under Minn. Stat. Ch. 12. He set up a special teleconferencing/video conferencing meeting and proper postings were made. In addition to posting locations as adopted at the Annual Township Meeting, any township resident who had subscribed to the website also received a direct emailing regarding attendance and the information was posted on the front door of Township Hall in large lettering.

Meeting called to order, roll call taken [noted in attendance list above] and quorum verified by Chair Kolbinger.

Welcome to newest Supervisor, Robin Boros. Due to unique nature of things at this time, Supervisor Boros met with Clerk on 3/18/2020 and was given oath of office at that time.

Single agenda item regarding how we can conduct meetings moving forward due to the Peacetime Emergency and Pandemic.

Motion by Danielson to adopt Becker Township, Sherburne County Resolution 2020-15: A Resolution Establishing The Ability Conduct Open Meetings By Telephone

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz issued Executive Order 20-01, "Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minneso-tans from COVID-19," declaring a peacetime emergency under Minn. Stat. § 12.31, subd. 2.

WHEREAS, the Center for Disease Control has labeled COVID-19 as a pandemic illness.

WHEREAS, COVID-19 poses a risk to the health, welfare, and safety of the public.

WHEREAS, the Minnesota Department of Health has issued guidelines and recommendations to slow the spread of COVID-19 that include limiting social interaction.

WHEREAS, the Township provides important services related to transportation, public safety, economic development, education, and protection of property.

WHEREAS, Minn. Stat. § 13D.021 permits open meetings to be conducted through teleconfer-encing if:

1. the presiding officer for the governing body finds it not practical or prudent to meet in person because of a health pandemic or an emergency declared under Minn. Stat. Ch. 12;

2. all members of the body participating in the meeting, wherever their physical loca-tion, can hear one another and hear all testimony and discussion;
3. members of the public presents at the regular meeting location can hear all discus-sion, testimony, and votes of the public body, unless attendance at the meeting is not feasible due to health pandemic or emergency declaration;
4. at least one member of the body, chief legal counsel, or chief administrative officer is present at the regular meeting location, unless unfeasible due to health pandemic or emergency declaration; and
5. all votes of the body are conducted by roll call so each member's vote can be identi-fied and recorded.

WHEREAS, the Township Chairperson finds it is not practical or prudent to hold Township Board meetings in person because of pandemic and public health emergency.

WHEREAS, the Township Board finds that public attendance at a meeting is not feasible due to health pandemic and public health emergency and the Township Board will not have any mem-ber, counsel, or administrator present at the regular meeting location.

Now Therefore, Be It Resolved, that the Town Board of Becker Township, Sherburne County, Minnesota, will conduct meetings through teleconferencing so long as a health pandemic exists or an emergency is declared under Minn. Stat. Ch. 12.

Second by Babler. Motion carried, votes as follows:

		Yes	No	Other
Supervisor	Brian Kolbinger	__x_	_____	_____
Supervisor	Brad Wilkening	__x_	_____	_____
Supervisor	Joe Danielson	__x_	_____	_____
Supervisor	Luke Babler	__x_	_____	_____
Supervisor	Robin Boros	__x_	_____	_____

Adopted this 7th day of April, 2020.
BY THE BOARD, Brian Kolbinger, Town Chair
Attested by Lucinda Messman, Town Clerk

Meeting Adjourned 8:55 a.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Due to the health pandemic and the Governor's Stay at Home Order, it is not practical, prudent, or feasible to hold a public meeting at this time.

The April 20th Town Board meeting, occurring at 7pm may be accessed by teleconference or web.

Join by phone

1-650-479-3207 Call-in toll number (US/Canada)
1-855-244-8681 Call-in toll-free number (US/Canada)

Join by Webex – use Webex app on your phone or computer

Meeting number (access code): 289 936 465

Meeting password: PWfd67aJjf2

Regular Town Meeting
Monday, April 20, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger - video
☑ Township Vice Chair Brad Wilkening - phone
☑ Township Supervisor Robin Boros - phone
☑ Township Supervisor Joe Danielson phone
☑ Township Supervisor Luke Babler - phone
☑ Township Clerk Lucinda Messman - video
☑ Township Treasurer Tanya Danielson - phone7:56 pm

Absent Members: ☑ Township Deputy Clerk Fran Seeley
Attending Staff: Kelli Bourgeois – Township Attorney - phone, Sgt. Frank – Sherburne County Sheriff's Department – phone (7:19 pm until conversation with residents ended), Mary Roe – City of Becker Planner – phone; Wes Davis – phone
Others Attendees: Ted & Joanna Myers – video; Cory & Jennifer Vogel – phone; Nicolle Hines – video; Mark Kolbinger – Sherburne Citizen Tribune – phone

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 conduct meetings through teleconferencing so long as a health pandemic exists or an emergency is declared under Minn. Stat. Ch. 12. This meeting was held using a video/teleconferencing system.

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

Consent Agenda

Motion to approve by Wilkening, Second by Danielson – Motion Carried

Consent Agenda Items:

- Minutes Approval: Regular Town Board Meeting March 2020, Local Board of Appeal and Equalization April 7, 2020 9 am, Special Town Board Meeting April 7, 2020 8:50 am
- 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: Windstream Bankruptcy Notice, Sherburne History Center, SWIFT Contractor Information, Midwest Asphalt Information, Center Point Energy Spring Flood Plan, Gopher Bounty Resolution – Sherburne County, Sheriff's Report – via email this month, if questions, let clerk know ahead to request, Sheriff's Annual Report, Assessor's Notice, Sherburne County Overlay Schedule 2020

Regular Agenda Approval

Motion to approve agenda by Babler after addition of sprinkler system permitting and hot water heater issues to agenda. Second by Danielson. Motion carried, all voting in favor.

Open Forum

- Ride for Hope – Charitable Gambling Acknowledgement. **Motion to approve chair signing required paperwork by Danielson. Second by Babler. Motion carried, all voting in favor.**

- Attorney Bourgeois recommendations regarding procedure to assure transparency for votes/motions as long as telephone meetings continue to be allowed due to Pandemic Declaration and Peacetime State of Emergency.
- Ted & Joanna Myers – discussion of what has taken place the past 7 years in front of their residence. The Myers stated the following:
    - Summary: vehicles/trailers/trash cans obstructing right of way in a manner that prevents Mr. Myers from pulling his truck out of his driveway without difficulty.
    - Originally wanted a secondary access to avoid these issues and told of new ordinance coming so decided to wait.
    - Trash Cans –discussion of history/removal/staying on road. When pulling out, it has been knocked over before due to being so far out in the road. Mr. Myer did pick it up after hitting and replace at side of road.
    - Ordinance has been passed and it seems it is not being enforced. Past instances discussed. He tries to make sure he leaves after 6 am so as to not disturb people.
    - Have been told that parking tickets have been issued to the Vogels.
- Cory & Jen Vogel stated the following:
    - No tickets received to date.
    - Parking ordinance standards are not fair. The parking ordinance has restricted their use of their property. They feel they are not allowed to use the road as others do in order to accommodate the semi and are bearing the entire loss/use of their property.
    - Mr. Myers drives a large semi that takes up the entire road
    - If a citation is coming, he has just been issued a citation for using the road in front of their home.
    - Feel Mr. Myers is violating the Shipping Container ordinance as they have a shipping container on their property [Mr. Myers stated it is on wheels/bed of semi]
    - Requested last year for specific measurements for where they can park on the street as they need to park there occasionally. Requesting again to be given exact measurements of where vehicles are allowed on the street.
- Board Response
    - This is an enforcement issue. The board passed ordinances required for enforcement. They have done what they feel is most appropriate/can be done when looking at township as a whole. The ordinance is to give law enforcement the tools they need to be able to enforce
    - Attorney Bourgeois: The ordinance gives the Sheriff the option to take action or not parameters for taking action. If the Town Board enforces, there are multiple notices and then assessing – a long process. The Town Board relies on the Sheriff's department for their interpretation and enforcement the way they feel is most appropriate in each instance.
    - Concerns need to be forwarded to the Sheriff's Department.
    - Board feels ordinance is appropriate. Stated to Mr. & Mrs. Vogel to leave mailbox where it is located now.
    - Directed clerk to email a copy of the parking ordinance to Mr. & Mrs. Vogel.
- 7:19 p.m. Sgt. Dan Frank was able to join the meeting by phone.
    - Discussion of what has occurred.
    - Confirmation that citation has been issued – later than normal due to ordinance not being in the computerized system. It is being mailed to the Vogels.
    - Trash cans issue – when viewed, they have been no further out in the road than neighbors' trash cans.
    - 5:45 am he drove by and verified there was nothing on the road (no trash cans or vehicles) and the semi was not running.

- 10 am, he and Deputy McKay were on site due to calls/vehicle and trailer on the road. Talked with Mr. & Mrs. Vogel as to why the vehicles were now on the road. Deputy McKay took pictures.

TOWN PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES

- Fee Schedule direction? At this time State Building Code requires review for new front doors. Our fee schedule does not have as an over the counter permit. Should it? If not, permit fee is based on valuation. Board consensus to research and decide next month. Supervisor Wilkening will research.
- Memo reviewed. Full text on file.
  - The ordinance was amended to allow metes and bounds "nominal 40 acre" parcels. Authority is with Joint Planning Board.
  - The Corrine Anderson subdivision was approved by the Planning Commission and Joint Planning Board. This was the first "nominal forty" approval.
  - Brian Dodd – Theco, Inc. was approved for a variance to allow a larger pylon sign.
  - Preferred Concrete was granted a front yard setback variance.
  - Accessory structures ordinance amendment passed, allowing larger structures.
  - A CUP for Brad and Lisa Hiltz on 117th Street to allow occasional special events (weddings) on their property was unanimously approved. A condition of approval was that the property's driveway be directly connected to the 117th Street roadway if the road is ever realigned within the ROW.
  - The April meetings were canceled; two applications for the May meeting cycle have been received.

ENGINEER'S REPORT – Wes Davis

- Memo reviewed. Full text on file.
  - Joint Powers Agreement with Sherburne County for the Overlay project on 185th Ave SE needs approval. Recommended by Engineer. There is not a pre-con set yet and may not be normal due to pandemic. Will let board know details as he does. Tentative Start Date/Work is 6/15/2020-6/19/2020. **Motion to approve Joint Powers Agreement with Sherburne County for the 185th Avenue SE Overlay project by Wilkening. Second by Danielson. Voting aye: Kolbinger, Wilkening, Danielson, Babler, Boros. Voting nay: none.**
  - Utility permit discussion due to number that came in.
    - For fiber optic/internet utilities
      - Would board be open to permitting by development?
      - Currently allow to permit by road rather than address.
      - Q: do they typically do entire development at once? A: yes
      - Attorney Bourgeois: Was this all apps by a single entity? Yes
      - Attorney Bourgeois: recommendation is that grouping for administrative permits is not an issue and would be adequate, but concerns regarding processing permits and being sure time lines are managed well.
      - Board – it makes sense, but how likely is it this will happen again? Low likelihood.
      - Clerk and Engineer to review form to see if anything can be altered to streamline process.
  - CIP – originally it was planned that during road tour each road would be rated. Since pandemic doesn't allow groups, is it ok to allow Engineer to get started?
    - Wilkening - good idea for Engineer to do this in a somewhat short time frame

        - Danielson – can we get interns to help? Engineer: yes – 1 is returning and they have another. Having them to some parts will help on costs.
        - Kolbinger – consistency is important – comparison between roads is ok if by interns overseen by Engineer.
    - Now that signs are complete, would the board want survey/georeferenced of the signs? It can go into the GIS Mapping database with type/age/location of signs.
        - Wilkening – great idea, but would like estimate of costs on this. Also include every culvert that goes under a road.
        - Engineer: Long term goal would be for the Township to have maps with everything as appropriate and have them available on Supervisors phones.

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- 4 donations – Charlies, Women of Today, Faith Lutheran, Becker Lions – donations for whatever the fire department sees fit/need.
- Bills are going out to Northern Metals and they are paying them.

Central Mississippi River Regional Planning Partnership – Framework 2040 – Supervisor Kolbinger

- No meeting – 30th of this month is next one.
- Clerk will forward most recent email to all Supervisors.
- Jacob Sanders works with the liaison team. They have been reaching out to stakeholders.
- Currently checking socio-economic studies.
- Survey response so far – 4 Township, 5 City of Becker.

Roads Report – Supervisor Danielson

- Brushing is done, moving to stump grinding.
- Snow plow damage – Contractor is going around and cleaning up damage
- Some potholes are showing – they are being taken care of as noted
- Roads are in pretty good shape
- Road Tour: All to drive individually and take pics/send comments to clerk. Will set date for a separate meeting – playing by ear for now due to COVID-19.
- Get data to clerk prior to next meeting.

Town Hall – Supervisor Babler

- Sprinklers – permit – who should obtain? Mary Roe will verify with Building Inspector and City if an encroachment permit is required.
- Dumpster – no limit on size – location behind Town Hall
- Water Heater – Joe will look and bring back next month for approval

Animal Control

- Animal control – fortunate as one dog had an owner, so owner paid the fees rather than township. 1st time in 8 years. No changes to procedure for now.

TREASURER'S REPORT - TANYA DANIELSON

The Becker Town Board Supervisors discussed handling of check payments given the current state of emergency and pandemic declarations by the Governor of Minnesota. The following finding were made:

1. March 13, 2020 Minnesota Governor Tim Walz issued Executive Order 20-01, "Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19," declaring a peacetime emergency under Minn. Stat. § 12.31, subd. 2.
2. The Center for Disease Control has labeled COVID-19 as a pandemic illness.
3. COVID-19 poses a risk to the health, welfare, and safety of the public.
4. The Minnesota Department of Health has issued guidelines and recommendations to slow the spread of COVID-19 that include limiting social interaction.
5. The Township Chairperson finds it is not practical or prudent to hold Township Board meetings in person because of pandemic and public health emergency.
6. The Township Board issued Resolution 2020-15 on April 7, 2020 Establishing the ability to conduct open meetings by telephone as attendance at a meeting is not feasible due to health pandemic and public health emergency.
7. The Township Board will not have any member, counsel, or administrator present at the regular meeting location.

The board decided on the following procedures:

1) That the Town Board of Becker Township, Sherburne County Minnesota will not require three signatures on checks as long as the health pandemic exists or an emergency is declared under Minn. Stat. Ch. 12.

2) A copy of all claims for payment will be incorporated into the meeting packet. Payroll claims will be available for viewing at Township hall if requested in accordance with data privacy laws.

3) Motion by Wilkening to have Treasurer Tanya Danielson as the sole signatory until the health pandemic exists or an emergency is declared under Minn. Stat. Ch. 12.. Second by Babler. Motion carried:
   a. Votes: Brian Kolbinger: Aye
   b. Luke Babler – Aye
   c. Robin Boros – Aye
   d. Joe Danielson – Aye
   e. Brad Wilkening – Aye

4) Prior to approval of payments, the board will request the Township Treasurer's statement regarding sufficient or insufficient funds to cover claims submitted for approval.

5) Payments will be authorized using roll-call voting.

6) Clerk Lucinda Messman will attest that these statements have been made and are documented in the Township Record.

Motion to approve Becker Township, Sherburne County Minnesota, Resolution 2020-16: RESOLUTION ESTABLISHING THE ABILITY TO HAVE A SINGLE SIGNER ON CHECKS DURING PEACETIME EMERGENCY AND PANDEMIC

Wheras, on March 13, 2020 Minnesota Governor Tim Walz issued Executive Order 20-01, "Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19," declaring a peacetime emergency under Minn. Stat. § 12.31, subd. 2; and

Whereas, the Center for Disease Control has labeled COVID-19 as a pandemic illness; and

Whereas, COVID-19 poses a risk to the health, welfare, and safety of the public; and

Whereas, the Minnesota Department of Health has issued guidelines and recommendations to slow the spread of COVID-19 that include limiting social interaction; and

Whereas, the Township Chairperson finds it is not practical or prudent to hold Township Board meetings in person because of pandemic and public health emergency; and

Whereas, The Township Board issued Resolution 2020-15 on April 7, 2020 Establishing the ability to conduct open meetings by telephone as attendance at a meeting is not feasible due to health pandemic and public health emergency; and

Whereas, The Township Board will not have any member, counsel, or administrator present at the regular meeting location.

Now Therefore, Be it Resolved,

1) That the Town Board of Becker Township, Sherburne County Minnesota will not require three signatures on checks as long as the health pandemic exists or an emergency is declared under Minn. Stat. Ch. 12.

2) A copy of all claims for payment will be incorporated into the meeting packet. Payroll claims will be available for viewing at Township hall.

3) Becker Township Supervisors unanimously moved that the Township Treasurer, Tanya Danielson, be appointed as sole signature required on checks.

4) Prior to approval of payments, the board will request the Township Treasurer's statement regarding sufficient or insufficient funds to cover claims submitted for approval.

5) Payments will be authorized using roll-call voting.

6) Clerk Lucinda Messman will attest that these statements have been made and are documented in the Township Record.

7) The requirement of a single check signer to authorize payment will continue so long as a health pandemic exists or an emergency is declared under Minn. Stat. Ch. 12.

Votes	Yes	No	Other
Supervisor Brian Kolbinger, Chair	__x__	_____	_____
Supervisor Brad Wilkening, Vice Chair	__x__	_____	_____
Supervisor Luke Babler	__x__	_____	_____
Supervisor Robin Boros	__x__	_____	_____
Supervisor Joe Danielson	__x__	_____	_____

Adopted this 20th day of April, 2020.

By the Becker Township Board
Brian Kolbinger, Chair

Attested by Lucinda Messman, Clerk

- Following the adoption of the resolution, the board requested a statement verifying funds. Treasurer Danielson certified that there is sufficient money in the accounts to pay the claims.

- **Motion to pay PO 1228-1239; warrants 14584-14607 (includes payroll = $5,789.03) as noted in the claims list for approval and net payroll distribution in the amount of $67,206.97 by Babler. Second by Boros. Motion carried, 4-0-1. Votes recorded below.**
  Supervisor Kolbinger – Aye
  Supervisor Babler – Aye
  Supervisor Boros – Aye
  Supervisor Wilkening – Aye
  Supervisor Danielson abstained from voting as his company has submitted a claim.
- The remaining funds in the Fire Bond fund have been transferred to the General Fund as directed.
- **Motion to approve Treasurer's report as submitted by Babler. Second by Wilkening. Voting Aye: Kolbinger, Babler, Boros, Wilkening, Danielson. Voting Nay: none.**
- Donations requests reviewed:
  - **Motion to approve donations as follows:**
    - **Becker Cemetery in the amount of $700.00**
    - **Becker All Night Graduation party in the amount of $1,000.00**
    - **Danish Cemetery in the amount of $750.00**
    - **City of Becker Parks and Recreation in the amount of $15,000.00 and use of Town Hall during Freedom Days celebration**
    - **Snake River Cemetery in the amount of $750.00**
  - **by Danielson. Second by Wilkening. Voting Aye: Kolbinger, Wilkening, Danielson, Babler, Boros. Voting Nay: none. Motion carried.**

OTHER ITEMS

- With the COVID-19 Situation – possibly issues finding election judges. All depends. Clerk requested all Supervisors consider taking election judge training. Agreed.
- Approval of the 2021 levy is required. Can be lower than approved at the annual meeting, but not higher. Approval at the annual meeting as follows:
  - General Fund 175,000
  - Road and Bridge Fund 950,000
  - Fire Fund 100,000
  - Town Hall Fund 15,000
  - **Motion to approve 2021 levy as indicated by Danielson. Second by Babler. Voting Aye: Kolbinger, Wilkening, Danielson, Babler, Boros. Voting Nay: none. Motion carried.**

Meeting Adjourned 8:36 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Special Town Board Meeting
6:30 p.m.
Monday, May 11, 2020
12165 Hancock Street

Attending in person

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Joe Danielson
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman

Absent Members: ☑ Township Deputy Clerk Fran Seeley, ☑ Township Treasurer Tanya Danielson
Attending Staff: none
Others Attendees: none

Meeting called to order at 7 pm. Quorum verified by Chair Kolbinger.

Meeting called specifically to approve of a COVID-19 Preparedness Plan in compliance with Governor Tim Walz's Executive Orders in order to continue operation during the Peacetime Emergency.

Plan presented to board for review. Minimum standards include the following in order to be in compliance with the guidelines and standards indicated in the Executive Order.

1. infection prevention measures;
2. prompt identification and isolation of sick persons;
3. engineering and administrative controls for social distancing;
4. cleaning, disinfecting, decontamination and ventilation;
5. communications and training for managers and workers necessary to implement the plan; and
6. provision of management and supervision necessary to ensure effective ongoing implementation of the plan.

Full text of plan adopted by unanimous consensus of the Becker Town Board follows:

COVID-19 Preparedness Plan for Becker Township

Becker Township is committed to providing a safe and healthy workplace for all our workers. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Town Board Supervisors and all staff members are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.
Town Board Supervisors, Planning Commissioners, Joint Planning Board members, "board members" and all staff members are responsible for implementing and complying with all aspects of this Preparedness Plan.
Our staff members are our most important assets. We are serious about safety and health and keeping our workers working for the Town of Becker. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;

- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

Screening and policies for employees exhibiting signs and symptoms of COVID-19

All board members and staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. All board members and staff are to self-monitor for symptoms and are expected to remain at home if any symptoms are present. If someone is ill, they will contact the clerk directly by phone, text or email. If they become ill at work, they will go home immediately. Isolation in the workplace is not possible given the small quarters. Once the ill individual leaves, their work area will be disinfected using bleach solution.

Becker Township has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Workers will maintain their positions if leave/quarantine is necessary. No sick leave pay is available normally and none will be given at this time. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Those workers who are at high risk or living with a household member with underlying health conditions have had accommodations made to allow the worker to perform job duties from home. These accommodations may include taking home township equipment or files as needed. In addition, limiting those who will be in the building when workers with accommodations need to exchange materials will continue to be enacted.

Becker Township has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. It is the duty of board members and staff to immediately inform the clerk if they have been exposed to COVID-19. Becker Township will then inform impacted employees immediately.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. This office will not release health status beyond those with a need to know due to their employment position.

Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to the facility will be required to wash their hands prior to or immediately upon entering the facility. Some workplaces may have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Township Hall has restroom facilities with handwashing stations and will provide hand sanitizer at the entrance/exit to the building as well as an additional bottle of hand sanitizer at the conference table.

Respiratory etiquette: Cover your cough or sneeze

Workers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors. Reminders of this will be communicated using informational graphics and education.

Social distancing

Social distancing is being implemented in the workplace through the following engineering and administrative controls: Becker Township is continuing its use of flexible work hours to minimize the number of staff workers in the building at a time. Six feet of distances is indicated by the blue tape on the floor. Staff workers are limited to one person in the clerk's office at a time. To allow work to continue, one work station has been moved to the main room to comply with social distancing guidelines. Board members and visitors are prohibited from gathering in groups and confined areas, including the clerk's office and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. It is recommended that all Township Board members and staff wear face masks when social distancing is not possible. All Township employees are to verify with the clerk that they possess a facemask as recommended by the CDC or if they require one. If board members or employees prefer, they can continue to attend board meetings virtually or in person (following social distancing guidelines) , they will continue to work remotely until the Township can obtain the recommended personal protective equipment.

Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Routine cleaning schedule will increase to every other week rather than current twice a month. May 10th, 24th, June 7th and 21st are the next scheduled cleanings. It will continue every other week until such time the Board determines the schedule can return to twice per month. Products used include those approved by the CDC. At this time they are Clorox cleanup and Windex for all non-porous surfaces in the building. Bi-weekly cleaning will continue to be done by Stacey Peterson at this time. High touch areas will be cleaned and disinfected on a daily basis by the clerk. These areas include keyboard, mouse, monitors, door handles, counter between appointments, phone, printer, etc..

Communications and training

This Preparedness Plan was communicated by email and postal mail to all workers 5/11/2020 and any necessary training will be provided upon their return to work date. Additional communication and training will be ongoing by use of oral communication and infographics. Clerk will keep record of how the plan has been implemented and key dates as noted within this plan. Board members and staff are to work through this new program together and the Township Supervisors will update the training as necessary. This Preparedness Plan

has been certified by Becker Town Board and posted throughout the workplace 5/11/2020. It will be updated as necessary.

Meeting Adjourned 6"35 pm.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Regular Town Board Meeting
7:00 p.m.
Monday, May 18, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Joe Danielson
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson

Absent Members: ☑ Township Deputy Clerk Fran Seeley
Attending Staff: Kelli Bourgeois – Township Attorney, Jacob Sanders – City of Becker Planner – phone;
Others Attendees: Craig Wensmann (for Wes Davis – Township Engineer); Tony Wruck – Township Maintenance Contractor; Sgt. Frank – by phone; Ted & Joanna Myers – phone/video; Mark Kolbinger – Sherburne Citizen Tribune – phone

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 conduct meetings through teleconferencing 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
MOTION TO APPROVE BY WILKENING, SECOND BY DANIELSON – MOTION CARRIED
Consent Agenda Items:

- Minutes Approval: Regular Town Board Meeting April 20, 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: Road Groom Information, Sherburne County Park Survey, City of Becker Notices.

REGULAR AGENDA APPROVAL
Motion to approve agenda by Danielson after addition of germ barriers for elections to agenda. Second by Danielson. Motion carried, all voting in favor.

SHERIFF'S REPORT

- 95 Calls for Service
- Increase in grass fires
- 4 burning complaints
- If going to burn, check the DNR website first
- Relatively quiet month
- No further questions.

RESIDENTIAL OPEN FORUM – none

PUBLIC HEARING – RIGHT OF WAY ORDINANCE

- Wikstrom presented information to board [full text on file]
    - Cleanup item only. Two places in the ordinance were incorrectly referencing a prior ordinance repeal. Ordinance 2017-03 was repealed at the last change and two sections still list 2011-02 (an earlier version of the ordinance) as the one that was repealed.
    - Section 3. Intent has this incorrect reference and Section 4. Ordinance also has the incorrect reference.
    - Amended text version to read as follows:
        - SECTION 3. INTENT
            - The Town hereby enacts this new Ordinance relating to right of way permits and administration to replace Ordinance 2017-03.
        - SECTION 4. ORDINANCE
            - Upon the foregoing Findings, Purpose, and Intent, the Becker Town Board of Supervisors does hereby repeal Ordinance Number 2017-03 in its entirety and adopt the following Ordinance…
    - *Procedure Change:* In an attempt to make these simple administrative changes, we will not adopt an entirely new ordinance, but rather publish a summary outlining this amendment specifically. Any future items that don't require a re-write of entire sections should be processed the same way. Clerk will continue to process as required (publication in newspaper, various postings, notification of county law library, county attorney, updating town records & website references, providing copies to all board members including Town, Planning and Joint Planning to update their document manuals and City of Becker staff as appropriate for their document manuals and if the library is open soon, posting notice in that location as well).
- No further comments
- **Motion to close the public hearing by Wilkening. Second by Danielson. Motion carried, all voting in favor.**

- No further discussion.
- **Motion to adopt the changes as presented by Babler. Second by Danielson. Motion carried, all voting in favor.**
- **Motion to adopt summary publication as required by Boros. Second by Babler. Motion carried, all voting in favor 5-0.**

PUBLIC HEARING – BUILDING CODE ORDINANCE

- Wikstrom presented information to board [full text on file]
  - Currently
    - Accessory structures less than 200 square feet do not require building permits
    - Code states they are to have site plans on record – most do not for exempt structures
    - No fee exists for planners to take the time to review the site plans for compliance
    - Most landowners do not submit as they know building permits are not required
    - At this time, if building is placed in location that is not allowed, they are required to move the building and code provides the enforcement
  - Issue
    - City receives these to review and township is charged for the review. Homeowners are not.
    - Building Permit Fund operates as close to zero as possible – as is the goal.
  - Options
    - Change the fee schedule to have the $30 fee adopted to cover the cost of the review; or
    - Amend the ordinance so the review is not needed – concern here is to do so wisely so we don't lose the ability to enforce moving improperly placed buildings.
  - Attorney recommendation
    - Leave the language in place for matters of enforcement when necessary. The current language requires that they do not place their structures in easements/on lot lines/etc. Basically that they are in compliance with all setbacks and requirements of the zoning ordinance.
    - There does not need to be a review process
    - If ordinance says no building permit is needed to meet setbacks and all regulations are required to be followed, no formal review process would be necessary
  - Concerns of leaving as is from City Planners
    - Unfair practice claims if some submit and are charged and others are not required to submit site plans
    - If exempt sized shed has to be reviewed, there should be a permit application for it. If we don't require a permit – is it being interpreted that we are granting an approval of the type of shed being built/that it meets building code?
    - An administrative permit could be used (example one shown to board members)
    - If the Township does not want to go this route, request for language change in code
  - Questions
    - Where does the $30 come in? A: that is what the City charges for review of a building permit

        - Where does the 200 square foot exemption come from in our code? A: from the State of MN
        - Can we adopt a different number – ex: 300 square feet? It would get more junk out of yards and into sheds? A: The Town Board can change code to be more restrictive than state code, not increase. We could lower the number of square feet.
    - Recap – decisions needed
        - Site plan review for smaller structures (<200 sf) requirement
        - Should we charge a fee
        - Should we have enforcement
        - Should we add a layer of administration
        - Should size be decreased from 200 square feet
- No further comments
- **Motion to close public hearing by Wilkening. Second by Danielson. Motion carried, all voting in favor.**

Discussion/Board Consensus

- No desire for more administration
- No fee to be charged
- Language needs to be changed to maintain enforcement but not require review/fee
- No change to exempt building size
- Staff to research how to edit language and bring back sample language for adoption consideration. Language should remove the review of the detailed site plan requirement

TOWN PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES

- Brian and Bonnie Kolbinger and Sherie Kolbinger received recommendation for approval from the Planning Commission to adjust the boundary between their properties. This will be reviewed by the Joint Planning Board on May 26th.
- RD Offutt Company at 14639 137th Street received recommendation for approval from the Planning Commission for a conditional use permit to construct a 55-foot tall antenna tower on their property for personal use. The tower will house antennas for irrigation systems, radio systems, and other farming-related uses. This item will be reviewed by the Joint Planning Board on May 26th.
- The Township anticipates at least a couple of applications for public hearings in June, and will be reviewing some ongoing potential ordinance amendments. These include removal of the maximum depth-to-width ratio for new lots and a clarification on the use of storage containers for commercial activity.
- Front Door Permits – has the board decided if they want to change front door permits from being valuation based to being over the counter with a set fee? A: leave at valuation for now and bring back with some more information of impact.

ENGINEER'S REPORT – Craig Wensmann for Wes Davis

- Peggy Place - went to check complaint of Midco installation outside right of way. Midco has a valid utility permit for working in the right of way. Photos taken. Midco is working within the platted drainage and utility easement outside of the right of way.
- 112th Cul-de-sac

- Concern from landowner on the very end (by photo of truck shown to board – photo on file). Gravel surface by gate – owner has legal access in his opinion. Winter access is an issue.
- More photos shown – all on file
  - In front there is some back sloping without grass
  - Another photo shows loosing gravel on side
  - Where is end of road? End of gate?
- At the roadside public hearing in October of 2018, a hammerhead end to the cds was discussed. It was changed because the school buses wouldn't go down and turn around with a hammerhead so it became a cul-de-sac.
- Legal questions – is the portion to the gate in our maintenance?
- Issues with cul-de-sac/hammerhead/mailbox discussed
- Steps?
  - Check with school bus – see if a hammerhead would be possible
  - Read paperwork
  - Come back next time with more information

- Road Inspections will happen with interns – overseen by Wes.
- CIP – will use interns where appropriate – should give a 25% discount on those portions. The interns will do the following all as a single trip. Original estimate was 10,000 for the road part, 5,000 for the CIP and 15,000 for the surveys. Thinking now, with interns, 15,000 for the entire. Estimate $440 signs in the township and 20 known culverts, though there are likely more.
  - Grade/score the roads
  - Do sign inventory
  - Culvert inventory
  - Board questions
    - Do we own the stuff from the surveys/have copies? Yes
    - Board consensus - go ahead with the work.
- 185th is scheduled for paving 6/15 thru 6/19. No precon. Wes will be sure a drive thru with Knife River is done.
- Questions for Wes? A: keep updated on 185th.

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- Money is coming in from Northern Metals and the pile of cars is decreasing.

Central Mississippi River Regional Planning Partnership – Framework 2040 – Update by Planner Sanders

- Breakout sessions this month went well. Discussed what is important to stakeholders in small groups.
- Next meeting – regular one with fact decks regarding transportation, housing, jobs. End of month.
- Sanders will be sending out emails to all stakeholders with links to complete the surveys. Clerk provided stakeholder information.

Roads Report – Supervisor Danielson

- Issues with tree cleanup – getting fixed
- Staying on top of potholes
- 112th street issues (above)
- Road Maintenance Person
    - When Gary Gilbert was on the board, he had more available time to handle day to day issues and put quite a few hours in as Road Supervisor to handle them.
    - Do any board members have enough time to try and pick up where he left off or do we look to hire someone? Is it realistic to expect a Town Supervisor to be able to handle this?
        - Comments
            - Supervisors who have full time jobs – unrealistic for them to take this on.
            - Supervisor Danielson stated his job keeps him busy morning through evening – he does not have time to go meet with homeowners.
            - Good idea, but where does the money for this come from?
            - Paid a supervisor for the work, that money could be paid to employee.
            - Board has made a lot of progress the past few years and doesn't want to see the progress stop. Goal to keep it moving forward.
            - Best guess for average (over the year) is 8-10 hours per week - more hours during some months other weeks may have 0 hours. Busier in the spring/fall. Clerk provided estimates of a part time person at cost of $12,000-$20,000 for the position if 8-10 hours per week is accurate.
            - .What did Gary do? Customer Service
                - Met with homeowners – a lot
                - Most of the time talking directly with the homeowners would allow work to get done quicker/more efficiently. Often this would mean that no letter would have to go out stating the problem and starting that cycle. It would get noted in file that he spoke with them. Most homeowners didn't realize there was an issue. Once they knew, they would bring their right of way into compliance. That would also be noted in the file.
                - Checked roads and signs weekly
                - Handled complaints
                - Oversaw projects
                - Managed the contractors – reviewed/managed which contractor handled which project/coordinated the priority on projects
                - Kept clerk updated with before/after photos when issued occurred/were completed

        - Kept in contact with school bus garage and post office when road/tree complaints then assigned appropriate contractor to handle
        - Obtained quotes for jobs requiring gravel each time jobs were to be done and arranged for best pricing for the township
        - Tackled right of way issues
        - Gravel road reviews – two left to get corrected. These required meeting with all involved to assure where the right of way easement would be located and running with the clerk when needed for signatures/notarizing of documentation.
    - Do we go with staff or contractor? Leaning towards staff
        - Would work for board at the direction of Road Supervisor
        - Liaison with public
        - Do we know anyone or would any Supervisors be willing to take on this role?
        - Do we know a retired person who might be looking for this part time?
        - What if it doesn't work? We can stop.
- Discussion of pro/con of all methods. Biggest con – can't fire a supervisor if don't like the job they are doing.
- Discussion regarding how this would work
- Attorney Bourgeois reviewed open meeting law requirements with Town Board. The Road Supervisor can discuss situation with one other supervisor only, otherwise OML violation.
- Supervisor Boros – has availability on Fridays – can try and see how it goes. Willing to go talk with homeowners and do what he can to assist.

Town Hall – Supervisor Babler

- Sod is in, sprinklers too.
- Hot water now works
- Left spot for dumpster when installing sod

150 Year Township Celebration

- Thinking summer 2021 with Freedom Days
- Do a flag
- Think of ideas

TREASURER'S REPORT - TANYA DANIELSON

- **Motion to approve Treasurer's report as submitted by Wilkening. Second by Babler. Voting Aye: Kolbinger, Babler, Boros, Wilkening, Danielson. Voting Nay: none.**
- **Motion to pay PO 1240-1243, PO 12380, PO 12390; warrants 14609-14640 as noted in the claims list for approval and net payroll distribution in the amount of**

$56,050.39 by Babler. Second by Boros. Motion carried, 4-0-1. Supervisor Danielson abstained from voting as his company has submitted a claim.

REORGANIZATIONAL ITEMS

- Electing Chair and Vice Chair
  - Motion to appoint Brian Kolbinger as Chair of the Becker Town Board by Babler. Second by Boros. Motion carried, all voting in favor.
  - Motion to appoint Brad Wilkening as Vice Chair of the Becker Town Board by Kolbinger. Second by Danielson. Motion carried, all voting in favor.
- Weed Inspector
  - Position responsibilities reviewed.
  - Motion to appoint Luke Babler as Weed Inspector by Kolbinger. Second by Wilkening. Motion carried, all voting in favor.
- Parks Board
  - Not sure if this board still meets. The county recently appointed someone to handle the parks duties, so it may start up again.
  - Motion to appoint Brad Wilkening to the County Parks Board by Kolbinger, second by Danielson. Motion carried, all voting in favor.
- Fire Board
  - Two Supervisors needed
  - Motion to appoint Luke Babler to represent Becker Township on the Fire Board by Kolbinger. Second by Boros. Motion carried, all voting in favor.
  - Motion to appoint Brian Kolbinger to represent Becker Township on the Fire Board by Babler. Second by Wilkening. Motion carried, all voting in favor.
- Road Supervisors
  - Two needed
  - Motion to approve Resolution 2020-21: A Resolution Designating A Road Supervisor And Alternate Road Supervisor In Conjunction With Any Road Services Agreements That The Township Holds appointing Joe Danielson as Road Supervisor and Robin Boros as Alternate Road Supervisor by Wilkening, second by Babler. Motion carried, all voting in favor.
    - Clerk to prepare conflict of interest resolutions as required for June meeting.
- CMRRPP Representation
  - Two needed
  - Motion to appoint Brian Kolbinger to represent Becker Township on the Central Mississippi River Regional Planning Partnership by Wilkening. Second by Danielson. Motion carried, all voting in favor.
  - Motion to appoint Brad Wilkening to represent Becker Township on the Central Mississippi River Regional Planning Partnership by Kolbinger. Second by Boros. Motion carried, all voting in favor.
- Clerk verified that resolution and ordinance books are in order.
- Clerk verified we have been in compliance with the 60 day rule and is unaware of any violations as applicable to
  - Township
  - Town Planning Commission

- Joint Planning Board

OTHER

- Shredder on its last legs. Estimate for new one (equivalent to what we have now) is around $100-105. Board consensus to order replacement shredder.
- Personal Protective Equipment for election judges. We can get the items. There is a form needed for approval of an account. Board consensus to have Treasurer complete the form.
- Joanna Myers requested a copy of the Shipping Container portions of ordinance. Clerk to send.

Meeting Adjourned 8:19 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Regular Town Board Meeting
7:00 p.m.
Monday, June 15, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Joe Danielson
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley

Absent Members: none

Attending Staff: Kelli Bourgeois – Township Attorney, Mary Roe – City of Becker Planner – phone;

Others Attendees: Wes Davis – Township Engineer; Tony Wruck – Township Maintenance Contractor; Sgt. Frank – Sherburne County Sheriff's Department; Ron & Shelly Hall

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Pledge of Allegiance

CONSENT AGENDA

MOTION TO APPROVE BY WILKENING, SECOND BY DANIELSON – MOTION CARRIED

Consent Agenda Items:

- Minutes Approval: Regular Town Board Meeting April 20, 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: Demographic Data Report, Central Applicators Treatment of ROW around Town Hall, Municipal Construction and Development Fee Revenue and Expenses Annual Report 2019, City of Becker Newsletter, Thank you from Snake River Cemetary.
- Resolution Approval: Res 2020-22: Resolution Authorizing Contract with Interested Officer under Minn. Stat. §471.88, subd. 5 for Supervisor Boros.

REGULAR AGENDA APPROVAL

Motion to approve agenda by Babler after adding additional items regarding mailboxes and polling location. Second by Boros. Motion carried, all voting in favor.

SHERIFF'S REPORT

- 118 Calls for Service
- 20 Traffic complaints
- Saturation patrolling occurring – distracted driving
- Peggy Place Road had dirt bike complaints, citations have been issued

RESIDENTIAL OPEN FORUM –

- 96th Street – mailbox viewed, history discussed. Nothing for the board to take action upon at this time.
- Carefree Variance Application – Comments Requested
    - Ron and Shelly Hall – lot 727
    - Images and board packet forwarded by Sherburne County reviewed
    - This seems consistent with other requests the board has heard
    - Clerk directed to submit favorable comments to the County Board
- Woodberry Farms Cul-de-sac's
    - Bare/weeds now
    - Planting – nothing obtrusive.
    - Still curb – ditch grass
        - Directive to Engineer to have hydro mulch of wildflowers/prairie grass mix added – some type of Native Landscape mix at the same time as the restoration of slope grass on 185th.

TOWN PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES

- Wilkening reviewed staff memo with board members
- Question regarding exterior doors – real data presented. **Motion by Wilkening to change existing exterior door replacement to an over the counter permit. Second by Babler. Motion Carried, all voting in favor.**
- **Motion to approve Resolution 2020-17: A Resolution setting fees and charges for the Town of Becker by Wilkening. Second by Babler. Motion carried, all voting in favor.**

ENGINEER'S REPORT – Wes Davis

- 185th Ave SE was paved last week. Estimated at 5,100 tons, took 5,000 tons actual. Some inside corners have been widened and patch was placed over a crack that formed over a culvert.
    - SE end started a bit further away than planned due to the County's upcoming reconstruction of that area. They plan to add a bypass lane.
    - Striping/shouldering/seeding scheduled for next week.
    - Will check curve signs at that time.
    - Concrete Driveways
        - What timing does the board desire
        - Separate contractor for all or individuals and reimbursement

        - Issues with David Moore driveway – when initially removed, engineering suggested going to next expansion joint. Homeowner would not allow, now that installations coming, homeowner has requested we remove as originally recommended. If left as is, grade will be more than 5% when additional concrete is poured.
        - No concrete contractor yet
        - Board directive to Engineer to get bids/quotes ASAP
            - Originally planned to replace like with like
            - Handle the removal of additional material at Mr. Moore's. This is not a typical situation so it will be allowed in this instance.
- Gravel pit behind 137th/170th is active again. Engineer to handle obtaining appropriate paperwork as required by their CUP.
- CIP – progressing. Directive to Engineer to assist with the Capital Asset Policy work that is required.
- Midco – tearing up yards. They go beyond the right of way and into the drainage and utility easements. Engineer to explain/has explained turf establishment must be finished and property corners need to be left in place. The Township does hold a performance bond for them.
- 112th Street
    - Hammer head/cul-de-sac historical discussion
    - Access issue right now is due to snow plowing – can it be resolved by plowing to the gate? Push snow up the drive a bit?
    - Engineer to review the easement/right of way documentation
        - Verify reading of easements – does it cover the cul-de-sac? If not, we need to get those documents prepared and signed.
    - Directive to Engineer to sketch the old plan so the board can see how much additional space, if any, required by the cul-de-sac

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- Northern Metals Fire cost over $255,000. They are paying
- Final paperwork for build of fire truck.
- July is the Annual Meeting of the Joint Powers Fire Board at 8 pm at Township Hall. Town meeting will recess at 8 pm to allow Joint Board to meet.
- Fire Retirement – relief association ratification needs to occur.

Central Mississippi River Regional Planning Partnership – Framework 2040 – Update by Planner Roe

- Last meeting – reviewed what has come in on surveys work group has reached out to various stake holders
- Awaiting feedback

Roads Report – Supervisor Danielson and Supervisor Boros

- Repair took place at Mr. Kleinwachter's on 168th. Image displayed.
    - History on his parcel discussed

    - No commitments at this time – need to speak with homeowner
- Mailbox posts discussed
    - Posts in box are shorter, appropriate in some areas of the township, but not all.
    - Need to have 2nd posts on hand for people to purchase if needed.
    - Future mailbox supports – clerk directed to order without posts.
    - Supervisor Danielson will order appropriate posts.
    - Recent mailbox installation to be billed to Mr. Peterson at $175.
- Mowing
    - State has been out mowing
    - Township usually does 2 passes
    - Starting next week
- CR 67 paved section with CDS (East of CR 23) is in very bad shape.
    - Sinking down/breaking up
    - Needs to be repaired
    - Need borings to figure out what to budget
    - Townline road so work with Santiago Township to do this – since it will be on the CIP the Engineer is developing – wait until that is complete to move forward on this road
- Garbage pickup – burned out camper on 163rd Ave SE (north of CR 24)
    - Sgt. Frank said if any identifying materials are found – let him know.
    - Board directive to Joe's Bobcat & More to go in with appropriate equipment/personnel to clean this up. Joe stated this mess may need to go directly to the St. Cloud landfill – board Okayed whatever is necessary.
- Salida area – off 164th Ave SE
    - Theco is planning to put in driveway off the cul-de-sac, we are planning on rebuilding this road
    - Supervisor Danielson to talk with Brian Dodd, owner to see if we can get timing on this together
    - Engineer Davis to bring drawings/plans of the cul-de-sac next month – verify easements
    - Attorney Bourgeois requested history of the area. Clerk to send.
    - Meeting to be set with area business owners

150 Year Township Celebration

- Thinking summer 2021 with Freedom Days
- Do a flag
- Think of ideas

Other

- Tobacco license comments
    - Holiday license
    - Clerk directed to send favorable comment to County Board

TREASURER'S REPORT - TANYA DANIELSON

- **First half taxes will arrive later this month**
- **Review of cash balances – general fund and permit fund are negative at this time.**

- **Motion to approve Treasurer's report as submitted by Wilkening. Second by Babler. Motion carried, all voting in favor.**
- **Motion to pay PO 1244-1252 and warrants 14641-14667 in the amount of $92,652.27 by Babler. Second by Wilkening. Motion carried, 4-0-1. Supervisor Danielson abstained from voting as his company has submitted a claim.**
- Audit going on right now.

OTHER

- Elections will present unique challenges this year due to the COVID-19 environment. Maintaining social distancing will create very long lines during voting at Township Hall. Clerk & Deputy Clerk requested permission to use the American Legion site next door. This has been discussed with the Legion and they are open to allowing Township use. Due to COVID-19, the state has changed the laws and allow until July 1, 2020 to find a new polling location. **Motion to approve Resolution 2020-23: Resolution Designating Polling Place for August Primary and November General Election due to COVID-19 Pandemic by Wilkening. Second by Danielson. Motion carried, all voting in favor.**
- Clerk mentioned there will likely be other changes/requirements that are unknown at this point. Will update board members as they are known.
- Watch mailboxes this week for Election Judge training links. They were emailed earlier today.

Meeting Adjourned 8:23 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Regular Town Board Meeting
7:00 p.m.
Monday, July 20, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson (7:15-7:45 pm)

Absent Members: ☑ Township Supervisor Joe Danielson, ☑ Township Deputy Clerk Fran Seeley

Attending Staff: Kelli Bourgeois – Township Attorney, Jacob Sanders – City of Becker Planner;

Others Attendees: Craig Wensmann for Wes – Township Engineer; Tony Wruck – Township Maintenance Contractor; Sgt. Frank – Sherburne County Sheriff's Department

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CONSENT AGENDA

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Consent Agenda Items:

- Minutes Approval: Regular Town Board Meeting June 15, 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: CenterPoint Energy, NPO Litigation documents, Patriot Letter
- Resolution Approval: Becker Town Board Resolution 2020-24: Resolution Appointing Election Judges for the August 11, 2020 Primary Election.

Regular Agenda Approval

Motion to approve agenda by Boros. Second by Babler. Motion carried, all voting in favor.

Sheriff's Report

- 191 Calls for Service – roughly doubled prior months. People are calling in when they see suspicious activity. Good thing to keep up.
- 7 Fraud – IRS calls again. IRS will not call you for credit card payments/money transfers.
- 44 Traffic stops – mainly speed related.
- Saturation patrolling occurring – distracted driving/speeding.

Residential Open Forum –

- Woodberry Farms Entry/Exit Signing – paying for maintenance question
  - Maintenance of the signs is called out in the covenants of the development
  - Becker Township does not maintain covenants, cannot enforce covenants and should not do so.
  - It is up to residents in the developments to handle sign maintenance.
- Letter arrived from Mr. and Mrs. Vogel via email [full text on file].
  - They feel the revised parking ordinance has greatly limited/restricted and obstructed the street in front of their home, limiting the use and enjoyment of their property.
  - They feel the township should make their neighbor who drives a commercial semi home each night put in a driveway access designed for a semi.
  - They are unable to do customary and normal things that other homeowners do in front of their homes like park, have a mailbox and place garbage cans out.
  - They feel they are being discriminated against and singled out.
  - Diagram (also on file) accompanied the letter depicting
    - Mailbox at one drive only 13' away while their mailbox is 46' away from their driveway.
    - Statement regarding neighbors' choice to drive a semi home causing damage to them.

Town Planning Commission/Joint Planning Board Updates

- Wilkening reviewed staff memo with board members
  - Planning Commission July 13
    - Andrea Kolbinger and Steven Kolbinger boundary line adjustment recommended for approval after right-of-way dedication along the south edge of the properties.
    - Stacie Johnson Addition preliminary and final plat recommended for approval. An existing CUP for a second home on a single parcel to remain on the larger unplatted parcel. Both were unanimously recommended for approval.
  - Joint Planning Board June 23rd
    - Two ordinance amendments approved

        - Depth-to-width ratio of 2.5:1 was removed from the subdivision standards.
        - Language related to portable temporary storage units was updated to distinguish between use in commercial and residential areas.
    - Enforcement letters have been sent to property owners and staff is currently working with others.

ENGINEER'S REPORT – Craig Wensmann for Wes Davis

- Berm Structure – Big Oak Estates within drainage easement
    - Site visit conducted at PID 05-441-0305
    - Survey conducted to analyze topography and surface water flow
    - Soil berm is located on the edge of the wetland to prevent water from approaching the walk-out entry.
    - Based on current elevations – there is not an increased chance of flooding property to the north.
    - There may be beaver dams or some other issues to the North causing flooding issues.
    - Two potential solutions recommended to the board
        - Relocate the soil berm outside the drainage and utility easement.
        - Allow berm to stay in place with encroachment agreement.
    - Attorney Bourgeois
        - The berm is an obstruction in the easement.
        - Understanding it protects the home from water, it is more appropriate to have located outside the drainage and utility easement.
        - If it stays there, an encroachment agreement could be put in place – this is not recommended.
    - Town Board Discussion
        - It is not common practice to set up encroachment agreements.
        - There is good reason to keep things out of the drainage and utility easements.
        - **Town Board Directive** – staff to send a letter to the homeowner directing them to relocate the berm outside the drainage and utility easement.
- Concrete Quotes
    - Two completed ones delivered to the board – Preferred Concrete (located in Becker Township) and Hoffman (located in Elk River).
    - Engineer had no preference in companies – similar estimates for the work.
    - Board was unsure why Preferred Concrete left a few blanks empty.
    - Directive to engineer to find out if the Preferred Concrete quote was a total project price rather than line by line/quantities.
    - **Motion by Wilkening to go with the Preferred Concrete if they will meet all the specs as determined by engineer. Second by Boros.**
        - Further discussion:
            - Supervisor Babler viewed 9787 185th approach and stated the slope needs to be adjusted before quotes are finalized. It is too steep as it sets now.
            - Board consensus fix

- **Motion amended to include the above address transition to be sure the slope is not too steep. Motion carried, all voting in favor.**

- 112th Street Cul-de-sac
  - It appears to extend beyond right of way
  - East end of road put in without any engineering
  - Survey recommended to see exactly what is in place and if more easement is required
    - 2 issues at this point
      - It was to have been a hammerhead design, but put in as a cul-de-sac
      - Need to figure out easements
      - Owner with gate at end needs to leave the gate open to facilitate snow removal
  - **Motion by Wilkening to have the area in question surveyed and have it brought in next month. Second by Boros. Motion carried, all voting in favor.**
- 164th Ave SE (Salida plat)
  - Plans prepared in 2010 distributed to the board [full text on file]
  - May be some drainage issue?
  - Need to verify current conditions with this plan

PUBLIC HEARING – BUILDING CODE ORDINANCE AMENDMENT

Section 6 of the Becker Township Building Code Ordinance requires that accessory structures not requiring building permits to submit a detailed site plan showing that the structure meets setbacks. This additional administrative review does not match the board's intention. Goal of ordinance amendment:

- Removal of the language requiring submission of detailed site plan for exempt accessory structures
- Retain the requirements of meeting all setback, easement of record and zoning requirements
- Ordinance 2020-25 presented to the board
  - Section 6, Certificate of Survey Requirement, Subdivision 1, Exemptions, Item E, Accessory Structures Not Requiring a Building Permit shall be amended to read as follows:

    E. Accessory structures not requiring a building permit *shall meet all setback, easement of record, and other zoning and site requirements of the applicable zoning district*. ~~but required to meet setback requirements shall require submittal of a detailed site plan showing the following items in place of a registered survey.~~

    ~~1. Scale of drawing, north arrow, and a legal description of the property~~

    ~~2. Dimensions of all lot lines, and all easements of record~~

    ~~3. Names of all abutting streets~~

~~4. Location and dimensions of all existing and proposed buildings, accessory structures, and future garage and deck locations on the lot~~

~~5. Outside dimensions of the proposed accessory structure~~

1. ~~If necessary,~~ Should the proposed structure be set close to an apparent lot line, and the Building Official and/or Zoning Administrator is not able to determine the setback, the ~~applicant~~ *property owner* is responsible (via property corners or a registered land surveyor) to prove the exact location of the existing lot line and that the structure will not encroach within the required setback area. Or the structure must be moved to a location that is clearly outside the required setback area.

No further comments.

Motion to close public hearing by Wilkening. Second by Babler. Motion carried, all voting in favor.

No further board discussion.

Motion to approve Becker Town Board Summary Ordinance 2020-25: AN ORDINANCE AMENDING SECTION 6, CERTIFICATE OF SURVEY REQUIREMENT, SUBD. 1, EXEMPTIONS, ITEM E. ACCESSORY STRUCTURES NOT REQUIRING A BUILDING PERMIT, OF ORDINANCE 2018-02, AN ORDINANCE AMENDING ORDINANCE 2010-01, ADOPTING THE STATE BUILDING CODE, CONSTRUCTION LICENSING, PERMITS AND REGULATION by Wilkening. Second by Boros. Motion carried. 4-0-0 (Supervisor Danielson absent).

Motion to approve Becker Town Board Ordinance 2020-25: AN ORDINANCE AMENDING SECTION 6, CERTIFICATE OF SURVEY REQUIREMENT, SUBD. 1, EXEMPTIONS, ITEM E. ACCESSORY STRUCTURES NOT REQUIRING A BUILDING PERMIT, OF ORDINANCE 2018-02, AN ORDINANCE AMENDING ORDINANCE 2010-01, ADOPTING THE STATE BUILDING CODE, CONSTRUCTION LICENSING, PERMITS AND REGULATION by Babler. Second by Boros. Motion carried, all voting in favor.

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- Since the Joint Fire Board will be meeting later this evening, no report at this time.

Central Mississippi River Regional Planning Partnership – Framework 2030 – Update by Planner Sanders

- Past few months – very busy working on Framework 2030
- Round 1 engagement is completed – reviewing what has been submitted/working on – over 7,000 responses received
- Review of planning area and showing were we are at in the process
- Interesting standouts noted

- Sherburne and Wright counties are the #2 and #3 fastest growing counties in the state
- People who live here go out other places to work. People who work here, come here from other places to work.
- The study really shows how interrelated the communities are and how much they all need each other (Becker, Big Lake, Monticello)

- Draft Resolution of understanding presented to the Town Board.
- **Motion to approve Becker Township Resolution 2020-25: Resolution of Understanding of the Framework 2030 July 2020 Update by Wilkening. Second by Babler. Motion carried, all voting in favor.**

7:59 pm Town Board recessed to allow Annual Becker Joint Fire Board meeting to take place. Becker Town Board meeting will resume approximately 5 minutes after the Annual Fire Board meeting adjourns in this same location at Becker Township Hall.

8:20 pm – Becker Town Board reconvened.

Roads Report – Supervisor Boros

- Several items fixed – potholes, trees down (storm this past Friday put trees across several roads).
- Cul-de-sac on 168th Street – 4 trees with oak wilt in the right of way and dead were noted on inspection. Letters sent to homeowners.
- Request for repair/overhaul of 70th street off CR 11. Potholes repaired. However, following inspection of the rest of the road, it is in better shape than many others. It will be discussed with the review of the CIP later this year

Recycle Days

- Moved to August 29th.
- **Motion to approve signing revised paperwork and have Becker Township participate jointly with City of Becker as in past years by Wilkening. Second by Babler. Motion carried, all voting in favor.**

150 Year Township Celebration

- Looking for logo
- A few ideas presented – clerk to submit ideas and get something back from an artist

TREASURER'S REPORT - TANYA DANIELSON

- **Motion by Boros to establish CARES fund for the CRF money received. Second by Wilkening. Motion carried, all voting in favor.**
- **Motion to note check 14584 was void by Wilkening. Second by Boros. Motion carried, all voting in favor.**
- **Motion to approve Treasurer's report as submitted by Babler. Second by Boros. Motion carried, all voting in favor.**
- **Motion to pay PO 1253-1256 and warrants 14668-14697 in the amount of $58,047.14 by Wilkening. Second by Babler. Motion carried, all voting in favor.**
- Audit getting closer to finishing.

OTHER

- Clerk requested permission to purchase Adobe Acrobat for computer – rates presented. Board consensus to purchase stand-alone Pro version.
- Minutes amendment request presented to Town Board. **Motion by Wilkening to approve minutes of April 2020 be amended to include the following statement** [full text of request on file]:
    - *Supervisor Kolbinger asked Mr. & Mrs. Myers what they desired to know from Sgt. Frank. They replied that they want to know if Mr. & Mrs. Vogel park their cards in the street in a manner to interfere with the semi backing in/pulling out or if the garbage cans are out, will they be cited since the Vogel's would be in violation of the ordinances. Will this happen? Sgt. Frank replied, yes it will happen.* **Second by Babler. Motion carried, all voting in favor.**
- The Citizen newspaper no longer exists. Clerk has verified the Patriot newspaper is a qualified legal newspaper. **Motion by Wilkening to name the Patriot newspaper the official paper for Becker Township publications. Second by Boros. Motion carried, all voting in favor.**
- Becker Township Zoning Administrator is still listed as the Clerk. It was to have been changed. **Motion by Wilkening to name the Township Planner as Zoning Administrator. Second by Babler. Motion carried, all voting in favor.**
- Equipment failures and elections due to covid-19 environment and social distancing requirements/public safety:
    - With the covid-19 situation staying, the Township needs its own web-meeting solution. Someone had donated the first ones, but the clerk needs to be the one hosting/setting these up.
    - Due to having online meeting capabilities – we have some issues:
        - Sound is insufficient for those calling in to hear – microphones are needed.
        - A hearing loop would be needed if mask requirements get put into place.
        - Computer video of the room is coming from one that we were going to have destroyed, but pulled back into service due to covid-19 and online meetings being desired by the public for safety. A replacement is needed with appropriate camera.
        - Computer presentation and management of the meetings with the 8 year old surface pro system is difficult at best. System overheats with these demands (it did prior to this meeting as well). An updated system, complete with appropriate direct connections to our router is needed.
        - Elections – N95 masks are difficult to find – KN95 masks with the face shields are available. Also, due to having to move the polling location in order to accommodate social distancing guidelines, new signage is required.
        - Requesting permission to hire some people to come in and move the election equipment from the basement to the American Legion. Thinking cost will be around $60.
        - The surface pros being used by board members work in the building, but unless a person operating them has understanding of the system, using outside town hall (if someone has covid-19 symptoms) is difficult at best.

The systems do not have required video capabilities. Clerk recommends the Town Board consider ipads instead due to simplicity of use. Board directive to clerk to obtain estimates for both ipads and surface pros for use for those board members who cannot meet onsite for meetings due to concerns/symptoms/safety related to covid-19. Prepare estimates for review at next month's Town Board meeting.

- **Motion to obtain appropriate service/signage/equipment/election items as necessary as listed above** [not the ipads/surface pros at this time] **with rules put in place due to COVID-19 and use CARES fund to pay for them by Wilkening. Second by Boros. Motion carried, all voting in favor.**

Meeting Adjourned 8:46 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Regular Town Board Meeting
7:00 p.m.
Monday, August 17, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson

Absent Members: ☑ Township Supervisor Joe Danielson, ☑ Township Deputy Clerk Fran Seeley

Attending Staff: Kelli Bourgeois – Township Attorney, Mary Roe – City of Becker Planner;
Others Attendees: Wes Davis – Township Engineer; Tony Wruck – Township Maintenance Contractor; Sgt. Frank – Sherburne County Sheriff's Department (by phone), McGill, Mark Kolbinger (by phone).

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

MOTION TO APPROVE BY WILKENING, SECOND BY DANIELSON – MOTION CARRIED

Consent Agenda Items:

- Minutes Approval: Regular Town Board Meeting July 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: 1st MMB CRA funding report submitted, Thank you – Danish Cemetery, Thank you – All Night Graduation Party, Work Authorization to ServiceMaster for covid cleaning American Legion prior to election, Xcel Energy
- Approvals: Tri-Cap fliers on website and bulletin boards, levy letter for county auditor

REGULAR AGENDA APPROVAL

Motion to approve agenda by Babler. Second by Boros. Motion carried, all voting in favor.

SHERIFF'S REPORT

- There were 180 calls for service 60 traffic complaints and 8-911 hang up calls in Becker township. The 911 hang up calls are result of an issue with Windstream line.
- August 1, 2020 any one south of 95 can drive ATV's in the ditch.

RESIDENTIAL OPEN FORUM –

- BBLIA, Becker Big Lake Ice association requested the town board sign off on their form for charitable gambling. **A motion was made for the chair to sign the forms by Danielson second by Boros. Motion carried all voting in favor.**
- A Shoreland variance was presented to the board for the McGill property. Upon review board determined that there were no issues and ordered to clerk to send a favorable recommendation to Sherburne county. Reasons being the structures are present and have been since mid-1970's and they are repairing structure that already exists.

TOWN PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES

- For August there was request by Northern Power Diesel conditional use permit amendment to allow an above ground fuel tank. The planning commission voted to recommend for approval. This is moving on to the joint planning board later this month.

ENGINEER'S REPORT – Craig Wensmann for Wes Davis

- Engineer Davis presented partial payment paperwork for the concrete driveways on 185th avenue. **Motion by Danielson to approve $28,800 as a partial payment for the concrete drives to Preferred Concrete second by Babler motion carried all voting in favor.**
- 112 street sketch
    - Engineer Davis presented an easement drawing at the end of the 112 street. In the gray area it shows what is there now additional easement required is also shown. The next steps for this are to obtain easements descriptions and prepare paperwork by Bogart Pederson, then Atty. Bourgeois will review. After documents are prepared and reviewed, board members will handle from point.
    - Question are we getting rid of this area? Answer no, the goal is to get the paperwork in order to match what was built and currently exists there. The plowing will go through to the end and that owner needs to keep gate left open if that area is to be plowed. If the gate is closed the only place we can put snow is in front of the gate. There is not room for a hammerhead at the gate. Right now the truck can turn around in the space there.
    - In summary we need to continue with the paperwork for this area and check for a workable solution for the work and the easement.
- Cul-de-sac plantings, Woodberry farms
    - Engineer was asked about current progress here. Engineer indicated he had some cost estimates has been having trouble getting ahold of the correct mix. He plans to work with Sherburne County to get the plantings completed.

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- The fire chief was asked if there were any items that fire department needed in relation to COVID-19. A list was presented to the board for discussion, full text on file in the fire department file. Right now the washing machine may use is constantly being used and station two and Santiago has to bring the equipment to Becker to get washed so a new washer is on the list to facilitate compliance with the revised standards for cleaning turn-out gear. A Lucas device they would like one per station. A Lucas device allows someone to do CPR without having to physically perform CPR.
    - A second set of turnout gear is important they are using their turn out here the same as before but it has to be cleaned more often due to COVID 19. Sometimes firefighters are having to wear damp gear when they go out a call because it takes 3 to 4 days for this equipment to dry properly.
    - Another dryer is on the list of equipment.
    - And they do need some more masks currently they've paid $600 for some so far.
    - They need some additional tables and chairs for training in order to comply with social distancing regulations during on site trainings.
    - Additional KN95 masks are always helpful
- Supervisor Babler pointed out he thought this was a pretty reasonable list and in line with cares funding requirements. This is an opportunity to obtain a new washer and dryer for the station and put the old washer and dryer/extractor into station two. It will save a lot of time on the firefighters parts
- Atty. Bourgeois reminded the board that bidding laws must be followed if the town board is purchasing equipment but will do some research to find out if the town board should donate funds for specific items for the fire station or if it is better to donate the specific items.
- The fire board had budgeted some of the other items expected to be on this list so they didn't request any of those.
- The City of Becker has also been provided this list. The city is looking to use their findings to get the washer/drier/extractor. Santiago Township is still getting their funds and they're planning to help here as well.
- Atty. Bourgeois also reminded the board that decision seemed to be made as soon as possible so the funds and the requirements of spending those funds are met.
- **Motion by Boros to authorize purchasing new coveralls in the qualities needed by borrows second by Danielson. Motion carried all voting in favor**
    - Turnout gear discussion. Not designed to be washed all the time. What is wash it takes 3-4 days to dry and there are a lot of issues getting all of the turnout gear washed/dried. Also the time it takes to make this happen. A lot of communities have been ordering turnout gear. If the board is considering this, need to get ordered as soon as possible if we want it in time to be able to utilize the cares funding. **Motion by Wilkening to authorize supervisor Babler working with the fire chief to purchase turnout here as needed in the appropriate quantities not to exceed $135,000. Second by Danielson. Motion carried all voting in favor**
- Supervisor Babler will make sure that the township sees the quotes on the materials and to get the stuff ordered so it gets him a long time

Central Mississippi River Regional Planning Partnership – Framework 2030 – No meeting this month.

Roads Report – Supervisor Danielson and Supervisor Boros

- Supervisor Boros observed the Woodberry farms cul-de-sacs - someone has been mowing them for graduation party. Recent storm has some trees down in other areas of the township
- Supervisor Danielson reported that some trees on 168th street are to come down letters have been sent Jim Free Tree service will be doing this
- On 77th street new mailboxes were do the owners living there. This agreement was made back when the road orders were being completed in 2018 and 2019. The owners agreed to give the easements to the township as in exchange for the relocation of their mailbox is to their road. Township contractor directed to get this done.
- **164th avenue in Salida area**
    - Supervisor Danielson will arrange a meeting was the owners adjacent to this cul-de-sac so they can be in on the discussions and know what's going on. When we redo this road, it will change as right now the road is in the wrong spot. Engineer Davis was ordered to get specific estimates so we can move forward with this road.
    - We're looking at doing the road next year or maybe this year depending on prices. This needs to be a ten ton road.

CRF/cares fund meeting to take place Wednesday at 7:00 PM to 26 at Sherburne County

150 Year Township Celebration

- Clerk presented logos to the board. After discussion the board decided to go with established 1871 on the logo. The board said the clerk can it get some masks with the logo ordered. This logo is what we will use for the 150th celebration

TREASURER'S REPORT - TANYA DANIELSON

- **Motion to approve Treasurer's report as submitted by Wilkening. Second by Babler. Motion carried, all voting in favor.**
- **Motion to pay PO 1257-1270 and warrants 14968-14745 in the amount of $121,965.54 by Babler. Second by Wilkening. Motion carried the vote was four in favor zero against and supervisor Danielson abstained as his company had submitted an invoice.**
- Authorization to treasurer to transfer cares Monday monthly as necessary by Boros second by Babler motion carried all voting in favor
- **Motion to appoint the treasurer as electronic funds authority by Babler second by Boros motion carried all voting in favor. Motion carried, all voting in favor.**

OTHER

- Directive to the clerk ordering ipads in order to facilitate board members meeting remotely as needed. Board members will meet at Town Hall to pick up ipads and return the following morning when necessary.

- Clerk mentioned with a new ice cream shop across the street the trash can on the front of Townhall get sticky lot and requested the board consider a nicer trash can that is open to top and could be placed near the gazebo so people can enjoy it. Board ordered to clerk to bring quotes to the next meeting Supervisor Babler suggested we'd look into getting some sort of bench as a nice place for people to relax when they're walking around in the downtown Becker area.
- Clerk asked if the board would like to have Gazebo open during the day or not? After much discussion it was determined that the clerk is in, gazebo can be open the hours the clerk is in the office but it has to be locked when no one is in the building.
- Clerk updated that additional microphones are still on order as is some of the computer equipment. All additional pieces should be here by next month to complete the microphones in the room so people calling into the meeting can hear. Waiting on price for hearing loop.

Meeting Adjourned 8:04 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

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

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley

Absent Members: ☑ Township Supervisor Joe Danielson
Attending Staff: Kelli Bourgeois – Township Attorney, Jacob Sanders – City of Becker Planner;
Others Attendees: Wes Davis – Township Engineer; Tony Wruck – Township Maintenance Contractor; Mark Kolbinger (by phone).

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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 August 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: Boyer, August CRF Funding State Report
- Approvals:
    - Authorization for the treasurer to transfer of funds from the money market account to the regular account following approval of warrants payment by the supervisors.
    - Authorization for the treasurer to choose which accounts get paid by electronic methods.

- Knowledge that of township policies are in order at this time. The CIP policies in capital asset policies to be put in place by the end of 2021.
- Mileage reimbursement to follow IRS standards.
- Resolution 2020-25: Resolution of the Town of Becker Appointing Election Judges

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

REGULAR AGENDA ITEMS

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

The sheriff's report was tabled a Sergeant Frank was not on the phone.

Ashley Meagher of Schlenner Wenner & Co. presented an audit report to the town board. The full text of this presentation as well as the audit is available on file.

TOWN PLANNING COMMISSION

- Memo was reviewed by the board. No activity this month as the planning commission was canceled and joint planning board was canceled due to lack of agenda items.

ENGINEERING REPORT

Engineer Wes Davis presented following information

- Estimate for work to build 164th street to township (gravel cul de sac in Salida Crossing) standards was presented in the amount of $84,018.
  - Approved drainage with ditches/storage pond – a lot of variables here
  - 2 lifts of asphalt.
  - 450 feet long
  - Reasonable estimate – can do with quotes rather than full contracting bids/etc.
  - Board questions
    - Are plans still good?
    - A: they were in 2010 for a hammerhead with extensive culverts.
    - Recommending no culverts underneath. Rather a full cul-de-sac and using the ditch on the Peterson Farm side that goes to where parking lot starts. The soil types out there can handle runoff.
    - With the storm sewer (small catch basin), moving water over to the drainage pond on the East side of Theco.
  - After discussion the board decided to consider this project for next year.
  - Road Supervisors want to meet with all parties before this moves forward
  - Estimate will be good through next year

    - Big question from Engineer – Peterson Farms access. Would want to walk and look at this and what size should it be before finalizing?
- 112 street cul-de-sac was also discussed. The crosshatch area lies outside the town right of way. Discovered after survey. Legal description drafted up of this portion. Lengthy description, though not much land in the area.
- Gateway plaza is a plat along the north side of highway 10. When someone asked about purchasing staff discovered that there is a township road dedicated in the plat. Board stands on this was requested. 1999 Right of Way was dedicated. Viewed on Beacon
    - This would right of way to be brought to four road standard if this parcel is to be split. The owner of the parcel would be responsible for determining if MN DOT would allow more than one access. The location of the access should also be verified by the owner of the land. That is not the townships responsibility. The township stands by the zoning ordinance that if this land would be split a full township road would be required on the last name that would grant multiple accesses to the developer. There is a possibility based on me and up access points that the township would consider vacating the road, but only if there were multiple access points in case of splitting the parcel.

The preliminary CIP is planned for next month along with a beta interactive map for the township supervisors to look up for various data. Also will be asking what type of data the board would like to see. The use a program called PAVER.

- The board will be able to use the CIP program to help with forecasting.
- The goal is to be able to look out 10 years and maintain township roads at whatever percentage in good shape the board sites.
- 70% is often a good number.
- Currently there are some major renovations or reshape teams for restorations needed on some of our roads. Board planning to do more maintenance items now that 185th Ave SE has been completed.

SUPERVISOR REPORTS

FIRE BOARD

- Supervisor Babler: The fire board learned that since the township has taken on costs for $135,000 for new gear, the rest of the wish list will be provided for by the City of Becker. The other wish list item for the fire department is appropriate audiovisual equipment so they can hold remote trainings to stay in compliance with COVID 19 social distancing regulations. The town board is willing to contribute the needed amount to get this done. The township clerk will contact the fire chief and provide him the in the visuals who helped get our audiovisual system improved.
- The town board will give the money to the fire board based on the Resolution that was passed tonight. Attorney Bourgeois stated that the Town Board needs to be very clear on what they are donating and why. The specifics of the gear to be added by the clerk once she can meet with fire board representative and fire chief. Strike washer/dryer from

resolution, approving 35 sets turn out gear and 35 sets of coveralls and appropriate Audio-visual equipment as required. **Motion by Babler to approve the donation of funds to purchase the equipment as listed as well as the AV Equipment as listed and adding the WHEREAS condition as needed for the Audio-Visual equipment and how it pertains to the COVID-19 pandemic. Second by Boros. Motion carried all voting in favor**

CENTRAL MISSISSIPPI RIVER REGIONAL PLANNING PARTNERSHIP.

- Presented by city of Becker planner Jacob Sanders. There were two meetings this month. Actions and values from the survey can be found in the round two memo. October 13 at 5:30 PM there will be a meeting at Becker city hall or all elected officials are invited to attend.

ROAD REPORT

Supervisor Boros and Supervisor Danielson and contractor Tony Wruck drove around and looked at various township roads.

- 77th street
- 67th street off of county road 23. 67th street needs to be a joint meeting with Santiago Township supervisors.
- 142nd are all in need of repair. 142nd street could have some fill to get by but needs serious consideration for work this next year.
- 85th in Boulder Crossing we've sprayed the weeds there before but that is needed again. There are a lot of weeds growing.
- The listing of roads verified will be submitted to the clerk after each time they go out to inspect roads. The planning to do this monthly are bimonthly so we can stay on top of maintenance better. The listing to the clerk is to help first with the modified approach to capital assets that the township uses the second is in cases of liability. If the problem is found and fixed, it is important that the clerk receives some sort of documentation that says it has been repaired so she can get put into the file.

CARES/CRS FUNDING

- Reminder there's a meeting at Sherburne County at 7:00 PM on September 30. The clerk sent out remote access links. Two supervisors can attend in person. Right now Supervisor Babler and Supervisor Kolbinger planning to attend in person.
- The grant application for local businesses was reviewed by the board.
    - The clerk to make changes as necessary and get consent for verification tomorrow morning so this application can start live.
    - A special board meeting is planned from Monday, November 9 at 7:30 PM. This meeting is to determine the funding.
    - A maximum grant of $10,000 per business. It is important that no double dipping occur.

- There is a question on this form regarding receipt of other grants related to COVID.
- There will be a survey required if anyone receiving grant money. The clerk will send this out.
- Home based businesses in the Township tend to support the Township so the board is making them eligible, as they are allowed by Federal Standards.

- The equipment that history center requested you will not be granted by the township as the county owns the building and can get them the equipment using the county CARES funding.
- Upgraded Audio Visual System Equipment has been installed at the town hall. There are still a few pieces yet to go, but things are working well. iPad cases have been delivered, iPad are expected approximately October 4.
- The clerk is having difficulty locating someone who could install a hearing loop in this area or even provide an estimate.
- Special Meeting November 9th, 2020 at 7:30 pm. Pre-reviews to be completed by Supervisor Kolbinger or Supervisor Babler, Clerk and Treasurer
- Attorney reminder: if you grant money to someone who was granted money already for an expense, the township may need to return.

FRANCHISE AGREEMENT

- Arvig submitted proposed franchise agreement information to the clerk. Atty. Bourgeois has been reviewing. There are a few questions the board must answer the four appropriate responses to be drafted and information sent back to the Arvig representative.
  - First does the board wished to charge the franchise fee? After much discussion board members determined no franchise fee would be required.
  - Certificate of Insurance? Yes - they do want certificate of insurance letter of credit standards for keeping the right of ways in good order and other such information to be in the agreement. Atty. Bourgeois will work on this document forwarded to the clerk and the clerk will forward to our vague four discussion.

TOWN HALL

150TH YEAR CELEBRATION NOT DISCUSS THIS EVENING

- File cabinets of the back of Township Hall are starting to make the floor sink. They need to be moved as soon as possible. Kyle Johnson was in and suggest that if we could move half of them to the other side of the building they should alleviate the issue. Supervisor Danielson and Supervisor Babler will be in to move the file cabinets. They have the appropriate equipment to do so.
- Trash cans for outside town hall. After discussion the township plans to use wood around the Dumpster area similar to what the city issues across the street. The clerk was told to order two of the recycled plastic outdoor trash cans in brown as those will match.

TREASURES REPORT

- Motion to approve treasures report as distributed by Wilkening. Second by Boros. Motion carried, all voting in favor.
- Motion to pay warrants 14746 -147778 and PO's 1272-1284 and void check number 14726. Warrant total $54,196.26 by Babler. Second by Boros. Motion carried, all voting in favor.

OTHER

Public Hearing Notice T town

- The City of Becker sent out a public hearing notice regarding the platting of several of the lots in T-town. City planner Jacob Sanders reviewed the plan and the plat with the town board supervisors. It's mainly clean up so they have sellable lots.
- Someone ran into neighbor's mailbox and wants to know if he can ask the Township to put one back up. Board instructed clerk to give contractor number to people requesting this (Jeff or Tony at this point).

MEETING RECESSED

- At 8:56 PM, town board chair Kolbinger motion to recess the town board meeting to allow checks signing and distribution. After this, the town board will resume in closed session per statute 13 D 0.01 in order to discuss valuation for real property along the 112 street.. Second by Babler. Motion carried all voting in favor.

Closed session was called to order at 9:06 PM.

Closed session was adjourned at 9:18 PM.

The regular town board been resumed session at 9:18 PM.

As there's no further business, Supervisor Babler made a motion to adjourn the meeting. Second by Kolbinger. Motion carried all voting in favor. Meeting adjourned at 9:19 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Regular Town Board Meeting
7:00 p.m.
Monday, October 16, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley

Absent Members: ☑ Township Supervisor Joe Danielson
Attending Staff: Kelli Bourgeois – Township Attorney, Jacob Sanders – City of Becker Planner, Wes Davis – Township Engineer; Tony Wruck – Township Maintenance Contractor;
Others Attendees: Mark Kolbinger (by zoom), Craig Wensmann – Bogart Pederson, Ted & Joann Myers, Darren Moeller, Zac Johnson, Johns Anderson (Zoom), Mary Roe (Zoom), Dan Butler (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 September 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: 2020 Cleanup Day Report, City of Becker Public Works letter, Windstream Bankruptcy Notice, Records Destruction Report 9/28/2020, Get Tested Flier, 2021 Proposed Tax Capacity Values
- Approvals:
    - Minute Correction memo
    - Rural Broadband Press Release

Motion to approve consent agenda by Wilkening. Second by Babler. Motion carried all voting in favor.

REGULAR AGENDA ITEMS

Motion to approve a regular agenda after adding 112th to Roads by Babler. Second by Boros. Motion carried, all voting in favor.

Sheriff's Report

- 161 Calls for Service
- 32 Traffic
- 10 Random 911
- 5 injury Crashes
- 185th Ave S Curve Accidents – all driver going too fast for conditions or impaired (2012-present)
- Question: Does reduced speed limit help? A: it doesn't seem to matter. New road, looks wider, people not paying attention.

RESIDENTIAL OPEN FORUM

- Zac Johnson – in to ask board to review access for his dad's parcel 05-126-1100
    - Planner Wikstrom reviewed history of this area with the board and the issue with this parcel not having road frontage.
        - Technically not landlocked as there is an easement for access
        - Code requires road frontage in order to have a driveway
        - Some roads have continual easement after easement creating issues for emergency services – want to avoid setting this precedent
        - The Joint Planning Board minutes in July 2020, wrestling with this issue were reviewed.
    - Zac stated he no longer wishes to subdivide the parcel, only build a home and he understood what the issue was with access and is willing to purchase a 66' width so he can access his parcel.
    - Attorney Bourgeois stated this would be a good precedent to set. If a standard right of way is available, then if anyone in the future wishes to subdivide the parcels the right of way could be dedicated as road frontage is available.
    - Lot width variance and if this would be a variance or boundary adjustment was discussed.
    - Attorney and Planner to meet and figure out the best route to take to solve this issue since a full road is not desired
    - Easement definition discussed/explained by Attorney Bourgeois
        - Subdivision regulations have one requirement
        - Building regulations require a driveway to access the road
        - Parcel is a non-conforming lot because the easement provides access, but not allowing building on the lot due to current ordinance.
        - Property can be used, but not built upon as the ordinance stands.
        - When easement was established – lot became as it is now. Nothing has been taken away from the property owner. They still have what they had

when easement was established. The ordinance has not changed since this parcel was created.
        - Access to public roadway is the key to being able to obtain a building permit.
            - Could purchase land to do this
            - Amend ordinance to do this – takes time
            - Metes and Bounds Parcel with Direct access to public roadway would be what this is if they can have a 66' wide strip attached to the parcel, not a separate lot.
        - Easement was recorded to the three land owners.
    - Definition that is a sticking point is our definition of driveway in our code. The Joint Planning Board has wrestled with this definition frequently over past months.
    - After further discussion – there is a reasonable solution, but we do need to verify what the correct path is for this particular area. We have many locations that have multiple homes on them and no one cares for the roads at the standards required. It is a health and safety issue.
- Ted and Joanne Myers
    - Letters read. It has been a long 7 years.
    - Discussion of history.
    - Concerned they were doing something wrong – they asked a real estate attorney (message on file) – they are not.
    - Attorney Bourgeois confirmed their Attorney's assessment as this is a platted road. Ordinances must apply to Township as a whole, for the betterment of the entire township.
    - Board assured it is ok to drive semi home and park in driveway. Many township residents drive semi-trucks home and it is perfectly fine to do so. At one point the Township had to make sure the rules said semi-trucks cannot be left parked on the road overnight, but in their own driveways is not an issue.
    - Discussion of recent events.
    - The Sheriff's department has been called several times. They recommend filing harassment charges recommended. They do not wish to pursue if it can be avoided.
    - Mailboxes discussed – all on North side of road.
    - Surveillance cameras mentioned.
    - Discussion of Parking ordinance and secondary access discussed.
    - Town Board response
        - The Town Board passes rules/regulations that are for the township as a whole. Many Township residents drive semi's and zoning wise you are allowed
        - Property owners are within their rights to voice their opinions. We welcome you coming in and telling us about this, but the Town Board has exhausted what we can actually do.
        - Thank you for coming in.
        - The Board spent time trying to help and do what can legally be done. The Board does not have the power to make this situation go away. Attorney

Bourgeois confirmed, at this point there is not anymore the Town Board can do.

TOWN PLANNING COMMISSION

- Canceled last month – no report.

ENGINEERING REPORT – Engineer Wes Davis

- 185th Avenue Signage from Sheriff's report
  - Accident – due to impaired driving.
  - Discussed possible options with Road Supervisor. Worry that too many signs lead to sign blindness
    - Advisory speed posted
    - Chevrons are on site
    - Image showed tire marks going over the concrete driveway
  - Another chevron could be added – there are chevrons coming from both sides of the curve. Possibly the west side of the concrete driveway.
  - Currently following MUTCD guide lines and signing to the best of ability to protect the public
  - Board discussion
    - Not sure of anything else that would help
    - Curve sign is 30 mph and above, under 30 mph is a 90 degree sign. Speed plaque is there, though it doesn't need to be.
    - Nice new road, alignment is so straight to this point, people are going 55-60 mph and the right angle form is right before 109th – satisfies MUTCD requirements. People are just driving too fast.
    - Add another Chevron to see if it lights it up a bit better at night
    - Maybe more law enforcement could help more than anything
  - Question in chat: would lettering on the roadway be any advantage/help in this situation? A: not sure that is an option in this location as there is no stop ahead or anything like that. Usually only for residential streets with speeds less than 30 mph.
- Preliminary/Draft Capital Improvement Program (CIP) distributed
  - All Gravel and bituminous roadways inspected
  - Used PAVER (developed by US Army Corps of Engineers to grade roads/runways)
  - Map – preliminary had colors for good/fair/poor/etc.
  - Condition scores completed
  - Sign inventory completed
  - Weighted average of paved = approximately 68 (out of 100, 100 = new road)
  - Gravel Road summary = 3.4 (out of 5)
  - Breaking up into four categories based on maintenance recommendations. Discussion regarding the four definitions
  - Pavement cycle diagram shown – maintenance = less money to extend pavement life. Goal: apply life extending measures with lower cost and plan on reconstruction plans within the budget.

- Budget over 20years with 5% inflation rate shows what funding would be needed to bring pavement life from 68 to an average of 80 if that is what is desired.
- Pavement life extension is a goal
- Ratings are included
- What does board want as a goal 70% or 80% good? Very good? Etc..
- This will be a living document – can be updated and can be done as projecting a budget or using a budget to determine the best options
- Gravel roads are summarized on end
    - Detrimental and good parts of gravel roads discussed. Good crown is essential.
- Map shows by color which are poorest roads.
- Goal is to allow supervisors to be more efficient and selective with road tours and plan out projects 5 years/10 years.
- Board likes the document. This is really good.
    - Next steps – establish the goals and do a workshop to play out 5 years of projects – tie it to the budget
    - Real time updates are possible. Allows the budget amount to be input and it can give a recommendation based on dollars allowed and best way to spend those dollars. Can plan what fits with budget.
    - Paver software can flex with things
    - Township goal for roadways rating needed
    - Workshop is a good idea – maybe do with road supervisors – start with last years numbers and get ideas of what this will look like.
    - Can't spend all funds on the 'red/poorest roads' – want to be sure some money is spent to maintain/extend the life of the roads.
    - Policies for capital assets can now be developed since we have this document as a start.
    - Board question: if we say 70% good – can we model that way rather than just saying 600,000 to see how to get to 80%? Kind of working backwards to determine the projects. Yes – we can if we give a dollar value it can give options given the dollars.
    - New app available to work with this software where Road supervisor or other going out can live update based on images. $200 estimated cost of app.

SUPERVISOR REPORTS

FIRE BOARD – Supervisor Babler

- Gear ordered/coveralls ordered and being processed.
- Extra money for duty boots. Right now using personal boots when going in for medical in the coveralls. Would like a set of boots to go with the coveralls. Estimate $5,400 to get for all firefighters. **Motion by Boros to approve $5,400 for duty boots for the Fire Department. Second by Wilkening. Motion carried, all voting in favor.**

- Attorney reminded – document why materials missed the 11/15/2020 order date. 12/31/2020 = drop dead due date for CARES funding. State fire may have mentioned the date being extended, but nothing has been officially done.
- A/V numbers still working, but they will be completed.

CENTRAL MISSISSIPPI RIVER REGIONAL PLANNING PARTNERSHIP – Supervisor Kolbinger

- Regular meeting – stakeholder notes went out for round 2 engagement. Meeting this week at City Hall

ROAD REPORT – Supervisor Boros

- Ready for snowfall
- Road inspections completed
- Live app form with pics and send back – the website if needed
- 164th by Salida – still working to set up a meeting
- Woodberry Farms – do we reseed or just pave over the cul-de sacs. Bid received for $3,700 for mix with pollinator plants. Since these are our cul-de-sacs, our contractor would need to mow as needed.
    - Dan Butler (via Zoom) mentioned neighborhood homeowner mowed as it is only weeds at this time. If it was a nice mix they would leave it alone and won't mow.
    - Board consensus – continue and seed with pollinator mix
- 142nd Issue
- 82nd Street needs repair
- Meeting setup for November 10th with Santiago Town Board regarding 67th Street, Townline road – paved portion
- 70th/163rd – would like a barricade there. Engineer asked what we can get. He will check MUTCD for options and bring back.
- 112th Street – Clerk to provide Supervisor Boros with contact information
- Dan Butler asked if there was anything they could do to assist with plowing in the Woodberry Farms Cul-de-sacs? Markers 5' off road edge? No, frozen ground helps more than anything
    - Gouging is an issue if not frozen – working with apps to try and upgrade mapping for plowing and hoping less gouging if possible
- Do Forms is app being used – available for reporting issues on website. Discussion of what credits are and how they work. Clerk authorized to purchase:
    - a yearlong subscription; and
    - credits to allow people to submit road issues through the township website

CARES/CRS FUNDING

- Special Meeting November 9th, 2020 at 7:30 pm. Pre-reviews to be completed by Supervisor Kolbinger or Supervisor Babler, Clerk and Treasurer
- Attorney reminder: if you grant money to someone who was granted money already for an expense, the township may need to return.

- Floors in Town Hall sinking due to moving file cabinets (couldn't be in office due to covid compliance). Supervisors to look into this

FRANCHISE AGREEMENT

- Ready to send to Arvig for review
- No fees required
- If they approve, a public hearing will be required for ordinance/to pass

TOWN HALL

- Additional requirements for COVID requirements
  - Divider around Deputy Clerk's desk – clear portion and request to have made.
  - File cabinets moved to be in compliance with COVID – now floor is sagging – needs repair.
  - Dumpster – needed for compliance so we stop going through personal property (at Jeff's). Better to move to public location.
  - Divider at counter needed – people don't stand 6' back
  - Requested quotes for ADA compliance for restroom. At this time, if someone comes in who needs to use, they must physically be helped. Timing of funds discussed.
- Sandpoint well for sprinkler system discussed as possibility – needs to be looked into.
- Office hours changing due to city requirements of no parking on streets until after 8:00 a.m.. Office will officially open at 8:30.

150TH YEAR CELEBRATION NOT DISCUSS THIS EVENING

TREASURES REPORT

- Motion to approve treasures report as distributed by Wilkening. Second by Babler. Motion carried, all voting in favor.
- Motion to pay warrants 14779-14807 and PO's 1285-1294 in amount of $159,209.57 by Babler. Second by Danielson. Motion carried, all voting in favor.

OTHER

- Surface Pros – we have several old Surface Pros – disposition?
  - Disposition discussed
    - 1 to clerk to be able to access township information on a township computer rather than her personal one
    - 1 for minutes
    - 2 to engineer – it is ok to keep personal information on them in additional items as needed by township
    - Rest – wait to see if need.
- Budget meeting – decided to wait until next Township meeting, November 16th to set. Separate meeting preferred as it has taken a few hours before in past. Clerk requested waiting until after election.

- Ann K introduced herself – District 3 candidate for County Commissioner

Meeting adjourned at 8:56 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Special Town Board Meeting
7:30 p.m.
Monday, November 9, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Supervisor Joe Danielson ☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley

Absent Members: none
Attending Staff: none
Others Attendees: none

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 7:35 pm. Quorum verified by Chair Kolbinger.

The purpose of this meeting is to determine the awarding of grants for the Becker Township Relief in association with CARES funding and payment of any outstanding invoices related to the CARES funding.

Chair Kolbinger reviewed some of the qualifications with board members present and the clerk distributed grant applications to board members for review. Chair Kolbinger had to leave at 7:45 pm.

Vice-Chair Wilkening took over the meeting and continued.

Applications totaling $58,225.11 were received.

Applicant	Amount Requested
Rustic Metalz, LLC	10,000.00
Junction Plumbing & Heating, Inc.	10,000.00
North Pine Pet Grooming	6,200.00
Armstrong Equine Massage Therapy, LLC	6,000.00
Manufacturing Services	8,000.00
M.M. Sudie	8,025.11
Joe's Bobcat & More, LLC	10,000.00

After review of all applications, the following motions were made:

Motion to approve payments to Rustic Metalz, Junction Plumbing & Heating, North Pine Pet Grooming, Armstrong Equine Massage Therapy, Manufacturing Services and M.M. Sudie in the amounts requested by Boros. Second by Danielson. Motion carried, voting in favor: Babler, Boros, and Danielson. Wilkening abstained as his wife was applicant on Rustic Metalz. Kolbinger absent.

Motion to approve payment to Joe's Bobcat & More by Boros. Second by Babler. Motion carried, voting in favor: Babler, Boros, and Wilkening. Danielson abstained as Joe's Bobcat is his company. Kolbinger absent.

Various outstanding needs of Township and Fire department were discussed. The following items were approved for purchase as they are not in the current budget, are directly related to the Covid-19 pandemic and/or will make compliance with executive orders possible, and are planned to be here by November 15 at this time.

1) Boots for Fire Department – upgraded boot approved by board this evening so they will last longer – estimated 10,500.
2) Coveralls for Fire Department – approved by board earlier
3) Printer, Scanner and appropriate office supplies for Treasurer to be able to work remotely.
4) Printer and appropriate office supplies for Deputy Clerk to be able to work remotely.
5) Printer and appropriate office supplies for Clerk to be able to work remotely.
6) 45,000 maximum for the Fire Department to complete outfitting their two training rooms in compliance with social distancing and allowing for remote learning/training.
7) 10,000 for the Fire Department to purchase chairs and tables as needed for the second training room that needs to be brought into service.
8) Due to movement of filing cabinets in town hall to promote social distancing, the floor is having issues. Approval of up the $5,000 to remedy/brace that area.
9) 10,000 maximum for the building/moving of the dumpster from Jeff Peterson's to Town Hall. Due to spread of Covid-19, the board wants to keep the dumpster on public property rather than risk spreading disease by constantly going onto private property.
10) $20/month reimbursement for increased personal cell phone use for all board members for 10 months ($200 each).
11) New desks so staff members do not need to use the folding election tables as desks.
12) Plexi-glass shield for the front counter.
13) Make a donation to the Becker Food Shelf after seeing funds remaining after second grant funding round.

Second round of Grant funding to be made available to Becker Township businesses. This shall be extended to Friday morning. Grant applications should be submitted to the Clerk prior to the meeting.

Motion to approve the above and plan a special meeting for Friday, November 13th at 10:00 a.m.. Clerk will be on site, board members to attend either in person or remote. Treasurer and Clerk will work out how checks will be signed and mailed to all but Sherburne County by Sunday, November 15, 2020 by Babler. Second by Danielson. Motion carried, all present voting in favor.

Brad Wilkening, Vice-Chair

Lucinda Messman, Clerk

Special Town Board Meeting
For disposition of CRF Funds
10:00 a.m.
Friday, November 13, 2020
12165 Hancock Street

Attending

☑ Township Vice Chair Brad Wilkening (via zoom)
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Supervisor Joe Danielson
☑ Township Clerk Lucinda Messman

Absent Members: Township Chair Brian Kolbinger, Township Treasurer Tanya Danielson, Township Deputy Clerk Fran Seeley

Attending Staff: none
Others Attendees: none

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Meeting called to order at 10 am. Clerk took roll call of those in attendance. Quorum verified by acting Chair Wilkening.

Clerk distributed the applications received to date. Supervisors read off/through the names, applications, and amounts requested and what types of items the applications requested paying.

After all invoices paid, approximately $148,000 left.

Parts have been delayed again for the floor and dumpster areas. Supervisor Babler and Supervisor Danielson were going to complete the project, but the parts needed have been delayed and cannot be obtained at a different store by this weekend. Money originally allocated to the items was $11,500 ($10,000 for dumpster area and $1,500 for floor supports where file cabinets have had to be moved).

- Joe's Bobcat is willing to complete the two projects for the cost the board originally estimated.
- The total for these two projects combined is less than $25,000 so quotes are not required.
- Discussion of completing and how awarding contract less than 25,000 works and if other quotes are required. Due to size of contract, none are required.

Motion by Boros to approve awarding the jobs/contract to Joe's Bobcat & More second by Babler. Motion carried, 3-0-1. Supervisor Danielson did not vote as Joe's Bobcat is his company.

Applications for Motion to award the 10 applications for $10,000 each by Babler. Second by Danielson. Motion carried, all voting in favor.

Motion by Babler to send 24,000 of the fund to the Becker Food shelf. Second by Danielson. Motion carried, all voting in favor.

Remaining funds – estimating 2,000 needed for payroll, rest will go back to the county.

Meeting adjourned at 10:13 am.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Regular Town Board Meeting
7:00 p.m.
Monday, November 16, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Supervisor Joe Danielson
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley

Absent Members: none

Other in person attendees: Kelli Bourgeois – Township Attorney, Ben Wikstrom – Township Planner, Sgt. Frank – Sherburne County Sheriff's department, Tony Wruck – Township Maintenance Contractor;

Zoom Attendees: Jacob Sanders – 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.
- 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: Notice that Ace Disposal was sold to Waste Management
- Approvals: none

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

REGULAR AGENDA ITEMS

Motion to approve a regular agenda after adding item to amend the Fire Board Joint Powers Agreement Ratification Minutes to Roads by Babler. Second by Boros. Motion carried, all voting in favor.

Sheriff's Report

- 133 Calls for Service
- 26 Traffic
- 13 Motor vehicle accidents – not car/deer
- 1 Theft
- All else normal issues.

RESIDENTIAL OPEN FORUM

- Bob Miller – issue at Residents with MIDCO utility installation of fiber optic
    - Images shown, many hassles
    - Subcontractor, Shroeder came through and removed the survey pin marker from his property in mid-June.
    - Mr. Miller contacted the clerk – Clerk spoke with engineer
    - Ridiculous for them to remove this and not put back properly
    - Spoke with Engineer a few different times, Engineer didn't contact him back
    - Mr. Miller wants to understand protocol with this type of utility installation, wants the stake put back where it belongs and improved communication.
    - Wants to know why this takes so long – wants more feedback more often with more transparency. Frustrated with poor communication.
    - Engineer
        - Situation reviewed. He has had multiple phone conversations with Mr. Miller and has talked with Midco several times about restoration issues in the Township.
        - Midco has been told this particular location needs to be restored ASAP
        - Midco has been informed both by email and phone
        - Midco has a lot of issues in this township (and other locations – including the engineer's home)
        - On phone call, reassured Mr. Miller that Midco will be held responsible. Should have done better at communication.
        - Midco has not restored several locations in the township at this point.
        - No contact with sub-contractor other than 1st time and they stated they couldn't respond. After that contact, all have been with Midco rep (calls and emails).
        - Estimate 7 or 8 locations in the Township have restoration issues.
    - Board members
        - Do we have a performance bond? Yes

- Asked about more feedback/keep Mr. Miller in the loop better. Will work to keep residents informed more appropriately/increase feedback with better communication.
- Why would corner pin have been pulled? Question for the contractor – this shouldn't have happened. Mr. Miller stated the contractor said it was done inadvertently by them. Pin needs to be put back in. Engineer: this has to be surveyed to put the pin back in the correct spot. Replacing this pin is their responsibility. Midco has not been doing good with restoration or boring operations. The damage instances need to be resolved.
- Two issues
  - Communication – will be improved
  - Midco restoration issues
    - We have a bond – Midco is to restore the areas they work in. Bond can be used to charge Midco to restore these areas. What is value of bond? Clerk to check
    - At what point does the township come in and do themselves and bill them back?
    - Do we have the authority to put a halt on these? What can we do for them not meeting the performance standards?
- Legal issues
  - No permits next spring until these right of ways are restored.
  - Long process to collect on a bond
- Board Responses
  - Immediately – what can be done for this situation? It will be looked into
  - Next spring – no granting until permitting process reviewed
  - Review permitting process
  - Improve communications –It will take a several weeks to review the many parts of this issue. Recommendation that Mr. Miller attend board meetings and/or contact the clerk after several weeks as this will take time.

TOWN PLANNING COMMISSION

- Two items for Planning last week
  - Boundary adjustment subdivision for Mike Johnson – land swap to provide road frontage and they paid for a special JPB meeting and so it was approved on Thursday last week.
  - Preliminary and Final Plat for Nathan Pramann – splitting off the north 1/3 of the parcel. Applicant working with county for access. Recommended for approval. Goes to the Joint Planning Board this month.
- Enforcement items being worked through
- One application for next month at this point
- Question: is there something to look into the large chunks of land that are landlocked to provide access for these? A: not right now, but it can be scheduled. We would need to have an inventory of these to give a good review (we do not have one at this time). The

Town Board can order this done or we can ask the Town Planning Commission if they would authorize.

ENGINEERING REPORT – Engineer Wes Davis

- CIP Updates
  - Working on the mobile app map for Board
  - Screen share so the board could see the app in action
  - Video lag behind voice due to internet issues
  - Colors of road = rating
    - 97th street portion that is Township viewed
    - Pull up and see rating information
  - Search mechanism to look by road or by parcel id
  - After road projects decided, they will be added and where slated (ex: 2021, 2022, 2023, etc.)
  - All culverts are in and you can look at the data to see the elevations
  - All signs are on there as well – can click and see type
  - Developments layer – can see all developments
  - Each parcel shows owner name/address and parcel ID
  - Other big things
    - Road reporting – based on position or selecting, you can create a road report/upload images/issues/etc.. It will go into our current databases. Assign to whomever it needs to be.
      - Shares across with all who access
    - Utility overlay
      - Blue = look at
      - Red = failed, follow up
      - Green = passed
    - All changes can be done by phone – need to sync (push button) once uploaded then all can see.
  - Is this similar to one we used? No – it is more user friendly – immediately syncs to all. Clerk: it does still sync with township data
  - Is this helpful for the CIP? Yes, it will show the information – all aspects of the CIP are interactive with this. This is similar to the DoForms tried earlier, but this is easier/much more user friendly.
  - Takes the CIP information/GIS information/DoForms information. Coordinates with what we have, we own all data, less expensive. Cost estimate about $12 per month – this is based on data used. Beta Test one is only 100 mb. 1 GB plan is $12-13 per month rather than $120 per license.
  - Board likes that this uses our maps and ties to our information. A lot of time has been put into this – it all talks with everything we have.
  - This system is too much for our website, but DoForms provides the website interaction, so it needs to be kept – just not the 'big' version we were talking about.
  - Board directive – this is what we want and looking forward to using this. Looks good. We like it.
- No other engineering items

SUPERVISOR REPORTS

FIRE BOARD – Supervisor Babler

- Have received many of the items ordered at this point. Still waiting on gear, boots and coveralls.
- Regular meeting

CENTRAL MISSISSIPPI RIVER REGIONAL PLANNING PARTNERSHIP – Jacob Sanders

- In person session for Round 2 engagement – 3 people showed up. It was right before elections during COVID.
- Available online. We need input for this. Can do online. Anyone can give input online.
- Was to end the end of November – likely to extend as COVID numbers are increasing.
- FHWA and Mn Dot meeting has happened – 12/3 another meeting for partners and staff.
- Encouraged all to fill out survey. Will send link to forward to clerk. Same as sent before.

ROAD REPORT – Supervisor Boros & Supervisor Danielson

- One complaint – Mr. Baumgartner on 194th. Letter was going to him regarding metal stakes in the right of way. Stakes were up during snowfall – issues. Said stakes would be taken down.
- Grading complaint/request by Salida – taken care of – some material had to be taken in to handle. After harvest, plan is sit down with owners in the area and discuss the road.
- Last meeting Mallard drive had issues and City will take care of in spring

CARES/CRS FUNDING

- Supplies have all arrived.
- Treasurer – questions on some of the grant applications
    - Not sure first round is ok. Those checks were mailed out already
    - Some are questionable and funds may need to be returned
    - Board asked for path forward?
        - Most need additional documentation
        - Manufacturing equipment shouldn't be reimbursed, neither should mortgage payments for a home
        - Can we request it be refunded? A: yes
        - Mechanism? As a board – how do we do this?
            - Staff/consultant should go through and determine
            - 60 day time frame for additional documentation agreed to when application submitted
            - If ineligible expense – pay back township and township forward money on

- Board needs to give direction to staff to make requests as needed for further documentation
- Final determination to be based on staff determination. At next meeting a final motion acknowledging final payout information. Board should get a list after all is said and done and vote on it at next meeting. Shows what was actual vs. what was originally voted on. Best we can do at this point.
- Directive to allow staff to
    - Review qualifications: go through the paperwork and make determination based on findings/appropriate paperwork filed.
    - Board voted/approved maximum/up to dollar amounts based on what applicant stated was eligible and would provide appropriate documentation. If documentation is not provided, money is to be returned.
    - Verify what was paid out is qualifying expense.
    - Some checks may need to be voided and re-issued if easier for applicants.
    - Second group of checks to be held until proper documentation is submitted.
- For 24th report to state, base it on the number you find out by the 20th and do numbers that way.

FRANCHISE AGREEMENT

- Ready to send to Arvig for review
- No fees required
- If they approve, a public hearing will be required for ordinance/to pass

TOWN HALL

- Additional requirements for COVID requirements
    - Divider around Deputy Clerk's desk – clear portion and request to have made.
    - File cabinets moved to be in compliance with COVID – now floor is sagging – needs repair.
    - Dumpster – needed for compliance so we stop going through personal property (at Jeff's). Better to move to public location.
    - Divider at counter needed – people don't stand 6' back
    - Requested quotes for ADA compliance for restroom. At this time, if someone comes in who needs to use, they must physically be helped. Timing of funds discussed.
- Sandpoint well for sprinkler system discussed as possibility – needs to be looked into.
- Office hours changing due to city requirements of no parking on streets until after 8:00 a.m.. Office will officially open at 8:30.

150TH YEAR CELEBRATION NOT DISCUSS THIS EVENING

TREASURES REPORT

- Three different treasurer's reports distributed. Two from the special CARES/CRF Funding meetings, one for November.
- Q: Town Hall fund has 34,000 at this point remaining – any chance of getting the bathroom ADA compliant before end of year? A: no, takes three weeks to obtain permit and contractor is very busy right now. Funding does care forward so it can be used next year.
- **Motion to approve treasures report as distributed by Boros. Second by Danielson. Motion carried, all voting in favor.**
- Motions to pay warrants. Supervisors Kolbinger, Babler and Boros were voting. Supervisors Danielson and Wilkening Abstained from voting on warrants as their company (or Spouses Company) were receiving payment
    - **Motion to pay warrants 14864-14909 and PO's 1295-1298 and 1308-1311 in the amount of $40,741.86 by Babler. Second by Boros. Motion carried, 3 – 0 – 2.**
    - **Motion to pay warrants 14808-14830 and PO's 1299-1302 in the amount of $65,550.03 by Boros. Second by Babler. Motion carried, 3 – 0 – 2.**
    - **Motion to pay warrants 14831-14863 and PO's 1304-1307 in the amount of $191,246.45 by Babler. Second by Boros. Motion carried, 3 – 0 – 2.**

OTHER

- Elections Update
    - Approximately 3,500 registered voters – over 3,300 voted in the General Election
    - Suggestions
        - additional rosters (ipads) – approximately $2,500 each. They are not standard ipads, they must be set up differently and are stored securely between elections.
        - curbside voting successful/well received. We may want to continue
        - at some point some of the booths will need to be replaced
        - Second location – not sure where we could have this
- **Motion to approve Becker Town Hall as absentee Voting location by Danielson. Second by Babler. Motion carried, all voting in favor.**
- Next month figure where to vote in March. Hopefully better idea of covid situation.
- Budget meeting – date?
    - Tuesday, December 1 at 6:00-8:00 pm.
    - Purpose of meeting discussed – reviewing what you want to spend/budget for all roads/everything else in the Township. Budget for 2021 and looking at Levy for 2022.
- **Motion to approve the Becker Joint Fire Board minutes in July of 2020 as presented by Wilkening. Second by Babler. Motion carried, all voting in favor.**

- October 2020 minutes have a few errors clerk found in engineers report and in the treasurer's report, please don't pass. Let clerk know if you see any other errors.
- Filing for office opens on the 29th of December.
    - Two seats this year – Brian (Seat #5) and Joe (Seat #4).

Meeting adjourned at 8:26 p.m.

Brian Kolbinger, Chair

Lucinda Messman, Clerk

Special Town Board Workshop
6:00 p.m.
Tuesday, December 1, 2020
12165 Hancock Street

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Supervisor Joe Danielson
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson (via zoom)
☑ Township Deputy Clerk Fran Seeley

Absent Members: none
Attending Staff: none
Others Attendees: none

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 6:00 pm. Quorum verified by Chair Kolbinger.

The purpose of this meeting is to determine the budget for Becker Township for 2021.

Budget for 2020 reviewed – some items will stay the same, others will need to adjust.

Funds to Budget

- General Fund Discussion
- Road and Bridge
- Town Hall Fund
- Fire Fund

General Fund

- Budgeting 2021 Amount
    - Approximate numbers
        - 101,000 revenue
        - 152,000 expenses
            - estimates 175,000 in expenses at end of December
            - need to increase expenses the budget doesn't meet actual in some areas – especially payroll and Participant Recreation
            - Payroll and donations are biggest things out of here

- Last year budgeted 150,000
- What do we raise the areas to make the 175,000
    - Payroll needs to adjust to what? Was this a special year or anything? Numbers won't decrease. Part from this fund, part from permit fund. Why did we budget only 40,000 last year? Budget should be at 65,000 minimum then (414 area). Will allocate based on last year
    - Treasurer will leave along
    - Town Board will leave at 12,000
    - Elections – Clerk said that can go to 3,000 for the odd year
    - Accounting – Audit will go up a bit increase to 13 or 14,000
    - Engineering here is for meeting –can decrease
    - Planner – most goes to permitting. Q: Can permitting support our planner? Yes, it should be able to. Permitting is relative. Goal is to be sure he is covered. Planner in the General fund is town board meetings and a few odd and ends
    - Data Processing – new equipment that CARES reimbursed
    - Building from General is office supplies type items can likely be cut in ½. Will allocate 3,000 for the General Supplies
    - Clerk: Elections – no more equipment money due, the 3,000 should be just for the Township election this year (meals, equipment setup/updates/ballots/etc.) (41960) just in the Elections (not clerk or treasurer) account. The 10,000 for elections on top will be zero (41410)
    - Animal control – move to 5,000
    - Gopher feet – average year 500-1200. County reimburses $1 per set of paws.
    - Waste Collection – moved to Town Hall or Road and Bridge. Drop to 500
    - Donations
        - Participant recreation move to 15,000
        - Cemetery and all will stay the same
        - Donations will stay the same
        - Leave community education
- Adding this up – approximately 142,000 with donations
- General fund can carry over, doesn't have to go to zero each year
- 175,000 levied for 2021
- All makes sense
- Reserves are over all funds, not per fund. Changed last year.

Road and Bridge

- Current Balance 841,000

- Next tax payment of approximately 417,000 comes in any day – just received notice. It is not recorded yet/not in the bank yet.
- Engineering fees –
    - is this from specific projects or does it get merged with project? It gets pulled separate
    - anymore this year? There will be some more work billed for 2020 yet
    - should we keep it at 75,000 raise or lower? 2 years ago was $110,000. Challenge is projects vs. additional needs
    - leave engineering at 75,000 for 2021
    - CMRRPP – that will continue at 15,000 per year
    - Attorney – lower, but it depends on what comes up for the year – keep that where it is at 5,000
    - Research – title work when we were working on roads. Carry this over/leave
    - Construction items
        - Gravel Roads – we need to do some stuff with them. Move this to 120,000.
        - Paved Roads – seems a big payment is missing, though other than 185th, not a lot done this year
        - Change paved roads and paved roads improvements around. Proposals discussed – based on funds maybe we change this.
        - 67th – grave with chip seal over top
        - Garden grove number will change (Elk River Gardens)
        - Additional crack filling should probably be done this year
        - Beatrice in bad shape with dips as well – patch vs. redo
        - Haven't seen final CIP yet so may need to move these numbers around more
        - Discussed moving all into a single category
        - Paved Road improvements – 800,000
        - Paved Road installation – 0
        - We know budget will move up, but we have extra this year that wasn't spent
        - Plan on 800,000 for the CIP for this year
        - Should we combine dust control and shouldering? Do we need them separate? Can always pull from one item and move to another – not a problem.
        - Somewhere we get asked how much for this or that – keeping some things separate is a good thing – makes it easier for staff
        - Remove equipment category
        - Bottom number now 290,000 over 952,000
        - Not increasing levy

Fire Fund

- Still have ½ year to pay
- Good handle on this one

- Need to start increasing this levy area as we are using up reserves. Had money for captain and levy has decreased to use up. Need to increase the levy a bit and keep doing to get to even amount rather than using up reserves.
- Using up approximately 30,000 of reserves
- Suggest 100,000 for levy (it is for 2021) move to 115,000 for 2022
- 80 is budget because we had over budgeted in prior years. Trying to use the reserves here to get it back to break-even – levy what we use.
- Increase budget to 100,000 for next year

Town Hall

- Bathroom – have estimate of 18,000 – figure on 20,000
- Has 33,000 balance. Spent 19,000 this year
- Freedom days – levy had a 5,000 line item for 150 year celebration
- Gazebo and bandstand need work – can we use parks money that the county has? Find out all we can do – building crumbling
    - Add tables and benches – create a park and use the area
    - Jacob at the city would be good to talk to – he has a degree in landscape architecture
    - Needs shrubs/bushes/plants
    - Do for the celebration and have ready to go if possible
- Make the budget for town hall 39,000 expenses (25,000 for inside and get the bathroom done and painting) and bring in funds from general fund if needed.
- Treasurer – will use up reserves if do the bathroom next year. Should we increase the levy to move this to a 20,000 item. Can run a fund at a negative balance for a few years if needed as long as money is in the bank in another fund.
- Q: can we use money from General fund to help? A: yes
- Discuss reserves/levies later at Board of Audit – hoping no levy raises this year

Budgeting – anything else? Nothing

Adjourned 7:27 pm.

Brad Wilkening, Vice-Chair

Lucinda Messman, Clerk

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

Attending

☑ Township Chair Brian Kolbinger
☑ Township Vice Chair Brad Wilkening
☑ Township Supervisor Robin Boros
☑ Township Supervisor Luke Babler
☑ Township Supervisor Joe Danielson
☑ Township Clerk Lucinda Messman
☑ Township Treasurer Tanya Danielson
☑ Township Deputy Clerk Fran Seeley (zoom)

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 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