

Becker Township Board Meeting

Consent Agenda

January 22, 2018

1. Minutes – December Regular Meeting Minutes
2. Upcoming electronic fund transfers/automatic payments approval
 - a. City of Becker – water/sewer
 - b. PERA – mandated state retirement program
 - c. Xcel Energy – gas and electric
 - d. Ace Disposal – container at Jeff's
 - e. Advanced Disposal – container at Town Hall
 - f. Midco Business – phone and internet
 - g. Just Host Website – hosting/domain/security – \$242.79
 - h. Payroll taxes – mandated Federal taxes
 - i. Payroll taxes – mandated State taxes
3. Election Resolutions
 - a. 2018-01 Resolution Appointing Election Judges
 - b. 2018-02 Resolution Appointing Absentee Ballot Board
4. Approve Clerk Sign Metro West Acknowledgement
5. Training Opportunities
6. Records Retention Amendment
7. Property Tax Levy Report to MN Department of Revenue
8. Work Comp Audit Report
9. Clean Up Days – authorize clerk to sign documents
10. Note Donation Requests Received – these will be discussed at Budget meeting

Becker Township Board Meeting
Regular Agenda
January 22, 2018

1. Call to order and Verification of quorum
 2. Approval of Consent Agenda
 3. Approval of Regular Agenda
 4. Sheriff's report – Joel Brott – 2017 Annual Presentation
 5. Residential Concerns/open forum.
 6. TPC/JPB Updates
 - a. CUP Revocation Process
 - b. Building Standards
 - c. Driveway/property access revisions
 - d. Fee Schedule Resolution – incl. Grading Escrow
 7. Engineer's Report
 - a. Engineering Standard Updates
 - b. 185th Phase 3 design
 - c. Piggyback paving with county
 - d. other
 8. Supervisors
 - a. Fire board
 - b. Sherburne County Parks, Trails & Active Living
 - c. Highway 25 Corridor
 - d. Road Report
 - e. Right of way Ordinance Revisions (Small Cell)
 - f. Official award of 2018 General Maintenance Contract
 - g. Fire Sign heights
 - h. Directive to engineer – prep 107th street legals for min maint road re-declaration
 - i. Planning Commission and Joint Planning Board Appointments
 - i. 2018-03 Resolution Appointing Joint Planning Board Member
 - ii. 2018-04 Resolution Appointing Town Planning Commission Members
 - j. Other
 9. Treasurer's Reports
 - a. Treasurer's Report
 - b. Payment of Warrants
 - c. Transfer funds motion
 - d. Yearly transfer until otherwise directed
 10. Other
 11. Adjourn
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**Becker Township Board
Town Board Meeting
January 22, 2018**

Board Members Present: Brian Kolbinger, Brad Wilkening, Luke Babler, Gary Gilbert, Joe Danielson (7:12 pm), Lucinda Messman

Board Members Absent: Tanya Danielson

Staff members present: Kelli Bourgeois - Township attorney, Wes Davis – Township Engineer

Others present: Sheriff Joel Brott, Tony Wruck – Wruck Excavating

Meeting called to order by Chair Kolbinger at 7:00 p.m., quorum verified.

Consent agenda presented. **Motion to approve consent agenda by Wilkening. Second by Babler. Motion carried, unanimous.**

1. Minutes – December Regular Meeting Minutes
2. Upcoming electronic fund transfers/automatic payments approval
 - a. Payroll related: PERA – mandated state retirement program contributions; Payroll taxes – mandated Federal taxes; Payroll taxes – mandated State taxes
 - b. Monthly: City of Becker – water/sewer; Xcel Energy – gas and electric; Ace Disposal – container at Jeff’s; Advanced Disposal – container at Town Hall; Midco Business – phone and internet
 - c. Yearly: Just Host Website – hosting/domain/security – \$242.79
3. Election Resolutions
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Regular Agenda - **Motion to approve meeting as distributed by Wilkening. Second by Babler. Motion carried, unanimous.**

Sheriff’s Report – Annual Report presented by Sheriff Brott

- Summary of 2017 Calls for Service/Arrests – 2294 for Becker Township.
- Comparable to previous years
- DUI’s are up a bit, but County wide, DUI’s are only up 1 from last year. Wait to see if the same continues for next year.
- 4 new Patrol Deputies
- ACA Accreditation completed (started process in 2015)
 - 760 bed facility housing mostly federal inmates
 - 443 Standards/Policies and procedures to document they were following
 - 2nd in MN History to receive this accreditation
- Beginning Calea Accreditation for Dispatch Center. Believe it will take two years to achieve.
- Now on Social Media – all sorts of things will be there. Press releases, alerts, etc..

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- Winter parking Township policy discussed. If ordinance, the Sheriff can enforce. Township Attorney recommended a separate winter parking ordinance.

Planning Commission/Joint Planning Board

- CUP Revocation process has begun for the Contractors Yard CUP issued in 1999 at 17060 142nd Street, Big Lake, MN in Becker Township.
- Building Standards will be changing in the City of Becker in some areas. Staff updated board member on those changes. Joint Planning Board will discuss if they are appropriate for Township Zoning.
- Fee Schedule Resolution Discussed
 - Grading escrow – percent or single number
 - Clerk directed to change wording in Fee schedule to read Final Grading Escrow \$1,000.
Motion to pass Resolution 2018-05: Becker Township Fee Schedule 2018 after making change as noted above by Wilkening. Second by Gilbert. Motion carried, unanimous.
- Board discussion regarding consistency of notices and changes. History of staffing issues on City side and how the Planning Commission and Joint Planning Board work were presented to new board members. Also discussed, the Planning Commission and Joint Planning Boards are independent of the Town Board in many matters, but when right of way matters surface, both the Town Board and Joint Planning Board may be required to act in unison as recently occurred. Improved communications requested. Board members would like to be provided with exact copies of Notice of Violations that are sent out. Clerk to verify this occurs.

Engineers Report

- Revised engineering standards with all plates were presented. No drastic changes were made, only updates. Those are shown with yellow highlights. Board members to review and bring comments next month.
- 185th Ave Phase 3 Design – **Motion to have engineer do phase three design (layout dirtwork, wetland impacts, etc.) for 185th Ave SE by Danielson. Second by Wilkening. Motion carried, unanimous.**
- Paving with Sherburne County
 - Bid out base course pavement for the South ½ of 185th. 2” on culverts. Culverts are widened to 13’ lanes for 300’ total and it will catch the radius. Radi have been widened.
 - **Motion directing Engineer to assemble information for bidding with Sherburne County as indicated above within the county timeline by Danielson. Second by Babler. Motion carried, unanimous.**
 - Sherburne County now requires a Joint Powers Agreement when we plan to ‘piggyback’ on their bids. Attorney Bourgeois reviewed documentation and stated it looked good.
Motion authorizing Chair Kolbinger to sign Joint Powers Agreement documentation as necessary in order to include our bids with the Sherburne County bidding process by Wilkening. Second by Danielson. Motion carried, unanimous.
- Capital Improvement Plan (CIP) updates –
 - Road age map sent to supervisors prior to meeting. This process is beginning.

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- **Salida Crossing**
 - Previous engineer thought the ‘Service Road’ was under Sherburne County jurisdiction. However, he was unaware of the wording on the original plat document or the town board minutes from that time.
 - The Town Board needs to decide the status of this ‘service road’ as it is called on the plats. Is it really a road?
 - Discussion on history (Salida, Salida Second Addition, and DASA Depot)
 - Is it really a deeded ROW? Is it dedicated to the township?
 - Engineer Davis is of the opinion, the township didn’t pave it, it is not the townships ‘road’.
 - Legal recommendation requested from Attorney. Sign violations in conjunction with this ROW to be put on hold until ownership of ‘road’ is determined. Clerk to inform planning staff.
- Engineer to do traffic counts on 5 Township Roads. This has been arranged through Sherburne County – looking at area South of Carefree vs North of Carefree on 185th, Autumn Ridge, 127th Street (joint ownership with City of Becker), and 142nd Street. It will be done when convenient.

Supervisors Reports

- Fireboard – Supervisor Babler.
 - quiet meeting – hiring three new firefighters due to retirements
 - calls for service numbers were presented at that meeting
- Highway 25 Coalition meeting – no report this month
- Road Supervisor Danielson
 - Not many calls this month right now.
 - Looking at doing winter high trimming soon
 - 192nd wait until spring
 - Dead tree removal in Hystten Creek – contractor to remove, but do locates prior
 - ROW decision will wait until next month
- Review of General Maintenance Contract bid submission completed by Supervisors Danielson and Wilkening. **Motion to award 2018 General Maintenance Contract to Wruck Excavating by Wilkening. Second by Danielson. Motion carried, unanimous.** Question: how many bids? A: only one was received.
- Fire Signs – many fire signs have been moved from original locations.
 - Without an ordinance, not a lot the board can do, other than recommend proper placement.
 - If the fire sign has been moved from original spot or is not kept at recommended placement, the Town will not pay for replacement. That cost will be the owners.
 - Board ordered clerk to send recommendation letters to Aspen Ridge and Scenic Hills developments
- In review of records, clerk noted that 107th was not included in the redeclaration of minimum maintenance roads. **Motion to have Engineer handle appropriate signage and prepare legals by Wilkening. Second Kolbinger. Motion carried, unanimous.**

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- Appointment to Planning Commission – Brian Kolbinger as representative, Gary Gilbert as alternate. Frank Kasowski, Jr. as at large member.
 - **Motion to approve Resolution 2018-04: RESOLUTION APPOINTING MEMBERS TO THE TOWN PLANNING COMMISSION by Wilkening. Second by Danielson. Motion carried, unanimous.**
 - Discussion of meeting dates came after motion
 - **Motion amending appointments to Luke Babler as alternate rather than Gary Gilbert by Wilkening. Second by Danielson. Motion carried, unanimous.**
- Appointments to Joint Planning Board – Brad Wilkening as representative and Gary Gilbert as alternate.
 - **Motion to approve Resolution 2018-05: APPOINTING MEMBERS TO THE BECKER JOINT PLANNING BOARD by Danielson. Second by Babler. Motion carried, unanimous.**

Treasurer's Report

- **Motion to approve Treasurer's Report as distributed by Babler. Second by Gilbert. Motion carried, unanimous.**
- **Motion to pay warrants 13749-13770 and purchase orders 875749-875756 in the amount of \$44,739.75 by Wilkening. Second by Babler. Motion carried, 4-0-1. Supervisor Danielson abstained as his company had presented a claim for payment.**
- Discussion of budget. The Township has not been transferring money from the permit fund to cover overhead costs of handling permits. After analysis, the Treasurer recommended an initial transfer of \$100,000 from the permit fund to the general fund necessary to cover overhead for the years since 2009. Going forward, 25% of gross permit fees collected per year to cover township costs should be appropriate.
 - **Motion to transfer \$100,000 from the permit fund to the general revenue fund by Danielson. Second by Babler. Motion carried, 5-0.**
 - **Motion ordering the Treasurer to transfer 25% of gross permit fees collected per year from the permit fund to the general fund every year until the board so orders otherwise by Wilkening. Second by Gilbert. Motion carried, 5-0.**

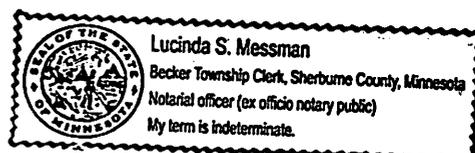
Other

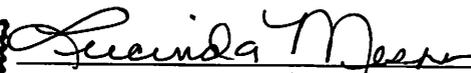
- Budget Workshop and Board of Audit set for Monday, March 5, 2018 from 5:00 pm – 7:00 pm.

Meeting adjourned at 8:46 pm



Brian Kolbinger, Chair





Lucinda Messman, Clerk