

**Becker Township Board
Regular Town Board Meeting
March 16, 2018**

Board Members Present: Brian Kolbinger, Brad Wilkening, Gary Gilbert, Joe Danielson, Luke Babler Lucinda Messman, Tanya Danielson

Board Members Absent: none

Staff members present: Kelli Bourgeois – Township Attorney

Others present: Nicolle Hines, Brandon Hines, Roger Bigalke, Bill Morgan – Citizen Tribune, Tony Wruck – Wruck Excavation

Chair Kolbinger called meeting to order at 7:00 p.m.. Quorum verified.

Motion to approve consent agenda by Wilkening. Second by Danielson. Motion carried, unanimous.

Motion to approve agenda after one change – add item 8f: Winter Parking Ordinance by Wilkening. Second by Danielson. Motion carried unanimous.

Sheriff's Report

- 191 Calls for Service
- 89 Traffic Stops
- CR 11/102nd Street and South speeding enforcement
- New device available that attaches to sign posts to gather data

Open Forum

- Roger Bigalke – handed out a Veterans Memorial drawing to view. Only the one copy available so he took it with him. Two possible sites being reviewed at Becker City Hall. Since it is for Becker Township and City Veterans Memorial, here to ask if the Township would consider aiding with funds once the site is selected. Goal to have completed for 2020 Freedom Days. Town board has favorable opinion as to aid with funding.

Town Planning Commission/Joint Planning Board Updates

- March Planning Commission meeting was cancelled
- Staff Meeting held following Joint Planning Board meeting when realtors and contractors came in to voice concerns to board members. Staff seeing if there can be improvements made
- **Salida Right of Way –**
 - **Attorney Opinion.** Attorney Bourgeois was asked to determine if the right of way is Township or County.
 - Dedicated as a service road in 1975 by a prior Town Board.
 - County said Township, Township believed it was County.
 - It is Township Right of Way
 - 40+ years – still legal right of way. Attorney Bourgeois presented reasons

**Becker Township Board
Regular Town Board Meeting
March 16, 2018**

- Township can do what it wants with the right of way
- No one knows who put a surface on it, but it is not a road at this time. Only right of way.
- If the right of way is vacated, a land locked parcel will be created.
- Salida ROW continued – CR 11/Highway 10 – accident studies indicate this intersection should change, Township wants to retain right of way. This is not a road and the township does not intend for it to be a road at this time.
- Other impact of the Salida ROW information: Element Arms Sign Enforcement action – signs have not been moved yet. They need to be removed from the public right of way. There may be option for board to lease the property the sign is on, but Attorney would not recommend it. **Motion to table this conversation for now by Danielson. Second by Wilkening. Motion carried, unanimous.**
- 103rd Street/Monroe property. Attorney Bourgeois reviewed history and processes involved to add assessment onto a parcel briefly with Township Supervisors.
 - Supervisors need to set interest rate – board consensus to use 7%.
 - Call for public hearing is the next step.
 - Resolution and notice for review – several pages of statutory information need to go out to the property owners along with notice.
 - **Motion to approve resolution 2018-08: A RESOLUTION CERTIFYING DELINQUENT EMERGENCY ABATEMENT OF PUBLIC SAFETY HAZARD FEES AND RELATED INTEREST [full text on file] and call for a public hearing on Monday, May 21, 2018 to be held at the Becker Township Hall by Wilkening. Second by Danielson. Motion carried, unanimous.**

Winter Parking Ordinance

- Wikstrom incorporated changes from last month for review. Discussion of improved Right of Way vs. Road – which is correct? It is intentional here as both have different meanings.
 - Definitions to be added to ordinance
 - Snow event time/amounts discussed. Two parts to this due to purpose of defining no parking outside of the proposed 11/15-4/1 no parking ban.
 - First – timing
 - Second amount of snow
 - Attorney Bourgeois pointed out to the board that the more narrow the approach with the ordinance, the better.
 - Much discussion regarding timing, trailers, motor vehicles or parts thereof, permits for parties.
 - Due to the amount of change, a new public hearing will be required. Plan for next month.

Engineer's Report

Becker Township Board
Regular Town Board Meeting
March 16, 2018

- Standards/Mapping/Inventory
 - Tabled due to design North of 185th. No further information at this time as they are trying to get a better handle on the wetland impacts and 90 degree curve. Drawings and wetlands delineation should hopefully be completed the end of summer.
 - 2018 – Engineer to design north ½ and bid
 - 2019 build North ½ to bituminous base
 - 2020 final top of bituminous for entire stretch
 - Board requested preliminary designs for the North ½ ASAP as property acquisitions may be involved. Also, multiple speed design options should be in the concept drawings.
- 185th Award/Bid abstracts fro base course from CR 73 to 109th
 - Appears award should go to Knife River. \$248,177.43 includes all work for base course and 26' wide . Striping is additional cost.
 - Bid says wearing course since traffic will be on this so it is material with a heavier binder.
 - Can final signs go in this fall? Yes
 - Striping will only be center for now
 - Base course and stripes, signs, seeding for this summer of south portion
 - **Motion to award Knife River the contract at \$248,177.43 pending final review of abstract by Wilkening. Second by Danielson. Motion carried, unanimous.**
- LFE/Certificate of survey discussion. Options reviewed. Further discussion tabled for April meeting

Supervisors Reports

- Fire Board – Supervisor Babler. Regular meeting. Pump went out on truck – being repaired now. 2019/2020 a committee will be formed to research new truck
- Parks/Trails/Active Living – Supervisor Danielson – no meeting.
- Highway 25 Corridor – Supervisor Kolbinger – no meeting. Brief discussion on purpose of coalition.
- Road Reports – Supervisor Gilbert
 - Orrock Township agreement reviewed and discussed with Orrock Road Supervisor
 - Looks good
 - Statute required to resolve disputes has to be there
 - **Motion authorizing Becker Township Road Supervisor to discuss agreement with Orrock Road Supervisor and tentatively approve with no changes as presented by Babler. Second by Wilkening. Motion Carried, Unanimous.**

**Becker Township Board
Regular Town Board Meeting
March 16, 2018**

- 185th – south ½ will be graded tomorrow. As long as conditions allow, grading to occur once a week until Kraemer is back on job site. Thank you's were received for grading.
- Snake River Estates Trail – Supervisor Danielson
 - Sherburne County called and asked if they put a paved trail in, would Becker Township take over?
 - Easement is specifically dedicated to Sherburne County, not Becker Township
 - Board Consensus – No
- Corridors of Commerce Scoring Committee letter presented. City of Becker has requested we send letter of support. **Motion authorizing Town Board Chair to sign letter by Danielson. Second by Gilbert. Motion carried, unanimous.**

Treasurer's Report

- **Motion to approve treasurer's report as distributed by Wilkening. Second by Gilbert. Motion carried, unanimous.**
- Supervisor Danielson abstaining from payment of warrants as his company has submitted a claim. **Motion to approve and pay warrants 13800-13830, Purchase orders, 875764-875770, and Electronic Fund Transfers 1001-1004 in the amount of \$65,437.22 by Wilkening. Second by Gilbert. Motion carried, 4 voting in favor, 0 against, 1 abstained.**
 - Why EFT form rather than PO forms now? To comply with EFT regulations, approval and payment dates need to be tracked – new form complies.

Other Business

- Question by supervisors regarding the CIP. With GIS there is a lot of work involved. End product is good, but need to ask about money involved.
 - Pavement age is done
 - Base road rating is done
 - Changing to/from to be more exact
 - For next meeting Engineer requested to provide board some ideas of costs associated with possible options. Not exact cost, just some ball park figures for the board to consider and provide direction.
 - Example: map with road signs shown
 - Maps with culvers shown
 - Etc..
- Local Board of Appeal and Equalization – reminder 4/10/2018 at 9 am here.
- Developers Agreement – Attorney Bourgeois will handle
 - Treasurer pointed out that Becker Township requiring cash last time developing was going on was good – recommends keeping with cash rather than letters of credit.

**Becker Township Board
Regular Town Board Meeting
March 16, 2018**

- Current version clerk provided is not a good one, but what is currently on file.
Due to phone calls, request for updates now rather than scrambling at last minute.
- Attorney Bourgeois will look for good base document.
- Newsletter – spring/fall planned. Draft will be ready for next month.
- Road Tour set for 4/28/2018 at 7 am. Clerk to request transit vehicle
- Correction to minutes: Staff memo (attached) reviewed with board and original documentation verified. October 2017 minutes need a correction.
 - **Motion to amend October 2017 minutes motion originally printed as**
 - **“Motion to pay warrants 13650-13669 and purchase orders 875724-875728 in the amount of \$151,429.00 by Danielson. Second by Wilkening. Motion carried, all voting in favor”**
 - **to read what actually occurred:**
 - **“Motion to pay warrants 13670-13695 and purchase orders 8757192 and 875729-875736 in the amount of \$152,985.26 by Danielson. Second by Wilkening. Motion carried, all voting in favor.”**
 - **By Wilkening. Second by Babler. Motion carried, all voting in favor.**
- Clerk read election memo [full text on file] dated today. A mistake was made that had no impact on election outcome, but in interest of transparency, counting error was announced.

Motion to adjourn by Danielson at 8:48 pm. Meeting adjourned



Brian Kolbinger, Chair



Lucinda Messman, Clerk

STAFF MEMO

TO: Becker Township Supervisors
FROM: Clerk, Lucinda Messman
DATE: March 16, 2018
RE: Error found in minutes October 2017

When gathering data for audit, Deputy Clerk noted a typo in the October 2017 minutes. The claims numbers and purchase orders for payment were incorrectly typed.

Attached are the supporting documents (October 2017 approved minutes and claims list for approval). Payroll net distribution data is private, but the claim numbers for payroll have been verified by the Clerk and Treasurer. Any supervisor who signed that document may request to view before the meeting, but by statute, it cannot be included in this packet.

The board actually approved paying warrants 13670-13695 and purchase orders 8757192 (incorrectly numbered but it is what was approved and how the record stands) and 875729-875736 totaling \$152,985.26.

When typing minutes, I can only suspect I was interrupted as both financial records (clerk and treasurer) clearly indicate the above mentioned warrants were what was actually verified for payment. The numbers listed are those that were paid for September 2017.

I am requesting the following motion to correct the October 16, 2017 minutes:

Motion to amend October 16, 2017 minutes motion originally printed as

“Motion to pay warrants 13650-13669 and purchase orders 875724-875728 in the amount of \$151,429.00 by Danielson. Second by Wilkening. Motion carried, all voting in favor” to read what actually occurred: “Motion to pay warrants 13670-13695 and purchase orders 8757192 and 875729-875736 in the amount of \$152,985.26 by Danielson. Second by Wilkening. Motion carried, all voting in favor.”

\