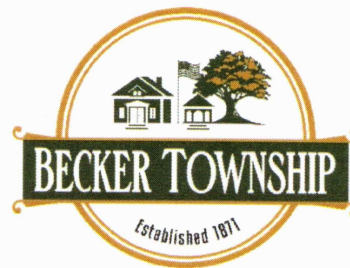


Becker Town Board Meeting
Regular Meeting 7:00 p.m.
Monday, September 16th, 2024
12165 Hancock Street



Attendance

Board members: Brian Kolbinger, Brad Wilkening, Joe Danielson, Robin Boros, Luke Babler, Clerk Lucinda Messman, Treasurer Tanya Danielson, Deputy Clerk Megan Schmidt, Deputy Treasurer Marilyn Danielson

Absent:

Others: Sherburne County Sheriff's Department, William Tessmer - Township Engineer, Ben Wikstrom – Township Planner, Kelli Bourgeois – Township Attorney (online), Mark Kolbinger – The Patriot Newspaper, Jacob Sanders -City of Becker Community Development Director, Austin Peterson - City of Becker Community associate planner (online), Ashley Meagher-Schlenner & Wenner & CO

Zoom platform was available for any member of the public who wished to attend virtually.

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

Pledge of Allegiance

Consent Agenda Items

1. Minutes
 - a. August 2024 Minutes
2. Upcoming electronic fund transfers/automatic payments approval
 - a. City of Becker – water/sewer, Xcel Energy – gas/electric, 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, monthly credit card reader fee.
3. Correspondence/Information
 - a) City of Becker Water Service Line Notice
 - b) City of Becker – do not drive on microsurface notice
 - c) Sherburne County Historical Society Newsletter
 - d) LTAP Newsletter
 - e) Excel Energy -Smart electric meter exchange
 - f) Wildlife Festival Flier - September 28, 2024
4. Approval/Acceptance

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

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

SHERIFF'S REPORT

246 calls for service.

- 101 traffic stops, more traffic enforcement due to two state grant programs Safe Streets & Towards Zero Deaths.
- There have been a lot of complaints regarding County Road 11 and speeding. County Road 11 is one of the most patrolled roads in the area. Most of the traffic stops are for individuals who live near or on County Road 11.
- 12 mental health calls, this number has increased by a lot. Roy Neumann – has been very busy lately across the county. Hopefully he will be hired by the county for health and human services, this would benefit us very much. Hopefully that program can expand.

Board discussion

- Is there something in the works to expand the mental health program? A) That is up to the Sheriff and County, Roy could use some help.
- How could a citizen of Sherburne County relay that to the Sheriff? A) You could contact the sheriff's office or even Roy, he is very open to listening to any input from anyone.
- The sheriff's office would be the one to initiate getting more help. A) Yes, or Health and Human Services.

Auditors Report Schlenner Wenner & CO - Ashley Meagher, CPA

- During the audit process we have a general procedure we go through including obtaining records, inquires, analytical procedures, sampling and detail testing. From all of these we issued Becker Township and Unmodified (Clean) Opinion. Meaning there were no significant issues, errors or misstatements found during our procedures.
- The audit went smoothly, had a positive working relationship with management and nothing unusual was noted in terms of recorded transactions or accounting policies/treatments.
- There were significant estimates for Net Pension Liability/Balances this is relation to PERA (State Pension Plan), this is no different than any other governmental entity in the state of Minnesota.
- One new accounting standard for this fiscal year, GASB 96-software arrangement.
- We recorded a correction to beginning governmental activities net position to eliminate an equity investment and related balances this is in relation to the equity investment to the fire department.
- Segregation of duties, the township has a lack of proper segregation of duties this is very common in townships of your size. This was a lesser version of our findings. This is similar in findings even in larger government entities.
- No instances of noncompliance with the laws that the township needs to follow.
- General fund, there was a slight decrease in revenues & expenditures from 2022-2023 this is still in excess of the budget.
- Detailed revenue analysis, there were not a lot of fluctuations in most of the categories. The biggest fluctuation was in license and permits, this tends to change from year to year. We believe this is due to the large permit fee collected from the school in 2022.
- Detailed Expenditure analysis, there was a decrease from 2022-2023. We believe that some of these decreases were from a transfer of APRA funds to the general fund.

- Unassigned general fund, this is the spendable portion of the general fund. This seen a substantial increase from 2022-2023. The township has a policy to maintain a minimum of approximately 6 months of township budgeted operating expenditures in the unassigned fund balance. This is for emergency situations for when you cannot get state aid. The township is well above what the policy says.
- Cash trend analysis, the township seen an increase of \$585,000 at the end of 12/31/2023.
- There was a healthy increase in the road and bridge fund, the increase was due to some LRIP funding for 97th Street. The county did handle the funding, the township just paid the county for the 97th Street improvements.
- Cash trend analysis, there was an increase of \$1.29 million in the road and bridge fund. There was a decrease in nongovernmental funds due to the transfer of ARPA funds to the general fund. The ARPA fund closed at the end of 2023.
- Government wide assets, there was an increase in Capital/Noncurrent assets. This comes from the road infrastructure being capitalized, this is very common from year to year. This will increase when there are road projects going on. Current assets seen an increase of cash through different funds.
- Government wide liabilities, there was a small decrease in net pension liability and the township has no debt.
- Board thanked Ashley for her time and presentation of materials.

Open Forum - Residential Requests

- None

PLANNING COMMISSION/JOINT PLANNING BOARD UPDATES – Wikstrom

- Planning Commission
 - Approved applications –
 - Front yard setback variance. This variance was approved four years ago but the applicants never went through with the project so had to re-apply.
 - Rezoning, Conditional Use Permit and Site Plan review for United Sales Incorporated. This is a bus company that plans to have a 22,000 sf 2 story building on this plat. Including display area for buses for sale in the front along the highway/frontage road, retail store, offices and parking for over 200 buses behind the building in certain seasons. A permit has been turned in for this property.
 - One applicant for this month- BN Holdings Rezone on Pillar Acres, 137th ST. Property was never rezoned when it was platted. BN Holdings would like a dealership to come to that property. If the rezone is approved, then they will move forward and apply for a conditional use permit and site plan.
- **Establishment of a Planning and Zoning Department** When we passed the SSTS Ordinance a few months ago there was some language in the ordinance referencing our planning and zoning department. Resolution 2024-15 formalizes that we do have a Planning and Zoning department that will be made up of Township employees,

contractors or a combination thereof. **Motion to Approve Resolution 2024-15 by Boros. Second by Wilkening. Motion carried all voting in favor.**

- Biosolids Waste Disposal
 - Received a letter from MPCA who is applying to Sherburne County regarding the Howard Johnson Farm. They would like local approval to apply natural fertilizer to enhance soil structure with organic matter. We have a chance to comment if we would like, this is a Sherburne County approval.

Board had no comments at this time. This is coming from the Rogers facility that they are cleaning out. This is human wastewater. After this goes through the wastewater treatment facility there are some solids left over. This is what they are referring to. They do have to put up signs stating to staff off this location for 30 days. To be spread on land owned by Howard Johnson and farmed by Kiel Golly. Two parcels identified in MPCA notice (PID's 05-00120-4103 and 05-00120-4100)

- NE ¼, SE ¼ of S20, T34N, R28 W Becker Township, Sherburne County, MN; and
- SE ¼, SE ¼, of S20, T34N, R28W Becker Township, Sherburne County, MN

ENGINEER'S REPORT – Tessmer

137th Street

- Wrapped up road work on 137th ST, there were a couple of mailboxes missing after installation. Found out that a homeowner had taken one and the other was run over by a potato truck. Project went well.
- The subcontractor never responded to the cost on stripping. The striping has not been completed yet.
- This project should be exactly on budget.

Board discussion:

Is the striping in the retainage. A-Tessmer) It is not specifically in the retainage, there was no response from the subcontractor last week. That has been left out of the certification as we do not have actual numbers yet. It will be in a future payment. Stripping is a low cost item, compared to the rest of the project.

Motion authorizing a partial payment for 137th Street in the amount of \$345,539.13 to Knife River by Danielson. Second by Boros. Motion carried all voting in favor.

SUPERVISOR REPORTS

Fire Board – Supervisor Babler

- Quick meeting, nothing to report.

River Crossing Group – Sanders/Supervisor Kolbinger

- The Technical Advisory Committee had a meeting recently where they talked about alternatives for the bridge crossing in draft form now.

- These will be on display at upcoming events; Big Lake Ribs September 28th 1-5PM- Fall Fest in Becker September 28th at the History Center, and Monticello October 5th.

Roads – Supervisor Boros and Supervisor Danielson

- 67th ST is finished, road looks fantastic. Working on clarifying how information is given to us.
- Currently working with Bogart to finalize the CIP for next year.
- Bridgeview should be completed by this week.
- Santiago Township invoice for 67th Street.
 - A bill from Herbst Excavating looks as though they are trying to bill us \$1,600 for what is usually handled by engineering. Asked William if this is what he typically handles on road projects when we are contracting. A- (Tessmer) Yes.
 - Santiago stated they did not want any engineering on this project.
 - In addition, we did pay our engineer for borings on this project that Santiago was not billed for, though we did provide the data to them.
 - There are blacked out areas on the bill. Why are parts redacted? The bill appears to be to Becker Township outside of the contract with Santiago. Clerk has asked for clarification/bill to support the Santiago Township invoice without redaction.
 - There was clarification on this project that we were not supposed to have engineering on this.
 - Attorney Bourgeois originally wrote into the contract that any engineering had to be pre-approved by both entities
 - Town Clerk spoke with Santiago Town Chair stated they wouldn't sign the agreement unless the line about engineering fees was taken out. In order to facilitate the project, Clerk asked Road Supervisors for authorization and that line was removed from the contract/agreement.
 - Santiago chose to have their road contractor out there counting the load tickets, and did not mention that it would incur an additional charge beyond the contract.
 - There are multiple people who have time into this from Becker Township as well that we have not and do not plan to bill Santiago for.
 - They did not come to us and let us know that there would be overages.
 - Attorney Bourgeois: in the contract project summary and the split it does include administrative and oversight of the construction project. This includes ongoing inspections, final inspection and acceptance of the project. As far as what was invoiced by Herbst, if it does fall within that realm it could be a chargeable contract.
 - The invoice reads, assist Knife River on class 5 placement
 - Assist Knife River on subgrade
 - Assist Knife River on blacktop placement.
 - Attorney Bourgeois: Santiago Township should be paying him and invoicing Becker Township for 50% reimbursement. That is how the contract reads and how it should go. Both Townships are/were to agree on the expenses before they are incurred.

- Board believes the invoice should be 50/50 and they are expecting us to pay ½. Santiago needs to send us an actual invoice for the amount they expect.
- Attorney Bourgeois: they can attach Herbst invoice as an addendum or an exhibit, but they should be the ones invoicing you for it. Becker Township is not to be paying any of Santiago Township's contractors directly.
- Attorney Bourgeois: You do have the right to ask for the documentation unredacted and withhold payment until you receive it.
- Current paperwork received are invoices to Santiago Township.
 - We cannot pay from this paperwork and need an invoice from Santiago as the lead agency for this project.
 - Clerk to contact their clerk for invoice.
 - In the meantime, if the board wishes, they can authorize ½ of the Knife River invoice pending receipt of invoice from Santiago. **Motion to Authorize Payment of \$239,195.00 to Santiago Township for the 67th Street project upon clerk verifying receipt of an invoice to Becker Township with appropriate paperwork by Danielson second by Boros. Motion carried, all voting in favor.**

Facilities

- **Town Hall & American Legion**
 - Received flooring estimates, Grand Design came in lower at a price of \$10,674 for this building. This includes tiles in the entry way and carpet squares for the remainder of the space. The same company came in the lowest for the Legion as well. Looking at having this completed in December, after the election.
 - The other estimate does not include labor, once that is added in it raises the cost by \$3,150 dollars.
 - Mark Swanson liked the pricing and wanted to talk with Boros and Babler before a decision was made.
 - A few spots will need to be cut around as the large cabinets are attached to the wall.
 - Did this include the cost for some extra tiles. There was no exact clarification on this, that question was not directly asked will check on that.

Motion to approve the quote for \$10,674 for Grand Design Interior by Babler. Second by Wilkening. Motion carried, all voting in favor.

- Battery backup- main office computer does not have a battery backup. The cameras and modems have a battery backup and there have been 38 to 42 instances that the battery backup has needed to be used. Dell is sending a new power supply for the main office computer as the fans were on full blast all day, they were worried that due to not having a stable power supply that this happened. This is under warranty. There are no quotes for a battery backup yet, but clerk did ask about pricing for a battery backup. Estimate is \$400. Do not believe that it will be that much.

Motion to approve a quote that does not exceed \$500.00 for a battery backup for the office computer by Babler. Second by Danielson. Motion carried all voting in favor.

- Sherburne County sent an extra \$50.00 for clean up/recycle day as they had left over funds.
- Legion is looking very nice with the updates being made. Framed walls and doors in the bay area and ceiling is being fixed as rubber has been removed after the roof repairs. They are painting a mural and will be asking some local students to add more to the mural base that has been completed already.

Treasurer's Report

- Bill Pay is offered through our bank
 - There is a list of vendors who we pay monthly that we would like to set up bill pay for, we will save postage in doing so.
 - There will be vendors who we will still cut checks for on a monthly basis.
 - Plan to compile a list of all the vendors who could be paid by using bill pay for approval each month.
 - Difference between bill pay /ACH.
 - With bill pay the company chooses which they would like such as if they have ACH, they will have funds in a couple of days. Some companies do use both ACH/ Bill Pay.
 - If they do not have direct deposit, then their check will clear in an estimated 7 days.
 - There are no fees for Bill Pay and will save time.
 - Looking for an authorization as we do have it set up to have three signers right now. Once we have an authorization on the board level, Treasurer will plan to run a monthly report for all of you to sign and pre-approve, just as you do now. Checks/ACH will be completed following the approval.
 - General consensus by the board. Motion is required.

Motion Authorizing the Treasurer to set us up to use bill pay by Babler. Second by Boros. Motion carried, all voting in favor.

Motion to approve Treasurer's Report as presented by Wilkening. Second by Boros Motion carried, all voting in favor.

- **Motion to approve payment of**
 - **Warrants 16640-16678**
 - **PO's, 1657- 1662**
 - **in the amount of \$634,847.27**
- by Babler. Second by Wilkening. Motion carried all voting in favor.**


Other:

- Budget Meeting, Monday, October 7, 2024 at 7 pm.
 - Treasurer stated she will be gone until 11 pm the night before. As this is not a final decision, rather discussion/preparation meeting for final budget, Treasurer felt it should still work.
- 2025 Levy Certification – \$1,837,500
 - General Fund \$210,000

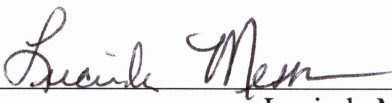
- Road & Bridge \$1,430,000
- Building Fund \$27,500
- Fire Fund \$170,000

Certification is due to Sherburne County on 30th of this month. This is what will be submitted for the 2025 Levy.

Meeting Adjourned 7:50 PM.



Brian Kolbinger, Chair



Lucinda Messman, Clerk