



TOWN OF BROCKWAY
COUNTY OF STEARNS
STATE OF MINNESOTA
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David Friedrich, Chairman
Duane Douvier, Supervisor
George Fiedler, Supervisor
Connie Pesta, Town Clerk
Shannon Schroeder, Treasurer

MEETING MINUTES

1. Call to Order:

- A. On this 9th day of April, 2013 the Regular Monthly Meeting was called to order at 7:30 PM.
- B. The Pledge of Allegiance was recited.
- C. All members were present along with Zoning Administrator Bridget Chard. Sign in sheet is attached.
- D. A motion was made by Supervisor Fiedler to approve the agenda as amended which was seconded by Supervisor Friedrich; all in favor, motion carried.

2. Clerk's Report:

- A. **March 5, 2013 Meeting Minutes.** A motion was made by Supervisor Fiedler to approve the March 5, 2013 Regular Board Meeting Minutes which was seconded by Supervisor Friedrich; all in favor, motion carried.
- B. **March 19, 2013 Meeting Minutes.** A motion was made by Supervisor Fiedler to approve the March 19, 2013 Reorganizational Meeting Minutes which was seconded by Supervisor Friedrich; all in favor, motion carried.
- C. **March 26, 2013 Meeting Minutes.** A motion was made by Supervisor Fiedler to approve the March 26, 2013 Closed Meeting Minutes which was seconded by Supervisor Friedrich; all in favor, motion carried.
- D. **February 19, 2013 Meeting Minutes.** A Motion was made by Supervisor Fiedler to approve the February 19, 2013 Board of Audit Meeting Minutes which was seconded by Supervisor Friedrich; all in favor, motion carried.
- E. **Bialka's Bar Liquor License Renewal.** A motion was made by Supervisor Fiedler to approve Bialka's Bar Liquor License Renewal which was seconded by Supervisor Friedrich ; all in favor, motion carried.
- F. **Opole Enterprise Fund.** A motion was made by Supervisor Fiedler to Authorize the Clerk to transfer \$1,256.34 from the Opole Fund to the Opole Enterprise Fund which was seconded by Supervisor Douvier; all in favor, motion carried.

3. Treasurer's Report:

- A. **Claims.** A motion was made by Supervisor Douvier to approve Claim No. 20359 to 20360 which was seconded by Supervisor Fiedler; all in favor, motion carried. A motion was made by Supervisor Douvier to approve Claim No. 20361 to 20394 which was seconded by Supervisor Fiedler; all in favor, motion carried.

4. Old Business:

- A. **Land Use Requests-** Zoning Administrator
¹⁴
Administrative Subdivision- Land Split/Section 32 PID 04.02106.000. (See the attachments to these minutes) Zoning Administrator Chard presented the request to the Board. Agent / Owner Jon Perry was present to address any questions. A motion was made by Supervisor Fiedler to approve the Administrative Subdivision Land Split Section 32 PID 04.02106.000 and to issue a Certificate of Conformity which was seconded by Supervisor Douvier; all in favor, motion carried.
¹⁴
Administrative Subdivision – Land Split/Section 33 PID 04.01750.0001. (See the attachments to these minutes) Zoning Administrator Chard presented the request to the Board. Curt Winter, the Agent was present to answer any questions. A motion was made by Supervisor Douvier to approve the

MISSION STATEMENT

The Mission of the Town of Brockway is to:

Preserve our Natural Resources
Keep Governmental Service Simple and Cost Effective
Protect the Right to Continue Agricultural Uses
Preserve the Character of the Community; and
Safeguard Property Rights

Brockway Township is an Equal Opportunity Provider and Employer

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Administrative Subdivision Land Split Section 33 PID 04.01750.001 and issue a Certificate of Conformity which was seconded by Supervisor Fiedler; all in favor, motion carried.

B. Roads:

¹⁴/₇ **Road Reports.** Road Boss Smoley was present and reported that there are pot holes on River Street that will need to be fixed. The Supervisors and Road Boss Smoley will have their Spring Road Review April 16, 2013 at 10:00 AM.

¹⁴/₇ **Other.** Nothing further was discussed.

C. Planning Commission:

¹⁴/₇ Planning & Zoning. MOU / Land Use Ordinance-. Some work has been completed, but clarification from Stearns County needs to be completed. Supervisor Fiedler asked the Board to consider changing the minimum lot size in the present MOU with Stearns County to a five (5) acre minimum. This will be tabled until the May Board Meeting.

¹⁴/₇ Administrative Review Fee- (For development) Outline of fees. An estimate was made of the Administrative Review Costs, which totaled \$278.75. A motion was made by Supervisor Douvier to amend the Fee Ordinance to include a fee for Administrative Review for \$300.00 which was seconded by Supervisor Friedrich; all in favor, motion carried. A motion was made by Supervisor Douvier to set a hearing on May 14, 2013 at 7:00 pm to amend the Fee Ordinance and set the Administrative Review Fee which was seconded by Supervisor Friedrich; all in favor, motion carried.

¹⁴/₇ Notice of Opening on Planning Commission- Alan Jacobson has resigned his appointment as Brockway Planning Commissioner when his current term expires in May 2013. A motion was made by Supervisor Douvier to post and publish the Planning Commissioner Opening which was seconded by Supervisor Friedrich; all in favor, motion carried. Applications for the Planning Commissioner Opening will be accepted thru May 10, 2013.

¹⁴/₇ PC Expenses for Year 2012 were reviewed.

D. Opole/Quarterly Report. Opole Quarterly Report was submitted to the County and will be placed in the SSD files.

5. New Business:

A. Town Hall Cleaning. Requirements-take proposals. Clerk Pesta will post a notice requesting quotes for Town Hall Cleaning. Quotes will be accepted no later than May 10, 2013.

B. Feedlot Violation. Zoning Administrator Chard stated that the County notified the Township that this has been resolved.

C. Drop Box. This will be tabled until the May Regular Monthly Meeting.

D. Pyrotechnic Display June 29, 2013. A motion was made by Supervisor Fiedler to approve the Pyrotechnic Display June 29, 2013 with a rain out date of Jun 30, 2013 which was seconded by Supervisor Douvier; all in favor, motion carried.

E. MAT-Urban Short Course. The Town Board will not be attending this year.

F. Engineering Firms-Mulberry Meadows. Zoning Administrator Chard provided the board the list of Engineers that were recommended to provide a proposal to review the report on the draft engineering document for option on resolving the Mulberry Meadows CSTS system. This will be tabled until the May Regular Monthly Meeting when proposals will be received.

G. 2012 Stormwater Report. Zoning Administrator Chard stated the 2012 Stormwater Report is done and Supervisor Douvier said to submit the report.

H. Bids for 2013 Road Overlaying. The board discussed which specs we should request from Contractors. This will be tabled until the May monthly meeting. Supervisor Friedrich will contact the state and Zoning Administrator Chard will contact other Townships for information.

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- I. **Bids for 2013 Ditch Cutting.** TS Dirtworks out of Foley was present to review his Ditch Cutting quote with the Township and answered any questions the Board had. This will be tabled until the May Regular Monthly Meeting.
- J. **Notice Received from IRS.** Clerk Pesta updated the board that a notice was received from the IRS stating that the Township's 2009 W2's were not submitted. Clerk Pesta stated the file showed that they were resubmitted in 2011 and 2012 and will follow up with the IRS and resubmit with a letter.

6. **Public Input:** There was none.

7. **Mail/Miscellaneous:**

A. **Laptop Repairs.** We will look at this again in the fall. B. **Phone System.** The current phones at the Town Hall do not hold a charge. Clerk Pesta will look into purchasing new phones for the Township.

8. **A motion to adjourn the Regular Monthly Meeting at 9:48 pm was made by Supervisor Fiedler which was seconded by Supervisor Douvier; all in favor, motion carried.**

Connie Pesta, Clerk
Brockway Township

David Friedrich, Chairman
Brockway Township

Date Approved _____

Amendments _____

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