



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

**SPECIAL MEETING MINUTES**

**1. Call to Order:**

- A. On this 31<sup>st</sup> day of July, 2013 the Special Meeting was called to order at 6:00 PM.
- B. The Pledge of Allegiance was recited.
- C. All Board 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 Douvier; all in favor, motion carried.

**2. Old Business:**

- A. **Land Use Requests-** Zoning Administrator
  - <sup>14</sup>/<sub>7</sub> **Preliminary Plat (Roering Acres) 04.01704.0006 / Section 28 – 390<sup>th</sup> St.** Chairman Friedrich and Clerk Pesta signed the Final Plat documents.
  - <sup>14</sup>/<sub>7</sub> **Preliminary Plat (Radika Acres) 04.01914.0010.** Zoning Administrator Chard presented the request to the board. Owners were present to answer any questions. A motion was made by Supervisor Douvier to approve the preliminary plat with changes and conditions and authorize signatures which was seconded by Supervisor Fiedler; all in favor, motion carried.
- B. **MOU/Land Use Ordinance issues:**
  - <sup>14</sup>/<sub>7</sub> **Land Size.** Zoning Administrator Chard introduced the issue of going to five acres for a building site envelope versus the one acre site we presently have in the Memorandum of Understanding. Considerable discussion was done on the issue of land uses, zoning and rezoning and also the private property rights of the landowners. After much discussion, the Board's consensus was to have the Zoning Administrator identify the new land use as 2.5 acres and to incorporate this into the Draft MOU/Ordinance.
  - <sup>14</sup>/<sub>7</sub> **Planning Commission dissolution / reasoning.** Next conversation was in regards to the dissolution of the Planning Commission and having the Town Board Supervisors become a Planning Commission when needed (as well as the Board of Adjustment if needed). The pros and cons (costs, efficiency, longer work load by Town Board, unable to attend more meetings) were considered doing this including holding a public hearing on the matter and changing this proposal by Ordinance. After much discussion on this subject, the Board chose to have the planning commission remain as a three member board.
- C. **MOU/Ordinance review.** The Zoning Administrator then discussed the present MOU/Ordinance and the revised document. Supervisor Fiedler question the actual need for one whereas others felt that they did not want another Mulberry Meadows or finding out something that we did not want to suddenly appear in the Township. Questions on whether it was costs effective to just let the County do it or some variation on the matter came into play; however, it was felt that the Township did not want to do any permitting at this time and are satisfied to just sign off. The Township has not adopted the building code and neither does the County. It was felt to request the minor changes to the Ordinance and have the County review once the Board approves it. No action taken.
- D. **Town Hall Rental Policy-possible revisions:** The Board discussed changes to be made to the Town Hall Rental Policy, Town Hall Use Permit and Rental Agreement and Rental Application. These changes will be placed on the agenda for review at the August Regular Monthly Meeting.

**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**

\*Meeting to be recorded for transcription purposes only.



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3. **New Business:**

- A. **Job Responsibilities / Internal Controls-** The Board reviewed the Clerk and Treasurer's job descriptions. Treasurer Schroeder and Clerk Pesta will review duties and report back to the Board. Z.A. Chard is working on a personnel policy and wishes to get all employees a job description to go with the personnel book.
- B. **Salary versus hourly pay - clarification-** This will be looked at when the job descriptions are done.
- C. **Opole Update / map of landowners / names-** Treasurer Schroeder gave the Board an update on the Opole Sewer system and discussed which residents were using the system. Supervisor Friedrich will check on some of the ownership with a party living out there who may know just who is hooked into the system.
- D. **Town Options-** The Appointed Treasurer position will be an appointed position for three years based on the language in the statutes.
- E. **Other-**

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

**A motion to adjourn the Regular Monthly Meeting at 9:10 pm was made by Supervisor Douvier which was seconded by Supervisor Friedrich; all in favor, motion carried.**

\_\_\_\_\_  
Connie Pesta, Clerk  
Brockway Township

\_\_\_\_\_  
David Friedrich, Chairman  
Brockway Township

Date Approved \_\_\_\_\_

Amendments \_\_\_\_\_

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