

New Market Township, MN

September Monthly Board Meeting

Town Hall, 8950 230th St, Lakeville, MN 55044

Tuesday, September 5, 2017

6:30 p.m.

- 1. Call to Order and Pledge of Allegiance**
- 2. Roll Call**
- 3. Approve or Amend Current Agenda.** Any Board member who wishes to add or delete item(s) from the Agenda shall move that at this time.
- 4. Consent Agenda** - All matters listed under Consent Items are considered to be routine by the Board and will be enacted by one motion and in the form listed below. There may be an explanation, but no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Items and will be considered separately.
 - a. Approve Minutes**
 - i. Regular Meeting – August 1, 2017
 - ii. August 10, 2017 Continuation of August 1, 2017 Meeting
 - b. Treasurers Report**
- 5. Consideration of Items Pulled from Consent Agenda**
- 6. Community**
 - a. Sheriff's Report**
 - b. Public Commentary (Open Forum)** —Individuals may address the Board about any item not contained on the regular agenda. A maximum of 5 minutes is allotted per person for the Forum. If the full 5 minutes are not needed for the Forum, the Board will continue with the agenda. The Board will take no official action on items discussed at the Forum, with the exception of referral to staff or Commission for future report.
- 7. Old Business**
 - a. Deputy Clerk Consideration**
- 8. New Business**
 - a. Resolution to Accept Levies set at the Annual Township Meeting on March 14, 2017**
 - b. 27150 Thomas Ave – Set back variance.**

September Board Meeting Agenda

September 5, 2017

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9. Road and Bridge

a. 2018 Bituminous Street Reconstruction Project

- i. Neighborhood Open House Summary
- ii. Public Improvement Hearing
 1. September 21, 2017

b. 2017 Gravel Road Improvement Project

- i. Construction to Begin _____

c. Maintenance

- i. Gravel Road Grading
- ii. Permits
- iii. Culvert Repairs
- iv. Street Sweeping
- v. Sign Replacement
- vi. Tree Trimming

10. Reports

- a. Grounds Supervisor**
- b. Elko New Market Fire Work Group**
- c. Elko New Market Planning Committee**
- d. Scott County 2040 Comp Plan**

11. Review and Pay Claims

12. Adjourn

New Market Township

August 1, 2017

Regular Monthly Meeting Minutes

Chair called the meeting to order at 6:30PM.

Pledge of Allegiance

Members Present:

Silverness, Mohn, Popovich, Anderson, Quast, Frame, and Clausen. Also present B. Ruppe, C. Mckenzie.

Agenda:

Motion by Silverness to approve the agenda,. Seconded by Mohn, motion passed, all in favor.

Approve the July 11,2017 Assessment Hearing minutes – Motion by Popovich to table the approval until the Aug 10 meeting. Seconded by Mohn, motion passed, all in favor.

Approve the July 11, 2017 Regular Meeting minutes – Motion by Popovich to table the approval until the Aug 10 meeting. Seconded by Mohn, motion passed, all in favor.

Tom Wolf – County Commissioner

Spring Lake Township is continuing discussion on turn and bypass lanes for new developments with Scott County. The number of lots that require a turn lane are in discussions, and likely based on County road classification. The County is also in the process of turning County roads back to the Townships. No turn backs are scheduled for New Market Township.

Public Commentary:

Mike Huntington – 230th St- Suggested the Board become familiar with all of the County programs and how they relate to the Township.

Old Business:

Abdo, Eick, and Meyers – comments on the 2016 audit report – no problems with the audit, suggested the Township work on documenting procedures, creating policies, and adopt a budget for 2017.

Set back variance on 235th St – The Gillettes were denied on their request for a set-back variance during a previous meeting. Motion by Mohn to return the remainder of their escrow account. Seconded by Silverness, motion passed, all in favor.

Road and Bridge:

2018 Bituminous Street Reconstruction Project

The Feasibility Study will be presented to the Board for Acceptance during the August 10, 2017 meeting. The Public Improvement Hearing date will be set at the August 10, 2017 meeting. The plan is to do the reconstruction in conjunction with Credit River's reconstruction for cost savings and single contractor.

2017 Gravel Road Improvement Project

(Penn Ave, Logan Way, Logan Ave, and 234th St off Logan Way).

Also completing 250th St from Dakota Ave to Natchez.

Had a neighborhood Open House June 22, 2017. Attended by approximately twenty residents. They were all in favor of the project. Bids will be opened 8-8-2017, allowing the Board to consider Award on August 10, 2017. Motion by Popovich to have a special meeting on 8-10-2017 6:30 PM to review and possibly award a contract for the Gravel Road Improvement Project, Seconded by Silverness, motion passed, all in favor.

Bidding schedule is:

Schedule A – 250th Street, between Jonquil Ave and Texas Ave

Schedule B – 250th Street, between Dakota Ave and Natchez Ave

Schedule C – Penn Ave, between 225th Street and Logan Way

Schedule D – Logan Ave, between 245th Street and Logan Way

Schedule E – Logan Way, between Logan Ave and the cul-de-sac at the east end of Logan Way

Schedule F – 234th Street, west of Logan Way

Maintenance:

Road grading has been done for the first time since dust coating was applied. The most traveled roads and the intersections were graded.

Culvert Repairs – replaced culvert on 275th Street

Tree Trimming – Contractor (Tree Trust) will begin on Aug 7 for the remaining 2017 budgeted tree work

Reports:

Policies – The Treasurer asked the Board for a Policy for Attorney fees and Engineering fees charged for R/B work, whether they are charged under the R/B budget line item, or just the actual contractor's cost with attorney's fees and engineering fees categorized separate, under a general "Attorney fees" and "Engineering fees" budget line item.

Motion by Popovich to include Attorney fees and Engineering fees for road and bridge work under the task specific budget line item within the R/B fund, allowing Attorney fees and Engineering fees to be categorized along with actual contractor's cost per budgetary line item. Seconded by Anderson, motion passed, all in favor.

Policy on Town Aid – Motion by Popovich to put Town Aid in the General fund. Motion failed, no second.

Motion by Mohn to have a Board member determine what policies are needed and present to the Board on the next meeting. Seconded by Popovich, motion passed, all in favor.

Scott County 2040 Comp Plan – The Township is currently working with the City of Elko New Market and Scott County to make appropriate adjustments to zoning for the 2040 Comp Plan.

Motion by Mohn to review claims. Seconded by Silverness, motion passed, all in favor.

Motion by Popovich to pay claims. Seconded by Anderson, motion passed, all in favor.

Motion by Anderson to continue the meeting at 6:30 PM August 10, 2017. Seconded by Silverness, motion passed, all in favor

Approve:

Chair

Clerk

New Market Township

August 10, 2017

August 10, 2017 Continuation of August 1, 2017 Regular Meeting

Chair called the meeting to order at 6:30PM.

Pledge of Allegiance

Members Present:

Silverness, Popovich, Anderson, Quast, and Clausen. Mohn and Frame absent.

Also present B. Ruppe, C. Mckenzie.

Motion by Silverness to approve the agenda. Seconded by Anderson, motion passed, all in favor.

Meeting Minutes:

Review of July 11, 2017 Regular Monthly Meeting Minutes –

Discussion:

Added half done with tree trimming in 2017.

There was discussion by the Board on how one person negotiated the \$30,000.00 payment for road improvement. It was decided that it got approved when the Board approved the Developers Agreement. The new lot fee of \$1000.00 for Park improvements was also questioned. Township Attorney stated that the law requires the fee go to capital improvements. Also the wording in the Fire Contract report was questioned,

Motion by Quast to eliminate the extra wording in the Fire Contract Report. Seconded by Anderson, motion failed, Quast and Anderson voted yes, Popovich and Silverness voted no.

Motion by Popovich to approve July 11 Regular Monthly Meeting Minutes as written. Seconded by Silverness, motion passed, Popovich, Silverness, and Anderson voted yes, Quast voted no.

Review of July 11, 2017 Street Reconstruction Assessment Hearing – Attorney's explanation of hearing was added. Motion by Popovich to approve the Assessment Hearing Minutes. Seconded by Anderson, motion passed, all in favor.

Deputy Clerk

The present Clerk is appointed and has plans on leaving some day. It would be beneficial to have a Deputy Clerk appointed so that person could get some training from the present Clerk.

Attorney Ruppe explained the procedure for hiring a Deputy Clerk. The Clerk and Board Members will work on finding a potential Deputy to discuss at the next Board Meeting.

2018 Street Reconstruction Feasibility Study

The Township Engineer presented The Feasibility Study for the 2018 Street Reconstruction Project, which The project involves reconstructing the bituminous roadways for the following streets.

- Livery Lane
- Livery Court.
- Wagon Wheel Trail (from County Rd 91 to Credit River Township limits)
- Xerxes Ave (from Cty Rd 29 to Livery Lane)

The Engineer asked the Board to choose between 2 funding alternatives in their acceptance of the Study:

- Option A, to Accept the Feasibility Study Assessment Roll with the adjacent 61 parcels only
- Option B, to Accept the Feasibility Study Assessment Roll with the adjacent 61 parcels plus 14 parcels at 0.25 REU of Norway Hills Trail and 219th St.

Discussion:

The plan is to do the reconstruction in conjunction with Credit River Township to possibly obtain some cost savings. There are 61 assessable properties at 1.0 REU. 14 assessable properties at 0.25 REU (Norway Trail and 219th Street). Discussion on the Board on what Braun Intertec recommended and if the residents could be given a choice on what or how much reconstruction to do. It was decided to go with what the Township Engineer recommends.

Motion by Popovich to approve Resolution 2017-014, Accepting the Feasibility Study, with the Assessment Roll that includes the 61 parcels at 1.0 REU and not the 14 parcels at 0.25 REU (Option A). Seconded by Silverness, motion failed, Silverness voted yes, Popovich, Quast, and Anderson voted no.

Motion by Popovich to approve Resolution 2017-014, Accepting the Feasibility Study, with the Assessment Roll that includes the 61 parcels at 1.0 REU and 14 parcels with 0.25 REU along Norway Hills Trail and 219th Street (Option B)

Seconded by Anderson, motion failed, Popovich and Anderson voted yes, Quast and Silverness voted no. (no majority)

More discussion, it was suggested to wait until the Sept meeting to make a decision, but the Engineer reminded the Board the delay would be too late to meet the current bidding schedule.

Motion by Popovich to approve Resolution 2017-014, Accepting the Feasibility Study, with the Assessment Roll that includes the 61 parcels at 1.0 REU and 14 parcels with 0.25 REU along Norway Hills Trail and 219th Street (Option B)

Seconded by Anderson, motion passed, all in favor.

Motion by Popovich to Order the Public Improvement Hearing for September 21, 2017 at 6:30 PM at the Town Hall. Seconded by Silverness, motion passed, all in favor.

Township Engineer will mail invites to an open house on August 29th at 6:30 PM.

2017 Gravel Road and Drainage Improvement

Original Bidding Schedule:

Schedule A – 250th Street, between Jonquil Ave and Texas Ave

Schedule B – 250th Street, between Dakota Ave and Natchez

Schedule C – Penn Ave, between 225th Street and Logan Way

Schedule D – Logan Ave, between 245th Street and Logan Way

Schedule E – Logan Way, between Logan Ave and the cul-de-sac at the east end of Logan Way

Schedule F – 234th Street, west of Logan Way

Two bids were received,

Rud Construction – 247,309.38 Schedule A, 147,717.20 Schedule B, 23,560.24 Schedule C, 9,316.00 Schedule D, 64,612.02 Schedule E, and 13,950.28 Schedule F for a total of \$506,465.12.

Valley Paving Inc. – 240,497.53 Schedule A, 163,976.30 Schedule B, 22,934.72 Schedule C, 8,575.18 Schedule D, 64,223.07 Schedule E, and 13,250.71 Schedule F for a total of \$513,457.41.

Motion by Popovich to Award Contract Schedules B, C, D, and E to Rud Construction for a total cost of \$245,205.46, as recommended by the Township Engineer. Seconded by Silverness, motion passed, Popovich, Silverness, and Anderson voted yes, Quast voted no.

Motion by Popovich to adjourn the August 10, 2017 Continuation of the August 1, 2017 meeting at 8:55 PM. Seconded by Silverness, motion passed, all in favor.

Approve:

Chair

Clerk

DRAFT

TOWNSHIP BOARD RESOLUTION

WHEREAS, The Town Board of Supervisors of New Market Township, County of Scott has accepted the Levies set at the Annual Township Meeting on March 14, 2017. For taxes payable in 2018.

Levies as Follows:

General Revenue	\$ 150,000.00
Road & Bridge	\$ 1,300,000.00
Fire District	\$ 205,000.00
Park Fund	\$ 0.00

Total	\$ 1,655,000.00
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THEREFORE, be it resolved that the New Market Town Board of Supervisors approved these levies at the Regular Monthly Meeting on Sept 5, 2017.

Approve:

Attest:

Chairperson

Clerk