

CORINNA TOWNSHIP BOARD MEETING
Tuesday, February 20, 2018, 7:00 p.m.
Corinna Township Hall
9801 Ireland Avenue NW, Annandale, MN

Minutes

Call to Order and Pledge of Allegiance was at 7:00 p.m.

Present: Chairman John Dearing; Vice Chairman Larry Smith; Clerk/Treasurer Mary Barkley Brown.

Absent: Supervisor Chuck Carlson; Deputy Clerk/Treasurer Jean Just.

Others in Attendance: Jim Shadduck; Deb Shadduck; Chris Wald, representing Bjorklund Companies; Kurt Kubasch, representing Central MN Dust Control.

Approve or Amend Agenda, Town Board Meeting, February 20, 2018: A motion was made by Smith, seconded by Dearing, to approve the Agenda as presented. Motion carried unanimously. Copies of the previous Meeting Minutes and this Meeting's Agenda are available for those attending this meeting.

Approve or Amend Minutes, Town Board Meeting, February 8, 2018: A motion was made by Smith, seconded by Dearing, to approve the Minutes of the Regular (rescheduled from February 6, 2018, due to precinct caucus night) Town Board Meeting of February 8, 2018. Motion carried unanimously.

Open Bids for Hauling of Class 5 Gravel on Township Roads:

The hauling bids were as follows:

<u>Mid MN Hot Mix</u>	\$4.45/cubic yard, haul and spread, from APR pit;
<u>Bjorklund Companies</u>	\$4.38/cubic yard, haul and spread, from APR pit.

A motion was made by Smith, seconded by Dearing, to award the gravel hauling and spread, from ARP pit, to Bjorklund Companies, for \$4.38/cubic yard. Motion carried unanimously.

Open Bids for Calcium Chloride or Magnesium Chloride Materials and Application:

The Town Board opened the four bids that were submitted. They were as follows:

<u>Tri City Paving</u>	\$0.98 per gallon for calcium chloride at 38%;
<u>Northern Salt Inc.</u>	\$0.932 per gallon for calcium chloride at 38%;
<u>Envirotech Services, Inc.</u>	\$0.84 per gallon for magnesium chloride at 30%;
<u>Central Minnesota Dust Control, LLC</u>	quoted two options: \$0.84 per gallon for magnesium chloride at 30%; \$0.90 per gallon for magnesium chloride at 33%. (Normal application rate of .27)

A motion was made by Smith, seconded by Dearing, to accept bid from Central Minnesota Dust Control, LLC, for Dustguard Plus Liquid Magnesium Chloride at 33%, at the price of \$0.90 per gallon, for approximately 100,000 gallons. The Town Board specified that the application rate be .25, rather than .27, and also to stop spraying before tar roads, as there is too much overspray on the tar roads. Motion carried unanimously.

Kubasch asked if the Town Board would allow him to have a 20,000 gallon portable tank here for the application period. The Town Board agreed to Kubasch's request.

Maintenance Outlook Report: Reviewed. Town Board had directed Mark Miller to get quotes from the State of MN Contract Pricing for a new loader, as the township's existing loader is 20 years old. This was discussed at the Town Budget Meeting of January 25, 2018. Town Board is researching which size loader to purchase at this time.

Requests to be on the Agenda: None.

Other Business:

1. Planning and Zoning Administrator's Report: Shadduck Preliminary and Final Plat Approval;

FINAL PLAT

Application: Final plat approval of "Shadduck Estates"

Applicant: James Shadduck

Proposal: James Shadduck has applied for final plat approval from Corinna Township for the preliminary plat of "Shadduck Estates" – a two lot residential plat on Clearwater Lake.

The conditions of preliminary plat approval (recommended by the Planning Commission) were as follows:

1. That the applicant provides utility easements as follows: 10 feet along the Highway 24 right of way and 5 feet along all side lot lines.
2. That the applicant must attach the remainder of the parcel to be platted (on the south side of Highway 24) to Parcel 206-000-211205 such that the new combined parcel is considered one lot for the purposes of sale or development.

Findings of Fact: The following represent proposed findings related to the final plat application, relating to the Township's requirements for final plat approval:

Required Items:

1. The final plat shall have incorporated all changes or modifications required by the Township in its approval of the preliminary plat. In all other respects, the final plat shall conform substantially to the preliminary plat.
 - **Staff Finding:** The final plat conforms substantially to that of the preliminary plat.
2. The final subdivision plat shall be drawn to scale of not more than 200 feet to the inch or as approved by the Township. The sheers shall be numbered in sequence, of more than one sheer, and shall be submitted on 20" x 30" paper sheets or as otherwise approved by the Township.
 - **Staff Finding:** The final plat has been submitted at a scale of 1" = 50' and at a size of 11" x 17". They have also been sent in electronic form, allowing the township to zoom into any details it needs.
3. Final subdivision plat shall be prepared by a land surveyor licensed by the State of Minnesota.
 - **Staff Finding:** The final plat has been prepared by Bogart, Pederson, & Associates, Inc.. The surveyor's license number is No. 21729.
4. The final plat shall be prepared for recording purposes and must include all information and be presented as required by the Wright County Recorder's Office.
 - **Staff Finding:** The final plat has not been prepared in mylar form yet for recording. This will be done after the Town Board has given its preliminary approval, as well as any other County departments that will be reviewing the final plat before final preparation.
5. When installed prior to final plat approval, final construction plans for all required improvements, as designed by the licensed, professional engineer, shall be subject to review and approval by the Township. Plans may also be reviewed by other appropriate agencies, as determined by the Zoning Administrator. Plans shall be drawn at a scale and size as approved by the Township. The following shall be shown:
 - **Staff Finding:** No improvements were necessary or required as a condition of this approval.
6. **Title:** A current title opinion from a private attorney on their letterhead to the description of the property being platted. "Current" shall mean that the document shall have originated within 30 days or

less at the date of submission of the final plat. (NOTE: For purposes of Township review, a Title Commitment may be submitted instead of a Title Opinion. However, Wright County will only accept a Title Opinion during their stage of the review process. Contact Wright County Planning & Zoning for more information.)

- **Staff Finding:** The applicant has not yet provided a Title Opinion or Title Commitment, although Staff's understanding is that one has been prepared and the applicant will be obtaining it from the Title Company on Tuesday February 20. The County Attorney also requires submittal of a Title Opinion and will not sign off on the final plat prior to approving the document. The Town Board will need to decide whether it is satisfied with having the Township Attorney review the title opinion before the Town Board chair signs off on the final plat or if it would prefer to table the final plat approval until that review has taken place.
7. **Covenants:** Any restrictive covenants, subdivision agreements, declarations of restriction or certificates of transfer of development rights shall be submitted with the final plat.
- **Staff Finding:** Staff is not aware of any new private covenants. The applicant has not provided any such restrictions.
8. **Corinna Township Zoning Administrator/Township Attorney Review:** The final plat shall be considered a complete application when the Zoning Administrator has determined that all requirements have been met, including a review of the Title Opinion/Title Commitment by the Township Attorney.
- **Staff Finding:** See finding under #6 above.

Town Board Direction: The Township will need to make a decision regarding the final plat application. If it needs additional information before making that decision, or if certain required items are not provided by the applicant before the meeting, it may table the decision until such information has been provided.

The primary issues with the final plat approval are:

1. Review of the Title Commitment or Title Opinion by the Township Attorney.
2. Confirmation that the final plat fee has been paid to the Township.
3. Confirmation that the documents to attach the remainder of the parcel (south of State Highway 24) to the adjacent parcel owned by the applicant have been prepared and are ready for recording immediately after the final plat is recorded, as required in the conditions of approval.

Staff recommends that the Town Board approve the final plat but not return the signed mylars to the applicant until each of the three above items have been completed.

A motion was made by Smith, seconded by Dearing, to approve the preliminary and final plat with the following conditions:

1. That the applicant provides utility easements as follows: 10 feet along the Highway 24 right of way and 5 feet along all side lot lines.
2. That the applicant must attach the remainder of the parcel to be platted (on the south side of Highway 24) to Parcel 206-000-211205 such that the new combined parcel is considered one lot for the purposes of sale or development.
3. Review of the Title Commitment or Title Opinion by the Township Attorney.
4. Confirmation that the documents to attach the remainder of the parcel (south of State Highway 24) to the adjacent parcel owned by the applicant have been prepared and are ready for recording immediately after the final plat is recorded, as required in the conditions of approval.

The Town Board will not return the signed mylars to the applicant until each of the four above items have been completed.

Motion carried unanimously.

2. Wright County Attorney Letter of 1/31/2018 Regarding Proposed Amendment to County Ordinances: Reviewed.
3. 7155 Imhoff AVE NW: Wright County letter of 1/24/2018 regarding septic system was reviewed.
4. 8008 Griffith, PID # 206-017-002030: Oleson letter of 1/23/2018 to Milo Vail; Vail response 2/12/2018 - Vail is no longer living in the trailer on the property.
5. Wright County Letter of 1/30/2018 to Perry Puncochar Regarding Feedlot Inspections: No action taken.
6. Notice of Annual Meeting and Election: Reviewed.
7. 2018 Township Officers' Lobby Day at State Capitol March 1: No one is attending.
8. Electronic Funds Transfer Policy: A motion was made by Smith, seconded by Dearing to approve Resolution 2018-01, adopting electronic funds transfer policy. Motion carried unanimously.
9. Posted Notice of Local Board of Appeal and Equalization Meeting: Reviewed.
10. Community Lawn Care: Reviewed. No action taken.
11. Corinna Office Layout Plan: Reviewed. No action taken.
12. Township Officers' Spring Short Course: No one is attending.

Any Other Business That May Come Before the Board: None.

Information on File:

Office of the State Auditor: E-Update of and 2/2/2018 and 2/9/2018 were reviewed.

Alcohol Sales Training: Reviewed.

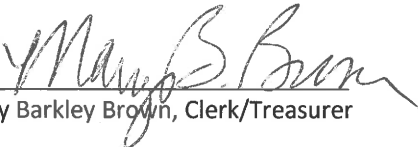
Payment of Claims:

A motion was made by Smith, seconded by Dearing, to approve Direct Deposit Payroll JE 2018-11 through JE 2018-13 (Miller Welle Heiser Payroll Service); Payroll Checks #1141 through #1146 (#1147 replacement check for Sharon Lee #1138, which was dated 2/15/2018) (Miller Welle Heiser Payroll Service); Check # 20970 through Check #20981 in the amount of \$26,553.30. Motion carried unanimously.

A motion was made by Smith, seconded by Dearing, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 8:30 p.m.

Respectfully submitted,

March 6, 2018


Mary Barkley Brown, Clerk/Treasurer


John Dearing, Chairman