

**SCIOTA TOWNSHIP BOARD**  
**MEETING MINUTES**  
**Monday, April 9, 2012**  
**7:00pm**

**Call to Order @ 7pm**

**Pledge of Allegiance**

**Members Present:**

Randy Volkert  
Renee Otte  
Mitch Penny  
Tracie Roberge  
Shannon Olson

**Members Absent:**

**Others Present:**

Keith Malecha  
Glen Otte  
Ryan Moore  
Amy Chester  
Duane Ness

**Approval of Minutes:** March 12, 2012

Penny makes motion to approve minutes, Volkert seconds. All in favor.

**Treasurer's Report:** Tracie Roberge

Volkert makes a motion to approve the treasurer's report. Penny seconds. All in favor.

**Re-organizational Meeting:**

A.) Transfer Town Records (Not applicable)

B.) Elect Town Board Chair.

*Volkert was elected as town board chair.*

C.) Set compensation for town officers

Currently Board members and Planning Commission members paid \$50.00 per regular meeting Plus \$15.00 per extra meeting, capped at \$65.00 per month. Clerk is paid \$500.00 per month. All members are compensated \$50.00 for any special meeting scheduled and costs are reimbursed to the township by anyone requesting the meeting. *There were no changes to compensation for town officers and clerk.*

D.) Designate supervisor duties

*Volkert-Roads; Penny-Town Hall*

E.) Designate Posting Place(s) & official newspaper

Currently: Posting in front window of Town Hall and Newspaper of record is Cannon Falls Beacon  
*Otte makes motion to approve Cannon Falls Beacon as the official newspaper, Volkert seconds.*  
*All in favor.*

F.) Designate bank as town depository

Currently: Castle Rock Bank

*Otte makes motion to approve Castle Rock Bank as town depository. Volkert seconds. All in*

*favor.*

G.) Review township ordinances

*Board would like the Planning Commission to review the ordinance on business, and will need clarification on what should be classified as ag buildings. The board will need to look at what they will do for enforcement on septic non-pump residents. Clerk will contact other townships to see what their ordinance states. Board would like the planning commission to attend the May board meeting to review ordinances.*

H.) Confirm Town Financial Reporting Form completed and returned to state officer. *Clerk sent on 2/29/12.*

I.) Upcoming training (for more detailed information visit: [www.mntownships.org](http://www.mntownships.org))

- Spring Short Course  
**Rochester, March 20<sup>th</sup>, 2012**
- Urban Short Course  
**April 19, 2012 @ Rockwoods Grill & Conference Center, Otsego**

J.) List of Officers

Supervisors: Mitchell Penny, Randy Volkert, Renee Otte; Treasurer: Tracie Roberge; Clerk: Shannon Olson

K.) Adopt schedule of board regular meetings

*Currently held the second Monday of each month at Town Hall (except legal holidays, when held the Tuesday immediately following the second Monday). Planning Commission meetings are the third Monday of each month at 7:00pm at Town Hall (except legal holidays, when held the Tuesday immediately following the third Monday). Otte makes motion to approve the schedule of regular board meetings. Volkert seconds. All in favor.*

L.) Appointments to planning commission:

*Jill Trescott, Linda Hardy, and Duane Ness.*

M.) Board of Appeal & Equalization will be held on April 25<sup>th</sup>, 2012 from 9:30am to 10:30am. Randy Volkert and Renee Otte will be present.

**Building Permits:**

- **Ryan Moore**/New home @ 32457 Alexander Court in Alta View Estates. Duane Ness made a motion at the 3/12/12 Planning Commission Meeting to approve the permit request, all setbacks are met and it meets square footage, Ness requests that the permit application be approved by the Board. Trescott seconds. All in favor.  
*Board members reviewed the floor plan. The home will be on lot 4 of Alta View Estates. Otte inquired about the well and septic, Moore indicated where this will be located. They will start construction around mid May. The well is a community well. The septic field is off of the west corner. This will be a mound system. Penny makes motion to approve the building permit, Volkert seconds. All in favor. Clerk will contact Hegner to have him review the plans.*
- **Glen Otte**/Moving in a 36x36' pole barn @ 2920 280<sup>th</sup> Street. Jill Trescott made a motion at the 3/12/12 Planning Commission Meeting to recommend to the board the approval of Glen Otte's pole shed. The board shall make the determination as to whether this is an agricultural building. Hardy seconds. All in favor.  
*Otte inquired about the use of the shed. Glen Otte stated that he has 6 acres, he will use it to store a tractor. Otte stated that we also do not require an inspection for work under \$15,000.*

*Glen stated that the value is less than this amount. Volkert made a motion to approve the permit as an agriculturally zoned area and it will be used for ag purposes. Otte seconds. All in favor.*

- **Tyrel Lembke**/Erecting a 32x50' horse barn @ 2515 320<sup>th</sup> Street, Nfld. . Duane Ness made a motion @ the 3/12/12 Planning Commission Meeting to ask that the board approve the permit for a horse barn pending the closing of the home and submittal of a permit application. Trescott seconds. All in favor. *Not present, will add to the May agenda.*

**Other Business:**

- Cecille Rasmussen/Would like letter from township approving the increased acreage to parcel at 2515 320<sup>th</sup> Street. We have received information from Cecile Rasumussen and Sciota Township does not see any conflicts with the changes of the boundries that affect current land use plans. *Clerk drafted letter and emailed to Ceil Rasmussen.*
- Russ Malecha w/Malecha Trucking was present to give trucking bid.
- Dust Control Bids. *Otte makes a motion to use Quality Dust Control for the application of Chloride. Penny seconds. All in favor. Clerk will contact Quality Dust Control.*
- *Subsurface Sewage Treatment Systems ordinance/need to talk about enforcement. There was discussion by the board on how to enforce this ordinance to residents who are not in compliance. Clerk will contact other townships to find out what how they are enforcing their ordinance.*
- Quote to fix and set cemetery stones from Frank Drager of Classic Monuments from Kasson . No more than \$450.00. Volkert makes a motion to approve Frank Drager to set the cemetery stones. Penny seconds. All in favor. *Clerk contacted Frank Drager and work will be done the weekend of April 20<sup>th</sup>.*
- Trucking quotes for gravel.  
The board reviewed the quotes received for trucking gravel. The board would like to table the decision. Otte motions that they give Randy Volkert the authority to make a decision on where to get the gravel and trucking for township roads. Penny seconds. All in favor. *There was further discussion about the bids and a motion was made by Otte to accept the bid from Anderson Trucking for both gravel and trucking. Volkert seconds. All in favor. Clerk will contact Anderson Trucking and ask for placement of gravel a.s.a.p., so that the chloride can be applied soon.*
- Building Inspector/Notice was published in the Beacon seeking applicants for bldg. inspector. *Clerk will contact building inspectors and invite them to attend our May board meeting.*
- Review ordinance 502: Building Permits. Does the board want to require that anyone intending to build, regardless of the cost will need to obtain a permit? *Clerk will contact the MAT attorney's and have them review this ordinance to get their input.*
- Additional Payment on townhall. *Penny made motion to apply up to \$10,000.00 from the aggregate tax toward the principal of the loan payment. Otte seconds. All in favor. This payment will be made at the May Board Meeting.*
- **Sciota Township Check Signers**

*Volkert makes a motion that Renee Otte and Mitch Penny are alternate check signers. Penny seconds. All in favor. All board members, treasurer and clerk will need to visit Castle Rock Bank to have signatures on file.*

- *Otte Excavating got a bid for \$3,500.00 for tree trimming. It was decided by the board to invite Jason Otte to go along on road patrol on April 25<sup>th</sup> at 2:30pm. Clerk will contact Jason Otte.*
- *Ness was present to ask for board participation for the Water Management annual meeting. This meeting will be held on Monday, April 16<sup>th</sup> at 7pm. Renee Otte will attend the meeting.*

**Communications Received:**

- Dakota County/looking for new projects, changes or modifications for inclusion in the County's CIP.
- Dakota County Farm Family Nomination Form
- MAT Newspaper
- Dakota Electric 2012 Ballot, Due by April 12<sup>th</sup>.
- MPCA/Compliance Inspection form for 2515 320<sup>th</sup> Street East
- Roxy's Cleaning Service/Purchased business from Neat Freak.
- Quality Propane/would like to bid on dust control
- ISO/Communication for Mitch Penny

**Public Comment**

**Adjourn @ 8:55pm**