

Second Monthly Board Meeting
Minutes
July 23, 2008

TOWN of BIG LAKE
“Sherburne County’s First 5-Member Township Board”
P.O. Box 75, Big Lake, Minnesota 55309

On Wednesday, July 23, 2008, the Big Lake Board of Supervisors met at the Big Lake Town Hall located in the Big Lake Lions Park at 21960 County Road #5, Big Lake Township, Sherburne County, State of Minnesota. The meeting was tape recorded for transcribing purposes only.

Chairman Sanford called the meeting to order at 7:00 p.m. There were 5 people in the audience at the start of the meeting. Roll call was taken by the chairperson.

Board Members Present:

- Jim Sanford, Chairman
- Larry Alfords, Supervisor
- Norm Leslie, Supervisor
- Mike Hayes, Supervisor
- Bob Hofer, Supervisor
- Ken Warneke, Treasurer
- Laura Hayes, Clerk
- Kristie Woolard, Deputy Clerk

All present stood and recited the pledge of allegiance to the flag of the United States of America.

Public Hearing for Turnback of Portions of the Old Alignment of CSAH No. 17 - Rhonda Lewis, Sherburne County Engineer appeared before the Town Board to present the portions of CSAH No. 17 being considered for turnback to Big Lake Township. There were comments from the public regarding the turnback. Rhonda Lewis advised the County would retain any and all utility easements. Township Engineer, Todd McLouth inquired if the County had prepared legal descriptions of the portions involved in the turnback. Rhonda Lewis advised that the turnback areas have been designated as parcels and have each been recorded as a plat. She further advised that August 12, 2008 is the official date of turnback. Supervisor Alfords motioned to accept turnback of portions of CSAH No. 17 as shown on Sherburne County Highway Right of Way Plat No. 26 and 26A; and, to allow reversion back to the Township upon completion of the project. Supervisor Hofer seconded. All were in favor. The motion carried.

Supervisor Hayes motioned to approve the agenda. Supervisor Leslie seconded. All were in favor. The motion carried. The meeting proceeded in accordance with the agenda.

Supervisor Hayes motioned to approve consent agenda items: a) Purchase of Fire Proof File Cabinet for Clerk's Office, \$2,000. B) Approve 2nd Pay Application for 205th Avenue Improvements, \$96,330.09. C) Adopt 2nd Quarter Zoning, Subdivision, Comprehensive Plan and Zoning Map Amendments. D) Approve List of Election Judges for September 9, 2008 State Primary Election. E) Approve List of Claims & Payroll. (Disbursement List will be received at Meeting). Supervisor Hofer seconded. Each Supervisor abstained from approval of their payroll claim. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All were in favor. The motion carried.

OPEN FORUM

Mark Wallace, 22100-185th Street NW, Meadowlands Second Addition Revised appeared before the Town Board regarding the engineering fees associated with review of his application to place an above ground pool in a portion of a drainage easement. Mark Wallace advised that according to his records he could verify approximately one hour of engineering time spent on his request and questioned if the time is rounded up and if the engineer bills for his meeting time. He further noted that the hourly rate was \$140., that no onsite inspection was conducted; and, that he felt he had researched and provided a lot of the information himself. Township Engineer, Todd McLouth advised that that he had several conversations with County staff and had to research plat information from their files. After discussion Mark Wallace advised that he had a better understanding of the charges and advised the pool is in place.

Sherburne County Sheriff's Deputy, Captain Steve Doran appeared before the Board to update the Board and presented incident reports from May 23 to July 22, 2008. He advised that it had been a relatively quiet summer. Chairman Sanford advised that the Township had acquired additional park property including a cabin and garage. He noted that the Board would appreciate patrol of that area of the park in addition to the regular park patrol. It was noted that it is gated at the County Road 5 entrance and can be accessed through the park. Chairman Sanford inquired about the 800 MHz communication system and automatic paging of local fire departments. Captain Doran advised that John Olson at Emergency Services would be able to advise when the system is fully on line.

BUSINESS FROM THE CLERK

a. Confirmation of Landfill Abatement Legacy Grant Reimbursement in the Amount of \$61,658. – Clerk Hayes advised that a letter had been received from Dave Lucas, Solid Waste Officer advising that the application for reimbursement has been reviewed and the Township can expect to receive \$61.658.

b. MAT Summer Short Course Report – Clerk Hayes advised that she and Deputy Clerk Woolard have completed the required two-hours of election administration training. Clerk Hayes reviewed two of many 2008 election law changes. Candidates will have to submit an itemized report for total contributions that exceed \$100. The previous amount was \$750. Beginning in 2009, Town-only elections will be exempt from using the AutoMARK if there are fewer than 500 registered voters on June 1st. Clerk Hayes advised that because the AutoMARK must be used for the March 2009 Township Annual Election, the M100 will also

be used; therefore, the Board should be aware of the additional costs that will be incurred to hold the election in regard to printing ballots and programming the Automark and M100.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1. 205th Avenue Update – Township Engineer, Todd McLouth advised the base course has been installed. The striping will be done a few weeks after the wear course is put down. The paved shoulder and 10-ton capacity of the road are significant improvements.

-Road Committee members will be meeting with Hardrives to review the patching and overlay projects.

2. Schedule/Call August 2008 Fall Road Tour – Supervisor Alfords advised that the Road Committee is proposing to conduct a road tour in August, with authorization from the Board. The Board had no areas of specific concern and directed the Road Committee to schedule. During the road tour, minimum control measurer 6 of the Township's SWPPP will be completed.

3. Update on Swanson Woods Wetland Bank Tour and Deposit of Credits – Supervisor Alfords advised members of the TEP panel visited the site, which is part of the process in establishing the bank and banking credits. It is anticipated that the Township should be able to bank nearly 60% of the credits at this time. John Oliver and Associates are working with Kelly Kunst of Kjothaug Environmental to revise the plan. Jeff Rhodes will mow around the bank and along the road to try to reduce the amount of reed canary grass that is growing and encourage the growth of desirable plant communities. Supervisor Alfords advised that he expressed to the members of the TEP panel the need for them to be very specific in their directions in regard to the specifications of the wetland bank. He further noted that the Township is doing what they are directed to do, by the TEP panel and therefore, the TEP panel shares responsibility in the success or failure of the bank.

4. Schedule of Controlled Burn in Swanson Woods for Maintenance and as Training Exercise for Big Lake Fire Department – Clerk Hayes advised that she has contacted the DNR Forestry Division and has received a variance request form to do the controlled burn. She has also discussed this with Big Lake Fire Chief, Tony Eisinger and he is very sure that the fire department can assist with the burn and receive training credits for the practice. Tony Borer, Northern Prairies will schedule and conduct the burn, which is part of the maintenance program contract for the site.

5. 193rd Avenue Sanitary Sewer Extension by City of Big Lake Update – Chairman Sanford gave a progress update. Township Engineer, Todd McLouth noted that the Township should review the subgrade prior to the road being paved, which will involve inspections of the site and therefore the Township may want to request an escrow from the City of Big Lake. The City of Big Lake will also need to apply for an excavation permit from the Township. A

portion of the road will be completely removed, Todd McLouth inquired if the Township should request a bond prior to the road being removed. He presented his review letter which
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was drafted following review of the preliminary sanitary sewer plan prepared by Midwest Engineering for the City of Big Lake. Supervisor Leslie motioned to require that items listed in the Township Engineer's review letter be received from the City of Big Lake and their contractor. Supervisor Hayes seconded. All were in favor. The motion carried.

CHAIRMAN'S REPORT

1. EDA Meeting 7/14 Update -

-Library Update – Supervisor Alfords and Supervisor Leslie reported the possibility of relocating the library to the former Options building on Minnesota Avenue might be possible. The owner of the building is considering a 5-year lease rather than a 10-year. It was reiterated that the library is currently in a 1,500 sq. ft. building and is only open 23 hours per week. The proposed site is a 7,000 sq. ft. building. Supervisors Alfords and Leslie advised that the committee has not received a drawn plan from the library committee as to how they would utilize 7,000 sq. ft. of space. The relocation to a facility of this size has not been cost justified to date. A response letter from Jonathan Miller, Superintendent of Schools was received in response to the library committee's inquiry into the possibility of using the public school library as the public library space. It was noted by Supervisor Leslie that the public library offers several amenities that are not available at the public school such as Internet service and movie and music borrowing.

2. Fire Board Meeting 7/10 Update – Supervisor Hayes advised that bid specifications have been prepared for the new pumper truck. The fire department is seeking to purchase a used truck rather than a new one for a grass rig. The department is reviewing their Standard Operating Guidelines (SOG). Chairman Sanford reported that a grass rig has been purchased. A fire fighter flew to the location and drove it back for a cost of \$700. rather than \$1,500. to ship it. Seed, sod and irrigation are complete at the fire hall. The fire department is using the overflow parking area quite often. Supervisor Alfords noted that the fire chief has not distributed quarterly reports for a while. Chairman Sanford advised the reports were going to be sent quarterly.

3. Sherburne County Association of Townships Meeting 7/16 Update – Clerk Hayes advised that County Commissioners Ewald Petersen and Rachel Leonard attended the meeting. Sherburne County Zoning Administrator, Nancy Riddle advised the zoning office is preparing to implement Interim Use Permits (IUP); and, is in the process of reviewing all CUP's, Township by Township to determine if they are still in use and if they are not, if the property owner still wants the CUP. Sherburne County Attorney, Kathleen Heaney advised there has been an increase in mortgage foreclosures and juvenile crime. Clerk Hayes noted the meeting was lightly attended. Jan Anderson, Association Secretary/Treasurer mailed notices of the meeting to Clerk's only this quarter. Next quarter she will be mailing notices to Supervisors, Clerk and Treasurers again.

OTHER BUSINESS FROM THE BOARD

1. Proposal for Parkland Purchase – Chairman Sanford presented purchasing scenarios for 9.98 acres of land adjacent to the existing Town Hall property. The purpose of the purchase would be to increase the acreage of the park and possibly offer soccer and additional ball fields. The board will review the scenarios for discussion at the next meeting.

2. Roofing Proposals for Cabin/Garage at Lion's Park – Supervisor Leslie presented three bids for re-roofing of the cabin and garage at Lion's Park. Bidders were Ken Geroux Construction, Jim Berthiaume Roofing and Darrin Juhl Construction Services. It was noted that additional work might be necessary once the shingles are removed. Debris removal and disposal is included in all three bids. The low bidder was Darrin Juhl. His bid included removal and disposal of the old shingles and roofing material; and, a request to consider half down to cover the cost of materials. It was noted that the Township would not be able to do this; however, materials could be delivered and billed directly to the Township. Supervisor Hayes motioned to accept the low bid from Darrin Juhl, to purchase Landmark 30-year architectural shingles; and, to have the shingles delivered and billed to the Township. Supervisor Alfords seconded. All were in favor. The motion carried.

ADJOURNMENT

A motion was made by Supervisor Hayes to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting adjourned at 8:09 p.m.

Respectfully Submitted,

Laura Hayes, Clerk