

Second Monthly Board Meeting
Minutes
July 22, 2009

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

On Wednesday, July 22, 2009, 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 Hofer called the meeting to order at 7:00 p.m. There were 2 people in the audience at the start of the meeting. Roll call was taken by the chairperson.

Board Members Present: Bob Hofer, Chairman
 Mike Hayes, Supervisor
 Norm Leslie, Supervisor
 Jim Stahlmann, Supervisor
 Larry Alfords, 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.

Supervisor Leslie motioned to approve the Second Monthly Meeting agenda. Supervisor Alfords seconded. All were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

Supervisor Alfords motioned to approve the list of claims & payroll. Supervisor Hayes seconded. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All were in favor. The motion carried.

OPEN FORUM

Jennifer Edwards, West Sherburne Tribune, invited the Board to be in a photo featuring the start up of the Northstar Commuter Rail. The photo will be taken Friday, July 24 at approximately 9:00 a.m.

Sherburne County Sheriff's Deputy, Captain, Steve Doran was present to answer any questions from the Board. He advised there had been two fatal car crashes within ½ mile of each other on Highway 10. One accident was on the bridge deck at Hwy 10 and County Road 15, the other at Hwy 10 and 168th Street.

Supervisor Leslie advised Captain Doran there had been more vandalism at the park. He inquired if more policing of the park could be done after 10 p.m. Captain Doran advised he would share that request with the night patrol.

BUSINESS FROM THE CLERK

1) Reynold & Judith Sundstrom/Home Business in an Accessory Building - Supervisor Alfords motioned to approve an I.U.P. for a home business in an accessory building (relocate carpet business) as requested by Reynold & Judith Sundstrom, as recommended by the Planning Commission and approved by the County Board of Commissioners with the following conditions:

1. Property line issues must be corrected via an Administrative Split approval or Registered Land Survey and recorded with the County Recorder prior to the Zoning Department recording the Interim Use Permit.

2. All business activities must be conducted within a maximum area of 1,800 sq ft within one accessory structure. If the accessory building is to be used for non-business use (i.e. personal storage), a partition wall or similar divider must be used to separate business from non-business use to identify compliance with the 1,800 sq ft maximum floor area. All work must be conducted within the Accessory Building. The applicant will apply for a Variance from the Board of Adjustment prior to July 14, 2009 if the condition limiting the operation to 1,800 square feet is not going to be met.
3. There may be no more than two employees (full-time equivalent) other than a member of the household residing on the premises.
4. No more than one non-illuminated business sign totaling not more than 12 sq. ft. on the premises.
5. There shall be no outside storage.
6. All hazardous waste shall be disposed of according to MPCA and OSHA standards.
7. The Applicant shall comply with all local, state, and federal laws.
8. The property owner shall permit the county to inspect the property during normal business hours.
9. The findings in Section 18, Subd 5, Item 3 of the Sherburne County Zoning Ordinance have been made.
10. This will be a three-year permit; with the understanding the applicant has the right to apply for an extension at the end of those three years and with the understanding that the permit will end if the property is sold.
11. If the applicant intends to use the entire 2520 sq ft building for the business, he must make application for a variance prior to the July 14, 2009 County Board Meeting.

Supervisor Hayes seconded the motion. All present voted in favor. The motion carried.

2) Clint Corrow/2-Year Extension on Preliminary Plat River Crest Farms – Supervisor Alford inquired if there should be a condition that the stub road be finished and connection be made to Knick Knack Knoll. Treasurer Warneke advised this would be addressed when the development comes before the Board for final plat approval. Supervisor Hayes motioned to approve a 2-year extension of the preliminary residential cluster plat of “River Crest Farms” thru July of 2011 as requested by Clint Corrow, as recommended by the Planning Commission and approved by the County Board of Commissioners. Supervisor Leslie seconded the motion. All present voted in favor. The motion carried.

3) Other–Update–Meetings -

- a. MAT Summer Short Course Review 7/13 – Clerk Hayes advised that she, Deputy Clerk Woolard, Chairman Hofer and Supervisor Stahlmann attended the MAT Summer Short Course in St. Cloud. The MAT staff conducted a demonstration meeting, legislative updates including review of several bills that became law following this legislative session were reviewed, a presentation on the PERA benefit plan was given. Following lunch, the Chairman and Supervisor attended the Local Board of Appeal and Equalization (LBAE) training and the Clerk and Deputy Clerk attended a portion of the CTAS class. Chairman Hofer and Supervisor Stahlmann advised they received LBAE training certificates and will provide the clerk with a copy for their personnel files.

b. Sherburne County Association of Townships Meeting Review 7/15 – Clerk Hayes advised Chairman Hofer, Supervisor Stahlmann, Supervisor Hayes, Treasurer Warneke and she attended the meeting in Palmer. County Commissioners Larry Farber, Felix Schmiesing and Ewald Petersen were present to give County Updates. Sherburne County Administrator Brian Bensen, Sherburne County Attorney Kathleen Heaney and Sherburne County Sheriff Joel Brott gave department updates. Deb Steiskal, Constituent Services Officer for Congresswoman, Michele Bachmann was present to take comments and bring them back to the Congresswoman. The Association discussed and approved to pay \$900. toward expenses for someone to attend the NATaT Annual Meeting in Washington D.C. on September 9th thru the 11th, 2009. The Association also discussed and approved to pay the registration fee for two people to attend the Minnesota Association of Townships Conference and Annual Meeting to be held at the Mayo Civic Center in Rochester, MN November 19th thru the 21st. Anyone interested in attending either or both of these should contact Janice Anderson.

4) Accept Website Re-Design Quote/Proceed with Re-Design – Clerk Hayes advised Supervisor Stahlmann, Supervisor Alford and she met with the website designer. A sample website final draft has been reviewed by the committee. Clerk Hayes confirmed that the original quote for the website redesign was still \$2,100. to \$2,800. Supervisor Stahlmann motioned to accept the quote and make the new website active. Supervisor Alford seconded. All were in favor. The motion carried.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1. Other-Updates-Meetings – Supervisor Alford advised the road culvert was replaced on 211th Avenue last week. Chairman Hofer advised Jeff Rhodes/Driveway Services delivered a map showing where the crackfilling has been completed. A couple of areas will be finished after mowing is completed. It was noted that there are 3 pallets of crackfill material left. There was discussion regarding ordering more material. If the Township purchases it by the pallet from Brock White, it will be \$.55 per lb. or by the truckload for \$.51 per lb. Treasurer Warneke noted that the last truckload was charged at \$.55 per lb. Treasurer Warneke advised he will check to see if 231 material is on the state contract. He further noted that if it is not available for less the Township should proceed to purchase a truckload from Brock White. Supervisor Alford motioned to locate the best price and purchase a truckload of crackfill material. Supervisor Hayes seconded. All were in favor. The motion carried.

-Chairman Hofer advised he received a call from a resident regarding signs at the bridge over the Elk River at County Road 15 and 201st Avenue that had been shot. It was also noted that there may be signs missing on 201st Avenue directing the public to the public boat launch on 166th Avenue and 205th Street. It was determined that the building and grounds/park committee will review the situation and get back to the Board.

-Treasurer Warneke advised overlay of 172nd Street began today.

CHAIRMAN'S REPORT

1. Other-Updates-Meetings – Chairman Hofer advised Sherburne County Zoning received a letter from the City of Big Lake requesting that Sherburne County relinquish its authority for conducting the environmental review for a proposed development located between the Hudson Woods Development and County Road 15 north of the BNSF Railroad tracks. Supervisor Stahlmann motioned to authorize Sherburne County Zoning to allow the City of Big Lake to be the RGU for the development located between the Hudson Woods Development and County Road 15 north of the BNSF Railroad Tracks. Supervisor Alford seconded. All were in favor. The motion carried.

SUPERVISOR'S REPORT

1. EDA Meeting Review – Supervisor Hayes advised the EDA adopted a resolution to decertify TIF District 2. There are a few inquiries about lot availability in the industrial park. Packets have been sent to those requesting information. There are no new prospects at this time. An update was given on the senior center including review of a plumbing issue.
2. Great River Regional Library (GRRL) Board Meeting Review 7/14 – Supervisor Alfords and Chairman Hofer attended the GRRL Board meeting. Supervisor Alfords advised prior to this meeting, the GRRL Board had requested that library administration reduce administration staff in three phases. The administration staff presented a proposal to cut staff and library hours and add 7 administration positions. The GRRL Board directed library administration to create a proposal based on their request to reduce administration.
3. Elk River Watershed Association (ERWSA) Meeting Review – Supervisor Stahlmann advised he attended the ERWSA meeting. The ERWSA discussed the shoreline re-vegetation project. The ERWSA will be taking a bus tour of the watershed on August 20, 2009.

BUSINESS FROM THE TREASURER

- a) Other-Updates-Meetings – Treasurer Warneke advised the Township received notice of unallotment of Aids/Credits Payable in 2009 from the Minnesota Department of Revenue. The Townships unallotment for 2009 is \$20,429.24 of the state paid MV/Homestead credits. In 2010 the percentage could be twice as much at approximately \$43,000. Treasurer Warneke recommended that the Township reduce its cash reserves by \$20,000. He further noted that it should not be necessary to change the levy for 2011. Treasurer Warneke review cash balance statement. He noted Township funds have been reinvested in short term CD's until road projects are completed at which time funds will be invested for longer terms.
- b) Treasurer's Review of the Year Ended December 31, 2008
Treasurer Ken Warneke presented the Comprehensive Annual Financial Report for Year Ended December 31, 2008. All members of the Town Board were furnished a copy of the audit in addition to a copy being kept on file at the Clerk's Office. Tom Kaliher, Certified Public Accountant conducted the audit. Treasurer Warneke conducted a read-through and review of the audit, and stated Big Lake Township has received a clean opinion. The audit and State Auditor's Report have been forwarded to the State Auditor's Office. Treasurer Warneke reviewed how the value of the Township's assets and depreciation were determined to fulfill the GASB34 requirement. He advised the fixed assets purchased within the last 5 years have been included. He reported the Township's net assets as of 12-31-08 were \$6,022,844. The auditor's opinion is that the Township is in compliance with government standards of accounting. The Townships system of internal controls were tested. Division of responsibilities and control are between three people within the office.

ADJOURNMENT

A motion was made by Supervisor Alfords to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Laura Hayes, Clerk