

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

MONTHLY MEETING
WEDNESDAY JULY 12, 2017

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday July 12, 2017, at the Town of Big Lake Town Hall, located in the Big Lake Lions Park Community Center, 21960 County Road 5, Big Lake Township, Sherburne County, State of Minnesota. The meeting was called to order by Chair Hofer and the Pledge of Allegiance was recited. A quorum was present with Chair Bob Hofer, Supervisors Larry Alfords, Bruce Aubol, Norm Leslie in attendance. Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Town Engineer Ross Abel and Fire Chief Paul Nemes were also present. Supervisor Steve Pflgebraar joined the meeting shortly after commencement.

APPROVAL OF MEETING AGENDA

Motion/Second to accept Agenda as presented by: Leslie/Alfords. Approved by All Supervisors present. Motion Prevailed.
The meeting proceeded in accordance with the agenda.

PUBLIC HEARING

Chair Hofer opened the Meadowbrook Drainage Easement Vacation Public Hearing and called for any comments. No comments were made by attendees. Motion/Second to Adopt Resolution 2017-7 Vacating Drainage Easements in Meadowbrook Outlots A & B by: Aubol/Alfords. Approved by All Supervisors present. Motion Prevailed.

Chair Hofer closed the Public Meeting at 6:03PM.

APPROVAL OF CONSENT AGENDA

The Consent Agenda consisted of: a. Approval of Minutes: Regular Monthly Board Meeting 6-28-17. b. Approve List of Claims (Disbursement List will be Received at Meeting). c. Adopt Resolution 2017-06 Resolution to Adopt Amendments to the Big Lake Township Zoning Ordinances.

Motion/Second to Approve Presented Consent Agenda by: Leslie/Alfords. Approved by All Supervisors present. Motion Prevailed.

AUDITOR’S REPORT – SCHLENNER, WENNER & Co.

Ryan Schmidt addressed the Board with the results of the 2016 Annual Audit. There were no concerns found during the Audit. A copy of the Audit is available in the Clerk’s office.

Motion/Second to Approve Presented 2016 annual Audit Report by: Alfords/Aubol. Approved by All Supervisors present. Motion Prevailed.

OPEN FORUM

No business brought forth.

CLERK BUSINESS

Tibbits Brookside Final Plat Review

Arne Engstrom was present to request approval of the Tibbits Brookside Plat. The easements which were vacated from the Meadowbrook Estates are included in the Tibbits Brookside Plat. The Board and Engineer Abel, had no concerns for the Township.

Motion/Second to Approve Tibbits Brookside final plat by: Leslie/Aubol. Approved by All Supervisors present. Motion Prevailed

Eagle Lake Park Unimproved Road

James Arras was present and asked the Board to consider installing signs on the unimproved road which travels between 225th Ave and 227th Ave. He feels it is not safe for motor vehicle traffic and

there have been vehicles driving on it. There have been previous attempts to have it vacated, but the Board felt/feels it should be retained. After discussion, the Board determined it would be in the best interest of the public to install "NO MOTORIZED VEHICLES" signs on either end of the unimproved road.

Motion/Second to install "NO MOTORIZED VEHICLES" signs on either end of the unimproved road, laying between 225th Ave and 227th Ave in the Eagle Park plat by: Alfords/Aubol. Approved by All Supervisors present. Motion Prevailed.

Birch Lake Vacation of Road

Rob and Lisa Knutson had met with Supervisor Alfords, Ken Warneke and Clerk Kimberly-Maas, prior to the meeting and agreed upon the latest version drawn by Oliver & Associates, of the new easement to be dedicated by the Knutson's to the Town, for use of a road. Supervisor Alfords told the Board the next steps are to have the new descriptions written into the easement dedications and vacations, so the Board can vacate the current road known as 7th Ave. in the Birch Lake Beach Plat. This will eliminate the need for the Knutson's or future owners to request variances when making updates or additions to their homes.

Motion/Second to initiate the vacation process of 7th Ave. NW in the Birch Lake Beach plat, contingent on the Knutson's signing the dedication of easement to the Town. The Public Hearing is set for July 26, 2017 at 6:00PM, at the Town Hall by: Alfords/Aubol. Approved by All Supervisors present. Motion Prevailed.

Big Lake Community Guide Ad

Clerk Kimberly-Maas presented to the Board a revised version of the ad, the Town placed in the 2016-17 Community Guide. She added information to highlight the amenities at Lions Park. She asked if the Board wished to run this ad in the 2017-18 Community Guide. If so, should it be a color ad and what size did the Board wish to run. The Board reviewed the revisions made to the 2016-17 ad and determined they wanted to run the revised ad, the same size as 2017-18 and in color.

Motion/Second to run a 1/8 page color ad in the 2017-18 Community Guide by: Leslie/Aubol. Supervisor Alfords stated there is more information in the new ad. He suggested the Board consider increasing the ad size to ¼ page. The price of an 1/8 page ad is \$166 and a ¼ page color ad is \$266. The Board felt this would be a good idea, since there is more information in the ad.

Motion/Second rescind motion to run a 1/8 page, color ad in the 2017-18 Community Guide by: Leslie/Aubol.

Motion/Second to run a ¼ page, color ad in the 2017-18 Community Guide by: Leslie/Aubol. Approved by All Supervisors present. Motion Prevailed.

Bike with the Mayor

Clerk announced the City's event to "Bike with the Mayor" on Saturday 7/15/2017. The tour will start at Kwik Trip, have ribbon cutting for the new path at Glenwood and end at Lions Park. Supervisor Leslie will be present to speak about the history of the park and the amenities to be found here. The City will be supplying watermelon to the bike riders.

CSAH 5 – MNDot road study

The city of Big Lake's Engineer, Layne Otterson asked if the Town would consider writing a letter to the County Engineer, requesting a road/speed study on CSAH 5. There are concerns of the speed limit on the road, especially since the bike path has been extended to Lions Park and crossed the county road at Hiawatha. The Board would like the Clerk to write a letter requesting the speed study and to include a study for safer passage on the Elk River bridge. Supervisor Alfords felt at a minimum there should be delineators marking the bike lane on the bridge. Kimberly-Maas will draft a letter.

Recycle Day

Clerk Kimberly-Maas informed the Board there should be minimal, if any cost, to the Town for the recycle day event. Supervisor Alfords requested a historical view of the event. Clerk Kimberly-Maas will prepare this information for a later meeting.

Office 365 Implementation

Office 365 and email address changes were implemented on July 5th. So far the software and emails are working well. Backups of the Clerk and Deputy Clerk documents is in progress. A few hiccups were being worked through. Kimberly-Maas informed the Board the quote from Sherburne County included the cost of Office 365. However, the Board only entered into contract with Sherburne County for the implementation of the software. She is requesting the Board purchase three (3) licenses for Office 365. The licenses would be for the staff members (Treasurer, Clerk and Deputy Clerk). The licenses would be renewed annually.

Motion/Second to purchase three (3) Office 365 government edition, for staff by: Aubol/Pfleghaar. Approved by All Supervisors present. Motion Prevailed.

Call for Joint Meeting

The City of Big Lake is calling for a Special Joint Powers Board Meeting on Wednesday, July 26, at 4:30PM, in the City Council Chambers. The purpose of the meeting is to consider a purchase agreement made on land in the Big Lake Industrial Park. Supervisor Leslie noted a portion of the meeting will be closed to the public.

Motion/Second to hold Special Joint Powers Board Meeting on Wednesday, July 26, at 4:30PM, in the City Council Chambers. by: Alfords/Aubol. Approved by All Supervisors present. Motion Prevailed.

BOARD BUSINESS, UPDATES, COMMITTEE REPORTS

Supervisor Alfords informed the Board, mowing was being done. Our vendor started on the east side of the Township.

Supervisor Leslie told the Board he has gathered information on the costs to install a doggy park within the Lions Park. The consensus of people he spoke with was to install 5' fencing. Larger dogs are able to go over 4' fencing too easily. He looked at having smaller area for little dogs and a larger area for bigger pups (option "A"). The Parks Committee thinks it would be best to install fencing for the smaller area (Option "B") and see how well it is used. Adding the other area would be easily done if the Board wishes to do so. He is looking for direction from the Board on whether to move forward with the installation of the fencing and which option the Board would like to have installed. Two (2) quotes for fencing were received and they are very comparable in pricing. If the Board wishes to move forward, the Park Committee suggests having Legacy Landscaping perform the work. Additional costs for signs, waste bags/dispenser/trash bin and watering buckets are not included in the price. He also felt the Board should apply for County Park grant money to assist with the project.

Motion/Second to have Legacy Landscaping install 5' galvanized fencing, using option "B", for a doggy park at Lions Park by: Aubol/Alfords. Approved by All Supervisors present. Motion Prevailed.

Kimberly-Maas and Swenson will get grant application submitted for County Park funds.

NO FURTHER BUSINESS

TOWN ROADS

Town Engineer, Ross Abel informed the Board the overlay construction was on hold over the week of July 4th. Two (2) paving crews will be starting again on Friday or Saturday of this week. Ross told the Board 156th St was paved and Burntwood Addition was patched. The rest of the work is slated to be completed by the end of July.

TREASURER BUSINESS

Treasurer's Report

Treasurer Warneke informed the Board the first 2017 levy payment of \$453,000 was received. The receipt of the levy increased the General Fund to a balance of \$199,000 and the Road and Bridge Fund to \$486,000. The total fund balance is \$1.577 million.

Motion/Second to approve the Treasurer's report by: Pflieghaar/Aubol. Approved by All Supervisors present. Motion Prevailed.

Ken asked the Board if they would like to increase the MAT Bond for the Treasurer and Clerk. The Town is provided with \$100,000 Bond insurance at no additional cost. He and Kimberly-Maas stated they will not be offended if the Board chooses to increase the bond insurance.

The Board felt there is no need to increase the bond.

LAST CALL FOR BUSINESS

NO FURTHER BUSINESS BROUGHT FORTH

ADJOURNMENT

Motion/Second to adjourn the Wednesday July 12, 2017 Regular Meeting at 7:15PM by: Leslie/Pflieghaar. Approved by All Supervisors present. Motion Prevailed, adjourning the Regular Monthly Meeting, on Wednesday July 12, 2017 at 7:15PM.

Respectfully Submitted,
Brenda Kimberly-Maas
Town of Big Lake, Clerk

Accepted this 26th day of July 2017, by the Town of Big Lake Board of Supervisors.

Robert Hofer, Chairman

Attest: _____
Jayme Swenson, Deputy Clerk