

Monthly Board Meeting
Minutes
November 9, 2011

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

On Wednesday, November 9, 2011, the Big Lake Board of Supervisors met at the Big Lake Town Hall located in the Big Lake Lions Park Community Center 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 5 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

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

Clerk Hayes advised item b) Craig Pospisil, Proposed Internet Consignment Sales Business has been removed from the agenda; and, under the consent agenda: item c) Canceling the November 23, 2011 Second Monthly Board Meeting should include approval for the Clerk's Office to process and pay invoices and payroll. Supervisor Hayes motioned to approve the agenda as amended. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as amended.

Supervisor Leslie motioned to approve consent agenda items: a) Approval of Minutes: Regular Monthly Board Meeting 10-12-11 and Second Monthly Board Meeting 10-26-11. b) Approve Letter of Congratulations to Big Lake Fireman, Mark Hedstrom. c) Cancel the November 23, 2011 Second Monthly Board Meeting; and, approve the Clerk's Office to process and pay invoices and payroll. d) Approve List of Claims (Disbursement List will be Received at Meeting). Supervisor Stahlmann 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

Sherburne County Sheriff's Deputy, Captain Steve Doran appeared before the Board. He provided a statistics report to the Board. There were no specific items for discussion.

Interim City of Big Lake Administrator, Todd Bodem and City Council Member, RaeAnn Danielowski appeared before the Board to exchange introductions and discuss the administration and direction of the joint City/Township EDA. Both the City and Township agreed that both jurisdictions have the same concerns and goals for the development of the jointly owned industrial park.

Four students from the Zimmerman High School government class attended the meeting. There was a brief exchange of information between the students and the Board Members.

BUSINESS FROM THE CLERK

a) Dave Katzner, Sherburne County Planning & Zoning Update – Dave Katzner, Environmental Specialist appeared before the Board to review ongoing activities at the Planning and Zoning Office pertaining to Big Lake Township. Activities at the former Big Lake City/Town Dump were reviewed. Supervisor Hayes inquired if the former dumpsite could be a point source of pollution in the Elk River. Dave Katzner advised the dump emits very low levels of pollution. Activities at the Vonco Landfill were reviewed. Supervisor Stahlmann inquired how much longer the emissions at the landfill would be monitored. Dave Katzner advised the MPCA requires 20 years of testing after the close and capping of the site. This can be extended if contamination seepage is found. Supervisor Stahlmann further noted that on occasion the methane gas emissions are very strong. David Katzner advised the Sherburne County Planning & Zoning should be contacted when this occurs and advised the pressure can be adjusted and bled off to address odor issues. Supervisor Hayes inquired if perfluorocarbons have been found. Dave Katzner advised in 2007 the site was tested and high readings were found. The site was tested three more times and lower concentrations were found. The County also tested the site and found the same low concentration result that was within acceptable levels. It was noted there is no clay liner at this site because it was not required then. The Becker Township Vonco site has a plastic/poly liner and two feet of clay. At this time, the MPCA does not require liners for demolition debris sites. There was a question as to if the Big Lake Township Vonco site would settle and what it's future could be. Dave Katzner advised the site will not settle and could be a park or picnic area in the future. Currently Vonco Corporation owns the site. Supervisor Leslie inquired if the methane gas could be collected and used. Dave Katzner advised the site does not generate enough methane to do this.

b) Other-Updates-Meetings -

-Approve Big Lake Fire Department Relief Association 2nd Alarm Annual Chili Feed at the Big Lake Fire Department on December 3, 2011- Supervisor Hayes motioned to approve the use of the Fire Hall for this event. Supervisor Stahlmann seconded. All were in favor. The motion carried.

-Annexing Land by Ordinance for Compliance with Municipal State Aid Route Requirements by MNDoT – Clerk Hayes advised that City Clerk, Gina Wolbeck delivered a copy of City of Big Lake Ordinance No. 2011-06 Annexing a portion of Park Avenue and Birch Avenue located in the Peterson's Third and Fourth Additions into the City of Big Lake to her office yesterday. Although the plats of Peterson's Third and Fourth Additions were recorded more than 20 years ago, there were gaps in the legal descriptions. Therefore, in compliance with Municipal State Aid Route requirements by MNDoT the City of Big Lake must correct and record the legal description in order to pursue aid funding. No action is required of the Township.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Treasurer Warneke advised sign work and patching is finishing. Supervisor Alford and Treasurer Warneke attended a meeting at the Big Lake Town Hall yesterday with Todd McLouth, Oliver Surveying & Engineering; Rocky Waldin, Construction Specialties; Todd and Mike Schendzielos, Schendzielos Construction Company; and Brad Reents, MSA Professional Services on behalf of Penda/Megaditch to discuss the 182nd Avenue drainage repair project and the cave in of the megaditch product installed. It was found that there was no history of installing the product in sandy soil and the restraining system wasn't adequate. It was also noted there was not a lot of installation information from the manufacturer. Supervisor Alford advised it needs to be fixed and it will be finished correctly.

CHAIRMAN'S REPORT

1) Other-Updates-Meetings –Chairman Hofer advised he had nothing to report at this time.

SUPERVISOR'S REPORTS

1) Fire Board Meeting Update – Supervisor Hayes advised an item of old business was discussed; the addition of a Lieutenant to the command structure. Action on this was tabled noting the current command structure works well. Engine 1 had some exterior damage that is being repaired in Wisconsin. Fire Captain Tony Eisinger has retired from the department after over 21 years of service. In accordance with the Standard Operating Guidelines (SOG) of the Fire Department, the City Administrator, Fire Chief and Assistant Fire Chief conducted interviews for the position of captain which has been offered and accepted by Rick Eberle. As previously noted, the cement in front of the fire hall is deteriorating and needs to be repaired next spring. There was discussion regarding the Fire Chief's recommendation to purchase a 4-wheel drive vehicle to be used as a command center. A rotating shift of captains would be assigned to the vehicle which would be used as a "first on scene" vehicle. There was no action taken by the Fire Board. Currently there are three pick-up trucks at the fire station. The 4-door vehicle is used heavily during grass fire season. Currently the three captains, Chief and

Assistant Chief can take their own vehicles to a scene, but there are safety and equipment concerns with that procedure. The addition of a 4-wheel drive vehicle is not expensive, but it is an additional cost and brings additional maintenance and insurance costs to consider. The Town Board briefly discussed sending letters to retiring Fire Department members in addition to the letter approved under the consent agenda. Supervisor Hayes motioned to have Clerk Hayes draft a letter from the Board to Tony Eisinger thanking him for his years of service to the department. Supervisor Stahlmann seconded. All were in favor. The motion carried.

BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke reviewed the cash balance statement. Total government funds are \$1,891,595.88 and total escrow funds are \$38,879.16 for a total of \$1,930,475.04. Treasurer Warneke reviewed the 101, 102, 103 and 402 funds. Treasurer Warneke advised the Township will receive the second half property tax settlement from the County and will also get it's last Market Value Credit from the State in December. He advised the 102 fund is at its low point after paying most of the major road construction and improvement bills for the year. There may be a few budget revisions to be made for shouldering and the 182nd Avenue ditch repair project. Supervisor Stahlmann inquired about the higher than expected expenditures for the attorney. Treasurer Warneke advised the Township has had a couple of quiet title actions on old Township Roads. The roads are located in 1920-30 platted areas of the Township. The 402 fund has spent \$106,000. on debt service and special assessments on the Industrial Park. The fund is down to \$64,148. A levy was not made in 2011, but was for 2012. It is not expected to be an issue. Supervisor Stahlmann motioned to approve the Treasurer's Report. Supervisor Leslie 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 8:13 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman