

Second Monthly Board Meeting  
Minutes  
June 27, 2012

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

On Wednesday, June 27, 2012, 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 9 people in the audience at the start of the meeting. Roll call was taken by the chairperson.

Board Members Present:

- Bob Hofer, Chairman
- Norm Leslie, Supervisor
- Larry Alford, Supervisor
- Jim Stahlmann, Supervisor
- Ken Warneke, Treasurer
- Laura Hayes, Clerk
- Kristie Woolard, Deputy Clerk
- Ross Abel, Oliver Surveying & Engineering

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

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

Supervisor Leslie motioned to approve consent agenda items: a) Authorize Chairman & Clerk to Sign 2012 Road Improvement Bituminous Patching & Overlay Contracts. b) Approve list of 20 claims totaling \$68,259.72 (disbursement list will be received at meeting). Supervisor Stahlmann seconded. All were in favor. The motion carried.

**OPEN FORUM**

Sherburne County Sheriff’s Deputy, Captain Steve Doran was present. He had nothing specific to report at this time.

**BUSINESS FROM THE CLERK**

a) Resolution providing for the issuance, sale and refinancing of Series 2006B Advance Refunding Bonds, and pledging the security for the payment thereof – Stacey Kvilvang, Ehlers Inc. advised the 2006B General Obligation Capital Improvement Plan Bond pledged by the City of Big Lake had a call date of 2-1-2014. This bond was originally

pledged for the construction of an addition on the Big Lake Fire Hall, in which the Town participated in the bonding process. By allowing the advanced refunding of the bonds, there will be an interest cost savings of approximately \$16,000. through years 2015 to 2020. Supervisor Alford's motioned to adopt a resolution concurring in the issuance of the \$4,855,000 General Obligation Refunding Bonds, Series 2012A by the City of Big Lake, Minnesota, and authorizing execution of a \$250,000. General Obligation Refunding Bond, Series 2012A. Supervisor Stahlmann seconded. All were in favor. The motion carried.

b) Jason & Karalene Millard/23.8' Variance in setback from the right of way of 146<sup>th</sup> Street for "after the fact" attached garage addition – Jason & Karalene Millard appeared before the Board to request a 23.8' Variance in setback from the right of way of 146<sup>th</sup> Street for an "after the fact" attached garage addition. The required setback from the right of way of 146<sup>th</sup> Street is 67'. It was noted the addition is not any closer to the road than the original structure. Jason Millard advised he did not know a building permit was necessary for the garage addition. The property is for sale and the buyer has requested an after the fact building permit be obtained. The Millard's advised they have a letter from the neighbor advising they approve of the addition. Supervisor Alford's motioned to recommend approval of the variance request. Supervisor Leslie seconded. All were in favor. The motion carried.

c) Fredrick Anderson, Rep. Ruth Anderson Estate/Preliminary and Final Simple Plat Approval – Fredrick Anderson appeared before the Board to request residential preliminary and final simple plat approval. Clerk Hayes advised the Township engineer reviewed the plat and overall drainage patterns. The engineer recommends approval of the simple plat conditioned on comments received from the Sherburne County Planning and Zoning Administration and Public Works Department. Supervisor Leslie motioned to recommend preliminary and final simple plat approval of the Ruth M. Anderson Estate. Supervisor Stahlmann seconded. All were in favor. The motion carried.

d) Final Approval Knife River Amendment to CUP by adding an IUP for placing a temporary asphalt plant, hauling & stockpiling for various Sherburne County overlays - Supervisor Stahlmann motioned to approve to add to the existing CUP, an IUP for a temporary asphalt plant and hauling and stockpiling for various Sherburne County overlays, and if awarded, any additional work associated with the projects, as recommended by the Planning Commission and approved by the County Board of Commissioners with the following conditions:

- 1) The days and hours of operation for asphalt plant will be Monday – Friday from 6:30 a.m. to 7:00 p.m.
- 2) The days and hours of operation for the asphalt grinder will be Monday – Friday from 6:30 a.m. to 7:00 p.m.
- 3) The permit shall terminate the sooner of 45 working days from the start up or when Sherburne County Public Works notifies the Zoning Department that all work related to the County contract for which the project was initiated, is completed.
- 4) The issuance of this IUP does not expand or replace the conditions of the existing gravel mining Conditional Use Permit (CUP) number 6187.
- 5) 25ft buffer shall be established from the edge of any wetland with silt fence.
- 6) A temporary sign shall be installed at entrance with a 24hr phone number to address complaints and concerns, sign to be removed by November 30, 2012.

- 7) The dust mitigation will include the use of calcium chloride on haul roads and watering per practical application with a log kept of the applications. Repeat application may be necessary during extreme dry conditions. All watering records will be available to the County.
- 8) Truck hauling signs must be located at 209<sup>th</sup> for North bound traffic and at Section 15 north line for South bound traffic.
- 9) The applicant shall comply with all local, state, and federal laws.
- 10) Prior to commencing asphalt production, the applicant must request the Zoning Department for a site inspection
- 11) The IUP holder and/or property owner shall permit the County to inspect the property, including any buildings used for the business during normal working hours. Further, the IUP holder shall allow the County to inspect any business records for the purpose of ensuring compliance with the terms of the IUP.
- 12) The gate is closed and locked at the end of operations each day.
- 13) The findings in Section 18, Subd. 6, Item 4 of the Sherburne County Zoning Ordinance have been made.

Supervisor Alfords seconded the motion. All were in favor. The motion carried.

e) Other-Meetings-Updates -

Purchase Big Lake Community Guide Advertisement, 1/8 color page ad \$160. – Supervisor Leslie motioned to purchase the advertisement as recommended. Supervisor Alfords seconded. All were in favor. The motion carried.

Sherburne County Commissioner, Ewald Petersen gave several county updates including road projects. He advised the County Board members and public works staff conducted the annual road tour on Monday, June 25. He advised Board members met with Sherburne County Highway Engineer, Rhonda Lewis regarding safety improvements to the intersection of County Road 15 and 79. Commissioner Petersen advised bids will be opened July 10, 2012 for County Road 43 south of US Hwy 10 to County Road 14. The improvements are scheduled to be done before snowfall.

## **BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS**

### **TOWN ROADS**

1) Award Construction Bid for 2012 Seal Coat Projects – Ross Abel, Oliver Surveying and Engineering advised three bids were received for the 2012 Seal Coat Projects. The bids received ranged from a low bid of \$114,750. from ASTECH Corporation to a high bid of \$131,717.50 from Caldwell Asphalt Company. The low bidder has successfully completed similar projects for the Township. Supervisor Alfords motioned to award the bid to ASTECH Corporation in the amount of \$114,750.; and, to authorize notice of award to be sent and contracts to be entered into and signed by the Chairman and Clerk. Supervisor Leslie seconded. All were in favor. The motion carried.

2) Other-Updates-Meetings –

- Supervisor Alfords advised ditch mowing began Friday, June 22, 2012.
- Ross Abel advised milling on 218<sup>th</sup> Avenue will begin Friday, June 29, 2012, which is approximately 1 week ahead of schedule.
- The preconstruction meeting for the bituminous patching and overlay projects will be held June 28, 2012 with work beginning after July 4, 2012.

**CHAIRMAN'S REPORT**

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

**SUPERVISOR'S REPORT**

- 1) Other-Updates-Meetings – The Supervisor's had no meetings or activities to report.

**TREASURER'S REPORT**

- 1) Other-Updates-Meetings -

-Treasurer Warneke advised the Year Ending 12-31-2011 Annual Financial Audit has been completed and received from the auditor. The report has been filed with the state. The auditor issued a clean opinion. The complete audit report will be provided to each Board member at the July 11, 2012 regular monthly meeting with review to be conducted at the July 25, 2012 second monthly meeting.

- Treasurer Warneke advised the May/June property tax settlement has been received. This is 70% of the first half tax settlement. The settlement was more than the amount levied, possibly reflecting receipt of delinquent payments. The other 30% is expected to be received on approximately July 3, 2012.

- Treasurer Warneke advised the first half budget reports will be available at the July 11, 2012 meeting. He noted there are no budget overruns. The 2012 Elk River Fire contract claim was in tonight's claims. Treasurer Warneke noted the cost is lower than the 2011 contract because it is based on property valuation in the area the Elk River Fire Department protects.

**OTHER BUSINESS FROM THE BOARD**

**ADJOURNMENT**

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Stahlmann seconded. All present were in favor. The motion carried. The meeting adjourned at 7:46 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert L. Hofer, Chairman