

Monthly Board Meeting  
Minutes  
July 10, 2013

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

On Wednesday, July 10, 2013 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.

Vice-chairman Alford called the meeting to order at 7:00 p.m. There were 7 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

Board Members Present:     Steve Pflieger, Supervisor  
                                  Larry Alford, Supervisor  
                                  Bruce Aubol, Supervisor  
                                  Norm Leslie, Supervisor  
                                  Ken Warneke, Treasurer  
                                  Laura Hayes, Clerk  
                                  LaDonna Braun, Deputy Clerk

Board Members Absent:     Bob Hofer, Chairman

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

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

Supervisor Aubol motioned to approve consent agenda items. The consent agenda consisted of: a) Approval of Minutes: Regular Monthly Board Meeting 6-12-13 and Second Monthly Board Meeting 6-26-13. b) Approve Appointment of Benjamin Garrison, Michael Valento, Laura Hayes and Kyle Breffle to the Big Lake Fire Department. c) Call Quarterly Sherburne County Association of Townships Meeting, July 17, 2013 at 7:00 p.m. at Haven Town Hall. d) Approve Big Lake Lion’s Club Liquor License for August 10, 2013 Big Lake Fireman’s Dance. e) Approve Big Lake Fire Department Raffle for August 10, 2013 Big Lake Fireman’s Dance. f) Approve List of Claims and July Fire Department Payroll. (Disbursement List will be Received at Meeting). Supervisor Pflieger seconded. All present were in favor. The motion carried.

**OPEN FORUM**

Sherburne County Commissioner, Ewald Petersen appeared before the Board and gave several County updates. Sherburne County Administrator, Brian Benson’s retirement party was held yesterday. Sherburne County Assessor, Dan Weber will serve as interim Administrator while a search committee works on hiring for the position. The Sherburne

County Board of Commissioners passed a wheelage tax at the July 9, 2013 meeting. Taxes generated will be used to fund County Road Improvement Projects. The County has also discussed instituting a County Sales Tax. No determination has been reached by the Board. Market Values and Tax Capacities are both down in the County. Union employee contracts expire at the end of 2013. Negotiations will begin soon.

#### BUSINESS FROM THE CLERK

a) Jim Jaster/MN Conference Association of Seventh Day Adventists – CUP for Church/Thrift Store-Final Approval –  
20455 187<sup>th</sup> Ave NW, Big Lake, MN                      Sec 35, Twp 33, Rge 28                      3.77 acres  
Big Lake Township

Supervisor Leslie motioned to approve the CUP for a Church / Thrift Store Property, as recommended by the Planning Commission and approved by the County Board of Commissioners with the following conditions:

1. The church and thrift store shall not be operated until a Certificate of Occupancy has been issued by the Building Official. The building shall comply with all building, fire, and public health regulations.
2. The septic system and drainfield shall be protected from being driven or parked on.
3. Special events may require an additional permit if the number of persons on the property exceeds the building's occupancy, or at the discretion of the Zoning Administrator.
4. All items delivered to the Thrift Store by the public shall be immediately brought indoors. There shall be no exterior storage of dropped off items.
5. There shall be no exterior storage except for operable and licensed vehicles associated with the church or thrift store.
6. All exterior lighting shall be directed away from residences, public right-of-way, and the Mississippi River.
7. All signage shall comply with the Zoning Ordinance. Sign permits are required.
8. All hazardous materials shall be stored and disposed of according to MPCA regulations.
9. The applicant shall comply with all federal, state, and local laws and regulations.
10. The applicant/property owner shall permit the County to access the property during normal operating hours.
11. The Planning Commission has made the findings in Section 18, Subd 5(3) of the Zoning Ordinance.
12. The applicant shall provide a 6' high opaque fence along the western side of the parking lot that abuts residential property. The fence shall be installed prior to the issuance of the Certificate of Occupancy.
13. No after-hours drop off for the Thrift Store.

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

b) Scott & Luan Carlson – IUP for Home Business in an Accessory Building, Warehouse Distribution – Scott and Luan Carlson appeared before the Board to request an IUP for a home business. Currently this business is operated in Maple Grove and the Carlson's would like to move it to their home in Big Lake Township. The business would be operated out of an existing 36' x 48' building. Scott Carlson advised most deliveries are received from UPS ground trucks. The driveway is crushed concrete and is adequate to provide turn around space for delivery vehicles in order to eliminate the need to back out onto the road. The Carlson's have no employees. Supervisor Leslie motioned to recommend approval of the IUP for a home business in an accessory building for the operation of a warehouse distribution business for packing materials and small parts for packaging equipment. Supervisor Pfliegaar seconded. All present were in favor. The motion carried.

c) Carol Letellier – IUP for Home Business in an Accessory Building, Small Consignment/Thrift Retail Store – Carol Letellier appeared before the Board to request an IUP for a home business. Carol Letellier advised she owned a retail business in Foley in the 1990's for several years. The business would be operated in an accessory building seasonally only, Monday through Saturday from 9 a.m. to 6 p.m. Supervisor Aubol motioned to recommend approval of the IUP for a home business in an accessory building for the operation of a small consignment/thrift retail store. Supervisor Pfliegaar seconded. All present were in favor. The motion carried.

## BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

### TOWN ROADS

1) Call for Bids for 2013 Seal Coat Projects – Supervisor Aubol motioned to call for bids for the 2013 seal coat projects. Supervisor Leslie seconded. All present were in favor. The motion carried.

Other-Updates-Meetings – Treasurer Warneke advised Jeff Rhodes/Driveway Services has been mowing, patching blacktop and potholes and doing tree/brush removal as part of the spring maintenance and following a couple of strong winds. Supervisor Alford advised the boat launch repairs on Birch Lake are finished and settled. Clerk Hayes was directed to let Lynn Waytashek, Sherburne County Assistant Zoning Administrator know so that final inspection under the shoreland permit alteration permit can be done.

### CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Vice Chairman Alford advised Chairman Hofer had left nothing to report on at this time.

## SUPERVISOR'S REPORT

1) EDA –Supervisor Steve Pflgebraar advised he and Supervisor Leslie attended the EDA meeting Monday, July 8. General updates were given regarding Industrial Park East and efforts to attract businesses. Abatement reports were given. McDonalds were scheduled to do façade updates spring 2013. Updates have not been done to date. During the EDA meeting it was noted there were no tenants for the new building being constructed near the Coborns and existing mall. Deputy Clerk Braun advised she was made aware Advanced Styling, currently located in Big Lake, is advising clients they will be moving into the building.

## BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke advised 1<sup>st</sup> Half property tax settlements have been received from the Sherburne County Auditor in the amount of \$471,504. which is more than 50% of the levy, indicating there were no significant tax delinquencies. Treasurer Warneke reviewed the 101 fund advising receipts are within budget and disbursements are under budget by approximately \$19k. The 102 fund receipts are ahead of projections under City Revenue Sharing receipts. Total spending is a positive variance. In the 103 fund, the Township's half of Big Lake Fire Department receipts are above budget and disbursements are below. The 402 receipts are over budget and disbursements are under budget, which may be a timing issue between receipts and disbursements. Supervisor Pflgebraar motioned to approve the Treasurer's Report. Supervisor Aubol seconded. All present were in favor. The motion carried.

b) Distribution of Annual Financial Audit Year Ending 12-31-2012 - Treasurer Warneke provided copies of the Year Ending 12-31-2012 Financial Audit to all Board Members. Treasurer Warneke will review and answer questions at the July 24, 2013 meeting. The Township received a clean opinion and no irregularities were noted. Internal controls are good. Treasurer Warneke advised the audit is conducted and prepared using an accrual basis with GAAP principals. Treasurer Warneke briefly 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 8-9 years were documented to make this determination; therefore, the audit shows an increase in net assets. The state report was filed on time, directly to the state auditor.

-Treasurer Warneke advised in tonight's claims was a purchase of the CTAS 8 Version one time update for \$300. The Office of the State Auditor (OSA) needs to raise funds to update the CTAS program. Use of CTAS by Townships is a voluntary program; however, it is uniform to the OSA reporting requirements. The other accounting program option is Banyon; however, there is a cost to purchase and annual updates are approximately \$300.

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#### OTHER BUSINESS FROM THE BOARD

Supervisor Leslie advised the Township Park Committee was in negotiations about a year and half ago, with the neighboring property owner regarding purchase of our access off County Road 5 and a few acres to expand ballfields at the park. The Park Committee continues to feel it would be beneficial for the Township to own this property. The property is coming onto the market for sale. Supervisor Leslie inquired if the Board would grant permission for the Park Committee to pursue purchase of the property. Supervisor Aubol motioned to grant the Park Committee the authority to pursue possible purchase of the property by gathering information for consideration and approval by the Board. Supervisor Pflughaar seconded. All present were in favor. The motion carried.

#### ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pflughaar seconded. All were in favor. The motion carried. The meeting adjourned at 8:05 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Larry Alfords, Vice-chairman