

Second Monthly Board Meeting  
Minutes  
July 24, 2013

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

On Wednesday, July 24, 2013, 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 7 people in the audience at the start of the meeting. Roll call was taken by the chairperson.

Board Members Present:                      Bob Hofer, Chairman  
   Steve Pflgebraar, Supervisor  
   Larry Alfords, Supervisor  
   Norm Leslie, Supervisor  
   Ken Warneke, Treasurer  
   Laura Hayes, Clerk  
   LaDonna Braun, Deputy Clerk

Board Members Absent:                      Bruce Aubol, Supervisor

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 with the addition of reports from Commander Steve Doran, Sherburne County Sheriff’s Department and John Norgren, Big Lake Township Representative on Sherburne County Planning Advisory Board. Supervisor Pflgebraar seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as amended.

Supervisor Pflgebraar motioned to approve consent agenda items: a) Resolution to Participate in a Hazard Mitigation Planning Process (Supporting Sherburne County Hazard Mitigation Plan). b) Resolution 2013-19 Accepting Donation to the Big lake Fire Department. c) Approve List of Claims & Payroll (disbursement list received at meeting). Supervisor Alfords seconded. All present were in favor. The motion carried.

Sherburne County Sheriff’s Department, Commander Steve Doran – Commander Doran provided the Board with a list of call responses for the previous month. The Board had no questions for Commander Doran. He advised there were 210 calls for the previous month. He mentioned a robbery that occurred at Tootsie’s two days ago which ended in an automobile accident with another vehicle in Monticello. Commander Doran advised several farms in the area have installed tamper alarms on their irrigation systems to prevent copper theft. Two arrests were made recently when an alarm notified the owner that there was a possible theft in progress at a system near Hwy 10 and County Road 15.

## **BUSINESS FROM THE CLERK**

a) JoAnne Peterson – 10' Variance in Setback from Side Property Line for a Septic Holding Tank – JoAnne Peterson appeared before the Board to request a 10' Variance in setback from the side property line for a septic holding tank. The required setback from a side property line is 10'. JoAnne Peterson is requesting to place the holding tank on the side property line. Big Lake Township Planning Advisory Board Member, John Norgren inquired if the property corners are clearly marked and if the neighbor has advised in writing they are in agreement with the tank being placed on the lot line. JoAnne Peterson indicated it was not known if the corners are marked. She advised she will contact the neighbors. The contractor, Moores Excavating has recommended a 1600 gallon tank be installed; which requires the setback variance to accommodate the size and placement. Supervisor Alford's motioned to recommend approval of the variance request with the condition the lot line corners be marked according to the survey; and, a letter supporting the variance request be received from the neighbor. Supervisor Leslie seconded. All present were in favor. The motion carried.

b) Other-Meetings-Updates – John Norgren gave the Board a review of the July 18, 2013 Sherburne County Planning Advisory Commission meeting. He advised the Carlson IUP Request for a Home Business in an Accessory Building was nearly denied. The commission took issue with the business being relocated from an established commercial zoned area onto a residential property. As a condition of the IUP it was determined it would be subject to review in 2 years at which time, a new IUP would have to be applied for. This was approved by a split vote of 6 to 4. John advised the commission also made the same recommendation for a 2 year review and reapplication for the Letellier IUP Request for a Home Business in an Accessory Building. A public hearing was held to investigate, revoke or set additional conditions to the existing IUP for Brent Larson's Home Business in an Accessory Building (Lawncare, landscape and snowplowing business). It was determined at the hearing that the scope of the business is greater than the original application outlined and there have been a lot of dust complaints from the neighbors. It may be necessary that Brent Larson reapply to operate a contractor's yard. John Norgren advised the County Board of Commissioners will take action on the requests at their meeting August 6, 2013. Supervisor Alford's recommended a letter be sent to Commissioner Ewald Petersen advising him determinations such as 2 year reviews should be made and recommended by the Planning and Zoning Staff, not the Planning Advisory Commission which is a recommending body only.

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

### **TOWN ROADS**

1) Review 2013 Seal Coat Quote(s) received – Township Engineer, Ross Abel advised one quote was received for the 2013 Seal Coat Projects. Allied Blacktop Company submitted a quote in the amount of \$78,530.50. The engineer's estimate was \$90,689.00 for all project areas and use of granite chip aggregate. Supervisor Alford's inquired about recycling the sweepings from last years seal coat projects. Treasurer Warneke recommended waiting until next year, which would allow the 2013 granite sweepings to be added to the pile. The material can be recycled but must first be washed and prepared for reuse. It was the

recommendation of the engineer to award the quote to Allied Blacktop Company. Supervisor Pflighaar motioned to accept the quote and award the project in the amount of \$78,530.50 to Allied Blacktop Company and to allow the Chairman and Clerk to sign the contract documents. Supervisor Leslie seconded. All present were in favor. The motion carried. Clerk Hayes was directed to place notice of the seal coat project areas on the Township website and in the West Sherburne Tribune.

2) Other-Meetings-Updates – Treasurer Warneke advised Jeff Rhodes is finishing mowing, patching and sweeping in the Township. A call has been received about sign vandalism in Huckleberry Hideaway, this will be added to the sign list Jeff Rhodes is working on.

### **CHAIRMAN'S REPORT**

Chairman Hofer advised he had nothing to report at this time.

### **SUPERVISOR'S REPORT**

1) Fire Board Meeting 7/18 Update – Clerk Hayes advised copies of the Standard Operating Guidelines (SOG's) for the fire department were given to all Fire Board Members. Chief Miller has identified a couple of revisions that need to be made. Fire Board Members have been asked to review the SOG's if possible and bring update recommendations to the next fire board meeting. The 2014 Fire Department Budget was discussed. Chief Miller advised he would like to have future budget discussions occur at the Fire Board Meetings or special meetings which would allow both the City and Township to participate equally in the budget discussion process. He noted that in the past most discussion was held at City of Big Lake workshop meetings. Now that payroll and bill paying for the Fire Department are done by the Township, including the Township more actively in the budget discussions would be appropriate. The City and Township will both need a preliminary budget by September 15, 2013 to submit to the County Auditor. Chief Miller advised the Chevrolet Tahoe purchased from the Big Lake Police Department is working well for the Fire Department's use as a command vehicle. Decals and wraps to identify it as a Fire Department vehicle are in process. The Chief appreciates the City and Township's purchase of the vehicle.

2) Other-Updates-Meetings – Treasurer Warneke advised he and Supervisor Aubol attended the Sherburne County Association of Townships Meeting hosted by Haven Township. Mike Brubaker, Sherburne County Historical Society Director gave a brief presentation of activities at the center and invited all Townships to attend his Quarterly Director's Breakfasts. He also thanked all the Townships for their financial support. Gina Hugo gave a presentation regarding the growing threat of the Emerald Ash Borer. She encouraged diversity in planting so when threats occur, there isn't wide spread loss of trees. Don Sherper gave a legislative update. He advised there were successful changes to annexation law which should limit cities abuse of the 60 acre rule. Sherburne County Commissioner's Ewald Petersen and Rachel Leonard were in attendance and gave County updates. September 4, 2013 is the District Meeting in Cambridge. October 16, 2013 is the next Sherburne County Association of Townships Meeting, hosted by Livonia Township. That is the annual meeting for the association and election of officers. Roger Nelson has advised he will not be a candidate. The Association approved to provide a light supper prior to the meeting; and, to reimburse

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the hosting Township for the quarterly meeting refreshments. Names were drawn for registration to the State Association Meeting which will be held in Morton, MN at Jackpot Junction November 21-23, 2013.

#### **BUSINESS FROM THE TREASURER**

a) Other-Updates-Meetings – Treasurer Warneke reviewed the interim financial reports for the 101, 102, 103 and 402 funds.

Review of Year Ended 12-31-2012 Financial Audit of the Town of Big Lake - Treasurer Ken Warneke presented copies of the Comprehensive Annual Financial Report for Year Ended December 31, 2012 to all Board Members at the July 10, 2013 meeting for their review. Treasurer Warneke advised Big Lake Township has received a clean opinion and the Township is in compliance with government standards of accounting. The Township's system of internal controls was tested. Division of responsibilities and control are between three people within the office. The Board had no questions following receipt and individual review of the audit. Supervisor Alfords motioned to acknowledge receipt of and approve the 2012 annual financial audit. 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 present were in favor. The motion carried. The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman