

Monthly Board Meeting
Minutes
September 23, 2015

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

On Wednesday, September 23, 2015 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 4 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

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

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

Supervisor Alfords motioned to approve the agenda as presented. Supervisor Pflgebraar seconded. All were in favor.

Supervisor Leslie motioned to approve consent agenda items. The consent agenda consisted of: a) Approve Claims, Payroll & List of Claims & Payroll. Supervisor Aubol seconded. All were in favor.

BUSINESS FROM THE CLERK

a) Carlson Estates – Preliminary Simple Plat Review / Darold Windorski – Neither the applicant or his representative were present. Supervisor Alfords noted since the applicants engineer had appeared before the Board last month to inquire about using alternative soil standards and the plat was discussed at that time he felt it was appropriate to proceed with the plat review. Township Engineer, Ross Abel reviewed the plat and submitted a letter recommending preliminary & final simple plat approval. Supervisor Alfords motioned to recommend approval of the Preliminary & Final Simple Plat of Carlson Estates. Supervisor Aubol seconded. All were in favor.

b) Vacate Existing Drainage & Utility Easements for Lot Line Adjustment/Replat O'Leary Addition – It was confirmed the new drainage and utility easement is shown on the replatted O'Leary Addition. There was discussion regarding the options given by the County Attorney to either show the original easement on the new plat, which would require the township to have to deal with the encroachment; or, vacate it. Supervisor Aubol motioned to set the public hearing date for October 14, 2014 to consider vacating the drainage and utility easement on Lots 6 & 8 Block 2 Wild Run. Supervisor Leslie seconded. All were in favor.

c) O'leary Addition – Preliminary And Final - Simple Replat Approval - 10-460-0216 (OTHER PARCEL 10-460-0212 - Big Lake MN 55309 Lot 8 Blk 2 and Lot 6 Blk 2 Wild Run SEC 14, TWP 33, RGE 28 BIG LAKE TOWNSHIP 5 ACRES.

Supervisor Aubol motioned to approve the preliminary and final Simple Replat of O'Leary Addition consisting of 2 lots, as recommended by the Planning Commission and approved by the County Board of Commissioners with the following conditions:

1. The Plat shall be recorded in the office of the County Recorder/Registrar of Titles subject to recording within one year of the County Board approval.
2. A "limited access line" is added along Co. Rd. 81 at the request of the County Engineer.
3. Second half taxes must be paid prior to the plat being recorded.

NOTE TO APPLICANT: The Final Plat approval will expire one year from the date of the County Board final decision. It is the developer's responsibility to record the plat within that 1-year period so that the plat does not expire.

Supervisor Pflgebraar seconded the motion. All were in favor.

d) Denial of CUP for Alive Church Building Construction – It was noted that the County Planning Commission recommended the CUP be approved. However, the County Board of Commissioners determined there were sufficient concerns with the left turn lanes from CSAH 11 access. Supervisor Pflgebraar motioned to accept the County Board of Commissioner's determination to deny the CUP until such time as the CSAH 11 access can be addressed. Supervisor Leslie seconded. All were in favor.

e) Scott & Luan Carlson IUP For A Home Business In An Accessory Building: Warehouse Distributor Of Flexible Packaging Materials – No Retail -
PID# 10-109-1406 SEC 9, TWP 33, RANGE 27 5.00 acres

Supervisor Pflgebraar motioned to approve the IUP for a Home Business in an Accessory Building: Warehouse Distributor of Flexible Packaging Materials – No Retail, as recommended by the Planning Commission and approved by the County Board of Commissioners on 8/6/213 with the following conditions:

1. All business activities shall be conducted within the existing accessory structure (1,728 sq ft). If the accessory structure is to be expanded or used for non-business use (i.e. personal storage), a partition wall or similar divider must be used to separate business from nonbusiness use to identify compliance with this condition.
2. Days and hours of operations shall be Monday through Friday, 8:00 AM – 5:00 p.m.
3. There shall be no employees other than a member of the household residing on the premises.
4. There shall be no sandblasting, chemical/paint spraying, or similar use associated with the business.
5. There may be no more than one non-illuminated business sign totaling not more than 12 sq ft on the premises.
6. There shall be no commercial vehicles or trailers parked or stored on the property. There shall be no more than four semi-truck deliveries per month, excluding UPS deliveries.
7. All exterior lighting shall be directed away from the right-of-way, and any neighboring homes.
8. There shall be no hazardous waste stored on the property.
9. Any solid or liquid waste must be handled and disposed of according to any applicable County or State regulations.
10. 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.
11. This IUP is valid for Scott & Luan Carlson.
12. The building shall comply with the MN Building Code prior to the IUP being recorded.
13. The IUP shall expire with a change in ownership of the property, or as determined by the Planning Commission at the public hearing.
14. Excessive noise, glare, odors, traffic or other nuisances may be justification for the County to revoke or modify the terms of the Interim Use Permit.
15. No outside storage.

~~16. Sunset date of two years.~~

17. The findings in Section 18, Subd 6(4) have been made.

9/1/2015 County Board recommends approval of the request to amend existing IUP #50138 DOC # 776846 for a Home Business in an Accessory Building (Warehouse Distributor of flexible packaging materials – no retail) by eliminating the sunset date of 2 years (Condition #16) as recommended by the Planning Commission at the public hearing on August 20, 2015.

Supervisor Alfords seconded the motion. All were in favor.

f) Discussion of New Election Equipment Purchases, Ballot Scanners (Counters) – The Board had several questions regarding central ballot counters and the estimated cost of \$119,625. for them. The Board requested the clerk to get a description of the central counter scanner for absentee ballots. The Board also asked if there were additional funds being received by the County to purchase the equipment, such as a grant from the Secretary of State Office. The Board also questioned if the Township doesn't agree to pay for a percentage of the central ballot counter, would the half cost share of the County be reduced. Supervisor Aubol motioned to table action to the October 14 meeting. Supervisor Pflughhaar seconded. All were in favor. Clerk Hayes advised Sherburne County Auditor/Treasurer, Diane Arnold will be attending the Sherburne County Association of Townships Meeting on October 21 to answering questions and present the election equipment update information.

g) Other-Updates-Meetings/Office Computer update Plan/ DataSuccess, Kevin Thompson – Clerk Hayes advised she contacted Kevin Thompson to give the Township a quote on computer services to set up Symantec Endpoint Protection Small Business Edition.Cloud subscription to back up Township documents. Install corporate antivirus software and remove the freeware packages currently on the computers. Create a shared network folder on the Clerk's computer and clean and condense the files from the workstations. Clerk Hayes advised the Deputy Clerk has made contact with Windstream regarding the ability to increase the internet service speed. Internet speed can be increased from 3mg to 6mg. The Clerk's Office will work with Windstream to get the speed increased and a new router installed. Supervisor Aubol motioned to move forward with the computer and internet technology updates as outlined in the estimate. Supervisor Pflughhaar seconded. All were in favor. It was determined the Finance Committee would work with the Clerk's Office and Kevin Thompson if there are other issues to discuss or determinations to make during the update process.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Township Engineer, Ross Abel advised 201st Avenue restoration will be done early next week. The patching contract work will be done after the County Road 15 detour is removed. Treasurer Warneke advised the County will

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place reflectors, rather than the requested double arrow at the 201st Avenue/County Road 15 intersection.

Treasurer Warneke advised Attorney, Peter Tiede has prepared an easement document for a 226th Street drainage system through property address 18778-226th Avenue. The document has been sent to the owners of this property, Mark & Carol Nierman, for review. Cost estimates on the project are in process. A quote is coming tomorrow from Steinbrecker Construction.

Sherburne County has recommended the Ranch Road culverts be cleaned. The culverts are in good condition. John Norgren recommended using a backhoe with cable and claw to clean the 52" and 84" culverts.

CHAIRMAN'S REPORT – Chairman Hofer had nothing specific to report.

SUPERVISOR'S REPORT

1) Supervisor Leslie advised STS cleaned the wooded area on the left side of the entrance to the park. Another building foundation was located, and will need to be removed. This area is planned to be seeded and eventually have picnic tables on it.

TREASURERS REPORT

Treasurer Warneke advised the patching contract is the only 2015 improvement project contract left to pay.

ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pflighaar seconded. All were in favor. The motion carried. The meeting adjourned at 8:07 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman