



21960 COUNTY ROAD 5 • PO BOX 75 • BIG LAKE, MINNESOTA 55309

MONTHLY MEETING – WEDNESDAY DECEMBER 13, 2017

The Town of Big Lake Board of Supervisors met in regular session, on Wednesday December 13, 2017, at the Town of Big Lake Town Hall, located in the Big Lake Township, Lions Park Community Center, 21960 County Road 5, Big Lake Township, Sherburne County, State of Minnesota. The meeting was called to order by Chair Hofer and the Pledge of Allegiance was recited. Supervisors Bruce Aubol, Bob Hofer, Norm Leslie and Steve Pfliegaar, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Town Engineer Ross Abel, Fire Chief Paul Nemes, ISD 727 Superintendent Steve Westerberg and two (2) audience members were in attendance. Absent from the meeting were Supervisor Larry Alford and Deputy Clerk Jayme Swenson.

APPROVAL OF MEETING AGENDA

Motion/Second to accept Agenda as presented by: Leslie/Pfliegaar. All Supervisors approved. Motion Prevailed.

The meeting proceeded in accordance with the presented agenda.

APPROVAL OF CONSENT AGENDA

The consent agenda consisted of: Approval of Regular Monthly Board Meeting Minutes 11-08-17, Approve List of Claims & Payroll, Adopt Resolutions RES 2017-22 Quarterly Zoning Ordinances and 2017-23 Vision CUP, Bus sales as Accessory use.

Motion/Second to approve the Consent Agenda as presented by: Aubol/Pfliegaar. All Supervisors approved. Motion Prevailed.

FIRE DEPARTMENT UPDATE

Fire Chief Nemes updated the Board, reporting there were 22 calls in November and to date in December. Nine (9) in the City of Big Lake, eleven (11) in Big Lake Township, one (1) in Orrock Township and one (1) mutual aid call. Of those calls there were two (2) structural fire calls and six (6) roll over accidents. Required DoT checks of the trucks, ladder and SCBA equipment inspections were completed. Maintenance of the fire station occurred, as well. In November, members participated in cold water training along side of Sherburne County Sheriff's department. December training will consist of highway safety and cable tension barricades.

SHERIFF'S DEPARTMENT UPDATE

Commander Doran left the report with Clerk Kimberly-Maas. She read from the report the total calls for assistance in the Township were 254, for the months of mid-November through mid-December. The report will be on file in the Clerk's office.

OPEN FORUM

Rob Lind was present to speak to the Board about his proposal for land he owns in the Township. Rob is requesting a variance to Zoning Subdivision Ordinance 11, subd 1:2 (D), which states, "Subdivisions with twenty-three (23) lots or more shall have two or more accesses onto existing public roads or streets. When counting lots under this provision, all existing and proposed lots shall be counted". Rob was proposing the addition of four (4) additional residential lots on a street with one access to a public road, which already has 24 residential lots. The Board was given copies of the information, reviewed and discussed the proposal with Rob. The Board has concerns that there is only one access point to the lots. They looked at the possibility of accessing the area from the west and connecting it to Moonstone Hollow. The strip of land which is currently has an easement which allows

access to Rob Lind's home. Utilizing this as a second access would be a good solution to create a second access point to the area where future proposed lots will be located. No action needed as the topic will be on the January 13, 2018 agenda.

CLERK'S BUSINESS

ISD 727 IUP Amendment Request: Clerk Kimberly-Maas informed the Board there were only two items which were being requested for change. One was the remove the requirement to install curbing in the parking area and to be allowed to use a portable public addressing system during school sporting events. Superintendent Steve Westerberg was present to discuss the items. He told the Board the parking lot was gravel, there is a definite space between the parking area and the new fields. He said the School District would be willing to install some sort of barrier between the fields and the parking area, but the expense to install curbing would be about \$75,000. Steve also explained the District already uses a portable system for cross-country meets and use of one would be needed for future meets. Steve explained if there was a need for a permanent PA system or lighting is needed in the future, the District would apply for amendments to the IUP, at that time.

The Board comments on the IUP Amendment Application was there was no need for curbing around the gravel parking lot and the use of a portable PA system, for school athletic events should be allowed.

RES 2017-24 Designating 2018 Polling Locations: Brenda explained there was a change to the statutes which requires the Town to designate polling locations by December 31 each year, of the polling locations for the following year.

Motion/Second to adopt RES 2017-24 Resolution Designating 2018 Polling Locations by: Pflieger/Aubol. All Supervisors approved. Motion Prevailed.

Resolutions Amending Current JPA & OAA with City of Big Lake: Treasurer Warneke explained Committee members, Alfords, Aubol and himself met with City Committee members to create amendments to the current agreements. The amendments remove tax sharing and jurisdiction in areas east of 172nd Street and change the tax revenue sharing formula in the remaining shared tax areas to 35% to the Township and 65% to the City. The percentage of revenue sharing is roughly based on the levy rates of the Town and the City. The Township will no longer be billed for policing or administrative costs related to all the Joint Powers areas. The Fire Department will remain a 50:50 ownership and the funding of the library is not affected by the amendments. Lot sales within the joint land ownership, north of Hwy 10 will still be equally split (expenses and revenues). Additionally, there will be a committee to handle maintenance of shared roads - identifying necessary work, getting quotes and approving quotes.

RES 2017-25: Motion/Second to adopt Resolution RES 2017-25 Resolution Amending Original Town of Big Lake Resolution 96-11 and City of Big Lake Resolution 96-34, Regarding the Jointly Owned Big Lake Industrial Park East Phase I Property by: Leslie/Aubol. All Supervisors approved. Motion Prevailed.

Amend 1997 Joint Power Agreement: Motion/Second to Amend Original 1997 Joint Power Agreement by: Aubol/Leslie. All Supervisors approved. Motion Prevailed.

JOINT RESOLUTION RES 2017-05: Motion/Second to adopt JOINT RESOLUTION RES 2017-05 Resolution Amending Original Joint Resolution 2007-07 Joint Powers Agreement for the Development of the Big Lake Industrial Park East 38.4 Expansion Area by: Leslie/Aubol. All Supervisors approved. Motion Prevailed.

JOINT RESOLUTION RES 2017-06: Motion/Second to adopt JOINT RESOLUTION RES 2017-06 Resolution Amending Original Joint Resolution 92-03 as to Orderly Annexation by: Leslie/Aubol. All Supervisors approved. Motion Prevailed.

Resolution RES 2017-26 Establishing Division of Snow & Ice Control: Clerk Kimberly-Maas presented the Board with RES 2017-26. She explained the resolution which historically was passed, needed to be revised to reflect the changes made by the amended resolutions and agreements done above.

Motion/Second to adopt Resolution RES 2017-26 Resolution Establishing Division of Snow & Ice Control between the Town of Big Lake and the City of Big Lake by: Pflieger/Aubol. All Supervisors approved. Motion Prevailed.

Big Lake Fire Department Joint Powers Agreement: Clerk Kimberly-Maas informed the Board the Big Lake Fire Department Joint Powers Agreement had been approved by members of the Fire Board and submitted to both the Town and City lawyers for review. It is recommended the Board approve the presented JPA.

Motion/Second to approve Big Lake Fire Department Joint Powers between the Town of Big Lake and the City of Big Lake by: Pflgebraar/Aubol. All Supervisors approved. Motion Prevailed.

Big Lake Fire Department Fiscal Agent: Clerk Kimberly-Maas told the Board the Big Lake Fire Department Joint Powers Agreement names the Township, the Fiscal Agent for the Fire Department. She is recommending the Board adopt the Corporate Authorization Resolution naming Klein Bank as the depository for the Fire Department and naming the Chair, Vice-Chair, Clerk and Treasurer as authorized signors.

Motion/Second to adopt the Corporate Resolution as presented by: Aubol/Pflgebraar. All Supervisors approved. Motion Prevailed.

Annual Local Board of Appeal & Equalization Meeting: Clerk Kimberly-Maas announced the tentative date for the 2018 Local Board of Appeal & Equalization meeting as Thursday April 12, 2018 beginning at 9:00AM. There must be a quorum present to conduct the meeting and at least one of the Supervisors present must hold a current LBoAE certification. At present all Supervisors need to be re-certified. Certification training is done online and Brenda will register all Supervisors, for the class. Certification needs to be done by February 2018.

Call for Joint Community Meeting: Clerk Kimberly-Maas announced the Annual Joint Community Meeting to be held on Thursday January 18, 2018 at 6:00PM in the City's Council Chambers. Attendees are Big Lake Township, Orrock Township, City of Big Lake, Sherburne County and Big Lake Public Schools - ISD 727.

Township Branding - Logo/Sign & Website: Clerk Kimberly-Maas told the Board the new website launch will be on December 14, 2017. Once it is up and functioning, Scot Pflgebraar will meet with Brenda and Jayme to give them training to be able to update the site. As part of the Township's rebranding and marketing efforts, Brenda and Jayme had met with Charlie Gotzian for help with creating a logo and tagline. Supervisor Leslie had seen the logos and is requesting Board input. Two logos were presented and differ only with the shadow color on the tree. Discussion on which shadow was preferred and if the logo should be used or if only "Big Lake Township" was needed on the building. Brenda was asked to get quotes for a sign using the logo and only lettering. Brenda will request quotes and follow-up in January.

Motion/Second to adopt the presented logo with the green shadow as the official logo of Big Lake Township by: Aubol/Pflgebraar. All Supervisors approved. Motion Prevailed.

BLFDRA Dance – Fire Hall Use: Fire Fighter Matt Pantze was present to ask the Board for approval to use the Fire Hall, for the Big Lake Fire Department Relief Association Dance.

Motion/Second to allow the Big Lake Fire Department Relief Association use of the Fire Hall for their Annual Dance by: Leslie/Pflgebraar. All Supervisors approved. Motion Prevailed.

BOARD BUSINESS. UPDATES. COMMITTEE REPORTS

Supervisor Hofer had no updates for the Board.

Supervisor Aubol informed the Board the Quarterly Fire Board meeting will be held the following evening (12/14/2017) and Supervisor Pflgebraar will be unable to attend. Supervisor Leslie is alternate and will be at the meeting.

Supervisor Leslie announce the dog park is still being used a lot. The receiving area and small dog section will be done Spring of 2018.

Supervisor Pflgebraar attended the City of Big Lake EDA meeting and found out the Custom Turning project was cancelled, the EDA Action Plan was discussed, 2018 meeting calendar was released, the City of Big Lake issued 96 permits for single family, new construction homes in 2017 and the conversion of the former Klein Bank building to the funeral home is a \$235,000 project. The funeral home is expected to open January 2018.

ROADS

Town Engineer, Ross Abel informed the Board the Final Pay Applications approved were for the additional work on the Birch Lake project and ASTECH 2017 seal coating projects. Ross is waiting for Affidavits from these projects and stated the checks should be held until he receives them.

The pay application from Park Construction – overlay projects, was Partial #2. Final quantities are being calculated. The Final Pay Application will be sent when those numbers are calculated.

Ross presented the updated aerial map of the Big Lake Township Lions Park for Board comments/approval. Minor edits were requested. When completed the Town will have a couple of large maps printed for the outdoor display cases and some 8 ½ x 11” copies.

Ross also submitted a maintenance history map and database printout to Road Committee member, Ken Warneke.

Supervisor Aubol commented cartway improvements (County Rd 50 and 200th Ave.) were made, as part of the Sanford Solar Project.

Ken Warneke stated snow and ice control is occurring, on an as needed basis.

TREASURER BUSINESS

Treasurer Warneke informed the Board; the balances in the report include all road project pay applications, received to date. He reviewed the financial report. Governmental fund balance is \$1,294,869.00 and escrow funds balance of \$115,737.00 The Board had no concerns or questions on the Treasurer’s report. Motion/Second to approve the Treasurer’s report by: Pflieger/Leslie. All Supervisors approved. Motion Passed

ANNOUNCEMENTS

Clerk Kimberly-Maas announced: Affidavit of Candidacy Filing will run from January 2, 2018 – February 16, 2018. Interested parties may file in the Clerk’s office during normal business hours.

The Sherburne County Community Partner meeting will be held on Wednesday January 17, 2018, 2:30PM- 4:30PM at the Hideout Bar in Becker.

ADJOURNMENT

Motion/Second to adjourn the Wednesday December 13, 2017 Regular Meeting at 7:41PM by: Leslie/Aubol. All Supervisors Approved. Motion Passed.

Respectfully Submitted,
Brenda Kimberly-Maas, Town of Big Lake, Clerk

Accepted this 10th day of January 2018, by the Town of Big Lake Board of Supervisors.

Robert Hofer, Chairman

Attest: _____
Brenda Kimberly-Maas, Clerk