

CORINNA TOWNSHIP BOARD MEETING  
Tuesday, December 20, 2011, 7 p.m.  
Corinna Township Hall  
9801 Ireland Avenue NW, Annandale, MN

Unofficial Minutes

Present: Chairman John Dearing; Vice-Chairman Richard Naaktgeboren; Supervisor Chuck Carlson; Clerk/Treasurer Mary Barkley Brown; Deputy Clerk/Treasurer Jennifer Kemp.

Others in Attendance: Corinna Planning Commission Chair Charlotte Quiggle; Corinna Planning Commission Member Steve Huff.

6:30 p.m.: Performance Review of Planning Commission Members Quiggle and Huff

There was an "exit interview" between the town board members and planning commission members Quiggle and Huff, as Quiggle and Huff just completed their three-year terms. (They have both been reappointed to new three-year terms.) Huff and Quiggle both agreed that each Corinna Planning Commission member comes with a different perspective, different emphasis and different way of reasoning – and therefore they make a good mix of people to serve on the planning commission. Quiggle stated that some of the others bring up details that are not in her range of experience and that she brings up details that the other planning commission members might not consider from their perspective, as well. The town board thanked Quiggle and Huff for their service and thanked each of them for agreeing to serve another term.

Present: Chairman John Dearing; Vice-Chairman Richard Naaktgeboren; Supervisor Chuck Carlson; Clerk/Treasurer Mary Barkley Brown; Deputy Clerk/Treasurer Jennifer Kemp.

Others in Attendance: Corinna Planning Commission Chair Charlotte Quiggle; Corinna Township Attorney Tim Young; Melvin Dykhuizen; Roger Dykhuizen.

Meeting Call to Order and Pledge of Allegiance was at 7:00 p.m.

December 6, 2011 Town Board Meeting Minutes: A motion was made by Naaktgeboren, seconded by Carlson, to approve the December 6, 2011 Town Board Meeting Minutes. Motion carried unanimously.

Agenda for the December 20, 2011 Town Board Meeting: A motion was made by Naaktgeboren, seconded by Dearing, to approve the Agenda for the December 20, 2011 Town Board Meeting, with the following addition: Amendment Number 1 to the Joint Powers Agreement Between Wright County and Corinna Township as Executed by Wright County on December 28, 2010. Motion carried unanimously.

**Recommendations from the Planning Commission Meeting of 12/13/2011:**

**#1.**

**Original Application:** Subdivision of two approximate 40 acre parcels into three 20+ acre parcels.

**Applicant:** Melvin Dykhuizen et. al.

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**Planning Commission Recommendation:** The PC has recommended, based on the following findings of fact, that the application be approved as presented (to split the property into three 20+ acre parcels):

NOTE: The next step in the process of approval of a plat would require final plat approval. This requires that the applicant's surveyor provide a final plat in accordance with the requirements of state statute, the applicant provide a current title opinion to show clear title to the property, and other requirements related to final plats. The County Surveyor also is required to review the final plat and ultimately the County Board must approve the final plat.

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**Town Board direction was:** The Town Board can accept the recommendation of the Planning Commission/Board of Adjustment, render a modified decision on the application, or send the request back to the Planning

Commission/Board of Adjustment for further review if additional information is needed. If the decision is for approval or denial, findings of fact should be cited. NOTE: This application involves both a conditional use permit approval and a plat approval. The Township ordinance makes the Planning Commission the final authority on conditional use permits, but any plat approval needs to ultimately be approved by the Town Board. That is what the Town Board would be acting upon now – giving preliminary plat approval.

Melvin and Roger Dykhuizen addressed the town board. There was brief discussion.

A motion was made by Carlson, seconded by Naaktgeboren, to approve the split of two approximate 40 acre parcels into three 20+ acre parcels, citing the 10 Findings of Fact. Motion carried unanimously.

## #2.

**Original Application:** Zoning Ordinance amendment to Appendix A, Section 502.3-502.6 (Appeals and Board of Adjustment)

**Applicant:** Corinna Township

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**Planning Commission Recommendation:** The PC has recommended that the Township not make any additional, more restrictive, changes to its ordinance beyond what Wright County made in its ordinance amendment.

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**Town Board direction was:** If the Town Board agrees that no additional, more restrictive, changes to its ordinance are required, it need not take any action except perhaps a motion to acknowledge that its ordinance will now reflect the changes made by Wright County. Since the Township ordinance simply adopts the Wright County ordinance by reference (except where specific changes are noted), the only change will be to note the date of the most current Wright County ordinance in the table of contents.

A motion was made by Naaktgeboren, seconded by Carlson, to acknowledge that Corinna Township's Ordinance will now reflect the changes made by Wright County. Motion carried unanimously.

## #3.

**Original Application:** Zoning Ordinance amendment to Appendix A, Section 604.6 (5) (Entitlement Transfers)

**Applicant:** Corinna Township

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**Planning Commission Recommendation:** The PC has recommended that the Township not make any additional, more restrictive, changes to its ordinance beyond what Wright County made in its ordinance amendment.

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**Town Board direction was:** If the Town Board agrees that no additional, more restrictive, changes to its ordinance are required, it need not take any action except perhaps a motion to acknowledge that its ordinance will now reflect the changes made by Wright County. Since the Township ordinance simply adopts the Wright County ordinance by reference (except where specific changes are noted), the only change will be to note the date of the most current Wright County ordinance in the table of contents.

A motion was made by Naaktgeboren, seconded by Dearing, to acknowledge that Corinna Township's Ordinance will now reflect the changes made by Wright County. Motion carried unanimously.

Maintenance Men: Work order log; work orders # 48, 51, 61, 86; 107 were reviewed.

Maintenance Outlook Report: Reviewed.

Check Town Road Mileage: The Maintenance Men measured selected road mileage segments in the township to compare with Wright County road mileage calculations. Wright County's calculations were very close to Corinna Township's measurements. There were two roads segments that Wright County had missed on the map. Clerk Brown is to forward that information to the Wright County Highway Department.

Requests to be on the Agenda: None.

Other Business:

1. Planning Commission: Charlotte Quiggle, Chairman reported that the next Planning Commission Meeting is Tuesday, 1/10/12. Bishop's proposal and ordinance amendments will be among the items on the agenda.  
Resolution of Joint Powers Agreement with Wright County for 2012: Discuss temporary extension of 2011 Joint Powers Agreement with Wright County. See action taken immediately below.  
Amendment Number 1 to the Joint Powers Agreement Between Wright County and Corinna Township as Executed by Wright County on December 28, 2010: A motion was made by Carlson, seconded by Naaktgeboren, to approve the amendment. Motion carried unanimously.  
Next Corinna Planning Commission Meeting: Tuesday, 1/10/12, 7 p.m., Town Hall.  
Lawsuit entitled David and Susan Levi, Orv and Kathy Jonsrud, and Dave and Cheryl Wagner, Plaintiffs, v. Corinna Township and Cedar Acres Association, Inc., Defendants: The meeting was closed at 8:02 p.m. for the purpose of holding a special closed attorney-client meeting, pursuant to Minnesota Statutes section 13D.05, subd. 3(b), to discuss with the township's attorney the lawsuit pending in Wright County District Court entitled David and Susan Levi, Orv and Kathy Jonsrud, and Dave and Cheryl Wagner, Plaintiffs, v. Corinna Township and Cedar Acres Association, Inc., Defendants.  
The meeting was re-convened at 8:35 p.m., with agenda item "Other Business #1".  
A motion was made by Naaktgeboren, seconded by Carlson, to hire Kenneth H. Bayliss of the Quinlivan and Hughes, P.A. Law Firm, at the rate of \$200 per hour to defend the township in the lawsuit pending in Wright County District Court entitled David and Susan Levi, Orv and Kathy Jonsrud, and Dave and Cheryl Wagner, Plaintiffs, v. Corinna Township and Cedar Acres Association, Inc., Defendants. Motion carried unanimously. Lawsuit has been submitted to the township's insurance carrier for coverage of township's defense.  
Cedar Acres Association Inc. Letter of 12/12/2011 to Scott Anderson: Reviewed.  
MATIT Letter of 12/13/2011 to Corinna Township: Reviewed.  
Clearwater/Pleasant Regional Park: Tim Young letter of 9/8/2011 to Assistant Wright County Attorney Greg Kryzer, along with 8/29/2011 Draft Road Agreement sent to Kryzer with items 6 and 7 to ask for no cost sharing by the County, with all costs of road maintenance (Kramer and Lathrop) to be borne by Corinna Township; Kryzer letter of 10/6/2011 to Corinna Township Attorney; No action taken.
2. Robert Balogh, Jr. – 8611 Griffith Avenue NW: Balogh Stipulation; Young letters of 11/17/2011 to Balogh and TCF Corporation; Young letter of 11/29/2011 to Balogh; Carlson reported that the buildings have been torn down, refuse has been removed and the hole has been filled where the house stood.  
Olson - 11597 – 89<sup>th</sup> Street NW, Annandale: Corinna Letter of 8/24/2011 regarding junk violation; Olson response letter of 9/5/2011; Dearing reported that as of 9/28/2011 no work had been done; Corinna letter of 10/6/2011 to Oleson regarding status of clean up; Olson letter of 10/26/2011 to Corinna Township; Corinna letter of 10/27/2011 to Olsons; Corinna Letter of 11/18/2011 to Olsons; Dearing reported that most of the old vehicles had been removed and the fence had been repaired. There is still an old camper and a one-ton truck on the premises. The Olsons stated to Dearing that work will continue on the property.  
11001 108<sup>th</sup> Street NW: 6/13/2011 e-mail from Sean Riley to Corinna regarding sewer; No action taken.  
Gordon - 6400 – 102<sup>nd</sup> Street NW: Complaint received regarding new "dump" on or near Hanford Gordon property; 10/28/2011 E-mail and photos to Wright County Sheriff and Wright County Attorney Greg Kryzer regarding Hanford Gordon junk violation and Wright County response; Corinna Email of 11/28/2011 to Kryzer regarding status of violation; Kryzer letter of 11/28/2011 to Corinna; Gordon was scheduled for court on Dec. 20, 2011. Naaktgeboren reported that a large pile of refuse had been burned. There is still additional refuse and furniture on the premises.  
Thomas - 11017 Guildner: Corinna building Official Craig Schulz letters of 9/29/2011 and 10/24/2011 to Anthony Thomas regarding dilapidated property; 11/7/2011 Corinna letter to Thomas; Corinna Letter of 11/11/2011 to DNR Officer Brian Mies. Clerk Brown is to check to see if Thomas has contacted Building Official Craig Schulz.  
11209 107<sup>th</sup>: Junk and Building Code Violation Complaint was reviewed. Building Official Craig Schulz inspected the property. He found no building code issues. He said there was no evidence of rats. He

reported that the lawn had been mowed. John Dearing reported that he inspected the property. He did not see any junk violations.

11993 89<sup>th</sup>: Letter of 12/6/2011 regarding fish house in Right-of-Way; Maintenance Man Mark Miller had inspected the property on 12/19/2011 and reported that the fish house had been moved out of the Right-of-Way.

3. Auditor Molly Thompson: Adopt Two Required GASB #54 Policies; A motion was made by Naaktgeboren, seconded by Carlson, to approve Resolution #2011-19, a resolution to adopt the General Fund Balance Policy and Fund Balance Classification Policy. Motion carried unanimously.
4. Corinna Town Board Meeting Consent Agendas: A motion was made by Naaktgeboren, seconded by Carlson, to use a consent agenda for routine items, beginning on the first meeting of 2012. Motion carried unanimously.
5. Approval of Corinna Regular Meeting Dates in 2012: A motion was made by Naaktgeboren, seconded by Carlson, to approve the Regular Meeting Dates in 2012. Motion carried unanimously.
6. Employee Handbook revised 12/20/11: A motion was made by Carlson, seconded by Naaktgeboren, to approve the revised Employee Handbook. Motion carried unanimously.
7. Filing Notice Corinna Township: Reviewed. The filing period for one Township Supervisor position (for three years) is from 1/3/2012 to 1/17/2012 at 5:00 p.m. Filing fee is \$2.00.
8. Wright County Township Officer Association: Quarterly Meeting 1/5/ 12 and Minutes from 10/6/11; Reviewed.
9. CGI Contract for 2012: A motion was made by Naaktgeboren, seconded by Carlson, to approve the CGI contract for 2012. Motion carried unanimously.
10. Township Records Retention Policy revised 12/20/11: A motion was made by Carlson, seconded by Dearing, to approve the revised Township Records Retention Policy. Motion carried unanimously.
11. Data Practices Policy revised 12/20/11: A motion was made by Carlson, seconded by Naaktgeboren, to approve the revised Data Practices Policy. Motion carried unanimously.

Any Other Business That May Come Before the Board: None.

Payment of Claims: Motion by Carlson, seconded by Naaktgeboren, to approve Direct Deposit Payroll Checks # 310 through 313; EFT 2011-79 through EFT 2011-81, Check #17588 through Check #17605; Check # 17607 through Check # 17609; in the amount of \$39,960.01. Motion carried unanimously.

With no further business to come before the board, a motion was made by Naaktgeboren, seconded by Carlson, to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 9:30 p.m.

Respectfully submitted,

January 3, 2012

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Mary Barkley Brown, Clerk/Treasurer

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John Dearing, Chairman