

Monthly Board Meeting  
Minutes  
December 14, 2011

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

On Wednesday, December 14, 2011, 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 9 people in the audience at the start of the meeting, which included four students from the Zimmerman High School government class. Roll call was taken by the Chairman.

Board Members Present:     Bob Hofer, Chairman  
                                  Norm Leslie, Supervisor  
                                  Mike Hayes, Supervisor  
                                  Jim Stahlmann, Supervisor  
                                  Ken Warneke, Treasurer  
                                  Laura Hayes, Clerk  
                                  Kristie Woolard, Deputy Clerk

Board Members Absent:     Larry Alfords, 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 agenda. Supervisor Hayes seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

Supervisor Stahlmann motioned to approve consent agenda items: a) Approval of Minutes: Regular Monthly Board Meeting 11-9-11. b) Approve Letter of Congratulations to Big Lake Fireman, Dan Irish & Ryan Hanson. c) Call the Annual Joint Meeting of the City of Big Lake, Town of Big Lake, Orrock Township, ISD 727 and Sherburne County Board of Commissioners for Tues. 1-17-12 at the City of Big Lake Council Chambers. d) Accept the Final Warranty Inspection of the 2010 Road Improvements & Release any bonds & Securities held by the Township. e) Approve List of Claims (Disbursement List will be Received at Meeting). f) Approve to pay balance of 2011 bills received after 12-14-11 meeting prior to Dec. 31, 2011. Supervisor Hayes seconded. Each Supervisor abstained from approval of their payroll claim. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All were in favor. The motion carried.

**OPEN FORUM**

Sherburne County Sheriff's Deputy, Captain Steve Doran appeared before the Board. He provided a statistics report to the Board. There were no specific items for discussion.

## **BUSINESS FROM THE CLERK**

a) Richard Helms, Township Representative to New River Medical Center (NRMC) – Re: 11/23/11 Letter from NRMC Board Chairman to Township – Richard Helms referenced the 11/23/11 letter during his comments to the Board. He expressed several personal concerns regarding the transition to a 501c3 not-for-profit organization. Supervisor Hayes inquired about the status of taxing authority. Supervisor Stahlmann advised NRMC will have a governing board for one year and those members will choose the membership of the 501c3 Board. Richard Helms advised only the elected Hospital Board has taxing authority. He further noted the hospital district couldn't be dissolved before the general obligation bonds are paid, which will not be until 2016.

b) Mark & Heidi Olson/46' Variance in Setback from the Elk River for Home Addition – Heidi Olson advised it is her goal to operate an adult daycare for 6 to 8 elderly adults in her home. She is a licensed registered nurse (RN). Mark Olson made available to the Board information regarding the addition onto the home. It was noted by Heidi Olson that the setback of the house was compliant when the house was built; however, zoning rules have since changed making the property and setback non-conforming. It was noted the addition will not be any closer to the river than the existing structure. Supervisor Leslie motioned to recommend approval for a 46' variance in setback from the Elk River for an addition on the existing house. Supervisor Stahlmann seconded. All present were in favor. The motion carried.

c) American Bank of the North / 2-Year Extension of the Res. Prelim. Plat of Knick Knack Knoll – Clerk Hayes presented the request for a 2-year preliminary plat extension of "Knick Knack Knoll" consisting of 11 lots located within the Outlots A & B. The preliminary plat was approved in December 2005. A 2-year extension was approved in 2007 and in 2009. There are approximately 55 lots available in the first phase of Knick Knack Knoll, and therefore it isn't necessary to move into this phase. Supervisor Hayes motioned to recommend approval of the 2-year preliminary plat extension. Supervisor Leslie seconded. All present were in favor. The motion carried.

d) Weekend/Evening Dog Catcher Discussion – Clerk Hayes advised in October the Sherburne County Sheriff's Office advised the weekend/evening dog catcher used by Big Lake Township and several communities had retired. The Sheriff's Department has since forwarded contact information for Craig Hilburn of Princeton as a possible after hours dog catcher. Craig Hilburn currently works for Baldwin and Livonia Townships. He has requested a fee schedule, description of duties, specific hours, a written contract with the Township and \$50. per call. Currently the Township pays the weekday/daytime dogcatcher, located in Monticello, \$45. per call which includes mileage and vehicle. There was discussion. Supervisor Stahlmann motioned to approve contracting with Craig Hilburn for evening/weekend dog catching at a rate of \$50. per call with a written contract which includes an exit strategy for both parties. The length of the contract will be negotiated with him. Supervisor Hayes seconded. All present were in favor. The motion carried.

-Clerk Hayes advised Tri-County Humane Society has offered an animal housing agreement to the Township. This is for housing only, not dog catching. No action was taken.

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

### **TOWN ROADS**

1) Street Sign Retro-Reflectivity Policy – Treasurer Warneke presented the Sign Inventory, Retro-Reflectivity Compliance Evaluation and Replacement Policy required by the State to be adopted by January 2012. Supervisor Stahlmann motioned to adopt the policy as presented. Supervisor Leslie seconded. All present were in favor. The motion carried.

2) Other-Updates-Meetings – Treasurer Warneke advised the Road Committee is working on a plan of how to label houses with shared driveways beyond the main driveway entrance. He noted homeowner's need to plan to purchase an additional sign to place at the split. The Road Committee will draft an amendment to the sign ordinance to be adopted by the Board.

### **CHAIRMAN'S REPORT**

1) Other-Updates-Meetings –Chairman Hofer advised he had nothing to report at this time.

### **SUPERVISOR'S REPORTS**

1) MAT Conference Review – Supervisor Hayes advised he attended the MAT annual Conference with Chairman Hofer, Treasurer Warneke and Clerk Hayes. Supervisor Hayes provided a list of highlighted information from the Conference for all Board Members to review.

2) EDA Update – Supervisor Stahlmann advised all projects reviewed during the meeting are located within the City of Big Lake.

3) Other-Updates-Meetings – Supervisor Hayes advised ridership is up 1.4% with special events. Without special events ridership has increased 13.4% from October 2010 to October 2011. Free rides to the Holidazzle parade will be offered on December 10<sup>th</sup> and 17<sup>th</sup>. The train on the 10<sup>th</sup> left Big Lake full and buses were used to pick up riders at the other stations to bring them to the parade. Periodically, the NCDA offers coupons on the NCDA Facebook page.

Monthly Board Meeting  
December 14, 2011  
Page 4

### **BUSINESS FROM THE TREASURER**

a) Monthly Report – Treasurer Warneke reviewed the cash balance statement. Total government funds are \$2,302,468.71 and total escrow funds are \$38,879.75 for a total of \$2,341,348.46. Treasurer Warneke briefly reviewed the 101, 102, 103 and 402 funds. Supervisor Stahlmann motioned to approve the Treasurer's Report. Supervisor Leslie seconded. All Present were in favor. The motion carried.

### **ADJOURNMENT**

A motion was made by Supervisor Hayes to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting adjourned at 7:55 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman