

Re-Organizational Meeting  
Minutes  
March 23, 2016

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

On Wednesday, March 23, 2016, 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.

Chairman Hofer called the meeting to order at 7:41 p.m. There were 2 people in the audience at the start of the meeting. Roll call was taken by the chairperson.

Board Members Present:

Bob Hofer, Chairman
Norm Leslie, Supervisor
Steve Pflieghaar, Supervisor
Bruce Aubol, Supervisor
Ken Warneke, Treasurer
Laura Hayes, Clerk
Samantha Peterson, Deputy Clerk

Board Members Absent:                    Larry Alford, Supervisor

Supervisor Pflieghaar motioned to approve the Annual Reorganizational Meeting agenda as presented. Supervisor Leslie seconded. All present voted in favor.

**Appointment of Chairperson and Vice-Chairperson**

Supervisor Pflieghaar motioned to appoint Supervisor Hofer as Chairperson. Supervisor Aubol motioned to close the nominations and seconded. Supervisors Aubol, Leslie and Pflieghaar voted in favor. Supervisor Hofer abstained. The motion carried.

Supervisor Leslie motioned to appoint Supervisor Aubol Vice-Chairperson. Supervisor Pflieghaar motioned to close the nominations and seconded. All present voted in favor.

**Appointment of Clerk and Treasurer**

Supervisor Aubol motioned to appoint Laura Hayes as Clerk of the Town of Big Lake; and, to appoint Ken Warneke as Treasurer of the Town of Big Lake. Supervisor Pflieghaar seconded. All present voted in favor.

**Set the Hourly Wage for the Treasurer, Clerk, Deputy Clerk and Supervisors**

Chairman Hofer advised the current Clerk & Treasurer’s hourly wages are \$22.28 per hour; and, Supervisors are paid \$19. per hour. He advised the Clerk and Treasurer’s wages are proposed to be \$24.14 per hour and no change to the Supervisor’s wage. Supervisor Aubol seconded. All present voted in favor.

Clerk Hayes advised Deputy Clerk Samantha Peterson has received 30, 60 and 90 day reviews with a pay increase to \$13.00 at 90 days. The next review and pay increase consideration will occur after election training is taken this early summer.

### **Set the Meeting Rate for the Treasurer, Clerk, Deputy Clerk and Supervisors**

Supervisor Leslie motioned to keep the meeting rate of \$90. Supervisor Pflughhaar seconded. All present voted in favor.

### **Establishment of Monthly Board Meetings: Dates, Times and Places; Legal Holidays Observed**

Supervisor Aubol motioned to approve the official meeting dates. Copy attached. Supervisor Leslie seconded. All present were in favor.

The official meeting schedule will be published in the Legal Newspaper and posted.

### **Establishment of Rules for the Conduct of all Board Meetings**

Supervisor Aubol motioned to continue to use its current format based on Robert's Rules of Order for the conduct of Big Lake Town Board Meetings. Supervisor Pflughhaar seconded. All present were in favor.

### **Establishment of Depository of all Town Funds**

Treasurer Warneke advised the current Town Depositories are: First National Bank of Elk River for the checking account which is the account used for Township disbursements; and, deposits. KleinBank for deposits and checking. The Township added participation in the 3M fund last year. Supervisor Aubol motioned to approve the depositories as listed; and, grant the Town Treasurer final authority to designate depositories that may be necessary. Supervisor Leslie seconded. All present were in favor.

### **Establishment of Legal Posting Location**

Supervisor Pflughhaar motioned to continue to use the Town Hall vestibule bulletin board as the legal posting location. Supervisor Aubol seconded. All present were in favor.

### **Selection of Official Newspaper for All Legal and Public Notices**

Supervisor Pflughhaar motioned to specify the West Sherburne Tribune as the official newspaper. Supervisor Aubol seconded. All present were in favor.

### **Designation of Legal Counsel**

Supervisor Leslie motioned to hire attorneys as needed according to area of specialty, as determined by the legal committee with Attorney Peter Tiede as the main attorney of counsel. Supervisor Pflughhaar seconded. All present were in favor.

### **Gopher Bounty for 2016-2017**

Supervisor Aubol motioned to continue the gopher bounty at \$2.00 per pair. Supervisor Pfliegerhaa seconded. All present were in favor.

### **Review Township General Fee Schedule**

Clerk Hayes advised the fee schedule consists of developers escrow fees, building rental rates, and fees for document copies. At this time it is not recommended that the fee schedule be changed. Clerk Hayes advised developer's owing additional engineering fees must pay those fees prior to the Town Chairman and Clerk signing the mylars. Supervisor Pfliegerhaa motioned no change to the current fee schedule. Supervisor Aubol seconded. All present were in favor.

### **Confirm Mileage Reimbursement at Current Federal Rate for Car Expenses**

The mileage reimbursement is to be the maximum rate allowed by the IRS, as adjusted from time to time. (federal rate of \$.54 per mile as of 1-1-16).

### **Resolutions Authorizing Contract with Interested Officers Under M.S. § 471.88 Subd. 5**

Clerk Hayes advised the Resolutions Authorizing Contract with Interested Officers authorizes Board Members to do a job, in a limited capacity, that the Township normally hires a contractor to handle. Supervisor Pfliegerhaa motioned to adopt Resolutions 2016-05, 2016-06, 2016-07, 2016-08, 2016-09. Supervisor Aubol seconded. All present were in favor.

### **Set the compensation for Election Judges**

Clerk Hayes recommended making no changes to the Head Election Judge wage of \$12.50 per hour; and, the election judge wage of \$10.00 per hour. She advised that after training is taken this summer; and, if there is difficulty hiring judges at these rates, she would bring this back to the Board for a pay increase consideration. Supervisor Aubol motioned to adopt the wage recommendation for election judges. Supervisor Pfliegerhaa seconded. All present were in favor.

### **Appointment of Board Members to the following Committees**

Supervisor Aubol noted #11 needs to be corrected to Bruce Aubol as representative and John Norgren as alternate. Supervisor Aubol motioned to adopt the list of 14 working committees and members with this change. Supervisor Pfliegerhaa seconded. All present were in favor. Copy attached.

### **Last Call for Business for the Reorganizational Board Meeting**

There was no additional business presented.

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**Adjournment**

A motion was made by Supervisor Pflieger to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman