

Monthly Board Meeting
Minutes
February 25, 2015

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

On Wednesday, February 25, 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 6 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

Board Members Present: Bob Hofer, Chairman
 Norm Leslie, Supervisor
 Bruce Aubol, Supervisor
 Steve Pflieghaar, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 LaDonna Hensel, 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 as presented. Supervisor Aubol seconded. All were in favor. The motion carried.

Supervisor Aubol motioned to approve consent agenda items. The consent agenda consisted of: a) Approve Resolution 2015-04 Accepting Donations to the Big Lake Fire Department. b) Approve Big Lake Fire Relief Association to use Big Lake Fire Hall for Chili Feed Saturday, March 21, 2015 3 p.m. to 7 p.m. c) Approve Big Lake Fire Relief Association Pension Benefit Increase of \$400. d) Approve List of Claims & Payroll. Supervisor Leslie seconded. All present were in favor.

BUSINESS FROM THE CLERK

a) Amy Bodine, Big Lake Ambassador’s Program/Parade Float Storage – Amy Bodine appeared before the Board to inquire if additional items used with the parade float could also be stored with the float. She has received the use/storage agreement for the float. It would be best to keep all of the supplies together in one area. A list of those items will be provided to the Town Clerk. She also inquired if the group would be allowed to do minor construction projects in the driveway area connected for float preparations. A list of people approved to have access to the building will be given to the Clerk’s Office for the issuance of a key each time it is accessed. No keys will be issued to individuals to be kept. April 1st will be the move in date.

b) Greg Sheely, lot 3, Block 1 Thelens Territory – Pond Construction Request in Drainage & Utility Easement – Greg Sheely appeared before the Board with a request to construct a small pond within the drainage and utility easement that covers a wetland at the rear of his lot. The Township Engineer, Ross Abel reviewed the request and presented a review letter noting several concerns focusing on Mr. Sheely's request to alter/change an area located within the dedicated drainage and utility easement, which is under the Township's control and management. The actual construction of the pond and its design within a wetland basin is being reviewed by Sherburne County Planning and Zoning Administration Environment Department, Lynn Waytashek, and includes reviews by all applicable local, state and federal jurisdictions having review authority in this matter. Ross Abel further advised that allowing residents to construct permanent drainage features within a public drainage and utility easement is not recommended; noting the Town of Big Lake has obligations and responsibilities to regulate and control what activities and improvements are allowed to take place within the dedicated drainage and utility easement. Permitting this activity within the drainage and utility easement jeopardizes that control and authority and introduces liability concerns for the protection of the wetland and health and welfare of the public. Ross Abel concluded by recommending the pond be moved outside of the drainage and utility easement; and, the Township should not allow the construction of a private pond by a property owner within a publically dedicated drainage and utility easement. Chairman Hofer recommended the Township wait to submit comments on the plan until it has gone through the County TEP review. It was further noted that the Township doesn't have a policy on allowing constructions in the drainage and utility easement and reviews these requests on a case by case basis. Supervisor Aubol motioned to table any action until further information and direction is requested by the County and/or state government entities. Supervisor Pflughhaar seconded. All present were in favor.

c) Township Attorney, Practice Change (Moving into own Practice Ownership) – Township Attorney, Peter Tiede has advised that he and a partner have started their own law firm. He has advised it is a very cooperative split in which they are taking the whole commercial department, and the litigation side of the firm is staying back. Each partnership is keeping their area of specialty. In order for Peter Tiede to do the Town's work, a signed release letter needs to be signed and sent to Murnane Brandt. Supervisor Aubol motioned to transfer the Township's business and records with Peter Tiede. Supervisor Pflughhaar seconded. All present were in favor.

d) Other-Updates-Meetings – Clerk Hayes distributed a shift sign-up sheet for the Township booth at the March 1, 2015 Big Lake Business Expo.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings –The road committee had nothing to report at this time.

CHAIRMAN'S REPORT

Chairman Hofer advised he had nothing to report at this time.

SUPERVISOR'S REPORT

Other-Updates-Meetings – Supervisor Leslie advised he attended the recent Safe Routes To School (SRTS) meeting. The proposals for routes include a sidewalk on the East side of County Road 5; and, on 205th Avenue from Liberty Elementary East to 172nd Street for a length of 1.5 miles. Currently, there is bussing provided for the 205th Avenue route.

-Supervisor Leslie advised Rob Viera, Buell Consulting, Inc. for Verizon is requesting definitive confirmation that the Township is fully aware of Verizon's proposed lease area/tower location; and, won't encroach/build anything w/in the lease area. The Board reviewed the site survey and unanimously agreed it is correctly depicting lease area/tower location and there will be no encroachments.

BUSINESS FROM THE TREASURER

a) Monthly Report & 2015 Budget Proposal –Treasurer Warneke advised 99.1% of the 2012, 2013 & 2014 levies have been collected. Treasurer Warneke advised there have been several issued noted with the new CTAS Version 8 which will hopefully be corrected soon. He reviewed the 100 & 202 funds. Total 2015 receipts are \$105,862.28 and 2015 disbursements are \$261,626.12.

- Treasurer Warneke reviewed the proposed 2015 budget summary.

<u>Fund</u>	<u>Receipts</u>	<u>Expenditures</u>
General Fund	\$242,800.	\$291,500.
Road	\$488,000.	\$679,500.
Big Lake Fire	\$170,000.	\$154,000.
Bailey Cemetery	\$ -----	\$ 4,000.
Elk River Fire	\$ 16,000.	\$ 25,000.
Fire Debt Svc	\$ 61,000.	\$ 55,000.
Ind. Park Debt Svc	\$ 57,000.	\$ 53,000.
B.L. Fire Capital	\$ 95,000.	\$ 35,000.
Econ. Development	\$ 63,000.	\$ 49,000.
General Capital	\$ 28,000.	\$ 85,000.
Aspen Hills Sp. Asses.	<u>\$ 10,000.</u>	\$ -----

Supervisor Leslie motioned to approve the Treasurer's Report and 2015 Budget Proposal. Supervisor Aubol seconded. All present were in favor.

BOARD OF AUDIT FOR YEAR ENDING 12-31-2014

Treasurer Warneke advised that Clerk Hayes processes all claims on the computerized CTAS record keeping system, processes the payroll, quarterly reports and any other tax forms required. The Deputy Clerk enters the disbursements and receipts in the Treasurer's CTAS record keeping system. Treasurer Warneke handles investments, banking, check reconciliation, and transferring of funds.

Treasurer Warneke advised the Board he had verified that the Clerk's record and Treasurer's record agree for the year 2014 with the bank statements. Treasurer Warneke directed the Board in a thorough review of the bank statements; cash balance statements for each fund, interim financial reports for each of the government funds, current investments and sold investments, pledged securities as part of the collateral for deposits, statement of orders issued, interest allocation and the top 10 vendors. He verified that collateral was at or above the amounts needed for various accounts. The Board was satisfied that the Clerk and Treasurer records balance with each other and the Township's various banking institutions. It was noted that the monthly review of claims and list of receipts the Board receives is considered a Board of Audit. The ending balance for the year for all funds was \$1,517,009.51. Supervisor Leslie motioned to approve the Town Clerk and Treasurer records as presented for the year ending 12-31-14. Supervisor Aubol seconded. All present were in favor. The Board Members present signed the Statement of Examination and Audit on the 12-31-2014 Cash Balance Statement. The Finance Committee will make a levy recommendation at the Annual Town Meeting of the amount necessary to meet the current and other authorized expenditures for the next year.

ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Aubol seconded. All were in favor. The motion carried. The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman