

Second Monthly Board Meeting
Minutes
February 26, 2014

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

On Wednesday, February 26, 2014 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 7:00 p.m. There were 6 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
Bruce Aubol, Supervisor
Steve Pfliegaar, Supervisor
Ken Warneke, Treasurer
Laura Hayes, Clerk
LaDonna Braun, 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 Second Monthly Meeting agenda as presented. Supervisor Aubol seconded. All present were in favor. The meeting proceeded in accordance with the agenda as presented.

Supervisor Leslie motioned to approve the consent agenda items a)) Adopt Resolution 2014-04 Accepting Donations to the Big Lake Fire Department. b) Approve List of Claims & Payroll. Supervisor Pfliegaar seconded. All present were in favor.

BUSINESS FROM THE CLERK

a) Sherburne County Sheriff, Joel Brott/2013 Annual Report – Sherburne County Sheriff, Joel Brott presented the 2013 Annual Report. He advised calls were up slightly from 2012 with a total of 2,449. Calls to respond to assaults, burglaries and DUI's were down from 2012.

b) SWCD Water Resource Specialist, Tiffany Determan/2014 Water Quality Initiative Update – Water Resource Specialist Tiffany Determan presented the report outlining two water quality priorities in Big Lake Township: the Birch Lake initiative and the Elk River and

Tributaries initiative. The Sherburne Soil & Water Conservation District is offering free stormwater
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assessments, money to help pay for the installation of shoreline buffers and stormwater reduction in priority areas, and water quality monitoring at targeted wetland outlets and drainage systems. A \$60,000. Clean Water Fund Grant will be used to provide pasture and manure management education and water testing in an effort to reduce bacteria in the river. The Elk River will be monitored at County Road 5 for E. coli.

c) Big Lake City Administrator, Todd Bodem/Proposal to Have City of Big Lake Provide Building Inspection Services – Big Lake City Administrator, Todd Bodem appeared before the Board to propose a partnership with the Township in which the City of Big Lake would provide building permit and inspection services to Big Lake Township. Administrator Bodem noted that one of the benefits of this would be a cost split in which a majority of the fees collected would go to the City to cover expenses in managing and providing the building inspection services and the Township would get a portion of the fees in return. Currently, the Township has no costs or revenues associated with building permits and inspections. All calls to the Township for building questions, permits and inspections are forwarded directly to the County to be handled. Treasurer Warneke advised that since the Township has adopted the County Zoning Ordinances, removing one specific service from the Joint Powers Agreement for services could be a problem. No action was taken by the Board at this time.

d) Other-Updates-Meetings –

Sherburne County EDA Update – Clerk Hayes advised Sherburne County has hired Springsted Incorporated to assist the County in developing a Countywide Economic Development Strategic Plan. The plan will assist in providing direction to County staff, and helps avoid duplication of economic development and business retention work being done by city and township staff and chambers of commerce. The first meeting with Springsted staff is scheduled for March 17th, 2014 at 1:00 pm in the Sherburne County Board Room.

MAT Spring Short Course – Clerk Hayes advised registration for this is available onsite. It is a good training course for any new Clerks, Deputy Clerks, Treasurers or Board Members.

Northstar Update – Clerk Hayes advised she received a call from Sherburne County Commissioner, Ewald Petersen regarding restructuring of the Northstar Committee. Due to the size of the committee, it is difficult to reach a quorum. Therefore, the NCDA is recommending several seats be eliminated. Commission Petersen recommends that Big Lake Township option out of the committee. Currently, the Township doesn't meet the requirements for a representative. Representatives to the NCDA must be elected officials. John Norgren has been serving as Big Lake Township's representative for a while. Commissioner Petersen will supply a resolution to the Township for optioning out of the NCDA.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

Treasurer Warneke advised there has been a lot of snowplowing. Snowplowing costs as of 12/31/2013 were \$163,000. 172nd Street South of 19281 to County Road 14 was closed
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Saturday, February 22 until Monday, February 24; when it was opened with a bulldozer and loader. It continues to drift to nearly impassable conditions. 200th Street off County Road 17 has also been closed for several days due to drifting snow. Costs for snow removal have been significantly higher than budgeted and therefore, spring road construction budgets will be reduced to cover the additional expenses.

CHAIRMAN'S REPORT

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

SUPERVISOR'S REPORT

Supervisor Aubol advised the Community Education Meeting had been cancelled due to a lack of agenda items.

Supervisor Leslie advised the Business Retention and Expansion Committee met with the owners of MPI regarding their business needs. They are considering the former stone company building in Industrial Park East. They currently have 30 employees and are in need of a larger building. MPI manufactures parts for various AR-15 platforms.

BUSINESS FROM THE TREASURER

BOARD OF AUDIT FOR YEAR ENDING 12-31-2013

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 2013 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 \$1,782,246.51. Supervisor Leslie motioned to approve the Town Clerk and Treasurer records as presented for the year ending 12-31-13. Supervisor Aubol seconded. All present were in favor. The Board Members present signed the Statement of Examination and Audit on the 12-31-2013 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.

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OTHER BUSINESS FROM THE BOARD

There was brief discussion regarding the presentation by City Administrator, Todd Bodem regarding building permit and inspection services from the City of Big Lake. Supervisor Pflughhaar motioned to continue to use the services of the Sherburne County Planning and Zoning Office. Supervisor Aubol seconded. All present were in favor.

ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pflughhaar seconded. All present were in favor. The motion carried. The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert L. Hofer, Chairman