

Monthly Board Meeting  
Minutes  
February 8, 2012

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

On Wednesday, February 8, 2012, 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 3 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  
                                      Jim Stahlmann, Supervisor  
                                      Mike Hayes, 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 as presented. Supervisor Hayes seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as amended.

Supervisor Stahlmann motioned to approve consent agenda items: a) Approval of Minutes: Regular Monthly Board Meeting 1-11-12; and, Second Monthly Board Meeting 1-25-12. b) Call Local Board of Appeal & Equalization for Tuesday, April 3, 2012 at 9:00 a.m. at Big lake Town Hall. c) Acknowledge increased “Fees for Services” rates for 2013 Assessments by County Assessor’s Office. d) Approve Appointment of Seth Hanson as Captain to Big Lake Big Lake Fire Department. e) Approve List of 79 Claims totaling \$74,445.40 (Disbursement List will be Received at Meeting). Supervisor Hayes seconded. Each Supervisor abstained from approval of their payroll claim. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All present were in favor. The motion carried.

**BUSINESS FROM THE CLERK**

a) Marshall Weems / Cherrywood Advanced Living – Marshall Weems appeared before the Board to introduce himself and the Cherrywood Advanced Living facility currently under construction in the City of Big Lake. Cherrywood is a 20-unit facility offering long-term, intense care. It is a new model of care designed to offer residential living rather than nursing home care; however, skilled nursing care is available on site. The staffing of the

facility is determined by the residents needs. Cherrywood is prepared to offer LPN and RN positions as needed; and, will have Universal Workers who are certified nursing assistants, home health aid certified and prescription drug administration certified. There will also be a House Manager on site. May 31, 2012 is the tentative grand opening date.

b) City of Big Lake Rail Park Bonding Bill Discussion – Raeanne Danielowski, Big Lake City Council Member appeared before the Board to discuss a \$2.9 million dollar bonding bill to construct a rail spur and related infrastructure, authored by Representative Mary Kiffmeyer. The spur would run parallel to the existing tracks, on the north side, from approximately 172<sup>nd</sup> Street in Marketplace SE to County Road 15. This would provide 10,400 lineal feet of rail spur. The City of Big Lake has discussed the rail spur and bond proposal with County Administrator Brian Bensen and Assistant Administrator Luci Botzeck; and, it was recommended that a lobbyist be hired to better position the City to receive this funding. The City of Big Lake approved hiring a lobbyist at a cost of \$5,000. per month not to exceed \$15,000. Council member Danielowski inquired if the Township would be interested in helping with the cost of a lobbyist because part of the proposed rail spur is located in the 1992 Orderly Annexation Area. The cost to construct 10,400 feet of rail spur, install two switches and US Hwy 10 bridge modifications total \$4 million dollars. Chairman Hofer acknowledged there seemed to be a lot of interest in rail park if the infrastructure was there; however, there is not a lot of interest in privately installing. Supervisor Hayes inquired if the City had any plans at this time for raising the difference of \$1.1 million; further inquiring if the City would come back to the Township to ask for financial participation for that. Supervisor Hayes noted that he agreed that hiring a lobbyist is what needs to be done to get serious consideration from the legislature. However, he inquired if the City and Township should proceed or if the EDA should have a letter of intent from at least two interests in rail spur access. Supervisor Leslie questioned the idea of constructing a spur and relying on hope that interested parties will come. Supervisor Hayes noted that there are many facets to the project that need to be in line and plans must be well thought through. Chairman Hofer noted that Marketplace and adjoining property real estate market has been stagnant for some time; and, that the cost of a lobbyist compared to the cost of the project is a small portion. Council Member Danielowski advised the bond proposal will be presented at a committee hearing on February 14, 2012. Supervisor Leslie also agreed that a lobbyist is most likely necessary and that rail access may be the incentive to sell some lots. Supervisor Stahlmann expressed several concerns including: A lack of developer's "skin-in-game"; and, that Burlington Northern Santa Fe (BNSF) has no financial participation in project, yet they would benefit financially from the rail spur. Supervisor Stahlmann stated his personal frustration with the schedule of annexations. With the City's decision to eliminate the position of EDA Director, and now the need to hire a lobbyist; and, the fact that Representative Kiffmeyer is in the majority party, and yet a lobbyist is needed to keep focus on the proposal. Supervisor Hayes advised that the portion of property that will be serviced is only partially in the shared taxing district, approximately 30%. Supervisor Hayes motioned to contribute \$1,500. per month, not to exceed \$4,500, to hire a lobbyist in order to better position ourselves to receive this funding. Chairman Hofer, Supervisor Leslie, Supervisor Hayes voted in favor. Supervisor Stahlmann was opposed. The motion carried.

## TOWN ROADS

1) Other-Updates-Meetings – Treasurer Warneke advised the Township Engineer is preparing a bid packet for the 218<sup>th</sup> Avenue Road Improvement Project. Chairman Hofer advised he has been working on sign inventory. Treasurer Warneke advised two pallets of a competitors crackfill material has been purchased. The material is slightly less expensive than what is currently used and will be used to compare longevity and ease of application.

## CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised the County Park Committee met. Items discussed included the naming of the new County Park. Six proposed names were chosen to go onto the County Board for consideration.

## SUPERVISOR'S REPORTS

1) Other-Updates-Meetings – Supervisor Stahlmann advised the EDA will be meeting next week. He provided a copy of the 2011 Big Lake EDA Goals to all Board Members, noting that recommendations from the Board will be shared at Monday's EDA meeting. He also advised the Holiday gas station in Big Lake was able to open 2 months earlier than planned.

Supervisor Hayes advised the County EDA met. During the meeting it was noted there will be approximately 190 lots coming up for tax forfeit sale throughout Sherburne County in 2012. The Northstar Corridor Development Authority ( NCDA) met on February 2. Ridership continues to go up with active marketing. Social media has been brought into the marketing campaign with the use of facebook. Supervisor Hayes advised the bus ridership to St. Cloud is up 77% and special event trains continue to fill quickly.

## BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke reviewed the Cash Balance Statement totals. The ending balance is \$2,175,245.47. He advised the interim financial reports reflect a proposed budget entered for 2012. Treasurer Warneke advised the gas tax funds and January Property Tax Settlement should be received soon.

b) Review 2012 & 2011 Taxable Market, Net Tax Capacity Value and Rate Comparisons – Treasurer Warneke advised the Taxable Market Value for Big Lake Township is down 15.04%. He advised the new legislated market value reduction and a decline in the residential market sales values has contributed to this. The tax rates have increased 7.9% to 8.4% because values have fallen by 15%, and the levy was only reduced 8%. Treasurer Warneke provided all Board Members with copies of the 2012 budget proposal. He reviewed the proposal with the Board. The Board was advised the budget could be adopted tonight and amended later if necessary; or the Board could review and adopt at

the February 22 meeting. The Board optioned to review and adopt at the next meeting. Supervisor Stahlmann inquired about continuing to spend down reserves and noted that the Township taxpayers are fortunate that past Board Members made wise financial decisions for the Township.

c) Board of Audit 2011 - 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. Deputy Clerk Woolard 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 2011 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 \$2,349,527.32. Supervisor Hayes motioned to approve the Town Clerk and Treasurer records as presented for the year ending 12-31-11. Supervisor Leslie seconded. All present were in favor. The Board Members present signed the Statement of Examination and Audit on the 12-31-2011 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 Hayes to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting adjourned at 9:03 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman