

Monthly Board Meeting  
Minutes  
July 11, 2012

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

On Monday, July 11, 2012, the Big Lake Town 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 8 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

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

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 Alfords 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 6-11-12, and Second Monthly Meeting 6-27-12. b) Approve Election Systems & Software, LLC Post Warranty Hardware Maintenance & Software Maintenance & Support Services Agreement. c) Appoint Four New Firefighters to BLFD: Chris Brezinka, Christopher Goldsberry, Nathan Jacquart & Douglas Novak. d) Approve List of Election Judges for August 14, 2012 Primary Election. e) Call Sherburne Cty Assoc. of Township's Mtg: Wednesday, July 18 at 7:00 p.m. at Livonia Town Hall. f) Approve August 25, 2012 Liquor License and Big Lake Fireman's Dance. g) Approve List of 77 Claims totaling \$67,083.37. Supervisor Leslie seconded. Each Supervisor abstained from approval of their payroll claim. All present were in favor. The motion carried.

**BUSINESS FROM THE CLERK**

a) Other-Updates-Meetings -

-Sherburne County Commissioner, Ewald Petersen gave updates on the County Road 43 (South of Highway 10) improvements. He advised 8 bids were received yesterday by the County. The City of Big Lake has called for bids for city infrastructure installation.

-Don Kampa, owner of Don's Lawncare appeared before the Board to advise that 29 irrigation heads in Lion's Park need to be replaced. He further advised the system has 4 zones and the third zone comes on at the same time as the other zones, resulting in very low water pressure and inadequate watering. The Board directed Don Kampa to replace the 29 irrigation heads; and, to contact Steve's Elk River Nursery and Irrigation to look at the electrical panel for the irrigation system.

## BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

### TOWN ROADS

1) Other-Updates-Meetings – Treasurer Warneke advised 218<sup>th</sup> Avenue has been paved. Other patching to be done in Enger's Addition has not been done as of today. The miscellaneous patching has been done. The company is currently one day behind schedule but does plan to finish this week. There are a couple of small projects scheduled for maintenance this week. Mowing is nearly done. Chairman Hofer advised he received a call regarding an overgrown property on 159<sup>th</sup> Street. He will contact the County Planning and Zoning Department to see what can be done.

### CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer called for a motion for appointment to Township Supervisor Seat #3. This Supervisor Seat will be on the March 2013 ballot for election for the remainder of the term, which is until March 2014. Supervisor Leslie motioned to appoint Bruce Aubol to fill this open seat. Supervisor Alford's seconded. Supervisors Hofer, Leslie, Stahlmann, Alford's and Clerk Hayes voted in favor. No one was opposed. The motion carried. Following the impending resignation of Supervisor Stahlmann from Supervisor Seat #1, the Board will discuss and vote on an appointment to this seat at a future meeting.

### SUPERVISOR'S REPORT

1) Other-Updates-Meetings – Supervisor Leslie advised he attended the EDA meeting. There was no new information to report.

-Supervisor Alford's attended an informational meeting hosted by the City of Monticello regarding the fiber based telecommunication services offered by the City. The City's new partner, Gigabit Squared was introduced and information regarding product enhancements was provided.

### BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke reviewed the cash balance statement. Total government funds are \$2,512,837.02. Treasurer Warneke reviewed the Interim Financial Reports for the 101,102,103 and 402 accounts. Treasurer Warneke has been reviewing the first half of the year comparing to the budget. Most accounts are under

Monthly Board Meeting  
July 11, 2012  
Page 3

budget. Major road project expenses will begin to show in the next 3 months. The 103 account has an entry to make to catch-up, therefore, it is not in as good of shape as it appears. Supervisor Stahlmann motioned to approve the Treasurer's Report. Supervisor Leslie seconded. All present were in favor. The motion carried.

b) Distribution of Annual Financial Audit Year Ending 12-31-2011 - Treasurer Warneke provided copies of the Year Ending 12-31-2011 Financial Audit to all Board Members. Treasurer Warneke will review and answer questions at he July 25, 2012 meeting. The Township received a clean opinion and no irregularities were noted. Internal controls are good; however, some minor concerns regarding the number of staff available to segregate duties was noted. Treasurer Warneke advised the audit is conducted and prepared using an accrual basis with GAAP principals. The Township operates on a cash basis; therefore, the end of the year totals do not match.

#### OTHER BUSINESS FROM THE BOARD

Chairman Hofer received a letter from Bruce Westby, City of Monticello Engineer regarding a meeting to be held Wednesday, July 25 at 5:30 p.m. at the Monticello Community Center in the Bridge room. The purpose of the meeting is to discuss a second crossing over the Mississippi River. Supervisor Alfords will attend also.

-Supervisor Leslie advised Moores Excavating has worked up the ballfield and spread lime. The broken water hydrant in the park has also been replaced. Mel Landwehr replaced 6 panels of steel on the Lion's storage building, which was vandalized with spray paint several months ago.

#### ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Alfords seconded. All present were in favor. The motion carried. The meeting adjourned at 7:34 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman