

Monthly Board Meeting  
Minutes  
January 9, 2013

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

On Wednesday, January 9, 2013, 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  
                                  Norm Leslie, Supervisor  
                                  Bruce Aubol, Supervisor  
                                  Steve Pflieghaar, Supervisor  
                                  Ken Warneke, Treasurer  
                                  Laura Hayes, Clerk  
                                  Kristie Woolard, Deputy Clerk

Board Members Absent:     Larry Alfords, Supervisor

Supervisor Leslie motioned to approve the agenda. Supervisor Pflieghaar seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

Supervisor Pflieghaar motioned to approve consent agenda items. The consent agenda consisted of: a) Approval of Minutes: Regular Monthly Board Meeting 12-12-12. b) Approve Attendance of Board & Staff to 2013 MAT Sponsored Meetings. c) Call the Quarterly Meeting of the Sherburne County Association of Township Meeting January 16, 2013 at 7:00 p.m. at Big Lake Town Hall. d) Adopt Resolutions 2013-01; 2013-02 and 2013-03 Accepting Donations to the Big Lake Fire Department. e) Approve List of Claims (Disbursement List Received at Meeting). Supervisor Aubol seconded. Each Supervisor abstained from approval of their payroll claim. All present were in favor. The motion carried.

#### OPEN FORUM

Sherburne County Sheriff's Deputy, Captain Steve Doran was present to address any concerns or issues. Recently a fatal crash at the intersection of County Road 15/211<sup>th</sup> Avenue/County Road 79 occurred in what appears to be the result of a centerline crossover. Supervisor Pflieghaar inquired if an accident of this nature moves up the timeline for realignment of the road. Sherburne County Commissioner, Ewald Petersen advised that it does not because of the funding schedule. The project is scheduled for 2015.

Big Lake Troop 93 Boy Scout, Trentin Petin appeared before the Board to present a proposal to construct a Chimney Swift tower and place it at Big Lake Lion's Community Park for an Eagle Scout Project. Pictures of the proposed structure were presented to the Board for review. He advised Chimney Swifts' are facing extinction in some areas due to a loss of habitat. They typically nest in hollow trees, but will also use air-ducts or chimneys, which is where their name is derived from. The Chimney Swift tower would be 18"x18"x12' and constructed of wood with some kind of siding, anticipating maintenance free, and approximately 3 to 4 yards of concrete for the base. As part of the project he will be coordinating the construction, soliciting donation of materials and organizing volunteers to construct the tower. The tower will be constructed in sections and transported to a site at Lion's Community Park to an area where the birds will not be bothered. The access to the tower must be north facing, otherwise the Chimney Swifts will not use it. The estimated cost of the project is \$1,000. The tower could provide a nesting site for dozens of birds at one time. Nests are built on the vertical walls and are similar in construction to a swallow nest. County Commissioner, Ewald Petersen advised he has a source for the donation of vinyl siding if that is what is chosen for the exterior. Supervisor Aubol motioned to approve placement of the Chimney Swift Tower at the Big Lake Community Park. Supervisor Pflughaar seconded. All present were in favor. The motion carried.

#### BUSINESS FROM THE CLERK

a) River Oak Park Property Annexation/Former Shady River Campground – Big Lake City Administrator, Todd Bodem appeared before the Board to request the Town's consideration of forfeiting tax reimbursement for the former Shady River Campground property being annexed by ordinance into the City of Big Lake. He advised the 2012 property taxes received by the Town of Big Lake for the three (3) parcels was \$364.55. The City is requesting this with the understanding that the property is being acquired for parkland use and will not have a tax revenue base. Administrator Bodem advised Xcel Energy has donated approximately \$10,000. toward the clean-up of the property. It will be a passive park offering only the amenities of a canoe launch and trails to begin with. City Public Works Director, Mike Goebel is assessing the existing structure on the property to determine if it's usability. Treasurer Warneke inquired if the City of Big Lake owns up to the road right-of-way. Administrator Bodem advised it has been determined it is currently a private use cartway. He further advised an easement came with the property. The City of Big Lake is anticipating a future connection in some way to Lion's Park. Supervisor Leslie noted that past annexations have had a declining tax reimbursement to the Township. Treasurer Warneke advised he had financial concerns with forfeiting the tax reimbursement since the land will be used for public use. Supervisor Leslie motioned to approve the request for a zero dollar reimbursement. Supervisor Aubol seconded. All present were in favor. The motion carried. Clerk Hayes will draft a letter to the City of Big Lake to be included with the annexation application.

#### b) Other-Updates-Meetings –

-Clerk Hayes advised that Deputy Clerk, Kristie Woolard has submitted her letter of resignation effective February 12, 2013. She is retiring after approximately 13 years of

service to the Township. Clerk Hayes then introduced, Barb Krzmarcik. Barb will begin her training next week as the new Deputy Clerk and will assume her full responsibilities February 13, 2013.

-Clerk Hayes advised that Republic Services FKA/ Allied Waste has asked to change the Annual Clean Up Day event date from May 4, 2013 to May 18, 2013 in an effort to provide the number of packer trucks necessary to adequately cover the event. Republic Services has several clean up events already scheduled for May 4, 2013. City Administrator Todd Bodem was present and indicated that it would most likely not be a problem for the City of Big Lake. The Big Lake City Council will be asked and Orrock Township will also be consulted with in regard to the proposed date change.

#### BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

##### TOWN ROADS

1) Other-Updates-Meetings – Treasurer Warneke advised the road committee needs to meet regarding road construction project planning for 2013. He advised plowing companies have been applying straight salt to slippery intersections and road sections. Treasurer Warneke met with Don Kampa and authorized local purchase of a small quantity of salt for use on the stub roads. The County has advised they will be surveying at the intersection of County Road 15 and 211<sup>th</sup> Avenue for the County's 2015 road improvement project.

-Sherburne County Commissioner, Ewald Petersen advised County Road 15 improvements will be done in three sections over the next three years. In 2014 the County is planning to improve County Road 73 from Manitou Street in Big Lake northerly to the new bridge.

##### CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised he had to report at this time.

##### SUPERVISOR'S REPORT

1) Other-Updates-Meetings – The Supervisor's have not had any meetings to report on at this time.

##### BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke advised KBP & Co. offered a proposal of \$5,600. to complete the 2012 annual financial audit. The General ledger for fixed assets and depreciation will be \$2,000.; the audit will be \$3,600. Treasurer Warneke advised the quoted cost in line with other CPA firms; and, Tom Kaliher has done a good job of conducting the audit for several years. Supervisor Pflighaar motioned to retain the services of Tom Kaliher, KBP & Co. to conduct the 2012 Annual Financial Audit. Supervisor Aubol seconded. All present were in favor. The motion carried.

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Treasurer Warneke reviewed the cash control statement and ending fund balances for 1/1/12 through 1/31/12. The 101, 102 and 103 fund budget, actual and variance amounts were reviewed. The 101, 102 and 103 funds have positive variances in each for disbursements. The 103 fund will have some additional 2012 budgeted items paid in 2013. A current list of investments was also provided to the Board. Supervisor Leslie motioned to approve the Treasurer's Report. Supervisor Aubol seconded. All present were in favor. The motion carried.

#### OTHER BUSINESS FROM THE BOARD

Sherburne County Commissioner, Ewald Petersen gave several county updates including the County's receipt of program aid funding and the appointment of Laura Hayes to the Sherburne County Economic Development Authority.

Chairman Hofer thanked Deputy Clerk, Kristie Woolard for her years of service to the Township and the excellent job she did in her position.

#### ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pfliegaar seconded. All present were in favor. The motion carried. The meeting adjourned at 7:57 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman