

Monthly Board Meeting
Minutes
November 13, 2013

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

On Wednesday, November 13, 2013 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 12 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

Board Members Present: Bob Hofer, Chairman
 Larry Alfords, Supervisor
 Norm Leslie, Supervisor
 Steve Pflieghaar, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 LaDonna Braun, Deputy Clerk

Board Members Absent: Bruce Aubol, 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. Supervisor Pflieghaar seconded. All were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

The consent agenda consisted of: a) Approval of Minutes: Regular Monthly Board Meeting 10-9-13 and Second Monthly Board Meeting 10-23-13. b) Resolution 2013-28 Resolution Establishing Division of Responsibilities for Snow and Ice Removal Between the Town of Big Lake and City of Big Lake for Town /City Roads. c) Resolution 2013-29 Resolution Certifying special Assessments to Property Owners. d) Designate Big Lake Town Hall, 21960 County Road 5, Big Lake as Location for Absentee Voting for March 11, 2014 Township Election. e) Call Special Meeting of Big Lake Town Board & Approval Resolution 2013-30 Calling Public Hearing for December 3, 2013 at 7:00 p.m. at Big Lake Town Hall for Proposed Property Tax Abatements. f) Approve List of Claims and Payroll. g) Approve end of the month claims and payroll to be processed through November 30, 2013.

Item e) Calling for Public Hearing for Proposed Property Tax Abatements was pulled from the agenda for further discussion. Staci Kvilvang, Senior Financial Advisor, Ehlers gave a brief summary of the process for the bond sale. She advised the City of Big Lake has elected for a 3-year call date and has authorized the sale of bonds currently held

with Kleinbank. It was noted the Town of Big Lake needs to authorize sale of the bonds, as a partner with the City of Big Lake in the financing of jointly held bonded debt. Supervisor Leslie motioned to approve consent agenda items a-g as presented; and, to adopt Resolution 2013-31, Authorizing the sale of the bonds as recommended by Ehlers, as related to item e on the consent agenda. Supervisor Pflughhaar seconded. All present were in favor. The motion carried.

OPEN FORUM

Carol Parpart 16265-194th Avenue, Elk River, MN, Big Lake Township appeared before the Board to inquire if anything is going on that involves 194th Avenue. Treasurer Warneke advised the State of Minnesota sent a letter to the Township this summer commenting on the preliminary plat of Great Elk Subdivision. 194th Avenue was mentioned in this comment letter. The owner/developer has not appeared before the Board to present the plat; however, Treasurer Warneke, Supervisor Alford and Township Engineer, Ross Abel met with the developer recently. Treasurer Warneke advised the remaining portion of old Hwy 10 has never been turned over the Township, it is owned by the State of Minnesota. Big Lake Township does the road maintenance. The state of Minnesota doesn't want to turn over the right of way in the event a by-pass of Big Lake is constructed. Big Lake Township plans to continue to plow and maintain the road. This spring there was discussion with the State regarding sharing in these costs or doing some of the maintenance, nothing has been proposed by the state to share in these responsibilities. At this time, the Township is waiting for the developer to present a plat for the Board's review.

BUSINESS FROM THE CLERK

a) Floyd & Mabel Schultz/Schultz Meadows-Simple Plat Preliminary & Final Plat Review – Floyd & Mabel Schultz appeared before the Board to request residential simple plat approval of "Schultz Meadows", consisting of one lot and one outlot. Clerk Hayes advised the Sherburne County Planning and Zoning Department had reviewed the plat and required the side yard drainage and utility easement be revised to 6' rather than the 5' shown on the preliminary plat. The Township Engineer has reviewed the plat and made the same notation. The plat was recommended for approval by the Township Engineer. Supervisor Pflughhaar motioned to recommend preliminary and final plat approval of "Schultz Meadows". Supervisor Alford seconded. All present were in favor. The motion carried.

b) Andrew Gerard/Request to Vacate Drainage & Utility Easement Lots 1 & 2, Blk 3, Meadowlands III-Set Date for Public Hearing – Clerk Hayes advised Andrew Gerard has deposited the Engineering fees required for review of the request. Clerk Hayes advised a public hearing needs to be set to consider vacation of the drainage and utility easement. The public hearing was set for 6:30 p.m. December 3, 2013 at the Big Lake Town Hall, prior to the Public Hearing for Proposed Property Tax Abatements at 7:00 p.m. (Later, during the meeting, a Second Monthly Board Meeting was called. The Public Hearing for Vacation of the Drainage and Utility Easement was changed to that meeting date and time: Tuesday, November 26, 2013 at 12:00 p.m. at the Big Lake Town Hall.)

c) City Administrator, Todd Bodem & Police Chief, Joel Scharf – Policing costs/Shared Tax Districts – Big Lake Police Chief, Joel Scharf reviewed his memo dated October 24, 2013. He advised most of the calls generated come from the Marketplace area, from the Friendly Buffalo, Options, the clinic and the hotel. Supervisor Alford advised using the calls for service and miles of roadway to calculate a dollar amount for service appeared to be accurate representations. Using geography as a calculator did not appear to be accurate. It was determined additional information was needed followed by discussion. It was determined it would be appropriate to schedule a Second Monthly Board Meeting to discuss this further; and, to hold the Public Hearing for the Andrew Gerard Drainage & Utility Easement Vacation Request. Supervisor Alford motioned to schedule the Second Monthly Board Meeting for Tuesday, November 26 at 12:00 p.m. (noon) at the Big Lake Town Hall. Supervisor Leslie seconded. All present were in favor. The motion carried.

d) Other-Updates-Meetings –

-Purchase of Additional Tables for Town Hall/Sam's Club Membership – Clerk Hayes advised Supervisor Leslie recommended replacing the remaining heavy meeting room tables with light weight, plastic tables. Deputy Clerk Braun investigated prices and sources and found that tables were available at Sam's Club for \$49.98, which is approximately half the price as office supply stores. A Sam's Club membership would also be used to buy office, meeting and cleaning supplies. Supervisor Leslie motioned to approve the purchase of 10, 6' foot tables; and, membership to Sam's Club for an annual fee of \$45. Supervisor Pflieger seconded. All present were in favor. The motion carried.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

Other-Updates-Meetings – Township Engineer, Ross Abel advised he had been contacted to give costs to provide survey work for the recently purchased 11.71 acres for designing ballfields on the property.

CHAIRMAN'S REPORT

Other-Updates-Meetings – Chairman Hofer advised Lord of Glory's Pumpkinfest was a success and the church is looking forward to holding it again next year.

SUPERVISOR'S REPORT

Other-Updates-Meetings – Supervisor Pflieger advised the City of Big Lake has hired Heidi Steinmetz as the new economic development manager for the City of Big Lake. She is working on developing a list of goals and prioritizing. She will be catching up on items that have gone unaddressed during the transition time.

BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke advised in regard to selling bonds related to the proposed property tax abatements and bond reissuance, selling the bonds will reduce the interest rate, but it stretches out the debt service. What the Township pays out will be approximately the same. The Township has \$200,000. to \$300,000. in certificates of deposit earning only 1% interest. It may be appropriate to apply these funds to the debt and pay it down. Treasurer Warneke advised it won't adversely affect the Township's cash flow/budget.

Treasurer Warneke advised there were \$38,090.76 in claims and payroll approved under the consent agenda. Total government funds and escrow are approximately \$2,019,409.55. Treasurer Warneke reviewed the 101, 102, 103 & 402 account receipts and disbursements. He advised prior to the reconvened annual meeting he had calculated the tax rate for 2014 would be 15.54%. The Sherburne County Auditor has advised the rate will be 15.56%. Supervisor Aubol motioned to approve the Treasurer's Report. Supervisor Alfords seconded. All were in favor. The motion carried.

ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pflughhaar seconded. All were in favor. The motion carried. The meeting adjourned at 8:04 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman