

Monthly Board Meeting
Minutes
December 12, 2012

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

On Wednesday, December 12, 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 6 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 Pflgebraar, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 Kristie Woolard, Deputy Clerk

Board Members Absent: Larry Alfords, Supervisor

Supervisor Aubol motioned to approve the agenda with the addition of a Community Education report under the Supervisor Reports. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as amended.

Supervisor Aubol motioned to approve consent agenda items. The consent agenda consisted of: a) Approval of Minutes: Regular Monthly Board Meeting 11-14-12. b) Approve Use of Big Lake Fire Station for Chili Feed, Saturday, January 19, 2013 from 4 to 7 p.m. c) Adopt Fire Protection Agreement Between Town of Big Lake Lake/City of Big Lake and Orrock Township. d) Approve Membership in Big Lake Chamber of Commerce for 2013. e) Approve List of Claims (Disbursement List Received at Meeting) & end of the year bills and payroll to be processed through Dec. 31, 2012. Supervisor Pflgebraar seconded. Each Supervisor abstained from approval of their payroll claim. All present were in favor. The motion carried.

BUSINESS FROM THE CLERK

a) Dedicated Access to Residential PUD Riverland Estates – Loren Butterfield appeared before the Board to discuss the current access to his property located West of 205th Avenue, 16500 block of Big Lake Township. Currently the property is accessed by a 33' foot road. As required by the Township, to develop the property, it must have a 66' foot road dedicated to the plat. There was discussion regarding whether or not the property is considered landlocked. The Township road touches the corner of the property. Loren Butterfield advised that he has been unsuccessful at reaching an agreement to purchase the additional property necessary from the Easterly neighbor in order to meet the 66' foot requirement. He advised his attorney has given him direction to petition the Township to secure the land necessary. He further advised that he does not have plans at this time to develop the property. There was discussion with the Board and Treasurer Warneke. Treasurer Warneke advised the Township does have the authority to secure and grant access to landlocked property. Through discussion it was determined that Clerk Hayes would contact a Minnesota Association of Townships Attorney to determine if the property is landlocked, noting the Township road touches the corner of the Butterfield property. It was further determined that if the property is considered landlocked, Mr. Butterfield could petition the Township for access, he would be responsible for all costs of the petitioning process.

b) Approve a \$200. Yearly Benefit Increase to the Big Lake Fireman's Relief Association Pension Fund – Big Lake Fireman Relief Association Treasurer, Seth Hansen appeared before the Board to present the request. He advised the pension fund is projected to end the year at a funding level of 105%. The Association's By-Laws state that if an increase is accrued to the fund in benefit level and it does not cause the fund to fall below a projected 90% funding rate, ratification is not required; however, the BLFD Relief Association has chosen to seek approval from the both the City and Township. The fund is projected, after the \$200. annual benefit increase, to be at approximately 99% funded and a full 100% funded at the end of 2013. Approving the benefit increase request will bring the benefit level from \$2,800. to \$3,000. per year of service. The City of Big Lake did take action to approve the benefit increase at their meeting tonight. Supervisor Leslie motioned to approve the request for a \$200. yearly benefit increase to the BLFD Relief Association Pension Fund. Supervisor Pflieghaar seconded. All present were in favor. The motion carried.

c) Other-Updates-Meetings – Sherburne County Commissioner, Ewald Petersen gave several County updates including the passage of a zero percent levy increase by the County. He advised the Northstar Corridor Development Authority will be meeting Monday, December 17 at 4:15 p.m. at the Sherburne County Government Center. The Sherburne County Planning Commission will be meeting December 20 at 6:30. And, the Annual Joint Meeting of the City of Big Lake, Town of Big Lake, Orrock Township, Sherburne County, and ISD #727 has been scheduled for January 17, 2013. Commissioner Petersen also provided the Township with a copy of the 2012 FEMA mass letter notifying affected residents of a Map Amendment project completed in conjunction with FEMA for properties and buildings located in the floodplain in Sherburne County and a list of the properties affected.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Treasurer Warneke advised snow removal is continuing. He anticipates having 209th Avenue cleaned down to the pavement by December 13. The roads have a considerable amount of hard packed snow. He noted it will not be possible to clean 80 miles of roads down to the pavement; however, main roads will be cleaned as far down as possible. He mentioned possibly talking with the County about applying a sprayed treatment to the road surface prior to the next major snowfall; and, considering the purchase of equipment and chemicals or working with the County or City of Elk River to purchase chemical from them.

Treasurer Warneke advised the Road Committee needs to meet and review the 2013 list of potential road projects. The road committee is considering approximately \$280,000. of projects. The engineer's estimate is \$315,000. The engineer's list of project areas was routed to all Board Members for review.

Treasurer Warneke advised Sherburne County Highway Engineer, Rhonda Lewis has inquired if the Township is interested in accepting turnback of the entire 66' feet of former County Road 14 in front of Bailey Station Cemetery. Currently, the Township uses this as a parking area for the cemetery. The Board reviewed the map document provided by Sherburne County showing the turnback options. Supervisor Hofer motioned to accept turnback of the entire 66' of right of way. Supervisor Pflieghaar seconded. All present were in favor. The motion carried.

CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised he and Supervisor Leslie attended a meeting sponsored by the Big Lake schools regarding their plans for renovations to the four ballfields located behind Independence Elementary. This will create a deeper shortage of ballfields in the Big Lake area. Chairman Hofer and Supervisor Leslie advised they offered use of the fields at Lion's Community Park, noting the ball associations will have to schedule use, not the Township.

SUPERVISOR'S REPORT

1) EDA – Supervisor Leslie advised he and Chairman Hofer attended the December EDA meeting. There is some interest in an empty building in Industrial Park East. Chuck Heitz has retired from the EDA after serving on it for 26 years. The City has advertised to fill the position. The only applicant was Duane Langsdorf.

2) Other-Updates-Meetings –

a) Breakfast with the SCHS Director/Supervisor Pflieghaar – Supervisor Pflieghaar advised he attended the breakfast. During the conversation, the SCHS Director advised it has been a challenge to get the local schools to bring classes to the history center.

b) Community Education Meeting Update – Supervisor Aubol advised he attended the Community Education Meeting. Trap shooting for school age children is being considered for implementation into the program. Big Lake City Police Chief, Joel Scharff is very in favor of adding this program. Being trained on how to use a firearm is very helpful and promotes safety. Currently firearm safety classes are offered through Big Lake Community Education and the classes always fill quickly. Community Education operates on a budget of \$1.7 million, of which 64% is generated by tuition and fees. It has been operating for 35 years. Bowling was also discussed as a possible addition to the High School sports activities list. It is currently incorporated into the high school physical education classes thanks to McPete's cooperation in hosting Phy. Ed. Classes at the bowling alley. The farmers market was also discussed in regard to how to help make it more popular and if a different location would be better.

BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke reviewed the cash balance statement. Total government funds are \$2,546,060.75 and total escrow funds are \$39,264.97. Treasurer Warneke advised all funds are in the positive on receipts and disbursements and the Oct./Nov. property tax settlement has been received. With the addition of final bills through the end of 2012, this the final finance report of the year. The 101 fund has a positive variance between budgeted and actual receipts in the amount of \$14,273.06 and the same for disbursements in the amount of \$25,443.64 as of 12-12-12. The beginning cash balance of \$376,916.55 fell to \$297,433.25. The 102 fund has a positive variance between budgeted and actual receipts in the amount of \$58,195.58. This includes all interest received throughout 2012, which will be allocated to the other government funds prior to the final financial reports for 2012 being prepared. The disbursements have a positive variance between budgeted and actual disbursements in the amount of \$121,744.17 as of 12-12-12. The beginning cash balance in the 102 fund was \$1,099,378.97 and as of 12-12-12 is \$1,159,674.17. The 103 fund has a positive variance between budgeted and actual receipts in the amount of \$37,667.66 and the same for disbursements in the amount of \$21,017.15 as of 12-12-12. The Township is currently waiting for an invoice from the City of Big Lake for the liability insurance premium. The 402 account has a negative variance between budgeted and actual receipts in the amount of -\$38,292.93 and a positive variance between budgeted and actual disbursements in the amount of \$67,020.98 as of 12-12-12. Bond payments were levied for in 2012 for the first time in several years. Supervisor Leslie motioned to approve the Treasurer's Report. Supervisor Aubol seconded. All present were in favor. The motion carried.

ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pfliegaar seconded. All were in favor. The motion carried. The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman