

Monthly Board Meeting  
Minutes  
December 9, 2015

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

On Wednesday, December 9, 2015 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.

Chairman Hofer called the meeting to order at 7:00 p.m. There were 2 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  
                                      Ken Warneke, Treasurer  
                                      Laura Hayes, Clerk  
                                      Samantha Peterson, Deputy Clerk

Board Members Absent:     Steve Pflighaar, Supervisor  
                                      Larry Alford, Supervisor

All present stood and recited the pledge of allegiance to the Flag of the United States of America.

Supervisor Aubol motioned to approve the agenda as presented. Supervisor Leslie seconded. All were in favor.

Supervisor Leslie motioned to approve consent agenda items. The consent agenda consisted of: a) Approval of Minutes: Regular Monthly Board Meeting 11-11-15. b) Resolution 2015-13 Accepting Donation to the Big Lake Fire Department/\$2,000. from Sherburne County Agriculture Society. c) Resolution 2015-14 Authorizing Membership in the 4 M Fund. d) Call the Annual Joint Meeting of City of Big Lake, Town of Big Lake, Orrock Township, ISD 727 & Sherburne County Board of Commissioners, January 21, 2016 at 6 p.m. Big Lake City Council Chambers. e) Approve Claims, Payroll & List of Claims & Payroll & remainder of claims through Dec 2015. Supervisor Aubol seconded. All present were in favor.

**BUSINESS FROM THE CLERK**

a) Carlson Estates/Final Plat Approval - 10-101-4100 Legal Desc: Sec 1, Twp 33, Rge 27 Big Lake Township 35.44 acres. Supervisor Aubol motioned to approve the preliminary and final Simple plat of Carlson Estates consisting of 3 lots, as recommended by the Planning Commission and approved by the County Board of Commissioners with the following conditions:

1. Park fees for three (3) lots at \$800 each = \$2,400.
2. The developer is required to build the house pads for each lot as shown on the grading and drainage plan prior to any lot being sold. The house must be located within the area shown on the grading and drainage plan. All fill below the floor areas and foundation shall be certified as structural fill by a geotechnical engineer, the certification must be submitted to the Zoning Department prior to any building permits being issued.
3. If additional fill is proposed after the grading and drainage plan was approved by the Township Engineer, then prior to any building permit being issued, the property owner must submit proposed grading changes to the Township and submit an approval letter to the County. Elevation changes not shown on the preliminary plan and/or grading and drainage plan will not be allowed.
4. Developer must obtain approval through the Wetland Conservation Act to fill wetland for the proposed driveway on Lot 2 prior to the plat being recorded.
5. Property owner must ensure that both the proposed septic site locations must be roped off on each lot to protect the area from being driven on.
6. Developer shall enter into developer's agreement with County Attorney's Office unless waived by the County Attorney.
7. Final plat must be recorded within one year of County Board approval.

Supervisor Leslie seconded the motion. All present voted in favor. The motion carried.

#### BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

##### TOWN ROADS

1) Other-Updates-Meetings – Township Engineer, Ross Abel advised the 2015 bituminous patching projects are complete and the contractor's final pay application is in tonight's claims. Treasurer Warneke advised Jeff Rhodes has been doing tree trimming and cutting. Culvert excavation and cleaning is in process on 152<sup>nd</sup> Street in the Whispering Meadows development. Culverts will be extended and aprons added. Trees impeding sight lines on East bound 205<sup>th</sup> Avenue in front of Liberty School access have been removed at the request of the school maintenance department. \$9,000. has been spent on the first snowplowing of the 2015-2016 season.

##### CHAIRMAN'S REPORT

Chairman Hofer advised he had nothing to report at this time.

##### SUPERVISOR'S REPORT

Supervisor Aubol advised he attended his first Sherburne County Planning Advisory Board Meeting, noting he has a lot to learn about the process.

##### BUSINESS FROM THE TREASURER

a) Monthly Report –Treasurer Warneke advised the December property tax settlement has been received. Cash balances have increased as a result. Tax collections were

higher than budgeted, possibly due to payment of delinquent taxes. Treasurer Warneke reviewed the cash balance statement totaling \$1,410,560. approximately in government funds. He reviewed the 100 General Fund, 202 Road Funds, 203 Big Lake Fire Fund and Economic Development Project Fund. Treasurer Warneke advised under tonight's consent agenda was the Resolution to participate in the 4 M Fund; which is a commercial investment overseen by the League of Minnesota Cities. Treasurer Warneke will pursue higher interest investments offered under this fund. Supervisor Leslie inquired if lease fees have been received from Verizon Wireless for the cell tower. Treasurer Warneke advised Verizon is now current with the lease rental fee, having issued a check for August to December 2015. Lease fees will be received on a monthly basis going forward. Currently the funds are deposited in the general fund. A specific fund may be started in the future to track these receipts. Treasurer Warneke advised the Township was notified as a result of Central Bank being merged with another banking system, minimum account balances will be required. Treasurer Warneke recommended closing all small dollar amount escrow accounts and returning funds to the developers. Compliance with culvert installation by developers and builders is going well; and, building permits from the County specify that a culvert installation is a requirement of the permit. Supervisor Aubol motioned to close the smaller/inactive development escrow accounts, as determined by the Town Treasurer, and to return funds to the developer(s). Supervisor Leslie seconded. All present were in favor. Supervisor Leslie motioned to approve the Treasurer's Report. Supervisor Aubol seconded. All present were in favor.

Audit Firm Update – Treasurer Warneke advised he has inquired with Baldwin Township, noting they used the same as Big Lake Township and are also looking for a new auditing firm. They are soliciting two quotes to consider. Treasurer Warneke advised he has made contact with one firm in St. Cloud that is interested in offering their services to Big Lake Township. Further updates on this will be available in January. Treasurer Warneke advised that whatever firm is chosen, the Township should be prepared to see the audit cost nearly double.

#### ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Aubol seconded. All were in favor. The meeting adjourned at 7:28 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman