

Second Monthly Board Meeting
Minutes
February 23, 2011

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

On Wednesday, February 23, 2011 the Big Lake Board of Supervisors met at the Big Lake Town Hall located in the Big Lake Lions Park 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 chairperson.

Board Members Present: Bob Hofer, Chairman
 Mike Hayes, Supervisor
 Norm Leslie, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 Kristie Woolard, Deputy Clerk
 Todd McLouth, Township Engineer

Board Members Absent: Larry Alfords, Supervisor
 Jim Stahlmann, 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 Second Monthly Meeting agenda. Supervisor Hayes seconded. All were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

Supervisor Hayes motioned to approve consent agenda items: a) Approve List of Claims (Disbursement List will be Received at Meeting). Supervisor Leslie seconded. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All present were in favor. The motion carried.

OPEN FORUM

Russell Peterson, 18949 227th Avenue, Eagle Lake Park appeared before the Board to discuss a snowplowing issue. He advised snow is being plowed against his fence instead of being evenly distributed between both sides of the road. He advised the property owner across the street from him has put reflective flags on the edge of the pavement. Treasurer Warneke advised he would speak with the snowplow driver and request that he utilize the 40 feet platted road right of way and possibly pile some of the snow in the lake access.

BUSINESS FROM THE CLERK

a) Jim Thares, City of Big Lake-Annexation & Concept Plan for Transformation House - City of Big lake EDA Director, Jim Thares appeared before the Board to present information regarding an application for annexation for Transformation House. Jim Thares read a letter dated February 16, 2011 from Senior City Planner, Katie Larsen. The proposed Transformation House is a faith based, state licensed, and 52-bed group care facility for the post treatment of the chemically dependent. It would be approximately 12,000 square feet in size and staffed by 20 employees on a 24/7 basis. It would have a commercial kitchen, counseling rooms and 13 bedrooms. Residents typically stay 1 to 2 months and are free to leave the facility as they wish. The proposed annexation site is a 2.46-acre parcel located at 19424 County

Road 43 and is completely surrounded by land within the Big Lake City limits. The City proposes to follow the annexation by Ordinance statutory process. Pursuant to Minnesota §414.036, the City is required to provide reimbursement to the Town for all or part of the taxable property annexed. In the letter, Katie Larsen advised in past annexations by ordinance, the City has reimbursed the Town its share of taxes levied in the previous year. The City Council will conduct a public hearing at its regular meeting at 5:00 p.m. on March 9, 2011 for final consideration. Jim Thares advised that if the annexation and project proceed it would require amending the City of Big Lake Comprehensive plan, rezoning the property and acquiring a Conditional Use Permit. The project could be under construction by late summer. Betty Matthews, owner and director of Transformation House addressed the Board. She advised she began in this business at age 19 in New York City and has continued to work in this field for 53 years. She advised Transformation House is a Rule 31 licensed facility. Currently, Transformation House Inc. operates four facilities. Transformation House for men is located on the Mississippi River in Anoka. Betty Matthews also rents a former hotel complex in Anoka for use as a women's facility and two additional facilities in Fridley, both for women. She advised she is looking to locate a facility in Big Lake for men. She advised Transformation House accepts anyone who has been assessed for treatment. She reviewed the facility amenities and advised the facility is closed and locked from 11 p.m. to 6 a.m. and has an alarm system set during these hours. Half of the facility would be primary care which is the 28 to 52 days following detox; the other half of the facility is level 2 continual care for people who are working on moving ahead and out onto their own. She advised residents need to be close to transportation so that residents can use it to commute to new jobs. She advised the location in Big Lake is very good because of its close proximity to the Northstar commuter rail and the wooded lot offers a calming surrounding. She further advised she is hoping to get to Big Lake as soon as possible.

Supervisor Hayes noted Minnesota State Statute 414.036 requirements that the City provide reimbursement to the Town for all or part of the taxable property annexed. He advised according to the Township's records of past annexations, the City has reimbursed the Town its share of taxes for 5-years according to a percentage schedule and was concerned with setting a precedence with a 1-year reimbursement. Jim Thares advised he would advise Katie Larsen of this and she would address with the Township. No action was requested of the Board at this time. No action was taken by the Board.

b) Sherburne County Sheriff, Joel Brott – 2010 Annual Report – Sheriff Brott distributed copies of the 2010 Annual Report to all Board members. He reviewed the report with the Board. There were 2,349 contacts with Sherburne County law enforcement in Big Lake Township in 2010. Sheriff Brott advised in the summer 2010, the Sheriff's Office began using the software program ProPhoenix, designed to share information between all public safety agencies within the County. The program has many features that will be phased into use by the Sheriff's Office.

c) Other-Updates-Meetings – Clerk Hayes advised supplies have been requested for the Big Lake Chamber of Commerce Business Expo and she will set up the booth for the event on March 6, 2011.

-Clerk Hayes advised a letter from Silver Creek Township has been received and forwarded by email to all Township Board Members inviting them to attend a meeting sponsored by Silver Creek Township to discuss the New River Medical Clinic's options in regard to changing its legal structure and ownership (status). Clerk Hayes advised that two Supervisors' could attend; if more wish to attend it must be posted that a quorum of Supervisor's are attending. Chairman Hofer expressed interest in attending and will inquire with Supervisor Stahlmann about attending.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Township Engineer, Todd McLouth advised he is waiting for the contract and bond from Knife River for the 2011 Road Improvements – 211th Avenue Reconstruction. Treasurer Warneke advised there has been a lot of snow to plow, but very few complaints.

CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised that he had nothing to report.

BUSINESS FROM THE TREASURER

a) Other-Updates-Meetings – Treasurer Warneke advised gas tax money has been received. He reviewed the 2011 Distribution report. An additional amount was received in the amount of \$3,399. as a result of the redistribution of \$14,235.10 from Palmer Township as a result of not qualifying for the 2010 gas tax funds received. Big Lake Township receives 18.6% of the total County Gas Tax allotment. Treasurer Warneke advised this is helpful, but is only a small portion of what is spent to maintain the roads. The current cash balance statement was reviewed. Government and Escrow funds total \$2,178,538.37. The ending balance of all funds for 2010 was \$2,264,262.14. Treasurer Warneke advised the bond payment for the industrial park was paid in February. The fund balances will not increase again until the May tax settlement is received. Supervisor Hayes motioned to approve the Treasurer's Report. Supervisor Leslie seconded. All present were in favor. The motion carried.

- Supervisor Hayes advised he attended the Legislative & Research (L & R) Meeting at the Kelley Inn in St. Paul on February 9. He brought back information to be circulated to the Board. He advised work is being done to extend the deadline to comply with the traffic sign retro-reflectivity requirements. Township may be able to wait until signs wear out to do the replacement.

b) 2010 Board of Audit – Treasurer Warneke advised that Clerk Hayes processes all claims on the computerized CTAS record keeping system, processes the payroll, quarterly reports and any other tax forms required. Deputy Clerk Woolard enters the disbursements and receipts in the Treasurer's CTAS record keeping system. Treasurer Warneke handles investments, banking, check reconciliation, and transferring of funds.

Treasurer Warneke advised the Board he had verified that the Clerk's record and Treasurer's record agree for the year 2010 with the bank statements. Treasurer Warneke directed the Board in a thorough review of the bank statements; cash balance statements for each fund, interim financial reports for each of the government funds, current investments and sold investments, pledged securities as part of the CDARS program, statement of orders issued, interest allocation and the top 10 vendors. He verified that collateral was at or above the amounts needed for various accounts. The Board was satisfied that the Clerk and Treasurer records balance with each other and the Township's various banking institutions. It was noted that the monthly review of claims and list of receipts the Board receives is considered a Board of Audit. The ending balance for the year for all funds was \$2,264,262.14. Supervisor Hayes motioned to approve the Town Clerk and Treasurer records as presented for the year ending 12-31-10. Supervisor Leslie seconded. All present were in favor. The Board Members present signed the Statement of Examination and Audit on the 12-31-2010 Cash Balance Statement. The Finance Committee will make a levy recommendation at the Annual Town Meeting of the amount necessary to meet the current and other authorized expenditures for the next year.

ADJOURNMENT

A motion was made by Supervisor Hayes to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Laura Hayes, Clerk