

Monthly Board Meeting
Minutes
February 24, 2016

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

On Wednesday, February 24, 2016 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.

Supervisor Leslie called the meeting to order at 7:00 p.m. There were 4 people in the audience at the start of the meeting. Roll call was taken.

Board Members Present: Norm Leslie, Supervisor
 Bruce Aubol, Supervisor
 Steve Pflieghaar, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 Samantha Peterson, Deputy Clerk

Board Members Absent: Larry Alfords, Supervisor
 Bob Hofer, Chairman

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. Supervisor Pflieghaar seconded. All were in favor. The meeting proceeded in accordance with the agenda as presented.

Supervisor Aubol motioned to approve consent agenda items. The consent agenda consisted of: a) 2016 Clean Up Day Operations and Gate Prices. b) Approve Gambling License for Big Lake Foodshelf, Taste of the Red, White and Brew fundraiser, March 11, 2016 at Friendly Buffalo. c) Approve List of Claims and Payroll. Supervisor Pflieghaar seconded. All present were in favor.

2015 Sherburne County Sheriff’s Report – Sherburne County Sheriff, Joel Brott provided the Town Board with a copy of the 2015 report of calls for service in Big Lake Township. The report included types of calls responded to and comparison with years 2013 and 2014. There were 2467 contacts within the Township jurisdiction in 2015.

BUSINESS FROM THE CLERK

a) Other-updates-Meetings – Clerk Hayes had nothing specific to report.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Township Engineer, Ross Abel brought Treasurer Warneke a summary report of seal coat and overlay project areas to be considered for 2016. 8 areas were identified for seal coating with an engineer's estimate of \$119,800. This was calculated using last year's unit cost for oil and rock and a 5% escalator. 9 areas were identified for patching and overlays. 5 areas which were identified in 2015 and 4 more added in 2016. The engineer's estimate is \$411,525. The Township Engineer recommended bidding for all projects and trimming as needed to stay in budget. Treasurer Warneke advised the Road Committee would review and rank based on serious need and trim the list prior to bidding to avoid misleading interested contractors. The road committee is planning to let bids by mid-late March 2016.

- Treasurer Warneke advised signs have been placed on 209th Avenue marking the frost heaves/bumps that are forming. Supervisor Pfliegaar noted the speed limit in that area is 45 mph.

-Treasurer Warneke advised the culvert on 182nd Avenue continues to be monitored.

CHAIRMAN'S REPORT

-Chairman Hofer was absent. No report was presented.

SUPERVISOR'S REPORT

Other-Updates-Meetings – Supervisor Aubol advised the County Zoning Office and County Attorneys are still working on Solar Farm language as a CUP or IUP. It is the County's goal to be able to monitor solar farms on an individual basis rather than a blanket ordinance. Utility companies and solar construction companies want the process to move quickly; the County wants to do it correctly and in the best interest of the county residents.

BUSINESS FROM THE TREASURER

a) Monthly Report –Treasurer Warneke advised the 2015 end balance of government funds only was approximately \$1,309,000. He reviewed the general fund, road fund and Big Lake fire fund balances as of 2-24-16.

BOARD OF AUDIT FOR YEAR ENDING 12-31-2015

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. The Deputy Clerk 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 2015 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 collateral for deposits, 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 \$1,467,669.69. Supervisor Aubol motioned to approve the Town Clerk and Treasurer records as presented for the year ending 12-31-15. Supervisor Pflughaar seconded. All present were in favor. The Board Members present signed the Statement of Examination and Audit on the 12-31-2015 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 Pflughaar to adjourn the meeting. Supervisor Aubol seconded. All were in favor. The motion carried. The meeting adjourned at 7:57 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman