

Second Monthly Board Meeting  
Minutes  
February 27, 2013

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

On Wednesday, February 27, 2013 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
	Norm Leslie, Supervisor
	Bruce Aubol, Supervisor
	Ken Warneke, Treasurer
	Laura Hayes, Clerk

Board Members Absent:	Larry Alfords, Supervisor
	Steve Pfleghaar, 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 with the addition of Commander Steve Doran, Sherburne County Sheriff's Department immediately following action on the consent agenda items; and, adoption of the 2013 budget under the Treasurer's Report. Supervisor Aubol seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as amended.

Supervisor Aubol motioned to approve the consent agenda items a) Adopt Resolution 2013-07 Accepting Donations to the Big Lake Fire Department. b) Approve List of Claims & Payroll. (Disbursement list will be received at meeting). Supervisor Leslie seconded. All present were in favor. The motion carried.

## **OPEN FORUM**

Commander Steve Doran, Sherburne County Sheriff's Department presented the previous months calls for service list. There were 201 calls which are typical for this time of year. Although there is a greater number of people snowmobiling this year, there have not been any accidents or fatalities reported.

Lucinda Messman, Lord of Glory Lutheran Church appeared before the Board to ask for permission to schedule and plan the 2013 Pumpkinfest at Lion's Community Park on Saturday, October 26, 2013. The event would be similar in size and the activities the same as 2012. Supervisor Leslie motioned to approve use of the Lion's Community Park and Town Hall facilities as requested on October 26, 2013. Supervisor Aubol seconded. All present were in favor. The motion carried.

## **BUSINESS FROM THE CLERK**

a) Clint Corrow/River Crest Farms – 2 year Extension of Preliminary Plat – Clint Corrow appeared before the Board to request a 2-year extension of the Preliminary plat of River Crest Farms (41 lots). The Board recognizes that there are currently a large number of platted, available lots and bank owned properties in the Township. Supervisor Leslie motioned to recommend approval of a 2-year extension of the Preliminary plat of River Crest Farms. Supervisor Aubol seconded. All present were in favor. The motion carried.

b) Loren Butterfield/Potential 5-lot Subdivision Discussion – Loren Butterfield appeared before the Board to discussion access to his property and future development plans. He advised development/platting is not a definite plan at this time. Treasurer Warneke again reviewed access to the property. He noted there is legal access to the property through a common point of connectivity. He further reviewed the 2011 Road Improvements done in the area at which time a retention catch basin and a portion of Township road was constructed. Tom Stegora, property owner was asked to grant the Township an easement at that time. He declined to do so, but did give the Township verbal permission to continue with construction plans. Therefore, the road in its current location has been maintained and improved by the Township and the Township would protect its investment and is not able to substantiate moving the road. There was continued discussion. Treasurer Warneke recommended holding a meeting with adjoining property owners to discuss their future property plans which will be very beneficial for making road connection plans. The Board and Treasurer Warneke reviewed the February 14, 2013 letter to Loren Butterfield drafted by Jon Sevald, Sherburne County Zoning and commented on several items listed in the letter. It was determined that a meeting with adjoining property owners will be scheduled by the Township when Supervisor Alfords is available. This will most likely be in April 2013.

c) Other – Updates – Meetings – Clerk Hayes inquired again if anyone is interested in attending the 2013 Legislative Conference, March 21, 2013. Chairman Hofer and Clerk Hayes are interested in attending and will be registered.

## **BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS**

### **TOWN ROADS**

Treasurer Warneke advised following the last snowfall there was a report of one mailbox hit; and, two calls were received from Huckleberry Hideaway residents stating they were always last to be plowed. Next snowfall the plowing company may run the route in reverse. Treasurer Warneke advised he did drive through Huckleberry Hideaway to check the roads. He noted the surface had become snow packed by the traffic; however, it had melted off.

The Township Engineer is working on preparing plans for 2013 overlay projects. The call for bids should be ready within the next week or two.

### **CHAIRMAN'S REPORT**

Chairman Hofer advised he had nothing to report at this time. He noted the Big Lake Chamber of Commerce Business Expo is this Sunday, March 3.

### **SUPERVISOR'S REPORT**

The Supervisor's had nothing to report. Clerk Hayes distributed a review of the February 22, 2013 Rail Park Meeting held at the City of Big Lake. The main purpose of the meeting was to meet with representatives from Burlington Northern Santa Fe (BNSF) Railway to discuss their involvement with construction of the turnouts and tying into the existing signal system.

### **BUSINESS FROM THE TREASURER**

a) Adoption of 2013 Budget – Treasurer Warneke presented a proposed 2013 budget summary. Receipts are estimated at \$1,169,950. and expenditures at \$1,319,200. with a \$149,250. spend down of reserves. Supervisor Leslie motioned to adopt the 2013 budget as presented. Supervisor Aubol seconded. All present were in favor. The motion carried.

b) Board of Audit 2012 - 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 2012 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 \$2,418,114.50. Supervisor Leslie motioned to approve the Town Clerk and Treasurer records as presented for the year ending 12-31-12. Supervisor Aubol seconded. All present were in favor. The Board Members present signed the Statement of Examination and Audit on the 12-31-2012 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.

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**ADJOURNMENT**

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Aubol seconded. All present were in favor. The motion carried. The meeting adjourned at 8:34 p.m.

Respectfully Submitted,

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Laura Hayes, Clerk

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Robert L. Hofer, Chairman