

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

**MONTHLY MEETING**  
**WEDNESDAY MARCH 22, 2017**

---

The Town of Big Lake Board of Supervisors met in regular session, at 7:00 PM, on Wednesday March 22, 2017, at the Town of 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 called to order by Chair Hofer and the Pledge of Allegiance was recited. Chair Bob Hofer, Supervisors Bruce Aubol, Norm Leslie, Steve Pfliegaar, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Fire Chief Paul Nemes and Town Engineer Ross Abel were in attendance. Supervisor Larry Alfords was absent. Three residents and observers were in the audience.

**APPROVAL OF MEETING AGENDA**

Motion/Second to accept Agenda as presented by: Pfliegaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfliegaar. Motion Prevailed.

The meeting proceeded in accordance with the agenda.

**APPROVAL OF CONSENT AGENDA**

The Consent Agenda consisted of: a) Approval of the Minutes: Regular Monthly Meeting 03/08/2017 and Board of Canvass Meeting 03/14/2017. b) Accept Options contract to clean Town Hall – Term is 04/01/2017 – 03/31/2018. c) Approve list of Claims (Disbursement list provided in meeting packet).

Motion/Second to Approve Presented Consent Agenda by: Leslie/Pfliegaar. Approved: Aubol, Hofer, Leslie, Pfliegaar. Motion Prevailed.

**OPEN FORUM**

No OPEN FORUM business brought forth.

**FIRE DEPARTMENT REPORT**

Chief Nemes addressed the Board, reporting on the activities of the department in February through the current day. There were a total of seven (7) calls in February – four (4) within City limits and three (3) in the Township. One of the calls was a chimney fire, where the damage was minimal. The Department has received 12 calls, in March, none of them were related to the tornado in Orrock Township, on 3/6/2017. Ongoing training is consisting of HAZMAT refresher and defensive driving, in March. The four new fire fighters had completed fire training levels I and II classroom and HAZMAT. They were scheduled to take certification tests for fire level II, on Saturday (03/25/2017). The Department is down one of the new members, effective on 3/22/2017. There are now 36 members on the staff. The department hosted a chili cook-off the previous Saturday, which was well attended. The event made \$1400 and several canned goods, for the Big Lake Food Shelf.

**CLERK BUSINESS**

Clerk Kimberly-Maas presented the Board with the DRAFT Annual Minutes. The DRAFT will be available at the Town Hall, for review.

Derek and Amy Wellberg were present to request comment on a 50’ variance from the standard 100’ setback required from an OHWL, for the purpose of changing the location and upgrading their septic system. Mr. Wellberg addressed the Board noting the current septic location is the same distance from the water’s edge. However, the definition of the body Strand Lake, had changed since it was installed, resulting in the need to apply for the 50’ variance. The new septic system will essentially be moved so the drain field is on the south side of the home. The Board had no concerns with the variance and asked the Clerk to make comments indicating the same.

### **BUSINESS, UPDATES, COMMITTEE REPORTS**

Supervisor Aubol informed the Board of upcoming events from Community Ed. The High School Musical will be performed April 21 – 23, on May 20<sup>th</sup> the Bike rodeo will be held and the district is constructing new athletic fields at Liberty Elementary and work on the four-plex ball fields will be done this summer. The athletic fields will be multi-purpose fields, built with field sports, like soccer, in mind. The four-plex will be having lights installed.

Supervisor Leslie informed the Board an Orrock Supervisor has inquired on painting a Pickle Ball court on one of the concrete areas at Lion's Park. Anybody will be allowed to use it, when it is completed, but will have to provide their own net, paddle and ball. Supervisor Leslie also informed the Board he is researching what would be necessary to install a doggie park, at Lion's Park. He has been to a few local parks and is looking for input from the community to see if the consensus is it would be well utilized. Further research will be done with regard to cost to build and maintain, as well as any concerns with County Ordinances or liability to the Town.

Supervisor Pflgebraar updated the Board with information from the City EDA. Casey's new location has equipment on it, ready to break ground. And the City met in a closed session to discuss a potential new business within the City. The business is interested in building on a lot which is within the parking lot between the Post Office and the old Klein Bank building. The announcement will be made by the City in the near future.

NO FURTHER BUSINESS

### **TOWN ROADS**

Treasurer Warneke addressed the Board. He informed them the Engineer's estimate came in for 2017 seal coat and overlay projects. Additional to the estimates we will have other projects in need of seal coat. The plan is to spend roughly \$100,000.00 on seal coat in 2017. Patching and ten overlay projects will be done and estimated costs are \$320,000.00. Another \$100,000.00 worth of overlay work, will likely be added to the project list. Engineer Abel informed the Board he used \$60/ton for bituminous as the basis for his estimates. Treasurer Warneke told the Board, Orrock Township just received bids for overlays and though the mix in Orrock was a different mix, he felt the pricing looked favorable for Big Lake's projects. Call for bids will be let in the following week or so.

### **TREASURER BUSINESS**

Treasurer Warneke reported the total balance of all funds is down a bit from the beginning of the year. We have not received our first disbursement for 2017 levy.

Motion/Second to Approve Treasurer's Report dated 3/22/2017 by: Pflgebraar/Aubol. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed

Treasurer Warneke also presented the Board with a preliminary budget. He had to start from scratch, entering the numbers, due to a software error. The budget numbers will be entered monthly as a work around to the programming glitch.

Treasurer Warneke created a summary budget for approval and adoption from the Board. There will be some deficit spending to catch up on road concerns. The only other point to notice was the water tender for the Fire department. The purchase will be made in 2018, but is reflected in the 2017 budget

Motion/Second to Approve and Adopt the 2017 Summary Budget as presented by: Pflgebraar/Leslie. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed

### **OTHER BUSINESS/ANNOUNCEMENTS**

Clerk Kimberly-Maas announced she had heard from the City of Big Lake, their desire to have a Joint Meeting on Wednesday April 12, 2017 at 4:30PM, to discuss the joint area of interest in the LISI project. She wanted to know if there were any conflicts with the meeting date or time, for this Board. There were no concerns or conflicts, for the Board.

NO FURTHER BUSINESS BROUGHT BEFORE THE BOARD.

**CONVENE ANNUAL REORGANIZATIONAL MEETING**

**ELECTED SUPERVISOR(S) OATH OF OFFICE**

Clerk Kimberly–Maas administered the Oath of Office to re-elected Supervisor Bruce Aubol.

**ELECTION OF CHAIRMAN OF THE BOARD & VICE-CHAIRMAN OF THE BOARD**

Clerk Kimberly-Maas called for the nomination for Chairman and Vice-Chairman of the Board. The Supervisors made discussion and recommended the current Chair and Vice-Chair retain their seats. Both Supervisor Hofer and Aubol agreed to stay as Chairman and Vice-Chairman.

Motion/Second to keep Bob Hofer as Chairperson and Bruce Aubol as Vice-Chairman of the Board by: Pflgebraar/Aubol. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed

**APPOINTMENT OF CLERK AND TREASURER**

Chair Hofer called for the recommendation of Town Clerk and Town Treasurer.

Motion/Second to keep retaining Ken Warneke as Town Treasurer and Brenda Kimberly-Maas as Town Clerk by: Pflgebraar/Aubol. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed

**SET THE HOURLY WAGE FOR THE TREASURER, CLERK, SUPERVISORS**

The finance committee had met previously and made the recommendation to the Board to increase the Clerk wage 10% and increase the Treasurer wage 5%. The Board discussed increasing Supervisors hourly rate and felt no change was necessary. The Board also discussed staff paid holidays and vacation.

Motion/Second to increase the Treasurer pay 5% and Clerk pay 10% and no change to Supervisor hourly rate by: Aubol/Pflgebraar. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed.

**SET THE HOURLY WAGE FOR THE DEPUTY CLERK**

Clerk Kimberly-Maas felt the role of the Deputy Clerk, Jayme’s performance and skill set warranted a10% increase to her hourly wage. Increasing her hourly rate by that amount would keep her hourly rate in the same range as surrounding townships, as well.

Motion/Second to increase the Deputy Clerk pay 10% of her current hourly rate by: Pflgebraar/Aubol. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed

**SET THE MEETING RATE FOR BOARD, TREASURER, CLERK & DEPUTY CLERK**

Discussion on the last time the rate was increased was made. The increase from \$85 per meeting to \$90 per meeting happened in 2008 or 2009. The Board felt changing the rate should be taken under consideration in 2018. Treasurer Warneke asked for clarification on the policy of nine paid holidays and one week vacation for the Treasurer and Clerk. Clerk Kimberly-Maas asked if this was also true for the Deputy Clerk position. The Board stated the policy to pay nine holidays and one week vacation to the Treasurer and Clerk, is still in effect and if the Clerk wishes, she can extend this to the Deputy Clerk. Clerk Kimberly-Maas told the Board she felt the position was as important as the Clerk position and would like to extend the benefits to Deputy Clerk Swenson. The Board approved giving the Deputy Clerk the same benefit of time off as the Clerk and Treasurer.

Motion/Second to leave the meeting rate at \$90 per meeting by: Leslie/Aubol. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed

**ESTABLISH MONTHLY BOARD MEETING DATES/TIME/LOCATION AND LEGAL HOLIDAY OBSERVATION**

Motion/Second to adopt meeting dates, times and location as well as legal holiday schedule presented by: Aubol/Pflgebraar. Approved: Aubol, Hofer, Leslie, Pflgebraar. Motion Prevailed

**ESTABLISH RULES OF CONDUCT OF ALL BOARD MEETINGS**

Motion/Second to ratify current rules of conduct for all Board meetings by: Aubol/Pfleghaar. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed

**ESTABLISH DEPOSITORY OF TOWN FUNDS**

Motion/Second to ratify current depositories of Town funds and the continue the established relationship with PMA for investment of Town funds by: Leslie/Pfleghaar. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed

**ESTABLISH LEGAL POSTING AREA FOR TOWN NOTICES**

Motion/Second to ratify current posting location as the bulletin Board in the entry way of the Town Hall and the outdoor bulletin board for all Town Notices by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed

**ESTABLISH OFFICIAL NEWSPAPER FOR TOWN NOTICES**

Motion/Second to ratify West Sherburne Tribune as the official Town newspaper, for all legal and public notices by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

**DESIGNATION OF LEGAL COUNSEL**

Motion/Second to retain current legal counsel of Peter Tiede as Town's Legal Counselor by: Leslie/Pfleghaar. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed

**SET 2017 GOPHER BOUNTY**

Motion/Second to maintain the gopher bounty at \$2.00 per pair of front feet by: Leslie/Pfleghaar. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

**REVIEW TOWN GENERAL FEE SCHEDULE**

Motion/Second to ratify current General Fee Schedule by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

**CONFIRM MILEAGE REIMBURSEMENT AT CURRENT FEDERAL RATE FOR CAR EXPENSES**

Motion/Second confirming current Federal rate of \$.535 mileage reimbursement by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

**RESOLUTIONS AUTHORIZING CONTRACT WITH INTERESTED OFFICERS UNDER MS § 471.88 SUBD. 5**

Motion/Second to adopt Resolution 2017-06 Authorizing Contract with Interested Officer by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

Motion/Second to adopt Resolution 2017-07 Authorizing Contract with Interested Officer by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

Motion/Second to adopt Resolution 2017-08 Authorizing Contract with Interested Officer by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

Motion/Second to adopt Resolution 2017-09 Authorizing Contract with Interested Officer by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

Motion/Second to adopt Resolution 2017-10 Authorizing Contract with Interested Officer by: Pfleghaar/Aubol. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

**SET THE HOURLY RATE FOR ELECTION JUDGES**

Motion/Second to maintain the Head Election Judge hourly rate at \$12.50, Election Judge hourly rate at \$10.00 and to reimburse mileage at the Federal rate of \$.535 per mile by: Leslie/Pfleghaar. Approved: Aubol, Hofer, Leslie, Pfleghaar. Motion Prevailed.

**APPOINTMENT OF SUPERVISORS TO COMMITTEES**

Discussion was made on any changes to the current appointments. The only change mentioned was the need to add another person to the Fire Board. Supervisor Leslie volunteered to sit on the Fire Board as the additional Town representative.

Motion/Second to maintain the current representation to the committees with the addition of Supervisor Leslie to the Fire Board by: Aubol/Pfleghaar. Approved: Aubol, Hofer, Leslie, Pflleghaar. Motion Prevailed.

- a. Set the hourly wage for the election judges; (Currently \$12.50 per hour for chief election judge and current federal rate for car expenses\*; \$10.00 per hour for remainder of election judges under MN§471.665, subdivision 1).
- b. Appointment of Board members to committees/meeting schedule and offsite locations (see list).
- c. Last call for business for the Reorganizational Board Meeting.

**LAST CALL FOR BUSINESS FOR THE REORGANIZATIONAL MEETING**

NO FURTHER BUSINESS BROUGHT FORTH

**ADJOURNMENT**

Motion/Second to adjourn the Wednesday March 22, 2017 Regular & Reorganizational Meeting at 8:16PM, on by: Leslie/Pfleghaar. Approved: Aubol, Hofer, Leslie, Pflleghaar. Opposed by: None. Motion Prevailed, adjourning the Regular Monthly & Reorganizational Meeting, on Wednesday March 822 2017 at 8:16PM.

Respectfully Submitted,  
Brenda Kimberly-Maas  
Town of Big Lake, Clerk

Accepted this 12<sup>th</sup> day of April 2017, by the Town of Big Lake Board of Supervisors.

\_\_\_\_\_  
Robert Hofer, Chairman

Attest: \_\_\_\_\_  
Brenda Kimberly-Maas