

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

**MONTHLY MEETING**  
**WEDNESDAY APRIL 12, 2017**

---

The Town of Big Lake Board of Supervisors met in regular session, at 7:00 PM, on Wednesday April 12, 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 Larry Alford, Bruce Aubol, Norm Leslie, Steve Pflieger, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson and Town Engineer Ross Abel were in attendance. One observer was in the audience.

**APPROVAL OF MEETING AGENDA**

Motion/Second to accept Agenda as presented by: Pflieger/Aubol. Approved by Alford, Aubol, Hofer, Leslie and Pflieger. 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 03/22/2017. b) Approve list of Claims (Disbursement list provided in meeting packet).

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

**OPEN FORUM**

No business brought forth.

**CLERK BUSINESS**

**Cavalier Cartway**

Clerk inquired if the Board wished to recover a portion of the legal bill paid to initiate the cartway creation request, made by Sally and Eric Cavalier. She noted the request has been rescinded, since the purchase of the parcel through which the cartway was intended to pass, was purchased by Mr. Cavalier. The amount she and Treasurer Warneke suggested be recouped was in the amount of \$225. The charges included the writing of the Resolution, communication legal counsel had with the owner of the parcel through which the cartway was proposed and a letter sent to the same landowner, informing him the parcel did not meet the Town’s standards for being a buildable lot. The Board felt it was fair to invoice the Cavalier’s for the amount of \$225.

Motion/Second to invoice the Cavalier’s, \$225 to recover legal expenses involved with their cartway request by: Pflieger/Aubol. Approved by Alford, Aubol, Hofer, Leslie and Pflieger. Motion Prevailed.

**Waste/Recycling**

Clerk informed the Board of some billing concerns with Republic Services, the Town’s current waste vendor. Staff began the process of attempting to resolve the concern on 2/2/2017. Several email exchanges and phone conversations were made between Republic, Deputy Clerk Swenson and Clerk Kimberly-Maas, during which it was made clear to the vendor, the Town wanted the reimbursement of the duplicate charges in the form of a check, NOT a credit to the account. Staff for Republic, assured them the issue would be resolved and a check cut. During this time, the Town received an updated quote for service. Having received a quote from the current vendor, Clerk Kimberly-Maas contacted two other waste management companies and requested quotes, for the same service. Ace Solid Waste and Randy’s Sanitation provided quotes. Both companies were significantly lower in price with Ace being the lowest. Staff was unable to find a current contract with Republic and Clerk Kimberly-Maas notified the company, via electronic letter and hard copy, their services would no longer be needed. Republic

produced a signed contract from 2004. The contract was a three-year term, with an auto-renewal term of 3-years. Clerk Kimberly-Maas was told the Town would need to provide a Certified sixty-day notice to the company and pay the remainder of the term to the company, before the company would consider allowing the Town out of the contract. Clerk Kimberly-Maas contacted legal counsel, requesting his review of the letter, the communication to date with the company and employ his service to advise the Town. After review, Counsel advised the company is in breach of the current contract terms, by not resolving our complaint within 10 days of notification. Counsel continues to be in communication with Republic on this matter.

To date the Town had not received payment for overbilling and Clerk Kimberly-Maas requested authorization to enter into a one-year contract with Ace Solid Waste. After one-year, the contract would increase in price by 3% to cover the increase to tipping charges, due to be imposed by GRE in 2018. This is also an auto-renewal with the renewal term being 1-year. Chair Hofer wondered if the Town should extend the terms of the contract with Ace to 3-year. Treasurer Warneke advised the contract should be reviewed annually to ensure the Town is getting the best pricing.

Motion/Second to enter into a one-year contract with Ace Solid Waste, providing the Town is released from its current contract by: Leslie/Pfleghaar. Approved by Alfords, Aubol, Hofer, Leslie and Pfleghaar. Motion Prevailed.

#### Office 365

Clerk Kimberly-Maas explained the current use of a single email address for the office staff is cumbersome and the software is not conducive to efficiently run the office and back up data. She gathered two quotes, for three Office 365 licenses, which will allow for three separate email addresses, installation of the software on the office staff's machines, migration of data & email and staff training. The best pricing came from Sherburne County's IT department. She is looking for approval to enter into contract with Sherburne County, to provide IT services. Supervisor Pfleghaar noted it makes sense to move toward a better system.

Motion/Second to enter into contract with Sherburne County to provide services as indicated on their quote, presented to the Board by: Pfleghaar/Alfords. Approved by Alfords, Aubol, Hofer, Leslie and Pfleghaar. Motion Prevailed.

#### **BOARD BUSINESS. UPDATES. COMMITTEE REPORTS**

Chair Hofer gave a brief update on the Hwy 25 Coalition meeting. The meeting consisted of reviewing what has been done to date during the meetings. No new business was discussed, by the coalition.

Supervisor Alfords requested the Board's consideration of moving the regular meeting time to 6PM. He wondered if there would be any conflict to the other Board member's schedules, if this was done. The rest of the Board had no concerns of moving the regular meeting time to 6PM.

Motion/Second to change the time of the Regular Board Meetings to 6PM, effective with the April 26, 2017 meeting by: Alfords/Aubol. Approved by Alfords, Aubol, Hofer, Leslie and Pfleghaar. Motion Prevailed.

Supervisor Aubol informed the Board of upcoming events from Community Ed. The High School Musical will be performed April 21 – 23. The summer catalogue was ready for printing and will be distributed to area residents in the upcoming days. The Pre-K and Kid's Club have been well attended and it looks to be a busy summer for the Community Ed. Programs.

Supervisor Leslie informed the Board the little ball field will be relimed in the next week or so. He is also in the process of obtaining quotes to install a new parking lot near the new ball field. He hopes to have quotes for the Board's consideration, by the 4/26/2017 meeting. Both ball fields will be well used this summer by the High School and Little League players. The schedules have been set with Monday – Thursday booked by local organized teams. The fields are currently available Friday –

Sunday for the general public's use. Research and input is still being gathered on the installation of a dog park at the Lion's Park facility. He hopes to have a clear understanding of the needs and usage, by the fall.

Supervisor Pflieger updated the Board with information from the City EDA. A new laundromat business will be opening in the old Klein Bank location. The new owners are also looking at installing a restaurant on one end of the building. An independent agent provided an appraisal of the Industrial Park land value. The land is worth less than anticipated. Comps from Elk River, Monticello, Becker and Zimmerman were used to perform the appraisal.

NO FURTHER BUSINESS

### **TOWN ROADS**

Town Engineer, Ross Abel informed the Board, 2017 overlays, patching and crack filling bids were to be let the following day. Sealed bids will be opened on Tuesday May 9, 2017 at 10AM. He will have a recommendation for the Board at the May 10, 2017 meeting.

Treasurer Warneke informed the Board the crack-filling on 209<sup>th</sup> Ave, scheduled in 2016, will be done this spring. He also noted the spring road restrictions are scheduled to be lifted on Monday, 4/17/2017. He has asked Jeff Rhodes to remove the restriction signs.

The Spring Road Tour will be scheduled for the next few days.

### **TREASURER BUSINESS**

#### **Treasurer's Report**

Treasurer Warneke reported the Town as the Fiscal Agent for HWY 25 Coalition began receiving its first money. A donation from BNSF and membership dues paid. He is looking for direction from the coalition as to the length of time before the money will be needed and if the funds are able to be invested, for a higher rate of return.

He informed the Board of placing \$410,000 of the Town's funds into CDs purchased through the 4M fund.

Motion/Second to approve the Treasurer's report by: Pflieger/Aubol. Approved by Alford, Aubol, Hofer, Leslie and Pflieger. Motion Prevailed

#### **Sherburne County Historical Society**

Treasurer Warneke asked if the Board would like to donate to the Sherburne County Historical Society, again this year. The Town has traditionally donated \$1000.

Motion/Second to donate \$1000 to the Sherburne County Historical Society by: Aubol/Pflieger. Approved by Alford, Aubol, Hofer, Leslie and Pflieger. Motion Prevailed

#### **Schlenner & Wenner**

Treasurer Warneke presented the Board with the Letter of Understanding, from Schlenner Wenner. Work on the audit will commence mid-May and will be completed the end of June. Preliminary work is currently being done by Town staff. He also reported the cost of the audit is expected to be \$12,500.

### **OTHER BUSINESS/ANNOUNCEMENTS**

Chair Hofer announced the Annual Local Board of Appeal and Equalization meeting will be held Thursday, April 13, 2017 at 9AM, in the Township Hall.

Supervisor Leslie addressed the Board. He was requesting stepping down from the Fire Board. He realized he has too many schedule conflicts to be a good representative for the Town. He advised the Board he had spoken with Vice Chair Aubol, who is able and willing to represent the Town on the

Fire Board. He also recommended Treasurer Warneke be given Proxy Power, should one of the Supervisors be unable to attend meetings.

Motion/Second to elect Supervisor Aubol to the Fire Board and give Proxy Power to Treasurer Warneke by: Pfleghaar/Alfords. Approved by Alfords, Aubol, Hofer, Leslie and Pfleghaar. Motion Prevailed.

**LAST CALL FOR BUSINESS**

NO FURTHER BUSINESS BROUGHT FORTH

**ADJOURNMENT**

Motion/Second to adjourn the Wednesday April 12, 2017 Regular Meeting at 7:53PM by: Leslie/Pfleghaar. Approved: Alfords, Aubol, Hofer, Leslie, Pfleghaar. Opposed by: None. Motion Prevailed, adjourning the Regular Monthly & Reorganizational Meeting, on Wednesday April 12, 2017 at 7:53PM.

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

Accepted this 26<sup>th</sup> day of April 2017, by the Town of Big Lake Board of Supervisors.

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

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