

Second Monthly Board Meeting
Minutes
March 23, 2011

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

On Wednesday, March 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 3 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
 Jim Stahlmann, Supervisor
 Mike Hayes, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 Kristie Woolard, Deputy Clerk

Board Members Absent: Larry Alford, Supervisor

All present stood and recited the pledge of allegiance to the flag of the United States of America.

ANNUAL REORGANIZATIONAL MEETING

Elected Supervisors Oath Of Office

Mike Hayes took the Oath of Office for Town Supervisor, Seat #3.

Supervisor Hayes motioned to approve the Annual Reorganizational Meeting agenda as presented. Supervisor Leslie seconded. All were in favor. The motion carried.

Appointment of Chairperson and Vice-Chairperson

Supervisor Hayes motioned to appoint Supervisor Hofer as Chairperson. Supervisor Stahlmann motioned to close the nominations and seconded. Supervisors Hayes, Leslie and Stahlmann voted in favor. Supervisor Hofer abstained. The motion carried.

Supervisor Stahlmann motioned to appoint Supervisor Alford's Vice-Chairperson. Supervisor Hayes motioned to close the nominations and seconded. All present were in favor. The motion carried.

Appointment of Clerk and Treasurer

Supervisor Stahlmann motioned to appoint Laura Hayes as Clerk of the Town of Big Lake; and, to appoint Ken Warneke as Treasurer of the Town of Big Lake. Supervisor Leslie seconded. Supervisors Stahlmann, Leslie and Hofer voted in Favor. Supervisor Hayes abstained from the appointment of Clerk Hayes and voted in favor of the appointment of Ken Warneke as Treasurer. The motion carried.

Set the Hourly Wage for the Treasurer, Clerk, Deputy Clerk and Supervisors

Supervisor Leslie motioned to make no change to the hourly wage of \$19. per hour for the Treasurer, Clerk, and Supervisors. Supervisor Stahlmann seconded. Supervisors Hofer, Leslie and Stahlmann voted in favor. Supervisor Hayes abstained from voting on the Clerk's hourly wage and voted in favor of making no change to the hourly wage for the Treasurer and Supervisors. The motion carried.

Clerk Hayes advised no change was being requested for the Deputy Clerk's hourly wage. Supervisor Hayes motioned to make no change to the Deputy Clerk's hourly wage. Supervisor Leslie seconded. All were in favor. The motion carried.

Set the Meeting Rate for the Treasurer, Clerk, Deputy Clerk and Supervisors

Supervisor Leslie motioned to make no change to the \$85. meeting rate for the Treasurer, Clerk, Deputy Clerk and Supervisors. Supervisor Stahlmann seconded. Clerk Hayes advised that the Deputy Clerk has been charging only the hourly rate for attending the Township Board Meetings. The Supervisors unanimously agreed the meeting rate applies to all Supervisors and staff and should be used by all when applicable with no exceptions. Supervisors Hofer, Leslie and Stahlmann voted in favor. Supervisor Hayes abstained from voting on the Clerk's meeting rate and voted in favor of making no change to the meeting rate for the Treasurer, Deputy Clerk and Supervisors. The motion carried.

Establishment of Monthly Board Meetings: Dates, Times and Places; Legal Holidays Observed

Supervisor Hayes motioned to approve the official meeting dates. Copy attached. Supervisor Leslie seconded. All present were in favor. The motion carried.

The official meeting schedule will be published in the Legal Newspaper and posted.

Establishment of Rules for the Conduct of all Board Meetings

Supervisor Leslie motioned to continue to use its current format based on Robert's Rules of Order for the conduct of Big Lake Town Board Meetings. Supervisor Hayes seconded. All present were in favor. The motion carried.

Establishment of Depository of all Town Funds

Treasurer Warneke advised the current Town Depositories are: First National Bank of Elk River for the checking account which is the account used for Township disbursements; and, deposits. KleinBank for deposits and checking. The majority of the Township's investments are at Central Bank. The Township has a Certificate of Deposit at Premier Bank and continues to keep its Vanguard Money Market Account active with a minimum amount on deposit. Supervisor Stahlmann motioned to approve the depositories as listed; and, grant the Town Treasurer final authority to designate depositories that may be necessary. Supervisor Hayes seconded. All present were in favor. The motion carried.

Establishment of Legal Posting Location

Supervisor Hayes motioned to continue to use the Town Hall Posting Box as the legal posting location. Supervisor Leslie seconded. All present were in favor. The motion carried.

Selection of Official Newspaper for All Legal and Public Notices

Supervisor Stahlmann motioned to specify the West Sherburne Tribune as the official newspaper. Supervisor Hayes seconded. All present were in favor. The motion carried.

Designation of Legal Counsel

Supervisor Leslie motioned to hire attorneys as needed according to area of specialty, as determined by the legal committee. Supervisor Hayes seconded. All present were in favor. The motion carried.

Gopher Bounty for 2011-2012

Supervisor Leslie motioned to set the gopher bounty to \$2.00 per pair. Supervisor Hayes seconded. All present were in favor. Motion carried.

Confirm Mileage Reimbursement at Current Federal Rate for Car Expenses

The mileage reimbursement is to be the maximum rate allowed by the IRS, as adjusted from time to time. (federal rate of \$.51 per mile as of 1-1-11).

Resolutions Authorizing Contract with Interested Officers Under M.S. § 471.88 Subd. 5

Supervisor Stahlmann inquired what the resolutions authorize the Town Board members to do. Clerk Hayes advised they authorize Board Members to do a job, in a limited capacity, that the Township normally hires a contractor to handle. Clerk Hayes advised the resolutions will be prepared for the April 13, 2011 Regular Monthly Meeting.

Set the compensation for Election Judges

Clerk Hayes recommended leaving the head judge hourly wage to \$12.00 per hour and to continue with \$10.00 hourly for election judges. Supervisor Leslie motioned to leave the compensation as recommended, and to set the mileage rate reimbursement to follow the federal rate. Supervisor Stahlmann seconded. All present were in favor. The motion carried.

Appointment of Board Members to the following Committees

Clerk Hayes reviewed the committee assignments and changes made to the previous list reducing the working committees from 19 to 15. Supervisor Hayes motioned to adopt the list of 15 working committees and members as presented. Supervisor Stahlmann seconded. All present were in favor. The motion carried. Copy attached.

Adjournment of the Annual Reorganizational Meeting

Supervisor Hayes motioned to adjourn the annual reorganizational meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The Reorganizational meeting adjourned at 7:23 p.m.

SECOND MONTHLY BOARD MEETING Continued

Supervisor Hayes motioned to approve the Second Monthly Meeting agenda. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda.

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

OPEN FORUM

John and Sheila Sornson, 17019-182nd Avenue NW, Ridgewood Heights appeared before the Board regarding a drainage issue in the ditch along 170th Street. A combination of the large amount of snow fall this year, not having the snow winged/plowed further into the right-of-way and property owners not having driveway culverts installed, or having a plugged culverts have all contributed to a flooding and drainage issue. The Sornsons provided the Board with photographs of the erosion along 170th Street and 182nd Avenue. The Road Committee will check this out further during the spring road tour to see what can be done to prevent this in the future.

Carol Nierman, 18778-226th Avenue NW, Eagle Lake Park appeared before the Board regarding a drainage issue on 226th Avenue and 187th Street in Eagle Lake Park. She advised her lot is the lowest elevation in the area and receives drainage water from other properties and the silt that is carried down with the water. It was noted that approximately 2 years ago the Township paved a portion of the 226th Avenue in an effort to improve drainage

and prevent erosion. She inquired about the possibility installing a bituminous curb to prevent the silt flow. It was determined the Road Committee will check this area during the spring road tour.

Kent Mitchell, 21700 County Road 5 appeared before the Board regarding the County Road 5 Bridge Construction project. He advised that he has observed several people being pulled over by the police or a Sheriff's Deputy for trespassing through the construction barricades. This is a ticketable offense, which carries a \$125. fine and is an extremely dangerous thing to do. He further noted that as soon as the bridge decking is in place, there will most likely be people trying to cross the bridge again; and therefore suggested that stronger or larger barricades be put in place.

BUSINESS FROM THE CLERK

a) Other-Updates-Meetings –

Clerk Hayes presented a map of Township parcel 10-107-3120 located adjacent to the Big Lake Lion's Community Park. Harold (Bud) and Nola Mitchell would like to gift to the Township this 1.9-acre parcel along the river. The Township would be responsible for the documents and cost to transfer the property into its ownership. Supervisor Leslie motioned to accept the gift of property from Harold (Bud) and Nola Mitchell with the Township being responsible for the paperwork and cost to transfer the property to its ownership. Supervisor Hayes seconded. All present were in favor. The motion carried.

Clerk Hayes advised the Sherburne County Technical Evaluation Panel unanimously approved the Township's application to shift a portion of 211th Avenue for safety purposes and approved the filling of 26,643 square feet of wetland. Treasurer Warneke advised there are right of way issues with the property owner that still need to be resolved.

The Annual Clean Up Day advertisement was reviewed. Clerk Hayes presented several updates to the advertisement. Ammonia Gas Refrigerators will continue to be accepted. The recommended cost to residents will be \$25. due to the fact that it costs \$250. each to have these recycled. Carpet and carpet pad, in limited quantities, will be added to the written list of accepted items at no charge. Tires must be off the rim. It is becoming too difficult for the people working all day in the tire truck to lift this much weight; and it is a loss of revenue to send the rims with the tires rather than with the metal. Participants need to load their vehicles according to the advertised directions; this will make it easier for them to remove their items from their load. Participants need to plan to unload their own vehicles. Volunteers are available to assist. Only auto batteries are accepted, not household batteries or appliance batteries. No curbside recycling is offered during the clean up event, therefore items such as cardboard should not be brought. No pressurized tanks are accepted. Refillable style propane tanks are the only tanks that can be accepted. There will also be an emphasis that items that should be put into residential garbage containers such as broken toys, flowerpots, and clothes as examples. These items should not be brought to clean up day.

These items need to be placed in a residential garbage container for disposal. The City and Townships cannot receive reimbursement from SCORE funding for these items. These items add approximately \$12,000. of unreimburseable cost to the event. The clean up event needs to focus on the proper disposal of larger, hard to dispose of items, which are listed in the advertisement. Clerk Hayes advised the advertisement will need to be finalized by the end of the week so that it can be printed in the newsletter and mailed.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Meetings-Updates – Treasurer Warneke advised spring road weight restrictions have gone into effect and roads have been posted.

Chairman Hofer advised he attended a two-day seminar to learn how to create a directory and use the Juno SC sign inventory program and GPS device. He has created a dictionary and legend and the program is ready for data logging and inventorying the Townships street signs and locations.

Treasurer Warneke attended the Minnesota Association of Townships (MAT) Spring Short Course. He advised before the Township inventories all of its signs and prepares for the retro-reflectivity sign project, all redundant and obsolete signs should be removed from the inventory.

SUPERVISOR'S REPORT

1) EDA – Supervisor Hayes advised he and Supervisor Stahlmann attended the EDA meeting on March 14. Supervisor Stahlmann advised the City of Big Lake is still very optimistic about development of the rail park. The developer is still in negotiations with the railroad.

2) Other-Meetings-Updates – Supervisor Hayes advised he attended the Elk River Watershed meeting as alternate for Supervisor Stahlmann. Business items were approval of their Joint Powers Agreement, several reports and an update on TMDL's.

BUSINESS FROM THE TREASURER

a) Other-Updates-Meetings – Treasurer Warneke advised total government funds are \$2,072,260.03 and escrow funds total \$41,585.81 for a total cash balance of \$2,113,845.84. He advised two CD's have matured and funds have been reinvested at Central Bank due to better rates. Charter Communication franchise fees for 4th quarter 2010 have been received. The next significant income the Township will receive will be the June property tax settlement.

Treasurer Warneke advised that during the MAT spring short course, it was announced that the Executive Director, David Fricke was at the State Capital meeting with new legislators in an effort to instruct them on issues affecting Townships. It was advised at the short course that market value credits are mostly likely going away entirely.

Treasurer Warneke further advised that the Minnesota Benefits Association (MBA) provided information on the employee benefits they offer. MBA is a 501(c)9 corporation established to offer fringe benefits to employees. Currently the Township has a group life insurance policy for all Board Members and staff. Treasurer Warneke proposed in lieu of a salary increase, that the Board consider paying for an accident indemnity insurance policies for the Clerk and Deputy Clerk. It has life and disability benefits paid to the insured as reimbursement for expenses. Single unit coverage is \$25,000. at a cost of \$150. per person per year; double unit coverage is \$50,000. at a cost of \$185. per person per year. There are also options to cover spouses and/or children at the employee's expense. Supervisor Leslie motioned to approve the double unit coverage of \$50,000. for the Clerk and Deputy Clerk. Supervisor Stahlmann inquired why the Treasurer would not be eligible for this. Treasurer Warneke advised he felt he is strictly a part-time employee, noting the Clerk and Deputy Clerk are here everyday. Supervisor Stahlmann seconded the motion. Supervisors Hofer, Leslie and Stahlmann voted in favor. Supervisor Hayes abstained from voting on offering disability coverage for the Clerk and voted in favor of offering coverage for the Deputy Clerk. The motion carried.

Treasurer Warneke presented Census 2010 information. He advised that according to the census Big Lake Township has a population of 7,386. According to Sherburne County's population estimate in 2009 the Township had a population of 7,977. He noted the difference may be worth investigating.

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 8:30 p.m.

Respectfully Submitted,

Laura Hayes, Clerk