

Second Monthly Board Meeting  
Minutes  
March 26, 2014

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

On Wednesday, March 26, 2014, 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 2 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
Steve Pflughhaar, Supervisor
Bruce Aubol, Supervisor
Ken Warneke, Treasurer
Laura Hayes, Clerk
LaDonna Braun, Deputy Clerk

Board Members Absent: Larry Alfords, 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**

Bruce Aubol took the Oath of Office for Town Supervisor, Seat #3.

Supervisor Aubol motioned to approve the Annual Reorganizational Meeting agenda as presented. Supervisor Hofer seconded. All present voted in favor.

#### **Appointment of Chairperson and Vice-Chairperson**

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

Supervisor Leslie motioned to appoint Supervisor Alfords Vice-Chairperson. Supervisor Pflughhaar motioned to close the nominations and seconded. All present voted in favor.

**Appointment of Clerk and Treasurer**

Supervisor Aubol 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 Pfliegaar seconded. All present voted in favor.

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

Supervisor Leslie advised the Personnel Committee met and is proposing a 2% pay increase. Supervisor Leslie motioned to increase the Clerk and Treasurer's hourly wage to \$21.42 per hour. Supervisor Pfliegaar seconded. All present voted in favor.

Supervisor Pfliegaar motioned to make no change to the hourly wage of \$19. per hour for the Supervisors. Supervisor Leslie seconded. All present voted in favor.

Clerk Hayes advised Deputy Clerk LaDonna Braun will receive a 2% pay increase, increasing her hour wage to \$17.09.

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

Supervisor Leslie motioned to keep the meeting rate of \$90. Supervisor Pfliegaar seconded. All present voted in favor.

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

Supervisor Aubol motioned to approve the official meeting dates. Copy attached. Supervisor Pfliegaar seconded. All present were in favor.

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

**Establishment of Rules for the Conduct of all Board Meetings**

Supervisor Aubol 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 Pfliegaar seconded. All present were in favor.

**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 continues to keep its Vanguard Money Market Account active with a minimum amount on deposit. Supervisor Leslie motioned to approve the depositories as listed; and, grant the Town Treasurer final authority to designate depositories that may be necessary. Supervisor Aubol seconded. All present were in favor.

### **Establishment of Legal Posting Location**

Supervisor Pflgebraar motioned to continue to use the Town Hall vestibule bulletin board as the legal posting location. Supervisor Aubol seconded. All present were in favor.

### **Selection of Official Newspaper for All Legal and Public Notices**

Supervisor Leslie motioned to specify the West Sherburne Tribune as the official newspaper. Supervisor Aubol seconded. All present were in favor.

### **Designation of Legal Counsel**

Supervisor Pflgebraar motioned to hire attorneys as needed according to area of specialty, as determined by the legal committee with Attorney Peter Tiede as the main attorney of counsel. Supervisor Aubol seconded. All present were in favor.

### **Gopher Bounty for 2014-2015**

Supervisor Leslie motioned to continue the gopher bounty at \$2.00 per pair. Supervisor Aubol seconded. All present were in favor.

### **Review Township General Fee Schedule**

Clerk Hayes advised the fee schedule consists of developers escrow fees, building rental rates, and fees for document copies. At this time it is not recommended that the fee schedule be changed. Clerk Hayes advised developer's owing additional engineering fees must pay those fees prior to the Town Chairman and Clerk signing the mylars. Supervisor Pflgebraar motioned no change to the current fee schedule. Supervisor Aubol seconded. All present were in favor.

### **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 \$.56 per mile as of 1-1-14).

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

Clerk Hayes advised the Resolutions Authorizing Contract with Interested Officers authorizes Board Members to do a job, in a limited capacity, that the Township normally hires a contractor to handle. Supervisor Aubol motioned to adopt Resolutions 2014-06, 2014-07, 2014-08, 2014-09, 2014-10. Supervisor Pflgebraar seconded. All present were in favor.

### **Set the compensation for Election Judges**

Clerk Hayes recommended increasing the Head Election Judge wage to \$12.50 per hour ; and, making no change to the election judge compensation of \$10.00 per hour. Supervisor

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Leslie motioned to adopt the wage recommendation for election judges. Supervisor Aubol seconded. All present were in favor.

### **Appointment of Board Members to the following Committees**

Supervisor Aubol motioned to adopt the list of 14 working committees and members as presented unless Board Members want to change. Supervisor Leslie recommended adding Supervisor Aubol as an alternate to the building and grounds committee. Supervisor accepted. Supervisor Pfliegerhaer seconded. All present were in favor. Copy attached.

### **Last Call for Business for the Reorganizational Board Meeting**

There was no additional business presented.

### **Adjournment of the Annual Reorganizational Meeting**

Supervisor Leslie motioned to adjourn the annual reorganizational meeting. Supervisor Pfliegerhaer seconded. All present were in favor.

### **SECOND MONTHLY BOARD MEETING Continued**

Supervisor Leslie motioned to approve the Second Monthly Meeting agenda as presented. Supervisor Pfliegerhaer seconded. All present were in favor. The meeting proceeded in accordance with the agenda as amended.

Supervisor Aubol motioned to approve consent agenda items: a) Approve List of Claims (disbursement list received at meeting). Supervisor Leslie seconded. All present were in favor. The motion carried.

### **BUSINESS FROM THE CLERK**

a) Other-Updates-Meetings – Clerk Hayes advised the Sherburne County Association of Townships meeting will be held April 16, 2014 at Livonia Town Hall. RSVP's are requested for the 6:30 p.m. dinner being served. Notice of this meeting will be posted at the Big Lake Town Hall.

- Clerk Hayes advised 'USAgain' has contacted the Clerk's Office regarding setting a container or collection truck at the May 3, 2014 Annual Clean Up Day. Clerk Hayes advised she has already had the advertising mailer cards printed for the event and has concerns about adding this service due to the limited area available to hold the clean-up day event. She further noted there are bins around the community to place clothing in and would prefer to continue to keep the clean-up day event as a way to dispose of tires, electronics, appliances and other harder to dispose of items. Supervisor Aubol motioned to decline offering clothing recycling at the 2014 clean up day event, noting it may be possible in future years. Supervisor Leslie seconded. All present were in favor. The motion carried.

- Clerk Hayes advised Sherburne County Zoning Administrator, Nancy Riddle will attend the April 9, 2014 Town Board Meeting to discuss two potential amendments to the current Zoning Ordinance. Items to be discussed and commented on are allowance of Home Occupation or Home Businesses in an Accessory Building within the Mississippi River Wild & Scenic Ordinance area; and, permits for the construction of outbuildings when there is no home permit being requested or no home already constructed.

-Clerk Hayes and Deputy Clerk Braun attended the Minnesota Association of Townships Spring Short Course yesterday in St. Cloud. Legislative updates were given, which included review of several House and Senate bills affecting Townships. The Clerk and Deputy Clerk attended a cash reporting and accounting codes session; and, an open meeting law session.

-The Township received a letter regarding the Sherburne County's Road Turnback plans. Big Lake Township is scheduled to receive County Road 68. There was brief discussion noting County Road 68 is currently within the Sherburne County and City of Big Lake's jurisdictions. It connects County Road 14 and US Highway 25. The Big Lake Township Road Committee will arrange to meet with Sherburne County Public Works Director, John Menter to discuss.

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

### **TOWN ROADS**

1) Other-Meetings-Updates – Treasurer Warneke advised spring road weight restrictions went into effect last Tuesday. Roads have been posted and public notice was published in the West Sherburne Tribune. Jeff Rhodes is continuing to do some brushing along Township roads. Road maintenance maps have been received from Oliver Surveying. The spring road tour will be scheduled when Supervisor Alfords returns.

### **CHAIRMAN'S REPORT**

Chairman Hofer had nothing to report on at this time.

### **SUPERVISOR'S REPORT**

The Supervisors had nothing to report on at this time.

## **BUSINESS FROM THE TREASURER**

a) Other-Updates-Meetings – Treasurer Warneke advised he had nothing specific to report. Cash Balance Statements were included in the meeting packet and reflect no significant changes from the last meeting.

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**ADJOURNMENT**

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pfleghaar seconded. All present were in favor. The motion carried. The meeting adjourned at 7:41 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman