

Second Monthly Board Meeting  
Minutes  
March 27, 2013

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

On Wednesday, March 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 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
Barb Krzmarcik, 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; Norm Leslie took the Oath of Office for Township Supervisor, Seat #5; Bob Hofer took the Oath of Office for Township Supervisor, Seat #4; Steve Pflughhaar took the Oath of Office for Township Supervisor, Seat #1.

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

### **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 Aubol motioned to close the nominations and seconded. All present voted in favor. The motion carried.

### **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 Pfliegerhaas seconded. All present voted in favor. The motion carried.

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

Chairman Hofer advised because the Clerk has assumed the responsibilities of processing the payroll and claims for the Big Lake Fire Department, a pay increase was warranted. Chairman Hofer motioned to increase the Clerk and Treasurer's hourly wage to \$21.00 per hour; and, to make no change to the hourly wage of \$19. per hour for the Supervisors. Supervisor Aubol seconded. All present voted in favor. The motion carried.

Clerk Hayes advised no change was being requested for the Deputy Clerk's hourly wage at this time. Barb Krzmarcik has been employed approximate 30 days; therefore in 60 days a 90-day review will be conducted.

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

Treasurer Warneke advised the current meeting rate of \$85. was set in 2008. Chairman Hofer motioned to increase the meeting rate to \$90. Supervisor Leslie seconded. All present voted in favor. The motion carried.

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

Supervisor Pfliegerhaas 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 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 Pfliegerhaas 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 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. The motion carried.

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

Supervisor Pfliegaar motioned to continue to use the Town Hall vestibule bulletin board 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 Leslie motioned to specify the West Sherburne Tribune as the official newspaper. Supervisor Aubol seconded. All present were in favor. The motion carried.

#### **Designation of Legal Counsel**

Supervisor Pfliegaar 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 Leslie seconded. All present were in favor. The motion carried.

#### **Gopher Bounty for 2013-2014**

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

#### **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 is not recommended that the fee schedule be changed. Supervisor Aubol motioned no change to the current fee schedule. Supervisor Pfliegaar seconded. All present were in favor. The 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 \$.565 per mile as of 1-1-13).

#### **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 Pfliegaar motioned to adopt Resolutions 2013-08; 2013-09; 2013-10; 2013-11 and 2013-12. Supervisor Aubol seconded. All present were in favor. The motion carried.

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

Clerk Hayes recommended making no change to the election judge compensation at this time noting it is a non-election year. At the Clerk's recommendation, no action was taken by the Board to change the compensation rate.

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

Chairman Hofer reviewed the committee assignments as presented. Supervisor Aubol motioned to adopt the list of 14 working committees and members as presented. Supervisor Leslie seconded. All present were in favor. The motion carried. Copy attached.

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

Treasurer Warneke presented Minnesota Benefit Association group life insurance program information. Currently, the Township subscribes to the Gold Plan at a cost of \$240. per person. The Board Members, Clerk, Treasurer and Deputy Clerk are all participants in the plan with the premium being paid by the Township. The death benefit at the Gold Plan rate is \$15,000. Treasurer Warneke recommended increasing the coverage to the Platinum Plan at a premium rate of \$320. per person with a death benefit of \$20,000. Supervisor Leslie motioned to increase the Township's group life insurance coverage to the Platinum Plan. Supervisor Aubol seconded. All present were in favor. The motion carried.

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

Supervisor Leslie motioned to adjourn the annual reorganizational meeting. Supervisor Aubol seconded. All present were in favor. The motion carried. The Reorganizational meeting adjourned at 7:30 p.m.

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

Supervisor Aubol motioned to approve the Second Monthly Meeting agenda with the addition of a report from Commander Doran of the Sherburne County Sheriff's Department. Supervisor Pfliegaar seconded. All present were in favor. The motion carried. The meeting proceeded in accordance with the agenda as amended.

Commander Steve Doran, Sherburne County Sheriff's Department advised calls for service in March were very typical although there was a slight increase in the number of traffic calls. Treasurer Warneke inquired how many officers are devoted to enforcing spring road weight restrictions. Commander Doran advised the Sherburne County Sheriff's Department provides 2 or 3 officers who works with the Minnesota State Patrol to enforce the restrictions. A portable scale is used during the stop to check the weight. A permanent scale is also utilized if necessary. 209<sup>th</sup> Avenue is often reported for violations. Commander Doran advised Deputy, Joe Schanen is in charge of that area. Treasurer Warneke advised Clerk Hayes drafted information about Spring Weight Restrictions, describing why restrictions are posted. A public notice will be published in the March 30 Edition of the West Sherburne

Tribune in addition to the Township website. Township roads will be posted Friday morning, March 29, 2013. The restrictions go into effect at 12:01 p.m.

Supervisor Leslie motioned to approve consent agenda items: a) Approve List of Claims (disbursement list received at meeting) with the removal of Check# 14064 to the Minnesota Benefit Association. This check will be voided and reissued at the rate approved at the Reorganizational Meeting for the Platinum Plan Group Life Insurance Coverage. b) Call Board of Review and Equalization Meeting Tuesday, April 2, 2013 at 9 a.m. at Big Lake Town Hall. c) Call Sherburne County Association of Township Meeting Wednesday, April 17, 2013 at 7 pm. at Baldwin Town Hall. Supervisor Pfliegaar seconded. All present were in favor. The motion carried.

### **BUSINESS FROM THE CLERK**

a) Rail Park Meeting Update - Clerk Hayes advised the Regional Rail Park Committee met on Friday, March 22 at the City of Big Lake. Engineering updates were given. The group discussed the grant and loan applications which are in process. Letters of support are being solicited from local government entities, schools, businesses, chambers of commerce. The Big Lake Town Board is being asked to send a letter of support to pursue a Transportation Economic Development (TED) grant. Clerk Hayes read a letter of support prepared for the Board's consideration. The Board unanimously approved to send the letter as presented. Clerk Hayes advised a zoning overlay is being considered to ensure that users/purchasers of lots along the spur utilize the rail access. Brian Benson, Sherburne County Administrator has contacted Connexus Energy and Xcel Energy for financial assistance with the portal engineering and construction costs. The committee discussed the need to draft a financial plan and secure business commitments. These will strengthen the application to BNSF for consideration of installation of the turn-outs and switches.

b) Legacy Foundation Meeting Update – Clerk Hayes advised the Legacy Foundation of Big Lake met on Tuesday, March 19 at the City of Big Lake. President, Doug Hayes advised he met with the City Parks Committee and the Lake Association and both gave a positive response to the Music in the Park concert series. All 12 concert weeks have been filled. \$14,000. is needed to cover music expenses. The goal of the group is to raise \$21,000. This will allow some funds to be used towards the Walking History project. Funding and sponsorship levels were discussed. Tentatively the levels have been named Bronze \$500., Silver \$1,000., Gold \$2,500. and Platinum \$5,000. and Sound System Sponsors. A recommendation was made to create a PayPal account on the City of Big Lake Facebook page for donations. There was discussion regarding the development of a tag line. Rick Schroeder, Friendly Buffalo suggested "Preserving the Past, Forming the Future, and Enjoying the Present". The mission of the foundation is INSPIRE – ENGAGE – ACT, To Inspire others to Engage and take Action to be involved with their neighbors, so we, as a community, can leave a Legacy for the next generation. The group discussed the current goals and possible 3-5 year and long term goals. The next meeting is Tuesday, April 2 at 3 p.m. at the City of Big Lake.

c) 2013 Joint Legislative Conference Review – Clerk Hayes advised Chairman Hofer, herself, Big Lake Mayor RaeAnne Danielowski and City Administrator Todd Bodem attended the 2013 Joint Legislative Conference for Cities, Townships, Counties and Schools. The day started with opening remarks and a question and answer session with Governor Mark Dayton followed by a Legislative panel question and answer session. Attendees had an opportunity to gather in their respective jurisdictional groups. There were 26 Township attendees, of which 4 were from Sherburne County. During this portion of the conference the Township group heard from a representative of the Minnesota School Boards Association, Association of Minnesota Counties and the League of Minnesota Cities. This portion of the conference was very informative. Each representative gave a brief overview of major issues facing their organization and members. During lunch a media panel consisting of Mary Lahammer from local TPT television and fellow media associates offered their perspective on legislative coverage and also participated in a question and answer session. The conference was very educational. A visit to the State Capitol finished the days events.

d) Other-Updates-Meetings –

-Urban Town Short Course Registration, April 18, 2013 Rockwood's, Otsego-Clerk Hayes advised anyone interested in attending should contact her. She will do a group registration. It was recommended that all Board members attend this training session if possible.

-Sherburne County Zoning Ordinance Amendments on Feedlots-Clerk Hayes advised the Sherburne County Board of Commissioners did not adopt the feedlot amendments at their meeting on March 26. The Sherburne County Zoning Department will be contacting and soliciting input from each Township either electronically or personally for their input on the amendments. Clerk Hayes noted feedlots address the keeping of all animals classified as livestock and includes those kept on smaller parcels.

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

### **TOWN ROADS**

1) Other-Meetings-Updates – Treasurer Warneke advised spring road weight restrictions will be going into effect Friday, March 30 at 12:01 p.m. Potholes are appearing on the roads. In tonight's claims, the final snowplowing bill for winter 2012-Spring 2013 was paid from TW Hauling

### **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.

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**BUSINESS FROM THE TREASURER**

a) Other-Updates-Meetings – Treasurer Warneke advised in April 2013 a couple of Certificates of Deposit will mature. At this time interest rates for CD's are still very low.

**ADJOURNMENT**

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pflughaar seconded. All present were in favor. The motion carried. The meeting adjourned at 7:59 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman