

Monthly Board Meeting
Minutes
July 13, 2016

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

On Wednesday, July 13, 2016 the Big Lake Board of Supervisors met at the 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.

Vice-chairman Aubol called the meeting to order at 7:00 p.m. There were 5 people in the audience at the start of the meeting. Roll call was taken by the Chairman.

Board Members Present: Bob Hofer, Chairman
 Norm Leslie, Supervisor
 Larry Alfords, Supervisor
 Bruce Aubol, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 Samantha Peterson, Deputy Clerk

Board Members Absent: Steve Pfliegaar, Supervisor

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

Supervisor Leslie motioned to approve the agenda. Supervisor Aubol seconded. All were in favor. The meeting proceeded in accordance with the agenda as presented.

Supervisor Alfords motioned to approve consent agenda items. The consent agenda consisted of: a) Approval of Minutes: Regular Monthly Board Meeting 6-8-16 & Second Monthly Board Meeting 6-22-16. b) Approve List of Claims & Payroll. Supervisor Aubol seconded. All were in favor.

Big Lake Fire Chief, Paul Nemes appeared before the Board. He advised there were 14 total calls in June, and 17 calls so far in July. 5 calls were storm related, some due to lightning strikes. There were no fires or injuries. The fire station was among structures hit by lightning. 3rd quarter training held July 9 was at the Office of Emergency Management at Sherburne County. BLFD will be providing EMS and Fire protection at the Sherburne County Fair.

BUSINESS FROM THE CLERK

a) Year Ending 12-31-2015 Audit Review of Township/Ryan Schmidt, CPA Manager and Jon Archer, CPA Senior Manager; Schlenner Wenner & Co. – The Town Board was advised the audit was conducted in accordance with ‘Government Auditing Standards’. The township received an unmodified (clean) opinion. The auditors further advised there was a change in Accounting Principle for the adoption of GASB 68; and, prior period adjustments to restate prior year account balances were done. During the audit internal control and MN legal compliance were reviewed. There were no findings. The report to members of governance and compliance found no significant or unusual transactions or misstatements and no significant issues were encountered during the audit. Ryan Schmidt advised the Township staff were able to provide all the material needed to complete the audit efficiently.

b) Clay Wilfahrt, Big Lake City Administrator/City of Big Lake Composting Facility – Administrator Wilfahrt appeared before the Board. He advised the compost site is part of a county wide initiative to provide residents with a means to dispose of yard waste. The compost facility is located at the City of Big Lake Public Works building. There are about 3,500 registered users of the site making 17,500 trips annually.

Site maintenance includes hauling out the brush material. Dump truck and grapple trucks are required to do this. As the grapple trucks load up brush, they often drive brush into the gravel/dirt site surface. This requires City Public Works staff to remove brush and clean it so it can be accepted for chipping & incineration. The site receives roof-top rain water run-off from the public works building, causing the site to be saturated and nearly unusable. Historically when drainage issues occurred, Public Works would use existing dirt it had to build the site back up. Even when the site is fully built up, it will flood to the point where it is difficult to use. At this time, the City of Big Lake no longer has any dirt to rebuild the site. In order to continue operating with a dirt base, the City would have to purchase dirt or find another source for material. The site has deteriorated to the point where if another solution isn't reached, the site will need to be closed during wet times to preserve it; or, restricted to grass clippings only.

The City of Big Lake and Big Lake Township have had their engineers review the site. They recommend paving the site to control drainage issues. Total cost of the project & engineering is estimated to be \$251,337. The City applied for and received a grant for \$50,000 from Sherburne County to help pay for the paving. The City alone is unlikely to embark on the paving project should it have to pay the entire \$201,337.

75% of the users of the compost site are from the City, and approximately 77% of the 7,553 total trips to the compost site in the past six months are from City residents. Orrock Township accounts for about 3.75% of the trips and Big Lake Township accounts for about 19.5% of the trips. The City is requesting that the Townships consider paying a portion of the capital cost of this project that corresponds with the number of users that represent their jurisdiction. If we apply the percentages above, the City of Big Lake will pay \$154,474.77, Orrock Township would pay \$7,543.81 and Big Lake Township would pay \$39,318.43.

The Town Board advised they would review the engineer's recommendation and look into other possible options. Any other possibilities will be discussed with Administrator Wilfahrt and staff.

c) Other-Updates-Meetings –

- 1) Windstream Service Inquiries/Comments – Clerk Hayes advised her office received two phone calls from dissatisfied Windstream customers following a post that appeared on facebook/Big Lake Forum from Big Lake City Mayor, Raeanne Danielowski advising unhappy subscribers to contact their City or Township Office to report. The Board advised the County is working on broadband options and government grants to improve services; and, advised the Clerk's Office continue to take customer names when they call.
- 2) Clerk Hayes presented the list of judges for the Primary Election, August 9, 2016. Supervisor Alford's motioned to appoint judges from the list. Supervisor Aubol seconded. All present were in favor.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Township Engineer, Ross Abel advised 229th Avenue and 154th Street are making progress; however, the final design is not complete. Signs have been stolen on 211th Avenue and have been put back in place. The red diamond signs have also been stolen in a Township subdivision. Treasurer Warneke advised he needs to make a sign order. He further noted that several of the older subdivisions (from the 1980's) have street signs that need to be replaced due to fading, rusting, and damage. He will drive through a couple of subdivisions and make a list to present for consideration.

CHAIRMAN'S REPORT

Chairman Hofer advised he had nothing to report at this time.

SUPERVISOR'S REPORT

- 1) Monticello Transportation Committee - Supervisor Alford advised all parties have signed the Hwy 25 Corridor Joint Powers Agreement. It was noted that the City of Becker opted out of participation approximately 1 year ago. A Chairman and Secretary were selected. Supervisor's Alford's and Hofer recommended that Big Lake Township provide the role of Treasurer for the organization. As a budget is determined and a fund is set for transactions activity the role of the Treasurer will be as a fiduciary. Clerk Hayes was directed to send a copy of the JPA to the Township accounting firm Schlenner Wenner & Co. for direction on how to setup the account so that it is done correctly from the beginning.

- 2) EDA Update – Supervisor Leslie advised there are 34 single family home permits to date in the City of Big Lake. Kwiktrip opens tomorrow morning at 5 a.m. “For Sale” signs have been purchased for the industrial park and will be installed soon.
- 3) Other-Updates-Meetings – Supervisor Leslie advised the 4th application of fertilizer has been applied on the ballfield. It may be ready to be used yet this fall.

BUSINESS FROM THE TREASURER

a) Monthly Report –Treasurer Warneke advised government funds and escrows total \$1,602,050.28. Treasurer Warneke advised the rest of the 1st half property tax has been received. Supervisor Leslie motioned to approve the Treasurer’s Report. Supervisor Aubol seconded. All present were in favor.

ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Alford seconded. All present were in favor. The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman