

Second Monthly Board Meeting  
Minutes  
July 23, 2014

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

On Wednesday, July 23, 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 8 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 Pfliegaar, Supervisor  
   Larry Alfords, Supervisor  
   Bruce Aubol, Supervisor  
   Ken Warneke, Treasurer  
   Laura Hayes, Clerk

Staff Members Absent:                      LaDonna Hensel, Deputy Clerk

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

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

Supervisor Aubol motioned to approve consent agenda items: a) Bailey Station Cemetery Fence Repair – Approve Repair (Quoted Repair Price \$975.) b) Approve Advertisement in Big Lake Community Guide \$160. c) Approve List of Claims (disbursement list received at meeting). Supervisor Pfliegaar seconded. All were in favor.

**BUSINESS FROM THE CLERK**

a) Dave Harbeck / All Night Grad Party Fundraiser Event at Big Lake Lion’s Community Park  
– Dave Harbeck appeared before the Board to request use of the Big Lake Lion’s Park for the Big Lake High School All Night Graduation Party Fundraiser. The graduation party committee would like to hold an evening of bonfire, music and food for students, charging a \$5. fee to participants. There will be adult volunteers on site to ensure student safety at the event. The kitchen would be used for foodservice, the rest of the activities are planned to be

out in the park. It was noted that the Big Lake Block Party is also that day; therefore, the graduation party committee may change the date of the event. Supervisor Leslie motioned to approve use of the park for this event and the admission charge. Supervisor Pflgebraar seconded. All were in favor.

b) Jim Lindquist/Requesting a 25' Variance in Setback from the Elk River for a Septic Drainfield Replacement – Jim Lindquist appeared before the Board to request a 25' Variance in setback from the Elk River for a septic drainfield replacement. The required setback from the Elk River is 100'. Jim Lindquist provided the Board with a brochure describing the style of septic system he will be installing. The system contains an affluent filtering system that is cleaned once a year. The system has a 24 hour-7 day a week monitoring system. Supervisor Alfords motioned to recommend approval of the 25' variance in setback. Supervisor Aubol seconded. All were in favor.

c) Confirm Location of Proposed Verizon Communications Tower, Big Lake Town Hall Site – Supervisor Leslie presented the proposed Verizon Communications Tower location for approval by the Town Board. The Board reviewed the drawing provided by Verizon. Supervisor Aubol motioned to approve the location. Supervisor Alfords seconded. All were in favor.

d) Thelens Territory, 226<sup>th</sup> Avenue Cul-de-sac Extension into the Plat – The Board discussed the possibility of requesting the 226<sup>th</sup> Avenue cul-de-sac extension into the plat of Thelens Territory. It was noted that if in the future, the property owner to the North wants to develop property; it would be their responsibility to extend 226<sup>th</sup> Avenue into a connecting street. Supervisor Alfords motioned that no extension of the East cul-de-sac would be requested at this time. Supervisor Pflgebraar seconded. All were in favor.

e) Other-Updates-Meetings – Clerk Hayes advised the Sherburne County Historical Society Annual Fundraiser Event will be held at the Carousell Works, September 6, 2014 from 5:30 to 11 p.m.

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

### **TOWN ROADS**

1) Review & Award Bituminous Patching & Overlay Bid-2014 Road Improvement Project - Township Engineer, Ross Abel reviewed the bituminous patching & overlay bids. Seven bid packets were mailed to requesting vendors, three were received back. The engineer's estimate was \$279,760. The high bid received was \$267,766. The lowest, responsible bid was from Rum River Contracting in the amount of \$239,600.05. There was discussion regarding the \$57,897.90 schedule B/Town Hall and the possibility of doing only a portion of the parking lot, waiting another year or possibility adjusting the 2015 levy to do the project. Supervisor Alfords motioned to accept the bid and award the contact to the lowest responsible bidder Rum River Contracting. Supervisor Pflgebraar seconded. All were in favor.

2) Sale of Tax Forfeit Land-Possible ROW Interest–Recommendation by Road Committee – The Road Committee reviewed the tax forfeit property list provided by the Sherburne County Auditor/Treasurer’s Office. Most of the properties are in the Birch Lake Beach and Camp Cozy areas of the Township. The Road Committee found no present or immediate need to acquire the property. Supervisor Pflieghaar motioned to approve the tax forfeit sale of the properties and to sign the sale document provided by the Sherburne County Auditor / Treasurer. Supervisor Leslie seconded. All were in favor.

Sherburne County Commissioner, Ewald Petersen gave several County updates to the Board. Budget workshops will be held August 6 & 7. There has not been a levy increase in the last 5 years. The County Board is working very hard to keep the levy with no increase again for the 6<sup>th</sup> year.

### **CHAIRMAN’S REPORT**

Chairman Hofer advised the Finance Committee met with the City of Big Lake Police Chief, Joel Scharf; Interim Administrator/Finance Director, Jessica Green and Mayor, RaeAnn Danielowski to discuss the Township’s continued financial contribution to the policing of the joint tax sharing areas. The Chief will be providing additional information on City wide calls for service for comparison to these areas; and, asked if the Township would be continuing its annual contribution of \$18,000. for the purposes of 2015 budget planning. Supervisor Leslie motioned to contribute \$18,000. in 2015 for shared policing. Supervisor Aubol seconded. All were in favor.

### **SUPERVISOR’S REPORT**

1) EDA Update - Supervisor Pflieghaar advised the City of Big Lake is considering the County’s assessed market value of the property at the corner of US Hwy 10 and Eagle Lake Road/County Road 5 and are re-pricing the property to increase its marketability. The former Stone Company building in Industrial Park East has a business from St. Cloud relocating to Big Lake with 14 employees. A broadband communication survey has demonstrated that 70% of responses revealed that some level of improvement is desired. Lupelin Brewery has secured financing and plans to open December 2014 / January 2015. The Big Lake Farmer’s Market has been very successful this year. A couple of businesses in Industrial Park East are looking at expanding.

2) Fire Board Meeting –

Supervisor Pflieghaar advised Ambulance Service Coordinator/Director, Gordy Vosberg attended the Fire Board Meeting to discuss the ambulance lease agreement and the need to negotiate a lease rate increase. A subcommittee was formed to go into negotiations, Town Treasurer, Ken Warneke; Interim City Administrator & Finance Director, Jessica Green; Big Lake Fire Chief, Paul Nemes & Ambulance Service Coordinator/Director, Gordy Vosberg are the committee members.

Chief Nemes advised several concrete businesses were asked to give a quote to repair or replace the concrete apron in front of the fire hall. Two quotes were received for full

replacement and installation of 6" concrete with no warranty. Due to the materials used in concrete mix and weather conditions, neither company would offer a warranty. Asphalt pavement is not an option due to the weight and tight wheel base turn of the trucks when the pavement is hot. Chief Nemes prefers to wait until this winter and seek quotes again for possible 2015 installation.

Chief Nemes contacted Rainville Carlson to review the fire hall roof for repair. Their representative noted the issues with the seams, vent stacks, flashing and pull away were all warranty items. The original portion of the building still has a 2 year warranty on the firestone roof; the addition still has a 10 year warranty remaining. The original installer, Kato Roofing made permanent warranty repairs on July 11 in approximately 8 hours. It was noted that the City and Township should begin now to budget for a capital improvement roof replacement in the future.

There was discussion regarding the proposed 2015 Budget and 5-year Capital Improvement Plan. Several line items within the budget were noted for discussion due to the need to make adjustments based on past spending and known future expenses.

#### **BUSINESS FROM THE TREASURER**

a) Other-Updates-Meetings – Treasurer Warneke Total Government and Escrow Funds are \$1,702,075.35 and all funds are solvent.

Treasurer Warneke provided copies of the Year Ending 12-31-2013 Financial Audit to all Board Members. Treasurer Warneke will review and answer questions at the August 13, 2014 meeting. The Township received a clean opinion and no irregularities were noted. Internal controls are good, and the Township is in compliance with government standards of accounting. The Township's system of internal controls was tested. Division of responsibilities and control are between three people within the office. Treasurer Warneke advised the audit is conducted and prepared using an accrual basis with GAAP principals. The state report was filed on time, directly to the state auditor.

Supervisor Pflieger motioned to approve the Treasurer's Report. Supervisor Aubol seconded. All present were in favor.

#### **OTHER BUSINESS FROM THE BOARD**

Treasurer Warneke advised Windstream has been called to check the Township's broadband speed and will be back this week to increase the speed from 1.5 MB to 3MB for the same cost.

Second Monthly Board Meeting  
July 23, 2014  
Page 5

Supervisor Leslie mentioned the email received from Adam Loberg, Pyramid Network Services regarding the outline of anticipated income and 15% escalator. Supervisor Leslie spoke to Adam today to clarify the \$200. Co-locator fee for each co-location. Adam Loberg confirmed this has been approved by Verizon and will be reflected in the contract. The contract will be received from Verizon when it is ready.

## **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 8:17 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert Hofer, Chairman