

Monthly Board Meeting
Minutes
August 8, 2012

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

On Wednesday, August 8, 2012, the Big Lake Town 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. The meeting was tape recorded for transcribing purposes only.

Chairman Hofer called the meeting to order at 7:00 p.m. There were 4 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
 Bruce Aubol, Supervisor
 Ken Warneke, Treasurer
 Laura Hayes, Clerk
 Kristie Woolard, Deputy Clerk

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

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

Supervisor Leslie motioned to approve consent agenda items with correction to item b, donation amount by the Big Lake Lion's Club should be \$1,100. The consent agenda consisted of: a) Approval of Minutes: Regular Monthly Board Meeting 7-11-12, and Second Monthly Meeting 7-25-12. b) Resolution 2012-11 Accepting Donations to the Big Lake Fire Department. c) Approve List of 68 Claims totaling \$28,001.24. Supervisor Aubol seconded. Each Supervisor abstained from approval of their payroll claim. All present were in favor. The motion carried.

BUSINESS FROM THE CLERK

a) Appointment to Supervisor Seat #1 – Clerk Hayes advised Chairman Hofer, Supervisor Leslie, Treasurer Warneke and she interviewed the four interested applicants in Supervisor Seat #1. The committee unanimously agreed to recommend Steve Pflagher to fill the unexpired term of Jim Stahlmann until the March 2013 Township election at which time, Supervisor Seat #1 will be on the ballot for election. Supervisor Leslie motioned to appoint Steve Pflagher to Supervisor Seat #1. Supervisor Aubol seconded. All were in favor. The motion carried. Clerk Hayes presented the Certificate of Appointment to fill Town Supervisor Vacancy and administered the Oath of Office to Steve Pflagher. Supervisor Pflagher took his chair at the Board table.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Treasurer Warneke advised seal coating is in progress and will most likely be finished tomorrow. Most of the other 2012 road improvement projects are finished. Contract pay applications will be arriving soon. A beaver is causing flooding in the areas of 209th and 211th Avenue. Supervisor Alford has been working with the DNR for a permit to remedy the situation. The County has awarded the contract for the County Road 43 improvements. County Road 68 has been established as the detour for traffic and the Sanford subdivisions will be the access roads to the Northstar site.

CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised he has contacted Compass Tools. The updated program has been loaded onto the Juno. He will be contacting Compass Tools to clarify some operational items. He noted the program is improved.

SUPERVISOR'S REPORT

1) Fire Board Meeting Update –

Clerk Hayes gave an update on the Fire Board Meeting. She and Supervisor Stahlmann both attended the meeting.

Bids for replacing concrete in front of station were reviewed. Three bids were received. There was discussion regarding installation of a 4" pad versus a 6" pad. It was noted that it was unknown what the depth of the pad is currently. Two bids received were for 4" and one was for 6". Paul Nemes will be requesting 6" quotes for comparison. Treasurer Warneke provided information from Brock White about a concrete patch product. This will be investigated as a temporary repair and will be brought back to the next meeting for a final recommendation.

Update on Command Vehicle. Mayor Kampa advised the City couldn't afford this expense at this time. No date was set was revisit-purchase; therefore, it will be on indefinite hold.

Soren Mattick, City of Big Lake Attorney presented information regarding establishment of a Joint Powers Board (JPB) for the Fire Department. There was discussion regarding how the Township and City work together Jointly and currently have a Joint Powers Agreement (JPA) for the ownership and operation of the fire department. It was noted the Township took over payroll to eliminate the overtime and liability issues for the City of Big Lake in regard to city employees working on the fire department. Taking this agreement to the next level by establishing a JPB would name the entity on documents such as Fire Contracts with Orrock Township and New River Ambulance Service; and, would make the JPB the owners of titled equipment (vehicles) and the Fire Hall. This

would also allow a 1-page disclaimer to the City Audit documenting/naming ownership. The JPB could go so far as having its own FEIN and bank account, however this didn't seem like a necessary step at the time of the Fire Board Meeting. Soren Mattick will share some information on this subject with City Admin. Todd Bodem and Town Clerk, Laura Hayes for consideration. This will be discussed at a future Fire Board Meeting. Discussed fire hall roof leak and need for repair, possible replacement. No definite plan was made during the meeting. During today's budget meeting with Treasurer Warneke and Clerk Hayes, Fire Chief Miller advised Paul Nemes, Assistant Chief will be having someone look at the roof and offer a recommendation.

Contract with New River Medical for Station Use was briefly discussed. There is no signed lease agreement on file at Township; there is a draft copy only. If a JPB is established, this is an example of one of the contracts that would be drafted between the JPB, rather than the City and Township as each separate entities working jointly. Chief Miller has met with Gordy Vosberg, New River Medical Center Ambulance regarding their discussion of the lease and annual and monthly utility reimbursements.

Orrock Township Fire Service Contract was briefly mentioned. Clerk Hayes gave Mike Meier, Orrock Township Board Member a copy of the current contract that will expire 12-31-2012. This is another example of one of the contracts that would be drafted between the JPB and Orrock Township.

2013 Fire Department Operational Budget was discussed. Treasurer Warneke provided the Interim Financial Report showing the Budget at 7 mos. and actual expenses at 7 mos. Clerk Hayes mentioned Ken will be meeting with Paula Mastey, City Finance Director to discuss items that the City needs to bill the Township for such as Audit expense, Cathy Lindberg's Fire Department secretary wages, insurance as well as items the Township needs to be credited for such as donation account, Orrock Fire Contract and Ambulance rent/reimbursements. Chief Miller advised he has met with Paula Mastey about budget and she removed several items from the proposed budget. Treasurer Warneke, Clerk Hayes and Chief Miller met today and discussed operating budget. An operating budget needs to be given to the Township soon as possible because the Township must certify its levy by September 15, 2012. The 2013-2017 Capital Improvement Program list was also reviewed today with Chief Miller.

The well and lot in Knick Knack Knoll was discussed. Supervisor Stahlmann reviewed the purchase, ownership and original planned use of the lot with the Fire Board Members. There was discussion regarding the shape and size of the lot, and the ability for the lot to accommodate both a small park and pumping point. Chief Miller noted it could be very useful for the DNR and fairly useful for Big Lake Fire Department due to the fact that there are no fire hydrants in the Township. During today's budget meeting Chief Miller advised that a substation would not be necessary in the immediate future.

BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke reviewed the cash balance statement. Total government funds are \$2,643,261.02. Treasurer Warneke reviewed the Interim

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Financial Reports for the 101,102,103 and 402 accounts. Treasurer Warneke advised the cash on hand is at the highest amount for the year, noting 1st half property taxes have been received and none of the construction contracts have been paid yet. Treasurer Warneke advised for the first time in several years the 402 has had a levy to pay the bond expenses. The 201 fund/Fire District #1 Elk River contract has been paid. He advised the 401 Big Lake Fire Capital fund is used for such items as replacing the

oldest water tender truck or the impending roof repair or replacement. The 402, 403, 502, 703 and 800 accounts were also reviewed and descriptions of claims that fall under each were elaborated upon. Supervisor Aubol motioned to approve the Treasurer's Report. Supervisor Leslie seconded. All present were in favor. The motion carried.

ADJOURNMENT

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Pflieghaar seconded. All present were in favor. The motion carried. The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Bob Hofer, Chairman