

Second Monthly Board Meeting
Minutes
September 28, 2011

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

On Wednesday, September 28, 2011, 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 3 people in the audience at the start of the meeting. Roll call was taken by the chairperson.

Board Members Present:	Bob Hofer, Chairman Larry Alfords, Supervisor Norm Leslie, Supervisor Mike Hayes, Supervisor Jim Stahlmann, Supervisor Ken Warneke, Treasurer Laura Hayes, Clerk Kristie Woolard, Deputy Clerk Todd McLouth, Township Engineer
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All present stood and recited the pledge of allegiance to the flag of the United States of America.

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

Supervisor Stahlmann motioned to approve consent agenda items: a) Adopt Resolution 2011-09 Resolution Regarding Township Credit Card Use & Town of Big Lake Credit Card Policy. b) Adopt Signing Policy Regarding "Slow, Children at Play" and "Watch for Children" Signs. c) Approve List of Claims (Disbursement List will be Received at Meeting). Supervisor Alfords seconded. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All were in favor. The motion carried.

OPEN FORUM

Sherburne County Commissioner, Ewald Petersen reported on several issues affecting the County, noting the items have received local press coverage. He reported on the elimination of the market value credit and the affect this will have on County tax rates. Northstar and Anoka Counties approval of a preliminary budget that does not include commuter rail levy funds. MnDOT improvements to Highway 10 West to Clear Lake. Bridgeview Addition water and drainage issues. He further advised the City of Big Lake has eliminated the Economic

Development Coordinator position currently held by Jim Thares; and, the position of Finance Director will be brought back beginning in 2012.

BUSINESS FROM THE CLERK

a) Ben Ranft, General Manager of FiberNet Monticello/Update on Public Telecommunication System – Ben Ranft appeared before the Board and gave a review of how the Monticello FiberNet project has proceeded through its implementation plans since its original presentation to the Big Lake Town Board. He advised FiberNet's first triple play service was available in 2010. Currently, the combined penetration is 1700 customers, which is approximately 30% of the potential customer base. He reviewed FiberNet's customer service area, services available and new air products available. He advised it is not necessary to have phone service with FiberNet to get internet service with the new air product. He further advised that if areas of Big Lake Township are in the line of sight for the antennae, they would be eligible for service. Supervisor Stahlmann noted the original plan was to be able to offer FiberNet services to the areas of Big Lake Township located within the Monticello School District for district communication purposes. Ben Ranft confirmed this has not been done so far.

b) Other-Meetings-Updates –

- 1) Mississippi River Watershed Project Launch Event, Oct. 13 Clear Lake Town Hall – Clerk Hayes advised the advertisement information had been forwarded by email to all Board Members.
- 2) Workplace Accident & Injury Reduction Program Results – Clerk Hayes this is a survey given to the three Township employees as part of the Township's risk management program. Employees are asked to list any workplace safety concerns they may have. Clerk Hayes reported there were no concerns.
- 3) Township Policy Update – Clerk Hayes advised she attended a legal seminar sponsored by Couri & Ruppe P.L.L.P. recently. Several different policies were mentioned during the seminar, including the Sign Retro-Reflectivity Assessment/Management Method, which must be adopted by each Township by January 2012. Additionally, Clerk Hayes has received several sample policies used by other Townships, some of which address finance and treasurer topics. At this time, Treasurer Warneke has not reviewed these. Clerk Hayes further advised she has assembled, in a 3-ring binder, copies of all current agreements, policies, contracts and schedules, except road improvement contracts, which are kept in the project file. The documents are categorized by topic and will be tabbed as such in the binder.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Approve Release of Bonds & Securities for 2010 Seal Coat Improvements/1-Year Warranty Period Expired – Township Engineer, Todd McLouth advised a final warranty inspection of the referenced project has been completed. The roads were found to be in compliance with the Township standards; and, recommended the Township release any

bonds and securities held on the project. Supervisor Hayes motioned to release bonds and securities for 2010 Seal Coat Improvements. Supervisor Leslie seconded. All were in favor. The motion carried.

2) Award 182nd Avenue Ditch Improvement Project - Township Engineer, Todd McLouth presented the Board with the three quotes received for the 182nd Avenue Ditch Project. The low quote was M.L. Schendzielos, Inc. in the amount of \$33,410.00; and, the high quote was West Branch Construction at \$90,860.00. It was noted the project should be done by mid November. Supervisor Hayes motioned to award the quote to M.L. Schendzielos to do before November. Supervisor Alfords seconded. All were in favor. The motion carried.

CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised several residents from Bridgeview Addition in attendance at the last County Park Committee Meeting regarding the flooding issues occurring within the development.

SUPERVISOR'S REPORT

1) Other-Meetings-Updates – There were no reports given.

BUSINESS FROM THE TREASURER

Treasurer Warneke reviewed the cash balance statement, government funds totaled \$1,967,557.87 and escrow funds totaled \$38,867.99. Treasurer Warneke reviewed the Preliminary 2011 Tax Values for proposed 2012 tax notices received from the Sherburne County Auditor's Office. He advised he had several discussions with Auditor Office staff prior to the Township Annual Meeting and there was no mention of how deep of a drop in property values there would be. He advised the Net Tax Capacity in Big Lake Township fell 14.8%. He further noted Big Lake Township is apparently more residential than other communities in the County. He noted that although the Township will levy less in 2012, the plan is to continue to improve roads while contract costs are lower and to use reserve funds.

Treasurer Warneke advised he attended the District 7 Minnesota Association of Townships meeting in Cambridge.

-He advised elections were held and Don Sherper was unanimously re-elected as District 7 Director.

-A change to Minnesota Sales Tax law has been made, in which Townships are now sales tax exempt effective October 1, 2011. Therefore, Treasurer Warneke advised that the Township should purchase the materials for the 182nd ditch repair project and supply them to the contractor. This would result in approximately \$1,000. worth of savings. ST3 Exemption Forms with the statute revision number will be provided to all vendors when payments for supplies are made.

-Minnesota Association of Townships Attorney, Ken Sulem is putting together a sign retro-reflectivity assessment/management guide, which will be available on line for Townships.

County Commissioner, Ewald Petersen advised the County makes a lot of their own signs at the Becker maintenance shop.

-Townships have new authority to enact beaver and coyote bounties. The process for enacting a bounty was not discussed.

-CTAS has produced a new manual for 2012.

Treasurer Warneke advised he has been looking for a depository with a better interest rate than he can find locally. He has located a rate of 1.15% on a money market account from H & R Block Bank in Kansas City. He advised a resolution is in process for the chairman and clerk to sign if the Board approves of this investment. Supervisor Stahlmann motioned to add H & R Block Bank as a Township Depository. Supervisor Hayes seconded. All were in favor. The motion carried.

OTHER BUSINESS FROM THE BOARD

Supervisor Leslie advised he is working with the insurance adjuster to review the quotes received for hail damage repair. He advised the contractor's noticed additional damage and have drafted a quote to include these repairs. He further noted that an electrician has made repairs to the security lights on the original portion of the Town Hall.

ADJOURNMENT

A motion was made by Supervisor Hayes to adjourn the meeting. Supervisor Leslie seconded. All present were in favor. The motion carried. The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Laura Hayes, Clerk

Robert L. Hofer, Chairman