

Second Monthly Board Meeting  
Minutes  
March 24, 2010

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

On Wednesday, March 24, 2010, 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 was 1 person 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 Jim Stahlmann, Supervisor Mike Hayes, Supervisor Ken Warneke, Treasurer Laura Hayes, Clerk Kristie Woolard, Deputy Clerk Todd McLouth, Township Engineer
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Board Members Absent:	Larry Alfords, Supervisor
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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**

Bob Hofer took the Oath of Office for Town Supervisor, Seat #4. Norm Leslie took the Oath of Office for Town Supervisor, Seat #5.

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

### **Appointment of Chairperson and Vice-Chairperson**

Supervisor Hayes motioned to appoint Supervisor Hofer as Chairperson. Supervisor Stahlmann motioned to close the nominations and seconded. Supervisors Hayes, Leslie and Stahlmann voted in favor. Supervisor Hofer abstained. The motion carried.

Supervisor Hayes motioned to appoint Supervisor Alfords Vice-Chairperson. Supervisor Stahlmann motioned to close the nominations and seconded. All present were in favor. The motion carried.

### **Appointment of Clerk and Treasurer**

Supervisor Stahlmann motioned to appoint Laura Hayes as Clerk of the Town of Big Lake. Supervisor Leslie seconded. Supervisors Stahlmann, Leslie and Hofer voted in Favor. Supervisor Hayes abstained. The motion carried.

Supervisor Hayes motioned to appoint Ken Warneke as Treasurer of the Town of Big Lake. Supervisor Leslie seconded. All present were in favor. The motion carried.

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

Chairman Hofer advised the personnel committee met. It was noted the Clerk and Deputy Clerk are essentially full time employees. Chairman Hofer motioned to make no change to the hourly wage for the Clerk, which is currently \$19. per hour; and, to add 9 paid holidays and 2 weeks of paid vacation for both the Clerk and Deputy Clerk. Supervisor Leslie seconded. Supervisors Hofer, Leslie and Stahlmann voted in favor. Supervisor Hayes abstained. The motion carried.

Chairman Hofer advised Treasurer Warneke was satisfied with his current hourly wage. Supervisor Hayes motioned to make no change to the Treasurer's compensation. Supervisor Stahlmann seconded. All were in favor. The motion carried.

Clerk Hayes requested a \$.25 per hour wage increase for Deputy Clerk Woolard. Supervisor Leslie motioned to approve the \$.25 per hour wage increase. Supervisor Stahlmann seconded. All were in favor. The motion carried.

Supervisor Hayes motioned to make no change to the meeting or hourly rate for the Board, Clerk, Deputy Clerk and Treasurer. Supervisor Leslie seconded. All present were in favor. The motion carried.

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

Chairman Hofer read the list of meeting dates, times, and places and legal holidays observed as prepared by the Clerk's Office. Supervisor Hayes motioned to approve the official meeting dates. 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**

Chairman Hofer motioned to adopt modified Robert's Rules of Order for the conduct of Big Lake Town Board Meetings. Supervisor Hayes seconded. There was discussion. Supervisor Stahlmann advised the Minnesota Association of Townships recommends that Townships not adopt formal procedural rules because of the legal technicality that can be created when formal rules are adopted. Treasurer Warneke advised that the Township has,

in the past, approved to conduct Board Meetings based on Robert's Rules of Order as allowed by the chairman. Chairman Hofer called for a vote on the motion. The motioned died for lack of support. Supervisor Stahlmann motioned to adopt no official rules for the conduct of Town Board Meetings; and, to maintain the past structure used to conduct meetings. Supervisor Hayes seconded. All present were in favor. The motion carried.

#### **Establishment of Depository of all Town Funds**

Treasurer Warneke advised the current Town Depositories are the Bank of Elk River for investments, Central Bank (formerly Riverview Bank) for investments, First National Bank of Elk River for general checking and developer escrow accounts, Kleinbank for investments, receipts and developer escrow accounts, Riverwood Bank for investments and Premier Bank for investments. Supervisor Stahlmann motioned to approve the depositories as listed; and, grant the Town Treasurer final authority to designate depositories that may be necessary. Supervisor Hayes seconded. All present were in favor. The motion carried. The Chairman, Vice-Chairman, Clerk and Treasurer will sign each banking resolution.

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

Supervisor Stahlmann motioned to continue to use the Town Hall Posting Box as the legal posting location. Supervisor Hayes 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 Hayes seconded. All present were in favor. The motion carried.

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

Supervisor Hayes motioned to continue to use Peter Tiede, Murnane Brandt as the Township legal counsel. Supervisor Leslie seconded. All present were in favor. The motion carried.

#### **Gopher Bounty for 2010-2011**

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

#### **Confirm Mile Reimbursement at Current Federal Rate for Car Expenses**

Supervisor Hayes motioned to confirm mileage reimbursement at the current federal rate of \$.50 per mile as of 1-1-10. Supervisor Leslie seconded. All present were in favor. The motion carried.

**Resolutions Authorizing Contract with Interested Officers Under M.S. § 471.88 Subd. 5**

Supervisor Hayes motioned to approve Resolutions 2010-001,2010-002,2010-003,2010-004,2010-005 Authorizing Contract with Interested Officers under M.S. § 471.88 Subd. 5. Supervisor Leslie seconded. All present were in favor. Each Board Member abstained from their own Resolution. The motion carried.

**Set the compensation for Election Judges**

Clerk recommended leaving the head judge hourly wage to \$12.00 per hour and to continue with \$10.00 hourly for election judges. Supervisor Stahlmann motioned to leave the compensation as recommended, and to set the mileage rate reimbursement to follow the federal rate. Supervisor Hayes seconded. All present were in favor. The motion carried.

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

Supervisor Hayes motioned to appoint the following committee members. Supervisor Leslie seconded. All present were in favor. The motion carried.

<b><u>1. TOWN ROADS</u></b>	<b><u>COMMITTEE MEMBERS</u></b>	<b><u>TELEPHONE #</u></b>
Complaints	Larry Alfords	263-2676
Maintenance Issues	Bob Hofer	263-3868
Liaison w/Engineer	Kenneth Warneke	441-3943
Driveway Approaches	Jim Stahlmann - Alternate	263-2442
Road budget Requests		
 <b><u>2. FINANCE</u></b>		
Capital Expenses for Twp.	Mike Hayes	263-3167
Investing of Town Funds	Bob Hofer	263-3868
Financial Budget	Kenneth Warneke	441-3943
 <b><u>3. FIRE</u></b>		
Fire Dept. Budget	Mike Hayes	263-3167
	Jim Stahlmann	263-2442
	Kenneth Warneke	441-3943
 <b><u>4. JOINT B.L.E.D.A.</u></b>		
Joint City/Twp Industrial Park	Jim Stahlmann	263-2442
	Mike Hayes	263-3167
	Norm Leslie - EDA Alternate	263-2218
	Larry Alfords-EDA Expansion Comm.	263-2676
	Norm Leslie-EDA Expansion Comm.	263-2218
	Mike Hayes-EDA Expansion Alt.	263-3167

**5. BUILDINGS, & GROUNDS**

Care of Twp. Hall	Norm Leslie	263-2218
& Grounds	Bob Hofer	263-3868
Bldgs policies	Laura Hayes, Clerk	263-8111
Boatlandings and Park related matters		
Liaison to Lions		

**6. PUBLIC SAFETY & MEETINGS**

Liaison to Sheriff, Animal Control	Laura Hayes, Clerk	263-8111
Arranging for Elections & meetings	Bob Hofer	263-3868

**7. COMMUNITY RELATIONS/SEMINARS**

Comm. Relations/ Board Designated	Norm Leslie	263-2218
Sherburne Co. Association of Twps.	Laura Hayes, Clerk	263-8111
Chamber of Commerce		

**8. LEGAL (Follows with Chairmanship)**

Meet with Counsel	Bob Hofer	263-3868
Assist in written responses	Kenneth Warneke	441-3943
Report to Town Board	Laura Hayes	263-8111

**9. PERSONNEL**

Report to Town Board	Bob Hofer	263-3868
	Kenneth Warneke	441-3943
	Norm Leslie	263-2218

**10. WEED INSPECTOR**

Report to Town Board	Larry Alfords	263-2676
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**11. NORTHSTAR**

Report to Town Board	Mike Hayes	263-3167
	Jim Stahlmann– Alternate	263-2442

**12. LIBRARY**

Jim Stahlmann	263-2442
Larry Alfords	263-2676
Bob Hofer – Alternate	263-3868

**13. JOINT TRANSPORTATION**

City of Big Lake,	Bob Hofer	263-3868
City of Monticello,	Larry Alfords	263-2676
Big Lake Township	Mike Hayes - Alternate	263-3167

**14. BIG LAKE MARKETING**

Laura Hayes	263-8111
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<b><u>*15. SHERBURNE COUNTY SOIL &amp; WATER CONSERVATION DIST.</u></b>	Jim Stahlmann Mike Hayes – Alternate	263-2442 263-3167
<b><u>16. ICE ASSOCIATION</u></b>	Norm Leslie Jim Stahlmann	263-2218 263-2442
<b><u>*17. COUNTY PLANNING ADVISORY BOARD</u></b>	John Norgren - Appointed Mike Hayes - Alternate	263-3167
<b><u>*18. COUNTY PARK COMMISSION</u></b> Report to the Town Board	Bob Hofer (meetings held as needed)	263-3868
<b><u>19. BIG LAKE PARK ADVISORY COMMITTEE</u></b>	Norm Leslie	263-2218

\*Township makes recommendations only to the County for appointment to these committees.

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

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

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

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

Supervisor Leslie motioned to approve consent agenda items: a) Approve List of Claims (Disbursement List will be Received at Meeting). Supervisor Stahlmann seconded. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All present were in favor. The motion carried.

### **OPEN FORUM**

Jennifer Edwards, West Sherburne Tribune requested clarification on the hourly wages and meeting rate paid to the Board and staff. Chairman Hofer requested Clerk Hayes state the rates. Clerk Hayes advised she and the Treasurer are paid \$19. per hour; the Deputy Clerk, following tonight's pay increase, is paid \$17.50 per hour. The meeting rate for the Board, Clerk, Deputy Clerk and Treasurer is \$85. per meeting.

## **BUSINESS FROM THE CLERK**

a) T-Mobile Lease Proposal – Clerk Hayes advised that the proposal has been sent to the Township's attorney for review and comment. His comments were forwarded to the Board for review. Supervisor Leslie advised he has been contact with Steve Carlson, Carlson & Harrington. Supervisor Leslie recommended that Treasurer Warneke, Chairman Hofer and himself meet with Steve Carlson to discuss the issues raised by the Township's attorney. Supervisor Hayes motioned to allow the Building and Grounds Committee and Treasurer Warneke to negotiate a lease contingent upon the lease addressing each of the Township Attorney's points including additional antenna revenue and placement of the monopole. Supervisor Stahlmann seconded. All present were in favor. The motion carried.

b) Playground Equipment Update – Clerk Hayes advised the playground has been order from both companies. She has contact the Sherburne County Sentence to Service program to schedule help with the removal of old playground on the 17<sup>th</sup> and has requested a crew for the 23<sup>rd</sup> to dig post holes. The ballfield backstop, bases and home plate have been received. Layout plans for the installation of the equipment has been requested. Supervisor Leslie reviewed the schedule for the project. He advised the Lioness have been asked to serve lunch on Saturday's installation and concrete pouring day. He advised there will be a supervisor from Minnesota/Wisconsin Playground for the digging of the 47 holes on April 23<sup>rd</sup> and a supervisor on site for the installation on April 24<sup>th</sup>. The playground site has been modified slightly from the original plan. The area will be extended a couple of feet to accommodate the swing-set; and, there will be a separate, attached sand box for the diggers. Supervisor Leslie advised he is still looking for volunteers and would the West Sherburne Tribune to cover the installation event.

c) Hourly Equipment Rentals Update – Clerk Hayes advised that quotes are being requested from various vendors for snowplowing at the Town Hall and stub streets, lawn/grass mowing at various locations, sign installation, hourly labor, roadside mowing and equipment rental. These quotes will be reviewed by the road committee and building & grounds committees, when received.

d) Clean Up Day Update – Clerk Hayes advised that volunteers have been contacted. The Sherburne County Sentence to Service work crew has been scheduled and Orrock and the City of Big Lake have been contacted for volunteers. Clerk Hayes further noted that as a requirement of the SCORE grant agreement, no salvaging of items brought to clean up day can be taken from the site; therefore, the church that has conducted a salvage operation will not be at this years clean up day event. Chairman Hofer noted that there are several outreach programs in the area that accept usable items and encouraged participants to donate unwanted, usable items to these organizations.

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

### **TOWN ROADS**

1) Other-Meetings-Updates – Treasurer Warneke advised there was nothing to report.

### **CHAIRMAN'S REPORT**

1) Other-Meetings-Updates – Chairman Hofer advised he and Supervisor Stahlmann attended the MAT Spring Short Course in St. Cloud, MN. He advised the second half of the day was a presentation and discussion regarding the sign retro-reflectivity program.

### **SUPERVISOR'S REPORT**

1) Other-Meetings-Updates – Supervisor Hayes advised he attended the Elk River Watershed meeting as alternate for Supervisor Stahlmann. Business items were approval of a cost-share request from Bob Eddy for shoreland restoration on Mitchell Lake; and, the acquisition of equipment for the monitoring of total daily maximum loads (TDML's).

-Supervisor Stahlmann advised the deadline has been extended to March 22<sup>nd</sup> for application to the New River Medical Center's Legal Status Committee. Supervisor Stahlmann was invited to a tour of the hospital facilities. He noted the hospital is working to get local boards and councils to visit and tour. He advised it was a very informative and interesting tour and encouraged the board to attend if they receive an invitation.

### **BUSINESS FROM THE TREASURER**

a) Other-Updates-Meetings – Treasurer Warneke advised a couple of CD's will be maturing soon.

### **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 8:01 p.m.

Respectfully Submitted,

Laura Hayes, Clerk