



21960 COUNTY ROAD 5 • PO BOX 75 • BIG LAKE, MINNESOTA 55309

MONTHLY AND REORGANIZATIONAL MEETING – WEDNESDAY MARCH 28, 2018

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday March 28, 2018, at the Town of 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 called to order by Chair Hofer and the Pledge of Allegiance was recited. Chair Bob Hofer, Supervisors Bruce Aubol, Norm Leslie, Steve Pflieger, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Town Engineer Ross Abel, a newspaper reporter and two audience members were in attendance. Supervisor Larry Alford was absent.

APPROVAL OF MEETING AGENDA

Motion/Second to accept Agenda with modifications to add Item F. under Business from the Clerk; Connexus Energy Board Ballot and add Item C. under Announcements; Big Lake Fire Department Graduation by: Leslie/Pflieger. Approved. Motion Prevailed. The meeting proceeded in accordance with the Agenda.

APPROVAL OF CONSENT AGENDA

The Consent Agenda consisted of: a) Approval of the Minutes: Regular Monthly Meeting 03/14/2018. b) Approve list of Claims as listed on Disbursement Signature Page. c) Accept Options cleaning contract to clean Town Hall – Term is 04/01/2018 – 03/31/2019. Motion/Second to Approve Consent Agenda by: Pflieger/Aubol. Approved. Motion Prevailed.

SHERIFF'S REPORT

Commander Doran presented the Sheriff's Summary Report of interactions in Big Lake Township. March was a typical month with 279 service calls. It is anticipated that calls may increase with spring and warmer weather. Commander Doran informed the Board that in April the Sheriff's Office will be working in cooperation with Big Lake Fire Department, and other County Departments, to receive training on 3 Echo. 3 Echo is a concept of operations for early care and evacuation of victims of active shooter/school situations.

OPEN FORUM

No open forum business brought forth.

BUSINESS FROM THE CLERK

Supervisors Elections and Oath of Office Clerk Kimberly–Maas informed the Board that Larry Alford has taken his Oath of Office, which re-instates him into Seat #2 on the Town Board. Clerk Kimberly-Maas administered the Oath of Office to re-instate Supervisor Steve Phleghaar for Seat #1 on the Town Board.

Mike Aubol – Eagle Scout Project Boy Scout Mike Aubol presented the Board a proposal to complete an Eagle Scout Project upgrading and improving the Big Lake Township's Lions Park sign at the park entrance. The project would include installation of lighting, updated landscaping and a new double-sided sign, placed between the existing brick pillars. Scout Aubol presented a plan of action for the project. The project's estimate is approximately \$8000. The price of the sign may fluctuate due to the materials and design. Olson & Son's Electric have provided an estimate of \$2,655 to install two (2) flood lights with photo eye control. The landscaping costs will be minimal. The projected cost of a double-sided sign is \$5500. The Board will work with Charlie, the sign designer, to create sign options for future Board consideration. The project's completion goal date is July 15, 2018. Motion/Second to Approve Scout Aubol to proceed with his Eagle Scout Project as presented, with full funding being provided by the Town by: Leslie/Pfleghaar. Approved by Supervisors Hofer, Leslie, Phleghaar. Supervisor Aubol abstained from the vote. Motion Prevailed.

DRAFT 2018 Annual Meeting Minutes Presentation Clerk Kimberly-Maas presented the Board with the DRAFT 2018 Annual Minutes. The draft minutes are available at the Town Hall for review.

Sherburne County's Sale of Tax Forfeited Land Clerk Kimberly-Maas presented a letter of Notice of Tax Forfeited Land and Properties. Parcels 10-107-2410, 10-125-2300, 10-404-0326, 10-418-0235, and 10-475-0110 have been identified as tax forfeited parcels within Big Lake Township. The Board reviewed each property and voted to remove two parcels from the auction sale for further discussion. Motion/Second to Approve removing parcels 10-107-2410 and 10-418-0235 from the Sherburne County's Sale of Tax Forfeited Land by: Aubol/Pfleghaar. Approved. Motion Prevailed.

Request to amend Sherburne County Zoning Ordinance Clerk Kimberly-Maas requested the Board to review and comment on a request to amend Sherburne County Zoning Ordinance, to establish Interim Use Permit for Rural Retail Tourism; Section 8, General Rural, Subdivision 4 and Section 16.2, Subdivision 5.8. The petitioner of the request to amend does not live in Big Lake Township. The Board had no concerns with the amendment and asked the Clerk to make comments of the same on the Sherburne County Comment Form.

Clerk Kimberly-Maas excused herself from the meeting and Deputy Clerk Swenson resumed Business From the Clerk.

Connexus Energy 2018 Ballot for Board of Directors Deputy Clerk Swenson presented the Board the Connexus Energy 2018 Ballot for Board of Directors. The Town Board directed Deputy Swenson to complete the ballot with votes for Mark Ethen (incumbent), Fran Bator (incumbent), and Gordan Westerlind (incumbent). This completes business from the Clerk.

BUSINESS FROM THE BOARD

Supervisor Hofer had no updates for the Board.

Supervisor Leslie had no updates for the Board.

Supervisor Aubol informed that he met with Lynn Waytashek from Sherburne County Zoning, this morning, to discuss preliminary requests for use of land adjacent to Hwy 10 in Big Lake Township.

Supervisor Leslie had no updates for the Board.

Supervisor Pflgebraar shared that he attended the Sherburne County's Long-Range Transportation Open House. He reports the County requests feedback and input on their transportation plans.

No further business from the Board.

TOWN ROADS

Treasurer Warneke notified the Board that he spoke with Dan Knapek regarding the County's request to use 209th Avenue NW as a detour during their construction project on County Road 35. The project is to take place in the summer of 2018 and will last approximately 30 days. Videotaping of the roads condition will take place prior to and after the detour. Treasurer Warneke does not see a concern allowing the County detour onto 209th Avenue NW. Treasurer Warneke also updated the Board of a conversation he had with Don Weicht regarding drainage under 209th Avenue NW. Mr. Weicht reported in January that drainage may be blocked and in need of attention. Currently it appears that the drainage is working as designed. Town Engineer Abel informed the Board that he is in communication with Sherburne County regarding possibly including Whitewater Heights in the County's bid package. Engineer Able also informed the Board that the first ad for letting bids out will run in the West Sherburne Tribune's March 30th edition. Bidding will be open for three weeks.

TREASURER BUSINESS

Treasurer Warneke reviewed the financial reports with the Board, to date this year, the Town has received \$129,381.93 and disbursed \$450,252.10. March 28th General Fund balance was \$1,033,972.48. He reported that the deficient bond for the Industrial Park bond fund will be cured after the Town receives its receipts for 2018 property taxes. Motion/Second to Approve Treasurer's Report dated 3/28/2018 by: Pflgebraar/Leslie. Approved. Motion Prevailed.

ANNOUNCEMENTS

On April 3rd, Sherburne County Soil and Water Conservation District (SWCD) will be hosting a free informational event on Small Farms. Dinner starts at 5:30 with presentations ending at 8:30. The event will take place at the Big Lake Township's Town Hall. April 7th will be Big Lake Fire Department firefighter Shawn Redpenning's retirement celebration at the Friendly Buffalo starting at 6pm. April 18th at 6:30pm Big Lake Fire Department's six (6) new firefighters will have their graduation ceremony from the Fire Academy at the Elk River High School, in the Zabee Auditorium. The ceremony is free and open to the public. Tickets can be obtained at www.eventbrite.com. No further business brought before the Board.

CONVENE ANNUAL REORGANIZATIONAL MEETING

ELECTION OF CHAIRMAN OF THE BOARD & VICE-CHAIRMAN OF THE BOARD

Chairman Hofer nominated Supervisor Aubol for Chairman. Supervisor Aubol accepted the nomination. Motion to elect Supervisor Aubol as Chairman for the Town Board. Approved. Motion Prevailed. Supervisor Hofer turned the meeting over to Chair Aubol. Chair Aubol opened the floor for nominations for the Vice Chairman position. Supervisor Hofer nominated Supervisor Pflgebraar as the Vice Chairman. Supervisor Pflgebraar accepted the nomination. Motion to elect Supervisor Pflgebraar as Vice Chairman for the Town Board. Approved. Motion Prevailed.

APPOINTMENT OF CLERK AND TREASURER

Chair Aubol called for the recommendation of Town Clerk and Town Treasurer.

Motion/Second to retain Ken Warneke as Town Treasurer and Brenda Kimberly-Maas as Town Clerk by: Leslie/Pfleghaar. Approved. Motion Prevailed.

SET THE HOURLY WAGE FOR THE TREASURER, CLERK, SUPERVISORS

The Finance Committee recently met and reviewed surrounding Township wage scales and recommends the Board increase the Clerk's wage 10% and increase the Treasurer's wage 5%, two (2) weeks paid vacation, and nine (9) paid holidays. Supervisor Leslie added that the Finance Committee recommended a 10% wage increase for Town Treasure, however, Treasure Warneke chose 5% to keep in line with inflation. Treasure Warneke explained that the 10% pay increase is appropriate for the Clerk as she finished her first year in the position with outstanding performance. Motion/Second to Approve to increase the Clerk's wage 10% and increase the Treasure's wage 5%, two (2) weeks paid vacation, and nine (9) paid holidays by Leslie/Pfleghaar. Approved. Motion Prevailed. Finance committee recommends a five (5) dollar increase from \$20 to \$25 for the Supervisors hourly wage. Motion/Second to Approve to increase the Supervisors hourly wage by five (5) dollars from \$20 to \$25 by: Pfleghaar/Leslie. Approved. Motion Prevailed.

SET THE HOURLY WAGE FOR THE DEPUTY CLERK

Treasurer Warneke referred to a letter from Clerk Kimberly-Maas regarding the pay for Deputy Clerk. Her letter proposes that the Deputy Clerk receives two (2) weeks paid vacation, nine (9) paid holidays and a wage closer in line with the Clerk's wage, within a couple of dollars. Clerk Kimberly-Maas's letter also offered the option to table the setting of the Deputy Clerk's wage for further discussion. Motion/Second to ratify the process of the Clerk setting the Deputy Clerk's wages by: Leslie/Hofer. Approved. Motion Prevailed.

SET THE MEETING RATE FOR BOARD, TREASURER, CLERK & DEPUTY CLERK

Treasure Warneke informed the Board that is has been approximately 10 years since the meeting rate was adjusted. The Finance Committee recommends the meeting rate be increased to \$100. Motion/Second to increase the meeting rate to \$100 per meeting by: Pfleghaar/Hofer. Approved. Motion Prevailed.

ESTABLISH MONTHLY BOARD MEETING DATES/TIME/LOCATION AND LEGAL HOLIDAY OBSERVATION

Motion/Second to adopt meeting dates, times and location as well as Clerk's office closures and legal holiday schedule as presented (see attached) by: Pfleghaar/Leslie. Approved. Motion Prevailed.

ESTABLISH RULES OF CONDUCT OF ALL BOARD MEETINGS

Motion/Second to ratify current rules of conduct for all Board meetings by: Pfleghaar/Hofer. Approved. Motion Prevailed.

ESTABLISH DEPOSITORY OF TOWN FUNDS

Treasurer Warneke reviewed the current depositories Klein Bank, First National of Elk River, and the League of Minnesota Cities/ 4M Fund. He shared with the Board he is happy with their products and service and does not see a need for change. Motion/Second to ratify current depositories of Town funds by: Pfleghaar/Hofer. Approved. Motion Prevailed.

ESTABLISH LEGAL POSTING AREA FOR TOWN NOTICES

Motion/Second to ratify current posting location as the outdoor bulletin board, at the Town Hall, for all Town Notices and Postings by: Pfleghaar/Leslie. Approved. Motion Prevailed.

ESTABLISH OFFICIAL NEWSPAPER FOR TOWN NOTICES

Motion/Second to ratify West Sherburne Tribune as the official Town newspaper for all legal and public notices by: Pflieger/Aubol. Approved. Motion Prevailed.

DESIGNATION OF LEGAL COUNSEL

Motion/Second to retain current legal counsel of Peter Tiede of Tiede & Grabarski, PLLC. as Town's Legal Counselor by: Pflieger/Hofer. Approved. Motion Prevailed.

SET 2018 GOPHER BOUNTY

Deputy Clerk informed the Board that Sherburne County will increase its reimbursement to the Town for gophers from \$.75 to \$1.00. Motion/Second to maintain the Town's gopher bounty at \$2.00 per pair of front feet by: Pflieger/Hofer. Approved. Motion Prevailed.

REVIEW TOWN GENERAL FEE SCHEDULE

Treasurer Warneke present to the Board the current fee schedule with his recommended price adjustments. He also recommended to create an ad hoc committee to review and consider implementing additional fees regarding roads and construction projects. Motion/Second to accept General Fee Schedule with changes recommended and creating an ad hoc committee to review and report back to the Board with their recommendations for the General Fee Schedule as presented (see attached) by: Leslie/Pflieger. Approved. Motion Prevailed.

CONFIRM MILEAGE REIMBURSEMENT AT CURRENT FEDERAL RATE FOR CAR EXPENSES

Motion/Second confirming current Federal rate of \$.545 mileage reimbursement by: Pflieger/Hofer. Approved. Motion Prevailed.

RESOLUTIONS AUTHORIZING CONTRACT WITH INTERESTED OFFICERS UNDER MS § 471.88 SUBD. 5

Motion/Second to adopt Resolutions 2018-03 to 2018-07 Authorizing Contract with Interested Officers (with each Officer abstaining from their Contract vote) by: Pflieger/Hofer. Approved. Motion Prevailed.

SET THE HOURLY RATE FOR ELECTION JUDGES

Motion/Second to increase the Head Election Judge hourly rate from \$12 to \$17 and Election Judge hourly rate from \$10 to \$15 and reimburse mileage at the Federal rate of \$.545 per mile by: Hofer/Leslie. Approved. Motion Prevailed.

APPOINTMENT OF SUPERVISORS TO COMMITTEES

Motion/Second to maintain the current representation to the Town Committees List (see attached) with the exception of adding Chair Aubol to the Finance and Legal Committees and moving Supervisor Hofer as the alternate by: Pflieger/Hofer. Approved. Motion Prevailed.

LAST CALL FOR BUSINESS FOR THE REORGANIZATIONAL MEETING

No further business brought forth.

ADJOURNMENT

Motion/Second to adjourn the Wednesday March 28, 2018 Regular & Reorganizational Meeting at 7:38pm by: Leslie/Pflieger. Approved. Motion Prevailed.

Respectfully Submitted,
Jayme Swenson
Deputy Clerk, Town of Big Lake

Accepted this 11th day of April 2018, by the Town of Big Lake Board of Supervisors.

Bruce Aubol

Chairman, Town of Big Lake

Attest: _____
Brenda Kimberly-Maas

Clerk, Town of Big Lake