



REGULAR MEETING
WEDNESDAY JUNE 26, 2019
6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday June 26, 2019 at the Town of Big Lake Town Hall, located in the Big Lake Township's Lions Park, at 21960 County Road 5 NW, Big Lake Township, Sherburne County, State of Minnesota. The meeting was called to order by Chair Bruce Aubol and the Pledge of Allegiance was recited. Vice-Chair Bob Hofer, Supervisors Norm Leslie, Dean Brenteson, Larry Alford, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Town Engineer Ross Abel, Fire Chief Ken Halverson, Commander Steve Doran, and a newspaper reporter and one audience member were in attendance.

Approval of Meeting Agenda

Motion/Second to accept the presented Agenda by: Leslie/Brenteson. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed. The meeting proceeded in accordance with the Agenda.

Approval of Consent Agenda

The Consent Agenda consists of: a) Approval of Minutes; Regular meeting of 06/12/2019. b) Approve List of Claims & Payroll. Motion/Second to Approve Consent Agenda by: Alford/Leslie. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed.

Sheriff's Report

Sherburne County's Commander Doran reported that there are no concerns to be brought to the Board's attention.

Fire Chief's Report

Big Lake Fire Department's Chief Ken Halverson reported the Department responded 21 calls so far in June. Six (6) of those calls were within Big Lake Township, 12 were in the City of Big Lake and three (3) in Orrock Township. As of today, the Department has responded to 110 calls this year, with an increase in structure fires. 2018 had a total of 183 calls. 2019 is projected to end with approximately 230 calls. Last week BLFD members took part in a training burn with the Elk River Fire Department. Chief Halverson would like to thank Russell's On the Lake for their generous donation of meals, which the business has been providing to the members, during Saturday training events. He is grateful for their support. The new T2 water tender has its pump installed, the delivery date is still unknown. August 3rd, 2019 is the Big Lake Fire Department's Relief Association's annual fundraising dance and raffle. October 12th, 2019 is the Department's annual Open House. The volunteer firefighter hiring campaign for the Department will end on July 19, 2019.

Open Forum

NONE

Business from the Clerk

Clerk Kimberly-Maas requested the Board adopt a Capital Asset Policy and Fund Balance Policy. The written policies are reflective of practices which have been in place. Adoption of these written policies will fulfill the Internal Controls deficiency which had been previously noted in Annual Audit reports. The policy was reviewed by Treasurer Warneke & herself and they recommend the Board adopt the Capital Asset Policy and Fund Balance Policy presented.

Motion/Second to adopt the Capital Asset Policy by: Hofer/Leslie. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed.

Motion/Second to adopt the Fund Balance Policy by: Alford/Hofer. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed.

Clerk Kimberly-Maas introduced Ashley Meagher of, Schlenner, Wenner & Co, to present the findings of the Town's 2018 Audit results. Ashley shared the audit process, proposed adjustments, financial highlights and results. Schlenner, Wenner & Co. found NO concerns, and NO non-compliance issues after completing the Town's 2018 audit. Their recommendations were fulfilled by the prevailed Motions, on tonight's Agenda Items 8a and 8b. All financial statements and reports were previously provided to the Board, with the opportunity to ask questions. The full report is available for review, in the Clerk's Office.

Motion/Second to accept the Big Lake Township's Presentation of Audited Financial Statements as of December 31, 2018 by: Hofer/Alford. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed.

Clerk Kimberly-Maas introduced Minnesota Association of Township's District 7 Director Mike Miller. Director Miller thanked the Town for allowing the upcoming MAT District 7 annual meeting to take place at the Town Hall, on August 8th, 2019. Director Miller shared with the Board MN Legislative updates and MAT activities.

Clerk Kimberly-Maas presented the current list of the Town's Committees. Board Supervisors and Staff reviewed and revised the Committee list. The Item will be **TABLED** until a typed draft of the new Committee assignment revisions list is presented to the Board to review.

Business from the Board – Committee Reports/Updates

Supervisor Alford reported on road construction projects (details under Roads Report).

Supervisor Aubol reported that Joint Powers Agreement Board for the Big Lake Fire Department met and identified that more frequent Fire JPA meetings would be beneficial and best serve the BLFD. The next meeting will be July 25, 2019 at 4:00pm.

Supervisor Leslie reported that on July 13, 2019, Boy Scout Noah Hart plans to complete his Eagle Scout Project, of renovating the bon-fire area at the Big Lake Township's Lions Park.

Roads

Supervisor Alford reported that work continues for drainage issues identified in Meadowbrook, Birch Lake Beach and Sleepy Hollow. The 2019 road project's pre-construction meeting took place and is projected to be completed by the end of July. Right of Way (ROW) mowing will be commencing soon. The Minnesota Department of Natural Resource's recommendation for optimal ROW mowing time-frame starts on July 01.

Town Engineer Ross Abel reported that throughout the Township, road maintenance and improvement projects are in motion. Patching has been taking place, paving will start tomorrow, and it is projected that next week, the reclaiming process will start on Orrock's portion of 229th Avenue NW.

Engineer Abel also brings to the Board an estimate to replace damage drain tile in Meadowbrook. The original drain tile has been crushed and is not performing. The estimate is between \$19,000. and \$20,000. to

replace approximately 450 feet of drain tile and attach it to the existing functioning drain tile. The job is predicted to take less than a weeks' time. It is planned that tomorrow, the project's Request for Quotes (RFQ) will be published. Results are planned to be presented to the Board, at the next regular meeting.

Motion/Second to publish a Request for Quotes to replace approximately 450 feet of damaged drain tile in Meadowbrook, for approximately \$20,000. by: Hofer/Leslie. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed.

Treasurer's Report

Treasurer Warneke reviewed the Financial Statements with the Board and reported the cash balance of the Government Funds (excluding the escrow funds) \$1,237,531.04, Receipts \$803,372.13, and Disbursements \$819,311.50. Escrow fund's account balance \$308,414.38. The Town received 70% of the first property tax payments. The remaining 30% should be deposited in early July. The total amount collected reflects fewer delinquent payments, then anticipated. Due to the 2018-2019 winter season's financial demands for plowing and ice control, there will be no seal coating planned for Township roads in 2019.

Motion/Second to approve the Treasurer's report by: Hofer/Alfords. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed.

Adjournment:

Motion/Second to adjourn the Regular Meeting at 7:25pm by: Leslie/Hofer. Approved by all present Supervisors. None opposed. None Abstained. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk and Jayme Swenson, Deputy Clerk

Accepted this 10th day of July 2019, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk