

Monthly Board Meeting
Minutes
November 10, 2010

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

On Wednesday, November 10, 2010, the Big Lake 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 2 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
- Jim Stahlmann, Supervisor
- Mike Hayes, Supervisor
- Larry Alfords, Supervisor
- Ken Warneke, Treasurer
- Laura Hayes, Clerk
- Kristie Woolard, Deputy Clerk
- Todd McLouth, Township Engineer

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

Supervisor Hayes motioned to approve the agenda. 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) Approval of Minutes: Regular Monthly Board Meeting 10-13-10, Second Monthly Board Meeting 10-27-10. b) Resolution No. 2010-09 - Resolution Establishing Division of Responsibilities for Snow and Ice Removal Between the Town of Big Lake and City of Big Lake for Town/City Roads. c) Approve Cancellation of November 24, 2010 Second Monthly Meeting/Allow Payment of Claims Received. d) Approve List of Claims (Disbursement List will be Received at Meeting). Supervisor Leslie seconded. Each Supervisor abstained from approval of their payroll claim. Supervisor Hayes abstained from approval of Clerk Hayes payroll claim. All were in favor. The motion carried.

BUSINESS FROM THE CLERK

- a) Workplace Accident & Injury Reduction Program (AWAIR) Report – Clerk Hayes advised the annual Workplace Accident and Injury Reduction Program review had been conducted. There were no issues or concerns noted by employees in regard to workplace safety.
- b) Appointment Recommendation to Sherburne County Planning Advisory Board for Representative and Alternate – Clerk Hayes advised the three-year term of John Norgren as Big Lake Township's representative on the Sherburne County Planning Advisory Board will expire on December 31, 2010. There was discussion regarding recommending Supervisor Mike Hayes as representative and John Norgren as alternate, as requested by John Norgren. Supervisor Alfords motioned to direct Clerk Hayes to check with John Norgren regarding his preference and advise the Planning and Zoning Office of the Township recommendation accordingly. Supervisor Leslie seconded. Supervisors Stahlmann, Hofer, Leslie and Alfords voted in favor. Supervisor Hayes abstained. The motion carried.
- c) Sale of Tax Forfeited Land – Clerk Hayes presented the Sherburne County Auditor/Treasurer's Office list of tax-forfeited land approved for sale by the County Commissioners. The land is proposed for closed bid sale to adjacent property owners because the parcels are not buildable tracts. It was noted the Township has the option of pulling the parcel from the sale for the purpose of the Township to buy it. Supervisor Alfords motioned to allow the closed bid to adjacent property owners. Supervisor Hayes seconded. All were in favor. The motion carried.
- d) Schedule/Call Annual Joint Meeting with Local Government Jurisdictions & ISD #727. Proposed date 1-20-2011 – The Board directed Clerk Hayes to respond that the proposed date would be placed on the Town Board calendar. It was noted Supervisors Hayes and Alfords will not be able to attend that day.
- e) MS4 General Permit Update – The Minnesota Pollution Control Agency (MPCA) is currently developing a reissuance of the MS4 General Permit that expires May 31, 2011. An application for permit reissuance and a fee of \$400. must be submitted at least 180 days before the expiration date of the existing permit. Additionally, permittees will need to submit additional information required by the reissued MS4 General Permit. This will occur after the permit is reissued.
- f) Elk River Watershed Association Notice of Final Public Meetings – Clerk Hayes advised the final public meetings summarizing the water quality study results and water quality restoration activities within the Elk River Watershed have been scheduled. The meetings are being held to recap the process used to complete the water quality results, and present the clean up strategies called for in the implementation plan. The meetings will be held December 1st at the Palmer Town Hall and on December 3rd at Annunciation Church in Sauk Rapids.

BUSINESS FROM THE SUPERVISORS/COMMITTEE REPORTS

TOWN ROADS

1) Other-Updates-Meetings – Township Engineer, Todd McLouth advised Mark and Penney Leadens driveway has been regraded with a crown and gravel has been added. The adjacent ditch has been smoothed and the ruts on the Leadens property from the heavy equipment have been smoothed somewhat.

-211th Avenue has been reviewed for consideration of a spring 2011 road project. Supervisor Alford advised there is a lateral crack down the road and it has been patched in the past. The road surface is also uneven caused by the adjacent drainage ditch. The length of the road to be considered for rebuilding is 600' ft. The Engineer's estimate for the project is \$122,000. If an additional 200' ft. is included, the estimate would be \$150,000. The project is west of Manchester Oaks and will include soil correction, shifting the grade north, and blacktopping. Robert and Donna Eddy are the only adjacent property owners. Supervisor Alford noted the project will require moving a significant amount of sub-base material in and out of the site. The project should be planned for late spring/early summer. Treasurer Warneke confirmed the Township has the funds available for the project. It was further noted this was included in the 2010 road construction bid specification, but was pulled because of funding in 2010. Treasurer Warneke confirmed the project needs to be done. Supervisor Alford motioned to proceed with the bid process and to do the project in 2011.

2) Turn Back of Part of TH No. 3 Renumbered 10 (198th Avenue Frontage Road) to Big Lake Township – Treasurer Warneke advised the conveyance was authorized for release November 1, 2003 by MNDOT. The Quit Claim deed was received by the Clerk's Office November 9, 2010. Treasurer Warneke advised the Township has been expecting to receive this and has been maintaining the road since its construction. The Township is responsible for the recording of the Quit Claim Deed and the cost.

CHAIRMAN'S REPORT

1) Other-Updates-Meetings – Chairman Hofer advised he had nothing new to report at this time.

SUPERVISOR'S REPORTS

1) EDA Updates – Supervisor Stahlmann advised he attended the EDA meeting. The railpark is generating some interest from a few large companies.

-Supervisor Stahlmann advised the November Elk River Watershed meeting has been cancelled due to a lack of action items.

2) Fire Relief Association – Supervisor Hayes advised Big Lake Fire Relief Association is requesting a \$200. increase to the pension benefit, increasing it from \$2,600. to \$2,800. per year of service. Several Firemen joined the audience following their appearance at the Big Lake City Council Meeting. Randy Miller, Treasurer of the Big Lake Fire Department Relief Association (BLFDRA) advised the City of Big Lake approved a \$200. increase at their meeting. Randy Miller advised that the Relief Association is currently 104% funded by premium tax received from the State of Minnesota, the City/Town contribution and investment portfolio earnings. Once the Relief Association is over 100% funded, the Association doesn't have to come to the City and Township to ask for a contribution. However, the BLFDRA has opted to continue to come before the Board and Council to ask for the increase. Randy Miller advised the portfolio has limited exposure and the BLFRA is very optimistic about the future of the stock market. The last increase was approved 3 years ago. Last year the funding level was 96%; therefore, the BLFDRA opted to not ask for an increase. Supervisor Alford's motioned to approve a \$200. increase. Supervisor Stahlmann seconded. All were in favor. The motion carried.

The Board inquired how operations were going at the department. Big Lake Fire Chief, Tony Eisinger advised calls continue to be down. He further noted the most recent call required 500' ft. of hose to reach down the driveway to the building. There was lengthy discussion regarding driveways within the Township that are too narrow or have impediments such as low hanging trees that make it impossible to bring a fire truck to where it is needed. Chairman Hofer advised he knows three of the five families that use the driveway access. He inquired if they can't agree to improve the driveway, could the Township do that and assess for the improvements. Treasurer Warneke advised the Township would be setting a precedent if that is done. It was further noted that the Township has had a policy for the last 20 yrs that only three properties can share a single access. Treasurer Warneke noted that if all property owners agree to the improvements it would be much easier than going through the process of holding a public hearing. Chairman Hofer advised he would speak to the property owners that he knows. Supervisor Hayes advised he would be available to assist the Chairman. It was further noted by the Board that perhaps Clerk Hayes should coordinate a meeting at the Town Hall to discuss. Big Lake Fire Chief Tony Eisinger advised he would gather information on a couple of other places that need driveway improvements made and driveways with two or more properties using the shared access.

3) Other-Updates-Meetings – Sherburne County Commissioner, Ewald Petersen gave several County updates.

-Funding has been obtained that has enabled the County to move up the County Road 5 and 73 bridge reconstructions to the summer of 2011. The Sherburne County Board of Commissioners authorized to advertise for bids at their meeting today. Bids will be let in January.

-The offices of Public Health and Social Services were combined last spring and will be effective 2011. In the long range plans of the County, this should save money; however, the County expects to have work out the integration of these departments and their

computer software issues, noting the departments were using two different kinds of record keeping software. Therefore, it is possible there will not be a notable cost savings in the first year.

-County Road 43 South is being planned for reconstruction in 2012. The City of Big Lake and the County are working together to include a few amenities that will be beneficial to the City of Big Lake.

BUSINESS FROM THE TREASURER

a) Monthly Report – Treasurer Warneke reviewed the cash balance statement. The total fund balance is \$1,912,578.64. Treasurer Warneke reviewed the 101,102, 103 and 402 funds, noting all funds are on track. Receipts to date are above budget, expenditures are below. Treasurer Warneke advised cash balances have dropped, which was anticipated. It was planned that reserves would be spent down some in 2010. Treasurer Warneke further noted that he plans to have budget adjustment recommendations prepared soon. The highest earning C.D. the Township has will mature on December 2. Its current interest rate is 4.25%; upon renewal it will have a rate of 1% or 1.5% at best. Supervisor Stahlmann motioned to approve the Treasurer's Report. Supervisor Hayes seconded. All were in favor. The motion carried.

Treasurer Warneke advised the Aspen Hills Wastewater Treatment Facility project and assessment calculation are near completion. Treasurer Warneke inquired with the Board about using the 3.25% interest rate on the years 2-5 assessment. The Board directed that the 3.25% interest rate used on the first year assessment should remain for years 2 through 5.

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 8:31 p.m.

Respectfully Submitted,

Laura Hayes, Clerk