

Second Monthly Board Meeting  
Minutes  
February 25, 2010

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

On Thursday, February 25, 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  
   Mike Hayes, Supervisor  
   Norm Leslie, Supervisor  
   Ken Warneke, Treasurer  
   Laura Hayes, Clerk  
   Kristie Woolard, Deputy Clerk  
   Todd McLouth, Township Engineer

Board Members Absent:        Larry Alfords, Supervisor  
   Jim Stahlmann, Supervisor

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

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

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

**BUSINESS FROM THE CLERK**

a) Big Lake Fire Chief, Tony Eisinger-2009 Annual Fire Department Report — Big Lake Fire Chief, Tony Eisinger appeared before the Board to give the 2009 Annual Fire Department Report. He advised calls in 2009 were down to 183 total. 58% of the calls were in the City of Big Lake, 30% in Big Lake Township and 8% in Orrock Township. The Fire Department has held a couple of open houses and fire prevention events as part of the training program. The department took delivery of a new engine and purchased a skid unit in 2009. 7 fire fighters have more than 20 years with the department. No notices of retirement have been received. The department is not looking for any capital purchases this year. Chief Eisinger thanked the Town Board and the City of Big Lake for providing the department with good equipment and a good facility. The New River Medical Center continues to operate ambulance service from the fire hall. The rent received pays approximately 1/3 of the entire gas and electric service for the fire hall. Meeting rooms continue to be used for many things, including boy scouts, baseball association board meetings and the First Responders class. The girl scouts have recently inquired about meeting room use. An overhead projector and screen have been installed by Audio Communications.

b) Other-Updates-Meetings — Clerk Hayes presented information received from the New River Medical Center regarding appointments to the Legal Status Education Committee. Clerk Hayes advised the New River Medical Center is planning to form a Legal Status Education Committee to evaluate whether

or not to maintain the current Hospital District status; or, convert to an alternative structural arrangement. The hospital is currently recruiting community members to serve as voting members on this committee. The Legal Status Education Committee will gather information and make a final recommendation to the full hospital board which will include 1) whether or not to convert the hospital; and, 2) the recommended model for the conversion (if necessary). Applications for the committee are due by 4 p.m. on Friday, February 26, 2010. Clerk Hayes advised Big Lake Township Hospital Board Member, Richard Helms contacted the Clerk's Office to recommend Supervisor Hayes submit an application to serve on the committee. Supervisor Hayes advised upon reviewing the proposed meeting schedule he questioned whether his work schedule would allow for him to attend the meetings. He further noted, after reviewing the committee application questionnaire, if Supervisor Stahlmann would perhaps be a better choice considering his experience with non-profit organizations. Following brief discussion it was determined that Clerk Hayes will work with Supervisor Stahlmann, if he is interested in submitting an application; and, will contact New River regarding the deadline of the application.

Clerk Hayes advised a letter has been received from Monticello Township regarding the Legal Status of the Hospital District. Monticello Township advised in the letter that they are aware of the possible change in legal status and advised they would like to find out more about the overall impact and implications of such a change. Monticello Township requested that the letter be shared with the Board members. The letter also indicated Monticello Township would like to have a discussion regarding what could be done to learn more about the situation. The Board directed Clerk Hayes to contact Monticello Township to discuss their letter and determine if they would like to schedule a meeting.

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

### **TOWN ROADS**

1) Other-Updates-Meetings — Township Engineer, Todd McLouth advised he had nothing new to report to the Board at this time.

-Treasurer Warneke advised JME scrapped and widened the roads last week. It has not snowed since. Jeff Rhodes/Driveway Services removed a couple of very large dead oak trees, with overhanging branches in the Township right-of-way.

### **CHAIRMAN S REPORT**

1) Other-Updates-Meetings — Chairman Hofer advised that he had nothing to report.

### **SUPERVISOR S REPORT**

1) Other-Updates-Meetings — The Supervisor s had nothing to report.

## **BUSINESS FROM THE TREASURER**

a) Other-Updates-Meetings — Treasurer Warneke advised gas tax money has been received. He reviewed the mileage certification and the 2010 Distribution report. He noted the funds received were up 7%. An additional \$5,036.82 was received as a result of the redistribution of \$23,697.17 from Clear Lake and Palmer Townships as a result of not qualifying for the 2009 gas tax funds received.

- Treasurer Warneke advised Minnesota Public Radio News reporters have been working with the residents and Town Board of Baldwin Township for several weeks to explore issues and choices that will shape the future of Baldwin Township. The public is invited to attend a presentation of the information on Thursday, March 4 at 7 p.m. at the Princeton Performing Arts Center.

-Treasurer Warneke presented a current cash balance statement for the fiscal year. Government funds total \$2,205,835.22 and Escrow funds total \$56,580.23. Treasurer Warneke reviewed the interim financial reports, current through tonight's claims. He reviewed the new format of the reports, advising the reports now show subtotals and the budget is shown by month. Supervisor Hayes motioned to approve the Treasurer's Report. Supervisor Leslie seconded. All present were in favor. The motion carried.

b) 2009 Board of Audit — Treasurer Warneke advised that Clerk Hayes processes all claims on the computerized CTAS record keeping system, processes the payroll, quarterly reports and any other tax forms required. Deputy Clerk Woolard enters the disbursements and receipts in the Treasurer's CTAS record keeping system. Treasurer Warneke handles investments, banking, check reconciliation, and transferring of funds.

Treasurer Warneke advised the Board he had verified that the Clerk's record and Treasurer's record agree for the year 2009 with the bank statements. Treasurer Warneke directed the Board in a thorough review of the bank statements; cash balance statements for each fund, interim financial reports for each of the government funds, current investments and sold investments, pledged securities as part of the CDARS program, statement of orders issued, interest allocation and the top 10 vendors. He verified that collateral was at or above the amounts needed for various accounts. The Board was satisfied that the Clerk and Treasurer records balance with each other and the Township's various banking institutions. It was noted that the monthly review of claims and list of receipts the Board receives is considered a Board of Audit. The ending balance for the year for all funds was \$2,429,243.77. Supervisor Hayes motioned to approve the Town Clerk and Treasurer records as presented for the year ending 12-31-09. Supervisor Leslie seconded. All present were in favor. The Board Members present signed the Statement of Examination and Audit on the 12-31-2009 Cash Balance Statement. The Finance Committee will make a levy recommendation at the Annual Town Meeting of the amount necessary to meet the current and other authorized expenditures for the next year.

## **ADJOURNMENT**

A motion was made by Supervisor Leslie to adjourn the meeting. Supervisor Hayes seconded. All present were in favor. The motion carried. The meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Laura Hayes, Clerk