

**Annual Town Meeting
Minutes**

March 11, 2008

APPROVED

TOWN of BIG LAKE

Sherburne County s First 5-Member Township Board

On Tuesday, March 11, 2008, the Annual Town Meeting was held at the Big Lake Town Hall, located in Lions Park Community Center, 21960 County Road 5, Big Lake Township, County of Sherburne, State of Minnesota. The election polls were open for the annual township election as posted and published from 10:00 a.m. to 8:00 p.m.

Laura Hayes, Town Clerk, called the meeting to order at 8:05 p.m. There were 16 people in attendance when the meeting commenced.

Election of a Moderator -Bob Hofer nominated John Norgren to be moderator for the meeting. Mike Hayes motioned to close nominations and second. All voted in favor. John Norgren took over the meeting as moderator.

Pledge of Allegiance - All stood and recited the pledge of allegiance.

Selection of Three Observers to Watch the Ballot Counting (optional) - Diane Jacobsen, Arlys Lund and Kristie O Dowd volunteered to observe the ballot counting.

Approval of the Minutes — Norm Leslie motioned to approve the March 13, 2007, Annual Town meeting minutes as presented, and the August 22, 2007, Re-convened Annual Meeting as presented. Bob Hofer seconded the motion. All voted in favor. The motion passed.

Treasurer s Report - Ewald Petersen motioned to waive reading of all checks written and received, and to read a synopsis. Richard Helms seconded. All voted in favor and the motion passed. Treasurer Warneke advised the electorate that the Town Board of Supervisors conducts a Board of Audit each month through the process of reviewing receipts and approving payment of claims. The Board held the annual audit of all financial records for the year ending December 31, 2007 at the February 13, 2008 Regular Monthly Board Meeting. The clerk maintained throughout the year, the CTAS accounting software program for Town Clerk s from the State Auditor s Office to record these details. The Treasurer and Deputy Clerk maintained throughout the year, the CTAS accounting software program for Town Treasurer s from the State Auditor s Office to record these details. An outside CPA audit is conducted annually. The 2006 audit is complete. The 2007 audit will be done in May or June of 2008. Treasurer Warneke reviewed the record of funds on the Cash Balance Statement. Government Funds are 100, 200, 300 & 400 series. Escrow Funds are the 800 series. Escrows are established and maintained with funds from developers, individuals or businesses doing work in the Township to ensure that all projects are completed to Town of Big Lake standards. Treasurer Warneke advised that the 101 and 102 funds are the most frequently used Township funds. Treasurer Warneke reviewed each fund noting that the 102 Road fund has a reserve for a future bridge crossing on 229th Avenue. The 401 Big Lake Capital fund has been budgeted for purchase of a new pumper truck in 2009. The Township is responsible for approximately \$250,000. of the purchase. And, the 403 General Capital fund has a reserve for park land purchase. The 101 general fund covers government operations such as the payroll, park, clean up day and elections. The 102-road fund indicates that money has been saved for road projects and it covers road maintenance and repairs. The 103 Big Lake fire fund pays for the

Annual Town Meeting Minutes

March 11, 2008

Page 2

Township's half of the operating expenses for the Big Lake Fire Department. The 201 Elk River Fire District fund pays for the contracted fire service with the City of Elk River. The Township total fund beginning balance was \$2,477,039.16. The total amount in the treasury at year-end 2007, including all escrow funds, was \$2,772,670.46. Treasurer Warneke advised that the finance committee has proposed to spend down some of the reserve and will be proposing a decrease for the 2009 levy. The 2009 levy proposal will be discussed under item 16 on tonight's agenda. A motion to approve the treasurer's report was made by Bob Hofer. Norm Leslie seconded the motion. All voted in favor. The motion passed.

Annual Fire Report - Fire Chief, Tony Eisinger gave a summary of the fire calls for the year. Total calls for the year were 233, with 74 calls occurring in Big Lake Township. The Fire Department roster has 35 members, which includes 5 new firefighters currently in training. 5 of the members have served for 20 years. The fire station addition was completed in 2007. The original roof on the hose tower was repaired. The offices are furnished. The meeting rooms are used by several groups, including local youth sport association meetings and 4-H. A FEMA travel trailer was put into use for teaching fire safety to students. Purchases made during the year include a 200 KW generator capable of providing power to the entire fire station, and an SCBA fill station.

Hospital Board Report -Monticello-Big Lake Community Hospital Board Representative, Richard Helms gave a hospital board report. Mr. Helms has been on the hospital board since early 2005. Mr. Helms reviewed hospital highlights of 2007. He advised that the hospital hired CEO, Marshall Smith in 2007. The hospital is striving to improve the quality of care it provides and follow up with patients after care at the hospital. They provide level one trauma care and have received good reviews for patient transfers and patient preparation. The hospital provided \$437,000. in charity care in 2007. The Hubert Humphrey Cancer Institute is a new partner with the hospital. The Big Lake Clinic is open and taking patients. The clinic does not offer urgent care yet, but will evaluate adding this service when patient volume increases. Currently, the clinic offers appointments one evening each week by appointment only. There are two providers at the clinic, Dr. Lola Sutherland and a nurse practitioner. Dialysis is offered at the Big Lake Clinic. The clinic was built to meet accessibility needs and will hire more doctors as patient volume increases. The hospital has been able to reduce its levy by \$33,000. Mr. Helms advised the hospital has three sources of income which comes from patients, taxes and investments. Mr. Helms advised that the Annual Report is available to all hospital district residents and brought copies of the report for distribution.

Open Forum — No requests for the Town Board to consider; or, requests to consider when setting the proposed 2009 levy were presented.

Bailey Station Cemetery - John Norgren presented information regarding the positive results of a survey taken to consider purchasing a columbarium for Bailey Station Cemetery. The columbarium is an above ground cremation niche with the capacity to hold 48 urns. If urns are small, it may be possible to put two in the same cubicle. The Cemetery Board is recommending that the niches be sold to Sherburne County residents for \$400. this would pay for the columbarium when all niches are sold. Sherburne County residents can purchase plots and niches at a reduced rate. This is done to discourage purchase from non-county residents and

Annual Town Meeting Minutes

March 11, 2008

Page 3

large block purchases by funeral service businesses. There are 1,200 burial plots and 250 cremation niches available at the cemetery. The columbarium will cost approximately \$10,252. There will be additional costs for the foundation and to set the columbarium. The wrought iron fence was replaced in 2007 with donated funds. \$3,800. has been donated to date. The

Cemetery Board needs one more member who would be available in the winter so that meetings can be held with a quorum present. All cemetery work and board meetings are volunteer. Anyone interested should contact Clerk, Laura Hayes. The cemetery board will be soliciting for quotes for mowing. The Cemetery Board and Boy Scouts do the spring clean up.

Election Results - Moderator Norgren announced the election results as follows:

Supervisor Seat #3:	Mike Hayes	62
Supervisor Seat #3:	Write In - Dave Quinn	1
Supervisor Seat #3:	Write In — <i>Blank</i>	1

The Board of Canvass will meet at 7:00 p.m. on Wednesday, March 12, 2008 to certify the election results.

Past Years Report of the Town - Jim Sanford, Township Board Chairman gave an overview of the year s activities in the Township from March 2007 to February 2008. He advised the Township maintains approximately 70 miles of Township roads.

April 2007 — The Cornerstone plat was approved. The Monticello Dental Clinic is located in that plat. The City of Monticello, City of Big Lake and Big Lake Township began working together to address traffic concerns in the Hwy 25 and County Road 11/14 area.

May 2007 — Annual Clean-Up Day was held on the first Saturday. The Township purchased a lot with a well for the purpose of filling fire truck tankers. It is located on lot 5/ block 6 Knick Knack Knoll. The 5 lot plat of Fernwood was approved. The Township worked with the City of Big Lake for their annexation of 18 acres owned by Pete and Gayle Ahrens. Great River Energy has located a lineman facility on a portion of the property. The Township completed a sign project on 211th Avenue.

June 2007 — Scott and Laura Snare located their heating and HVAC company, Midwest Mechanical to Spanky s Corner, an industrial development located in the Township on Highway 10. Shortly thereafter, Westrum Electric relocated to this same industrial park.

July 2007 — The Township let bids for road improvements on 205th Avenue, East of 172nd Street. The West end of 205th will be done in 2008.

August 2007 — The Township installed guardrails on the curve on 211th Avenue. Road improvements were made to 187th Avenue and 209th Avenue. 205th Avenue was completed.

September 2007 — The bid for expansion of the Town Hall was awarded to KWPH. The materials for the project will be made from recycled materials, as much as possible and the expansion area will be more cost and energy efficient. Construction on the Northstar

Annual Town Meeting Minutes

March 11, 2008

Page 4

Commuter Rail station and maintenance facility in Big Lake began. The Big Lake site will be completed and operational in October/November 2009. The City of Big Lake and Town of Big Lake entered into a 5 year contract with Orrock Township to provide fire protection in a portion of Orrock Township. The Township designed a trail plan to be created at Lion s Park.

October 2007 — Began discussions with the City of Big Lake regarding participation in improvements and possible relocation of the Big Lake Great River Regional Library site.

November 2007 — The County finished relocation and construction of County Road 17, formerly 200th Street.

December 2007 — The Town Board met with representatives of the County Assessor's Office regarding changes to Green Acres classifications and the impact on Township residents affected by enforcement of these changes by the Assessor's Office. The Township entered into a Joint Powers Agreement with the City of Big Lake for expansion of Industrial Park East. The City and Township purchased the 38.4 acre parcel for \$40,000. per acre. The Township also clarified a question regarding tax sharing with the City of Big Lake on the original portion of Industrial Park East.

February 2008 — The Board held the Board of Audit to review the 2007 Township Financial Records.

In 2007, Minnesota Limited completed their building. Chairman Sanford noted that several years ago when he and Ewald Petersen were on the Town Board, the Township worked with the County to plan a ½ mile buffer along Highway 25 as commercial/industrial zoned area.

Chairman Sanford answered resident's questions following his report.

Sherburne County Commissioner, Ewald Petersen presented several County updates.

-Commissioner Petersen advised that the commercial/industrial zoning was created in 1997 as a secondary zoning to the area. The Township wanted to avoid placing residential development near a major road and then install costly noise and site barriers.

-He noted that the Big Lake Northstar Commuter Rail is on schedule. A bussing system between St. Cloud and Big Lake, which will serve as a feeder to the Big Lake station, is in progress. Costs and usage numbers are being studied.

-The County Board of Commissioners heard the final requests from Vonco to create a disposal site on County Road 11 in Becker Township. The County is concerned with environmental issues, including possible leaching into the Mississippi River and catastrophic storm events. The City of Becker and Becker Township have the area zoned for light industrial. The County required an Environmental Impact Statement (EIS) be done for the site.

-The County Board of Commissioners took action to apply for a Blue Cross/Blue Shield Active Lifestyles grant. If received, the grant money will be used for trail development.

Annual Town Meeting Minutes

March 11, 2008

Page 5

-The County will be making changes to the administration subdivision process. They are also reviewing the County's Comprehensive Plan because they want to work with communities to plan and preserve land for future use.

Big Lake Township Storm Water Pollution Prevention Program (SWPPP) — Town Clerk, Laura Hayes invited the public to share any opinions or comments on the Township's SWPPP. The SWPPP has been through the public hearing process and the comment period has been held by the Minnesota Pollution Control Agency. The Township received notice that its SWPPP has been accepted by the MPCA. There were no opinions or comments made about the SWPPP or reports of illicit discharge. Bruce Jacobsen noted that this was the first time he had heard of the SWPPP and inquired why the Township had not held a public hearing for the plan. He further inquired if there was a reporting mechanism in place. Treasurer Warneke noted that creating the

plan is a state mandate and the SWPPP follows a format provided by the MPCA. He further noted that the annual meeting was Township s main mechanism for reporting concerns, other times during the year, reports can be made directly to the Town Clerk. Clerk Hayes advised that the plan is on file at the Clerk s Office and is available for public review anytime during business hours. John Norgren advised that

Old Business — There was no old business presented for discussion.

New Business — There was no new business presented for discussion. Commissioner, Ewald Petersen gave a brief legislative reported. He noted that Governor Pawlenty has proposed levy limits; and, that the legislature passed a tax bill that did not include rate reduction or class changes. He further noted that Senator Wergin will be introducing a bill tomorrow to allow Townships to grant interim use permits. Currently, only cities are allowed to grant these permits. An interim use permit would grant the use to the property owner, not the property.

Proposed Levy for 2009 - Treasurer Warneke presented the proposed levy amounts, which were prepared after several meetings of the Town Board s Finance Committee.

General Fund	\$	200,000.
Road Fund	\$	668,000.
Big Lake Fire Fund	\$	0.
Cemetery Fund	\$	6,000.
Fire District #1 Fund	\$	26,000.
Fire Bldg./Equip. Fund	\$	129,000.
Economic Development	\$	0.
CIP Bond Redemption	\$	36,000.
Capital Expenditure Fund	\$	<u>115,000.</u>
Proposed 2007 Levy	\$	1,180,000.

These figures demonstrate a -14.80% decrease in the levy from 2008. The proposed levy for 2009 is a decrease of \$205,000. from 2008. Treasurer Warneke reviewed the estimated 2009 tax values, rate comparisons and tax capacities. The finance committee met to discuss the proposed budget for 2009. The proposed budget reflects the need for \$15,000. in the 101 fund for the Federal elections in September and November; and, allows for the 205th Avenue Road

Annual Town Meeting Minutes

March 11, 2008

Page 6

Project which is estimated by the Township Engineer to cost approximately \$410,000. from the 102 fund. Treasurer Warneke noted that that the finance committee has proposed to spend down some of the reserve and has factored that into the levy proposal. Rich Stearns inquired if the Township reduces the levy, will they realize a shortfall the following year. Treasurer Warneke noted that several things, including unfunded government mandates and legislative changes can occur between now and when the levy must be certified to the County Auditor in August 2008. The proposed levy shows a 16.97% tax rate decrease. Treasurer Warneke recommended accepting the report as tentative and finalizing the levy at the reconvened annual meeting on August 27, 2008. Dick Schueller motioned to accept preliminary report and set the final levy at the Reconvened Annual Meeting on August 27, 2008. Mike Hayes seconded. All present were in favor. The motion carried.

Next Annual Meeting - Ewald Petersen motioned to set the date of March 10, 2009 for the next annual meeting, immediately following the closing of the polls at the Big Lake Town Hall. Bob Hofer seconded. All present voted in favor and the motion passed.

Last Call for Business From the Floor —There was no other business from the floor.

Adjournment

A motion was made by Mike Hayes to recess the annual meeting until August 27, 2008, at approximately 8:00 p.m. at which time the levy, tentatively set at \$1,180,000., will be finalized. Donnis Schueller seconded the motion. All voted in favor and the motion passed. The meeting recessed at 10:02 p.m.

Respectfully submitted by:

Laura Hayes,
Town Clerk