

**Annual Town Meeting
Minutes**
March 9, 2010

TOWN of BIG LAKE
"Sherburne County's First 5-Member Township Board"

On Tuesday, March 9, 2010, 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 17 people in attendance when the meeting commenced.

Election of a Moderator -Bob Hofer nominated Rick Stearns to be moderator for the meeting. Norm Leslie seconded. Dick Schueller motioned to close nominations. All voted in favor. Rick Stearns took over the meeting as moderator.

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

Approval of the Minutes –Jim Stahlmann motioned to approve the March 10, 2009, Annual Town meeting minutes as presented, and the August 26, 2009, Re-convened Annual Meeting as presented. Bob Hofer seconded the motion. All voted in favor. The motion passed.

Treasurer's Report - Bob Hofer motioned to waive reading of all checks written and received, and to read a synopsis. Mike Hayes 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, 2009 at the February 25, 2010 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 2009 audit will be conducted in May of 2010. 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 the 2009 beginning balance of all government and escrow funds totaled \$2,635,555.13. Total warrants were \$21,907,911.84 and receipts were \$1,701,600.48. The end of the year balance was \$2,429,243.77. Treasurer Warneke reviewed the Township investments and each government fund. It was noted 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 on the Township's 80 miles of roads. The 103 Big Lake fire fund pays

Annual Town Meeting Minutes

March 9, 2010

Page 2

for the Township's half of the operating expenses for the Big Lake Fire Department. The Township took over processing the fire department payroll in 2009. The 104 Bailey Station Cemetery fund pays for improvements to the cemetery. The 401 Big Lake Fire Capital fund paid for the fire tanker truck delivered in 2009. The 201 Elk River Fire District fund pays for the contracted fire service with the City of Elk River. The 403 General Capital fund is used for parkland purchase and for the Town Hall expansion. The 800 series funds are developer escrow funds and currently hold funds for driveway culverts. There were no new developments in the Township this year. Treasurer advised that Big Lake Township is the second largest township in the State of Minnesota; and, five of the Townships in Sherburne County are in the top 15 in regard to population.

Annual Fire Report - Big Lake Fire Chief, Tony Eisinger 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. 3,248 hours were spent on fire calls. 2,330 hours of training were done. 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.

Sherburne County Sheriff's Deputy, Captain Steve Doran inquired if the Township still utilized Rod Thompson to pick up stray dogs in the event it is after hours or the Township animal control person can't be reached. Clerk Hayes advised that in the event Rod Thompson doesn't want to or can't pick-up a dog(s) in Big Lake Township, the Clerk's Office should be contacted as soon as possible. Deputy Doran was asked if the County still has a speed trailer available for use. He advised they do and it can be set up in the Township.

Hospital Board Report - New River Medical Center, Chief Compliance Officer Lynn Wieczorek presented the 2009 annual report. 580 babies were born in 2009. There was an increase in charity care. On June 1 the hospital changed its name to New River Medical Center. The hospital provides approximately 500 jobs. In 2009 the Board of Directors reduced the tax levy by \$200,000. to \$1 million;and, plan to continue to reduce the levy over the next 5 years. Rick Stearns inquired about the status of Otsego's request to be released from the hospital district and what affect that would have on the hospitals tax levy. Lynn advised Otsego has appealed the decision to deny the release. She is unsure of when the hearing is scheduled; however, both sides have submitted their briefs. Lynn further advised she is unsure of the % of revenue received from Otsego. She again noted the plan is to reduce the levy over the next five years. Rick Stearns inquired if there is any affect from the new Maple Grove medical center. Lynn advised New River tracks patient population & use daily. They are not experiencing any decline in users. They do have a contingency plan in place if they do see a decline.

Sherburne Soil & Water Conservation (SWCD) Introduction – District Manager, DeAnna Doran presented handouts to order trees, shrubs and native plants from the SWCD; and

information on water testing for nitrates offered on March 25. Currently, the SWCD is working on developing a comprehensive plan that will address the conservation needs in Sherburne County for the next five years. The SWCD has a survey they are using to gather information.

Annual Town Meeting Minutes

March 9, 2010

Page 3

Open Forum – No requests for the Town Board to consider; or, requests to consider when setting the proposed 2011 levy were presented.

Past Years Report of the Town - Big Lake Town Board Chairman, Bob Hofer gave a report of Township activity from the past year.

March 2009

Supervisor Jim Stahlmann took his oath following his election on March 10, 2009. Outgoing Supervisor Jim Sanford was recognized for his 18-year service on the Big Lake Town Board.

April 2009

April 2, 2009 Board of Appeal & Equalization was held at Big Lake Town Hall. The Town Board and Staff took a tour of the Northstar vehicle maintenance facility in Big Lake.

May 2009

The annual spring road tour was conducted over two days on 79.65 miles of Township roads. Streetlight Installation in the Industrial Park East Expansion Area was completed. The Town Board passed a Resolution regarding the Monticello Broadband Infrastructure "Fiber to the Premises Project". The resolution supports extension of the fiber optic service, but is not an agreement to provide service. Bids were advertised for 2009 Road Improvements, Bituminous Patching, Road & Culvert Repair and Bituminous Overlays; and, for 2009 Seal Coat Improvements. The final warranty inspection of the 226th Avenue & 188th Street Improvements were completed, the Township accepted the project. 220th Avenue in the Northwest corner of the Township had subgrade repairs following dig out. 300 tons of fill was brought in to repair beneath the road. Street sweeping was finished and crackfilling began.

June 2009

A section of 221st Avenue was elevated and repaired. The 2009 Seal Coat Contract was awarded the low bidder, ASTECH Corp. The 2009 Road Improvement Contract was awarded to the low bidder, Knife River Corp. The City of Big Lake asked the Township to consider participating financially in the cost to remodel the former library area at Big Lake City Hall for the new activity center/senior citizen area. The estimated cost was \$42,500. The Township approved to support the senior citizens center at the same percentage of financial participation that was used for the library. The initial ballfield grading was done. Two 16' Footbridges were constructed by the Big Lake Lion's Club and installed on the walking trail at Lion's Community Park. Eleven trail marking signs were installed June 9th. Big Lake Fire Chief, Tony Eisinger brought the new 2,000 GPM fire pumper engine to the Town Hall for viewing by the Board

Members. A new skid unit for the grass-rig was purchased. Road repairs were done on 211th Avenue; which required partial road closure, with single lane access during repair.

Annual Town Meeting Minutes

March 9, 2010

Page 4

July 2009

Overlay of 172nd Street was done. The Township website, originally created in 2001 was redesigned. The new website went live in July. Road improvements were finished in July. Treasurer Ken Warneke presented the Comprehensive Annual Financial Report for Year Ended December 31, 2008.

August 2009

Dan Aubol presented plans for improving the ball field area located on the southeast corner of Lion's Park. Caleb Hansen, President of the Aspen Hills Homeowner's Association and Mike Brandt of MFRA engineering firm appeared before the Board to update the Board on a problem with the wastewater treatment facility in Aspen Hills.

September 2009

Annual Dog Vaccination Clinic was held. 335 dogs were vaccinated. There were 263 families participating. The City of Big Lake sold 62 dog licenses and the Town of Big Lake sold 32. Ditch mowing and brushing began.

Boy Scout, Dan Aubol completed his Eagle Scout Project, which was finish work, rock picking and seeding of a ball field. OAA – Rail Park Resolution was entered into between the City of Big Lake and Town of Big Lake.

November 2009

The Township received an Agreement from Sherburne County delegating the authority of a Community Health Board to the Town of Big Lake for the purpose of notice, enforcement and abatement of the public health nuisance that has been declared involving the Class C Waste Water Treatment System located in Aspen Hills. The Northstar inaugural event was held Friday, November 13. Launch events at each station were held Saturday, November 14. Commuter service began Monday, November 16. The NCDA is working to extend service to St. Cloud. The Wastewater Treatment Facility repairs in Aspen Hills were nearly complete. Final grading and seeding will be completed in the spring.

December 2009

The Township as advised the hospital is considering a change in legal status. The hospital's operations could change from a taxpayer funded, public owned hospital to a non-profit, 501-c3 hospital.

January 2010

The Annual Joint Big Lake City, Big Lake Township, Orrock Township, Sherburne County and Big Lake ISD #727 Meeting was held at the Big Lake High School Library.

Annual Town Meeting Minutes

March 9, 2010

Page 5

February 2010

The Big Lake Town Board was presented a proposal to develop a new wireless communication facility at Big Lake Lion's Community Park. T-Mobile would like to improve its wireless voice and data network coverage in the Big Lake area. The proposed facility would consist of a monopole structure, a fenced compound to secure ground-based telecommunications equipment and screening. The Building and Grounds Committee will meet to review and determine the feasibility of the project. The final cost of the Aspen Hills Wastewater Treatment Facility Repair project will be calculated to establish the full assessment amount and the amount that will need to be assessed to each property owner years 2 through 5. The 2009 Board of Audit was conducted. 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. The ending balance for the year for all funds was \$2,429,243.77.

Bailey Station Cemetery – Clerk Hayes reported the Bailey Station Cemetery Board met on April 23 and November 22, 2009. The Board Proposed rate increases were discussed and presented to the Big Lake Town Board for review and adoption on May 27. There will be a \$50. Administration fee for people who have bought a lot(s), and want to exchange the unused lot for a different lot, or a columbarium niche. The next meeting will be held Saturday, May 22, 2010 at 8 a.m. at Bailey Station Cemetery. This will be a working meeting. The Board will walk the cemetery grounds and clean up debris from the winter. Big Lake Township has re-designed its website. It includes a section about Bailey Station Cemetery, which includes pictures of the cemetery, the rates, and history. The website will also have information regarding any Memorial Day service activities that may be scheduled at the cemetery. Approximately seven (7) columbarium niches have been purchased to date, and a couple of burial lots have been sold.

Big Lake Township Storm Water Pollution Prevention Program (SWPPP) – Clerk Hayes invited the public to share any opinions or comments on the Township's SWPPP. The SWPPP is the "Storm Water Pollution Prevention Program". The Township was mandated to develop this plan by the MPCA under their Municipal Separate Storm Sewer System. The Township was required to develop, implement and enforce a stormwater pollution prevention program designed to reduce the discharge of the pollutants to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act. A Storm Water Pollution Prevention Plan was drafted and submitted to the MPCA on November 14, 2007. The Township submitted its first annual report for calendar year 2007 due in June 2008; and

submit annually since. During the April 2008 Annual Town Road Tour, the road committee took an inventory of Township storm drainage facilities. These outlets have been mapped and are inspected annually during the Town Road Tour. In April 2009 the road committee inspected those 12 culverts, grater than 18" in size, located under Township roads, and found no deficiencies or outside activities present. Clerk Hayes advised that the plan is on file at the Clerk's Office and is available for public review anytime during business hours. No public comments or concern were brought forward.

Annual Town Meeting Minutes

March 9, 2010

Page 6

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

New Business – Sherburne County Commissioner, Ewald Petersen advised that the final plat of County Road 43 south has been completed for the purpose of improving the road and widening the shoulders. The project is scheduled to be done in 2012 and will involve the purchase of some right-of-way. The County is in the process of seeking state bridge bonding funds to construct a new bridge on County Road 5, over the Elk River, that will be wider and will include pedestrian space. Sherburne County have let and received very competitive bids for the 2010 overlay projects. MNDoT sponsored a safety-planning seminar in St. Cloud, which was attended by Town Chairman, Bob Hofer and Treasurer, Ken Warneke. It was noted at the seminar that 50% of accidents occur on County State Aid Highways. Commissioner Petersen advised that 50% of the Northstar ridership comes from Sherburne County. Metro Transit and the City of Big Lake are both asking for ownership of the park and ride lot on the west side of County Road 43. MNDoT owns the lot and has not determined what they will do with it at this time. In 2010 the intersection of TH10 and State Hwy 25 will be widened. The City of Big Lake has purchased the BP Station to remove it. In 2010 MNDoT is planning to rebuild TH10 from Elk River to Big Lake.

Election Results - Clerk Hayes announced the election results as follows:

| | | |
|---------------------|-------------|----|
| Supervisor Seat #4: | Bob Hofer | 49 |
| Supervisor Seat #5: | Norm Leslie | 52 |

The Board of Canvass will meet at 7:00 p.m. on Wednesday, March 10, 2010 to certify the election results.

Proposed Levy for 2010 - Treasurer Warneke presented the proposed levy amounts, which were prepared by Town Board's Finance Committee.

| | | |
|------------------------|----|----------|
| General Fund | \$ | 237,000. |
| Road Fund | \$ | 650,000. |
| Big Lake Fire Fund | \$ | 96,000. |
| Cemetery Fund | \$ | 0. |
| Fire District #1 Fund | \$ | 31,000. |
| Fire Bldg./Equip. Fund | \$ | 0. |
| Economic Development | \$ | 0. |
| CIP Bond Redemption | \$ | 56,000. |

| | |
|--------------------------|---------------|
| Capital Expenditure Fund | \$ <u>0.</u> |
| Proposed 2009 Levy | \$ 1,070,000. |

The proposed levy for 2011 is a decrease of \$10,000. from 2010, but will probably result in a .085% tax rate increase. Businesses like Minnesota Limited made up for the loss of the housing market value. Treasurer Warneke reviewed the estimated 2011 tax values, rate comparisons and tax capacities. The finance committee discussed the proposed budget 2011.

Annual Town Meeting Minutes

March 9, 2010

Page 7

The Finance Committee planned for no market value credit in 2011 from the state when preparing this levy proposal. Assuming the Township is unallotted it will receive approximately \$1 million, if the approved levy is \$1,070,000. Treasurer Warneke recommended accepting the report as tentative and finalizing the levy at the reconvened annual meeting on August 25, 2010. Ewald Petersen motioned to accept preliminary report and set the final levy at the Reconvened Annual Meeting on August 25, 2010. Mike Hayes seconded. All present were in favor. The motion carried.

Next Annual Meeting - Bob Hofer motioned to set the date of March 8, 2011 for the next annual meeting, immediately following the closing of the polls at the Big Lake Town Hall. Mike Hayes seconded. All present voted in favor and the motion passed.

Last Call for Business From the Floor – There was no other business presented.

Adjournment

A motion was made by Bob Hofer to recess the annual meeting until August 25, 2010, at approximately 8:00 p.m. at which time the levy, tentatively set at \$1,070,000. will be finalized. Mike Hayes seconded the motion. All voted in favor and the motion passed. The meeting recessed at 9:26 p.m.

Respectfully submitted by:

Laura Hayes,
Town Clerk