

**Annual Town Meeting  
Minutes**  
March 10, 2015

**TOWN of BIG LAKE**  
*“Sherburne County’s First 5-Member Township Board”*

On Tuesday, March 10, 2015, 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 13 people in attendance when the meeting commenced.

**Election of a Moderator** – Ewald Petersen nominated John Norgren to be moderator for the meeting. Steve Pfliegaar seconded the nomination. Bob Hofer motioned to close nominations. All voted in favor. John Norgren took over the meeting as moderator.

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

**Approval of the Minutes** –Bob Hofer motioned to approve the March 11, 2014 Annual Town meeting minutes as presented, and the September 10, 2014 Re-convened Annual Meeting as presented. Ewald Petersen seconded the motion. All voted in favor.

**Treasurer’s Report** – Ewald Petersen motioned to waive reading of all checks written and received, and to read a synopsis. Norm Leslie seconded. All voted in favor. Treasurer Warneke reviewed a summary financial report showing dollar amount and percent of budget spent for 2014 compared to 2013 & 2012 for both revenues and expenditures. Total revenues were \$1,327,409. And expenditures were \$1,620,400. The cost per mile to maintain township roads in 2014 increased to \$9,080. per mile due to snow plowing/ice control. Treasurer Warneke advised the Township has used reserve funds for the past couple of years in an effort to the keep the tax levy the same or lower than previous years. This has made it necessary to now consider a levy increase; which will be presented later on the agenda for consideration. The Township keeps approximately 75% of each funds expenditures on hand as reserve. Treasurer Warneke advised the Clerk and Deputy keep separate financial records of the Township. He noted the outside annual CPA audit is conducted on an accrual basis. The Town Board of Supervisors held the annual audit of all financial records for the year ending December 31, 2014 at the February 25, 2015 Regular Monthly Board Meeting. The complete financial audit is available for review.

**Annual Fire Report** - Big Lake Fire Assistant Chief, Ken Halverson presented the 2014 year end report on behalf of Chief, Paul Nemes. He advised the Big Lake Fire Department ended the year with a total of 181 emergency calls, which is 14 calls less than 2013 due to fewer spring grass fires. The call breakdowns were 53.03% to City of Big Lake, 29.83% to Big Lake Township, 9.94% to Orrock Township and 7.18% were mutual aid. Total hours spent on call were 2,653. Total training hours were 3,647. At this time there are 35 fire fighters on the roster out of 35 positions. 8 firefighters have 20 years or more of service on the department. Retention and training remain highest priorities. The department added a new Thermo Imaging camera and a four gas monitor for hazardous product releases. The new turn out gear will be

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delivered to the department in the next 4-6 weeks. Assistant Chief Halverson reviewed the fire apparatus inventory and ages of equipment. He advised the next major purchases needed are Self-Contained Breather Apparatus (SCBA's), which include a bottle, harness and facemask for each fire fighter (2016 budget expense) Big Lake Fire Fighters donated approx. 740 hours in 2013 to Fire Prevention, Open House and National Night Out. In closing, Assistant Chief Halverson thanked the residents in the response area for their continued support and the members of the Big Lake Fire Department for their unselfish dedication and commitment to the Fire Department and community.

**Hospital Board Report** - CentraCare Health Monticello, Lynn Christian, BSN, RN, Director of Nursing at CentraCare Health Monticello presented the 2014 annual report. She advised the Birth Center is approaching its one year anniversary, after its reopening on March 4, 2014. Cardiology care has expanded through a partnership with CentraCare Heart & Vascular Center and North Memorial Heart and Vascular Institute. Orthopedic care has also expanded with the addition of D. Kansara, MD to the staff. A nondenominational spiritual health program is now available at CentraCare Health – Monticello. The hospital has started a community paramedic service, which offers a one time, at home visit from a paramedic for patients released from the hospital with a diagnosis of CHF, COPD or diabetes. The paramedic checks medications, dosages and/or intake instructions or the operation of medical machines sent home with the patient to be sure they understand how to use it. The hospital is nearing 50 years of operation. Richard Helms, Big Lake Township's hospital representative gave miscellaneous comments. He will be on the District Board until 2016; at which time bonded indebtedness will be paid off and CentraCare will own the hospital.

**Open Forum** – No requests for the Town Board to consider; or, requests to consider when setting the proposed 2015 levy were presented.

**Past Years Report of the Town** - Big Lake Town Board Chairman, Bob Hofer gave a review of the 2014 activities of the Township and Town Board. Highlights included: 2014 Road Improvements, Seal Coating in 4 area at cost of \$62,100.; and, Bituminous Overlays with Patching 6 areas + miscellaneous areas 218<sup>th</sup>, 201<sup>st</sup>, 202<sup>nd</sup>, 203<sup>rd</sup>, 205<sup>th</sup>, 215<sup>th</sup> & Town Hall at a cost of \$279,760. Companies providing services were Rum River Contracting, Diversified Paving Inc., and Allied Blacktop Company. A fairly major drainage issue was resolved in the Camp Cozy area on 146<sup>th</sup> Street. Snowplowing costs were mounting, as of March 2014 \$254K had been spent, and the Township still had to consider October, November and December 2014. The Township purchased 11.71 acres adjacent to the Town Hall. Buildings were razed with the exception of a newer, two-stall garage. Trees were cleared. Next steps are grading and the creation of ballfields. Clean Up Day 2014 was very successful. The next Clean Up Day is Saturday, May 2, 2015. In the Spring of 2014, the Township was contacted by Verizon to construct a cellular tower at the Big Lake Town Hall property. An agreement was reached which includes a \$1,050. Monthly (\$12,600. Annual rent) with 3% escalator and \$200. additional monthly rent per co-locate on tower. This is still in process, lease has been signed. Tower has not been constructed.

**Bailey Station Cemetery** – John Norgren advised there have been several in ground & columbarium burials. The cemetery fence was hit by a vehicle as a result of a police chase which resulted in a pit maneuver. The cost to repair the fence was \$950. The cemetery board will meet to evaluate cemetery rates. There was no recommendation to change rates this year, noting rates are comparable to other areas.

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**Big Lake Township Storm Water Pollution Prevention Program (SWPPP)** – Clerk Hayes  
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 has submitted it 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 since 2009. The annual inspection consists of visually inspecting 12 culverts, greater than 18” in size, located under Township roads. To date, no deficiencies or unauthorized outside activities have been found. The public is invited to share any opinions or comments on the Township’s SWPPP. The SWPPP Document/Permit Application, map and re-issued permit are available for public review at the Clerk’s Office during regular business hours.

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

**New Business** – Richard Helms inquired if the Township had considered changing to a November Election date for Township Elections. Ken Warneke commented that Township Supervisor seats would be on the back side of the ballot and many times, most likely due to voter fatigue with a lengthy ballot, the back side of the ballot isn’t read or completed. John Norgren commented that residents seem to be satisfied with the performance of the Supervisors. Ewald Petersen noted, the Township would still have to hold its Annual Meeting on the Second Tuesday of March.

- A new resident advised he is interested in building a garage first and then his house. He advised the County currently is not authorizing construction in this order and asked if the Township will be discussing this at their Regular Monthly Meeting on March 11, 2015. Clerk Hayes advised this is not on the agenda at this time. Comments on the issue were requested by the County, and provided by the Township almost a year ago. The Township has not been asked for further information. John Norgren advised this is under review by the County Planning Commission.

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

Supervisor Seat #1	Steve Pflgebraar	29
Supervisor Seat #2	Larry Alford	28
Supervisor Seat #2 Write-In	Randy Miller	1

The Board of Canvass will meet at 7:00 p.m. on Wednesday, March 11, 2015 to certify the election results.

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**Proposed Levy for 2016** - Treasurer Warneke presented the proposed levy amounts, which were reviewed by the Township Finance Committee:

General Fund	\$	202,000.
Road Fund	\$	700,000.
Big Lake Fire Fund	\$	133,000.
Cemetery Fund	\$	4,000.
Fire District #1 Fund	\$	12,000.
Fire Bldg./Equip. Fund	\$	
Economic Development	\$	
Fire Bond Redemption	\$	33,000.
IP Bond Redemption	\$	59,000.
CAP. EXP.	\$	95,000.
Proposed 2016 Levy	\$	1,238,000.

Treasurer Warneke advised the past couple of years, the Township has spent down some of its reserve funds and decreased the levy. Spending in 2014 was higher because of snowplowing in winter of 2013-2014. He advised in order to construct the ballfield and park improvements; and, continue with annual road maintenance and improvements, increasing the 2016 levy will be necessary. Future capital purchases for Big Lake Fire Department include SCBA's in 2016 and a water tender in 2017. Planning for the purchase of these items was previously considered and done. Therefore, it is not necessary to levy for these future purchases. Rita Petersen motioned to accept preliminary report and set the final levy at the Reconvened Annual Meeting on September 9, 2015. Steve Pflighaar seconded. All voted in favor.

**Next Annual Meeting** - March 8, 2016 will be the date of the next annual meeting, immediately following the closing of the polls at the Big Lake Town Hall.

### Adjournment

Moderator John Norgren recessed the March 10, 2015 Annual Meeting. The meeting will reconvene September 9, 2015 at 7:00 p.m. at which time the levy, tentatively set at \$1,238,000. will be finalized. The meeting recessed at 9:15 p.m.

Respectfully submitted by:

Laura Hayes, Town Clerk