

**Annual Town Meeting  
Minutes**  
March 10, 2009

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

On Tuesday, March 10, 2009, 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 28 people in attendance when the meeting commenced.

**Election of a Moderator** -John Norgren nominated Ewald Petersen to be moderator for the meeting. Bob Hofer motioned to close nominations and seconded. All voted in favor. Ewald Petersen 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 Patsy Anundsen volunteered to observe the ballot counting.

**Approval of the Minutes** — John Norgren motioned to approve the March 11, 2008, Annual Town meeting minutes as presented, and the August 27, 2008, Re-convened Annual Meeting as presented. Norm Leslie seconded the motion. All voted in favor. The motion passed.

**Treasurer s Report** - Jim Stahlmann motioned to waive reading of all checks written and received, and to read a synopsis. Bob Hofer 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, 2008 at the February 25, 2009 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 2008 audit will be conducted in May of 2009. 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 2008 beginning balance of all government and escrow funds totaled \$2,772,670.46. Total warrants were \$2,350,362.60 and receipts were \$2,213,247.27. The end of the year balance was \$2,635,555.13. Treasurer Warneke reviewed the Township investments and each government fund. It was noted the 101

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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 Township's half of the operating expenses for the Big Lake Fire Department. The 104 Bailey Station Cemetery fund has paid for two major improvements to the cemetery this year, which will be covered under John Norgren's cemetery report tonight. The 201 Elk River Fire District fund pays for the contracted fire service with the City of Elk River; and, the 403 General Capital fund is used for parkland purchase and for the recent Town Hall expansion. A new account was established for reimbursable expenses and is mainly used by the 102 fund.

**Annual Fire Report** - Fire Chief, Tony Eisinger gave a summary of the fire calls for the year. Total calls for the year were 227. 800 MHz radios were purchased by the County and given to the fire department and are in use. A 2005 crew cab pick up was purchased for use as a grass-rig and transportation to and from training. A skid unit will be purchased in the future. Funds for this purchase are being sought through grants. A new engine was purchased and is scheduled to be delivered June 3, 2009. New Captains were selected; they are Ken Halverson, Randy Miller and Darn Hardies. Nick Fiester is continuing his term as a captain. Paul Nemes was reappointed as the Assistant Fire Chief for another 4-year term. The fire department personnel have attended numerous meetings with NorthStar maintenance facility safety staff to proactively plan for emergency assistance at the site. The Monticello-Big Lake Community Hospital Ambulance service was able to increase its unit hours at the Big Lake Fire Station to 24-hour a day service between a 6 a.m. to 6 p.m. duty crew and 6 p.m. to 6 a.m. off-premise crew. Having the ambulance available 24-hours per day has already decreased response times within the Township.

**Hospital Board Report** -Monticello-Big Lake Community Hospital Board Representatives were unable to attend the meeting due to the inclement weather.

**Open Forum** — No requests for the Town Board to consider; or, requests to consider when setting the proposed 2010 levy were presented.

**Past Years Report of the Town** - Jim Sanford, Township Board Chairman gave an overview of the year's activities in the Township from March 2008 to February 2009.

March 2008 — The Township let bids for road improvements to 205<sup>th</sup> Avenue. The Township worked with the City of Big Lake to include expansion of their water service in combination to the road improvements.

April 2008 — The road tour was conducted and plans for road patching in areas were made.

May 2008 — 2.95 acres of property were purchased southeast of the Town Hall. The property includes a cabin and garage, which will be available to scouting troops. Sweeping of some town roads was done due to the amount of salt/sand mix that was necessary during the 2007-08 snowplowing season. Approval of a 34-unit hotel in the shared taxing district was granted. Playground improvements were made at Lion's Community Park.

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June 2008 —The Town Hall addition was completed. Discussion began with Sherburne County and MNDOT regarding improvements to Hwy 25 and County Road 11. Boy Scout, Trevor Farwell began an improvement project on the cabin and garage to earn his Eagle Scout badge.

A concrete floor and new roof on the cabin were done professionally. The Town Board entered into a 5-year lease at the rate of \$21,000. annually for half of the library operation costs.

July 2008 — The 205<sup>th</sup> Avenue road improvements were completed. The road was reconstructed to a 9-ton capacity, and widened and a shoulder was constructed. The Township established Wetland bank credits in Swanson Woods. The Big Lake Fire Department pumper truck was ordered. The Township was able to pay for their half, \$249,000.

September 2008 — The Township held its 3<sup>rd</sup> annual dog vaccination and licensing clinic. The Township received Legacy Grant funds for the expansion of the Town Hall. The fall road tour was conducted.

October 2008 — IMEDC presented a racetrack concept to the Town Board. The Board was presented an option to purchase 10-acres of land to the north of the Town Hall for park expansion. The Fire Board discussed changes to paying fire department personnel. An agreement was reached with the City of Big Lake in regard to equal tax revenue sharing for the 38-acre industrial park expansion. The Big Lake American Legion began meeting on a monthly basis at the Town Hall.

November 2008 — The 205<sup>th</sup> Avenue road improvements were finished.

December 2008 — The park committee worked with representatives from the Board of Water and Soil and the Township Engineer and to design map a walking trail through the park and the newly acquired 2.95 acres. Two of the NorthStar train locomotives were delivered to the Big Lake maintenance facility.

January 2009 — The other three NorthStar train locomotives were delivered to the Big Lake maintenance facility. Green Acres legislative changes were brought to the attention of Sherburne County residents and County Townships by the County Assessor s Office.

February 2009 — The Township will begin issuing the fire department payroll in March 2009. The Board held the Board of Audit to review the 2008 Township Financial Records. Sherburne County Planner, Jon Sevald and Zoning Administrator, Nancy Riddle presented the Town Board with a County Comprehensive plan questionnaire.

Chairman Sanford recognized John Norgren for his years of service to the Township as their representative on the Planning Commission.

**Bailey Station Cemetery** - John Norgren advised original cemetery board member, Dolly Pallansch passed away in December 2008. Two appointments were made to the cemetery committee in 2008. Laura Hayes was appointed secretary to replace Maureen Munsen, who had moved and Drew Breckheimer was appointed to Board early in 2008. One cemetery board meeting was held in 2008. A 48-niche columbarium was purchased and set in place in

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September at a cost of \$10,740. from Cold Spring Granite. Township residents can purchase niches for \$400. a second urn can be placed in the niche for \$375. This will pay for the columbarium and 2/3 of a future unit. Dolly Pallansch was a strong advocate for the purchase of the columbarium. The Pallansch family has donated a granite bench, which has been placed in the landscaped garden surrounding the columbarium. The 21 cedar unknown markers were replaced in 2008 with flat granite grave markers. The cemetery was mowed and maintained as needed by the Don Kampa lawn service in 2008.

**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 plan is a state mandate and the SWPPP follows a format provided by the MPCA. The Township was required to develop, implement and enforce a storm water pollution prevention program designed to reduce the discharge of 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. During the April 2008 annual town road tour, the road committee took an inventory of Township storm drainage facilities. The road committee identified 12 culverts, greater than 18" in size, located under Township roads. The outlets have since been mapped and will be inspected annually during the Town road tour. 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.

**Old Business** — Bruce Jacobsen inquired if the Township purchased 10 acres of land adjacent to Lion's Park from Steve Pearson. Chairman Sanford advised that it was talked about, but no action to purchase any land was taken. He further inquired if the property was near the river and if an EAW had been completed. Chairman Sanford advised the property the Township looked at was next to County Road 5 and unsure if an EAW had been completed, noting that this is usually done when a property is financed.

**New Business** — There was no new business presented for discussion.

**Proposed Levy for 2010** - Treasurer Warneke presented the proposed levy amounts, which were prepared after several meetings of the Town Board's Finance Committee.

General Fund	\$	205,000.
Road Fund	\$	586,000.
Big Lake Fire Fund	\$	28,000.
Cemetery Fund	\$	9,000.
Fire District #1 Fund	\$	28,000.
Fire Bldg./Equip. Fund	\$	108,000.
Economic Development	\$	0.
CIP Bond Redemption	\$	56,000.
Capital Expenditure Fund	\$	<u>60,000.</u>
Proposed 2009 Levy	\$	1,080,000.

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These figures demonstrate a —8.48% decrease in the levy from 2009. The proposed levy for 2010 is a decrease of \$100,000. from 2009. Treasurer Warneke reviewed the estimated 2010 tax values, rate comparisons and tax capacities. The finance committee met to discuss the proposed budget for 2010. The proposed levy shows a 10.65% tax rate decrease. Treasurer Warneke recommended accepting the report as tentative and finalizing the levy at the reconvened annual meeting on August 26, 2009. John Norgren motioned to accept preliminary report and set the final levy at the Reconvened Annual Meeting on August 26, 2009. Rick Stearns seconded. All present were in favor. The motion carried.

**Election Results** - Moderator Petersen announced the election results as follows:

Supervisor Seat #1:	Jim Sanford	150
Supervisor Seat #1:	Jim Stahlmann	256
Supervisor Seat #2:	Larry Alford	289

The Board of Canvass will meet at 7:00 p.m. on Wednesday, March 11, 2009 to certify the election results.

**Next Annual Meeting** - Bob Hofer motioned to set the date of March 9, 2010 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** —Bruce Jacobsen commented about the City of Big Lake needing to reconsider their ability to participate in the purchase of the fire engine in 2008. He further noted that when this was mentioned it was noted delaying the purchase could raise the cost to the engine by \$40,000. if purchased the following year. He inquired why the City and Township didn't take this to public forum, like the newspaper when the company tried to leverage the sale with this price increase. Fire Chief, Tony Eisinger advised the cost of the truck increases that much because of changes to the emission standards and NFPA standards.

### **Adjournment**

A motion was made by John Norgren to recess the annual meeting until August 26, 2009, at approximately 8:00 p.m. at which time the levy, tentatively set at \$1,080,000. will be finalized. Mike Hayes seconded the motion. All voted in favor and the motion passed. The meeting recessed at 9:05 p.m.

Respectfully submitted by:

Laura Hayes,  
Town Clerk