



ANNUAL MEETING
Tuesday March 13, 2018 8:00PM

RECONVENED
Wednesday September 12, 2018 6:00PM

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 13, 2018, at the Town of Big Lake Town Hall, located in the Big Lake Township's Lions Park Community Center at 21960 County Road 5, Big Lake Township, Sherburne County, Minnesota. Annual Elections were held between the hours of 10AM and 8PM. When the polls closed, the meeting was called to order by Chair Robert Hofer, at 8:05PM and the Pledge of Allegiance was recited.

Treasurer Ken Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Fire Chief Ken Halverson, newspaper reporter, ten residents and observers were in attendance.

Election of a Meeting Moderator

Chair Hofer called for the nomination of a moderator. Bob Hofer nominated John Norgren to be moderator for the Annual Meeting. John accepted the nomination. Nomination was seconded by Bruce Aubol. Electorate Vote: Unanimous approval to install John Norgren moderator of the 2018 Annual Meeting.

Motion Prevailed.

Approval of 2017 Annual Meeting Minutes

Motion/Second to dispense with the reading of 2017 Annual Meeting Minutes and Approve 2017 Annual Meeting Minutes by Richard Helm/Steve Pfliegaar. Electorate Voted Unanimously to dispense with the reading of and Approve 2017 Annual Meeting Minutes and September 13, 2017 Reconvened Annual Meeting Minutes. Motion Prevailed.

Moderator Norgren adjusted the Agenda to move the Big Lake Fire Department Report prior to the 2017 Annual Treasurer's Report.

Big Lake Fire Department Report

Chief Ken Halverson updated the electorate on the status of the Fire Department. In 2017 the department responded to 158 calls to the areas for which the department provides service. Additionally, the department provided mutual aid in Monticello, Elk River, Becker and Zimmerman. The Department has responded to 34 calls in 2018. Currently there are 35 active fire fighters. Six of the eight 2017 new hires are completing their training and this Saturday they will have their 'live burn' training. The new fire fighters are set to graduate this April. Firefighter Shawn Redpenning will be retiring after 31 of years of dedication to the Department. The Department has been actively pursuing fundraising opportunities for additional auto extracating equipment. 2017 was busy with community events for the department such as Spud Fest and Night to Unite block parties. Effective January1, 2018 the Town of Big Lake and the City of Big Lake, entered into a Joint Powers Agreement (JPA), making the Big Lake Fire Department its own entity. The Fire Station building has been undergoing maintenance and repairs. The cement apron in front of the Fire Station is in need of repair. City of Big Lake Engineer Layne Otteson has been involved and will offer suggestions. The goal is to have the project completed by September 2018. A custom wood cabinet was installed at the fire station to house Department memorabilia. Fire Chief Halvorson is thankful and blessed that the Town of Big Lake and the City of Big Lake are supportive of the Fire Department and supplies the department with its needs.

Waive Reading of All 2017 Disbursements and Receipts

Motion/Second to dispense with reading all 2017 disbursements and receipts by: Steve Pfliegaar/Bruce Aubol. Electorate voted unanimously to approve. Motion Prevailed.

2017 Annual Treasurer's Report

Treasurer Kenneth Warneke addressed the electorate reporting the financial information for 2017. Treasurer Warneke informed the electorate that the Town Board meets monthly and annually to review financial activity and the Clerk's office keeps two sets of books to perform cross checks and ensure a correct balance. A third-party CPA annual audit will take place this May and will provide accrual basis reports. The reports provided tonight are on cash basis accounting. Total Beginning Balance of all funds: \$1,166,366. Ending Balance: \$1,492,746. The Summary Financial Report indicate that 76% of Town revenue is from property taxes 2% other taxes and fees, 13% from intergovernmental revenue such as gas tax, county grants, and the joint interest industrial park, and 9% miscellaneous equaling Total Receipts: \$1,650,495. Large Expenditures were 17% general operating costs, 14% public safety/fire department, 26% road maintenance, 25% road construction, 6% debt service (bonds) and other small percent cost with Total Expenditures: \$1,521,920. The debt service includes a bond for the fire department that will have its final payment in February 2019. 31% of spending is on capital improvements. 2017 road maintenance costs were \$4,989 per mile. Motion/Second to approve the 2017 Annual Treasurer's Report: Steve Pflighaar/Bruce Aubol. Electorate voted unanimously approves. Motion Prevailed.

Hospital Board Report

Lynn Christian from CentraCare Health Hospital presented the 2017 review. This April 1st they will celebrate 5 years in affiliation with CentraCare making their funding levy free. In December they welcomed a new administrator and a leadership model. A 10-bed geriatric mental health and behavioral unit has opened on the Monticello Campus. In November a new entryway, gift shop and efficient patient drop off was completed. A policy, Just Drive, was implemented in which staff members pledge not to use their cellular devices while driving. The community is invited to sign up for a Rediscover Your Hospital Tour to learn about their mission and vision. There will be five seats up for election on the CentraCare Board. The hospital recently received the status of a Stroke Ready Facility. All employees of the health care organization will receive training in results thinking concepts. CentraCare Board Member Richard Helm shared a recent experience at the hospital expressing that the team at the Monticello CentraCare are excellent and an asset to the community.

Open Forum

No business brought forth.

2017 Town Review

Town of Big Lake Chair Bob Hofer addressed the electorate with information on 2017 activities in the Town. Supervisor Hofer shared that the transition of Big Lake Township's Clerk, Brenda Kimberly-Maas, and Deputy Clerk, Jayme Swenson, was successful. They have completed their first year in position and have been a benefit to the Township. Big Lake Township was established in 1858. In 2017 it is the second largest Township in Minnesota a population of approximately 7785. Fifth in tax capacity, 4th to 5th in per capita spending. Supervisor Hofer stated that the Town has been able to achieve great results due to the long time Treasurer, Kenneth Warneke, and the Town is fortunate to have him. 29 new homes were built in the Township, 26 of the new homes were issued certificates of occupancy. The 2018 voter approved tax levy is \$1,485,000. 58% for road and bridge, 14% public safety/fire department, 15% town operations with economic development, capital expenditures, and bond redemptions to complete expenditures. Roads and bridges are the biggest expense for the

Township. Treasurer Warneke has been very implementive and involved with the roads for over 20 years. In 2017, 8 areas received seal coat at a cost of \$105,000 and 10 areas received patching and overlay totaling \$395,000. Supervisor Bruce Aubol was re-elected to the Town Board. In January of 2018 the Town of Big Lake and the City of Big Lake, entered into a Joint Powers Agreement (JPA), making the Big Lake Fire Department its own entity. Recycle Day 2017 was successful with 75% of the costs covered by a S.C.O.R.E. grant and 25% by fees collected from participants. Big Lake Township's Lions Park had a new parking lot installed by the entrance and Tower ball field, overlay on the parking lot, and an off-leash dog park. The dog park has been very well received by the community. There are plans for a new small dog area and gated receiving area to be installed this spring. The parks rental facility has been in use by non-profit groups, birthday parties, graduation parties, weddings and other events. At the park in the fall, Pumpkinfest had a great turn out for their annual fundraising community event. Supervisor Hofer closed the 2017 review by acknowledging the Town's Supervisors and staff, thanking them for their efforts to keep the Town running smoothly.

Bailey Station Cemetery

John Norgren reported that Don Kampa has been doing a great job with year-round care of the cemetery. The 2017 Memorial Day Celebration had a nice turn out. The cemetery does not have any major changes planned for 2018.

Big Lake Township Storm Water Pollution Prevention Program (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 storm water pollution prevention program. The Town's SWPPP is designed to reduce the discharge of the pollutants, protect water quality and satisfy the appropriate water quality requirements of the Clean Water Act. Big Lake Township's 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. In 2016, a culvert located on 187th Ave. which leads to the Mississippi river was found to be a safety hazard. Repairs were made to the culvert to correct these concerns. The Township and Sherburne SWCD staff members completed a water quality project at Birch Lake. Five retrofit locations along 224th Avenue were installed and modifications in the Township right of way were made to increase capacity and divert water into trenches and an existing pond area, instead of direct drainage into Birch Lake. A culvert replacement project on 182nd Avenue to the Mississippi River was completed in 2016. And final improvements were made to the 188th/226th Avenue stormwater mechanism on the south side of Eagle Lake. 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. In February 2014, Big Lake Township completed revisions to its MS4 SWPPP Document/Permit Application. The Township was notified by MPCA staff that the application was considered complete and was ready for public notice. On March 6, 2014 Big Lake Township was advised their MS4 SWPPP Document/Permit Application would be placed on public notice from March 11, 2014 through April 10, 2014. On Tuesday, March 11, 2014, the Minnesota Pollution Control Agency (MPCA) issued a public notice of Request for Comments on 36 SWPPP Document applications. Big Lake Township's is among those listed. The SWPPP Document/Permit Application is available for public review at the Clerk's Office during regular business hours.

Old Business

No business brought forth.

New Business

No business brought forth.

Election Results

Clerk Kimberly-Maas announced the results of the Annual Election. 16 votes for Steve Pflgebraar, seat one and 16 votes for Larry Alford, seat two and with no write-in votes. The Board of Canvass will take place after the Regular Board Meeting on March 14, 2018.

Presentation of 2019 Estimated Levy

Treasurer Warneke presented the proposed levy amounts, which were reviewed by the Township Finance Committee:

General Fund: \$168,000	Road and Bridge Fund: \$1,140,000	Big Lake Fire Fund: \$139,000
Fire Dist. #1 Fund \$35,000	Fire Bldg/Equip. Fund: \$71,000	Cemetery Fund: \$0
IP Bond: \$53,000	Fire Bond Redemption: \$00	Capital Expenditure: \$14,000
Economic Dev./Industrial Park: \$71,000	Totaling: \$1,691,000 an 13.9 % increase over 2018 levy.	

Steve Pflgebraar moved to tentatively adopt the 2019 Levy amounts presented by Treasurer Warneke and defer the official adoption until the September 12, 2018 monthly meeting. Motion Second: Bruce Aubol. Electorate Vote: Unanimous decision to tentatively adopt the 2019 Levy amounts presented by Treasurer Warneke. Motion Prevails

Set Date and Time of 2019 Annual Meeting

Rita Peterson moved that the 2019 Annual Meeting be held Tuesday, March 12, 2019 after polls close at 8:10pm. Second by Bruce Aubol. The Electorate unanimously approved that the 2019 Annual Meeting be held on Tuesday March 12, 2019, at the Town of Big Lake Town Hall, located at 21960 County Road 5, Big Lake Township, Sherburne County, Minnesota after polls close, at 8:10PM. Motion Prevails

Last Call for Business

No business brought forth.

Recess

Bruce Aubol moved to RECESS the Annual Town Meeting, until the September 12, 2018 monthly meeting. Motion Second: Steve Pflgebraar. Electorate Vote: Unanimous RECESS the Annual Town Meeting, until the September 12, 2018 monthly meeting at 7pm. Motion Prevails, RECESSING the Annual Meeting, at 9:10PM on March 13, 2018.

2018 Annual Meeting Reconvened
Wednesday, September 12, 2018 6:00 PM

The Town of Big Lake Electorate met to reconvene their Annual Meeting, on Wednesday September 12, 2018, at the Town of Big Lake Town Hall, located in the Big Lake Lions Park Community Center at 21960 County Road 5, Big Lake Township, Sherburne County, State of Minnesota. The meeting was called to order by Clerk Brenda Kimberly-Maas at 6:00PM and the Pledge of Allegiance was recited.

Nine residents and observers were in attendance. Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas and Deputy Clerk Jayme Swenson were in attendance.

Clerk Kimberly-Maas turned the meeting over to Moderator, John Norgren.

Approval of Meeting Agenda

Motion/Second to accept Reconvened Annual Meeting Agenda as presented by: Steve Pflieger/ Norm Leslie. Town Electorate unanimously approved. Motion Prevailed.
The meeting proceeded in accordance with the agenda.

Updated Financials and Proposal of 2018 Tax Levy

Treasurer Warneke updated the audience on the Town's financials. Ken noted there were no legislative changes which he felt would alter the amount of the levy amounts proposed at the March meeting. The preliminary 2019 tax capacity for the Town is up 8.79% from 2018 and taxable market values increased 8.55%. The increase of tax capacity will lower the overall property tax rate. The overall tax capacity is back to the same level as 2009.

Bruce Aubol asked if the Town should be levying for more in the road and bridge fund to be more aggressive with the maintenance of the roads. Ken stated the Town has taken advantage of the recent low pricing of oil and done additional work the past couple of years. Ken feels the condition of the roads is good and the amounts of the levy also bring the tax rate to the level of 2009. The Town will be rebuilding a bridge on Ranch Road, "piggy backing" on a County project being done in the same area. The Ranch Road project will be utilizing Town Bridge Fund money. Treasurer Warneke's recommendation for the 2019 levy amounts to be adopted and certified to the Sherburne County Auditor/Treasurer, by September 30, 2018:

General Fund:	\$168,000	Road and Bridge Fund:	\$1,140,000
Big Lake Fire Fund:	\$139,000	Fire District #1 Fund:	\$35,000
Fire Bldg/Equip. Fund:	\$71,000	Cemetery Fund:	\$0
Econ Dev/Industl Park:	\$71,000	Fire Bond Redemption:	\$0
IP Bond Redemption:	\$53,000	Capital Expenditure:	\$14,000

Totaling: \$1,691,000 a 13% increase over 2018 levy.

Larry Alford moved to adopt the 2019 Levy amounts presented by Treasurer Warneke and certify the 2019 Levy amounts to the Sherburne County Auditor/Treasurer by September 30, 2018. Motion second by Bill Boettner. Electorate Vote: Unanimous approval to adopt and certify the 2019 Levy amounts to the Sherburne County Auditor/Treasurer by September 30, 2018. Motion Prevails.

New Business

Clerk Kimberly-Maas informed the Electorate, she had been approached by two residents who were interested in moving the annual elections to November. She informed the electorate they could initiate the move of annual elections, by directing the Board to adopt a resolution placing the question to move the elections, on the next annual election ballot. The Board would have to comply with this directive. In the resolution adopted by the Board, a schedule of terms would be included, for the Supervisor seats. If the question to move elections to November passes, the term schedule would immediately go into effect. She also told the residents there is a method to have the annual elections return to March, if there is a need or desire to do so. Discussion on if moving the elections to November would be in the best interest of the Town was made.

Motion/Second to adopt a resolution directing the Town Board to initiate the move of Town elections to November and direct the Clerk to prepare a resolution to be presented and adopted by the Town Board at the September 29, 2018 Regular Meeting by: Bob Hofer/Bill Boettner. Town Electorate unanimously approved. Motion Prevailed.

Adjournment

Larry Alfords moved to Adjourn the Reconvened 2018 Annual Town Meeting and certify the 2019 Levy amounts to the Sherburne County Auditor/Treasurer by September 30, 2018. Motion second by Steve Pflieghaar. Unanimous approval to adjourn the Reconvened 2018 Annual Meeting and certify the 2019 Levy amounts to the Sherburne County Auditor/Treasurer by September 30, 2018. Motion Prevails, adjourning the Reconvened Annual Meeting, at 6:20PM on September 12, 2018.

Respectfully Submitted,
Brenda Kimberly-Maas & Jayme Swenson
Clerk & Deputy Clerk, Town of Big Lake

Accepted this 12th day of March 2019, by the Town of Big Lake Electorate.

,Meeting Moderator

Attest: _____
Brenda Kimberly-Maas, Town Clerk