



ANNUAL MEETING
Tuesday March 12, 2019 8:00PM
RECONVENED
SEPTEMBER 11, 2019

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 12, 2019 at the Town of Big Lake Town Hall, located in the Big Lake Township's Lions Park Community Center at 21960 County Road 5 NW, Big Lake Township, Sherburne County, Minnesota. Annual Supervisor Elections were held between the hours of 10:00am and 8:00pm. When the polls closed, the meeting was called to order by Deputy Clerk Jayme Swenson, at 8:21pm and the Pledge of Allegiance was recited. Treasurer Ken Warneke, Deputy Clerk Jayme Swenson, Fire Chief Ken Halverson, Elizabeth Hensley (Centra Care), Leah Hirsch (Centra Care) newspaper reporter, and eight residents were in attendance.

Election of a Meeting Moderator

Deputy Clerk Jayme Swenson called for the nomination of a moderator. Norm Leslie nominated John Norgren to be moderator for the 2019 Annual Meeting. John accepted the nomination. Nomination was seconded by Bob Hofer. Electorate Voted unanimously to approve John Norgren moderator for the 2019 Annual Meeting.

Motion Prevailed.

Approval of 2018 Annual Meeting Minutes

Motion/Second to dispense with the reading of 2018 Annual Meeting Minutes and approve 2018 Annual Meeting Minutes by Rita Peterson/Norm Leslie. Electorate voted unanimously to dispense with the reading of and approve the 2018 March 13, 2018 Annual Meeting Minutes and the September 12, 2018 Reconvened Annual Meeting Minutes. Motion Prevailed.

2018 Annual Treasurer's Report

Treasurer Warneke informed the electorate that the Town Board meets twice monthly to review financial activity. The Clerk's office keeps two sets of identical books to continually perform cross checks and to ensure an accurate balance. A third-party CPA annual audit will take place this May and will provide accrual basis reports. The Town's funds are at Klein Bank, First National Bank of Elk River and a 4M Fund. Investments earned approximately 2% interest through-out the year. Treasurer Kenneth Warneke reviewed the 2018 Financial Summary with the electorate. The Financial Reports (attached) are in a cash basis accounting. Motion/Second to approve the 2018 Annual Treasurer's Report and waive reading of checks written and received by: Bob Hofer/Ewald Peterson. Electorate voted unanimously to approve. Motion Prevailed.

Big Lake Fire Department Report

Chief Ken Halverson updated the electorate on the status of the Fire Department. The Department hired six (6) firefighters that have now completed their training and exam. The past year the fire station had the front cement apron replaced, a new door and lock installed to enhance security, interior and exterior painting as well as general maintenance through-out the building. The Firefighters had a fundraising campaign for funds to purchase new auto extrication equipment. The equipment was successfully used in multiple calls shortly after it arrived. The new water tender is projected to be delivered this May or June. The Administration is actively pursuing grants and is hoping to receive a grant for a new air compressor trailer. Chief Halverson shared with the electorate that the improves will help the Department's Insurance Services Office (ISO) rating, which can reduce insurance costs in the community. Projects and equipment items have been identified to continue improvements and

maintenance for the Department through-out this year. The 2018 the Department logged 3309 training hours, 1990 hours dedicated to calls and 1485 hours working at the station and around the community, equaling 6784 logged hours. Beside the logged hours, the Department's Members have volunteered and dedicated well over 3000 non-paid hours to the Department and community. 2018 had 183 calls for service, 80 in Big Lake Township, 69 in the City of Big Lake, 20 in Orrock and 14 mutual aid calls. Motion/Second to approve the 2018 Fire Chief's Reports by: Bob Hofer/Ewald Peterson. Electorate voted unanimously to approve. Motion Prevailed.

Hospital Board Report

Elizabeth Hensley from CentraCare Health Hospital presented the 2018 review. This April 1st they will celebrate 6 years in affiliation with CentraCare making their funding levy free. Currently a 5.8-million-dollar project, focusing on emergency services, is in full swing and is hoped to be completed this summer. A policy, Just Drive, was implemented in which staff members pledge not to use their cellular devices while driving. The Monticello Cancer center is celebrating ten years of providing compassionate care. CentraCare is focusing on enhancing their specialty care services. There is a need for volunteers to help with the in-home meal delivery program. Elizabeth introduced Leah Hirsch, who was recently elected as the Big Lake Township representative on the Hospital Board.

2018 Town Review

Town of Big Lake Chairman Bruce Aubol addressed the electorate and shared that the Town, established in 1858, now has a population of approximately 7820. Big Lake Township is the second largest Township in Minnesota. In 2018, 21 of the 28 new homes built in the Township have been issued Certificates of Occupancy. The Town's net tax capacity is \$8.151 million. The biggest expense to Township residents is road maintenance. In 2018 12 areas were identified for patching and overlays at a cost of \$647,000 (\$47,000 for 2017 work). Snow and ice control invoices, for the 2017-2018 winter season, were approximately \$242,000. Heavily sanded areas were swept in the spring costing approximately \$19,000. The 2019 voter approved tax levy is \$1,691,000. 52% for road and bridge, 20% public safety/Fire Department, 15% town operations and economic development, capital expenditures, and bond redemptions to complete the Town's expenditures. In the 2018 Town elections, Supervisors Larry Alfords and Steve Pfliegaar were re-elected. The first year of the Big Lake Fire Department's Joint Powers Agreement with the City of Big Lake went well. Recycle Day 2018 was successful with 214 participants and volunteers from Orrock Township, the City of Big Lake and Big Lake Township to run the event. The Big Lake Township's Lions Park had a new enclosure for small breed dogs installed. Three (3) Eagle Scout Projects were completed in the park, as well. Joey Fussy built and installed two little libraries and a bike rack, Sam Hart built and installed five seating benches and Michael Aubol renovated the monument Township sign at the entrance of the park. The parks rental facility has been in use by non-profit groups, birthday parties, graduation parties, weddings and other events. Chairman Aubol closed the 2018 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 Board is seeking a new member to replace John Norgren on the Bailey Station Board.

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 (SWPPP). The Town's SWPPP is designed to reduce the discharge of 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 MPCA requires submission of annual reports, based on the previous calendar year – which the Town has done since 2008.

The initial inventory of storm drainage facilities was done by the Road Committee while on their spring Annual Town Road Tour, in April 2008. Twelve culverts greater than 18" in diameter were identified under township roads. They were mapped and continue to be inspected for functional defects, during the annual road tour. To date, no deficiencies or unauthorized outside activities have been found.

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.

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. 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.

In 2017, the Town partnered with Sherburne SWCD staff members on a water quality project, at Birch Lake. The Birch Lake project consisted of the installation of five retrofit locations along 224th Avenue and modifications in the Township right of way to increase drainage capacity and divert water into trenches and an existing pond area, instead of direct drainage into Birch Lake.

In 2018, the Town granted an encroachment agreement for lot 4, block 1 in Plat 2 of Riverdale Estates, for the installation of a stormwater treatment device, by the resident, at that location. The installation consisted adding drain-tile pipe(s) and catch basin(s) along the property line and within the drainage and utility easement with the drain-tile(s) exiting, on the river bank well above the OHW. The device will be maintained by the landowner(s) and inspected annually, by the Town Road Committee.

In February 2018, Big Lake Township applied for a 5-year renewal of its MS4/SWPPP Permit, which is currently in the approval process.

The public is invited to share any opinions or comments on the Township's SWPPP. The original application, the inventory map and the Authorization for Reapplication form is on file and available for public review at the Town Clerk's Office during regular office hours.

Motion/Second to approve the Big Lake Township Storm Water Pollution Prevention Program (SWPPP) by: Norm Leslie/Bob Hofer. Electorate voted unanimously to approve. Motion Prevailed.

2018 Road Report.

Treasurer Warneke shared that the Town maintains 79 miles of roads in the Township. Funding is provided by local levied property taxes and a portion of the Minnesota State Aid gas tax. In 2018 the Town received \$56,795.00 from gas tax collection in Minnesota. The Township has multiple developments that are nearing the 25-year mark and will soon require overlays, which are the biggest road expense. Treasurer Warneke foresees an increased levy to fulfill the Road Fund's future expenditures. This past winter season demand for drastically increased expenditures for snow removal and ice control at \$241,984, to date. The 2018-2019 snow/ice control budget was levied at \$160,000. The roads required increased applications of ice control product which, will continue the increased spending to sweep and dispose of the sand. It was also noted that a new large box culvert will be installed Ranch Road for Tibbitt's Brook, paid in part by grant and State Aid funds. The project will entail raising the grade 1 foot over the culvert to fulfill the revised 100 flood plain levels.

Old Business

No business brought forth.

New Business

Treasurer Warneke requested the Electorate consider a Motion to authorize to use Town funds for expenditures for special circumstances such as; recognition of volunteers, benevolence, recognition of Staff & Board, etc. Motion/Second to authorize to use Town funds for expenditures for special circumstances such as; recognition of volunteers, benevolence, recognition of Staff & Board, etc., not to exceed \$1000 annually by: John Norgren/Jim Koch. Electorate voted unanimously to approve. Motion Prevailed.

Open Forum

Jim Koch, Town resident for the past 30 years, wanted to say thank you for the road snow removal this past season. He wanted to acknowledge that it was a tough year and he appreciates the winter road care.

Election Results

Deputy Clerk Swenson announced the results of the 2019 Annual Township Election. The question to move Township elections from March to November passed. The Board of Canvass will take place after the Regular Board Meeting on March 13, 2019. Supervisors Bob Hofer retained Seat #4 and Norm Leslie retained Seat # 5.

Presentation of 2020 Estimated Levy

Treasurer Warneke reviewed the 2018 Financial Summary, Historical Financial Summary and financial handouts; Where do my taxes go?, Estimated tax rates at various levys.

Treasurer Warneke presented the 2020 levy tentatively recommended of the Finance Committee:
General Fund: \$263,000 Road and Bridge Fund: \$1,277,000 Big Lake Fire Fund: \$212,000

Fire Dist. #1 Fund \$26,000 Fire Building/Equip. Fund: \$100,000 Cemetery Fund: \$0
IP Bond: \$30,000 Fire Bond Redemption: \$00 Capital Expenditure: \$00
Econ. Dev./Industrial Park: \$30,000 Totaling: \$1,938,000 an 14.6 % increase over the 2019 levy.
Steve Pflighaar moved to tentatively adopt the 2019 Levy amounts presented by Treasurer Warneke. Motion/Second to approve the tentatively adopt the 2020 Levy total amount of \$1,938,000 as presented by Treasurer Warneke and defer the official adoption until the Meeting on September 11, 2019 by: Bruce Aubol/Rita Peterson. Electorate voted unanimously to approve. Motion Prevailed.

Set Date and Time of 2020 Annual Meeting

Motion/Second to set date and time of 2020 Annual Meeting to March 10, 2020 to be held at the of Big Lake Town Hall, located at 21960 County Road 5 NW, Big Lake Township, Sherburne County, Minnesota at 7:00pm by: Bob Hofer/Bruce Aubol. Electorate voted unanimously to approve. Motion Prevailed.

Last Call for Business

No business brought forth.

Recess

Motion/Second to the recess the 2019 Annual Town Meeting until September 11, 2019 at 7:00pm by: John Norgren/Bruce Aubol. Electorate voted unanimously to approve. Motion Prevailed.

Reconvene

The Town of Big Lake Electorate reconvened their Annual Meeting, on Wednesday September 11, 2019. The meeting was held at the Town of Big Lake Town Hall, located in the Big Lake Township's Lions Park Community Center at 21960 County Road 5 NW, Big Lake Township, Sherburne County, Minnesota. Moderator John Norgren called the meeting to order at 7:00PM and the Pledge of Allegiance to the flag of the United States was recited. Attending the meeting were Moderator John Norgren, Treasurer Ken Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, reporter for the West Sherburne Tribune and six electorate residents.

Call from Moderator Norgren to adopt the presented agenda was met with a motion by resident Norm Leslie, Second was made by resident Bruce Aubol. Unanimously approved. Motion Carried.

Updated Financial Report

Treasurer Ken Warneke addressed the electorate, stating the reserves that Town's cash reserves had been drawn down, quite a bit. This has been the result of minimally increasing the levy the past several years and the significant increase in snow and ice control the past few years.

The Town's Finance Committee met prior to the reconvention meeting to discuss upcoming projects within the Town, the need to increase the road fund, as well as the fact that the Fire Board passed its budget – which included a slight increase.

The Committee is recommending an increase from the preliminary levy set in March which would reflect an increase from 2019 levy of 17%. However, Ken expects the Town's tax capacity to increase roughly 7%.

It was the Finance Committee's recommendation to set the 2020 levy at the following amounts.

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|----------------------------|--|
| General Fund: | \$ 283,000.00 |
| Road & Bridge Fund: | \$1,337,000.00 |
| Big Lake Fire Fund: | \$ 177,000.00 |
| Fire District #1 Fund: | \$ 26,000.00 |
| Fire Bldg/Fire Equip: | \$ 100,000.00 |
| Cemetery Fund: | \$ ----- |
| Ind. Park Bond Redemption: | \$ 30,000.00 |
| Econ. Dev/Indust. Park: | <u>\$ 30,000.00</u> |
| TOTAL LEVY | \$ 1,983,000.00 an increase of 17.2% over 2019's levy. |

Bruce Aubol moved to adopt the 2020 Levy amounts presented by Treasurer Warneke and certify the 2020 Levy amounts to the Sherburne County Auditor/Treasurer by September 30, 2019. Motion second by Bob Hofer. Electorate Vote: Six (6) approve. One (1) abstained. Zero (0) opposed to adopt and certify the 2020 Levy amounts to the Sherburne County Auditor/Treasurer by September 30, 2019. Motion Prevails.

Set Date and Time of 2020 Annual Meeting

The Electorate determined they wanted to change the time of the 2020 Annual Meeting from 7:00PM to 6:00PM.

Motion/Second to set date and time of 2020 Annual Meeting to March 10, 2020 to be held at the of Big Lake Town Hall, located at 21960 County Road 5 NW, Big Lake Township, Sherburne Town County, Minnesota at 6:00pm by: Bruce Aubol/Norm Leslie. Electorate voted unanimously to approve. Motion Prevailed.

Adjournment

Bruce Aubol moved to Adjourn the Reconvened 2019 Annual Town Meeting at 7:18PM. Motion second by Larry Alford. Electorate voted unanimously to approve. Motion Prevailed adjourning the Reconvened Annual Meeting, at 7:18PM on September 11, 2019.

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

Accepted this 10th day of March 2020, by the Town of Big Lake Electorate.

John Norgren, Meeting Moderator

Attest: _____
Brenda Kimberly-Maas, Town Clerk