

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

On Tuesday, March 11, 2014, 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 - Bob Hofer nominated John Norgren to be moderator for the meeting. Norm Leslie motioned to close nominations and seconded the nomination. 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 –Ewald Petersen motioned to approve the March 12, 2013 Annual Town meeting minutes as presented, and the September 11, 2013 Re-convened Annual Meeting as presented. Richard Helms seconded the motion. All voted in favor.

Treasurer's Report - Bruce Aubol motioned to waive reading of all checks written and received, and to read a synopsis. Bob Hofer seconded. All voted in favor. Treasurer Warneke reviewed a summary financial report showing dollar amount and percent of budget spent for 2013 compared to 2012 for both revenues and expenditures. Total revenues were \$1,307,908. And expenditures were \$1,887,864. Treasurer Warneke advised the township choose to pay down debt related to bonds with the City of Big Lake for the Fire Department and Industrial Park. Savings and CD interest rates remain lower than the interest rate on debt. He further noted 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 the previous year. The Township keeps approximately 75% of each funds expenditures on hand as reserve. Therefore, in an effort to not go below this reserve, he will be recommending a slight levy increase in 2015. 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, 2013 at the February 26, 2014 Regular Monthly Board Meeting.

Annual Fire Report - Big Lake Fire Chief, Paul Nemes introduced himself. He is the new chief as of January 2014. He is has been on the Big Lake Fire Department for 18 years. He has been assistant chief for 8 years. He advised the Big Lake Fire Department ended the year with a total of 195 emergency calls, which is similar to previous years. 2012-209; 2011-232; 2010 – 208; 2009 – 183; 2008-227; and 2007-228. The call breakdowns were 46.15% to City of Big Lake, 35.38% to Big Lake Township, 5.12% to Orrock Township and 13.33% were mutual aid. Total hours spent on call were 3,844. Total training hours were 2,173. At this time there are 33 fire fighters on the roster out of 35 positions. 14 firefighters have 1 to 5 years of service; 7 firefighters have 5 to 10 years; 3 firefights have 10 to 19 years and 9 have 20 years or more of

Annual Town Meeting Minutes

March 11, 2014

Page 2

service on the department. The department will be looking to recruit new members in the spring 2014. Big Lake Fire Department is the only department in Sherburne County that requires new hires to be available for daytime call response for the first 5 years on the department. Chief Nemes 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) & turn out gear (2015 budget expense). Currently, there are 25 SCBA's, which have a life expectancy of 13 years. They currently work fine, but don't meet current standards that new SCBA's do. The current cost of a SCBA is approximately \$5,000. A new set of extrication equipment was purchased in 2013. There is a full set of extrication equipment now on Rescue 15, Ladder 1 and Engine 1. Big Lake Fire Fighters donated approx. 850 hours in 2013 to Fire Prevention, Open House and National Night Out.

Hospital Board Report - CentraCare Health Monticello (formerly New River Medical Center) Lynn Christian, BSN, RN, Director of Nursing at CentraCare Health Monticello presented the 2013 annual report. She advised the hospital is approaching its one year anniversary CentraCare. The hospital district was established in 1961. Hospital district tax levies expire in 2014. This is the first time there have not been any district tax levies since the hospital was started. The birthing center and sleep center have reopened. Richard Helms, Big Lake Township's hospital representative's term expires in 2014. He hasn't decided if he will run again. CentraCare pays off it bonded indebtedness in 2016. When that occurs, hospital representatives will no longer be necessary because 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. Sherburne County Commissioner, Ewald Petersen advised Sherburne County is embarking on the development of an economic development strategic plan. The environmental effects of the landfills in Sherburne County will be the topic of upcoming County Board meetings. 42% of the landfills in Minnesota are located in Sherburne County.

Past Years Report of the Town - Big Lake Town Board Chairman, Bob Hofer gave a review of the 2013 activities of the Township and Town Board. Highlights included:

February 2013

Deputy Clerk, Kristie Woolard retired after approximately 13 years of service to the Township.

2012 Board of Audit was conducted. The Treasurer directed the Board in a thorough review of the bank statements; cash balance statements for each fund, interim financial reports for each of the government funds, current investments and sold investments, pledged securities as part of the collateral for deposits, statement of orders issued, & interest allocations. The Board was satisfied that the Clerk and Treasurer records balanced with each other and the Township's various banking institutions. The ending total fund balance for the year 2012 was \$2,418,114.50.

Annual Town Meeting Minutes

March 11, 2014

Page 3

March 2013

Elections were held:

Supervisor Seat #1 – Steve Pflieghaar; Supervisor Seat #3 – Bruce Aubol; Supervisor Seat #4 – Bob Hofer; Supervisor Seat #5 – Norm Leslie. typically only 2 Supervisor Seats appear on the ballot. In 2013 it was because 2 races were to fill appointed seats.

The Board motioned and accepted the turnback of a designated portion of former County Road 14 from Sherburne County to Big Lake Township (located in front of Bailey Station Cemetery.

April 2013

The Township advertised for bids for 2013 Road Improvements / Bituminous Patching and Overlays. The sites identified for repair were: Thompson Lake Pines, 214th Avenue between County Road 73 and 212th Avenue; Sleepy Hollow, a portion of 180th Avenue and 181st Avenue between 192nd and 195th Avenue; Shorewood Acres, 182nd Avenue between County Road 14 and 199th Circle; and River Forest, a portion of 196th Drive and 196th Avenue. Bids were scheduled to be opened on May 8, 2013.

The Spring Road Tour will be conducted Monday, April 29th beginning at 7:30 a.m. and finished Wednesday, May 1st.

The Board of Appeal & Equalization Meeting was held the first Thursday in April.

May 2013

Two bids were received for the 2013 Road Improvements. The Engineer's estimate was \$348,000. total for schedules A through F. The low bid received was from Hardrives, Inc. in the amount of \$306,682.29. The contract was awarded to Hardrives, Inc.

LaDonna Braun started as Deputy Clerk for the Town of Big Lake.

June 2013

Chairman Hofer advised he attended County Road 15 / 211th Avenue / 201st Avenue property owner meetings with Sherburne County Public Works representatives. The County will be constructing cul de sacs next year on 211th Avenue and 201st Avenue and has requested the Township consider vacating the road right of way, turning the vacated property over to the adjacent property owners. The Township would retain utility easements. The Town Board acknowledged it is their intention to vacate the right of way in the construction areas as noted, upon completion of the project.

July 2014

Treasurer Warneke provided copies of the Year Ending 12-31-2012 Financial Audit to all Board Members. The Township received a clean opinion and no irregularities were noted. Internal controls are good. Treasurer Warneke advised the audit was conducted and prepared using an accrual basis with GAAP principals.

One quote was received for the 2013 Seal Coat Projects. Allied Blacktop Company submitted a quote in the amount of \$78,530.50. The engineer's estimate was \$90,689.00 for all project areas and use of granite chip aggregate. Allied Blacktop was awarded the project.

Annual Town Meeting Minutes

March 11, 2014

Page 4

September 2013

Paving was underway and seal coating projects were finishing. Milling and overlay projects were in process.

Jeff Rhodes was working on mowing and finishing up cracksealing. Allied Blacktop was finished with seal coating; and, Hardrives completed the overlay projects.

October 2013

Big Lake Township purchased an adjacent 11.71 acres to expand park property and provide space to create an additional ballfield.

December 2013

The Township approved payment of \$18,000. for 2014 policing in the OAA area to the City of Big Lake; and, to review the costs going forward.

The Township participated in the City of Big Lake's Issuance of the Taxable General Obligation Tax Abatement Bonds; and, paid down the Township's portion by \$300,000.

January 2014

The Township approved to enter into another 5-year agreement with the City of Big Lake for library funding in the amount of \$21,000. Annually.

Bailey Station Cemetery – John Norgren advised the fence was sandblasted and painted summer 2013. Columbarium niches remain top sellers at a 2 to 1 preference over traditional burial grave sites.

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 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. 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

Annual Town Meeting Minutes

March 11, 2014

Page 5

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 – There was no old business presented for discussion.

New Business – There was no new business presented for discussion.

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

Supervisor Seat #3	Bruce Aubol	37
Supervisor Seat #3 Write In:	Bridget Miller	2

The Board of Canvass will meet at 7:00 p.m. on Wednesday, March 12, 2014 to certify the election results.

Proposed Levy for 2015 - Treasurer Warneke presented the proposed levy amounts, which were reviewed by the Township Finance Committee:

General Fund	\$	148,000.
Road Fund	\$	370,000.
Big Lake Fire Fund	\$	157,000.
Cemetery Fund	\$	0.
Fire District #1 Fund	\$	13,000.
Fire Bldg./Equip. Fund	\$	95,000.
Economic Development	\$	48,000.
Fire Bond Redemption	\$	55,000.
IP Bond Redemption	\$	57,000.
Proposed 2014 Levy	\$	943,000.

Treasurer Warneke advised the past couple of years, the Township has spent down some of its reserve funds. He advised in order to continue with annual road maintenance and improvements, increasing the 2015 levy would be necessary. Ewald Petersen motioned to accept preliminary report and set the final levy at the Reconvened Annual Meeting on September 10, 2014. Bob Hofer seconded. All present were in favor.

Next Annual Meeting - March 10, 2015 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 11, 2014 Annual Meeting. The meeting will reconvene September 10, 2014 at 7:00 p.m. at which time the levy, tentatively set at \$943,000. will be finalized. The meeting recessed at 9:11 p.m.

Respectfully submitted by:
Laura Hayes, Town Clerk