

TOWN of BIG LAKE
“Sherburne County’s First 5-Member Township Board”
P.O. Box 75, Big Lake, Minnesota 55309

2017 ANNUAL MEETING
TUESDAY, MARCH 14, 2017 8:00 PM

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 14, 2017, 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. Annual Elections were held between the hours of 10AM and 8PM. When the polls closed, the meeting was called to order by Clerk Brenda Kimberly-Maas at 8:05PM and the Pledge of Allegiance was recited. Thirteen residents and observers were in attendance. Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas and Deputy Clerk Jayme Swenson were in attendance.

ELECTION OF A MEETING MODERATOR

Clerk Kimberly-Maas called for the nomination of a moderator. Norm Leslie nominated John Norgren to be moderator for the Annual Meeting. John accepted the nomination. Second to nominate John Norgren moderator for the Annual Meeting by: Bob Hofer. Vote was taken: All residents approved the nomination of John Norgren as moderator of the 2017 Annual Meeting on Tuesday March 14, 2017. Motion Prevailed.

APPROVAL OF 2016 ANNUAL MEETING MINUTES

Motion/Second to dispense with the reading of and approval of March 8, 2016 Annual Meeting Minutes and September 14, 2016 Reconvened Annual Meeting Minutes by Rita Peterson/Bob Hofer. Electorate Voted Unanimously to dispense with the reading of Approve the March 8,2016 Annual Meeting Minutes and September 14,2016 Reconvened Annual Meeting Minutes. Motion Prevailed.

WAIVE READING OF ALL 2016 DISBURSEMENTS AND RECEIPTS

Motion/Second to dispense with reading all 2016 disbursements and receipts by: Ewald Peterson/Richard Helms. Electorate unanimously to approve. Motion Prevailed.

2016 ANNUAL TREASURER’S REPORT

Treasurer Kenneth Warneke addressed the electorate reporting the financial information for 2016. Total Beginning Balance of all funds: \$1,166,366.37 Total receipts: \$352,411.90 Total Disbursements: \$ 394,748.37 Ending Balance: \$ 1,124,029.97 Treasurer Warneke informed the electorate the CPA audit will be done in late April or Early May.

HOSPITAL BOARD REPORT

Lynn Christian from CentraCare Health Hospital, presented the 2016 review. Of note is the new Surgery Center, a same day surgical center, a new midwife delivery option and a geriatric mental health unit. The nursing home was recently recognized as a top 13 percent of all care centers in the United States, by US News and has a five star rating from Medicare and Medicaid Services. The CentraCare Health Foundation founded in 2016, raised more than \$350,000 in its inaugural year. Ms. Christian also thanked Richard Helms, for his dedicated service to the Hospital. Mr. Helms invited the electorate to schedule a tour of the facilities to witness the changes at the hospital, for themselves.

BIG LAKE FIRE DEPARTMENT REPORT

Chief Paul Nemes updated the electorate on the status of the Fire Department. In 2016 the department responded to 109 calls in the City of Big Lake, 52 calls in the Town of Big Lake and 14 calls to Orrock Township, the areas for which the department provides service. Additionally, the department provided mutual aid in Monticello, Elk River, Becker and Zimmerman Board fifteen times. Currently there are 37 active fire department staff. Nine of them have 20 or more years of service to the department. Aside from normal 2,235 service hours logged and 3,793 hours of training, the members of the fire department are very active in the Big Lake community, volunteering their time to activities like Spud Fest, Fire Department open houses, the Business Expo and visiting local elementary schools and

daycares. A new water tender is in the 2018 budget and a truck committee will be formed to research the purchase. Chief Nemes thanked the department members for their unselfish dedication and commitment to the fire department. He also expressed thanks to the community, for their ongoing support.

OPEN FORUM

No business brought forth.

2016 TOWN REVIEW

Town of Big Lake Chair Bob Hofer addressed the electorate with information on 2016 activities in the Town. Highlights included: Highway 25 Corridor Coalition Big Lake Township and several other communities along with Sherburne and Wright counties entered into a Joint Powers Agreement. Solar Gardens Sunrise Energy Ventures continued their IUP application process for a site south of TH10 and West of County Road 17. The City of Big Lake and Solar Stone Partners presented a plan for a solar garden on a 27acre site north of US Hwy 25. Elections With the guidance of the Sherburne County Auditor's Office, 3 new election ballot counters with assistive voting technology were purchased and used at the State Primary and General Elections in 2016. Supervisors Hofer and Leslie were re-elected to the Town Board in March. Clean Up Day 2016 – implemented a new fee structure which involved additional charges at the gate to drop off a miscellaneous load. The event continued to be very well attended even with the change. 2016 Road Improvements included: 8 areas for seal coating at a cost of \$98,000 - 9 areas were identified for patching and overlay at a cost of \$395,000. Storm water collection The Township and Sherburne SWCD staff members completed a water quality project at Birch Lake. The Sherburne SWCD applied for and received a \$70,005. grant to install five retrofit locations along 224th Avenue. Retrofits and modifications in the Township right of way are installed to increase capacity to divert water into trenches and into an existing pond area instead of its current 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. Lion's Park The Lion's Park soft ballfield was seeded and fertilized and dugouts were built. The field was kept closed for 2016 to allow turf to establish. The field is ready for spring 2017 use. New construction 30 new homes were built in Big Lake Township with a combined valuation of \$8,276,000.

BAILEY STATION CEMETERY

John Norgren mentioned there is a vacancy on the Bailey Station Cemetery. He invited any residents interested in becoming a Board member to call him.

BIG LAKE TOWNSHIP STORM WATER POLLUTION PREVENTION PROGRAM (SWPPP)

Deputy Clerk Swenson presented 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. Clerk Hayes submitted the 2015 report on June 15, 2016. 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. 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

No business brought forth.

NEW BUSINESS

No business brought forth.

ELECTION RESULTS

Clerk Kimberly-Maas announced the results of the Annual Election. Bruce Aubol had 33 votes with one write-in vote for Dee Leslie. The Board of Canvass will meet after the Annual Meeting is Recessed or Adjourned.

PRESENTATION OF 2018 ESTIMATED LEVY

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

General Fund: \$216,000	Road and Bridge Fund: \$700,000	Big Lake Fire Fund: \$181,000
District #1 Fund \$30,000	Fire Bldg/Equip. Fund: \$20,000	Cemetery Fund: \$0
Economic Development/Industrial Park: \$20,000;		Fire Bond Redemption: \$47,000
IP Bond Redemption: \$ 64,000	Capital Expenditure: \$75,000	
Totaling: \$1,353,000 a 9.3% increase over 2017 levy.		

Richard Helms moved to tentatively adopt the 2018 Levy amounts presented by Treasurer Warneke and defer the official adoption until the September 13, 2017 monthly meeting. Motion Second: Rita Peterson. Electorate Vote: Unanimous decision to TENTATIVELY adopt the 2018 Levy amounts presented by Treasurer Warneke. Motion Prevails

Set Date and Time of 2018 Annual Meeting

Bob Hofer moved that the 2018 Annual Meeting be held Tuesday, March 13, 2018 after polls close, at 8:10PM. Second by Ewald Peterson. The Electorate UNANIMOUSLY approved that the 2018 Annual Meeting be held on Tuesday March 13, 2018 after polls close, at 8:10PM. Motion Prevails

LAST CALL FOR BUSINESS

No business brought forth.

ADJOURNMENT/RECESS

Ewald Peterson moved to RECESS the Annual Town Meeting, until the September 13, 2017 monthly meeting. Motion Second: Norm Leslie. Electorate Vote: Unanimous RECESS the Annual Town Meeting, until the September 13, 2017 monthly meeting. Motion Prevails, RECESSING the Annual Meeting, at 8:57PM on March 14, 2017.

**2017 ANNUAL MEETING RECONVENED
WEDNESDAY, SEPTEMBER 13, 2017 6:00 PM**

The Town of Big Lake Electorate met, to reconvene their Annual Meeting, on Wednesday September 13, 2017, 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.

Ten 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 Pflgebraar/ Bruce Aubol. Town Electorate unanimously approved. Motion Prevailed.
The meeting proceeded in accordance with the agenda.

NEW BUSINESS

Clerk Kimberly-Maas informed the Electorate, the Township and City are working on a formal Fire Department Joint Powers Agreement. Treasurer Warneke told the electorate, the Town's auditors have stated the Fire Department should be independent, from the Township's books. The City also wanted to have the Fire Department be independent from their books. The goal is to have the JPA done finalized and the Fire Department as an independent organization, by January 1, 2018. The Town is looking for approval to fund the JPA, form the Town's electorate.

Motion/Second affirming the Town enter into a Fire Department JPA with the City of Big Lake and agree to fund the Fire Department Joint Powers Board by: Larry Alfords/Steve Pflgebraar. Town Electorate unanimously approved. Motion Prevailed.

UPDATED FINANCIALS AND PROPOSAL OF 2018 TAX LEVY

Treasurer Warneke updated the audience on the Town's financials. Ken noted some shortfalls in the 2017 revenue, there was no increase to the road levy in 2017 and the reserves in that account, have been drained down. The Town spent over its budgeted amount, on winter road maintenance and the 2017 growing season has created a lot of new growth to trees and brush, which will need to be addressed during the upcoming budget year. The budget presented in March, didn't consider one road which needed work done this summer. Ken commented the Town should start to build road and bridge fund reserves again, because many of the Township roads will be in need of overlays, in the foreseeable future. He also noted the general fund should be increased, as the town hall and grounds are also going to need maintenance.

The Finance committee met and is recommending an increase to the 2018 total levy with the following amounts be adopted and certified to the Sherburne County Auditor/Treasurer, by September 15, 2017:

General Fund:	\$221,000	Road and Bridge Fund:	\$867,000
Big Lake Fire Fund:	\$156,000	Fire District #1 Fund:	\$30,000
Fire Bldg/Equip. Fund:	\$20,000	Cemetery Fund:	\$0

Econ Dev/Industl Park: \$20,000 Fire Bond Redemption: \$47,000
IP Bond Redemption: \$ 64,000 Capital Expenditure: \$75,000
Totaling: \$1,485,000 a 19.65% increase over 2017 levy.

John Norgren moved to adopt the updated 2018 Levy amounts presented by Treasurer Warneke and certify the 2018 Levy amounts to the Sherburne County Auditor/Treasurer by September 14, 2017. Motion second by Norman Leslie. Electorate Vote: Unanimous approval to adopt and certify the 2018 Levy amounts to the Sherburne County Auditor/Treasurer by September 14, 2017. Motion Prevails.

ADJOURNMENT

Robert Hofer moved to Adjourn the Reconvened Annual Town Meeting 2017. Motion Second: Steve Pflighaar. Electorate Vote: Unanimous approval to adjourn the Reconvened Annual Meeting. Motion Prevails, adjourning the Reconvened Annual Meeting, at 6:15PM on September 13, 2017.

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

Accepted this 13th day of March 2018, by the Town of Big Lake Electorate.

, Meeting Moderator

Attest: _____
Brenda Kimberly-Maas, Town Clerk