



ANNUAL MEETING
Tuesday March 10, 2020 6:00PM
RECONVENED
SEPTEMBER 09, 2020 6:00PM

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 10, 2020 at the Town of Big Lake Town Hall, located in the Big Lake Township's Lions Park at 21960 County Road 5 NW, Big Lake Township, Sherburne County, Minnesota. The meeting was called to order by Clerk Brenda Kimberly-Maas, at 6:00pm and the Pledge of Allegiance was recited. Treasurer Ken Warneke, by Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Fire Chief Seth Hansen, Elizabeth Hensley (CentraCare), Leah Hirsch (CentraCare), a newspaper reporter, and 13 residents were in attendance.

Election of a Meeting Moderator

Clerk Brenda Kimberly-Maas called for the nomination of a moderator. Clerk Brenda Kimberly-Maas nominated Bruce Aubol to be moderator for the 2020 Annual Meeting. Bruce accepted the nomination. Nomination was seconded by Norm Leslie. Electorate Voted unanimously to approve Bruce Aubol moderator for the 2020 Annual Meeting.

Motion Prevailed.

Approval of 2018 Annual Meeting Minutes

Motion/Second to dispense with the reading of 2019 Annual Meeting Minutes and approve 2019 Annual Meeting Minutes by Larry Alford/Dean Brenteson. Electorate voted unanimously to dispense with the reading of and approve the 2019 March 12, 2019 Annual Meeting Minutes and the September 11, 2019 Reconvened Annual Meeting Minutes. Motion Prevailed.

2019 Annual Treasurer's Report

Motion/Second to waive the reading of checks written and funds received by: Dean Brenteson/Norm Leslie. Treasurer Warneke presented the list of all claims paid, in 2019, and pointed out the information is posted year-round, as well as the Board of Audit, on the bulletin board by the Clerk's office. He 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 spring and will provide accrual basis reports. The Town's funds are at Old National Bank, First Bank of Elk River and a 4M Fund. Treasurer Kenneth Warneke reviewed the 2019 Financial Summary with the electorate. He shared that 86% of the \$1,954,472 revenue comes from tax payments. Other funds are received from State aid, revenue from half ownership of the Big Lake Industrial Park, a share of court fines, charge for service fees and interest. He shared the expenditures totaled \$1,975,399. Roads are the majority expense for the Town. The Financial Reports are in a cash basis accounting. Motion/Second to approve the 2019 Annual Treasurer's Report by: Dean Brenteson/Norm Leslie. Electorate voted unanimously to approve. Motion Prevailed.

Big Lake Fire Department Report

Fire Chief Seth Hansen updated the electorate on the status of the Fire Department. In 2019 there were 250 calls for service. Fire Calls – 31, Explosion/Overheat- 1, Rescue / Ems – 74, Hazardous Conditions – 24, Service Call – 39, Good Intent Call -18, False Alarm -45, and Officer Service Calls - 18 Big Lake Township had 30% of the calls, City Of Big Lake had 55% of the calls, Orrock Township had 10% of the calls and Mutual Aid were 5% of the calls. The 2019 call breakdown was; 4 Fire Casualties (3 Big Lake, 1 Orrock), 2 Fire Injuries, Fire Losses of \$1,377,000 and 31 Auto Accidents. The Department

held an Open House, educated the community during Fire Prevention Week, visited residents on Nite to Unite, held a Chili Cook off, benefiting the food shelf and assisted at the Lion's Fishing Contest. The Department purchased a new water tender (T2), installed an entry system, updated the training/ kitchen area and purchased new kitchen appliances. 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 2019 review. This April 1st they will celebrate 7 years in affiliation with CentraCare making their funding levy free. A 5.8-million-dollar project, focusing on emergency services, has been completed. They have multiple specialty clinics providing service for various needs. He introduced the Bounce Back program in which they partnered with the Monticello School District to focus on and build resilience through emotional learning. The Monticello Cancer center is celebrating eleven years of providing compassionate care. She shared that the facilities have implemented policies and procedure addressing the COVID -19 virus. Elizabeth introduced Leah Hirsch, who is the Big Lake Township representative on the Hospital Board.

Central Mississippi River Regional Planning Partnership (CMRP) formerly the Highway 25 Coalition

Marc Schneider of Sherburne County explained the purpose of the partnership. They have launched of FrameWork 2030, which works with local governmental entities, business communities and public.

2019 Town Review

Town of Big Lake Chairman Bruce Aubol shared with the electorate the summary which states the Town now has a population of approximately 7913. Big Lake Township is the second largest Township in Minnesota. In 2019, 23 homes were built in the Township. Two (2) new developments were added; Knick Knack Knoll (11 lots) and Two Rivers (17 lots). The Town's net tax capacity is \$8.151 million with a Taxable Market Value of \$793,725,781. The biggest expense to the Township residents is road maintenance. The 2019 voter approved tax levy is \$1,983,000. Supervisor Bob Hofer and Norm Leslie were re-elected to the Town Board. Supervisor Steve Pfliegaar retired and Dean Brenteson was appointed to fill the remainder of his term. The Town electorate voted to move elections for the Town Board Supervisors to November.

Big Lake Township Storm Water Pollution Prevention Program (SWPPP)

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 Street/226th Avenue stormwater mechanism on the south side of Eagle Lake. In 2018, a bridge culvert located on Ranch Road, over Tibbits Brook, which leads to the Elk river was found to be structurally deteriorating. The flowrates predicted by Stream Stats were 286 CFS & 314 CFS for the 25 & 50-yr frequency. For a bridge design, it is common to design for the 50-yr frequency. In 2019 a new bridge culvert was installed which has the 50-yr frequency. 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 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.

Open Forum

No business brought forth.

Presentation of 2021 Estimated Levy

Treasurer Warneke presented the proposed 2021 levy recommended of the Finance Committee:
General Fund: \$372,000 Road and Bridge Fund: \$1,397,000 Big Lake Fire Fund: \$151,000
Fire Dist. #1 Fund \$38,000 Fire Building/Equip. Fund: \$153,000 Cemetery Fund: \$0
IP Bond: \$50,000 Fire Bond Redemption: \$00 Capital Expenditure: \$00
Econ. Dev./Industrial Park: \$67,000 Totaling: \$2,228,000 an 12.36% increase over the 2020 levy.
Treasurer Warneke recommended to defer the official adoption until the Meeting on September 09, 2020

Set Date and Time of 2021 Annual Meeting

Motion/Second to set date and time of 2021 Annual Meeting to March 09, 2021 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: Norm Leslie/Larry Alfords. Electorate voted unanimously to approve. Motion Prevailed.

Last Call for Business

Leah Hirsch shared that she is on the Big Lake Food Shelf Board and would like to remind all that there is a need in our community for food.

Recess

Motion/Second to the recess the 2020 Annual Town Meeting until September 09, 2020 at 6:00pm by: Larry Alfords/Dean Brenteson. Electorate voted unanimously to approve. Motion Prevailed.

Meeting recessed at 6:49pm.

The Town of Big Lake Electorate reconvened their Annual Meeting, on Wednesday September 09, 2020 at the Town of Big Lake Town Hall, located in the Big Lake Township’s Lions Park at 21960 County Road 5 NW, Big Lake Township, Sherburne County, Minnesota.

The meeting was called to order by Bruce Aubol, Meeting Moderator, at 6:00pm and the Pledge of Allegiance was recited. Treasurer Ken Warneke, by Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, Leah Hirsch CentraCare Hospital Board Representative, a newspaper reporter, and nine (9) residents were in attendance.

Agenda Approval

Motion/Second to approve the presented agenda made by Alison Krueger, seconded by Jacque Nadeau. Vote was taken. Unanimous approval by the electorate. Motion Prevailed.

Updated Financial Report & Update to Proposed 2021 Estimated Levy

Treasurer Warneke presented the updated the electorate with information for the 2021 levy:

Based on need of roads and fire department equipment, he recommended the Road and Bridge fund be reduced by \$7,000 and the Fire Building and Equipment fund be increased by the same amount of \$7,000. The overall amount presented in March remained the same. The following amounts were presented to the Electorate, for consideration and approval:

General Fund:	\$ 372,000
Road & Bridge Fund:	\$1,390,000.00
Big Lake Fire Fund:	\$ 151,000.00
Fire District #1 Fund:	\$ 38,000.00
Fire Bldg/Fire Equip:	\$ 160,000.00
Cemetery Fund:	\$ -----
Ind. Park Bond Redemption:	\$ 50,000.00
Econ. Dev/Indust. Park:	\$ 67,000.00
Capital Expenditure	\$ -----
TOTAL LEVY	\$ \$2,228,000.00 an increase of 12.36% over 2020 levy.

Treasurer Warneke also reported the expectation is for a 7.5% increase in property taxes – due to new home construction. Making the expected rate increase roughly 4.5%.

Approval of the 2021 Tax Levy (MS 365.10)

Alison Krueger moved to adopt the 2021 Levy amounts presented by Treasurer Warneke. Motion second by Leah Hirsch. Electorate Vote: Twelve (12) approve. Zero (0) abstained. Zero (0) opposed to adopt 2021 Levy amounts.

Set Time of 2021 Annual Meeting

Motion/Second to set time of 2021 Annual Meeting to March 09, 2021 to be held at the of Big Lake Town Hall, located at 21960 County Road 5 NW, Big Lake Township, Sherburne County, Minnesota at 6:00pm by: Alison Krueger/Leah Hirsch. Electorate voted unanimously to approve. Motion Prevailed.

Adjournment and Certify 2021 Levy to Sherburne County Auditor

Larry Alfords moved to Adjourn the Reconvened 2020 Annual Town Meeting and certify the approved 2021 Levy amounts Sherburne County Auditor/Treasurer by September 30, 2020. Motion second by Dean Brenteson. Electorate voted unanimously to approve. Motion Prevailed adjourning the Reconvened Annual Meeting, at 6:11PM on September 09, 2020.

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

Accepted this 09th day of March 2021, by the Town of Big Lake Electorate.

_____, Meeting Moderator

Attest: _____
Brenda Kimberly-Maas, Town Clerk