



ANNUAL MEETING  
Tuesday March 09, 2021 6:00PM  
RECONVENED Wednesday September 08, 2021 6:00PM

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 09, 2021 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. Deputy Clerk Jayme Swenson, Treasurer Ken Warneke, Leah Hirsch (CentraCare), six (6) residents, and a newspaper reporter were in attendance.

#### Approval of Agenda

Clerk Brenda Kimberly-Maas called for motion to approve the presented agenda. Motion/Second to approve the presented agenda by: Bruce Aubol/Norm Leslie. Electorate voted unanimously to approve. Motion Prevailed.

#### Election of a Meeting Moderator

Clerk Brenda Kimberly-Maas called for the nomination of a moderator. Bruce Aubol nominated Eric Rosa to moderate the meeting. Eric accepted the nomination. Nomination was seconded by Dean Brenteson. Electorate Voted unanimously to approve Eric Rosa moderator for the 2021 Annual Meeting. Motion Prevailed.

#### Approval of 2020 Annual Meeting Minutes

Motion/Second to dispense with the reading of and approve the 2020 March 10, 2020 Annual Meeting Minutes and the September 09, 2020 Reconvened Annual Meeting Minutes by Dean Brenteson/Bruce Aubol. Unanimous Approval by the Electorate. Motion Prevailed.

#### 2020 Annual Treasurer's Report

Motion/Second to waive the reading of all checks written and funds received by the Town in 2020 by: Mark Hedstrom/Dean Brenteson. Unanimous Approval by the Electorate. Motion Prevailed.

Treasurer Warneke presented the list of all claims paid and receipts, in 2020. He noted the year end information including the lists of claims, receipts, and Board of Audit, on the bulletin board by the Clerk's office. The Town's funds are held at Old National Bank, Sherburne State Bank, First Bank of Elk River and in the 4M Fund. Treasurer Kenneth Warneke reviewed the 2020 Financial Summary with the electorate. He shared the 2020 beginning balance in the treasury was \$1,721,612.18. The ending balance was \$2,146,633.14. Summary financial report was provided for electorate review. (included as part of the official minutes). He noted the Town receives the bulk of its receipts from property taxes. Additionally, the town receives money from forfeited land sales, some franchise fees, and permits. Intergovernmental revenues is received from the state in the form of market value credit and highway user (gas) tax. As joint owner of the Big Lake Industrial Park, the Town receives 35% of those property taxes collected. Ken noted the biggest expenditure is the town's 80 miles of roads. It costs approximately \$6400/mile for routine maintenance. In 2020, six (6) miles of roads were overlaid (\$550,000) and six (6) miles were

seal coated/crack filled (\$96,000). Snow control costs were \$220,000 (January – December 2020) and all township roads were swept in the spring (\$17,000). All other Town operations were \$634,800 or 35% of the budget.

#### 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 (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 182<sup>nd</sup> Avenue to the Mississippi River was completed in 2016. And final improvements were made to the 188<sup>th</sup>/226<sup>th</sup> 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 of 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 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. Note: or 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.

In February 2018, Big Lake Township applied for a 5-year renewal of its MS4/SWPPP Permit.

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.

### Hospital Board Report

Leah Hirsch, Big Lake township's representative to Monticello Hospital Board gave an update on operations and activities. She informed those in attendance the emergency use approved covid vaccines are available through CentraCare, for those who are eligible and wish to receive one and covid cases were at a plateau. During the onset of the corona virus pandemic, the local communities provided 1600 meals to the health care workers. Monticello CentraCare partnered with other the City of Monticello, and Mississippi Shores to build a paved public trail around the hospital campus. The trail joins other local paths. The hospital also partnered with the Monticello School District to implement mental health awareness and tools at Monticello Schools. Included in the three-year pilot program are calming corners where students can go to enjoy calm activities, when they are anxious or upset. A mental health professional has also been hired to provide support to staff and students, throughout the district. The hospital was able to add a full-time neurologist to its staff. As well as a DaVinci, high-tech surgical robot, which can assist doctors in the surgical suite.

### Bailey Station Cemetery Update

Cemetery Board member, Jacque Nadeau reported there was little activity, due to COVID restrictions on sizes of funeral gatherings. They anticipate that will change in 2021. Bonnie Fortenier was appointed as an additional member to the cemetery board and the Town Parks Committee has dedicated itself to help with projects and maintenance at the cemetery.

### 2020 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 8193. In 2020 the town saw new homes to be constructed in Knick Knack Knoll and Two Rivers. Wheat Fields, a subdivision of 17 lots, was created in 2020. Forty-two building permits were issued, of which 18 were new home constructions that were issued certificates of occupancy The Town's net tax capacity is \$9.426 million with a Taxable Market Value of \$921,368,875. Supervisor Bob Hofer retired from the Board and Scott Sanford was appointed as interim supervisor. The Town held a total of five (5) elections in 2020. Special Primary and Special elections were held to fill Minnesota House seat that was vacated when Nick Zerwas resigned. The Presidential Primary Nominating election and the State Primary and General Election. In addition to the General Election held in November, the Town electorate voted in two special town election races – to complete seat terms, and a regular town election. When the polls opened at the November election; there were 5474 registered voters when the polls opened and an additional 274 residents registered throughout the day. Total number of ballots cast at the township polls was 3226 or 56% of the registered voters. This number does NOT include the number of absentee ballots cast by electorate of the township. Residents of the township also voted for representation to the Town

Board during the State General election. There were two (2) special elections to complete terms of previously retired board members. Dean Brenteson was elected for an additional 2 years and Mark Hedstrom will serve a 4-year term. Bruce Aubol retained his seat on the Board. The Annual Recycle Day was held in May and had attendance similar to 2019. Attendees shared their appreciation that the event was held as usual.

#### Open Forum

No business brought forth.

#### Presentation of 2021 Estimated Levy

Treasurer Warneke presented the proposed 2022 levy recommended of the Finance Committee:

General Fund: \$176,000      Road and Bridge Fund: \$1,460,000      Big Lake Fire Fund: \$268,000

Fire Dist. #1 Fund \$31,000      Fire Building/Equip. Fund: \$203,000      Cemetery Fund: \$0  
IP Bond: \$46,000      Capital Expenditure: \$0

Econ. Dev./Industrial Park: \$44,000      Totaling: \$2,228,000 – the same amount as the 2021 electorate-certified levy.

Treasurer Warneke recommended to defer the official adoption until the Meeting on September 08, 2021.

Resident Mark Hedstrom inquired if the electorate should consider a slight increase to the levy to ensure future levies don't require a significant increase. He noted in the past residents saw a little or no increase to their township portion of property taxes, only to have them go up significantly a few years later. Treasurer Warneke explained the electorate chose to keep the levy lower during the downturn of the economy and the significant increases were due to deterioration of the aging road system. The annual spring road tour will occur, in the upcoming weeks and based on the findings of the tour, as well as any changes to legislation, could alter the recommended levy amounts brought to the electorate at the continuation of the annual meeting, if the meeting is recessed.

#### Set Date and Time of 2022 Annual Meeting

Motion/Second to set location and time of 2022 Annual Meeting to March 08, 2022 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: Mark Hedstrom/Bruce Aubol. Electorate voted unanimously to approve. Motion Prevailed.

#### Last Call for Business

Leah Hirsch shared that the Big Lake Food Shelf is always looking for volunteers to help.

#### Recess

Motion/Second to tentatively set the 2022 levy at the recommended amounts and recess 2021 Annual Town Meeting until September 08, 2021 at 6:00pm by: Leah Hirsch/Dean Brenteson. Electorate voted unanimously to approve. Motion Prevailed.

Meeting recessed at 6:40PM

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The Town of Big Lake Electorate reconvened their Annual Meeting, on Wednesday September 08, 2021 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 Eric Rosa, Meeting Moderator, at 6:00pm and the Pledge of Allegiance was recited. Treasurer Ken Warneke, by Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, twelve of the Town's electorate (residents), and newspaper reporter were in attendance.

Agenda Approval

Motion/Second to approve the presented agenda made by Mark Hedstrom, seconded by Bruce Aubol. Vote was taken. Unanimous approval by the electorate. Motion Prevailed.

Updated Financial Report & Update to Proposed 2022 Estimated Levy

Treasurer Warneke presented the updated the electorate with information for the 2022 levy: Based on upcoming vehicle, equipment and building expenses for the fire department, he recommended the Fire Building and Equipment fund be increased by \$37,000 to \$240,000. This way the Town will be saving for those purchases in advance. This will increase the overall recommended levy by the same amount. The following amounts were presented to the Electorate, for consideration and approval:

General Fund:	\$ 176,000
Road & Bridge Fund:	\$1,460,000.00
Big Lake Fire Fund:	\$ 268,000.00
Fire District #1 Fund:	\$ 31,000.00
Fire Bldg/Fire Equip:	\$ 240,000.00
Cemetery Fund:	\$ -----
Ind. Park Bond Redemption:	\$ 46,000.00
Econ. Dev/Indust. Park:	\$ 44,000.00
Capital Expenditure	\$ -----
TOTAL LEVY	\$ \$2,265,000.00 an increase of 1.7% over 2021 levy.

Approval & Certification of the 2022 Tax Levy (MS 365.10)

Bruce Aubol moved to adopt the 2022 Levy amounts presented by Treasurer Warneke and certify the levy to Sherburne County Auditor/Treasurer by September 30, 2021. Motion second by Leah Hirsch. Electorate Vote: Twelve (12) approve. Zero (0) abstained. Zero (0) opposed to adopt and certify 2022 Levy amounts.

Set Time of 2022 Annual Meeting

Motion/Second to set time of 2022 Annual Meeting to March 08, 2022 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: Mark Hedstrom/Larry Alford. Electorate voted unanimously to approve. Motion Prevailed.

Adjournment

Leah Hirsch moved to Adjourn the Reconvened 2021 Annual Town Meeting. Motion second by Dean Brenteson. Electorate voted unanimously to approve. Motion Prevailed adjourning the Reconvened Annual Meeting, at 6:06PM on September 08, 2021.

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

Accepted this 08<sup>th</sup> day of March 2022, by the Town of Big Lake Electorate.

\_\_\_\_\_  
\_\_\_\_\_, Meeting Moderator

Attest: \_\_\_\_\_  
Brenda Kimberly-Maas, Town Clerk