



ANNUAL MEETING
Tuesday March 08, 2022 6:00PM
RECONVENED Wednesday September 14, 2022 6:00PM

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 8, 2022 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 6:02PM and the Pledge of Allegiance was recited. Deputy Clerk Jayme Cannon, resident and Treasurer Ken Warneke, Leah Hirsch - resident and Town Representative on CentraCare Hospital Board, five (5) residents, and a newspaper reporter were in attendance.

Election of a Meeting Moderator

Clerk Brenda Kimberly-Maas opened the floor for the nomination of a moderator. Eric Rosa was asked if he would like to moderate the meeting and accepted the nomination. Electorate Voted unanimously to approve Eric Rosa moderator for the 2022 Annual Meeting. Motion Prevailed

Approval of Agenda

Eric called for motion to approve the presented agenda. Motion/Second to approve the presented agenda by: Bruce Aubol/Mark Hedstrom. Electorate voted unanimously to approve. Motion Prevailed.

Approval of 2021 Annual Meeting Minutes

Motion/Second to dispense with the reading of and approve the 2021 March 09, 2021 Annual Meeting Minutes and the September 08, 2021 Reconvened Annual Meeting Minutes by Bruce Aubol/Mark Hedstrom. Unanimous Approval by the Electorate. Motion Prevailed.

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 and MS4 Permit application was received and the Permit was reissued in 2021 and will be in effect through 2025.

In 2021, Birch Lake was removed from the impaired waters listing, due to the cooperative efforts of the Town and Sherburne Soil and Water Conservation District.

MPCA Annual Reports are submitted annually to ensure compliance. The reports are based on the previous calendar year activities.

The SWPPP Document/Permit Application is available for public review at the Clerk's Office during regular business hours.

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.

Eric Rosa opened the floor for any comments on the Town's SWPPP. No comments were made.

CentraCare Hospital & Board Report

Leah Hirsch, Big Lake township's representative to Monticello Hospital Board gave an update on operations and activities. She shared the hospital has a new Varian TrueBeam linear accelerator to deliver advanced radiation therapy to oncology (cancer) patients. The hospital's neurosurgery department is now able to offer minimally invasive surgery to patients with nerve disorders such as brain, spine, carpal tunnel, and nerve compression in various areas. The Monticello Clinic is now providing specialty care in the area of cardio-vascular disease, as well.

2021 Town Review

2021 Population Estimates: 2020 US Census population is roughly 7,400 with Sherburne County Approximate population of 8,466. There were 30 new homes constructed (down from 42 in 2020). The town's 2022 ESTIMATED Net Tax Capacity (NTC) is \$10,657,046. 2022 ESTIMATED Taxable Market Value (TMV) is \$1,034,055,307.

2021 Annual Meeting Electorate finalized and certified the 2022 levy at \$2,265,000.

Roads

The town maintains 80.18 miles of roads and is its largest asset and expense. Maintenance of the roads is 64.5% of the levy and budget. Eight (8) miles of roads were overlaid in 2021 with a cost of \$668,000. A product known as Ultra-thin Bituminous Wear Coat (UTBWC) was used on 205th Ave. This .75" layer of bituminous was chosen to evaluate its longevity. It may be a viable option on future projects as the cost to install it on the stretch of 205th from CSAH 43 to Liberty Elementary School was a significant lower cost (\$39,000) than a traditional overlay. 2021 calendar year of snow and ice control cost \$ 134,500, spring sweeping of ALL township Roads cost \$8,700. The town and county performed a turnup/turnback of two roads. 209th Ave returned to Sherburne County (now CR94 – 2.0 miles in BL Twp) and CR 79 turned back to Big Lake Twp (now Old County Road 79 – 3.43 mi. in BL Twp). This results in net gain of 1.43 miles to road inventory which will be realized in 2022 mileage.

Town Park

Supervisor Norm Leslie, worked with Gina Hugo to create map of walking trails within the township's park. Signage is in production and will be installed this spring, to assist visitors who visit and walk them.

Bailey Station Cemetery

The cemetery Board researching the purchase and installation of additional columbarium, wrought iron fence maintenance, and the Boy Scouts will be performing maintenance Eagle Scout projects previously done at the cemetery.

MS4

New MS4 requirements of note: Smart salt application – residents were given tips in the fall newsletter and plow vendors attended and received certification through online training. Pet waste management also is to be addressed and information was provided at the fall dog vaccination clinic. The partnership with Sherburne Co. Soil & Water Conservation District

(SWCD) to install several stormwater infiltration basins on the west side of Birch Lake was proven very effective. 2019 and 2020 monitoring results showed the lake had experienced a dramatic increase in quality since last assessed in 2009-2010. During a May 2021 meeting, the MPCA confirmed a recommendation that Birch Lake be removed from the impaired waterbodies list due to verified documentation of meeting water quality standards. Sherburne SWCD selected Big Lake Township the 2021 Outstanding Conservation Cooperator.

BLFD – Joint Ownership

A new Brush Rig was ordered and expected delivery first ½ of 2022 and a new engine/water tender was purchased with its expected delivery in 2023.

MIDCO

MIDCO continued to expand services within the township - mostly in neighborhoods along CSAH15. The Town also entered into a Cable Franchise Agreement with the company.

Annexation

The Ewald and Rita Petersen Farm was annexed into City. A Big Lake Township resident will be opening a new manufacturing business, Premier Watercraft, on the site.

Big Lake Industrial Park East (BLIPE)

One lot was sold in the BLIPE to Arrow Components. There is the possibility of 2 or 3 more sales, in near future. Hanna Klimmek and City Staff have been instrumental in the marketing and sale of the parcels, in our joint venture.

Recycle Day 2021

Big Lake Township coordinated and hosted the annual recycle day. The City of Big Lake and Orrock Township participated again participated in the event. Attendance was similar to the past few years. SCORE grant dollars and gate fees covered most of the cost of the event. Metro Appliance Recycling provides all of the needed equipment and manual labor. Their contract was renewed and will provide their services through 2027.

Dog Vaccination Clinic

The annual dog vaccination clinic was again hosted by the town at their Lions park community building. The City of Big Lake partners with the town on this well attended event. In conjunction with the event, free testing of well water for nitrate levels was available to area residents. Sherburne County Soil & Water Conservation personnel were on site and tested fifty samples. Because of the popularity of the nitrate testing, Sherburne SWCD has offered to provide this service every year.

2021 Annual Treasurer's Report

Motion/Second to waive the reading of all checks written and funds received by the Town in 2021 by: Dean Brenteson/Bruce Aubol. Unanimous Approval by the Electorate. Motion Prevailed.

Treasurer Warneke informed the electorate that the Town Board of Supervisors acts as the Board of Audit, at every town meeting. Annually they have a formal Board of Audit meeting which occurred during the February 23, 2022 meeting. The purpose of the Board of Audit is to ensure all claims, disbursements, receipts, and deposits are accurately accounted. Additionally, the town has an audit performed by a CPA firm, annually. The external audit firm will perform the 2021 audit at the end of May. Ken presented the listing of all claims paid, receipts and deposits

made into the town treasury in 2021 (Schedule 1 report). The annual board of audit had been performed during the February 23, 2022 regular town meeting. The town's financial transactions and bank statements were made available for review an hour prior to the commencement of the Annual Town Meeting and during the meeting. The schedule 1 report will remain posted on the bulletin board in the meeting area, near 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. The 2021 summary financial report was provided for electorate review and was reviewed by Ken. *The summary financial statement is retained as part of the official minutes.* The 2021 beginning balance in the treasury was \$2,146,633.14. The ending balance was \$2,833,272.56. He noted the Town receives the bulk of its receipts from property taxes (89%). Additionally, the town receives money from forfeited land sales, some franchise fees, and permits. Intergovernmental revenues are 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 – \$64,000 in 2021. Ken noted the biggest expenditure is the town's 80 miles of roads.

Presentation of 2023 Estimated Levy

Treasurer Warneke presented the proposed 2023 levy. The Town Board requested he recalculate the levy amounts presented at the during the February 23rd meeting, using a tax capacity closer to Sherburne County Assessor's valuations. His preliminary recommended 2023 levy amounts, based on 20.6% tax rate.

General Fund:	\$369,000	Road & Bridge Fund:	\$1,633,000
Big Lake Fire Fund:	\$247,000	Fire Dist. #1 Fund	\$54,000
Fire Building/Equip. Fund:	\$240,000	Cemetery Fund:	\$0
IP Bond:	\$45,000	Capital Expenditure:	\$0
Econ. Dev./Industrial Park:	\$45,000		
		Totaling:	\$2,630,000

These numbers take into consideration a 15% increase in oil prices and the net result would be a tax rate slightly lower than 2022. Treasurer Warneke recommended deferring the adoption of the levy and reconvening the Annual Meeting in September to adopt and certify the levy.

Motion/Second to tentatively set the 2023 levy at the recommended amounts and reconvene the annual meeting on September 14, 2022 at 6:00pm by: Bruce Aubol/Dean Brenteson. Electorate voted unanimously to approve. Motion Prevailed.

Open Forum

No business brought forth.

Set Date and Time of 2023 Annual Meeting

Motion/Second to set location and time of 2023 Annual Meeting to March 14, 2023 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/Norm Leslie. Electorate voted unanimously to approve. Motion Prevailed.

Last Call for Business

Leah Hirsch informed the attendees the Big Lake Area Food Shelf recently added the ability for clients to preorder their selections online and schedule their pick-up time. This has streamlined the process at the food shelf for staff and clients.

Recess

Motion/Second to recess 2022 Annual Town Meeting until September 14, 2022 at 6:00pm by: Leah Hirsch/Bruce Aubol. Electorate voted unanimously to approve. Motion Prevailed.

Meeting recessed at 6:38PM

The Town of Big Lake Electorate reconvened their Annual Meeting, on Wednesday September 14, 2022 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 Cannon, thirteen of the Town's electorate (residents), two observers, and newspaper reporter were in attendance.

Agenda Approval

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

Updated Financial Report & Update to Proposed 2023 Estimated Levy

Treasurer Warneke presented the updated the electorate with information for the 2023 levy: Ken informed the attendees he had hoped the state legislature would have passed legislature to give a portion of vehicle parts and repair taxes to the townships. No changes occurred and townships will not receive any additional funds. The cost to maintain the 80 miles of roads increased in 2022 with asphalt, oil and gas prices going up. However, he noted the number of additional homes and the increase in home values should off-set the increased costs. The following amounts were presented to the Electorate, for consideration and approval:

General Fund:	\$ 369,000.00
Road and Bridge Fund	\$1,633,000.00
Big Lake Fire Fund:	\$ 247,000.00
Fire District #1 Fund:	\$ 54,000.00
Fire Bldg/Fire Equip:	\$ 240,000.00
Cemetery Fund:	\$ -----
Ind. Park Bond Redemption:	\$ 42,000.00
Econ. Dev/Indust. Park:	\$ 45,000.00
Capital Expenditure	\$ -----
TOTAL LEVY	\$ 2,630,000.00 an increase of 16.11% over 2022 levy.

The property tax rate is estimated to decrease by 3.24% based on the 20% increase in tax capacity.

Moderator called for comment and discussion on the proposed levy amounts.

Sandra Gail questioned if the increase and budget took into consideration the increased costs that residents were paying for day-to-day items and noted the township should look for areas to reduce spending. Mrs. Gail also was concerned about the extreme increases in property values and the effect it has on tax-payers. Resident Dean Brenteson said the increase in road miles and the expected level of service is the reason for the higher levy. He noted the township and their engineer review the roads annually. Part of the analysis as to what maintenance a road will require, includes the age and condition of the road. The road committee has been researching and utilizing some lower cost processes, like ultra-thin wear course, to increase the lifespan of the roads. He also noted that cutting back on some of the

recommended maintenance or doing it at the wrong time, can result in an increase later when the road is degraded beyond repair and needs to be rebuilt. Resident John Norgren asked what percentage of roads that were either overlayed or otherwise maintained annually. Ken stated roughly 4 miles of roads have summer maintenance work done to them. Resident Bret Collier presented historical information on the amount of property taxes he has paid to the township between 2013 and 2022. He noted the increases fluxuated between – 9.51% and 26.37 (2016). He is uncomfortable with the amount of taxes he is paying and the proposed increased levy.

Leah Hirsch commented she has been attending the Annual meetings for the past four years and was pleased to see the turnout for this meeting. She also noted that this is the largest number of residents she has seen in attendance. She would hope that more residents would attend to learn about township governance and participate in the setting of the township levy.

Approval & Certification of the 2023 Tax Levy (MS 365.10)

Bruce Aubol moved to adopt the 2023 Levy amounts presented by Treasurer Warneke and certify the levy to Sherburne County Auditor/Treasurer by September 15, 2022. Motion second by John Norgren. Electorate Vote: Twelve (10) approve. Three (3) opposed. Zero (0) abstained. opposed to adopt and certify 2023 Levy amounts. Motion Prevailed.

Adjournment

John Norgren moved to Adjourn the Reconvened 2022 Annual Town Meeting. Motion second by Leah Hirsch. Electorate voted unanimously to approve. Motion Prevailed adjourning the Reconvened Annual Meeting, at 6:31PM on September 14, 2022.

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

Accepted this 14th day of March 2023, by the Town of Big Lake Electorate.

_____, Meeting Moderator

Attest: _____
Brenda Kimberly-Maas, Town Clerk