



ANNUAL MEETING
Tuesday March 14, 2023 6:00PM

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 14, 2023 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 Cannon, resident and Treasurer Ken Warneke, eleven (11) residents, and two newspaper reporters were in attendance.

Election of a Meeting Moderator

Clerk Brenda Kimberly-Maas opened the floor for the nomination of a moderator. Norm Leslie nominated John Norgren to moderate the meeting which was seconded by Bruce Aubol. Mr. Norgren accepted the nomination. Electorate Voted unanimously to approve John Norgren moderator for the 2023 Annual Meeting. Motion Prevailed

Approval of 2022 Annual Meeting Minutes

Motion/Second to dispense with the reading of and approve the 2022 March 08, 2021 Annual Meeting Minutes and the September 14, 2022 Reconvened Annual Meeting Minutes by Dean Brenteson/Mark Hedstrom. Unanimous electorate approval. Motion Prevailed.

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

Storm water equipment was inspected and cleared of debris, as needed. No insufficiencies were found.

MPCA Reports are submitted annually to ensure compliance. The reports are based on the previous calendar year activities. The town's 2021 report was submitted and approved by the MPCA.

Following the conclusion of the MS4 annual report for calendar year 2021, the MPCA MS4 program discontinued its use of the Snap Survey platform to host the MS4

annual report. This means MS4 permittees that have coverage under the 2020 MS4 General Permit do not need to submit an annual report for calendar year 2022 by June 30, 2023. Instead, when the e-service is released, MS4 permittees will be expected to report MS4 activities for each previous reporting year (e.g., calendar years 2022 and 2023).

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.

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

2022 Town Review

Sherburne County estimated the town's 2022 population at 8,489. There were 9 new homes constructed (down from 30 in 2021). Electorate finalized and certified the 2023 levy at \$2,630,000.

Roads

The town maintains 81.65 miles of roads and is its largest asset and expense. In 2022 the town performed overlay work, filled potholes and cracks, swept away ice control product, reconstructed a cul-de-sac where poor soils were causing deterioration and performed a lot of brushing and trimming work. Snow and ice removal activities occurred more frequently due to the frequency and quality of the snow which caused the budget in that category to be overspent. For 2023, the town has received and accepted bids for overlays on roughly 5 miles of roads. The work was awarded to Knife River in the amount of \$653,865. Roads in Buckshot Hollow, Meadowbrook Addition, Pine Grove, Pine Meadows, Roslyn Addition, Swanson Woods, segment of 187th St. in Moonstone Hollow, 224th Ave. in Meadowlands, and 226th Ave. in Oakwood Hills. Ultra-thin bituminous wear course (UTBWC) operations are planned for approximately 4 miles of town roads. Roads in the Ewing River Springs, River Crest Farms subdivisions, 223rd Ave in Birch Lake area, 205th Ave. west of CSAH 15, and 156th St. north of County Rd 35. One sealed bid in the amount of \$291,827 was received, opened, and will be presented to the Board for review, at their 03/22/2023 meeting.

Town Park

Class II granite was laid on the park's trail system. This material creates a more stable path for visitors using strollers and wagons. All of the wood chips were removed from the playground area and replaced with compliant chips made from tamarack wood. The tamarack doesn't decompose as quickly as other types of wood chips. All the roofs of the structures were replaced due to hail damage. Insurance, less the deductibles, covered the cost of replacement. The park and community building will be freshened up in 2023. Adding tamarack chips to the playground to compensate for settling, a fresh layer of limestone on the regulation softball field, power washing the exterior of the

building, new paint inside the community center, and new carpet in the office. Rebuilding the garbage enclosure area, removing sections of sidewalk, installing a hearing loop in the board room, and adding a pickle ball court are either planned for 2023 or being researched for future projects.

Bailey Station Cemetery

The wrought iron fence was repainted, and an additional columbarium was purchased and installed, in 2022.

Elections

Due to the 2022 redistricting, the town board was allowed to reduce the number of voting precincts and polling locations to three. Brenda Maas, town clerk, worked on the project and was grateful that the previous town clerk, Laura Hayes, had well documented the redistricting done in 2012. The voters who live in the northeastern area of the township, were most affected, as their polling location moved from the town hall to Lord Of Glory Lutheran Church.

Residential Development

The board recently gave comments to Sherburne County Planning & Zoning, on the final plat of Pines Edge. This development has no township roads being added since there are 2 shared driveways for four parcels. Two lots will be accessed from county road 43 and two from county road 83.

The board has also been made aware of a concept plan for a 16-lot development called Meadow Estates. This development which will be on either end of 174th St NW in, Roslyn Addition. The plat has not yet been presented to the board, for formal comment.

BLFD – Joint Ownership

The department received the brush rig was ordered in 2021 and the station's roof was replaced. The town board and city council recently approved the purchase of a mid-mounted ladder truck. The total cost of the truck is projected at \$ 2 million with expected delivery first quarter of 2025. Big Lake township is responsible for 50% or \$1 million of the cost of the truck. Drainage correction and new tar installation is being planned for 2023.

The annual open house was held and was a success with several educational attractions, for the public to enjoy.

Recycle Day 2022

Big Lake Township coordinated and hosted the annual recycle day. Two-hundred and seven residents from Big Lake township - 97, the City of Big Lake – 71, and Orrock Township - 38 participated in the event. SCORE grant dollars and gate fees covered most of the cost of the event. Metro Appliance Recycling is the vendor who provides all the needed equipment and labor to unload the attendees' items. The event is held the third Saturday in May which is May 20th in 2023.

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. As part of the event, Sherburne County Soil & Water Conservation personnel were on site and tested 25 well water samples for elevated nitrate levels.

2022 Annual Treasurer's Report

Motion/Second to waive the reading of all checks written and funds received by the Town in 2022 by: Laura Hayes/Leah Hirsch. Unanimous electorate approval. 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 22, 2023 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 2022 audit at the end of May. Ken presented the listing of all claims paid, receipts and deposits made into the town treasury in 2022 (Schedule 1 report). 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 2022 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.* In 2022, the town received \$2,571,850 and spent \$2,418,733. The town receives the bulk of its receipts from property taxes (87%). 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. The town has received its portion of the highway user (gas) tax for 2023 and the amount is down 37% from 2022. Ken noted the biggest expenditure is the town's 81 miles of roads. Snow and ice removal costs have been on the rise as shown in the handout provided to the residents.

Treasurer Warneke noted in 2019, the electorate authorized the use of town funds for special circumstance use, such as recognition of volunteers, benevolence, bereavement, staff and board recognition. The amount approved was \$1000 which is in the 2023 budget. He said it would be appropriate for the electorate to reauthorize the expenditure, if desired. Motion/Second to authorize the use of town funds for special expenditures such as benevolence, recognition of board, staff, volunteers, etc. not to exceed \$1000 by: Bruce Aubol/Laura Hayes. Unanimous electorate approval. Motion prevailed.

Presentation of 2024 Estimated Levy

Treasurer Warneke presented the proposed 2024 levy, recommended by the town board at their March 8, 2023, meeting. Preliminary recommended 2024 levy amounts, based on 17.02% tax rate.

General Fund:	\$337,000	Road & Bridge Fund:	\$1,294,000
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Big Lake Fire Fund:	\$258,000	Fire Dist. #1 Fund	\$77,000
Fire Building/Equip. Fund:	\$287,000	Cemetery Fund:	\$4,000
IP Bond:	\$42,000	Capital Expenditure:	\$50,000
Econ. Dev./Industrial Park:	\$44,000		
		Totaling:	\$2,393,000

This is a 9.00% reduction from the amount the electorate approved and certified 2023 levy.

Bret Collier asked how much of the ARPA funds were spent or earmarked causing the reduction in the recommended levy. Treasurer Warneke told the electorate that \$600,000 from the federal ARPA funds have spent or dedicated for future expenditures. The town spent \$200,000 in 2021 and \$200,000 in 2022. The 2023 budget includes \$200,000 of federal ARPA money.

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 2024 levy at the recommended amounts by: Bruce Aubol/Mark Hedstrom Brenteson. Electorate voted unanimously to approve.
Motion Prevailed.

Open Forum

Ed Kacures – 22638 180th St. NW inquired if the town will be sealcoating the section of 180th St. NW which was recently paved to connect Knick Knack Knoll to River Crest Farms. He relayed that gophers are undermining the road causing alligator cracking. Ken Warneke and Supervisor/resident, Dean Brenteson let Ed know that it isn't included in the 2023 work recently bid out. But the roads are toured in the spring and fall every year. All roads are evaluated and prioritized based on the findings. They will be sure to inspect the section of 180th St. NW when on tour.

No other business presented.

Set Date and Time of 2024 Annual Meeting

Motion/Second to hold 2024 Annual Town Meeting on March 12, 2024 – per statutory requirements (MN statute 365.51), commencing at 6:00PM at Big Lake Town Hall, located at 21960 County Road 5 NW, Big Lake Township, Sherburne County, Minnesota by: Norm Leslie/Laura Hayes. Electorate voted unanimously to approve.
Motion Prevailed.

Recess

Motion/Second to *recess* 2023 Annual Town Meeting until September 13, 2023 at 6:00pm by: Laura Hayes/Leah Hirsch. Electorate voted unanimously to approve.
Motion Prevailed.

Meeting recessed at 6:45PM

The Town of Big Lake Electorate reconvened their Annual Meeting, on Wednesday September 13, 2023, 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 John Norgren, Meeting Moderator, at 6:00pm and the Pledge of Allegiance was recited. Treasurer Ken Warneke, by Clerk Brenda Kimberly-Maas, six additional members of the town electorate (8 including the meeting moderator and Treasurer Warneke), and newspaper reporter were in attendance.

Agenda Approval

Motion/Second to approve the presented agenda made by Bruce Aubol, seconded by Laura Hayes. 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 2024 levy: Ken informed the attendees. The town's government fund balance – less escrows is \$2,675,343.79. The town has spent \$1,981,855.79 and received \$1,202,754.16, mostly in property tax collections, to date. Treasurer Warneke stated that not much legislative help was realized for townships, the past session. There were new laws passed regarding employment, which will increase costs for employers. He noted the increase to oil prices was reflected in 2023 road project prices, and the tremendous amount of snow in 2022-2023 season placed the town in a deficit in the snow budget. The fire department will be investing in some significant capital in the upcoming years. The town board re-evaluated the budget and determined an increase to the road and bridge fund and fire building and equipment fund should be made. The following amounts were presented to the Electorate, for consideration and approval:

General Fund:	\$ 385,000.00
Road and Bridge Fund	\$1,553,000.00
Big Lake Fire Fund:	\$ 246,000.00
Fire District #1 Fund:	\$ 77,000.00
Fire Bldg/Fire Equip:	\$ 345,000.00
Cemetery Fund:	\$ 4,000.00
Ind. Park Bond Redemption:	\$ 46,000.00
Econ. Dev/Indust. Park:	\$ 50,000.00
Capital Expenditure	\$ -----
TOTAL LEVY	\$ 2,750,000.00 an increase of 4.56% over 2023 levy.

The property tax rate is estimated to decrease by 2.27% based on the 7% increase in tax capacity.

Moderator called for comment and discussion on the proposed levy amounts.
No discussion was made.

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

Bruce Aubol moved to adopt the 2024 Levy amounts presented by Treasurer Warneke and certify the levy to Sherburne County Auditor/Treasurer by September 30, 2023. Motion second by Mark Hedstrom. Electorate Vote: eight (8) approve. Zero (0) opposed. Zero (0) abstained. opposed to adopt and certify 2024 the presented Levy amounts. Motion Prevailed.

Moderator Norgren announced the 2024 Annual Meeting will be held on Tuesday March 12, 2024, commencing at 6:00PM at the Big Lake Town Hall.

Adjournment

Laura Hayes moved to Adjourn the Reconvened 2023 Annual Town Meeting. Motion second by Dean Brenteson. Electorate voted unanimously to approve. Motion Prevailed adjourning the Reconvened Annual Meeting, at 6:05PM on September 13, 2023.

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

Accepted this 12th day of March 2024, by the Town of Big Lake Electorate.

Bret Collier, Meeting Moderator

Attest: _____
Brenda Kimberly-Maas, Town Clerk