



## TOWN ANNUAL MEETING Tuesday March 10, 2026, 6:00PM

The Town of Big Lake Electorate met, for their Annual Meeting, on Tuesday March 10, 2026, 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 Deputy Clerk Debbie Workman, at 6:00PM and the Pledge of Allegiance was recited. Treasurer Ken Warneke, Deputy Treasurer Becky Guthrie – all of whom are township residents, seven additional residents, and one newspaper reporter were in attendance.

### Election of a Meeting Moderator

Deputy Clerk Debbie Workman opened the floor for the nomination of a moderator. Laura Hayes nominated John Norgren to moderate the meeting which was seconded by Bruce Aubol. Mr. Norgren accepted the nomination. Electors voted unanimously to approve John Norgren moderator for the 2026 Annual Meeting. Motion carried.

### Ratify 2024 Annual Meeting Minutes

Motion/Second to dispense with the reading of and ratify the 2025 Annual Meeting Minutes by: Bret Collier/Laura Hayes. Electors voted unanimously to approve. Motion carried.

### Set Date and Time of 2027 Annual Meeting

Motion/Second to hold 2027 Annual Town Meeting on March 9, 2027 – commencing at 6:00PM at the Big Lake town hall by: Bruce Aubol/ Mark Hedstrom. Electors voted unanimously to approve. Motion Carried.

### Big Lake Township Storm Water Pollution Prevention Program (SWPPP)

Deputy Clerk Debbie Workman informed the electors that the town was mandated to develop a Storm Water Pollution Prevention Program "SWPPP" by the MPCA under their Municipal Separate Storm Sewer System. 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 by the MPCA and the initial permit was issued in 2008. The permit was most recently reissued in 2021 and will be in effect through 2025.

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, like Big Lake Township, have not needed to submit annual reports until the e-service is released. Once released, the Town of Big Lake will be expected to report MS4 activities for each previous reporting year (e.g., calendar years 2022, 2023, 2024 and 2025).

In 2025, storm water equipment was inspected and cleared of debris, as needed. Inspection is done during the spring (April) and Fall road (October) tour. No insufficiencies were found.

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

#### 2025 Town Review provided by Bruce Aubol

Sherburne County estimated the town's 2025 population at 8,093. There were 19 new residential permits issued including accessory dwelling units (ADU). The proposed 2026 levy is \$2,673,000. Decrease of .52% from 2025 voted levy.

#### Community Involvement

The Town is involved in various projects and events, such as the monthly Big Lake Community Food Shelf's produce and pantry distribution, annual dog vaccination clinic and nitrate testing of well water, the County's September Household Hazardous Waste Collection event, and an Eagle Badge project for Boy Scout Troop 93. The town also hosts an annual Recycle Day event at its maintenance building on the third Saturday each May.

#### Joint Ownership

The Town of Big Lake and the City of Big Lake are joint owners of the Big Lake Fire Department. The department is staffed by 34 paid-on-call firefighters and serves the City of Big Lake, Big Lake Township, and 9 sections of Orrock Township. They also provide mutual aid to other local departments. In 2025 the department responded to 408 calls. There were 94 responses to Big Lake Township, 275 in the City of Big Lake, 22 in Orrock Township. And mutual aid service was provided on 17 occasions. The department's 2026 operating budget is \$566,302 for which Big Lake Township is responsible for \$230,468.

#### Business & Industry

The Town of Big Lake and the City of Big Lake jointly own Big Lake Industrial Park – East. New businesses going in the the Industrial park in 2025 are White Bear Clothing – lot 3, blk 1 and Jabro – M&M Precision Machining- lot 2, blk 1.

#### Road Report provided by Kenneth Warneke – member of the Town Road Committee

The town has two vendors who perform snow and ice control for the township. Minimal snow the past seasons has allowed for a lot of trimming and brushing work to be performed during the winter months. The work spans the full width of the right-of-way, which are typically 66' on a horizontal plane and vertically the same width. This allows for the roads to be exposed to sunlight during winter months, assisting in ice & snow melting.

Approximately 7 miles of mill and overlay projects have been completed on certain roads in the Knick Knack Knoll and Wild Run developments at a cost of \$593,800.00

### 2025 Annual Treasurer's Report

Motion/Second to waive reading of all checks written and funds received by the Town in 2025 and have the treasurer provide a summary report by: Bruce Aubol/Tim Bruneau. Unanimous electorate approval. Motion carried.

Treasurer Ken 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 25, 2026, 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 2025 audit May 12<sup>th</sup>–15<sup>th</sup>. Treasurer Warneke presented the listing of all claims paid, receipts and deposits made into the town treasury in 2025 (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 Sherburne State Bank, First Bank of Elk River, and in the 4M Fund. The 2025 summary financial report was provided for electorate review and was reviewed by Treasurer Warneke. *The summary financial statement is retained as part of the official minutes.*

The town's 2025 beginning funds balance was \$3,923,997.30, total revenues were \$3,399,900.59 total expenditures were \$3,700,519.09– 50% of the expenditure was capital expenses (eg. Overlays, Ladder Fire truck) and \$199,254 was spent on snow & ice control. The amount the town spends on road improvements and maintenance is \$9.927/mile. The town receives the bulk of its receipts from property taxes (83%).

Additionally, the town receives money from court fines (which are placed in the road fund), forfeited land sales, franchise fees, county grant funds, and revenue sharing from property the town and city developed together – Big Lake Industrial Park, Marketplace, and Industrial Park East. Intergovernmental revenues are received from the state in the form of market value credit and highway user (gas) tax. Miscellaneous revenue generation by way of charges for services – permitting, hall rental, CUP/IUP and variances, and interest income. Funds numbered 801 and higher are escrow funds which are not considered part of the town's treasury.

Motion/Second to approve the summary treasury report by: Bruce Aubol/ Mark Hedstrom. Electors voted unanimously to approve. Motion carried.

### Presentation of 2027 Estimated Levy

Treasurer Warneke explained to get 2027 levy projections; a formula is used over the board adopted 2026 budget. When calculating the levy the aim is to have 50% of

the expected general operating and fire operating expenses, since the first property tax collection is received around mid-year. The Town's general capital fund has \$177,000 in it. There are no current, definite plans for the money. However, the Building and Parks Committee has discussed resurfacing Lions park parking lot and replacing parking place stops.

The Board reviewed the following 2027 levy amounts and approved their presentation to the electors. These amounts are based on no change in tax capacity.

General Fund:	\$303,000	Road & Bridge Fund:	\$1,900,000
Big Lake Fire Fund:	\$262,000	Fire Dist. #1 Fund	\$35,000
Fire Building/Equip. Fund:	\$141,000	Cemetery Fund:	\$ -0-
IP Bond:	\$46,000	Capital Expenditure:	\$ 10,000
Econ. Dev./Industrial Park:	\$ -0-		
		Totaling:	\$2,697,000

Proposed levy amounts are an increase of \$24,000 from the approved 2026 levy.

Treasurer Warneke recommended the electors defer adopting the levy and reconvene the Annual Meeting in September to adopt and certify the levy.

Motion/second to *tentatively set* the 2027 levy at the amounts and reconvene on September 9<sup>th</sup> at 6:00PM, for the purpose of finalizing the 2027 levy and certifying it to the County Auditor/Treasurer by: Mark Hedstrom/Bret Collier. Electors voted unanimously to approve. Motion Carried.

#### Open Forum

None.

#### Recess

Motion/Second to recess 2026 Annual Town Meeting until September 9, 2026, at 6:00pm by: Laura Hayes/Bruce Aubol. Electorate voted unanimously to approve.

Motion Prevailed.

Meeting recessed at 6:45PM

Recorded by: Debbie Workman, Deputy Clerk - Town of Big Lake

Draft reviewed this \_\_\_\_<sup>th</sup> day of March 2026, by the Town of Big Lake Electors.

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John Norgren Meeting Moderator

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Attest Debbie Workman, Deputy Clerk