

**Annual Town Meeting
Minutes**
March 8, 2016

TOWN of BIG LAKE
"Sherburne County's First 5-Member Township Board"

On Tuesday, March 8, 2016, the Annual Town Meeting was held at the Big Lake Town Hall, located in Lions Park Community Center, 21960 County Road 5, Big Lake Township, County of Sherburne, State of Minnesota. The election polls were open for the annual township election as posted and published from 10:00 a.m. to 8:00 p.m.

Laura Hayes, Town Clerk, called the meeting to order at 8:12 p.m. There were 12 people in attendance when the meeting commenced.

Pledge of Allegiance - All stood and recited the pledge of allegiance.

Election of a Moderator –Norm Leslie nominated John Norgren to be moderator for the meeting. Bob Hofer seconded the nomination and motioned to close nominations. All voted in favor. John Norgren took over the meeting as moderator.

Approval of the Minutes –Ewald Petersen motioned to approve the March 10, 2015 Annual Town meeting minutes as presented, and the September 9, 2015 Re-convened Annual Meeting as presented. Richard Helms seconded the motion. All voted in favor.

Treasurer's Report –Bob Hofer motioned to waive reading of all checks written and received, and to read a synopsis. Bruce Aubol seconded. All voted in favor. Treasurer Warneke reviewed a summary financial report showing dollar amount and percent of budget spent for 2015 compared to 2014 & 2013 for both revenues and expenditures. Total revenues were \$1,789,000. And expenditures were \$1,838,000. The cost per mile to maintain township roads in 2015 decreased to \$5,273. per mile due to decreased snow plowing/ice control. Treasurer Warneke advised the Township has used reserve funds for the past several years in an effort to minimize the tax levy. The Township keeps approximately 75% of each funds expenditures on hand as reserve. Treasurer Warneke advised the Clerk and Deputy keep separate financial records of the Township. He noted the outside annual CPA auditor will be Schlenner, Wenner & Co., St. Cloud, noting the former CPA firm as decided to no longer conduct government audits. The Town Board of Supervisors held the annual audit of all financial records for the year ending December 31, 2015 at the February 24, 2015 Regular Monthly Board Meeting. The complete financial audit is available for review.

Annual Fire Report - Big Lake Fire Assistant Chief, Ken Halverson presented the 2015 year-end report on behalf of Chief, Paul Nemes. He advised the Big Lake Fire Department ended the year with a total of 197 emergency calls, which is 16 calls more than 2014 due to an increase in fire related calls and mutual aid. The call breakdowns were 46.70% to City of Big Lake, 36.54% to Big Lake Township, & 8.12% to Orrock Township. 17 calls were mutual aid. Total hours spent on call were 4,059. Total training hours were 3,021. At this time there are 36 fire fighters on the roster. 8 firefighters have 20 years or more of service on the department. Retention and training remain highest priorities. The department replaced all turn out gear and

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helmets in 2015. Assistant Chief Halverson advised the next major purchases needed are Self-Contained Breather Apparatus (SCBA's), which include a bottle, harness and facemask for each fire fighter (2016 budget expense). A truck committee will be formed to spec. a new replacement water tender 2017. Big Lake Fire Fighters donated approx. 720 hours in 2015 to Fire Prevention, Open House and National Night Out. In closing, Assistant Chief Halverson thanked the residents in the response area for their continued support and the members of the Big Lake Fire Department for their unselfish dedication and commitment to the Fire Department and community.

Hospital Board Report - CentraCare Health Monticello, Lynn Christian, BSN, RN, Director of Nursing at CentraCare Health Monticello presented the 2015 annual report. She advised the hospital/CentraCare's 3 year anniversary was April 1. The Birth Center is approaching its two year anniversary, after its reopening on March 4, 2014. Nearly 30 babies were born in 2015. A nondenominational spiritual health program is now available at CentraCare Health – Monticello. The hospital has purchased the former police station at 121 Lake Street North in Big Lake for Emergency Medical Services/Ambulance operational headquarters. CentraCare Health will offer a report to the community presentation on Thursday, March 17, 2016. CentraCare has been awarded a 5 star rating. Richard Helms, district hospital board representative, gave miscellaneous comments.

Open Forum – No requests for the Town Board to consider; or, requests to consider when setting the proposed 2016 levy were presented. Sherburne County Commissioner, Ewald Petersen advised the Extension Committee is looking for a representative from the Big Lake City or Township area. The 4-H program coordinator, Joe Rand has resigned from his position with extension. The County is undergoing a \$45 million expansion of court rooms and updated technology. The jail and public works bonds are nearly paid off; therefore, this will be nearly a trade-off for new debt.

Past Years Report of the Town - Big Lake Town Board Chairman, Bob Hofer gave a review of the 2015 activities of the Township and Town Board. Highlights included: Township Park Improvements: Regulation Softball field completed with irrigation. Soccer Field Equipment purchased and installed. Considering a permanent self-operating restroom facility (similar to restrooms at the National Forest). 175" Verizon Cell Tower constructed at the park, was operational as of August 2015. Township Development: 4 lot subdivision of Sandhill Acres and 3 lot subdivision of Carlson Estates. Solar Garden Conversations – 2 site in Big Lake Township - Both North of County Road 25. One on the west side of County Road 17 – Sanford property 269 acres 20 MegaWatt Site. One on the east side of County Road 17 - City of Big Lake 26.71 acres 5 MegaWatt Site. August 2015 Acucraft announced they would be relocating within the Township to the former Hull Produce building on 172nd Street following a fire that completely destroyed their facility on Highway 10 west of Big Lake earlier in the year. Township Roads: Township did approximately \$375,000. of Seal coat, bituminous patching and overlays in the Township summer and fall 2015. Township Improvements: Lots of Drainage issues this summer due to heavy spring rains. Significant excavation and repairs on 226th Avenue south of Eagle Lake, worked in conjunction with a private property to make necessary improvements. 182nd Street to Mississippi River drainage improvements made. Township Finances: Beginning the year with approximately \$1,517 million dollars in total fund balances and ending the year with \$1,467 million dollars reflecting a reduction in fund balances of \$50,000. The Aspen Hills onsite waste water treatment facility loan was paid off in 2015, with the exception of tax

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delinquencies still to be received. September 2015 the Town residents approved a 2016 tax levy of \$1,238,000.

Bailey Station Cemetery – John Norgren advised there have been several in ground & columbarium burials. The cemetery fence was painted last year and will be reviewed this year for touch up. Nearly ½ of the columbarium niches have been purchased. The cemetery board met and evaluated cemetery rates. A couple of areas were increased. Rates and a list of Board Members will be updated on the Township website.

Big Lake Township Storm Water Pollution Prevention Program (SWPPP) – Clerk Hayes
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 stormwater pollution prevention program designed to reduce the discharge of the pollutants to protect water quality and to satisfy the appropriate water quality requirements of the Clean Water Act. A 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. 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 SWPPP Document/Permit Application, map and re-issued permit are available for public review at the Clerk’s Office during regular business hours.

Old Business – There was no old business presented for discussion.

New Business – There was no new business presented for discussion.

Election Results - Clerk Hayes announced the election results as follows:

Supervisor Seat #4	Bob Hofer	32
Supervisor Seat #5	Norm Leslie	35
Supervisor Seat #4 Write-In	Jared Johnson	1
Supervisor Seat #4 Write-In	Carl Aubol Jr.	1

The Board of Canvass will meet at 7:00 p.m. on Wednesday, March 9, 2016 to certify the election results.

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Proposed Levy for 2017 - Treasurer Warneke presented the proposed levy amounts, which were reviewed by the Township Finance Committee:

General Fund	\$	125,000.
Road Fund	\$	640,000.
Big Lake Fire Fund	\$	131,000.
Cemetery Fund	\$	
Fire District #1 Fund	\$	25,000.
Fire Bldg./Equip. Fund	\$	92,000.
Economic Development	\$	47,000.
Fire Bond Redemption	\$	47,000.
IP Bond Redemption	\$	40,000.
CAP. EXP.	\$	91,000.
Proposed 2016 Levy	\$	1,238,000.

Treasurer Warneke advised the past several years, the Township has spent down some of its reserve funds. He advised the Town Board would be adopting the 2017 budget tomorrow night. He further advised the election budget has been increased to \$14K for the 2016 election year and clean-up day has been budgeted at \$60K. Treasurer Warneke reviewed the tax values and rate comparisons. Ewald Petersen motioned to accept preliminary report and set the final levy at the Reconvened Annual Meeting on September 14, 2016. Bruce Aubol seconded. All voted in favor.

Next Annual Meeting - March 14, 2017 will be the date of the next annual meeting, immediately following the closing of the polls at the Big Lake Town Hall.

Adjournment

Moderator John Norgren recessed the March 8, 2016 Annual Meeting. The meeting will reconvene September 14, 2016 at 7:00 p.m. at which time the levy, tentatively set at \$1,238,000. will be finalized. The meeting recessed at 9:00 p.m.

Respectfully submitted by:

Laura Hayes, Town Clerk

**Re-Convened Annual Town Meeting
Minutes
September 14, 2016**

On Wednesday, September 14, 2016 the Annual Town Meeting was re-convened at the Big Lake Town Hall, located in Lions Park Community Center, 21960 County Road 5, Big Lake Township, County of Sherburne, State of Minnesota.

In absence of the moderator, Bob Hofer called the meeting to order at 7:00 p.m. There were 10 people in attendance when the meeting commenced.

All present stood and recited the pledge of allegiance to the Flag of the United States of America.

Approval of the Agenda – A motion was made by Norm Leslie to approve the agenda. Steve Pflieghaar seconded the motion. All were in favor. The motion carried. The meeting proceeded in accordance with the agenda as presented.

Unfinished Business

- a. **Finalize 2017 Tax Levy** –Treasurer Warneke recommended the levy, proposed at the March 8, 2016 Annual Meeting, remain with no changes. Treasurer Warneke advised the estimated 2017 Taxable Market Value has increased to nearly \$674 million; and, the Tax Capacity has increased to slightly over \$6.9 million. Therefore the tax rate is estimated at 17.86% and the rate percent change is -5%.

Bruce Aubol motioned to approve the total tax levy for 2017 in the amount of \$1,238,000. Steve Pflieghaar seconded the motion. All were in favor. The motioned carried. The annual levy for 2017 was set at \$1,238,000.

General Fund	\$125,000
Road Fund	\$640,000
B.L. Fire Fund	\$131,000
Fire District #1	\$ 25,000
Fire BLD/EQ	\$ 92,000
Bailey Station Cemetery	\$ --
Fire Bond Redemption Fund	\$ 47,000
IP Bond Redemption Fund	\$ 40,000
Econ Dev/Ind. Park	\$ 47,000
Capital Expenditures	\$ 91,000
Total	\$1,238,000

Adjournment

Steve Pflieghaar motioned to adjourn the re-convened annual meeting. Norm Leslie seconded. The motion carried. The meeting adjourned at 7:12 p.m.

Respectfully Submitted,

Laura Hayes, Clerk