



REGULAR MEETING
WEDNESDAY AUGUST 26, 2020 – 6:00 PM

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday July 26nd, 2020 at the Big Lake Township Town Hall, located at 21960 County Road 5 NW, Big Lake Township, Sherburne County, State of Minnesota. The meeting was called to order by Chair Bruce Aubol and the Pledge of Allegiance was recited. In attendance were Chairman Bruce Aubol, Supervisors Larry Alfords, Norm Leslie, Dean Brenteson, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson, From Sherburne County Planning and Zoning department – Dave Lucas and Marc Schneider, Sherburne County Sheriff Department’s Commander Doran, Big Lake Fire Department’s Assistant Chief Mark Hedstrom, and eleven audience members, were in attendance.

Approval of Meeting Agenda

Chair Aubol requested rearranging agenda items to allow emergency personnel to make their presentations and be free to attend other business. No other items were added to the agenda.

Motion/Second to accept the presented Agenda and rearrangement of the items by: Leslie/Brenteson. Approved by all present Supervisors. None opposed. Motion Prevailed. The meeting proceeded in accordance with the Agenda.

Approval of Consent Agenda

The Consent Agenda consisted of: A) Approval of Minutes: Regular Monthly Board 08/12/2020. B) Approve List of Claims & Payroll 08/26/2020. Motion/Second to Approve Consent Agenda by: Alfords/Brenteson. Approved by Alfords, Aubol, Brenteson, and Leslie. None opposed. Motion Prevailed.

Sherburne County Sheriff’s Department Report

Commander Doran reported that there were 199 calls for service to the township in the previous month. This was down from 248 calls the prior month. He also reported are no concerns for the Township, from the Sheriff’s Department.

Fire Department Update

Assistant Chief, Mark Hedstrom addressed the Board with an update from the month of July. During that time the Department responded to 40 calls. The breakdown was: 15 in the City of Big Lake ~ seven (07) in Big Lake Township ~ four (04) in Orrock Township ~ two (02) Mutual Aid and 12 Public Service calls. Year to date the department has responded to 222 calls for service. For the same time period in 2019=232, 2018= 171, and 2017=155. The monthly training was on use of the boat and hoses. These were small group trainings led by Officers. During the month, the Department responded to eight (08) fires - 20% of calls, and six (06) gas leak/lines down – 10% of calls. He reported six (06) Fire Fighter applicants passed the psych evaluation and had been hired and will begin training. Updates on the building an equipment consisted of new shelter tents and skid loader obtained from the Department of Defense surplus and return to service program. The shelters will be utilized for County emergencies. The workout room relocation has been completed and new to the department fitness equipment has been delivered.

Recommendation to fill vacancy and Oath of Office

The personnel recommended appointment of Scott Sanford to the vacated seat 4. The interim position will be filled until January 2021 when newly elected officers take their oaths.

The Oath of Office was administered by Clerk Kimberly-Maas and Scott Sanford was instilled to the position of Interim Supervisor Seat 4.

Presentation of 2019 Audit

Treasurer Warneke presented the results of the 2019 Audit. The Audit was performed by Schlenner, Wenner and Associates. The firm reported the audit went smoothly, they had a positive working relationship with staff, no unusual activities were noted in regard to transactions or accounting policies/treatments. There were no adjustments recommended. The only “concerning item” that is usual for Towns of our size is the lack of duties segregation. The firm gave the Town a final report of an “Unmodified (clean) Opinion”. Financial statements will be prepared and submitted to the Office of the State Auditor, by the firm. The Board had no concerns on the report.

A copy of the full report is on file in the Clerk’s office, for public viewing.

Motion/Second to Accepting the 2019 Audit Report by: Alford/Leslie. Approved by Alford, Aubol, Brenteson, Leslie and Sanford. None opposed. Motion Prevailed.

Treasurer’s Report

Treasurer Warneke reviewed the Financial Statements and reported the Cash Balance of Government Funds (excluding the escrow funds) at \$1,596,214.51, Total Disbursements at \$1,524,942.84. Receipts at \$1,888,321.02. Escrow Funds at \$481,312.16 giving a Total Cash Balance of \$2,077,526.67. He reported all bills have been paid for the 2020 Recycle day and the event broke even, financially. All budget variances are positive, and he has no concerns. Motion/Second to approve the Treasurer’s report by: Brenteson/Leslie. Approved by Alford, Aubol, Brenteson, Leslie and Sanford. None opposed. Motion Prevailed.

Open Forum

NONE

Business from the Clerk

Zoning Ordinance Amendment

Marc Schneider and Dave Lucas, from Sherburne County Planning & Zoning department was present to update the Board on considerations being presented to reduce the number of vehicles allowed to be stored on properties which are unplatted and under 2.5 acres, as well as platted parcels would be affected by the amendments. The need for the amendment is due to the number of parcels where residents are storing vehicles in abundance. Concerns of allowing this is visual impacts on neighborhoods, neighboring property value reduction, environmental impacts, demand on County resources on repeat violators, and lack of performance standards. Parcels which are unplatted and larger than 2.5 acres, would be exempt from the amendments. No action was needed by the Board at this time.

Pro Mechanical – CUP Request

Clerk Kimberly-Maas presented a request to the Board, to review and make comment on a CUP application for a business at the property located at 19640 – 200th Ave NW (Spanky’s Corner). The CUP will allow the residential HVAC company to run its business from the location. Pro-Mechanical will also be renting out some of the space and will ensure other businesses obtain the proper permits, from the County. The Board commented they recommend approval of the CUP to the County Board of Adjustment. Motion/Second to recommend approval of the CUP by: Brenteson/Leslie. All Supervisors present approved. None opposed. Motion Prevailed.

Sherburne History Center Request for Donation

Clerk Kimberly-Maas informed the Board that the Sherburne History Center approached the Township with a request for additional donation. Their fundraising efforts have been reduced, due to the COVID – 19 situation. Matter TABLED until additional information can be obtained.

Business from the Board – Committee Reports/Updates

Supervisor Alfords updated the Board on the rebuild status of County Road 79. The dig outs have been done. Four thousand yards of material has been removed and replaced, in three different locations. Knife River will be paving after the Labor Day holiday.

Supervisor Aubol reported that he has been attending Planning and Zoning meetings.

Supervisor Leslie presented a reimbursement request he would like to send to Sherburne County Public Works, to replenish funds spent on the installation of cement other improvements made to the Township’s Lions Park. The request is in the amount of \$8,711.71.

Motion/Second to request reimbursement for \$8,711.71 from the Township’s Parks fund by: Alfords/Brenteson. Approved by Alfords, Aubol, Brenteson, Leslie, and Sanford. None opposed. Motion prevailed.

Announcements:

Still recruiting Election Judges

Annual Meeting to be Reconvened Wednesday September 9, 2020 at 6PM

Dog Vaccination Clinic Will be held on Saturday, September 19, 2020 from 9AM - NOON

Adjournment:

Motion/Second to adjourn the Regular Meeting at 7:25 PM by: Leslie/Brenteson. All Supervisors present approved. None opposed. Motion Prevailed.

Respectfully Submitted,

Brenda Kimberly-Maas, Clerk and Jayme Swenson, Deputy Clerk

Accepted this 9th day of September 2020 by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chairman

Attest: _____
Jayme Swenson, Town Deputy Clerk