



REGULAR MEETING  
WEDNESDAY AUGUST 28, 2019  
6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday August 28, 2019 at the Town of Big Lake Town Hall, located in the Big Lake Township's Lions Park Community Center, 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 Vice-Chair Bob Hofer, Supervisors Larry Alford, Dean Brenteson and Norm Leslie, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Town Engineer Ross Abel, Fire Chief Ken Halverson, Commander Steve Doran, a newspaper reporter and three (3) audience member were in attendance. Deputy Clerk Jayme Swenson was absent.

#### **Approval of Meeting Agenda**

Motion/Second to accept the presented Agenda by: Leslie/Hofer. All present Supervisors approved. Motion Prevailed. The meeting proceeded in accordance with the Agenda.

#### **Approval of Consent Agenda**

Supervisor Alford requested Resolution 2019-12, be pulled from the Consent Agenda, for discussion as letter d., under Clerk's Business. Clerk Kimberly-Maas requested the addition of Joint Powers Board Meeting Minutes from 07/24/2019.

The Consent Agenda set for approval consisted of: a) Approval of Minutes; Regular meeting of 07/24/2019. b) Approve List of Claims & Payroll. c) Approval of Joint Powers Board Minutes of 07/24/2019. Motion/Second to Approve Consent Agenda by: Alford/Hofer. All present Supervisors approved. Motion Prevailed.

#### **Sherriff's Report**

The month of July there were 176 contacts in the Township. Of those were five (5) vehicle crashes, five (5) fraud complaints and three (3) assaults. The good news is the person who had been throwing screws and nails on local county and city roads, had been apprehended on Monday (8/26/2019). There were numerous citizens who had tires that had been damaged with a current total cost, where the accused person is facing two (2) counts of felony property damage. The Board had no concerns for the Commander to research.

#### **Fire Chief's Report**

Chief Ken Halverson reported the Fire Department responded to 20 calls during the previous month. Four (4) in the Township, 15 in the City, and one (1) mutual aid. This month's training has been on self-survival using Rapid Intervention Packs. The people who submitted applications during the hiring campaign were invited to an informational meeting. Those still interested will then be required to complete the physical agility test and participate in the interview process. Chief expects to offer positions to 4-5. The new recruits will attend Elk River's Fire Academy for their training. Chief will be applying for FEMA grants when they become available. Repairs to the roof have continued and one small leak remains. Its source has yet to be located. The ladder truck will be going in for transmission repairs, as a leak was found during a routine inspection.

#### **Open Forum**

NONE

### **Business from the Clerk**

Kim Tast – 19259 181<sup>st</sup> Ave. NW, Big Lake (Sleepy Hollow South)

Clerk Kimberly-Maas informed the Board that Mr. Kim Tast, had contacted the Town offices in March, with concerns of the amount of water on 181<sup>st</sup> Ave., in front of his driveway. Photos of the water had been sent to the Board for preview. Mr. Kim Tast requested some time to discuss with the Board his and his across the street neighbor's concerns as their driveways were most affected by the ponding water. Mr. Michael Yohnke, 19258 – 181<sup>st</sup> Ave. NW was also present at the meeting. Mr. Tast informed the Board that he has noticed a significant increase in the amount of water that pools in the road and up his driveway, since the last overlay was installed. Kim asked if the Board had considered having a survey done and raising the road in front of his home to alleviate the situation. He felt that he has done a lot of work in his year to help with the drainage, including removing some shrubs and trees. He also pushes the snow back quite far from his driveway, into his yard to try to get the water to run off from his driveway. Kim stated his pavement is in very poor condition and he is hesitant to replace it, if the flooding continues. During the melting, Road Committee member, Ken Warneke had been to the area to review the situation and had placed cones on the road, to inform the traveling public of the deep water on the road. Once the snow had melted and the area could be inspected, Road Committee members reviewed the location and found that any ditched which had been in place when the plat was developed, had been filled to create more level lawns. They also noted many of the residents of the development have installed grass and irrigation to the pavement. The committee determined the least invasive and most cost effective remedy is to have the plow vendor use their wing plows to push the snow further from the road edge, to give the melting snow more ability to drain away from the road and into the grassy area of the right of way. Supervisor Alfords and Chair Aubol stated that even when extreme care is used by the plow vendor, the nature of plowing could result in damage to irrigation heads and lawns. But the right of way is intended for snow storage and will need to be used for that purpose to help with the pooling. Supervisor Alfords also stated that raising the road in front of the Tast's and Yohnke's homes would only push the problem in front of other resident's homes. Treasurer Warneke also noted the plat was created in the 1970's when drainage easements were not required. To obtain the land from residents to create drainage easement(s) would be quite costly. Supervisor Alfords recommended that Mr. Tast change the height and/or shape of his driveway when he rebuilds it. Kim stated he thinks the winging of the snow is just a "Band-Aid" and would like the Board to consider a long-term solution. The Board will have the plow vendor wing snow further into the right of way, moving forward. Board also recommends Mr. Tast resolve the low portion of his driveway. Area will be re-evaluated as needed.

### **Appointment to Parks Committee**

Clerk Kimberly-Maas informed the Board that the Personnel Committee met with Dennis Wolbeck, as requested. Supervisor Norm Leslie told the Board that Dennis is interested in being a member of the Parks Committee. He will serve in the capacity, as an employee to the Town, if the Board approves the appointment.

Supervisor Hofer stated Dennis will be a welcome addition to the committee.

Motion/Second to appoint Dennis Wolbeck as a member to the Town Park Committee by: Hofer/Alfords. All present Supervisors approved. Motion Prevailed.

### **BLFD Budget – Approval and Commitment to Fund**

Clerk Kimberly-Maas reported that the Big Lake Fire Department Joint Powers Board approved the 2020 Fire Budget. The budget total is \$406,796 - an increase over 2019 budget of \$22,260 or 5.79%. The approximate increase to the Town will be \$8,000 (the 2019 amount paid by Orrock, was used in calculating the change to the Town's 50% of the total budget). Clerk Kimberly-Maas was looking for action from the Board to commit to fund 50% of the BLFD budget in 2020. Motion/Second to accept and fund the adopted Big Lake Fire Department 2020

budget by: Leslie/Brenteson. Approved by Alfords, Aubol, Brenteson, Hofer and Leslie. None opposed. Motion Prevailed.

#### Resolution 2019-12 – Donation to Dog Park

Supervisor Alfords requested the item pulled from the Consent Agenda for discussion. He stated that the Town's budget does not line item expenses or revenues for the dog park. He also said that he felt the Town cannot accept the donation under the conditions as requested. Supervisor Leslie also made comment that he and Supervisor Hofer has had conversation with the donor, who made specific requests for upgrades to the dog park and suggested a fundraising event take place to off-set costs for those improvements. He is hesitant to accept the donation from this individual or any individual, as he has seen these situations result in the donors taking ownership of their special interest and he does not want this to happen with the dog park. Additional conversation was made by the Board. The result was to decline the donation and have the Resolution 2019-12 retracted. The funds will be returned to the donor, Mr. Thomas Mitchell. The Board will continue to accept larger donations to the parks system, but will not accept any future donations for specific interest areas, from private citizens.

Motion/Second to decline acceptance of small donations from individuals, for special interest areas of the park by: Aubol/Hofer. All Supervisors present approved. Motion Prevailed.

Motion/Second to return the \$20 donation due to the conditions on which it was received creates an expense to administer and administrate, which is greater than the donation by: Aubol/Hofer. All Supervisors present approved. Motion Prevailed.

#### Business from the Board – Committee Reports/Updates

Supervisor Alfords will be absent for the 9/18 meeting of the CMRP (formerly Hwy 25 Coalition). He would like to have Bob and Dean attend in his absence. Supervisor Alfords also gave his copies of the past meeting information to Marc Schneider, to help Marc get up to speed on the evolution of the group. That information will be handed off to Supervisor Brenteson, once Marc has reviewed it, to get Dean informed on the history of the group.

Supervisor Aubol noted he has been working with both Town and City members of the Fire Board to get the budget, pay compensation and other concerns resolved. Supervisor Aubol gave props Chief Halverson for doing an fine job at the Department, as well as keeping all interested parties updated with information about the new tender and other matters of business.

Supervisor Leslie stated he will be working on maintenance items at the Town's park and community building – Town Hall, in the near future. He also noted he was thankful to have worked with the Fire Board through the finance matters and budgeting process and is pleased to turn the position over to the capable hands of Supervisor Brenteson. Norm will remain as the alternate to the Fire Board.

#### Roads

Town Engineer Abel reported that the 2019 road projects are done. The final pay application will be sent to ASTECH for signatures. When they are returned with the appropriate certificates, the applications will be presented to the Town for final payment. The original contract amount was \$728, 800 and the final total came in at \$689,900 – roughly a \$40,000 savings.

Ross also provided the Board with a quote he received to do the work as specified to resolve the Meadowbrook drainage concern, on Matt & Jennifer Beck's property. Todd Kollmann provided the estimate at \$2653 for materials, installation costs at \$20/ft with 340' of pipe to be laid = \$6800. The total estimate is \$9492. Supervisor Alfords reminded the Board that they had previously authorized a larger dollar amount to be spent to remedy the faulty drainage system, so no action is required of the Board to proceed with having the work done. Supervisor Brenteson stated that restoration costs are not included in the estimate, but it shouldn't be a

significant amount of money to replace the sod, since the area which will be disturbed is not very large. Treasurer Warneke asked if the Town should be obtaining easements on the property where the drainage pipe will be replaced and the property to the north or just the land where the structure will be located. Ross stated the Town will need a temporary easement on the property to the north (PID# 10-542-0215, Lot 3, Blk 2, Meadowbrook) – to be used for dirt, and materials storage during construction, to expire when construction is completed. A permanent easement will need to be written, signed, and recorded, on the affected land (PID # 10-542-0210, Lot 2 Blk 2, Meadowbrook). Ross had the description for the permanent easement prepared, but was waiting for the sketch. Once the sketches are done, the information will be sent to the Town’s lawyer for drafting of the temporary and permanent easements. Ross will send the information to the Clerk when it is completed. Ross also reminded the Board that the Plat has dedicated a six foot (6’) easement on either side of the lot line between lots 2 & 3 (12’ total). The temporary easement on Lot 3, Blk 2 will be for a 10’ width. Estimated time to complete the project, once it is started is one week – weather dependent. There have been some additional permits that have been needed, due to the proximity of the project to a wetland. A no impact permit has been approved, by Sherburne County. Communication between the committee and residents has been done to keep them informed as the process moves forward.

No update on the drainage project on 159<sup>th</sup> St and 227<sup>th</sup> Ave.

**Treasurer’s Report**

Treasurer Warneke reviewed the Financial Statements and reported the cash balance of the Government Funds (excluding the escrow funds) as \$890,730.33, Total Disbursements at \$1,632,900.46, and Receipts at \$1,270,160.38. Total Balance including escrow funds of \$1,399,006.33. All funds are in a positive standing. The Interim Financial Report was provided for review. The Board had no concerns with the current balances nor did Treasurer Warneke. Ken will be looking for input from the committees to see if there are any new needs or projects they wanted to discuss for funding in 2020, in preparation for the reconvention of the Annual Meeting on Sept. 11, 2019. The Finance Committee will also meet to review the information prior to the reconvention of the Annual Meeting.

Motion/Second to accept the Treasurer’s Report by: Leslie/Hofer. Approved by Alfords, Aubol, Brenteson, Hofer and Leslie. None opposed. Motion Prevailed.

**Adjournment:**

Motion/Second to adjourn the Regular Meeting at 7:10pm by: Leslie/Hofer. All Supervisors present approved. None opposed. Motion Prevailed.

Respectfully Submitted,

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

Accepted this 11<sup>th</sup> day of September, 2019 by the Town of Big Lake Board of Supervisors.

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Bruce Aubol, Chair

Attest: \_\_\_\_\_  
Brenda Kimberly-Maas, Town Clerk