



SPECIAL MEETING
FRIDAY MARCH 20TH, 2020
1:00 pm

The Town of Big Lake Board of Supervisors met in a special session, at 1:00 PM, on Friday March 20th, 2020 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. Supervisors Norm Leslie, Dean Brenteson and Larry Alford, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson and two (2) audience member were in attendance. Supervisor Vice-Chair Bob Hofer was absent.

Approval of Special Meeting Agenda

Motion/Second to accept the presented Agenda by: Leslie/Brenteson. All present Supervisors approved. Motion Prevailed. The meeting proceeded in accordance with the Agenda. The Special Meeting was called for in response to the Centers for Disease Control and Prevention (CDC) declaration of a pandemic and public health threat from the novel coronavirus – COVID-19.

Business from the Clerk

Clerk Kimberly-Maas reported that the State of Minnesota has declared a Peacetime Emergency, in response to the ongoing novel coronavirus – COVID-19 pandemic. Both the Federal Government and the State of Minnesota have issued guidelines and requirements. She requested that the Board authorize staff to pay normal expenses, should a Regular Board Meeting be canceled. Motion/Second for approval authorize staff to pay normal expenses, following approved procedures, should a Regular Board Meeting be canceled, due to the pandemic and public health threat from the novel coronavirus – COVID-19 by: Alford/Brenteson. All Supervisors present approved. Motion Prevailed

Clerk Kimberly-Maas also requested the Board pass a Resolution, should they deem it prudent and advisable for the Town to modify certain Policies and Procedures, relating to Regular Meetings of the Town's Board of Supervisors and to delegate certain financial and operational authority to an Executive Committee. The Resolution shall consist of; 1. The March 25, 2020 regularly scheduled meeting will be cancelled. 2. Holding future regularly scheduled meetings will be reviewed as the situation evolves. Should the situation warrant meetings to be cancelled, the change in status will be communicated via posting, on the Town's official posting location – (outdoor bulletin Board, at the Town Hall's West entrance door), and on the Town's website. 3. The Board hereby designates an Executive Committee consisting of the Clerk, Treasurer, Chair and/or Vice-chair, which may take action by majority vote; action may be taken by electronic means. 4. Staff is directed to produce the usual Clerk and Treasurer's materials on a monthly basis and distribute them to Supervisors, the Treasurer, the Clerk, and the Deputy Clerk prior to regularly scheduled meeting dates of the second and fourth Wednesday of each month. 5. The Executive Committee is authorized to approve claims and payroll on a monthly basis, using the following process: a. The monthly claims and payroll packages shall be produced as usual and circulated electronically to the other members of the Executive Committee. b. If all members of the Executive Committee agree that a claim or a payroll item is valid and should be paid, they will communicate that

agreement electronically to the Treasurer and Clerk. c. Staff is authorized to issue checks for the approved claims and payroll items and to distribute those checks after obtaining signatures of the Chair or Vice Chair, Clerk, and Treasurer. 6. The Executive Committee is authorized to cancel any regular meeting according to its published schedule or to call special meetings. 7. In the case of exercise of its authority under clause 6 above, the Executive Committee is authorized to conduct the meeting by electronic means. a. In the case of a meeting called under clauses 6 and 7: i. The Executive Committee is authorized to make a determination under the state Open Meetings Law, section 13D.21, as to whether it is practical or prudent to conduct in-person meetings because of the coronavirus pandemic. ii. The Executive Committee is authorized to make a determination under the State Open Meetings Law, section 13D.21, as to whether it is feasible due to the health pandemic to permit members of the public to participate in any such meeting. iii. The Executive Committee is authorized to make a determination under the State Open Meetings Law, section 13D.21, as to whether it is feasible due to the health pandemic to have any Supervisor present at such meeting. iv. The Executive Committee is authorized to determine which, if any, materials related to an electronic meeting shall be posted on the Town's website. 8. The Clerk is directed to prepare a report of all actions taken by the Executive Committee and submit it for Board approval when regular meetings resume. Motion/Second for approval of Resolution of the Town Board of Supervisors Authorizing Various Actions and Delegating Authority in Response to the Current Coronavirus (COVID-19) Pandemic by: Leslie/Alfords. All Supervisors present approved. Motion Prevailed.

Clerk Kimberly-Maas requested the Board approve the option for Board Members and/or Staff to be involved with Board meetings, utilizing teleconference communications, should the Board as a whole or individuals of the Board deem it necessary to avoid public interaction. In the event the meeting would place by teleconference communications, it would be communicated to the public and options available for their participation. All parts of the meeting would be public and follow the State Open Meeting Law. Motion/Second for approval of ability to utilize teleconference communications, should the Board as a whole or individuals of the Board deem it necessary to avoid public interaction by: Brenteson/Leslie. All Supervisors present approved. Motion Prevailed.

Clerk Kimberly-Maas requested the Board authorize Bogart, Pederson & Associates, the Town's engineering firm, to advertise for the 2020 Road Construction Project Bids. Motion/Second to call authorize Bogart, Pederson & Associates, the Town's engineering firm, to advertise for the 2020 Road Construction Project Bids: Alfords/Brenteson. All Supervisors present approved. Motion Prevailed.

Supervisor Norm Leslie shared with the Board that the Personnel Committee recently met and recommends the Board approve a 3% wage increase for both the Treasurer Kenneth Warneke and Clerk Brenda Kimberly-Maas. Motion/Second to approve a 3% wage increase, starting the next pay period, for Treasurer Kenneth Warneke and Clerk Brenda Kimberly-Maas by: All Supervisors present approved. Motion Prevailed.

Clerk Kimberly-Maas shared with the Board that she will give a 3.25% wage increase, starting the next pay period, to her Deputy Clerk, Jayme Swenson. Clerk Kimberly-Maas also requested Board's approval to investigate health insurance options. It is anticipated that, in the near future, Deputy Clerk Swenson will be without health insurance. Motion/Second for approval to investigate health insurance options by: Leslie/Brenteson. All Supervisors present approved. Motion Prevailed.

Clerk Kimberly-Maas shared that at the Big Lake Fire Department's Joint Powers Board (BLFD JPB) meeting on March 17, 2020, discussion took place regarding a vehicle swap of the BLFD's current command vehicle (2016 Ford Explorer) and monies (\$32,088) with the Big Lake Police Department (BLPD) for a 2019 Ford

F150. The Police Department purchased the F150 new and has had it in service since. The BLPD is looking to replace the F150 with a vehicle, with a different chassis, which will allow better maneuvering, in certain driving situations associated with law enforcement. The F150 has approximately 32,000 miles and is in great working order, good condition and has no known concerns. The BLFD JPB would like to propose a swap for the current BLFD command vehicle, a 2016 Ford Explorer and \$32,088, being split equally between the City and Town of Big Lake. Motion/Second to approve a swap for the current BLFD command vehicle, a 2016 Ford Explorer and \$32,088 and authorization for the Town of Big Lake to make a payment of \$10,795 to the City of Big Lake by: Leslie/Alfords. Motion Prevailed.

Announcements

Annual Board of Appeal & Equalization meeting on Thursday April 9th at 9:00AM.

Adjournment:

Motion/Second to adjourn the Regular Meeting at 1:33pm by: Leslie/Brenteson. All Supervisors present approved. None opposed. Motion Prevailed.

Respectfully Submitted,

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

Accepted this 22th day of April, by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chair

Attest: _____
Brenda Kimberly-Maas, Town Clerk