



REGULAR MEETING
WEDNESDAY APRIL 22, 2020
6:00 pm

The Town of Big Lake Board of Supervisors met in regular session, at 6:00 PM, on Wednesday April 22, 2020 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, State of Minnesota. The meeting was called to order by Chair Bruce Aubol and the Pledge of Allegiance was recited. In attendance were Chair Bruce Aubol, Norm Leslie and Dean Brenteson, Treasurer Kenneth Warneke, Clerk Brenda Kimberly-Maas, Deputy Clerk Jayme Swenson and Assistant Fire Chief Mark Hedstrom. Supervisor Larry Alford, Town Engineer Wes Davis and Amanda Duerr, from Charter Cable attended the meeting through telephone connected by WebEx. Supervisor Bob Hofer was absent.

Approval of Meeting Agenda

Motion/Second to accept the presented Agenda by: Leslie/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed. The meeting proceeded in accordance with the Agenda.

Approval of Consent Agenda

The Consent Agenda consisted of: A) Receive DRAFT of 2020 Annual Meeting Minutes. B) Approval of Minutes: Regular Monthly Board 03/11/2020, Special Meeting 03/20/2020 and Local Board of Appeal & Equalization 04/09/2020 C) Approve List of Claims & Payroll 04/22/2020. Motion/Second to Approve Consent Agenda by: Brenteson/Leslie. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Fire Department Update

Assistant Fire Chief, Mark Hedstrom addressed the Board with an update from the month of March. During that time the Department responded to 14 calls. The breakdown was: 09 – City of Big Lake and 05 - Big Lake Township. The monthly training was held in small group settings and led by Officers been on hose lays and hydrant hook up. The Members along with the Big Lake Police Department toured Nutrien Ag Solutions. Probationary Firefighters Brady Bagne and Clinton Maxson have passed their Firefighter 2 tests, however, due to the COVID-19 pandemic, further classes are on hold. They are able to respond, to non-hazmat fire calls, on the second truck out of the Station. Dan Mooney retired after serving 32 ½ years of service and Ken Halverson retired after 30 years of service. Assistant Fire Chief, Mark Hedstrom also reported that the moving of the workout room, at the station, is still progressing.

Open Forum

NONE

Business from the Clerk

Clerk Kimberly-Maas presented to the Board the BIG LAKE TOWNSHIP ORDINANCE ~ 1010 CABLE ORDINANCE. The Township's intent in adopting this Cable Ordinance is to further the public interest in the delivery of Cable Service and ensure that all providers of Cable Service are subject to comparable burdens consistent with applicable law. This Cable Ordinance may encourage further development of, and competitive choices for, Cable Service and related communications services in the Township. Such a development could

contribute significantly to the communication needs and desires of residents of the Township, benefit local economic development, and improve public and municipal services. Motion/Second to Approve Big Lake Township Ordinance ~ 1010 Cable Ordinance by: Leslie/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board the BIG LAKE TOWNSHIP ORDINANCE 1011. The Ordinance is granting a franchise to Spectrum Mid-America, LLC d/b/a Charter Communications to construct, operate, and maintain a cable system and provide cable service in Big Lake Township. She wanted pointed that the franchise agreement is for 15 years. The Town's attorney has reviewed and recommend the Board approve the agreement. Motion/Second to Approve Big Lake Township Ordinance ~ 1011 Granting Spectrum Mid-America, LLC d/b/a Charter Communications a franchise agreement by: Brenteson/Leslie. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board a donation request from the Sherburne History Center. With the COVID-19 pandemic, the Center has not been able to hold their fundraising events, therefore they are seeking donations through a mail-in campaign. The donation will be in addition to the annual membership dues. Motion/Second to Approve a one-time \$200 donation to the Sherburne History Center by: Leslie/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board the renewal annual contract for weekly cleaning service provided by Options Inc. She shared that there is no change in the pricing, the crew provides good service and recommends renewal. Motion/Second to approve renewal of the annual contract for weekly cleaning service of the Town Hall, provided by Options Inc. by: Leslie/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board RESOLUTION 2020 – 08 AUTHORIZING THE RECONVEYANCE OF TAX FORFEITED LAND Parcel Identification Number 10-418-0235 to the State of Minnesota. The Board recognizes the parcel is not conducive for public boat launch as the banks are very steep. And, the Board has determined it is the best interest of the Public to reconvey Lot 7 Block 2 River Dale Estates, Parcel Identification Number 10-418-0235 to the State of Minnesota. Motion/Second to approve RESOLUTION 2020 – 08 AUTHORIZING THE RECONVEYANCE OF TAX FORFEITED LAND Parcel Identification Number 10-418-0235 to the State of Minnesota by: Alfords/Leslie. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board ORDINANCE 1215 FOR THE REGULATION OF POULTRY. A summary of the Ordinance is that the keeping of Poultry in the Township is a permitted use in the following densities, (Number and type of Poultry) a. A maximum of twelve (12) poultry in any combination, are allowed on all Township parcels between two (2) and five (5) acres. b. Poultry are not permitted on parcels under two (2) acres. c. Roosters, Guinea Fowl and Pea Fowl are not permitted. Residents must provide enclosures that always keeps the poultry on their own property and adhere to the following Setbacks. (i) No coop, pen, run or fence shall be established or maintained within 100 feet of a neighboring property owner's primary structure. If the neighboring property does not have a primary structure on the property, at the time of construction of the coop, pen, run or fence, the distance must be measured from the minimum side yard and front yard setback of the neighboring property. (ii) A poultry coop and run may not be located within twenty-five feet (25') of a wetland, stormwater pond, lake, pond, river or stream; or fifty feet (50') from the nearest well. Motion/Second to approve ORDINANCE 1215 FOR THE REGULATION OF POULTRY by: Alfords/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas shared that she was contacted by Hanna Klimmek, Community Development

Director for the City of Big Lake, with the option of the Town Board to waive the Town's rights to vote on a sign variance in the shared area in the Big Lake Industrial Park East. Hanna stated that a business, Bionote, submitted a building permit for a wall sign on March 13, 2020. On March 16, 2020 the Business was notified that the sign is not in conformance with City Ordinance Section 1300.07. The City has been in contact with Bionote since March 16 and continued conversations about processing the sign application. Staff requested the applicant to submit for a sign variance that would go to the Planning Commission on May 6, 2020 and City Council on May 27. The Applicant expressed that the timeline would be too long. During this time of the COVID outbreak, many businesses are altering their operations to support the production of medical equipment. Bionote, which typically produces veterinarian diagnostic equipment, is working toward obtaining FDA approval for making COVID test kits. According to the Business, one of the requirements for FDA approval is proper signage on the building. As mentioned in the attached narrative, Bionote is a worldwide company with a particular brand. According to the Business, to request Bionote corporate to amend their signage to conform with City requirements would take months, if not longer. Their goal of obtaining FDA approval is time sensitive and therefore, they requested the City to carry out a variance request for their signage. Motion/Second to approve waiving the Town's rights to vote on a sign variance, submitted by Bionote, a business in the Big Lake Industrial Park East. by: Aubol/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board two (2) quotes for cement sidewalks to be installed in the Big Lake Township's Lions Park. The sidewalks would help enable wheelchairs, walkers and strollers to better reach the pavilions, playground area and firepit. Currently guests must roll through the grass to their destinations. The lowest quote was submitted by Legacy Landscaping and Irrigation, Inc in the amount of \$7,250. Motion/Second to approve proceeding with the cement sidewalk project at Big Lake Township's Lions Park, with installation by Legacy Landscaping and Irrigation, Inc. for \$7,250.00 by: Aubol/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board an estimate for from Legacy Landscaping and Irrigation, Inc. to expand the irrigation system at the Big Lake Township's Lions Park. The new irrigation would consist of 18 heads, providing lawn irrigation to the multipurpose/soccer field and cost \$2200. Legacy Landscaping and Irrigation, Inc. has been the longtime vendor that maintains and services the park's current irrigation system Motion/Second to approve the estimate of \$2200 from Legacy Landscaping and Irrigation, Inc. to expand the irrigation system at Big Lake Township's Lions Park by: Brenteson/Leslie. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board the April 2020 to April 2021 Board Meeting Dates. The meeting dates follow the current pattern of Regular Board meetings on the second and fourth Wednesday, of every month, except November and December, where the second meeting is cancelled, due to the holidays. Motion/Second to approve April 2020 to April 2021 Board Meeting Dates by: Leslie/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Clerk Kimberly-Maas presented to the Board the April 2020 through March 2021 Clerk's Office Closure Schedules. The holidays follow the federal holiday guidelines. The closures consist of eleven (11) dates, and will be deemed as paid holidays, to the three (3) Town staff members. Motion/Second to approve April 2020 through March 2021 Clerk's Office Closure Schedules with the closures deemed as paid holidays, to the three (3) staff members by: Brenteson/Leslie. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Business from the Board – Committee Reports/Updates

Supervisor Alfords will report under roads.
Supervisor Brenteson will report under roads.

Roads

Treasurer Warneke informed the Board that bids for the 2020 road overlay project were opened on April 22nd, 2020. There were six interested bidders for the project. The high bid came from Park Construction and the low bid came from ASTECH in the amount of \$626,900.70. Motion/Second to accept the 2020 Overlay Road Projects bids, received on April 22nd, 2020 and award the contract to ASTECH in the amount of \$626,900.70 by: Alfords/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed. Supervisor Alfords reported he is working on minor drainage projects in Meadowbrook and on 211th Avenue NW. Supervisor Brenteson shared that the vendors are currently out sweeping the roads, in the Township.

Treasurer’s Report

Treasurer Warneke reviewed the Financial Statements and reported the cash balance of Government Funds (excluding the escrow funds) at \$839,503.71, Total Disbursements at \$231,428.53 and Receipts at \$160,353.88. Total Balance including escrow funds at \$1,721,612.18. Treasurer Warneke shared that due to the COVID-19 pandemic the County has waived any penalties and late fees for the first payment property tax fees. The County’s decision could affect the Town’s cash flow, should residents choose to pay their taxes late, which may require short term borrowing. He has no concerns. Motion/Second to approve the Treasurer’s report by: Brenteson/Leslie. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Announcements:

Saturday May 16th, 2020 the Town will hold the annual Recycling Day event, at the Town’s maintenance facility from 8:00am to 1:00pm.

Adjournment:

Motion/Second to adjourn the Regular Meeting at 7:05 PM by: Leslie/Brenteson. All Supervisors present in person and by telephone approved by roll-call voting. None opposed. Motion Prevailed.

Respectfully Submitted,

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

Accepted this 13^h day of May 2020 by the Town of Big Lake Board of Supervisors.

Bruce Aubol, Chairman

Attest: _____
Brenda Kimberly-Maas, Town Clerk